



# 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](mailto:dana.frey@co.polk.wi.us)

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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 December 2<sup>nd</sup>, 2014

**Purpose:** Review and action on selected items as listed below  
**Documents:** Minutes of November 4<sup>th</sup>, 2014 and monthly reports

ITEM	LEAD PERSON
Call to Order	Committee Chair
Approval of agenda	
Approval of minutes for November 4 <sup>th</sup> , 2014	
Public comment	
New business	
<ol style="list-style-type: none"><li>1. Questions on issues as contained in written monthly reports</li><li>2. Recommendation Concerning Prospective Regulation of Implements of Husbandry on Roads Under 2013 Wisconsin Act 377</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 November 4<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	Vice Chair	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, and Highway Commissioner Steve Warndahl

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the October 7<sup>th</sup>, 2014. **Motion** (Johnson/ Jepsen) to approve the minutes. Motion carried.

**Public Comment** – None

**New Business**

Administrator Dana Frey addressed monthly reports and discussed the updates on technical amendments on the 2015 budget.

Highway Commissioner Steve Warndahl spoke on the use of state aid in the amount of \$144,263 for 3 construction projects for 3 different roads. **Motion** (Johnson/ Bonneprise) to recommend and use state fund aid in the amount of \$144,263 for 3 construction projects to General Government committee. Motion carried by unanimous voice vote.

Mr. Warndahl discussed the Charges for use of highway right of way.

Mr. Warndahl handed out ACT 377, local government options. Discussion will be at a later date.

Next meeting will be December 2<sup>nd</sup> in the County Board room.

**Motion** (Bonneprise/Jepsen) to adjourn. Meeting adjourned 2:34 p.m.

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

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**Monthly Report  
December 2014**

**Public Financial Management:**

- Continued progress and focus on collection of past due fine/forfeitures.
- Uncashed check list is finished and will be forwarded onto the Treasurer for publication.

**Training of Department Heads and Supervisors:**

- New performance appraisal process in progress. Will be implementing with the staff commencing in December.
- Continuation of cross-training clerks in all aspects of the office (Juvenile, Civil, Family, Jury, Paternity, Small Claims, Criminal, Paternity, Traffic and Appeals).

**Staff/office procedures:**

- Continuation of scanning old files to make room for the new year files. All staff involved in the scanning process.
- First stages of setting up e-filing procedures. Have contacted CCAP and awaiting CCAP to install software.
- Discussion on ways to do more collections within the office on old fines and forfeitures.

# OFFICE OF THE DISTRICT ATTORNEY

## Polk County Justice Center

November 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. Law Enforcement training & CPS worker training on January 5, 2015
- Gathering information to establish Diversion Court
- New caseload for October: 42 Felony cases, 56 Misdemeanor cases, 10 Criminal Traffic cases, 4 CHIP, and 8 Delinquency

### Victim Witness:

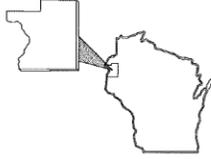
- Update brochures/information for Law Enforcement and victims
- Implement Bikers Against Child Abuse Program and set up presentation for 2015 Victim Witness Conference
- Taking steps to get our DEC program certified through State
- Hired new Victim Witness Specialist

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.
- State IT coming to county to construct better courtroom access for DA's using State laptops in December
- Hired part-time Receptionist
- Reconstructing hours and staff office procedures for 2015

Administrative / Financial:

- Analyzing 2014 budget and planning for 2015
- Orchestrating and budgeting for better equipment needed for better paperless processing



## 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 Nov. 2014**

#### **CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS**

##### **CURRENT:**

- Current contracted line stripper/painter is way behind and may not be able to complete the 2014 contract so we are looking at other vendors to complete the painting needed in 2014. Not all the contracted painting was able to be completed using a different contractor.
- CTH H Line painting was installed incorrectly by our contractor and had to be sand blasted off and repainted at the contractors cost.
- CTH J bridge has been rerated to a Max of 20 ton max this will help us through the winter months while we continue to review options and strategies as to the bridge replacement
- CTH X Culvert over Horse creek – 12 foot 11 inch by 7 foot 9 inch culvert has been delivered, is to be assembled this winter and will be installed in the spring.
- GTA increase notice for 2015 indicates a 144,000 dollar increase

##### **UP COMING:**

- Safety enhancement project on CTH F at Lake Wapogasset has been completed and greatly improves safety in the area
- Continue to review construction methods to make the Highway’s CIP go further and do more

#### **ROAD MAINTENANCE & REPAIR**

##### **CURRENT:**

- Snow season has begun and highway continues to work on hard pack from the last event
- All truck snow equipment has been mounted
- Four graders now have wings installed
- Pre wet systems are being installed daily

UPCOMING:

- We will have a defensive driving class in December
- If there are any question or concerns on the Implements of hubantry issue please contact me to discuss the issue



**MINUTES**  
**PUBLIC SAFETY AND HIGHWAY COMMITTEE**  
Government Center County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday December 2, 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	Vice Chair	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator and Steve Warndahl, Highway Commissioner

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the November 4<sup>th</sup>, 2014. **Motion (Jepsen/ Johnson)** to approve the minutes. Motion carried.

**Public Comment** – None

**New Business**

Administrator Dana Frey addressed monthly reports.

Highway Commissioner Steve Warndahl discussed the background information on the regulation of Implements of husbandry on roads under 2013 Wisconsin Act 377 and a proposed resolution to opt in on regulation. **Motion** (Johnson/ Jepsen) to recommend to County Board. Motion carried by unanimous voice vote.

Next meeting will be January 6<sup>th</sup>, 2015.

**Motion** (Bonneprise/Johnson) to adjourn. Meeting adjourned 2:30 p.m.