



## 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 Tuesday, April 10, 2018 at 2:00 p.m.

Committee Members present: Dean Johansen, Jay Luke, Larry Jepsen, John Bonneprise, and Chris Nelson.

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim County Administrator; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Supervisor Masters and member of the press.

Chairman Johansen called the meeting to order at 2:00 p.m.

Chairman Johansen called for motion to adopt the amended agenda. **Motion** (Luke/Bonneprise) to adopt the April 10, 2018 agenda as amended. 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 March 13, 2018 minutes of Executive Committee. **Motion** (Luke/Jepsen) to adopt the minutes of March 13, 2018. **Motion** to adopt minutes as published carried by unanimous voice vote.

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

Committee received information from Emil Norby, Highway Commissioner regarding progress on the Highway Building project. Highway building project is on schedule.

Committee received update concerning the office of County Administrator from Jeff Fuge Interim County Administrator who acknowledged thanks to all who have assisted with the transition.

Chairman Johansen called upon Deputy Administrator Jerrick for update concerning the Office of County Administrator. County is currently receiving proposals which are due by April 23, 2018 from search firms which will handle recruitment process for County Administrator and Community Services Division positions.

Chairman Johansen called for discussion regarding Organizational Matters to develop recommendations concerning committee duties, responsibilities and assigned functions and proposed amendments to the Polk County Board Rules of Order Ordinance.

Recommendations from the Executive Committee for proposed amendments to the Polk County Board Rules of Order Ordinance and recommendations regarding changes of assigned functions to committees to be proposed to the County Board on 4/17/18:

1. Recommendation regarding letting two reading system of resolutions lapse: Executive Committee recommends discontinuing the two reading system of Resolutions/Ordinances which is not part of the current Rules of Order.
2. Recommendation regarding Resolutions and Ordinances: All Resolutions shall be referred to a committee before referral for adoption by the County Board, unless the Rules of Order are suspended by a 2/3 vote of the County Board.
3. Recommendation regarding Rules of Order: Current Rules of Order do not address committee rules/functions. Executive Committee recommends revising Rules of Order and Policy 10 into one document that addresses Rules of Order, Committee Rules of Order and Duties and Responsibilities of Committees, thereby eliminating Policy 10 as a separate document.
4. Recommendation regarding proposed Resolutions/Ordinances that require funding: Executive Committee recommendation: Amend provision that requires a resolution to state funding source and amount to language that would direct County Administrator to provide a fiscal impact statement on resolutions that require an appropriation. Corporation Counsel will provide a legal impact statement on any resolution or ordinance.
5. Recommendation regarding Committee of the Whole scheduling and purpose: Consensus of Executive Committee to leave decision regarding Committee of the Whole scheduling up to the discretion of the Board Chair.
6. Recommendation as to seating arrangement of County Board for meetings: Committee recommends bring seating arrangement to County Board for decision as to seating alphabetically or in District number order.
7. Recommendations regarding changing assigned functions to committees: Recommendations per Administrator Fuge for possible changes of assigned functions to committees: Move Child Support from Public Safety and Highway Committee to Health and Human Services Board, move Buildings/Facilities, Tax Foreclosure properties and sale of tax foreclosure lands, Operations of Lime Quarry and Recycling from Environmental Services Committee to General Government Committee. Executive committee recommends to County Board the changes of assigned functions to committees as presented by Administrator Fuge.
8. Recommendation regarding FSA Representative voting rights: Committee discussed reviewing and establishing voting rights and limits for FSA Representative Member. Executive Committee recommends that voting rights and limits be set regarding FSA Representative to areas that directly impact FSA such as land conservation, agriculture, Extension, etc.
9. Recommendation regarding resolutions sponsored by a Supervisor: Executive Committee recommends that a sponsoring supervisor who is not a member of the committee be allowed to address the committee regarding sponsored resolutions.
10. Recommendation regarding Lake Association District appointments: Supervisors will be appointed to Lake Districts that are in their supervisor district. Supervisors will have the option of designating a representative in their stead that lives in the Lake District. Such recommendation/designation would be brought to Environmental Services Committee for approval and appointment of said alternative representative for voting purposes on Lake Association Districts

Chairman Johansen called for a recess at 3:46 p.m. Chairman Johansen called the meeting back in session at 3:49 p.m.

Recommendation concerning proposed Resolution No. 33-18: Resolution Concerning the Construction of a New Polk County Grandstand. Chairman Johansen called upon Administrator Fuge for information regarding the resolution. **Motion** (Jepsen/Bonneprise) to approve Resolution No. 33-18 and recommend to County Board. Chairman Johansen called for a voice vote on the motion to approve and recommend Resolution No. 33-18 to the County Board for passage. **Motion** to approve and recommend Resolution No. 33-18 to the County Board carried by unanimous voice vote.

Recommendation concerning proposed Resolution No 35-18: Resolution to Authorize Professional Services Agreement with Executive Search Firm – County Administrator and Community Services Division Director. Chairman Johansen called upon Administrator Fuge for information regarding the resolution. Bids from search firms are due by 4/23/18. **Motion** (Bonneprise/Jepsen) to approve and recommend Resolution No. 35-18 to the County Board for passage. Chairman Johansen called for a voice vote on the motion to approve and recommend Resolution No. 35-18 to the County Board for passage. **Motion** to approve and recommend Resolution No. 35-18 to the County Board carried by unanimous voice vote.

**Future meeting:**

Tuesday, May 8, 2018 at 2:00 p.m.

Chairman Johansen called for a motion to adjourn. **Motion** (Luke/Jepsen) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 3:54 p.m.

Respectfully submitted,

Sharon E. 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

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**\*Amended Agenda and Notice of Meeting  
Polk County Executive Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, Wisconsin  
Tuesday, April 10, 2018 at 2:00 p.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 March 13, 2018 meeting
4. Public Comments
5. Highway Facility Construction Project - Receipt of Information and Discussion Concerning Progress of Construction Project
6. Update Concerning the Office of County Administrator
7. Discussion on Succession Planning/Priorities for Office of County Administrator
8. Develop Recommendations for Proposed Amendments to the Polk County Board Rules of Order Ordinance
9. Organizational Matters: Recommendations Concerning Committee Duties, Responsibilities and Assigned Functions
10. Recommendation on Proposed Resolution No. 33-18: Resolution Concerning the Construction of a New Polk County Grandstand
11. \*Recommendation on Proposed Resolution No. 35-18: Resolution to Authorize Professional Services Agreement with Executive Search Firm – County Administrator and Community Services Division Director
12. Calendar: Next Meeting and Agenda Items
13. 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.

Amended agenda issued 11:30 a.m.

Resolution No. 35-18

Resolution to Authorize Professional Services Agreement with Executive Search Firm –  
County Administrator and Community Services Division Director

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

Ladies and Gentlemen:

WHEREAS, Polk County has issued a request for proposals from executive search firms and individuals to provide recruitment and selection consulting services for the county office positions of County Administrator and Community Services Division Director; and

WHEREAS, it is in the interest of Polk County that the County Board authorize the issuance of a professional services agreement for such purposes and to delegate to a county board standing committee the responsibility and the discretion to consider such proposals, screen interested consultants, make the selection decision and award the professional services agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors authorizes the issuance of a professional services agreement for the provision of recruitment and selection consulting services for the county office positions of County Administrator and Community Services Division Director.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and delegates to the Executive Committee the responsibility to review proposals, interview and screen firms and to award a professional services agreement to the executive search firm that said committee determines to be in the best interest of Polk County.

BE IT FURTHER RESOLVED that the Interim County Administrator/Corporation Counsel is authorized to procure outside legal services for the purpose of negotiating on behalf of Polk County the professional services agreement with the selected executive search firm.

BE IT FURTHER RESOLVED that this resolution shall be effective upon passage.

*Fiscal Note: This resolution would require expenditure of county funds. At present, the fiscal impact is in an undetermined amount and will be determined in the course of the award decision.*

*Legal Note: The resolution presents no legal impacts.*

Resolution No. 35 -18  
Resolution to Authorize Professional Services Agreement with Executive Search Firm –  
County Administrator and Community Services Division Director

Signed and sponsored by:

\_\_\_\_\_  
Brad Olson, Supervisor, District #1

\_\_\_\_\_  
Doug Route, Supervisor, District #2

\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,

\_\_\_\_\_  
Chris Nelson, Supervisor, District #4

\_\_\_\_\_  
Tracy LaBlanc, Supervisor, District #5  
*JBL*  
\_\_\_\_\_  
Brian Masters, Supervisor, District #6

\_\_\_\_\_  
Michael Pritchard, Supervisor,  
District #7

\_\_\_\_\_  
James Edgell, Supervisor, District #8

\_\_\_\_\_  
Kim O'Connell, Supervisor, District #9

\_\_\_\_\_  
Larry Jepsen, 2<sup>nd</sup> Vice Chair,  
Supervisor, District # 10

\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11

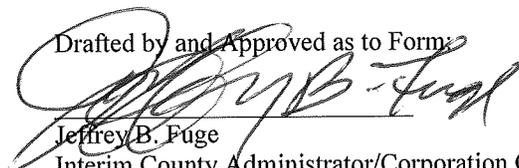
\_\_\_\_\_  
Kate Isakson, Supervisor, District #12

\_\_\_\_\_  
Russell Arcand, Supervisor, District #13

\_\_\_\_\_  
John Bonneprise, Supervisor, District #14

\_\_\_\_\_  
Joe DeMulling, Supervisor, District #15

Drafted by and Approved as to Form:

  
\_\_\_\_\_  
Jeffrey B. Fuge  
Interim County Administrator/Corporation Counsel

At its regular business meeting on the \_\_\_\_ of April, 2018, the Polk County Board of Supervisors acted on Resolution No. 35 -18: Resolution to Authorize Professional Services Agreement with Executive Search Firm – County Administrator and Community Services Division Director, as follows:

- Adopted by majority voice vote.
- Adopted by simple majority of the board of supervisors by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Enacted by unanimous vote.
- Defeated

SIGNED BY:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

Attest: \_\_\_\_\_  
Sharon Jorgenson, County Clerk



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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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**Notice of Meeting**  
**Polk County Executive Committee**  
**Polk County Government Center, County Board Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin**  
**Tuesday, April 10, 2018 at 2:00 p.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 March 13, 2018 meeting
4. Public Comments
5. Highway Facility Construction Project - Receipt of Information and Discussion Concerning Progress of Construction Project
6. Update Concerning the Office of County Administrator
7. Discussion on Succession Planning/Priorities for Office of County Administrator
8. Develop Recommendations for Proposed Amendments to the Polk County Board Rules of Order Ordinance
9. Organizational Matters: Recommendations Concerning Committee Duties, Responsibilities and Assigned Functions
10. Recommendation on Proposed Resolution No. 33-18: Resolution Concerning the Construction of a New Polk County Grandstand
11. Calendar: Next Meeting and Agenda Items
12. 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.



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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 Tuesday, March 13, 2018 at 2:00 p.m.

Committee Members present: Dean Johansen, Jay Luke, Larry Jepsen, John Bonneprise, and Chris Nelson.

Others present: Sharon Jorgenson, County Clerk; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; and member of the press.

Chairman Johansen called the meeting to order at 2:00 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the March 13, 2018 agenda. 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 February 19, 2018 minutes of Executive Committee.

**Motion** (Luke/Jepsen) to adopt the minutes of February 19, 2018. **Motion** to adopt minutes as published carried by unanimous voice vote.

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

Committee received update concerning the office of County Administrator from Andrea Jerrick, Deputy Administrator. Polk County will seek RFP's for search firm to handle recruitment process for Administrator and Community Services Division positions.

Committee received information from Emil Norby, Highway Commissioner regarding progress on the Highway Building project. Roof install is complete and concrete work is in progress. Highway building project is on schedule and under budget.

Recommendation concerning highway facility Bid Package 3, Resolution No. 22-18: Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3. Chairman Johansen called upon Deputy Administrator Jerrick for information regarding Bid Package #3. Committee received updated Change Order Log and Bid Package #3 Summary Bid Tabulation. **Motion** (Nelson/Jepsen) to approve low sign bid by Creative Sign Company Inc to be included on Resolution No. 22-18: Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3 and recommend to County Board. Chairman Johansen called for a voice vote on the motion to approve and recommend

Resolution No. 22-18 to the County Board for passage. **Motion** to approve sign bid by Creative Sign Company and recommend Resolution No. 22-18 to the County Board carried by unanimous voice vote.

Supervisor Nelson requested that the sand cost hauled in by highway department be included and tracked as part of the highway project contingency and change order costs.

Executive Committee discussed succession plan and need to develop priorities as to qualifications the County is seeking for administrator position.

Committee discussed developing recommendations for proposed amendments to the Polk County Board Rules of Order Ordinance. Chair Johansen requested that each board member receive copies of Policy 10, Rules of Order, Statutes stating duties of Administrator, and other policies that affect the county board in preparation for April organizational meeting.

Recommendation concerning proposed Ordinance No. 11-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation. Committee received email from Interim Administrator/Corporation Counsel Jeff Fuge regarding legal aspects of changes to self-organized Ordinance. Supervisor Jepsen addressed Ordinance No. 11-18. No recommendation was made regarding Ordinance No. 11-18. Chairman Johansen declared that Ordinance No. 11-18 will be discussed at Committee of the Whole at the March Board of Supervisors meeting.

**Future meeting:**

Tuesday, April 10, 2018 at 2:00 p.m.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Luke) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 3:09 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk

Resolution No. 33-2018  
Resolution Concerning the Construction of a New Polk County Grandstand

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

1 WHEREAS, the property and buildings of the Polk County Fairgrounds are owned by Polk  
2 County and managed in partnership with the Polk County Fair Society; and

3 WHEREAS, it is in the interest of the County and its citizens that Polk County remain  
4 committed to the continued use of the Fairgrounds for hosting the Polk County Fair and other  
5 events; and

6 WHEREAS, the County has undertaken the demolition of the Fairgrounds grandstand and it  
7 is necessary for the continued use of the Fairgrounds and the holding of the Polk County Fair  
8 that the County move forward to develop and to implement a project plan for the design,  
9 construction and funding for a new grandstand; and

10 WHEREAS, the prudent management of the County's financial resources also requires that  
11 the plan for the grandstand construction project involve a minimal or no expenditure of  
12 County funds; and

13 WHEREAS, such a project would span the jurisdiction of more than one standing committee  
14 and necessarily require the involvement of the Fair Society for design and funding elements  
15 of the project plan.

16 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors  
17 determines that it is in the interest of the County to construct a new grandstand.

18 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the  
19 Executive Committee to serve as steering committee for the construction of a new grandstand  
20 and have duties and responsibilities, as follows:

21 1. To develop and make recommendations for the construction of a new Grandstand as a  
22 public improvement project, including, but not limited to recommendations financing  
23 the project, overall project authorization and project implementation, and award of  
24 contracts for professional services and construction; and

25 2. To meet jointly with the Fair Society to develop recommendations concerning the  
26 design and funding elements of the Grandstand construction project.

27 BE IT FURTHER RESOLVED that the Executive Committee shall monthly report to the  
28 County Board of the progress and development of the initiative to construct a new  
29 Grandstand.

30 BE IT FURTHER RESOLVED that this resolution have legal effect upon passage.

Signed and sponsored by:

\_\_\_\_\_  
Brad Olson, Supervisor, District #1

\_\_\_\_\_  
*Doug Route*  
Doug Route, Supervisor, District #2

\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,

\_\_\_\_\_  
Chris Nelson, Supervisor, District #4

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Tracy LaBlanc, Supervisor, District #5

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Brian Masters, Supervisor, District #6

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Michael Pritchard, Supervisor,  
District #7

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James Edgell, Supervisor, District #8

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Kim O'Connell, Supervisor, District #9

\_\_\_\_\_  
Larry Jepsen, 2<sup>nd</sup> Vice Chair,  
Supervisor, District # 10

\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11

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Kate Isakson, Supervisor, District #12

\_\_\_\_\_  
Russell Arcand, Supervisor, District #13

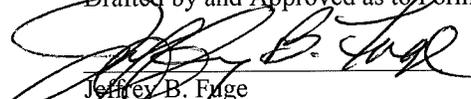
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John Bonneprise, Supervisor, District #14

\_\_\_\_\_  
Joe DeMulling, Supervisor, District #15

*Fiscal Note: This resolution does not require additional appropriation from the General Fund for the 2018 fiscal year to carry out the planning initiatives authorized in the resolutions. The costs to carry out the work of the Executive Committee are covered with the budgets of the County Board and the county departments facilitating such work.*

*Legal Note: The resolution presents no legal impacts.*

Drafted by and Approved as to Form:

  
\_\_\_\_\_  
Jeffrey B. Fuge  
Interim County Administrator/Corporation Counsel

At its regular business meeting on the \_\_\_\_ of April, 2018, the Polk County Board of Supervisors acted on Resolution No. 33 -18: Resolution Concerning the Construction of a New Polk County Grandstand, as follows:

- Adopted by majority voice vote.
- Adopted by simple majority of the board of supervisors by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Enacted by unanimous vote.
- Defeated

SIGNED BY:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

Attest: \_\_\_\_\_  
Sharon Jorgenson, County Clerk