



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

Minutes of the Special Meeting
Thursday, July 20th, 2017

Chairman Dean Johansen called the July 20th, 2017 special meeting of the Polk County Board of Supervisors to order at 4:29 p.m.

Chairman Johansen recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in the Government Center Building, posted on the County website, and published in a legal newspaper in accordance with Wisconsin Statute Section 985.02 the week of July 17, 2017. In addition, the Office of the County Clerk distributed on July 11, 2017 copies of such notice of meeting and proposed resolutions to supervisors via e-mail and mail in accordance with Article 3, Section 2 of the County Board Rules of Order. The County Board received advanced written opinion of Corporation Counsel and verbal opinion at the meeting from Assistant Corporation Counsel that the written notice, posted and published as described by the Clerk was properly noticed consistent with the Wisconsin Open Meetings Law and that the notice provisions of the County Board Rules of Order lack application for the special meeting.

Chairman Johansen recognized the County Clerk for purposes of taking roll call. Thirteen County Board Supervisors were present. Supervisors Russ Arcand and Michael Prichard were absent and excused.

Chairman Johansen led the County Board in the Pledge of Allegiance.

Chairman Johansen called for a Time of Reflection. No Reflection was received.

Chairman Johansen called to the floor consideration and approval of the agenda as noticed. **Motion** (Jepsen/O'Connell) to approve the agenda as noticed. Chairman Johansen called for a voice vote on the motion to approve the agenda. **Motion** carried unanimously by voice vote.

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

Chairman Johansen presented the County Board Chair report giving information on highway facility tours taken today at Washburn County, Wisconsin, Burnett County, Wisconsin, and Washington County, Minnesota.

Chairman Johansen called upon Administrator Frey to present administrator's report. County Board received information on findings from Burnett County highway facility tour from Administrator Frey.

Chairman Johansen called for a motion to convene as Committee of the Whole at 4:32 p.m.

Motion (Masters/Demulling) to convene as Committee of the Whole. Chairman Johansen called for a voice vote on the motion to convene as Committee of the Whole. **Motion** carried by unanimous voice vote.

Committee of the Whole discussed cost, size, design and external construction materials for the Highway Facility.

Committee of the Whole discussed Resolution 50-17: Resolution to Approve Design Documents and Materials for the Highway Facility. **Motion** (Masters/Jepsen) to recommend Resolution 50-17 to full County Board. Chairman Johansen called for a voice vote on the motion to recommend Resolution 50-17 to full County Board. **Motion** carried by unanimous voice vote.

Chairman Johansen called for a motion to adjourn Committee of the Whole session. **Motion** (Masters/Bonneprise) to adjourn Committee of the Whole session. Chairman Johansen called for a voice vote on the motion to adjourn Committee of the Whole session. **Motion** to adjourn Committee of the Whole session (5:08 p.m.) carried by unanimous voice vote.

Chairman Johansen called to the floor for a motion to reconvene as County Board. **Motion** (Jepsen/Bonneprise) to reconvene as County Board (5:08 p.m.). Chairman Johansen called for a voice vote on the motion to reconvene as County Board. **Motion** to reconvene as County Board carried by unanimous voice vote.

Chairman Johansen called to the floor Resolution No. 50-17: Resolution to Approve Design Documents and Materials for the Highway Facility. Chairman Johansen called for a motion to adopt Resolution 50-17. **Motion** (Jepsen/Luke) to adopt Resolution No. 50-17. Chairman Johansen called for a voice vote on the motion to adopt Resolution No. 50-17. **Motion** to adopt Resolution 50-17 carried by unanimous voice vote. Resolution No. 50-17 adopted.

Time was given for Supervisors Reports/Announcements. None were offered.

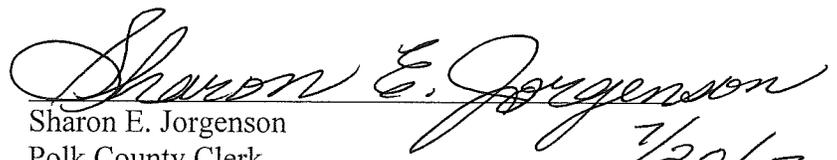
Chairman Johansen called for a motion to adjourn. **Motion** (Demulling/Masters) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Johansen declared meeting adjourned 5:15 p.m.

Respectfully submitted,

Sharon E. Jorgenson, Polk County Clerk

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Sharon E. Jorgenson, County Clerk for Polk County, do hereby certify that the foregoing minutes area a true and correct copy of the County Board Proceedings of the Polk County Board of Supervisor’s Session held on July 20, 2017.


Sharon E. Jorgenson
Polk County Clerk
7/20/17



POLK COUNTY, WISCONSIN

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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 20th, 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

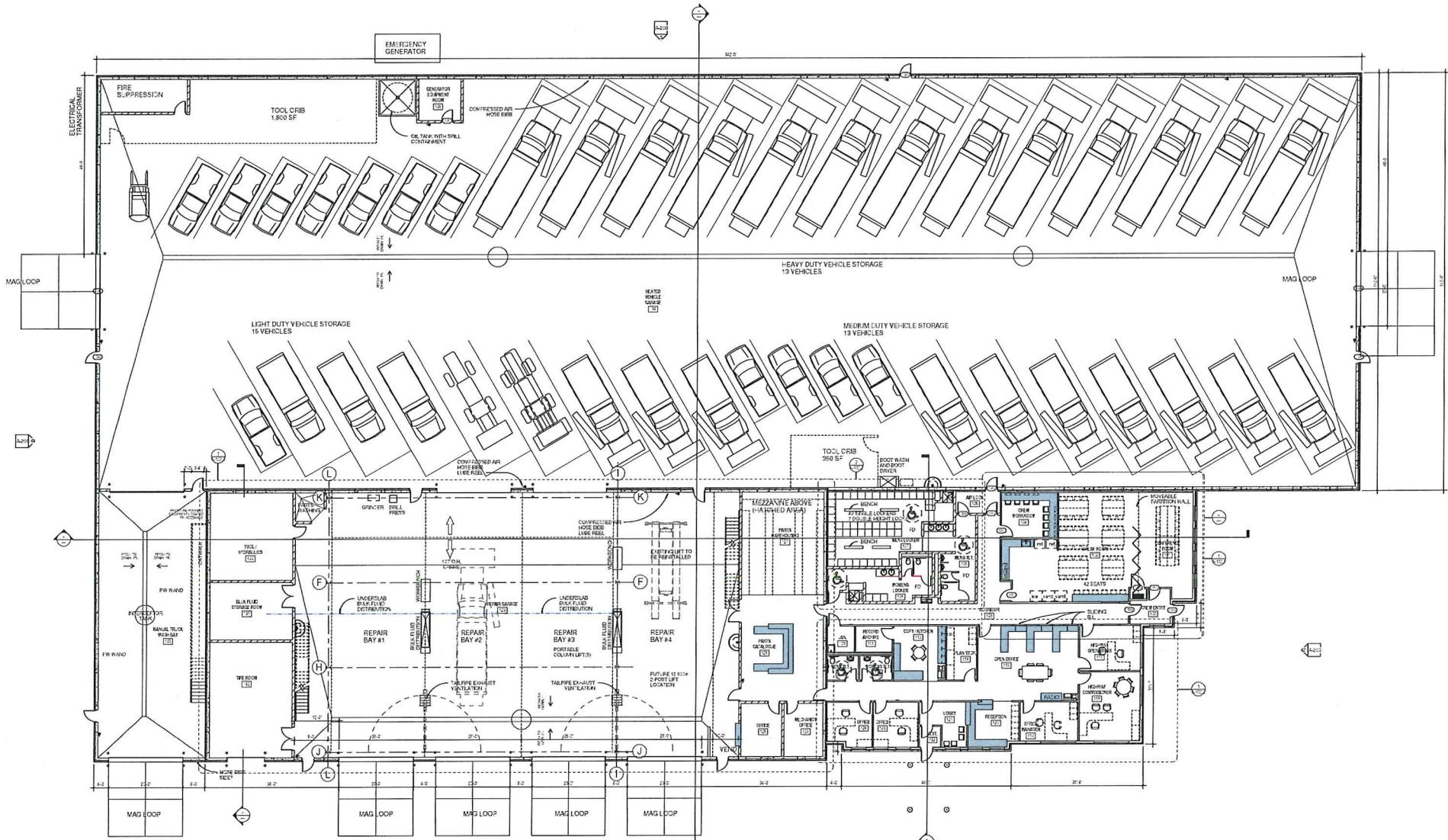
As you may have seen, next week's County Board agenda includes a Committee of the Whole meeting at which the first preliminary architectural plans for the new Highway facility will be presented by the architectural and engineering firm you authorized hiring last month. The next step is for you to decide 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 20th, 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.

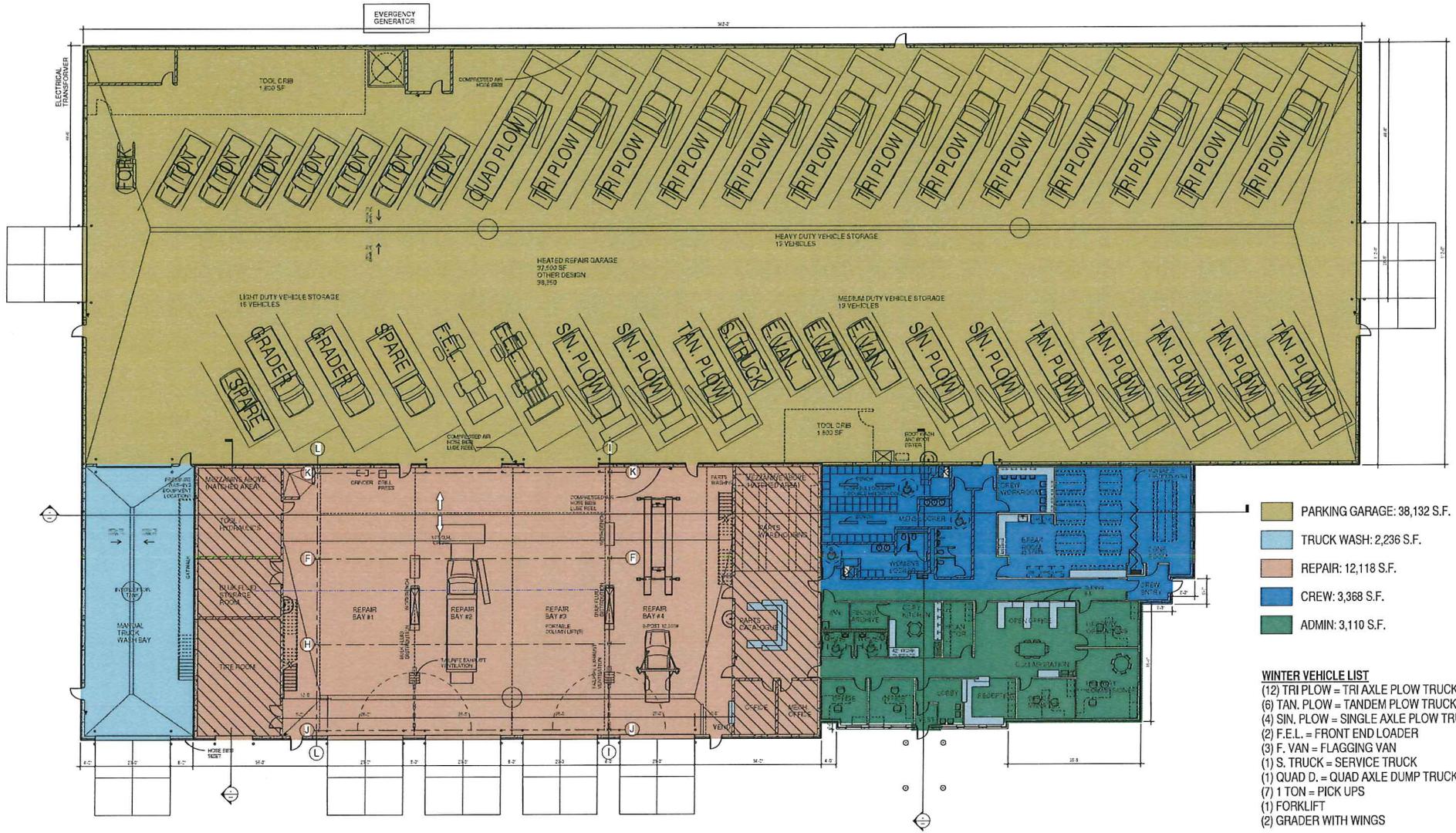
We look forward to discussing this with you next week. In the interim, Moe, Andrea and I are very happy to answer any questions you may have.



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





- 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)

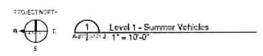


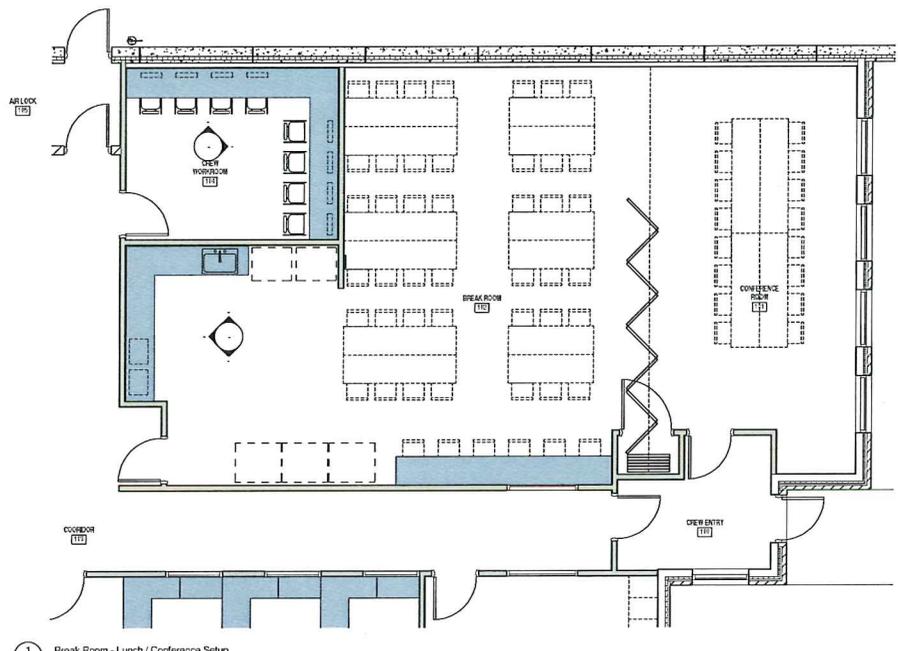


- PARKING GARAGE: 38,132 S.F.
- TRUCK WASH: 2,236 S.F.
- REPAIR: 12,118 S.F.
- CREW: 3,368 S.F.
- ADMIN: 3,110 S.F.

- 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)





1 Break Room - Lunch / Conference Setup

 A100-A101 1/4" = 1'-0"

POLK COUNTY HIGHWAY GARAGE

 818 LOON DRIVE

 BALSAM LAKE, WI 54810

NO.	DATE	DESCRIPTION

10/14/17 Revision 1

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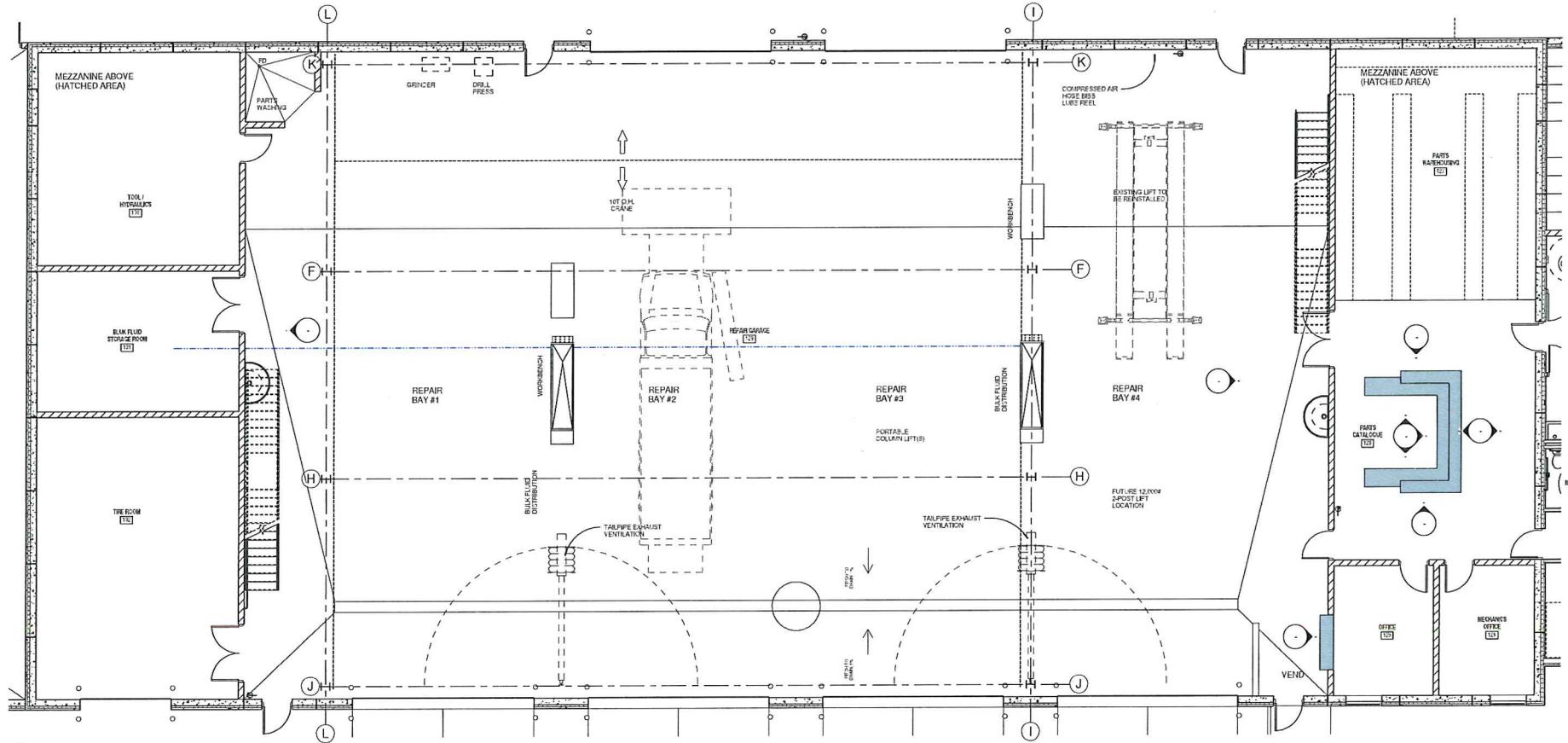
10/14/17

 DESIGN DEVELOPMENT

 50748

 7/18/2017

 ENLARGED PLAN - BREAK ROOM LAYOUTS



1 ENLARGED PLAN - REPAIR SHOP
 A1124-1123 3/16" = 1'-0"



PROJECT NO. 11020010

3/16"

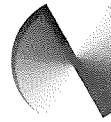
POLK COUNTY HIGHWAY GARAGE

818 LOON DRIVE
 BALSAM LAKE, WI 54810

NO. DATE DESCR

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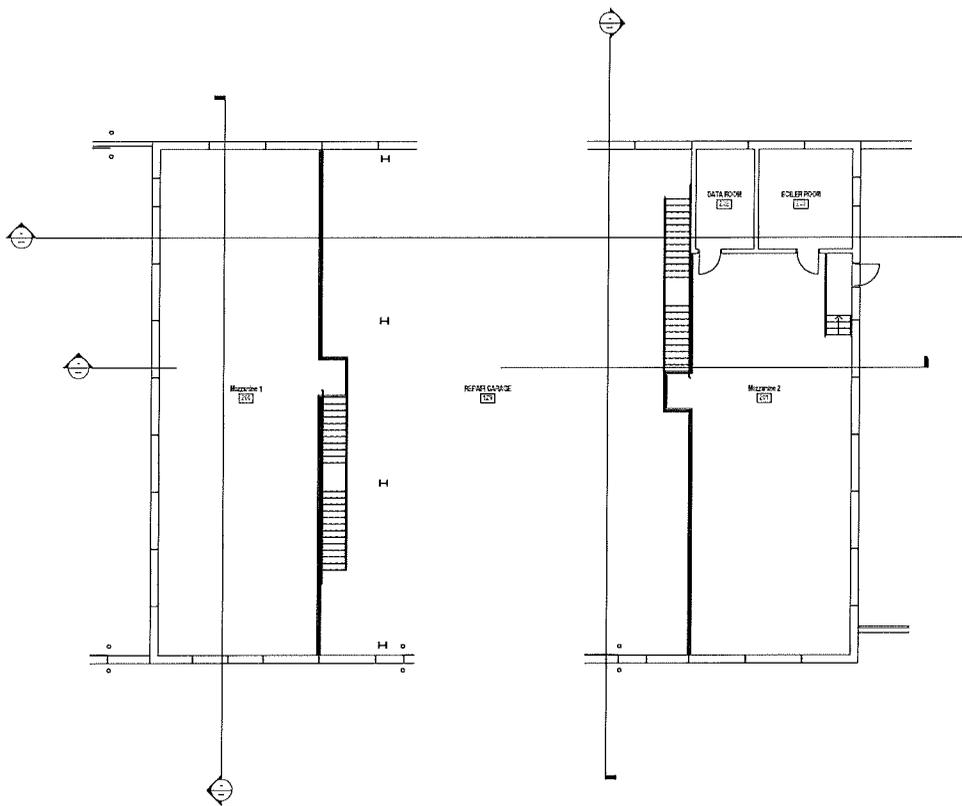
NO. 11020010
 DESIGN DEVELOPMENT
 5/27/2017
 5/27/2017
 7/18/2017
 ENLARGED PLAN - REPAIR



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Milwaukee, WI 53227
phone: 414-221-1112
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12.12.14

PROJECT NO. 17-001



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

POLK COUNTY HIGHWAY GARAGE

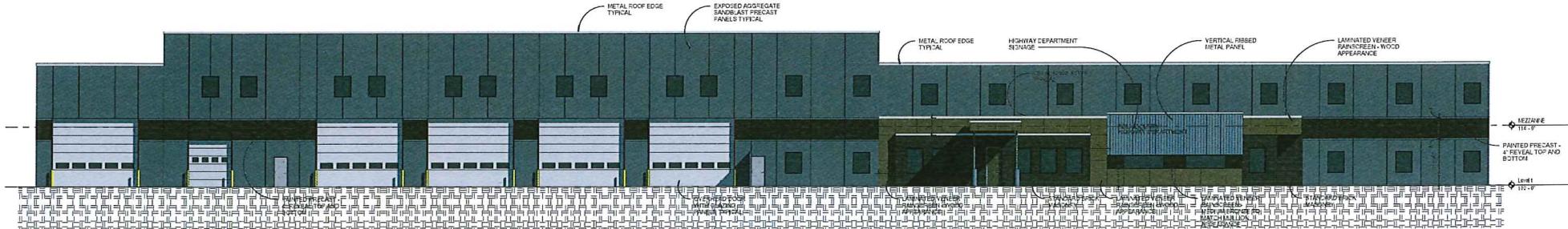
818 LOON DRIVE
BALSAM LAKE, WI 54810

NO.	DATE	DESCRIPTION
1		

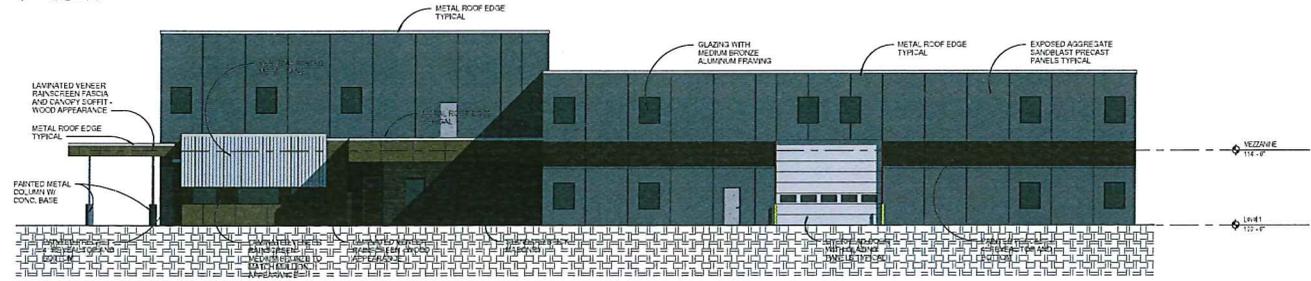
DESIGN DEVELOPMENT

7/18/2017

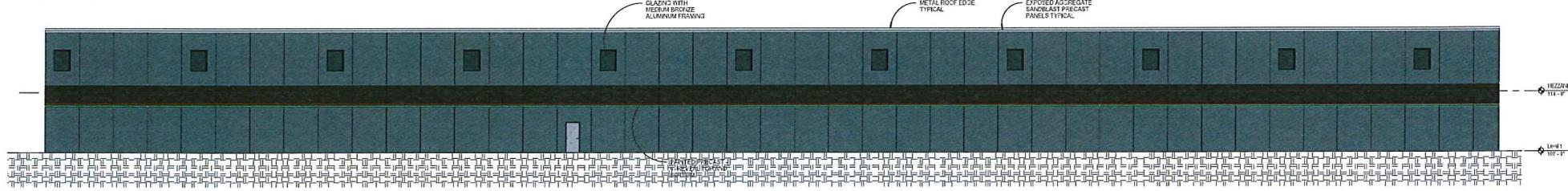
MEZZANINE PLAN



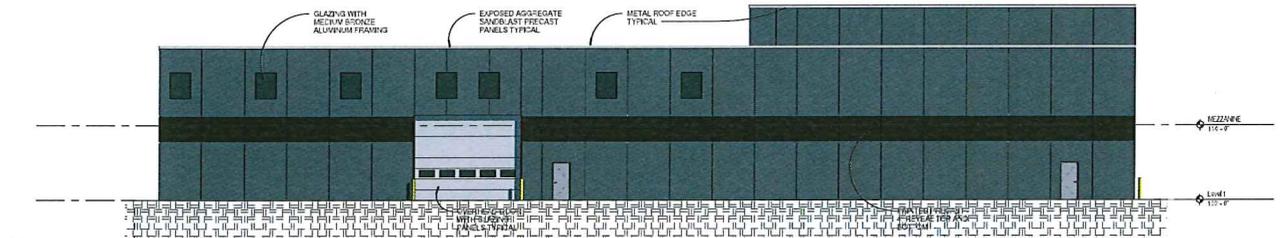
1 East Elevation
 3/32" = 1'-0"



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



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



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

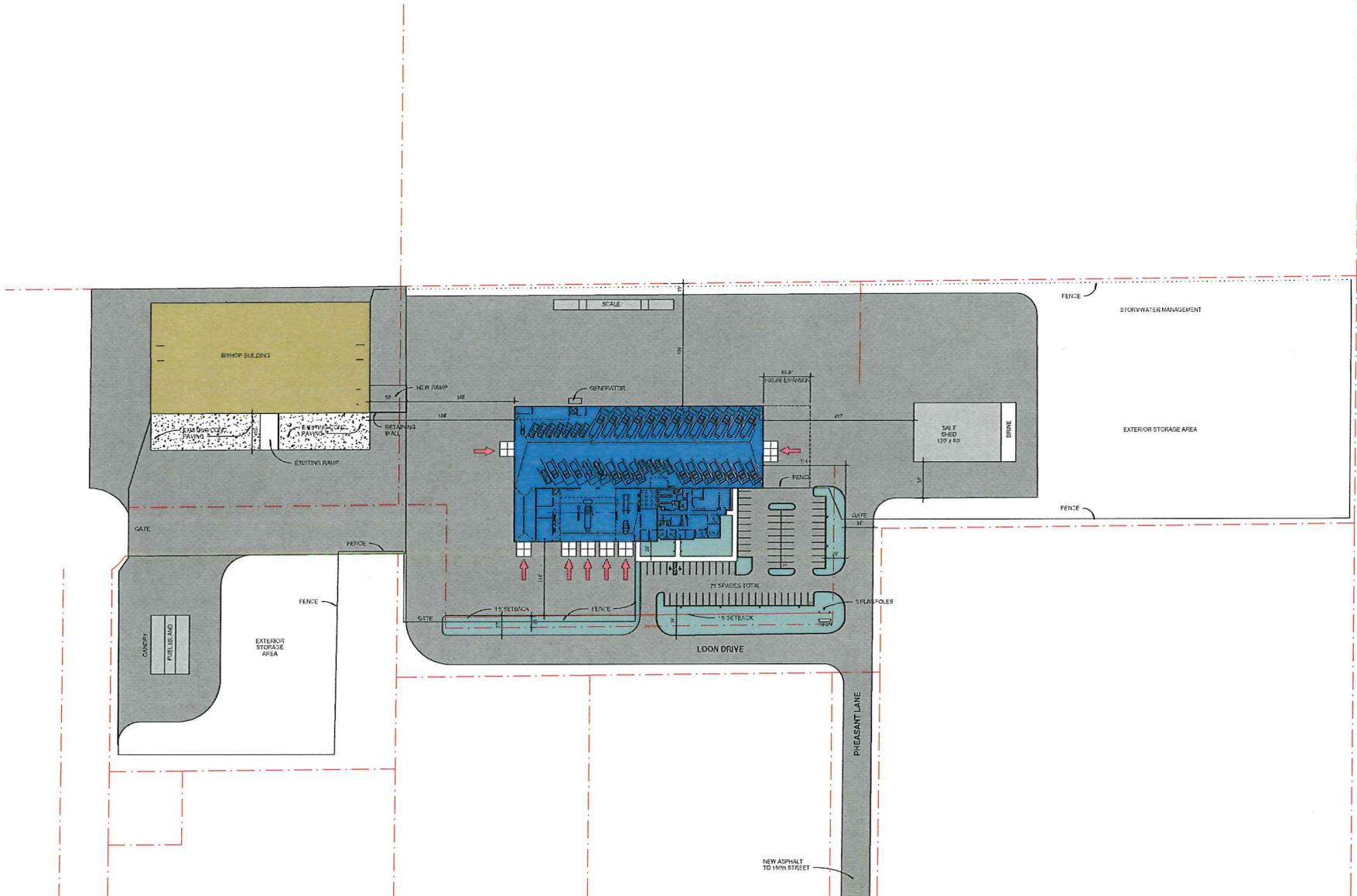
POLK COUNTY HIGHWAY GARAGE



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10/14/17

PROJECT NO. 2017-0018



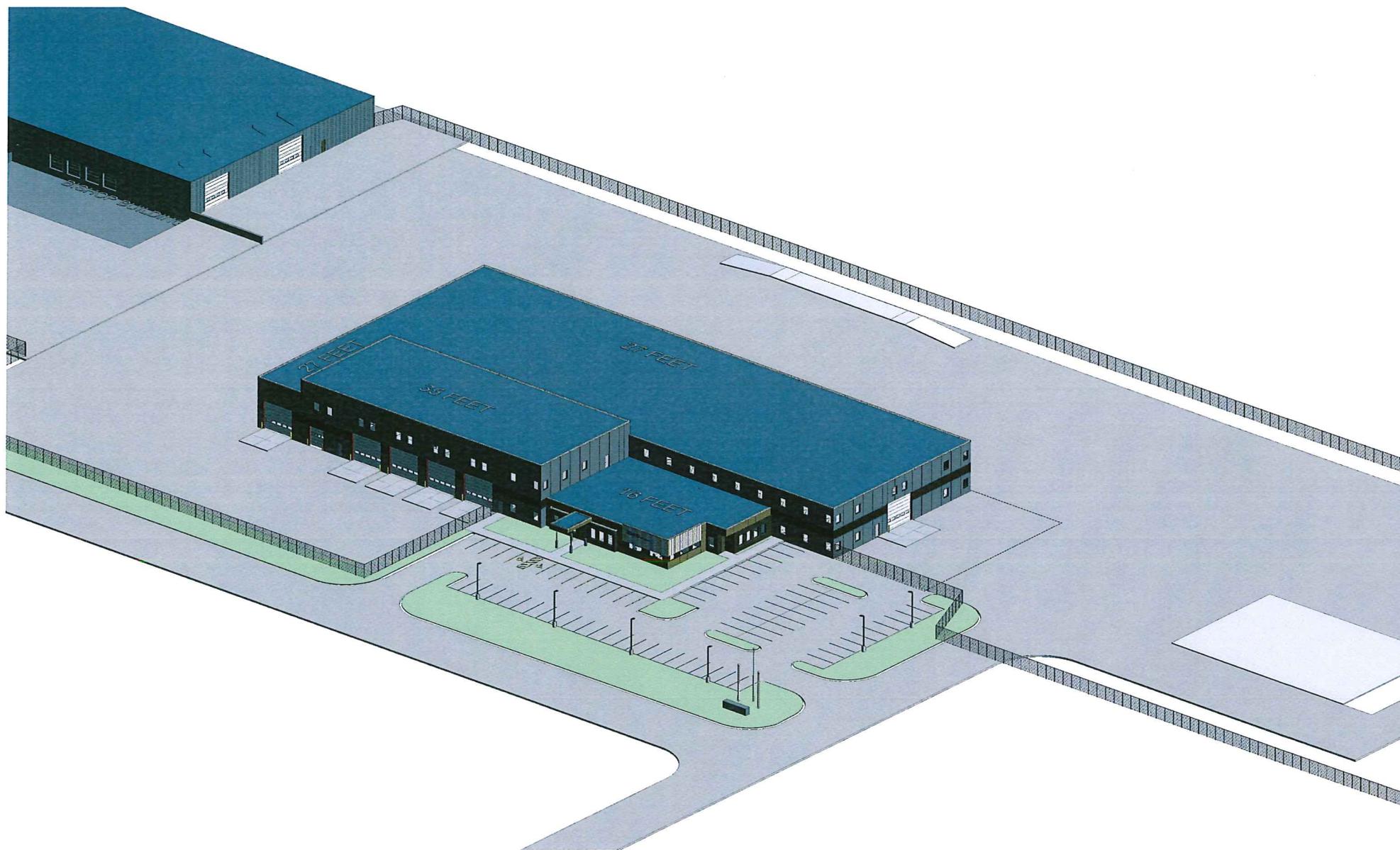
POLK COUNTY HIGHWAY GARAGE

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BALSAW LAKE, WI 54810

NO.	DATE	DESCR.

Figure 2017-0018 - Project Overview
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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



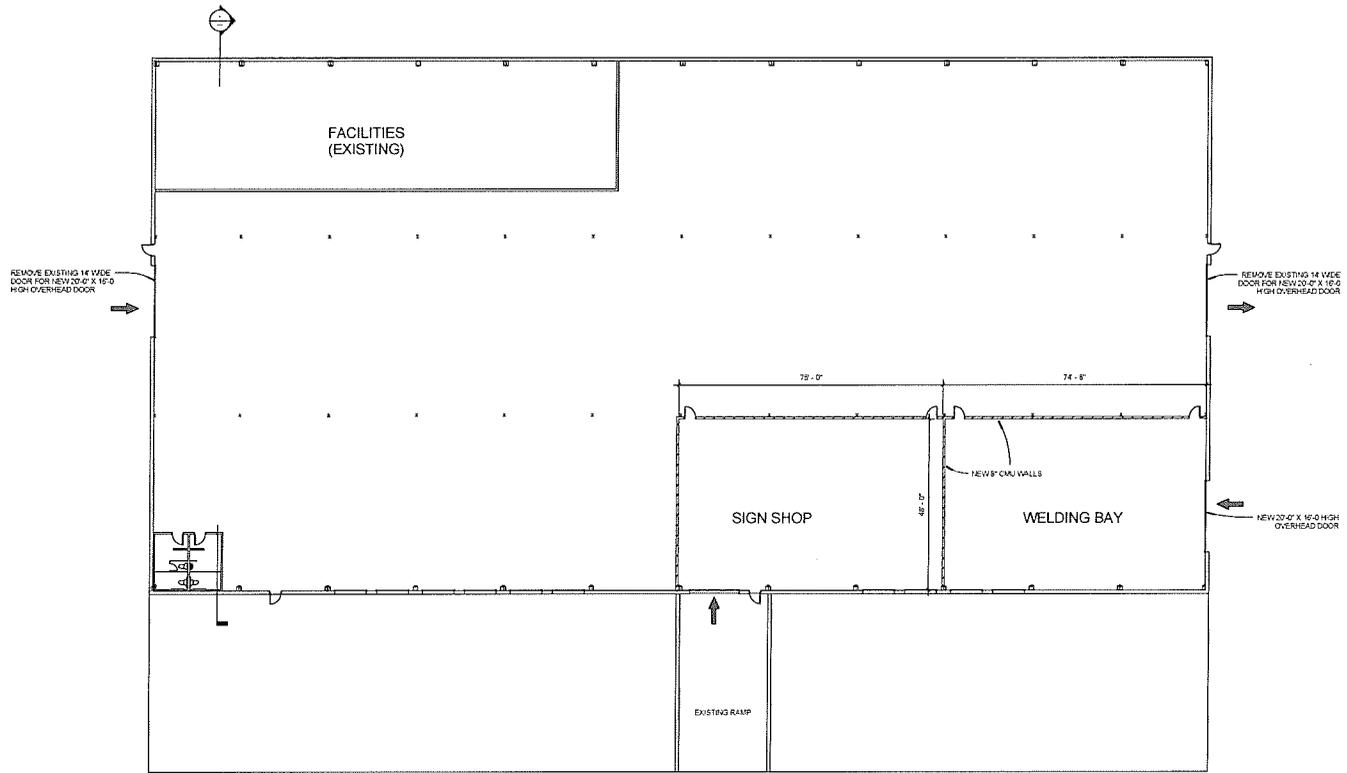
POLK COUNTY HIGHWAY GARAGE



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1.04.17

PROJECT NO. 17-014



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

NO.	DATE	DESCRIP
1	7/18/2017	CONSTRUCTION

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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:

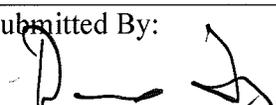
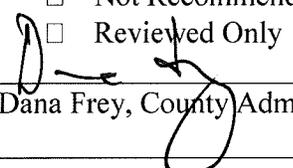
WHEREAS, on March 19, 2017, the Polk County Board of Supervisors authorized the Polk County Administrator to negotiate, execute and close on behalf of Polk County final real estate agreements with the Village of Balsam Lake and Bishop Fixtures and Millwork, Inc., for purposes of construction of a Highway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

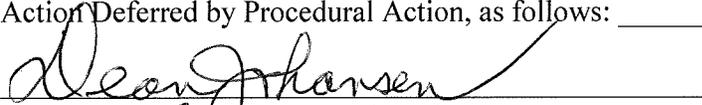
Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	July 20, 2017
Submitted By:	
Review By County Administrator: <input checked="" type="checkbox"/> 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

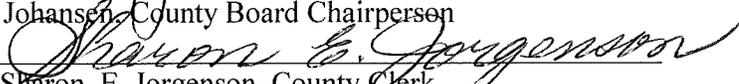
At its special business meeting on the 20th of July 2017, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. 50-17:Resolution to Approve Design Documents and Materials for the Highway Facility, as follows:

- 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 in black ink and is positioned above a horizontal line.

Sharon E. Jorgenson, Polk County Clerk

Date