



# POLK COUNTY, WISCONSIN

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

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

---

## AGENDA AND NOTICE OF MEETING

### GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, November 10<sup>th</sup>, 2016 at 10:00 a.m.

A quorum of the County Board may be present

Materials: October 13<sup>th</sup>, 2016 minutes

- 10:00 1. Call to order
- A. Approval of agenda
  - B. Approval of minutes for October 13<sup>th</sup>, 2016
- 10:05 2. Public comment (3 minutes)
- 10:10 3. Announcements and committee information Andrea Jerrick
4. Discussion items
- 10:20
- A. 2017 Budget (As needed)
  - B. Redraft of Policy 10 (Duties & Responsibilities of Governing Committees)
- 10:50 Upcoming Matters
- A. Additional items for future agendas
  - B. Adjourn

---

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, October 13<sup>th</sup>, 2016

**Meeting called to order by Committee Chair Masters@ 10:01 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 Tammy Peterson, Executive Assistant, Dana Frey, County Administrator, Andrea Jerrick, and Deputy County Administrator

**Approval of Agenda-** Chairman called for a motion to approve the agenda. **Motion** (Johansen/Arcand) approve the agenda. Motion carried by unanimous voice vote.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of September 8<sup>th</sup>, 2016 minutes. **Motion** (Arcand/Johansen) to approve the minutes. Motion carried by unanimous voice vote.

**Public Comment:** none

#### **New Business:**

Mr. Frey presented a PowerPoint on the roles and responsibilities of the General Government Committee.

Ms. Jerrick presented the 2017 annual budget as amended for County Clerk, Information Technology, Treasurer, Corporation Counsel, Employee Relations and Administration.

**Motion** (Johansen/ Arcand) to recommend approval of the Administration Department technical amendments. Motion carried unanimously.

**Motion** (Nelson/ Johansen) to recommend approval of the 911 Equipment Replacement amendment to the 2017 budget. Motion carried unanimously.

**Motion** (Johansen/ Arcand) to recommend approval of the Business Office and Government Center Security amendment in the amount of 150,000, 40,000 parking lot lighting and 50,000 for roof and bins, capital outlay. Roll call taken, Johansen and Arcand yes and Nelson and Masters, no. Motion failed.

**Motion** (Johansen/Arcand) to recommend funding for the Recycling Center roof repair and Government Center lighting project in the amount of 90,000. Motion failed, 2 to 2.

**Motion** (Nelson/Arcand) to recommend Technical Amendment 1. Amendment to adjust 2017 Budget to Levy Limit. Motion carried unanimously.

**Motion** (Johansen/ Masters) to recommend Technical Amendment 2. Recommend approval of Library ACT 150 for 2017 . Motion carried unanimously.

**Motion** (Johansen/ Masters) to recommend approval of the Technical Amendment 3. Recommend approval of Highway Bridge Aid 2017. Motion carried unanimously.

**Motion** (Arcand/ Nelson) to recommend Technical Amendment #4. Amendment to adjust state highway aid . Motion passed by 3 yes and 1 no.

**Motion** (Johansen/ Masters) to recommend Amendment 10. Highway construction materials funding . Motion failed, 3 no and 1 yes.

**Motion** (Johansen/ Masters) to recommend approval of Amendment 8. Amendment to Provide Funding to the Community Referral Agency in the amount of 10,000 to the County Board. Motion carried unanimously.

**Motion** (Arcand/ Johansen) to recommend approval of the Administration Department 2017 budget as amended. Motion carried unanimously.

**Motion** (Arcand/ Masters) to recommend approval of County Clerk Department technical amendments. Motion carried unanimously.

**Motion** (Johansen/ Arcand) to recommend approval of the County Clerk Department 2017 budget as amended. Motion carried unanimously.

**Motion** (Arcand/ Johansen) to recommend approval of Treasurer Department technical amendments. Motion carried unanimously.

**Motion** (Masters/ Johansen) to recommend approval of the Treasurer Department 2017 budget as amended. Motion carried unanimously.

**Motion** (Arcand/ Johansen) to recommend approval of Information Corporation Counsel Department technical amendments. Motion carried unanimously.

**Motion** (Johansen/ Masters) to recommend approval of the Corporation Counsel Department 2017 budget as amended. Motion carried unanimously.

**Motion** (Johansen/ Masters) to recommend approval of Employee Relations Department technical amendments. Motion carried unanimously.

**Motion** (Arcand/ Johansen) to recommend approval of the Employee Relations Department 2017 budget as amended. Motion carried unanimously.

**Motion** (Johansen/Masters) to recommend approval of Information Technology Department technical amendments. Motion carried unanimously.

Motion (Nelson/Johansen) to recommend approval of Amendment 9. Amendment to Provide Funding for upgrading Storage Area Network. **Motion** carried unanimously.

**Motion** (Arcand/ Masters) to recommend approval of the Information Technology Department 2017 budget as amended. Motion carried unanimously.

**Motion** (Nelson/ Johansen) to recommend approval of Amendment 1. Amendment to fund reverse 911 system. Motion carried unanimously.

**Motion** (Nelson/ Arcand) to recommend approval of Amendment 2. Amendment to Fund Highway ATV Signage. Motion carried unanimously.

**Motion** (Arcand/ Nelson ) to recommend approval of Amendment 3. Amendment to Increase Economic Development Funding. Motion carried unanimously.

**Motion** ( Nelson/ Arcand ) to recommend approval of Amendment 4. Amendment to Increase Tourism Funding. Motion passed 3 to 1.

**Motion** (Johansen/ Masters) to recommend approval of Amendment 5. Amendment to Fund Repair to the Polk County Museum Building. Motion carried unanimously.

**Motion** (Johansen/ Masters) to recommend approval of Amendment 6. Amendment to Fund Electrical Repairs at the Polk County Fairgrounds in the amount of 75,000. Motion carried unanimously.

**Motion** (Nelson/ Arcand ) to recommend approval of Amendment 7. Amendment to Add Additional Economic Support Staffing. Motion carried unanimously.

**Motion** (Johansen/ Arcand) to recommend approval of Amendment 11. Amendment to Increase Funding for WestCAP. Motion Yes 2 and no 2. Motion failed on a 2 to 2 vote.

Mr. Frey provided a handout and discussed the Major Purchase Report, a listing of all Polk County purchases of over \$25,000 in the previous quarter as required by the County Financial Policy. He also addressed Policy 10, Duties and Responsibilities of Governing Committees, and stated that a draft of a rewrite will be distributed to committees in November. He also noted that this redraft will recommend that committees develop an annual work plan.

Future items: Next meeting: November 10<sup>th</sup>, 2016 @ 10:00 a.m.

Adjourn - **Motion** (Johansen/ Masters) to adjourn. Meeting adjourned 1:08 p.m.



## MINUTES

### General Government Committee

County Board Room  
Balsam Lake, WI 54810  
10:00 a.m., Thursday, November 10<sup>th</sup>, 2016

**Meeting called to order by Committee 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 Maggie Wickre, Finance Director, Jeff Fuge, Corporation Counsel and Andrea Jerrick, Deputy Administrator/ Employee Relations Director.

**Approval of Agenda-** Chairman called for a motion to approve the agenda. **Motion** (Johansen/ Arcand) to approve the agenda. Motion carried by unanimous voice vote.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of October 13<sup>th</sup>, 2016 minutes. **Motion** (Arcand/ Johansen) to approve the minutes. Motion carried by unanimous voice vote.

**Public Comment:** none

#### New Business:

Chair Masters asked if there were any announcements or committee information from Ms. Jerrick. Nothing at his time.

Ms. Jerrick asked the committee if there are any questions or feedback on the 2017 annual budget as amended for County Clerk, Information Technology, Treasurer, Corporation Counsel, Employee Relations and Administration. **Motion** (Masters/ Nelson) to remove the 3,000 from the Museum 2017 budget currently allocated for coverage of content insurance and recommend transfer of 3,000 to the contingency fund. **Motion** carried by unanimous voice vote.

Mr. Fuge distributed a memorandum and a redraft from County Administrator Frey on the revisions to Policy 10 (Duties & Responsibilities of Governing Committees). Fuge went over the roles and responsibilities of the committee. Fuge recommended for the committee to read the material , write down questions and return to Andrea by the next meeting.

Ms. Jerrick provided handouts such as: 2017 Work Plan, Programs and Subprograms and key issues identifications made by committee previously. Jerrick requested the committee to review these as they read the revisions of Policy 10 and develop a list of policy items for the 2017 work plan.

Future items: Next meeting: December 8<sup>th</sup>, 2016 @ 10:00 a.m. Policy development of going paperless and structure of lease agreements for County-owned buildings.

Adjourn - **Motion** (Johansen/ Masters) to adjourn. Meeting adjourned 11:25 a.m.