



MINUTES
General Government Committee

County Board Room
Balsam Lake, WI 54810

10:00 a.m. Thursday, October 10, 2019

Meeting called to order by Chair Masters @ 10:09 a.m.

Members present:

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Present
Dean Johansen	Supervisor	Present
Larry Jepsen	Supervisor	Present
Chris Nelson	Supervisor	Present

Also present: Sharon Jorgenson, County Clerk; Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Chad Roberts, Chief Deputy; Tim Anderson, County Planner; Darlene Kusmirek, Employee Relations Manager; Maggie Wickre, Finance Director; Cassie Emerson, Administrative Support, Rhoda Hatzenbeller, Bookkeeper; Tammy Peterson, Administrative Assistant; Supervisors Tracy LaBlanc and John Bonneprise; and members of the public.

Approval of Agenda

Chair Masters called for a motion to approve the agenda as published. **Motion** (Jepsen/Nelson) to approve the agenda. Chair Masters called for a voice vote on the motion to approve the agenda as published. **Motion** to approve the agenda carried by unanimous voice vote.

Approval of Minutes

Chair Masters called for a motion to approve the minutes of the September 12, 2019 meeting as published. **Motion** (Masters/Johansen) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the September 12, 2019 meeting carried by unanimous voice vote.

Public Comment – One public comment was received by the committee.

Receipt of Information from Supervisors Not Seated as Committee Members – No information was received by the committee from Supervisors not seated as committee members.

Motion (Jepsen/Johansen) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) at 10:13 a.m. Chair Masters called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

****CLOSED SESSION* -- 10:13 a.m.** – (Minutes Separate and under seal)**

Members present for the closed session included Committee Members: Brian Masters, Russ Arcand, Larry Jepsen, Dean Johansen, and Chris Nelson. Also present: County Clerk, Sharon Jorgenson; Corporation Counsel, Malia Malone; Darlene Kusmirek, Employee Relations Manager; Chad Roberts, Chief Deputy; and County Board Supervisor John Bonneprise.

Reconvened in Open Session at 10:36 a.m.

Supervisor Masters provided an update regarding recorded meetings to the Committee. The committee received an update from Corporation Counsel Malone regarding how many views the recorded meetings received.

The committee discussed recommendations regarding Resolution No. 44-19: Resolution Accepting the Donation of Services and Materials for the Modification of the Polk County Jail. Chairman Masters called upon Chief Deputy Roberts to provide information to the committee regarding the resolution.

Chairman Masters called for a motion in regard to Resolution No. 44-19. **Motion** (Johansen/Nelson) to approve and recommend Resolution No. 44-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 44-19 to the County Board for passage carried by unanimous voice vote.

The committee discussed recommendations regarding Resolution No. 47-19: Resolution Authorizing Phase II and Phase III of the Fairgrounds Grandstand Project.

Chairman Masters called for a motion in regard to Resolution No. 47-19.

Motion (Nelson/Masters) to approve and recommend Resolution No. 47-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 47-19 to the County Board for passage carried by unanimous voice vote.

The Committee received hand-outs and an update of the proposed 2020 Operating budget from Finance Director Maggie Wickre, including various departmental additional funding requests.

Chairman Masters declared that the remaining Budget Agenda items to be considered would be tabled (at 11:02 a.m.) until after closed session.

Committee called for a recess/break at 11:02 a.m. Chairman Masters called the committee back into session at 11:08 a.m.

Motion (Jepsen/Masters) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) at 11:08 a.m. Chair Masters called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

****CLOSED SESSION* -- 11:08 a.m.** – (Minutes Separate and under seal)**

Members present for the closed session included Committee Members: Brian Masters, Russ Arcand, Larry Jepsen, Dean Johansen, and Chris Nelson. Also present: County Clerk, Sharon Jorgenson; Corporation Counsel, Malia Malone; Darlene Kusmirek, Employee Relations Manager; Chad Roberts, Chief Deputy; and County Board Supervisor John Bonneprise.

Present for the Union: Jeryl Vonderheid, WPPA Representative for the Union; Employee Union Representatives: Jeffrey T Smith, Stephanie Warner, Nathan Ferris, Tyrel Hanson and Don Burrows.

Reconvened in Open Session at 12:48 p.m.

Motion (Masters/Johansen) to take up Budget Agenda items for consideration that were previously tabled. Chairman Masters called for a voice vote regarding said motion. **Motion** to take Budget Agenda item off table for reconsideration carried by unanimous voice vote.

Committee considered additional funding requests for 2020 Budget: County Clerk for upgrade of part time employee from .5 PT to .6 FTE position (recurring expense), Clerk of Court for additional ½ day per week for the Family Court Commissioner \$25,000 (recurring expense), Tourism: \$5,000 for new web site, Economic Development: \$20,000 for Workforce Marketing Campaign, Fair \$15,000 for administration building trusses, Museum \$6,000 for repair and removal of sidewalk wall and \$9,000 for Coal room roof and grading.

Additional funding request for County Clerk:

Motion (Nelson/Johansen) to move to County Board without recommendation due to no cost detail associated with request for County Clerk for upgrade from .5 PT position to .6 FTE position for the part time employee. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding request for Clerk of Circuit Court: \$25,000 recurring expense for additional ½ day per week for the Family Court Commissioner: Supervisor Masters informed committee that conversation with Judge Anderson indicated funding amount would be closer to \$20,000 per year.

Motion (Masters/Jepsen) to reduce amount requested by \$5,000 and move to County Board with recommendation to approve \$20,000 additional recurring funding request for Clerk of Court for additional ½ day per week for the Family Court Commissioner. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding requests for Tourism \$5,000 to defray costs for new website:

Motion (Nelson/Masters) to move to County Board with recommendation at reduced amount of \$3,000 additional funding for Tourism new website costs. Chair Masters called for a voice vote on said motion. **Motion** to move to County Board with recommendation at reduced amount of \$3,000 carried by majority voice vote with one opposed.

Additional funding request for Economic Development \$20,000 for Workforce Marketing Campaign:

Motion (Jepsen/Johansen) to move to County Board with recommendation \$20,000 additional funding request by Economic Development for Workforce Marketing Campaign. Chair Masters called for a voice vote on said motion. **Motion** carried by majority voice vote with one opposed.

Additional funding request for Fair \$15,000 for administration building trusses:

Motion (Johansen/Jepsen) to move to County Board with recommendation \$15,000 additional funding request for Fairgrounds for Administration building trusses. Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding requests for Polk County Museum: \$6,000 for removal/repair to sidewalk wall and \$9,000 for Coal room roof and grading:

Motion (Nelson/Johansen) to move to County Board with recommendation \$6,000 additional funding request by the Museum for removal and repair to sidewalk wall and \$9,000 additional funding request by the Museum for coal room roof and grading. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding request for Veterans Service Office to increase assistant hours from 37 to 40:

No action was taken by the committee on the request to increase the Veteran’s service assistant hours from 37 to 50 due to no annual cost figures provided. Finance Director will get annual cost figures for the request for consideration at the County Board meeting.

Reinstatement of the County Planner Position – as recommended by the Environmental Services Committee:

Motion (Jepsen/Johansen) to recommend to the County Board reinstatement of the County Planner position for the 2020 Budget. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Consideration of other listed additional funding requests:

Committee discussed list of additional funding requests. Chairman Masters called upon Highway Commissioner Norby for information on areas of most needed funding.

Motion (Johansen/Jepsen) to move to County Board with recommendation the following items for the 2020 Budget:

Funding Kronos HR System	\$61,606 -Carryover from 2014
Replace Law Enforcement Washer/dryer	\$18,000
Replace sally port overhead doors	\$ 7,000
Justice Center Roof/Caulking maintenance	\$15,000
Justice Center Service Door Replacement	\$ 8,000

Chairman Masters called for a voice vote on said motion for approval of funding requests.

Motion carried by unanimous voice vote.

The committee discussed recommendations regarding Resolution No. 45-19: Resolution Calling for Public Hearing on the Proposed 2020 Operating and Capital Improvement Budget.

Chairman Masters called for a motion in regard to Resolution No. 45-19. **Motion** (Jepsen/Johansen) to approve and recommend Resolution No. 45-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 45-19 to the County Board for passage carried by unanimous voice vote.

Committee deferred discussion of the 2019 work plan until next meeting.

Items for next agenda: Union Negotiations

Next meeting: October 25, 2019 Friday at 9:00 a.m.

Adjourn

Chair Masters called for a motion to adjourn. **Motion** (Nelson/Jepsen) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 1:31p.m.

Respectfully submitted,

Sharon Jorgenson
County Clerk



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

Sharon Jorgenson, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email Sharon.Jorgenson@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, October 10, 2019 at 10:00 a.m.

A quorum of the County Board may be present

Materials: September 12, 2019 Minutes, Resolution No. 44-19, Resolution 45-19, 2019 Work Plan

1. Call to order –Chair Masters
2. Approval of Agenda
3. Approval of Minutes for September 12, 2019
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Closed Session:
Pursuant to Wisconsin Statute Section 19.85(1)(e), the Committee may convene in closed session for purposes of considering collective bargaining strategy, review and/or negotiation of labor agreement benefits/contracts including negotiation of WPPA – Field Services labor agreement for Polk County Sheriff's Department Employees Association and Polk County Sergeants Association commencing January 1, 2020; the conduct of said specified public business, due to competitive or bargaining reasons, require a closed session. Following the closed session, the Committee will convene in open session to give an announcement on matters considered in closed session and to consider and act upon matters noticed herein for consideration and action in open session.
7. Update Regarding Recorded Meetings
8. Budget Report from Administrator Osborne
9. Recommendations on the Proposed 2020 Operating and Capital Improvements Budget, Assigned Functions; Staffing Levels and Overall Budget Proposal and Consideration of Budget Amendments Forwarded from Other Committees
10. Discussion and Possible Action: Resolution No. 44-19: Resolution Accepting the Donation of Services and Materials for the Modification of the Polk County Jail
11. Discussion and Possible Action: Resolution No. 45-19: Resolution Calling for Public Hearing on the Proposed 2020 Operating and Capital Improvement Budget
12. Discussion and Possible Action: Resolution No. 47-19: Resolution Authorizing Phase II and III of the Fairgrounds Grandstand Project
13. 2019 Work Plan Development/Updates
14. Identification of Subject Matters for Upcoming Meetings
15. 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
General Government Committee
County Board Room
Balsam Lake, WI 54810

10:00 a.m. Thursday, September 12, 2019

Meeting called to order by Chair Masters @ 10:09 a.m.

Members present:

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Present
Dean Johansen	Supervisor	Present
Larry Jepsen	Supervisor	Absent
Chris Nelson	Supervisor	Present

Also present: Lisa Ross, Deputy County Clerk; Nick Osborne, County Administrator; Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Chad Roberts, Chief Deputy; Nick Freer, Recycling Center Manager; Tina Riley, Parks & Buildings Administrative Assistant; Darlene Kusmirek, Employee Relations Manager; Tonya Eichelt, Community Services Division Director.

Approval of Agenda

Chair Masters called for a motion to approve the agenda as published. **Motion** (Arcand/Johansen) to approve the agenda. Chair Masters called for a voice vote on the motion to approve the agenda as published. **Motion** to approve the agenda carried by unanimous voice vote.

Approval of Minutes

Chair Masters called for a motion to approve the minutes of the August 8, 2019 meeting as published. **Motion** (Masters/Nelson) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the August 8, 2019 meeting carried by unanimous voice vote.

Public Comment – No public comment was received by the committee.

Chair Masters announced to Committee that today's meeting is being video recorded.

Receipt of Information from Supervisors Not Seated as Committee Members – No information was received by the committee from Supervisors not seated as committee members.

The Committee received an update of the 2020 proposed budget from Administrator Osborne.

The Committee received an update from Administrator Osborne and had discussion regarding the vacant Information Technology Director and Employee Relations Director and Administration Positions.

Administrator Osborne provided an update regarding videotaping the County Board meetings to the Committee. The September 17th County Board meeting will be video recorded and uploaded to youtube.com. A link will be added to the Polk County website to view the recordings.

The committee received information and update from Highway Commissioner Norby regarding the Polk County Recycling Center. The committee discussed recommendations regarding Resolution No. 37-19: Resolution Improving the Recycling Program for the Residents of Polk County.

Chairman Masters called for a motion to approve and recommend Resolution No. 37-19: Resolution Improving the Recycling Program for the Residents of Polk County. **Motion** (Nelson/Arcand) to approve and recommend Resolution No. 37-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 37-19 to the County Board for passage carried by unanimous voice vote.

The committee received information regarding the process for applying for a Recycling Grant from Administrator Osborne. The committee discussed recommendations regarding Resolution No 39-19: Resolution to Authorize the Representative for Filing Recycling Grant Application.

Chairman Masters called for a motion to approve and recommend Resolution No 39-19: Resolution to Authorize the Representative for Filing Recycling Grant Application to the County Board for passage.

Highway Commissioner Norby requested that words of lines 13-14 of Resolution 39-19 be changed from “Highway Commissioner” to read “Public Works Director”.

Motion (Nelson/Johansen) to amend lines 13-14 of Resolution No 39-19: Resolution to Authorize the Representative for Filing Recycling Grant Application by replacing the words “Highway Commissioner” with the words “Public Works Director” and approve and recommend Resolution 39-19 to the County Board for passage. **Motion** to amend Resolution No. 39-19 and to recommend Resolution 39-19 as amended to the County Board for passage carried by unanimous voice vote.

Committee discussed Procedures & Policy regarding reviews MOU’s and funding of outside agencies with Administrator Osborne.

Committee discussed the 2019 work plan, future and ongoing topics to address at upcoming committee meetings.

- IT Developments and innovation/Paper Reduction/paperless initiative
- Government Center security
- Customer Service
- Capital Improvement Planning – (budget time)
- Procedures & Policy regarding reviews MOU’s and funding of outside agencies – November
- Updates regarding hiring for IT Director/Consultant position
- Updates regarding hiring for HR Administrative Assistant/Specialist, Human Resources Generalist, and Deputy Administrator positions

Items for next agenda: Annual budget and budget amendment recommendations, Updates regarding hiring for IT Director/Consultant position, Deputy Administrator positions, and two Employee Relations positions: HR Administrative Assistant/Specialist and Human Resources Generalist, Closed session for negotiation of Labor Agreement with WPPA.

Next meeting: October 10, 2019 @ 10:00 a.m.

Motion (Masters/Johansen) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) at 10:04 a.m. Chair Masters called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

****CLOSED SESSION* -- 11:03 a.m.** – (Minutes Separate and under seal)**

Members present for the closed session included Committee Members: Brian Masters, Russ Arcand, Dean Johansen and Chris Nelson. Also present: Deputy County Clerk, Lisa Ross; County Administrator, Nick Osborne; Corporation Counsel, Malia Malone; Darlene Kusmirek, Employee Relations Manager; Chad Roberts, Chief Deputy.

Reconvened in Open Session at 11:35 a.m.

Adjourn

Chair Masters called for a motion to adjourn. **Motion** (Johansen/Nelson) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 11:36 p.m.

Respectfully submitted,

Lisa Ross,
Deputy County Clerk

General Government



POLK COUNTY WISCONSIN
General Government Committee
Department of County Clerk
Sharon Jorgenson, Polk County Clerk

DEPARTMENT DESCRIPTION:

The duties of this office include preparing and keeping committee minutes and board proceedings for the County Board of Supervisors. The office is responsible for administering all federal, state, county and local elections. Other services include: administering marriage licenses, dog license program, passports, large assembly permits, and timber cutting permits. Maintain website pages and safekeeping of documents. "Information Center" of the Government Center

MISSION:

Provide efficient services to the public and perform duties as assigned by Wisconsin State Statutes and County Policy.

LINK TO COUNTY BOARDS STRATEGIC GOALS:

To serve the public with integrity.

2018 PROGRAM OBJECTIVES AND ACCOMPLISHMENTS:

Served the public in various capacities, providing error free issuance of documents as required by state statutes. Coordinated communications between the County Board, County departments, and the public. Provided funding for state and local animal control efforts.

STRATEGIC PRIORITIES:

Provide support and open communication to the County Board, 36 municipalities and the residents of Polk County within the guidelines of the state statutes.

POLK COUNTY WISCONSIN
General Government Committee

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

Continue to learn updates to statewide voter registration system "WisVote"

KEY PROGRAM STRATEGIES 2019

Keep up on training for WisVote upgrades. Research voting equipment for future purchase. Continue high accuracy with elections.

KEY PROGRAM STRATEGIES 2020

Keep up on training for WisVote upgrades. Research voting equipment for future purchase. Continue high accuracy with elections.

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Budget	2018 Actuals	2019 Estimate
Number of marriage license applications	276	250	279	250
Failure to give notice of meetings	0	0	0	0
Revenue from sale of dog tags	\$18,351	\$10,000	\$18,048	\$15,000
Passport Revenue collected -agent fees and photo fees	\$11,050	\$8,500	\$17,072	\$12,238
Number of elections per year (expected)	3	5	5	1
Motor Vehicle Agent revenue from services	\$3,931	\$3,700	\$3,302	\$0

Outcome indicators	2017 Actual	2018 Estimate	2018 Actuals	2019 Estimate
Challenges due to errors in tally	0	0	0	0

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Number of marriage license applications fluctuate from year to year. Dog license sales vary and all monies after expenses go to humane society. Passport applications vary, but remain steady.

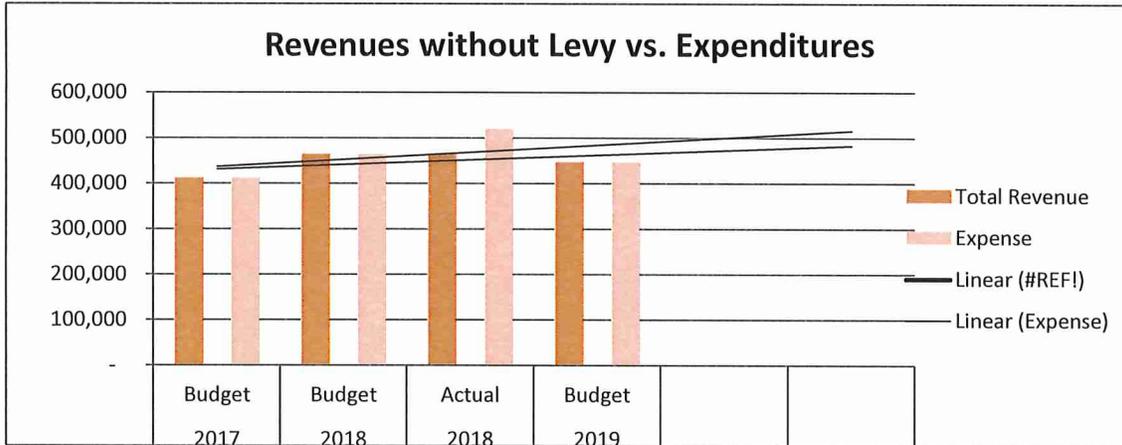
POLK COUNTY WISCONSIN
General Government Committee
Department of County Clerk
 Sharon Jorgenson, Polk County Clerk

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Acutal	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	339,822	376,130	376,130	357,230
License & Fees	18,751	24,294	18,448	24,355
Public Charge for Services	30,704	26,100	32,333	26,622
Intergovernmental Revenue	23,067	38,000	31,705	38,760
Total Revenue	412,344	464,524	458,616	446,967
Expense				
Personnel Services	275,795	285,226	279,225	283,233
Contractual Services	43,208	51,644	132,397	54,880
Supplies & Expenses	74,809	80,054	71,604	81,254
Fixed Charges	1,965	2,100	2,370	2,100
Grants, Contributions, Indem	16,358	20,500	17,028	20,500
Capital Outlay		25,000	16,498	5,000
Total Expenditures	412,135	464,524	519,122	446,967
Net Revenue and Expenditures	209	-	(60,506)	-

EMPLOYMENT BY JOB CLASSIFICATION:

FTE Employees	2017 Acutal	2018 Budget	2018 Actual	2019 Budget
Officials/Administrators	1	1	1	1
Administrative Support	1.45	1.45	1.45	1.45
Total	2.45	2.45	2.45	2.45



POLK COUNTY WISCONSIN
General Government and Environmental Services Committees

Department of Buildings, Parks, Solid Waste, Forestry

Emil Norby, Director

DEPARTMENT DESCRIPTION:

This department consists of three divisions: Parks and Forestry, Buildings and Property, and Solid Waste and Recycling. The first division, parks and forestry, is responsible for maintenance and improvement of the County's park system, public forests and recreational trails. The second division, buildings and property, is responsible for maintenance and improvement of county facilities and, beginning in 2013, vehicles other than highway and public safety. The third division, waste and recycling, is responsible for management of solid waste and operation of the County's recycling facility.

MISSION:

Parks: To develop maintain and preserve our parks, lake accesses, and trail systems that will meet the needs of our citizens and future generations. Preserve and protect the county's open space, water, historical and natural and economic resources to provide recreational and tourism opportunities.

Buildings: To preserve and to extend the useful life to the existing facilities, as well as keep environmental safe for the public, updated technology maintaining cost conscious, and assist in planning and design for additional county buildings as required.

Solid Waste: To meet the Solid waste needs of Polk County residents that incorporate waste reduction and material reuse which is technically and economically feasible.

LINK TO COUNTY BOARD STRATEGIC GOALS:

1. To preserve and enhance the environment.
2. To improve the quality of life for those who live, work, and play in Polk County.

STRATEGIC PRIORITIES:

To develop, maintain and preserve our parks, lake accesses, 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 to provide recreation and tourism opportunities that are designed to enhance Polk County residents quality of life.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Billing and invoicing	Maintain records of sales of recyclables/solid waste
Compile maint/grooming sheets from snow/atv work with clubs	Maintain tiem/quipment recoding sheets
Annual grants	Request/report grants as needed
Sell bike/ski trail passes	Update signage
Update website	DNR meetins
Overview budget	Hire/supervise staff
Advertising	Trail inspection
Liaison trail/fair/museum	Park maintenance/camp ground inspections
Rfp's	Trail/promotional collaboration mtgs
Recy Alum Checking	Park bldg updates
Account	Order/mng supplies
Organize clean sweep event	Heating and cooling equipment
Selling tax deed properties	Janitorial work
Mgn fleet vehicle-ordering, selling, maint.	Give out firewood permits
Wkly deposits	Metsys
Enter Hauler reports	Facility security
	Phone system

POLK COUNTY WISCONSIN
General Government and Environmental Services Committees
Department of Buildings, Parks, Solid Waste, Forestry
 Emil Norby, Director

PROGRAM NAME:
Parks, Trails and Lake Access

PROGRAM OBJECTIVE:
 Maintain parks and improve lake access.

LINK TO BOARD PRIORITY:
 7. Parks/tourism/recreation

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	187,627	139,190	139,190	132,768
Other Revenues	159,545	132,740	182,957	122,395
Total Revenue	347,173	271,930	322,147	255,163
Expenditure				
Recurrent Expenditure	387,446	295,267	336,038	252,217
Capital/One-time Expenditure	12,726	18,663	37,049	38,591
Total Expenditure	400,172	313,930	373,087	290,808
Net Revenue and Expenditures	(52,999)	(42,000)	(50,940)	(35,645)

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

Missing information

KEY PROGRAM STRATEGIES 2019

1. Follow through with the Ahlgren reserve.
2. Continue to enhance park and recreation opportunity

KEY PROGRAM STRATEGIES 2020

1. Trade Lake Boat Landing Project
2. Campground improvement

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Park acreage maintained	440	440	440	440
Miles of trails maintained	463	463	463	463

Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Revenue from campsite and shelter	3305	2500	3975	2500

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Aging parks and lack of facilities at Polk County Parks effects park usage.

POLK COUNTY WISCONSIN
General Government and Environmental Services Committees
Department of Buildings, Parks, Solid Waste, Forestry
 Emil Norby, Director

PROGRAM NAME:
Building and Property

PROGRAM OBJECTIVE:
 Providing a quality preventive maintenance program to extend the life of county assets.

LINK TO BOARD PRIORITY:
 Updating county services for future and improving services.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	1,359,365	1,763,174	1,739,240	1,523,974
Other Revenues	448,058	559,702	574,784	481,900
Total Revenue	1,807,423	2,322,876	2,314,024	2,005,874
Expenditure				
Recurrent Expenditure	1,219,042	1,477,130	1,249,763	1,532,064
Capital/One-time Expenditure	81,568	484,000	268,013	170,300
Total Expenditure	1,300,610	1,961,130	1,517,776	1,702,364
Net Revenue and Expenditures	506,813	361,746	796,248	303,510

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018
 Missing information

KEY PROGRAM STRATEGIES 2019
 Jail Controller Project
 Facility security, equipment upgrade

KEY PROGRAM STRATEGIES 2020
 Heat Exchanger for Pool
 Asset project for Human Services Building

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Work orders completed	1039	1065	1062	1065
Fleet trips managed	2351	2700 trips	2483	2700 trips

Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Maintenance cost per sq foot	\$4.12	\$4.15	\$4.15	1065
Avg no of cars available per day	1 of 14	1 of 14	1 of 14	2700 trips

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:
 Aging infrastructure increases maintenance costs.

POLK COUNTY WISCONSIN
General Government and Environmental Services Committees
Department of Buildings, Parks, Solid Waste, Forestry
 Emil Norby, Director

PROGRAM NAME:
Solid Waste and Recycling

PROGRAM OBJECTIVE:
 To reduce landfill utilization.

LINK TO BOARD PRIORITY:
 Updating county services for future and improving services.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	*79,582	233,018	*227,744	170,742
Other Revenues	506,285	468,174	431,675	504,064
Total Revenue	585,867	701,192	659,449	674,806
Recurrent Expenditure	563,961	669,192	650,136	674,806
Capital/One-time Expenditure	21,906	32,000	9,283	-
Total Expenditure	585,867	701,192	659,419	674,806
Net Revenue and Expenditures				-

*Levy here is adjusted for amount used *Levy here is adjusted for amount used

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018
 Missing information

KEY PROGRAM STRATEGIES 2019
 Update Recycling Brochure
 Design new entry way for public

KEY PROGRAM STRATEGIES 2020
 Implement new entry way for public

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Tonnage of recyclables	1848	2200	2311	2200
Solid waste revenue	\$67,179.00	\$30,000.00	\$69,956.00	\$30,000.00

Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
revenues recycling	\$439,105.90	\$429,436.00	\$361,719.35	\$465,326.00
revenues solid waste	\$67,179.00	\$38,738.00	\$69,956.00	\$38,738.00

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Aging infrastructure, increased volume, and declining market for recycables if a concern for this industry.

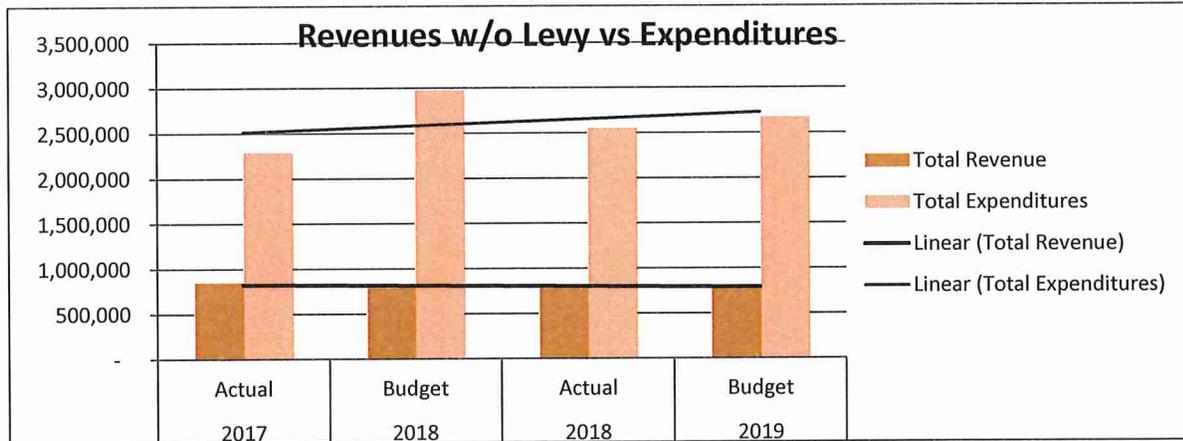
POLK COUNTY WISCONSIN
General Government and Environmental Services Committees
Department of Buildings, Parks, Solid Waste, Forestry
Emil Norby, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	1,626,575	2,135,382	2,135,382	1,827,483
Other Taxes	-	-	-	-
State Aids	320,833	287,414	344,834	284,964
Public Charge for Services	344,997	302,500	269,799	338,550
Intergovernmental Revenue	180,849	187,494	178,642	178,391
Misc Revenue	-	10,463	-	2,945
Total Revenue	2,473,254	2,923,253	2,928,657	2,632,333
Expense				
Personnel Services	893,214	943,377	927,139	956,865
Contractual Services	913,465	1,048,544	922,723	1,056,677
Supplies & Expenses	145,890	264,402	173,722	252,980
Fixed Charges	133,094	103,266	127,817	110,566
Grants, Contributions, Indem	84,788	82,000	84,536	82,000
Capital Outlay	106,200	504,200	262,345	146,446
Cost Reallocation	10,000	30,463	52,000	62,445
Total Expenditures	2,286,650	2,976,253	2,550,283	2,667,979
Net Revenue and Expenditures	186,603	(53,000)	378,374	(35,646)

EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
FTE Employees				
Professionals	0	0	0	0
Officials/Administrators	1	1	1	1
Technicians/Para-Professionals	3	2.84	2.84	2.84
Administrative Support	1	1	1	1
Skilled Craft/Service Maintenance	11.85	12.01	12.01	12.01
Total	16.85	16.85	16.85	16.85



POLK COUNTY WISCONSIN
General Government Committee

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

DEPARTMENT DESCRIPTION:

The department calculates taxes, determine and distributes funds to the various taxing districts, receipts in all County funds from other departments, oversees all bank accounts and balances main bank accounts for the County. The Department also assists internal and external customers with tax questions and requests.

MISSION:

To assist our customers in the most efficient and complete manner in accordance with State statute and county policy.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity.

STRATEGIC PRIORITIES:

Continue to work with our customers, both external and internal, to provide them with the information they request in a timely manner.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Calculate, print, settle property taxes. Process tax delinquent properties. Manage County banking activity. Reconcile monthly general County bank accounts.

POLK COUNTY WISCONSIN
General Government Committee

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

PROGRAM NAME:

Tax calculation, billing, settlement and fund distribution

PROGRAM OBJECTIVE:

Accurate calculation of taxes, collections received in a timely manner, disbursement of taxes by statutory deadlines.

LINK TO BOARD PRIORITY:

Updating County Services for the future and improving services & Relationship of County with Municipalities-both positive and negative.

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
One page tax bills	Yes	Yes	Yes	Yes
All required levy info on bills	Yes, 100% Accurate	100% accurate	100%	100% accurate

Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Bills printed timely	100%	100%	100%	100%
Tax bill information accurate	100%	100%	100%	100%

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Improve customer service between County, local Municipalities, and taxpayers by improving the communication between the County Treasurer's Office and the Municipalities regarding Dec/Jan tax calculation collections dates, times, locations, and type of funds accepted (cash, check, credit card).
2. Work with printer to ensure one page tax bills as more school levies.
3. Work with printer to ensure one page tax bills as more school levies are added to the bills per state statute requirements.

COMPLETION OF KEY STRATEGIES 2018

The goals of completing the tax bills timely with zero errors, while still keeping the tax bills to one page was completed successfully. The office is also continuing to work with the local municipalities to ensure all information is exchanged timely.

KEY PROGRAM STRATEGIES 2019

1. As more information is added to the tax bills, to continue to work with the municipalities and the printer to insure that we are to keep our format and still provide the required data.

KEY PROGRAM STRATEGIES 2020

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

The state budget that was passed did not add any additional information to the tax bills, so we will be able to move forward with one page bills at this time. As the state updates information required we will have to adjust our services to accommodate their requirements.

POLK COUNTY WISCONSIN
General Government Committee

Department of County Treasurer

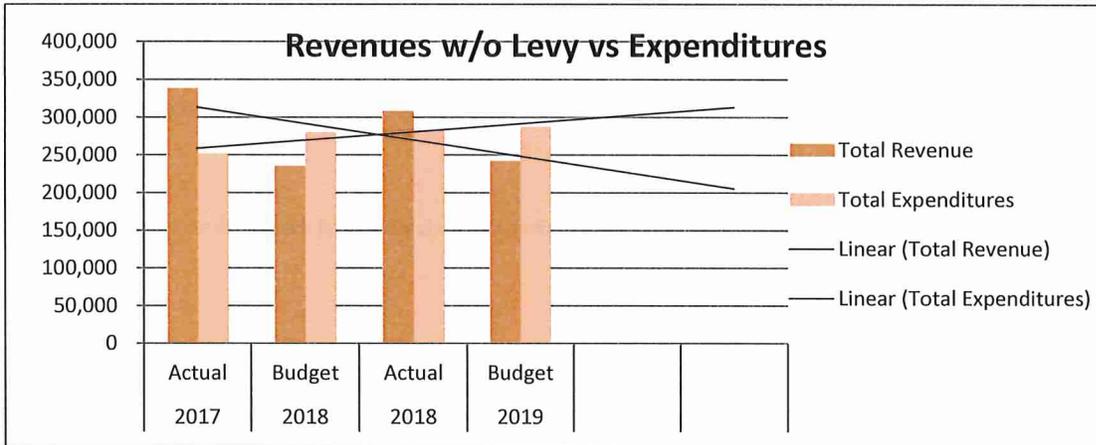
Amanda Nissen, Polk County Treasurer

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2018 Actual	2019 Estimate
Revenue				
General Property Tax	50,831	44,587	44,587	45,229
Other Taxes	0	25		25
State Aids	108,604	103,000	107,577	109,000
Fine and Forfeitures	15,510	32,000	21,945	32,640
Public Charge for Services	(4,021)	175	7,655	179
Intergovernmental Revenues	204			
Misc Revenue	217,829	100,000	171,338	100,000
Total Revenue	388,957	279,787	353,102	287,073
Expense				
Operating Expense			7702	
Personnel Services	203,270	210,697	212,531	211,614
Contractual Services	18,153	21,037	21,152	26,734
Supplies & Expenses	29,256	44,773	37,053	45,444
Fixed Charges	1,314	2,880	1,314	2,880
Grants, Contributions, Indem	(170)	400	3,003	400
Total Expenditures	251,824	279,787	282,755	287,072
Net Revenue and Expenditures	137,133	-	70,347	0

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2018 Actual	2019 Estimate
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	2	2	2	2
Total	3	3	3	3



**POLK COUNTY WISCONSIN
General Governments/Health and Human Services Committee**

Department of Corporation Counsel and Child Support

**Malia Malone, Corporation Counsel
Chad Hoag, Child Support Agency**

DEPARTMENT DESCRIPTION:

The Office of Corporation Counsel provides a full range of legal services to the County Board, County Administrator, County departments, committees, boards, commissions, supervisors, elected and appointed county officials and employees in respect to their official duties including rendering legal opinions and advice, drafting and reviewing contracts, ordinances, resolutions and other legal proceedings. The office prosecutes various civil proceedings including account collections for departments, tax foreclosures, mental commitments, guardianships, protective placements, termination of parental rights, and county ordinance enforcements, especially land use/zoning ordinances. The office administers the Wisconsin Child Support Program on behalf of the County and represents the State of Wisconsin in child support cases.

MISSION:

The mission of the Corporation Counsel is to serve and represent the public with integrity by providing professional, responsive and effective legal services to the County, its boards, commissions, committees, departments, officials and employees and to provide stability and permanency to adults and children by providing legal counsel on cases involving the delivery of human services programs and services. The mission of the Child Support Agency is to provide economic stability to children and families by establishing and enforcing reasonable child support orders.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity through the provision of legal services to the County and child support services to families of Polk County.

STRATEGIC PRIORITIES:

Provide Professional, Responsive, and Cost-Effective Legal Services to the County.
Provide Child Support services through establishment and enforcement of child support orders and the establishment of paternity.

PROGRAM OVERVIEW:

The Office of Corporation Counsel serves as the general counsel of the County and prosecutes human services cases in representation of the interest of the public. The Child Support Agency administers the state of Wisconsin Child Support program for adults and children living or having cases in the Polk County Circuit Court. The Child Support Agency establishes child support orders and paternity and actively pursues collection of current and past child support.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

General Legal Counsel; Organizational and Regulatory Compliance; Contract Development and Negotiation; Ordinance, Resolution and Policy Development; Legal Opinions; Litigation of Judicial and Administrative Matters; Litigation Management; Prosecute in representing the interest of the public human services cases:
Mental commitments; guardianships and protective placements; Children in need of protection and services; termination of parental rights; truancy. Child Support and Paternity Establishment; Collection of Child Support; Enforcement and Collection of Interstate Cases.

POLK COUNTY WISCONSIN
 General Governments/Health and Human Services Committee
Department of Corporation Counsel and Child Support

 Malia Malone, Corporation Counsel
 Chad Hoag, Child Support Agency

PROGRAM NAME:
Corporation Counsel

PROGRAM OBJECTIVE:
 Organizational Legal Services, Human Service Cases, Ordinance Enforcement and Administration, and Litigation and Collection Services.

LINK TO BOARD PRIORITY:
 Provide legal services in professional and responsive manner to advance organizational priorities identified by the County Board.

PROGRAM REVENUE AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	191,499	227,624	227,624	252,642
Other Revenues				
Total Revenue	191,499	227,624	227,624	252,642
Expenses				
Recurrent Expenditure	183,370	227,624	192,858	252,642
Capital/One-time Expenditure	8,129	-	-	-
Total Expenditures	191,499	227,624	192,858	252,642
Net Revenue and Expenditures	-	-	34,766	-

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Increase responsiveness in relation to needs for legal services as shaped by stakeholders.
2. In coordination with Administration, solidify contractual documents.

COMPLETION OF KEY PROGRAM STRATEGIES IN 2018:

2018 showed a gap and slowdown in responsiveness due to continued staffing deficiency. So this program strategy will continue into 2019 and it is expected that there will be a significant increase in overall responsiveness over 2018.

KEY PROGRAM STRATEGIES 2019

1. Continue to develop and provide educational opportunities to staff to maintain professionalism and enhance proficiencies and responsiveness consistent with changes in the need for legal services. This will include utilizing technology to be more responsive to internal and external customers.
2. Mentor new support staff and utilize expertise to discover administrative efficiencies.

POLK COUNTY WISCONSIN

General Governments/Health and Human Services Committee

Department of Corporation Counsel and Child Support

Malia Malone, Corporation Counsel
Chad Hoag, Child Support Agency

Corporation Counsel Continued**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimates
Contracts, Resolutions, Ordinances, Leases and Opinions	205	175	164	175
CHIPS/TPR/Juvenile Guardianship Cases Opened	n/a	n/a	102	120
Ordinance Enforcement Cases Opened	47	55	43	50
Collections Cases Opened	17	20	4	20
Mental Commitment Court Cases Opened	n/a	n/a	84	85
New Guardianship and/or Protective Placement Cases Opened	n/a	n/a	39	45
Zoning Cases Opened (non-citation)	n/a	n/a	9	5
% of Court Cases Dispositioned timely	85	100	100	100

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

2018 showed significant challenges for the Office of Corporation Counsel, marked by significant staffing shortages. A long-term employee retired and the Corporation Counsel took on the duties of acting Interim County Administrator. In addition, the increase in Child Welfare cases related to the methamphetamine epidemic strained already limited legal resources. In order to compensate for the limitations, the Office was able to contract with private attorneys to serve as back-up. It is anticipated that 2019 will be a year of transition and that 2020 will show significant improvements in this Office's responsiveness to the legal needs of the County.

POLK COUNTY WISCONSIN
General Governments/Health and Human Services Committee
Department of Corporation Counsel and Child Support

Malia Malone, Corporation Counsel
 Chad Hoag, Child Support Agency

PROGRAM NAME:

Child Support

PROGRAM OBJECTIVE:

To improve the quality of life of families and children by assisting with appropriate financing through court orders.

LINK TO BOARD PRIORITY:

Provision of Human Services and Public Safety.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Estimate	2018 Actual	2019 Estimates
Revenue				
General Property Tax	112,166	81,623	81,623	51,445
Other Revenues	521,942	523,221	489,357	553,524
Total Revenue	634,108	604,844	570,980	604,969
Expenses				
Recurrent Expenditure	612,287	604,844	547,927	604,969
Capital/One-time Expenditure				
Total Expenditures	612,287	604,844	547,927	604,969
Net Revenue and Expenditures	21,821	-	23,053	-

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Maintain and exceed performance measures and increase federal and state allocations to county programs through strong succession planning and increased involvement in state program policy development

COMPLETION OF KEY PROGRAM STRATEGIES FOR 2018:

Increase in monies collected for families from \$5.70 per \$1.00 spent on program to \$5.94 per \$1.00 spent for 2018. Court Order Establishment Rate increase of 6.74% from 2017 to 2018. Departmental reorganization planning during 2018 resulted in changes in staffing structure for 2019 and future years to better manage department performance, and compliance with federal, state, and county policies.

KEY PROGRAM STRATEGIES 2019

Maintain and Increase Performance on Federal and State Performance Measures; Analyze and Restructure Caseload Management due to Changing Workforce and New Employees; Develop Internal Office Policies and Procedures to Reflect Best Practices for Case Initiation and Enforcement; Explore use of Technology to Allow Working Remotely for Caseworkers.

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimates
Child Support Cases Processed	1640	1775	1674	1800
Performance Rate - Establishment	77	85	83	90
Performance Rate - Establish Paternity	100	100	100	100
Performance Rate - Collections	76	78	76	80
Performance Rate - Collection Arrears	71	80	70	80
Effectiveness/Program Dollar	5.7	5	5.94	5

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Factors unforeseen when planning for 2019 include turnover within our department due to career advancement for employees. 60% of CSA Staff are new to their positions, creating a risk of downturn in performance. Workload of current, experienced employees will increase to help try to maintain and support program effectiveness and performance during the training period of the new staff. Potential of additional turnover within the agency due to employee retirement presents the likelihood that only 25% of CSA staff will have more than 2 years experience of the child support program by end of 2019.

If mandated, statutory reference	49.22; 59.53
Units of service	Work Tasks Completed
Program cost per unit of service	\$5.94 collected for \$1.00 of program expenditure
Measure of client satisfaction	Cases administered consistent with federal and state standards
Issues affecting performance	Employee Turnover and Succession; Changing Legislation; Organizational Indifference; and Marketable Compensation to Hire New and Keep Current Employees.

POLK COUNTY WISCONSIN

General Governments/Health and Human Services Committee

Department of Corporation Counsel and Child Support

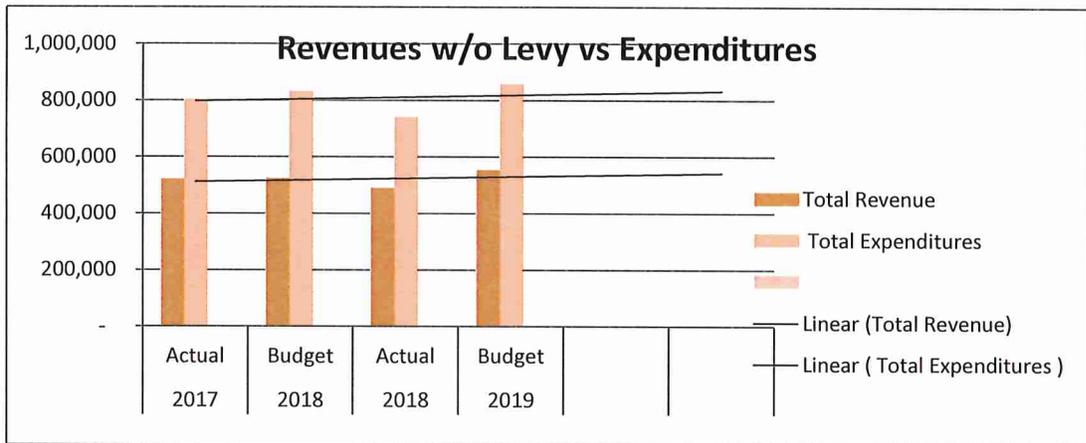
Malia Malone, Corporation Counsel
Chad Hoag, Child Support Agency

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Estimates
Revenue				
General Property Tax	303,665	309,247	309,247	304,087
State Aids	521,554	519,511	488,457	549,783
Public Charge for Services	388	3,710	900	3,741
Total Revenue	825,607	832,468	798,604	857,611
Expense				
Personnel Services	750,746	758,276	661,748	793,561
Contractual Services	27,819	48,140	58,159	33,739
Supplies & Expenses	17,092	25,852	20,685	30,111
Fixed Charges	-	200	193	200
Capital Outlay	8,129			
Total Expenditures	803,787	832,468	740,785	857,611
Net Revenue and Expenditures	21,821	-	57,819	-

EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Budget	2018 Actual	2019 Estimates
FTE Employees				
Officials/Administrators	1	1	1	2
Professionals	2	2	0	1
Technicians/Para-Professionals				
Administrative Support	6	6	5.3	6.5
First/Mid Level Officials and Managers			1	
Total	9	9	7.3	9.5



POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

DEPARTMENT DESCRIPTION:

The Department of Administration provides financial, operational, and policy support to all county agencies under the direction of the Board of Supervisors.

MISSION:

To 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.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve and represent the public with integrity.

STRATEGIC PRIORITIES:

1. To significantly improve the efficiency and effectiveness of programs administered by Polk County.
2. To restructure the County's long term debt obligations in a sustainable and transparent manner in preparation for future capital investment.
3. To provide the County Board greater opportunity for policy making through the budget process.

PROGRAM OVERVIEW:

The Polk County Department of Administration is the liaison between the Departments and the County Board, between County operations and the Citizens of Polk County, and provides comprehensive transparent accountability to local, state, and federal agencies as well as the general public. Polk County financial and budgetary policies are governed by this office per instructions of the County Board as well as prudent risk management protecting the County while our Departments provide services to our Citizens.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

- | | |
|--|------------------------------|
| *Audits | *Maintain insurance Policies |
| *Budgets-Develop and Maintain | *Assets Risk Management |
| *Implement Policies and Maintain Standards Set By Policy | *Review Contracts |
| *Executive Assistant to County Administrator | *File Insurance Claims |
| *Accounts Receivable and Debt Collection Submittal | *Manage Procurement Cards |
| *Levy Calculation | *Accounts Payable |
| *Payroll Processing | *Sales Tax |
| *Maintain General Ledger | *Fixed Asset Tracking |
| *Analyze and Report on Financials | *Monthly/Quarterly Reporting |
| | *Grant Management |
| | *Employee Reimbursement |

POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

PROGRAM NAME:

Administration-Public Financial Management

PROGRAM OBJECTIVE:

The Department of Administration provides financial, operational, and policy support to all county agencies under the direction of the Board of Supervisors.

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	(933,349)	(1,143,939)		(1,151,413)
Other Revenues	2,268,133	1,694,270		1,768,649
Total Revenue	1,334,784	550,332	-	617,235
Expenses				
Recurrent Expenditure	1,335,957	460,335		525,280
Capital/One-time Expenditure	48,789	86,360		51,000
Total Expenditures	1,384,746	546,695	-	576,280
Net Revenue and Expenditures	(49,961)	3,637	0	40,955

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Cross-train staff, in-office and with other departments, for better knowledge of programs and responsibilities; thus delivering outstanding customer service.
2. Review and update all technology, when cost effective, to enhance services to the public.
3. Create a trusted and secure environment in the work place with emphasis on providing our employees the tools needed for efficient delivery of Polk County services.

COMPLETION OF KEY STRATEGIES 2018:

Cross training has recently begun as vacant positions have been filled and we are operating with a full staff. However, in 2018 processes were reviewed and confirmed with the current Administrator. For instance contract review, vendor responsibilities, liability, etc. The use of our accounting software has become a perfect database for leases, contract, certificates, etc. It was a change in emphasis for our office from the key strategies, but since we had an attorney for our administrator with this knowledge, we shifted this priority.

KEY PROGRAM STRATEGIES 2019

1. Advance towards less dependency on our auditors to do the year end closing and financial statements
2. Design outstanding reports

KEY PROGRAM STRATEGIES 2020

1. Continue to update fiscal information to citizens

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Comprehensive Annual Financial Report	2	2	2	2
Documents submitted for national	2	3	3	3
Chapters of administrative code finalized	2	2	2	2

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of National Awards	2	3	3	3

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

The change in personnel in our office changes the strategy for this year. Processes and policy was reviewed and changed to the new environment.

POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

PROGRAM NAME:

Administration

PROGRAM OBJECTIVE:

The Department of Administration provides financial, operational, and policy support to all county agencies under the direction of the Board of Supervisors.

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	(988,252)	(1,211,229)		(1,219,144)
Other Revenues	2,401,553	1,793,933		1,872,687
Total Revenue	1,413,301	582,704	-	653,543
Expenses				
Recurrent Expenditure	1,414,543	487,414		556,179
Capital/One-time Expenditure	51,659	91,440		54,000
Total Expenditures	1,466,201	578,854	-	610,179
Net Revenue and Expenditures	(52,900)	3,851	-	43,365

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Review and implement government facility security
2. Review contractual and risk management relationship with vendors and organization who do business with Polk County
3. Provide the Board with information needed to future policy decisions

COMPLETION OF KEY STRATEGIES 2018:

Again, with the new Administrator being an attorney, it was a choice we made to review our policies and contract process with his advice. With upcoming capital investment concerns to our enterprise fund, we enlisted our auditors to provide a study of efficiency of these enterprises.

KEY PROGRAM STRATEGIES 2019

Continue to streamline processes through the County Departments in the area of financial management.

KEY PROGRAM STRATEGIES 2020

Segregation of duties across the County is the request of our granting agencies. This can be done through education and reorganization. Reimbursements into a web based program will save time and paper all in an effort to get our last process in paper to paperless.

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Budget
Number of invoices processed paperless	10,059 web invoices	10,000 web invoices	15,000 web invoices	16,000
Accounts payable checks	8,577	8,500	7,500	6,000
Electronic Funds Transfer	313	1,156	2,156	2,156
Payroll Deposits	12,329	11,500	11,500	11,500
Number of Committee/Board meetings	30	72	72	72
Number of vendor contracts reviewed		85	95	95
Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Budget
Unassigned General Fund Balance	33%	33%	37%	38%

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

With the changes in personnel in 2018, the direction also changed which proved to be beneficial to our policies and procedures.

**POLK COUNTY WISCONSIN
General Government Committee**

Department of Administration

Maggie Wickre, Finance Director

PROGRAM NAME:

Administration - Insurance

PROGRAM OBJECTIVE:

The Department of Administration provides financial, operational, and policy support to all county agencies under the direction of the Board of Supervisors.

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	(823,543)	(1,009,358)		(1,015,953)
Other Revenues	2,001,294	1,494,944		1,560,572
Total Revenue	1,177,751	485,587	-	544,619
Expenses				
Recurrent Expenditure	1,178,786	406,178		463,482
Capital/One-time Expenditure	43,049	76,200		45,000
Total Expenditures	1,221,834	482,378	-	508,482
Net Revenue and Expenditures	(44,084)	3,209	-	36,137

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Increased department employee participation in our current risk assessment program has lead to a greater understanding of what requirements Polk county needs to address in the risk management area.
2. Beyond protecting the County from any major liability or property damage exposure, insurance policies are being looked over for appropriate levels of coverage and any possible savings in premiums.
3. All service vendors and component non-profit entities are required to provide us with certificates of insurance and a procedure is in place to ensure that all contracts and certificates remain current.

COMPLETION OF KEY STRATEGIES 2018:

This is the area that this office was able to advance in 2018. We created and are maintaining a comprehensive list of outside agencies and leases with as many outside agency's financials as possible. The data base is in our financial software with the ability to set up an "action reminder" which emails reminders to staff when any document expires. Some training was provided from a Wisconsin County Mutual representative was provided to staff as well as safety training from our property insurance company.

KEY PROGRAM STRATEGIES 2019

Research premium reduction and the benefits of consolidating policies.

KEY PROGRAM STRATEGIES 2020

Stabalize Insurance Premiums by enhanced education on claims and accurate calculations distributing these costs.

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Claims Processes	69	72	85	80
Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Worker's Comp MOD rate	0.71	0.71	0.70	0.68

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Availability of agents to offer services from our insurance company.

POLK COUNTY WISCONSIN
General Government Committee
Department of Administration
Maggie Wickre, Finance Director

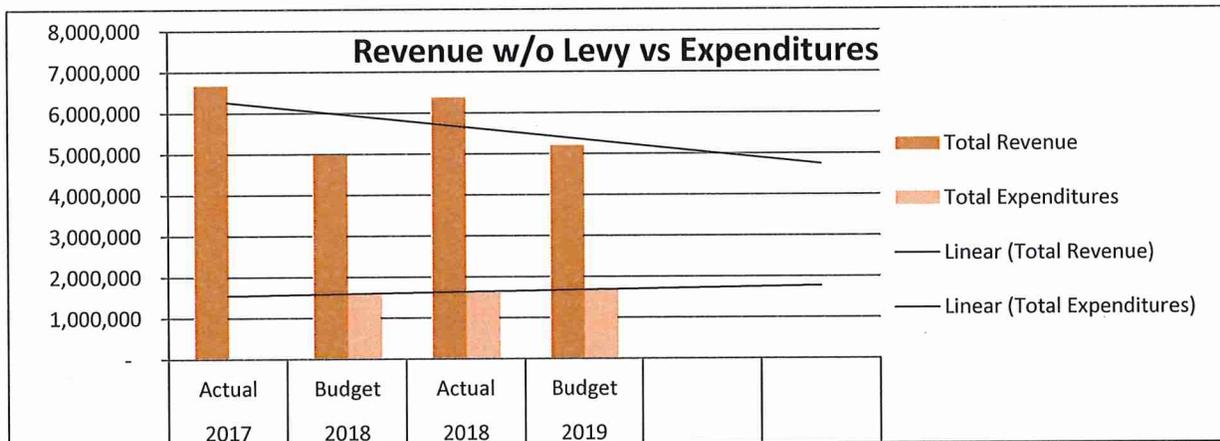
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DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
General Property Tax	(2,745,144)	(3,364,525)	(3,364,525)	(3,386,510)
Other Taxes	488,451	466,120	481,773	556,575
State Aids	616,746	603,943	606,227	602,656
License & Fees				
Fines and Forfeitures				
Public Charge for Services	4,700	24,000	99,655	24,480
Intergovernmental Revenues				
Misc. Revenue	469,520	481,885	812,386	480,997
Other Financing Sources	5,091,563	3,407,200	4,373,402	3,537,200
Total Revenue	3,925,836	1,618,623	3,008,918	1,815,398
Personnel Services	566,862	704,029	545,691	841,464
Contractual Services	128,864	264,616	133,696	319,261
Supplies & Expenses	9,210	14,682	9,473	13,616
Fixed Charges	177,153	366,600	230,625	366,600
Debt Service				
Grants, Contributions, Indem	4,294	4,000	4,660	4,000
Capital Outlay	143,496	254,000		150,000
Cost Reallocation	3,042,902		688,337	
Total Expenditures	4,072,781	1,607,927	1,612,482	1,694,941
Net Revenue and Expenditures	(146,945)	10,696	1,396,436	120,457

EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Budget	2018 Actual	2019 Budget
FTE Employees				
Officials/Administrators	1	1	1.05	1.05
Professionals				
Administrative Support	3.5	3.5	4.3	4.3
First/Mid Level Officials and Managers	1.05	1.05	1	1
Total	5.55	5.55	6.35	6.35



POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

Debt Service Fund 301

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual Debt/Building Adjusted out	2018 Budget	2018 Actual	2019 Budget
General Property Tax	3,160,000	2,808,126	2,808,126	2,808,414
Other Financing Sources	6,815,000	15,000	15,000	15,000
Total Revenue	9,975,000	2,823,126	2,823,126	2,823,414
Misc Expenses	2,881		2,881	
Debt Service	9,135,419	2,823,126	2,823,976	2,823,414
Cost Reallocation	916,745			
Total Expenditures	10,055,045	2,823,126	2,826,857	2,823,414
Net Revenue and Expenditures	(80,045)	-	(3,731)	-

POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

Project Funds 458. 459

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
General Property Tax	183,255			
Other Financing Sources	13,513,464			
Total Revenue	13,696,719	-	-	-
Operating Expenses			907,527	
Personnel Services	462,991		10,956	
Fixed Charges	104,895		5,141	
Debt Service	22,475			
Cost Reallocation	5,267,607		6,915,127	
Total Expenditures	5,857,968	-	7,838,751	-
Net Revenue and Expenditures	7,838,751	-	(7,838,751)	-

POLK COUNTY WISCONSIN
General Government Committee

Department of Information Technology

David Vollendorf, Interim Director

DEPARTMENT DESCRIPTION:

Provides technology support and management for all departments of Polk County government.

MISSION:

To serve the public with integrity

LINK TO COUNTY BOARD STRATEGIC GOALS:

Technology/Communication services

- Need for high-speed internet more universally
- Phone connectivity (physical and wireless technology)
- Improve communication of what the county does for citizens

STRATEGIC PRIORITIES:

First and foremost is the security of the county's information system and citizen data, specifically the confidentiality, integrity and availability; then, it is vitally important to offer stellar technical support with balancing advanced technologies with network performance and working collaboratively with all departments to supply and support citizen services.

PROGRAM OVERVIEW:

The I.T. Department is an internal support system for county employees. We have indirect contact with the general public as we service the technology needs of all department inside the county campus - Government Center, Justice Center, Adult Development Center, Highway Building, Library, old Law Center, Golden Age Manor, Lime Quarry and Recycling Center. We define, design and deploy network operations, administration, security and interconnectivity between all employees and their technology equipment.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Network Administration and Security -- Management, monitoring and controls over technology inventory and purchasing -- User Desktop Support over all global technology and assisted support on proprietary technology -- Programming of applications and interfaces between disparate technologies.

POLK COUNTY WISCONSIN
General Government Committee

Department of Information Technology

David Vollendorf, Interim Director

PROGRAM NAME:

Information Technology

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Replace end-of-life/end-of-support VMWARE ESX server (quantity = 2)
2. Replace end-of-life/end-of-support Cisco Layer 2/Layer 3 switches and routers (quantity = 35)
3. Increase internet bandwidth from 70MB to 120MB
4. Stabilize VMWARE ESC Server and Network switches/routers

COMPLETION OF KEY STRATEGIES 2018:

In 2018, the IT Department spent a considerable amount of resources and money on updating our network environment in the Government Center, Justice Center and new Highway facility. We also made some network improvements in the network at Golden Age Manor. This included replacing some end of life switches, routers, and some VMWare servers. We also increased our internet bandwidth within these three facilities as well as the Lime Quarry and Recycling. These infrastructure improvements allows for a more stable environment and greater work efficiencies for employees and the public. More county employees were able to work from home through expansion of our VPN. The IT Department came in under budget in 2018.

KEY PROGRAM STRATEGIES 2019

1. Because the industry is moving more to cloud-based solutions, Polk County will be moving more in that direction. The I.T. department paradigm will change to more of facilitation and interconnectivity.
2. Continue the move towards the Windows 10 operating system. Determine strategy for getting all employees on the same version of Microsoft Office.
3. Implement a new data backup and recovery solution.
4. Prioritize and apply necessary network changes identified in security audit.
5. Continue to look at technologies to make our level of support more responsive and less costly.
6. The implementation of a Technology workgroup in 2018 will assist in setting strategies for the IT Department.
7. Review policies and procedures relating to the internet, e-mail, cell phones, and other related technology. Implement a policy for social media.

Key Program Strategies 2020

1. Investigate and implement solution for archiving text messages and social media postings.
2. Create a disaster recovery plan to mitigate disruption of vital services during a disaster.
3. Implement strategy to have all employees on the same Microsoft Office version.
4. Look into software that can assist in monitoring our network architecture.
5. Continue to develop solutions to allow more employees to work from home.

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Budget
Increase the number of Polk County employees able to work from home	67	90	85	110
Update oldest computers each year - Number of Computers	80	80	64	80
Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Budget
Increase number of computers with solid state drives allowing employees to be more efficient – Total Computers	30	80	63	160
Number of county cell phones distributed allowing employees to be more efficient – Total Cell Phones		167	181	192
Decrease the amount of time to replace or install new smart phone – Per Phone	1 hour	1 hour	30 minutes	10 minutes
Decrease amount of time it takes to perform nightly backups and perform recoveries.			0%	-40%

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

The IT Director left Polk County early in October 2018 which created a heavier burden on the IT staff. The staff shortage will have an impact on the number of projects that can be accomplished in 2019, since the IT staff has been spending higher than expected time on operations. In early 2019, Microsoft will no longer be supporting Windows 7, so plans are to move all computers to Windows 10 by end of January 2019. At the same time, we will be moving to solid state drives in county computers to allow for better efficiency by county staff. Early in 2019 we will be moving to an updated server data backup solution to allow for faster and more reliable backups of our server data. The IT staff are looking for better ways to deploy new and re-purposed computers in the county and to standardize more on software versions such as Microsoft Office. IT policies will be reviewed this year to accommodate changes in technology that have occurred over the years.

POLK COUNTY WISCONSIN
General Government Committee

Department of Information Technology

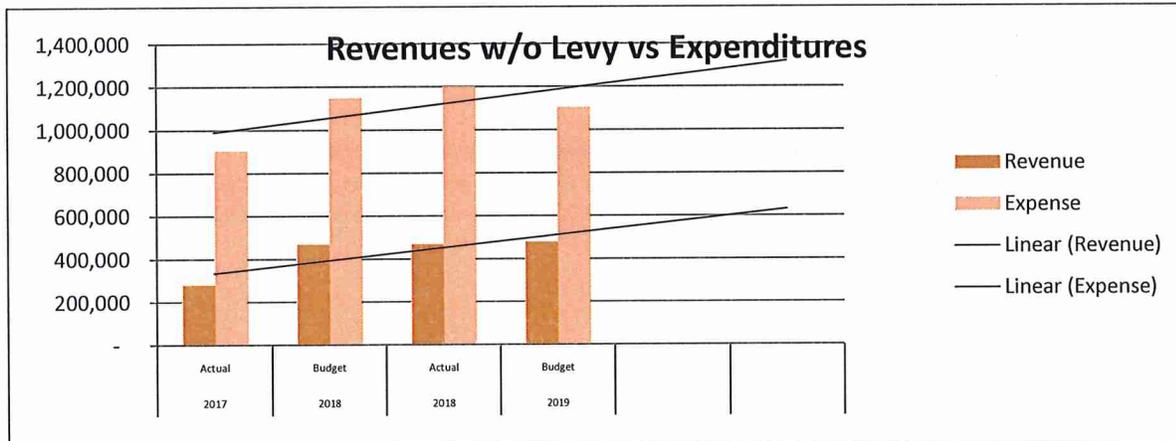
David Vollendorf, Interim Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	675,744	678,914	678,914	625,681
Intergovernmental Revenue	279,227	468,245	468,245	477,609
Total Revenue	954,971	1,147,159	1,147,159	1,103,290
Expense				
Personnel Services	484,182	503,479	524,329	503,604
Contractual Services	293,968	492,226	529,882	560,310
Supplies & Expenses	18,161	14,164	14,038	14,376
Cost Reallocation				
Capital Outlay	106,392	137,290	135,051	25,000
Total Expenditures	902,703	1,147,159	1,203,300	1,103,290
Net Revenue and Expenditures	52,268	(0)	(56,141)	-

EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Budget	2018 Actual	2019 Budget
FTE Employees				
Officials/Administrators	1	1	1	1
Professionals				
Technicians/Para-Professionals	4	4	4	4
Total	5	5	5	5



POLK COUNTY WISCONSIN
General Government Committee

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

DEPARTMENT DESCRIPTION:

The Employee Relations Department performs the personnel administrative functions for the County in the areas of employment, recruitment, and position development, labor relations, employee safety and wellness, compensation and benefit program administration, employee performance program administration, training and development, and assistance in policy development and implementation.

MISSION:

Through strategic partnerships and collaboration, the Employee Relations Department seeks to recruit and support the development and retention of the best possible workforce for Polk County.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity.

STRATEGIC PRIORITIES:

1. Align the County's position and compensation structure to provide for clear career progression opportunities and fair and equitable compensation.
2. Expansion of Wellness Program to promote enhanced wellness options and improve the overall health of County employees.
3. Promote personal development through provision of continuing education to employees and management in performance, technical skills and other related areas.

PROGRAM OVERVIEW:

The programs implemented through the Employee Relations Department are anchored in the concept of attracting, retaining, and motivating employees with the goal of having the best possible workforce for Polk County.

LIST OF SERVICES BOTH INTERNALLY AND EXTERNALLY PROVIDED BY YOUR DEPARTMENT:

Employment law compliance, recruitment, position development, labor relations, employee safety, employee wellness and wellbeing, total rewards system administration, employee performance program administration, and training and development.

POLK COUNTY WISCONSIN
General Government Committee

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

PROGRAM NAME:

Employee Relations

PROGRAM OBJECTIVE:

The programs implemented through the Employee Relations Department are anchored in the concept of attracting, retaining, and motivating employees with the goal of having the best possible workforce for Polk County.

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Update electronic HRIS, Timekeeping and Payroll systems and move onboarding and orientation process online
2. Implement revised position organizational structure (career path matrix)
3. Implement revised compensation structure
4. Develop and launch phase 2 of management leadership development program
5. Revise safety policies
6. Conduct human resources systems compliance audit
7. Revise performance management system to incorporate modified leadership approach
8. Revise all position descriptions to fit within revised position organizational matrix

COMPLETION OF KEY STRATEGIES 2018

HRIS, Timekeeping, Payroll project transferred to Q1 & 2 of 2019; revised position matrix and compensation structure deployed December 2018; Phase 2 of management leadership development and performance management system revision on hold with new Administrator transition; safety policies moved to 2019; HR Systems compliance audit completed Q1 2019; position description revision 90% completed.

KEY PROGRAM STRATEGIES 2019

1. Vary type and number of wellness activity options provided to employees.
2. Increase engagement and participation in formal online wellness tracking system.
3. Educate employees and managers on total rewards program options and the relation of program to their daily work.
4. Expanded training opportunities for management and staff.
5. Develop clear career path opportunities through identification and alignment of like jobs and job characteristics throughout the organization.
6. Update handbook.
7. Provide training on changes and refresher for all employees.
8. Maintain participation in wellness at higher requirement level.

KEY PROGRAM STRATEGIES 2020

1. Vary type and number of wellness activity options provided to employees.
2. Increase engagement and participation in wellness program through modification of wellness strategy (new wellness vendor, onsite wellness options).
3. Update Total Rewards program to increase variety of rewards options for diverse workforce.
4. Expanded training opportunities for management and staff through online training opportunities.
5. Finalize compensation and position system structure.
6. Implement single access platform HRIS/Payroll/Timekeeping system.

POLK COUNTY WISCONSIN
General Government Committee

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Number of wellness engagement options offered	20	20	18	20
Percent participation in online wellness tracking system	55%	60%	57%	65%
Number of reportable work comp	14	10	5	10
Total rewards visible to all current employees	100%	100%	100%	100%
Total rewards promoted and visible to all potential employment candidates	100%	100%	100%	100%
Number of disputes requiring ER intervention	0	2	0	2
Number of conflict-related trainings provided to employees and	2	4	2	4
Positions filled utilizing behavioral interviewing format	100%	100%	100%	100%
Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Position descriptions revised to align with career progression structure and reflecting competency format	75%	100%	90%	100%
Completion of updates	100%	100%	90%	100%
Trainings conducted for employees on policy-specific issues	6	4	2	4
Number of enrollees	339	343	317	343
Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate
Reduced absenteeism (year/year)	-0.05%	-1%	0%	-1%
Health insurance cost increasing less than industry standard	-2%	-1%	-2%	-1%
Works Comp Mod Factor Rating	0.75	0.67	0.71	0.67
Employee satisfaction with compensation and benefits package	90%	90%	87%	90%
Conflict resulting in employment hearing under the County's workplace safety and discipline appeals	0%	0%	0%	0%
Employees terminated for disciplinary reasons	1	0	1	0
New hire retention rate (New hires still employed after 1 year of service)	90%	90%	88%	90%
Percentage of employees classified as "high risk" through wellness program metrics	<10%	<10%	<10%	<10%

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Fluctuations in labor market can affect recruitment/retention; stability and capabilities of management staff to address coaching and employee performance issues; safety risk factors due to environmental situations outside of County's control can affect workers compensation; dependent risk factors and large claim risk factors outside of County's influence can skew health insurance plan performance; staffing limitations (transition of Administration) shift workload within division and department.

POLK COUNTY WISCONSIN
General Government Committee
Department of Employee Relations
 Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

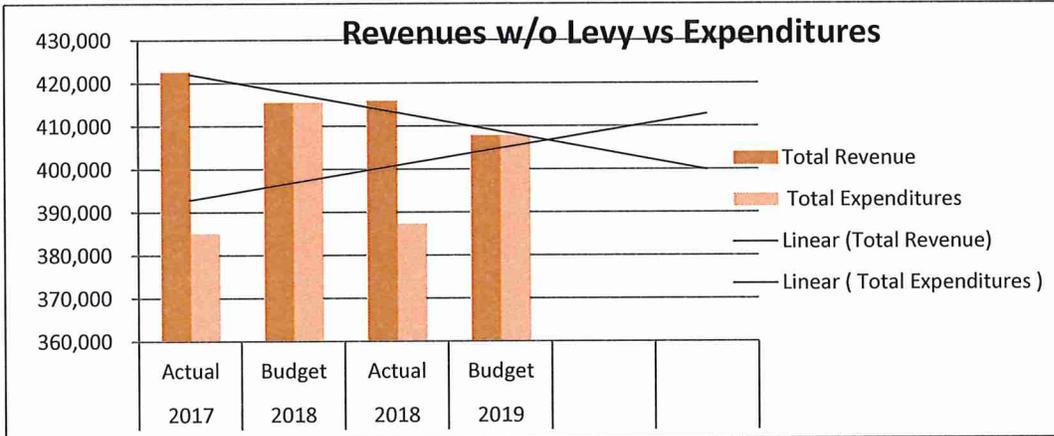
101 Fund

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Revenue				
General Property Tax	400,683	393,808	393,808	386,085
Public Charge for Services	315		369	
Other Financing Sources	21,677	21,677	21,677	21,677
Total Revenue	422,675	415,485	415,854	407,762
Expense				
Operating Expense				
Personnel Services	361,824	374,215	357,339	364,349
Contractual Services	14,832	33,055	25,057	35,075
Supplies & Expenses	8,398	8,215	4,914	8,338
Total Expenditures	385,054	415,485	387,310	407,762
Net Revenue and Expenditures	37,621	-	28,544	-

EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Budget	2018 Actual	2019 Budget
FTE Employees				
Officials/Administrators	2	2	2	2
Professionals	1	1	1	1
Administrative Support	0.95	0.95	0.95	0.95
Total	3.95	3.95	3.95	3.95





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Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner

To: General Government Committee

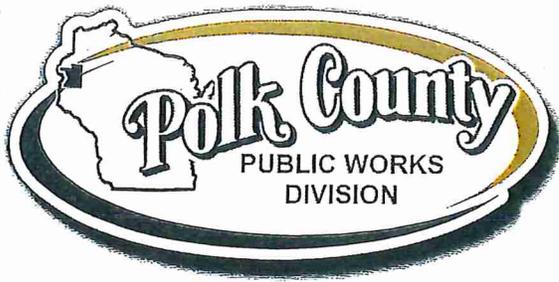
Subject: Closing the Polk County Recycling Center Analysis Question

The Polk County Recycling Center started back in 1989 with the passing of resolution 21-89 to purchase recycling equipment. In 1990 Polk County was named the Responsible Unit (RU) for the County. What this means is Polk County is required in administer the recycling program within Polk County and as the RU the County needs to provide recycling opportunities to the residents of the County. This does not require the County to operate its own Recycling Center or Material Recovery Facility (MRF). Polk County can privatize any or all parts of the operation. This can be done by the RFP process selecting another service provider to operate a drop-off, provide curbside, operate the current MRF, or deliver materials to a different MRF. But as the RU the County still is required to make sure all residents have a way to recycle.

Currently all recycling programs are experiencing different economic environments than 2-3 years ago. Commodity markets are down and MRFs need to produce better quality recyclables to secure a market. This change in the market is due to China's importation restrictions. State grant funding is also flat and have not increased since 2011 but operating expenses are increasing. Our facility has not seen any major improvement since 1990 with the exception of a roof project in 2010.

Our facility is currently staffed with 4 full time employees, one seasonal in the summer and uses staff from Endeavors to help run the sorting lines. This year we have had to turn away or hold off haulers due to the high volumes of recyclables coming in to the facility to keep up. With the current conditions of the market and operational costs, financials attached, the recycling center is dependent on tax levy for its operation. Pierce County operates its own MRF but at its start the County adopted a recycling fee to offset years when the markets are low and cover its asset replacement costs. Polk County currently does not have such a fee but would be one way to sustain the Center for future years. A\$20 recycling fee per developed property would raise approximately \$400,000 annually for future investments in the Recycling Center for facility improvements and equipment.

If the County decides to close the Recycling Center, written notification is required to the DNR and all responsible units that have contracted directly with the facility at least 60 days prior [s. NR 544.16(8) (a), Wis. Adm. Code]. We would want to notify haulers and anyone else who delivers materials to the MRF and as the RU, 'provide a system for single family and 2 to 4 unit residences... for processing and marketing of the recyclable materials.' [Paraphrased from s. NR 544.04(4), Wis. Adm. Code]. Naturally we would need to communicate with all communities and residents if this action is taken. The impact on the residents of Polk County depends on what we do. If we contract with someone to run the facility there's is no impact on our residents. If we close the MRF there will be an impact on some of the Counties residents. I have reached out to all our haulers and received replies back currently from one that states that there would be no impact to their customers as they do not haul to our MRF. The others would see an impact but not known at this time. This process of closing our facility would take one to two years so haulers, communities and residents can transition smoothly to a new recycling



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Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner

program.

In summary: Recycling is a very important service needed in Polk County and required by law. How we continue to bring this program to the residents of Polk County is the question being asked.

1. Keep the operation of the Polk County Recycling Center under Polk County by:
 - a. Investing in infrastructure and equipment
 - i. By using levy funds or establishing a recycling fee
 - b. Updating our business plan to stream line operations through efficiencies of operation, staff and equipment.
2. Contract to have a private company operate our facility
 - a. This option would be a combination of a contractor operating the MRF while we can still use County staff and trucks to haul recycle bins to the center. This will ensure we are providing recycling with no impact to County residents sustaining the same level of service.
 - b. Contract out Operating MRF and Hauling of bins.
3. Close our Recycling Center and change the Counties recycling program for our residents.

Respectfully,

A handwritten signature in black ink, appearing to read "Emil Norby", is written over a faint, larger version of the signature.

Emil Norby
Polk County Public Works Director/ Highway Commissioner

Attached: 2010-2018 Income Statement
Photos of Recycling Center

RECYCLING	101-07-53631-815-000-00	SHOP EQUIPMENT	\$44.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
RECYCLING	101-07-53631-818-000-00	DURABLE EQUIPMENT	\$408.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
RECYCLING	101-07-53631-822-000-00	BUILDINGS	\$68,229.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
RECYCLING	101-07-53631-822-011-00	BUILDINGS	\$0.00	\$9,016.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
RECYCLING	101-07-53631-829-011-00	OTHER CAPITAL IMPROVEMENTS	\$0.00	\$16,958.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
RECYCLING	101-07-53631-834-000-00	COMPUTER REPAIR/REPLACEMENT	\$750.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SOLID WASTE	101-07-53633-001-000-00	DEPT. HEAD / ADMINISTRATOR	\$7,537.05	\$7,782.35	\$8,249.02	\$8,642.13	\$8,980.91	\$9,145.13	\$9,336.33	\$9,537.87	\$9,823.76	\$10,118.04	\$10,413.33	\$10,708.62	\$11,003.91	\$11,300.00	\$11,596.09	\$11,892.18	\$12,188.27	\$12,484.36	\$12,780.45
SOLID WASTE	101-07-53633-011-000-00	CLERICAL	\$0.00	\$0.00	\$5,430.89	\$5,432.72	\$5,530.54	\$5,678.91	\$5,688.26	\$5,979.30	\$6,135.10	\$6,290.90	\$6,446.70	\$6,502.50	\$6,793.64	\$6,949.44	\$7,105.24	\$7,261.04	\$7,416.84	\$7,572.64	\$7,728.44
SOLID WASTE	101-07-53633-151-000-00	SOCIAL SECURITY	\$556.90	\$573.90	\$1,019.45	\$1,039.80	\$1,040.99	\$1,091.53	\$1,094.46	\$1,132.57	\$1,118.04	\$1,163.57	\$1,178.04	\$1,223.57	\$1,238.04	\$1,283.57	\$1,298.04	\$1,343.57	\$1,358.04	\$1,403.57	\$1,418.04
SOLID WASTE	101-07-53633-152-000-00	RETIREMENT (EMPLOYERS SH)	\$831.69	\$718.35	\$807.35	\$939.04	\$1,014.91	\$1,007.10	\$992.90	\$1,054.61	\$1,068.24	\$1,123.57	\$1,138.04	\$1,193.37	\$1,207.90	\$1,263.23	\$1,277.76	\$1,333.09	\$1,347.62	\$1,402.95	\$1,417.48
SOLID WASTE	101-07-53633-153-000-00	RETBUYOUT	\$134.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SOLID WASTE	101-07-53633-154-000-00	HEALTH INSURANCE	\$1,310.26	\$1,530.37	\$1,616.66	\$1,716.28	\$1,762.54	\$1,818.85	\$1,913.90	\$1,953.77	\$1,993.30	\$2,032.83	\$2,072.36	\$2,111.89	\$2,151.42	\$2,190.95	\$2,230.48	\$2,269.91	\$2,309.44	\$2,348.97	\$2,388.50
SOLID WASTE	101-07-53633-155-000-00	LIFE INSURANCE	\$0.00	\$0.00	\$3.40	\$26.62	\$36.98	\$37.82	\$38.72	\$39.64	\$40.55	\$41.46	\$42.37	\$43.28	\$44.19	\$45.10	\$46.01	\$46.92	\$47.83	\$48.74	\$49.65
SOLID WASTE	101-07-53633-160-000-00	DISABILITY	\$0.00	\$0.00	\$42.80	\$51.11	\$25.94	\$26.42	\$27.93	\$30.54	\$32.34	\$34.14	\$35.94	\$37.74	\$39.54	\$41.34	\$43.14	\$44.94	\$46.74	\$48.54	\$50.34
SOLID WASTE	101-07-53633-161-000-00	FLEX COMP FEES	\$2.40	\$2.53	\$2.82	\$6.02	\$6.62	\$6.62	\$6.58	\$2.74	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69
SOLID WASTE	101-07-53633-162-000-00	SHORT TERM DISABILITY	\$0.00	\$0.00	\$0.00	\$57.55	\$57.85	\$59.16	\$59.97	\$61.95	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81	\$66.81
SOLID WASTE	101-07-53633-297-000-00	REFUSE COLLECTION	\$23,676.38	\$18,774.98	\$10,122.28	\$11,568.09	\$19,545.47	\$37,102.00	\$51,702.75	\$28,522.05	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74	\$29,320.74
SOLID WASTE	101-07-53633-311-000-00	POSTAGE & BOX RENT	\$40.50	\$76.50	\$64.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-312-000-00	OFFICE PAPER & FORMS	\$112.56	\$517.22	\$54.66	\$18.00	\$76.09	\$19.95	\$66.26	\$20.60	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13	\$103.13
SOLID WASTE	101-07-53633-314-000-00	SMALL OFFICE ITEMS	\$191.99	\$172.09	\$200.00	\$160.47	\$62.23	\$178.78	\$11.62	\$51.04	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28	\$29.28
SOLID WASTE	101-07-53633-322-000-00	SUBSCRIPTIONS PERIODICALS	\$7.00	\$10.00	\$20.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-324-000-00	MEMBERSHIP DUES	\$181.00	\$183.00	\$189.00	\$295.00	\$200.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00	\$212.00
SOLID WASTE	101-07-53633-325-000-00	REGISTRATION & TRAINING FEES	\$200.00	\$415.00	\$110.00	\$350.00	\$408.75	\$0.00	\$0.00	\$92.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-326-000-00	ADVERTISING	\$325.79	\$537.08	\$314.25	\$259.63	\$300.25	\$47.17	\$60.18	\$306.90	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40	\$181.40
SOLID WASTE	101-07-53633-332-000-00	MILEAGE EMP AUTO ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-335-000-00	MEALS	\$50.52	\$31.71	\$37.54	\$33.21	\$32.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-336-000-00	LODGING	\$140.00	\$140.00	\$208.00	\$210.00	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-340-000-00	DURABLE EQUIPMENT	\$0.00	\$1,399.62	\$259.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-351-000-00	FUEL	\$36.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-395-224-00	REIMBURSEMENT RAIN RESERVE KIT	\$1,118.00	\$892.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-533-000-00	RENT OR LEASE EQUIPMENT	\$258.05	\$253.07	\$228.59	\$6.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOLID WASTE	101-07-53633-818-000-00	DURABLE EQUIPMENT	\$599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-000-000-00	RECYCLE EQUIPMENT REPLACE. N/L	\$16,418.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-247-000-00	BUILDING MAINT/REPAIR	\$0.00	\$401.30	\$0.00	\$20,375.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-814-011-00	HEAVY MOTORIZED EQUIPMENT	\$0.00	\$60,947.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-814-013-00	HEAVY MOTORIZED EQUIPMENT	\$0.00	\$0.00	\$0.00	\$18,396.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-814-014-00	RECYCLE EQUIPMENT REPLACE. N/L	\$0.00	\$0.00	\$0.00	\$0.00	\$29,770.00	\$30,204.13	\$96,409.94	\$21,905.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-814-018-00	2018 RECY BOXES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-829-018-00	2018 RECY AIR HANDLER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00	\$9,283.00
RECYCLE EQUIPMENT REPLACE. N/L	101-07-53634-999-000-00	RECYCLE EQUIP.REPLAC. C/O N/L	\$0.00	\$0.00	\$0.00	\$10,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CLEAN SWEEP	101-07-53635-297-000-00	BUILDINGS MAINTENANCE/REPAIR	\$0.00	\$13,000.00	\$12,951.92	\$16,952.22	\$14,309.40	\$0.00	\$17,516.00	\$12,868.80	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68	\$11,885.68
CLEAN SWEEP	101-07-53635-326-000-00	ADVERTISING	\$0.00	\$2,260.64	\$1,100.09	\$1,332.12	\$2,032.09	\$0.00	\$806.51	\$2,330.53	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21	\$4,099.21
CLEAN SWEEP	101-07-53635-332-000-00	EMPLOYEE MILEAGE	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CLEAN SWEEP	101-07-53635-335-000-00	MEALS	\$0.00	\$0.00	\$161.39	\$215.66	\$180.71	\$0.00	\$162.40	\$207.08	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91	\$224.91
Total Expenses			\$635,063.04	\$711,022.95	\$556,663.83	\$607,817.06	\$636,222.33	\$598,049.87	\$681,130.66	\$585,866.96	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85	\$654,418.85

NET SURPLUS/(DEFICIT) (\$13,712.62) (\$115,479.32) (\$66,702.95) (\$149,364.47) (\$139,090.89) (\$187,704.33) (\$232,870.10) (\$79,582.06) (\$222,743.50)



42
Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Polk County Recycling Center Main Entrance



Semi-Trailer Bins no longer used due to trailer no longer passes DOT requirements.



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Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

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Emil "Moe" Norby, Division Director / Highway Commissioner



Appliance Collection Area



Green, Clear and Brown Glass



44
Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

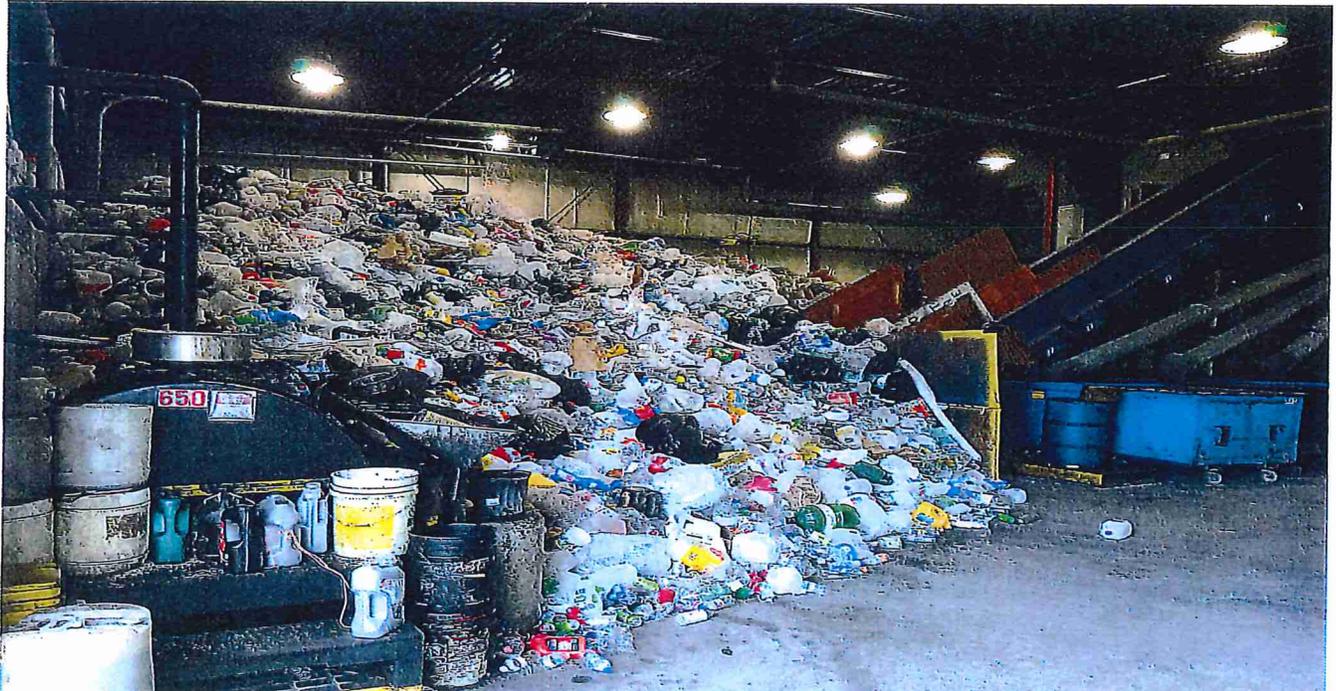
Buildings/ Facilities (715)-485-9294

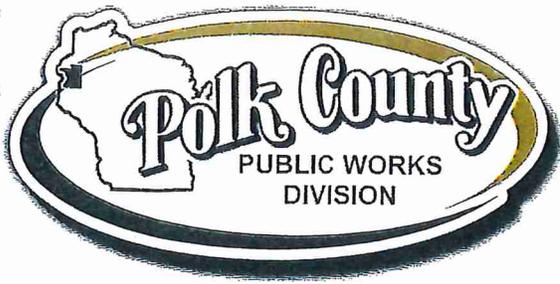
Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Products waiting to be sorted





45
Polk County Public Works Division

Balsam Lake WI 54810

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Emil "Moe" Norby, Division Director / Highway Commissioner



Bins at Balsam Lake July 8th 2019



Additional Funding Requests-Policy

Department	Description	Explanation	Amount	One-Time	Recurring
County Clerk	Upgrade from .5 PT position to .6 FTE		PT Employee		X
Clerk of Courts	Additional Time Family Court Commissioner		\$25,000		\$25,000
Tourism	New website		\$5,000	\$5,000	
Economic Development	Support for Workforce Marketing Campaign		\$20,000	\$20,000	
Fair	Admin Building trusses		\$15,000	\$15,000	
Museum	Removal/repair sidewalk wall		\$6,000	\$6,000	
Museum	Coal room roof and grading		\$9,000	\$9,000	

Polk County, Wisconsin



2020 Grant Schedule

Dept Description	Dept Grant Contact Person	Polk Co Dept Description	2018 Revenue Account	2018 Actual	2020 Budget Amount	2020 Local Match	Comments
CLERK OF COURTS	JOAN	STATE AID COURTS	101-02-43514-000-000-00	\$153,370.84	\$187,205.00		This varies every year.
CLERK OF COURTS	JOAN	ST AID GUARDIAN AD LITEM	101-02-43515-000-000-00	\$36,206.00	\$34,500.00		This varies every year.
DISTRICT ATTORNEY	BELINDA	ST AID VICTIM WITNESS	101-05-43510-000-000-00	\$70,582.71	\$65,791.00		
BUILDINGS	TINA	ST AID CLEAN SWEEP	101-07-43541-000-000-00	\$16,210.00	\$15,500.00		
BUILDINGS	TINA	ST AID RECYCLING	101-07-43543-000-000-00	\$159,423.10	\$159,674.00		
BUILDINGS	TINA	ST AID CONSERVATION PROJECT	101-07-43586-000-000-00	\$0.00	\$2,450.00		
BUILDINGS	TINA	ST AID SNOWMOBILE TRAILS	243-07-43573-000-000-00	\$140,860.72	\$87,390.00		
BUILDINGS	TINA	ST AID ATV	243-07-43574-000-000-00	\$28,340.00	\$25,900.00		
		TIEOUT DURING TAXES	861-00-121XX-000-000-00	\$0.00	\$8,587,808.50		
		TIEOUT DURING TAXES	861-00-121XX-000-000-00	\$0.00	\$1,382,480.63		
TREASURER	AMANDA	FED AID LIEU OF TAXES	101-09-43301-000-000-00	\$8,635.00	\$9,000.00		
TREASURER	AMANDA	PILT PAYMENTS FR DISTRICTS	101-09-43660-000-000-00	\$79,663.18	\$80,000.00		
TREASURER	AMANDA	RESOURCE AID PAYMENT	101-09-43666-000-000-00	\$19,278.74	\$20,000.00		
LAW ENFORCEMENT	BRENT	FED AID TRAFFIC SAFETY	101-11-43211-000-000-00	\$24,630.97	\$31,500.00		
EMERGENCY MANAGEMENT	LISA	EM HAZARD MITIGATION GRANT	101-11-43497-000-000-00	\$30,000.00	\$0.00		One time grant
EMERGENCY MANAGEMENT	LISA	EM ST AID LEPC TRAINING	101-11-43498-000-000-00	\$1,180.04	\$500.00		
LAW ENFORCEMENT	BRENT	ST AID LE DNA SAMPLES	101-11-43511-000-000-00	\$2,270.00	\$2,500.00		
LAW ENFORCEMENT	BRENT	ST AID LAW ENF/JAIL TRAINING	101-11-43521-000-000-00	\$17,754.45	\$12,000.00		
LAW ENFORCEMENT	BRENT	ST AID INDIAN LAW ENF GRANT	101-11-43522-000-000-00	\$21,688.00	\$17,500.00		
LAW ENFORCEMENT	BRENT	ST AID WATER PATROL	101-11-43524-000-000-00	\$0.00	\$15,800.00		
LAW ENFORCEMENT	BRENT	ST AID SNOWMOBILE PATROL	101-11-43525-000-000-00	\$7,240.44	\$9,000.00		
EMERGENCY MANAGEMENT	LISA	EM ST AID (LEPC) EMERG PLAN	101-11-43526-000-000-00	\$8,822.29	\$8,804.00		
EMERGENCY MANAGEMENT	LISA	EM ST AID EMERG GOV'T (EMA)	101-11-43527-000-000-00	\$46,443.38	\$44,069.00		
EMERGENCY MANAGEMENT	LISA	EMA EMERG FOOD & SHELTER	101-11-43528-000-000-00	\$2,358.00	\$0.00		Program transferred to NPO
LAW ENFORCEMENT	BRENT	ST AID LAW ENF ATV	101-11-43530-000-000-00	\$6,152.84	\$8,812.00		
LAW ENFORCEMENT	BRENT	BOARD OF PRISONERS REV	101-11-46241-000-000-00	\$0.00	\$178,500.00		
PUBLIC HEALTH	LAURIE	ST AID FLORIDE SUPPLEMENT	101-14-43450-000-000-00	\$3,682.00	\$2,163.00		
PUBLIC HEALTH	LAURIE	ST AID MOUTH RINSE	101-14-43451-000-000-00	\$7,739.00	\$1,519.00		
PUBLIC HEALTH	LAURIE	BADGER CARE PLUS GRANT	101-14-43467-000-000-00	\$31,496.00	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID BIOTERRORISM CONSORTIUM	209-14-43529-000-000-00	\$188,053.00	\$189,141.00		
PUBLIC HEALTH	LAURIE	EBOLA GRANT	209-14-43625-000-000-00	\$0.00	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID WIMCR	218-14-43552-000-000-00	\$13,999.01	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID BIRTH TO 3	218-14-43557-000-000-00	\$88,837.00	\$88,837.00		
PUBLIC HEALTH	LAURIE	SUICIDE PREVENTION	219-14-43622-000-000-00	\$0.00	\$0.00		
PUBLIC HEALTH	LAURIE	RURAL COMMUNITIES	219-14-43624-000-000-00	\$0.00	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID FARMERS MARKET	221-14-43454-000-000-00	\$1,781.00	\$1,815.00		
PUBLIC HEALTH	LAURIE	WIC PEER COUNSEL	221-14-43466-000-000-00	\$10,828.00	\$10,984.00		
PUBLIC HEALTH	LAURIE	ST AID WIC	221-14-43546-000-000-00	\$175,525.00	\$178,965.00		
PUBLIC HEALTH	LAURIE	FIT FAMILY	221-14-43621-000-000-00	\$18,512.00	\$21,193.00		
PUBLIC HEALTH	LAURIE	BADGER CARE PLUS GRANT	222-14-43467-000-000-00	\$3,262.00	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID WIMCR	222-14-43552-000-000-00	\$11,532.05	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID WI WINS	223-14-43459-000-000-00	\$19,345.00	\$19,345.00		
PUBLIC HEALTH	LAURIE	MJC TOBACCO GRANT	223-14-43614-000-000-00	\$108,332.00	\$119,194.00		
PUBLIC HEALTH	LAURIE	ST AID FAMILY PLANNING	224-14-43551-000-000-00	\$48,537.00	\$45,537.00		
PUBLIC HEALTH	LAURIE	ST AID IMMUNIZATION	227-14-43539-000-000-00	\$11,189.00	\$11,189.00		
PUBLIC HEALTH	LAURIE	ST AID MATERNAL CHILD HEALTH	227-14-43544-000-000-00	\$17,910.00	\$19,897.00		
PUBLIC HEALTH	LAURIE	ST AID WELL WOMEN PROGRAM	227-14-43548-000-000-00	\$0.00	\$58,253.00		
PUBLIC HEALTH	LAURIE	ST AID PREVENTION HEALTH SERVICES	227-14-43554-000-000-00	\$12,326.00	\$7,432.00		
PUBLIC HEALTH	LAURIE	ST AID BREAST/CERVICAL CANCER	227-14-43556-000-000-00	\$60,422.00	\$0.00		
PUBLIC HEALTH	LAURIE	ST AID LEAD GRANT	227-14-43559-000-000-00	\$4,593.00	\$4,593.00		
PUBLIC HEALTH	LAURIE	ST AID RADON GRANT	229-14-43555-000-000-00	\$8,430.00	\$7,587.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-800-00	\$15,427.34	\$0.00		
COMMUNITY SERVICES	BONNIE	INTOXICATED DRIVER PRG	216-16-43802-000-800-00	\$41,000.00	\$0.00		
COMMUNITY SERVICES	BONNIE	COMPREHENSIVE COMM SERVICES	216-16-43810-000-800-00	\$7,988.95	\$0.00		
COMMUNITY SERVICES	BONNIE	MH BLOCK GRANT #569	216-16-43804-000-801-00	\$17,164.00	\$33,534.00		
COMMUNITY SERVICES	BONNIE	COMMUNITY MH #516	216-16-43805-000-802-00	\$137,286.00	\$137,286.00		
COMMUNITY SERVICES	BONNIE	SUBSTANCE ABUSE BLOCK GRANT #570	216-16-43806-000-803-00	\$68,624.00	\$17,844.00		
COMMUNITY SERVICES	BONNIE	METH GRANT #544	216-16-43807-000-804-00	\$60,000.00	\$60,000.00		

Dept Description	Dept Grant Contact Person	Polk Co Dept Description	2019 Revenue Account	2018 Actual	2020 Budget Amount	2020 Local Match	Comments
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-805-00	\$220,796.08	\$141,016.00		
COMMUNITY SERVICES	BONNIE	COMPREHENSIVE COMM SERVICES	216-16-43810-000-805-00	\$184,472.47	\$388,177.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-806-00	\$38,923.99	\$0.00		
COMMUNITY SERVICES	BONNIE	MENODTA #947	216-16-43808-000-806-00	\$550.00	\$0.00		
COMMUNITY SERVICES	BONNIE	WINNEBAGO #948	216-16-43809-000-806-00	\$262,536.00	\$0.00		
COMMUNITY SERVICES	BONNIE	NON RESIDENT-997 #531	216-16-43800-000-807-00	\$539,685.00	\$0.00		
COMMUNITY SERVICES	BONNIE	BCA #561	216-16-43801-000-807-00	\$15,427.34	\$0.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43810-000-807-00	\$47,298.34	\$0.00		
COMMUNITY SERVICES	BONNIE	COMPREHENSIVE COMM SERVICES	216-16-43836-000-807-00	\$129,117.00	\$0.00		
COMMUNITY SERVICES	BONNIE	BCA #561	216-16-43800-000-808-00	\$17,259.00	\$264,463.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-808-00	\$108,637.46	\$50,000.00		
COMMUNITY SERVICES	BONNIE	TAD GRANT	216-16-43811-000-809-00	\$66,300.00	\$0.00		
COMMUNITY SERVICES	BONNIE	BCA #561	216-16-43800-000-810-00	\$552,972.00	\$437,547.00		
COMMUNITY SERVICES	BONNIE	APS GRANT #312	216-16-43901-000-810-00	\$37,856.00	\$37,856.00		
COMMUNITY SERVICES	BONNIE	ELDER ABUSE GRANT	216-16-43914-000-811-00	\$18,024.00	\$18,024.00		
COMMUNITY SERVICES	BONNIE	ALZHEIMER GRANT #381	216-16-43904-000-812-00	\$21,560.00	\$0.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-813-00	\$106,066.18	\$50,000.00		
COMMUNITY SERVICES	BONNIE	BH MA CASE MANAGEMENT	216-16-43828-000-813-00	\$14,883.97	\$0.00		
COMMUNITY SERVICES	BONNIE	DEMENTIA CRISIS GRANT	216-16-43814-000-814-00	\$29,381.00	\$0.00		
COMMUNITY SERVICES	BONNIE	BCA #561	216-16-43800-000-815-00	\$0.00	\$407,076.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-815-00	\$0.00	\$61,000.00		
COMMUNITY SERVICES	BONNIE	WINNEBAGO #948	216-16-43809-000-815-00	\$0.00	\$75,000.00		
COMMUNITY SERVICES	BONNIE	COMPREHENSIVE COMM SERVICES	216-16-43810-000-815-00	\$0.00	\$328,950.00		
COMMUNITY SERVICES	BONNIE	STATE/CO MATCH #681	216-16-43836-000-815-00	\$0.00	\$129,117.00		
COMMUNITY SERVICES	BONNIE	AODA TREATMENT SERVICES	216-16-43816-000-816-00	\$0.00	\$42,549.00		
COMMUNITY SERVICES	BONNIE	AODA WOMENS TREATMENT	216-16-43817-000-817-00	\$0.00	\$8,235.00		
COMMUNITY SERVICES	BONNIE	WIMCR	216-16-43801-000-820-00	\$0.00	\$327,227.00		
COMMUNITY SERVICES	BONNIE	BCA #3561	215-16-43900-000-900-00	\$597,612.00	\$888,353.00		
COMMUNITY SERVICES	BONNIE	IV-E FOSTER PARENT TRAINING PASS THRU #33	215-16-43917-000-900-00	\$958.53	\$2,276.00		
COMMUNITY SERVICES	BONNIE	PDS PARTNERSHIP FEES #3940	215-16-43932-000-900-00	-\$1,955.00	\$0.00		
COMMUNITY SERVICES	BONNIE	CW WISAC WIS ANNUAL OP FEE #3935	215-16-43937-000-900-00	-\$5,619.00	\$0.00		
COMMUNITY SERVICES	BONNIE	CW CHILDREN & FAMILIES ALLOC #3681	215-16-43938-000-900-00	\$47,490.00	\$0.00		
COMMUNITY SERVICES	BONNIE	KINSHIP BENEFIT GRANT #3377	215-16-43902-000-902-00	\$129,580.92	\$153,260.00		
COMMUNITY SERVICES	BONNIE	KINSHIP CARE GRANT #3380	215-16-43903-000-903-00	\$8,074.21	\$10,600.00		
COMMUNITY SERVICES	BONNIE	GRC IM FUNDS	215-16-43905-000-905-00	\$90,307.50	\$94,559.00		
COMMUNITY SERVICES	BONNIE	FED SHARE IM FUNDS & CO MOE	215-16-43906-000-905-00	\$452,712.00	\$416,464.00		
COMMUNITY SERVICES	BONNIE	PPACA	215-16-43907-000-905-00	\$377,237.50	\$300,371.00		
COMMUNITY SERVICES	BONNIE	CHILDCARE CERTIFICATION #0831	215-16-43909-000-905-00	\$10,308.38	\$0.00		
COMMUNITY SERVICES	BONNIE	CHILD CARE #0852	215-16-43916-000-905-00	\$72,529.18	\$53,985.00		
COMMUNITY SERVICES	BONNIE	NEW STATE AID FOR ES	215-16-43920-000-905-00	\$0.00	\$0.00		
COMMUNITY SERVICES	BONNIE	FOOD STAMP AGENCY INCENTIVES #0965	215-16-43925-000-905-00	\$4,879.26	\$0.00		
COMMUNITY SERVICES	BONNIE	MEDICAID AGENCY INCENTIVES #0980	215-16-43926-000-905-00	\$14,613.16	\$0.00		
COMMUNITY SERVICES	BONNIE	AFDC AGENCY INCENTIVES #0975	215-16-43929-000-905-00	\$25.50	\$0.00		
COMMUNITY SERVICES	BONNIE	CHILDCARE CERTIFICATION FEE COLLECTED #0833	215-16-43933-000-905-00	\$0.00	\$15,399.00		
COMMUNITY SERVICES	BONNIE	YOUTH AIDS #3413	215-16-43910-000-906-00	\$385,230.00	\$387,906.00		
COMMUNITY SERVICES	BONNIE	JJ ADODA #3411	215-16-43927-000-906-00	\$3,235.85	\$7,474.00		
COMMUNITY SERVICES	BONNIE	SAFE & STABLE FAMILIES GRANT #3306	215-16-43912-000-908-00	\$42,827.00	\$43,027.00		
COMMUNITY SERVICES	BONNIE	BCA #561	215-16-43900-000-909-00	\$68,605.00	\$64,622.00		
COMMUNITY SERVICES	BONNIE	CLTS OTHER ADMIN GPR #877	215-16-43921-000-909-00	\$12,087.00	\$15,000.00		
COMMUNITY SERVICES	BONNIE	CLTS OTHER ADMIN FED #878	215-16-43922-000-909-00	\$12,083.00	\$0.00		
COMMUNITY SERVICES	BONNIE	CLTS GPR AUTISM #880	215-16-43923-000-909-00	\$569.00	\$0.00		
COMMUNITY SERVICES	BONNIE	CTLS FED #881	215-16-43924-000-909-00	\$569.00	\$0.00		
COMMUNITY SERVICES	BONNIE	DCF MA CASE MANAGEMENT	215-16-43928-000-909-00	\$4,358.59	\$0.00		
COMMUNITY SERVICES	BONNIE	CSH ADJ CLTS CCOP MATCH #919	215-16-43930-000-909-00	-\$46,638.00	\$0.00		
COMMUNITY SERVICES	BONNIE	CSH ADJ TPA CLTS CWA MATCH #921	215-16-43941-000-909-00	-\$31.00	\$0.00		
COMMUNITY SERVICES	BONNIE	CHILD COP CLTS #377	215-16-43913-000-910-00	\$65,147.00	\$127,245.00		
COMMUNITY SERVICES	BONNIE	WHEAP GRANT	215-16-43908-000-912-00	\$78,564.91	\$59,926.00		

Polk County, Wisconsin



2020- 2024 Capital Improvement Plan Recommendation

September 17, 2019 presented at County Board

5 Year Capital Improvement Plan Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
<u>Revenues</u>						
Fund Balance	1,599,788	200,000	50,000	50,000	-	1,899,788
Asset Recovery Fund	440,000	148,000	500,000	161,000	-	1,249,000
Levy (Property Tax)	1,903,344	1,950,740	2,126,843	2,204,679	1,966,000	10,151,606
Interdepartmental Revenues	138,914	150,249	-	-	-	289,163
State Transportation Aids	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
GAM Revenues	200,000	200,000	200,000	200,000	200,000	1,000,000
Unfunded	-	1,287,819	2,361,766	56,501	238,262	3,944,348
Grants	172,210	179,710	-	-	-	351,920
Lime Revenues	-	150,000	-	100,000	-	250,000
Community Services	-	-	-	-	-	-
Bond	-	500,000	-	5,136,773	-	5,636,773
Total Revenue	\$ 5,454,256	\$ 5,766,518	\$ 6,238,609	\$ 8,908,953	\$ 3,404,262	\$ 29,772,598

<u>Expenditures</u>						
A) IT Items	686,402	278,249	-	-	-	964,651
B) Vehicles	648,700	880,571	1,000,618	656,847	805,262	3,991,998
C) Other Capital Equipment	447,000	550,400	1,016,625	828,333	406,000	3,248,358
D) Road Construction / Repairs	2,632,100	2,399,800	1,893,000	1,906,000	1,927,000	10,757,900
E) Facilities, Furniture & Equipment *	1,004,900	1,558,498	2,248,366	5,425,773	266,000	10,503,537
F) Parks, Museum, Fair	35,154	99,000	80,000	92,000	-	306,154
Total Expenditures	\$ 5,454,256	\$ 5,766,518	\$ 6,238,609	\$ 8,908,953	\$ 3,404,262	\$ 29,772,598

5 Year Capital Improvement Plan Highway Department Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	700,000	-	-	-	-	700,000
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	1,540,890	1,516,590	1,706,000	1,729,000	1,744,000	8,236,480
State Transportation Aids	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Unfunded	-	-	-	-	-	-
Grants	172,210	172,210	-	-	-	344,420
Bond	-	500,000	-	-	-	500,000
Total Revenue	\$ 3,413,100	\$ 3,188,800	\$ 2,706,000	\$ 2,729,000	\$ 2,744,000	\$ 14,780,900

Expenditures

B) Vehicle Replacement

Plow Truck w/attachments (2)	405,000	410,000	410,000	410,000	412,000	2,047,000
Supervisor Truck	-	32,000	-	-	33,000	65,000
2-Ton Truck	-	-	-	-	-	-
Semi Tractor	-	-	-	-	-	-
Crew Truck	48,000	-	48,000	-	45,000	141,000
Foreman Truck	-	32,000	-	33,000	-	65,000
Hook Truck	-	160,000	-	-	-	160,000
Quad Axle Plow Truck w/attachments	-	-	150,000	-	-	150,000
Sign Truck	-	-	185,000	-	-	185,000
Subtotal	\$ 453,000	\$ 634,000	\$ 793,000	\$ 443,000	\$ 490,000	\$ 2,813,000

C) Other Capital Equipment

Arrow Message Board	-	-	-	-	-	-
Brush Chipper	-	-	-	-	-	-
Front End Loader	-	-	-	-	165,000	165,000
Self-Propelled Router	-	28,000	-	-	-	28,000
Shouldering Machine	-	-	-	-	120,000	120,000
Scissor Lift	-	-	-	-	-	-
Snow Pusher	-	-	-	-	-	-
Excavator	-	-	-	180,000	-	180,000
Motor Grader	-	-	-	200,000	-	200,000
Spray Patcher (Truck-mounted)	-	-	-	-	-	-
Crack Sealer	58,000	-	-	-	-	58,000

	<u>2020</u>	<u>2021</u> 54	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Mulcher/Hydro Seeder	30,000	-	-	-	-	30,000
Power Boom	40,000	-	-	-	42,000	82,000
Rubber Tire Excavator	200,000	-	-	-	-	200,000
Mower-Pull Type (2)	-	32,000	-	-	-	32,000
Patch Trailer	-	25,000	-	-	-	25,000
Skid Loader	-	30,000	-	-	-	30,000
Tractor/Loader/Backhoe	-	-	-	-	-	-
Trench Roller	-	40,000	-	-	-	40,000
Skid Loader Attachments	-	-	20,000	-	-	20,000
Subtotal	\$ 328,000	\$ 155,000	\$ 20,000	\$ 380,000	\$ 327,000	\$ 1,210,000

D) Road Projects

CTH Z1 Prep Work	25,000	-	-	-	-	25,000
CTH W1/H2/E1 Chip Seals	277,000	-	-	-	-	277,000
CTH W3/N1 Overlay	1,154,100	-	-	-	-	1,154,100
CTH M1 Mill/Overlay (20% STP Match)	700,000	-	-	-	-	700,000
CTH K1 Pulverize/Pave	476,000	-	-	-	-	476,000
CTH GG1/I1/M2/M3/H1 Chip Seals	-	474,000	-	-	-	474,000
Wapogasset Box Culvert	-	500,000	-	-	-	500,000
CTH 15/W3 Overlays	-	1,362,000	-	-	-	1,362,000
CRH C2 Prep Work	-	63,800	-	-	-	63,800
CTH C2/V1 Overlays	-	-	1,385,000	-	-	1,385,000
CTH D3/G1 Prep Work	-	-	151,000	-	-	151,000
CTH K2/K2.1/C3/O1 Chip Seals	-	-	357,000	-	-	357,000
CTH Z1 Pulverize/Pave	-	-	-	395,000	-	395,000
CTH C1 Overlay	-	-	-	992,000	-	992,000
CTH JJ3/W2/G4/G4.1 Chipseal	-	-	-	226,000	-	226,000
CTH D1 Overlay	-	-	-	293,000	-	293,000
CTH D3 Overlay	-	-	-	-	973,000	973,000
CTH JJ2 Pulverize/Pave	-	-	-	-	742,000	742,000
CTH G5/E5 Chipseal	-	-	-	-	212,000	212,000
Subtotal	\$ 2,632,100	\$ 2,399,800	\$ 1,893,000	\$ 1,906,000	\$ 1,927,000	\$ 10,757,900

E) Facility Improvements

Building Needs	-	-	-	-	-	-
Subtotal	\$ -					
Total	\$ 3,413,100	\$ 3,188,800	\$ 2,706,000	\$ 2,729,000	\$ 2,744,000	\$ 14,780,900

Polk County 55

5 Year Capital Improvement Plan Lime Quarry Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	150,000	-	-	-	150,000
Asset Recovery Fund	-	-	500,000	-	-	500,000
Unfunded	-	-	-	-	-	-
Lime Revenues	-	150,000	-	100,000	-	250,000
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 900,000
<u>Expenditures</u>						
C) Other Capital Equipment						
Update/Replace Scale Hardware	-	-	-	-	-	-
Replace Soft-start Control Panel	-	-	-	-	-	-
Replace John Deere Loader	-	300,000	-	-	-	300,000
Purchase Portable Crusher	-	-	500,000	-	-	500,000
Purchase 2 Radial Conveyors	-	-	-	100,000	-	100,000
Replace Volvo Loader	-	-	-	-	-	-
Subtotal	\$ -	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 900,000
E) Facility Improvements						
Office Roof	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 900,000

5 Year Capital Improvement Buildings & Recycling/Solid Waste Department Plan Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance Lakes Improvement Fd	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	56,600	221,800	225,100	222,000	222,000	947,500
Unfunded		1,016,698	932,266	-	18,000	1,966,964
Bond	-	-	-	5,136,773	-	5,136,773
Total Revenue Available	\$ 56,600	\$ 1,238,498	\$ 1,157,366	\$ 5,358,773	\$ 240,000	\$ 8,051,237

Expenditures

B) Vehicles

Recycling Truck	-	-	-	-	95,000	95,000
Recycling Truck w/Plow	-	45,000	-	-	-	45,000
Bldgs Truck	-	-	-	-	-	-
Subtotal Vehicles	\$ -	\$ 45,000	\$ -	\$ -	\$ 95,000	\$ 140,000

C) Other Equipment

Lawnmower Riding	-	7,000	-	-	-	7,000
Janitorial Equipment	-	-	5,000	-	-	5,000
Recycling Boxes	-	10,000	-	-	20,000	30,000
County Bldg Equip Replacement	-	-	-	-	-	-
Trailer	-	6,000	-	-	-	6,000
Forklift	-	-	25,000	-	-	25,000
Skid Steer recycling	-	-	-	22,000	-	22,000
Gator	-	-	-	10,000	-	10,000
Tractor	-	-	-	30,000	-	30,000
Subtotal Equipment	\$ -	\$ 23,000	\$ 30,000	\$ 62,000	\$ 20,000	\$ 135,000

E) Facility Improvements

Fire Lane @ Old Jail	-	20,000	-	-	-	20,000
Gov't Center Boiler to Hot Water	-	-	768,000	-	-	768,000

	<u>2020</u>	2021 <u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Sidewalk/Entrances	-	-	-	-	-	-
Cameras Replacement	-	5,000	-	-	-	5,000
Chiller @ Gov't Center	-	-	-	-	-	-
Recycling Air handler	-	22,000	-	-	-	22,000
Jail Doors	-	-	-	-	-	-
Bldg Conference Phone	-	-	-	-	-	-
Phase One Phone System	-	-	-	-	-	-
Painting	-	5,000	5,000	5,000	-	15,000
Carpet Justice Center Office Wear	-	-	10,000	-	-	10,000
Parking Lots JC/ADC	-	-	-	-	-	-
Gov't Center	-	35,000	35,000	-	-	70,000
Recycling Center	-	-	30,000	-	-	30,000
Justice Center	-	40,000	-	-	-	40,000
ADC	-	-	30,000	-	-	30,000
Laundry Jail Equipment	-	7,800	6,000	-	-	13,800
Jail Kitchen Equipment	-	7,000	-	-	-	7,000
Recycling Air Cond & Furnace sorting	-	-	-	14,500	-	14,500
Roofs	-	20,000	-	20,000	-	40,000
Building Upgrades CRBPS	-	853,198	105,866	4,900,273	-	5,859,337
LEC Garage Floor Repair	-	-	7,500	-	-	7,500
Update Identipass	-	7,000	-	-	-	7,000
JA Window Security @ JC	-	-	-	-	-	-
LED in Courtrooms & HS	-	-	-	-	-	-
Justice Center Overhead Doors	-	-	-	-	-	-
Recycle Waste Oil Burner	10,000	-	-	-	-	10,000
Boiler @ Community Services	-	-	-	-	125,000	125,000
Update Metsys	-	18,500	-	-	-	18,500
Heat Exchanger Pool	-	-	-	-	-	-
Caulking @ Justice Center	-	30,000	-	-	-	30,000
Caulking @ Gov't Center	-	28,000	-	-	-	28,000
Conveyer 1 at Recycling	-	-	50,000	-	-	50,000
Building Contingencies	21,600	-	-	-	-	21,600
Bailer at Recycling	-	-	-	250,000	-	250,000
Conveyer 2 at Recycling Comingle	-	-	-	50,000	-	50,000
Facility Total	\$ 31,600	\$ 1,098,498	\$ 1,047,366	\$ 5,239,773	\$ 125,000	\$ 7,542,237

2020

~~2021~~
58

2022

2023

2024

Total

F) Fair

Grandstand	-	-	-	-	-	-
Administration Roof	10,000	-	-	-	-	10,000
Bathroom Roofs	-	12,000	-	-	-	12,000
Walk in Cooler	-	-	-	7,000	-	7,000
Electrical	-	-	5,000	-	-	5,000
H Barn Reno	-	-	-	50,000	-	50,000
Seal Coat Blacktop	-	50,000	-	-	-	50,000
New Small Animal Bldg	-	-	75,000	-	-	75,000
Campgroun Reno	-	10,000	-	-	-	10,000
Fair Total	\$ 10,000	\$ 72,000	\$ 80,000	\$ 57,000	\$ -	\$ 219,000

F) Museum

Coal Room	9,000	-	-	-	-	9,000
Remove Sidewalk Wall	6,000	-	-	-	-	6,000
Museum Total	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

Expenditure Total	\$ 56,600	\$ 1,238,498	\$ 1,157,366	\$ 5,358,773	\$ 240,000	\$ 8,051,237
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5 Year Capital Improvement Plan Law Enforcement Department Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	899,788	50,000	50,000	50,000	-	1,049,788
Asset Recovery Fund	440,000	148,000	-	161,000	-	749,000
Levy (Property Tax)	195,700	192,850	195,743	198,679	-	782,972
Unfunded	-	21,121	18,275	21,568	220,262	281,226
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 1,535,488	\$ 411,971	\$ 264,018	\$ 431,247	\$ 220,262	\$ 2,862,986
<u>Expenditures</u>						
Sheriff						
A) IT Items						
Tyler Tech Upgrade to Enterprise	107,488	-	-	-	-	107,488
Tyler Tech add on-Civil Process Component	-	-	-	-	-	-
Video Equip Upgrade-Interview Room	-	-	-	-	-	-
APX Upgrade-Squad & Mobile Radios	440,000	-	-	-	-	440,000
Patrol Car Computer Replacement	-	128,000	-	-	-	128,000
Body Camera System-Patrol & Corrections	-	-	-	-	-	-
Subtotal	547,488	128,000	-	-	-	675,488
B) Vehicles						
Squad Replacement (7)	195,700	201,571	207,618	213,847	220,262	1,038,998
Jail Support Vehicle	-	-	-	-	-	-
Subtotal	\$ 195,700	\$ 201,571	\$ 207,618	\$ 213,847	\$ 220,262	\$ 1,038,998
C) Other Equipment						
Snowmobile	-	-	-	11,000	-	11,000
Boat	-	20,000	-	-	-	20,000
Tasers-Corrections	-	-	-	-	-	-
Replacement Handguns	-	-	-	-	-	-
Tactical Vests	-	6,400	6,400	6,400	-	19,200
Crime Scene Scanner	-	-	-	90,000	-	90,000
Televisions-Corrections	-	6,000	-	-	-	6,000
Dispatch Work Stations	-	-	-	60,000	-	60,000
Subtotal	\$ -	\$ 32,400	\$ 6,400	\$ 167,400	\$ -	\$ 206,200
E) Facility Improvements						
Jail Controller Project	792,300	-	-	-	-	792,300
Fringe/Use of Force Range	-	50,000	50,000	50,000	-	150,000
Subtotal	\$ 792,300	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 942,300
Total	\$ 1,535,488	\$ 411,971	\$ 264,018	\$ 431,247	\$ 220,262	\$ 2,862,986

Polk County 60

5 Year Capital Improvement Plan Golden Age Manor Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-
GAM Revenues	200,000	200,000	200,000	200,000	200,000	1,000,000
Bond	-	-	-	-	-	-
Total Revenue	\$ 200,000	\$ 1,000,000				

Expenditures

C) Other Capital Equipment

Laundry Equipment	-	10,000	-	10,000	-	20,000
Whirlpool	-	-	-	40,000	-	40,000
Furniture-Common Areas	-	6,000	-	10,000	20,000	36,000
Office Furniture	-	-	20,000	-	20,000	40,000
Bariatric Beds	4,000	4,000	4,000	4,000	4,000	20,000
Patient Lifts	5,000	-	5,000	-	5,000	15,000
Kitchen Equipment	5,000	-	5,000	-	10,000	20,000
Activity Technology	-	-	10,000	-	-	10,000
Therapy Equipment	5,000	-	5,000	-	-	10,000
Truck	-	20,000	-	-	-	20,000
Subtotal	\$ 19,000	\$ 40,000	\$ 49,000	\$ 64,000	\$ 59,000	\$ 231,000

E) Facility Improvements

Room Upgrades	30,000	30,000	50,000	50,000	50,000	210,000
Lighting-Energy Efficient	-	20,000	-	10,000	11,000	41,000
Windows-Sunroom	-	-	21,000	-	-	21,000
Water Heaters	15,000	-	-	-	-	15,000
HRV Unit Repairs	20,000	-	-	-	-	20,000
Air Units	15,000	-	-	20,000	-	35,000
Corridor Remodel	5,000	-	-	-	10,000	15,000

Polk County 62

5 Year Capital Improvement Plan Department of IT Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	-	-	-
Interdepartmental Revenues	138,914	150,249	-	-	-	289,163
Unfunded	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 138,914	\$ 150,249	\$ -	\$ -	\$ -	\$ 289,163
<u>Expenditures</u>						
A) IT Items						
Security Software	-	-	-	-	-	-
Cisco 12P-POE+ Switches	-	-	-	-	-	-
Add Win20176 Server Lic	-	2,855	-	-	-	2,855
Branch 3 Upgrade	-	-	-	-	-	-
Windows 10	-	-	-	-	-	-
MS Office 2016 Standard	-	-	-	-	-	-
MS Office 2016 Pro	-	-	-	-	-	-
MS Config Manager	-	-	-	-	-	-
Windows 2019 Server	-	94,080	-	-	-	94,080
Windows 2019 Server Licenses	-	-	-	-	-	-
VMWare ESX Servers	69,600	-	-	-	-	69,600
VMWare Licenses	13,314	13,314	-	-	-	26,628
Acronis Backup Systems	-	-	-	-	-	-
Ricoh MFP Copier/Printers	36,000	20,000	-	-	-	56,000
Professional Services	20,000	20,000	-	-	-	40,000
Subtotal	\$ 138,914	\$ 150,249	\$ -	\$ -	\$ -	\$ 289,163
E) Building Improvements						
Citizen Service Center and Intake	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 138,914	\$ 150,249	\$ -	\$ -	\$ -	\$ 289,163

Polk County 63

5 Year Capital Improvement Plan Department County Clerk Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	-	-	-
Unfunded	-	-	411,225	34,933	-	446,158
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ 446,158
<u>Expenditures</u>						
A) IT Items						
Video Broadcast of Meetings	-	-	-	-	-	-
Debit/Credit Card System	-	-	-	-	-	-
Single Intake Software	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C) Other Equipment						
New Voting Machines	-	-	411,225	-	-	411,225
Software License/Maintenance	-	-	-	34,933	-	34,933
Subtotal	\$ -	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ 446,158
E) Building Improvements						
Security	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ 446,158

Polk County 64

5 Year Capital Improvement Plan Department of Admin Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	-	-	-
Unfunded	-	250,000	1,000,000	-	-	1,250,000
Grants	-	-	-	-	-	-
Community Services	-	-	-	-	-	-
Total Revenue	\$ -	\$ 250,000	\$ 1,000,000	\$ -	\$ -	\$ 1,250,000
<u>Expenditures</u>						
E) Facility Improvement Study	-	250,000	1,000,000	-	-	1,250,000
Remodeling Clinics	-	-	-	-	-	-
Subtotal	\$ -	\$ 250,000	\$ 1,000,000	\$ -	\$ -	\$ 1,250,000
Total	\$ -	\$ 250,000	\$ 1,000,000	\$ -	\$ -	\$ 1,250,000

Polk County 65

5 Year Capital Improvement Plan Department Land/Water Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	20,000	-	20,000
Unfunded	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
<u>Expenditures</u>						
C) Other Equipment						
Survey Equipment	-	-	-	20,000	-	20,000
Subtotal	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Total	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000

Polk County 66

5 Year Capital Improvement Plan Department Land Info Summary

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	100,000	-	-	-	-	100,000
Unfunded	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<u>Expenditures</u>						
C) Other Equipment						
Flyover for Mapping	100,000	-	-	-	-	100,000
Subtotal	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Polk County 67

5 Year Capital Improvement Plan Department Parks

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	10,154	19,500	-	35,000	-	64,654
Unfunded	-	-	-	-	-	-
Grants	-	7,500	-	-	-	7,500
Bond	-	-	-	-	-	-
Total Revenue	\$ 10,154	\$ 27,000	\$ -	\$ 35,000	\$ -	\$ 72,154
<u>Expenditures</u>						
F) Parks						
Co Park Equipment Replace	-	-	-	-	-	-
Atlas Boat Landing Replace	10,154	-	-	-	-	10,154
Kennedy Trail Repave	-	15,000	-	-	-	15,000
Snowmobile for Ski Trail	-	12,000	-	-	-	12,000
Update Playground	-	-	-	15,000	-	15,000
Expand Trail Network	-	-	-	-	-	-
Replace Concrete Boat Landing	-	-	-	20,000	-	20,000
Parks Total	\$ 10,154	\$ 27,000	\$ -	\$ 35,000	\$ -	\$ 72,154
Total	\$ 10,154	\$ 27,000	\$ -	\$ 35,000	\$ -	\$ 72,154

RESOLUTION NO. 44-19

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Resolution Accepting the Donation of Services and Materials for the
Modification of the Polk County Jail

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

Ladies and Gentlemen:

WHEREAS, the 501(c)(3) organization, Criminal Justice Coordinating Council (CJCC), has
offered to donate services and materials to be used toward the modification of the Polk County
Jail; and

WHEREAS, the services and materials donated are valued at between thirteen thousand one
hundred dollars (\$13,100) and sixteen thousand five hundred dollars (\$16,500) and would be
used to modify a shower area into two bathrooms; and

WHEREAS, the modifications to the Huber section of the jail would provide for two new
bathrooms with toilets; and

WHEREAS, The Polk County Court system will benefit from the donated modifications as it
will provide a location for court ordered drug testing to be conducted without the security issues
of those subject to testing entering the jail; and

WHEREAS, Polk County Community Services will benefit from the donated modifications as it
will provide a location for social workers and other County agents to conduct drug testing of
those subject to court order.

WHEREAS, the Polk County Jail Captain approves of and has worked with the 501(c)(3) CJCC
organization to facilitate this donation.

NOW, THEREFORE, BE IT RESOLVED that, the Polk County Board of Supervisors accepts
the donation of materials and services from the 501(c)(3) organization CJCC worth a total value
of between thirteen thousand one hundred dollars (\$13,100) and sixteen thousand five hundred
dollars (\$16,500) for the purposes of remodeling a part of the Huber section of the Polk County
Jail.

Offered on the ___ day of _____, 2019.

BY:

Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

County Administrator's Note:

This project received widespread support at the Criminal Justice Collaborating Council as a way to improve Polk County's Treatment Court program.

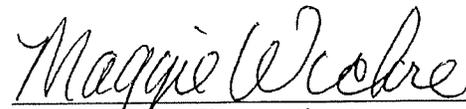
Recommended.



Nick Osborne
County Administrator

Fiscal Impact Note:

This donation would have no fiscal impact.

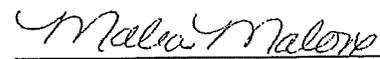


Maggie Wickre, Finance Director

Legal Impact Note:

This Resolution formally accepts the gift from the 501(c)(3) to the County. There will be a contract executed by the County as a third-party beneficiary, which will protect the County from liability as a result of the gift accepted herein.

Approved as to form and execution



Malia T. Malone, Corporation Counsel

Excerpt of Minutes

32 At its regular business meeting on the _____ day of _____ 2019, the Polk County Board of
33 Supervisors acted upon Resolution No. 44-19: Resolution Accepting the Donation of Services
34 and Materials for the Modification of the Polk County Jail
35

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Executive Summary

This resolution would accept a donation from the Criminal Justice Coordinating Council (CJCC) 501(c)(3) organization to provide remodeling services to the Huber portion of the Polk County Jail. The remodel includes an addition of two enclosed toileted bathroom areas which could be used for potential substance testing of persons.

Resolution No. 45-19

1 Resolution to Hold a Public Hearing on the 2020 Budget Proposal

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

4 Ladies and Gentlemen:

5 WHEREAS, Section 65.90(1) Wisconsin Statutes, requires Polk County to annually
6 formulate a budget and hold hearings on the proposed budget; and

7 WHEREAS, consistent with Section 59.18(5), the County Administrator has prepared,
8 presented and submitted to the Polk County Board of Supervisors, during the meeting of
9 September 17, 2019, the proposed draft budget for fiscal year 2020; and

10 WHEREAS, consistent with the budget preparation provisions of the Polk County
11 Financial Policy, the respective county board standing committees have reviewed the
12 submitted 2020 Budget Proposal and made recommendations on amendments that they
13 have deemed appropriate.

14 WHEREAS, consistent with the budget preparation provisions of the Polk County
15 Financial Policies, the General Government Committee has reviewed the submitted
16 proposed budget.

17 NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors shall
18 hold a public hearing of the proposed 2020 County Budget at 7:00 p.m. during the course
19 of its annual meeting on Tuesday, November 12, 2019 and that such public hearing shall
20 be held at the County Board Room at the Polk County Government Center, 100 Polk
21 County Plaza, Balsam Lake, Wisconsin.

22 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors receives the
23 formulated budget, "2020 Budget Proposal of Polk County" as attached hereto and
24 incorporated herein, for the purposes of conducting said public budget hearing.

25 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the
26 County Clerk to have published as a Class 1 notice a notice of public budget hearing,
27 which such notice shall include a summary of the budget consistent with Section
28 65.90(3)(b) and notice that the proposed budget in detail is available for inspection at the
29 office of the County Clerk and on the County Internet.

Resolution No. 45-19
Resolution to Hold a Public Hearing on the 2020 Budget Proposal

Offered and Submitted on this ____ day of ____, 2019.

BY: _____
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Klm O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

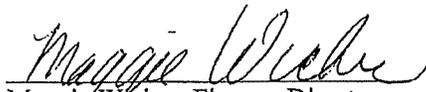
County Administrator's Note:

Resolution introduced by County Staff. Recommended.


Nick Osborne
County Administrator

Fiscal Impact Note:

The resolution presents no financial impact. The resolution sets the public hearing on the proposed 2020 Operating and Capital Budget and does not involve action to approve or authorize appropriations or expenditures that will be determined after such public hearing.


Maggie Wickre, Finance Director

Approved as to Form and Execution:

Malia T. Malone

Malia T. Malone, Assistant Corporation Counsel

Legal Impact Note: The resolution presents no legal impact. The resolution schedules the public hearing of the proposed budget for 2020 during the annual meeting of the County Board consistent with Wisconsin statute Sections 59.11 and 65.90.

Excerpt of Minutes

At its regular business meeting on the 15th day of October, 2019, the Polk County Board of Supervisors acted upon Resolution No. 45-19: Resolution to Hold a Public Hearing on the 2020 Budget Proposal, as follows:

- Adopted by a majority of the members present by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other:

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Executive Summary

This resolution sets the time and date of the 2020 Public Hearing for the Budget and after adoption will be used for public notice purposes. Posting and holding a public hearing for this purpose is required by statute.

Resolution No. 17-19

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RESOLUTION Authorizing Phase II and III of the Fairgrounds Grandstand Project

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

Ladies and Gentlemen:

WHEREAS, Polk County requested proposals (divided into five phases) to provide architectural and engineering services for a needs analysis of the Polk County Fairgrounds, design, and construction of a new grandstand with a NTPA pull track; and

WHEREAS, the County approved Cedar Corp. to complete Phase I; and

WHEREAS, Cedar Corp. completed Phase I and presented their report to the County Executive Committee; and

WHEREAS, the Polk County Executive Committee recommended proceeding with Phase II- 30% Design and Phase III- Final Design; and

NOW, THEREFORE, BE IT RESOLVED, that this resolution directs the County Administrator to continue with Cedar Corp as the architectural and engineering service provider during the design phase as a sole source with the RFP provided.

BE IT FURTHER RESOLVED, this will consist of the preliminary 30% design and final design of the Fairgrounds that relocates the Grandstand and NTPA Track, establishes a design and budgetary plan to fund, and appropriately phases the project within the County Budget.

BE IT FURTHER RESOLVED, Polk County establishes a Capital Project Fund in 2019 for designated expenses with the initial funding to be transferred from the General Fund Undesignated Fund Balance until such time as a decision has been made on next Phase of this project.

BY: _____
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,

Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

Michael Larsen, Supervisor, District #12

Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

Michael Prichard, Supervisor, District #7

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe Demulling, Supervisor, District #15

County Administrator's Note:

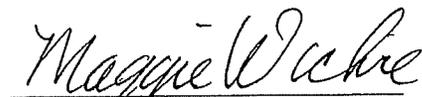
The decision to authorize this stage of project is part of a larger policy decision regarding funding the reconstruction of the grandstand and the future of the Fairgrounds.



Nick Osborne
County Administrator

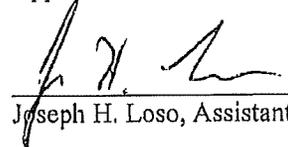
Fiscal Impact Note:

A project fund would be initiated in the general ledger funded by general fund balance enough to cover this Phase II and Phase III. For large capital projects, such as the new Highway Facility Project, the County has paid for the initial phases from the undesignated general fund to be reimbursed by the future funding sources.



Maggie Wickre, Finance Director

Approved as to Form and Execution:



Joseph H. Loso, Assistant Corporation Counsel

Legal Impact Note:

The County Administrator is directed to work with Cedar Corp. on the next phases to move the project forward but there is no binding language on the County that creates any legal obligation to Cedar Corp. For that reason, the resolution presents no legal impact. It should be noted that this resolution would require a 2/3 vote to pass because it relates to a modification of the 2019 budget.

Excerpt of Minutes

35 At its regular business meeting on the ___ of _____ 2019, the Polk County Board of
 36 Supervisors acted upon Resolution No. 47 -19: Resolution AUTHORIZING
 37 PHASE II and III of The Fairgrounds
 38 Grandstand Project

- Adopted by a majority of the members present by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Executive Summary

This resolution moves the Grandstand project forward by sole sourcing with Cedar Corp. for the next step (Step 2) of the RFP. This will include Phase 2, 30% design, which is an important step as it sets the base for the entire project. Phase 3, final design, will produce the final drawings, budget numbers and schedules to allow the County to plan and budget accordingly to complete the Grandstand project. Cost to complete the next step (step 2) is estimated to be 8-10% of the project's construction costs.

Fee Proposal

Cedar Corporation currently understand the scope for the Polk County Fairgrounds needs analysis and design for grandstand and NTPA track relocation as a five phase project. Based on our understanding and scope of services, we propose to complete the following scopes of work as follows:

Task	Fee
Step 1-3, Phase I - Kick-Off Meeting, Expectations from County, Site and Buildings Facility Assessment, Master Plan Development/Needs Analysis Estimated Hourly Fee Range	\$14,500 - \$19,500
Step 4, Phase II – Preliminary 30% Design & Step 5, Phase III – Final Design	8%-10% of Construction Cost
Step 6, Phase IV – Full State Approved Plans & Construction Administration, & Step 7 – Phase V Project Completion Contract Close- Out	5%-8% of Construction Cost

* Final Scope of Assessment to be developed during contract negotiations, \$8,750 for grandstand, track, parking and facility assessment and concept plan only.

** Cost savings may be achieved on grandstand design for performance based bidding documents.

Included in the above fee are: staff time and materials, mileage, photocopies, fax, phone, equipment, printing and reproduction costs

Services not provided as part of this proposal: Archeological studies and investigations, environmental studies and assessments, environmental investigations, property boundary survey, property certified survey map, subdivision plat map, easement documents, title search, land acquisition, street and highway right-of-way map, field locating and marking of existing underground private and public utilities, governing agency review and permit fees, buildings architectural design and construction, off-site street and highway improvements, off-site utilities and utility extensions to site, on-site access roads/parking/trails/sidewalks, sprinkler/irrigation system, private water supply wells and septic systems, ecological studies and investigations, flood plain studies and determination, traffic impact analysis and report, intersection control evaluation and report, joint WDNR and U.S. Army Corps Chapter 30 permits, field wetland delineation and report, wetland fill and mitigation design and permits, full-time construction observation and construction management, construction staking and layout, construction testing, contractor performance, construction certification, and historical site studies and investigations are not included as part of this proposal.

Payment policy: County agrees to pay Cedar Corporation the amount shown of invoices presented to the County for services rendered on a monthly basis. All invoice payments are due within 30 days of receipt.

**GENERAL GOVERNMENT COMMITTEE
2019 WORK PLAN**

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	Finalize 2019 Work Plan	
February		
March		
April		
May		Consideration of County Board priorities in General Government
June	Financial Analysis Lime Quarry Financial Analysis – Recycling Center	
July	Annual reports Annual Audit Results Recycling Center Updates/Follow-up Update on MOU's	Governor's Budget and impact on government programs
August	Review and recommendations on fee schedule Funding of Outside Agencies Customer Service	
September	Annual budget review – County Board Budget development/recommendation Capital Improvement Planning	
October	Annual budget and budget amendment recommendations	
November	Budget technical amendments	
December	Develop 2020 work plan	

Ongoing Work Plan Items

Paper Reduction/IT Developments and Innovation
Government Center Security

Work Plan Updates/Ongoing Items List at Sept 9, 2019 Meeting

- IT Developments and innovation/Paper Reduction/paperless initiative
- Government Center security
- Customer Service
- Capital Improvement Planning – (budget time)
- Procedures & Policy regarding reviews MOU's and funding of outside agencies – *November*
- Updates regarding hiring for IT Director/Consultant position.
- Updates regarding hiring for HR Administrative Assistant/Specialist, Human Resources Generalist, and Deputy Administrator positions.