



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Carole Wondra, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email carole.wondra@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, June 9, 2016 at 10:00 a.m.

A quorum of the County Board may be present

Materials: May 12, 2016 minutes
Key issues from May 12, 2016 meeting
Draft work plan outline

- | | | |
|-------|--|--|
| 10:00 | 1. Call to order | |
| | A. Approval of agenda | |
| | B. Approval of minutes for May 12, 2016 | |
| 10:05 | 2. Public comment (3 minutes) | |
| 10:10 | 3. Announcements and committee information | |
| | A. Committee Responsibilities (follow up) | Dana Frey |
| | 4. Discussion items | |
| 10:15 | A. Profile of education and labor force in Polk County | Tim Anderson, County Planner |
| 10:30 | B. Labor force needs and economic development in Polk County | Steve Healey, Polk County Economic Development Corporation |
| 10:50 | C. WITC programs and opportunities for Polk County residents | Kuris Burton, Career Specialist, WITC |
| 11:20 | D. Roundtable discussion | Committee members and participants |
| 11:50 | 5. Action item | |
| | A. Resolution Seeking Waiver from Mandated Process concerning Absentee Ballots | Carole Wondra, County Clerk |
| 12:00 | 6. Monthly committee report | Dana Frey |
| 12:05 | 7. Additional items for future agendas | |
| 12:10 | 8. Adjourn | |

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential



MINUTES

General Government Committee

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

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

Members present

| Attendee Name | Title | Status |
|---------------|------------|---------|
| Brian Masters | Chair | Present |
| Russ Arcand | Vice Chair | Present |
| Dean Johansen | Supervisor | Present |
| Larry Jepsen | Supervisor | Present |
| Chris Nelson | Supervisor | Present |

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

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

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

Public Comment None

Old Business

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

New Business

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

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

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

Sheriff Pete Johnson spoke on the purchases from County employees.

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

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

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

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

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

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

DRAFT RESOLUTION NO.: WisVote Absentee Tracking Mandate Relief--2016-17

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2015 Act 261 (2015 Senate Bill 295) was enacted March 16, 2016, and published March 17, 2016. 2015 Act 261 made changes to include electronic voter registration, verification of registrations, proof of residence for voting, electronic poll lists, election equipment approval, counting of absentee ballots, and other elections and campaign finance items. The Act requires additional categories of information in the official registration list (WisVote System), which largely relate to absentee voting activity.

Under the Act, the official registration list must have separate columns indicating each of the following: (1) the date on which a voter applied to vote by in-person absentee ballot; (2) the date on which the clerk mailed an absentee ballot to a voter; (3) the date on which a voter returned the absentee ballot; (4) the polling location associated with each voter's address and ward or aldermanic district, if any; and (5) the mailing address for the municipal clerk associated with the polling location identified for a voter.

The Act also requires clerks to input the required absentee voting information into the official registration list within a specified period of time. A clerk must enter or submit to the clerk's designee the information identified in (1), (2), and (3) above, as well as other required information about the voter, within **48 hours** after mailing the absentee ballot, receiving the in-person absentee ballot application, or receiving the returned absentee ballot. If the information is submitted by the clerk to a designee, the clerk's designee **must** enter the information within **24 hours** after receiving it from the clerk. If the deadline falls on a Saturday or Sunday, then the deadline is extended to the next business day.

The 2015 Act 261 election legislative change to require WisVote absentee tracking, with specific time frames for data entry into the WisVote System, is especially problematic for municipalities with provider/relied relationships and for those municipalities with no

infrastructure to enable self-provision of services due to the lack of internet/broadband service.

Some counties/providers are negating their provider/relief agreements to provide WisVote services because of absentee tracking due to the lack of staffing, exposure to liability with non-compliance of deadlines, or difficulties with communicating information reliably. Some counties/providers, who did not have agreements to provide absentee tracking in their provider/relief agreements, are reporting to municipalities that the municipalities must handle the WisVote absentee tracking requirement, despite that those same municipalities may not have the human resources or necessary infrastructure to comply with the law.

WisVote absentee tracking service provision requires comprehensive knowledge of elections, sufficient abilities to utilize WisVote, and newer hardware/software to effectively utilize the system for this mandate. Because of the time frames and proximity to August 9, 2016 Partisan Primary Election and November 8, 2016 General Election, developing methods of communication, allocating or acquiring necessary resources, or relying on provider/relief relationships, the mandate is a burden to all municipalities within Wisconsin.

In many municipalities/counties, the numbers of absentee voters at the November 8, 2016 General Election, from the enactment of this mandate, will swell to five times the number of absentee voters that occurred in the April 5, 2016 election, when incomplete data was gathered by municipalities and their providers. For those providers who did not have requirements of providing absentee tracking, costs will be relayed to local municipalities who do not have budgets sufficient to meet the requirements of providing sufficient labor costs to meet the deadlines required of the legislation.

Since enactment of 2015 Act 261, providing entities and municipal clerks have been busy closing out the April 5, 2016 Election, and reorganizing their legislative bodies. As the deadline to begin tracking absentee information begins very soon on June 23, 2016, when absentee ballots are available for municipalities to mail absentee requesters their absentee ballot for the August 9, 2016, Partisan Primary Election, finding and/or training qualified additional labor may not be feasible.

Previous to the requirement of absentee tracking in WisVote, clerks not utilizing WisVote have been required to keep a paper log of the absentee voter request, when the absentee ballot was mailed to the absentee voter, and when the ballot was received from the absentee voter by the municipal clerk. Therefore, records of the data necessary for tracking this information are available.

In Outagamie County, the cost to the 19 relier municipalities has been estimated to be \$20,000 or more for the remaining 2016 elections. The estimate is based upon the assumption that the mandate could be fulfilled within the timing requirement. It is uncertain whether this is possible; especially for the November 8, 2016 General Election, when absentee tracking will likely swell to five times the absentee voter numbers that occurred with the April 5, 2016 Spring Election.

Municipal clerks within the state that administer elections and provide their own data entry into WisVote also have reported difficulties with meeting a 48 hour election deadline at a time when staff members are issuing absentee ballots, either by mail or in-person. Additional staffing is necessary for data entry within a 48 hour time deadline, which negates the ability to batch work, if necessary.

2015 Act 261 also created a subscription service providing access to the absentee ballot data entered into the official registration list, as described in the preceding. However, the revenue from that subscription service is to be provided to the State of Wisconsin and not to the municipalities or provider entities. In addition, uncertainties have been reported that the subscription service may not generate any significant revenues sufficient for either the State of Wisconsin or sufficient revenues to disburse to municipalities or provider entities of the WisVote System.

Therefore, this resolution requests mandate relief from requirements of WisVote absentee tracking due to lack of revenue reimbursement, problems with infrastructure to deliver the service, and complexities with ensuring necessary labor to data enter in the absentee tracking information within WisVote until such time that infrastructure can be adequately enabled within the municipalities of Outagamie County. This resolution further urges support for requests of mandate relief from other entities responsible or associated with responsibility for complying with WisVote absentee tracking.

NOW THEREFORE, the undersigned members of the Finance Committee and Legislative/Audit and Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the request for Wisconsin Department of Revenue mandate relief for the following: Wisconsin Statute 6.36 (1) (a) "Official registration list. The commission shall compile and **maintain electronically** an official registration list." relief from sections: "13. A separate column indicating the date on which an elector applied to vote by in-person absentee ballot. 14. Separate columns indicating the date on which the clerk mailed an absentee ballot to an elector and the date on which the elector returned the absentee ballot." and Wisconsin Statute 6.33(5)(a)(2) 2. "Except as provided in par. (b) and this paragraph, whenever a municipal clerk mails an absentee ballot to an elector or receives an in-person absentee ballot application or an absentee ballot the municipal clerk shall, **no later than 48 hours** after mailing an absentee ballot or receiving an in-person absentee ballot application or an absentee ballot, **enter electronically** on the list maintained by the commission under s. 6.36 (1) the information required under that subsection or submit the information to the clerk's designee who shall, **no later than 24 hours** after receiving the information from the clerk, **enter electronically** on the list maintained by the commission under s. 6.36 (1) the information required under that subsection. If a deadline under this subdivision falls on a Saturday or Sunday, the deadline is extended to the next business day," and

BE IT FURTHER RESOLVED, that the Outagamie County Board does support additional requests from municipalities, counties, and organizations associated with municipalities and counties for similar Wisconsin Department of Revenue mandate relief from the **requirement** of WisVote absentee tracking as noted above (including Wisconsin County Clerks Association, Wisconsin Municipal Clerks Association, Wisconsin Towns Association, League of Wisconsin Municipalities, and Wisconsin Counties Association),
and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Wisconsin Government Accountability Board, Wisconsin county clerks, Lobbyist Mark Wadium, Outagamie County state legislators, Wisconsin County Clerks Association, Wisconsin Municipal Clerks Association, Wisconsin Towns Association, League of Wisconsin Municipalities, and Wisconsin Counties Association.

Dated this ____ day of May 2016

Respectfully submitted,

FINANCE COMMITTEE & LEGISLATIVE/AUDIT &
HUMAN RESOURCES

COMMITTEE

Kevin Sturn

Kathy Groat

James Pleuss

Nadine Miller

Peter Stueck

Travis Thyssen

Cathy Spears

Matthew Strenn

Shane Griesbach

Justin Krueger

Duly and officially adopted by the County Board on: _____

Signed: _____

Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____

County Executive

General Government Committee

Polk County General Government Programs and Subprograms

| Department | Column1 | Program | Program | | Subprogram Expenditures |
|--------------------------------------|---------|------------------------------------|--------------|---|-------------------------|
| | | | Expenditures | Subprograms | |
| County Clerk | 0.09 | Elections | 206,337 | | |
| | 0.46 | Clerk services | 242,221 | Marriage and domestic partnership licensing | 40,370 |
| | 0.23 | | | Support services for the County Board | 103,169 |
| | 0.04 | | | Dog licensing | 17,942 |
| | 0.09 | | | Passport Agent | 40,370 |
| | 0.09 | | | Motor vehicle licensing agent | 40,370 |
| Buildings, Parks, Solid Waste | | Building and Property | 1,465,790 | Building and Property | 1,404,909 |
| | | | | Museum | 38,133 |
| | | | | Fair | 22,748 |
| Register of Deeds | 0.8 | Register of Deeds | 376,534 | Recording and filling documents | 301,227 |
| | 0.2 | | | Vital records | 75,307 |
| Treasurer | 0.4 | Treasurer | 272,553 | Tax calculatin, billing, settlement and fund distribution | 109,021 |
| | 0.3 | | | Cash Management | 81,766 |
| | 0.15 | | | Tax deed process | 40,883 |
| | 0.15 | | | Other financial services | 40,883 |
| Corporation counsel | 0.35 | Corporation counsel | 213,889 | Organizational Legal Services | 74,861 |
| | 0.3 | | | Human Service Cases | 64,167 |
| | 0.2 | | | Ordinance Enforcement and Administration | 42,778 |
| | 0.15 | | | Litigation and Collection Services | 32,083 |
| | 1 | Delivery of Child Support Services | 592,493 | | 592,493 |
| Administration | 0.35 | Public Financial Management | 442,781 | | |
| | 0.1 | Administration | 569,290 | Recruitment, selection, and supervision of department heads | 126,509 |
| | 0.15 | | | Preparation of materials for Board review and action | 189,763 |
| | 0.2 | | | Policy implementation and oversight | 253,018 |
| | 0.2 | Insurance | 253,018 | | |
| Information Technology | 0.3 | Information Technology | 898,883 | Network Security | 269,665 |
| | 0.3 | | | Technical Support | 269,665 |
| | 0.3 | | | Network Administration | 269,665 |
| | 0.1 | | | Programming & Analysis | 89,888 |
| Employee Relations | 0.2 | Employee Relations | 406,218 | Employee Wellness and Safety | 81,243 |
| | 0.2 | | | Compensation and Benefits | 81,243 |
| | 0.2 | | | Labor Relations | 81,243 |
| | 0.2 | | | Employment, Recruitment/Retention, and Position Development | 81,243 |
| | 0.2 | | | Policy Development and Legal Compliance | 81,246 |

Excludes Debt Service and Transfers

Key Issues Identification

- 1) New Highway Shop
 - a. Gain efficiencies in the building systems compared to existing
 - b. Vehicles can last longer is the facility allows for better care and storage areas for them indoors
- 2) What is the County's role in tourism?
 - a. Is agri-tourism an option?
 - b. What are the regulatory impediments to increased tourism?
 - c. What can be done at the county?
 - d. ATV's and Trails are opportunities
- 3) Parks
 - a. We have nice parks
 - b. Existing county parks lack camping facilities, especially for 5th wheel, travel trailer style camping
- 4) Public Safety working on mental health issues
 - a. Options other than prison time or incarceration for those dealing with mental health issues
 - b. Suicide prevention
- 5) Law Enforcement Coverage
 - a. Is there enough support; are staffing levels correct?
 - b. Costs of providing current level of service?
 - c. Cost of providing increased level of service?
 - d. Response times
 - e. Other options/solutions that could be explored to improve or achieve desired coverage
- 6) Road Conditions
 - a. What is the most appropriate rating system to achieve the goals of good roads?
 - b. Allocate proper funding to maintain desired road conditions
 - c. Look at overall condition of roads and reducing the number of low-quality roads
 - d. Is the rating system and level appropriate to achieve the road conditions we want
 - e. Condition of the state highway fund

May 4th, 2016

Key Issues Identification

- 1) What policies, plans, ordinances, etc., need to be updated and when?
 - a. Schedule of when they need to be updated including:
 1. Date adopted
 2. Date update is due
- 2) Template of workplan from Dana's presentation with info from outside agencies (WestCAP, West Central Regional Planning Commission, etc.)
- 3) Impact of Stillwater Bridge
- 4) Transportation
 - a. Commuting facilities and options
- 5) Drug Use and Substance abuse
- 6) Issues around the aging population
 - a. Services provided

Health and Human Services Committee

May 10th, 2016

Key Issues Identification

- 7) Mental Health
 - a. Why is suicide rate double?
- 8) Transportation
 - a. Effectiveness of roads and bridges
 - b. Cost of maintenance of roads and bridges
 - c. Replacement costs
- 9) Public Protection
 - a. Providing safety through cooperation with towns, cities and villages
- 10) Recreation
 - a. More sales tax money
 - b. Tourism
- 11) Maintain and Improve Water Quality
 - a. Will help improve and increase tourism
- 12) Big Box Stores versus Downtown Revitalization
 - a. How do they compete?
- 13) Senior Citizens and Veterans

- a. Facilities to serve their needs
- b. Lack of resources
- 14) Educational Opportunities
 - a. Why is school enrollment declining?
 - b. Post-secondary school/education in the county
 - c. Cooperation of area high schools and WITC
 - d. Senior educational opportunities
 - e. Community educational opportunities
 - f. Strong internet and communication facilities/services needed for distance learning and use of telemedicine to remotely connect on health issues
- 15) Substance abuse problems/issues
 - a. Drug and alcohol addictions
- 16) Marketing and promotion of the county
- 17) Clear identification of the county role on issues
- 18) How can the county partner with other units of government, non-profits, etc. to achieve desired outcomes?
- 19) Increased vector-borne disease due to climate change

General Government Committee

May 12th, 2016

Key Issues Identification

- 1) Mental Health
 - a. Community safety
 - b. How to get dignified places for residences for those with mental health issues
 - c. Homelessness
- 2) Aging population
- 3) Updating county services for the future
 - a. Improving services
- 4) Lack of higher education opportunity in the county
- 5) Relationship of the county with municipalities
 - a. Specifically the impact the county has on the Village of Balsam Lake
- 6) Youth leaving the county
 - a. They leave due to
 - 1. Life amenities like trails, recreation opportunities, etc. that are available elsewhere.

2. What can we do about this and how could we capitalize on providing opportunities that would keep the youth here
- 7) Staying on top of providing and maintaining necessary county infrastructure
 - a. Like roads: keep all of them in good condition with proper maintenance
- 8) Land use balance
 - a. How to accommodate additional people and development while maintaining the rural life and aspects of rural life that attract people here and keep people here.
- 9) Economic Development
 - a. Need good jobs with good pay
- 10) Connection between economic development and education/post-secondary educational opportunities
- 11) Technology/Communication services
 - a. Need for high-speed internet more universally
 - b. Phone connectivity
 - c. Others
- 12) Housing for the elderly



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, June 9th, 2016

Meeting called to order by Committee Chair Masters@ 10:04 a.m.

Members present

| Attendee Name | Title | Status |
|---------------|------------|---------|
| Brian Masters | Chair | Present |
| Russ Arcand | Vice Chair | Absent |
| Dean Johansen | Supervisor | Present |
| Larry Jepsen | Supervisor | Present |
| Chris Nelson | Supervisor | Present |

Also present Tammy Peterson, Executive Secretary, Andrea Jerrick, Director of Employee Relations, Tim Anderson, County Planner, Carole Wondra, County Clerk and Dana Frey, County Administrator

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

Approval of Minutes- Chairman called for a motion to approve the minutes of May 12th, 2016. **Motion** (Jepsen/ Nelson) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment: None

Visitors: Sheila Harsdorf, State Senator, Adam Jarchow, State Representative, Brandon Robinson, Unity Superintendent, Jim Biestle, Christy Roschell and Susan Lockwood from WITC .

New Business:

Mr. Frey discussed the needs of labor force and economic development in Polk County.

Tim Anderson presented a powerpoint and spoke on the education and labor force within Polk County.

The committee and visitors had a roundtable discussion on the WITC programs, opportunities, education and workforce for Polk County residents.

Ms. Wondra spoke on the Resolution Seeking Waiver from Mandated Process concerning Absentee Ballots. Motion (Johansen/ Jepsen) to have County Clerk look into being exempt from this process concerning Absentee Ballots with the state. Motion carried by unanimous voice vote.

Future items: Next meeting: July 14th, 2016 @ 10:00 a.m. WITC follow up in August or September, lease structure and fee schedule in August.

Adjourn - **Motion** (Johansen/ Jepsen) to adjourn. Meeting adjourned 12:00 p.m.