



## 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 Executive Committee**  
**Polk County Government Center, 100 Polk County Plaza,**  
**County Board Room**  
**Balsam Lake, Wisconsin**  
**Monday, June 19, 2017 at 12:30 p.m.**

(A quorum of the County Board may be present. Pursuant to Section 19.89, Supervisors of the Polk County Board who are not committee members may be present in the noticed closed session.)

**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.)

**(Open Session)**

**Order of Business:**

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the May 22, 2017 meeting
4. Public Comments
5. Deliberations and Recommendations on the selection of Architectural and Engineering Firm for the Highway Facility Public Improvement Project:
  - a. Recommendations from county administration
  - b. Pursuant to Wis. Stats. § 19.85(1)(e), the Committee may convene in closed session to deliberate on the competitive bids received and formulate recommendations to the Polk County Board of Supervisors on the selection of the Architectural and Engineering Firm for the Highway Facility Public Improvement Project. Any action of the committee on such matter will remain closed and/or sealed, pursuant to Section 19.85(1)(e), until the County Board of Supervisors takes action to finalize said selection because there is a need for such closure due to continuing competitive reasons until the Polk County Board concludes its deliberations for the selection of the Architectural and Engineering Firm.

Following said closed session, the Committee will reconvene in open session to consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.

6. Calendar: Next Meetings and Agenda Items
7. 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.



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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, May 22<sup>nd</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, and member of the press.

Chairman Dean Johansen called the meeting to order at 12:33 p.m.

Chairman Johansen called for motion to approve agenda. **Motion (Bonneprise/Luke)** to approve the May 22, 2017 agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to approve April 6, 2017 minutes of Executive Committee. **Motion (Luke/Nelson)** to approve the minutes of April 6, 2017. **Motion** carried by unanimous voice vote.

No public comment.

Administrator Frey presented update on Highway Facility project.

Chairman Johansen called for motion to convene in closed session at 12:38 p.m. **Motion (Luke/Jepsen)** to convene in closed session. **Motion** carried by unanimous voice vote.

\*CLOSED SESSION\* 12:38 p.m. -( Minutes separate and under seal)

\*Reconvened in Open Session at 2:05 p.m. \*

Chairman Johansen declared meeting back in open session at 2:05 p.m. Chairman Johansen called for a recess until 2:15 p.m. Chairman Johansen called the meeting back in session at 2:15 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\* 2:15 p.m.

(Motion from closed session) - Chairman Johansen called for motion to adjourn. **Motion (Bonneprise/Jepsen)** to re-convene in open session and adjourn at 4:02 p.m. **Motion** carried by unanimous voice vote.

Chairman Johansen declared meeting adjourned at 4:02 p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk