



## POLK COUNTY, WISCONSIN

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

### Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin

Polk County Government Center - County Board Room

### Minutes of Executive Committee from Thursday, July 20<sup>th</sup>, 2017, at 3:00 p.m.

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

Others present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Andrea Jerrick, Deputy Administrator; Emil Norby, Highway Commissioner; Malia Malone, Assistant Corporation Counsel; Doug Route, County Board Supervisor; Brian Masters, County Board Supervisor; Joe Demulling, County Board Supervisor; Jim Edgell, County Board Supervisor; Tracy LaBlanc, County Board Supervisor; Brad Olson, County Board Supervisor; Kate Isakson, County Board Supervisor; Kim O'Connell, County Board Supervisor; Jason Plante, Market & Johnson Construction Manager representative; Norman Barrientos, Architect from Barrientos & Ayres; and member of press.

Chairman Dean Johansen called the meeting to order at 3:45 p.m. (upon return from tour of highway facility buildings).

Chairman Johansen called for motion to approve agenda. **Motion** (Luke/Jepsen) to approve the July 20, 2017 agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to approve June 19<sup>th</sup>, 2017 minutes of Executive Committee. **Motion** (Bonneprise/Jepsen) to approve the minutes of June 19, 2017. **Motion** carried by unanimous voice vote.

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

Committee received preliminary design documents for Highway Facility and information from Andrea Jerrick regarding purpose of meeting regarding consideration of building size and exterior materials. Committee received overview from Emil Norby, Highway Commissioner on features and size of facilities toured in comparison to planned Polk County Highway facility. Committee discussed external structure material options. Committee decided on size of facility (58,904 square feet) per preliminary conceptual plans received and precast exterior walls with exception of exterior walls of administrative office area which will be steel frame with masonry design.

Recommendation on Resolution 50-17: Resolution to Approve Design Documents and Materials for the Highway Facility. **Motion** (Jepsen/Luke) to approve Resolution 50-17 and recommend passage to County Board. Chair Johansen called for a roll call voice vote on the motion to approve and recommend passage. Roll call voice vote with 5 ayes received. Motion to approve and recommend passage of Resolution 50- 17 to County Board carried by unanimous roll call voice vote.

Chairman Johansen called for a motion to adjourn. **Motion (Bonneprise/Jepsen)** to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 4:21 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk

**Polk County Executive Committee**  
**Polk County Government Center, 100 Polk County Plaza,**  
**County Board Room**  
**Balsam Lake, Wisconsin**  
**Thursday, July 20, 2017 at 3:00 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 anytime during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.)

**(Open Session)**

**Order of Business:**

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the June 19, 2017 meeting
4. Public Comments
5. Deliberations and Recommendations concerning the Approval of Design Documents and Materials for the Highway Facility
6. Recommendation on Proposed Resolution No. 50-17: Resolution to Approve Design Documents and Materials for the Highway Facility.
7. Calendar: Next Meetings and Agenda Items
8. Adjourn

This meeting is open the public according to WI 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 Monday, June 19<sup>th</sup>, 2017, at 12:30 p.m.

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

Others present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Andrea Jerrick, Deputy Administrator; Debbie Peterson, Director of Parks, Forestry, Buildings & Solid Waste, Emil Norby, Highway Commissioner, Doug Route, County Board Supervisor, and James Hanke and Matt Faulkner, Market & Johnson Construction Manager representatives for Highway Building project.

Chairman Dean Johansen called the meeting to order at 12:45 p.m.

Chairman Johansen called for motion to approve agenda. **Motion (Luke/Jepsen)** to approve the June 19, 2017 agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to approve May 22, 2017 minutes of Executive Committee. **Motion (Jepsen/Luke)** to approve the minutes of May 22, 2017. **Motion** carried by unanimous voice vote.

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

Committee received information from Deputy Administrator Andrea Jerrick as to architectural & engineering proposals and basic process for selection of A & E candidates – 4 proposals received, 2 selected.

Chairman Johansen called for motion to convene in closed session at 1:00 p.m. **Motion (Jepsen/Luke)** to convene in closed session. **Motion** carried by unanimous voice vote.

**\*CLOSED SESSION\* 1:00 p.m.** -( Minutes separate and under seal)

\*Reconvened in Open Session at 1:52 p.m. \*

Chairman Johansen declared meeting back in open session at 1:52 p.m. Chairman Johansen called for a recess until 2:00 p.m. Chairman Johansen called the meeting back in session at 2:04 p.m.

Chairman Johansen called for a motion to re-convene in closed session. **Motion (Bonneprise/Jepsen)** to re-convene in closed session. **Motion** carried by unanimous voice vote.

**\*CLOSED SESSION\* 2:04 p.m.** -( Minutes separate and under seal)

\*Reconvened in Open Session at 2:55 p.m.\*

Chairman Johansen declared meeting back in open session at 2:55 p.m. Chairman Johansen called for a recess until 3:00 p.m.

Chairman Johansen declared meeting back in session at 2:59 p.m. Chairman Johansen called for a motion to resume closed session. **Motion** (Jepsen/Luke) to resume closed session. **Motion** carried by unanimous voice vote.

**\*CLOSED SESSION\* 2:59 p.m.** -( Minutes separate and under seal)

\*Reconvened in Open Session at 3:19 p.m. \*

Chairman Johansen declared meeting back in open session at 3:19 p.m.

**Chairman Johansen** called for a motion to announce recommendation of architect and engineering firm in open session. **Motion** (Luke/Bonneprise) to recommend Barrientos & Ayres for architecture and engineering firm for Highway Building project to the County Board. **Motion** carried by unanimous voice vote.

Chairman Johansen called for a motion to adjourn. **Motion (Luke/Johansen)** to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 3:22 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk



## POLK COUNTY, WISCONSIN

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

### Notice of Special Meeting and Agenda Polk County Board of Supervisors

100 Polk County Plaza, Balsam Lake, Wisconsin  
Polk County Government Center - County Board Room

Thursday July 20<sup>th</sup>, 2017

**7:30 a. m. Tour of Highway Facilities of Wisconsin Counties of Washburn and Burnett and  
Washington County, Minnesota**

**4:00 P.M Business Meeting**

Open Session

Please Take Notice that the Polk County Board of Supervisors will convene in special session for the following purposes:

#### Information Gathering - Tour of Highway Facilities:

The Polk County Board of Supervisors will convene at 7:30 a. m. for the purpose of travelling to and touring county highway facilities, identified as follows:

Washburn Co. Highway Department – Anticipated Arrival 9:00 a.m.  
1600 County Highway H  
Spooner, WI 54801

Burnett Co. Highway Department - Anticipated Arrival 11:15 a.m.  
8150 Highway 70  
Siren, WI 54872

Washington Co. MN North Shop - Anticipated Arrival 1:30 p.m.  
11660 Myeron Road North  
Stillwater, MN 55082

It is anticipated that a quorum of the Polk County Board of Supervisors will participate in the tour. The tour will also take place in the event that there is insufficient number of members are present to constitute a quorum.

#### Business Meeting:

\*\*The Polk County Board of Supervisors will reconvene at 4:00 p.m; or as soon as the Executive Committee adjourns, under separately noticed meeting, whichever is later, to consider and to act on subject matters, as follows:

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance

## Polk County Board of Supervisors – Special Meeting, July 20, 2017

5. Time of Reflection
6. Approval of Agenda
7. Public Comments –3 minutes per person –not to exceed 30 minutes total
8. County Board Chair Report
9. Administrator’s Report

Following the Administrator’s Report, the County Board will convene as the Committee of the Whole on matters noticed herein. The Committee of the Whole may receive information, deliberate and provide the County Board with recommendation concerning such noticed Subject matters. The Committee of the Whole may not take final action on such matter.

10. Committee of the Whole:
  - a. Discussion and Recommendation Concerning the Preliminary Plans, including Design and the type of external construction materials for the Highway Facility
  - b. Recommendation on proposed Resolution No. 50-17: Resolution to Approve Design Documents and Materials for the Highway Facility
  - c. Adjournment of Committee of the Whole

Following adjournment of the Committee of the Whole, the County Board will reconvene as a legislative body to take up, consider and act upon the subject matters identified herein, as follows:

11. Reconvene as County Board
12. Proposed Resolutions and Ordinances:
  - a. Resolution No. 50-17: Resolution to Approve Design Documents and Materials for the Highway Facility
13. Supervisors Announcements
14. 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.***

July 11, 2017

TO: Polk County Board of Supervisors

FROM: Dana Frey, County Administrator

RE: Additional meetings on new Highway Facility

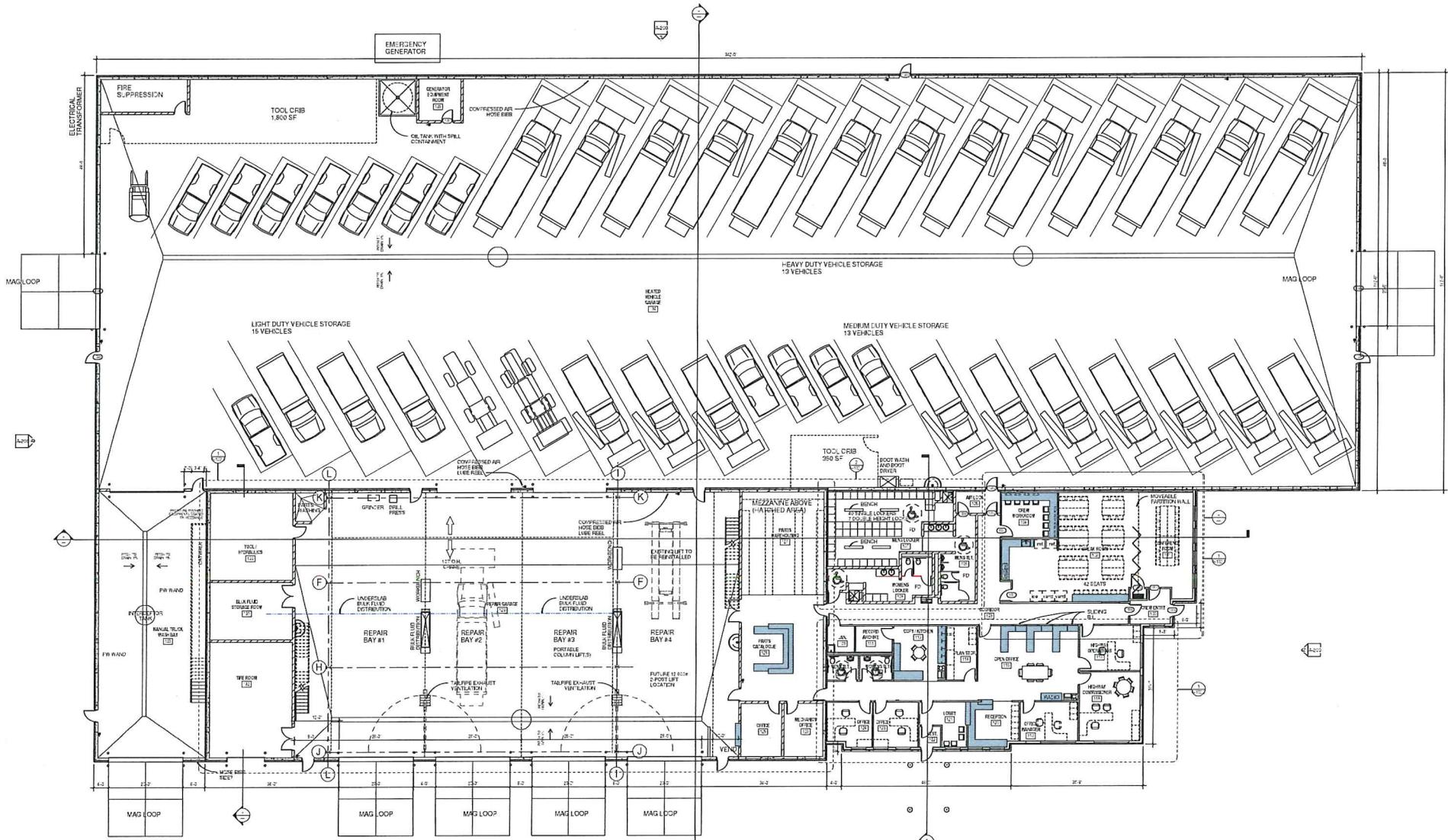
As you may have seen, next week's County Board agenda includes a Committee of the Whole meeting at which the first preliminary architectural plans for the new Highway facility will be presented by the architectural and engineering firm you authorized hiring last month. The next step is for you to decide on a building size and construction materials so as to authorize that firm to develop specifications for initial construction. This is not a final commitment on costs or design elements, but will have a major impact on both.

To help you get the maximum amount of information possible, additional meetings have been scheduled following this initial meeting. On July 20<sup>th</sup>, a full-day County Board is scheduled: the morning and early afternoon are tours of other county facilities, beginning with Washburn County, who has a facility similar to what we are looking at, Burnett County, which has a smaller department and hence a different facility than what we need, and Washington County, Minnesota, who also recently completed a new facility in Scandia.

Following this tour, the County Board will convene at 4 P.M. and recess to allow the Executive Committee to meet and develop a recommendation. Immediately thereafter, the Board will reconvene in Committee of the Whole to discuss and consider this recommendation in the form of a resolution to authorize this preliminary design for purposes of preparing detailed plans. As noted above, this is not a final commitment on costs or design elements, but will have a major impact on both. The Board will need to meet to both finalize design elements and to then authorize letting of bids; this meeting or meetings will be held next month.

The drawing of the preliminary facility will be distributed at the County Board meeting on Tuesday. Highway staff have already had considerable input, and many of their ideas both reduce costs and improve efficiency. The preliminary design incorporates some major improvements: note that there is a single traffic lane in the building instead of two, that stalls are large enough so that wings can stay on the plows when parked, the wash bay connects directly to the garage so that trucks can drive directly in instead of having to drive around the building, the crew area is separated from the office to keep the carpeted area clean, and the break room/meeting room is separated by a folding wall to allow it to do double duty as a training room. And all of this is staying within the original budget as developed by SEH.

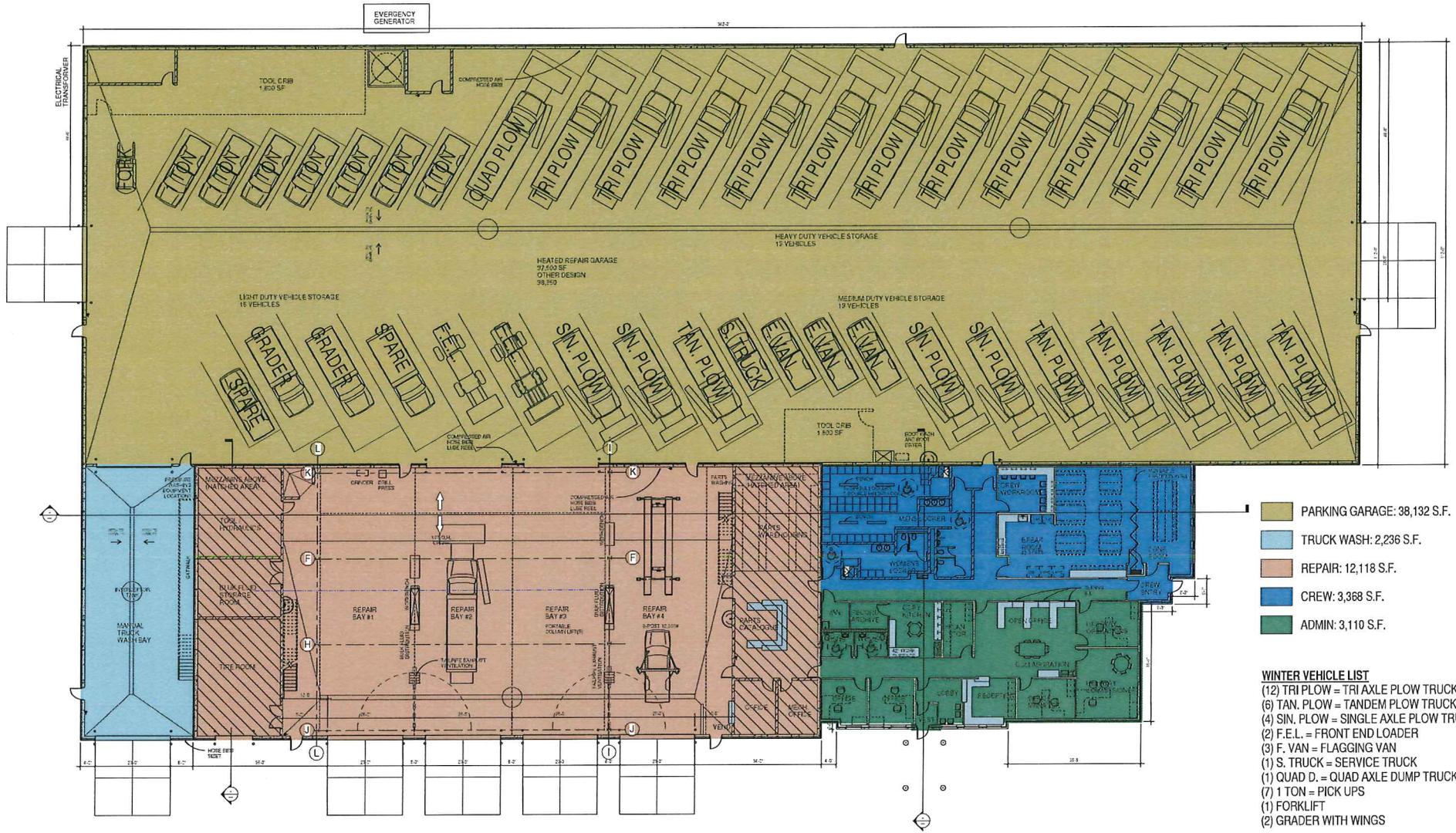
We look forward to discussing this with you next week. In the interim, Moe, Andrea and I are very happy to answer any questions you may have.



58,904 SF GROSS SQUARE FEET  
 3,240 SF MEZZANINE (NOT INCLUDED IN GSF)

STRUCTURAL PRECAST EXTERIOR WALLS  
 FOR VEHICLE GARAGE MANUAL TRUCK  
 WASH BAY AND REPAIR GARAGE





EMERGENCY GENERATOR

- PARKING GARAGE: 38,132 S.F.
- TRUCK WASH: 2,236 S.F.
- REPAIR: 12,118 S.F.
- CREW: 3,368 S.F.
- ADMIN: 3,110 S.F.

- WINTER VEHICLE LIST**
- (12) TRI PLOW = TRI AXLE PLOW TRUCK
  - (6) TAN. PLOW = TANDEM PLOW TRUCK
  - (4) SIN. PLOW = SINGLE AXLE PLOW TRUCK
  - (2) F.E.L. = FRONT END LOADER
  - (3) F. VAN = FLAGGING VAN
  - (1) S. TRUCK = SERVICE TRUCK
  - (1) QUAD D. = QUAD AXLE DUMP TRUCK
  - (7) 1 TON = PICK UPS
  - (1) FORKLIFT
  - (2) GRADER WITH WINGS

58,964 SF GROSS SQUARE FEET  
 3,240 SF MEZZANINE (NOT INCLUDED IN GSF)

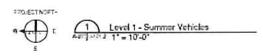




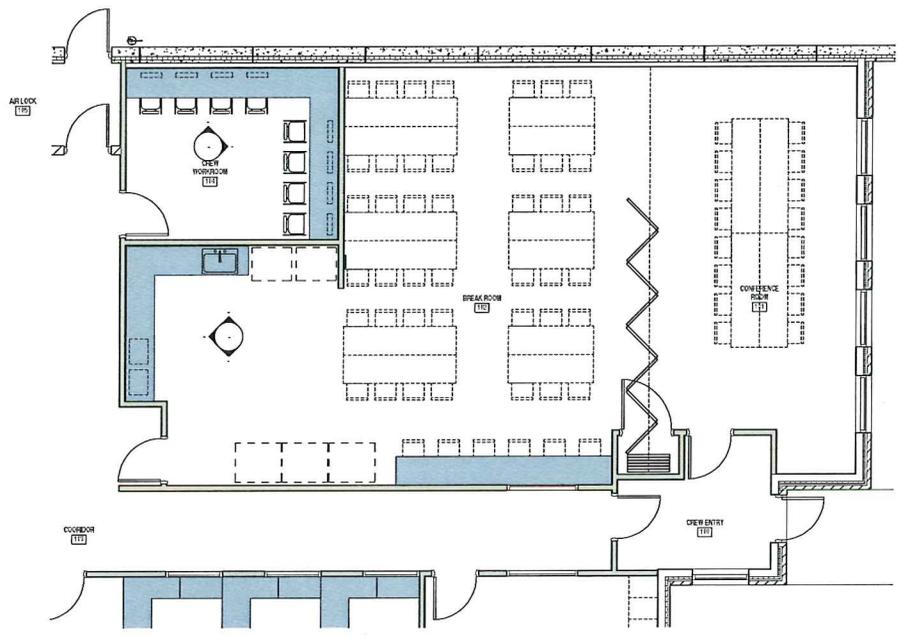
- PARKING GARAGE: 38,132 S.F.
- TRUCK WASH: 2,236 S.F.
- REPAIR: 12,118 S.F.
- CREW: 3,368 S.F.
- ADMIN: 3,110 S.F.

- SUMMER VEHICLE LIST**
- (12) TRI PLOW = TRI AXLE PLOW TRUCK
  - (5) TAN. PLOW = TANDEM PLOW TRUCK
  - (4) SIN. PLOW = SINGLE AXLE PLOW TRUCK
  - (1) F.E.L. = FRONT END LOADER
  - (3) F. VAN = FLAGGING VAN
  - (1) S. TRUCK = SERVICE TRUCK
  - (1) QUAD D. = QUAD AXLE DUMP TRUCK
  - (7) 1 TON = PICK UPS
  - (1) FORKLIFT

58,964 SF GROSS SQUARE FEET  
 3,240 SF MEZZANINE (NOT INCLUDED IN GSF)



10/14/17



1 Break Room - Lunch / Conference Setup
   
 A10/A10.1 1/4" = 1'-0"

PROJECT INFORMATION

**POLK COUNTY HIGHWAY GARAGE**

818 LOON DRIVE
   
 BALSAM LAKE, WI 54810

NO.	DATE	DESCRIPTION

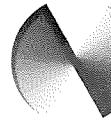
10/14/17 Revision 1.00

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WITNESSE
   
 DESIGN DEVELOPMENT
   
 50748
   
 7/18/2017
   
 ENLARGED PLAN - BREAK ROOM LAYOUTS



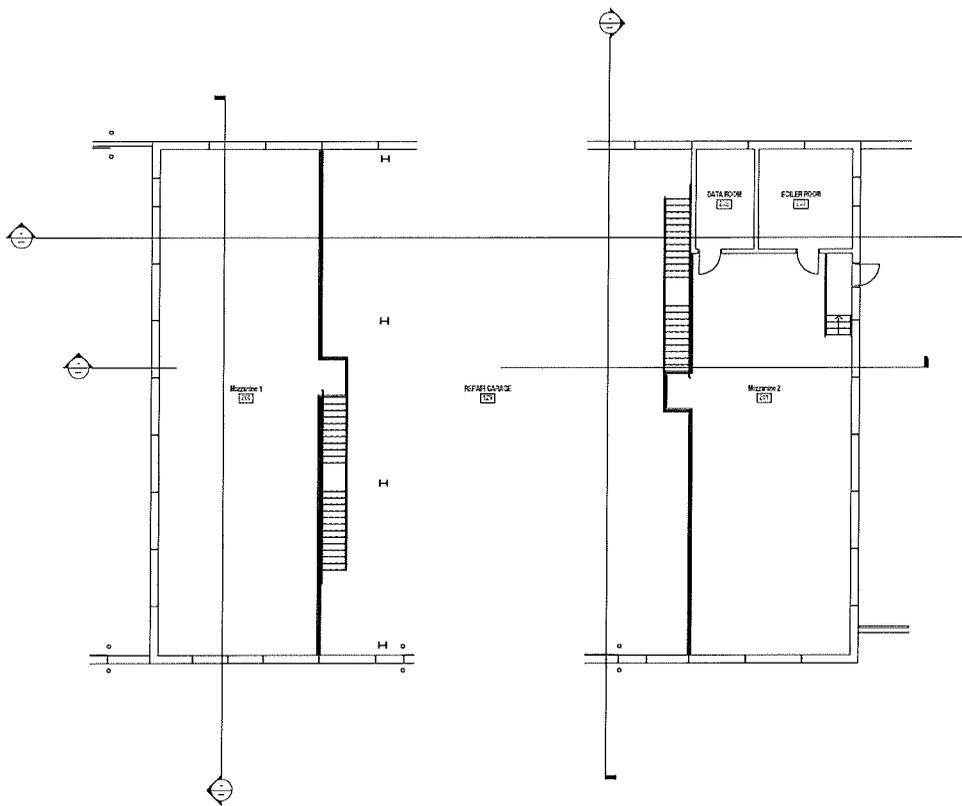




**BARRIERTO**  
design & consult  
205 West Highland Avenue, Suite  
Milwaukee, WI 53227  
phone: 414-221-1112  
www.barrientodesign.com

12.12.14

PROJECT NO. 15-001



1 Mezzanine Plan  
1/8" = 1'-0"

POLK COUNTY HIGHWAY GARAGE

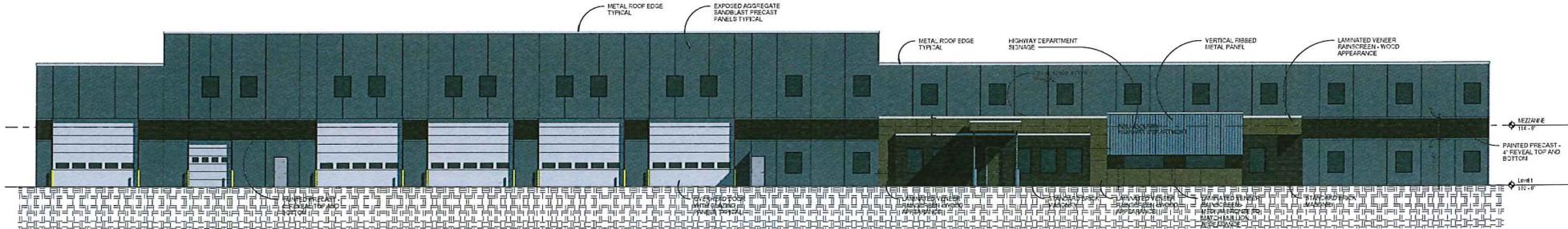
818 LOON DRIVE  
BALSAM LAKE, WI 54810

NO.	DATE	DESCRIPTION
1		

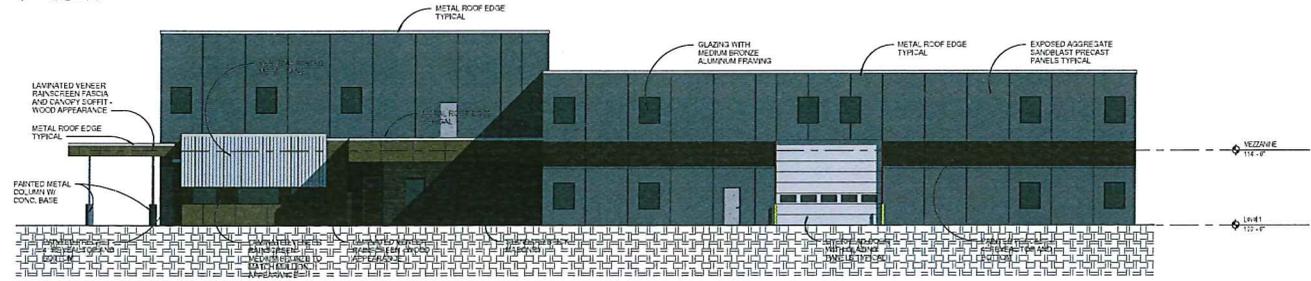
DESIGN DEVELOPMENT

DATE: 7/18/2017

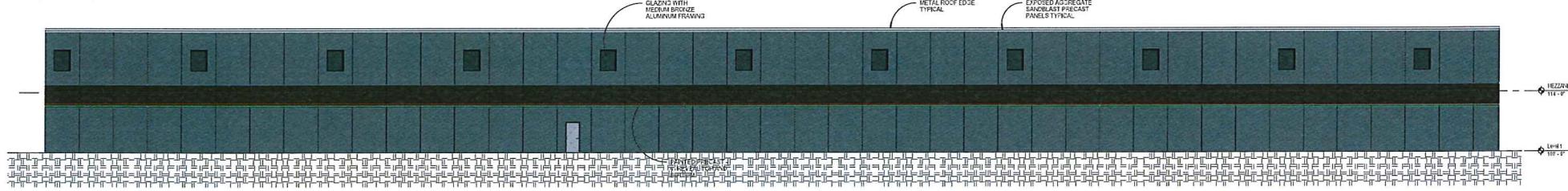
MEZZANINE PLAN



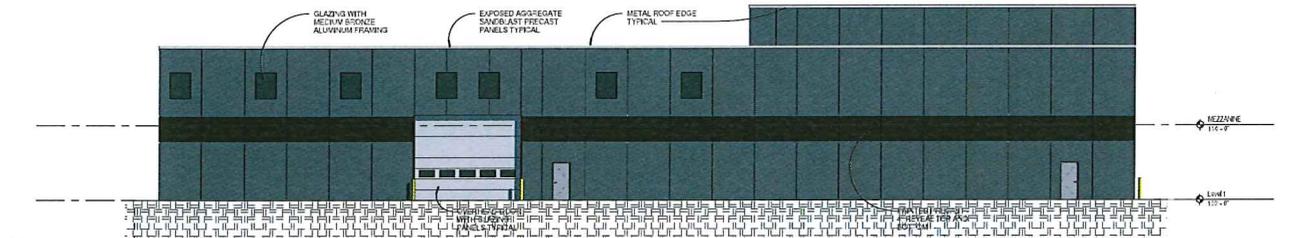
1 East Elevation  
 A1141200 3/32" = 1'-0"



2 South Elevation  
 A1141200 3/32" = 1'-0"



3 North  
 A1141200 3/32" = 1'-0"



4 West  
 A1141200 3/32" = 1'-0"

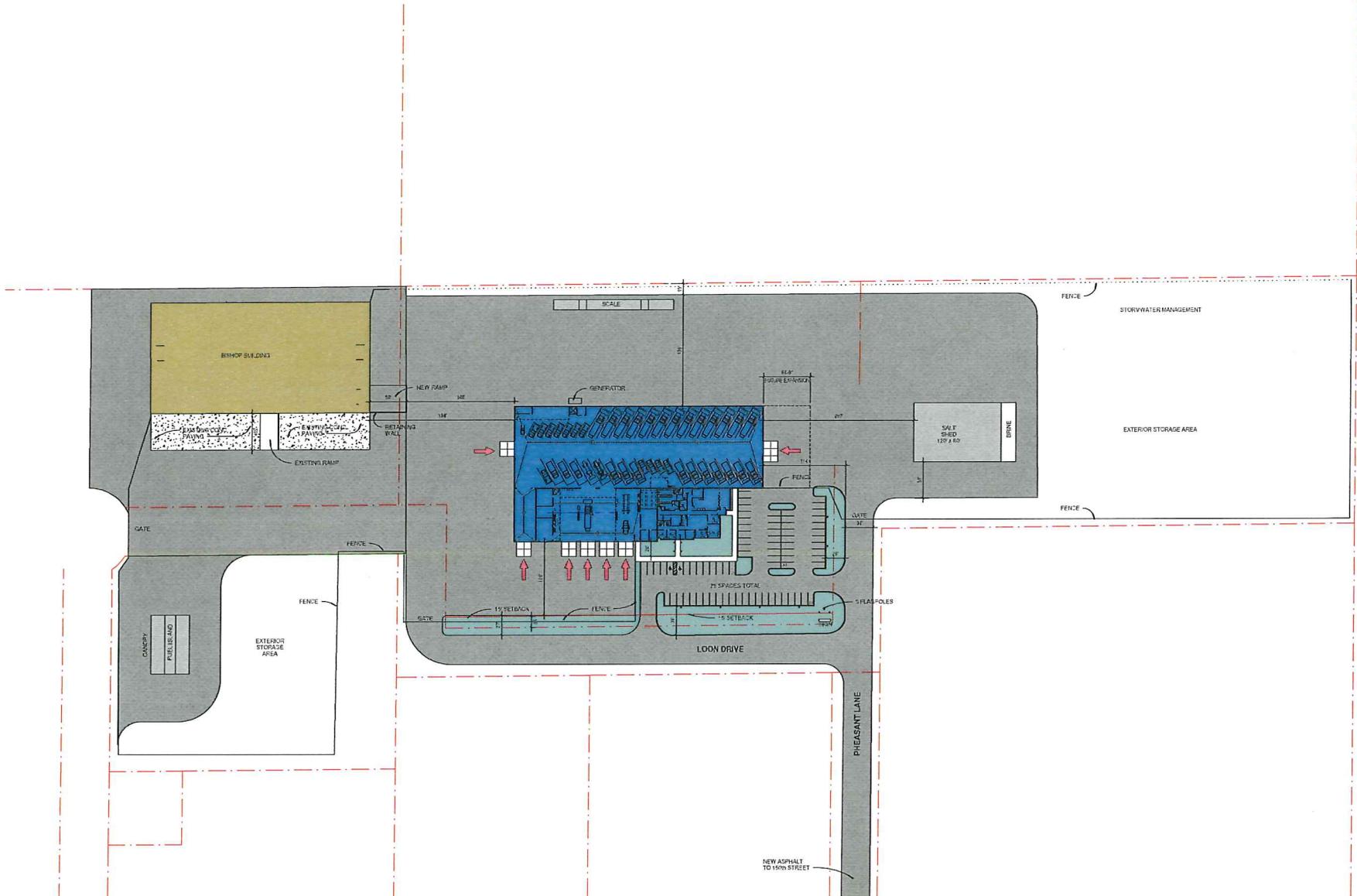
# POLK COUNTY HIGHWAY GARAGE



**BARRIENTO**  
design & consult  
225 West Highland Avenue, Suite 200  
Madison, WI 53703  
office 414-271-1812  
www.barrientodesign.com

10/14/17

PROJECT NO. 17-0018



**POLK COUNTY HIGHWAY GARAGE**

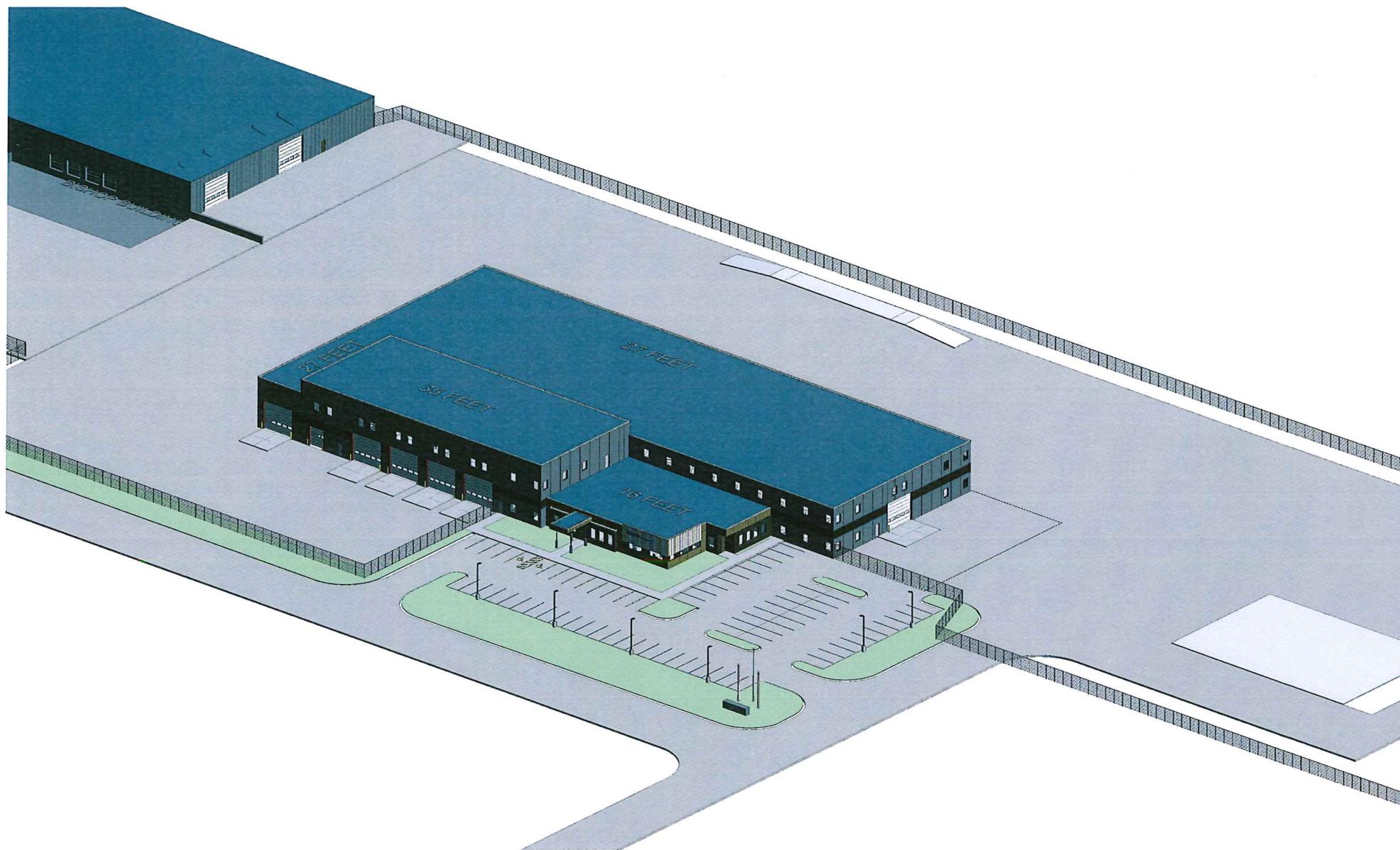
818 LOON DRIVE  
BALSAW LAKE, WI 54810

NO.	DATE	DESCR.

Figure 10118 - Access Fence

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10/14/17  
DESIGN DEVELOPMENT  
Project: POLK COUNTY HIGHWAY GARAGE  
50745  
DWG  
7/18/2017  
10/14/17  
ARCHITECTURAL SITE PLAN



POLK COUNTY HIGHWAY GARAGE

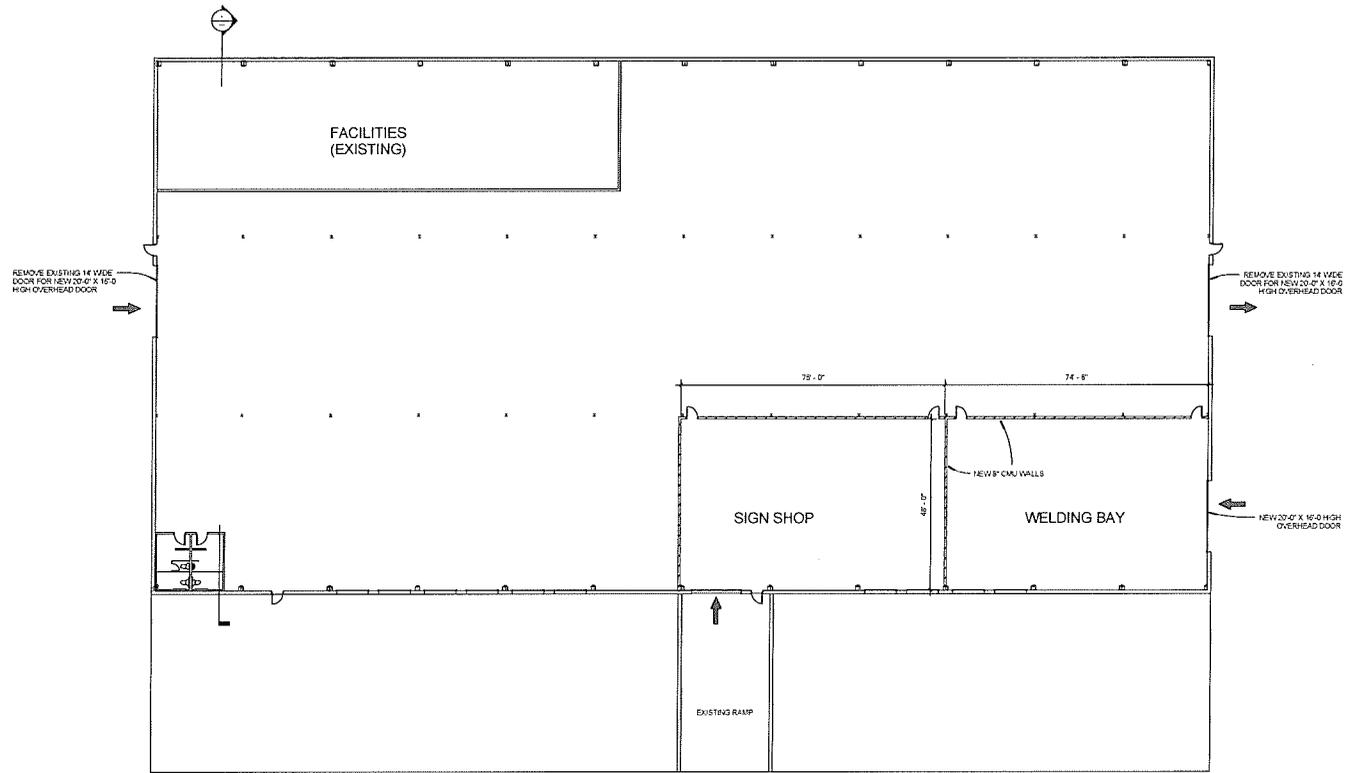




**BARRIER**  
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Lafayette, LA 70503  
phone 414-271-1113  
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1.0477

PROJECT NO. 1014



**POLK COUNTY - BISHOP BUILDING  
RENOVATION**  
814 LOON DRIVE  
BALSAM LAKE, WI 54810

NO.	DATE	DESCRIP

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DATE: 7/18/2017  
SHEET: FIRST FLOOR PLAN

**BISHOP BUILDING FLOOR PLAN**  
1/16" = 1'-0"



Polk County Board of Supervisors  
Resolution No. 50-17

Resolution to Approve Design Documents and Materials for the Highway Facility

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

Ladies and Gentlemen:

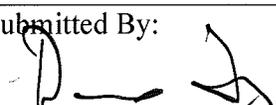
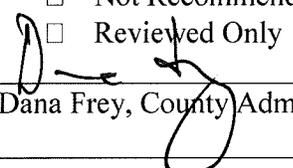
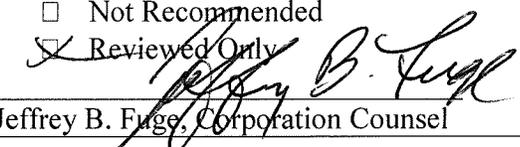
WHEREAS, on March 19, 2017, the Polk County Board of Supervisors authorized the Polk County Administrator to negotiate, execute and close on behalf of Polk County final real estate agreements with the Village of Balsam Lake and Bishop Fixtures and Millwork, Inc., for purposes of construction of a Highway Facility; and

WHEREAS, on June 20, 2017, the Polk County Board of Supervisors secured an architectural and engineering services firm for purposes of proceeding with the design and construction of said facility; and

WHEREAS, amongst the next steps in the construction of said facility would be to establish the general design parameters of the Highway Facility; and

WHEREAS, on July 20, 2017, the Polk County Executive Committee met as the Highway Facility Steering Committee pursuant to Resolution No. 30-16 and recommended the preliminary architectural plans for the Highway Facility, including recommending the general size and type of external construction materials, for purposes of developing the specifications for the next phase of architectural and engineering preliminary design development.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors approves the preliminary plans for the Polk County Highway Facility incorporated by reference as "Polk County Highway Garage Construction – 7/18/2017."

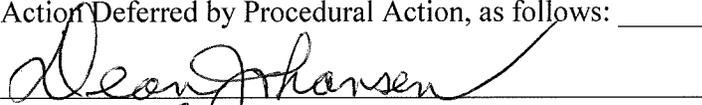
Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	July 20, 2017
Submitted By:	
Review By County Administrator: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only  Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Jeffrey B. Fuge, Corporation Counsel

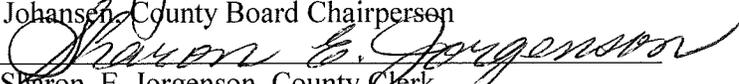
Acknowledgement of County Board Action

At its special business meeting on the 20<sup>th</sup> of July 2017, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. 50-17:Resolution to Approve Design Documents and Materials for the Highway Facility, as follows:

- Enacted by simple majority of all members, by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Enacted by unanimous vote.
- Defeated by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: \_\_\_\_\_

SIGNED BY:

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

Attest:   
Sharon E. Jorgenson, County Clerk

**CERTIFIED COPY OF POLK COUNTY RESOLUTION**

STATE OF WISCONSIN

COUNTY OF POLK

I Sharon E. Jorgenson, Polk County Clerk due hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Resolution No. 50-17 Resolution to Approve Design Documents and Materials for the Highway Facility, adopted by the Polk County Board of supervisors at its Special Business Meeting held on July 20, 2017.

A handwritten signature in cursive script that reads "Sharon E. Jorgenson" followed by the date "7/20/17". The signature is written over a horizontal line.

Sharon E. Jorgenson, Polk County Clerk

Date