

Resolution No. 09-12

Resolution to Amend Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*

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

Ladies and Gentlemen:

¶1 WHEREAS, the Polk County Board of Supervisors has previously adopted Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*, that sets forth those duties and responsibilities of the various governing committees of the Polk County; and

¶2 WHEREAS, the Polk County Board of Supervisors has adopted an administrative form of county government, bringing a need to substantively revise Policy 0010; and

¶3 WHEREAS, the Polk County Board of Supervisors has established an Organizational Committee and delegated said committee with the duty to, amongst things, to review the roles and responsibilities of all County committees and to make recommendations to revisions in policy that define the organizational structure of the Polk County government in conformance with the administrative form of county government;

¶4 WHEREAS the Organizational Committee has asked each committee to review, revise, and approve their respective sections of Policy 0010;

¶5 WHEREAS, each governing committee has reviewed, revised and approved proposed amendments to Policy 0010, both in respect to the section concerning general duties and responsibilities of all committees and the respective section applicable to each such governing committee.

¶6 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*, as recommended by the Organizational Committee, as attached hereto and incorporated herein.

Funding Amount and Source: Not Applicable Finance Committee Advised: Not Applicable

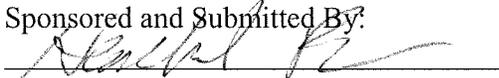
Finance Committee Recommendation: Adoption

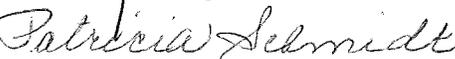
Date Submitted to County Board: December 20, 2011, March 20, 2012

County Board Action:

Effective Date: Upon Passage

Sponsored and Submitted By:

47 Review By County Administrator:

- 48  Recommended
- 49  Not Recommended
- 50  Reviewed Only

51 \_\_\_\_\_  
52 Dana Frey, County Administrator

53 Review By Corporation Counsel:

- 54  Approved as to Form
- 55  Recommended
- 56  Not Recommended
- 57  Reviewed Only

58 \_\_\_\_\_  
59 Jeffrey B. Hoge, Corporation Counsel

60 At its regular business meeting on March 20, 2012, the Polk County Board of Supervisors adopted  
61 the above-entitled resolution, Resolution No. 08-11, Resolution to Amend Polk County Policy  
62 0010, *Duties and Responsibilities of Governing Committees*, by a simple majority vote of \_\_\_ in favor  
63 and \_\_\_ against. *Carried by unanimous voice vote*

64 \_\_\_\_\_  
65 *William Johnson, IV*  
66 William Johnson, IV, County Board Chair

Dated: 03.22.2012

67 \_\_\_\_\_  
68 Attest: *Carole T. Wondra*  
69 Carole Wondra, Polk County Clerk

Dated: 3-27-12

71 Attachment: Proposed Amended Polk County Policy 0010, *Duties and Responsibilities of*  
72 *Governing Committees*

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**Polk County Wisconsin**

**DUTIES AND RESPONSIBILITIES OF  
GOVERNING COMMITTEES**

**Policy 0010**

**Effective Date: July 19, 2005**

**Revision Date: 6-20-06; 3-11-08; 3-20-12**

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**1) General duties and responsibilities**

Every standing committee with oversight and policy making responsibilities as assigned by Wisconsin Statutes or by the Polk County (County) Board of Supervisors (County Board or Board) has the following common roles and responsibilities. In addition to these general responsibilities, each of the following committees has other specific responsibilities. Consistent with Wisconsin Statutes section 59.18 as amended from time to time, each committee must:

- a) Provide leadership in implementing the department's vision, mission and core values.
- b) Provide leadership in implementing a long term strategic plan for the department(s) reporting to the committee consistent with those set by the County Board for the entire County.
- c) Develop annual goals, objectives and performance measures for the department to enable the prioritization and evaluation of programs.
- d) Ensure that periodic evaluations of all major department programs are conducted for effectiveness and efficiency and that recommendation for improvement are implemented.
- e) Review annual reports for every department reporting to the committee.

- f) Formulate, review and recommend county level policies to the County Board necessary to ensure effectiveness and efficiency of policy implementation for each department under the direction of the committee.
- g) Work to assure broad based discussion of issues by encouraging involvement of the public, other agencies, and other County committees. Act as a conduit for citizens who wish to influence county board policy regarding areas under the jurisdiction of the committee.
- h) Assign a member as a liaison to regional and state organizations as recommended by the committee and authorized by the County Board.
- i) Provide input into the annual review conducted by the county administrator of all department heads who report to the committee.
- j) Provide policy direction and advice relevant to programs implemented by the departments reporting to the committee.
- k) Review the budget submissions from each department, associated work plan and performance measures and provide recommendations to the county administrator to guide him/her in preparation of the budget.
- l) Review and act on the budget and work plan proposed by the county administrator for each department that reports to the committee.
- m) Review at least quarterly, each department's overall expenditures, progress towards objectives and associated performance measures for the departments that report to the committee.
- n) Review departmental requests for transfer of funds consistent with existing county policy.
- o) Take action pursuant and consistent with relevant county policy affecting staffing.
- p) Act as a resource to the county board on any resolutions/ordinances recommended by the committee for passage.
- q) Undertake such investigations or hold such hearings as may be necessary for the completion of the committee's policy-making or advisory duties.

**2) Extension, Land & Water Resources and Lime Quarry Committee**

**a) Lime Quarry Committee**

- i) *Purpose:* The Lime Quarry Committee provides policy direction and advice to the Polk County Lime Quarry.
- ii) *Mission:* Serving the farmers, contractors, municipalities, County departments and public by producing high quality lime products and selling at the lowest possible price.
- iii) *Duties and Responsibilities:*
  - (1) Provide long term direction by identifying suitable equipment, manpower and machinery to produce lime products for sale to the public.

- (2) Direct the department head to supply any information requested by the committee concerning the quarry or to answer any questions of the committee that pertain to the quarry.
- (3) Review and discuss lime price rates to advise the department head. (Wisconsin Statutes Section 59.70 (24)).
- (4) With the manager and auditor, review annual audit report.

**b) Land and Water Committee**

- i) *Purpose:* Pursuant to Wisconsin Statutes Section 92.07 (Land Conservation Committee Powers) the Land Conservation Committee provides policy direction and advice to the Land and Water Resources Department.
- ii) *Mission:* To preserve, protect and enhance the natural resources of Polk County.
- iii) *Duties and Responsibilities:*
  - (1) **Powers.** Each land conservation committee may carry out the powers delegated to the committee subject to the approval of the county board.
  - (2) **Standards.** Each land conservation committee may develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution. The standards and specifications for agricultural facilities and practices that are constructed or begun on or after October 14, 1997, and, if cost-sharing is available to the owner or operator under s. 92.14 or 281.65 or from any other source, for agricultural facilities and practices that are constructed or begun before that date must be consistent with the performance standards, prohibitions, conservation practices and technical standards under s. 281.16 (3). The land conservation committee must use the rules promulgated under s. 281.16 (3) (e) to determine whether cost-sharing is available.
  - (3) **Distribute funds.** Each land conservation committee may distribute and allocate federal, state and county funds made available to the committee for cost-sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, to determine the methods of allocating these funds.
  - (4) **Educational and other programs.** Each land conservation committee may encourage research and educational, informational and public service programs, advise the University of Wisconsin System on educational needs and assist the University of Wisconsin System and the department in implementing educational programs under ss. 36.25 (7), 59.56 (3) and 92.05.
  - (5) **Preventive and control measures and works of improvement.** Each land conservation committee may carry out preventive and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventive and control measures and works of improvement may include, but are not limited to, changes in the use of land and use of engineering operations such as terraces, terrace outlets, desilting basins, floodwater retarding structures, floodways, dikes and

ponds, methods of cultivation and the growing of vegetation. These preventive and control measures and works of improvement may be carried out on lands owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.

- (6) **Assistance.** Each land conservation committee, in the name of the county, may cooperate with, enter into agreements with, or furnish financial, technical, planning or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated parts of the county, in carrying out resource conservation operations and works of improvement for flood prevention or for the conservation, development, utilization and protection of soil and water resources within the county.
- (7) **Assistance to the department of transportation.** Each land conservation committee must cooperate with the department of transportation as requested under s. 85.195.
- (8) **Obtain property.** Each land conservation committee, in the name of the county, may obtain options upon and acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, any property or rights or interests in property or in water. A land conservation committee may maintain, administer and improve any properties acquired. A land conservation committee may receive income from these properties on behalf of the county and may expend this income in carrying out the purposes and provisions of this chapter. A land conservation committee may sell, lease or otherwise dispose of the property or interests in property in furtherance of the purposes and the provisions of this chapter.
- (9) **Machinery availability.** Each land conservation committee may make available, on terms it may prescribe, to landowners and land users within the incorporated and unincorporated parts of the county, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings, and other material or equipment which will assist the landowners and land users in carrying on operations upon their lands for the conservation of soil resources, for the prevention and control of soil erosion, for flood prevention, for the conservation, development and utilization of water or for the prevention of nonpoint source water pollution.
- (10) **Structures.** Each land conservation committee may construct, improve, operate and maintain structures necessary or convenient for the performance of any of the operations or activities authorized in this chapter.
- (11) **Administration of projects or programs.** Each land conservation committee, in the name of the county, may acquire, by purchase, lease or otherwise, and administer, any soil conservation, flood prevention, water management or nonpoint source water pollution abatement project or combinations of these projects, and participate in programs concerned with the conservation of natural resources located within the county undertaken by the United States or any of its agencies, or by this state or any of its agencies. A land conservation committee may administer, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, flood prevention, water management, water quality improvement, nonpoint source water pollution abatement, erosion control, erosion prevention project or resource conservation program within the county. A land conservation committee may act

as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation or administration of any resource conservation program within the county. A land conservation committee, on behalf of the county, may accept donations, gifts and contributions in money, services, materials or otherwise from any source and use or expend these moneys, services, materials or other contributions in carrying on its operations.

- (12) **Contracts; rules.** Each land conservation committee, in the name of the county, may make and execute contracts and other instruments necessary or convenient to the exercise of its powers.
- (13) **Contributions; agreements.** As a condition to extending any benefits under this chapter to, or the performance of work upon, any lands not owned or controlled by this state or any of its agencies, a land conservation committee may require contributions in money, services, materials or otherwise to any operations conferring the benefits, and may require landowners and land users to enter into and perform agreements or covenants respecting the use of land as will lead to conservation of soil and water resources.
- (14) **Enter upon lands.** Each land conservation committee may enter upon any lands within the county to examine the land and make surveys or plans for soil and water conservation without being liable for trespass in the reasonable performance of these duties. This authorization applies to the land conservation committee members and their agents.
- (15) **Administration and enforcement of ordinances.** A land conservation committee may, if authorized by the county board, oversee those provisions of an ordinance enacted under s. 101.65 (1) (a) related to construction site erosion, a zoning ordinance enacted under s. 59.693 or an ordinance enacted under authority granted under s. 281.33 (3m).
- (16) **Set fees.** The land conservation committee may set fees appropriate for programs and services provided. (Resolution 3-00 Manure and Water Quality Management Ordinance, Resolution 50-01 Non-metallic Mining Reclamation Ordinance, and Resolution 96-05 Storm Water Management and Erosion Control Ordinance).

**c) Extension Committee**

- i) *Purpose:* The Extension Committee provides policy direction and advice to the Polk County University Extension Office.
- ii) *Mission:* To provide Polk County residents with access to university resources and opportunities to engage in lifelong learning, wherever they live and work. Programs support agriculture and agri-business, community and economic development, natural resources, family living and youth development. Cooperative extension develops practical educational programs tailored to county needs and based on university knowledge and research.
- iii) *Duties and Responsibilities:*
  - (1) Provide leadership in implementing UW-Extension's vision, mission, and core values as it relates to the educational programs in cooperation with University of Wisconsin - Extension as defined under Wisconsin Statutes

section 59.87 and as provided for in an act of the United States Congress approved May 8, 1914 (38Stat. 372) and all acts supplementary thereto.

- (2) Develop annual goals, objectives, and performance measures for UW-Extension to enable the prioritization and evaluation of programs and staff.
- (3) Work closely with the university extension district director on matters concerning Extension personnel and programs in accordance with Wisconsin Statutes section 59.87.
- (4) Ensure suitable office space, secretarial support, equipment and utilities to enable extension agents to conduct educational programs.
- (5) Develop an understanding of the provisions of both state and federal legislation pertaining to university extension.
- (6) Assist staff in identifying major problems by informing them of needs and interests of county residents and encourage county staff to program toward the solution of those problems.
- (7) In cooperation with university extension district director, appoint department head representation on an annual basis.
- (8) Represent the interest and welfare of the university extension office at appropriate committee and county board deliberations.
- (9) Provide county representation at district and state meetings of county extension committees such as the Wisconsin Associated County Extension Committees (WACEC).
- (10) Review university extension office annual report before it goes to the County Board for approval.
- (11) Review and authorize dog claims.

### **3) Finance Committee**

- a) *Purpose:* Pursuant to Wisconsin Statutes, Chapter 59, Sub-Chapter 6, the Finance Committee provides policy direction and advice to the following departments of Polk County:
  - i) Administration.
    - (1) *Mission:* Ensure that the policies established by the Board of Supervisors are efficiently and effectively implemented and that the financial health of Polk County is maintained.
  - ii) County Clerk.
    - (1) *Mission:* Provide courteous, prompt, efficient and cost-effective services to the public and to perform those duties as assigned by Wisconsin State Statutes and the policies and ordinances set forth by the Polk County Board. As public servants, it is important to provide a welcoming and pleasant environment to all customers seeking the services of this office.

In addition, it is the mission of this office to support the 36 municipalities it serves, by improving the communication and the shared responsibilities.

iii) Treasurer.

- (1) *Mission:* Assist our customers in the most efficient and complete manner in accordance with state statute and county policy, and to increase the efficiency in our office by placing as much information online with 24/7 access.

iv) Information Technology.

- (1) *Mission:* Provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the county's mission as it applies to the management of, and the service to, citizens' well-being.

b) *Duties and Responsibilities:*

- i) Review and recommend to the county administrator proper coordination and cooperation between the various agencies, departments and officers of the County to insure good business practices, financial management and efficiency.
- ii) Perform all functions described within budget and financial management policies.
- iii) Make recommendations to and review all decisions made by the county administrator, the county treasurer, or the Finance Committee chair relative to investments made to determine if they have complied with the investment policy 913. The county administrator, the county treasurer, or the Finance Committee chair will report such investments or changes in investments to the Finance Committee in a timely fashion.

**4) Golden Age Manor Governing Committee**

- a) *Purpose:* Pursuant and consistent with Wisconsin Statutes section 46.18 as amended from time to time, the Golden Age Manor Governing Committee provides policy direction and advice to the Golden Age Manor.
- b) *Mission:* The mission of Golden Age Manor is to provide high quality long term care and short term rehabilitation services to residents of Polk County and surrounding areas utilizing a team approach.  
We strive to care for each of our residents in a professional, compassionate and supportive manner while promoting the highest quality of life and individualized personal care.
- c) *Duties and responsibilities:*
  - i) The Golden Age Manor Governing Committee, in compliance with relevant statutes and county policy, serves as a policy advisory committee to the Polk County Board and advisory and oversight body to the Golden Age Manor Administrator.

## 5) Board of Health

- a) *Purpose:* Pursuant to Wisconsin Statutes Chapter 251 as amended from time to time, the Board of Health provides policy direction and advice to the Polk County Health Department.
- b) *Mission:* Promoting, protecting and preserving health through partnerships with people and communities
- c) *Duties and Responsibilities:*
  - i) To become well informed on all aspects of the public health system including:
    - (1) Agency staff, system partners, programs and funding sources; and
    - (2) Public health core functions and essential services.
  - ii) Communicate consumer public health needs and concerns to the department.
  - iii) Assist the department in assessment of community health needs and advocating for the provision of public health services based on the identified health priorities of the citizens of Polk County.
  - iv) Assure representation at public health legislative events, regional Board of Health trainings and agency professional advisory committee meetings.
  - v) Interpret and promote health department programs and objectives to the citizens of Polk County through individual and group contacts in the community.
  - vi) Interpret and advance the department's strategic plan and relevant needs to the Polk County Board of Supervisors.

## 6) Highway Committee

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 83.015 as amended from time to time, the Highway Committee provides policy direction and advice to the Highway Department.
- b) *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.
- c) *Duties and Responsibilities:*
  - i) The Highway Committee must comply with and implement all laws, rules, regulations, and accepted practices identified or implied in the State of Wisconsin Statutes pertinent to County Trunk Highways.
  - ii) The Highway Committee directs the highway department to reference, implement, and/or comply with the applicable standards of our industry in the course of designing, constructing and maintaining the county roads, bridges, and rights of way and to utilize proven and accepted methodology in the course of our work.
  - iii) The Highway Committee must review and approve a road improvement plan

for future years.

- iv) The Highway Committee must provide guidance and approve policies for the Highway Department, other than work-related policies.
- v) The Highway Committee must review and approve capital expenditures as needed and finances allow in accordance with the purchasing policy.
- vi) The Highway Committee must direct the department to comply with and implement all county policies not governed by State of Wisconsin Statutes.
- vii) The Highway Committee authorizes the Highway Department to assess, collect, retain and account for any fees fines, and/or judgments set by the committee in their policies.

## 7) **Human Services Board**

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 46.23(5m) as amended from time to time, the Human Services Board provides policy direction and advice to the following departments of Polk County:
  - i) Human Services Department.
  - ii) *Mission:* Our mission is to assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.
  - iii) Veterans Service Department.
  - iv) *Mission:* To serve Polk County's veterans and their families with dignity and compassion and, as their advocate, to ensure that they receive those benefits to which they are entitled in recognition of their honorable service to our nation. Responsible by state law for assisting all veterans and dependents with access to their federal, state and local benefits.
- b) *Duties and Responsibilities:*
  - i) Familiarize themselves with the missions of both the Human Services and Veterans Service Departments, in order to more effectively and with greater knowledge carry out their responsibilities as Board members.
  - ii) Interpret the needs and programs of the departments and, through active and regular communication, seek to develop a positive community and County Board understanding of the mission and goals of the Human Services and Veterans Service Departments.
  - iii) Actively seek community and staff comments leading to a determination of the range and level of services needed by county citizens, consistent with Wisconsin Statutes.
  - iv) Provide opportunity for an open, positive discussion and resolution of problems presented in the Human Services Board meetings.
  - v) Be responsible for establishing/approving service rates, rates for client studies performed within the Human Services Department, and fees charged for certification services; these rates/fees would not require approval from the

Polk County Board of Supervisors.

- vi) Assure development of policies consistent with Wisconsin Statutes which, rather than hindering, foster efficient and effective operations of the two departments.
- vii) Understand, respect, and adhere to the federal regulations, Wisconsin Statutes and rules of confidentiality to which staff of the two departments and the Human Services Board must adhere.

## **8) Personnel Committee**

- a) *Purpose:* The Personnel Committee provides advice and policy direction to the following departments:
  - i) Corporation Counsel.
  - ii) *Mission:*
    - (1) The mission of the Office of the Corporation Counsel is to provide the highest quality legal counsel and representation at the most effective cost to County government. The Office of Corporation Counsel serves as legal counsel for the County Board of Supervisors, County committees and statutorily created administrative boards, the County Administrator, elected and appointed county officials, department heads and employees of Polk County.
  - iii) Employee Relations.
  - iv) *Mission:* The mission of the Polk County Employee Relations Department is to provide employee services in the areas of recruitment, compensation and benefits, safety, education and training, employee wellness, performance standards and appraisals; and to provide these services in a fair, logical and expeditious manner.
- b) *Duties and responsibilities:*
  - i) Advise appropriate staff on the development of personnel policies and provide recommendation to the County Board of Supervisors on the same.
  - ii) Negotiate all labor contracts for Polk County and recommend to the County Board the approval of these agreements.
  - iii) Represent Polk County at each department labor-management meeting.
  - iv) Have representation on the Polk County Safety Advisory Committee and Polk County Worksite Wellness Committee.
  - v) Hear grievance disputes and appeals of personnel decisions in accordance with applicable provisions of county personnel policies and collective bargaining agreements.
  - vi) Recommend to the County Board annual adjustments in accordance with the appropriate non-represented compensation management policy and the annual budget process.

- vii) Approve the goals and objectives for the Corporation Counsel and Employee Relations Department.
- viii) Oversee and review the county's health insurance and workers' compensation.
- ix) Recommend to the full County Board =constitutionally elected officials' salaries.

**9) Property, Forestry and Recreation Committee**

a) *Purpose:* Pursuant to NR544, 59.43, 28.11 as amended from time to time, the Property, Forestry and Recreation Committee provides policy direction and advice to the following departments of Polk County:

i) Register of Deeds

ii) *Mission:* To provide and protect the official county repository for:

- Real estate records (deeds, land contract, mortgages, etc)
- Real-property related financing statements
- Vital records (birth, death, marriage, domestic partnership, and military discharges).

To provide safe archival storage, and convenient access to these public records.

To implement statutory changes, system modernization, program and procedure evaluation, and staff development to assure a high level timely service for our citizens/customers.

iii) Property, Forestry and Recreation Department

iv) *Mission:*

(1) *Buildings:* To preserve and to extend the useful life of existing facilities, as well as assist in planning and design for additional county buildings as required.

(2) *Parks:* To develop, maintain and preserve our park, lake access, and trail systems, that will meet the needs of our citizens and future generations; preserve and protect the county's open space, water, historical, natural and economic resources and provide recreation and tourism opportunities that are designed to enhance Polk County residents quality of life.

(3) *Solid Waste / Recycling:* To meet the solid waste / recycling needs of Polk County residents that incorporate waste reduction and material reuse which is technically and economically feasible.

(4) *Forestry:* The mission of the Polk County Forestry Department is to provide, protect and manage forest resources for the environmental and social benefits they provide present and future citizens of Polk County.

b) *Duties and Responsibilities:*

- i) Become well informed on all aspects of the buildings, parks, forestry, recycling, solid waste and Register of Deeds programs including:
- ii) Become familiar with partners, programs, and funding sources.
- iii) Promote department programs through individual and group contacts in the community.
- iv) Recommend lease agreements between Polk County and other agencies to County Board.
- v) Recommend the sale of county property according to County policy.
- vi) Recommend the purchase of real estate for County use to County Board.
- vii) Recommend the 5-year Outdoor Recreation Plan to County Board.
- viii) Recommend the 15-year Forest Plan to County Board.
- ix) Approve timber sale bids.
- x) Support department needs and direction to the County Board.
- xi) Approve the disposal of land taken by the County for delinquent taxes.
- xii) Grant extensions or special consideration to past due tax accounts.
- xiii) Serve as part of any larger committee dealing with building or space utilization needs of the County, unless by committee agreement, the full committee is not required.
- xiv) Set fees for recycling, parks use, land use, or other department fees.

#### 10) **Public Protection and Judicial Committee**

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 59.13 as amended from time to time, the Public Protection and Judicial Committee provides policy direction and advice to the following departments of Polk County:
  - i) Sheriff's Department.
    - (1) *Mission:* The Polk County Sheriff's Department provides professional, ethical and respectful law enforcement services to the citizens of Polk County and to achieve a safe environment through developing cooperative partnerships with our community. The men and women of the Polk County Sheriff's Department, pledge to serve our community with integrity, honor and courage.
  - ii) District Attorney and Victim/Witness Services.
    - (1) *Mission:* The Polk County District Attorney administers justice while delivering high quality public service to all citizens in an effective, professional, and efficient manner. The Polk County Victim/Witness Services ensures victims are treated with fairness, dignity and respect; helps victims to understand and to exercise their rights and access services; and advocates for public policy and resources.

iii) Clerk of Court.

(1) *Mission:* The Polk County Clerk of Courts serves all people in a courteous, efficient, positive and professional manner.

iv) Medical Examiner.

(1) *Mission:* The Polk County Medical Examiner provides death investigative services that honor those who have died by providing scientific, consistent and compassionate investigations into the circumstances of death.

v) Child Support Agency.

(1) *Mission:* The Polk County Child Support Agency provides effective and quality child support services to the public for the well-being of children through the efficient use of governmental resources.

b) *Duties and Responsibilities:*

i) Provide a forum for the Polk County Circuit Court judges to discuss issues involving the court system and public safety.

ii) Make recommendations and referrals to the Polk County Board of Supervisors regarding matters of interest to public safety.

iii) Serve as the grievance committee pursuant to Wisconsin Statutes §59.26(8) for considering hearing disciplinary complaints involving deputy sheriffs.

iv) Conduct an annual tour of the Polk County jail.

v) Recommend persons to be appointed to serve as Polk County highway traffic safety coordinators.

vi) Create and appoint subcommittees committees that may be composed of members of the Polk County Board of Supervisors or citizen members. Such subcommittees are advisory in nature to the Public Protection and Judicial Committee and may make recommendations to the Public Protection and Judicial Committee regarding public safety matters.

vii) Assign a member of the committee to serve as a liaison to the Polk County Criminal Justice Collaborating Council, Inc.

## **11) Land Information Committee**

a) *Purpose:* The Land Information Committee provides policy direction and advice to the Land Information Department.

b) *Mission:* The Polk County Land Information Department is committed to provide high quality service to the general public as well as other county departments in the areas of zoning, surveying, planning, and land information. We will develop and maintain the countywide GIS system and support all other county departments using GIS

c) *Duties and responsibilities:*

i) Provide policy guidelines for staff to implement the following County

Ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning), Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning, Subdivision, Telecommunication Towers and Related Facilities and Small Wind Energy Systems.

- ii) Annually set fee schedules for the Land Information Department for products and services rendered as well as any ordinance administered by the Land Information Department, including schedules for fees for land use permits, district changes, Board of Adjustments applications and hearings (including special exception permits and conditional use permits), ordinance amendments, penalty fees, rural address signs, sanitary permits, sewer inspections, subdivision review (including land and water resources department review for subdivisions), subdivision variance hearing applications, temporary permits, applications for telecommunication towers and related facilities conditional use permits, and any other permit issued through the department.
- iii) Review and approve the Polk County 5-year Land information plan for submittal to the Wisconsin Land Information Board or the Wisconsin Department of Administration.
- iv) Hear and recommend to the County Board action on applications for district changes under the Polk County Zoning Ordinance.
- v) Review and approve major subdivision plats as required under the Subdivision Ordinance.
- vi) Hear and rule on subdivision variance requests under the Subdivision Ordinance.
- vii) Hear and rule on Shoreland Ordinance special exception requests for subdivisions under the Shoreland Ordinance.
- viii) Monitor implementation of the Polk County Comprehensive Plan and review the plan at least once every five years.
- ix) Provide input regarding vacancies for membership on the Board of Adjustment.
- x) Hear and rule on conditional use permit requests under the Telecommunication Towers Ordinance.
- xi) Community Development Block Grant (CDBG) - Revolving Loan Fund (RLF) duties for the Land Information Committee:
  - 1) Review applications for loans for the parts of the CDBG program they decide Polk County should offer.
  - 2) Approving/amending Housing Procedures Manual
  - 3) Making emergency loan awards
  - 4) Assist in monitoring trends around CDBG-RLF goal to see if additional funds need to be applied for.
  - 5) Meet regularly to review CDBG-RLF business

