



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
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AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center
County Board Room
Balsam Lake, WI 54810
Thursday, May 12th, 2016 at 10:00 A.M.

Purpose: Organization of committee and setting schedule for future meetings.
Review of committee responsibilities

Documents: Relevant sections of Policy 10
Minutes of March 10th, 2016 and quarterly report

ITEM	LEAD PERSON
CALL TO ORDER	
APPROVAL OF AGENDA APPROVAL OF MINUTES 1. Minutes of March 10 th , 2016	County Board Chair Johansen /designee
PUBLIC COMMENT	
NEW BUSINESS	
2. Election of Chair & Vice Chair	
3. Establish regular meeting schedule	Committee Chair
4. Purchases from County employees and officials	Pete Johnson, Sheriff
5. Committee calendar and committee responsibilities 6. Functional map of committee responsibility 7. Financial reports 8. Future reports and timetable 9. Questions on issues as contained in written quarterly report	Dana Frey, County Administrator
OLD BUSINESS	
10. Report On Implementation of Management Response to Auditor's Findings on Audit of 2014 County Financial Statements	Maggie Wickre, Finance Director
FUTURE AGENDA ITEMS: June 9 th , 2016 @ 10:00 A.M.	Committee members
ADJOURN	

This meeting is open to the public in accordance with Wisconsin State Statute 19.83. Polk County is committed to providing equal opportunity access to all public meetings. Persons with disabilities in need of specific accommodations may contact the County Clerk's office at 715-485-9226. Please provide a 24 hour advance notice so all reasonable accommodations can be made.



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 A.M., Thursday, March 10th, 2016

Meeting called to order by Committee Chair Arcand@ 10:00AM.

Members present

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Larry Jepsen	Vice Chair	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present
Ken Sample	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Maggie Wickre, Finance Director, Jeff Fuge, Corporation Counsel, Andrea Jerrick, Director of Employee Relations and Dana Frey, County Administrator

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

Approval of Minutes- Chairman called for a motion to approve the minutes of February 11th, 2016. **Motion** (Schmidt/ Jepsen) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment None

Old Business

The Committee received a status report from Maggie Wickre relating to the Management Response of the 2014 Auditor's findings.

The committee reviewed and audited the 51110 expenses.

New Business

Administrator Frey handed out a document of recent county actions on wages for elected county officials across the state. Administrator Frey and Director Andrea Jerrick spoke on the resolution to Set Compensation of Elected County Officials (Clerk, Treasurer, and Register of Deeds) for the Term 2017-2020. Dana stated that his analysis of other Wisconsin counties found that Polk County was 8% below both the regional county average and the state average for counties of its size, meaning an increase from \$56,256 to \$60,750 would be needed to reach that average. **Motion** (Sample/Jepsen) to recommend to County Board. Amendment by (Schmidt/Sample) to recommend to County Board a 2% increase each year for the next 4 years; motion failed by a 3 to 2 vote with Supervisors Hallberg and Schmidt in favor. Motion by (Sample/ Jepsen) to recommend \$60,750 for 2017. Motion carried by 4 to 1 vote, with Supervisor Schmidt opposed. Motion (Jepsen/ Sample) to include a 2% cost of living adjustment for 2018, 2019 and 2020, or an amount of \$61,965 in 2018, \$63,204 in 2019 and \$64,468 in 2020. Motion carried by 4 to 1 vote, with Supervisor Schmidt opposed. Amendment (Hallberg/ Sample) to set increase for the 2018 and 2019 to 1% and 2% for 2020. Motion failed 4 to 1, with Supervisor Hallberg in favor.

Director Jerrick discussed the Resolution Concerning the Revision of the County Personnel Policies and spoke on how the policy was developed. **Motion** (Schmidt/Jepsen) to move to County Board. Motion carried by unanimous voice vote.

Administrator Frey discussed and answered questions on the Resolution Concerning the Revision of the County Financial Policies. **Motion** (Hallberg/Jepsen) recommend to County Board. Motion carried by unanimous voice vote.

Administrator Frey and Corporation Counsel Fuge discussed and answered questions on the Resolution Assigning the Committee Reporting of Affiliated Organizations. The committee's recommendation is all of the previous authorizations tied to these organizations should sunset April 19th, 2016, with all contractual obligations. The committee requested that Mr. Fuge write up the proposed amendment of Resolution No. 16-16.

The committee requested that Supervisor sample will be the resource person. Finance Director Wickre will contact Housing Authority Jennifer Cockroft and Supervisor Jepsen will represent West Cap.

Administrator Frey spoke on the Resolution to Rescind the Resolution Declaring English as the Official Language of Polk County. **Motion** (Sample/Jepsen) to recommend to County Board. Motion carried by 4 to 1 vote. Supervisor Schmidt opposed.

Administrator Frey also spoke and answered questions about the County website.

Chair Arcand stated no April 14th meeting at this time.

Adjourn - **Motion** (Sample/ Jepsen) to adjourn. Meeting adjourned 12:43 PM.



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COUNTY CLERK

Carole T. Wondra, Polk County Clerk
100 Polk Plaza, Suite 1100, Balsam Lake, WI 54810
Phone (715) 485-9226 Email carole.wondr@co.polk.wi.us

First Quarter Report – 2016

Marriage/ Same Sex Marriage and Domestic Partnership Licensing

Current

- This is a mandated program
- As usual for the first quarter of each year, things start out a little slower
- The online marriage program in 2016 continues to perform well.

Administration of Elections

Current

- This is a mandated program
- The State implemented the new WisVote beginning in January. The transition to the new system has proven to be challenging, as it has not been without its bugs. Training for the new program was all done by webinars; therefore no travel was needed to become certified to use the new system.
- The Wisconsin legislature managed to pass many new laws which went into effect immediately, some will be implemented throughout the year. The changes have not proven to be a good thing for the Clerk's office in that the changes will increase the workload around each election.
- 2016 will see the busiest election season in many years. Preparations for the April and fall elections are underway.

Support Services for County Board

Current:

- This is a mandated program

Dog Licensing

Current

- This is a mandated program
- Collections for 2016 dog licenses have begun

Passport Agent

Current

- This is a non-mandated program
- The numbers of new and renewed passports continues to be strong

Motor Vehicle Licensing

Current

- This is a non-mandated program
- Activity will pick up as spring approaches and the weather improves



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 AM, Thursday, May 12th, 2016

Meeting called to order by Committee Chair Arcand@ 10:00AM.

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 Tammy Peterson, Executive Secretary, Pete Johnson, Sheriff, Maggie Wickre, Finance Director, Andrea Jerrick, Director of Employee Relations and Dana Frey, County Administrator

Approval of Agenda- Chairman Arcand 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 March 10th, 2016. **Motion** (Jepsen/ Arcand) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment None

Old Business

The Committee received a status report from Ms. Wickre relating to the Management Response of the 2014 Auditor's findings.

New Business

County Board Chair Johansen requested nominations for Chair. **Motion** (Jepsen) to elect Supervisor Russ Arcand. **Motion** (Johansen) to elect Supervisor Brian Masters. Ballots were taken and given to Ms. Peterson. Votes were 3 to 2 with Supervisor Masters as the new chair. Motion carried by unanimous vote.

Chair Masters asked for nominations for Vice Chair. **Motion** (Johansen) to elect Supervisor Russ Arcand. **Motion** (Johansen/ Jepsen) to close nominations. Motion carried by unanimous vote.

Motion (Jepsen/ Johansen) to have regular meetings on the 2nd Thursday at 10:00AM monthly. Motion carried by unanimous vote.

Sheriff Pete Johnson spoke on the purchases from County employees.

Administrator Frey presented a PowerPoint and spoke on committee calendar and committee responsibilities.

Mr. Frey also discussed the functional map of committee responsibilities and financial reports.

County Planner Anderson provided a presentation and spoke on future reports and timetables. Mr. Anderson requested topics on what the committee feels most important to discuss at future meetings. Topics were many such as:

- Mental Health
- Aging population
- Updating county services for the future
- Lack of higher education opportunity in the county
- Relationship of the county with municipalities
- Youth leaving the county
- Staying on top of providing and maintaining necessary county infrastructure
- Land use balance
- Economic development and education/post-secondary educational opportunities
- Technology/Communication services

Future meeting: June 9th, 2016 @ 10:00 A.M. WITC Campus for higher education speaker, Salvation Army Serenity Home, Leases and use of County property.

Adjourn - **Motion** (Arcand/ Jepsen) to adjourn. Meeting adjourned 11:48 A.M.