



## MINUTES

### General Government Committee

County Board Room  
Balsam Lake, WI 54810

10:00 a.m. Thursday, April 12, 2018

Meeting called to order by Chair Masters @10:00 a.m.  
Members present

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Present
Dean Johansen	Supervisor	Present
Larry Jepsen	Supervisor	Present
Chris Nelson	Supervisor	Present

Also present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim County Administrator/Corporation Counsel; Andrea Jerrick, Deputy County Administrator/Employee Relations; and Debbie Peterson, Buildings/Parks Director. Supervisor O'Connell joined meeting 10:43 a.m.

**Approval of Agenda-** Chair Masters called for a motion to approve amended agenda. **Motion** (Jepsen/Johansen) to approve agenda as amended. Motion carried by unanimous voice vote.

**Approval of Minutes-** Chair Masters called for a motion to approve the minutes of the March 19, 2018 meeting as published. **Motion** (Arcand/Johansen) to approve the minutes. **Motion** carried by unanimous voice vote.

**Public Comment** – No public comment was received by committee.

### Discussion Items

Chair Masters called upon Administrator Fuge for update on the 2018 Operating and Capital Budget. Committee received summary information on 2018 Budget. Hard copies of the budget book are available in the Administration Office.

**Serenity Home Lease and Homeless Initiative**– Committee received information from Administrator Fuge regarding Serenity Home. County is currently in a lease with Serenity Home through December 2019. There have been meetings regarding homeless initiative but no formal formation of a committee to date.

**Updates on County administrator search firm process:** Chair Masters called upon Deputy Administrator Jerrick for update on County Administrator search firm process. Committee received information regarding request for proposals from search firms. Six search firms have responded to date. Proposals are due 4/23/18. Executive Committee will interview selected search firm finalists.

**Governor's Budget and Impact on Government Programs:** Committee received update on Governor's Budget and potential impact on government programs from Administrator Fuge. There is a legislative initiative to locate mental health facilities in various locations in Wisconsin. One facility may possibly be located in St Croix County and may require funding from Polk County.

**2018 Workplan – Scheduling of Program Reviews:** Committee reviewed 2018 work plan. Program reviews/evaluations need to be scheduled on 2018 work plan. Committee will add program reviews to work plan after Board organizational meeting and formation/addition of new committee members. Committee members discussed having Department Heads give short updates at Committee meeting as part of program review.

### **Action Items**

### **Recommendations concerning committee duties, responsibilities and assigned functions and Recommendation of proposed amendments to Polk County Board Rules of Order Ordinance:**

Committee discussed Recommendations on Rules of Order and committee duties and assigned functions. Committee received update from Administrator Fuge regarding recommendations made by Executive Committee – Excerpt from minutes outlining changes recommended by Executive Committee below:

“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.”

**Motion** (Johansen/Nelson) to approve and forward recommendations established by the Executive Committee regarding proposed amendment to Rules of Order and assigned committee functions to the County Board. Copy of Executive Committee meeting minutes from 4-10-18 were requested to go to Board members for 4/17/18 meeting. Chair Masters called for a voice vote on the motion to approve and forward Executive Committee recommendations to the County Board. **Motion** carried by unanimous voice vote.

**Recommendation concerning revision of Fairgrounds Management Agreement:**

Committee received a copy of the 2003 Agreement Between Polk County and the Polk County Fair Society from Administrator Fuge. Chair Masters called upon Buildings/Parks Administrator Debbie Peterson for information regarding Fairgrounds Agreement which dates back to 2003 and needs update. Supervisor Nelson suggested bringing discussion of Fairgrounds Agreement to Committee of the Whole to enable involvement by entire board.

**Motion** (Nelson/Arcand) to move revision of Fairgrounds Management Agreement to County Board Committee of the Whole meeting to achieve full Board involvement/consensus in decision making. Chair Masters called for a voice vote on the motion. **Motion** carried by unanimous voice vote.

**Future Agenda Items**

Next meeting May 10, 2018 @ 10:00 a.m.  
Program evaluation/review and components of – keep on agenda monthly

**Adjourn**

**Motion (Johansen/Jepsen)** to adjourn. **Motion** carried by unanimous voice vote.

Meeting adjourned 11:07 a.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk





# POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk  
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## **\*AMENDED AGENDA AND NOTICE OF MEETING**

### **GENERAL GOVERNMENT COMMITTEE**

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810

County Board Room

Thursday, April 12, 2018, at 10:00 a.m.

A quorum of the County Board may be present

Materials: March 19, 2018, Minutes

- |       |   |  |
|-------|---|--|
| 10:00 | <b>1. Call to order</b> <ul style="list-style-type: none"><li>a. Approval of agenda</li><li>b. Approval of minutes for March 19, 2018</li></ul>   | Brian Masters                                |
| 10:05 | <b>2. Public comment (3 minutes)</b>  |  |
| 10:10 | <b>3. Announcements and committee information</b>   |  |
|       | <b>4. Discussion items</b> <ul style="list-style-type: none"><li>a. Review of 2018 Operating and Capital Budget Book</li><li>b. Serenity Home Lease and Homeless Initiative</li><li>c. Updates on County administrator search process</li><li>d. Governor's Budget and Impact on Government Programs</li><li>e. 2018 Workplan</li><li>f. *Scheduling of Program Reviews</li></ul> | Jeff Fuge<br><br>Andrea Jerrick<br>Jeff Fuge |
|       | <b>5. Action Items</b> <ul style="list-style-type: none"><li>a. Organizational Matters: Recommendations Concerning Committee Duties, Responsibilities and Assigned Functions</li><li>b. *Recommendation of Proposed Amendments to Polk County Board Rules of Order Ordinance</li><li>c. Recommendation Concerning Revision of Fairgrounds Management Agreement</li></ul>          | Jeff Fuge                                    |
| 11:00 |   |  |
| 12:00 | <b>6. Identification of Subject Matters for Upcoming Meetings</b>   |  |
|       | <b>7. Adjourn</b>   |  |

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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.

\*Amended this 5<sup>th</sup> day of April, 2018.



# 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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## AGENDA AND NOTICE OF MEETING

### GENERAL GOVERNMENT COMMITTEE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810

County Board Room

Thursday, April 12, 2018, at 10:00 a.m.

A quorum of the County Board may be present

Materials: March 19, 2018, Minutes

- |       |   |                |
|-------|---|----------------|
| 10:00 | 1. <b>Call to order</b>   |                |
|       | a. Approval of agenda   | Brian Masters  |
|       | b. Approval of minutes for March 19, 2018   |                |
| 10:05 | 2. <b>Public comment (3 minutes)</b>  |                |
| 10:10 | 3. <b>Announcements and committee information</b>   |                |
|       | 4. <b>Discussion items</b>  | Jeff Fuge      |
|       | a. Review of 2018 Operating and Capital Budget Book   |                |
|       | b. Serenity Home Lease and Homeless Initiative  | Andrea Jerrick |
|       | c. Updates on County administrator search process   | Jeff Fuge      |
|       | d. Governor's Budget and Impact on Government Programs  |                |
|       | e. 2018 Workplan  |                |
|       | 5. <b>Action Items</b>  |                |
|       | a. Organizational Matters: Recommendations Concerning Committee Duties, Responsibilities and Assigned Functions | Jeff Fuge      |
|       | b. Recommendation Concerning Revision of Fairgrounds Management Agreement                                       |                |
| 11:00 |   |                |
| 12:00 | 6. <b>Identification of Subject Matters for Upcoming Meetings</b>   |                |
|       | 7. <b>Adjourn</b>   |                |

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**MINUTES**  
**General Government Committee**  
County Board Room  
Balsam Lake, WI 54810  
10:00 a.m. Monday, March 19, 2018

Meeting called to order by Vice Chair Arcand @10:00 a.m.  
Members present

Attendee Name	Title	Status
Brian Masters	Chair	Absent
Russ Arcand	Vice Chair	Present
Dean Johansen	Supervisor	Present
Larry Jepsen	Supervisor	Absent
Chris Nelson	Supervisor	Present

Also present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim County Administrator/Corporation Counsel; Andrea Jerrick, Deputy County Administrator/Employee Relations; Supervisor Route, Supervisor LaBlanc, Supervisor Bonneprise, Randy LaFaive, Construction Manager Representative from Market & Johnson; members of the public, and member of the press.

**Approval of Agenda-** Vice Chair Arcand called for a motion to approve agenda. **Motion** (Johansen/Nelson) to approve agenda. Motion carried by unanimous voice vote.

**Approval of Minutes-** Vice Chair Arcand called for a motion to approve the minutes of the February 8, 2018 meeting as published. **Motion** (Johansen/Nelson) to approve the minutes. **Motion** carried by unanimous voice vote.

**Public Comment** – Public comment was received by committee.

**Announcements**

Committee received information from Interim Administrator Fuge regarding County Administrator updates and need for added legal services for County.

**Discussion Items**

**Serenity Home Lease** – County is currently in a long term lease situation with Serenity Home.

**Committee Meeting Times-** Vice Chair Arcand announced that committee meeting times will be decided after the April election.

**Administrator succession plan** – Chair Arcand called upon Andrea for update. Committee received information regarding recommendation to have recruiter/search firm perform search for both County Administrator with Community Services Director position. Request for Proposal is prepared and may be released on Wednesday 3/21.

Committee received update on Governor's Budget and potential impact on government programs from Interim Administrator Fuge.

**2018 Workplan** – Committee will review 2018 workplan at next meeting.

**Revision of Fairgrounds Management Agreement** – Vice Chair Arcand called upon Interim Administrator Fuge to give committee information regarding Fairgrounds Agreement which dates back to 2003 and needs update.

### **Action Items**

Recommendation on proposed Resolution 29-18: Resolution to Amend 2018 Budget for the Rental of Bleachers for Fairgrounds. Committee received information from Interim Administrator Fuge regarding resolution. Supervisor Nelson opposes renting bleachers as issue was to be resolved last year through Ad Hoc Fairgrounds Committee and others. **Motion (Johansen/Arcand)** to approve Resolution 29-18 and recommend to County Board. **Motion** to approve Resolution 29-18 and recommend for passage to the County Board carried by majority voice vote with one voting nay (Supervisor Nelson opposed).

Award Contract for Demolition of Fairgrounds Grandstand: Vice Chair Arcand called upon Randy LaFaive, Construction Manager Representative from Market & Johnson to provide information regarding Bid Package Summary for Polk County Fairgrounds Grandstand Demolition. Committee received Bid Package Summary sheet from Randy LaFaive. LaFaive stated that a DNR permit and testing for lead/asbestos/other hazards will be needed before demolition can begin. Supervisor Nelson asked that minutes reflect that the scope of work for demolition bids was done without input from Fair Society. LaFaive suggested having contractor meet with County and Fair Board to discuss practicable demolition plan and make determination/decisions as to practicable salvage procedure. **Motion** (Nelson/Johansen) to approve and award bid to lowest bidder Haas Sons Inc. and recommend to County Board. **Motion** to award bid carried by majority voice vote with one opposed (Supervisor Arcand voting no). **Motion** Nelson/Johansen that balance of money appropriated for demolition (\$17,020.00) be held for contingency or other phases of project until completion of fairgrounds demolition. **Motion** carried by unanimous voice vote.

Recommendation on Proposed Resolution 23-18: Resolution to Set Compensation for Elected Officials for Term 2018-2021 – Sheriff and Clerk of Court. Vice Chair Arcand called upon Deputy County Administrator Jerrick to present information regarding salary adjustments. Committee received information showing comparable compensation amounts for Clerk of Circuit Court and Sheriff elected offices. **Motion** (Arcand/Johansen) to approve salary adjustment per Deputy Administrator Jerrick's recommendation for Clerk of Circuit Court for 2019 through 2022 and recommend to County Board. **Motion** to approve salary adjustment and four year salary schedule for Clerk of Circuit Court and recommend passage to the County Board carried by majority voice vote with one opposed (Supervisor Nelson voting no).

**Motion** (Arcand/Johansen) to approve salary adjustment for Sheriff per Deputy Administrator Jerrick's recommendation and recommend to County Board. **Motion** to approve salary adjustment and four year

salary schedule for Sheriff and recommend passage to the County Board carried by unanimous voice vote.

Recommendation on Proposed Ordinance 10-18: Ordinance Establishing Cut-Off Times for Filing and Recording Documents in the Register of Deeds Office was discussed. **Motion** (Nelson/Johansen) to approve and recommend to County Board. **Motion** to approve and recommend passage to the County Board carried by unanimous voice vote

Recommendation on Proposed Ordinance 11-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation was discussed. **Motion** (Johansen/Nelson) to approve and forward to County Board without recommendation. **Motion** to approve and forward to County Board without recommendation to the County Board carried by unanimous voice vote

### **Future Agenda Items**

Next meeting April 12, 2018 @ 10:00 a.m.

Operational review of assigned functions.

Serenity Home Lease

County Administrator updates

Governor's budget and potential impact on government programs

### **Adjourn**

**Motion (Johansen/Nelson)** to adjourn. **Motion** carried by unanimous voice vote.

Meeting adjourned 12:00 p.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk