



POLK COUNTY, WISCONSIN

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AGENDA AND NOTICE OF MEETING

EXECUTIVE COMMITTEE

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

County Board Room

Thursday, September 8, 2016 at 1:00 p.m.

A quorum of the County Board may be present

Materials: August 11, 2016 minutes

- 1:00 1. Call to order
- A. Approval of agenda
 - B. Approval of minutes for August 11, 2016
- 1:05 2. Public comment (3 minutes)
3. Discussion Items:
- A. Receipt and review of Short Elliot Hendrickson, Inc. Report on Feasibility of Lands Considered for County Highway Facility Andrea Jerrick
- 1:15 4. Action Items:
- A. Develop Recommendations Concerning any Negotiation and Potential Sale or Purchase of Public Property or Properties relating to a Highway Facility. Malia Malone
 - a. Closed Session; Pursuant to Wisconsin Statute Section 19.85(1)(e), the Committee may convene in closed session for the purpose of developing, deliberating on and formulating negotiating strategy, including offering purchase price, concerning the purchase or sale of public properties, where competitive or bargaining reasons, require the development, deliberation and formulations of offering purchase price and negotiation strategy require a closed session.

Following said closed session, the Committee will reconvene in open session to consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.
- 2:25 5. Committee Authorization To Offer Purchase of Lands for County Highway Facility Andrea Jerrick
6. Recommendation of Proposed Resolution Authorizing Offer to Purchase Lands for County Highway Facility
7. Additional items for future agendas
- 2:30 8. 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.

Resolution No. ____-16

Resolution To Approve Purchase of Lands for County Highway Facility and Create a Capital Project
Account for a Highway Facility Project

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

Gentlemen:

WHEREAS, the Polk County Board of Supervisors is responsible for the long-term maintenance and condition of Polk County's infrastructure; and

WHEREAS, an independent engineering analysis has determined that the current Highway Department facility has long passed its useful life and has become obsolete, inefficient and a potentially hazardous workplace; and

WHEREAS, that same analysis has recommended that Polk County construct a new Highway Department facility that, at a minimum, replaces the current, 83-year-old facility; and

WHEREAS, Polk County has the opportunity to invest in a new Highway Department facility without an increase in property taxes for debt service; and

WHEREAS, to replace this facility requires first that an appropriate site be identified and purchased; and

WHEREAS, that same engineering firm has made an assessment of potential sites in close proximity to the current Government Center to maximize operational efficiency and made a recommendation for the site proposed to be purchased by this resolution; and

WHEREAS, the Polk County has adequate surplus funds to finance such a purchase in part due to proceeds from the sale of other property; and

WHEREAS, the Executive Committee of the Polk County Board of Supervisors has agreed that it is in the best long-term interest of Polk County to construct a new Highway Department facility on lands to be procured on recommendation of the County Administrator; and

WHEREAS, pursuant to Polk County Policy No. 916, *Management of County-Owned Non-Tax Forfeiture Real Estate*, the County Administrator has reviewed appraisal and land feasibility study reports concerning parcels previously identified by the Executive Committee as viable highway facility site options; and,

WHEREAS, after consulting the Executive Committee on the results of said reports and concerning the long term needs of the County for a county highway facility has recommended acquisition of the property identified as Polk County Parcel Identification Number _____; and

WHEREAS, it is in standard audit best practices to establish a Capital Project Account for purposes of designation and appropriation of funds and expenses, including land acquisition and future transactions related to a highway facility project.

36 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes the
 37 purchase of the ___ acres owned by _____, physically located in the Village of
 38 _____/Town of _____ and having the legal description as follows:

39 “<INSERT as Appropriate> of _____
 40 Village/Town/City of _____, Polk County Wisconsin.”

41 Parcel Identification Number: XXX-XXXXXX-XXXX.

42 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the
 43 County Administrator to purchase said lands in the name of the Polk County in an amount
 44 not to exceed \$ _____, plus costs of real estate transfer fee and
 45 recording, and upon other terms and conditions as negotiated by the Executive Committee.

46 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the
 47 creation of a Capital Project Account for purposes of tracking revenues and expenses related
 48 to a highway facility project.

49 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the allocation
 50 of \$ _____ from the Polk County Unassigned Fund Balance to the Highway Facility Capital
 51 Project Account.

52 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes appropriate
 53 expenditures from the Highway Facility Capital Project Account, after said transfer, for land
 54 acquisition and related costs.

55 BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 65.90(5)(a), the Polk
 56 County Board of Supervisors directs the Clerk to cause to be published notice of the transfer
 57 authorized herein by Class 1 notice within 10 days of passage of this resolution.

Funding Source/ Funding Amount:	Highway Department Fund Balance:\$ _____ Asset Fund Transfer: \$ _____ Authorized Purchase Price: \$ _____
Date Reviewed as to Appropriations:	September 8, 2016
General Government Committee Recommendation as To Appropriation:	
Effective Date:	Upon Passage
Dated Submitted To County Board	September 20, 2016
Submitted By:	_____ _____ _____
Review By County Administrator:	Review By Corporation Counsel:

<p><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only</p> <hr/> <p>Dana Frey, County Administrator</p>	<p><input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only</p> <hr/> <p>Malia T. Malone, Assistant Corporation Counsel</p>
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Acknowledgement of County Board Action

Mark As Appropriate:

At its regular business meeting on September 20, 2016, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-16: Resolution To Approve Purchase of Lands for County Highway Facility, as follows:

- Adopted by two-thirds of the entire 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: _____
Carole T. Wondra, County Clerk

Certification of Publication

On the _____ day of _____, 2016, notice of the transfers authorized in the above resolution were published by Class 1 Notice pursuant to Chapter 985, Wisconsin Statutes, in the Inter –County Leader,.

Carole T. Wondra, County Clerk

Dated: _____



MINUTES

Executive Committee

General Government Center County Board Room

Balsam Lake, WI 54810

1:00 p.m. Thursday, September 8, 2016

Members Present:

Attendee Name	Title	Status
Dean Johansen	Chair	Present
Craig Moriak	Vice Chair	Present
Jay Luke	Supervisor	Present
Chris Nelson	Supervisor	Present
John Bonneprise	Supervisor	Present

Also Present: Maggie Wickre, Finance Director, Malia Malone, Andrea Jerrick, Deputy Administrator, Assistant Corporation Counsel, Malia Malone, and Emil Norby, Highway Commissioner

Approval of Agenda – **Motion** (Bonneprise/Luke) to approve agenda. **Motion** carried by unanimous voice vote.

Approval of Minutes – **Motion** (Moriak /Nelson) to approve the August 11, 2016 minutes. **Motion** carried by unanimous voice vote.

Public Comment – None offered

New Business:

Eric Hemmingsgard and Pat Fehrenbach from Short Elliot Hendrickson (SHE) provided handouts and gave a report on feasibility of land considered for the county highway facility. They also provided a PowerPoint on the site assessment which detailed their analysis of two different local sites for potential building sites.

Supervisor Nelson made the announcement that the Village of Balsam Lake Supervisor Jeff Reed was present at this meeting representing the Village on this new highway facility feasibility.

Action Items

Motion (Bonneprise/Moriak) to go into closed session at 1:35 p.m. Motion carried by unanimous voice vote.

Motion made by (Bonneprise/Moriak) to go into closed session at 1:35 PM. Before convening in closed session, Chairman Johansen requested the minutes reflect the presence of county staff in closed session, as follows: Maggie Wickre, Finance Director, Andrea Jerrick, Deputy Administrator, Malia Malone, Assistant Corporation Counsel, Supervisor Brian Masters, Emil Norby, Highway Commissioner and Deb Peterson, Buildings Director.

Committee convened in closed session.

Motion to reconvene in open session (Bonneprise/ Johansen). **Motion** carried by unanimous voice vote. Committee reconvened in open session at 2:10 PM.

Motion (Bonneprise/Johannsen) to recommend site #1 and to recommend the Resolution to Approve Purchasing of Lands for County Highway Facility and Create a Capital Project Account for a Highway Facility Project, contingent upon the County getting input from the Village of Balsam Lake regarding the site selection through Chairman Johansen, Supervisor Nelson, Andrea Jerrick, Malia Malone, Deb Peterson and Emil Norby attending a special meeting to be called by the Village. If the Village decides that such a meeting would be appropriate. **Motion** carried by unanimous voice vote.

Future Agenda Items: Any items on the agenda for the next meeting will be contingent upon County Board action.

Motion (Moriak/Nelson) to adjourn at 2:45 PM. **Motion** carried by unanimous voice vote.