



# POLK COUNTY, WISCONSIN

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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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## MINUTES

### AD HOC COMMITTEE ON FAIRGROUNDS INFRASTRUCTURE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810  
County Board Room  
Friday, August 4<sup>th</sup>, 2017 10:00 a.m.

**Meeting called to order by Chair Larry Jepsen at 10:02 a.m.**

#### Members present

Attendee Name	Title	Status
Larry Jepsen	Chair	Present
Joe Demulling	Supervisor	Present
Chris Nelson	Supervisor	Absent
Brad Olson	Supervisor	Present
Mike Prichard	Supervisor	Absent

Also present were Dana Frey, County Administrator; Sharon Jorgenson, County Clerk; Dean Johansen, County Board Supervisor; John Bonneprise, County Board Supervisor; Dale Wood, Fair Board Representative; Jeff Fuge, Corporation Counsel; members of the public and member of the press.

**Approval of Agenda-** Chair Larry Jepsen called for a motion to approve the agenda. **Motion** (Demulling/Olson) to approve agenda. **Motion** carried by unanimous voice vote.

**Approval of Minutes-** Chair Larry Jepsen called for a motion to approve the May 4<sup>th</sup>, 2017 minutes. **Motion** (Olson/Demulling) to approve minutes. **Motion** carried by unanimous voice vote.

**Public Comment:** Committee received public comment from members of the public.

#### Announcements and committee information:

Chair Jepsen thanked public for their input and announced discussion regarding fair grandstand would precede action on Resolution 16-17: Resolution to Amend 2017 County Budget to Provide for Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand.

#### Discussion items:

Committee discussed rough estimate options received for fair grandstand and possible configurations based on whether restoration or new construction is selected. Bleacher cost alone averages \$250,000, while estimated roof enclosure cost is an additional \$420,000.

**Action Items:**

Committee recommendation on proposed Resolution 16-17: Resolution to Amend 2017 County Budget to Provide for Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand was discussed. Chair Jepsen called for a motion on Resolution 16-17. Motion Olson/Demulling to amend Resolution 16-17 as follows:

Line 14 after “the sum of” – amend by adding “up to”

Line 18 after “the sum of” – amend by adding “up to”

Motion to amend Resolution 16-17 carried by unanimous voice vote.

Motion Olson/Demulling to amend Resolution 16-17 to set December 15, 2017 as the date for completion of evaluation of fair grandstand. Motion to amend Resolution 16-17 carried by unanimous voice vote.

Motion Demulling/Olson to approve Resolution 16-17: Resolution to Amend 2017 County Budget to Provide for Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand as amended and recommend passage to the County Board. Motion to approve Resolution 16-17 as amended and recommend passage to the County Board carried by unanimous voice vote.

**Next meeting:** To be determined

**Future Items:**

Capital needs for fairgrounds –dialog between Fair Board and Committee

**Motion** (Demulling/Olson) to adjourn. **Motion** carried by unanimous voice vote. Chair Larry Jepsen declared meeting adjourned at 11:17 a.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk



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## AGENDA AND NOTICE OF MEETING

### AD HOC COMMITTEE ON FAIRGROUNDS INFRASTRUCTURE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810  
County Board Room  
Friday, August 4, 2017 at 10:00 a.m.  
A quorum of the County Board may be present

- |       |                                                                                                                                                                                                 |              |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 10:00 | 1. Call to order                                                                                                                                                                                | Larry Jepsen |
|       | A. Approval of agenda                                                                                                                                                                           |              |
|       | B. Approval of Minutes for May 4 <sup>th</sup> , 2017                                                                                                                                           |              |
| 10:05 | 2. Public comment (3 minutes)                                                                                                                                                                   |              |
| 10:10 | 3. Announcements and committee information                                                                                                                                                      | Larry Jepsen |
|       | 4. Action Items                                                                                                                                                                                 |              |
|       | A. Recommendation on Resolution 16-17: Resolution to Amend 2017 County Budget to Provide for Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand. |              |
| 10:30 | 5. Discussion Items                                                                                                                                                                             |              |
|       | A. Develop Recommendations Concerning Options Toward Restoration, Repair, or Reconstruction of Fairgrounds Grandstand.                                                                          |              |
| 11:30 | B. Identification of Subject Matters for Upcoming Meetings                                                                                                                                      |              |
|       | 6. 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

### AD HOC COMMITTEE ON FAIRGROUNDS INFRASTRUCTURE

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

County Board Room

Thursday, May 4<sup>th</sup>, 2017 2:00 p.m.

**Meeting called to order by Chair Larry Jepsen at 2:06 p.m.**

#### Members present

Attendee Name	Title	Status
Larry Jepsen	Chair	Present
Joe Demulling	Supervisor	Present
Chris Nelson	Supervisor	Present
Brad Olson	Supervisor	Absent
Mike Prichard	Supervisor	Present

Also present were Dana Frey, County Administrator, Sharon Jorgenson, County Clerk, Debbie Peterson, Director of Parks, Forestry, Buildings, & Solid Waste, Dale Wood, Fair Board Representative, and members of the public.

**Approval of Agenda-** Chair Larry Jepsen called for a motion to approve the agenda. **Motion** (Nelson/Prichard) to approve agenda. **Motion** carried by unanimous voice vote.

**Approval of Minutes-** Chair Larry Jepsen called for a motion to approve the February 28<sup>th</sup> minutes. **Motion** (Nelson/Demulling) to approve minutes. **Motion** carried by unanimous voice vote.

**Public Comment:** Committee received public comment from members of the public. Committee received information regarding a pending donation of \$20,000 for repairs on "H" Barn, as well as other public comment.

#### **Announcements and committee information:**

Chair Jepsen declared committee charges and responsibility to exercise due diligence in examining all possible options (restoration, repair, or reconstruction) for Fairground grandstand and to develop recommendations concerning available options for the grandstand.

#### **Discussion items:**

Committee discussed options for Fairground grandstand and obtaining RFP's (Request for Proposal) for a variety of options to determine feasibility. Committee was informed by

Administrator Frey that per County policy a minimum of three bids (RFP) would be required. Supervisor Nelson suggested that the committee obtain estimates for several configurations for the Fairground Grandstand as follows:

**Demolition Options/Estimates:**

1. Obtain estimate for possible demolition options for existing Fairground Grandstand:
  - a. Least expensive option using heavy equipment to raze building.
  - b. Humane option –involving manual tear down and removal of boards from building, with possibility of auctioning off useable barn board/grandstand materials.

**Permanent Repair Options/Estimates:**

2. Obtain estimate for constructions costs associated with permanent repairs to Fairground Grandstand structure as per Short Elliott Hendrickson Inc. structural evaluation letter dated October 19, 2016.
  - a. Include cost for new roof on structure—install either shingles or steel with “historic look”.
  - b. Improve ADA access/egress with larger platform of 400 square feet.

**New Construction Options/Estimates:**

3. Obtain estimate for new construction of Fairground Grandstand using a two phase approach.
  - a. Phase 1: Install bleachers only on site with suitable seating capacity and appropriate ADA access/egress of 400 square feet minimum.
  - b. Phase 2: Construct roof over existing bleachers. Include price options for roof only over bleachers or option for fully enclosed complex including built in storage areas underneath building.

Debbie Peterson, Department Head for Parks, Forestry, Buildings and Solid Waste will obtain estimates on the various options and provide the estimates to the committee.

Committee discussed developing recommendations concerning an inventory of improvements and repairs needed for Fairgrounds buildings infrastructure. Administrator Frey provided information regarding the use of Capital Improvement Plans, while informing the committee that emergency repairs are handled in a different way. Administrator Frey informed committee that the Fair Board’s inventory of pending projects and needed repairs should be submitted by the Fair Board annually to Debbie Peterson who will determine whether to include items under a Capital Improvement Plan in the budget or as a necessary emergency repair. Capital Improvement Plan items then come to the Board in the budgeting process.

**Action Items:**

Committee postponed decision on Resolution 16-17: Resolution to Amend 2017 County Budget to Provide for Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand.

**Next meeting:** To be determined--Mid-June after receipt of estimates.

**Future Items:**

Continuation of discussion of options for Fairgrounds Grandstand and feasibility.

Debbie Peterson to obtain estimates for options for Fair Grandstand and provide information to committee.

Provide committee with copies of letters/evaluation of Fairgrounds Grandstand received from Short Elliott Hendrickson Inc dated October 19, 2016 and December 6, 2016.

**Motion** (Prichard/Demulling) to adjourn. **Motion** carried by unanimous voice vote. Chair Larry Jepsen declared meeting adjourned at 3:45 p.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk

1 Polk County Board of Supervisors

2 Resolution No. 16 -17

3 Resolution To Amend 2017 County Budget To Provide For Consulting Services Concerning the  
4 Repair or Restoration of the Polk County Fairground Grandstand;

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

7 Ladies and Gentlemen:

8 WHEREAS, in adopting Resolution No. 2-17, the Polk County Board of Supervisors established the  
9 Polk County Ad Hoc Committee on Fairgrounds Infrastructure to investigate cost estimates relating  
10 to the repair or restoration of the Fair grandstand and to provide report and recommendation to the  
11 County Board at the March 2017 regular meeting; and

12 WHEREAS, upon review of preliminary information at its February 28, 2017 meeting, the Ad Hoc  
13 Committee on Fairgrounds Infrastructure recommended that the County Board authorize and  
14 appropriate for expenditure the sum of \$21,000 for a structural evaluation of the grandstand to  
15 accurately determine the repair or restoration costs.

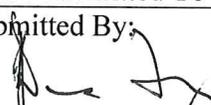
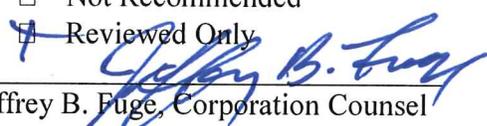
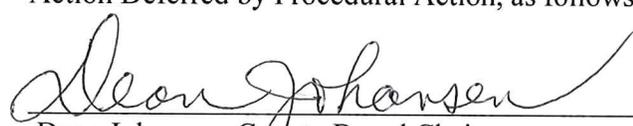
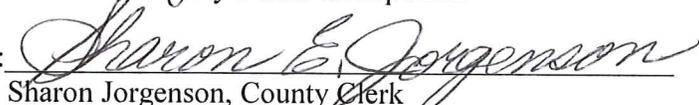
16 NOW, THEREFORE, BE IT RESOLVED that, pursuant to Wisconsin Statute Section 65.90(5)(a),  
17 the Polk County Board of Supervisors authorizes an amendment to the 2017 County Budget to  
18 transfer the sum of \$21,000 from County Fund Balance to the Fair Operating Budget – Other  
19 Professional Services 101-20-55460-219), said sum to be expended toward the purchase of a  
20 structural evaluation and other consulting services on the design of the repairs or restoration of the  
21 grandstand.

22 BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 65.90(5)(a), the Polk  
23 County Board of Supervisors directs the Clerk to publish this resolution by Class 1 notice under  
24 Sections 985.02 and 985.07(1) within 15 days of passage and post the adopted resolution on the  
25 County's website.

(Continued on Page 2)

Polk County Board of Supervisors  
Resolution No. 16-17

Resolution To Amend 2017 Budget To Provide For Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand

Funding Source/ Funding Amount:	Fund Balance: \$
Date Reviewed as to Appropriations:	March 9, 2017 General Government Committee
Committee Recommendation as To Appropriation:	
Effective Date:	Upon Passage and Publication
Dated Submitted To County Board	March 21, 2017
Submitted By: 	_____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only  _____ Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  _____ Jeffrey B. Fuge, Corporation Counsel
Acknowledgement of County Board Action	
Mark As Appropriate:	
At its regular business meeting on the ____ of _____, 2017, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. <u>16</u> 17: Resolution To Amend 2017 County Budget To Provide For Consulting Services Concerning the Repair or Restoration of the Polk County Fairground Grandstand; as follows:	
<input type="checkbox"/> Enacted by two-thirds majority of the board of supervisors by a vote of _____ in favor and _____ against. <input type="checkbox"/> Enacted by unanimous vote. <input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against. <input type="checkbox"/> Defeated by voice vote. <input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____	
SIGNED BY:  Dean Johansen, County Board Chairperson	
Attest:  Sharon Jorgenson, County Clerk	