



Polk County Board of Supervisors
Polk County Government Center - County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin

Corrected Minutes for March 20, 2020

Minutes of the Special Teleconference Meeting of the Board of Supervisors

~~Thursday~~ Friday, March 20, 2020

Chairman Johansen called the ~~February~~ March 20, 2020 added teleconference session of the Polk County Board of Supervisors to order at 12:00 p.m.

Chairman Johansen recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting and amended agenda was properly posted in the Government Center Building in two places, and was published electronically on the County website at 11:38 a.m. on March 19, 2020. In addition, the Office of the County Clerk distributed on March 19, 2020 copies of such notice of meeting and proposed resolutions to supervisors and media via e-mail or in person in accordance with Article 3, Section 2 of the County Board Rules of Order.

The County Board received opinion from Corporation Counsel Malone that the initial advance written notice, posted and published as described by the Clerk satisfied the applicable provision of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

Chairman Johansen recognized the County Clerk for purposes of taking roll call. Fourteen County Board Supervisors were present representing a quorum. Absent and excused was Supervisor Brad Olson.

Chairman Johansen led the County Board in the Pledge of Allegiance.

Chairman Johansen called to the floor for a time of reflection. Time of reflection regarding the COVID-19 pandemic was offered by Supervisor Masters.

Chairman Johansen called to the floor a motion to suspend the Rules of Order to allow telephonic/video meeting and to address matters on this Agenda that have not yet been to a committee. Matters of: Resolution No. 09-20: To Provide County Administration Emergency Administrative Flexibility for COVID 19. and Resolution No. 10-20: To Establish a Separate COVID-19 Virus Fund to Track Expenses. **Motion** (Masters/Jepsen) to address matters on this Agenda that have not yet been to a committee. Chairman Johansen called for a voice vote. **Motion** carried by unanimous voice vote.

Time was given for the County Board Chairperson's report. Chairman Johansen provided information regarding meetings attended.

Chairman Johansen called upon Administrator Netherland for the Administrator's report. The County Board received information from Administrator Netherland regarding the many COVID-19 staff meetings being held to set up processes for structure and communication throughout the county. And Incident Command System has been set up as well as an Executive team to set policy regarding the operations of the county.

Administrator Netherland announced the retirement of Finance Director, Maggie Wickre.

Administrator Netherland announced that Chad Roberts is the new General Government Division Director and will be transitioning out of his role in the Sheriff's Department into the new role as Division Director.

Chairman Johansen called to the floor Resolution 05-20: Resolution to Set Compensation for Elected Officials Term for 2021-2024. **Motion** (Bonneprise/Luke) to adopt Resolution No. 05-20: Resolution to Set Compensation for Elected Officials Term for 2021-2024.

Chairman Johansen called upon Supervisor Masters; and Supervisor Arcand to provide information to the County Board regarding the resolution. County Board engaged in discussion regarding the resolution. Chairman Johansen called for a voice vote on the motion to adopt Resolution No. 05-20. **Motion** to adopt Resolution No. 05-20: Resolution to Set Compensation for Elected Officials Term for 2021-2024 carried by unanimous voice vote.

Chairman Johansen called to the floor Resolution No. 09-20: To Provide County Administration Emergency Administrative Flexibility for COVID-19. **Motion** (Larsen/Luke) to adopt Resolution 09-20: To Provide County Administration Emergency Administrative Flexibility for COVID-19. Chairman Johansen called upon Administrator Netherland to provide information to the County Board regarding the resolution. County Board engaged in discussion regarding the resolution. Motion made by Supervisor Prichard to amend Resolution No. 09-20 to put a \$5,000,000 limit on the administration for funding expenses due to COVID-19. Motion to amend resolution died for lack of second. Chairman Johansen called for a voice vote on the motion to adopt Resolution No. 09-20. **Motion** to adopt Resolution 09-20: To Provide County Administration Emergency Administrative Flexibility for COVID 19 as written, carried by unanimous voice vote.

Chairman Johansen called to the floor Resolution No. 10-20: Resolution to Establish a Separate COVID-19 Virus Fund to Track Expenses. Chairman Johansen called for a motion to adopt Resolution No. 10-20. **Motion** (Masters/Route) to adopt Resolution No. 10-20: Resolution to Establish a Separate COVID-19 Virus Fund to Track Expenses. Chairman Johansen called upon Administrator Netherland and Corporate Counsel Malone to provide information to the County Board regarding the resolution. County Board engaged in discussion regarding the resolution. **Motion** (Prichard/Masters) to amend Resolution 10-20 in line 1 adding the word "may" after the word County and changing the word experienced to experience to read, "WHEREAS, Polk County may experience widespread Covid-19 virus; and." In lines 17-18 adding the words "incurred by" after the word expense, striking the words "that would" and adding "to" to read

“the establishment of a special revenue fund to accumulate the expenses incurred by Polk County to keep our Citizens and Employees safe and reduce the spread of Covid-19 virus.” Chairman Johansen called for a voice vote on the motion to amend Resolution 10-20. **Motion** to amend Res. No. 10-20 passed by unanimous voice vote. Chairman Johansen called for a voice vote to adopt Resolution No. 10-20 as amended. **Motion** to adopt amended Resolution 10-20: Resolution to Establish a Separate COVID-19 Virus Fund to Track Expenses carried by unanimous voice vote.

Time was given for Supervisors Comments. Several Supervisors offered comments commending and thanking Supervisors that will no longer be serving following the April 7th election.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Larsen) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Johansen declared meeting adjourned 12:42 p.m.

Respectfully submitted,

Lisa R. Ross, Polk County Clerk

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Lisa R. Ross, County Clerk for Polk County, do hereby certify that the foregoing corrected minutes are a true and correct copy of the County Board Proceedings of the Polk County Board of Supervisor's Session held on March 20, 2020.



Lisa R. Ross
Polk County Clerk



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

***AMENDED* Notice of Meeting and Agenda**

Notice of Meeting and Agenda

Polk County Board of Supervisors

Friday March 20, 2020, 12:00 (noon)

¹ Teleconference ~~Virtual (Skype and Telephone)~~ Meeting

Amendments:

¹Matters Added or Revised by Initial Amended Notice of Meeting

¹Where: Teleconference ~~Virtual (Skype and telephone)~~. Members of the public wishing to listen to the open meeting should call **1-425-436-6378** and the conference code is **618452**.

*Because of the nature of this meeting, there will not be an option for public comment; however, members of the public who would like to make a written comment prior to the meeting may email their comments to: countyclerk@co.polk.wi.us . You may also mail in comments to the topics, however they may not be received and provided to the Supervisors by the date of the meeting. The mailing address is:

Polk County Government Center
100 Polk Plaza, Ste. 110
Balsam Lake, WI 54810

Order of Business:

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice, incorporating Wisconsin Department of Justice's advisory opinion issued on March 16, 2020 allowing virtual meetings.
3. Roll Call
4. Pledge of Allegiance
5. Time of Reflection
6. Consider a Motion to Suspend the Rules of Order to allow telephonic/video meeting and to address matters on this Agenda that have not yet been to a committee (noted below with ""). REQUIRES a 2/3 majority vote of those participating in the meeting.
7. Board Chairman Report
8. Administrator's Report
9. Resolutions and Other Board Action:
 - a. Resolution 05-20: Resolution to Set Compensation for Elected Officials Term for 2021-2024.
 - b. * Resolution 09-20 to Provide County Administration Emergency Administrative Flexibility for COVID 19.
 - c. * Resolution 10-20 to Establish a Separate COVID-19 Virus Fund to Track Expenses.
 - d. Entertain a Motion to Ratify Emergency Declaration of the Board Chair related to the COVID-19 Public Health Emergency
10. Supervisors' Announcements
11. Adjourn

**RESOLUTION TO SET COMPENSATION FOR ELECTED OFFICIALS FOR
TERM 2021-2024
(County Clerk, Register of Deeds and Treasurer)**

WHEREAS, it is in the best interest of Polk County to provide for the economic well-being of its elected officials and to create a work environment in which employees are compensated in a fair and equitable manner, and;

WHEREAS, Wisconsin Statute § 59.22(a)(1) requires the County Board to establish the total annual compensation of elected officials before the earliest time for filing nomination papers for elective office for the term beginning January 1, 2021 with respect to the County Clerk, Register of Deeds and Treasurer, and;

WHEREAS, the Department of Administration has considered salary increase options and is recommending the following salary schedule for the aforementioned offices, and;

<u>January 1, 2021</u>		<u>January 1, 2022</u>	
County Clerk	\$66,209.00	County Clerk	\$67,996.00
Register of Deeds	\$66,209.00	Register of Deeds	\$67,996.00
Treasurer	\$66,209.00	Treasurer	\$67,996.00
 <u>January 1, 2023</u>		 <u>January 1, 2024</u>	
County Clerk	\$69,832.00	County Clerk	\$71,718.00
Register of Deeds	\$69,832.00	Register of Deeds	\$71,718.00
Treasurer	\$69,832.00	Treasurer	\$71,718.00

NOW THEREFORE BE IT RESOLVED THAT, the Polk County Board of Supervisors hereby establish the above compensation schedule for the titled elected officials.

NOW THEREFORE BE IT FURTHER RESOLVED THAT, this salary schedule shall apply to all incumbent office holders as well as any individuals newly elected or appointed to any of the listed offices after the adoption of this Resolution.

BE IT FURTHER RESOLVED THAT, the compensation set by this resolution is separate and distinct from any other fringe benefit that the County may establish at its discretion or those benefits which state law may impose and adjust.

BE IT FURTHER RESOLVED THAT, said elected officials shall be required to pay for one-half (1/2) of total WRS required contribution on a pre-tax basis as determined by the Employee Trust Fund.

36 **BE IT FURTHER RESOLVED THAT**, said elected officials are eligible to enroll in
37 and/or receive fringe benefits consistent with full-time non-represented employees of
38 Polk County.
39
40

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

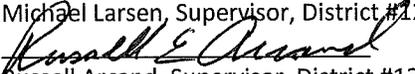
James Edgell, Supervisor, District #8

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:

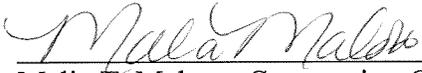
Recommended based upon a review of internal and external comparables.


Vince Netherland
County Administrator

Fiscal Impact Note: These salaries are covered by tax levy. The salary in 2020 will be covered in the budget and this increase will be budgeted in 2021 and 2022.


Maggie Wickre, Finance Director

Approved as to Form and Execution:


Malia T. Malone, Corporation Counsel

Legal Impact Note:

This resolution complies with the County Board's statutory obligation to set salaries for elected officials.

This Resolution complied with statutory requirements of the County to set a salary schedule for the entire term of the elected office. If the County chose not to do so, the elected official salaries would fall behind their market non-elected counter parts.

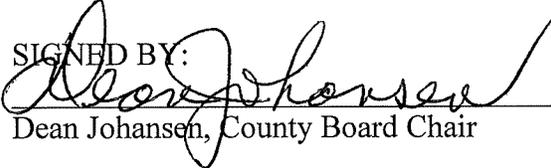
Excerpt of Minutes

41 At its regular business meeting on the 20th of March 2020, the Polk County
42 Board of Supervisors acted upon **Resolution No.05-20: Resolution To Set**
43 **Compensation For Elected Officials For Term 2021-2024**

- 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:


Dean Johansen, County Board Chair

ATTEST:


Lisa Ross, County Clerk

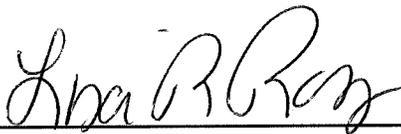
Executive Summary

This Resolution establishes the salary schedule for the County Clerk, Register of Deeds and Treasurer for the upcoming four-year term beginning January 1, 2021.

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Lisa R. Ross, County Clerk for Polk County, do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Polk County Resolution No. 05-20: Resolution to Set Compensation for Elected Officials for Term 2021-2024 (County Clerk, Register of Deeds and Treasurer) as adopted by the Polk County Board of Supervisors on the 20th day of March, 2020.



Lisa R. Ross, Polk County Clerk



Date

Resolution No. 09-20

Resolution to Provide County Administration Emergency Administrative Flexibility for
COVID-19

**TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY
BOARD OF THE COUNTY OF POLK:**

Ladies and Gentlemen:

1 WHEREAS, The United States is experiencing an expanding COVID-19 epidemic;
2 and
3
4 WHEREAS, WI has had confirmed cases of COVID-19; and.
5
6 WHEREAS, Polk County desires to be as strategic as possible to ensure the health and safety
7 of Polk County staff, residents, and those traveling throughout Polk County, and
8
9 WHEREAS, Polk County desires to maintain the highest level of services related to the
10 general public, such as Public Safety, Health and Human Services, Emergency Management,
11 and those departments directly related to the general welfare of all residents; and
12
13 WHEREAS, Polk County desires flexibility to manage throughout this epidemic; and
14
15 NOW, THEREFORE, BE IT RESOLVED, Polk County is providing administrative
16 flexibility to allow the County Administrator, in consultation with the County Board Chair,
17 the ability to, and not limited to: Close the Government Center as necessary, implement
18 strategic staffing changes to ensure enough healthy staff are in place to carry out necessary
19 and critical services, waive administrative polices regarding health insurance premium splits,
20 and to assist in personnel expenses as a result of implementing staffing changes; and
21
22 NOW, THEREFORE, BE IT RESOLVED, The County Administrator and County Board
23 Chair shall, upon a reasonable time, but no later than 24 hours after implementing
24 necessary decisions, inform the Polk County Board of Supervisors by email and/or phone;
25 and
26
27 NOW, THEREFORE, BE IT RESOLVED, The Polk County Board shall discuss such
28 decision(s) as a County Board monthly so long as this Resolution is in effect;
29
30 NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors does
31 hereby acknowledge, accept, and support the County Administrator and County Board Chair
32 to strategically implement necessary plans to ensure the safety and health of the Polk County
33 staff, residents and those traveling throughout the community; and
34
35 BE IT FUTHER RESOLVED, that this resolution will remain in effect until the end of the
36 Public Health Emergency.
37

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

 3/18/20

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

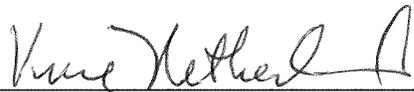
Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

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

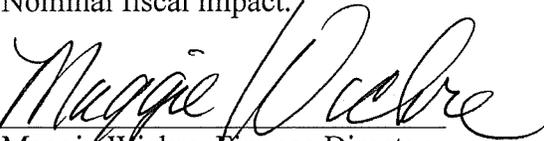
Joe Demulling, Supervisor, District #15

County Administrator's Note:
Recommended.



Vince Netherland
Polk County Administrator

Fiscal Impact Note:
Nominal fiscal impact.



Maggie Wickre, Finance Director

Approved as to Form and Execution:



Malia Malone, Polk County Corporation Counsel

Legal Impact Note:

This Resolution makes clear the delegation of authority by the Board to the Administrator and the Board Chair during this Public Health Emergency. It is recommended.

Excerpt of Minutes

38 At its regular business meeting on the 20th of March 2020, the Polk County
39 Board of Supervisors acted upon Resolution No. 01 -20: Resolution
40 To Provide County Administration Emergency Administrative
41 Flexibility for COVID-19
42 _____

- 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:


Dean Johansen, County Board Chairperson

ATTEST:


Lisa Ross, County Clerk

Executive Summary

This Resolution gives Board approval to the County Administrator to work with the Board Chair to implement emergent measures to address the impact of the COVID-19 Public Health Emergency.

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Lisa R. Ross, County Clerk for Polk County, do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Polk County Resolution No. 09-20: Resolution to Provide County Administration Emergency Administrative Flexibility for COVID-19 as adopted by the Polk County Board of Supervisors on the 20th day of March, 2020.





Lisa R. Ross, Polk County Clerk

Date

RESOLUTION TO ESTABLISH A SEPARATE COVID-19 VIRUS FUND TO TRACK EXPENSES

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

Ladies and Gentlemen:

- 1 WHEREAS, Polk County experienced widespread Covid-19 virus; and
- 2
- 3 WHEREAS, Polk County will incur expenses related to employee overtime, absenteeism
- 4 equipment and materials; and
- 5
- 6 WHEREAS, it is anticipated that Polk County may be eligible for some amount of Covid-19
- 7 virus related cost reimbursement and a separate fund will help keep expenses separate,
- 8 distinct and easily identifiable; and.
- 9
- 10 WHEREAS, Polk County financial policies require that the County Board must approve
- 11 establishing a new financial fund; and
- 12
- 13 WHEREAS, a Covid-19 virus related fund will help auditors more easily examine virus
- 14 related activities when completing the 2020 audit; and
- 15
- 16 NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors authorizes
- 17 the establishment of a special revenue fund to accumulate the expenses that Polk County that
- 18 would keep our Citizens and Employees safe and reduce the spread of Covid-19 virus.
- 19
- 20 NOW, THEREFORE, BE IT RESOLVED, that the current funding for this special revenue
- 21 fund would come from the General Fund Balance up to or until such time that other funding
- 22 for these expenses is available.
- 23
- 24 NOW, THEREFORE, BE IT RESOLVED, that expenses incurred due to this Covid-19 virus
- 25 official pandemic will be approved by the Administrator for funds spent on necessary
- 26 services and goods to protect Polk County.
- 27

BY: _____
 Brad Olson, Supervisor, District #1

 Doug Route, Supervisor, District #2

 Dean Johansen, Chair,
 Supervisor, District #3,

 Chris Nelson, Supervisor, District #4

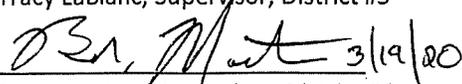
 James Edgell, Supervisor, District #8

 Kim O’Connell, Supervisor, District #9

 Larry Jepsen, Supervisor, District #10

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

Tracy LaBlanc, Supervisor, District #5



Brian Masters, Supervisor, District #6

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

Michael Prichard, Supervisor, District #7

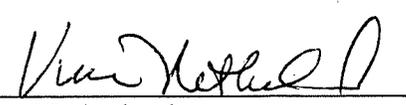
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe Demulling, Supervisor, District #15

County Administrator's Note:

Establishing a separate fund to track Covid-19 Virus related activities is consistent with best practice, County Policy, and guidance from our auditors.

Recommended.



Vince Netherland
Polk County Administrator

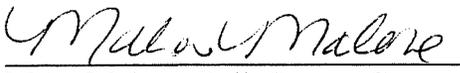
Fiscal Impact Note:

A capital project fund will be used to track the Covid-19 virus expenses covered by the general fund unassigned fund balance. Total amount of fund balance required will depend on if qualified costs reach the threshold of \$ _____ and, at that time, Polk County can pursue partial reimbursements from the State of Wisconsin.



Maggie Wickre, Finance Director

Approved as to Form and Execution:



Malia Malone, Polk County Corporation Counsel

Legal Impact Note:

This Resolution has no legal impact other than to require the creation of the separate account for expense tracking.

Excerpt of Minutes

At its regular business meeting on the 20th of March 2020, the Polk County Board of Supervisors acted upon Resolution No. 10 -20: Resolution to Establish a Separate COVID-19 Virus Fund to Track Expenses.

- 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:

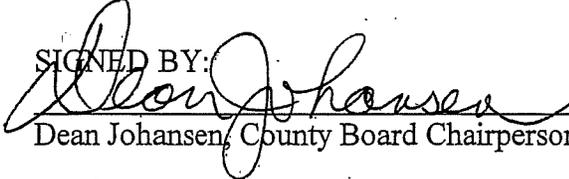
Line 1

WHEREAS, Polk County may experience widespread Covid-19 virus; and

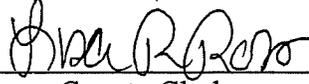
Lines 16 -18

NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors authorizes the establishment of a special revenue fund to accumulate the expenses incurred by Polk County to keep our Citizens and Employees safe and reduce the spread of Covid-19 virus.

SIGNED BY:


Dean Johansen, County Board Chairperson

ATTEST:


Lisa Ross, County Clerk

Executive Summary

On March 6th, 2020, Polk County experienced a virus called Covid-19 that resulted in an unprecedented number of _____, The County has already expended overtime and materials associated with the response and it is anticipated that there will be significant expenses related to _____. Establishing a separate financial account will enable transparency and if it is possible to attain reimbursement, it will aid staff in identifying virus related costs.

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Lisa R. Ross, County Clerk for Polk County, do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Polk County Resolution No. 10-20: Resolution to Establish a Separate COVID-19 Virus Fund to Track Expenses as adopted by the Polk County Board of Supervisors on the 20th day of March, 2020.



Lisa R. Ross, Polk County Clerk



Date

COUNTY OF POLK EMERGENCY DECLARATION

WHEREAS, a public health emergency related to the COVID-19 pandemic has impacted Polk County, Wisconsin; and

WHEREAS, because of such emergency conditions, the County of Polk is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14 (4)(b) of the Wisconsin State Statutes it is necessary and expedient for the health, safety, welfare and good order to proclaim that emergency conditions exist.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of Polk County to be affixed.

Done at the Polk County Government Center 16th Day of March, 2020.

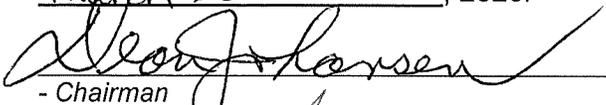

Chief Elected Official: County Board Chairman

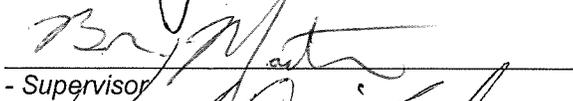
RATIFICATION / ALTERATION / MODIFICATION / REPEAL

Ratified / Altered / Modified / Repealed by Resolution No. 11-20 of the County of Polk Board on the 20th day of March, 2020 by a vote of 14 for, 0 against.

RESPECTFULLY SUBMITTED BY:

County of Polk Board, Polk County, Wisconsin. Adopted March 20, 2020.


- Chairman


- Supervisor


- Supervisor

I **HEREBY**, attest that the County Board of Polk duly adopted the foregoing Resolution at a legal meeting on March 20, 2020.


- Clerk

Corporate Seal

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Lisa R. Ross, County Clerk for Polk County, do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Polk County Resolution No. 11-20: Polk County COVID-10 Public Health Emergency Declaration as adopted by the Polk County Board of Supervisors on the 20th day of March, 2020.



Lisa R. Ross, Polk County Clerk



Date