POLK COUNTY, WISCONSIN

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Notice of Meeting and Agenda

Polk County Board of Supervisors

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

Virtual (Skype and Telephone) Meeting

Where: 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 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:

WHEREAS, The United States is experiencing an expanding COVID-19 epidemic; and

WHEREAS, WI has had confirmed cases of COVID-19; and.

WHEREAS, Polk County desires to be as strategic as possible to ensure the health and safety of Polk County staff, residents, and those traveling throughout Polk County, and

WHEREAS, Polk County desires to maintain the highest level of services related to the general public, such as Public Safety, Health and Human Services, Emergency Management, and those departments directly related to the general welfare of all residents; and

WHEREAS, Polk County desires flexibility to manage throughout this epidemic; and

NOW, THEREFORE, BE IT RESOLVED, Polk County is providing administrative flexibility to allow the County Administrator, in consultation with the County Board Chair, the ability to, and not limited to: Close the Government Center as necessary, implement strategic staffing changes to ensure enough healthy staff are in place to carry out necessary and critical services, waive administrative polices regarding health insurance premium splits, and to assist in personnel expenses as a result of implementing staffing changes; and

NOW, THEREFORE, BE IT RESOLVED, The County Administrator and County Board Chair shall, upon a reasonable time, but no later than 24 hours after implementing necessary decisions, inform the Polk County Board of Supervisors by email and/or phone; and

NOW, THEREFORE, BE IT RESOLVED, The Polk County Board shall discuss such decision(s) as a County Board monthly so long as this Resolution is in effect;

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors does hereby acknowledge, accept, and support the County Administrator and County Board Chair to strategically implement necessary plans to ensure the safety and health of the Polk County staff, residents and those traveling throughout the community; and

BE IT FUTHER RESOLVED, that this resolution will remain in effect until the end of the Public Health Emergency.

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

At its regular business meeting on the ____of _____ 2020, the Polk County Board of Supervisors acted upon Resolution No. 09 -20: Resolution To Provide County Administration Emergency Administrative Flexibility for COVID-19

- ☐ 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.

Resolution No.10-20

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:

WHEREAS, Polk County experienced widespread Covid- 19 virus; and

WHEREAS, Polk County will incur expenses related to employee overtime, absenteeism, equipment and materials; and

WHEREAS, it is anticipated that Polk County may be eligible for some amount of Covid- 19 virus related cost reimbursement and a separate fund will help keep expenses separate, distinct and easily identifiable; and.

WHEREAS, Polk County financial policies require that the County Board must approve establishing a new financial fund; and

WHEREAS, a Covid-19 virus related fund will help auditors more easily examine virus related activities when completing the 2020 audit; and

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

NOW, THEREFORE, BE IT RESOLVED, that the current funding for this special revenue fund would come from the General Fund Balance up to or until such time that other funding for these expenses is available.

NOW, THEREFORE, BE IT RESOLVED, that expenses incurred due to this Covid-19 virus official pandemic will be approved by the Administrator for funds spent on necessary services and goods to protect Polk County.

BY: _____
Brad Olson, Supervisor, District #1

_____
James Edgell, Supervisor, District #8

_____
Doug Route, Supervisor, District #2

_____
Kim O'Connell, Supervisor, District #9

_____
Dean Johansen, Chair,
Supervisor, District #3,

_____
Larry Jepsen, Supervisor, District #10

_____
Chris Nelson, Supervisor, District #4

_____
Jay Luke, 1st Vice Chair,

Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6 3/19/20

Michael Prichard, Supervisor, District #7

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:
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 ____of _____ 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:

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.

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.

Dean Johnson

Chief Elected Official: *County Board Chairman*

RATIFICATION / ALTERATION / MODIFICATION / REPEAL

Ratified / Altered / Modified / Repealed by Resolution No. _____ of the County of Polk Board on the _____ day of _____, 2020 by a vote of _____ for, _____ against.

RESPECTFULLY SUBMITTED BY:
County of _____ Board, _____ County, Wisconsin. Adopted _____, 2020.

_____
- Chairman

_____
- Supervisor

_____
– Supervisor

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

_____
- Clerk

Corporate Seal