

## **Polk County Board of Supervisors**

Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
County Board Room

**Tuesday, June 18, 2013**

### **Regular Business Meeting, 6:30 PM**

#### **Open Session**

1. Call to Order
2. Evidence of Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Time of Reflection – Supr. Caspersen
6. **Consent Agenda**
  - \*Consideration of noticed agenda for June 18, 2013 meeting;
  - \*Consideration/corrections to the published minutes of the May 21, 2013 County Board meeting
7. Public Comments - 3 minutes per person- not to exceed 30 minutes total
8. Chairman's Report, Wm. Johnson
9. Receipt of 2012 Department Annual Reports
10. Time for Committee Q&A (if any)
11. Administrator's Report, Dana Frey
12. Presentation of Certificate of Outstanding Achievement, Polk County Child Support Agency, Malia T. Malone Assistant Corporation Counsel/Child Support Director
13. Presentation by Drew Nussbaum, Wisconsin Department of Tourism
14. Annual Employee Evaluation, extension of employee contract and compensation of County Administrator.

Closed Session; Pursuant to Wisconsin Statute Sections 19.36(10)(d) and 19.85(1)(c) the County Board may convene in closed session for the purpose of deliberating on and formulating the evaluation of the performance, the employment contract and compensation of the County Administrator.

Following said closed session, the County Board will reconvene in open session to consider and/act on any matter noticed herein, including subject matters noticed for consideration in closed session and to consider or act on those subject matters noticed for open session.

#### **15. Proposed Resolutions and Ordinances**

- A. Resolution 22 -13, Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility**

**B. Resolution No. 23 -13, Joint Resolution Between Polk County and Chippewa County Housing Authority to Administer the State of Wisconsin Community Development Block Grant Housing Revolving Loan Fund on Behalf of Polk County**

16. Supervisor's Reports

17. 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.

A

RESOLUTION 22-13

Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility

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

Ladies and Gentlemen:

WHEREAS, the County of Polk owns and operates the nursing home, Golden Age Manor Nursing Home, located in Amery, Wisconsin; and

WHEREAS, the roof to the nursing home facility is in disrepair and requires replacement; and

WHEREAS, in adopting Resolution 19-10, the Polk County Board of Supervisors established the Golden Age Manor Nursing Home Capital Improvement Reserve Account for the purpose of funding future capital improvement projects necessitated at the nursing home facility; and

WHEREAS, in accordance with said resolution, the Golden Age Manor Nursing Home Capital Improvement Reserve Account is funded on an annual basis, in an amount of the previous year's excess of revenue over expenses and limited by such year's depreciation of capital assets, as determined by the annual audit; and

WHEREAS, pursuant to Wisconsin Statute Sections 59.52(29) and 66.0901, and in accordance with Policy 912, *Polk County Government Purchasing Policy*, as amended May 15, 2012, the contract for roof replacement to the Golden Age Manor Nursing Home facility must be competitively bid and must be awarded to the lowest responsible, responsive vendor without regard to the vendor's location; and

WHEREAS, to facilitate timely and cost-effective completion of the roof replacement project, it is appropriate and in the interest of the County that the Polk County Parks and Building Director act on behalf of Polk County in all aspects of the roof replacement project, including, but not limited to, giving appropriate notice to and delivering documents for the request for proposals, review and award or reject bid proposals, negotiate and acquire requisite signatures on necessary contracts and oversee the performance of public improvement contracts for said roof replacement at the Golden Age Manor Nursing Home facility.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors directs the Polk County Parks and Buildings Director to notice and let, pursuant to Wisconsin Statute Sections 59.52(29) and 66.0901 and Policy 912, *Polk County Government Purchasing Policy*, the necessary public improvements contracts for roof replacement at the Golden Age Manor Nursing Home facility.

A1

RESOLUTION 22-13

Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility

34 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the Polk  
35 County Parks and Buildings Director to administer the public improvement roof  
36 replacement project and to perform on behalf of the County of Polk any and all responsibilities of the  
37 project, including, but not limited to, awarding of, negotiating and overseeing the performance of the  
38 public improvements contracts.

39 BE IT FURTHER RESOLVED, notwithstanding the above delegation of authority, consistent with  
40 Policy 912, *Polk County Government Purchasing Policy*, the Polk County Parks and Buildings  
41 Director shall procure the signature of the County Board Chair, County Administrator or Finance  
42 Manager, as appropriate, on the public improvements contracts entered into on behalf of the County  
43 of Polk.

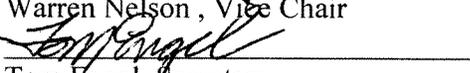
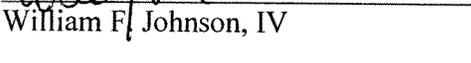
44 BE IT FURTHER RESOLVED that pursuant to Wisconsin Statute Section 65.90(5)(a), the Polk  
45 County Board of Supervisors authorizes an amendment to the 2013 approved budget in an amount  
46 not to exceed \$160,000 from the excess of 2012 revenues over 2012 expenditures for purposes of the  
47 roof replacement public improvements project authorized herein this resolution.

48 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes such  
49 appropriation be expended for the purposes of the roof replacement public improvements project  
50 authorized herein this resolution.

51 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the County Clerk  
52 to cause to be published within 10 days of adoption of this resolution in a legal newspaper under  
53 Wisconsin Statute Chapter 985 a Class 1 notice of the budgetary amendment resulting from the  
54 appropriation and expenditure authorized herein this resolution.

Funding Amount and Source: \$160,000                      2013 Budget Amendment - Transfer from Golden Age  
Manor Nursing Home Excess of 2012 Revenues over  
2012 Expenditures

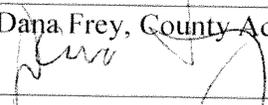
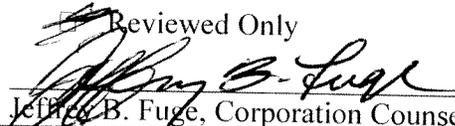
Date Finance Committee Advised: \_\_\_\_\_  
Finance Committee Recommendation: \_\_\_\_\_  
Date Golden Age Manor Governing Committee Advised: \_\_\_\_\_  
Golden Age Manor Governing Committee Recommendation: \_\_\_\_\_  
Effective Date:     Upon Passage

Submitted and Sponsored By:	Polk County Property, Forestry & Recreation Committee
 Larry Jepsen, Chair  Warren Nelson, Vice Chair  Tom Engel, Secretary	 Harry Johansen  William F. Johnson, IV

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RESOLUTION 22-13

Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility

Review by County Administrator: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only  Dana Frey, County Administrator 	Review By Corporation Counsel <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only   Jeffrey B. Fuge, Corporation Counsel
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**County Board Action**

At its regular business meeting on June 18, 2013, the Polk County Board of Supervisors adopted the above-entitled resolution, RESOLUTION \_\_\_ - 13: Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility, by a two-thirds majority vote of \_\_\_ in favor and \_\_\_ against.

\_\_\_\_\_ Dated: \_\_\_\_\_  
 William Johnson, IV, County Board Chairperson

Attest: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Carole Wondra, Polk County

**Certification of Publication**

In accordance with Wisconsin Statute Section 65.90(5)(a), notice of amendment to the 2013 Polk County Operating and Capital Budget, resulting from the appropriation and expenditure authorized in the above-entitled resolution, RESOLUTION \_\_\_ - 13: Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility, was published in the Inter-County Leader on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_ Dated: \_\_\_\_\_  
 Carole Wondra, County Clerk

B

Joint Resolution

Between Polk County and Chippewa County Housing Authority to Administer the State of Wisconsin Community Development Block Grant Housing Revolving Loan Fund on behalf of Polk County

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

Ladies and Gentlemen:

1 WHEREAS, in 1999 and 2002, the State of Wisconsin Department of Administration, Division of  
2 Housing awarded Polk County grants in the sum of \$651,590.00 and 745,475.00, respectively, for  
3 the housing rehabilitation program known as the Community Development Block Grant-Housing  
4 Program; and

5 WHEREAS, the above funds are repaid to Polk County which become the funding source for the  
6 existing Community Development Block Grant – Housing Revolving Loan Fund (CDBG Housing  
7 RLF).  
8

9 WHEREAS, Polk County had previously designated the Polk County Housing Authority as program  
10 administrator for the CDBG Housing RLF grant contract; and

11 WHEREAS, in November 2011, the Polk County Housing Authority served Polk County notice that  
12 it would no longer serve as program administrator and, as a result, the function of program  
13 administrator transferred to the County Planner; and  
14

15 WHEREAS, pursuant to Resolution 29-12, the Polk County Board of Supervisors authorized the  
16 participation of Polk County in a multi-county regional initiative for the administration of  
17 Community Development Block Housing Grant Program through which Chippewa County serves as  
18 Lead County and the Chippewa County Housing Authority serves as the program administrator for  
19 such multi county region; and  
20

21 WHEREAS, pursuant to Resolution 30-12, the Polk County Board of Supervisors had designated  
22 West Central Wisconsin Regional Planning Commission as program administrator of the CDBG  
23 Housing RLF, another program of the State of Wisconsin Department of Administration Division of  
24 Housing; and

25 WHEREAS, it is in the beneficial interest of Polk County to designate one entity to serve as  
26 administrator to those various programs of the State of Wisconsin Department of Administration  
27 Division of Housing in which Polk County participates; and  
28

29 WHEREAS, it is cost effective and in the interest of Polk County to streamline program  
30 administration by extending to Chippewa County Housing Authority an administrative agreement  
31 that designates said entity as the as program administrator of the CDBG Housing RLF on behalf of  
32 Polk County.

B 1

33 NOW, THEREFORE, BE IT RESOLVED, in conformance with Wis. Stat. § 59.53(22)(c), the Polk  
34 County Board of Supervisors and the Chippewa County Housing Authority Commission declare that  
35 there is a need for the Chippewa County Housing Authority to exercise its powers within the  
36 jurisdictional boundaries of Polk County for the sole purpose of administering the State of Wisconsin  
37 Department of Administration Division of Housing CDBG Housing RLF project loans on properties  
38 located in Polk County.

39  
40 BE IT FURTHER RESOLVED that, pursuant to Wis. Stat. §§ 59.53(22)(c), 66.0301(c)1., and  
41 66.1201(9)(u), the Polk County Board of Supervisors and Chippewa County Housing Authority  
42 Commission authorizes and approves an administrative agreement between Polk County and the  
43 Chippewa County Housing Authority for the purpose of Chippewa County Housing Authority  
44 serving as program administrator of Polk County to the Community Development Block Grant  
45 Housing Revolving Loan Fund (CDBG Housing RLF).

46 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and designates  
47 the Polk County Land Information Director as contract representative for Polk County to perform  
48 any and all acts, including execution of such administrative agreement, which may be required of  
49 Polk County under said administrative agreement with Chippewa County Housing Authority.

50 BE IF FURTHER RESOLVED that under said authorized administrative contract, Chippewa County  
51 Housing Authority shall serve as the program administrator in the CDBG Housing RLF Program and  
52 shall be compensated 15% of administrative duties as outlined by the CDBG Housing RLF handbook  
53 as payment for such program administrative services.

54  
55 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors repeals Polk County  
56 Board Resolution 30-12.

Funding Amount: Not applicable  
Funding Source: Not Applicable  
Date Finance Committee Advised: Not applicable  
Finance Committee Recommendation: Not applicable  
Effective Date: Upon Passage

Date Submitted to County Board: June 5, 2012 for the June 18, 2012 meeting

Submitted and Sponsored by the Polk County Land Information Committee:

Craig Morak James A. Edgell  
[Signature] [Signature]

Reviewed by Polk County Administrator:

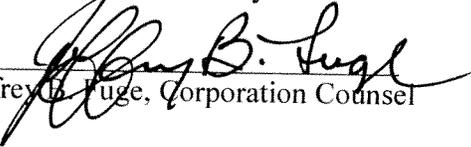
- Recommended
- Not Recommended
- Review only

[Signature]  
Dana Frey, County Administrator

Reviewed by Polk County Corporation Counsel

B2

- Approved as to form
- Recommended
- Not Recommended
- Reviewed only

  
 Jeffrey B. Fuge, Corporation Counsel

Action by Polk County Board of Supervisors:

On June 18, 2013, the Polk County Board of Supervisors adopted Polk County Board of Supervisors Resolution No. \_\_\_\_-13: Joint Resolution Between Polk County and Chippewa County Housing to Administer the State of Wisconsin Community Development Block Grant Housing Revolving Loan Fund on behalf of Polk County, by a majority vote of supervisors of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

\_\_\_\_\_  
 William F. Johnson, IV, Chairperson  
 Polk Country Board of Supervisors

Attest: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Carole T. Wondra, Polk County Clerk

Action by Chippewa County Housing Authority Commission:

On June \_\_\_\_\_, 2013, the Chippewa County Housing Authority Commission adopted Chippewa County Housing Authority Commission Resolution No. \_\_\_\_-13: Joint Resolution Between Polk County and Chippewa County Housing to Administer the State of Wisconsin Community Development Block Grant Housing Revolving Loan Fund on behalf of Polk County, by a majority vote of commissioners of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

\_\_\_\_\_  
 Gary Misfeldt, Chair  
 Chippewa County Housing Authority Commission

Attest: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Ruth Rosenow, Executive Director

POLK COUNTY BOARD OF SUPERVISORS  
Minutes from Tuesday, June 18, 2013  
Polk County Government Center – County Board Room  
Balsam Lake, WI 54810

Chairman Johnson called the regular June 18, 2013 meeting of the Polk County Board of Supervisors to order at 6:30 PM.

Chairman Johnson recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in three public buildings, published in a legal newspaper in accordance with Wisconsin Statute Section 985.02 and posted on the county website the week of June 10, 2013. In addition, the Office of County Clerk distributed on June 7, 2013 copies of such notice of meeting and proposed resolutions to supervisors in accordance with Article 3, Section 2 of the County Board Rules of Order. Chairman Johnson recognized Corporation Counsel, Jeffrey Fuge, for purposes of receiving legal opinion with respect to sufficiency of notice. The County Board received the verbal opinion of Corporation Counsel that the advance written notice posted and published as described by the clerk satisfied the applicable provisions of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

Chairman Johnson recognized the County Clerk for purposes of taking roll call. Roll call was taken with 19 members present. Suprs. Masters and Kienholz were excused from the meeting. Suprs. Magnafici and Scoglio were absent. Supr. Scoglio later joined the meeting at 6:50 PM.

Chairman Johnson led the pledge of Allegiance.  
Supr. Caspersen led the County Board in a time of reflection.

Chairman Johnson announced the board would not be going into closed session as indicated on the agenda. Instead closed session will take place during the July meeting. Noting that change to the published agenda, **Chairman Johnson called for a motion to approve the consent agenda as published. Motion (Luke/Hartung) to approve the consent agenda, as published. Chairman Johnson called for voice vote. Motion to approve Consent Agenda, carried** by unanimous voice vote.

Time was given for public comment.

Chairman Johnson presented the Chairman's Report.

2012 Annual Reports for several departments were received by the board members.

Time was given for committee questions and answers by the board members.

Administrator Frey presented the Administrator's Report.

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June 18, 2013

Chairman Johnson called on Malia Malone, Assistant Corporation Counsel/Child Support Director and Chad Hoag, Financial Specialist for the Polk County Child Support Agency. As representatives of the Polk County Child Support Agency, they were honored with the Federal Fiscal Year 2012 Certificate of Outstanding Achievement Award. The awards were given by the Wisconsin Department of Children & Families to those agencies that demonstrated outstanding achievement in 3 different performance measures.

Drew Nussbaum, Regional Director of the Wisconsin Department of Tourism gave a presentation on the role of tourism and the importance of tourism to the State of Wisconsin and also to Polk County.

Chairman Johnson called for a 10 minute recess. Board back in session at 7:55 PM.

**Chairman Johnson called to the floor Resolution 22-13, Resolution to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age Manor Nursing Home Facility. Motion (Engel/Jepsen) to approve said resolution.** Admin. Frey addressed the resolution. **Chairman called for a vote on motion to adopt Resolution 22-13, to Authorize Public Improvements Project and Appropriation for Roof Replacement at the Golden Age manor Nursing Home Facility. Motion carried by unanimous voice vote. Resolution adopted.**

**Chairman Johnson called to the floor Resolution 23-13, Joint Resolution Between Polk County and Chippewa County Housing Authority to Administer the State of Wisconsin Community Development Block Grant Housing Revolving Loan Fund on Behalf of Polk County. Motion (O'Connell/Moriak) to approve said resolution.** Supr. O'Connell addressed the resolution. **Chairman called for a vote on motion to adopt Resolution 23-13, Joint Resolution Between Polk County and Chippewa County Housing Authority to Administer the State of Wisconsin Community Development Block Grant Housing Revolving Loan Fund on Behalf of Polk County. Motion carried by unanimous voice vote. Resolution adopted.**

Supervisors Reports were given

Motion (Brown/D. Johansen) to adjourn. Motion carried by unanimous voice vote. Chairman Johnson declared meeting adjourned 8:10 PM.

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June 18, 2013