

# Polk County Board of Supervisors

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

**Tuesday, March 18, 2014**  
**Regular Business Meeting, 6:00 p.m.**

## Open Session

1. Call to Order
2. Evidence of Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Time of Reflection – Supr. Nelson
6. **Consent Agenda**
  - \*Consideration of noticed agenda for March 18, 2014 meeting;
  - \*Consideration/corrections to the published minutes of January 21, 2014 County Board Meeting
7. Public Comments - 3 minutes per person- not to exceed 30 minutes total
8. Time for Committee Q&A (if any)
9. Chairman's Report, Wm. Johnson
10. County Administrator's Report, Dana Frey
11. County Board Approval of DNR Appointments of Polk County Emergency Fire Wardens for the Year 2014:
  - Keith & Michelle Schmidt (Clam Falls Tavern) for Town of Clam Falls
  - Patty and Ron Fredericks (Sundown Saloon Bar & Grill) for Town of Clam Falls & Town of West Sweden
  - Julie Haines (Wolf Creek Bar) for Town of Sterling
  - Jeff Moats (Ray's Firestone) for Town of West Sweden
12. **Proposed Resolutions and Ordinances**
  - A. **Ordinance 04-14: Ordinance Adopting the Polk County Agriculture and Farmland Preservation 2014-2023 Plan**
  - B. **Resolution 05-14: Resolution to Set Compensation for Elected Officials for Term 2015-2018 (Sheriff and Clerk of Circuit Court)**
  - C. **Resolution 06-14: Resolution to Enter Into Western Region Recovery and Wellness Consortium for the Multi-County Provision of Comprehensive Community Services Program**
  - D. **Resolution 07-14: Resolution to Adopt Polk County Policy No. 916, *Management Of County Owned Real Estate***
13. Supervisor's Reports
14. Time to Clean Out County Board Desks (bags provided)
15. 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.

Ordinance No. 04-14

Ordinance Adopting the Polk County Agriculture and Farmland Preservation 2014-2023 Plan

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

Ladies and Gentlemen:

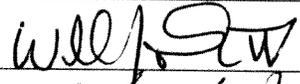
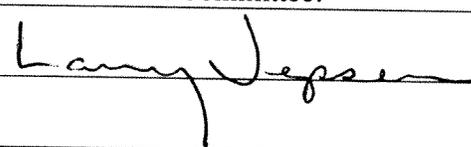
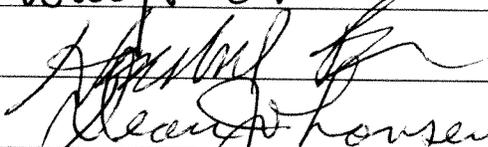
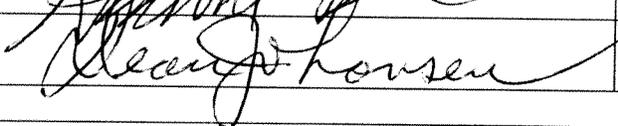
- 1 WHEREAS, a county must have a certified farmland preservation plan under Chapter 91, Wis.  
2 Stats.; and
- 3 WHEREAS, farmers and agricultural property owners in a county with a certified farmland  
4 preservation plan may qualify for tax credits; and
- 5 WHEREAS, Polk County's 1979 Farmland Preservation Plan which was certified by the  
6 Wisconsin Department of Agriculture, Trade and Consumer Protection is set to expire; and
- 7 WHEREAS, Polk County's proposed Agriculture and Farmland Preservation 2014-2024 Plan  
8 has had considerable public input from farmers, producers and local officials over the past 18  
9 months; and
- 10 WHEREAS, the proposed plan identifies the county's goals and policies related to farmland  
11 preservation and agricultural development and identifies farmland preservation areas and areas  
12 identified for development within the next 15 years; and
- 13 WHEREAS, agriculture in Polk County annually accounts for \$103 million in agricultural sales,  
14 3,693 jobs, \$725 million in related business sales, adds \$177 million to county income and pays  
15 \$19 million in local and state taxes; and
- 16 WHEREAS, the proposed plan identified Farmland Preservation Areas consisting of  
17 approximately 440,500 acres of agricultural, open or wooded lands that have the most productive  
18 soils as identified by Polk County's Land Evaluation Site Assessment (LESA) system and  
19 locally adopted comprehensive plans; and
- 20 WHEREAS, the proposed plan identifies areas as either the least productive soils under the  
21 County LESA system and/or lands planned for nonagricultural development within the next 15  
22 years in locally adopted comprehensive plans; and
- 23 WHEREAS, Polk County's population and housing projections through 2035 estimate 23,600  
24 acres needed to accommodate additional residential, commercial and industrial development in  
25 the county; and
- 26 WHEREAS, State certification of Polk County's updated Agriculture and Farmland Preservation  
27 2014-2023 Plan will allow farmers and agricultural property owners in the County to continue to  
28 qualify for farmland preservation tax credits.

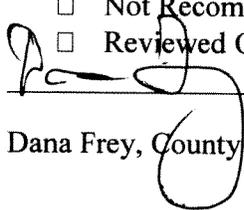
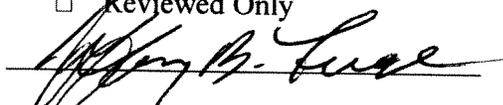
A1

29 NOW THEREFORE, pursuant to s. 91.10(1), Wis. Stats., the Polk County Board of Supervisors  
30 ordains that the Polk County Agriculture and Farmland Preservation 2014-2023 Plan, as attached  
31 hereto and incorporated herein, is adopted.

32 FURTHERMORE, the Polk County Board of Supervisors ordains that that the Polk County Land  
33 and Water Resources Department, under the direction of the Land Conservation Committee is  
34 authorized to apply to the Wisconsin Department of Agriculture, Trade and Consumer Protection  
35 (DATCP) for certification of the Polk County Agriculture and Farmland Preservation 2014-2023  
36 Plan.

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

Submitted and Sponsored By the Polk County Land Conservation Committee:	
	
	
	

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

At its regular business meeting on ~~December 18~~ <sup>March</sup> 201~~4~~ the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. \_\_\_\_ -~~14~~ Ordinance Adopting The Polk County Agriculture and Farmland Preservation 2014-2023 Plan, by a simple majority vote of \_\_\_\_ in favor and \_\_\_\_ against.

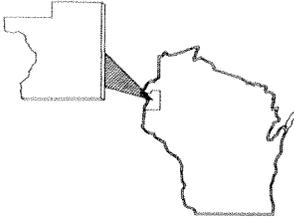
\_\_\_\_\_  
William Johnson, IV, County Board Chairperson

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

A2



**POLK COUNTY LAND & WATER RESOURCES DEPARTMENT**

100 POLK COUNTY PLAZA – SUITE 120 BALSAM LAKE, WISCONSIN 54810

PHONE: 715-485-8699

FAX: 715-485-8601

TIM RITTEN, DIRECTOR: 715-485-8631

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Date: March 6, 2014

To: Polk County Board Supervisors

From: Tim Ritten  
Polk County LWRD  
100 Polk Plaza, Suite 120  
Balsam Lake, WI 54810

Subject: March 18, 2014 Meeting of the Polk County Board of Supervisors  
Ordinance to Enact Polk County Agriculture and Farmland Preservation Plan 2014-2023

Dear Supervisors,

The meeting notice for the March 18, 2014 meeting of the Polk County Board of Supervisors gives notice to a proposed ordinance to enact the Polk County Agriculture and Farmland Preservation Plan 2014-2023.

A copy of the Polk County Agriculture and Farmland Preservation Plan 2014-2023 is available for review at the Polk County Land & Water Resources Department (LWRD) or the Polk County Clerk Office at 100 Polk Plaza, Balsam Lake, Wisconsin. In addition the plan is also available for review at <http://www.co.polk.wi.us/landwater/county%20draft%20plan%20page.asp> on the Polk County LWRD website.

The original plan in paper form will be present during the above noted meeting.

Sincerely,

Tim Ritten, Director  
Polk County LWRD

B

RESOLUTION 05 -14

Resolution To Set Compensation for Elected Officials for Term 2015-2018  
(Sherriff and Clerk of Circuit Court)

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

Ladies and Gentlemen:

1 WHEREAS, it is in the best interests of Polk County to provide for the economic well being of its elected  
2 officials and to create a work environment in which employees are compensated in a fair and equitable manner,  
3 and;

4 WHEREAS, Wisconsin Statute 59.22 (a) (1) requires the county board to establish the total annual  
5 compensation of elected officials before the earliest time for filing nomination papers for elective office which is  
6 established as April 15, 2014 with respect to the elected offices of the Sheriff and Clerk of Circuit Court for the  
7 term commencing January 1, 2015 , and;

8 WHEREAS, the Personnel Committee has considered several salary increase options and is recommending the  
9 following salary schedule for the offices of Sheriff and Clerk of Circuit Court for 2015, 2016, 2017 and 2018.

10 NOW, THEREFORE, BE IT RESOLVED, that the annual compensation for the following elected officials be  
11 established at the amounts indicated for the term of the elected office effective on the dates noted below:

12	<u>January 2015</u>		<u>January 1, 2016</u>	
13	Sherriff	\$84,673	Sheriff	\$85,944
14	Clerk of Circuit Court	\$55,974	Clerk of Circuit Court	\$56,814
15	<u>January 1, 2017</u>		<u>January 1, 2018</u>	
16	Sherriff	\$87,233	Sheriff	\$88,542
17	Clerk of Circuit Court	\$57,666	Clerk of Circuit Court	\$58,531

18 BE IT FURTHER RESOLVED that that this salary schedule shall apply to all incumbent office holders as well as  
19 any individual newly elected or appointed to any of the listed offices after the adoption of this resolution.

20 BE IT FURTHER RESOLVED that said compensation shall mean salary which shall not be increased nor  
21 diminished during the noted term of office.

22 BE IT FURTHER RESOLVED that the compensation set by this resolution is separate and distinct from any  
23 other fringe benefit that the County may establish at its discretion or those benefits which state law may impose  
24 and adjust.

25 BE IT FURTHER RESOLVED that said elected officials shall be required to pay one-half (1/2) of total WRS  
26 required contribution on a pre-tax basis and the said share may change each year, when the required WRS rate is  
27 adjusted each year by the Wisconsin Department of Employee Trust Funds.

28 BE IT FURTHER RESOLVED that said elected officials are conditionally eligible for health insurance, through  
29 Polk County's Group Health Insurance Plan, such eligibility for health insurance coverage is expressly subject to  
30 the same terms and conditions (e.g., premium contribution, deductibles, co-pays, etc.) as full-time non-  
31 represented employees' of Polk County.

BI

32 BE IT FURTHER RESOLVED that said elected officials are otherwise eligible for the fringe benefit package  
33 provided to, and subject to the same terms and conditions as, full-time non-represented employees of Polk  
34 County.

Funding Amount: \$575,377 over 4 years      Funding Source: Future annual budgets  
2015: \$140,647      2016: \$142,758      2017: \$144,899      2018: \$147,073

Date Finance Committee Advised: \_\_\_\_\_ Effective Date: January 1, 2015  
Date Submitted to County Board: \_\_\_\_\_

Submitted and Sponsored By the Personnel Committee:

*Russ Arcand*  
Russ Arcand

*Patricia Schmidt*  
Patricia Schmidt

*Tom Engel*  
Tom Engel

*James S. Edgell*  
James Edgell

*Jared Cockroft*  
Jared Cockroft

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

*Dana Frey*  
Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

*Jeffrey B. Page*  
Jeffrey B. Page, Corporation Counsel

At its regular business meeting on \_\_\_\_\_, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution \_\_\_-14: Resolution To Set Compensation for Elected Officials for Term 2015-2018 (Sheriff and Clerk of Circuit Court), by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

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

Attest: \_\_\_\_\_      Dated: \_\_\_\_\_

C

Resolution No. 06 -14  
REGIONAL

RESOLUTION TO ENTER INTO WESTERN RECOVERY & WELLNESS CONSORTIUM FOR MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES.

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

Ladies and Gentlemen:

1 WHEREAS, pursuant to Wis. Stats. § 51.001, certain duties and responsibilities related to the  
2 administration of mental health and substance abuse services are delegated to counties; and

3 WHEREAS, pursuant to Wis. Stats. § 51.03, the Wisconsin State Department of Health  
4 Services (DHS) shall develop and implement a comprehensive strategy to involve counties in the  
5 delivery of mental health and substance abuse services and promote responsible stewardship of  
6 human and fiscal resources in the provision of such services; and

7 WHEREAS, it is the intent of the Polk County Department of Human Services to join ~~es~~ in  
8 the Western Region Recovery and Wellness Consortium (WRRWC), which would include the  
9 additional counties of Barron, Buffalo, Chippewa, Dunn, ~~Eau Claire~~, Pepin, Pierce and Rusk; and

10 WHEREAS, it is the intent of the Chippewa County Department of Human Services to serve  
11 as Lead Agency for the WRRWC; and

12 WHEREAS, it is in the interest of Polk County to be a Member County, participating in such  
13 consortium; and

14 WHEREAS, the vision of the WRRWC is to provide equal access to high quality mental  
15 health and substance abuse services throughout the region and;

16 WHEREAS, the mission of the WRRWC will be to strive to provide results-driven, person-  
17 centered, comprehensive and accessible mental health and substance abuse services; and

18 WHEREAS, DHS has awarded a three year redesign grant to the WRRWC in the amount of  
19 \$600,000.00 to implement system redesign; and

20 WHEREAS, the intent of this Resolution is to authorize the Polk County Administrator and  
21 Human Services Director to enter into any and all contracts or other documents necessary to create,  
22 form, authorize, and/or operate the multi-county consortium of which Polk County will be a member;  
23 and

24 WHEREAS, this Resolution shall be interpreted liberally in favor of authorizing the County  
25 Administrator and Human Services Director to take all actions necessary to effectuate the intent of  
26 this Resolution.

CI

27 NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors does  
28 hereby declare its intent to join the multi-county Western Region Recovery and Wellness Consortium  
29 (WRRWC) for mental health and substance abuse services.

30 BE IT FURTHER RESOLVED that, pursuant to Section 66.0301, Wisconsin Statutes, the  
31 Polk County Board of Supervisors does, on behalf of Polk County authorize and agree to an  
32 intergovernmental contract with the counties of Barron, Buffalo, Chippewa, Dunn, ~~Eau Claire~~, Pepin,  
33 Pierce and Rusk, as necessary to create, formulate and operate WRRWC.

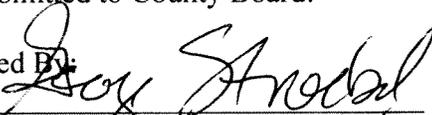
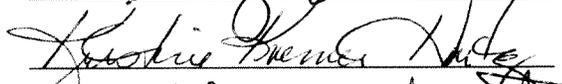
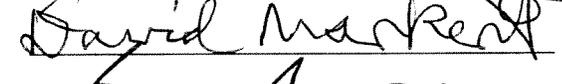
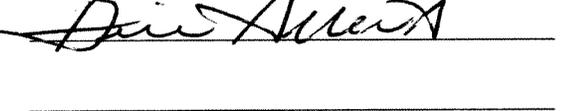
34 BE IT FURTHER RESOLVED that on behalf of Polk County, the Polk County Board of  
35 Supervisors consents to Chippewa County serving as Lead Agency of the WRRWC by and through  
36 the Chippewa County Human Services Department.

37 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors hereby authorizes  
38 its County Administrator and Human Services Director to enter into and execute on behalf of Polk  
39 County any and all contracts or other documents necessary to create, form, authorize and/or operate  
40 the multicounty consortium of which Polk County will be a member.

41 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors hereby authorizes  
42 its County Administrator and Human Services Director to take any other actions necessary to  
43 effectuate the intent of this resolution, including and not limited to the administration of contracts  
44 entered into on behalf of Polk County.

Funding Amount and Source:	Not Applicable
Date Finance Committee Advised:	Not Applicable
Finance Committee Recommendation:	Not Applicable
Effective Date:	Upon Passage
Date Submitted to County Board:	_____

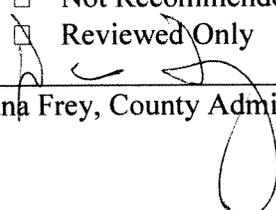
Submitted By:

  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review By County Administrator:

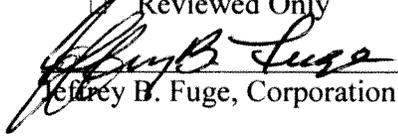
- Recommended WITH AMENDMENT
- Not Recommended
- Reviewed Only

  
Dana Frey, County Administrator

C2

Review By Corporation Counsel:

- Approved as to Form
- Recommended *with Amendment*
- Not Recommended *as signed*
- Reviewed Only

  
 Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on \_\_\_\_\_, 2014, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. \_\_\_\_-14: Resolution To Enter Into The Western Recovery & Wellness Consortium For Mental Health and Substance Abuse Services, by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

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

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

C3

3/6/14

AMENDMENT

\_\_\_\_\_ moves to amend Resolution No. \_\_\_\_\_-14, Resolution to Enter into Western Recovery and Wellness Consortium for the Multi-County Provision of Comprehensive Community Services Program, as follows:

Page 1, line 23, after “member” insert “for the limited provision of the Comprehensive Community Services Program”

Page 2, line 30, strike “the” and insert “limited”

Page 2, line 35, after “program” insert “, consistent with the limited authorization”

Page 2, after line 46, insert a new paragraph to read:

BE IT FURTHER RESOLVED that the authorizations made herein are for sole limited purpose of the provision of the Comprehensive Community Services Program and that should the functions of the WRRWC require expansion beyond such limited purpose that such expansion shall be subject to and require additional approval of the Polk County Board of Supervisors consistent with and pursuant to Section 66.0301, Wisconsin Statutes.

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SUMMARY:

This amendment limits the authority given the County Administrator and Human Services Director to enter into this consortium to only a single program, the Comprehensive Community Services Program. It would require County Board authorization for any expansion of this consortium into other programs as a policy matter.



State of Wisconsin  
Department of Health Services

Scott Walker, Governor  
Kitty Rhoades, Secretary

C4

February 28, 2014

The Honorable Alberta Darling, Senate Co-Chair  
Joint Committee on Finance  
Room 317 East, State Capitol  
Madison, WI 53707

The Honorable John Nygren, Assembly Co-Chair  
Joint Committee on Finance  
Room 309 East, State Capitol  
Madison, WI 53708

Dear Senator Darling and Representative Nygren:

Pursuant to s. 49.45(30e)(e), I am submitting to you a report outlining the Department's implementation of Comprehensive Community Services (CCS) on a regional basis statewide. I am also requesting the release and transfer of \$10,202,000 GPR in FY 15 from the Committee's appropriation under s. 20.865(4)(a) to the DHS appropriation under s. 20.435(4)(b) to fund the non-federal share of CCS costs for counties that implement the regional model.

2013 Wisconsin Act 20 adopted the Governor's plan to begin funding both the non-federal and federal share of Medicaid allowable CCS program costs beginning July 1, 2014 in counties that elect to deliver CCS on a regional basis, as approved by the Department. The goal of the Governor's plan is to significantly strengthen county resources to provide early intervention and treatment services to people with mental illness through programming that promotes recovery and reduces costly inpatient services. The budget provides \$10,202,000 GPR in FY 15 to fund the non-federal share of CCS costs.

As a condition of releasing the funds, the Legislature directed the Department to submit the attached report on the regional implementation, addressing the following components:

1. A description of the criteria the Department is applying to CCS regions.
2. A description of how CCS regions will be established and the role of counties and tribes in that process.
3. A list of counties that have indicated intent to provide CCS on a regional basis.
4. An evaluation of the estimated long-term costs of the proposed regional model

As discussed in the report, the Department has re-estimated the FY 15 costs of the regional model based on projected enrollments submitted by counties. The new estimate for FY 15, \$10,539,300 GPR, is slightly higher than the budgeted amount, and the Department will manage that small difference as part of funding needs for the overall Medicaid budget.

1 West Wilson Street • Post Office Box 7850 • Madison, WI 53707-7850 • Telephone 608-266-9622 •  
dhs.wisconsin.gov

*Protecting and promoting the health and safety of the people of Wisconsin*

Sen. Darling/Rep. Nygren  
Page 2  
February 28, 2014

CS

The goal behind expanding CCS statewide is to enable people with mental illness to access evidence-based treatment services to address their illness and promote recovery. In many parts of the state, individuals are too often not receiving the services they need, and expanding access will improve not only their lives but those of their families and communities as well.

Untreated mental illness can have wide ranging consequences, including poorer employment and educational outcomes and higher demands on the criminal justice, correctional, juvenile justice, child welfare, and primary and acute health care system. An expanded CCS program will ameliorate these negative outcomes and reduce costs over time.

I appreciate the Committee's support for this important initiative and look forward to working with you on the statewide implementation. Please contact me with any questions you may have.

Sincerely,

  
Kitty Rhoades  
Secretary

cc: Members of the Joint Committee on Finance

### **What Is the Western Region Recovery & Wellness Consortium (WRRWC)?**

Eight Counties have formed an organization to look at opportunities to enhance Mental Health services as well as financial resources for those services among the Counties. While this is regularly done through sharing services between and among Counties, the State of Wisconsin has moved towards studying and rewarding a Consortium approach towards services. A 66.0301 agreement reflects this movement and puts the organization in position to qualify for special funding, including a State grant.

### **What is the purpose of the Grant?**

The grant was established by the State to have counties look at 30 elements of services for the purpose of establishing methods of improving services. The grant is for 3 years and for \$600,000. It is used for a staff person with associated costs, consultants in specific areas, technology and similar items. The first year expenditures were \$134,000.

### **Is there risk to the County?**

There is no financial commitment by the County, nor does WRRWC have operational or decision making control over the County in any aspect of the 66.0301 agreement. Any County may terminate the 66.0301 agreement if they so desire.

### **What is the benefit to the County?**

Shared services have often been of benefit to Counties, especially rural counties. Through WRRWC it is desired that these shared services be increased. Due to the State attitude regarding multi-county organizations, specific funding may become available that otherwise is not available.

### **Are there any examples of benefits?**

There is a funding program for services in Wisconsin called Comprehensive Community Services (CCS). Many counties have not participated in CCS funding because of the complexities of getting certified and working with the State to set rates. This is the current status with Polk County. Through a 66.0301 organization, if one County is certified, the State will recognize every county in the organization as certified. A funding source for services currently being provided would then be available. Chippewa County would hold the certification so all the counties would be certified through Chippewa County. *\*\*\*\*see below*

### **Why would Counties chose not to participate?**

Shared services usually involve contiguous counties with a history of sharing. They may chose to follow a different path than this particular organization. When specific services are involved, like CCS, they may already qualify and see no advantage.

### **Summary**

The 66.0301 agreement for WRRWC before the County Board of Supervisors places Polk County in an organization that is reviewing, developing, and implementing service enhancements in the area. The implementation of any service is a voluntary separate agreement to share services by each County. There is no financial commitment, nor is any authority over its own operations surrendered by Polk County. Shared services, such as CCS, are a normal aspect of business for the County, with agreements entered into by the Department Head and/or the County Administrator as a part of operations.

D

Resolution No. 07-14

Resolution to Adopt Polk County Policy No. 916, *Management of County Owned Real Estate*

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

Ladies and Gentlemen:

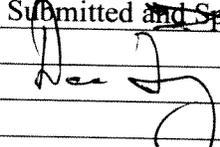
1 WHEREAS, pursuant to Sections 59.01, 59.06, 59.52(6) and 59.56(14), Wisconsin Statutes, the  
2 Polk County Board of Supervisors is authorized to provide for the rules and regulations that  
3 govern the manner in which the County of Polk acquires, manages and disposes of real estate  
4 that is either owned or controlled in the name of the County of Polk; and

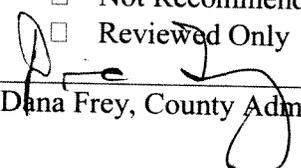
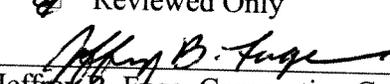
5 WHEREAS, the County Administrator has developed a proposed policy for the management of  
6 county-owned real estate; and  
7

8 WHEREAS, the Polk County Property, Forestry and Recreation Committee has considered said  
9 policy and has recommended that the Polk County Board of Supervisors approve and adopt said  
10 policy.  
11

12 NOW THEREFORE BE IT RESOLVED that, pursuant to Sections 59.52(6) and 59.56(14),  
13 Wisconsin Statutes, Polk County Board of Supervisors approves and adopts the Policy No 916,  
14 entitled "*Management of County-Owned Real Estate*", attached hereto and incorporated herein.

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

Submitted and Sponsored By:	
	

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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DI

**Polk County Wisconsin**

**MANAGEMENT OF COUNTY-OWNED  
NON-TAX FORFEITURE REAL ESTATE**

**Policy 916**

**Effective Date: 3-19-14**

1 1.01. Scope. This chapter governs the management of real property other than forest land that  
2 is owned by or under the control of the Polk County Board of Supervisors.

3 1.02. Definitions. For the purposes of this chapter, the following terms have the meanings  
4 given:

5 a. *Auction sale* means the public sale of a property through a recognized auction  
6 service both online and in person.

7 b. *Improvements* mean buildings, driveways or roads, landscaping or grading, and  
8 similar permanent additions intended to increase the value of land.

9 c. *Market value* means the price a willing and knowledgeable buyer would pay a  
10 willing and knowledgeable seller for the ownership and control of a property  
11 allowing sufficient time for the sale.

12 d. *Market rent* means the rent currently paid in an area on properties similar to the  
13 subject property with comparable lease provisions.

14 e. *Mothballed cost* means the cost of maintaining a facility at a level sufficient to  
15 prevent deterioration, excluding utilities.

16 f. *Operating cost* means the cost of maintaining a facility in its intended use to provide  
17 regular County services.

18 1.03. Responsibilities. For purposes of this chapter, the following responsibilities are assigned.

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- 1 a. Buildings Director. The buildings director is responsible for the management of all  
2 county-owned property other than property under the management of the Highway  
3 Department.
- 4 b. Highway Commissioner. The highway commissioner is responsible for the  
5 management of county-owned property as assigned to the highway departments  
6 including facilities and rights of way but excluding buildings.
- 7 c. County Treasurer. Pursuant to Wisconsin Statutes, the county treasurer is  
8 responsible for issuing tax title and identification of all property for which a tax title  
9 has been issued.
- 10 d. County Administrator. The county administrator is responsible for the  
11 identification of all property owned by the county, preparation of the property  
12 inventory, and recommendations for the acquisition, use, and disposal of county-  
13 owned real estate.
- 14 e. Property Committee. The property committee or its successor is responsible for  
15 reviewing reports on property ownership, making recommendations to the County  
16 Board on purchase or leasing property, and regularly reviewing and making  
17 recommendations on any amendments to this chapter.
- 18 f. Finance Committee. The finance committee or its successor is responsible for  
19 reviewing any acquisition, lease, or disposition of County property other than that  
20 acquired through tax forfeiture.
- 21 1.04. Report on County property. The county administrator must, by August 1 of every year,  
22 prepare an inventory of all real property owned or under the direct control of Polk County  
23 for submission to the County Board. This inventory must include location, area, a listing of  
24 improvements including condition, and an estimate of value. This report must also include  
25 a recommendation on the proposed use or disposition of this property, assessing the

1 current and possible future need for this property for the provision of County services  
2 according to the following categories:

- 3 a. Essential. Property necessary for the current provision of services by Polk County,  
4 including timber management and parks.
- 5 b. Reserved. Property determined to have a future use by Polk County, but no current  
6 use for this property is forecast for at least the following two years.
- 7 c. Surplus. Property determined to not have any likely future use by Polk County.

8 1.05. Disposition of surplus property. The county administrator must make a recommendation  
9 for the disposition of all property determined to be surplus, including method of  
10 disposition and timetable for that disposition.

11 a. Appraised value. For non-tax forfeiture properties to be sold at public auction, the  
12 county administrator must estimate the appraised value based on the assessed  
13 value and sales of comparable property. He or she may also contract with an  
14 independent appraiser for that purpose. All property with an estimated value of  
15 \$25,000 or more that is to be transferred through a private sale must be  
16 independently appraised by a certified property appraiser. The minimum bid for  
17 property to be sold at public auction is the lowest likely ~~appraised~~ market value as  
18 determined by the Buildings Director.

19 b. Occupied property. If a property determined to be surplus is occupied by an outside  
20 agency, that agency must be provided at least 12 months notice prior to any public  
21 sale and be offered the opportunity to purchase this property at its appraised value  
22 as determined by the County Board prior to any listing for public sale.

23 1.06. Lease of property. Property categorized as future use may be leased to outside agencies.

24 The county administrator or his/her designee must negotiate the terms of a lease  
25 according to the following criteria.

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1 a. Amount of lease payment. Unless otherwise authorized by the County Board, the  
2 rental amount for ~~reserved~~ leased property must not be less than the market rental  
3 value in the area. For nonprofit agencies, the rental amount must not be less than  
4 the different between the mothballed costs and the cost to the county if occupied,  
5 including all utilities.

6 b. Term of lease. All lease agreements must be for a period of one calendar year,  
7 subject to automatic renewal, unless otherwise authorized by the County Board.

8 1.07. Reversion of leased property. The county administrator or his/her designee must review  
9 the County's potential use of leased property on an ~~quarterly~~ annual basis to determine  
10 whether it is in the best interest of the County for leased property to revert to County use.  
11 Should he or she make that determination, she or he must prepare a resolution for  
12 consideration by the County Board. This resolution must provide for the orderly reversion  
13 of such property, with a minimum notice of 12 months.

14 1.08. Acquisition of property. If the county administrator determines that it is in the interests  
15 of the County to acquire property through purchase, donation, or other means, he or she  
16 must prepare a resolution to that effect for consideration by the County Board. That  
17 resolution must be referred to the relevant governing committee or committees and, where  
18 possible and for property with an appraised value greater than \$\_\_\_\_, initially presented  
19 at a regular County Board meeting or special County Board meeting prior to its final  
20 consideration at a subsequent regular County Board meeting. This resolution and  
21 accompanying materials must contain the rationale for that recommendation, the effect on  
22 County finances, the effect on the tax base of the County and of all affected political  
23 subdivisions, the net change in the share of public land in the County, and any proposed  
24 compensating sales or disposition of other public land.

3<sup>rd</sup> DRAFT 3/6/14

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Note:

Underlined words are additions from the first or second drafts

~~Stricken words~~ are deletions from the first or second drafts

**POLK COUNTY BOARD OF SUPERVISORS**  
Minutes from Tuesday, March 18, 2014  
Polk County Government Center – County Board Room  
Balsam Lake, WI 54810

Chairman Johnson called the regular March 18, 2014 meeting of the Polk County Board of Supervisors to order at 6:00 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 March 9, 2014. In addition, the Office of County Clerk distributed on March 7, 2014, 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. The County Board received the verbal opinion of Corporation Counsel that the advance written meeting 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 21 members present. Supervisors Bergstrom and Demulling were excused from the meeting.

Chairman Johnson led the pledge of Allegiance.

The time of reflection was offered by Supr. Nelson

**Chairman Johnson called for a motion to approve the consent agenda as published. Motion (Brown/Jepsen) to approve the consent agenda. Motion carried** by unanimous voice vote.

Time was given for public comment.

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

Chairman Johnson presented the Chairman's Report.

Chairman Johnson recognized Administrator Frey for purposes of receiving the monthly Administrator's report.

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March 18, 2014

**Chairman Johnson called for a motion to approve the DNR Appointments of Polk County Emergency Fire Wardens for the Year 2014. Motion (Masters/Scoglio) to approve. Motion to approve appointments carried** by unanimous voice vote.

Keith & Michelle Schmidt (Clam Falls Tavern) for Town of Clam Falls  
Patty and Ron Fredericks (Sundown Saloon Bar & Grill) for Town of Clam Falls & Town of West Sweden  
Julie Haines (Wolf Creek Bar) for Town of Sterling  
Jeff Moats (Ray's Firestone) for Town of West Sweden

**Chairman Johnson called to the floor, Ordinance No. 04-14, Ordinance Adopting the Polk County Agriculture and Farmland Preservation 2014-2023 Plan. Motion (Jepsen/O'Connell) to approve Ordinance 04-14.** Polk County Land and Water Director, Tim Ritten and Eric Wojchik addressed the Ordinance with a brief presentation on the proposed plan. **Chairman Johnson called for a voice vote on the motion to approve Ordinance 04-14. Motion carried** by unanimous voice vote. Ordinance Adopted.

**Chairman Johnson called to the floor, Resolution No. 05-14, Resolution to Set Compensation for Elected Officials for Term 2015-2018. (Sheriff and Clerk of Circuit Court). Motion (Kienholz/Schmidt) to approve Resolution 05-14.** Administrator Frey addressed the Resolution. **Chairman called for a voice vote on the motion to approve Resolution 05-14. Motion carried** by voice vote. Resolution adopted.

**Chairman Johnson called to the floor, Resolution No. 06-14, Resolution to Enter Into Western Region Recovery & Wellness Consortium for Mental Health and Substance Abuse Services. Motion (Stroebe/Schmidt) to approve Resolution 06-14.** Administrator Frey addressed the Resolution. **Motion (Brown/Jepsen) to amend Resolution 06-14 as follows:**

**Page 1, line 22, after "member" insert "for the limited provision of the Comprehensive Community Services Program"**

**Page 1, line 25, after "the" insert "limited"**

**Page 2, line 33, after "WRRWC" insert ", consistent with the limited authorization"**

**Page 2, after line 44, insert a new paragraph to read:**

**BE IT FURTHER RESOLVED that the authorizations made herein are for sole limited purpose of the provision of the Comprehensive Community Services Program and that should the functions of the WRRWC require expansion beyond such limited purpose that such expansion shall be subject to and require additional approval of the Polk County Board of Supervisors consistent with and pursuant to Section 66.0301, Wisconsin Statutes.**

**Strike title to Resolution 06-14 as published, insert: "Resolution to Enter into Western Recovery and Wellness Consortium for the Multi-County Provision of Comprehensive Community Services Program"**

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March 18, 2014

**Chairman Johnson called for a voice vote on the amendment to Resolution 06-14. Motion to amend Resolution 06-14 as stated carried by unanimous voice vote. Chairman called for a voice vote on approval of Resolution 06-14 as amended. Motion carried by unanimous voice vote. Resolution adopted.**

**Chairman Johnson called to the floor, Resolution No. 07-14, Resolution To Adopt Polk County Policy No. 916, Management of County Owned Real Estate. Motion (Jepsen/H. Johansen) to approve Resolution 07-14. Administrator Frey addressed the Resolution. Motion (D. Johansen/Nelson) to amend Resolution 07-14 draft Policy 916 as follows:**

**Page 1, line 1, after “forest” insert “subject to Wisconsin Statutes Sec. 28.11”**

**Page 4, line 1, after “payment.” Insert “ For other than nonprofit agencies,”**

**Page 4, line 18, strike “and for property with an appraised value greater than \$\_\_.”**

**Strike title to Policy 916 as published, insert: “ Management of County-Owned Non-Tax Forfeiture Real Estate”**

**Chairman Johnson called for a voice vote on the amendment to Resolution 07-14. Motion to amend Resolution 07-14 carried by unanimous voice vote. Motion (Caspersen/ Kienholz) to further amend Resolution 07-14 as follows:**

**Page 3, line 6, strike “two years” insert “four years”.**

**Chairman called for a voice vote on said amendment to Resolution 07-14. Motion failed by voice vote.**

**Chairman Johnson called for a voice vote to approve Resolution 07-14 as amended. Motion carried by voice vote. Resolution adopted.**

Supervisors Reports were given.

Motion (O’Connell/Jepsen) to adjourn. Motion carried by unanimous voice vote.  
Chairman Johnson declared meeting adjourned 7:25 p.m.