



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Carole Wondra, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email carole.wondra@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, January 12th, 2017 at 10:00 a.m.

A quorum of the County Board may be present

Materials: December 8th, 2016 minutes

10:00

1. Call to order

A. Approval of agenda

B. Approval of minutes for December 8th, 2016

10:05

2. Public comment (3 minutes)

10:10

3. Announcements and committee information

Andrea Jerrick/ Dana
Frey

4. Action Items

10:20

A. Resolution to Authorize Cancellation of Outstanding
Orders Issued By County Treasurer

Maggie Wickre

B. Resolution to Authorize Cancellation of Outstanding
County Orders Issued By Polk County Jail

C. Recommendation on Proposed Resolution to Authorize
Lease of County Office Space to Polk County Economic
Development Corporation.

Andrea Jerrick/ Dana
Frey

D. Recommendation on Proposed Resolution to Authorize
and Fund Demolition of Polk County Fairgrounds
Grandstand and to Provide for Temporary Bleacher
Seating.

10:50

E. Development and Adoption of 2017 Committee Work
Plan

5. Discussion Items

A. Serenity House lease

B. Development and Recommendation Concerning County-Wide Paperless Initiative.

11:20

C. Identification of Subject Matters for Upcoming Meetings

6. 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



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, December 8th, 2016

Meeting called to order by Committee Chair Masters@ 10:08 a.m.

Members present

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

Also present Tammy Peterson, Executive Assistant, Dana Frey, County Administrator and Jeff Fuge, Corporation Counsel

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

Approval of Minutes- Chairman called for a motion to approve the minutes of November 10th, 2016 minutes. Supervisor Nelson motioned to add the wording under museum "due to County has no policy that pays for insurance to outside agencies". **Motion** (Nelson/ Masters) to approve the amended minutes. Motion carried by unanimous voice vote.

Public Comment: none

New Business:

Chair Masters asked if there were any announcements or committee information from Mr. Frey. Nothing at this time.

Dana provided several handouts such as: 2017 Work Plan with potential issues, overall organization General Code, and subchapters of Committee, Boards and Commissions. Mr. Frey

spoke on the draft Duties & Responsibilities of Governing Committees and the adoption of 2017 Committee Work Plan and the need for work plan development.

Supervisor Nelson spoke on the development of recommendations concerning leasing of county properties. This will be on the agenda for March 2017.

Supervisor Nelson also spoke on the development of recommendations concerning County-wide paperless initiative. Dana will work with IT to develop options.

Mr. Frey discussed the proposed Resolution to Authorize 2017 Capital Purchase Contracts and Multi-Year Service Agreements for E911 Upgrade. **Motion** (Jepsen/ Masters) to approve and recommend to County Board. Motion carried by unanimous voice vote.

The committee requested Dana for a report on Serenity House service calls for the next meeting.

Dana offered that Deputy Administrator Jerrick was developing a recommendations on policy concerning outside agencies who request funding from County that will be forthcoming at a future meeting.

Future items: Next meeting: January 12th, 2017 @ 10:00 a.m. WITC Resolution, discussion on County-wide paperless initiative, update on policy development for outside agencies who request funding and Serenity House service call report. The development of recommendations concerning leasing of County properties will be on the March agenda.

Adjourn - **Motion** (Jepsen/ Nelson) to adjourn. Meeting adjourned 12:33 p.m.

Resolution No. ____-17

Resolution to Authorize Cancellation of Outstanding Orders Issued By County Treasurer

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

Gentlemen:

WHEREAS, pursuant to Wisconsin Statute § 59.23(3)(c) and (d), the County Treasurer is required to pay all county orders as directed by the County Board and keep a true and correct account of the expenditure, specifying the person to whom the payment was made and the purpose of each particular payment; and

WHEREAS, pursuant to Wis. Stat. § 59.64(4)(d), the County Board shall examine the county orders returned paid by the County Treasurer by comparing each order with the orders on record in the office of the County Clerk and enter the date when each such order was cancelled; and

WHEREAS, pursuant to, Wis. Stat. § 59.64(4)(e), the County Clerk is required to prepare and present to County Board at each annual session a detailed list of all county orders which remain uncalled for (hereafter "outstanding") by the payee for two years, including the amount, date and payee; and

WHEREAS, the County Board shall cause the list of outstanding orders to be compared to the county orders and, when found to be correct, cancel the orders; and

WHEREAS, attached hereto as Exhibit "A" is a list of all county orders that remain outstanding for the last two years as of January 1, 2017, which has been compared to the county orders and found to be correct; and

WHEREAS, the General Government Committee, at its meeting on _____, 2017 has reviewed the list of outstanding county orders attached as Exhibit "A" and recommended that the County Board authorize the cancellation said orders.

NOW, THEREFORE BE IT RESOLVED, that the Polk County Board of Supervisors hereby finds the list of outstanding county orders attached hereto as Exhibit "A" to be correct, and authorizes the cancellation of said orders.

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	January 17, 2017
Submitted on Recommendation of the General Government Committee	<hr/> <hr/>
Review By County Administrator: <ul style="list-style-type: none"> <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> Dana Frey, County Administrator	Review By Corporation Counsel: <ul style="list-style-type: none"> <input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> Jeffrey B. Fuge, Corporation Counsel
Acknowledgement of County Board Action	
Mark As Appropriate: <p style="text-align: center;">At its regular business meeting on the 17th of January 2017, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-17: Resolution To Authorize Cancellation of Outstanding Orders Issued By County Treasurer as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against. <input type="checkbox"/> Adopted 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: _____ <hr/> <hr/>	

SIGNED BY:

Dean Johansen, County Board Chairperson

Attest:_____

Carole T. Wondra, County Clerk

Resolution No. ____-17

Resolution to Authorize Cancellation of Outstanding County Orders Issued By Polk County Jail

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

Gentlemen:

WHEREAS, pursuant to Wisconsin Statute § 59.64(4)(d)(e), the County Board may authorize the cancellation of orders for payment which remain uncalled for (hereafter "outstanding county orders") by the payee for two years, including the amount, date and payee, after comparing the list of outstanding orders to the county orders; and

WHEREAS, attached hereto as Exhibit "A" is a list of all county orders issued through the Polk County Jail for payment of inmate funds held on account that have remained outstanding at least for the last two years as of January 1, 2017, and said list of such outstanding county orders has been compared to the county orders and found to be correct; and

WHEREAS, the General Government Committee has reviewed the list of outstanding county orders attached as Exhibit "A" and recommended that the County Board authorize the cancellation said orders.

NOW, THEREFORE BE IT RESOLVED, that the Polk County Board of Supervisors hereby finds the list of outstanding county orders attached hereto as Exhibit "A" to be correct, and authorizes the cancellation of said orders.

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	January 17, 2017
Submitted on Recommendation of the General Government Committee	 <hr/> <hr/>

<p>Review By County Administrator:</p> <p><input type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> Reviewed Only</p> <hr/> <p>Dana Frey, County Administrator</p>	<p>Review By Corporation Counsel:</p> <p><input type="checkbox"/> Approved as to Form</p> <p><input type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> Reviewed Only</p> <hr/> <p>Jeffrey B. Fuge, Corporation Counsel</p>
---	---

Acknowledgement of County Board Action
<p>Mark As Appropriate:</p> <p style="text-align: center;">At its regular business meeting on the 17th of January 2017, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-17: Resolution To Authorize Cancellation of Outstanding County Orders, as follows:</p> <p><input type="checkbox"/> Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.</p> <p><input type="checkbox"/> Adopted by unanimous vote.</p> <p><input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against.</p> <p><input type="checkbox"/> Defeated by voice vote.</p> <p><input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____</p> <p>_____</p> <p>_____</p> <p>SIGNED BY:</p> <p>_____</p> <p style="text-align: center;">Dean Johansen, County Board Chairperson</p> <p>Attest: _____</p> <p style="text-align: center;">Carole T. Wondra, County Clerk</p>

Resolution No. ____-17

Resolution Authorizing Leasing Office Space to Polk County Economic Development Corporation

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

Gentlemen:

WHEREAS, pursuant to Wisconsin Statute § 59.52(6)(c), the County Board may direct the leasing of County facilities on terms that it determines as appropriate.

WHEREAS, pursuant to the County Finance Policy, Subchapter 5.6 **Management of County Owned (Non-Tax Forfeiture) Real Estate**, Section 1.06, the County Administrator is delegated the responsibility to negotiate the terms of leases of county property to outside agencies according to the following criteria:

- a. *Amount of lease payment.* For other than nonprofit agencies unless otherwise authorized by the County Board, the rental amount for leased property must not be less than the market rental value in the area. For nonprofit agencies, the rental amount must not be less than the difference between the mothballed costs and the cost to the County if occupied.
- b. *Term of lease.* All lease agreements must be for a period of one calendar year, subject to automatic renewal, unless otherwise authorized by the County Board.

WHEREAS, the Environmental Services Committee has received and considered the request of the Polk County Economic Development Corporation to lease available office space at the County Government Center and has provided an advisory recommendation in support of lease of available office space.

WHEREAS, consistent with policy, the County Administrator has identified available office space at the County Government Center and has recommended such available office space be used by the Polk County Economic Development Corporation under lease.

WHEREAS, consistent with policy, the General Government Committee has reviewed the proposal to lease available office space at the Government Center to the Polk County Economic Development Corporation and has recommended the Polk County Board of Supervisors authorize such a lease.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes and directs the County Administrator to negotiate a lease to the Polk County Economic Development Corporation for office space at the Government Center at a rental amount and term of lease as provided by policy and upon other terms and conditions determined by the County Administrator as being in the interest of the County.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 59.52(6)(c), the Polk County Board of Supervisors directs the County Clerk to lease to the Polk County Economic Development Corporation office space at the Government Center on terms and conditions negotiated by County Administrator.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and directs the Polk County Buildings Director to administer the lease authorized herein.

Funding Source/ Funding Amount:	
Date Reviewed as to Appropriations:	
Committee Recommendation as To Appropriation:	
Effective Date:	Upon Passage
Dated Submitted To County Board	January 20, 2017
Submitted and Sponsored By:	
_____	_____
_____	_____
Review By County Administrator:	Review By Corporation Counsel:
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Dana Frey, County Administrator	<input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Jeffrey B. Fuge, Corporation Counsel

--	--

Acknowledgement of County Board Action

Mark As Appropriate:

At its regular business meeting on the 20th of January 2017, the Polk County Board of Supervisors considered and acted on the above resolution, **Resolution No. ____-17: Resolution To Authorize Lease of County Office Space to Polk County Economic Development Corporation**, as follows:

- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted 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 Jorgenson, County Clerk

Resolution No. ____-17

Resolution to Authorize and Fund Demolition of Polk County Fairground Grandstand and to Provide for Temporary Bleacher Seating

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

Gentlemen:

WHEREAS, in September 2016, the Parks and Recreation Department conducted a structural evaluation of the existing Polk County Grandstand utilizing the services of Short Elliot Hendrickson, Inc. (SEH); and

WHEREAS, in its structural condition report dated October 19, 2016, SEH identified a number of structural elements in the Grandstand that are not adequate for minimum design loads and recommended a list of extensive repairs and offered the option of complete demolition and replacement with a code compliant and accessible structure as the more economically viable alternative; and

WHEREAS, the Polk County Fair Society has considered the report and recommendations of SEH and has requested the County to demolish and replace the existing Grandstand and to provide temporary bleacher seating as a short-term solution pending completion of a replacement grandstand; and

WHEREAS, pursuant to Wisconsin Statute Section 59.52(29), the demolition of the Grandstand constitutes a public improvement project whose estimated cost exceeds \$25,000; and

WHEREAS, purchase or rental of temporary bleachers constitutes a purchase of equipment with an estimated projected cost of \$15,000 that is governed by the purchasing provisions of the County Finance policy; and

WHEREAS, upon recommendation of the Environmental Services Committee and the General Government Committee, it is in the interest of the County that the Polk County Board of Supervisors authorize the public improvements project of demolition of the existing Grandstand and authorize and allocate sufficient sums from the County Fund balance to the departmental budget of the Parks and Recreation department to fund the expenditure of the demolition of the grandstand and the purchase or rental of temporary bleachers.

NOW, THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors adopts and issues certain authorizations and directives concerning the replacement of the Polk County Fairgrounds Grandstands, as follows:

1. Pursuant to Wisconsin Statute Section 59.52(29), the Parks and Buildings Director is authorized and directed to issue a request for proposals for the public works contract for the demolition of

the Polk County Fairgrounds Grandstand and to let on behalf of Polk County said public works contract to the lowest responsible bidder.

2. The Parks and Buildings Director is authorized to execute and to administer the public works contract for the demolition of the Polk County Fairgrounds Grandstand.

3. The Parks and Buildings Director is authorized to execute and to administer the purchase and/or rental contracts providing for, as appropriate, temporary bleachers at the Grandstand location pending further County Board approval and construction of a replacement grandstand.

4. Pursuant to Wisconsin Statute Section 65.90(5)(a) the 2007 budget is amended to provide for an appropriation and allocation of \$45,000, said sum to be transferred from the County Fund balance to the departmental budget of the Parks and Recreation department for purposes of expenditure on the herein authorized demolition contract and on the purchase and or rental of temporary bleachers.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 65.90(5)(a), the Polk County Board of Supervisors directs the Clerk to publish this resolution by Class 1 notice under Sections 985.02 and 985.07(1) within 15 days of passage and post the adopted resolution on the County's website.

Funding Source/ Funding Amount:	\$45,000 – County Fund Balance
Date Reviewed as to Appropriations:	
Committee Recommendation as To Appropriation:	Passage
Effective Date:	Upon Passage and Timely Publication
Dated Submitted To County Board	January 17, 2017
Submitted and Sponsored By:	_____ _____
Review By County Administrator: <input type="checkbox"/> Recommended	Review By Corporation Counsel: <input type="checkbox"/> Approved as to Form

<input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> Dana Frey, County Administrator	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> Jeffrey B. Fuge, Corporation Counsel
---	--

Acknowledgement of County Board Action
<p>Mark As Appropriate:</p> <p style="text-align: center;">At its regular business meeting on the 17th of January 2017, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-17: Resolution to Authorize and Fund Demolition of Polk County Fairground Grandstand and to Provide for Temporary Bleacher Seating, as follows:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against. <input type="checkbox"/> Adopted 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> <p>SIGNED BY:</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Dean Johansen, County Board Chairperson</p> <p style="margin-left: 40px;">Attest: _____</p> <p style="margin-left: 80px;">Sharon Jorgensen, County Clerk</p>