



POLK COUNTY , WISCONSIN

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Lisa Ross, County Clerk

100 Polk Plaza, Suite 110, Balsam Lake, WI 54810

Phone (715) 485-9226 | Email: county_clerk@co.polk.wi.us

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, September 10, 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): **146 067 7403**

Password: **GGMeeting**

- Join Online: <https://polkwi.webex.com>
- Join by Phone: 1-408-418-9388

Materials: August 13, 2020 Minutes, 2020 Work Plan

1. Call to order
2. Approval of Agenda
3. Approval of Minutes for August 13, 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. Announcements and Committee Information
8. Reports and Presentations
 - a. COVID-19 Budget Update
 - b. Space Analysis and Bonding Updates (Update on Investigation of Financing for Government Center Building Update as per Resolution No. 33-20)
 - c. Overview of UW Extension – Kristin Bruder
9. Discussion Items
 - a. Discussion and possible action regarding Polk County Recycling Center
 - b. Discussion and Consideration of County Board Priorities in General Government
 - c. Discussion on current staffing resources used on development of Swine Conditional Use Permit (per Chris)
 - d. Discussion on staffing resources on development of an Operational Ordinance (per Chris)
10. Action Items
 - a. Discussion and possible action on **Resolution No. 35-20**: Resolution to assist municipalities in financing new election equipment for the purpose of obtaining funds from the Routes to Recovery Grant
 - b. Review and Recommendation of Master Fee Schedule
 - i. Consideration of Approval of Proposed (or Amended) Master Fee Schedule
Resolution No. 38-20: Resolution to Adopt Master Fee Schedule for 2021 Budget Proposal
 - c. Discussion and possible action on **Res 39-20**: Resolution to Hold a Public Hearing on the 2021 Budget Proposal
11. Review and Update 2020 Work Plan
12. Identify Subject Matters for Next Meeting, October 8, 2020 at 10:00 a.m.

13. **Update and discussion regarding Fairgrounds and Fair Society MOU negotiations

Closed Session:

Closed Session: Pursuant to Wisconsin Statute Section 19.85(1)(e), the Committee may convene in closed session for the purpose of deliberating or negotiating regarding specified public business for competitive or bargaining reasons.

14. 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.



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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

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 	
August	<ul style="list-style-type: none"> ▪ Review and recommendations on fee schedule 	<ul style="list-style-type: none"> ▪ Consideration of County Board priorities in General Government ▪ Governor's Budget and impact on government programs
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