



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
100 Polk Plaza, Suite 220, Balsam Lake, WI 54810
Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

AMENDED

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center

County Board Room

Balsam Lake, WI 54810

Tuesday, November 10th, 2015 at 2:00 p.m.

Purpose: Review and action on selected items as listed below
Documents: Minutes of October 15th, 2015 and quarterly report

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda Approval of minutes for October 15 th , 2015	
Public comment	
Old business	
1. Development of Recommendations Concerning the County Board departmental budget – Continued Deliberations.	Committee Chair
New business	
2. Questions on issues as contained in written quarterly report.	Committee Chair
3. Annual Budget and review budget amendments 4. *Contingency Fund transfer to the District Attorney's office not to exceed \$8,000 5. Resolution to Set Library Service Rates For Calendar Year 2016	County Administrator
6. Future agenda items: December 10 th , 2015 @10:00 a.m.	Committee Chair

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, October 15th, 2015

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

Members present

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Larry Jepsen	Vice Chair	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present
Ken Sample	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Jeff Fuge, Corporation Counsel and Maggie Wickre, Finance Manager.

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

Approval of Minutes- Chairman called for a motion to approve the Minutes of September 24, 2015 and October 8, 2015 meetings. **Motion** (Sample, Schmidt) to approve minutes. Motion carried by unanimous voice vote.

Public Comment None

New Business

County Administrator Frey provided several hand outs and discussed the Administration Budget Recommendations and new spend options for the 2016 budget.

Motion (Sample/ Jepsen) to recommend the spending options of 2016 budget consistently from County Administrator to County Board.

Administrator Frey discussed a creation of a County Business office which would be consolidating Treasures and County Clerk's office. This would help in modifying finances in one location and staggered shifts for citizens to be able to come after work.

Corporation Counsel, Jeff Fuge spoke on the establishment of an County Officer of Deputy County Administrator and County Officer of Director of Administration. This would give a person to complete functions within the County and hand down work.

Administrator Frey answered questions that were contained in the Quarterly Board Report that was presented.

Motion (Schmidt/Sample) it is our recommendation to recommend Resolutions A, B, C D and E to County Board. Motion carried by unanimous voice vote.

- a. Resolution to Ratify Labor Agreement with Wisconsin Professional Police Association Field Services Association Local 201 for Period Beginning January 1, 2016;
- b. Resolution to Write Off Certain Uncollectible Accounts of the Golden Age Manor Nursing Home;
- c. Resolution Providing for the Redemption of a Portion of the Outstanding Debt of the County
- d. Resolution to Hold a Public Hearing on the 2016 Budget Proposal of Polk County
- e. Resolution Authorizing Transfer of Funds Pursuant to Section 65.90, Wisconsin Statutes

Motion (Jepsen/Sample) to recommend the Highway work study, a working group to work and oversee all studies and all options considered. Motion carried by unanimous voice vote.

Motion(Jepsen/ Sample) to allocate 1,800.00 to County Chair's discretion for per diems and mileage for business needs.

Motion amended (Jepsen/Schmidt) to allocate 2,500.00 to County Chair's discretion for per diems and mileage for business needs. Voted 3 to 2, motion carries.

Next meeting will be held on November 10th, 2015 at 2:00PM.

Motion (Hallberg/Sample) to adjourn. Meeting adjourned 1:18 PM.

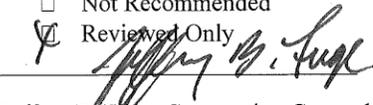
34 WHEREAS, at its meeting on November 10, 2015, the General Government Committee
 35 recommended that the Polk County Board of Supervisors authorize an increase in county
 36 levy funding for municipal libraries and establish a review of the increase once
 37 implemented as set forth in this resolution.

38 NOW, THEREFORE, BE IT RESOLVED, that, pursuant to s. 43.12(1), Wis. Stats., the
 39 Polk County Board of Supervisors sets the rate of county library levy funding
 40 (reimbursement rates) for municipal libraries located in Polk County at Ninety (90%)
 41 Percent of 1997 Wisconsin Act 150 Funding.

42 BE IT FURTHER RESOLVED, that pursuant to s. 43.12, Wis. Stats., the Polk County
 43 Board of Supervisors sets the rate of county library levy funding (reimbursement rates) for
 44 municipal libraries located in counties adjacent to Polk County at Seventy (70%) Percent of
 45 1997 Wisconsin Act 150 Funding.

46 BE IT FURTHER RESOLVED, that pursuant to ss. 43.64(1) and 70.62(1), Wis. Stats., the
 47 Polk County Board of Supervisors shall by separate resolution levy for the calendar year
 48 2016 an amount of tax sufficient to provide funds for such library service consistent with
 49 the rates set by this resolution and shall include any amount of such tax in the amount of
 50 taxes determined to be levied.

51 BE IT FURTHER RESOLVED that, pursuant to Section 43.12(4) the Polk County Board
 52 of Supervisors directs the Department of Administration and the County Clerk to conduct
 53 a financial analysis of the increase of reimbursement rate authorized herein; that such
 54 analysis shall request public libraries to provide the county access to all books and records
 55 used to determine amounts paid on the computed reimbursement rates as authorized
 56 herein; and provide the County Board a report of said financial analysis prior to the time
 57 the County Board may set such reimbursement rates and levy appropriate taxes for
 58 calendar year 2017.

Funding Source/ Funding Amount:	
Date Reviewed as to Appropriations:	November 10, 2015
Committee Recommendation as To Appropriation:	
Effective Date:	Upon Passage
Dated Submitted To County Board	November 10, 2015
Submitted/Sponsored By:	
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> 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

Acknowledgement of County Board Action

Mark As Appropriate:

At its annual business meeting held on 10th of November 2015, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-15 Resolution to Set Library Service Rates For Calendar Year 2016, as follows:

- Adopted by a vote of _____ in favor and _____ against.
- Adopted by majority voice vote.
- Defeated by a vote of _____ in favor and _____ against.
- Defeated by majority voice vote
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY:

William F. Johnson, IV, County Board Chairperson

Attest: _____

Carole T. Wondra, County Clerk

POLK COUNTY, WISCONSIN

POLK COUNTY TREASURERS OFFICE

Amanda Nissen, Treasurer

100 Polk County Plaza, Suite 150

Balsam Lake, WI 54810

Telephone 715-485-9255, Email: amandan@co.polk.wi.us

Quarterly Report, Oct 2015

Tax Calculation, Collection, and Settlement

Current

- State Mandated Delinquent Notices mailed September 2015 for delinquent 2014 taxes
- Settlement Completed in August for all of 2014 tax levies to taxing districts

Upcoming

- Tax Calculation Instruction Letters to be sent to local muni's the end of October
- Tax Calculation will start late Nov 2015 for 2015 taxes due in 2016

Cash Management

Upcoming

- Central Bank, the bank the County banks with, will be merging and name will be changing around March 2016. Name will change from Central Bank to MidWestOne. Our banking contract will not be affected

Tax Deed

Current

- Starting on Tax Foreclosure Process for unpaid 2012 properties

Upcoming

- Tax Sale starting in November

Other Programs/Duties

Current:

- Conference next week in Marinette County. The DOR will discuss the new tax bill format for the 2016 taxes due in 2017
- I am the current Vice-President of the Wisconsin County Treasurer's Association

Upcoming

- Next conference, WCCO, is in March 2016 in Madison

Programs implemented by this department and related goals:

1. Tax Calculation, Collection, and Settlement: Determining property tax, collection of taxes and the disbursement of taxes collected.
2. Cash Management: Management of inflow and outflow of cash for the County, including: cash receipting, bank reconciliations, and investments
3. Tax Deed: Process of foreclosing and processing properties with 3 or more year's delinquent real estate taxes.
4. Other Duties: publish unclaimed funds, tax searches, department web site



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
2:00 PM, Tuesday, November 10th, 2015

Meeting called to order by Committee Chair Arcand@ 2:08 PM.

Members present

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Larry Jepsen	Vice Chair	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present
Ken Sample	Supervisor	Present

Also present Tammy Peterson, Executive Secretary and Dana Frey, County Administrator

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

Approval of Minutes- Chairman called for a motion to approve the minutes of October 15th, 2015. **Motion** (Jepsen/Hallberg) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment None

New Business

County Administrator Frey provided handout and went over the Annual Budget and reviewed the budget amendments.

Administrator Frey also spoke on the Contingency Fund transfer to the District Attorney's office. The funds are not to exceed \$8,000. **Motion** (Jepsen/ Schmidt) to transfer funds. Motion carried by unanimous voice vote.

Mr. Frey handed out a report on library finances and discussed the Resolution to Set Library Service Rates for Calendar Year 2016. The consensus of the committee was to move to County Board.

Old Business

The committee discussed the Development of Recommendations Concerning the County Board departmental budget.

Future agenda items- Next meeting is December 10th, 2015 @10:00 a.m.

Adjourn - **Motion** (Jepsen/Sample) to adjourn. Meeting adjourned 4:39 PM.