



# POLK COUNTY, WISCONSIN

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## 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

Materials: August 8, 2019 Minutes, Resolution No. 37-19, 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. Funding of Outside Agencies
11. 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.
12. 2019 Work Plan Development/Updates
13. Identification of Subject Matters for Upcoming Meetings
14. 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.



**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

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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 has effected 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.**

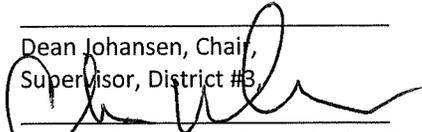
**BE IT FURTHER RESOLVED, this is to look into the need of owning a Recycling Center, options to enhance the current Recycling Center and options to provide a Recycling Program without a County owned Recycling Center, providing information and impacts to the County Board for both options. Time line for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

BY: \_\_\_\_\_

Brad Olson, Supervisor, District #1

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

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Dean Johansen, Chair,  
Supervisor, District #3

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

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Tracy LaBlanc, Supervisor, District #5

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Brian Masters, Supervisor, District #6

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Michael Prichard, Supervisor, District #7

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James Edgell, Supervisor, District #8

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Kim O'Connell, Supervisor, District #9

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Larry Jepsen, Supervisor, District #10

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

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

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Russell Arcand, Supervisor, District #13

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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

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

39 \_\_\_\_\_

40 \_\_\_\_\_

- 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:
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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 board in 6 months with recommendations on improving the recycling program for the residents and business of Polk County

**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