



POLK COUNTY, WISCONSIN

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Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin

Polk County Government Center - County Board Room

Minutes of Executive Committee from Thursday, October 10, 2019 at 8:00 a.m.

Committee Members present: Dean Johansen, Chris Nelson, Brian Masters, John Bonneprise, and Jay Luke.

Others present: Sharon Jorgenson, County Clerk; Emil Norby, Highway Commissioner; Maggie Wickre, Finance Director; Malia Malone, Corporation Counsel; Darlene Kusmirek, Employee Relations Manager; Rod Polk, Buildings and Facilities Manager; Emil Norby, Highway Commissioner; Chad Roberts, Chief Deputy; and Supervisor LaBlanc.

Chairman Johansen called the meeting to order at 8:05 a.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the October 10, 2019 agenda as published. Chairman Johansen called for a voice vote on the motion to adopt the agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to adopt the September 12 2019 minutes of Executive Committee. **Motion** (Masters/Luke) to adopt the minutes of September 12, 2019 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Public Comment: Time was given for public comment. Highway Commissioner Emil Norby introduced Rod Polk who was recently hired as Buildings and Facilities Manager to 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.

Chairman Johansen called to the floor, Resolution No. 47-19: Resolution Authorizing Phase II and Phase III of the Fairgrounds Grandstand Project. Chairman Johansen called upon Emil Norby, Highway Commissioner to present information regarding the resolution and phasing of project. Discussion

Motion (Johansen/Bonneprise) to approve Resolution No. 47-19 and recommend to the County Board for passage. Chairman Johansen called for a voice vote on said motion. **Motion** to approve Resolution No. 47-19 and recommend to the County Board for passage carried by unanimous vote.

Chairman Johansen called for a motion to convene in closed session at 8:20 a.m.

Motion (Masters/Bonneprise) to convene in closed session pursuant to Wisconsin Statute Section 19.85(1)(e), for the purpose of deliberating or negotiating regarding a Memorandum of Understanding with the Fair Society as noted on the agenda. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Members present for Closed Session include: Executive Committee members, Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Maggie Wickre, Finance Director; and Sharon Jorgenson, County Clerk.

*Reconvened in Open Session at 9:14 a.m. *

Chairman Johansen called for a recess at 9:15 a.m. Chairman Johansen called the committee back into open session at 9:27 a.m.

Chairman Johansen called for a motion to convene in closed session at 9:27 a.m.

Motion (Masters/Luke) to convene in closed session pursuant to Wisconsin Statute Section 19.36(10)(d) and 19.85(1)(c) and (e), for the purpose of deliberating on and formulating recommendations to be provided to the County Board of Supervisors concerning the employment agreement and performance of the County Administrator as noted on the agenda. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

***CLOSED SESSION* 9:27 a.m.** -(Minutes separate and under seal)

*Reconvened in Open Session at 9:58 a.m. *

Next Meeting and Agenda Items: Scheduled for 9:00 a.m. November 7, 2019.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Luke) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 10:02 a.m.

Respectfully submitted,

Sharon Jorgenson
County Clerk



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

Notice of Meeting
Polk County Executive Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Thursday, October 10, 2019 at 8:00 a.m.

A quorum of the County Board may be present.

Order of Business: (The Committee may take up any subject matter noticed herein at any time during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.)

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the September 12, 2019 Meeting
4. Public Comments
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Discussion and Possible Action/Recommendation Regarding Resolution No. 47-19: Resolution Authorizing Phase II and Phase III of the Fairgrounds Grandstand Project
7. Closed Session Concerning Memorandum of Understanding with Fair Society
 - a. 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 a Memorandum of Understanding with the Fair Society because bargaining reasons require a closed session.
8. Closed Session: Develop Recommendations Concerning the 360 Performance Evaluation of the County Administrator.
 - a. Closed Session; Pursuant to Wisconsin Statute Sections 19.36 (10)(d) and 19.85(1)(c) and (e), the Committee may convene in closed session for the purpose of deliberating on and formulating recommendations to be provided to the County Board of Supervisors concerning the employment agreement and performance of the County Administrator. Any action of the committee on such matter will remain closed and or sealed, pursuant to Sections 19.36 (10)(d) and 19.85(1)(c), until the County Board of Supervisors takes action to finalize said employment agreement and performance evaluation.

Following said closed session(s), the Committee will reconvene in open session to consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.

9. Calendar: Next Meeting and Agenda Items
10. Adjourn

This meeting is open to the public according to Wisconsin 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.



POLK COUNTY, WISCONSIN

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Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin

Polk County Government Center - County Board Room

Minutes of Executive Committee from Thursday, September 12, 2019 at 9:00 a.m.

Committee Members present: Dean Johansen, Chris Nelson, Brian Masters, John Bonneprise, and Jay Luke.

Others present: Sharon Jorgenson, County Clerk; Nick Osborne, Administrator; Emil Norby, Highway Commissioner; Maggie Wickre, Finance Director; and Supervisor LaBlanc.

Chairman Johansen called the meeting to order at 9:00 a.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Luke/Masters) to adopt the September 12, 2019 agenda as published. Chairman Johansen called for a voice vote on the motion to adopt the agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to adopt the July 11, 2019 minutes of Executive Committee.

Motion (Bonneprise/Luke) to adopt the minutes of July 11, 2019 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Public Comment: Time was given for 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.

Chairman Johansen called upon representatives from Cedar Corporation to present the report on the analysis of the Polk County Fairgrounds. Committee received a report entitled "Polk County Fairground Needs Analysis, Capital Improvement Plan, and Master Planning" and a presentation from Bryant Christenson and Troy Peterson, Cedar Corporation representatives, regarding the Polk County Fairgrounds needs analysis. Discussion. Action item will be on October 10 Executive Committee agenda for moving forward with design options, possible phasing of project and pricing for fairground grandstand project.

Next Meeting and Agenda Items: Scheduled for 9:00 a.m. October 10, 2019. Discuss and act on recommendation of design phase of Grandstand, site design, etc. with costs outlined.

Chairman Johansen called for a motion to adjourn. **Motion** (Boneprise/Masters) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 9:59 a.m.

Respectfully submitted,

Sharon Jorgenson
County Clerk

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RESOLUTION Authorizing Phase II and III of the Fairgrounds Grandstand Project

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

Ladies and Gentlemen:

WHEREAS, Polk County requested proposals (divided into five phases) to provide architectural and engineering services for a needs analysis of the Polk County Fairgrounds, design, and construction of a new grandstand with a NTPA pull track; and

WHEREAS, the County approved Cedar Corp. to complete Phase I; and

WHEREAS, Cedar Corp. completed Phase I and presented their report to the County Executive Committee; and

WHEREAS, the Polk County Executive Committee recommended proceeding with Phase II- 30% Design and Phase III- Final Design; and

NOW, THEREFORE, BE IT RESOLVED, that this resolution directs the County Administrator to continue with Cedar Corp as the architectural and engineering service provider during the design phase as a sole source with the RFP provided.

BE IT FURTHER RESOLVED, this will consist of the preliminary 30% design and final design of the Fairgrounds that relocates the Grandstand and NTPA Track, establishes a design and budgetary plan to fund, and appropriately phases the project within the County Budget.

BE IT FURTHER RESOLVED, Polk County establishes a Capital Project Fund in 2019 for designated expenses with the initial funding to be transferred from the General Fund Undesignated Fund Balance until such time as a decision has been made on next Phase of this project.

BY: _____
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st 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, 2nd Vice Chair,
Supervisor, District #14

Joe Demulling, Supervisor, District #15

County Administrator's Note:

The decision to authorize this stage of project is part of a larger policy decision regarding funding the reconstruction of the grandstand and the future of the Fairgrounds.



Nick Osborne
County Administrator

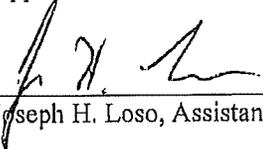
Fiscal Impact Note:

A project fund would be initiated in the general ledger funded by general fund balance enough to cover this Phase II and Phase III. For large capital projects, such as the new Highway Facility Project, the County has paid for the initial phases from the undesignated general fund to be reimbursed by the future funding sources.



Maggie Wickre, Finance Director

Approved as to Form and Execution:



Joseph H. Loso, Assistant Corporation Counsel

Legal Impact Note:

The County Administrator is directed to work with Cedar Corp. on the next phases to move the project forward but there is no binding language on the County that creates any legal obligation to Cedar Corp. For that reason, the resolution presents no legal impact. It should be noted that this resolution would require a 2/3 vote to pass because it relates to a modification of the 2019 budget.

Excerpt of Minutes

35 At its regular business meeting on the ___ of _____ 2019, the Polk County Board of
36 Supervisors acted upon Resolution No. 47 -19: Resolution AUTHORIZING
37 PHASE II and III of The Fairgrounds
38 Grandstand Project

- 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

This resolution moves the Grandstand project forward by sole sourcing with Cedar Corp. for the next step (Step 2) of the RFP. This will include Phase 2, 30% design, which is an important step as it sets the base for the entire project. Phase 3, final design, will produce the final drawings, budget numbers and schedules to allow the County to plan and budget accordingly to complete the Grandstand project. Cost to complete the next step (step 2) is estimated to be 8-10% of the project's construction costs.

Fee Proposal

Cedar Corporation currently understand the scope for the Polk County Fairgrounds needs analysis and design for grandstand and NTPA track relocation as a five phase project. Based on our understanding and scope of services, we propose to complete the following scopes of work as follows:

Task	Fee
Step 1-3, Phase I - Kick-Off Meeting, Expectations from County, Site and Buildings Facility Assessment, Master Plan Development/Needs Analysis Estimated Hourly Fee Range	\$14,500 - \$19,500
Step 4, Phase II – Preliminary 30% Design & Step 5, Phase III – Final Design	8%-10% of Construction Cost
Step 6, Phase IV – Full State Approved Plans & Construction Administration, & Step 7 – Phase V Project Completion Contract Close- Out	5%-8% of Construction Cost

* Final Scope of Assessment to be developed during contract negotiations, \$8,750 for grandstand, track, parking and facility assessment and concept plan only.

** Cost savings may be achieved on grandstand design for performance based bidding documents.

Included in the above fee are: staff time and materials, mileage, photocopies, fax, phone, equipment, printing and reproduction costs

Services not provided as part of this proposal: Archeological studies and investigations, environmental studies and assessments, environmental investigations, property boundary survey, property certified survey map, subdivision plat map, easement documents, title search, land acquisition, street and highway right-of-way map, field locating and marking of existing underground private and public utilities, governing agency review and permit fees, buildings architectural design and construction, off-site street and highway improvements, off-site utilities and utility extensions to site, on-site access roads/parking/trails/sidewalks, sprinkler/irrigation system, private water supply wells and septic systems, ecological studies and investigations, flood plain studies and determination, traffic impact analysis and report, intersection control evaluation and report, joint WDNR and U.S. Army Corps Chapter 30 permits, field wetland delineation and report, wetland fill and mitigation design and permits, full-time construction observation and construction management, construction staking and layout, construction testing, contractor performance, construction certification, and historical site studies and investigations are not included as part of this proposal.

Payment policy: County agrees to pay Cedar Corporation the amount shown of invoices presented to the County for services rendered on a monthly basis. All invoice payments are due within 30 days of receipt.

