



# POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator  
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## AGENDA AND NOTICE OF MEETING PUBLIC SAFETY AND HIGHWAY COMMITTEE

Government Center  
 County Board Room  
 Balsam Lake, WI 54810  
 2:00 p.m. Tuesday October 7<sup>th</sup>, 2014

**Purpose:** *Review and action on selected items as listed below*

**Documents:** *Minutes of September 2 ,2014 meeting, monthly and quarterly reports*

ITEM	LEAD PERSON
CALL TO ORDER	Committee Chair
APPROVAL OF AGENDA	
APPROVAL OF MINUTES for September 2, 2014 PSH Committee	
PUBLIC COMMENT	
NEW BUSINESS	
<ol style="list-style-type: none"> <li>1. Questions on issues as contained in written monthly/quarterly reports</li> <li>2. 2015 Budget issues</li> <li>3. Consideration of Recommendations and Amendments to Submitted Proposal of the 2015 Operating and Capital Budget on functional assigned areas;</li> <li>4. Request of the Polk County Criminal Justice Collaborative Council (CCJC) for County Matching Appropriation to CCJC for Application for Bremer Grant</li> <li>5. Recommendation on Transfer of CHIPS Cases from District Attorney to office of Corporation Counsel, Effective September 1, 2015</li> <li>6. Resolution to Authorize Application for 2015 Federal Reimbursements for Legal Services on Title IV-E Cases Involving Termination of Parental Rights and Children in Need of Protection or Services; and</li> </ol>	County Administrator

FUTURE AGENDA ITEMS	Committee members
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**  
**PUBLIC SAFETY AND HIGHWAY COMMITTEE**

Government Center  
County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday September 2<sup>nd</sup>, 2014

**Meeting called to order by Committee Chair Jay Luke at 2:00 P.M.**

**Members present**

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Supervisor	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also Present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, and Corporate Counsel Jeff Fuge,

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the August 5<sup>th</sup>, 2014. **Motion made by** (Johnson/Bonneprise) to approve the minutes. Motion carried by unanimous voice vote.

**Public Comment** – Chris Olson from the United States Military recognized Captain Steve Smith and Deputy Adam Goehring the Patriotic Employer Award.

Administrator Frey addressed the submitted monthly reports and 2015 budget issues.

**New Business**

**Motion made by** (Jepsen/ Bonneprise) to recommend the Resolution to Authorize Revision to Joint Use Salt Shed Agreement with Town of Alden to County Board. Motion carried by unanimous voice vote.

Honorable Molly E. GaleWyrick spoke on consideration and support of a third branch, we have to have two criteria's and they are space and support of County Board. **Motion made by** (Caspersen/ Bonneprise) to recommend the Resolution in Support of Legislation to Add Additional Judges to County Board. Motion carried by unanimous voice vote.

Honorable Molly E. GaleWyrick stated she is withdrawing her request on the resolution of In Opposition to Proposed Lapse in State Funding to Wisconsin Circuit Court System to County Board.

As a matter of public comment, District Attorney Dan Steffen spoke on funds of \$ 25,000 is needed for CJCC. The Bremer grant would match funds for drug program. Chairman Jay Luke stated this has to be on the October Agenda. County Administrator Dana Frey will draft an amendment to the 2015 budget.

**Motion made by** (Caspersen/Johnson) to adjourn. Meeting adjourned 2:50 p.m.



**Cremation permits issued            138**

**Fees collected YTD \$27,065.00. Budget amount 2014 is \$35,000.00 so we are right on track.**

**Comparisons with previous years cases YTD, September 18,**

<b>2008</b>	<b>192</b>
<b>2009</b>	<b>189</b>
<b>2010</b>	<b>197</b>
<b>2011</b>	<b>199</b>
<b>2012</b>	<b>193</b>
<b>2013</b>	<b>241 (record year)</b>

## **Child Support Agency Monthly Report, September 2014**

### Training and Education Update:

#### Upcoming

- WCSEA Board Meeting and Fall Conference, September 30 – October 3.
  - Financial Specialist Chad Hoag will be assisting ImageTek with a presentation on use of scanning equipment for child support agencies.
- WCSEA Board Meeting in Green Lake, December 11-12

### Technology Updates

- New computer and KIDS “kinks” have been remedied. No further issues at this time.
- Both new tablet PC’s received. Continued use and review are proving useful for court and meetings. Additional purchase of another unit will be made in November.

# POLK COUNTY SHERIFF'S OFFICE

*"Integrity, Honor, and Courage"*

1005 WEST MAIN, SUITE 900, BALSAM LAKE, WI 54810 -4403

PETER M. JOHNSON, SHERIFF  
STEVEN B. MOE, CHIEF DEPUTY

(715) 485-8300

BUSINESS OFFICE TELEPHONE (715) 485-8350  
BUSINESS OFFICE FAX NUMBER (715) 485-8355  
DISPATCH TELEPHONE NUMBER

DISPATCH FAX (715) 485-8300

## Sheriff's Office report for September 2014

### Administration:

Recruitment for vacant Records Clerk continues. We will interview the top 15 applicants on Thursday, September 25<sup>th</sup>. We are hoping that the position will be filled by early to mid-October.

### Corrections:

Jailer Becky Roberts has taken a position in another county department. Recruitment for that now vacant position has begun.

Interviews for the vacant Jail Sergeant position are scheduled for October 2<sup>nd</sup> and 3<sup>rd</sup>. Promotion will be announced by the 6<sup>th</sup>.

Jailers Brian Warner and Adam Morine have successfully completed the state required four-week Jail Recruit Academy. All jailers are required to complete this course within 1 year of being hired in a jail.

Preliminary numbers are in from the state on reimbursements for felony holds. They had 2604 hold days identified in their report. This is up from 2489 hold days last year. Our local DOC office shows we provided 90 more days than the state report shows. We are working with DOC to verify the number of holds and will request an amendment to the higher number if it is justified. The daily rate Polk County receives for reimbursement is determined after the state identifies what their total number of hold days to be reimbursed is. The statute allows reimbursement up to \$42/day, but historically has been in the range of \$28 - \$32 per day. The state has a defined pot of money for reimbursements and divides that pot by the total hold days throughout the state to determine the daily rate.

Daily inmate censuses have been in the high 80s and low 90s over the few weeks, which is trending upward.

### Communications:

Repairs needed to correct ongoing issues at the Dresser and Milltown communication towers went better than expected. The tower crew was able to identify the issues and make the necessary repairs at

a cost much lower than if we would have had to replace parts of the system as was originally thought to be likely.

#### Field Services:

Deputy Cory Krautkramer has resigned to take a position with the Minneapolis Police Department. Part-time Deputy J.T. Smith was on the current hiring list and has accepted an offer to fill that vacancy. Deputy Smith's first day as a full-time employee is September 28<sup>th</sup>.

Part-time Deputy Adam Goehring is being called up to activate duty by his National Guard Unit. His active service will begin in October. It is expected that he will be unavailable to us for up to 18 months.

Nate Hoftender was hired as a part-time Deputy. Deputy Hoftender started his field training on September 15th.

Inmate & mental health transport costs for August were just over \$5800.00.

#### Emergency Management:

##### **Storm Damage Report**

On Wednesday evening, September 3 a severe thunderstorm hit Polk County with estimated 60+ mph straight-line winds and rain. The hardest hit areas were the Village of Luck and the Towns of Bone Lake, Laketown and Luck. The strong winds downed power lines and trees throughout the area. A large area in the Village of Luck was without power for up to 24 hours. The Luck School District cancelled classes on September 4.

All four of these Municipalities have declared a State of Emergency. Emergency Management working with the local officials has begun the application process to request assistance from the Wisconsin Disaster Fund (WDF). This fund will reimburse the Municipalities for 70% of their eligible costs for Debris Clearance and Protective Measures taken. WDF also reimburses for repairs to Road Systems, but there were no reports of damage to roads from this storm. Early estimates exceed \$30,000.00 in eligible costs. We expect this number to go up substantially.

##### **Disaster Planning**

On Saturday, September 13, 2014 the Emergency Management Coordinator attended the monthly meeting of the Polk County Amateur Radio Club along with Kay Confer, Program Manager with Polk County Human Services and Jason and Barb Winget, American Red Cross Disaster Services.

Human Services and the American Red Cross are charged with the management and operation of emergency shelters as required during a disaster. The Amateur Radio Club has a role in assisting with communications during a local disaster. We discussed how they may be involved, what might be expected of them in different situations and where they fit in the Incident Command System (ICS) structure.

**OFFICE OF THE DISTRICT ATTORNEY**  
**Polk County Justice Center**



**September 2014 - Monthly Report**

Prosecution:

- Continue to work with courts to train on Evidence Based Sentencing Procedures to be used in Polk County
- Working with Victim Witness, Sheriff Department, and Human Services to establish a Drug Endangered Children team. Organizing Law Enforcement training with CPS workers
- Gathering information to establish Diversion Court
- New caseload for August: 38 Felony cases, 46 Misdemeanor cases, 14 Criminal Traffic cases, 1 CHIP, and 1 Delinquency

Victim Witness:

- Update brochures/information
- Implement Bikers Against Child Abuse Program and present to Victim Witness Board
- Taking steps to get our DEC program certified through State

Office Procedures / Staff:

- Office continues to apply paperless procedures with all 2014 criminal, juvenile, and traffic files. Staff is scanning all paperwork into our Protect Software. District Attorneys are using laptops in court.
- Restructuring staff and hiring of new part-time receptionist
- Hiring victim witness assistant

Administrative / Financial:

- Analyzing 2014 budget and planning for 2015

OFFICE OF  
JOANNE RITTEN  
CLERK OF CIRCUIT COURT – POLK COUNTY

TELEPHONE: 715-485-9241 \* FAX: 715-485-9262

1005 WEST MAIN STREET – SUITE 300 \* BALSAM LAKE, WI 54810

**Monthly Report**  
**October 2014**

**Public Financial Management:**

- Continued progress and focus on collection of past due fine/forfeitures.
- Completion of data for uncashed checks and unclaimed funds to be submitted to county treasurer in January 2015.

**Training of Department Heads and Supervisors:**

- New performance appraisal process in progress.
- Continued cross training of Clerks.

**Staff/office procedures:**

- Continue scanning old files to make room for new files also easier public access.
- Update of job description for hire of new employee.
- First stages of setting up e-filing procedures.
- Discussion on interest for past due fines owing. Still working out details.

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**Jury/Paternity**  
715-485-9227

**Criminal**  
715-485-9298

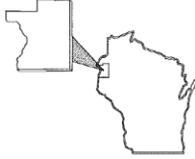
**Traffic**  
715-485-9215

**Civil/Family**  
715-485-9204

**Small Claims**  
715-485-9205

**Juvenile Clerk**  
715-485-9290

**Chief Deputy**  
715-485-9287



## Polk County Highway Department

518 Main Street ▪ PO Box 248 ▪ Balsam Lake WI 54810  
Phone (715) 485-8700 ▪ Fax (715) 485-8702

Steve Warndahl, Commissioner

Jim Pankonien – Patrol Superintendent  
Emil "Moe" Norby – Technical Support Manager

Steve Mullenbach – Fleet Supervisor  
Kathy Bohn – Supervisor of Hwy Administration

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### MONTHLY REPORT September 2014

#### CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS

##### CURRENT:

- CTH W1 – Paving started on Sept. 22
- CTH 01 - Frost heaves dug and completed
- CTH GG1 – Wedging is complete
- CTH J bridge has been rerated to a Max of 15 ton the department is seeking alternatives to address how to proceed with replacement with no Federal funds available the DNR has requested a stream bed profile to approve our replacement process-Dan Gustafson of SHE has been notified of the additional information needed and will give us an estimate
- CTH X Culvert has over Horse creek – More information has been requested as to the size and positioning of the new pipe.

##### UP COMING:

- Permit process for safety enhancement project on CTH F at Lake Wapogasset
- Continue to review construction methods to make the Highway's CIP go further and do more

#### ROAD MAINTENANCE & REPAIR

##### CURRENT:

- Culvert inspection data now being used to evaluate culverts for the 2015 road projects and 2014 maintenance activities
- Co. I Fiber patch and crack sealing completed
- Road side mowing program round two will soon be started on the County system
- The East end of Highway 48 was shouldered this month
- The department completed the flood aid culverts for Clayton and West Sweden townships
- Laketown and West Sweden culverts are paved over
- Chip seals were completed for towns of St Croix Falls and Osceola, Garfield, and the City of St. Croix Falls.

UPCOMING:

- New crack seal/fiber fill product will be used on the county road system
- Continue to work with towns on maintenance activities such as spray patching, chip seals, DNR permits, bridges and drainage issues
- We will be doing a Performance Based Maintenance project shouldering on Highway 63 in early October

Other Items

Moe Norby was not awarded the innovation award-competition was fierce with a wide variety of innovated contestants in several fields.

Resolution No. \_\_\_\_-14

Resolution to Authorize Application for 2015 Federal Reimbursements for Legal Services on Title IV-E Cases  
Involving Termination of Parental Rights and Children in Need of Protection or Services

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

Ladies and Gentlemen:

WHEREAS, pursuant to Resolution No. 24-98, the Office of Corporation Counsel represents the interest of the public in the prosecution of termination of parental rights case; and

WHEREAS, the federal government maintains a program under Title IV-E of the Social Security Administration Act for counties to receive reimbursement for the cost of legal services incurred in child welfare cases, which include cases involving termination of parental rights and children in need of protection and services; and

WHEREAS, Polk County has participated in receiving Title IV-E Legal Reimbursement Program since 2004; and

WHEREAS, it is in the interest of the County to renew the authorization to file an application for Title IV-E Reimbursements for the calendar year 2015 and timely file the same by October 31, 2014; and

WHEREAS, the Office of the District Attorney represents the interest of the public in children in need of protection and services under Section 48.13 to 48.16, Wis. Stats., and

WHEREAS, pursuant to Wis. Stat. Sec. 48.09, the County Board of Supervisors may in even years authorize the transfer of such cases from the Office of the District Attorney to the Office of Corporation Counsel and such transfer of cases is effective on September 1 of the subsequent odd year; and

WHEREAS, the transfer of such cases from the Office of the District Attorney will not result appreciable incurrence of county costs as the legal support services on such cases is being provided through the County staff employed through the Human Services Department; and

WHEREAS, transfer of the CHIPS cases from the Office of the District Attorney to the Office of Corporation Counsel will increase the reimbursements through the Title IV-E Program.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes and approves the following:

1. The Polk County Human Services Department and the Polk County Corporation Counsel shall enter into a legal services agreement for the purposes of making an application to the Wisconsin Department of Children and Families for Title IV-E Reimbursement for termination of parental rights and CHIPS cases.
2. On behalf of Polk County, the Polk County Corporation Counsel shall prepare and file an application with the Wisconsin Department of Children and Families for Title IV-E Reimbursements of legal services incurred on such cases.

3. That, pursuant to Wis. Stat. Sec. 48.09, the Polk County Board of Supervisors authorizes the Office of Corporation Counsel to prosecute cases involving children alleged to be in need of protection or services as provided in Wis. Stat. Secs. 48.13 – 48.16.

4. The authorization for transfer of such CHIPS cases shall be effective on September 1, 2015.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be filed with the Wisconsin Department of Administration no later than December 31, 2014.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be filed with the application for Title IV-E Reimbursements.

Funding Source/ Funding Amount:	
Date Reviewed as to Appropriations:	
Committee Recommendation as To Appropriation:	
Effective Date:	
Dated Submitted To County Board	
Submitted By:	

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

Mark As Appropriate:

At its regular business meeting on \_\_\_\_\_, \_\_\_, 2014, the Polk County Board of Supervisors considered and acted

on the above resolution, Resolution No. \_\_\_\_-\_\_\_\_: Resolution to Re-Authorize Application for Federal Reimbursements for Legal Services on Title

IV-E Cases Involving Termination of Parental Rights and Children in Need of Protection or Services, 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



**MINUTES**  
**PUBLIC SAFETY AND HIGHWAY COMMITTEE**  
Government Center County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday October 7<sup>th</sup>, 2014

**Meeting called to order by Committee Chair Jay Luke at 2:00 P.M.**

**Members present**

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Supervisor	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also Present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Pete Johnson, Sheriff, Steve Moe, Chief Deputy, and Malia Malone, Assistant Corporate Counsel

**Approval of Agenda-** Chairman called for a motion to approve agenda. **Motion made by** (Johnson/Caspersen) to approve agenda. Motion carried.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the September 2<sup>nd</sup>, 2014. **Motion made by** (Caspersen/ Bonneprise) to approve the minutes. Motion carried.

**Public Comment** – None

**New Business**

Administrator Frey addressed the submitted monthly /quarterly reports and 2015 budget.

Mr. Frey also discussed the consideration of recommendations and amendments for the submitted proposal of the 2015 Operating and Capital Budget for Highway, Law Enforcement, Child Support, Medical Examiner, Emergency Management, Clerk of Court and District Attorney.

Administrator Frey spoke on the request for matching County Criminal Justice Collaborative Council (CCJC) application for Bremer Grant. **Motion made by** (Jepsen/ Bonneprise) to approve \$ 25,000 for CJCC. Motion carried by unanimous voice vote.

Assistant Corporate Counsel, Malia Malone discussed the Recommendation on Transfer of CHIPS Cases from District Attorney's to office of Corporation Counsel. This is effective September 1, 2015. **Motion made by** (Johnson/ Jepsen) to move forward. Motion carried by unanimous voice vote.

Administrator Frey and Ms. Malone spoke on the Resolution to Authorize Application for 2015 Federal Reimbursements for Legal Services on Title IV-E Cases Involving Termination of Parental Rights and Children

in Need of Protection or Services. **Motion made by** (Caspersen/ Jepsen) to recommend to County Board. Motion carried by unanimous voice vote.

**Motion made by** (Caspersen / Jepsen ) to recommend approval of the department budgets for Highway, Law Enforcement, Child Support, Medical Examiner, Emergency Management and District Attorney as presented and the Clerk of Court as amended. Motion carried by unanimous voice vote.

**Motion made by** (Caspersen/Jepsen) to adjourn. Meeting adjourned 2:52 p.m.