

Amended Agenda
Polk County Board of Supervisors
Polk County Government Center
100 Polk County Plaza
Balsam Lake, WI
County Board Room
Tuesday April 21, 2009 6:00PM

- I. Call to Order
- II. Evidence of Proper Notice
- III. Roll Call
- IV. Prayer: Supervisor Masters
- V. Pledge of Allegiance
- VI. Appointment of Successor to District 12 (Duana Bremer) and Swearing In
- VII. Approval of Agenda
- VIII. Approval of March 17, 2009 Minutes
- IX. Public comments—3 minutes per person—not to exceed 30 minutes total
- X. Presentation:
 - a. Polk County Safety Committee
 - b. Employee Recognition: Rebecca Fredrickson
- XI. Finance Director's Report
- XII. Resolutions:
 - A. Approval of Town of St. Croix Falls Zoning Ordinance Amendments
 - B. 2009 Highway Construction Projects
 - C. * Resolution to Merge Highway Department and Lime Quarry
 - D. To Authorize an Easement to Polk-Burnett Cooperative for Underground Electrical Lines at and across the DD Kennedy County Park
 - E. Resolution for Outdoor Recreation Aids
 - F. Resolution Authorizing Donation of Abandoned Amery Communication Tower to the City of Amery
 - G. Ordinance Establishing Sheriff's Jail Fees for Inmates Incarcerated in the Polk County Jail
 - H. * Resolution to Consolidate Accounting and Financial Functions of the County Into the Department of Administration
 - I. Early Re-Payment of the Bremer Bank Loan
 - J. Resolution to Proceed with Golden Age Manor Capital Improvements
 - K. Resolution Approving the Completion of the State Loan Application
 - L. To Disallow Claim of Rice Partnership and Golden Health Care and Rehab Center, LLC.
 - M. Official Newspaper

N. * Resolution to Amend Polk County Policy 881, Staffing,
Budget Planning and Position Administration

- XIII. Standing Committees/Boards Report
 - a. Highway: Supervisor Caspersen
 - b. Finance: Supervisor Bergstrom
 - c. Personnel: Supervisor Arcand
 - d. Property, Forestry and Recreation: Supervisor Larsen
 - e. Extension, Land and Water Resources, Lime Quarry: Supervisor Jepsen
 - f. Public Protection: Supervisor Luke
 - g. Land Information: Supervisor O'Connell
 - h. Human Services Board: Supervisor Stoneking
 - i. Board of Health: Supervisor Johnson
 - j. Golden Age Manor Board: Supervisor Dueholm
 - k. Executive Committee: Chairman Beseler
- XIV. Appointments: Consideration of Committee Re-Assignment to Fill Supervisor Position to the Human Services Board and Land Information Committee
- XV. Supervisor Reports
- XVI. Chairman's/Administrative Coordinator's Report
- XVII. Adjourn

* Date of Amended Agenda April 17, 2009

A

RESOLUTION _____

Approval of Town of St. Croix Falls Zoning Ordinance Amendments

WHEREAS, the Town of St. Croix Falls administers their own Zoning Ordinance; and

WHEREAS, paragraph 3 of Wisconsin Statute Chapter 60.62 relating to town zoning authority, if exercising village powers, reads: "In counties having a county zoning ordinance, no zoning ordinance or amendment of a zoning ordinance may be adopted under this section unless approved by the county board;" and

WHEREAS, the Town Board of the Town of St. Croix Falls has approved the attached amendments to their Town Zoning Ordinance on February 18, 2009; and

WHEREAS, the Polk County Board of Supervisors must also approve of the Ordinance Amendments.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors hereby approves the attached Zoning Ordinance Amendments for the Town of St. Croix Falls.

Funding Amount: \$0.00.

Date Finance Committee Advised: N/A.

Effective Date: Upon passage and publication.

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Date Submitted to County Board: April 7, 2009

County Board Action: _____

Submitted by: [Signature]

TOWN
Of
ST. CROIX FALLS

Polk County, Wisconsin

A 1

Resolution 09-08

A RESOLUTION ADOPTING ORDINANCE 09-01,
AMENDING ZONING ORDINANCE No. 1, CHAPTER III,
SECTION C, COMMERCIAL DISTRICT

WHEREAS the Town Board for the Town of St. Croix Falls has village powers under Section 60.10(2)(c), Stats., that grants police powers as set forth in Section 61.34(1), Stats., to act for the good order of the Town, for its commercial benefit and for the health, safety, and welfare of the public; and

WHEREAS the Town of St. Croix Falls adopted Zoning Ordinance No. 1 on August 5, 1965, amended in its entirety on May 12, 1994 and subsequent amendments including the amendment on March 20, 2001 and January 16, 2008; and

WHEREAS the Town Board of the Town of St. Croix Falls deems it advisable and necessary to amend Chapter III, Section C.3 Commercial district, a, d, i, and the addition of m to the Zoning Ordinance No. 1; and

WHEREAS the Town Board of the Town of St. Croix Falls held the first reading of the proposed Chapter III, Section C.3 Commercial District amendments on November 19 and December 17, 2008; and

WHEREAS the Town Board of the Town of St. Croix Falls approved Resolution 09-01 adopting the Ordinance 09-01 amending Zoning Ordinance No. 1, Chapter III, Section C.3 Commercial District, a, d(3)(a)&(c) and i on January 21, 2009; and

WHEREAS Ordinance 09-01 adopted by Resolution 09-01 on January 21, 2009, was missing some of the amendments that were read in the first and second readings.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls does approve the amended Ordinance 09-01 amending Zoning Ordinance No. 1, Chapter III, Section C.3 Commercial District, a, d, i, & the addition of m; and

BE IT FURTHER RESOLVED that the Town Board of the Town of St. Croix Falls hereby petitions the Polk County Board of Supervisors to concur and ratify the amendment; and

BE IT FURTHER RESOLVED that this ordinance becomes effective upon passage and publication of this enabling resolution.

Dated this 18th day of February 2009

Janet Krueger
Attest: Janet Krueger, Town Clerk

William Hughes, Chairperson

William Hughes

Approved by:

Voice Vote
 Roll Call Vote:
5 Yeas; 0 Nays; Absent/Abstain

TOWN
Of
ST. CROIX FALLS
Polk County, Wisconsin

A2

**AMENDING ZONING ORDINANCE No. 1 ENTITLED "TOWN ZONING ORDINANCE"
Amended ORDINANCE 09-01**

Section 1: Purpose

The purpose of this ordinance is to amend Chapter III General Zoning, Section C.3 Commercial District, a, to read as follows:

All new commercial development and commercial development involving a structural alteration, addition, or repair to a structure that exceeds fifty (50%) percent of the equalized assessed value of the structure over the lifetime of the structure and those that include a significant change of use, ***except when the change of use is in an existing structure***, shall be subject to the Town Commercial Design Guidelines including site plan review and shall not be allowed unless approved by the Plan Commission and by the Town Board.

And amend Chapter III General Zoning, Section C.3 Commercial District, d. Lot Size, Yard and Building Requirements in its entirety to read as follows:

- (1) A minimum lot frontage of one hundred fifty (150) feet.**
- (2) A minimum lot area of one (1) acre.**
- (3) Front Yard.**
 - (a) The minimum front yard distance from the building or structure to the front lot line shall be according to the setback required by Chapter IV for the class of roadway it abuts.**
 - (b) The setback requirement for lots abutting a Class B Highway shall also be required within five hundred (500) feet of the intersection of a Class B Highway and any other Highway. The five hundred (500) feet shall be measured along the right-of-way of any Highway that intersects a Class B Highway.**
 - (c) Any lot abutting an Officially Mapped road shall have a setback of a Class D Highway according to Chapter IV of the Town Zoning Ordinance. This requirement is effective once the road is constructed.**
- (4) Side Yard.**
 - (a) Minimum of twenty (20) feet.**
 - (b) If buildings or abutting lots are not constructed with a common wall or with walls contiguous to one another, a side yard is required, an alternative access to the rear yard must be provided.**
 - (c) There shall be a side yard of not less than fifty (50) feet along side of any lots in the Commercial District which abuts the side lot line of a lot in a Residential or Transitional District and is not separated therefrom by a street or alley.**
- (5) Rear Yard.**
 - (a) There shall be a rear yard of not less than twenty (20) feet in depth.**
 - (b) There shall be a rear yard of not less than twenty-five (25) feet on any lot in the Commercial District which abuts the lot line of a Residential District.**
- (6) Every part of a required yard shall be open to the sky unobstructed, except for accessory building in a rear yard.**
- (7) Height. There shall be a maximum building height of thirty-five (35) feet. There shall be a maximum of two and one-half (2 ½) stories.**

And amend Chapter III General Zoning, Section C.3 Commercial District, i. Town Commercial Design Guidelines, to read as follows:

Town Commercial Design guidelines shall be applied to all new commercial development and commercial development involving a structural alteration, addition, or repair to a structure that exceeds fifty (50%) percent of the equalized assessed value of the structure over the lifetime of the structure and those that include a significant change of use, **except when the change of use is in an existing structure.**

And an addition to Chapter III General Zoning, Section C.3 Commercial District, adding m. Financial Guarantee which reads as follows:

m. Financial Guarantee. A cash escrow deposit shall accompany any site plan application. The cash escrow deposit shall cover all cost associated with the site plan review as estimated by the Zoning Administrator. The applicant shall pay the total cost of staff and/or consulting time spent exclusively in producing materials for the applicant's project.

(1) "Materials" shall include, but not limited to, maps, graphs, charts, reports, drawings, etc., and all printing or reproduction of same.

(2) "Staff and/or consulting time" shall include any time spent in researching for, presenting, information, or actual production of material.

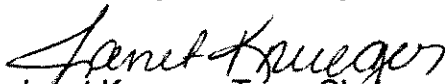
(3) The hourly rate for "staff and/or consulting time" shall be established and made available to the applicant by the Zoning Administrator prior to production of any materials.

Section 2: Effective Date

This ordinance shall take effect from and after its passage and legal publication.

Adopted on February 18, 2009, by Resolution 09-08

William Hughes, Town Chair



Attested: Janet Krueger, Town Clerk

Posted at the following locations on February 23, 2009:

- Wayne's Café
- Lampert's
- Town Hall

B

RESOLUTION NO. _____
2009 HIGHWAY CONSTRUCTION PROJECTS

WHEREAS, the improvements of the County Trunk Highway System are of great importance to the residents of Polk County, and

WHEREAS, the County has a responsibility to keep and maintain the County Trunk Highway system in repair, and

WHEREAS, the Polk County Highway Committee has approved projects for FY 2009, and

WHEREAS, the Highway Committee and the County Board has approved a budget to effect measured improvement on the projects approved by the Highway Committee for FY 2009, and

WHEREAS, the County's purchasing policy requires the County board to take action and approve any and all public works projects over \$150,000.

THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors authorizes the Highway Department to proceed on the following projects:

CTH H1 – Ditching/Culverts/Paving	491,300.00
CTH X1 – Pulverize/Overlay/Shoulders	487,900.00
CTH P1 – Pulverize/Overlay/Culverts	464,000.00
CTH B1/C1/C2/CC1/PP1– Chip Seals	298,500.00
CTH I7 – Ultra Thin Overlay	161,300.00
CTH T2 – Ultra Thin Overlay	125,800.00
CTH A1.1 – Mill/Overlay	83,000.00
CTH Y1 – Right-of-Way Purchase	70,000.00
Preliminary Work for 2010 Project	230,000.00

BE IT FURTHER RESOLVED, that in the event the approved project costs exceed the estimated project cost, the Board authorizes the department to eliminate projects to meet budget constraints.

BE IT FURTHER RESOLVED, those projects eliminated may be moved to future funding years.

Funding Amount: \$ 2,411,800.00

Funding Source: 2009 Highway Budget

Finance Committee Recommends

B1

Effective Date: Upon Passage

Approved as to form: Jeff B. Fuge
Jeff Fuge, Corporation Counsel

Submitted at the request of the Polk County Highway Committee.

Date Submitted to County Board: _____

County Board Action: _____

Submitted by: Marylin Caspersen

Heather B.

Larry Vaelke

Jody Rube

Alan Johansen

~~CONFIDENTIAL~~
C

RESOLUTION _____-09

Resolution to Merge Highway Department and Lime Quarry

WHEREAS, the members of the County Board of Supervisors and the Department Heads attended the 2009 Budget Retreat; and

WHEREAS, the 2009 Budget Retreat displayed a consensus to examine potential consolidation of county departments and services; and

WHEREAS, in consideration of the consensus reached at the 2009 Budget Retreat, the Executive Committee has recommended the merger of the Highway Department and the Lime Quarry.

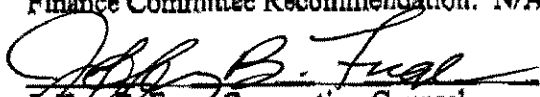
NOW, BE IT THEREFORE RESOLVED that the Polk County Board of Supervisors merges the Highway Department and the Lime Quarry into the Highway Department.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors creates a committee consisting of the County Board Chairperson/Administrative Coordinator and the respective Chairpersons or designees of the Chairs of the Highway Commission; the Lime Committee; Finance Committee and Personnel Committee to make the necessary approvals and to oversee development and implementation of this merger.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors suspends, for purposes of this merger, the specific provision in Policy 881 concerning Reorganization, Absorption for Merger of County Departments.

Funding Amount: N/A Funding Source: N/A
Finance Committee Advised: N/A Finance Committee Recommendation: N/A

Approved as to form:


Jeffrey B. Fuge, Corporation Counsel

Date Submitted to County Board: April 21, 2009
Effective Date: Upon passage

Submitted and Sponsored By the Executive Committee

 4/17/09

County Board Action: _____

Resolution ____-09

D

To Authorizes an Easement to Polk-Burnett Electric Cooperative for Underground Electrical Lines at and across the DD Kennedy County Park

WHEREAS, Polk-Burnett Electrical Cooperative presently provides electrical service to the DD Kennedy County with overhead lines; and

WHEREAS, Polk-Burnett Electrical Cooperative has proposed to install two underground lines within DD Kennedy County Park to replace and retire the overhead line; and

WHEREAS, Polk-Burnett Electrical Cooperative has also proposed to install an underground line on the south-east corner of the park to upgrade the service that it provides to other customers in the area.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes an easement to Polk-Burnett Electric Cooperative for the purpose of installation and service of underground electrical wires at and across the DD Kennedy County Park across the lands having the legal description as follows:

W 1/2 of SW 1/4 of the NE 1/4 and the SE 1/4 of the NW 1/4, Section 3, Town 33 North, Range 17 West, Town of Garfield, County of Polk, Wisconsin.

Funding Amount: No Cost to the County

Funding Source: Not Applicable

Date Finance Committee Advised: Not Applicable

Finance Committee Recommendation: Not Applicable

Effective Date: Upon Passage

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Dated Submitted to County Board: _____

County Board Action: _____

Submitted by the Polk County Property, Forestry and Recreation Committee

By J. 4/6/09 Kimberly E. Howard 4-6-09
Erin Jensen
Michael Lawson

Attachments: Proposed Easement;
Proposal of Polk-Burnett Electrical Cooperative with PBEC Drawing

Document Number

Polk-Burnett Location #

101-03

POLK-BURNETT ELECTRIC COOPERATIVE
 RIGHT-OF-WAY
 EASEMENT
 FOR ELECTRIC POWER LINES

DI

This instrument drafted by Steve A. Giam, General Manager

This document is to be filled out in black ink only.
No modifications are acceptable. Must be signed and notarized.

For a valuable consideration, and the mutual promises herein contained,

(hereinafter called the "Owner"), hereby grants, warrants and conveys to Polk-Burnett Electric Cooperative (hereinafter called the "Cooperative"), the right and easement to enter upon lands of the Owner in Polk County, Wisconsin, described as

Please provide complete legal description.

W 1/2 of SW 1/4 of the NE 1/4 and the SE 1/4 of the NW 1/4, Section 3, T33N, R17W, Town of Garfield, Polk County, Wisconsin

Recording Area

Name and Return Address

Polk-Burnett
 1001 State Road 3 S
 Centuria, WI 54824
 (715) 646-2191 (800) 421-0283

024-000026-0000 & 024-00036-0000

Parcel Identification Number (PIN)

and to place, construct, operate, maintain, repair, relocate, replace on or under the surface thereof, a line or lines for the transmission of electric energy, including, but not limited to, cable, wire, poles, transformers, equipment and accessories necessary for that purpose. The specific length and location of this electric line easement shall be as built, and its width shall be as described below for an overhead or underground line.

The Cooperative shall have the continuing right to keep the easement clear of any structure, vegetation, or any other obstruction that may, at the Cooperative's sole discretion, affect public safety or the safety of its employees; interfere with the Cooperative's exercise of its easement rights; threaten or endanger the operation and maintenance of the Cooperative's line, facilities or system; or cause any unnecessary economic burden to the Cooperative. The Owner may use the land subject to this easement for personal purposes. However, if those purposes cause or contribute to any loss of personal property, bodily injury, death or damage in relationship to the Cooperative's rights, the Owner shall hold the Cooperative harmless from and against all liability, claims, loss, costs (including reasonable attorney fees), personal or bodily injury, death or damage to any person or property related to the Cooperative's exercise of its easement rights.

For overhead lines, the Cooperative shall have the right to control the growth of any and all vegetation, using methods common to rights-of-way maintenance in the industry, within a distance of 20 feet on either side of the line. The Cooperative shall have the right to cut down any dead, weak or leaning tree that is tall enough to endanger the operation and maintenance of said line if said tree is outside the clear-cut area of 20 feet on either side of the lines. All trees cut by the Cooperative shall remain the property of the Owner.

For underground lines, the Cooperative shall have the right to control the growth of any and all vegetation, using methods common to rights-of-way maintenance in the industry, within a distance of 10 feet on either side of the line.

For the purpose of placement, construction, inspections, maintenance, repair, relocation, replacement and operation, the Cooperative has the right of reasonable access across lands of the Owner lying between said easement and any public street or highway.

This conveyance is to the Cooperative, its successors and assigns, shall run with the land, and shall be binding on the heirs, representatives, assignees and grantees of the Owner.

(Owner)

(Owner)

(Owner)

(Owner)

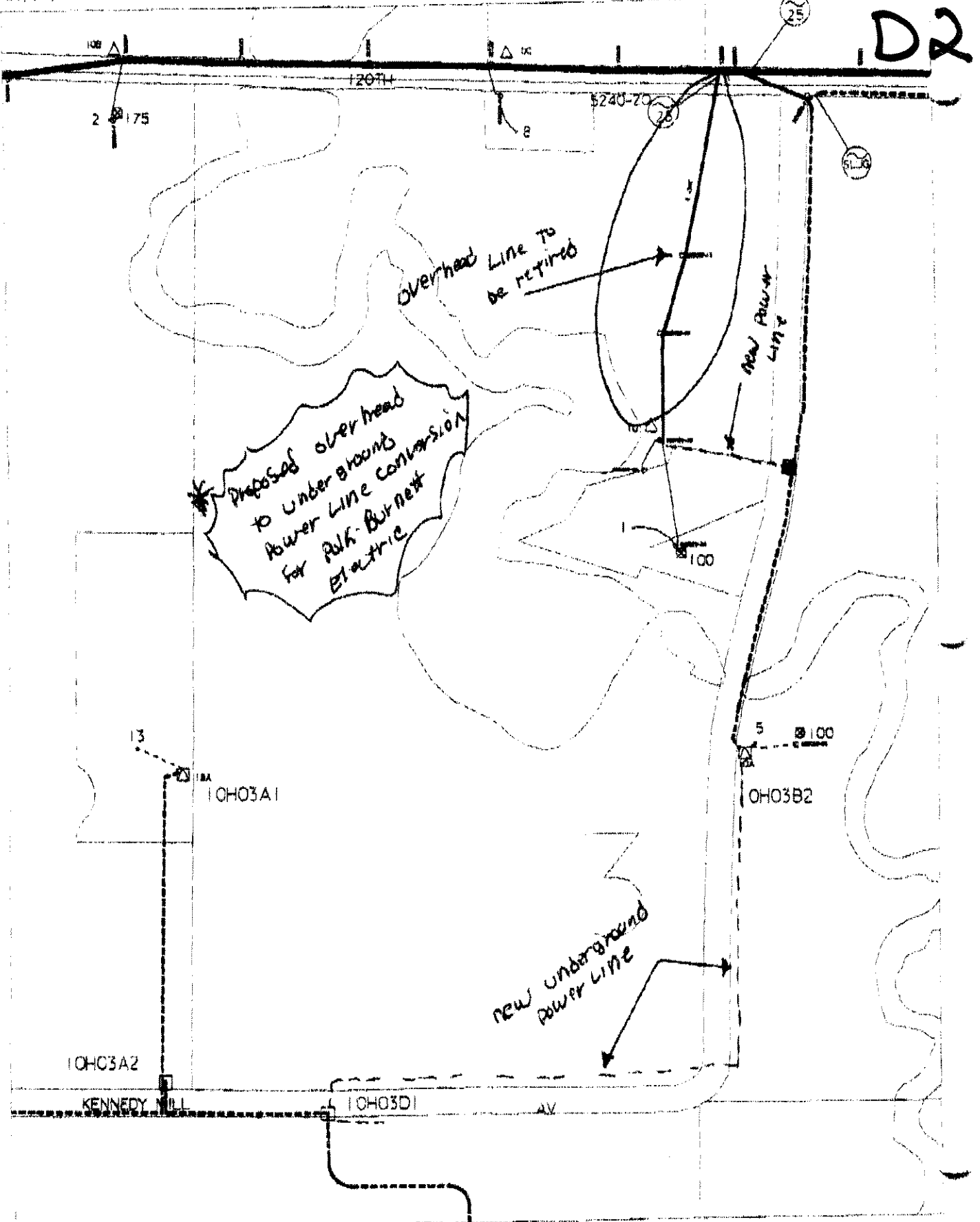
STATE OF _____)
 County of _____)ss.

Notary Public _____
 Notary Printed Name _____

_____ County, _____
 commission expires: _____

Personally came before me this _____ day of _____
 20 _____ the above named _____

_____ known to me to be the person(s) who executed the foregoing My instrument and acknowledged the same. 1105



D3



POLK • BURNETT
1000 Highway 35 • P.O. Box 310 • Canturia, WI 54824-0310
(715) 646.2191 • (800) 421.0283 • FAX (715) 646.2404 • www.polk-burnett.org
Branch Office: 7298 State Road 70 • P.O. Box 201 • Siren, WI 54873-0201

TO: Debra Peterson

FROM: Erick Vitalis

PHONE: 715-485-9294
FAX: 715-485-9110

PHONE: 715-646-2191
FAX: 715-646-2130

No. of Pages 4 (Including Cover Page)

REMARKS: URGENT FOR YOUR REVIEW REPLY ASAP PLEASE COMMENT

NOTES: Debra, Polk-Burnett Electric is proposing 2 (underground) power line installations within the Kennedy Mill park (sketch enclosed), in order to retire the overhead line that is currently installed in the park and replace it with a new underground line. Also to install a second underground power line on the south east corner of the park in order to provide better service reliability to our customers in that area.

There is no cost to the county to have this change made, however Polk-Burnett Electric would need an updated Utility easement for each project (I have enclosed) to allow us to make the proposed installations.

This work would be done either in Nov. of 08, or in the spring of 2009, depending on weather conditions. Please call me if you have any questions regarding this project.

**Erick Vitalis
Engineering Tech. Polk-Burnett Electric. 715-646-2191 Ext. 383**

E

RESOLUTION _____
RESOLUTION FOR OUTDOOR RECREATION AIDS

WHEREAS, the Polk County Parks Department is interested in developing lands for public outdoor recreation purposes as described in the application; and
WHEREAS, financial aid is required to carry out the project,
THEREFORE, BE IT RESOLVED, that the Polk County Parks Department understands that matching funds and in kind labor will be raised from non-county sources; and
HEREBY AUTHORIZES the Parks Director of the Polk County Parks Department to act on behalf of Polk County to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Complete reimbursement claim along with necessary supporting documentation with 6 months of project completion date;
- Sign documents; and
- Take necessary action to undertake, direct, and complete the approved project.

BE IT FURTHER RESOLVED that the Polk County Parks Department will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project site.



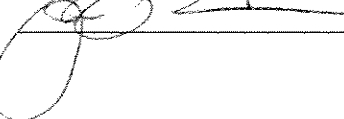
Funding Amount _____ Funding Source _____


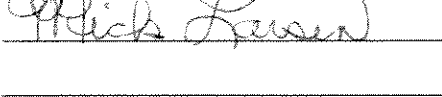
Date Finance Committee Advised _____ Effective Date: Upon passage

Approved as to form: 
Corporation Counsel

Date Submitted to County Board _____

SUBMITTED BY:

 4/6/09
 4-6-09


 4-6-09


E1

The above resolution was adopted on the _____ day of _____ 2009 by the County Board of Supervisors of Polk County. (if necessary, note the vote on the resolution).

Bryan Beseler, Polk County Board Chairperson

Date: _____

Attest:

Carole Wondra, Polk County County Clerk

Date: _____

F

RESOLUTION _____-09

RESOLUTION AUTHORIZING DONATION OF ABANDONED AMERY COMMUNICATION TOWER TO THE CITY OF AMERY

WHEREAS, Polk County activated a new communication system in October of 2006; and

WHEREAS, the old 150 ft communication tower and steel building located at the old Amery Landfill was abandoned; and

WHEREAS, the City of Amery permitted the placement of the Amery Tower on City Property since approximately 1972; and

WHEREAS, the City of Amery has expressed an intent to accept ownership of the tower and building; and

WHEREAS, the future communication needs of Polk County does not include plans for this Amery Tower; and

WHEREAS, the cost of disassembling the tower exceeds the value.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors grant ownership of the Amery Tower and accompanying building to the City of Amery without cost to the City of Amery.

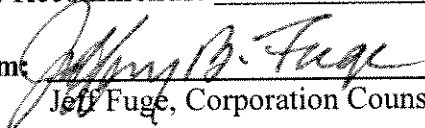
Submitted to the Polk County Board of Supervisors this 21st day of April 2009.

Funding Amount: None

Funding Source None

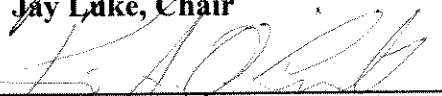
Finance Committee Recommends: _____

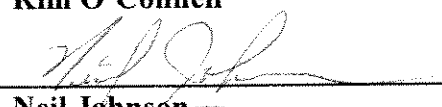
Effective Date: Upon passage


Approved as to form: 
Jeff Fuge, Corporation Counsel

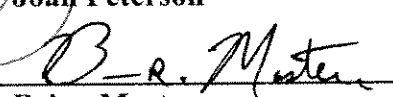
Submitted by the Public Protection and Judicial Committee: _____


Jay Luke, Chair


Kim O'Connell


Neil Johnson


Joan Peterson

 3/3/09
Brian Masters

G

ORDINANCE _____

POLK COUNTY WISCONSIN

ORDINANCE ESTABLISHING SHERIFF'S JAIL FEES FOR INMATES
INCARCERATED IN THE POLK COUNTY JAIL

THE BOARD OF SUPERVISORS OF POLK COUNTY DOES HEREBY ORDAIN
AS FOLLOWS:

1. Previous ordinances regarding jail fees including Ordinance # 75-03 are hereby vacated and re-created as follows:
2. AUTHORITY: This ordinance is enacted pursuant to WI STATS 302.372, 302.38, 303.08, 303.18 and 800.095(6).
3. INTENT: It is the intent of this ordinance that sentenced inmates, inmates imprisoned as a condition of Probation or inmates that are held on a Probation hold in the Polk County Jail, to the extent authorized by law, contribute to the cost of their incarceration.
4. FEES ASSESSED TO INMATES: An inmate sentenced to jail for a crime, and inmates incarcerated under authority of Probation and parole, shall have the fees assessed in the following manner:
 - a. Huber-privileged inmates: The sum of \$15.00 per day assessed every calendar day or the nearest full day that the inmate is in employment status, whether or not the inmate actually works on a given day. Employment status has a meaning as identified in WI STATS 303.08(1)(a) through (e).
 - b. Out of county Huber inmates: Inmates that are sentenced in any court outside of Polk County and desire to serve the sentence under Huber Law in the Polk County Jail for convenience or on a voluntary basis will be assessed the sum of \$25.00 per day under the same terms as outlined in (a).
 - c. Booking fee: The sum of \$25.00 assessed to every inmate that is booked into the Polk County Jail, provided the inmate is sentenced to the County Jail for a crime and the sentence is imposed in Polk County Circuit Court. The booking fee also applies to inmates that are incarcerated as a result of a probation hold or time served as a condition of probation. The booking fee will be assessed for the calendar day in which the inmate is booked into the jail regardless of the time of day.
5. DUPLICATION OF EXPENSES: The Polk County Jail will not seek to recover the same expense twice.

G-1

In the event the inmate is incarcerated solely because of conduct which violate the inmate's probation supervision and which would not otherwise constitute a criminal offense and, in the event the Department of Corrections would make payment to the County at a funding level of \$40.00 per day as specified in WI STATS 302.33(2)(a)(3), the county would not seek reimbursement from the inmate. Polk County will however, assess warrant fees as set forth in 4.d.

6. REIMBURSEMENT FORM: Each inmate confined to the Polk County Jail is required to pay the costs of incarceration as stated herein or will be required to complete a financial disclosure and income statement provided by the Sheriff. This form shall provide for obtaining the Social Security number, age and marital status of an inmate, the number and ages of dependant children, the income, the type and value of real property owned by the inmate, the type and value of personal property, the inmates cash and financial institution accounts, the types and values of investments, annuities and pension plans and any other personal significant cash value owned by the prisoner. The form may be used by the Sheriff, District Attorney or Corporation Counsel to make decisions regarding reimbursement to the County and to investigate the financial status of the inmate. The information on the completed form is not a public record except that Polk County shall provide the information from the form in response to a request for information under WI STATS 49.22(2m) made by the Wisconsin Department of Workforce Development or under WI STATS 59.53(5) made by the Child Support Agency.
7. INSTITUTIONAL ACCOUNTS: The Sheriff shall charge an inmate for the expenses set forth while the inmate is imprisoned.
 - a. The Sheriff shall maintain an institutional account for a prisoner's use for payment of items from canteen, vending, or similar services, the Sheriff may make deductions from the account to pay for the expenses as set forth above. If the inmate has a balance due for expenses under this ordinance, from prior incarcerations, any institutional account funds created as part of a subsequent incarceration may be used to recover the sums due from the prior incarceration.
 - b. The Sheriff shall maintains an account of a Huber inmate pursuant to WI STATS 303.08(3), the Sheriff may make deductions from the account to pay for the expenses set forth in this ordinance subject to the limitations of WI STATS 303.08(5).
8. WAGES OF A HUBER/WORK RELEASE INMATE: The wages, salary, and unemployment training benefits received by an inmate shall be divided by the Sheriff for the following purposes, in the order stated:
 - a. Necessary travel expense to and from work;
 - b. Court-ordered support of the prisoner's dependants, if any;
 - c. Expenses owed to the County under this Ordinance;
 - d. Payment either in full or ratably, of the inmate's obligation acknowledged by the prisoner in writing or which have been reduced to judgment;

G2

e. The balance, if any, to the inmate, upon release.

9. INMATE COOPERATION: An inmate shall cooperate with the Sheriff in seeking reimbursement for expenses incurred for that inmate. An inmate who intentionally refuses to cooperate may not earn good-time credit under WI STATS 302.43

10. LEGAL ACTION TO RECOVER REIMBURSEMENT: Within twelve (12) months after the release of an inmate from jail, Polk County may commence an action in Circuit Court to recover the expenses under this Ordinance; plus the costs to investigate the financial status of the inmate and the expenses of collection not otherwise recovered or are barred.

11. PROCEEDS: Any sums collected under this Ordinance shall be deposited with the County Treasurer.


Sponsored by: Public Protection Committee




Kim O'Connell



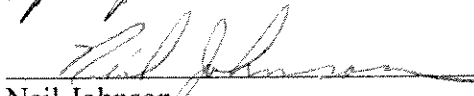
Joan Peterson




Jeffrey B. Faye, Corporation Counsel



Jay Luke, Chair



Neil Johnson



Brian Masters

APPROVED AS TO FORM

Dated this _____ day of _____, 2009

Date presented to the Polk County Board of Supervisors: _____ 2009.

County Board Action: _____

Effective Date: Upon passage and publication as provided by law.

~~XXXXXXXXXX~~
H

RESOLUTION _____-09

Resolution to Consolidate Accounting and Financial Functions
of the County into the Department of Administration

WHEREAS, the members of the Polk County Board of Supervisors and the
Department Heads attended the 2009 Budget Retreat; and

WHEREAS, the 2009 Budget Retreat displayed a consensus to examine the
potential consolidation of certain county-wide functions; and

WHEREAS, in consideration of such consensus, the Executive Committee has
recommended the consolidation of the county's accounting and financial functions into
one department; and

WHEREAS, the Finance Committee has discussed and recommended the
consolidation of all of the County's accounting and financial functions into the
Department of Administration.

THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors
directs the consolidation of all of the county's accounting and financial functions into the
Department of Administration.

BE IT FURTHER RESOLVED that the Administrative Coordinator shall
coordinate and direct respective Department Heads and necessary staff in the
development and implementation of said consolidation.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors
suspends the specific provision in Policy 881 concerning Reorganization, Absorption for
Merger of County Departments with respect to the consolidation of the accounting and
financial functions of the county into the Department of Administration, as directed by
this resolution.

Funding Amount: N/A Funding Source: N/A
Finance Committee Advised: N/A Finance Committee Recommendation: N/A

Approved as to form:


Jeffrey B. Fuge, Corporation Counsel


Date Submitted to County Board:

April 21, 2009

Effective Date:

Upon passage

Submitted and Sponsored By the Executive Committee

 4/17/09

County Board Action: _____

I

RESOLUTION ___09

Early Re-Payment of the Bremer Bank Loan

WHEREAS, the Golden Age Manor has a significant "2008 Profit"; and

WHEREAS, the Golden Age Manor has requested funding for Capital Improvements and the Finance Committee is recommending financing of these Capital Requests through the State Trust Fund Loan Program; and

WHEREAS, Polk County has an outstanding bank loan for the repair of HVAC Equipment with a "balloon payment" of \$42,682 dues in 2015; and

NOW THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors, authorizes the Finance Director/Internal County Auditor to make the appropriate transfer from the Golden Age Manor 2008 Surplus to pay-off the bank loan effective immediately.

Funding Amount: Estimated Payoff \$73,216 Funding Source: 2008 Golden Age Manor "Surplus"

Date Finance Committee Advised & Recommended: April 8, 2009

Effective Date: Upon passage

Approved as to Form: Jeff Fuge
Jeff Fuge, Corporation Counsel

Date Submitted to County Board: April 21, 2009

County Board Action: _____

Submitted at the recommendation of the Finance Committee:

Gary Bergstrom

Mick Larson

Kathryn Kienholz

Bryan Beseler

Brian Masters 4/21/09
Brian Masters

This resolution was enacted by the Polk County Board of Supervisors on April 21, 2009.

Bryan Beseler, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, Polk County Clerk

Dated: _____

J

RESOLUTION ____09

Resolution to Proceed with Golden Age Manor Capital Improvements

WHEREAS: for the last few years there was discussion of selling Golden Age Manor, and on January 22, 2008 Golden Age Manor was sold; and

WHEREAS: during the time of consideration to sell Golden Age Manor all non-emergency capital improvements were put on hold; and

WHEREAS: since the Golden Age Manor will remain in Polk County ownership, some delayed capital improvements need to proceed expeditiously; and

WHEREAS: Golden Age Manor needs to replace its 50 (fifty) year old windows that are single pane, and inefficient, replace the 11 (eleven) year old carpeting that is worn out; and

WHEREAS: these capital items should have been replaced years ago, it is time to expedite the bidding process to replace these items, which will improve the comfort of the residents and improve the appearance and energy efficiency of home that they live in; and

WHEREAS: Golden Age Manor could recoup 70%-75% of these capital expenses through the Medicaid reimbursement program.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors authorize the Golden Age Manor Board of Trustees to proceed with the acquisition of new windows, carpeting, and bathing system.

Funding Amount: \$200,000

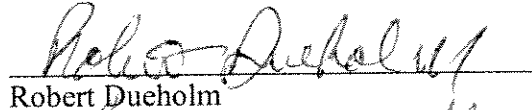
Funding Source:

Effective Date: Upon Passage

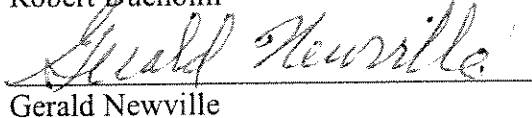
Approved as to form:


Jeffrey B. Fuge, Corporation Counsel

Submitted at the Recommendation of the Golden Age Manor Board:


Robert Dueholm

Patricia Schmidt


Gerald Newville

Robert Blake


David Ollman

Date Submitted to County Board:

County Board Action: _____

RESOLUTION APPROVING THE COMPLETION OF THE STATE LOAN APPLICATION

K

Resolution No. _____

Polk County, Wisconsin

WHEREAS, the Polk County Board of Supervisors approved the purchases identified below and authorized the County Finance Director to take all action necessary to secure a loan for not more than five years in an amount not to exceed \$315,000 from the Wisconsin State Trust Fund to fund the following projects;

- Replacement of Windows at Golden Age Manor (GAM);
- Replace of Carpeting at GAM; and
- County-wide Timekeeping System

WHEREAS, the County Board must authorize the completion of the State Loan Application attached;

THEREFORE, be it resolved that the Polk County Board of Supervisors approves the completion of the State Loan Application attached and authorizes the County Finance Director to take all action necessary to complete the process to secure a loan from the Wisconsin State Trust Fund to pay for the projects.

Funding Amount: not to exceed \$315,000

Funding Source: State Trust Loan Program

Date Finance Committee/Recommend/Approved: March 25th and April 8, 2009

Approved as to form:

Jeff B. Fuge
Jeff Fuge, Corporate Counsel

Date Submitted to County Board: April 21, 2009

County Board Action: _____ Effective: _____

Submitted at the Recommendation of the Finance Committee:

Kathryn Kienholz
Kathryn Kienholz

Bryan Beseler 4/8/09
Bryan Beseler

Gary Bergstrom
Gary Bergstrom

Mick Larsen
Mick Larsen

Brian Masters
Brian Masters

This Resolution was enacted by the Polk County Board of Supervisors on April 21, 2009.

Bryan Beseler, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

K1

WORKSHEET FOR MUNICIPAL APPLICATION REQUEST

Board of Commissioners of Public Lands
125 South Webster Street, Room 200
PO Box 8943
Madison, WI 53708-8943
Phone 608-266-0034

DATE _____

MUNICIPALITY _____
(Indicate municipal type ... town, village, city, lake district, etc.)

CLERK NAME _____ Phone #: _____

CLERK ADDRESS _____

CONTACT PERSON _____
(If different from Clerk)

CONTACT ADDRESS _____

LOAN PURPOSE: _____

AMOUNT OF LOAN: _____

TERM OF LOAN: _____ Years

ESTIMATED COMPLETION DATE OF PROJECT OR ESTIMATED DELIVERY DATE
OF EQUIPMENT: _____

DATES OF NEXT TWO BOARD/COUNCIL MEETINGS: _____

ATTACH MINUTES OF BOARD/COUNCIL MEETING. HIGHLIGHT PERTINENT SECTION.

Clerk Signature – REQUIRED

22

State Loan Program Drawing Before 08/01/09

<u>Year</u>	<u>Principal</u>	<u>Interest 3.5%</u>	<u>Total</u>
2010	59,092	6,501	65,593
2011	57,160	8,432	65,592
2012	59,143	6,449	65,592
2013	61,231	4,361	65,592
2014	63,374	2,218	65,592
\$ 300,000	\$ 27,961	\$ 327,961	

State Loan Program Drawing After 08/01/09

	<u>Principal</u>	<u>Interest 3.5%</u>	<u>Total</u>	<u>Difference</u>
2010	-	-	-	
2011	66,793	16,455	83,248	
2012	75,063	8,185	83,248	
2013	77,712	5,535	83,247	
2014	80,432	2,815	83,247	
\$ 300,000	\$ 32,990	\$ 332,990	\$ 5,029	

L

Resolution _____ -09

To Disallow Claim of Rice Partnership and Golden Health Care and Rehab Center, LLC.

WHEREAS, on January 14, 2009, Rice Partnership and Golden Health Care and Rehab Center, LLC., (hereinafter referred to as "Claimant"), delivered by certified mail a Notice of Circumstances Giving Rise to Claim and Claim to the Polk County Clerk; and

WHEREAS, said Notice of Circumstances Giving Rise to Claim and Claim demands against Polk County to pay Claimant the sum of \$232,673.70, allegedly for contractual damages that Claimant claims to have incurred as a result of Polk County breach certain contractual provisions in the Asset Purchase Agreement for the sale of the Golden Age Manor Nursing Home.

WHEREAS it has been determined by a court of law that the Asset Purchase Agreement for the sale of the Golden Age Manor Nursing Home is null and void.

WHEREAS, upon review of said claim, the Corporation Counsel has recommended denial of said claim.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors denies the claim of Rice Partnership and Golden Health Care and Rehab Center, LLC., as delivered to the Polk County Clerk on January 14, 2009.

BE IT FURTHER RESOLVED that pursuant to Wisconsin Statute Section 893.80(1g) no action or claim may be brought against Polk County, or any of its officers, boards, committees, agents or employees after six months from the date of service of this notice.

BE IT FURTHER RESOLVED that this resolution shall constitute a Notice of Disallowance and that a certified copy of same be served by certified mail, return receipt requested, Rice Partnership and Golden Health Care and Rehab Center, LLC., 1726 N. Ballard Road, Appleton, Wisconsin, and its attorneys.

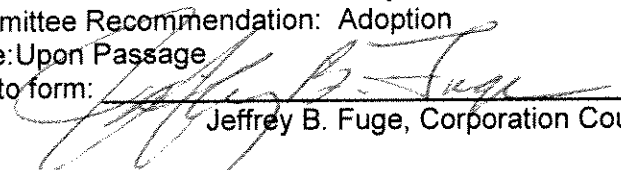
Funding Source: N/A Funding Amount: N/A

Date Finance Committee Advised: February 25, 2009

Finance Committee Recommendation: Adoption

Effective Date: Upon Passage

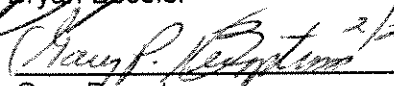
Approved as to form:

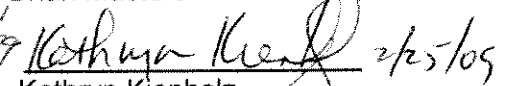

Jeffrey B. Fuge, Corporation Counsel

Submitted at the Recommendation of the Finance Committee:


Bryan Baseler 2/25/09


Brian Masters 2/25/09


Gary Bergstrom 2/25/09


Kathryn Kienholz 2/25/09

Mick Larsen

Dated Submitted to County Board: ^{April 21} March 17, 2009

County Board Action: _____

LI

Resolution _____ -09: To Disallow Claim of Rice Partnership and Golden Health Care and Rehab Center, LLC. page 2

The above resolution, Resolution _____ -09: To Disallow Claim of Rice Partnership and Golden Health Care and Rehab Center, LLC., was adopted by the Polk County Board of Supervisors on a vote of _____ in favor and _____ against on the _____ day of March 2009.

_____ Dated: _____
Bryan Beseler, Polk County Board Chairperson

Attest:

_____ Dated: _____
Carole Wondra, Polk County Clerk

M

RESOLUTION _____-09

OFFICIAL NEWSPAPER

WHEREAS, there is an attorney general's opinion that each county may have only one official newspaper; and WHEREAS, Polk County, currently has one primary newspaper and two secondary newspapers; and WHEREAS, it is important to the residents of Polk County, that all legal notices and advertising be made available; and WHEREAS, it is in the County's best interest to do so at the lowest cost available; and WHEREAS, after submitting bids, _____ newspaper's rate for all of the official printing requirements is the lowest submitted.

NOW THEREFORE BE IT RESOLVED that effective April 21, 2009 the _____ shall be Polk County's official newspaper, and _____ and _____ shall be the secondary newspapers.

BE IT FURTHER RESOLVED that effective April 21, 2009, that the official paper shall publish the county board proceedings and election notices as required to be published by the County Clerk.

BE IT FURTHER RESOLVED that the official and secondary papers shall publish the official notices and agendas as required to satisfy required legal posting and publishing.

Funding Amount: Funding Source: County Clerk's Budget

Date Finance Committee Advised/Recommended: April 8, 2008

Effective Date: Upon Passage

Approved as to form _____
Jeff Fuge, Corporation Counsel

Date Submitted to County Board: April 21, 2009

County Board Action: _____ Effective: _____

Submitted at the Recommendation of the Finance Committee:

Bryan Beseler

Brian Masters 4/21/09

Gary Bergstrom

Kathryn Kienholz

Mick Larsen

This Resolution was enacted by the Polk County Board of Supervisors on April 21, 2009.

Bryan Beseler, Polk County Board Chairperson
Dated: _____

Attest: _____
Carole Wondra, County Clerk
Dated: _____

~~IP: 10.0.2.34~~
N

RESOLUTION _____-09

Resolution to Amend Polk County Policy 881 *Staffing, Budget Planning and Position Administration*

WHEREAS, members of the County Board of Supervisors and the Department Heads attended the 2009 Budget Retreat; and

WHEREAS, the 2009 Budget Retreat displayed a consensus for opportunities to improve Polk County Policy 881, *Staffing, Budget Planning and Position Administration*; and

WHEREAS, consistent with said consensus, the Executive Committee met on April 16, 2009, and has recommended certain amendments to Policy 881.

THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors amends Policy 881, *Staffing, Budget Planning and Position Administration*, attached hereto and incorporated herein.

Funding Amount: N/A
Finance Committee Advised: N/A

Funding Source: N/A
Finance Committee Recommendation: N/A

Approved as to form:


Jeffrey B. Fuge, Corporation Counsel

Date Submitted to County Board:
Effective Date:

April 21, 2009
Upon passage

Submitted and Sponsored By the Executive Committee

 4/17/09

County Board Action: _____

NI

Polk County Wisconsin

STAFFING, BUDGET PLANNING AND POSITION ADMINISTRATION

Policy 881
Effective Date: 02-18-93 Revision Date: 06-15-04, 6-20-06, 6/19/07, 3-11-08; 4-21-2009

Purpose

Staff planning is intended to manage the allocation of positions to County departments in a way that maximizes efficient and economical utilization of staff resources in accordance with Polk County plans and guidance, directives and guidelines. Position administration requires that except in unusual circumstances, decisions to allocate additional positions (including temporary and part time) occur as part of the annual budgeting process. It provides standard definitions and a common language for personnel actions, budgeting, and planning. It is the responsibility of the Personnel Committee and Department of Administration to administer the authorized positions, ensuring that employees receive the proper pay and benefits as determined by the status of the position. All positions, once established, adhere to the governing policies of the County.

Funding

Funding for each department's Personnel costs will be determined by the Finance Committee and approved as part of the annual budget process. Funds allocated for salary expenses may not be utilized for operational or capital improvement items unless otherwise authorized in accordance with Policy 310 – Budget Overruns Policy.

Definition of Types of Positions and Procedure for Authorization:

Polk County has two major categories of positions: non-limited and limited. Non-limited positions are County Board-approved and have no definite ending date. Limited positions are appointments to normally fulfill a specific assignment with a defined ending date.

Non-Limited Positions:

Full-Time - positions designed for a full workweek as defined by labor contract, personnel policy, or other appropriate controlling document (such as County Board resolution, contract with outside agency, etc.).

Part-Time - positions designed to work hours less than a full work week as defined by labor contract, personnel policy, or other appropriate controlling document (such as County Board resolution, contract with outside agency, etc.). Part time positions are divided into three (3) sub-classifications:

1. Regular Part-Time- positions scheduled to work 1020 hours or more per year.
2. Limited Part-Time - positions scheduled to work less than 1020 hours per year.
3. Casual - positions that have an irregular or variable number of hours per year.

depending on departmental need, but which are established on a permanent basis by County Board resolution. There is generally no set schedule or guaranteed number of hours. Most of these positions are established for "on-call" or "fill in" purposes. These positions cannot exceed 600 hours in a 12-month period. These positions will work a flexible schedule which alternately may begin, cease, and begin again as the needs of the County require.

Restrictions on Part Time Non-Limited Positions

Established part-time positions are limited to the number of hours per week initially approved by the County Board. These positions will also be monitored by the Department of Administration. On-going discrepancies between the approved number of hours and actual hours worked will be brought to the attention of the Department Head and supervising committee. Department Heads who want to increase hours for a part-time position must follow the approved procedures outlined in this section. Except in unusual circumstances, these requests shall occur as part of the annual budget development process, and not at other times throughout the year. Some circumstances may result in requests for additional staffing at any time during the year. The approval process must follow the guidelines set forth in this policy.

In cases of extreme emergency, Department Heads shall have the authority to expand the weekly hours of a part time position for up to ninety (90) days, provided such action is reported as soon as possible to the governing committee, the Personnel Committee, and the Employee Relations Director. . Governing committees shall have the authority to approve expanded hours for part time employees for an additional forty-five (45) days after gaining approval from the Employee Relations Director.

Limited Positions:

Limited positions are generally divided into two (2) categories: those which are limited by the availability of outside funding sources, that are primarily short term grants in duration, and those which are limited by the type and scope of work to be performed.

Outside of the annual staffing/budget process, only the Employee Relations Director or designee may authorize limited positions when applicable by policy. Department Heads may authorize emergency hire situations in the absence of the Employee Relations Director with a notice to the Employee Relations Director as soon as possible or within 72 hours whichever is less, at which time the requisite hiring procedures will be conducted.

Limited positions cannot be used to camouflage positions that would otherwise require approval by the County Board. Limited employees do not participate in the County's benefits program except as provided for elsewhere in the County's personnel policy or collective bargaining agreements, or as required by law. The number of hours worked may be either full-time or part-time.

Limited positions are designed to serve four major purposes:

- 1) Fill positions that are temporarily vacated by non-limited employees (full or part-time).

- 2) Provide assistance to departments experiencing temporary increases in workload.
- 3) Fill a full or part-time position for a limited period of time as part of yearly and/or seasonal program or activity.
- 4) Enable county participation in an activity for which an outside funding source is available.

Limited positions are categorized as temporary, seasonal, emergency, funding limited or variable as defined below:

Temporary An appointment for a specific period of time not to exceed 2080 hours in any 12 month period (including extensions) for any one department. Department Heads anticipating temporary help needs should include the appropriate line items when submitting their annual budget. When outside of the annual staffing/budget process, supporting material from the Department Head and supervising committee should be submitted to the Employee Relations Director to gain authorization before the final decision to approve the position. It is the responsibility of the Department Head to ensure that expenditures for temporary help do not cause the department to exceed their budget.

Seasonal An appointment to a position on a limited basis to fulfill a specific assignment of a recurring, well-defined nature, not to exceed six (6) months in any twelve (12) month period. Seasonal positions must be approved as part of the annual budget process. Department Heads anticipating seasonal help needs should include the appropriate line items when submitting their annual budget. Supporting material from the Department Head and supervising committee should be submitted to the Employee Relations Director. Departments should follow the same guidelines and timetable for approval as those for non-limited positions. It is the responsibility of the Department Head to ensure that expenditures for seasonal help do not exceed the budgeted dollar amount.

Emergency An appointment to meet staffing needs of an unforeseen or critical nature. Department Heads may establish emergency positions with the concurrence of the Employee Relations Director for a period not to exceed ninety (90) calendar days, provided such action is reported to the governing committee and the Personnel Committee during their next meetings. Governing Committees may extend the positions an additional forty-five (45) calendar days after gaining authorization from the Employee Relations Director. The Personnel Committee must approve any extension of the position beyond this time limit. Governing Committees will gain the approval of the Finance Committee when the Department's budget is not adequately funded.

Funding-

N4

Limited

Positions approved by the County Board which are funded through sources (e.g. grants) which have a time limit that must be monitored by the department head.

The procedures for establishing this type of position shall be identical to those set forth for non-limited positions and when possible shall follow the same time lines as with the exception that the process may begin and end at any time during the year which is appropriate to the circumstances. In addition, these time lines may be shortened when necessary to meet the requirements of a particular funding grant. Whenever possible, this will occur as part of the annual budgeting process.

In the event that a grant imposed deadline for establishment of such a position occurs outside the annual staffing plan process, the department's governing committee and the Personnel and Finance Committees shall have the authority to approve the position.

Unless subsequently authorized by the procedures outlined in this policy, these positions will end when the outside funding ends. In some cases the department may want to seek County Board approval for continued existence of the position. In these cases, the department head shall seek approval for continued County funding of the position as part of the annual budget development process in the year preceding the year in which outside funding will be either eliminated or reduced. This approval shall be obtained utilizing the procedures outlined in this policy for establishing new non-limited positions.

Variable

(Sheriff's Dept only) – Positions without a defined ending date, which have an irregular or variable number of hours per year, depending on department needs. There is generally no set schedule or guaranteed number of hours. Most of these positions are established for on call or "fill in" purposes. The positions will work a flexible schedule which alternately may begin, cease, and begin again as the needs of the department require. Variable positions shall normally be approved as part of the annual budget process. Outside of the annual staffing/budget process the Employee Relations Director may approve additional positions on a temporary basis and for good cause as provided by the Sheriff. Consistent with this policy the Sheriff may, for emergency reasons, hire employees when the Employee Relations Director is not available for approval. The Employee Relations Director shall be notified within 72 hours or the first business day, whichever is less.

Redefinition of a Limited Position to a Non-limited Position

In order for a limited position to be reallocated as a non-limited position, the approval procedures as outlined for establishing a non-limited position must be followed. These requests shall occur as part of the position administration process, and not at other times throughout the year.

Fee Reimbursement Funded Positions

The Department Heads will identify fee reimbursed positions on their organizational chart when submitted to the DOA. The Personnel Committee may provide for the designation of a certain position as Fee Reimbursement Funded Positions, the establishment of which shall be exempt from the provisions of this policy. The Personnel Committee shall be responsible for identifying and approving the types of positions that qualify for this exemption. Department Heads may adjust the number of these positions and hours of patient care staff as needed, as long as the adjustments reflect actual changes in client caseloads, resident census, and/or other relevant criteria. This includes any reclassification of positions from limited part-time to regular-part time or full time status. Department Heads shall report to their governing committees on a quarterly basis as to the number of such positions that exist in each department and the number of hours established for each position. The Personnel Committee may at its discretion provide for minimum and maximum staffing ratios for such positions, which shall govern the establishment and reduction of such positions. The Finance Committee must first approve any positions created or expanded under this section that have a fiscal impact on the County.

Reorganization, Absorption, or Merger of County Departments

The supervising committee(s) and the Personnel Committee with the assistance of the ER Director, prior to implementation must approve all proposed re-organizations, position reclassification or mergers. Revised position descriptions for all affected positions must be submitted to the Employee Relations Office for approval. The County Board must approve reorganizations and mergers affecting more than one department.

Procedure for Annual Staffing Plan and Budget Process

Each year as part of the annual staffing process, and then leading into the budgeting process, departments will prepare a staffing plan for the next fiscal year. This staffing plan shall include an organizational chart identifying units and positions within the department highlighting positions that are proposed as new or planned for elimination in the ensuing fiscal year.

By the first business day in June, the Department of Administration and Employee Relations Department will develop and distribute the staffing and budget-planning calendar. Prior to commencement of the process, preliminary salary and benefit information will also be distributed.

Step	Action	
1	<p>The Executive Committee shall meet by June 15, commencing in 2008, to issue staffing and programming guidance directives that may consist of, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Consideration of programming and service priorities for future staffing/budget plans. 2. Feasibility and/or amount of increased revenues (Fees/rates). 3. Feasibility and potential costs of new services. 4. Recommendations on increased or decreasing revenue sources. 	

	<p>5. Consideration of allowing services to be provided by private industries within Polk County.</p> <p>6. Consideration of outsourcing specific services.</p> <p>7. Consolidation of services and efforts between departments.</p> <p>Department Heads, Governing Committees, Finance and Personnel Committees will utilize this guidance <u>these directives</u> in preparing their budgets and planning for staffing in their analysis and justification for the next fiscal year.</p>	
2	<p>Each Department Head shall develop a staffing plan for their department. This plan shall be completed using Policy 881 Appendix Forms and include a copy of the department's proposed organizational chart; any proposed new positions or those planned for elimination, and a cost analysis for the department. The cost analysis shall detail wages and benefits to the department per unit, reflective of existing staffing structure, as well as detailed cost analysis of wages and benefits for new position requests, increase in hours of existing positions, proposed position eliminations, or any other applicable staffing changes as provided for within this policy Requests for new positions/increase in hours of existing positions must address specific rationale as to why each new position is required versus alternative methods of meeting demands for service.</p>	
3	<p>The supervising committee reviews, amends and approves the department staffing plans and submits approved staffing plans to Employee Relations.</p>	
4	<p>The Employee Relations Director examines each plan and presents all staffing plans to the Personnel and Finance Committees. Utilizing guidance <u>the directives</u> from the Executive Committee, the Committees jointly review the staffing plans with the Department Heads and their committee representative(s). The Personnel Committee recommends staffing needs to the Finance Committee and furnishes the same to each department and appropriate committee.</p>	
5	<p>The Personnel Committee provides direction regarding health insurance premiums for the next fiscal year. The Finance Committee provides budgetary guidelines to the departments.</p>	
6	<p>Department Heads and Governing Committees review the Personnel Committee staffing recommendations and Finance Committee budgetary guidelines. Department Heads develop budgets with Governing Boards/Committees and revisit staffing plans. Updates to staffing plans are submitted to</p>	

N7

	Employee Relations and initial budgets are submitted to the Department of Administration.	
7	Personnel Committee reviews updates/changes to departmental staffing plans and issues final staffing recommendations to the Finance Committee.	
8	Department Heads, along with their governing board/committee representatives, present budgets to the Finance Committee and Finance provides final recommendations to the departments	
9	Departments review final recommendations with governing boards/committees and notify the Department of Administration of intent to appeal staffing and budget recommendations	
10	The Personnel and Finance Committees consider staffing and budget appeals and make final recommendations	
October County Board Meeting	The Personnel Committee presents a summary of recommended staffing plans for justification and approval to the full County Board. The Finance Committee provides formal recommendation for Public Notice and Draft copy of the budget to County Board.	
November County Board Meeting	County Board adoption of the annual budget.	

- New position requirements outside of the normal budget process will adhere to the following process when the new requirement becomes known:
- A. Department Heads submit to governing committees and Employee Relations.
 - B. Personnel and Finance Committees review in that order.
 - C. County Board approval as required by policy.

NS

Polk County Staffing Analysis

(Add additional sheets as necessary)

Department:	
Division or Unit:	
Program:	
Program or service description and statutory citation if mandated:	
Services Provided:	
Target Group, Eligibility, and number of citizens served:	
Current Staffing:	
New Staffing Requests:	
Current Year Personnel Budget	
Projected Personnel Budget (with and without new staffing requests/reduction in staffing)	
Funding Sources (% by source)	
Current and/or future policy issues	

Prepared by: _____ Title: _____

Date: _____

N9

NEW POSITION/POSITION STATUS CHANGE REQUEST

Position Title _____

Department _____ Account Number _____

- New Non-Limited Position
- Increase hours of established position – From _____ FTE to _____ FTE
- Intern/Fee Reimbursement Funded/Limited Position

Total Wage and Fringes _____

Additional Requirements (Desk, Computer, File etc) _____

TOTAL COST _____

Less Outside Funding (Grants, Fees, etc. if any) _____
 *Note this is **additional** funding over and above what
 has already been applied to the current year's budget.

NET COST TO TAX LEVY _____

Department Head Signature _____ Date _____

----- To be completed by Committees -----

Personnel Committee Comments _____

Finance Committee Comments _____

Effective Date of Change: _____
 Additional Funding Authorized by Finance Committee: _____

POLK COUNTY BOARD OF SUPERVISORS
Minutes from Tuesday, April 21, 2009
Polk County Government Center – County Board Room
Balsam Lake, WI 54810

Chairman Beseler called the meeting of the Polk County Board of Supervisors to order at 6:00 PM.

County Clerk informed the chair the notice of the agenda was posted in three public buildings, mailed to all of Polk County media, published in the county's legal paper, the Tri County and Indianhead Advertisers and posted on the county's website the week of April 13, 2009 and the amended agenda was posted on April 17, 2009. Corporation Counsel verified that sufficient notice of the meeting was given.

Roll call was taken by the Clerk, with 20 members present. Supr. Kienholz and Supr. Caspersen were absent. Pat Messicci was absent under tendered resignation. Supervisor Masters offered prayer. Chairman Beseler led the Pledge of Allegiance. Chairman Beseler announced that Duana Bremer withdrew her name from the appointment to District 12.

Chairman Beseler requested a suspension of the rules, due to the amended agenda which was published following the 10 day posting rule. **Motion (Masters/Jepsen) to suspend the rules. A roll call vote was taken. Motion to Suspend the Rules failed, the vote was 11 in favor, 9 opposed. A 2/3 majority was required.** (Those voting yes: Suprs. Peterson, Schmidt, Rediske, Edgell, Masters. Arcand, Larsen, Luke, Jepsen, Bergstrom, Beseler. Voting no: Supr. Dueholm, Johansen, Brown, Sample, Stoneking, O'Connell, Johnson, Voelker, Newville.)

Motion (Larsen/Sample) to approve initial agenda. Chairman Beseler struck item #XIV from the agenda. **Motion to approve initial agenda, with item #XIV as struck by Chairman Beseler, carried by a unanimous voice vote.**

Supervisors Kienholz and Caspersen joined session at 6:20.
Public comments were given.

Motion (Schmidt/Brown) to accept the minutes of the March 17, 2009 County Board Meeting. Motion carried by a unanimous voice vote.

Two presentations were given.

The first presentation was given by Darlene Kusmirek on behalf of the Polk County Safety Committee to explain the implementation of Code Adam and other projects they are working on.

The second presentation was given by Tim Ritten, Land and Water Resource Director. who presented a plaque to Rebecca Fredrickson, in her achievement as the Outstanding Conservation Employee Award on behalf of the Wisconsin Association of Land Conservation Employees.

5 minute break.

Finance Director's Report was given by Tonya Weinert.

Res. 21-09 Approval of Town of St. Croix Falls Zoning Ordinance Amendments. Motion (Rediske/O'Connell) to approve. Sara McCurdy addressed the resolution. **Motion to adopt Resolution 21-09 carried,** by a unanimous voice vote.

Res. 22-09 2009 Highway Construction Projects. Motion (Caspersen/Brown) to approve. Motion to adopt Resolution 22-09 carried, by a unanimous voice vote.

Res. 23-09 to Authorize an Easement to Polk-Burnett Cooperative for Underground Electrical Lines at and across the DD Kennedy County Park. Motion (Larsen/Peterson) to approve. Motion (Larsen/Masters) to amend the motion, changing the legal description to that of the new right-of-way easement. Motion to amend Resolution 23-09 carried by a unanimous voice vote. **Motion to adopt the amended Resolution 23-09 carried,** by a unanimous voice vote.

Res. 24-09 Resolution for Outdoor Recreation Aids. Motion (Brown/Larsen) to approve. Motion to adopt Resolution 24-09 carried by a unanimous voice vote.

Res. 25-09 Resolution Authorizing Donation of Abandoned Amery Communication Tower to the City of Amery. Motion (O'Connell/Luke) to approve. Motion to adopt Resolution 25-09 carried by a unanimous voice vote.

Res. 26-09 Ordinance Establishing Sheriff's Jail Fees for Inmates Incarcerated in the Polk County Jail. Motion (Masters/Luke) to approve. Sheriff Moore addressed the resolution. **Motion to adopt Resolution 26-09 carried** by a unanimous voice vote.

Res. 27-09 Early Re-Payment of the Bremer Bank Loan. Motion (Bergstrom/Masters) to approve. Gary Taxdahl, GAM Administrator, addressed the resolution. Discussion followed. **Motion (Sample/Jepsen) to postpone action on the Res. 27-09 until the County Board meeting in May. Roll call vote was taken. Motion to postpone was defeated** 9 yes, 13 no. (Those voting yes: Suprs. Dueholm, Johansen, Sample, Arcand, Luke, Stoneking, Jepsen, Voelker Newville. Those voting no: Suprs. Peterson, Schmidt, Brown, Kienholz, Caspersen, Rediske, Edgell, Masters, Larsen, O'Connell, Bergstrom, Johnson, Beseler) **Motion to adopt Resolution 27-09 was defeated after a roll call vote,** 11 yes, 11 no. (Those voting yes: Peterson, Schmidt, Brown, Kienholz, Edgell, Masters, Larsen, O'Connell, Bergstrom, Johnson, Beseler. Those voting no: Suprs. Dueholm, Johansen, Caspersen, Rediske, Sample, Arcand, Luke, Stoneking, Jepsen, Voelker, Newville)

Res. 28-09 Resolution to Proceed with Golden Age Manor Capital Improvements. Motion (Newville/Stoneking) to approve. Motion (Brown/Schmidt) to table Resolution 28-09 until a later date. Motion to table Resolution 28-09 failed by a roll call vote of 7 yes, 15 no. (Those voting yes: Suprs. Peterson, Schmidt, Brown, Edgell, Masters, Sample, Johnson. Those voting no: Suprs. Dueholm, Johansen, Keinholz, Caspersen, Rediske, Arcand, Larsen, Luke, Stoneking, Jepsen, O'Connell, Bergstrom, Voelker, Newville, Beseler) **Motion (Newville/Peterson) to amend Resolution 28-09 by striking out Bathing System from the list of improvements. Motion to amend Resolution 28-09, carried** by a unanimous voice vote.

At the request of Supervisor Pat Schmidt, Duana Bremer addressed the County Board, regarding possible grant funds for GAM for energy efficient projects.

Motion (Rediske/Brown) to postpone taking any action on Resolution 28-09 until the June board meeting. Motion to postpone action failed by a roll call vote, 6 yes, 16 no. (Those voting yes: Suprs. Schmidt, Brown, Edgell, Masters, Sample, Johnson. Those voting no: Suprs. Dueholm, Peterson, Johansen, Kienholz, Caspersen, Rediske, Arcand, Larsen, Luke, Stoneking, Jepsen, O'Connell, Bergstrom, Voelker, Newville, Beseler)

Motion (O'Connell/Masters) to amend Resolution 28-09 by striking out the words, "the acquisition" and inserting "applying for grant" and adding roof to the list of improvements and striking the funding amount. Motion to approve amended Resolution 28-09 failed by a roll call vote, 9 yes votes, 13 no. (Those voting yes: Suprs. Peterson, Schmidt, Brown, Kienholz, Edgell, Masters, O'Connell, Bergstrom, Johnson. Those voting no: Suprs. Dueholm, Johansen, Caspersen, Rediske, Sample, Arcand, Larsen, Luke, Stoneking, Jepsen, Voelker, Newville, Beseler)

A request to call the question on Resolution 28-09. Roll call vote taken, tie vote 11 to 11. The request was defeated and discussion resumed.

Motion (Rediske/Brown) to reconsider postponing Resolution 28-09. Motion to reconsider carried by roll call vote, 12 yes, 10 no. (Those voting yes: Suprs. Peterson, Schmidt, Brown, Rediske, Edgell, Masters, Sample, Larsen, Jepsen, O'Connell, Bergstrom, Johnson. Those voting no: Dueholm, Johansen, Kienholz, Caspersen, ARcand, Luke, Stoneking, Voelker, Newville, Beseler)

Motion (Dueholm/Stoneking) to amend Resolution 28-09, by changing the postponement date from the June County Board meeting to May. Motion to amend the postponement date failed by a roll call vote 8 yes, 15 no. (Those voting yes: Suprs. Dueholm, Johansen, Caspersen, Luke, Stoneking, Voelker, Newville, Beseler. Those voting no: Peterson, Schmidt, Brown, Kienholz, Rediske, Edgell, Masters, Sample, Arcand, Larsen, Jepsen, O'Connell, Bergstrom, Johnson)

Motion (Brown/Schmidt) to postpone action on Resolution 28-09. Motion failed by a roll call vote. It was a tie vote, 11 yes, 11 no.

Motion (Bergstrom/Rediske) to amend Resolution 28-09 striking acquisition and inserting apply for grant funding and eliminating carpeting from the improvement list. Motion to approve amended Resolution 28-09 carried by a roll call vote, 19 yes, 3 no. (Those voting no: Supr. Luke, Stoneking, Beseler)

5 minute break

Motion (Dueholm/O'Connell) to amend Resolution 28-09 by adding insulated roof to improvement list and the source of funding to be Grant Funds. Motion to amend Resolution 28-09 carried by a unanimous voice vote.

Motion (Dueholm/Brown) to amend Resolution 28-09, by adding a second, BE IT RESOLVED, to authorize the Golden Age Manor Board of Trustees to proceed with the acquisition of flooring and using GAM 2008 surplus funds as the funding source. Motion to approve the amended Resolution 28-09, carried by a unanimous voice vote.

Motion (Voelker/Rediske) to amend Resolution 28-09 to strike from the first paragraph the line stating: and on January 22, 2008 Golden Age Manor was sold. Motion to approve amended Resolution 28-09 carried by a unanimous voice vote.

Res. 29-09 Resolution Approving the Completion of the State Loan Application. Motion (Bergstrom/Arcand) to approve. Motion (Bergstrom/Arcand) to amend Resolution 29-09 by striking to remove: Replacement of Windows at GAM and Replace of Carpeting at GAM. Motion (Newville/Rediske) to amend the amendment by changing the funding amount to: not to exceed \$110,000.

5 minute break.

Motion (Jepsen/Larsen) to withdraw the amendment to the amendment of Resolution 29-09, carried by a unanimous voice vote. Motion (Larsen/Peterson) to withdraw the amendment to Resolution 29-09 carried by a unanimous voice vote. Motion (Voelker/Brown to table Resolution 29-09, carried by a unanimous voice vote.

Res. 30-09 to Disallow Claim of Rice Partnership and Golden Health Care and Rehab Center, LLC. Motion (Newville/Masters) to approve. Motion to adopt Resolution 30-09, carried by a unanimous voice vote.

Res. 31-09 Official Newspaper. Motion (Masters/Larsen) to approve. Motion to amend Resolution 31-09 to show the Inter-County Leader as submitting the lowest overall bid and the Inter-County Leader shall be the official newspaper, and that the Indianhead and Tri-County North Advertisers shall be the secondary newspaper. Motion to approve amended Resolution 31-09 carried by voice vote. Motion to adopt Resolution 31-09 carried by voice vote.

Standing Committees Reports were given.

Supervisor's Reports were given. Supr. Voelker reported and filed with the Clerk a petition from the Village of Clayton, supporting the appointment of Craig Moriak to the Polk County Board of Supervisors District 12.

Chairman's Report given. Chairman Beseler noted he would be away April 24th to 29th. Vice Chair, Keith Rediske to fill in as acting County Board Chair. Also, start time for County Board meeting will be changed to 6:30 for the months of May thru Sept.

Administrative Coordinator's Report was given by Chairman Beseler.

Motion (Newville/Larsen) to adjourn. Motion carried. (10:00 PM)