



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 11, 2018 at 9:00 a.m.

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

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim Administrator/Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Tracy LaBlanc, County Board Supervisor; Debbie Peterson, Director of Parks & Building; Josh Herring, Representative from GT Grandstands Inc.; Karrie Melin Swenson, Janis Larson, and Jordan Hibbs– Representatives from the Fair Board; members of the public and member of the press. Assistant Corporation Counsel Malia Malone joined the meeting at 9:28 a.m. Supervisor Russell Arcand joined the meeting at 9:37 a.m. Supervisor Jepsen joined the meeting at 9:45 a.m. Supervisor Prichard joined the meeting at 9:55 a.m.

Chairman Johansen called the meeting to order at 9:02 a.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Masters/Johansen) to adopt the October 11, 2018 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 August 30, 2018 minutes of Executive Committee. **Motion** (Luke/Bonneprise) to adopt the minutes of August 30, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. No public comment was received.

Chairman Johansen called upon Deputy Administrator Jerrick to provide an update on the Highway Facility Project and demolition of old highway facility. Demolition on old facility is in progress. Salt is being delivered to the salt shed.

The Committee received information regarding the paving project on Pheasant Lane & Loon Drive from Deputy Administrator Jerrick. The Village of Balsam Lake will split cost of paving 50/50 with Polk County. Polk County's estimated cost would be approximately \$30,000 and will be handled as a change order.

Motion (Nelson/Bonneprise) to approve the County share of the paving project on Pheasant Lane and Loon Drive to cover 50% of the cost with Village of Balsam Lake covering 50% of the cost. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee received information from Interim Administrator Fuge regarding reconciliation of the fairgrounds demolition.

Committee received a report and update regarding the proposed Fairgrounds Grandstand project from Debbie Peterson, Director of Parks & Buildings; Karrie Melin-Swenson, Tracy LaBlanc and Jordan Hibbs – Representatives of the Fair Board; and Josh Herring, Representative from GT Grandstands. Consensus of the committee consensus was that the Fair Board representatives and Interim Administrator Fuge would meet with the goal to present the Grandstand proposal to the County Board in November.

Committee received update from Deputy Administrator Jerrick regarding the position recruitment and hiring process for County Administrator. Committee received hand-out outlining the timeline of the hiring process.

Chairman Johansen declared that next meeting will be called when needed.

Chairman Johansen called for a motion to adjourn. **Motion** (Luke/Bonneprise) 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 10:04 a.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk

Projected Budget for Grandstand

Grandstand	3000 seating	inkind by fair				Donations each year by fair		GRANTS Possible
Base cost	\$925,700.00							
Soil testing		\$4,500.00				10000 2020		Bremmer
Site prep and landscape		\$10,000.00				10000 2021		
Electric/lighting		\$32,730.00				10000 2022		
fencing		\$3,000.00				10000 2023		
permits		\$4,000.00						
Sound System		\$5,000.00						
move track		\$42,000.00						
concrete		\$40,000.00						

Total Project - \$141,230.00

\$ 50,000.00

Grants will be applied for
 Met with Tam Howie about fund raising
 Met with Bank to discuss options



Option 2: 3,000-Seat Option (35' Overall Roof Height)

14 Row x (391'-6") 48" Elevated Grandstand

- Approx. (3,040) total net seats
- (24) wheelchair spaces with companion seating included
- Galvanized steel beam understructure
- Spread footer foundations based on 2,500 PSF soils
- 26" tread with 12" rise
- Nominal 2" x 10" anodized aluminum seats
- Interlocking closed mill finish aluminum deck
- 60" wide rear crosswalk
- 72" wide front crosswalk
- Anodized aluminum risers
- (9) interior aisles, 4.5' wide, equipped with 1.9" O.D. mid-aisle handrail and contrasting nosing
- (2) Vomitories with (1) Stair each
- (2) Ramps at each end of front crosswalk
- 9 gauge galvanized 2" mesh chain link guard rail system
- 8' x 18' inset Press box with rear access from rear crosswalk
- Integrated roof structure (R-panel decking over galvanized purlins) included (Grandstand roof columns to be at 48' centers in all bays)
- Engineer sealed drawings
- One year warranty

Price for Materials Delivered & Installed, Excluding Foundations: \$886,350

Price for Foundations and Flatwork: \$102,150

Optional Pricing:

2a) Increase tread depth to 28": Add \$31,000 for materials and installation
(Note: Foundation cost is unchanged)

2b) Provide anodized finish on all tread surfaces: Add \$40,000 for 26" tread option
Add \$42,850 for 28" tread option

Preliminary Schedule:

Submittals:	4-5 weeks
State Approval:	1-2 weeks (estimated)
Fabrication:	10 weeks (after approval)
Delivery:	3-5 days
Installation Completed:	6-8 weeks

Exclusions:

- All applicable taxes
- Prevailing wage or union labor
- Electrical service connection to the press box

- ADA access to the press box
- Gutters or downspouts for the roof
- Any site work or grading
- All fencing not attached to bleacher
- Removal of oxidation/staining from mill finish aluminum plank
- All liquidated damages
- Bonding
- Permits or permit fees

Qualifications:

- Economical mill finish tread planking has been specified for all walking surfaces on this project. This mill finish planking may have water stains (dark black, brown, or white) present resulting from unavoidable condensation that occurs during packaging, transporting, and storage preceding installation. Removal of these stains or board replacement upon completion of installation is not part of our proposal. A clear anodized finish may be purchased to eliminate potential stains if selected as an upgrade finish at additional cost by change order prior to placement of the aluminum order for the project.
- Owner to provide access to through and around site for staging and equipment
- Foundation designs are based on soil properties of 2500 PSF. The depth of the foundation will be at or below the frost line unless otherwise specified
- Prices are based on current market value of aluminum, steel and freight prices. Any pricing beyond 30 days may be affected by these fluctuations.
- This scope of work will become part of the contract
- Progress payments shall be incorporated into the contract
- Project delays caused by outside agencies beyond 90 days of contract completion date will be cause for change order for material cost increases
- All quotes are quoted according to IBC/ICC 300 building codes
- As building codes may vary from site to site, the customer is responsible for verification of local code requirements

Pricing is valid for 30 days. Shipment must be made within 6 months or project is subject to applicable price increases.

If you have any questions or need further information, please call me.

Thank you,

**Josh Herring
GT Grandstands, Inc.
815-302-5496**

County Administrator Position Recruitment and Selection Process Outline

Executive Committee – October 11, 2018

<i>Process Step</i>	<i>Stakeholders</i>	<i>Timeline</i>	<i>Action Items</i>
Initial background screening questions, background review, summarize candidate's qualifications, rule out any candidates that are not eligible on paper	ER, Sheriff's Dept	November 2-16	Screening for job design match, gaps in employment, verification of employment listed, skills and qualifications match, preliminary background (criminal history search)
Review eligible candidates with committee; narrow down to final group of 10; discuss terms and conditions of employment; discuss employment terms and conditions	ER, Executive Committee	November 27	EC will review summarized information and preliminary findings on each candidate along with full application submission; review contract terms of prior CA, consider scope of terms and conditions (what to expect in negotiating a contract)
Live video interview with semi-final group, submission by candidates of written question response, narrow down to finalists	ER, Executive Committee	December 12	EC and ER will conduct live interviews with candidates, follow up on written responses, any additional questions arising from background. Discuss format for final interviews and criteria for successful candidate.
Conduct thorough background on candidates, conduct profile assessment	ER, Sheriff's Dept, external sources	December 13-20	Summarize of background investigation and profile assessment
Review background information with committee; prepare final interview questions	Exec Comm	December 27	Committee reviews background information and prepares for interviews with final candidates (develops questions)
Bring finalist group in for interviews	Exec, Board, DH's, ER, other stakeholders	January 4-11	Conduct final interviews, assess candidates against criteria.

Select finalist and establish terms and conditions for employment offer	County Board, ER	January 15	Outline of contract reviewed with full board.
Extend offer, conduct final background review	ER, Sheriff's Dept	Immediately following	Offer finalized with candidate without further board consideration unless required under initial terms and conditions established by board.
Hire Date	New Administrator working with ER	Mid-February	Outline plan and timeline for onboarding with candidate.

Reference information for board members:

<https://www.linkedin.com/pulse/how-boards-interview-ceo-candidates-james-citrin/>



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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

**Agenda and Notice of Meeting
Polk County Executive Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Thursday, October 11, 2018 at 9:00 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 August 30, 2018 meeting
4. Public Comments
5. Update on Highway Facility Project
6. Consideration of Paving Project on Pheasant Lane & Loon Drive
7. Report/Update regarding Fairgrounds Grandstand
8. Update and Discussion of Process for Hiring/Selection of County Administrator
9. Calendar: Next Meeting and Agenda Items
10. Adjourn

This meeting is open 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.



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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, August 30, 2018 at 10:30 a.m.

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

Others present: Marilyn Blake, Deputy County Clerk; Jeff Fuge, Interim Administrator/Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Malia Malone, Assistant Corporation Counsel; Maggie Wickre, Director of Finance; Emil Norby, Highway Commissioner; County Board Supervisors: Larry Jepsen, Doug Route, Joe Demulling, Jim Edgell, and Tracy LaBlanc.

Chairman Johansen called the meeting to order at 10:30 a.m.

Chairman Johansen called for a motion to adopt the agenda. **Motion** (Jepsen/Masters) to adopt the August 30, 2018 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 August 24, 2018 minutes of Executive Committee. **Motion** (Masters/Nelson) to adopt the minutes of August 24, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. No public comment was received.

Chairman Johansen called for a motion to convene in closed session at 10:35 a.m. **Motion** (Masters/Nelson) to convene in closed session for closed session item noted on agenda. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Persons present in closed session include Executive Committee members, except Jay Luke; Marilyn Blake, Deputy County Clerk; Jeff Fuge, Corporation Counsel/Interim Administrator; Malia Malone, Assistant Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Maggie Wickre Director of Finance; Emil Norby, Highway Commissioner; County Board Supervisors: Larry Jepsen, Doug Route, Joe Demulling, Jim Edgell, and Tracy LaBlanc

***CLOSED SESSION 10:35 a.m. - (Minutes separate and under seal)**

*Reconvened in Open Session at 11:13 a.m.

Chairman Johansen declared meeting back in open session at 11:13 a.m.

Chairman Johansen announced that while in closed session a **Motion (Nelson\Bonneprise)** was made to send the contract negotiations with Administrator Candidate Michael Cramer to the full County Board with no recommendation. **Motion** carried on unanimous voice vote.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/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 11:13 a.m.

Respectfully submitted,

Marilyn Blake
Deputy County Clerk

Subject Matter Summary

Fairgrounds Grandstand Construction Project

This matter comes before the Executive Committee for review, recommendation and final report to the county Board. At its October 16, 2018 meeting, the County Board will receive the recommendation and final report of the committee.

Summary:

At its April 17, 2018 meeting, the County Board adopted a resolution to explore options concerning options toward a proposed construction plan for a new grandstand at the Fairgrounds. The County Board designated the Executive Committee as the planning committee with specific charges to develop and make recommendations for the planning of a new grandstand and to jointly meet with representatives of the Fair Society to develop recommendations concerning design and funding elements of the grandstand plan construction project. The resolution directed the committee to provide the County Board monthly reports and a final committee report before September 1, 2018.

The Executive Committee has met several times in consideration of the grandstand construction plan. The Executive Committee has received little information on which it could make a recommendation. The committee has asked County staff to work closely with Fair Society representatives to move forward to develop a proposal that could be presented for committee review and recommendation.

At present, the County staff and the Fair Society have collaborated and reached tentative consensus on a proposed construction design and project costs. The County and the Fair Society have presented the proposed plan to the St. Croix Falls Planning Commission. At present, final cost estimates and funding elements are unknown. The Executive Committee awaits an informative presentation of the proposed plan with full details.

Subject Matter Summary

County Administrator Selection Process

This matter comes before the Executive Committee for review and recommendation. At its October 16, 2018 meeting, the County Board will receive an update and overview of the County Administrator selection process

Summary:

The County has advertised the open position of County Administrator. On September 6, 2018, the County Board authorized and directed staff to develop and implement a selection process through the Employee Relations Department. The Employee Relations Department has developed a position brochure, which was released on September 28, 2018. The County website advertises the position vacancy and the Employee Relations Department has uploaded the position on NEOGOV, the County's online employment application program.

The application process will remain open through November 2, 2018. Applicant submissions will be then reviewed and screened by the Executive Committee. The Executive Committee will then set interview and make a recommendation to the County Board. It is contemplated that the County Board would receive the recommendation for final action at the December 2018 regular meeting.

The release brochure is accessible at the following link:

[County Administrator Vacancy Brochure](#)