



POLK COUNTY, WISCONSIN

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MINUTES

PUBLIC SAFETY AND HIGHWAY COMMITTEE

County Board Room
Balsam Lake, WI 54810
2:00 P.M. Wednesday, July 12, 2017

Meeting called to order by Chair Luke at 2:00 p.m.

Committee Members Present:

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Vice Chair	Present
Doug Route	Supervisor	Present
Joe Demulling	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Sharon Jorgenson, County Clerk; Wes Revels, Chief Deputy; Jeff Hahn, Deputy; Rob Drew, Jail Captain; and member of the press.

Approval of Agenda-Chair Luke called for a motion to approve agenda. **Motion** (Bonneprise/Route) to approve the agenda. **Motion** carried by unanimous voice vote.

Approval of Minutes- Chair Luke called for a motion to approve the minutes of the June 13th, 2017 meeting. **Motion** (Jepsen/Demulling) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment

Time was given for public comment. No public comment was received.

Announcements and Committee Information

Committee received announcements from Administrator Frey regarding updates/progress on Highway Facility Project.

Discussion Items

- A. Committee received information from Administrator Frey regarding WI interstate compact fee required for offenders when transferring probation out of state. More data will be gathered from Administrator Frey's meetings with probation/Serenity Home to determine actual impact and issues caused due to individuals unable to pay fee.
- B. Committee received information from Deputy Hahn regarding recreational patrol program. Program covers patrol in three areas, water patrol, snowmobile patrol, and ATV patrol.

Department receives 67% to 87% reimbursement due to partial DNR funding of program. Deputy Hahn reports few complaints or accidents on ATV trails. Educational programs provided as part of the program are well received and attended by the public.

- C. Committee discussed Criminal Justice Coordinating Council.
- D. Committee received information from Administrator Frey as to process used for selection of candidates for Jail Captain position. Selection process same as most County openings: position is posted, advertised, candidates selected for interviews, those not selected are notified.
- E. New Jail Captain, Rob Drew was introduced to the committee.
- F. Committee received 2016 Annual Reports from Administrator Frey for the following departments: Law Enforcement, Highway, Clerk of Circuit Court, District Attorney and Victim/Witness Services

Matters for Upcoming Meetings

August: Next meeting: Tuesday, August 1st, 2017 at 2:00 p.m.

Fee Schedule

Report/update on road projects for the year – Emil Norby

Update on Stillwater Bridge project

Chair Luke called for a motion to adjourn. **Motion** (Demulling/Bonneprise) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 3:08 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk

LAW ENFORCEMENT: Peter M. Johnson, Sheriff

SECTION 1: DEPARTMENT SUMMARY

Department Description and Mission:

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

MISSION:

To provide professional, ethical and respectful law enforcement services to the citizens and visitors of Polk County.

We believe that the best way to achieve a safe environment is through a cooperative partnership with our community.

We, the men and women of the Polk County Sheriff's Department, pledge to serve our community with integrity, honor and

Link to County Board Strategic Goals:

Promoting safe communities provides an attractive enforcement for economic development and business growth

Law enforcement presence in primary schools promotes higher quality educational environment

Strong law enforcement presence promotes voluntary compliance with traffic laws resulting in safer communities

Strategic Priorities:

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2016 Actual	2016 Budget	Actual vs. Budget Percentage	2017 Budget
Revenue				
General Property Tax	7,310,883	7,310,883		7,278,378
State Aids	88,474	50,192		132,573
Public Charge for Services	291,721	273,850		273,850
Intergovernmental Revenue	93,589	57,100		57,100
Misc Revenue	51,750	39,500		38,500
Other Financing Sources	25,000	25,000		25,000
Total Revenue	7,861,418	7,756,525	1%	7,805,401
Expense				
Personnel Services	6,427,484	6,377,667		6,359,322
Contractual Services	707,603	686,464		763,878
Supplies & Expenses	290,258	428,156		410,365
Fixed Charges	2,881	3,460		4,060
Grants, Contributions, Indem	1,198	2,750		2,750
Capital Outlay	201,075	186,000		193,000
Cost Reallocation	72,028	72,028		72,026
Total Expenditures	7,702,527	7,756,525	-1%	7,805,401
Net Revenue and Expenditures	158,892	-	-	-

In the box below explain any deviation over 2% (greater or less than) between the 2016 actual and 2016 budgeted amount.

EMPLOYMENT BY JOB CLASSIFICATION

	2016 Actual	2017 Budget
FTE Employees		
Officials/Administrators	1	1
Professionals	4	
Technicians/Para-Professionals	11.65	11.65
First/Mid Level Officials and Managers		5
Administrative Support	5	5
Skilled Craft/Service Maintenance		
Protective Service Workers	55.44	55.44
Total	77.09	78.09

SECTION 2: PROGRAM SUMMARY

Program name:	Law Enforcement and Public Safety, Field Services Division
Program objective:	To provide the safest enforcement possible by providing professional, respectful law enforcement services

Link to Board Priority:
Updating county services for the future and improving public protection, substance abuse problems and recreation

PROGRAM REVENUES AND EXPENDITURES

	2016 Actual	2016 Budget	2017 Budget
Revenue			
General Property Tax	3,802,020	3,802,020	3,756,737
Other Revenues	321,335	256,792	255,792
Total Revenue	4,123,355	4,058,812	4,012,529
Recurrent Expenditure	4,176,357	4,058,812	4,012,529
Capital/One-time Expenditure			
Total Expenditure	4,176,357	4,058,812	4,012,529
Net Revenue and Expenditures	(53,003)	(0)	0

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2016	ACTUAL RESULTS 2016
Develop firearms and use of force training facility	Entered into a Agreement with Osecola Gun Club
Develop and coordinate mental health critical incident training to staff of all divisions	Identified issues, planned for 2017 implementation, coordinated with Mental Health
Intregate Social Media into the operations	Creation of our social media presence was successful.

KEY PROGRAM STRATEGIES 2017

Transition from the current Policy and Procedure Manual to Lexipol
Continue our focus on reducing drug crimes within the County
Increase activities related to recreation patrol

KEY PERFORMANCE INDICATORS

Output indicators	2016 Actual	2016 Planned	2017 Planned
Case files		3,000	3,100
Emergency Response Safety		100.00%	100.00%
Adult Arrests		1,100	1,150
Transports		290	300
Traffic Accidents		500	510
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Percentage of overtime as compared overall payroll		8.500%	8.30%
Violent crime arrest per occurrence		46%	52%
Unresolved performance complaints		0	0

Assumptions and factors affecting program performance:
The program will have continued financial support

If mandated, statutory reference	WI Stats 59.27 Sheriff, Duties
Units of service	Total number of Call For Service
Program cost per unit of service	4,058,812 divided by 36,065 = \$112.54
Measure of client satisfaction	Cases Cleared, external personnel complaints
Issues affecting performance	Staffing shortages, financial resources, number of Calls For Service

Program name:	Emergency Communications		
Program objective:	To provide emergency call taking and dispatching for all emergency service providers in Polk County including law enforcement, fire and medical agencies. To update and maintain the 911 database for all properties in Polk County. To provide pre-arrival medical instruction to those in medical distress.		
Link to Board Priority:	Updating county services and public protection		
PROGRAM REVENUES AND EXPENDITURES			
	2016 Actual	2016 Budget	2017 Budget
Revenue			
General Property Tax	999,810	999,810	967,504
Other Revenues	5,050	4,800	4,800
Total Revenue	1,004,860	1,004,610	972,304
Recurrent Expenditure	953,146	1,004,610	972,304
Capital/One-time Expenditure			
Total Expenditure	953,146	1,004,610	972,304
Net Revenue and Expenditures	51,714	(0)	-
PROGRAM PERFORMANCE INFORMATION			
KEY PROGRAM STRATEGIES 2016		ACTUAL RESULTS 2016	
Strive to recruit and retain the very best possible employees thereby minimizing staff shortages and fatigue		January 2016 hired one Tele-communicator. This brought this division to full staffing	
Stay abreast of legislative efforts to provide for telecommunications funding mechanism		No new funding mechanism created through legislation at this time. Still monitoring.	
KEY PROGRAM STRATEGIES 2017			
Upgrade communication equipment/software looking forward 15 to 20 years			
Maintain efficiencies for the purpose of limiting the need for increased staffing levels			
KEY PERFORMANCE INDICATORS			
Output indicators	2016 Actual	2016 Planned	2017 Planned
Total Calls For Service		34845	35,500
Total number of 911 Calls		11,500	11,550
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Percentage of overtime as compared		8.4%	8.0%
Average time to answer 911 calls		2 sec	2 sec
Assumptions and factors affecting program performance:			
Failure to complete extensive on-the-job training program.			
Work flow is dependant upon highly technical equipment. Although some redundancy is planned, natural or man-made disasters could potentially disable infrastructure.			
If mandated, statutory reference	WI Stats 59.27		
Units of service	Calls For Service, 36,065		
Program cost per unit of service	1,004,610 divided by 36,065 = \$27.86		
Measure of client satisfaction	Average time to answer a 911 call remains constant (2 sec)		
Issues affecting performance	Nothing noted at this time		

Program name:	Emergency Management Division				
Program objective:	To utilize planning, training and coordination to continually develop the mitigation, preparedness, response and recovery capabilities of the County's municipal entities.				
PROGRAM REVENUES AND EXPENDITURES					
	2016 Actual	2016 Budget	2017 Budget		
Revenue					
General Property Tax			52,107		
Other Revenues			82,381		
Total Revenue			134,488		
Recurrent Expenditure			134,488		
Capital/One-time Expenditure					
Total Expenditure			134,488		
Net Revenue and Expenditures			-		
PROGRAM PERFORMANCE INFORMATION					
KEY PROGRAM STRATEGIES 2016			ACTUAL RESULTS 2016		
Complete and submit EMPC and EPCRA applicatins and plan of work. Implement Disaster preparedness outreach program			Completed and submitted on Time Americorp employee released caused deviation from plan		
KEY PROGRAM STRATEGIES 2017					
Successfully complete and submit all grant applications available to assist in funding the EM programs. This is to include the annual EMPG and EPCRA grants along with any others that become available. Work on Volunteer management strategies and plan Work with other County Departments to develop a Debris Management Plan.					
KEY PERFORMANCE INDICATORS					
Output indicators	2016 Actual	2016 Planned	2017 Planned	2018 Estimate	2019 Estimate
Volunteers Recruitment		30	10	10	10
Community Presentations		12	12	12	12
Planning initiatives		0	2	1	1
Outcome indicators	2016 Actual	2016 Planned	2017 Planned	2018 Estimate	2019 Estimate
POW Compliance-		100%	100%	100%	100%
Planning Initiatives		100%	100%	100%	100%
Assumptions and factors affecting program performance:					
Possible funding interruptions from State and Federal Sources Natural Disaster on a mass scale					
If mandated, statutory reference	WI Stats 323.14 Local Government Duties and Powers				
Units of service	Population of Polk County = 44,205				
Program cost per unit of service	131,254 divided by 44,205 = \$2.97				
Measure of client satisfaction	Address all concerns from Emergency Responders, no external complaints				
Issues affecting performance	Nothing noted at this time				

Program name:	Jail Division		
Program objective:	To provide a secure and safe environment for pre-trial and convicted inmates under the direction of the courts.		
Link to Board Priority:			
Mental health, public protection			
	2016 Actual	2016 Budget	2017 Budget
Revenue			
General Property Tax	2,509,054	2,509,054	2,502,030
Other Revenues	224,151	184,050	184,050
Total Revenue	2,733,205	2,693,104	2,686,080
Expenditure			
Recurrent Expenditure	2,573,023	2,693,104	2,686,080
Capital/One-time Expenditure			
Total Expenditure	2,573,023	2,693,104	2,686,080
Net Revenue and Expenditures	160,181	(0)	-
PROGRAM PERFORMANCE INFORMATION			
KEY PROGRAM STRATEGIES 2016		ACTUAL RESULTS 2016	
Expand self help video library programming		Unsuccessful/no progress	
Community Service program		Unsuccessful/no progress	
Compliance monitor program		Monthly compliance actions were completed to monitor compliance	
KEY PROGRAM STRATEGIES 2017			
Work toward PREA Compliance			
Implement education programs that work toward reducing recidivism			
KEY PERFORMANCE INDICATORS			
Output indicators	2016 Actual	2016 Planned	2017 Planned
Cost per inmate day		82.39	83.21
Intra-department training hours		24	28
Mental Health critical incident train		8	8
Bookings		1,450	1,500
Jail Bed days		32547	32600
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Percentage of overtime as compared overall payroll		4.1%	3.9%
Annual state inspection compliance		Full Compliance	Full Compliance
Use of Force Incidents as compared to Jail Bed Days		6/32547	6/32600
Assumptions and factors affecting program performance:			
Dependant upon ability to recruit and retain qualified staff			
Trends and programs seeking alternatives to incarceration			
Cost per inmate day can fluctuate greatly depending upon sentencing and criminal trends			
If mandated, statutory reference	WI Admin DOC Code 302/303/348/350		
Units of service	Total Jail Bed Days = 33,536		
Program cost per unit of service	2,693,104 divided by 33,536 = \$80.30		
Measure of client satisfaction	Complaints per jail bed days		
Issues affecting performance	Employee turnover/staffing levels, Equipment (Lapel microphones)		



HIGHWAY DEPARTMENT Emil Norby, Highway Commissioner

SECTION 1: DEPARTMENT SUMMARY

Department Description and Mission:

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. These services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

MISSION: To support, sustain and enhance the economic vitality and quality of life within Polk County by developing and maintaining a safe, efficient, balanced and environmentally sound county and state road system.

Link to County Board Strategic Goals:

Responsive transportation system
Upgraded road network

Strategic Priorities:

Decrease the volume of deficient roads proportionate to available funding. Extend the life, maintain the integrity and enhance the safety of all county roads.

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2016 Actual	2016 Budget	Actual vs. Budget Percentage Difference	2017 Budget
Revenue				
General Property Tax	3,147,027	3,147,027		3,200,150
State Aids	1,946,456	1,698,913		1,596,426
Intergovernmental Revenue	2,464,716	2,421,676		2,421,676
Misc Revenue	63,421	49,200		49,200
Other Financing Sources		-		-
Total Revenue	7,621,620	7,316,816	4%	7,267,452
Expense				
Operating Expense	0	10000		20000
Personnel Services	2,661,403	2,819,353		2,659,884
Contractual Services	1,087,210	1,260,785		1,270,515
Supplies & Expenses	2,647,587	2,330,709		2,337,412
Fixed Charges	754,606	708,590		751,910
Other Grant Contributions				
Capital Outlay	19,530	2,159		32,680
Cost Reallocation	161,071	176,370		13,825
Total Expenditures	7,331,405	7,307,966	0%	7,086,226
Net Revenue and Expenditures	290,215	8,850		181,226

In the box below explain any deviation over 2% (greater or less than) between the 2016 actual and 2016 budgeted amount.

Revenue increases of \$250,000 LRIP CHI-D grant and \$175,000 WisDOT discretionary maintenance

EMPLOYMENT BY JOB CLASSIFICATION

	2016 Actual	2017 Budget
FTE Employees		
Officials/Administrators	1	1
Professionals	3	
Technicians/Para-Professionals		
First/Mid Level Officials and Managers	3	3
Administrative Support	1	1
Skilled Craft/Service Maintenance	29.45	32.45
Total	37.45	37.45

SECTION 2: PROGRAM SUMMARY

Program name:	Construction and reconstruction of county roads
Program objective:	Decrease the volume of deficient roads proportionate to available funding; To maintain the integrity of the highway infrastructure and to enhance safety by maintaining pavement quality.

PROGRAM REVENUES AND EXPENDITURES

	2016 Actual	2016 Budget	2017 Budget
Revenue			
General Property Tax	1,353,222	1,353,222	1,376,065
Other Revenues	1,924,075	1,793,009	1,748,940
Total Revenue	3,277,297	3,146,231	3,125,004
Expenditure			
Recurrent Expenditure	3,152,504	3,142,425	3,047,077
Capital/One-time Expenditure			
Total Expenditure	3,152,504	3,142,425	3,047,077
Net Revenue and Expenditures	124,792	3,806	77,927

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2016	ACTUAL RESULTS 2016
Continue to effectively use improved processes and technology to improve the transportation system with available budget funding	Switch from galvanized to aluminized culvert to delay premature culvert failure caused by acidic soils. Implement use of Simple Culverts to inventory culverts and track critical replacement needs.

KEY PROGRAM STRATEGIES 2017

Develop a Highway Face Book page to enhance communication with the public so they can travel more efficiently by knowing road closures and travel conditions
Work with staff and engineers on development, design and construction of a new Highway facility

KEY PERFORMANCE INDICATORS

Output indicators	2016 Actual	2016 Planned	2017 Planned
Miles overlaid, reclaimed, chip sealed and prepped for construction	33	35	34
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Paser rating	7	7	7

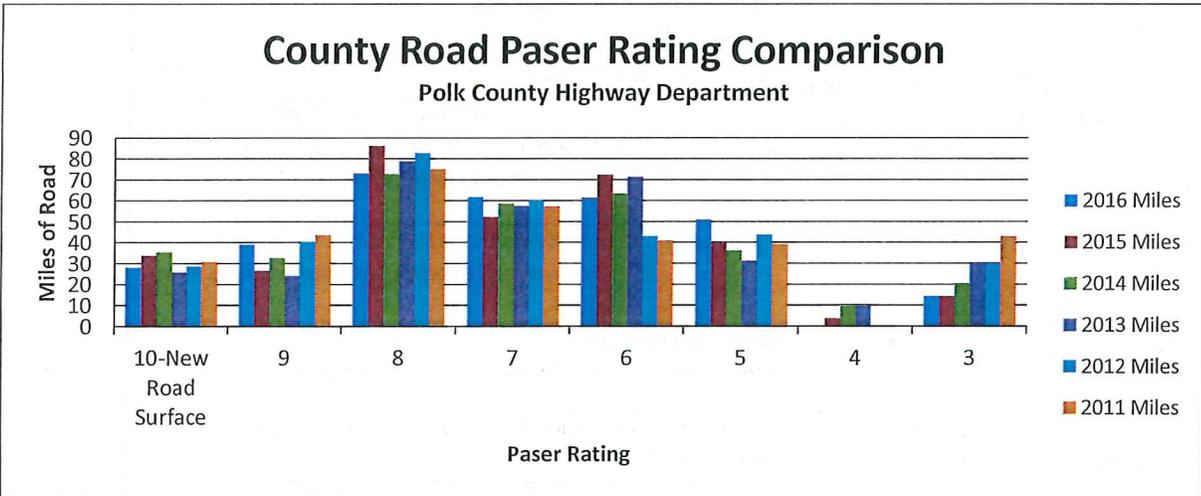
Assumptions and factors affecting program performance:

With current funding levels and anticipated minor increases in budgets, current maintenance levels cannot be maintained and will affect Highway's goal of a 7.0 Paser rating.

The increase in miles of construction in 2019 indicates a move from reconstruction to more chip sealing, due to constrained funding. More roads can be covered but chip sealing has a much shorter life than an overlay.

Lower asphalt prices in 2016 allowed the department to increase the paving depth and still bring the projects in under budget.

If mandated, statutory reference	Statute 83
Units of service	33.33 miles (15.25 miles of chip seals, 12.08 miles of overlays/shouldering and 6.01 miles of prep work)
Program cost per unit of service	\$59,000 per mile (Average cost for overlays was \$141,500 and \$15,252 for chip seals per mile)
Measure of client satisfaction	The 12.08 miles of road were overlaid in 2016, all of which received complaints in 2014 and 2015 for potholes and road surface conditions.
Issues affecting performance	Polk County is located in an area listed as strongly corrosive due to the potential for bacterial corrosion of zinc galvanized steel culvert pipes. For this reason, Highway has switched from galvanized culverts with a life span of 30-40 years to aluminized pipes with a life of 75 years and better suited for corrosive soil types.



Program name:	Road maintenance and repair		
Program objective:	Extend the life, maintain the integrity, and enhance the safety of all county roads; To provide a safe and responsive road system		
PROGRAM REVENUES AND EXPENDITURES			
	2016 Actual	2016 Budget	2017 Budget
Revenue			
General Property Tax	1,793,805	1,793,805	1,824,086
Other Revenues	2,550,518	2,376,780	2,318,362
Total Revenue	4,344,324	4,170,585	4,142,448
Expenditure			
Recurrent Expenditure	4,178,901	4,165,541	4,039,149
Capital/One-time Expenditure			
Total Expenditure	4,178,901	4,165,541	4,039,149
Net Revenue and Expenditures	165,423	5,045	103,299
PROGRAM PERFORMANCE INFORMATION			
KEY PROGRAM STRATEGIES 2016		ACTUAL RESULTS 2016	
Expand crack seal and chip seal programs to include product updates and process enhancements		Highway spent \$127,469 on crack sealing which is usually done 3-4 years after an overlay.	
Assure that roads are not icy in the winter and are well maintained in summer.		Relatively mild winter with mostly freezing rain events reduced the average plow route cycle time by .24.	
KEY PROGRAM STRATEGIES 2017			
Develop a county-wide spraying program to control woody vegetation and invasive plants in the highway right-of-way.			
Provide outreach to local towns and municipalities to let them know of the services Highway can provide and programs available to them, such as spraying of woody vegetation and invasive plants.			
Assist the general public in traveling more efficiently and safer by providing up-to-date road closures and conditions via Highway's to-be-developed Face Book page.			
Work with staff and engineers on development, design and construction of a new Highway facility			
KEY PERFORMANCE INDICATORS			
Output indicators	2016 Actual	2016 Planned	2017 Planned
Miles of county highway plowed annually (estimates based on a 5-year average).	61,218	88,416	88,416
Lane line miles of highways maintained	662	662	662
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Average cycle times per plow route	2.76	3.00	3.00
Assumptions and factors affecting program performance:			
Maintaining current levels of funding for construction will mean less dollars for maintenance and result in lower levels of service such a reduced mowing operations and icy or snow-covered roads in winter. Both examples will be unpopular with transportation users.			
Public demand for clear, dry roads in winter has a definite cost associated with it. Crews must be out longer and more materials must be used to provide this level of service.			

If mandated, statutory reference	Statute 83
Units of service	330 miles of county roads plus state and municipality roads
Program cost per unit of service	\$7496 per mile of county roads, up \$1000 from 2015
Measure of client satisfaction	Of the 110 citizen concerns received in 2016 regarding county roads, 41 received follow-up contact by phone or email and were considered satisfied with the action taken by the department.
Issues affecting performance	Weather affects when maintenance is performed and funding affects how much maintenance is performed. In 2016 Highway spent \$69,311 less on woody vegetation and \$227,760 more on snow and ice control than in 2015 due to winter severity.

MAINTENANCE ACITIVITIES COMPARISION

Type of Maintenance	2016		2015		Difference
	Labor Hours	Cost	Labor Hours	Cost	
Mowing/Woody Vegetation	4885	\$ 286,499	5373	\$ 355,810	\$ (69,311)
Snow & Ice Control	6945	\$ 764,141	6077	\$ 536,381	\$ 227,760
Crack Sealing	1859	\$ 127,469	1148	\$ 83,371	\$ 44,098
Spray Patching	1705	\$ 158,137	2134	\$ 163,567	\$ (5,430)

Department of Clerk of Circuit Court

Jobie Bainbridge, Clerk of Circuit Court

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION:

To follow all Guidelines with the Wisconsin statutes; Perform administrative duties for the court, including jury management, Court financial management, Court record management, collections and enforcement of all Court ordered financial obligations.

Disseminate information to the public on procedures to file small claims, domestic abuse/harassment/child abuse/restraining orders, civil matters and other related activity.

Record keeping, monitoring and scheduling of Court cases including but not limited to small claims, civil, criminal, traffic, appeals, collections of fines and court fees also recording liens and judgments. A Court Commissioner is appointed in each County by the Judge(s), a Court Commissioner is a judicial officer who has powers similar to a Judge. Those powers, duties and responsibilities are set by State Statute and Wisconsin Supreme Court. The Court Commissioner handles a variety of civil, family, traffic/forfeitures, criminal and probate matters.

MISSION:

To assist our Circuit Court and customers in the most efficient and complete manner in accordance with State statute and County policy. As local Court administrative personnel, Clerks of Circuit Court are at the center of a wide variety of activities and work daily with several agencies and customers. Law Enforcement, the legal community, local, State and Federal agencies, businesses and the general public depend upon the Office of the Circuit Court to assist in a wide range of administrative tasks.

LIND TO COUNTY BOARD STRATEGIC GOALS:

To serve the Court and the public with integrity and professionalism.

STRATEGIC PRIORITIES:

To assist with the administration of justice in Polk County

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2016 Actual	2016 Budget	Actual vs. Budget Percentage Difference	2017 Budget
Revenue				
General Property Tax	648,680	648,680		670,867
State Aids	186,640	174,705		174,705
Fine and Forfeitures	89,180	105,000		185,000
Public Charge for Services	164,628	165,000		174,135
Misc Revenue	503			
Total Revenue	1,089,631	1,093,385	-0.345%	1,204,707
Expense				
Personnel Services	729,267	772,627		760,752
Contractual Services	319,421	237,208		279,901
Supplies & Expenses	40,838	33,550		34,054
Fixed Charges				
Grants, Contributions, Indem	50,000	50,000		50,000
Cost Reallocation				80,000
Total Expenditures	1,139,525	1,093,385	4.05%	1,204,707
Net Revenue and Expenditures	(49,895)	-	(0)	-

In the box below explain any deviation over 2% (greater or less than) between the 2016 actual and 2016 budgeted amount:

The contractual services is an expenses that is on the higher end every year. Most of the court fees are regulated by State Statutes and hence the courts do not have much control over Court appointed Attorneys, costs and fees.

EMPLOYMENT BY JOB CLASSIFICATION

	2016 Actual	2017 Budget
FTE Employees		
Officials/Administrators	1	1
Professionals	1	1
Administrative Support	10	10
Total	12	12

PROGRAM SUMMARY

Program name:

Circuit Court : Case filing and management

Program objective: Prompt and accurate filing of all information necessary for the functioning of the court system and the Clerk of Court Office.

Link to Board Priority: Updating county services for the future and improving services

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2016	ACTUAL RESULTS 2016
List more information on COCC website for the public	Reduced the number of phone calls to the office for information
Concentrate of having more attorney e-file documents	Reduced the amount of paper used within the office
Tax intercept for owed monies	Increase the amount of revenue for the County

KEY PERFORMANCE INDICATORS

Output indicators	2016 Actual	2016 Planned	2017 Planned
Number of Case files	4,957	5,529	5,457
Family	229	245	243
Civil	387	426	424
Criminal (CM,CF,CT)	954	999	975
Paternity	16	11	10
Juvenile	124	135	135
Small Claims	700	889	875
Traffic	2,547	2,824	2,795

Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Number of re-opened cases due to Clerk error	0	0	0
Number of approx. calls received yearly on case filings	14,700	14,700	14,700

Assumptions and factors affecting program performance:

1. The Clerk of Court Office can not control the amount of incoming cases, criminal activity or State mandated costs.
2. The Clerk of Court Office also can not predict how many jury trials will happen in any given year.

If mandated, statutory reference

Units of service

Program cost per unit of service

Measure of client satisfaction

Issues affecting performance

DISTRICT ATTORNEY AND VICTIM/WITNESS SERVICES Jeff Kemp, District Attorney

SECTION 1: DEPARTMENT SUMMARY

Department Description and Mission:

This department prosecutes criminals, assists in the administration of justice, and delivers victim rights through two divisions: The District Attorney's Office and Victim/Witness Services.

MISSION: To administer justice while delivering high quality public service to all citizens in a ineffective, professional, and efficient manner.

Link to County Board Strategic Goals:

To strengthen law enforcement's relations with the public; enhancing the quality of life for the citizens of Polk County. Ensure crime victims are treated with sensitivity, fairness, compassion, and respect.

Strategic Priorities:

To serve and represent the public with integrity.

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2016 Budget	2016 Actual	Actual vs. Budget Percentage Difference	2017 Budget
Revenue				
General Property Tax	394,897	394,897		419,755
State Aids	65,791	65,325		65,791
Fine and Forfeitures	2,050	2,803		2,050
Public Charge for Services	36,455	36,221		36,455
Other Financing Sources				
Total Revenue	499,193	499,246	-0.010%	524,052
Expense				
Personnel Services	439,411	443,769		463,384
Contractual Services	23,680	20,391		24,035
Supplies & Expenses	35,303	34,164		35,833
Fixed Charges	800	144		800
Total Expenditures	499,194	498,468	0.145%	524,052
Net Revenue and Expenditures	(0)	778		(0)

In the box below explain any deviation over 2% (greater or less than) between the 2016 actual and 2016 budgeted amount.

EMPLOYMENT BY JOB CLASSIFICATION

	2016 Actual	2017 Budget
FTE Employees		
Officials/Administrators	1	1
Administrative Support	1	1
Professionals	1	1
First/Mid Level Officials and Managers		
Technicians/Para-Professionals	4	4
Total	7	7

PROGRAM EXPENDITURES

	2016 Actual	2016 Budget	2017 Budget
District Attorney	369,293	377,062	398,540
Victim/Witness Services	129,175	122,132	125,512
Total	498,468	499,194	524,052

PROGRAM SUMMARY			
Program name:	District Attorney		
Program objective:	Prosecute criminals		
Link to Board Priority:			
PROGRAM PERFORMANCE INFORMATION			
KEY PROGRAM STRATEGIES 2016		ACTUAL RESULTS 2016	
Lobby legislature for restitution payable before DOC agent fees.		Legislation has ordered restitution to be paid before DOC agent	
KEY PROGRAM STRATEGIES 2017			
Work with Polk County Justice Collaborating Council to sync cases with their programs including Mental Health Court, Drug Court, Diversion Court. Transition Drug Court to coincide with Mental Health Court Continue developing Diversion Program			
KEY PERFORMANCE INDICATORS			
Output indicators	2016 Actual	2016 Planned	2017 Planned
County Disorderly Conduct Charged	42	42	48
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Diversion Cases	54	60	66
Assumptions and factors affecting program performance:			
Funding and acceptance by courts and defense attorneys			
If mandated, statutory reference			
Units of service	54		
Program cost per unit of service	\$100.00		
Measure of client satisfaction	Survey at end of class. Completion of all condititons of agreement.		
Issues affecting performance	Organizing an agency to take care of all aspects of program.		

Program name:	Victim Witness		
Program objective:	Ensure victims rights are being met by Chapter 950		
Link to Board Priority:			
PROGRAM PERFORMANCE INFORMATION			
KEY PROGRAM STRATEGIES 2016		PROJECTED RESULTS 2016	
Lobby legislature for restitution payable before DOC agent fees Notification to victims adhered in court		Legislation has ordered restitution to be paid before DOC agent Victim notification made clear at hearings.	
KEY PROGRAM STRATEGIES 2017			
File speedy dispositions in courtroom. File more Crime Victim Compensation applications. Get word out about Polk County Programs that may be of help to victims.			
KEY PERFORMANCE INDICATORS			
Output indicators	2016 Actual	2016 Planned	2017 Planned
Case Victims	757	958	706
Initial Contact Letters	495	N/A	350
Outcome indicators	2016 Actual	2016 Planned	2017 Planned
Restitution Surcharge Collected	\$ 2,771.84	N/A	\$ 3,049.02
Restitution Received through DA Office	\$ 48,585.62	\$ 41,946.62	\$ 53,444.19
Assumptions and factors affecting program performance:			
Good relationship with Judicial Branch, Clerk of Courts, and Corrections to order and disburse resitititon correctly. Time allowance to update restitution material			
If mandated, statutory reference			
Units of service	48,586		
Program cost per unit of service	10% surcharge		
Measure of client satisfaction	Response from victim at disposition.		
Issues affecting performance	Victim Contact Information.		



POLK COUNTY, WISCONSIN

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AGENDA AND NOTICE OF MEETING

PUBLIC SAFETY & HIGHWAY COMMITTEE

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

County Board Room

Wednesday, July 12th, 2017 at 2:00 p.m.

A quorum of the County Board may be present

Materials: June 13th, 2017 Minutes

- | | | |
|--------|---|--------------|
| 2:00PM | 1. Call to order | Chair Luke |
| | A. Approval of agenda | |
| | B. Approval of minutes for June 13 th , 2017 | |
| 2:05PM | 2. Public comment (3 minutes) | |
| 2:10PM | 3. Announcements and committee information | Dana Frey |
| 2:20PM | 4. Discussion Items: | |
| | A. Updates/issues related to corrections impact on community, including issues involving offenders released such as mandated interstate compact fee | Dana Frey |
| | B. Sheriff's Recreational Patrol | Jeff Hahn |
| | C. Criminal Justice Coordinating Council, Drug Court and Treatment Court | Dana Frey |
| | D. Report as to process and selection for Jail Captain Position and process used to notify candidates not selected for interviews. | Dana Frey |
| | E. Introduction of New Jail Captain to Committee | Pete Johnson |
| | F. Annual Reports | Dana Frey |
| 2:45PM | 5. Identification of Subject Matters for Upcoming Meetings | Dana Frey |
| 3:00PM | 6. 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.



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MINUTES

PUBLIC SAFETY AND HIGHWAY COMMITTEE

County Board Room
Balsam Lake, WI 54810
2:00 P.M. Tuesday, June 13, 2017

Meeting called to order by Chair Luke at 2:00 p.m.

Committee Members Present:

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Vice Chair	Present
Doug Route	Supervisor	Present
Joe Demulling	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also present Sharon Jorgenson, County Clerk; Jeff Fuge, Corporation Counsel; Emil Norby, Highway Commissioner

Approval of Agenda-Chair Luke called for a motion to approve agenda. **Motion** (Bonneprise/Demulling) to approve the agenda. **Motion** carried by unanimous voice vote.

Approval of Minutes- Chair Luke called for a motion to approve the minutes of the May 2, 2017 meeting. **Motion** (Jepsen/Route) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment

Committee received public comment.

Announcements and Committee Information

Committee received chair announcements regarding meeting agenda items.

Discussion Items

Discussion regarding amendment of current ATV ordinance to add ATV/UTV routes and eliminate one route. Committee received handout on ATV routes from Supervisor Route detailing routes to be added and route to be eliminated.

ATV/UTV route to remove:

Sterling Town (Eliminate route at request of Sterling Town) – County Road G -250th Street to River Road.

ATV/UTV routes to add:

Apple River Town and Lincoln Towns – County Road H – Mains Crossing to 110th Street

Laketown Town – County Road N – 230th Street to 240th Street

Bone Lake Town and Georgetown Town – County Road I – 250th Ave to 238th Ave

Action Items

Committee received Ordinance 46-17: Amendment to Polk County ATV and UTV Route Ordinance which includes ATV/UTV route updates from Corporation Counsel. Recommendation on Ordinance 46-17 was discussed. **Motion** Bonneprise/Jepsen to approve and recommend for consideration and passage to County Board at June 20, 2017 meeting. Chair Luke called for a voice vote on the motion to approve and recommend passage of Ordinance 46-17 to County Board. **Motion** to approve and recommend passage of Ordinance 46-17 to County Board carried by unanimous voice vote.

Recommendation on Resolution 38-17: Resolution to Amend the 2017 Polk County Budget to Provide Funding for a Public Work Bridge Replacement on County Road J was discussed. Committee Chair Luke called for motion on Resolution 38-17. **Motion** (Jepsen/Demulling) to approve and recommend passage to County Board. Chair Luke called for a voice vote on the motion to approve and recommend passage of Resolution 38-17 to County Board. **Motion** to approve and recommend passage of Resolution 38-17 to County Board carried by unanimous voice vote.

Matters for Upcoming Meetings

July: Next meeting: Wednesday July 12th, 2017 at 2:00 p.m. (due to July 4th holiday).

Motion (Bonneprise/Jepsen) requesting update on Chief Jailer/Jail Captain position along with detailed report as to process and selection procedure for such positions and process used to notify candidates not selected for interviews. Committee also requested that new Jail Captain be introduced to the Committee. Chair Luke called for a voice vote on the motion. **Motion** carried by unanimous voice vote.

Discuss updates/issues related to corrections impact on community, including issues involving offenders released such as mandated interstate compact fee.

Criminal Justice Coordinating Council, Drug Court, and Treatment Court

Chair Luke called for a motion to adjourn. **Motion** (Bonneprise/Jepsen) to adjourn. **Motion** carried by unanimous voice vote. Chair Luke declared meeting adjourned at 2:43 p.m.

Respectfully submitted,

Sharon Jorgenson, County Clerk