



# POLK COUNTY, WISCONSIN

[WWW.CO.POLK.WI.US](http://WWW.CO.POLK.WI.US)

Sharon Jorgenson, County Clerk  
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810  
Phone (715) 485-9226 Email Sharon.Jorgenson@co.polk.wi.us

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## **\*\* AMENDED\*\* AGENDA AND NOTICE OF MEETING**

### **GENERAL GOVERNMENT COMMITTEE**

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

County Board Room

Thursday, September 12, 2019 at 10:00 a.m.

A quorum of the County Board may be present

### **Amendments: <sup>1</sup> Matters Added or Revised by Initial Amended Notice of Meeting**

Materials: August 8, 2019 Minutes, Resolution No. 37-19, Resolution No. 39-19, 2019 Work Plan

1. Call to order –Chair Masters
2. Approval of Agenda
3. Approval of Minutes for August 8, 2019
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Budget Update from Administrator Osborne
7. Update/Discussion Regarding Information Technology Director and Employee Relations Director and Administration Positions
8. Update Regarding Recording Meetings
9. Discussion, Updates on Recycling Center, and Possible Action: Resolution No. 37-19: Resolution Improving the Recycling Program for the Residents of Polk County
10. <sup>1</sup> Discussion and Possible Action: Resolution No 39-19: Resolution to Authorize the Representative for Filing Recycling Grant Application
11. Funding of Outside Agencies
12. Closed Session:
  - a. Pursuant to Wisconsin Statute Section 19.85(1)(e), the Committee may convene in closed session for purposes of considering collective bargaining strategy, review and/or negotiation of labor agreement benefits/contracts including negotiation of WPPA – Field Services labor agreement for Polk County Sheriff's Department Employees Association and Polk County Sergeants Association commencing January 1, 2020; the conduct of said specified public business, due to competitive or bargaining reasons, require a closed session. Following the closed session, the Committee will convene in open session to give an announcement on matters considered in closed session and to consider and act upon matters noticed herein for consideration and action in open session.
13. 2019 Work Plan Development/Updates
14. Identification of Subject Matters for Upcoming Meetings
15. Adjourn

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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.



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**MINUTES**  
**General Government Committee**  
County Board Room  
Balsam Lake, WI 54810  
10:00 a.m. Thursday, August 8, 2019

Meeting called to order by Chair Masters @ 10:05 a.m.  
Members present:

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Present
Dean Johansen	Supervisor	Present
Larry Jepsen	Supervisor	Absent
Chris Nelson	Supervisor	Present

Also present: Sharon Jorgenson, County Clerk; Nick Osborne, County Administrator; Andrea Jerrick, Deputy County Administrator/Employee Relations Director; Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Chad Hoag, Child Support Manager; Maggie Wickre, Finance Director; Amanda Nissen, County Treasurer; Darlene Kusmirek, Employee Relations Manager; Tonya Eichelt, Community Services Division Director; Vince Netherland, Economic Development Director; Supervisor Edgell, members of the community, and member of the press.

**Approval of Agenda**

Chair Masters called for a motion to approve the agenda as published. **Motion** (Johansen/Arcand) to approve the agenda. Chair Masters 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 Masters called for a motion to approve the minutes of the July 11, 2019 meeting as published. **Motion** (Masters/Johansen) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the July 11, 2019 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 committee members.

The Committee received information and a presentation regarding the proposed Workforce Marketing Campaign from Economic Development Director Vince Netherland. The anticipated budget for the proposed campaign is \$50,000. Economic Development Director Netherland plans to request one time funding from Polk County in the amount of \$20,000 for the campaign.

The committee received handouts and information regarding the annual investment and risk assessment report from Treasurer Amanda Nissen and Finance Director Maggie Wickre. Supervisor Nelson asked for a follow-up report regarding investments in local banks. The committee received a quarterly report from Finance Director Wickre detailing invoice amounts paid over \$25,000.

The committee received an update regarding the Clam Falls Dam from Mr. Dahlberg from Northwestern Wisconsin Electric Company. Dahlberg updated the committee on a recent meeting and phone conference with the Department of Natural Resources. The DNR indicated that it is highly unlikely they will grant an exemption to the hazard rating of the Clam Falls Dam. The current hazard rating (assigned in 2017) requires that the spillway capacity of the Clam Falls Dam be increased by 2022 at an approximate cost of \$1.3 to \$1.5 million. Dahlberg indicated that the study would likely not be done since a hazard exemption is unlikely. Committee engaged in discussion regarding the Clam Falls Dam. Dahlberg asked the committee for a decision regarding their offer of the Clam Falls Dam. Chair Masters deferred to Corporation Counsel Malone who provided information that the offer would be considered withdrawn due to the conditions stated in the offer (as presented on 7/16/19) and based on the non-action of the County.

The committee discussed recommendations regarding Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm.

**Motion** (Nelson/Johansen) to bring Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm to the floor for action. Chairman Masters called for a voice vote on said motion. **Motion** to bring Resolution No. 31-19 to the floor for action carried by unanimous voice vote. Chairman Masters called upon Administrator Osborne and Finance Director Wickre to provide information regarding the resolution to the committee.

Chairman Masters called for a motion to approve and recommend Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm to the County Board for passage. **Motion** (Masters/Johansen) to approve and recommend Resolution No. 31-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 31-19 to the County Board for passage carried by unanimous voice vote

The committee discussed recommendations regarding Resolution No. 32-19: Disaster Declaration (related to the July 19, 2019 Storm). Chair Masters called upon Administrator Osborne to provide information regarding the resolution to the committee. Chair Masters called for a motion regarding Resolution No. 32-19

**Motion** (Johansen/Masters) to approve and recommend Resolution No. 32-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 32-19 to the County Board for passage carried by unanimous voice vote.

The committee discussed recommendations regarding Resolution No. 34-19: Resolution to Adopt Master Fee Schedule for 2020 Budget Proposal. Committee received and reviewed fee schedule. Chairman Masters called upon Administrator Osborne to provide information regarding the fee schedule and resolution to the committee. Committee engaged in discussion regarding fee schedules as to whether fees appropriately cover costs incurred.

Chair Masters called for a motion regarding Resolution No. 34-19. **Motion** (Johansen/Nelson) to approve and recommend Resolution No. 34-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 34-19 to the County Board for passage carried by unanimous voice vote.

The committee received updates regarding the Recycling Center from Highway Commissioner Norby. A resolution regarding the direction of the Recycling Center will be presented to the committee at the September meeting.

The committee received an update from Administrator Osborne regarding memorandums of understanding including: Tourism Council, Fair Society, WITC, Head Start, Economic Development, and North Lakes Dental. The updated Tourism Council Memorandum of Understanding will be signed/approved at the upcoming Tourism Council meeting. Corporation Council Malone provided information to the committee regarding the Memorandum of Understanding process and approval. Supervisor Nelson requested that the appropriate Board committees review Memorandum of Understandings for outside agencies.

Committee received an update from Administrator Osborne regarding the Employee Relations Director position. Job description and duties will be reviewed. Recruitment will focus on General Government Division Head and Employee Relations Director. Administrator Osborne recommended the use of an outside agency for recruitment. Committee engaged in discussion regarding the open Employee Relations Director position. Administrator Osborne estimates requests for proposals for outside recruitment agencies will take 30 days, with hopes of filling the position in 4 months.

Committee received an update from Employee Relations Director/Deputy Administrator Jerrick regarding the 360 Evaluation (of the Administrator) by ECCO International. A presentation by ECCO International will take place at a special session of the County Board on 8/20/19 beginning at 4:00 p.m. in Committee of the Whole format with an open and a closed session, as needed.

The committee received an update on the Information Technology Director position from Employee Relations Director/Deputy Administrator Jerrick. A finalist for the position will be meeting with Employee Relations on Friday, August 9, 2019.

Administrator Osborne provided an update regarding videotaping the County Board meetings.

Committee discussed the 2019 work plan and future topics to address at upcoming committee meetings.

Work plan updates/development: -Ongoing items

Update regarding videoing County Board meetings  
IT Developments and innovation/Paper Reduction/paperless initiative  
Recycling Center Resolution and updates - September  
Government Center security  
Customer Service  
Capital Improvement Planning – (budget time)  
Funding of outside agencies – September

Items for next agenda:

Next meeting: September 12, 2019 @ 10:00 a.m.  
Union negotiations upcoming

**Adjourn**

Chair Masters called for a motion to adjourn. **Motion** (Nelson/Arcand) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 11:35 p.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk

Resolution No. 39-19

RESOLUTION TO AUTHORIZE THE REPRESENTATIVE FOR FILING  
RECYCLING GRANT APPLICATION

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF  
POLK:

Ladies and Gentlemen:

WHEREAS, Polk County hereby requests financial assistance under s. 287.23 and  
287.24, Wis. Stats., Chapters NR 542 and 544, Wis. Admin. Code, for the purpose  
of planning constructing or operating a recycling program with one or more  
components specified in s. 287.11(2)(a) to (h), Wis. Stats.,

THEREFORE, BE IT RESOLVED, that Polk County hereby authorizes the Highway  
Commissioner to act on its behalf to:

- Submit an application to the Department of Natural Resources for financial assistance under s. 287.23 and 287.24 Wis. Stats. Chapters NR542 and 544, Wis. Admin. Code;
- Sign necessary documents; and
- Submit a final report

BY:

\_\_\_\_\_  
Brad Olson, Supervisor, District #1

\_\_\_\_\_  
James Edgell, Supervisor, District #8

\_\_\_\_\_  
Doug Route, Supervisor, District #2

\_\_\_\_\_  
Kim O'Connell, Supervisor, District #9

\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,

\_\_\_\_\_  
Larry Jepsen, Supervisor, District #10

\_\_\_\_\_  
Chris Nelson, Supervisor, District #4

\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11

\_\_\_\_\_  
Tracy LaBlanc, Supervisor, District #5

\_\_\_\_\_  
Michael Larsen, Supervisor, District #12

\_\_\_\_\_  
Brian Masters, Supervisor, District #6

\_\_\_\_\_  
Russell Arcand, Supervisor, District #13

\_\_\_\_\_  
Michael Prichard, Supervisor, District #7

\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14

\_\_\_\_\_  
Joe Demulling, Supervisor, District #15

*County Administrator's Note:*

\_\_\_\_\_  
Nick Osborne  
County Administrator

*Fiscal Impact Note:*

\_\_\_\_\_  
Maggie Wickre, Finance Director

Approved as to Form and Execution:

\_\_\_\_\_  
Malia T. Malone, Corporation Counsel

*Legal Impact Note:*

Excerpt of Minutes

- 22 At its regular business meeting on the \_\_\_\_ of \_\_\_\_\_ 2019, the Polk County Board of
- 23 Supervisors acted upon Resolution No. 39-19: Resolution to Authorize the
- 24 Representative for Filing Recycling Grant Application

- Adopted by a majority of the members present by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: \_\_\_\_\_

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Sharon Jorgenson, County Clerk

### Executive Summary

The purpose of Resolution 39-19 is to authorize, per DNR requirements, a representative for the purpose of submitting a recycling grant application for the Polk County Recycling program.

Resolution No. 37 -19

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RESOLUTION Improving the Recycling Program for the Residents of Polk County

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, the Polk County Recycling Program is a critical need for the residents of Polk County

WHEREAS, the restrictions placed on recycling nationwide by China have affected recycling in a negative way.

WHEREAS, the current recycling center is in need of upgrading and an update of their business plan for current operation to work with current market restrictions

WHEREAS, the Polk County Recycling Center is using tax levy dollars for operating expense

WHEREAS, the goal of the County Board is to improve the Recycling Program for the residents of Polk County

NOW, THEREFORE, BE IT RESOLVED, that this resolution directs the County Administrator to enhance Polk County Recycling Program and Rewrite the Polk County Recycling Ordinance.

BE IT FURTHER RESOLVED, this is to look into the need of owning a Recycling Center, options to enhance the current Recycling Center and options to provide a Recycling Program without a County owned Recycling Center, providing information and impacts to the County Board for both options. Timeline for information: Above information and report is due back to the County Board six months from approval of this resolution.

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1  
\_\_\_\_\_  
Doug Route, Supervisor, District #2  
\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3  
\_\_\_\_\_  
Chris Nelson, Supervisor, District #4

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James Edgell, Supervisor, District #8  
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Kim O'Connell, Supervisor, District #9  
\_\_\_\_\_  
Larry Jepsen, Supervisor, District #10  
\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,

Supervisor, District #11

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\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14

\_\_\_\_\_  
Joe Demulling, Supervisor, District #15

*County Administrator's Note:*

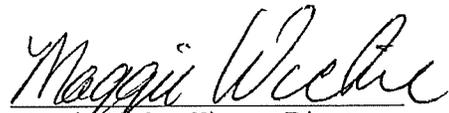
At the General Government Committee's request, Public Works Director Moe Norby prepared a short analysis of the Recycling Center (attached). It provides some of the information requested in this resolution. The other information can be provided in the timeframe requested.

  
\_\_\_\_\_  
Nick Osborne

County Administrator

*Fiscal Impact Note:*

As in other projects recently, Polk County may have to engage the expertise of consultants in the State of Wisconsin recycling mandates and requirements. This analysis would provide the County Board with information that has been seen state wide and options for Polk County. These contracted serve fees would come out of the Buildings/Recycling/Parks 2019 budget and then budgeted in the 2020 budget. If 2019 funds are not available, it would be a contingency fund request to pay for consultants.

  
\_\_\_\_\_  
Maggie Wickre, Finance Director

Maggie Wickre, Finance Director

Approved as to Form and Execution:

  
\_\_\_\_\_  
Malia T. Malone, Corporation Counsel

Malia T. Malone, Corporation Counsel

*Legal Impact Note:*

This Resolution has no legal impact and simply directs staff to evaluate policy options for the Recycling Center

Excerpt of Minutes

34 At its regular business meeting on the \_\_\_ of \_\_\_\_\_ 2019, the Polk County Board of  
35 Supervisors acted upon Resolution No. 37-19: Resolution  
36 \_\_\_\_\_  
37 \_\_\_\_\_

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- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: \_\_\_\_\_

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Sharon Jorgenson, County Clerk

Executive Summary

This resolution is designed to have staff and administration take a look at the current recycling program and facility that Polk County currently operates, report back to full County Board in 6 months with recommendation on improving the recycling program for the residents and business of Polk County



## Polk County Public Works Division

Balsam Lake WI 54810

### Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Email "Moe" Norby, Division Director / Highway Commissioner

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To: General Government Committee

Subject: Closing the Polk County Recycling Center Analysis Question

The Polk County Recycling Center started back in 1989 with the passing of resolution 21-89 to purchase recycling equipment. In 1990 Polk County was named the Responsible Unit (RU) for the County. What this means is Polk County is required to administer the recycling program within Polk County and as the RU the County needs to provide recycling opportunities to the residents of the County. This does not require the County to operate its own Recycling Center or Material Recovery Facility (MRF). Polk County can privatize any or all parts of the operation. This can be done by the RFP process selecting another service provider to operate a drop-off, provide curbside, operate the current MRF, or deliver materials to a different MRF. But as the RU the County still is required to make sure all residents have a way to recycle.

Currently all recycling programs are experiencing different economic environments than 2-3 years ago. Commodity markets are down and MRFs need to produce better quality recyclables to secure a market. This change in the market is due to China's importation restrictions. State grant funding is also flat and has not increased since 2011 but operating expenses are increasing. Our facility has not seen any major improvement since 1990 with the exception of a roof project in 2010.

Our facility is currently staffed with 4 full time employees, one seasonal in the summer and uses staff from Endeavors to help run the sorting lines. This year we have had to turn away or hold off haulers due to the high volumes of recyclables coming in to the facility to keep up. With the current conditions of the market and operational costs, financials attached, the recycling center is dependent on tax levy for its operation. Pierce County operates its own MRF but at its start the County adopted a recycling fee to offset years when the markets are low and cover its asset replacement costs. Polk County currently does not have such a fee but would be one way to sustain the Center for future years. A \$20 recycling fee per developed property would raise approximately \$400,000 annually for future investments in the Recycling Center for facility improvements and equipment.

If the County decides to close the Recycling Center, written notification is required to the DNR and all responsible units that have contracted directly with the facility at least 60 days prior [s. NR 544.16(8) (a), Wis. Adm. Code]. We would want to notify haulers and anyone else who delivers materials to the MRF and as the RU, 'provide a system for single family and 2 to 4 unit residences... for processing and marketing of the recyclable materials.' [Paraphrased from s. NR 544.04(4), Wis. Adm. Code]. Naturally we would need to communicate with all communities and residents if this action is taken. The impact on the residents of Polk County depends on what we do. If we contract with someone to run the facility there's no impact on our residents. If we close the MRF there will be an impact on some of the County's residents. I have reached out to all our haulers and received replies back currently from one that states that there would be no impact to their customers as they do not haul to our MRF. The others would see an impact but not known at this time. This process of closing our facility would take one to two years so haulers, communities and residents can transition smoothly to a new recycling



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Emil "Moe" Norby, Division Director / Highway Commissioner

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program.

In summary: Recycling is a very important service needed in Polk County and required by law. How we continue to bring this program to the residents of Polk County is the question being asked.

1. Keep the operation of the Polk County Recycling Center under Polk County by:
  - a. Investing in infrastructure and equipment
    - i. By using levy funds or establishing a recycling fee
  - b. Updating our business plan to stream line operations through efficiencies of operation, staff and equipment.
2. Contract to have a private company operate our facility
  - a. This option would be a combination of a contractor operating the MRF while we can still use County staff and trucks to haul recycle bins to the center. This will ensure we are providing recycling with no impact to County residents sustaining the same level of service.
  - b. Contract out Operating MRF and Hauling of bins.
3. Close our Recycling Center and change the Counties recycling program for our residents.

Respectfully,

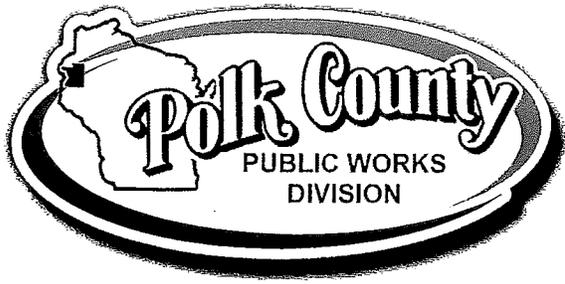
A handwritten signature in black ink, appearing to read "Emil Norby". The signature is fluid and cursive, written over a white background.

Emil Norby  
Polk County Public Works Director/ Highway Commissioner

Attached: 2010-2018 Income Statement  
Photos of Recycling Center







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Balsam Lake WI 54810

### Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

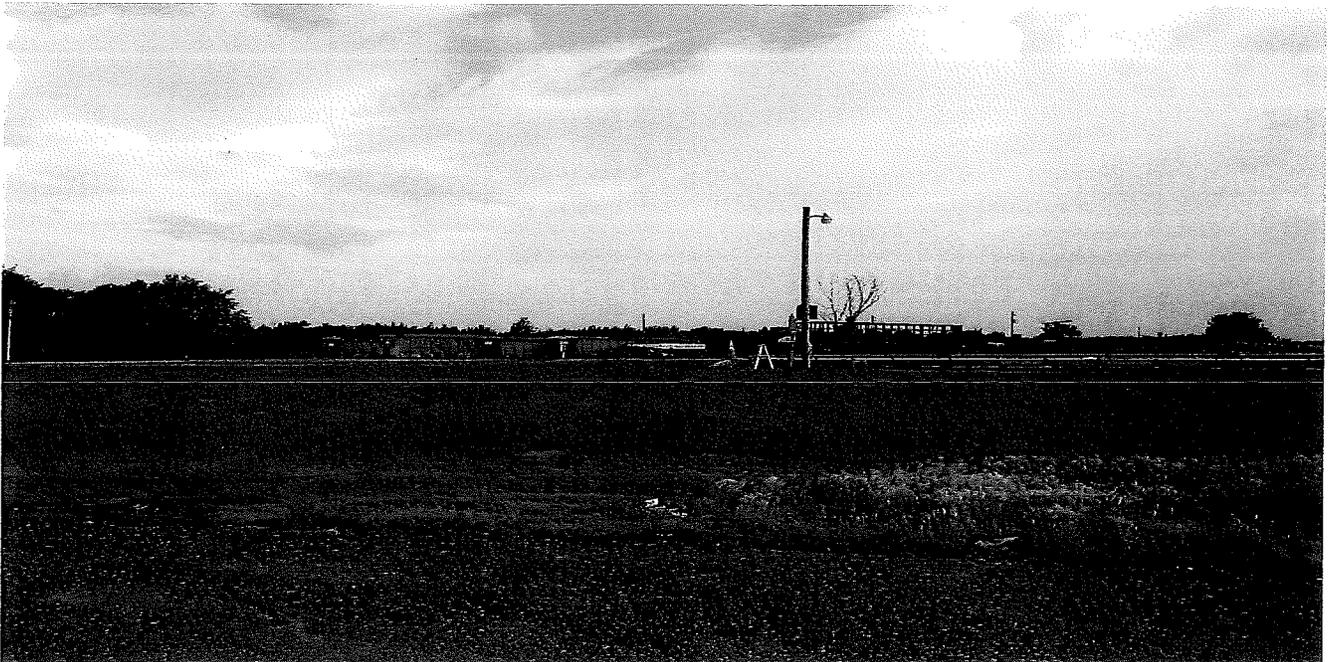
Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Polk County Recycling Center Main Entrance



Semi-Trailer Bins no longer used due to trailer no longer passes DOT requirements.



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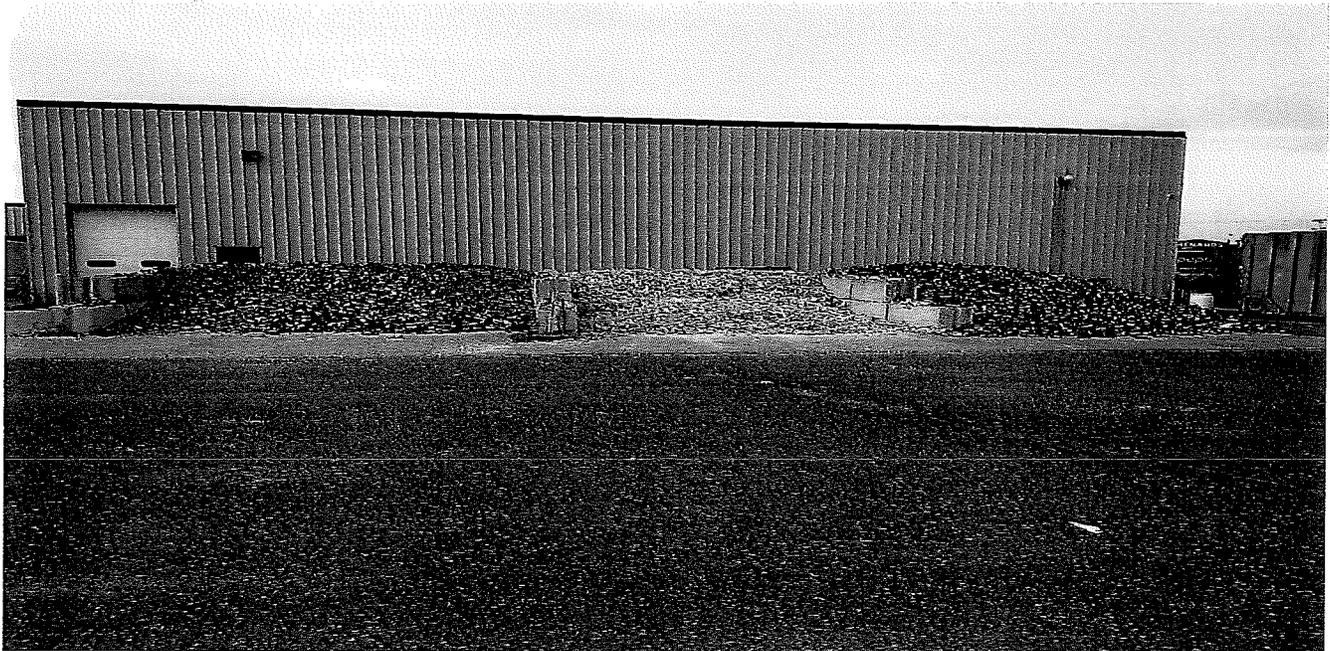
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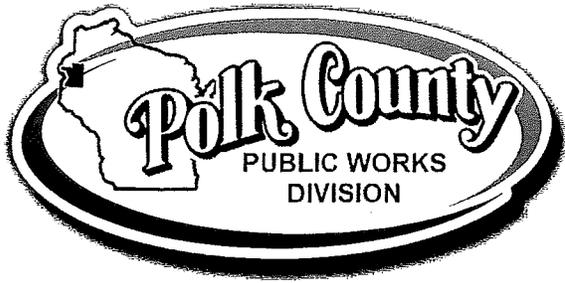
Emil "Moe" Norby, Division Director / Highway Commissioner



Appliance Collection Area



Green, Clear and Brown Glass



## Polk County Public Works Division

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Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Products waiting to be sorted





## Polk County Public Works Division

Balsam Lake WI 54810

### Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Bins at Balsam Lake July 8<sup>th</sup> 2019



**GENERAL GOVERNMENT COMMITTEE  
2019 WORK PLAN**

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	Finalize 2019 Work Plan	
February		
March		
April		
May		Consideration of County Board priorities in General Government
June	Financial Analysis Lime Quarry Financial Analysis – Recycling Center	
July	Annual reports Annual Audit Results Recycling Center Updates/Follow-up Update on MOU's	Governor's Budget and impact on government programs
August	Review and recommendations on fee schedule Funding of Outside Agencies Customer Service	
September	Annual budget review – County Board Budget development/recommendation  Capital Improvement Planning	
October	Annual budget and budget amendment recommendations	
November	Budget technical amendments	
December	Develop 2020 work plan	

Ongoing Work Plan Items

Paper Reduction/IT Developments and Innovation  
Government Center Security