



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, July 9th, 2020

This meeting was available for viewing through Webex videoconference and teleconference

Meeting called to order by Chair Arcand at 10:04 a.m.

Members present:

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Brian Master	Vice Chair	Present
Fran Duncanson	Supervisor	Present via WebEx
Michael Prichard	Supervisor	Present via WebEx
Chris Nelson	Supervisor	Present

Also present: Shabana Lundeen, Deputy County Clerk; Emil Norby, Highway Commissioner/Division Head; Malia Malone, Corporation Counsel; Vince Netherland, County Administrator; Supervisor Bonneprise; Tammy Peterson, Administrative Assistant; Chad Roberts, General Government Director; Steve Geiger, Surveyor; Rod Polk, Facilities and Recycling Manager; Joel Dunning and Melissa Stein, Wold Architects Representatives; Brian Della, Director of Public Finance for PMA Financial Network; and Joe Burke, Viresco CEO.

Approval of Agenda

Chair Arcand called for a motion to approve the agenda as published. **Motion** (Masters/Nelson) to approve the agenda. Chair Arcand called for a voice vote on the motion to approve the agenda as published. **Motion** to approve the agenda carried by unanimous voice vote.

Approval of Minutes

Chair Arcand called for a motion to approve the minutes of the June 11th, 2020 meeting as published. **Motion** (Masters/Nelson) to approve the minutes. **Motion** to approve the minutes of the June 11th, 2020 meeting carried by unanimous voice vote.

Public Comment – No public comment was received by the committee.

Receipt of Information from Supervisors Not Seated as Committee Members – No information was received by the committee from Supervisors not seated as a committee member.

Reports and Presentations

Chair Arcand called upon Melissa Stein and Joel Dunning, representatives from Wold Architects to present updates on the Facilities Needs Study and report on the Space Needs Analysis for the Government Center.

The Committee received a report and presentation by Brian Della, Director of Public finance, from PMA Financial Network regarding bonding. Discussion regarding notes, bonds, private banking, and borrowing avenues in association with the funding of the possible building remodel.

Emil Norby, Highway Commissioner/Division Head provided the Committee with updates regarding the Recycling Center. Commissioner Norby updated the committee regarding the progress of the rewrite of the Recycling Center Ordinance and provided report and information to the Committee regarding the possibility of adding a recycling charge to the tax bill of each parcel in Polk County annually and provided analysis of projected revenue, highlighting the potential use of the revenue. Discussion.

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.

Chairman Arcand brought to the floor discussion of possibly changing the time of the General Government Meetings. The discussion concluded with no change to the General Government 10:00 a.m. meeting time.

Committee discussed an agendas and policies review.

Motion (Masters/Nelson) to approve Resolution No. 21-20. **Motion** Carried by unanimous voice vote. Chair Arcand called upon Judge Anderson to provide information regarding **Resolution No. 21-20**: Donation from CJCC 501(C)(3) Organization for Courtroom Technology Upgrades. Discussion. **Motion** (Masters/Nelson) to recommend **Resolution No. 21-20** to the County Board. **Motion** Carried by unanimous voice vote.

The committee reviewed and updated 2020 Work Plan.

Next meeting: Thursday, August 13th 2020 at 10:00 a.m.

Items for next agenda:

1. Recycling Center Discussion and Possible Action
2. Financial Policy updates and suggested edits
3. Annual Reports
4. Annual Audit Reports
5. Review and Recommendations on fee schedule
6. Resolution regarding Lime Quarry
7. COVID-19 Budget Update
8. Space Analysis Update and Bonding Updates

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

****Closed Session 12:10pm**** (Minutes separate and under seal)

Chair Arcand asked that the record reflect those present for closed session: Chairman Russ Arcand, Brian Masters, Michael Prichard, Fran Duncanson and Chris Nelson. Also present were, Vince Netherland, County Administrator; Shabana Lundeen, Deputy County Clerk; Malia Malone, Corporation Counsel; Chad Roberts, General Government Division Director, Emil Norby, Highway Commissioner/Division Head, and Joe Burke, Viresco CEO.

Reconvened in Open Session at 12:56 p.m.

Chairman Arcand called for a motion to convene in closed session as noticed on the agenda.

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

Motion to convene in closed session carried by unanimous roll call vote.

****Closed Session 12:57 p.m.**** (Minutes separate and under seal)

Chair Arcand asked that the record reflect those present for closed session: Chairman Russ Arcand, Brian Masters, Michael Prichard, Fran Duncanson and Chris Nelson. Also present were, Vince Netherland, County Administrator; Shabana Lundeen, Deputy County Clerk; Malia Malone, Corporation Counsel; Chad Roberts, General Government Division Direct, and Emil Norby, Highway Commissioner/Division Head.

Reconvened in Open Session at 1:11 p.m.

Announcement from Supervisor Masters regarding his resignation as District 6 Supervisor, effective July 21st 2020 after 12 years of service.

Adjourn

Chair Arcand called for a motion to adjourn. **Motion** (Masters/Nelson) to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 1:14 p.m.

Respectfully submitted,

Shabana Lundeen, Deputy County Clerk



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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.

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:
Malcolm T. Malone Corp. Counsel

Reviewed by:
V. Wether Administrator

Reviewed by:
Chris 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