



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 16, 2019 at 5:01 p.m.

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

Others present: Sharon Jorgenson, County Clerk; Nick Osborne, Administrator, Supervisor Jepsen, and member of the public.

Chairman Johansen called the meeting to order at 5:01 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the April 16, 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 March 14, 2019 minutes of Executive Committee. **Motion** (Luke/Bonneprise) to adopt the minutes of March 14, 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.

Recommendation on Proposed Resolution No. 21-19: To Repeal and Recreate Article 3.1. of the Polk County Board of Supervisors Rules of Order Ordinance – Concerning the Processing of Proposed Resolutions and Ordinances was discussed.

Chairman Johansen called upon Administrator Osborne to provide information regarding Resolution No. 21-19 to the committee.

Chairman Johansen called for a motion in regard to Resolution No. 21-19.

Motion (Bonneprise/Luke) to approve and recommend Resolution No. 21-19 to the County Board for passage. Chairman Johansen called for a voice vote on said motion. **Motion** to recommend Resolution No. 21-19 to the County Board for passage carried by unanimous voice vote.

Next Meeting and Agenda Items:

Chairman Johansen discussed setting regular Executive Committee meeting date and time for 2nd Thursday of the month at 9:00 a.m. before General Government Committee meeting. Consensus of committee members to set meeting date and time as stated.

Cedar Corp to be on agenda/presentation at next Executive Committee meeting.

Chairman Johansen called for a motion to adjourn. **Motion** (Nelson/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 5:15 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

Notice of Meeting
Polk County Executive Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Tuesday, April 16, 2019 at 5:00 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 14, 2019 Meeting
4. Public Comments
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Discussion and Possible Recommendation on Proposed Resolution No. 21-19: Resolution to Repeal and Recreate Article 3.1. of the Polk County Board of Supervisors Rules of Order Ordinance - Concerning the Processing of Proposed Resolutions and Ordinances
7. Calendar: Next Meeting and Agenda Items
8. 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, March 14, 2019 at 2:00 p.m.

Committee Members present: Dean Johansen, John Bonneprise, and Jay Luke.

Others present: Sharon Jorgenson, County Clerk; Nick Osborne, Administrator, Malia Malone, Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Supervisors Route and LaBlanc, members of the public and member of the press.

Chairman Johansen called the meeting to order at 2:02 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the March 14, 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 December 13, 2018 minutes of Executive Committee. **Motion** (Luke/Bonneprise) to adopt the minutes of December 13, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. Public comment was received by the committee.

Chairman Johansen called upon Highway Commissioner Norby to provide information regarding the fairgrounds evaluation requests for proposal results. The Committee received information from Highway Commissioner Norby regarding request for proposals for the comprehensive needs assessment/analysis of fairgrounds with final bids from Cedar Corporation at \$28,000 and Barrientos at approximately \$38,000.

Highway Commissioner Norby recommended awarding bid for steps 1 thru 3 on the proposal/bid to Cedar Corporation for fairgrounds site needs assessment and analysis.

Chairman Johansen called for a motion regarding recommendation to the County Board as to bid proposal to Cedar Corporation for fairgrounds assessment and analysis.

Motion (Bonneprise/Luke) to recommend to County Board to award steps 1 through 3 of the bid proposal to Cedar Corporation for fairgrounds site needs assessment/analysis. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee discussed possible recommendations for proposed amendments to the Polk County Board Rules of Order Ordinance regarding Board of Adjustment nominations by the Environmental Services Committee. Administrator Osborne addressed the committee regarding the nomination process and

noted nominations for the Board of Adjustment by the Environmental Services Committee would be beneficial, adding an extra layer of review for applicants. Supervisor Bonneprise provided background information regarding the Board of Adjustment to the committee. Corporation Counsel Malone provided an opinion regarding the Board of Adjustment selection process.

Chairman Johansen called for a motion regarding Board of Adjustment nominations by the Environmental Services Committee.

Motion (Luke/Bonneprise) to recommend to the County Board to amend the Rules of Order Ordinance to allow nominations of the Board of Adjustment by the Environmental Services Committee. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee received information from Administrator Osborne regarding suggestions for possible changes to the resolution format in the Polk County Board Rules of Order Ordinance, including:

- Adding a summary/executive area on the resolution or ordinance
- Adding Administrator's notes instead of the current format stating "reviewed by/submitted by"
- Having the Finance Director add more detail regarding fiscal notes on resolutions and ordinances.

By consensus, the Executive Committee was in favor of the suggested changes, which will be presented in Ordinance form at the April County Board meeting.

Recommendation on Proposed Ordinance No. 01-19: To Repeal and Recreate Article 3.1.a of the Polk County Board of Supervisors Rules of Order Ordinance – Concerning the Sponsorship and Processing of Proposed Resolutions and Ordinances was discussed.

Motion (Luke/Bonneprise) to recommend Ordinance No. 01-19 to the County Board for passage. Chairman Johansen called for a voice vote on said motion. **Motion** to recommend Ordinance No. 01-19 to the County Board for passage carried by majority voice vote with 2 voting for recommendation and 1 voting against recommendation.

Chairman Johansen called for motion to convene in closed session at 2:22 p.m. regarding item noted on the agenda. **Motion** (Luke/Bonneprise) 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.

Minutes will reflect those present in closed session. Members present include Executive Committee members previously noted, Sharon Jorgenson, County Clerk; Nick Osborne, Administrator; Malia Malone, Corporation Counsel; Andrea Jerrick, Deputy Administrator/Employee Relations Manager and Supervisors Route and LaBlanc.

***CLOSED SESSION* 2:22 p.m.** - (Minutes separate and under seal)

*Reconvened in Open Session at 2:47 p.m. *

Chairman Johansen declared meeting back in open session at 2:47 p.m.

Next Meeting and Agenda Items:

Possible April meeting: date to be determined

Administrator Osborne will present ordinance regarding amendments to Rules of Order

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 2:53 p.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk

Resolution No. 21-19

To Repeal and Recreate Article 3. 1. of the Polk County Board of Supervisors Rules of Order Ordinance - Concerning the Processing of Proposed Resolutions and Ordinances

To the Honorable Supervisors of the Polk County Board of Supervisors,

Ladies and Gentlemen:

WHEREAS, the Polk County Board of Supervisors Rules of Order Ordinance currently reads, in relevant part:

Article 3. Ordinances and Resolutions

1. The county board shall consider only resolutions and ordinances that meet all of the following:
 - a. A resolution or ordinance must be endorsed by either one or more sponsoring board members or the chairperson of the committee that recommends consideration by the full county board or by the county administrator pursuant to §59.18(5). All resolutions and ordinances shall be filed with the clerk and be referred to a committee for review and recommendation before being referred to the county board. If the county board receives a resolution or ordinance that has not been considered by a committee, such resolution or ordinance shall be referred to an appropriate committee for recommendation prior to final action by the county board, unless the county board moves, by two-thirds majority of the supervisors present, such resolution or ordinance to the floor for purposes of adoption.
 - b. Resolutions and ordinances must be approved as to form by corporation counsel. The form of the resolution or ordinance shall conform to Wisconsin Statute Section 59.02 and substantially comply with the form contained in Appendix A, attached to these rules. Consideration for approval will only be given to properly endorsed documents and no unlawful resolution or ordinance will be approved. The county administrator and corporation counsel shall review all resolutions and ordinances prior to introduction to the county board and shall initial each resolution or ordinance as recommended, not recommended or reviewed only.
 - c. Any resolution that proposes an appropriation or expenditure must be reviewed by the General Government Committee before the matter will be considered by the county board. The county administrator is directed to append a fiscal impact statement to any resolution or ordinance that requires funding that has not been authorized for appropriation or expenditure in the current year. The corporation counsel is directed to append a legal impact statement on any and all proposed resolutions or ordinances. Notwithstanding the omission of such recommendation or said impact statements, the county board may adopt any resolution or ordinance as it may determine in its discretion.

47
48 WHEREAS, there is a desire to provide plain language summaries of all resolutions and
49 ordinances and information and input from the county administrator to assist county board
50 supervisors in making policy decisions; and,
51

52 WHEREAS, the finance director and finance staff are in the best position to provide input into
53 the financial impact of ordinances and resolutions; and,
54

55 WHEREAS, there are times when it would be advisable to not provide information regarding the
56 legal impact of resolutions and ordinances, considering protected attorney-client privileged
57 information.

58 NOW, THEREFORE, the Polk County Board of Supervisors ordains that Article 3. 1. A, as
59 amended by Ordinance No. 83-18, is repealed and recreated to read, as follows:
60

61 **Article 3. Ordinances and Resolutions**
62

63 1. The county board shall consider only resolutions and ordinances that meet all of the
64 following:
65

66 a. A resolution or ordinance must be endorsed by either one or more sponsoring
67 board members or the chairperson of the committee that recommends
68 consideration by the full county board or by the county administrator pursuant to
69 §59.18(5). The sponsor of a resolution or ordinance shall provide an executive
70 summary of the resolution's or ordinance's intent. All resolutions and ordinances
71 shall be filed with the clerk and be referred to a committee for review and
72 recommendation before being referred to the county board. If the county board
73 receives a resolution or ordinance that has not been considered by a committee,
74 such resolution or ordinance shall be referred to an appropriate committee for
75 recommendation prior to final action by the county board, unless the county board
76 moves, by two-thirds majority of the supervisors present, such resolution or
77 ordinance to the floor for purposes of adoption.
78

79 b. Resolutions and ordinances must be approved as to form by corporation counsel.
80 The form of the resolution or ordinance shall conform to Wisconsin Statute
81 Section 59.02 and substantially comply with the form contained in Appendix A,
82 attached to these rules. Consideration for approval will only be given to properly
83 endorsed documents and no unlawful resolution or ordinance will be approved.
84 The county administrator and corporation counsel shall review all resolutions and
85 ordinances prior to introduction to the county board. The county administrator
86 will supply commentary regarding the resolution and the corporation counsel will
87 provide legal comment, if necessary. Any resolution or ordinance that has a fiscal
88 impact shall be reviewed by the finance director or his or her designee. The
89 finance director will provide information on the fiscal impact of the proposed
90 resolution or ordinance.
91

Offered this _____ day of _____, 2019.

BY:

Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Reviewed By County Administrator:

Nick Osborne

Nick Osborne

Fiscal Impact Note: The proposed amendment to the County Board Rules of Order presents no fiscal impact to county operations.

Reviewed and Approved as to Form and Execution:

Malia T. Malone

Malia T. Malone, Corporation Counsel

Passage of the proposed amendment alters the manner in which the county staff processes proposed resolutions and ordinances. The proposed amendment presents no legal impact to county operations.

Excerpt of Minutes

At its regular business meeting on the ____ day of _____, 2019, the Polk County Board of Supervisors acted Resolution No. 21-19: To Repeal and Recreate Article 3. 1. of the Polk County Board of Supervisors Rules of Order Ordinance - Concerning the Processing of Proposed Resolutions and Ordinances, as follows:

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

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk