



# POLK COUNTY, WISCONSIN

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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, December 8<sup>th</sup>, 2016 at 10:00 a.m.

A quorum of the County Board may be present

Materials: November 10<sup>th</sup>, 2016 minutes

- |       |  |                   |
|-------|--|-------------------|
| 10:00 | 1. Call to order   |                   |
|       | A. Approval of agenda  |                   |
|       | B. Approval of minutes for November 10 <sup>th</sup> , 2016                    |                   |
| 10:05 | 2. Public comment (3 minutes)  |                   |
| 10:10 | 3. Announcements and committee information                                     | Dana Frey         |
|       | 4. Discussion items  |                   |
| 10:20 | A. Development of Revised Duties & Responsibilities of Governing Committees.   | Dana Frey         |
|       | B. Development and Adoption of 2017 Committee Work Plan                        |                   |
|       | C. Development of Recommendations Concerning Leasing of County Properties      | Supervisor Nelson |
|       | D. Development and Recommendation Concerning County-Wide Paperless Initiative. | Supervisor Nelson |
| 10:50 | 5. Identification of Subject Matters for Upcoming Meetings                     |                   |
|       | 6. Adjourn   |                   |

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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



## MINUTES

### General Government Committee

County Board Room  
Balsam Lake, WI 54810  
10:00 a.m., Thursday, November 10<sup>th</sup>, 2016

**Meeting called to order by Committee Chair Masters@ 10:05 a.m.**

#### Members present

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

Also present Maggie Wickre, Finance Director, Jeff Fuge, Corporation Counsel and Andrea Jerrick, Deputy Administrator/ Employee Relations Director.

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of October 13<sup>th</sup>, 2016 minutes. **Motion** (Arcand/ Johansen) to approve the minutes. Motion carried by unanimous voice vote.

**Public Comment:** none

#### **New Business:**

Chair Masters asked if there were any announcements or committee information from Ms. Jerrick. Nothing at his time.

Ms. Jerrick asked the committee if there are any questions or feedback on the 2017 annual budget as amended for County Clerk, Information Technology, Treasurer, Corporation Counsel, Employee Relations and Administration. **Motion** (Masters/ Nelson) to remove the 3,000 from

the Museum 2017 budget currently allocated for coverage of content insurance and recommend transfer of 3,000 to the contingency fund. **Motion** carried by unanimous voice vote.

Mr. Fuge distributed a memorandum and a redraft from County Administrator Frey on the revisions to Policy 10 (Duties & Responsibilities of Governing Committees). Fuge went over the roles and responsibilities of the committee. Fuge recommended for the committee to read the material , write down questions and return to Andrea by the next meeting.

Ms. Jerrick provided handouts such as: 2017 Work Plan, Programs and Subprograms and key issues identifications made by committee previously. Jerrick requested the committee to review these as they read the revisions of Policy 10 and develop a list of policy items for the 2017 work plan.

Future items: Next meeting: December 8<sup>th</sup>, 2016 @ 10:00 a.m. Policy development of going paperless and structure of lease agreements for County-owned buildings.

Adjourn - **Motion** (Johansen/ Masters) to adjourn. Meeting adjourned 11:25 a.m.