



## 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, 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



*Adding Value to Everything We Do*

Market & Johnson, Inc. 7300 Hudson Blvd., Suite 165 Oakdale, MN 55128 Ph. 651.340.6146 Fax. 651.846.5607

**BID TABULATION**

PROJECT Polk County Highway Garage Bid Package Summary  
 Balsam Lake, WI  
 Tuesday, March 20, 2018

Work Category	Bidder's Name	Location	Addenda	Rank	Union (Y/N)	Base Bid					Notes
<b>WC-10F Signage</b>											
	Creative Sign Company, Inc.	DePere, WI	N/A		N/A	6,158.00	0.00	0.00	0.00	0.00	
	Signation Sign Group	Brooklyn Park, MN	N/A		N/A	7,637.00	0.00	0.00	0.00	0.00	
	LaCrosse Sign Group	Eau Claire, WI	N/A		N/A	12,735.00	0.00	0.00	0.00	0.00	
	Graphic House	Wausau, WI	N/A		N/A	13,785.00	0.00	0.00	0.00	0.00	
	SignArt Company, Inc.	Eau Claire, WI	N/A		N/A	14,222.00	0.00	0.00	0.00	0.00	
<b>WC-27A Low Voltage</b>											



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**COR LOG #2723 - Polk County Highway Building**

MSJ Ref	Req. Char. Item	Req. Item	Status	B&B Point (B/C)	Description	Request Made By	Date Rec'd	Due Date	MSJ Budget Used	Owner Direct Contracts	Project Contingency	Bishop Contingency	Notes/Comments	QTY	Subcontractor
COR #001			Executed		Reduce fuel canopy design from 40'x80' to 30'x80'				(\$25,352.00)	\$0.00	\$25,352.00	\$0.00	To Owner / Architect	1	Pump & Meter
COR #002			Executed		Bishop: Reduced overhead doors				(\$3,175.00)	\$0.00	\$0.00	\$3,175.00	To Owner / Architect	1	Rice Lake Glass
COR #003			Executed		Alternate to furnish and install 4MM FR core MZ-2000 Rainscreen panel				(\$70,117.00)	\$0.00	\$70,117.00	\$0.00	To Owner / Architect	2	Miza
COR #004			Executed		Under slab insulation				\$18,853.00	\$0.00	(\$18,853.00)	\$0.00		2	Market & Johnson
COR #005			Executed		Concrete trench drains				\$10,163.00	\$0.00	(\$10,163.00)	\$0.00		2	Hanson Masonry
COR #006			Executed		Roofing changes (Polk County Garage Bid Options)				(\$52,858.00)	\$0.00	\$52,858.00	\$0.00	To Owner / Architect	1	Jackson & Associates
COR #007R			Void	Architect / Owner	Soil corrections - footings and site				\$72,107.00	\$0.00	(\$72,107.00)	\$0.00			Gille Trucking
COR #007R1			Executed		Soil corrections - footings and site				\$70,520.00	\$0.00	(\$70,520.00)	\$0.00		2	Gille Trucking
COR #008R			Void	Architect / Owner	Soil corrections - placement of new sand				\$41,591.00	\$0.00	(\$41,591.00)	\$0.00			Gille Trucking
COR #008R1			Executed		Soil corrections - placement of new sand				\$40,878.00	\$0.00	(\$40,878.00)	\$0.00		2	Gille Trucking
COR #009			Void		Added soil corrections - covers excavation and removal of materials to the South of the property.				\$0.00	\$0.00	\$0.00	\$0.00			Gille Trucking
COR #010			Pricing		Bishop: Fume hood extractor										Cool Air
COR #011			Executed		Bishop: Provide Preventative Maintenance Work on all Doors as Required at Bishop Bldg.				\$1,982.00	\$0.00	\$0.00	(\$1,982.00)	To Owner / Architect	1	Rice Lake Glass
COR #012			Executed		Bishop: Install Owner provided air compressor				\$1,467.00	\$0.00	\$0.00	(\$1,467.00)	To Owner / Architect	1	Chetek TNC
COR #013			Executed		Bishop: Relocate electrical items (lights, outlets, etc) for OH doors and concrete columns.				\$2,757.00	\$0.00	\$0.00	(\$2,757.00)	To Owner / Architect	1	Chetek TNC
COR #014			Executed		Bishop: Relocate sprinkler heads for OH doors				\$1,058.00	\$0.00	\$0.00	(\$1,058.00)	Issued them MSJ PO 25927	1	AG O'Brien
COR #015			Executed		Bishop: Supply Steel for Proposed Project including Drags, mats, 1st, priming and delivery				\$078.00	\$0.00	\$0.00	(\$078.00)	To Owner / Architect	2	Nick's Welding & Fabricating
COR #016	CB 01		Void		CB #01 Plumbing Changes	Barrios	1/4/2018		\$18,870.00	\$0.00	(\$18,870.00)	\$0.00	To Owner / Architect		Rogers
COR #016R	CB.01		Executed		CB #01 Plumbing Changes				\$18,201.00	\$0.00	(\$18,201.00)	\$0.00	To Owner / Architect	1	Rogers
COR #017			Executed		Bishop: Documents did not provide information on sealants therefore the attached is to utilize the existing subcontractor we have on the main job to complete and provide warranty.				\$2,828.00	\$0.00	\$0.00	(\$2,828.00)		2	Cardinal
COR #018			Executed		Bishop: Install sprinkler heads				\$1,398.00	\$0.00	\$0.00	(\$1,398.00)		2	AG O'Brien
COR #019			Executed		Bishop: photo eyes on garage doors				\$1,382.00	\$0.00	\$0.00	(\$1,382.00)		2	Rice Lake Glass
COR #020			Executed	M&J	Cut to Length & Epoxy in Rebar at two (2) walls				\$262.00	\$0.00	(\$262.00)			2	Harbor City Masonry
COR #021			Executed	M&J	Bishop: Additional Light Switch				\$1,575.00	\$0.00	\$0.00	(\$1,575.00)	To Owner / Architect	2	Shank TNC Electric
COR #022			Executed	M&J	Construction Bulletin #02 - Door hardware change for alkum doors				\$155.00	\$0.00	(\$155.00)	\$0.00		2	Rice Lake Glass
COR #023			Executed	M&J	Additional steel for Fabcon panels				\$2,987.00	\$0.00	(\$2,987.00)	\$0.00	To Owner / Architect	2	Ben's Structural
COR #024			Executed		Administration - provide admixture to SOG (Barrier One)				\$6,339.00	\$0.00	(\$6,339.00)	\$0.00	To Owner / Architect	2	Hanson Masonry
COR #025			Executed		RFI 37 - add window flashing and caulking detail to all precast windows.				\$8,995.00	\$0.00	(\$8,995.00)	\$0.00	To Owner / Architect	2	Rice Lake Glass
COR #026			Approved	Architect / Owner	Construction Bulletin #04 - Relocate countertop to ADA in Crew Workroom				\$415.00			(\$415.00)			Universal Painting, Bayer Cabinets, Carciolini,
COR #027			Pricing	Architect / Owner	Construction Bulletin #03 - Fuel Island relocate										Pember Co's, B&B Pump and Meter, Gille Trucking, Hayworth Fence, Hanson Masonry, Monarch Paving,

\*\*\*PLEASE NOTE: This log is for Market Johnson's tracking purposes only. Work should not proceed unless otherwise directed.\*\*\*





## 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, March 13, 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 February 19, 2018
4. Public Comments
5. Update Concerning the Office of County Administrator
6. Highway Facility Construction Project - Receipt of Information and Discussion Concerning Progress of Construction Project
  - a. Develop Recommendations Concerning Highway Bid Package #3 Resolution No. 22-18: Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3
7. Discussion on Succession Planning for Office of County Administrator
8. Develop Recommendations for Proposed Amendments to the Polk County Board Rules of Order Ordinance
9. Recommendation on Proposed Ordinance No. 11-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation
10. Calendar: Next Meetings and Agenda Items
11. 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.



## 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, February 19, 2018 at 4:00 p.m.

Committee Members present: Dean Johansen, Jay Luke, Larry Jepsen, and Chris Nelson. Absent and excused was Supervisor Bonneprise.

Others present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Emil Norby, Highway Commissioner; Jeff Fuge, Corporation Counsel; Randy LaFaive, Market & Johnson Construction Manager representative; Kim O'Connell, County Board Supervisor; members of the community and member of the press. Andrea Jerrick, Deputy Administrator joined meeting at 4:27 p.m.

Chairman Johansen called the meeting to order at 4:05 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Luke/Jepsen) to adopt the February 19, 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 January 11, 2018 minutes of Executive Committee.

**Motion** (Jepsen/Luke) to adopt the minutes of January 11, 2018. **Motion** to adopt minutes carried by unanimous voice vote.

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

Committee received information from Randy LaFaive, Market & Johnson Construction Manager representative regarding progress on Highway Building project. Highway building project is on schedule and under budget.

Recommendation concerning highway facility project change order, Resolution No. 13-18: Resolution to Authorize Certain Change Orders of The Highway Facility Project. Chair Johansen called upon Administrator Frey for update on change orders and Owner Contingency change. Committee received Change Order Request Narrative for Soil Corrections from Highway Commissioner Norby. Committee received copy of Highway Project Change Order Log showing detail of amounts that will be included on Resolution No. 13-18. **Motion** (Luke/Johansen) to approve Resolution No. 13-18: Resolution to Authorize Certain Change Orders of The Highway Facility Project and recommend to County Board. Chairman Johansen called for a voice vote on the motion to approve and recommend Resolution No. 13-18 to the County Board. Chairman Johansen called for a voice vote on the motion to approve and recommend Resolution No. 13-18 for passage to the County Board. **Motion** carried by majority voice vote with one opposed (voting no: Supervisor Nelson).

Chairman Johansen called upon Administrator Frey regarding succession planning. Committee received information and recommendations regarding Administrator succession planning process from Administrator Frey based on his attendance at a succession planning conference. Administrator Frey's recommendations include holding a Board strategic session after the April election to set direction, goals, and priorities for the County. Committee advised to use outside agency for recruitment process starting October 2018 with recruitment agency advertising beginning approximately January 2019 with no overlap of old and new administrator.

**Agenda Items for future meetings**

Tuesday, March 13, 2018 at 2:00 p.m. – Review Request for Proposals received

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 4:38 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk

Polk County Board of Supervisors

Resolution No. 22-18

Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3

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

Ladies and Gentlemen:

WHEREAS, in adopting Resolution No. 50-17, the Polk County Board of Supervisors approved and adopted plans for the construction of the Polk County Highway Garage (Project); and

WHEREAS, it is in the interest of the County for the Project to move forward in a timely and integrated manner on multiple divisions of work with the County Board awarding construction contracts to the lowest responsible bidder for each division of work; and

WHEREAS, Requests for Proposals have been distributed on the County’s behalf by Market & Johnson for signage installation and low voltage materials and services, and, on February 26 and March 6, 2018, respectively, the County and Market & Johnson, construction manager, opened and reviewed proposals received and those accepted as conforming proposals were evaluated; and

WHEREAS, on \_\_\_\_\_, 2018, the Executive Committee considered the proposal submissions accepted as conforming for Bid Package #3 and recommended to the County Board to award those certain construction contracts for Bid Package #3 to the corresponding lowest responsible bidder identified on the document entitled Bid Package #3 Awarded Contracts, attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes that the public improvement project of the construction of the Polk County Highway Garage, including the remodeling of the Bishop Building, proceed with all expenditures to be approved by the Polk County Board of Supervisors.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Sections 59.52(29) and 66.0901, the Polk County Board of Supervisors awards the various construction contracts to the respective lowest responsible contractor identified on Bid Package #3 Awarded Contracts, attached hereto and incorporated herein.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the County Administrator, in coordination with Market & Johnson, to let, negotiate and execute on behalf Polk County those construction contracts awarded in this resolution.

(Continued on P. 2)

Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3

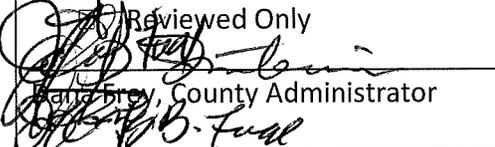
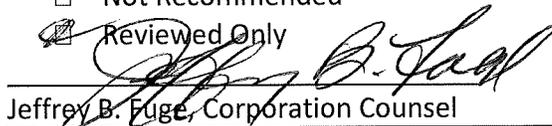
**Bid Package #3 Awarded Contracts**

WORK CATEGORY AND NUMBER	SPECIFICATION SECTION(S) PORTION OF WORK	BID AWARD - CONTRACTOR	BID AMOUNT

Signed and sponsored by: 

Resolution No. 22-18

Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3

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	First and second reading: March 20, 2018
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Paul 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 regular business meeting on the 20<sup>th</sup> of March 2018, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. 22-18: Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #3, 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

1 Ordinance No.   -18:

2 Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

3  
4 TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK,  
5 WISCONSIN:

6 Ladies and Gentlemen:

7 WHEREAS, in enacting the Self-Organized Ordinance, Ordinance No. 48-13, the Polk County Board  
8 of Supervisors declared Polk County a self-organized county, affording broad discretion and  
9 flexibility in the method of determining compensations of supervisors; and

10 WHEREAS, in enacting Ordinance No. 58-17, the County Board created Paragraph 3.d. of the Self-  
11 Organized Ordinance to establish a maximum number of 62 meetings for which a supervisor may  
12 receive per diem compensation,

13 WHEREAS, Paragraph 3.d., of said ordinance disregards the number of meetings that a supervisor  
14 must attend to fulfil the responsibilities on the county board committees, boards and commissions  
15 and the special committees to which a supervisor has been appointed or assigned; and

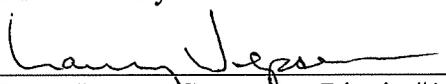
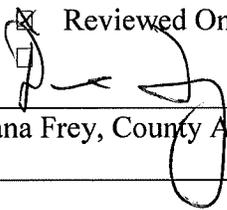
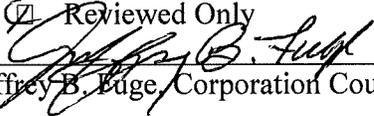
16 WHEREAS, the Attorney General has issued an opinion that concludes that it is lawful and within  
17 the discretion of county board to change the number of meetings for which a supervisor may receive  
18 per diem compensation by two-thirds majority vote and that such change would have immediate  
19 legal effect, unlike a change in the amount of per diem compensation, which would only have first  
20 effect in the subsequent term.

21 NOW, THEREFORE, BE IT ORDAINED that, pursuant to Wisconsin Statute Section 59.10(1), the  
22 Polk County Board of Supervisors rescinds Ordinance No. 58-17 and repeals Paragraph 3.d. of the  
23 Self-Organized Ordinance

24 BE IT FURTHER ORDAINED that this above amendment shall be effective upon passage  
25 and publication.

(History: Self Organized Ordinance - Ord. No. 48-13, December 17, 2013; Amended,  
Ordinance No. 58-17; Ordinance No.   -18)

Ordinance No. 11-18:  
Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Passage and Publication
Dated Submitted To County Board	First Reading: February 19, 2018 Second Reading: March 20, 2018
Submitted By:  _____ Larry Jepsen, Supervisor District#10	_____ _____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" 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. Edge, Corporation Counsel
<b>Acknowledgement of County Board Action</b>	
Mark As Appropriate:	
<p style="text-align: center;">At its regular business meeting on the ____ of _____ 201<u>8</u>, the Polk County Board of Supervisors considered and voted on Ordinance No. <u>11</u>-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation, as follows:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Enacted by two-thirds of supervisors present, by a vote of _____ in favor and _____ against.  <input type="checkbox"/> Enacted by unanimous vote.  <input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against.  <input type="checkbox"/> Defeated by voice vote.  <input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____            _____         </p>	
SIGNED BY:	
<p style="margin-left: 40px;">_____ Dean Johansen, County Board Chairperson</p> <p style="margin-left: 40px;">Attest: _____ Sharon Jorgenson, County Clerk</p>	

Certification of Publication

Ordinance No.   /  -18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation was published, pursuant to Wisconsin Statutes § 59.14(1), in the Inter-County Leader on the \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Sharon Jorgenson, County Clerk

Dated: \_\_\_\_\_