



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Lisa Ross, County Clerk

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INFORMATION FOR PUBLIC AND MEDIA REGARDING POLK COUNTY VIRTUAL MEETINGS JULY 1, 2020

All County Board and Committee meetings are broadcast live via WebEx. Public can attend meetings in person in the West Conference Room of the Polk County Government Center or on-line through WebEx. Public comment can be made from the West Conference Room or through WebEx. Webex meeting information can be found:

1. On the attached meeting agenda
2. By selecting the respective committee meeting on our online Meetings Calendar at:

<https://www.co.polk.wi.us/meeting>.

PUBLIC COMMENT

If you wish to make public comment through WebEx, no later than 24 hours in advance of the meeting e-mail the County Clerk at countyclerk@co.polk.wi.us. Provide your name, the meeting you plan to comment during and the agenda topic you plan to comment on. Public comment will be taken first from those in attendance in the West Conference Room and then remotely in the order of the request received.

Due to potential technical difficulties, please consider submitting written comments for consideration to: countyclerk@co.polk.wi.us or by mail to: **Polk County Government Center, 100 Polk County Plaza – Suite 110, Balsam Lake, WI 54810**. Written comments received less than 24 hours prior to meetings may not be received and reviewed by Supervisors before the meeting.



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AGENDA AND NOTICE OF MEETING

General Government Committee

Thursday, July 9, 2020 at 10:00 a.m.

A quorum of the County Board may be present

Virtual, Open Meeting via Webex Video Conference or Phone

Webex Virtual Meeting Info:

Meeting Number (access code): **962 901 662**

Password: **GGmeeting**

➤ Join Online: <https://polkwi.webex.com>

➤ Join by Phone: 1-408-418-9388

Materials: June 11, 2020 Minutes, 2020 Work Plan, Resolution No. 21-20: Donation from CJCC 501(C)(3) Organization for Courtroom Technology Upgrades

1. Call to order
2. Approval of Agenda
3. Approval of Minutes for June 11, 2020
4. Disclosure of Committee Member Conflicts of Interest regarding matters noticed on this agenda
5. Public Comment – 3 minutes – not to exceed 30 minutes total
6. Receipt of Information From Supervisors Not Seated as Committee Members
7. Reports and Presentations
 - a. Presentation/Update regarding Facilities Needs Study/Space Analysis by Wold Architects
 - b. Presentation regarding Bonding by PMA Financial Network
 - c. Recycling Center – Emil Norby, Public Works Division Director
 - i. Rewrite of Recycling Center Ordinance Update
 - ii. Analysis of projected revenue from a potential recycling special charge of \$12 added annually to the tax bill of each parcel in Polk County that shows an improvement and potential uses of such revenue
 - d. COVID-19 Budget Update – Chad Roberts, General Government Division Director
8. Discussion regarding possible change of time of meeting – Chair Arcand
9. Discussion regarding Agendas and Policies Review
 - a. Agenda Review
 - b. Travel Policy Review
 - c. Financial Policy Review
10. Resolution No. 21-20: Donation from CJCC 501(C)(3) Organization for Courtroom Technology Upgrades
11. Identify Subject Matters for Next Meeting, August 13, 2020
12. Review and Update 2020 Work Plan
13. ****Discussion and possible action concerning Lime Quarry**
14. ****Update and discussion regarding Viresco (formerly Green Whey)**

****The Committee may convene in closed session on matters noticed under #13 and #14 as follows:**

****Closed Session****

The Committee may convene in closed session pursuant to Wisconsin Statute 19.85(1)(e), for the purpose of deliberating or negotiating specified public business for competitive or bargaining reasons.

15. Adjourn

Items on the agenda not necessarily presented in the order listed. This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.



POLK COUNTY, WISCONSIN

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MINUTES OF THE GENERAL GOVERNMENT COMMITTEE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810

10:00 a.m. Thursday, June 11, 2020

This meeting was available for viewing through Webex videoconference and teleconference

Meeting called to order by Chair Arcand at 10:15 a.m.

Committee Members Present:

| Attendee Name | Title | Status |
|------------------|------------|---------|
| Russ Arcand | Chair | Present |
| Brian Masters | Vice Chair | Present |
| Fran Duncanson | Supervisor | Present |
| Michael Prichard | Supervisor | Present |
| Chris Nelson | Supervisor | Present |

Also present: Lisa Ross, County Clerk; Emil Norby, Highway Commissioner/Division Head; Malia Malone, Corporation Counsel; Vince Netherland, County Administrator; Chad Roberts, General Government Division Director; Bob Kazmierski, Environmental Services Division Director; Ben Elfelt, Parks & Trails Coordinator; Mark Gossman, County Forestry Administrator; Supervisors, Steve Warndahl, Joe Demulling, John Bonneprise, Amy Middleton; and Member of the Press; Members of the Public.

Approval of Agenda

Chair Arcand called for a motion to approve the agenda as published.

Motion (Masters/Nelson) to approve the agenda. Administrator Netherland requested to strike agenda item #15 - Update and Discussion Regarding Viresco this will not be ready for discussion until the July Meeting. Chair Arcand called for a voice vote on the motion to approve the agenda as amended. **Motion** to approve the agenda carried by unanimous voice vote.

Approval of Minutes

Chair Arcand called for a motion to approve the corrected minutes of the May 14, 2020 meeting as published. **Motion** (Masters/Duncanson) to approve the minutes. **Motion** (Prichard/Masters) to correct the minutes of May 14, 2020 minutes to include "update on information for a rewrite of Recycling Ordinance" under the section of the Recycling Center update. Chair Arcand called for a voice vote on said motion. **Motion** to approve the corrected minutes of the May 14, 2020 meeting carried by unanimous voice vote.

Time was given for Committee Members to disclose any conflicts of interest regarding matters noticed on the agenda. No conflicts of interest were stated.

Public Comment – No public comment was offered.

Receipt of Information from Supervisors Not Seated as Committee Members – Supervisors Demulling and Bonneprise were present for the Lime Quarry agenda item. The committee discussed the intent of the agenda item regarding Receipt of Information from Supervisors Not Seated as Committee Members.

Emil Norby, Highway Commissioner/Division Head provided the Committee with updates and a Power Point presentation regarding the Recycling Center. Commissioner Norby also provided a sample of the St. Croix County Recycling Ordinance as a starting point for a possible rewrite of the Polk County Recycling

Ordinance. The board engaged in discussion regarding the Recycling Center. Supervisor Duncanson proposed to add an item to the July meeting agenda regarding analysis of projected revenue from a potential recycling special charge of \$12 added annually to the tax bill of each parcel in Polk County that shows an improvement and potential uses of such revenue.

Emil Norby, Highway Commissioner/Division Head provided the Committee with an update on the Space Analysis of the Government Center. A presentation from Wold Associates and from Polk County's Financial Consultants providing updates on the Space Analysis to be added to the July meeting agenda.

Emil Norby, Highway Commissioner/Division Head provided the Committee with updates on the sale of the Woodley Dam Property. The Woodley Dam had three Properties, bids were accepted for: Lot 1 sold for \$65,000, Lot 2 sold for \$2,850, Lot 3 sold for \$46,500.

General Government Division Director Roberts provided the committee with information and updates regarding COVID-19 budget. Updates on COVID-19 budget to be kept on the agenda as a standing agenda item.

Chair Arcand called for discussion regarding use of laptops/paperless initiative. The board engaged in discussion regarding laptops. Director Roberts, provided an update to the board stating the laptops previously purchased for the Supervisors that were not being used were given to County employees working remotely during COVID-19. With the building analysis being done the committee agreed the topic of laptop/paperless initiative will be removed from future agendas.

Motion (Masters/Nelson) to approve Resolution No. 18-20. **Motion** Carried by unanimous voice vote. Chair Arcand called upon Environmental Services Division Director, Bob Kazmierski, to provide information regarding **Resolution No. 18-20**: Resolution to Create Parks and Trails Advisory Group to the committee. Discussion. Supervisor Prichard noted a scrivener's error under the Board Action of vote required – strike majority vote of a Quorum and replace with correction of 2/3 majority. Chair Arcand called for an amendment to motion to approve Resolution No. 18-20 recommend to County Board for passage. **Motion** (Masters/Nelson) to approve Resolution No. 18-20 and recommend to County Board for passage. **Motion** Carried by unanimous voice vote.

Motion (Masters/Duncanson) to approve Resolution No. 19-20. **Motion** Carried by unanimous voice vote. Chair Arcand called upon General Government Division Director Roberts to provide information regarding **Resolution No. 19-20**: Resolution to Increase Purchasing Levels in Financial Policy Section of General Code. Discussion. Chair Arcand called for an amendment to the motion to approve Resolution No. 19-20 and to recommend to the County Board for passage. **Motion** (Masters/Duncanson) to amend motion to approve Resolution No. 19-20 and recommend to County Board for passage. **Motion** Carried by unanimous voice vote.

Discussion Regarding Lime Quarry –

Motion (Masters/Nelson) to convene in closed session for purposes and on statutory basis noticed on the amended agenda. Chairman Arcand called for a roll vote on said motion. **Motion** to convene in closed session carried by unanimous roll call vote.

**** Closed Session 11:57 a.m.** (Minutes separate and under seal)**

Chairman Russ Arcand, Brian Masters, Michael Prichard, Fran Duncanson and Chris Nelson. Also present were, Vince Netherland, County Administrator; Lisa Ross, County Clerk; Malia Malone, Corporation Counsel; Chad Roberts, General Government Division Director and Emil Norby,

Highway Commissioner/Division Head. Supervisors: Steve Warndahl, Joe Demulling and John Bonneprise.

Reconvened in Open Session at 12:45 p.m.

The committee discussed updates to 2020 Work Plan.

Next meeting: Thursday, June 11, 2020

Items for next agenda: Review of Agenda's and Review of Policy, Recycling Center Update, analysis of projected revenue from a potential recycling special charge of \$12 added annually to the tax bill of each parcel in Polk County that shows an improvement and potential uses of such revenue, Presentation on Space Analysis – Wold Associates and Polk Co. Financial Consultants, Woody Dam Property Update, Possible change in meeting time, update & discussion on Viresco – closed session.

Adjourn

Chair Arcand called for a motion to adjourn. **Motion** (Prichard/Duncanson) to adjourn. Chair Arcand called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 12:50 p.m.

Respectfully submitted,

Lisa R. Ross
County Clerk

GENERAL GOVERNMENT COMMITTEE

2020 WORK PLAN

| Date | Scheduled Agenda Items | Program Evaluation and Upcoming Issues |
|-----------|--|---|
| January | <ul style="list-style-type: none"> ▪ Finalize 2020 Work Plan | <ul style="list-style-type: none"> ▪ Updates regarding hiring for Deputy Administrator positions. ▪ Updates regarding hiring for I.T. Director/Consultant position. |
| February | | |
| March | <ul style="list-style-type: none"> ▪ Recycling Center Update, Res. No. 37-19 ▪ Sale of Woodley Dam Property ▪ Discussion on future budget to support County Parks & Trails | |
| April | <ul style="list-style-type: none"> ▪ Fair Society MOU | |
| May | | <ul style="list-style-type: none"> ▪ I.T. Developments, Laptop follow-up/paperless initiative |
| June | <ul style="list-style-type: none"> ▪ Lime Quarry Finance Update ▪ Laptop follow-up/paperless initiative ▪ Sale of Woodley Dam Property ▪ Recycling Center Report & Update and Rewrite of Recycling Center Resolution No. 37-19 | Review of 2020 Operating and Capital Budget Book, Scheduling of Program Reviews, Discussion Regarding Strategic Planning, Discussion and Identification of Priorities |
| July | <ul style="list-style-type: none"> ▪ Annual reports ▪ Annual Audit Results | <ul style="list-style-type: none"> ▪ Consideration of County Board priorities in General Government ▪ Governor's Budget and impact on government programs |
| August | <ul style="list-style-type: none"> ▪ Review and recommendations on fee schedule | |
| September | <ul style="list-style-type: none"> ▪ Annual budget review – County Board Budget development/recommendation ▪ Capital Improvement Planning | |
| October | <ul style="list-style-type: none"> ▪ Annual budget and budget amendment recommendations | |
| November | <ul style="list-style-type: none"> ▪ Budget technical amendments | |
| December | <ul style="list-style-type: none"> ▪ Develop 2021 work plan | |

2020 Work Plan Topics

- Review of Lime Quarry
- Government Center security
- Customer Service
- Procedures & Policy regarding reviews MOU's and funding of outside agencies
- Fair Society MOU
- **Standing Agenda Items:** Update on Space Analysis, COVID-19 Budget Update

Resolution No. 21-20

DONATION FROM CJCC 501(C)(3) ORGANIZATION FOR COURTROOM TECHNOLOGY UPGRADES

| ROLL CALL Board Members | Aye | Nay | Exc. |
|-----------------------------------|-----|-----|------|
| Olson | | | |
| Route | | | |
| Warhdahl | | | |
| Nelson (Chairperson) | | | |
| LaBlanc | | | |
| Masters | | | |
| Prichard | | | |
| District 8 Vacant | | | |
| O'Connell | | | |
| Middleton | | | |
| Luke (2 nd Vice Chair) | | | |
| Duncanson | | | |
| Arcand | | | |
| Bonneprise (Vice Chair) | | | |
| Demulling | | | |

BOARD ACTION

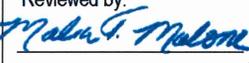
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by:
 Corp. Counsel

Reviewed by:
 Administrator

Reviewed by:
 Finance

FISCAL & LEGAL IMPACT:

The resolution results in a positive fiscal impact to the County in that, the cost to Polk County of the upgrades to the equipment will be reduced with the donation.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ___ day of _____, 2020 by the Polk County Board of Supervisors.

 Lisa Ross
 County Clerk, Polk County

1 **TO THE POLK COUNTY BOARD OF SUPERVISORS:**

2

3 **WHEREAS**, the CJCC 501(c)(3) organization has offered to donate funds

4 toward the upgrade of the audio visual equipment in Court Branches One

5 and Two of the Polk County Justice Center; and

6

7 **WHEREAS**, the donated funds will be used to purchase equipment solely

8 used for the conducting of court activities such as hearings and trials; and

9

10 **WHEREAS**, the purpose of the CJCC 501(c)(3) organization is the

11 support of the Polk County CJCC and the programs conducted by the Polk

12 County CJCC; and

13

14 **WHEREAS**, the courts and their efficient operation directly impact the

15 outcomes of the programs conducted by the Polk County CJCC,

16

17 **WHEREAS**, the donation of the funds from the CJCC 501(c)(3)

18 organization will reduce the amount of Polk County funds necessary to

19 complete the project,

20

21 and **WHEREAS**, the CJCC 501(c)(3) organization has been and

22 continues to be a valuable partner in developing and building the Polk

23 County CJCC Program,

24

25 **NOW, THEREFORE, BE IT RESOLVED**, the Polk County Board of

26 Supervisors accepts the donation of nine thousand dollars (\$9,000.00) from

27 the CJCC 501(c)(3) organization for the purposes of upgrading the audio

28 and video system in Court Branches One and Two of the Polk County

29 Justice Center.

Committee _____

Recommended

Not Recommended

Neutral