



## POLK COUNTY, WISCONSIN

[WWW.CO.POLK.WI.US](http://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)**

<sup>1</sup> Teleconference ~~Virtual (Skype and Telephone)~~ Meeting

#### Amendments:

<sup>1</sup>Matters Added or Revised by Initial Amended Notice of Meeting

<sup>1</sup>Where: 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](mailto: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



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10. Supervisors' Announcements
11. Adjourn

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, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11

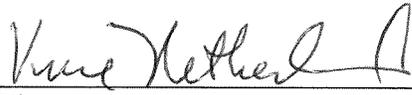
\_\_\_\_\_  
Michael Larsen, Supervisor, District #12

\_\_\_\_\_  
Russell Arcand, Supervisor, District #13

\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14

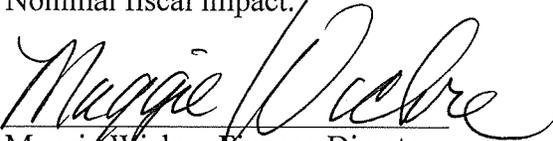
\_\_\_\_\_  
Joe Demulling, Supervisor, District #15

*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 \_\_\_\_ of \_\_\_\_\_ 2020, the Polk County  
39 Board of Supervisors acted upon Resolution No. 09 -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:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
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 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.

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, 1<sup>st</sup> Vice Chair,

Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

 3/19/20

Brian Masters, Supervisor, District #6

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

Michael Prichard, Supervisor, District #7

John Bonneprise, 2<sup>nd</sup> 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.
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- Other:

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Lisa Ross, County Clerk

Executive Summary

On March 6<sup>th</sup>, 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 16<sup>th</sup> Day of March, 2020.

  
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*



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Resolution No. 09-20

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BY: \_\_\_\_\_

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\_\_\_\_\_  
Doug Route, Supervisor, District #2

\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,

\_\_\_\_\_  
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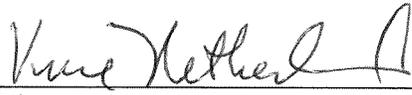
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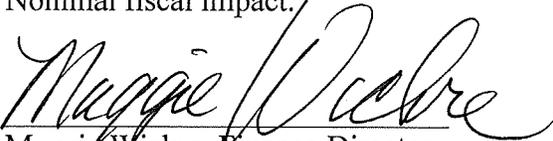
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*County Administrator's Note:*  
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\_\_\_\_\_  
Vince Netherland  
Polk County Administrator

*Fiscal Impact Note:*  
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\_\_\_\_\_  
Maggie Wickre, Finance Director

Approved as to Form and Execution:



\_\_\_\_\_  
Malia Malone, Polk County Corporation Counsel

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Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Lisa Ross, County Clerk

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- 26 services and goods to protect Polk County.

BY: \_\_\_\_\_  
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\_\_\_\_\_  
James Edgell, Supervisor, District #8

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Doug Route, Supervisor, District #2

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Supervisor, District #3,

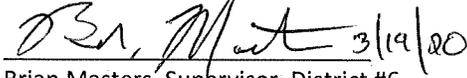
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Larry Jepsen, Supervisor, District #10

\_\_\_\_\_  
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 3/19/20

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John Bonneprise, 2<sup>nd</sup> 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.

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- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
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- Other:

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Lisa Ross, County Clerk

Executive Summary

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**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 16<sup>th</sup> Day of March, 2020.

  
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*

**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.

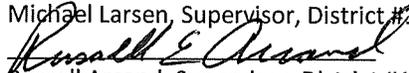
**NOW THEREFORE BE IT FURTHER RESOLVED THAT**, this salary schedule shall apply to all incumbent office holders as well as any individuals newly elected or appointed to any of the listed offices after the adoption of this Resolution.

**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, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
\_\_\_\_\_  
Michael Larsen, Supervisor, District #12  
  
Russell Arcand, Supervisor, District #13  
\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> 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 counterparts.

Excerpt of Minutes

41 At its regular business meeting on the \_\_\_\_ of \_\_\_\_\_ 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:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chair

\_\_\_\_\_  
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.