



# 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, August 13th, 2020

This meeting was available for viewing through Webex videoconference and teleconference

Meeting called to order by Chair Arcand at 10:03 a.m.

Members present:

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Dan Ruck	Vice Chair	Present
Fran Duncanson	Supervisor	Present
Michael Prichard	Supervisor	Present
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, Executive Assistant; Chad Roberts, General Government Director; Rhoda Hatzenbeller, Bookkeeper; Rod Polk, Facilities and Recycling Manager; Mark Gossman, Forest Administrator; Darlene Kusmirek, Human Resources Manager; Tina Riley, Buildings Office Manager; Tonya Eichelt, Community Services Division Director; members of the public and member of the press.

### 2. Approval of Agenda

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

### 3. Approval of Minutes

Chair Arcand called for a motion to approve the minutes of the July 9th, 2020 meeting as published. **Motion** (Duncanson/Nelson) to approve the minutes. **Motion** to approve the minutes of the July 9th, 2020 meeting carried by unanimous voice vote.

### 4. Disclosure of Committee Member Conflicts of Interest

Time was given for Committee Members to disclose Conflicts of Interest regarding matters noticed on the agenda. No Conflicts of Interest were disclosed.

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

### 6. Election of Committee Officers due to vacancy left by Vice Chairman Masters

Nominated for Vice Chair was: Dan Ruck. **Motion** (Nelson) moved to close nominations and cast a unanimous ballot for Dan Ruck. **Motion** carried by unanimous voice vote.

**7. 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.

**8. Announcements and Committee Information** – One announcement was offered by Supervisor Nelson regarding correct procedures for working through County matters.

**9.** The Committee received information from Polk County Forester, Mark Gossman, regarding request to authorize the Parks Department to proceed with trailhead bridge repairs on Cattail State Trail.

**10.** The Committee received an update regarding the Government Center Space Analysis and Bonding from General Government Division Director Roberts and Highway Commissioner Norby along with Joel and Melissa from Wold Architects and Engineers. **Motion** (Nelson/Prichard) to separate resolution into two parts. The Committee recommends to postpone the RFP section, but recommends the bonding section be passed on to the County Board. **Motion** Carried by unanimous voice vote.

**11.** The Committee received an update regarding the Polk County Recycling Center from Highway Commissioner Norby.

**12.** 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.

**13.** Chairman Arcand called upon General Government Division Director Roberts for updates regarding Financial Policies. Discussion. **Motion** (Nelson/Ruck) to accept policy changes as presented by Chad Roberts, General Government Division Director. **Motion** carried by unanimous voice vote.

**14. and 15.** General Government Division Director Roberts provided the Committee with Annual Reports as well as the Annual Audit Reports along with Jonathon Sherwood, auditor from CliftonLarsonAllen.

**16.** General Government Division Director Roberts presented the Committee with **Resolution No. 22-20**: Resolution to Amend 2020 Budget to Incorporate Carry-Forward funds from 2019 for consideration of passage by the full county board. **Motion** (Nelson/Duncanson) to approve Resolution No. 22-20 and recommend to County Board for passage. **Motion** carried by unanimous voice vote.

**19.** Chairman Arcand called upon General Government Division Director Roberts regarding the Governor's Budget and impact on Government Programs.

Chair Arcand called for a short recess 12:50pm-12:55pm.

Chair Arcand called for a motion to convene in closed session as noticed on the agenda. **Motion** (Nelson/Ruck) 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 12:55pm\*\*** (Minutes separate and under seal)

Chair Arcand asked that the record reflect those present for closed session: Chairman Russ Arcand, Dan Ruck, 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.

\*Reconvened in Open Session at 1:17 p.m.\*

22. The committee reviewed and updated 2020 Work Plan.

**23. Next meeting:** Thursday, September 10th 2020 at 10:00 a.m.

**Items for next agenda:**

1. Recycling Center Discussion and Possible Action
2. Receipt, Review and Recommendation of Fee Schedule
3. Discussion and Consideration of County Board Priorities in General Government
4. Capital Improvement Planning
5. COVID-19 Budget Update
6. Space Analysis Update and Bonding Updates
7. **\*\*Closed session:** Update and discussion regarding Fair Society MOU negotiations

**Adjourn**

Chair Arcand called for a motion to adjourn. **Motion** (Prichard/Duncanson) to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 1:20 p.m.

Respectfully submitted,  
Shabana Lundeen, Deputy 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](mailto: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](mailto: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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## \*AMENDED\* AGENDA AND NOTICE OF MEETING

### General Government Committee

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

A quorum of the County Board may be present

Virtual, Open Meeting via Webex Video Conference or Phone

Amendments:

<sup>1</sup>Matters Added or Revised by Initial Amended Notice of Meeting

### **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: July 9 2020 Minutes, 2020 Work Plan

### **Order of Business:**

1. Call to order
2. Approval of Agenda
3. Approval of Minutes for July 9<sup>th</sup>, 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. Election of Committee Officer(s) due to vacancy left by Vice Chairman Masters
7. Receipt of Information From Supervisors Not Seated as Committee Members
8. Announcements and Committee Information
9. Request to Authorize the Parks Department to proceed with trailhead bridge repairs on Cattail State Trail – Mark Gossman, County Forester
10. Update regarding Space Analysis and Bonding
11. Update and <sup>1</sup>possible action regarding Polk County Recycling Center
12. COVID-19 Budget Update
13. Financial Policy updates and suggested edits
14. Receipt and Review of Annual Reports
15. Receipt and Review of Annual Audit Reports
16. Discussion and possible action regarding **Resolution No. 22-20**: Resolution to Amend 2020 Budget to Incorporate Carry-Forward funds from 2019 (*Resolution 22-20 to be distributed on the floor*)
17. Receipt, Review and Recommendations of Fee Schedule
18. Discussion and Consideration of County Board Priorities in General Government
19. Governor's Budget and impact on Government Programs

**\*\*Closed Session\*\***

The Committee may convene in closed session on matters noticed under **#20** and **#21** pursuant to Wisconsin Statute 19.85(1)(e), for the purpose of deliberating or negotiating specified public business for competitive or bargaining reasons.

20. **\*\*Discussion and possible action concerning Lime Quarry**
21. **\*\*Update and discussion regarding Fair Society M.O.U. negotiations**

Following the closed session the Committee will convene in open session to make an announcement on matters considered in closed session and to take up, consider and act upon in open session those subject matters noticed herein for consideration or action in open session.

#### Reconvene in Open Session

22. Review and Update 2020 Work Plan

23. Identify Subject Matters for Next Meeting, September 10<sup>th</sup>, 2020 at 10:00 a.m.

24. Adjourn

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

**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. 22-20**

**RESOLUTION TO AMEND 2020 BUDGET TO INCORPORATE CARRY-FORWARD FUNDS FROM 2019**

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warhdahl			
Nelson (Chairperson)			
LaBlanc			
Ruck			
Prichard			
Kelly			
O'Connell			
Middleton			
Luke (2 <sup>nd</sup> Vice Chair)			
Duncanson			
Arcand			
Bonneprise (Vice Chair)			
Demulling			

**BOARD ACTION**  
Vote Required: Majority Vote of a Quorum

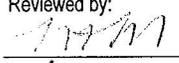
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Motion to Approve \_\_\_\_\_ Adopted

1st \_\_\_\_\_ Defeated

2nd \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by:  \_\_\_\_\_, Corp. Counsel

Reviewed by:  \_\_\_\_\_, Administrator

Reviewed by:  \_\_\_\_\_, Finance

**FISCAL & LEGAL IMPACT:**

The resolution carries over already designated funds to finish projects started in the previous year and adds to the balance of the General Fund.

**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

**Committee** \_\_\_\_\_

Recommended

Not Recommended

Neutral

1 WHEREAS, events occur after the adoption of the annual budget that affect  
 2 various program activities and their appropriations for a given budget year, and  
 3 WHEREAS, the annual budget resolution provides for restricted, committed and  
 4 assigned fund carryovers, and

5 WHEREAS, some of the programs, projects, and activities that were planned for  
 6 the 2019 budget year did not take place, were not completed, or are on-going and  
 7 it is appropriate and necessary to carry-over the appropriation for 2019 into the  
 8 next budget year, and

9 WHEREAS, the financial impact of these delays could not be determined at the  
 10 time the adopted 2020 budget resolution was adopted and therefore money could  
 11 not be re-allocated at that time, and

12 WHEREAS, the General Government Director has compiled a list designating  
 13 those programs, projects, activities, and corresponding such 2019 funds that  
 14 should be carried forward and re-appropriated in the 2020 budget, and

15 WHEREAS, Wisconsin Statutes and county policies authorizes and requires that  
 16 the county board take official action to approve the designation, carry-over, and  
 17 the re-appropriation of funds in the interest of full financial disclosure.

18 NOW, THEREFORE, BE IT RESOLVED that the following appropriations  
 19 from the General Fund/ADRC that were unexpended on December 31, 2019  
 20 due to delays or other considerations be assigned and appropriated for end  
 21 of year 2019 and that the 2020 budget be amended accordingly,

22

- 23 • Buildings and Facilities:
  - 24 ○ \$200,000.00 for the 2018 allotment of the jail
  - 25 controller project - assigned
- 26 • Environmental Services Division:
  - 27 ○ \$46,618.50 in the building conservation project account for
  - 28 Cattail Bridge project; and
  - 29 ○ \$13,474.00 in forest maintain roads account - restricted; and
  - 30 ○ \$3,249.00 in forest wildlife habitat account – restricted.
- 31 • Law Enforcement:
  - 32 ○ \$6,034 in the law enforcement federal forfeiture account -
  - 33 restricted.
  - 34 ○ \$358,300.00 for the 2019 allotment of the jail controller project -
  - 35 assigned
  - 36 ○ \$103,007.00 for the Tyler Technology project - Assigned
- 37 • Veteran’s Service Office:
  - 38 ○ \$5,754.00 in the veteran service grant account - restricted; and

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

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

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Motion to Approve      Adopted

1<sup>st</sup> \_\_\_\_\_ Defeated

2<sup>nd</sup> \_\_\_\_\_

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

**Committee** \_\_\_\_\_

Recommended

Not Recommended

Neutral

- 39                   ○ \$29,486.00 in the veteran relief account - restricted.
- 40                   • ADRC
- 41                   ○ \$97,093.00 in ADRC for State of Wisconsin designation
- 42                   transportation account - assigned.
- 43                   General Fund Balance
- 44                   • \$113,687.00 will be transferred from general fund undesignated fund
- 45                   balance to Department of Children and Families/Department of
- 46                   Health Services for operational deficit in 2019.
- 47                   Children and Families Fund
- 48                   • \$202,400.00 transferred to general fund undesignated fund
- 49                   balance.
- 50                   BE IT FURTHER RESOLVED that the County Administrator is directed to
- 51                   record such information in the official books of the County for the year ended
- 52                   December 31, 2019 and for the year ending December 31, 2020 as may be
- 53                   required.