



## **POLK COUNTY, WISCONSIN**

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**\*\*Amended\*\* Notice of Meeting and Agenda**

### **Polk County Board of Supervisors**

1908 150<sup>th</sup> St., Balsam Lake, Wisconsin

### **Unity School District's Performing Arts Center**

**Tuesday, October 15, 2019**

Regular Business Meeting, 6:00 p.m.

Open Session

**<sup>1</sup>Matters Added, Struck or Revised in Amended Agenda, Issued October 11, 2019:  
Items 14, a. and b.**

#### Order of Business:

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Time of Reflection
6. Approval of Agenda
7. Matters Offered For Adoption on Consent Agenda:
  - a. Consideration/corrections to the published minutes from September 17, 2019 County Board Meeting
8. Public Comments –3 minutes per person –not to exceed 30 minutes total
9. Benefits of Federal 1033 Asset Sharing Program Presentation – Sheriff Waak
10. County Board Chair Report
  - a. Supervisor's Reports from Outside Committee Meetings Attended
11. Administrator's Report, Nick Osborne
  - a. Update Regarding Green Whey/Viresco
  - b. Seventh Congressional District Special Election Information
  - c. Budget Update
  - d. Other
12. Proposed Resolution and Ordinances:
  - On Report and Request of General Government Committee:
    - a. Resolution No. 44-19: Resolution Accepting the Donation of Services and Materials for the Modification of the Polk County Jail
    - b. Resolution No. 45-19: Resolution Calling for Public Hearing on the Proposed 2020 Operating and Capital Improvement Budget
  - On Report and Request of Environmental Services Committee:
    - c. Resolution No. 33-19: Resolution Creating Polk County Ordinance Regarding Temporary Moratorium on Livestock Facilities
    - d. Resolution No. 36-19: Resolution Creating Polk County Ordinance Regarding Temporary Moratorium on Large Scale Hog/Swine Farming Facilities
    - e. Resolution No. 40-19: Resolution to Authorize Contract Crushing for Lime Quarry Operations
    - f. Resolution No. 41-19: Resolution to Authorize 2020 County Forest Variable Acreage Share Loan

## Polk County Board of Supervisors

- g. Resolution No. 42-19: Resolution to Adopt 2020 Polk County Forest Annual Work Plan

On Report and Request of Health and Human Services Board:

- h. Resolution No. 43-19: Resolution to Move Administration of AFCSP Funds to the ADRC
- i. Resolution No. 46-19: Resolution to Evaluate the Potential Advantages to Expanding the County's Authority over Public Nuisance Beyond Those that Rise to the Level of Human Health Hazards

On Report and Request of Executive Committee and General Government Committee

- j. Resolution No. 47-19: Resolution Authorizing Phase II and III of the Fairgrounds Grandstand Project

13. Consideration of Revisions/Amendments to Proposed 2020 Budget

~~14. Performance Evaluation of the County Administrator~~

~~a. Closed Session: Pursuant to Wisconsin Statute Sections 19.36 (10)(d) and 19.85(1)(c) and (e), the Board may convene in closed session for the purpose of deliberating concerning the employment agreement and performance of the County Administrator. Any action of the Board on such matter will remain closed and or sealed, pursuant to Sections 19.36 (10)(d).~~

b. <sup>1</sup>Closed Session: Discussion and possible action on the recruitment and selection of a County Administrator. The Board may convene in closed session for strategy and bargaining purposes pursuant to Wisconsin Statute 19.85(1)(e), to discuss bargaining strategies for the recruitment and selection of a County Administrator.

Following said closed session, the Board will reconvene in open session to consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.

15. Supervisors Announcements

16. 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.***



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### Notice of Meeting and Agenda

### Polk County Board of Supervisors

1908 150<sup>th</sup> St., Balsam Lake, Wisconsin

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Tuesday, October 15, 2019

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  - a. Resolution No. 44-19: Resolution Accepting the Donation of Services and Materials for the Modification of the Polk County Jail
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  - c. Resolution No. 33-19: Resolution Creating Polk County Ordinance Regarding Temporary Moratorium on Livestock Facilities
  - d. Resolution No. 36-19: Resolution Creating Polk County Ordinance Regarding Temporary Moratorium on Large Scale Hog/Swine Farming Facilities
  - e. Resolution No. 40-19: Resolution to Authorize Contract Crushing for Lime Quarry Operations
  - f. Resolution No. 41-19: Resolution to Authorize 2020 County Forest Variable Acreage Share Loan
  - g. Resolution No. 42-19: Resolution to Adopt 2020 Polk County Forest Annual Work Plan

## Polk County Board of Supervisors

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- i. Resolution No. 46-19: Resolution to Evaluate the Potential Advantages to Expanding the County's Authority over Public Nuisance Beyond Those that Rise to the Level of Human Health Hazards

On Report and Request of Executive Committee and General Government Committee

- j. Resolution No. 47-19: Resolution Authorizing Phase II and III of the Fairgrounds Grandstand Project

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Following said closed session, the Board will reconvene in open session to consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.

15. Supervisors Announcements

16. 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.***



## Polk County Board of Supervisors

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

### Minutes of the Committee of the Whole and Regular Meeting of the Board of Supervisors

Tuesday, September 17, 2019

Chairman Johansen called the September 17, 2019 Committee of the Whole of the Polk County Board of Supervisors to order at 3:03 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 was properly posted in the Government Center Building, posted on the County website (September 6, 2019), and published in a legal newspaper in accordance with Wisconsin Statute Section 985.02 the week of September 9, 2019. In addition, the Office of the County Clerk distributed on September 6, 2019 copies of such notice of meeting and proposed resolutions to supervisors via e-mail or mail 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 and the agenda, 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. Twelve County Board Supervisors were present representing a quorum. Absent and excused were Supervisor Jepsen, Arcand, and Luke. Supervisor Jepsen joined meeting at 3:23 p.m.

Chairman Johansen called for a motion to convene as Committee of the Whole at 3:06 p.m. **Motion** (Bonneprise/Demulling) to convene as Committee of the Whole. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Chairman Johansen called upon Land and Water Director, Tim Ritten who introduced Christopher Clayton from the Department of Agriculture, Trade and Consumer Protection to present information to the Committee of the Whole regarding options for counties with regard to Concentrated Animal Feeding Operations. Committee of the Whole received information from Clayton representative of DATCP via Skype regarding local authority for implementing siting permits, ATCP 51 standards, water quality standards, setbacks, and implementation requirements regarding Concentrated Animal Feeding Operations.

Committee of the Whole received a presentation from Jeff Jackson, representative of the Department of Natural Resources in regard to DNR regulations and permitting for Concentrated Animal Feeding Operations. Discussion and questions followed.

Chairman Johansen called for a motion to adjourn Committee of the Whole until 6:00 p.m. for the regular session of the Polk County Board. **Motion** (Bonneprise/Olson) to adjourn until 6:00 p.m. Chairman Johansen called for a voice vote on said motion. **Motion** to adjourn until 6:00 p.m. carried by unanimous voice vote. Committee of the Whole adjourned 4:50 p.m.

Chairman Johansen called the September 17, 2019 regular session of the Polk County Board of Supervisors to order at 6:04 p.m.

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 Jay Luke.

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

Chairman Johansen called to the floor for a time of reflection. Corporation Counsel Malone extended sympathy, thoughts and prayers for the families and local community in the loss of two teens in a tragic auto accident on September 16, 2019.

Chairman Johansen called to the floor consideration and approval of the Agenda. **Motion** (Larsen/Bonneprise) to adopt the Agenda. Chairman Johansen declared that agenda item #14: Benefits of Federal 1033 Asset Sharing Program Presentation would be struck from the agenda and will be on the October County Board agenda. Chairman Johansen called for a voice vote on the motion to adopt the Agenda with said changes. **Motion** carried by unanimous voice vote.

Chairman Johansen called to the floor for approval of the Consent Agenda. **Motion** (Masters/Jepsen) to adopt the Consent Agenda as noticed. Chairman Johansen called for a voice vote on the motion to adopt the Consent Agenda. **Motion** carried by unanimous voice vote. Matters adopted under the Consent Agenda: Minutes from August 20, 2019 County Board session adopted as published.

Time was given for public comment. Public comment was received by County Board.

The County Board received information and a PowerPoint presentation regarding the Gandy Dancer State Trail from Heidi Hanson, Representative of Friends of the Gandy Dancer State Trail.

Time was given for the County Board Chairperson's report. The County Board received information regarding meetings attended by the Chair including the quarterly Polk County Towns Association Meeting in late August and the upcoming Wisconsin Counties Association conference which he will attend September 22 through 24 at Wisconsin Dells. Chair Johansen

gave an overview from the Executive Committee meeting regarding the fairgrounds needs analysis completed by Cedar Corporation.

Time was given for Supervisor's reports regarding outside meetings attended. Supervisor Larsen attended a meeting where the County was awarded a Certificate of Achievement for Telecommuter Forward! Community from the Governor Evers office. Supervisor Jepsen attended a planning session for the Wisconsin County Highway Winter Road School which will be held in Wisconsin Dells in January and reported on upcoming meetings. Supervisor Demulling presented information on upcoming Polk County Community Housing Studies. Supervisor Bonneprise reported on Big Lake/Church Pine Lake Association meeting attended. Supervisor Nelson reported on Balsam Lake Rehabilitation District meeting attended, commending property owners for the work and money expended on water quality. Supervisor Olson reported on a Largon Lake meeting he attended. Supervisor Olson also made a rebuttal, providing facts and addressing incorrect information detailed in an 11 page letter that Supervisors received 9/12/19 from Ken Nickel.

Chairman Johansen called upon Administrator Osborne for the Administrator's report. Administrator stated that the County Board meeting was being videotaped and thanked Supervisor Nelson for his part in achieving this goal. Administrator Osborne provided an update regarding the Cedar Corporation analysis of the fairgrounds needs and grandstand. Per direction from the Executive Committee meeting, a resolution will be prepared in regard to the design phase of the fairgrounds grandstand.

Board members wishing to attend the Solum Farm Tour scheduled for 9/20/19 were advised to contact Corporation Counsel so arrangements can be made in regard to the tour.

The County Board received an update from Administrator Osborne regarding the Stower Trail consultant.

The County Board received an update regarding the Lime Quarry and consideration of contracting out crushing as per Environmental Services Committee discussion.

The County Board received the 2020 Operating and Capital Budget Recommendation presentation from Administrator Osborne. Osborne recognized and thanked finance staff, department heads, and others who provided assistance with the budget.

Chairman Johansen called for a motion for a 10 minute recess at 7:49 p.m. **Motion** (Demulling/Larsen) for a 10 minute recess. Chairman Johansen called for a voice vote on said motion. **Motion** to recess for 10 minutes carried by unanimous voice vote.

Chairman Johansen called the meeting back into legislative session at 8:01 p.m.

The County Board received an announcement from Corporation Counsel Malone that Supervisors needing assistance with completion of the 363 review of Administrator Osborne should contact her or Employee Relations Manager Darlene Kusmirek.

Chairman Johansen called upon Tim Ritten, Director of Land and Water to present information to the County Board regarding the 10 year Land and Water Resource Management Plan. The County Board received a PowerPoint presentation and information regarding the plan. Chairman Johansen called to the floor for approval and adoption of the 2020 Land and Water Resource Management Plan.

**Motion** (Route/Masters) to approve and adopt the 2020 Land and Water Resource Management Plan. Chairman Johansen called for a voice vote on said motion. **Motion** to approve and adopt the 2020 Land and Water Resource Management Plan carried by unanimous voice vote.

Chairman Johansen called to the floor **Resolution No. 37-19**: Resolution Improving the Recycling Program for the Residents of Polk County. Chairman Johansen called for a motion to adopt Resolution No. 37-19.

**Motion** (Masters/Route) to adopt Resolution No. 37-19. Chairman Johansen called upon Supervisor Nelson 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. 37-19.

**Motion** to adopt Resolution No. 37-19 carried by unanimous voice vote.

**Resolution No. 37-19**: Resolution Improving the Recycling Program for the Residents of Polk County adopted.

Chairman Johansen called to the floor **Resolution No. 39-19**: Resolution to Authorize the Representative for Filing Recycling Grant Application.

Chairman Johansen called for a motion to adopt Resolution No. 39-19.

**Motion** (Demulling/Bonneprise) to adopt Resolution No. 39-19. Administrator Osborne and Supervisor Masters provided information to the County Board regarding the resolution.

Chairman Johansen called for a voice vote on the motion to adopt Resolution No. 39-19.

**Motion** to adopt Resolution No. 39-19 carried by unanimous voice vote.

**Resolution No. 39-19**: Resolution to Authorize the Representative for Filing Recycling Grant Application adopted.

Chairman Johansen called to the floor **Ordinance No. 38-19**: Ordinance to Enact Amended Polk County Shoreland Protection Zoning Ordinance (Tourist Rooming House Ordinance). Chairman Johansen called for a motion to adopt Ordinance No. 38-19.

**Motion** (Olson/O'Connell) to adopt Ordinance No. 38-19. Chairman Johansen called upon Jason Kjeseth, Zoning Administrator to provide information to the County Board regarding the ordinance.

**Motion** (Nelson/Masters) to amend Ordinance No. 38-19 as follows:

8.D.1. ADD: “A yearly license is required to continue to operate with a planned rental schedule for the upcoming year.”

Chairman Johansen called for a voice vote on said amendment. **Motion** to amend Ordinance No. 38-19 as stated carried by majority voice vote.

**Motion** (Nelson/Olson) to further amend Ordinance No. 38-19 as follows:

c. All parking “to be on an impervious surface and” must be contained on the property.

Chairman Johansen called for a voice vote on said amendment. **Motion** to further amend Ordinance 38-19, adding “to be on an impervious surface and” carried by majority voice vote.

**Motion** (Nelson/Olson) to further amend Ordinance No. 38-19 as follows:

ADD: “p. Max rental of up to 16 weeks or 112 days per year unless a conditional use permit is obtained to rent more days per year.”

**Motion** (Bonneprise/Demulling) to amend the amendment to a max rental period up to 24 weeks or 174 days per year. Chairman Johansen called for a voice vote on said amendment to the amendment. **Motion** to amend the amendment carried by majority voice vote.

Chairman Johansen called for a voice vote on said further amendment to Ordinance No. 38-19. **Motion** to further amend Ordinance No. 38-19 to add item p. with said amendment to the max rental period up to 24 weeks or 174 days per year carried by unanimous voice vote.

Line item P: will read: Max rental of up to 24 weeks or 174 days per year unless a conditional use permit is obtained to rent more days per year.”

**Motion** (Prichard/Jepsen) to further amend Article 18.C. of Ordinance 38-19 as follows, to add: “A 30 day stay period shall be provided as part of the revocation process before the revocation becomes effective, unless a human health hazard exists”.

Chairman Johansen called for a voice vote on the motion to further amend Ordinance No. 38-19.

**Motion** for further amendment to Ordinance No. 38-19 carried by unanimous voice vote.

Chairman Johansen called for a voice vote on the motion to adopt Ordinance No. 38-19.

**Motion** to adopt Ordinance No. 38-19 as amended carried by unanimous voice vote.

**Ordinance No. 38-19:** Ordinance to Enact Amended Polk County Shoreland Protection Zoning Ordinance (Tourist Rooming House Ordinance) adopted as amended.

Time was given for Supervisors announcements.

Chairman Johansen called for a motion to adjourn. **Motion** (Demulling/Bonneprise) 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 8:57 p.m.

Respectfully submitted,

Sharon E. Jorgenson, Polk County Clerk

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

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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:*

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.

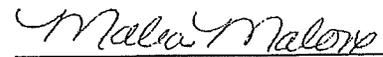


\_\_\_\_\_  
Maggie Wickre, Finance Director

*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  
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Tracy LaBlanc, Supervisor, District #5  
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Brian Masters, Supervisor, District #6  
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Michael Prichard, Supervisor, District #7

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Kim O'Connell, Supervisor, District #9  
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Larry Jepsen, Supervisor, District #10  
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Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
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Michael Larsen, Supervisor, District #12  
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Russell Arcand, Supervisor, District #13  
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John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14  
\_\_\_\_\_  
Joe DeMulling, Supervisor, District #15

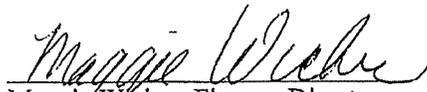
*County Administrator's Note:*

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 15<sup>th</sup> 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. 33-19

**RESOLUTION CREATING POLK COUNTY ORDINANCE REGARDING  
TEMPORARY MORATORIUM ON LIVESTOCK FACILITIES**

**WHEREAS**, Wis. Stat. § 59.02(2) grants the Polk County the authority to adopt resolutions and enact ordinances provides that, except as elsewhere specifically provided in the Wisconsin Statutes, the board of any county is vested with all powers of a local, legislative and administrative character, including the subject matter of health;

**WHEREAS**, Wis. Stat. § 59.69 authorizes the Polk County Board of Supervisors to adopt ordinances and regulations to promote public health, safety and general welfare;

**WHEREAS**, the Polk County Comprehensive Plan 2009-2029 states in part that the land use element 8 has the goal that Polk County will have the appropriate/ minimal amount of restrictions to maintain land owners rights, and have high quality lakes, open spaces, parks, orderly growth with focus on commercial development within cities and villages and take into account the impacts to the environment, economy, agriculture, public use health and commercial development;

**WHEREAS**, the Polk County Comprehensive Plan, element 5 also states in part that some of the Agricultural element goals are to maintain a balance between preservation and use of agriculture, protect natural resources from inappropriate and/or unplanned development, and make Polk County self-sufficient;

**WHEREAS**, Polk County currently has a Comprehensive Land Use Ordinance (Ordinance No. 07-19), a Shoreland Protection Ordinance (Ordinance No. 08-19), a Floodland Zoning Ordinance (Ordinance No. 12-17), however, these Ordinances do not set forth specific regulations, methods of permitting, or methods of monitoring of Livestock Facilities within Polk County;

**WHEREAS**, Polk County residents and property owners have expressed concerns about the importance of preserving the quality of life, environment, natural resources and existing agricultural operations within Polk County in contemplating the operation of Livestock Facilities in Polk County;

**WHEREAS**, there is a need for adequate time to determine whether action should be taken to amend existing Polk County Ordinances, adopt new ordinances, or take other action given the potential impact of Livestock Facilities in Polk County to adequately protect public health, welfare and safety; and

**WHEREAS**, it is deemed to be in the best interest of Polk County to create Ordinance \_\_\_\_\_, entitled "Temporary Moratorium on Livestock Facilities" within the Polk County Ordinances.

45           **NOW THEREFORE**, the Polk County Board of Supervisors on behalf of Polk  
46 County does here ordain as follows:

47  
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49  
50 Polk County Temporary Moratorium on Livestock Facilities

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52       I.       Authority: This Temporary Moratorium on Livestock Facilities Ordinance is  
53 adopted pursuant to the powers granted to Polk County under the Wisconsin  
54 Constitution and the Wisconsin Statutes, including but not limited to, Wis. Stat.  
55 § 59.02(2) and Wis. Stat. § 59.69.

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57       II.      Title: The title of this Ordinance is the Temporary Moratorium on Livestock  
58 Facilities.

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60       III.     Definitions.

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62           1. “Expansion” means the addition of livestock at a pre-existing livestock facility  
63 that would result in the number of livestock to exceed 1000 animal units fed,  
64 confined, maintained, or stabled.

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66           2. “Livestock” means any of the following:

- 67               a. Cattle  
68               b. Swine  
69               c. Poultry  
70               d. Sheep  
71               e. Goats

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73           3. “Livestock Facility” means a feedlot, farm or other operation where 1000 or  
74 more animal units of Livestock are or will be fed, confined, maintained or  
75 stabled for a total of 45 days or more in any 12-month period. A “Livestock  
76 Facility” includes other facilities utilized as a part of the Livestock Facility  
77 operations, such as feedlots, Livestock housing facilities, manure storage  
78 structures, and other structures or areas of use.

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80           4. “Moratorium” means the temporary moratorium on Livestock Facilities set  
81 forth in this Ordinance.

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84       IV.     Purpose: The purpose of this Ordinance and the Moratorium is as follows:

85           1. To allow Polk County adequate time to study, review, consider and analyze the  
86 potential impacts of Livestock Facilities in Polk County.

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88           2. To allow Polk County adequate time to research, analyze and synthesize  
89 scientific literature and data regarding the impact of Livestock Facilities on

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ground water, surface water, air quality and other environmental impacts, as that research and data apply in Polk County.

3. To allow Polk County adequate time to determine whether a regulatory structure of Livestock Facilities is required in Polk County, which may include:

- a. Amendment(s) to existing Polk County Ordinances.
- b. Adoption of new ordinances.
- c. If a new ordinance is adopted, making modifications or other amendments to existing Polk County Ordinances in light of the new ordinance.
- d. Modifications to the Polk County Comprehensive Plan or other Polk County plans or policies.
- e. Taking any other steps are necessary in order to protect public health, welfare or safety in Polk County.

4. To allow Polk County adequate time to determine whether it has adequate resources to enforce any new or existing Polk County Ordinances addressing Livestock Facilities.

5. To allow Polk County adequate time to ensure all State of Wisconsin Statutes, Administrative Codes and other applicable laws and regulations are accounted for in any Polk County regulatory structure, and to ensure that Polk County will not take any action that is otherwise preempted by other applicable laws and regulations relating to Livestock Facilities.

V. Moratorium Imposed. The Polk County Board of Supervisors hereby imposes a moratorium on the operation and licensing of new Livestock Facilities that will have 1000 or more animal units and on the operation and licensing of any pre-existing Livestock operations may be undergoing an Expansion if the number of animal units kept at the expanded facility will be 1000 or more.

VI. Duration of Moratorium.

- 1. The Moratorium shall be in effect for a period of six (6) months from the date this Ordinance is adopted by the Polk County Board of Supervisors.
- 2. The Polk County Board of Supervisors may rescind this Moratorium at an earlier date upon any of the following events:

- 134 a. The analysis, research and study contemplated in this Ordinance is  
 135 completed and the County Administrator reports the findings to the Polk  
 136 County Board of Supervisors as set forth in Section VII in this  
 137 Ordinance.  
 138
- 139 b. The Polk County Board of Supervisors adopts any amendment to an  
 140 existing County Ordinance or adopts a new County Ordinance to  
 141 address the regulation of Livestock Facilities in Polk County, and such  
 142 action includes a provision rescinding the Moratorium.  
 143
- 144 c. Upon circumstances that the Polk County Board of Supervisors  
 145 determine are in the best interest of the public health, welfare or safety.  
 146
- 147 3. This Moratorium may be extended for up to six (6) additional months by a  
 148 majority vote of the Polk County Board of Supervisors if necessary to complete  
 149 the work contemplated in this Ordinance.  
 150

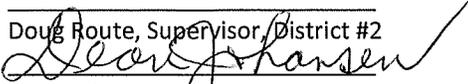
151 VII. Actions During Moratorium.

- 152 1. The Polk County Land and Water Resources Department, Land Information  
 153 Department and the Health Department is hereby directed to and granted  
 154 authority to coordinate, organize or take other steps to research, analyze and  
 155 synthesize scientific literature and data regarding the impact of Livestock  
 156 Facilities on ground water, surface water, air quality, and other environmental  
 157 impacts that may impact the health, welfare and safety of Polk County, its  
 158 residents and visitors.  
 159
- 160 2. The Polk County Administrator, the County Board Chair and the Chairman of  
 161 the Environmental Services Committee, or designee, shall work with the staff  
 162 from the Departments listed above and shall coordinate additional participants,  
 163 if deemed necessary.  
 164
- 165 3. If the County staff and Officials listed above determine that additional financial  
 166 resources are necessary to fulfill the action items contained herein, they are  
 167 directed to make such request to the full County Board for consideration.  
 168
- 169 4. The Polk County Administrator shall report the findings and recommendations  
 170 on appropriate regulatory approaches relative to the siting and/or operation of  
 171 Livestock Facilities within Polk County to the full Polk County Board of  
 172 Supervisors at least 30 days prior to the end of the Moratorium, or as soon as  
 173 the Polk County Administrator has developed recommendations based upon the  
 174 work required herein.  
 175  
 176

177 VIII. Severability. If a court of competent jurisdiction determines that any section,  
178 clause, provision, or portion of this Ordinance is unconstitutional or otherwise  
179 invalid, the remainder of this Ordinance shall not be affected thereby.  
180

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1

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

\_\_\_\_\_  
Doug Route, Supervisor, District #2  
  
Dean Johansen, Chair,  
Supervisor, District #3,

\_\_\_\_\_  
Kim O'Connell, Supervisor, District #9

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Larry Jepsen, Supervisor, District #10

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Chris Nelson, Supervisor, District #4

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

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Tracy LaBlanc, Supervisor, District #5

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Michael Larsen, Supervisor, District #12

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Brian Masters, Supervisor, District #6

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Russell Arcand, Supervisor, District #13

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Michael Prichard, Supervisor, District #7

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

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

*County Administrator's Note:*

Matter of Policy.

  
\_\_\_\_\_  
Nick Osborne  
County Administrator

*Fiscal Impact Note:*

The staff expenses as described in this resolution are to be covered by the current operating departmental budgets. If money is needed other than what is currently budgeted, this request will go to the full County Board.

  
\_\_\_\_\_  
Maggie Wickre, Finance Director

Approved as to Form and Execution:

Malia T. Malone  
Malia T. Malone, Corporation Counsel

*Legal Impact Note:*

This Resolution will allow the County to temporarily deny Feeding Operation Permits for the purposes set forth herein.

Excerpt of Minutes

181 At its regular business meeting on the \_\_\_\_ of \_\_\_\_\_ 2019, the Polk County  
182 Board of Supervisors acted upon Resolution No. 33 -19: Resolution  
183 \_\_\_\_\_  
184 \_\_\_\_\_  
185 \_\_\_\_\_

- 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 will temporarily suspend the permitting of CAFOs for the specific purpose of determining whether or it would be in the County's best interest to impose regulations at the local level for siting purposes. It is anticipated that the County will explore whether CAFOs should be a conditional use for zoning purposes. The County may also explore whether a CAFO siting ordinance is necessary or advantageous to further the health and safety of the County. This Resolution does not have the effect of ultimately prohibiting CAFOs.

Resolution No. 36-19

1  
2       **RESOLUTION CREATING POLK COUNTY ORDINANCE REGARDING**  
3       **TEMPORARY MORATORIUM ON LARGE SCALE HOG/SWINE FARMING**  
4       **FACILITIES**

5  
6       **WHEREAS**, Wis. Stat. § 59.02(2) grants the Polk County the authority to adopt  
7 resolutions and enact ordinances provides that, except as elsewhere specifically provided  
8 in the Wisconsin Statutes, the board of any county is vested with all powers of a local,  
9 legislative and administrative character, including the subject matter of health;

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11       **WHEREAS**, Wis. Stat. § 59.69 authorizes the Polk County Board of Supervisors  
12 to adopt ordinances and regulations to promote public health, safety and general welfare;

13  
14       **WHEREAS**, the Polk County Comprehensive Plan 2009-2029 states in part that  
15 the land use element 8 has the goal that Polk County will have the appropriate/ minimal  
16 amount of restrictions to maintain land owners rights, and have high quality lakes, open  
17 spaces, parks, orderly growth with focus on commercial development within cities and  
18 villages and take into account the impacts to the environment, economy, agriculture, public  
19 use health and commercial development;

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21       **WHEREAS**, the Polk County Comprehensive Plan, element 5 also states in part  
22 that some of the Agricultural element goals are to maintain a balance between preservation  
23 and use of agriculture, protect natural resources from inappropriate and/or unplanned  
24 development, and make Polk County self-sufficient;

25  
26       **WHEREAS**, Polk County currently has a Comprehensive Land Use Ordinance  
27 (Ordinance No. 07-19), a Shoreland Protection Ordinance (Ordinance No. 08-19), a  
28 Floodland Zoning Ordinance (Ordinance No. 12-17), however, these Ordinances do not set  
29 forth specific regulations, methods of permitting, or methods of monitoring of Large Scale  
30 Hog Farming Facilities within Polk County;

31  
32       **WHEREAS**, Polk County residents and property owners have expressed concerns  
33 about the importance of preserving the quality of life, environment, natural resources and  
34 existing agricultural operations within Polk County in contemplating the operation of Large  
35 Scale Hog Farming Facilities in Polk County;

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37       **WHEREAS**, there is a need for adequate time to determine whether action should  
38 be taken to amend existing Polk County Ordinances, adopt new ordinances, or take other  
39 action given the potential impact of Large Scale Hog Farming Facilities in Polk County to  
40 adequately protect public health, welfare and safety; and

41  
42       **WHEREAS**, it is deemed to be in the best interest of Polk County to create  
43 Ordinance 36-19, entitled "Temporary Moratorium on Large Scale Hog Farming  
44 Facilities" within the Polk County Ordinances.

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46           **NOW THEREFORE**, the Polk County Board of Supervisors on behalf of Polk  
47 County does here ordain as follows:

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51 Polk County Temporary Moratorium on Large Scale Hog Farming Facilities

- 52
- 53       I.       Authority: This Temporary Moratorium on Large Scale Hog Farming  
54 Facilities Ordinance is adopted pursuant to the powers granted to Polk County  
55 under the Wisconsin Constitution and the Wisconsin Statutes, including but not  
56 limited to, Wis. Stat. § 59.02(2) and Wis. Stat. § 59.69.
- 57
- 58       II.      Title: The title of this Ordinance is the Temporary Moratorium on Large Scale  
59 Hog Farming Facilities.
- 60
- 61       III.     Definitions.
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- 63           1.    “Expansion” means the addition of Hog Farming at a pre-existing livestock  
64 facility that would result in the number of Hogs to exceed \_\_\_\_\_ animal units  
65 fed, confined, maintained, or stabled.
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- 68           2.    “Large Scale Hog Farming Facility” means a feedlot, farm or other operation  
69 where \_\_\_\_\_ or more animal units of Swine are or will be fed, confined,  
70 maintained or stabled for a total of 45 days or more in any 12-month period. A  
71 “Large Scale Hog Farming Facility” includes other facilities utilized as a part  
72 of the Facility operations, such as feedlots, Livestock housing facilities, manure  
73 storage structures, and other structures or areas of use.
- 74
- 75           3.    “Moratorium” means the temporary moratorium on Large Scale Hog Farming  
76 Facilities set forth in this Ordinance.
- 77
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- 79       IV.     Purpose: The purpose of this Ordinance and the Moratorium is as follows:
- 80           1.    To allow Polk County adequate time to study, review, consider and analyze the  
81 potential impacts of Large Scale Hog Farming Facilities in Polk County.
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- 83           2.    To allow Polk County adequate time to research, analyze and synthesize  
84 scientific literature and data regarding the impact of these Facilities on ground  
85 water, surface water, air quality and other environmental impacts, as that  
86 research and data apply in Polk County.
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- 88           3.    To allow Polk County adequate time to determine whether a regulatory  
89 structure of Large Scale Hog Farming Facilities is required in Polk County,  
90 which may include:

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- a. Amendment(s) to existing Polk County Ordinances.
  - b. Adoption of new ordinances.
  - c. If a new ordinance is adopted, making modifications or other amendments to existing Polk County Ordinances in light of the new ordinance.
  - d. Modifications to the Polk County Comprehensive Plan or other Polk County plans or policies.
  - e. Taking any other steps are necessary in order to protect public health, welfare or safety in Polk County.
4. To allow Polk County adequate time to determine whether it has adequate resources to enforce any new or existing Polk County Ordinances addressing these Facilities.
  5. To allow Polk County adequate time to ensure all State of Wisconsin Statutes, Administrative Codes and other applicable laws and regulations are accounted for in any Polk County regulatory structure, and to ensure that Polk County will not take any action that is otherwise preempted by other applicable laws and regulations relating to Large Scale Hog Farming Facilities.
- V. Moratorium Imposed. The Polk County Board of Supervisors hereby imposes a moratorium on the operation and licensing of new Large Scale Hog Farming Facilities that will have \_\_\_\_\_ or more animal units and on the operation and licensing of any pre-existing These operations may be undergoing an Expansion if the number of animal units kept at the expanded facility will be \_\_\_\_\_ or more.
- VI. Duration of Moratorium.
1. The Moratorium shall be in effect for a period of \_\_\_\_\_) months from the date this Ordinance is adopted by the Polk County Board of Supervisors.
  2. The Polk County Board of Supervisors may rescind this Moratorium at an earlier date upon any of the following events:
    - a. The analysis, research and study contemplated in this Ordinance is completed and the County Administrator reports the findings to the Polk County Board of Supervisors as set forth in Section VII in this Ordinance.

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- b. The Polk County Board of Supervisors adopts any amendment to an existing County Ordinance or adopts a new County Ordinance to address the regulation of these Facilities in Polk County, and such action includes a provision rescinding the Moratorium.
- c. Upon circumstances that the Polk County Board of Supervisors determine are in the best interest of the public health, welfare or safety.
3. This Moratorium may be extended for up to \_\_\_\_\_ additional month by a majority vote of the Polk County Board of Supervisors if necessary to complete the work contemplated in this Ordinance.
- VII. Actions During Moratorium.
1. The Polk County Land and Water Resources Department, Land Information Department and the Health Department is hereby directed to and granted authority to coordinate, organize or take other steps to research, analyze and synthesize scientific literature and data regarding the impact of Large Scale Hog Farming Facilities on ground water, surface water, air quality, and other environmental impacts that may impact the health, welfare and safety of Polk County, its residents and visitors.
2. If the County staff determine that additional financial resources are necessary to fulfill the action items contained herein, they are directed to make such request to the full County Board for consideration.
3. The Land and Water Resources Director shall report the findings and recommendations on appropriate regulatory approaches relative to the siting and/or operation of these Facilities within Polk County to the full Polk County Board of Supervisors at least 30 days prior to the end of the Moratorium, or as soon as the Polk County Administrator has developed recommendations based upon the work required herein.
- VIII. Severability. If a court of competent jurisdiction determines that any section, clause, provision, or portion of this Ordinance is unconstitutional or otherwise invalid, the remainder of this Ordinance shall not be affected thereby.

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1

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

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

\_\_\_\_\_  
Kim O'Connell, Supervisor, District #9

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

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Chris Nelson, Supervisor, District #4

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Tracy LaBlanc, Supervisor, District #5

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Brian Masters, Supervisor, District #6

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Michael Prichard, Supervisor, District #7

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Larry Jepsen, Supervisor, District #10

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

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Michael Larsen, Supervisor, District #12

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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:*  
Matter of Policy.

\_\_\_\_\_  
Nick Osborne  
County Administrator

*Fiscal Impact Note:*  
The staff expenses as described in this resolution are to be covered by the current operating departmental budgets. If money is needed other than what is currently budgeted, this request will go to the full County Board.

\_\_\_\_\_  
Maggie Wickre, Finance Director

Approved as to Form and Execution:

\_\_\_\_\_  
*Malia T. Malone*  
Malia T. Malone, Corporation Counsel

*Legal Impact Note:*  
This Resolution will allow the County to temporarily deny Large Scale Hog Farm Operation Permits for the purposes set forth herein.

Excerpt of Minutes

174 At its regular business meeting on the \_\_\_\_ of \_\_\_\_\_ 2019, the Polk County

175 Board of Supervisors acted upon Resolution No. \_\_\_\_-19: Resolution

176 \_\_\_\_\_

177 \_\_\_\_\_

178 \_\_\_\_\_

- 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 will temporarily suspend the permitting of Hog CAFOs for the specific purpose of determining whether or it would be in the County's best interest to impose regulations at the local level for siting purposes. It is anticipated that the County will explore whether Hog CAFOs should be a conditional use for zoning purposes. The County may also explore whether a Hog CAFO siting ordinance is necessary or advantageous to further the health and safety of the County. This Resolution does not have the effect of ultimately prohibiting Hog CAFOs.

Resolution No. 40-19

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RESOLUTION AUTHORIZING POLK COUNTY TO PURSUE THE OPTION OF CONTRACT CRUSHING AND EXPLORE OTHER OPERATIONAL EFFICIENCIES

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

Ladies and Gentlemen:

WHEREAS, Polk County owns a lime quarry and lime is a critical need for the agricultural industry of Polk County; and

WHEREAS, the current crushing equipment is reaching the end of its life, increasing the cost to produce lime to more than what the market will support for a selling price; and

WHEREAS, the goal of the Polk County Board of Supervisors is to continue to provide agricultural lime products to the residents of Polk County; and

NOW, THEREFORE, BE IT RESOLVED, that this resolution directs the County Administrator to develop an RFP seeking a private contract crushing firm to produce products for the Polk County Lime Quarry;

BE IT FURTHER RESOLVED, that the Polk County Board of Supervisors authorizes the County Administrator to pursue a two year crushing contract to produce lime products for the Polk County Lime Quarry for sale in 2020/2021 and to modify the lime quarry's current business plan to explore further operational efficiencies.

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  
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Michael Prichard, Supervisor, District #7

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James Edgell, Supervisor, District #8  
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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:

While the decision considered in this resolution is a matter of policy, contract crushing, as well as the other proposals, have been vetted by Clifton Larson Allen and County staff and can be reasonably implemented.

Nick Osborne  
Nick Osborne  
County Administrator

Fiscal Impact Note:

Since there is no financial commitment, there is no fiscal impact. The approval of the contract for crushing and future budget impacts will be presented at a later date.

Maggie Wickie  
Maggie Wickie, Finance Director

Approved as to Form and Execution:

Malia T. Malone  
Malia T. Malone, Corporation Counsel

Legal Impact Note:

This Resolution maintains compliance with the County's Purchasing Policy.

Excerpt of Minutes

28 At its regular business meeting on the \_\_\_ of \_\_\_\_\_ 2019, the Polk County Board of  
29 Supervisors acted upon Resolution No. 40 -19; Resolution  
30 \_\_\_\_\_  
31 \_\_\_\_\_

- 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

At the August 20<sup>th</sup> County Board meeting, Polk County staff and industry experts from Clifton Larson Allen presented an analysis of the Polk County Lime Quarry. This included a thorough review of the production costs, current and future capital needs, and an in depth vetting of options—continue operations and purchase a new crusher, contract out for crushing, lease the operation to a private company, or sell the lime quarry. The Environmental Services Committee discussed the different options and gave staff direction to write a resolution to pursue contract crushing. As was discussed at the committee, this option will give Polk County the latitude to still provide lime to residents, but not have to make a costly investment in a new crusher. In two years, the County can reevaluate operations and determine if it would like to continue this course or to explore other options.

Resolution No. 41-19

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RESOLUTION to Authorize 2020 County Forest Variable Acreage Share Loan.

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

Ladies and Gentlemen:

WHEREAS, the Polk County Forest needs sufficient funds for tree planting, timber stand improvement, site preparation and forest improvements; and

WHEREAS, the State of Wisconsin allows counties to apply for County Forest Variable Acreage Share payments, a non-interest bearing loan to be used for the purchase, development, preservation and maintenance of county forest lands;

WHEREAS, the Environmental Services Committee has recommended to the County Board to authorize an application for the County Variable Acreage Share Loan for calendar year 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors requests to receive payment of not more than fifty cents (\$.50) per acre payment on the County Forest Variable Acreage Share for each acre of land entered as County Forest Land enrolled in the 2019 calendar year pursuant to Wisconsin Statutes Section 28.11 (8) (b)

BY:

\_\_\_\_\_  
Brad Olson, Supervisor, District #1

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

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

\_\_\_\_\_  
Chris Nelson, Supervisor, District #4

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Tracy LaBlanc, Supervisor, District #5

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Brian Masters, Supervisor, District #6

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Michael Prichard, Supervisor, District #7

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James Edgell, Supervisor, District #8

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Kim O'Connell, Supervisor, District #9

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Larry Jepsen, Supervisor, District #10

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

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Michael Larsen, Supervisor, District #12

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Russell Arcand, Supervisor, District #13

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

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

Joe Demulling, Supervisor, District #15

*County Administrator's Note:*

This State loan is a tool that we have frequently used in the past to assist with our forestry program.

Recommended.

Nick Osborne  
Nick Osborne  
County Administrator

*Fiscal Impact Note:*

The County Variable Acreage Share Loan revenue has been budgeted in our Special Revenue Fund called State Aid Forestry both in past and future years. A percentage of every timber sale dollar also goes into this account for repayment.

Maggie Wikre  
Maggie Wikre, Finance Director

Approved as to Form and Execution:

Malia T. Malone  
Malia T. Malone, Corporation Counsel

*Legal Impact Note:*

This Resolution allows the County to apply for the Variable Acreage Share Loan.

Excerpt of Minutes

27 At its regular business meeting on the 15th of      OCT.      2019, the Polk County  
28 Board of Supervisors acted upon Resolution No.     -19; Resolution  
29 \_\_\_\_\_  
30 \_\_\_\_\_

- 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 interest free State Loan is being pursued to aid in the reforestation of blocks of timber that were harvested 1-2 years ago in the Town of Sterling. Polk County Forestry has pursued and received the interest free variable acreage share loan during the last seven of the nine years. The loan amount received for 2020 is based upon the acreage enrolled in the Polk County Forest Program in calendar year 2019. A loan of approximately \$8300.00 dollars will be approved upon adopting this resolution. The loan will be repaid by collecting 20% of the gross receipts from timber sale revenue until the balance is paid off. This loan balance is currently zero dollars.

Resolution No. 42-19

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RESOLUTION to Adopt 2020 Polk County Forest Annual Work Plan

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

Ladies and Gentlemen:

WHEREAS, the Wisconsin Public Forest Law requires Counties to adopt each year an annual work plan and budget detailing the anticipated projects and expenditures for managing the county forest for the subsequent fiscal year.

WHEREAS, on October 9<sup>th</sup> the Environmental Services Committee reviewed the 2020 County Forest Work Plan and adopted a recommendation that the County Board adopt said plan as and presented by the Forest Administrator at its October 15<sup>th</sup> meeting, notwithstanding Article 3.1. a. of the Polk County Board of Supervisors Rules of Order Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that pursuant Section 28.11 (5) (b), the Polk County Board of Supervisors authorizes the approval of the 2019 Polk County Forest Annual Work Plan as hereby attached

Offered on the 15<sup>th</sup> of October 2019

BE IT FURTHER RESOLVED,

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1  
\_\_\_\_\_  
Doug Route, Supervisor, District #2  
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Dean Johansen, Chair,  
Supervisor, District #3,  
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Chris Nelson, Supervisor, District #4  
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Tracy LaBlanc, Supervisor, District #5  
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Brian Masters, Supervisor, District #6  
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Michael Prichard, Supervisor, District #7

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James Edgell, Supervisor, District #8  
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Kim O'Connell, Supervisor, District #9  
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Larry Jepsen, Supervisor, District #10  
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Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
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Michael Larsen, Supervisor, District #12  
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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

Nick Osborne

Nick Osborne  
County Administrator

Fiscal Impact Note:

There is no fiscal impact.

Maggie Wickre

Maggie Wickre, Finance Director

Approved as to Form and Execution:

Malia T. Malone

Malia T. Malone, Corporation Counsel

Legal Impact Note:

This Resolution has no legal impact other than compliance with statutory requirements for the adoption of annual County Forest Plans.

Excerpt of Minutes

26 At its regular business meeting on the 15th of October 2019, the Polk County  
27 Board of Supervisors acted upon Resolution No. 42-19: Resolution To Adopt  
28 2020 POLK COUNTY FOREST ANNUAL  
29 WORK PLAN

- 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:

Sharon Jorgenson, County Clerk

Executive Summary

The Polk County work Plan was prepared in accordance with the Polk County Forest Comprehensive Land Use Plan 2006-2020. In addition, DNR input was gathered on September 17<sup>th</sup> 2019. The work plan serves to justify the annual forestry budget as well as serving as one of many mechanism to make Polk County Eligible for the annual Forest Administrator Grant.

Resolution No. 43-19

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Resolution to Move Administration of AFCSP Funds to the ADRC

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

Ladies and Gentlemen:

WHEREAS, Wisconsin Alzheimer’s Family Caregiver Support Program (AFCSP) has been administered by the Polk County Behavioral Health Services Department, Community Services Division, to provide families and informal caregivers access to education, support groups, and other dementia-related services and supports that can make the difference in a family’s ability to safely care for a loved one at home; and,

WHEREAS, the Aging and Disability Resource Center of Northwest Wisconsin (ADRCNW) administers the National Family Caregiver Support Program (NFCSP) to provide information, support and assistance to family caregivers; and,

WHEREAS, to better serve the needs of the constituents of Polk County who may benefit from AFCSP and/or NFCSP, administration of AFCSP funds is a better fit for the ADRCNW; and,

WHEREAS, best practices from the Wisconsin Department of Health Services states that NFCSP and AFCSP should be coordinated by the same department for maximum efficiency; and

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2019 does hereby transfer administration of the AFCSP from Behavioral Health Services, Community Services Division to the ADRCNW effective January 01, 2020

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1  
\_\_\_\_\_  
Doug Route, Supervisor, District #2  
\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,  
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Chris Nelson, Supervisor, District #4  
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Tracy LaBlanc, Supervisor, District #5  
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James Edgell, Supervisor, District #8  
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Kim O’Connell, Supervisor, District #9  
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Larry Jepsen, Supervisor, District #10  
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Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
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Michael Larsen, Supervisor, District #12  
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Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

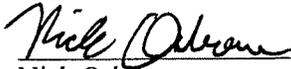
Michael Prichard, Supervisor, District #7

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

Joe Demulling, Supervisor, District #15

*County Administrator's Note:*

Recommended.



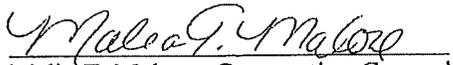
Nick Osborne  
County Administrator

*Fiscal Impact Note:*

This is a grant for an estimated \$21,949 in 2020 which was in Community Services, but in the 2020 budget will be in the ADRC Budget along with associated expenses in the ADRC operating budget.

  
Maggie Wickre, Finance Director

Approved as to Form and Execution:

  
Malia T. Malone, Corporation Counsel

*Legal Impact Note:*

This Resolution has no legal impact.

Excerpt of Minutes

31 At its regular business meeting on the \_\_\_ of \_\_\_\_\_ 2019, the Polk County Board of  
32 Supervisors acted upon Resolution No. 43-19: Resolution to Move  
33 Administration of AFCSP Funds to the  
34 ADRC

- 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

The Wisconsin Alzheimer’s Family Caregiver Support Program (AFCSP) and the National Family Caregiver Support Program (NFCSP) provides families and informal caregiver’s access to education, support groups, and other dementia-related services and supports that allows families the ability to safely care for a loved one at home.

At present, AFCSP fund oversight lies with the Polk County Behavioral Health Department, NFCSP funds oversight lies with the Aging and Disability Resource Center of Northwest Wisconsin (ADRCNW).

This resolution proposes, that, to better serve the needs of Polk County residents, reduce redundancy of work for Polk County Staff, and adhere to the best practice guidelines established to the Wisconsin Department of Health Services, effective 01/01/2020, the oversight and administration of AFCSP funds be moved to the ADRCNW.

Resolution No. 46-19

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**RESOLUTION TO EVALUATE THE POTENTIAL ADVANTAGES TO EXPANDING THE COUNTY’S AUTHORITY OVER PUBLIC NUISANCE BEYOND THOSE THAT RISE TO THE LEVEL OF HUMAN HEALTH HAZARDS**

**WHEREAS**, Polk County enacted Ordinance 1, Human Health Hazard Ordinance, in January of 2000;

**WHEREAS**, Wis. Stat. § 59.69 authorizes the Polk County Board of Supervisors to adopt ordinances and regulations to promote public health, safety and general welfare;

**WHEREAS**, Wis. Stat. § 823.01 gives counties, and other municipalities, jurisdiction over nuisances;

**WHEREAS**, some municipalities within Polk County currently have Ordinances regulating nuisances;

**WHEREAS**, given the length of time since the implementation of the Human Health Hazard Ordinance, it is appropriate for Polk County to review that Ordinance and the policy implications of only regulating nuisances that rise to the level of being a human health hazard;

**NOW THEREFORE BE IT RESOLVED**, that the Polk County Board of Supervisors directs the County Administrator to arrange for appropriate staff from the Community Services Division, Sherriff’s Department, Zoning and any other appropriate County staff to review the current Human Health Hazard Ordinance and make recommendations on updates and expansion that may be in the best interest of the County.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the review contemplated herein shall include information as to the fiscal impact on the County, and current staffing.

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1  
\_\_\_\_\_  
Doug Route, Supervisor, District #2  
\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,  
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Chris Nelson, Supervisor, District #4  
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Tracy LaBlanc, Supervisor, District #5  
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James Edgell, Supervisor, District #8  
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Kim O’Connell, Supervisor, District #9  
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Larry Jepsen, Supervisor, District #10  
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Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
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Michael Larsen, Supervisor, District #12  
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Brian Masters, Supervisor, District #6

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Russell Arcand, Supervisor, District #13

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Michael Prichard, Supervisor, District #7

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

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

*County Administrator's Note:*

The ultimate decision on whether the County should regulate public nuisances that don't rise to the level of human health hazards is a matter of policy. However, staff are prepared to study this issue to ensure that the County Board has sufficient information to make that determination.

  
\_\_\_\_\_  
Nick Osborne  
County Administrator

*Fiscal Impact Note:*

This resolution has no financial impact.

  
\_\_\_\_\_  
Maggie Wickre, Finance Director

Approved as to Form and Execution:

  
\_\_\_\_\_  
Malia T. Malone, Corporation Counsel

*Legal Impact Note:*

This Resolution has no legal impact, but may impact the future County policy response to nuisances if the County staff made recommendations and the County Board adopts a new or amended Ordinance.

Excerpt of Minutes

35 At its regular business meeting on the \_\_\_\_ of \_\_\_\_\_ 2019, the Polk County  
36 Board of Supervisors acted upon Resolution No. 46-19: Resolution to  
37 EVALUATE THE POTENTIAL ADVANTAGES/

38 DISADVANTAGES TO EXPANDING THE COUNTY'S  
39 AUTHORITY OVER PUBLIC NUISANCE BEYOND THOSE  
THAT RISE TO THE LEVEL OF HUMAN HEALTH HAZARDS.

- 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 directs staff to evaluate the current Human Health Hazard Ordinance and make recommendations for any changes. These changes may include expansion of the County's regulation/abatement of nuisances that do not rise to the level of a human health hazard, but are nevertheless, negatively impacting the ability for Polk County citizens and visitors to live, work, and play in Polk County.

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

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James Edgell, Supervisor, District #8  
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Kim O'Connell, Supervisor, District #9  
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Larry Jepsen, Supervisor, District #10  
\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,

Supervisor, District #11

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Tracy LaBlanc, Supervisor, District #5

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Michael Larsen, Supervisor, District #12

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Brian Masters, Supervisor, District #6

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Russell Arcand, Supervisor, District #13

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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:*

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.

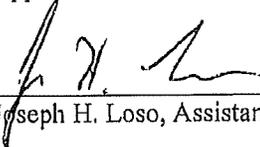
  
\_\_\_\_\_  
Nick Osborne  
County Administrator

*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:

<b>Task</b>	<b>Fee</b>
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.

### 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	

# 2020 Operating and Capital Budget Recommendation

Polk County Administration  
September 17, 2019

*Notwithstanding any other provision of the law, the County Administrator shall be responsible for the submission of the annual budget to the board.*

*Wisconsin Statutes sec. 59.18*



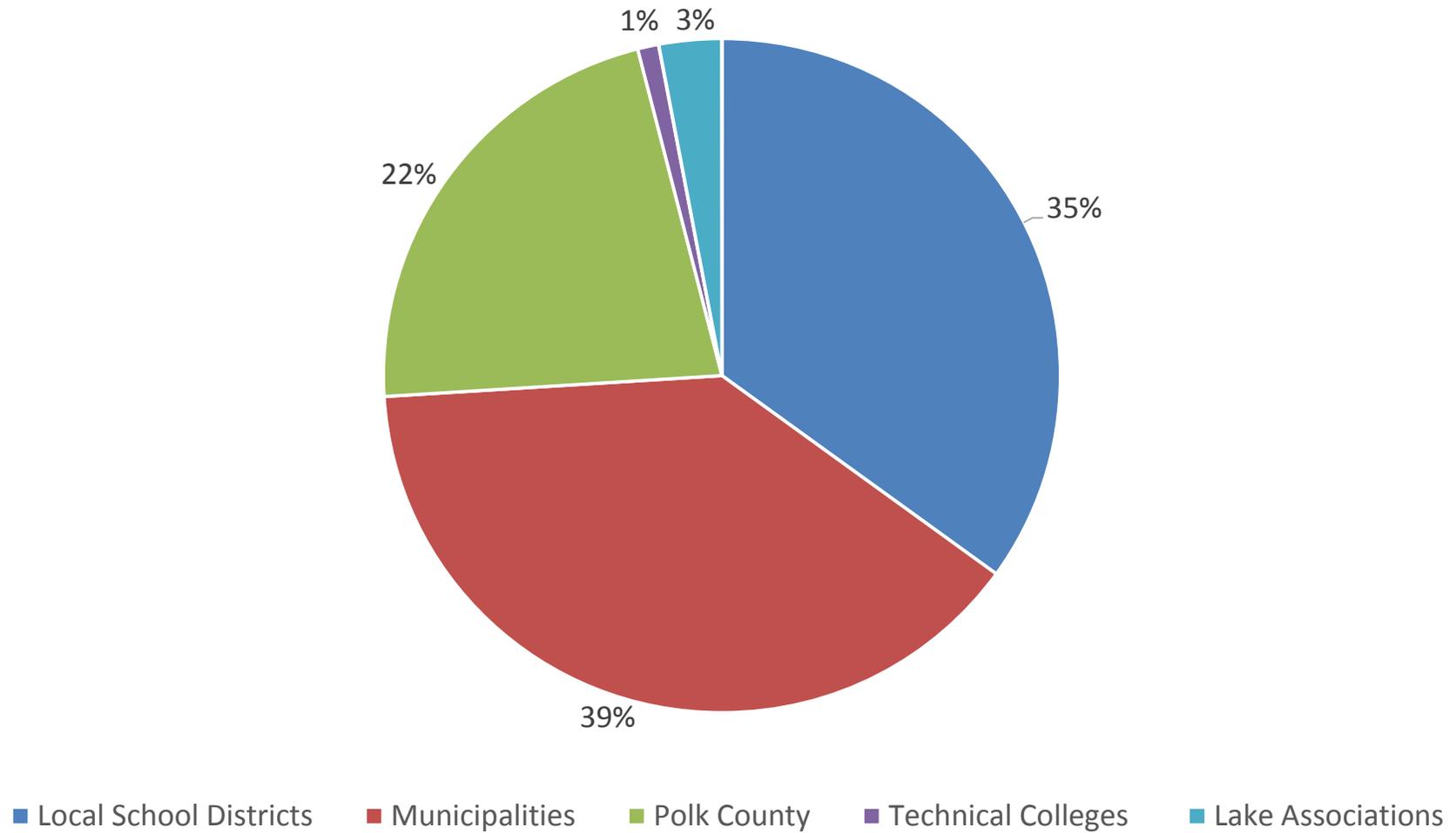
# 49 2020 COUNTY BOARD PRIORITIES

Rank	Area
<b>1</b>	Transportation
	Recreation/Tourism/Parks
<b>2</b>	Attracting and Retaining Employees with the Right Talent and Skill Set
	Infrastructure/Equipment
<b>3</b>	Substance Abuse Problems/Issues
	Economic Development
<b>4</b>	Public Protection
	Utilizing Technology to its Fullest Extent
	Relationship and Funding with Other Government Agencies
<b>5</b>	Marketing and Promotion of the County
<b>6</b>	Communications and Services/Rural Broadband
	Senior Citizens and Veterans
	Updating County Services for the Future and Improving Services
	Public Health
	Impact of Unmet Community Needs/Changing Client Demographics
<b>7</b>	Mental Health
	Maintain and Improve Water Quality
	Land Use Balance
	Youth Leaving the County

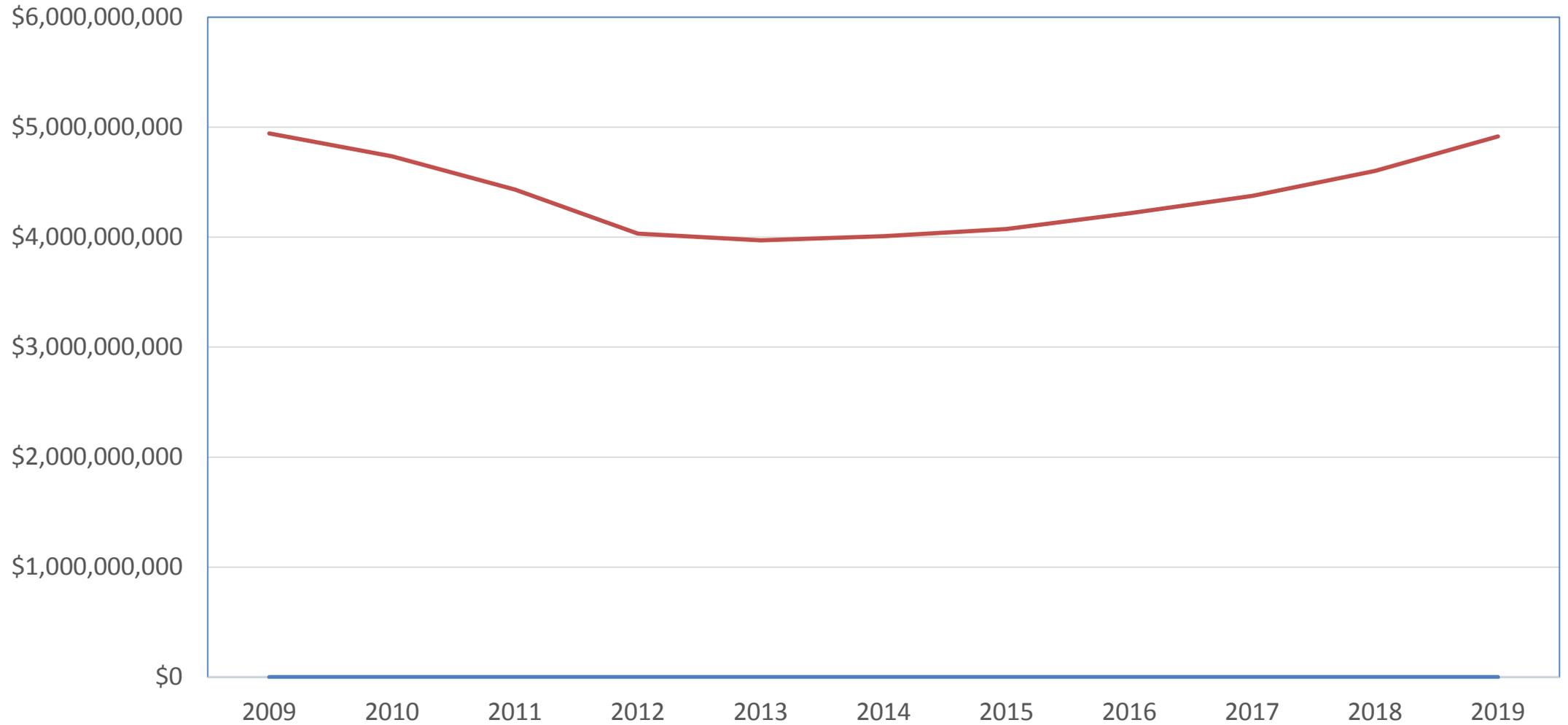
# Polk County Budget Process

- Begins with ceilings or limits set in prior year budget
  - Ceilings adjusted for personnel changes (change in health insurance, new hires at lower wage rate, etc.)
  - Ceilings reviewed with departments to identify potential savings
- Ceilings are our best estimate of the cost of continuing operations

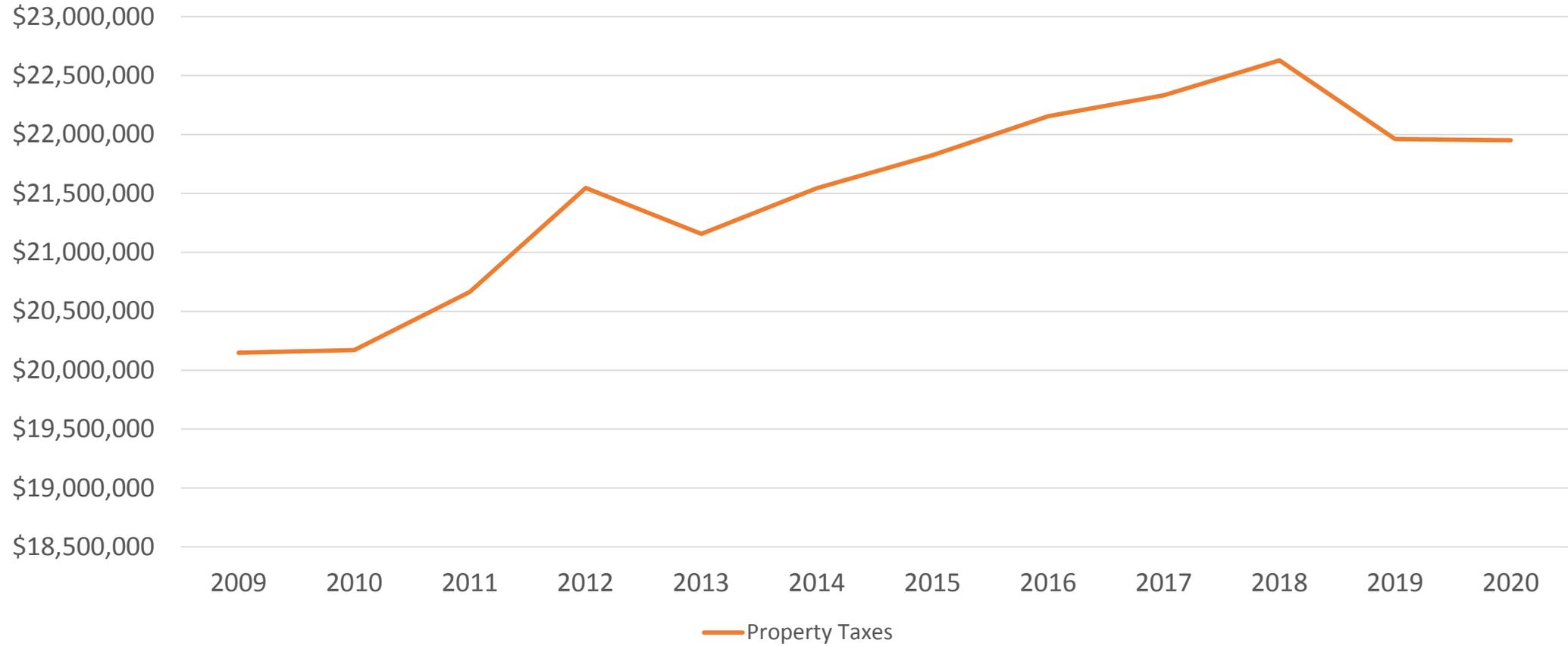
# Historical Property Tax Distribution by Jurisdiction



## Polk County Equalized Value



## Polk County Property Taxes



# Recommended Revenue By Category

2016 - 2021

## SUMMARY BY ECONOMIC CLASSIFICATION

SUMMARY	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>Revenue</b>						
General Property Tax	21,470,176	21,611,424	21,854,342	<b>21,961,981</b>	21,950,308	22,384,035
Other Taxes	741,564	667,878	586,145	<b>601,145</b>	614,620	601,145
State Aids	11,193,752	11,896,496	10,961,051	<b>12,111,961</b>	12,642,625	12,147,962
License & Fees	382,203	417,358	443,623	<b>460,688</b>	463,500	460,770
Fine and Forfeitures	176,913	201,029	209,050	<b>210,931</b>	185,931	205,931
Public Charge for Services	11,913,469	11,796,204	12,053,445	<b>11,989,905</b>	11,593,991	12,263,393
Intergovernmental Revenue	3,075,161	3,044,224	3,080,715	<b>3,178,952</b>	3,588,473	3,180,882
Misc Revenue	587,978	873,051	678,761	<b>677,912</b>	693,654	677,912
Other Financing Sources	3,625,322	20,624,955	3,509,340	<b>3,732,422</b>	3,874,777	3,615,477
Unknown Revenue	0	0	0	<b>90,455</b>	90,455	90,455
<b>Total Income</b>	<b>53,166,536</b>	<b>71,132,619</b>	<b>53,376,472</b>	<b>55,016,352</b>	<b>55,698,334</b>	<b>55,627,962</b>

# Recommended Expenditures By Category

2016 - 2021

## SUMMARY BY ECONOMIC CLASSIFICATION

SUMMARY	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>Expense</b>						
Personnel Services	29,504,655	29,797,204	30,705,150	<b>32,071,397</b>	31,851,805	32,740,146
Operating - 000	2,312,991	1,758,106	1,868,653	<b>7,057</b>	7,057	7,057
Contractual Services	7,902,629	9,371,682	8,509,215	<b>9,567,287</b>	11,263,674	9,849,824
Supplies & Expenses	4,189,646	3,723,318	4,695,310	<b>5,378,210</b>	5,206,007	5,377,465
Fixed Charges	1,561,803	1,807,777	1,574,743	<b>2,396,071</b>	2,432,193	2,431,827
Debt Service	3,325,316	9,157,894	2,823,126	<b>2,823,414</b>	2,826,321	2,452,571
Grants, Contributions, Indem	1,539,218	1,489,976	1,244,787	<b>1,243,845</b>	1,249,270	1,233,365
Capital Outlay	610,336	5,960,440	2,449,631	<b>1,371,750</b>	1,787,042	2,624,266
Cost Reallocation	622,767	5,365,494	445,435	<b>658,664</b>	666,919	632,219
Unknown Expense	0	0	0	<b>0</b>	0	0
<b>Total Expense</b>	<b>51,569,360</b>	<b>68,431,890</b>	<b>54,316,050</b>	<b>55,517,695</b>	<b>57,290,287</b>	<b>57,348,739</b>

56  
**Proposed Levy Allocation By Department**

		<u>2020</u> Levy	<u>2019</u> Levy	<u>Difference</u>
ADMINISTRATION	101	(3,590,701)	(3,439,767)	(150,934)
ADMINISTRATION	102	163,555	53,257	110,298
ADMINISTRATION	301	2,821,321	2,808,414	12,907
ADMINISTRATION	460	0	35,000	(35,000)
ADRC	212	110,785	110,785	0
BLDG, PARKS, RECYCLING	101	1,768,062	1,827,483	(59,421)
CIRCUIT COURT	101	672,786	631,887	40,899
CORP CONUSEL/CHILD SUPP	101	447,563	304,087	143,476
COUNTY CLERK	101	406,906	357,230	49,676
DISTRICT ATTORNEY	101	478,984	461,203	17,781
FAIR	101	39,825	39,260	565
FORESTRY	101	(93,845)	(82,523)	(11,322)
HIGHWAY	701	3,400,167	3,330,167	70,000
HUMAN RESOURCES	101	372,931	386,085	(13,154)

		2020 57 <u>Levy</u>	2019 <u>Levy</u>	Difference
HUMAN SERVICES	215	2,617,441	2,546,886	70,555
HUMAN SERVICES	216	1,425,835	1,550,338	(124,503)
INFORMATION TECHNOLOGY	101	587,949	625,681	(37,732)
LAND & WATER RESOURCES	101	390,417	387,079	3,338
LAND/ZONING	101	298,146	326,914	(28,768)
LAW ENFORCEMENT	101	7,999,194	8,051,471	(52,277)
MUSEUM	101	21,807	21,379	428
OUTSIDE AGENCIES	101	151,674	161,674	(10,000)
PUBLIC HEALTH	101	874,999	904,325	(29,326)
PUBLIC HEALTH	218	136,280	137,551	(1,271)
REG OF DEEDS	101	(30,272)	(42,450)	12,178
TREASURER	101	56,182	45,229	10,953
UW EXTENSION	101	245,651	248,109	(2,458)
VETERANS	101	176,666	175,227	1,439
<b>Total</b>		<b>21,950,308</b>	<b>21,961,981</b>	<b>(11,673)</b>

			2019 Budget			2020 Budget
<u>Tax Levy</u>			21,854,342.00			21,961,981.19
<u>Debt</u>			(2,335,375.00)			(2,369,900.00)
<u>Net County Levy</u>			19,518,967.00			19,592,081.19
<u>Net New Constructor</u>	0.84%		163,568.94		1.13%	221,390.52
<u>Levy plus net new construction</u>			19,682,535.94			19,813,471.71
<u>Personal Property Aid</u>			(90,454.75)			(90,454.75)
<u>Levy minus Personal Property Aid</u>			19,592,081.19			19,723,016.96
<u>Debt 2019</u>			2,369,900.00			2,826,321.00
<u>Taxable Levy</u>			21,961,981.19			22,549,337.96
<u>Contingency Fund</u>						\$106,647.00
<u>Sales Tax Increase</u>						\$125,000.00

\*Bridge Aid, \$73,000, and Indianhead Federated Library, \$897,361 are excluded from tax levy calculation

## Recommended Personnel By Category

FTE	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Professionals	88.10	71.21	70.22	79.97	83.97	79.97
Technicians/Para-Professionals	55.86	48.73	46.57	46.49	45.84	46.49
Administrative Support	77.40	82.00	82.00	79.76	78.26	79.76
Skilled Craft/Service Maintenance	123.29	125.59	125.75	132.80	133.83	132.80
Protective Service Workers	56.44	55.44	58.44	58.44	59.44	58.44
Officials/Administrators	21.60	38.60	41.60	39.60	39.30	39.60
<b>Total</b>	<b>422.69</b>	<b>421.57</b>	<b>424.58</b>	<b>437.06</b>	<b>440.64</b>	<b>437.06</b>

\*Additional Positions- funded through grants or other non-tax levy sources

\*\*Exact FTE count may change during technical adjustments

1

### Estimated change in cost of current operations

- Health insurance, new cost above ceilings
- In Administration budget recommendations

2

### Policy changes

- Change in service levels, offering new services, etc.
- Submitted to committees and the County Board without recommendations

Two types of ceiling adjustments

## Additional Funding Requests- Administration

<b>Department</b>	<b>Description</b>	<b>Explanation</b>	<b>Amount</b>	<b>One-Time</b>	<b>Recurring</b>
Parks	Decommission bathroom at Kenney Park	Approved to complete in 2019	\$10,000	\$10,000	
Parks	Engineering Atlas Dam	Approved for Polk Co Engineer to complete	\$15,000	\$15,000	
Parks	Replace Atlas boat landing	Capital project in Park's 2020 Budget	\$10,000	\$10,000	
Register of Deeds	Converting books	Reduced,spread over two years \$13,500 in 2019 and 2020	\$40,165	\$40,165	
Land Information	Codification project	Approved to complete in 2019	\$15,000	\$15,000	
Land Information	Orthoimagery	Asset fund with \$20,000/yr for 5 years	\$100,000	\$100,000	
County Clerk	Increased publication costs	Covered by increased revenue	\$6,000		\$6,000
County Clerk	Increase funding for election programming	Funded with tax levy	\$40,000	\$40,000	
Treasurer	Scan tax rolls	Spread expense over 2 years	\$10,000	\$10,000	\$31,794
Treasurer	Reducing Tax Deed Income	Leave revenue at \$100,000 originally budgeted	\$31,794		\$50,000
CJCC	Court Assessor	Only funded if grant approved	\$58,000		\$65,000

## Additional Funding Requests- Administration (continued)

Department	Description	Explanation	Amount	One-Time	Recurring
CJCC	Case Manager	Only funded if grant approved	\$65,000		\$29,000
Clerk of Courts	Court Appointed Attorney	Covered by increased State revenue	\$40,000		
Law Enforcement	Additional cameras	\$792,300 out of fund balance	\$234,000	\$234,000	
Law Enforcement	Handheld and car radios	Asset Fund with \$74,900 annual payment for 10 years	\$440,000	\$440,000	
Law Enforcement	Carryover Jail Phase 1 & 2 - <b>Carry Over</b>	\$792,300 out of fund balance	\$558,300	\$558,300	
Law Enforcement	CAD system enterprise upgrade - <b>Carry Over</b>	\$107,487.5 out of fund balance	\$107,487.50	0	X
Lime	Soft start controls	Delayed until decision made on operations	\$30,000	\$30,000	
Lime	Office roof	Delayed until decision made on operations	\$15,000	\$15,000	
Corp- Child Support	Decrease in revenues	Funded with tax levy	\$25,959		
Public Health	Drug Free Communities Grant	1 FTE added paid by a grant for grant cycle of 10 yrs	\$125,000		
Public Health	Partnership OPHEC & WWPHRC	1 FTE added death educator funded by West WI PH Readiness Consortium	\$99,072		
Behavioral Health	Peer Support/Rehabilitation positions	1 FTE (2 part time) grant funded	\$35,000.00		
Economic Support	Support Worker to Lead Worker	Increased salary covered by Consortium			
Community Services	1 Supervisor, 1 social worker, 1 family support	3.0 FTE funded by grants	\$238,000.00		

## 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	

# Trends

## Reallocation of Resources

- Elimination of Planner in Land Information
- Increase funding for Interns/Seasonal Help and Professional Services
- Still net savings

## Using Asset Fund to Break up Large “One time” Expenses

- Radios and other assets in Sheriff’s Office- 10 years
- Orthoimagery Flyover- 5 years

# Capital Improvement Plan

## Public Works Equipment (\$781,000 in 2020)

- Funded from Highway Fund
- Charged back to projects and the State

## Public Works Road Projects (\$2,632,100 in 2020)

- Funded with base tax levy
- More General Transportation Aids will increase projects

## Golden Age Manor (\$200,000 in 2020)

- Funded with Net Assets

# Capital Improvement Plan (continued)

Sheriff's Office (\$1,535,488 request in 2020)

- Funded through multi-year capital asset fund (\$440,000)
- Carryover from 2019 Budget for unfinished projects (\$792,300)
- Base tax levy support for vehicle replacement (\$195,700)

## Next Steps – Debate, Public Hearing and Adoption

Date	Action
September 17	Administrator's Proposed Budget Released at County Board
October 1-9	Committees to consider budget recommendations on assigned functional areas
October 10	General Government Committee meeting to consider budget recommendations on assigned functional areas and consider standing committee and supervisor submitted budget requests. The committee will also consider the overall budget; capital expenditures, staff levels and personnel compensation, fringe benefits, including health care programs. General Government Committee to recommend final preliminary budget for County Board Meeting on October 15.
October 15	County Board Committee of the Whole Budget Discussion
November 1-10	Committee Consideration of Technical Amendments
November 12	County Board Considers and Adopts Budget Resolution

# Environmental Services



2020 Budget

September 17, 2019

**POLK COUNTY WISCONSIN**  
**Environmental Services Committee**

# **Department of Register of Deeds**

**Sally Spanel, Register of Deeds**

## **DEPARTMENT DESCRIPTION:**

The Register of Deeds is an elective office that is responsible for public records retained at the county level.

## **MISSION:**

To provide and protect the official county repository for:

- Real Estate records; real property related Financing Statements; Vital Records.
- To provide safe archival storage and convenient access to these public records.
- To implement statutory changes, system modernization, program and procedure evaluation, and staff development to assure a high level timely service for our citizens/customers.

## **LINK TO COUNTY BOARD STRATEGIC GOALS:**

Preservation of the public record through technology; commitment to service.

## **STRATEGIC PRIORITIES:**

1. Provide access of real estate and vital records.
2. Maintain and preserve the records as required statutorily.

## **PROGRAM OVERVIEW:**

Provide citizens with access to recorded documentation, statewide issuance of vital records, and genealogy information.

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

Recording and maintenance of legal documentation, coordination with State of Wisconsin Department of Revenue, issuance of vital records (birth, death, marriage), genealogy access.

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of Register of Deeds

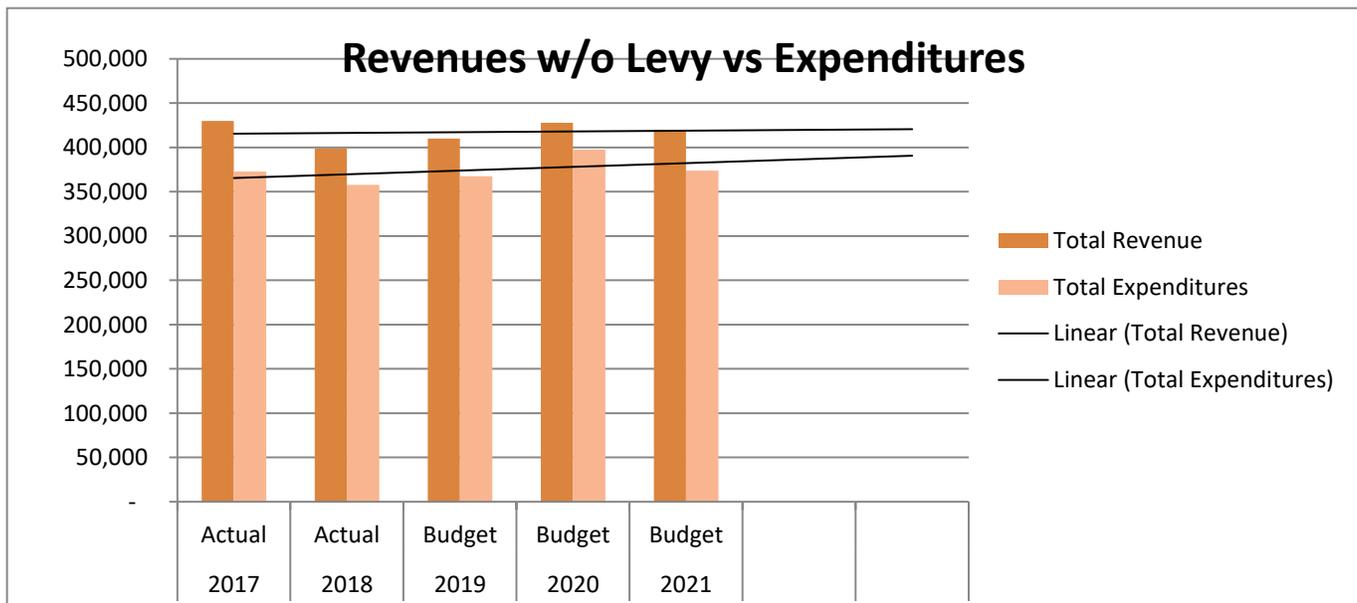
Sally Spanel, Register of Deeds

### DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	(64,638)	(20,025)	(42,450)	(43,405)	(30,272)	(45,769)
Other Taxes	164,852	150,704	135,000	135,000	148,500	135,000
Public Charge for Services	265,039	248,056	275,000	279,125	279,125	284,707
Other Financing Sources						
<b>Total Revenue</b>	<b>365,253</b>	<b>378,735</b>	<b>367,550</b>	<b>370,720</b>	<b>397,353</b>	<b>373,938</b>
<b>Expense</b>						
Personnel Services	286,659	295,110	295,906	297,834	311,570	299,784
Contractual Services	72,543	56,708	62,124	63,366	76,263	64,634
Supplies & Expenses	13,601	5,773	9,520	9,520	9,520	9,520
Cost Reallocation						
<b>Total Expenditures</b>	<b>372,802</b>	<b>357,591</b>	<b>367,550</b>	<b>370,720</b>	<b>397,353</b>	<b>373,938</b>
<b>Net Revenue and Expenditure</b>	<b>(7,549)</b>	<b>21,144</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

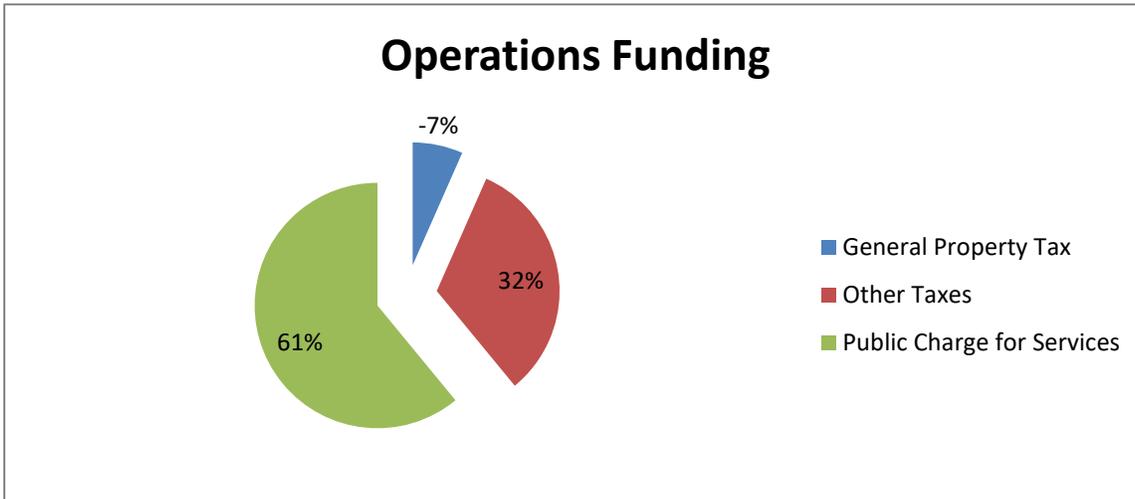
### EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Budget	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Administrative Support	3	3	3	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	(43,405)	(30,272)	13,133	
Other Taxes	135,000	148,500	13,500	
Public Charge for Services	279,125	279,125	-	
<b>Total Revenue</b>	<b>370,720</b>	<b>397,353</b>	<b>26,633</b>	
<b>Expense</b>				
Personnel Services	297,834	311,570	13,736	
Contractual Services	63,366	76,263	12,897	
Supplies & Expenses	9,520	9,520	-	
<b>Total Expenditures</b>	<b>370,720</b>	<b>397,353</b>	<b>26,633</b>	
<b>Net Revenue and Expenditure</b>	-	-	-	



**Notes:**

<b>Revenue</b>	
General Property Tax	Increased for staffing adjustments
Other Taxes	Real Estate Transfer Fees are predicted to increase
Public Charge for Services	
Misc Revenue	
<b>Total Revenue</b>	
<b>Expense</b>	
Personnel Services	Slight adjustment in personnel
Contractual Services	Increase in software maintenance agreement
Supplies & Expenses	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of Register of Deeds

Sally Spanel, Register of Deeds

**PROGRAM NAME:**

**Recording/Vital Records**

**PROGRAM OBJECTIVE:**

To provide Polk County citizens with quality service.

**LINK TO BOARD PRIORITY:**

Updating county services for the future and improving services.

Utilizing Technology to its fullest extent.

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

Land record modernization: 1) Conversion of deed books and grantor/grantee books to digital images. 2) Increase indexing (grantor, grantee, and legal description) of imaged documents.

**KEY PROGRAM STRATEGIES 2021**

Continue back indexing of imaged documents to make them more easily accessible on-line.

Continue book to digital imaging.

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	
R.E. Doc's recorded	11,003	10,341	10,500	10,500	10,500	
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	
Timeliness of recording	100%	100%	100%	100%	100%	
Customer Service						

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

None.

**POLK COUNTY WISCONSIN**  
**Environmental Services Committee**

**Department of UW-Extension**

**Kristen Bruder, Area Extension Director**

**DEPARTMENT DESCRIPTION:**

UW-Extension's educators and staff develop and deliver research-based programs based on assessed needs of Polk County's residents, organizations and communities. Programs support agriculture and agri-business, community and economic development, natural resources, family living and youth development.

**MISSION:**

We teach, learn, lead and serve, connecting Polk County residents with the University of Wisconsin and engaging with them in transforming lives and communities.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

To improve the quality of life for all who live, work and play in Polk County  
 Quality of education for all  
 Promote the agricultural industry as respectable, viable and diverse farm economy  
 Foster an entrepreneurial atmosphere  
 Minimize potential impacts on natural resources, environmental corridors, water resources and wildlife habitats

**STRATEGIC PRIORITIES:**

Our priorities are to produce thriving youth, families, organizations and communities; stronger economies; resilient and productive environments; and food safety, food security and health.

**PROGRAM OVERVIEW:**

At Cooperative Extension, we epitomize the Wisconsin Idea by developing and maintaining strong, relevant local and statewide programming, presence and relationships.

**LIST OF PROGRAMS PROVIDED BY YOUR DEPARTMENT:**

4-H Youth Development; Human Development and Relationships; Agriculture; Community Development

POLK COUNTY WISCONSIN  
Environmental Services Committee

**Department of UW-Extension**

Kristen Bruder, Area Extension Director

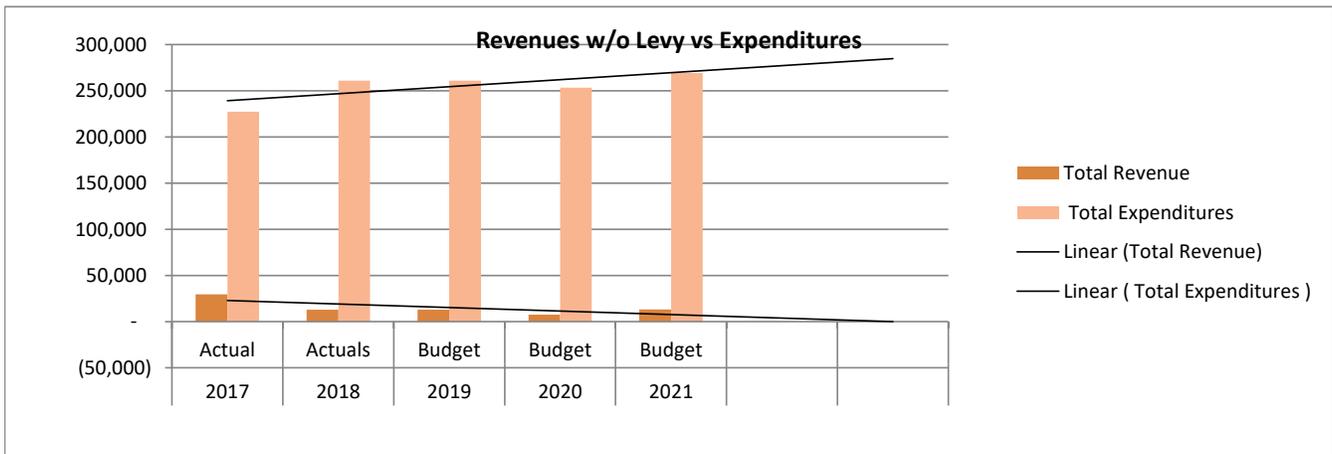
**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	278,253	286,298	248,109	252,072	245,651	256,079
State Aids	-	-	-	-	-	-
License & Fees	6	3	10	10	-	10
Public Charge for Services	5,222	412	6,171	6,264	825	6,389
Intergovernmental Revenue	6,753	6,753	6,753	6,753	6,753	6,753
Misc. Revenue	17,563	-	-	-	-	-
<b>Total Revenue</b>	<b>307,797</b>	<b>293,466</b>	<b>261,043</b>	<b>265,099</b>	<b>253,229</b>	<b>269,231</b>
<b>Expense</b>						
Personnel Services	105,723	108,141	55,550	56,120	50,973	56,695
Contractual Services	105,653	79,623	174,314	177,800	185,048	181,356
Supplies & Expenses	15,973	13,592	31,179	31,179	17,207	31,180
Capital Expenditures	-	10,017	-	-	-	-
<b>Total Expenditures</b>	<b>227,349</b>	<b>211,373</b>	<b>261,043</b>	<b>265,099</b>	<b>253,229</b>	<b>269,231</b>
<b>Net Revenue and Expenditures</b>	<b>80,448</b>	<b>82,093</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

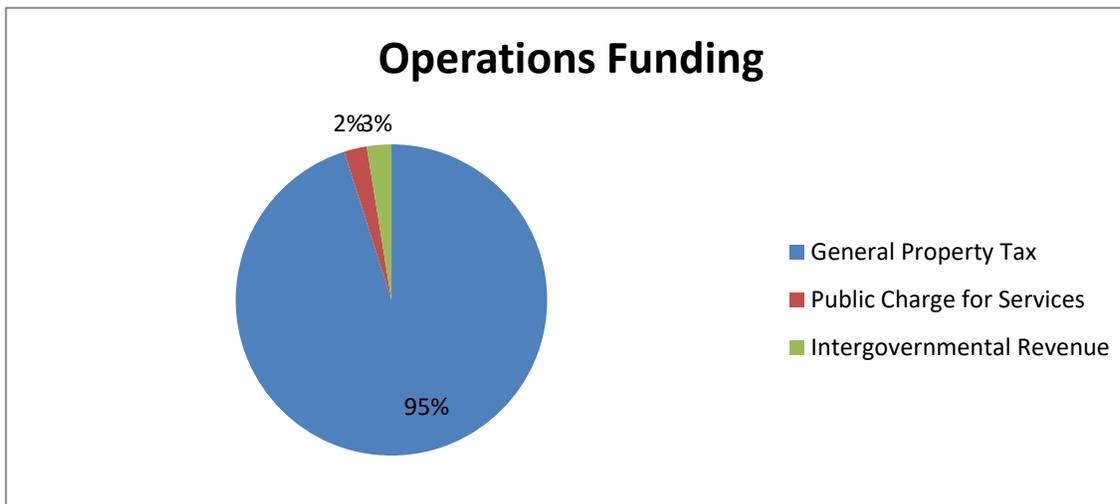
	2017 Budget	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees*</b>						
Administrative Support	1.8	1.8	1.8	1	1	1
<b>Total</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1</b>	<b>1</b>	<b>1</b>

\* UW Extension professional staff are contractual employees partially funded by the state



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	252,072	245,651	(6,421)	
License & Fees	10	-	(10)	
Public Charge for Services	6,264	825	(5,439)	
Intergovernmental Revenue	6,753	6,753	-	
<b>Total Revenue</b>	<b>265,099</b>	<b>253,229</b>	<b>(11,870)</b>	
<b>Expense</b>				
Personnel Services	56,120	50,973	(5,147)	
Contractual Services	177,800	185,048	7,248	
Supplies & Expenses	31,179	17,207	(13,972)	
<b>Total Expenditures</b>	<b>265,099</b>	<b>253,229</b>	<b>(11,870)</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>		<b>-</b>	



### Notes:

#### Revenue

General Property Tax	Decrease due to staffing savings
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License & Fees	
----------------	--

Public Charge for Services	Decreased to historical amounts
----------------------------	---------------------------------

Intergovernmental Revenues	
----------------------------	--

#### Total Revenue

#### Expense

Personnel Services	Reduced personnel costs
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Contractual Services	Increased State services
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Supplies & Expenses	Reduced mileage due to historical costs
---------------------	---

#### Total Expenditures

#### Net Revenue and Expenditures

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of UW-Extension

Kristen Bruder, Area Extension Director

### PROGRAM PERFORMANCE INFORMATION:

#### KEY PROGRAM STRATEGIES 2020

1. Relaunch healthcare coalition (Polk United) through development of membership model, revised mission/vision, strategic planning, support for CHA/CHIP cycle; project planning and management of workgroups
2. Assist Community Services Division (CSD) with operational planning and implementation of plans, including Becoming a Trauma-Informed Agency" (CSD still hasn't hired a DCF director so no activity around the Family Strengths Initiative
3. Start workgroup/coalition committed to increasing resilience of Polk County individuals, families, and communities. Possible partners: Mental Health Task Force, United Way, Farm Table.
4. Build resilience of Polk County individuals, families, and communities through Community Cafes and other forms of educational outreach. Partners include Amery Hospitals & Clinics, Mental Health Task Force, United Way, and Farm Table Foundation
5. Develop and implement peer-mentor model for providing support to parents/caregivers.
6. Provide small group/individual training and mentoring to parents/caregivers.
7. Assist the Criminal Justice Collaborative Council with operational planning and implementation of plans, including jail programming, Aftercare, and Parents in Recovery.
8. Act as trainer for Stepping On program; may co-offer or follow with StrongBodies.
9. Train Master Gardeners to meet the Horticulture needs of Polk County residents.
10. 4-H Community Club Program will provide youth leadership experiences and opportunities for youth to learn work predatory skills.
11. 4-H Clubs will contribute to their communities through community service experiences.
12. Provide Youth STEM Science Technology Engineering and Math educational learning opportunities.
13. Continued outreach efforts to reach underserved youth populations.
14. Pesticide Application Training- Increase knowledge of how to use biological resources to control pests before using chemical control. Educate producers on how to safely mix, handle, and apply restricted use pesticides.
15. Beef Quality Assurance Training- Educate producers on Best Management Practices to ensure proper animal handling, feeding, and overall care of market cattle.
16. Indianhead Sheep and Goat Breeders Association Parasite workshop(cooperating with UWRF Professor and IHSGB)- How to identify if your animals have a parasites and methods to reduce the numbers of parasite.
17. Youth Quality Assurance Training(cooperating with Barron High School Ag Teacher)- Educate youth about Best Management Practices to ensure proper animal handling, feeding, and overall care of their fair animals. This program is being offered to Polk County 4-H Youth that would prefer to do in person training instead of web-based.
18. Tractor Safety Training in collaboration with Barron County
19. Strategic Planning and Organizational Development for non-profits and local governments
20. Increase horticulture knowledge through Master Gardener support and community gardens
21. Increase youths understanding of healthy foods and food safety practices
22. Assist Polk United and United Way to bring programming to Polk County food pantries

**KEY PROGRAM STRATEGIES 2021**

1. Relaunch healthcare coalition (Polk United) through development of membership model, revised mission/vision, strategic planning, support for CHA/CHIP cycle; project planning and management of workgroups
2. Assist Community Services Division (CSD) with operational planning and implementation of plans, including Becoming a Trauma-Informed Agency" (CSD still hasn't hired a DCF director so no activity around the Family Strengths Initiative
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POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of UW-Extension

Kristen Bruder, Area Extension Director

### KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Measure attendance	145 (Parents Forever Program)				
Increase knowledge	not measured				
Utilize tools	not measured				
# orgs assisted	not measured	11	10	10	10
# business partic.	not measured	40	50	50	50
# workshops/prog.	not measured	24	24	24	24
# Master Gardeners volunteering	not measured	35	35	35	35
# Pesticide Applicators trained	not measured	30	30	30	30
Estimated volunteer hours of Master Gardeners	not measured	1,080	1080	1080	1080
Educational contacts with agribusiness	not measured	300	300	300	300
# 4-H Community Clubs	23	23	23	23	23
# 4-H membership		705	710	710	710
# Adult Volunteers	275	290	290	290	290
# Project enrollment	3,953	3,150	3,150	3,150	3,150
Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
# co-parents keep child out of middle		125	125	125	125
Learn about end-of-life issues		100	100	100	100
Increase knowledge about budgeting and financial mgmt.		30	30	30	30
Increase networking among directors		150	150	150	150
Reduce stress among caregivers		95	95	95	95
People learn/use leadership skills		50	50	50	50
Organizations equipped for future		10	10	10	10
People plan for business dev.		20	20	20	20
People engaged in citizen science		20	50	50	50
Increased work force preparedness skills		520	500	500	500
Increased Leadership and citizenship skills		300	300	300	300
Participants in educational workshops and trips		370	370	370	370
Earned post-secondary scholarship awards		15	15	15	15

### ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Programmatic assumptions: Educators maintain FTE status and county support.

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of Land and Water

Tim Ritten, Director

### DEPARTMENT DESCRIPTION:

The Land & Water Resources Department (LWRD) consists of three areas of emphasis: Agriculture, Engineering, and Water Quality. Agriculture includes certified crop advisors (CCA) and works with ag producers to reduce soil and nutrient runoff from farms and impacts to groundwater. Engineering works with stormwater and construction site erosion control as well as design and construction of conservation structures. Water Quality works with lake associations to write lake management plans, collect surface and ground water quality data, develop lakeshore property runoff controls, and prevent aquatic invasive species (AIS).

### MISSION:

To preserve, protect and enhance the natural resources of Polk County.

### LINK TO COUNTY BOARD STRATEGIC GOALS:

**Priority #1 Tourism and recreation, #7 Water quality, #6 Public Health.** Polk County would not have large tourism and recreation revenues and a strong healthy economy without clean lakes, rivers, and groundwater. The LWRD works to minimize runoff impacts to surface waters and groundwater through many different programs and also to prevent AIS.

### STRATEGIC PRIORITIES:

Adopt and implement the Polk County Land and Water Resources Management (LWRM) Plan 2019. Use available resources to reduce runoff impacts to surface water and inventory groundwater quality in the first priority watershed identified in the LWRM Plan. Continue Horse Creek Farmer Led Watershed Council efforts to reduce runoff impacts to Horse Creek and Cedar Lake. Work with lake groups to manage lakes for water quality including phosphorus runoff, algae, and AIS. Use cost sharing and other resources to reduce ag and urban runoff impacts to surface waters. Apply for a WDNR Lake Protection Grant (due Feb. 1) for additional staff, cost-sharing, incentive money, and other resources.

### PROGRAM OVERVIEW:

Overview: The Polk County LWRD enforces several county ordinances aimed at natural resource protection and administers various Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) and Department of Natural Resources (DNR) programs at the local level, and works with lake associations, landowners, farmers, and contractors to install conservation practices, and provides environmental and conservation education programs to schools and the general public, and provides technical assistance to other county departments.

**POLK COUNTY WISCONSIN**  
**Environmental Services Committee**

# Department of Land and Water

Tim Ritten, Director

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

**State Programs Administered by LWRD:**

- \* State Statute 92 Soil & Water Conservation and Animal Waste
- \* State Statute 91 Farmland Preservation
- \* NR 151 Agricultural Standards and Prohibitions and Non-Agricultural Standards
- \* NR 120 Priority Watershed Program
- \* NR 135 Nonmetallic Mining Reclamation Program
- \* ATCP50 Soil and Water Resource Management Program
- \* ATCP50 Farmland Preservation Program/Working Lands Initiative
- \* DNR Wildlife Damage Abatement Claims Program

**Polk Co. Ordinances Administered by LWRD:**

- \* Storm Water Mgmt. & Erosion Control Ord.
- \* Manure & Water Quality Mgmt. Ordinance
- \* Nonmetallic Mining Reclamation Ordinance
- \* Transport of Aquatic Plants and Invasive Animals Ordinance

**Other Programs and Conservation Efforts Conducted by LWRD:**

- \* Apply for grants & technical assistance to landowners & various entities for conservation projects
- \* Assist lake associations & lake districts with lake mgmt. plans, lake protection grants, AIS control programs, etc.
- \* Annual Transect Survey to monitor cropland soil erosion trends
- \* Work with school districts to provide conservation education: outdoor classrooms, field trips, poster contest, etc.
- \* Groundwater sampling and monitoring programs
- \* Farm conservation and nutrient management plans
- \* Education display at the Polk County Fair
- \* Horse Creek Farmer Led Watershed Council
- \* Squaw Lake Ag Enterprise Area
- \* County tree sales program, own and rent county tree planters and mulcher
- \* Wetland delineation and inventory for the county and ag related reviews
- \* Coordinate and develop GIS county coverage maps for specific data needed
- \* Review, approve designs and supervise habitat/shoreline restoration projects
- \* Education/Workshops for: Landscapers, ag operators, lake associations and students
- \* Engineering: construction survey, design, layouts, bids, cost estimates, checks and certification
- \* Easements
- \* Citizen Advisory Committees
- \* General public requests for information

**POLK COUNTY WISCONSIN**  
**Environmental Services Committee**

## Department of Land and Water

Tim Ritten, Director

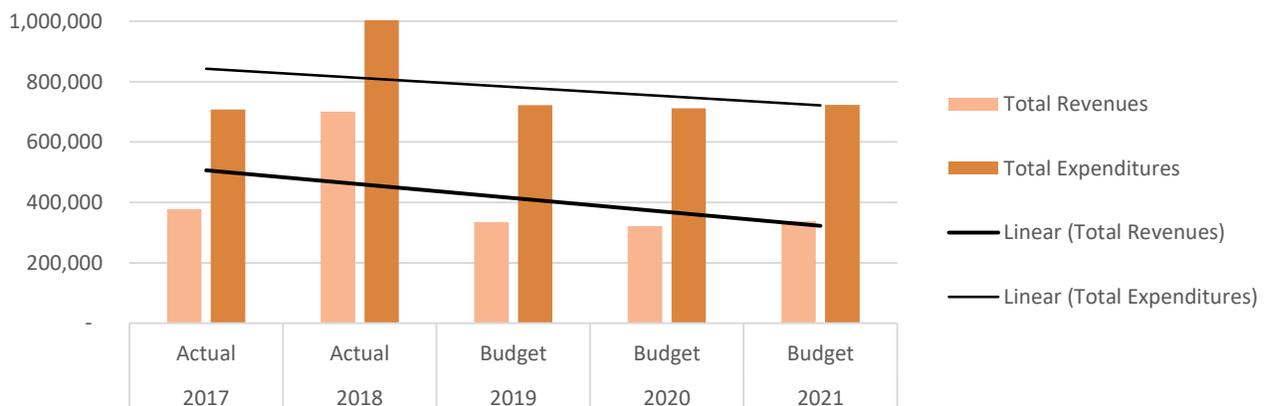
### DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	357,454	366,067	387,079	381,482	390,417	385,605
State Aids	270,737	629,281	245,200	245,200	231,500	245,200
License & Fees	21,146	23,856	22,695	22,695	26,695	22,695
Public Charge for Services	80,969	45,881	63,649	64,604	60,604	65,896
Intergovernmental Revenue	1,310			-	-	
Misc Revenue	3,168	1,638	3,500	3,500	2,500	3,500
<b>Total Revenue</b>	<b>734,784</b>	<b>1,066,723</b>	<b>722,123</b>	<b>717,481</b>	<b>711,716</b>	<b>722,896</b>
<b>Expense</b>						
Personnel Services	569,312	576,651	591,295	595,507	605,729	599,751
Contractual Services	59,227	187,364	57,361	58,508	42,521	59,678
Supplies & Expenses	78,972	281,511	63,367	63,366	63,366	63,367
Grants, Contributions, Indem	90	15	100	100	100	100
Capital Outlay			10,000		-	
<b>Total Expenditures</b>	<b>707,600</b>	<b>1,045,541</b>	<b>722,123</b>	<b>717,481</b>	<b>711,716</b>	<b>722,896</b>
<b>Net Revenue and Expenditures</b>	<b>27,184</b>	<b>21,182</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
First/Mid Level Officials & Mngrs						
Professionals		5	5	5	5	5
Technicians/Para-Professionals	5					
Administrative Support	1	1	1	1	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

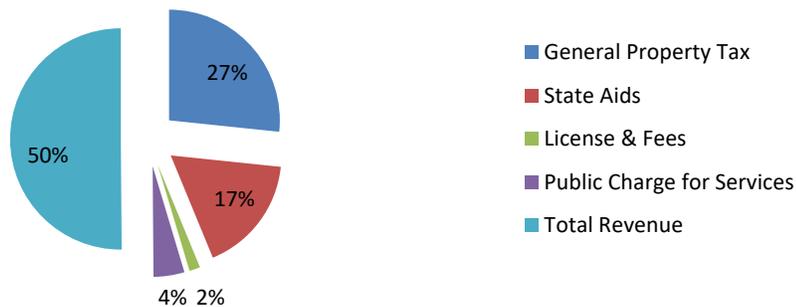
### Revenue w/o Levy vs Expenditures



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	381,482	390,417	8,935	
State Aids	245,200	231,500	(13,700)	
License & Fees	22,695	26,695	4,000	
Public Charge for Services	64,604	60,604	(4,000)	
Misc Revenue	3,500	2,500	(1,000)	
<b>Total Revenue</b>	<b>717,481</b>	<b>711,716</b>	<b>(5,765)</b>	
<b>Expense</b>				
Personnel Services	595,507	605,729	10,222	
Contractual Services	58,508	42,521	(15,987)	
Supplies & Expenses	63,366	63,366	0	
Grants, Contributions, Indem	100	100	-	
<b>Total Expenditures</b>	<b>717,481</b>	<b>711,716</b>	<b>(5,765)</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	

### Operations Funding



#### Notes:

##### Revenue

General Property Tax	Increased to cover personnel adjustments
State Aids	Reduced wildlife damage revenue
License & Fees	Increased non-metallic mining fees
Public Charge for Services	Slightly lower revenues

Misc Revenue

##### Total Revenue

##### Expense

Personnel Services	Personnel adjustments
Contractual Services	Reduced wildlife damage contractual costs
Supplies & Expenses	
Grants, Contributions, Indem	

##### Total Expenditures

##### Net Revenue and Expenditures

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of Land and Water

Tim Ritten, Director

**Program name:**

**Land and Water**

**PROGRAM OBJECTIVE:**

Reduce runoff from farm fields, feedlots, construction sites, and developed lakeshore.

**LINK TO BOARD PRIORITY:**

Priority #1 Tourism and recreation, #7 Water quality, #6 Public Health.

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

Implement action items outlined in Polk County Land and Water Resource Management Plan 2019-2029

**KEY PROGRAM STRATEGIES 2021**

Inventory all agricultural operations in the priority watershed

Conduct site visits/reviews of at least 5 livestock operations

Attempt to initiate farmer led and lakeshore owner led watershed council

Apply for a DNR Lake Protection Grant, gather base line water quality data

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
# of watershed councils	1	2	2	2	2
Acres of cover crops	1,495	1,000	1,000	1,500	1,500
Acres nutrient management plans	2,435	1,000	500	1,000	1,500
Lake mgmt plans completed assisted	1 3	1 2	2 2	1 3	2 3
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Estimated phosphorus reduction (lbs)	2400	1200	1200	1300	1600

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Milk prices, crop prices, weather, cost-share availability, willingness of participants.

POLK COUNTY WISCONSIN  
Environmental Services Committee  
**Department of Lime Quarry**  
Emil Norby, Director

**DEPARTMENT DESCRIPTION:**

Limestone aggregate and agricultural lime mining, production and sales.

**MISSION:**

To serve the farmers, contractors, municipalities, county departments and public by selling lime and limestone products.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

- Promote the agricultural industry through a respectable, viable and diverse farm economy
- Design good land use practices that recognize distinctions
- Preserve and enhance the environment

**STRATEGIC PRIORITIES:**

To continue to assist the agricultural industry through the provision of high-quality, affordable lime products.

**PROGRAM OVERVIEW:**

The Polk County Lime Quarry is a source of Limestone within the county. We provide a source of Agricultural Lime to farmers and crushed limestone products. Customers include farmers, contractors, landscapers, townships, villages, and residents of western Wisconsin.

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

The sale of crushed and broken limestone products such as Ag Lime, landscaping rock and limestone gravel.

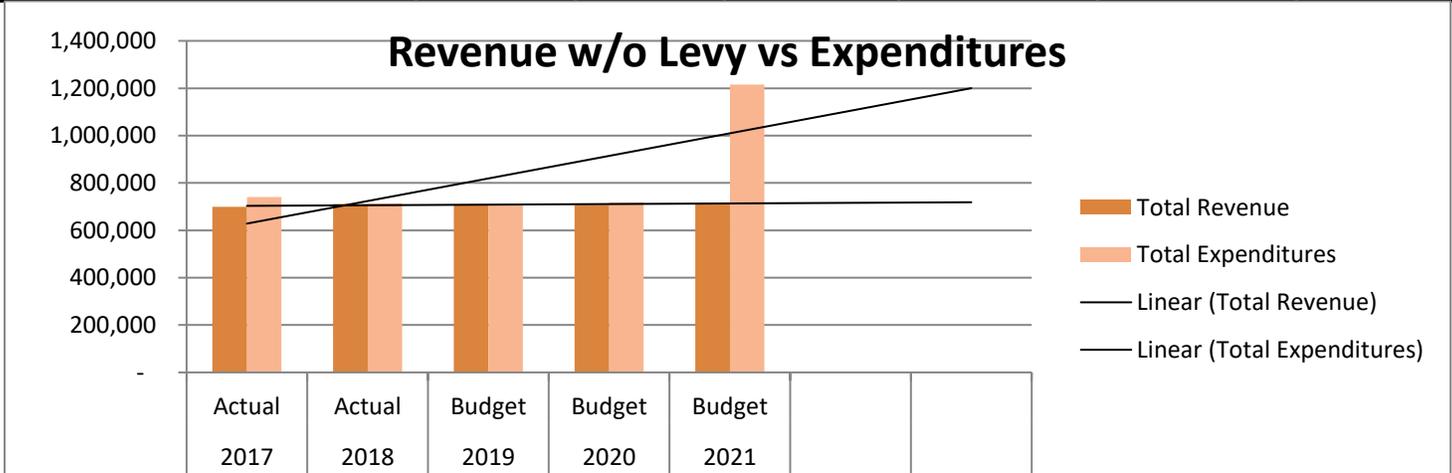
POLK COUNTY WISCONSIN  
 Environmental Services Committee  
**Department of Lime Quarry**  
 Emil Norby, Director

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
Public Charge for Services	699,949	574,926	711,834	707,706	707,706	714,778
Other Financing Sources	-	-	-	-	-	-
<b>Total Revenue</b>	699,949	574,926	711,834	707,706	707,706	714,778
<b>Expense</b>						
Operating Expense	39,810	(42,784)				
Personnel Services	317,116	280,893	311,873	316,186	327,098	320,580
Contractual Services	144,982	133,188	131,216	133,841	133,455	136,518
Supplies & Expenses	89,444	73,940	84,555	84,555	84,556	84,555
Fixed Charges	107,063	122,330	101,600	103,124	103,124	103,124
Other Grants & Contributions	9,665					
Capital Outlay	-		15,000	-		500,000
Cost Reallocation	32,200		70,000	70,000	70,000	70,001
<b>Total Expenditures</b>	740,279	567,567	714,244	707,706	718,233	1,214,778
<b>Net Revenue and Expenditures</b>	(40,330)	7,359	(2,410)	-	(10,527)	(500,000)

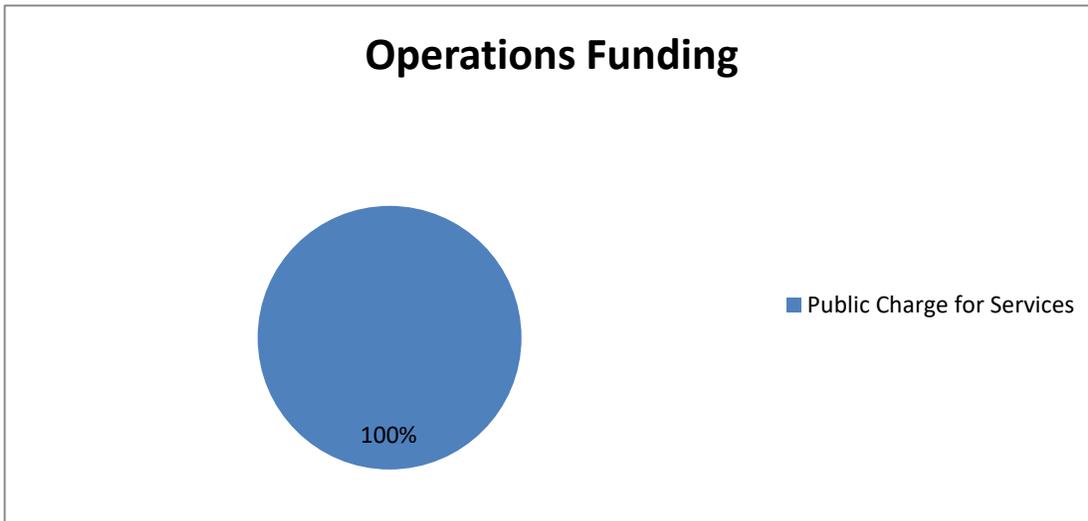
**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast		2021 Forecast
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Technicians/Para-Professionals						
Skilled Craft/Service Maintenance	3.1	3.1	3	3.1	3.1	3.1
<b>Total</b>	<b>4.1</b>	<b>4.1</b>	<b>4</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
Public Charge for Services	707,706	707,706	-	
<b>Total Revenue</b>	<b>707,706</b>	<b>707,706</b>	<b>-</b>	
<b>Expense</b>				
Operating Expense				
Personnel Services	316,186	327,098	10,912	
Contractual Services	133,841	133,455	(386)	
Supplies & Expenses	84,555	84,556	1	
Fixed Charges	103,124	103,124	-	
Cost Reallocation	70,000	70,000	-	
<b>Total Expenditures</b>	<b>707,706</b>	<b>718,233</b>		
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>(10,527)</b>		



**Notes:**

<b>Revenue</b>	
Public Charge for Services	
<b>Total Revenue</b>	
<b>Expense</b>	
Operating Expense	Increase in personnel costs
Personnel Services	
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Cost Reallocation	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

**POLK COUNTY WISCONSIN**  
**Environmental Services Committee**  
**Department of Lime Quarry**  
**Emil Norby, Director**

**PROGRAM NAME:**

Lime Quarry

**PROGRAM OBJECTIVE:**

To serve the farmers, contractors, municipalities, county departments and public by selling lime and limestone.

**LINK TO BOARD PRIORITY:**

Transportation/Road Condition/Infrastructure, Recreation/Tourism/Parks, and Impact of Stillwater Bridge

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

1. Develop a plan of cash flow for future capital purchases
2. Develop greater efficiencies in crushing operations

**KEY PROGRAM STRATEGIES 2021****KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
1. Total Tons Sold	82,745	68,569	80,000	80,000	85,000
2. Inventory at year end	17,550	23,875	25,000	23,000	20,000
3. Total Revenue	699,949	574,926	711,834	707,706	714,778

<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Revenue	\$699,949	\$574,926	\$711,834	\$707,706	\$714,778
Expense	\$740,279	\$567,567	\$716,000	\$722,501	\$722,501

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

POLK COUNTY WISCONSIN  
Environmental Services Committee  
**Department of Land Information**  
Steve Geiger, Interim Director/Surveyor

**DEPARTMENT DESCRIPTION:**

Provides services to the public, businesses, and other government agencies in zoning, planning, survey, real property listing, and geographic information systems.

**MISSION:**

To provide high quality, efficient service to the general public as well as other county departments and agencies in the areas of zoning, planning, survey, real property listing, and land information, maintaining and enhancing the county-wide geographic information system.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

- To serve the public with integrity
- To support growth and policies that preserve the natural resources of Polk County
- To maintain rural character of Polk County
- To regulate land use balancing individual property rights with community interests
- To provide adequate infrastructure to support desired types of economic development

**STRATEGIC PRIORITIES:**

Implement goals set by County Board with solid internal and external services

**PROGRAM OVERVIEW:**

**Zoning:** The Zoning division is responsible for administering the Comprehensive Land Use Ordinance, the Shoreland-Wetland Ordinance, the Floodplain Ordinance, the Lower St Croix Riverway Ordinance, the Sanitary Ordinance, the Subdivision Ordinance and maintaining the rural address numbering system.

**Survey / Property Listing:** The main focus of previous County Surveyors was to finish the remonumentation of the County that began in 1974. From that time until today, over 98% of the 3,100 corners in the County have been remonumented. Currently, much of the County Surveyor's time is devoted to using GPS surveying equipment to map section corners for the parcel mapping project, and maintaining the assessment roll in accordance to Wisconsin law.

**Planning:** The Planning Division of Polk County continued its work with the County Board to establish their priorities to assist in developing budgets and allocating county resources. Incorporated ECCO training to improve management skills personally and assisted in developing methods for incorporating these techniques into the culture of Polk County management. Preparation continued for the upcoming Comprehensive Plan updating process with data research and process formulation. Development of the trail planning process for the Stower Seven Lakes and Cattail Trails in coordination with Polk County Parks Department.

**Geographic Information System:** Ongoing creation and maintenance of digital data available on the Polk County website enterprise GIS enhances the service to the public along with operations of the Sheriff Department, Highway Department, Parks Department, Forestry, Land & Water Resources Department, and the Public Health Department, along with the many core functions of Polk County Government.

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

Service to the general public as well as other county departments and agencies in the areas of zoning, planning, survey, real property listing, and land information, maintaining and enhancing the county-wide geographic information system.

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of Land Information

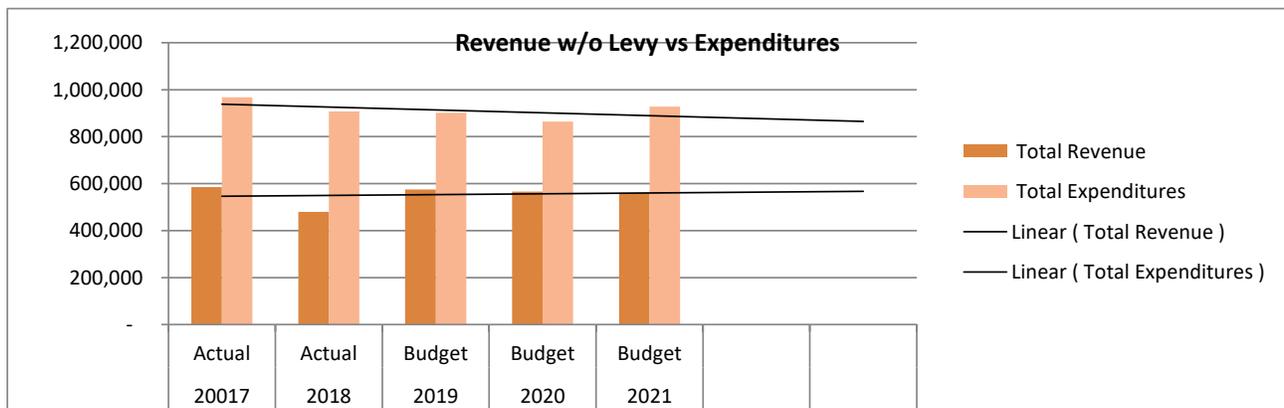
Steve Geiger, Interim Director/Surveyor

### DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	416,662	448,034	326,914	357,524	298,146	368,216
State Aids	95,865	68,038	80,500	61,000	80,000	61,000
License & Fees	314,520	301,475	361,627	361,628	361,628	361,628
Public Charge for Services	111,664	97,706	127,500	129,414	119,237	132,002
Misc Revenue	63,410	12,653	5,115	5,115	5,115	5,115
<b>Total Revenue</b>	<b>1,002,121</b>	<b>927,906</b>	<b>901,656</b>	<b>914,681</b>	<b>864,126</b>	<b>927,961</b>
<b>Expense</b>						
Personnel Services	779,714	723,575	791,992	803,683	720,413	815,608
Contractual Services	117,353	56,244	69,029	70,358	83,073	71,818
Supplies & Expenses	32,012	27,419	27,815	27,815	27,816	27,815
Fixed Charges	374	698	320	325	325	325
Grants, Contributions, Indem	38,346	12,937	12,500	12,500	12,500	12,500
Capital Outlay		86,042				
Transfers					20,000	
<b>Total Expenditures</b>	<b>967,799</b>	<b>906,915</b>	<b>901,656</b>	<b>914,681</b>	<b>864,126</b>	<b>928,066</b>
<b>Net Revenue and Expenditures</b>	<b>34,322</b>	<b>20,991</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(105)</b>

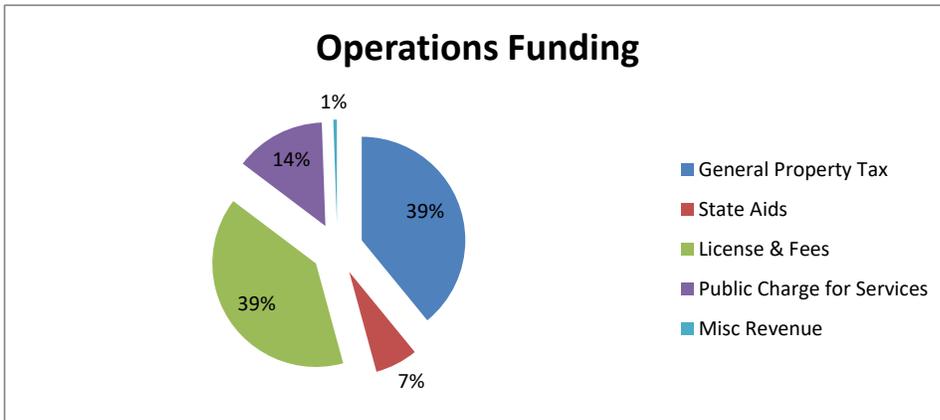
### EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast	2020 Administrator's Budget	2021 Forecast
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Professionals	5	5	5	3	2	2
First/Mid Level Officials and Managers	2	2	2	1	1	1
Technicians/Para-Professionals				3	3	3
Administrative Support	1	1	1	1	1	1
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	357,524	298,146	(59,378)	
State Aids	61,000	80,000	19,000	
License & Fees	361,628	361,628	-	
Public Charge for Services	129,414	119,237	(10,177)	
Misc Revenue	5,115	5,115	-	
<b>Total Revenue</b>	<b>914,681</b>	<b>864,126</b>	<b>(50,555)</b>	
<b>Expense</b>				
Personnel Services	803,683	720,413	(83,270)	
Contractual Services	70,358	83,073	12,715	
Supplies & Expenses	27,815	27,816	1	
Fixed Charges	325	325	-	
Grants, Contributions, Indem	12,500	12,500	-	
Transfers		20,000	20,000	
<b>Total Expenditures</b>	<b>914,681</b>	<b>864,126</b>	<b>(50,555)</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	



**Notes:**

<b>Revenue</b>	
General Property Tax	Reduced due to personnel savings
State Aids	Increased based on historical revenue
License & Fees	
Public Charge for Services	Lowered zoning revenue
Misc Revenue	
<b>Total Revenue</b>	
<b>Expense</b>	
Personnel Services	Savings due to eliminating planner position
Contractual Services	Increased to contract planning
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Transfers	Started a transfer to asset fund for flyover for 5 years
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Environmental Services Committee

## Department of Land Information

Steve Geiger, Interim Director/Surveyor

**PROGRAM NAME:**

### Land Information-Zoning, Survey, GIS, and Planning

**PROGRAM OBJECTIVE:**

Provide high quality services to the public, businesses, and other agencies in zoning, planning, survey, real property listing, and geographic information systems.

**LINK TO BOARD PRIORITY:**

To serve the public with integrity; To support growth and policies that preserve the natural resources of Polk County; To maintain rural character of Polk County; To regulate land use balancing individual property rights with community interests; To provide adequate infrastructure to support desired types of economic development.

**PROGRAM PERFORMANCE INFORMATION CONTINUED:**

**KEY PROGRAM STRATEGIES 2020 GIS**

1. Analyze, coordinates, design, guide, and implement County GIS enterprise asset management system to support stakeholders throughout the County.
2. Identifies, analyzes, and evaluates trends in the GIS industry to develop appropriate recommendation to key County stakeholders; stays up to date on new technology opportunities relevant to County operations.
3. Coordinate GIS data; load, update and maintain data that is published on the County Online interactive GID application (<http://polkcowi.wgxtreme.com/>)
4. Administration of the ArcGIS Server infrastructure, including authorizing/optimizing map services and managing ArcGIS Server security.
5. Administration of Polk County's ArcGis Online organization, including content and group creation, security, and organization.
6. Manages all GIS technology licensing and authorization requiriements throughout the County.
7. Coordinates with the County Information Technology Department to determine and insure GIS Enterprise compatibility.
8. Spring 2020 Orthoimagery/Aerial Imagery collection as part of WROc.
9. Review and begin to implement Next Generation 911 GIS Data Model.

**KEY PROGRAM STRATEGIES FOR 2021**

1. Per Wisconsin Act 20, the division prepares the annual Polk County parcel layer by formatting the dataset and tax roll data into a state required searchable format standard. This submittal is necessary in order to execute our county's Strategic Initiative grant agreement and receive the first payment.
  2. Coordinates GIS data; load, update and maintain data that is published on the County online interactive GIS map application.
  3. Administration of the ArcGIS Server infrastructure and ArcGIS Online Services, optimizing feature services, map services, development of web application(s) (such as the Polk County Recreation Viewer), and authorizing access and security.
  4. Next Generation 911 Implementation.
    - a. Work on Next Generation 911 GIS Data Models. Incorporate existing E911 data models into the new models. Ongoing data gathering of new information will be added into new models as time allows.
    - b. Review and update existing 911 Master Street Address Guide (MSAG) entries in order to match the GIS 911 road centerline files.
  5. Redistricting per 2020 Census statistics. Work with redistricting committee to produce new County Supervisor Districts and new municipal Ward Districts.
  6. Quality Control of existing GIS datasets against the new Polk County 2020 orthoimagery.
  7. Analyze, coordinate, design, guide, and implement County GIS enterprise asset management system to support stakeholders throughout the County.
  8. Identifies, analyzes, and evaluates trends in the GIS industry to develop appropriate recommendations to key County stakeholders; stays up to date on new technology opportunities relevant to county operations.
  9. Manage all GIS technology, licensing, and authorization requirements throughout the county.
  10. Coordinate with the Polk County Information Technology Department to insure proper user access and GIS Enterprise compatibilities.
- Key Program Strategies 2021 Planning
11. Work with Environmental Services Committee, key stakeholders, other staff, etc. to develop the process for a full update of the Polk County Comprehensive Plan after the 2020 Census information is released in late 2021.
  12. Assist Administration with priority setting and Strategic Planning for the County.
  13. Assist in the implementation the recommendations of the Housing Study currently being conducted
  14. Review other county plans for needed updates (Farmland Preservation, Outdoor Recreation, Energy Efficiency and Renewable Energy)

## Key Program Strategies 2021 Survey

15. Continue the maintenance of the Public Land Survey System.
16. Assist Administration, county staff and the public with land surveying matters.
17. Determine ordinary high water levels for all major lakes in Polk County.
18. Maintain and update county parcel map.
19. Maintain and modernize the tax assessment database

## Key Program Strategies 2021 Zoning

20. Issuance of all zoning related permits in a timely matter
21. Assist Administration, county staff and the public with zoning matters.
22. Fully implement Ascent permitting software
23. Maintain and update all zoning records as required by statute.
24. Fully implement codification of all zoning ordinances.

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Sanitary Permits	265	269	270	270	270
Land Use Permits	926	838	840	840	840
Number of PLSS remonumented	100%	100%	100%	100%	100%
	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance
Parcels Mapped	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance
GIS Datasets Maintained and enhanced files		105,500	105,000	113,000	114,000

<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Self Reported Dollars of New Construction	\$18,965,732	\$28,660,328	\$22,000,000	\$25,000,000	\$25,000,000
Percentage (%) of County PLSS	100	100	100	100	100
Percentage (%) of County Parcels mapped	100	100	100	100	100
GIS Website sessions (measured in October)	12,919	11,358	12,400	12,500	12,600

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Assumptions and factors affecting program performance are the local economy, land values, population growth and employee retention.

**POLK COUNTY WISCONSIN**  
**Environmental Services Committees**  
**Department of Forestry**  
 Mark Gossman

**PROGRAM NAME:**

**Forestry**

**PROGRAM OBJECTIVE:**

Improve wildlife habitat and public access.

**PROGRAM OBJECTIVE:**

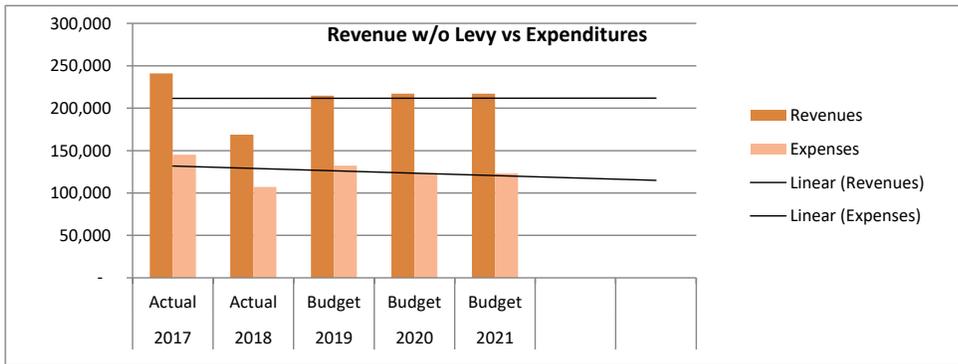
Recreation/Tourism/Parks/Economic Development

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual Debt/Building Adjusted out	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>REVENUES</b>						
General Property Tax	(67,798)	(61,428)	(82,523)	(93,845)	(93,845)	(93,845)
Other Taxes	14,575	13,306				
State Aids	53,231	28,797	60,652	60,652	60,652	60,652
Public Charge for Services	173,101	126,646	154,053	156,364	156,364	156,364
<b>Total Revenue</b>	<b>173,109</b>	<b>107,321</b>	<b>132,182</b>	<b>123,171</b>	<b>123,171</b>	<b>123,171</b>
<b>Expenses</b>						
Personnel Services	105,468	60,180	90,803	81,681	81,681	81,681
Contractual Services	5,060	2,308	4,629	4,740	4,740	4,740
Supplies & Expenses	20,103	27,488	36,750	36,750	36,750	36,750
Fixed Charges	65	62				
Grants, Contributions, Indem	14,575	13,306				
Cost Reallocation		3,764				
<b>Total Expenditures</b>	<b>145,271</b>	<b>107,108</b>	<b>132,182</b>	<b>123,171</b>	<b>123,171</b>	<b>123,171</b>
<b>Net Revenue and Expenditures</b>	<b>27,838</b>	<b>213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast	2020	2021
<b>FTE Employees</b>						
Professionals	1	1	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>



**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Explore ATV Strategy in town of Sterling
2. Complete Polk County comprehensive 15 year plan
3. Complete activities outlined in 2020 work plan

**KEY PROGRAM STRATEGIES 2021**

1. Implement 2021-2035 Polk County comprehensive 15 year plan

**KEY PERFORMANCE INDICATORS**

Output indicators	2017 Actual	2019 Estimate	2020 Estimate	#REF!	2021 Estimate
Timber sale revenue	146,370	149,000	149,000	149,000	149,000
Acres established/reviewed	460	460	460	460	460

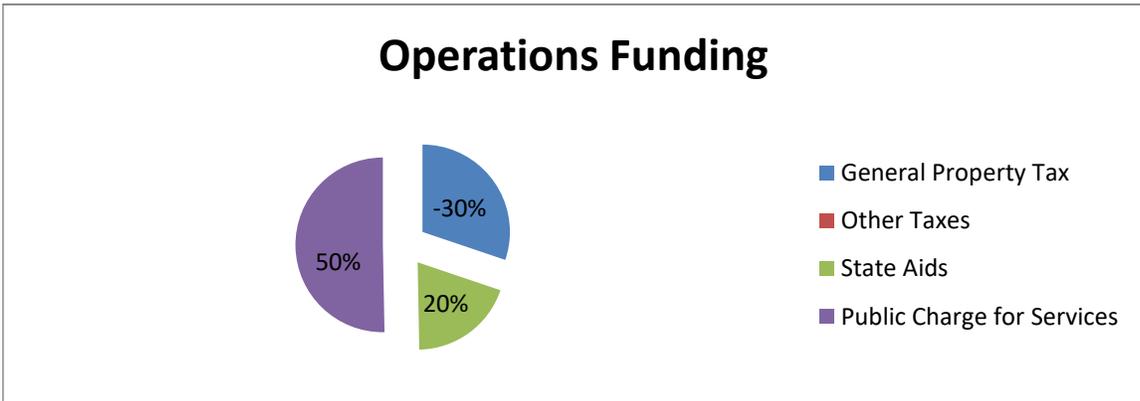
Outcome indicators	2017 Actual	2019 Estimate	2020 Estimate	#REF!	2021 Estimate
Timber sales completed	10	8	8	8	8

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Availability of loggers to cut Polk County forest stumpage.

## 2020 Budget Presentation

2019 Budget Prep	Published 2020	Administrator 2020	Difference	Amended 2020
<b>REVENUES</b>				
General Property Tax	(93,845)	(93,845)	-	
Other Taxes				
State Aids	60,652	60,652	-	
Public Charge for Services	156,364	156,364	-	
<b>Total Revenue</b>	<b>123,171</b>	<b>123,171</b>		
<b>Expenses</b>				
Personnel Services	81,681	81,681	-	
Contractual Services	4,740	4,740	-	
Supplies & Expenses	36,750	36,750	-	
Fixed Charges			-	
Grants, Contributions, Indem				
Cost Reallocation				
<b>Total Expenditures</b>	<b>123,171</b>	<b>123,171</b>		
<b>Net Revenue and Expenditures</b>				



**Notes:**

<b>Revenue</b>	
General Property Tax	Increase in personnel costs
Other Revenue	
<b>Total Revenue</b>	
<b>Expense</b>	
Recurrent Expenditure	Increase in personnel costs
Capital/One-time Expenditure	
<b>Total Expenditure</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
 General Government and Environmental Services Committees  
**PUBLIC WORKS DIVISION**  
 Department of Buildings, Parks, Solid Waste  
 Steve Geiger, 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 Actual	2019 Budget	2020 Forecast Budget	2021 Forecast Budget
<b>Revenue</b>					
General Property Tax	233,499	200,390	176,613	126,861	148,124
Other Revenues	159,545	121,740	119,450	129,740	123,750
<b>Total Revenue</b>	<b>393,044</b>	<b>322,130</b>	<b>296,063</b>	<b>256,601</b>	<b>271,874</b>
<b>Expenditure</b>					
Recurrent Expenditure	390,245	313,930	287,863	256,601	263,674
Capital/One-time Expenditure	2,799	8,200	8,200		8,200
<b>Total Expenditure</b>	<b>393,044</b>	<b>322,130</b>	<b>296,063</b>	<b>256,601</b>	<b>271,874</b>
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## PROGRAM PERFORMANCE INFORMATION:

## KEY PROGRAM STRATEGIES 2019

Begin Process of repairing Atlas Dam. 2. Update or decommission failing infrastructure. Implement Outdoor rec plan

## KEY PROGRAM STRATEGIES 2020

Begin work with villages, towns and townships to develop trail interlinks and comprehensive recreation

## KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate	2021 Estimate
Park acreage maintained	440	440	440	440	440
Miles of trails maintained	463	463	463	463	463

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate	2021 Estimate
Revenue from campsite and shelter	3305	2500	2500	2500	2500

## ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

POLK COUNTY WISCONSIN  
 General Government and Environmental Services Committees  
**PUBLIC WORKS DIVISION**  
 Department of Buildings, Solid Waste, Recycling  
 Emil Norby, Public Works Director/ Highway Commissioner

## 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 Estimate	2020	2021 Forecast
<b>Revenue</b>						
General Property Tax	79,582	233,018	233,017	170,741	175,950	179,674
Other Revenues	506,285	468,174	468,175	504,064	509,021	515,727
<b>Total Revenue</b>	<b>585,867</b>	<b>701,192</b>	<b>701,192</b>	<b>674,805</b>	<b>684,971</b>	<b>695,401</b>
Recurrent Expenditure	563,961	669,192	669,192	674,805	684,971	695,401
Capital/One-time Expenditure	21,906	32,000	32,000			
<b>Total Expenditure</b>	<b>585,867</b>	<b>701,192</b>	<b>701,192</b>	<b>674,805</b>	<b>684,971</b>	<b>695,401</b>
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## PROGRAM PERFORMANCE INFORMATION:

## KEY PROGRAM STRATEGIES 2020

Improve efficiencies of program with long term planning of recycling program .

## KEY PROGRAM STRATEGIES 2021

Improving facility and equipment as funding allows

## KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Tonnage of recyclables	1848	2200	2311	2200	2200	2200
Solid waste revenue	\$67,179.00	\$30,000.00	\$69,957.00	\$30,000.00	\$30,000.00	\$30,000.00

Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Revenues Recycling	\$264,648.00	\$259,000.00	\$186,085.00	\$259,000.00	\$259,000.00	\$259,000.00
Revenues Solid Waste	\$67,179.00	\$38,738.00	\$69,957.00	\$38,738.00	\$38,738.00	\$38,738.00

## ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Aging equipment and infrastructure of facility

Unstable recycling markets

# 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**

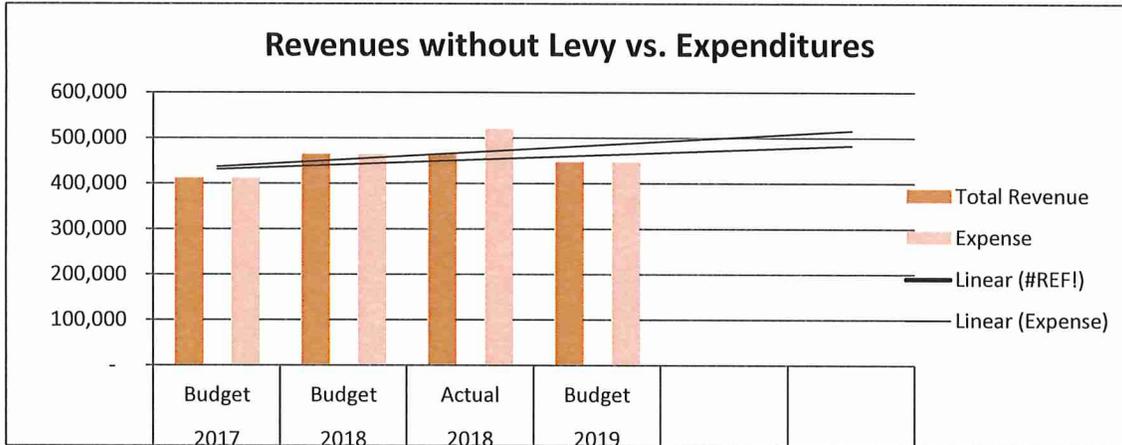
Sharon Jorgenson, Polk County Clerk

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Acutal	2018 Budget	2018 Actual	2019 Budget
<b>Revenue</b>				
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
<b>Total Revenue</b>	<b>412,344</b>	<b>464,524</b>	<b>458,616</b>	<b>446,967</b>
<b>Expense</b>				
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
<b>Total Expenditures</b>	<b>412,135</b>	<b>464,524</b>	<b>519,122</b>	<b>446,967</b>
<b>Net Revenue and Expenditures</b>	<b>209</b>	<b>-</b>	<b>(60,506)</b>	<b>-</b>

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
<b>Total</b>	<b>2.45</b>	<b>2.45</b>	<b>2.45</b>	<b>2.45</b>



**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
<b>Revenue</b>				
General Property Tax	187,627	139,190	139,190	132,768
Other Revenues	159,545	132,740	182,957	122,395
<b>Total Revenue</b>	347,173	271,930	322,147	255,163
<b>Expenditure</b>				
Recurrent Expenditure	387,446	295,267	336,038	252,217
Capital/One-time Expenditure	12,726	18,663	37,049	38,591
<b>Total Expenditure</b>	400,172	313,930	373,087	290,808
<b>Net Revenue and Expenditures</b>	(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
<b>Revenue</b>				
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
<b>Total Revenue</b>	<b>1,807,423</b>	<b>2,322,876</b>	<b>2,314,024</b>	<b>2,005,874</b>
<b>Expenditure</b>				
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
<b>Total Expenditure</b>	<b>1,300,610</b>	<b>1,961,130</b>	<b>1,517,776</b>	<b>1,702,364</b>
<b>Net Revenue and Expenditures</b>	<b>506,813</b>	<b>361,746</b>	<b>796,248</b>	<b>303,510</b>

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

\*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:**

<b>Output indicators</b>	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

<b>Outcome indicators</b>	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.

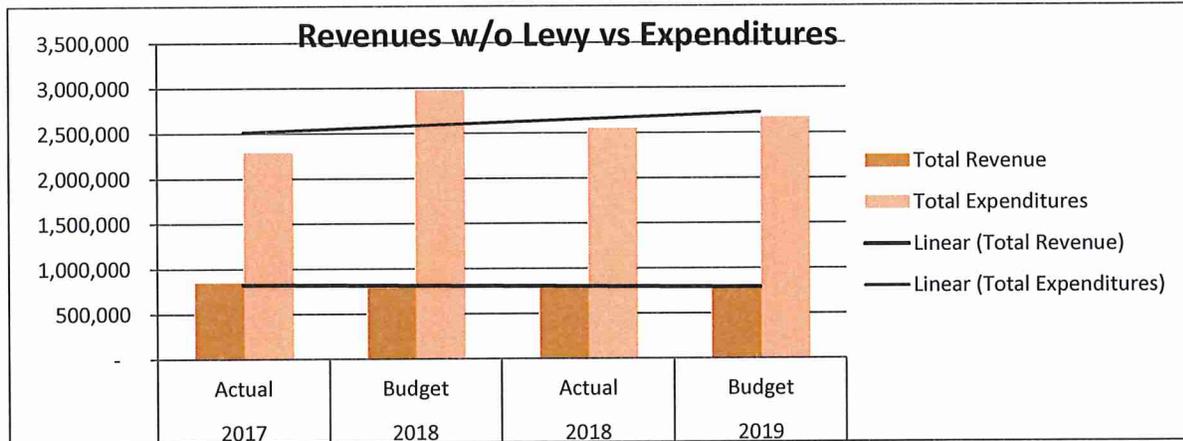
**POLK COUNTY WISCONSIN**  
**General Government and Environmental Services Committees**  
**Department of Buildings, Parks, Solid Waste, Forestry**  
 Emil Norby, Director

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
<b>Revenue</b>				
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
<b>Total Revenue</b>	<b>2,473,254</b>	<b>2,923,253</b>	<b>2,928,657</b>	<b>2,632,333</b>
<b>Expense</b>				
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
<b>Total Expenditures</b>	<b>2,286,650</b>	<b>2,976,253</b>	<b>2,550,283</b>	<b>2,667,979</b>
<b>Net Revenue and Expenditures</b>	<b>186,603</b>	<b>(53,000)</b>	<b>378,374</b>	<b>(35,646)</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
<b>FTE Employees</b>				
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
<b>Total</b>	<b>16.85</b>	<b>16.85</b>	<b>16.85</b>	<b>16.85</b>



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**

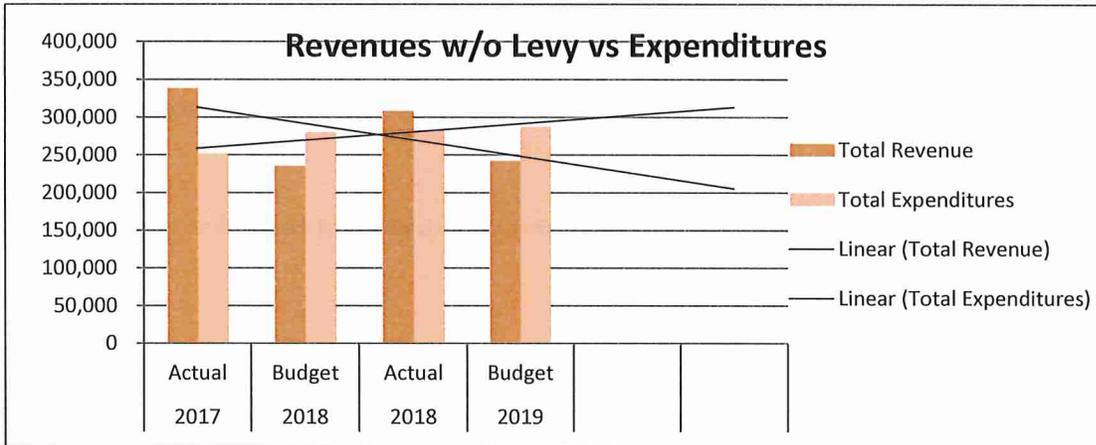
Amanda Nissen, Polk County Treasurer

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2018 Actual	2019 Estimate
<b>Revenue</b>				
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
<b>Total Revenue</b>	<b>388,957</b>	<b>279,787</b>	<b>353,102</b>	<b>287,073</b>
<b>Expense</b>				
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
<b>Total Expenditures</b>	<b>251,824</b>	<b>279,787</b>	<b>282,755</b>	<b>287,072</b>
<b>Net Revenue and Expenditures</b>	<b>137,133</b>	<b>-</b>	<b>70,347</b>	<b>0</b>

EMPLOYMENT BY JOB CLASSIFICATION

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



**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
<b>Revenue</b>				
General Property Tax	191,499	227,624	227,624	252,642
Other Revenues				
<b>Total Revenue</b>	191,499	227,624	227,624	252,642
<b>Expenses</b>				
Recurrent Expenditure	183,370	227,624	192,858	252,642
Capital/One-time Expenditure	8,129	-	-	-
<b>Total Expenditures</b>	191,499	227,624	192,858	252,642
<b>Net Revenue and Expenditures</b>	-	-	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:**

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

## 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:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Estimate</b>	<b>2018 Actual</b>	<b>2019 Estimates</b>
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.

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

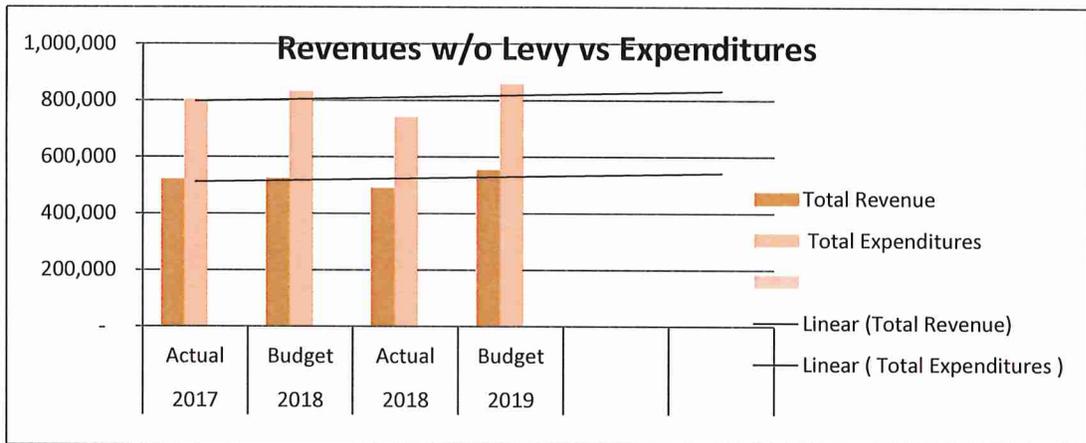
**POLK COUNTY WISCONSIN**  
 General Governments/Health and Human Services Committee  
**Department of Corporation Counsel and Child Support**  
 Malia Malone, Corporation Counsel  
 Chad Hoag, Child Support Agency

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Budget	2018 Actual	2019 Estimates
<b>Revenue</b>				
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
<b>Total Revenue</b>	<b>825,607</b>	<b>832,468</b>	<b>798,604</b>	<b>857,611</b>
<b>Expense</b>				
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			
<b>Total Expenditures</b>	<b>803,787</b>	<b>832,468</b>	<b>740,785</b>	<b>857,611</b>
<b>Net Revenue and Expenditures</b>	<b>21,821</b>	<b>-</b>	<b>57,819</b>	<b>-</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Budget	2018 Budget	2018 Actual	2019 Estimates
<b>FTE Employees</b>				
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	
<b>Total</b>	<b>9</b>	<b>9</b>	<b>7.3</b>	<b>9.5</b>



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

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
<b>Revenue</b>				
General Property Tax	(988,252)	(1,211,229)		(1,219,144)
Other Revenues	2,401,553	1,793,933		1,872,687
<b>Total Revenue</b>	1,413,301	582,704	-	653,543
<b>Expenses</b>				
Recurrent Expenditure	1,414,543	487,414		556,179
Capital/One-time Expenditure	51,659	91,440		54,000
<b>Total Expenditures</b>	1,466,201	578,854	-	610,179
<b>Net Revenue and Expenditures</b>	(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
<b>Revenue</b>				
General Property Tax	(823,543)	(1,009,358)		(1,015,953)
Other Revenues	2,001,294	1,494,944		1,560,572
<b>Total Revenue</b>	1,177,751	485,587	-	544,619
<b>Expenses</b>				
Recurrent Expenditure	1,178,786	406,178		463,482
Capital/One-time Expenditure	43,049	76,200		45,000
<b>Total Expenditures</b>	1,221,834	482,378	-	508,482
<b>Net Revenue and Expenditures</b>	<b>(44,084)</b>	<b>3,209</b>	-	<b>36,137</b>

**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**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Estimate</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>
Claims Processes	69	72	85	80
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Estimate</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>
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

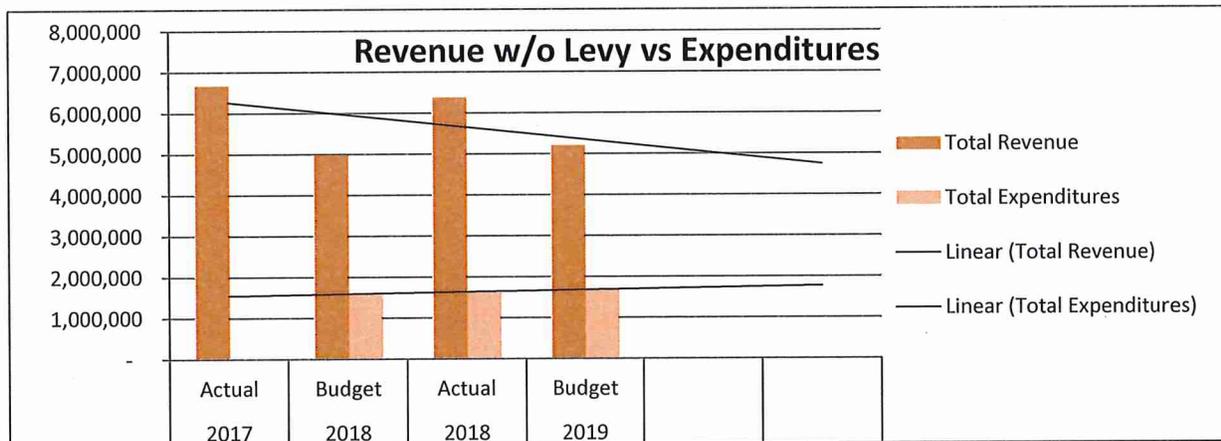
**Funds 101.102.110.120**

**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
<b>Total Revenue</b>	<b>3,925,836</b>	<b>1,618,623</b>	<b>3,008,918</b>	<b>1,815,398</b>
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	
<b>Total Expenditures</b>	<b>4,072,781</b>	<b>1,607,927</b>	<b>1,612,482</b>	<b>1,694,941</b>
<b>Net Revenue and Expenditures</b>	<b>(146,945)</b>	<b>10,696</b>	<b>1,396,436</b>	<b>120,457</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Budget	2018 Budget	2018 Actual	2019 Budget
<b>FTE Employees</b>				
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
<b>Total</b>	<b>5.55</b>	<b>5.55</b>	<b>6.35</b>	<b>6.35</b>



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
<b>Total Revenue</b>	<b>9,975,000</b>	<b>2,823,126</b>	<b>2,823,126</b>	<b>2,823,414</b>
Misc Expenses	2,881		2,881	
Debt Service	9,135,419	2,823,126	2,823,976	2,823,414
Cost Reallocation	916,745			
<b>Total Expenditures</b>	<b>10,055,045</b>	<b>2,823,126</b>	<b>2,826,857</b>	<b>2,823,414</b>
<b>Net Revenue and Expenditures</b>	<b>(80,045)</b>	<b>-</b>	<b>(3,731)</b>	<b>-</b>

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			
<b>Total Revenue</b>	<b>13,696,719</b>	-	-	-
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	
<b>Total Expenditures</b>	<b>5,857,968</b>	-	<b>7,838,751</b>	-
<b>Net Revenue and Expenditures</b>	<b>7,838,751</b>	-	<b>(7,838,751)</b>	-

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

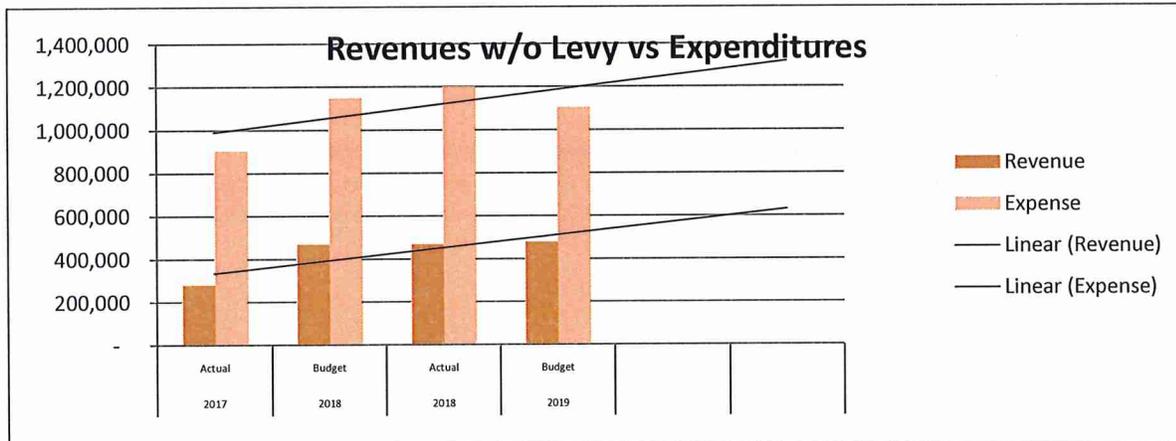
David Vollendorf, Interim Director

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Acutal	2018 Budget	2018 Actual	2019 Budget
<b>Revenue</b>				
General Property Tax	675,744	678,914	678,914	625,681
Intergovernmental Revenue	279,227	468,245	468,245	477,609
<b>Total Revenue</b>	<b>954,971</b>	<b>1,147,159</b>	<b>1,147,159</b>	<b>1,103,290</b>
<b>Expense</b>				
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
<b>Total Expenditures</b>	<b>902,703</b>	<b>1,147,159</b>	<b>1,203,300</b>	<b>1,103,290</b>
<b>Net Revenue and Expenditures</b>	<b>52,268</b>	<b>(0)</b>	<b>(56,141)</b>	<b>-</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

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



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:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Estimate</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>
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%
<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Estimate</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>
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
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Estimate</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>
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

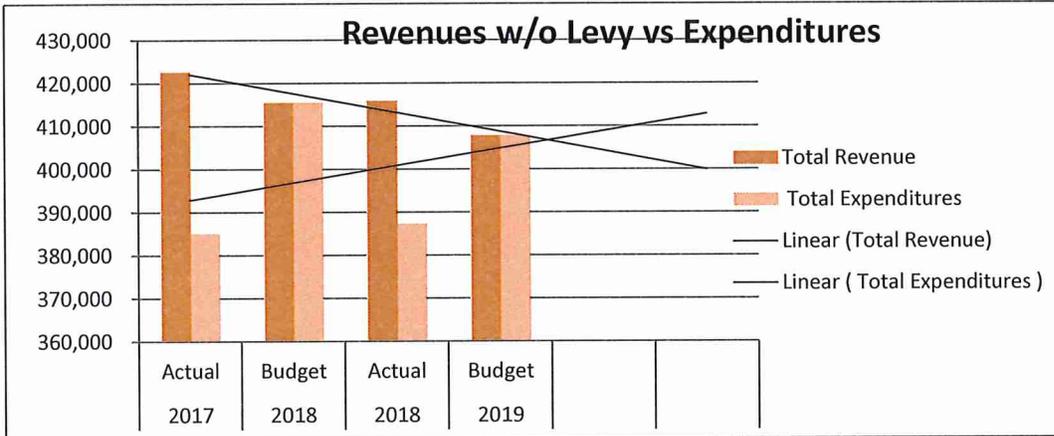
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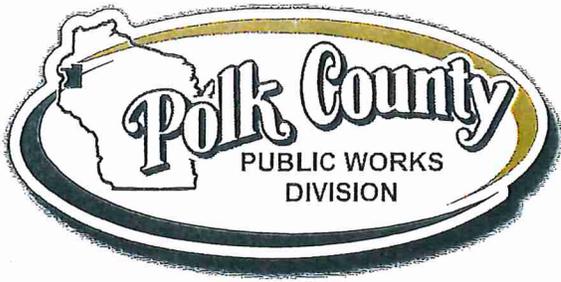
**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
<b>Revenue</b>				
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
<b>Total Revenue</b>	<b>422,675</b>	<b>415,485</b>	<b>415,854</b>	<b>407,762</b>
<b>Expense</b>				
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
<b>Total Expenditures</b>	<b>385,054</b>	<b>415,485</b>	<b>387,310</b>	<b>407,762</b>
<b>Net Revenue and Expenditures</b>	<b>37,621</b>	<b>-</b>	<b>28,544</b>	<b>-</b>

**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
<b>Total</b>	<b>3.95</b>	<b>3.95</b>	<b>3.95</b>	<b>3.95</b>





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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

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To: General Government Committee

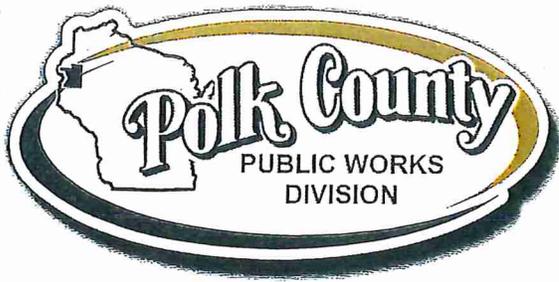
Subject: Closing the Polk County Recycling Center Analysis Question

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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Emil "Moe" Norby, Division Director / Highway Commissioner

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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	\$24.44	\$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	08.95	\$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	
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	
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	
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	
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	\$10,414.31	\$10,710.58	\$11,006.85	\$11,303.12	\$11,600.00	\$11,896.88	\$12,193.76	\$12,490.64
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	\$6,592.50	\$6,738.30	\$6,884.10	\$7,029.90	\$7,175.70	\$7,321.50	\$7,467.30
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	\$1,156.15	\$1,194.26	\$1,232.37	\$1,270.48	\$1,308.59	\$1,346.70	\$1,384.81	\$1,422.92	\$1,461.03
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	\$1,129.95	\$1,143.58	\$1,205.29	\$1,218.92	\$1,280.63	\$1,294.26	\$1,355.97	\$1,369.60	\$1,431.31
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	
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
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
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
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	\$6.74	\$6.69	\$6.85	\$6.91	\$7.07	\$7.13	\$7.29	\$7.35	\$7.51	\$7.57	\$7.73
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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

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)



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Polk County Public Works Division

Balsam Lake WI 54810

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Buildings/ Facilities (715)-485-9294

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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**

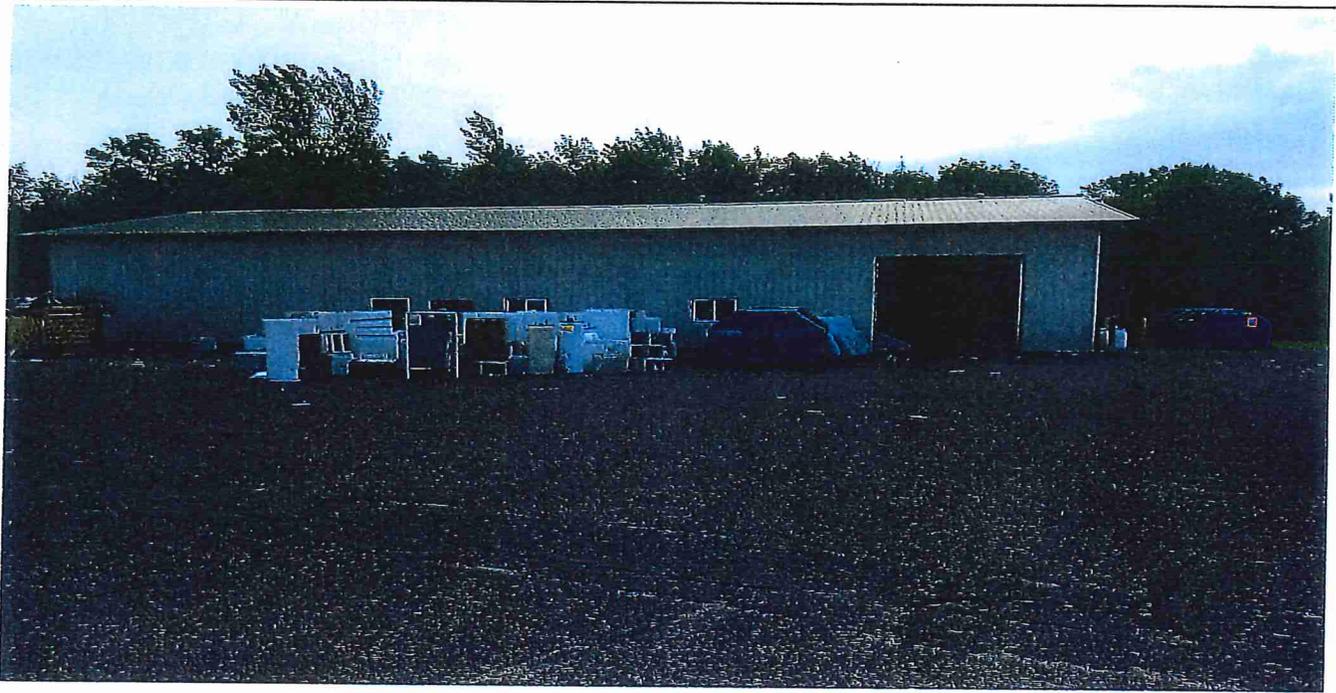
Highway (715) 485-8700

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Emil "Moe" Norby, Division Director / Highway Commissioner



Appliance Collection Area



Green, Clear and Brown Glass



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Polk County Public Works Division

Balsam Lake WI 54810

**Departments of**

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Buildings/ Facilities (715)-485-9294

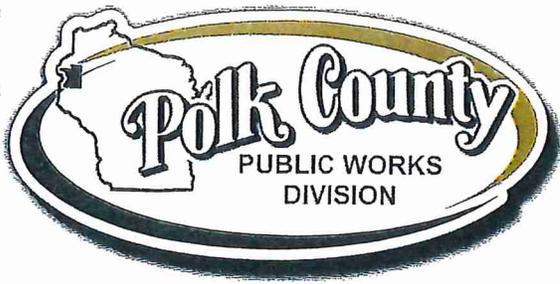
Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Products waiting to be sorted





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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 8<sup>th</sup> 2019



# Health and Human Services



2020 Budget

September 17, 2019

POLK COUNTY WISCONSIN  
Health and Human Service Committee

**Department of Public Health**

Tonya Eichelt, Division Director and Brian Kaczmarek, Director/Health Officer

**DEPARTMENT DESCRIPTION:**

Promoting, Protecting, and Preserving Health Through Partnerships with People and Communities.

**MISSION:**

Partnering with Communities to Protect and Improve health and well-being.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

To Serve the public with integrity; To preserve and enhance the environment.

**STRATEGIC PRIORITIES:**

- To track and investigate health problems and hazard in the community
- To prepare for and respond to public health emergencies
- To lead efforts to mobilize communities around important health issues
- To link people to needed health services
- To achieve excellence in public health practice through a trained workforce, evaluation, and evidenced based programs
- To develop, apply and enforce policies, laws and regulations that improve health and ensure safety

**PROGRAM OVERVIEW:**

The Polk County Health Departments provide the 10 Essential Services of Public Health for Polk County Residents. This is accomplished on a foundation of performance management, quality improvement, and adherence to the Public Health Advisory Board (PHAB) standards and measures as a nationally accredited health department.

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

Community Health Improvement Planning (Polk United), Communicable Disease Control, Immunization Program, Lead Poisoning Prevention, Human Health Hazard Control, Radon Information Center, Office of Medical Examiner, General Health Education, Multi-Jurisdictional Collaborative for Tobacco Prevention and Control, Multi-Jurisdictional Public Health Preparedness Consortium, Local Preparedness Planning, Agent for the State for Facility Licensing and Inspection, DNR Well Water Program, Recreational Beach Testing Program, Youth Tobacco Compliance Investigations, Birth to 3 Program, Family Health Benefits Counseling/Badger Care Outreach, Jail Health, Oral Health Services, Pre-Natal Care Coordination, Reproductive Health Services, School Nursing Program, Women, Infant and Children Nutrition Program, Breastfeeding Peer Counseling Program, Fit Families Program, Wisconsin Well Woman Program,

POLK COUNTY WISCONSIN  
Health and Human Service Committee

**Department of Public Health**

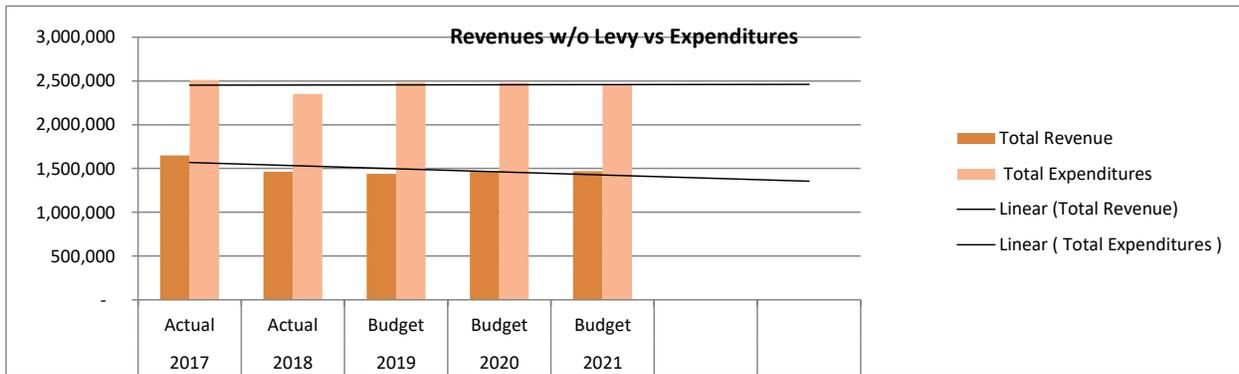
Tonya Eichelt, Division Director and Brian Kaczmariski, Director/Health Officer

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	986,005	1,012,544	1,041,876	1,003,235	1,011,279	985,851
State Aids	988,225	846,330	755,621	763,039	787,644	770,534
License & Fees - Medical Examiner	62,935	57,530	52,000	52,000	52,000	52,000
Public Charge for Services	572,251	555,170	630,683	638,468	626,777	647,275
Intergovernmental Revenue	10,600	3,493	-	-	-	-
Other Financing Sources	16,034	-	-	-	-	-
<b>Total Revenue</b>	<b>2,636,050</b>	<b>2,475,067</b>	<b>2,480,180</b>	<b>2,456,742</b>	<b>2,477,700</b>	<b>2,455,660</b>
<b>Expense</b>						
Operating Expense	6,742	6,742	7,056	7,057	7,057	7,057
Personnel Services	1,826,698	1,815,420	2,060,331	2,031,971	1,984,526	2,026,233
Contractual Services	343,096	328,486	228,269	232,834	291,462	237,490
Supplies & Expenses	293,371	170,477	157,919	157,917	168,718	157,917
Fixed Charges	15,214	18,506	23,931	24,289	23,937	24,289
Grants, Contributions, Indem	10,294	11,101	2,674	2,674	2,000	2,674
Transfers	16,034	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,511,449</b>	<b>2,350,732</b>	<b>2,480,180</b>	<b>2,456,742</b>	<b>2,477,700</b>	<b>2,455,660</b>
<b>Net Revenue and Expenditures</b>	<b>124,601</b>	<b>124,335</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

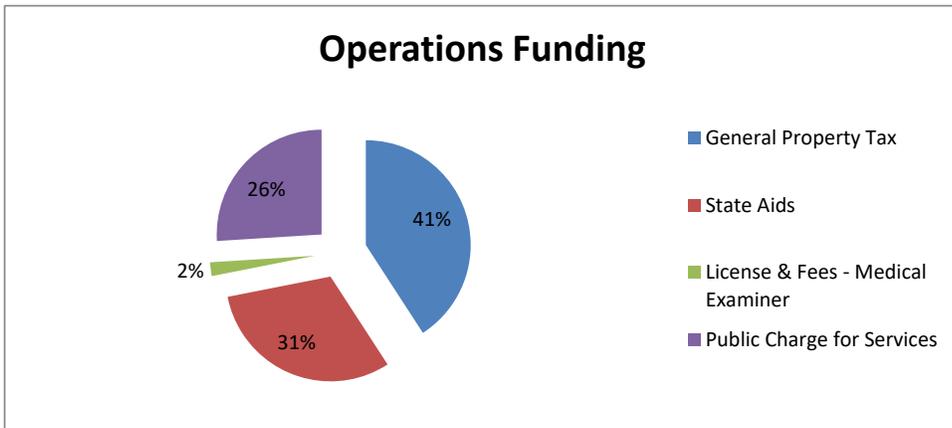
EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1.6	1.6	1.6	1	1	1
Professionals	13.611	13.62	13.62	15.52	15.52	15.52
Technicians/Para-Professionals	0.32	0.32	0.32	0.3	0.3	0.3
Administrative Support	7.05	7.05	7.05	5.25	5	5.25
First/Mid Level Officials and Managers	1	1	1	1.6	1.6	1.6
Skilled Craft/Service Maintenance	0	0	0	-	-	-
<b>Total</b>	<b>23.581</b>	<b>23.59</b>	<b>23.59</b>	<b>23.67</b>	<b>23.42</b>	<b>23.67</b>



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	1,003,235	1,011,279	8,044	
State Aids	763,039	787,644	24,605	
License & Fees - Medical Examiner	52,000	52,000	-	
Public Charge for Services	638,468	626,777	(11,691)	
<b>Total Revenue</b>	<b>2,456,742</b>	<b>2,477,700</b>	<b>20,958</b>	
<b>Expense</b>				
Operating Expense	7,057	7,057	-	
Personnel Services	2,031,971	1,984,526	(47,445)	
Contractual Services	232,834	291,462	58,628	
Supplies & Expenses	157,917	168,718	10,801	
Fixed Charges	24,289	23,937	(352)	
Grants, Contributions, Indem	2,674	2,000	(674)	
<b>Total Expenditures</b>	<b>2,456,742</b>	<b>2,477,700</b>	<b>20,958</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>		



**Notes:**

<b>Revenue</b>	
General Property Tax	Slight increase in levy for personnel
State Aids	Increase in state aids
License & Fees - Medical Examiner	
Public Charge for Services	
<b>Total Revenue</b>	
<b>Expense</b>	
Operating Expense	
Personnel Services	Personnel adjustment
Contractual Services	Increase for patient travel expenses
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Health and Human Service Committee

## Department of Public Health

Tonya Eichelt, Division Director and Brian Kaczmariski, Director/Health Officer

**PROGRAM NAME:**

**Public Health**

**PROGRAM OBJECTIVE:**

To improve the health of the community, assure access to care for Polk County inmates, assure access to healthcare financing for Polk County residents, maintain standards for ongoing national accreditation, and to become nationally accredited by Public Health Accreditation Board.

**LINK TO BOARD PRIORITY:**

Public Health Concerns addressed; Substance abuse problems and issues; Mental Health; Educational Opportunities provided.

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	874,772	909691	925,757	883,968	902,139	863,364
Other Revenues	1,587,111	1404993	1,386,304	1,401,507	1,414,421	1,417,809
<b>Total Revenue</b>	<b>2,461,883</b>	<b>2314684</b>	<b>2,312,061</b>	<b>2,285,475</b>	<b>2,316,560</b>	<b>2,281,173</b>
<b>Expense</b>						
Recurrent Expenditure	2,364,366	2207363	2,312,061	2,285,475	2,316,560	2,281,173
Capital/One-time Expenditure						
<b>Total Expenditure</b>	<b>2,364,366</b>	<b>2207363</b>	<b>2,312,061</b>	<b>2,285,475</b>	<b>2,316,560</b>	<b>2,281,173</b>
<b>Net Revenue and Expenditures</b>	<b>97,517</b>	<b>107321</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Develop Polk United to be self sustaining
2. Embed Strategic Plan Division wide.
3. Ensure staffing levels remain constant and sustainable.
4. Maintain Level III Health Department Status
5. Expand PM/QI throughout Community Services Department

**KEY PROGRAM STRATEGIES 2021**

1. Continue to solicit/encourage financial and in-kind support for Polk United.
2. Continue work with UW Extension on implementation of 2020-2022 Strategic Plan.
3. Evaluate staffing's levels with programming needs to determine sustainability.
4. Continue with Goals and objectives associated with Level III requirements.
5. Incorporate DCF, BH and Business and Operations in PM/QI activities.

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Number of Communicable Disease Investigations	345	373	250	275	275
Number of Marketplace/ Badgercare enrollments	592	509	375	385	385
Number of Human Health Hazard Investigations	55	62	60	60	60
Jail Nursing Services - inmates served	2318	2550	2300	2300	2300
Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
CHA/CHIP community updates will be generated quarterly	Abandon	Abandon	Abandon	Abandon	Abandon
Update community and key stakeholders quarterly on CHA/CHIP workgroups progress and activities on implementation	4	4	4	4	4
80% of inmate health histories will be collected within 14 days of incarceration	99%	0.95	80%	80%	80%
Increase by 5% the number of citizens requesting assistance with their applications for public healthcare financing programs.	DONE	DONE	DONE	DONE	DONE
90% of citizens requesting assistance with their applications for public healthcare financing programs will receive an appointment within one week.	95%	0.95	95%	95%	195%

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Program revenue is declining in Reproductive Health and PNCC programs.  
Newer staff learning curve.

POLK COUNTY WISCONSIN  
Health and Human Service Committee

**Department of Public Health**

Tonya Eichelt Division Director and Brian Kaczmariski, Director/Health Officer

**PROGRAM NAME:**

**Medical Examiner**

**PROGRAM OBJECTIVE:**

To provide medical examiner services to Polk County residents.

**LINK TO BOARD PRIORITY:**

Updating county services for the future and improving services.

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Estimate	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	111,233	102,853	116,119	119,267	109,140	122,487
Other Revenues	62,935	57,530	52,000	52,000	52,000	52,000
<b>Total Revenue</b>	<b>174,168</b>	<b>160,383</b>	<b>168,119</b>	<b>171,267</b>	<b>161,140</b>	<b>174,487</b>
Recurrent Expenditure	147,083	143,369	168,119	171,267	161,140	174,487
Capital/One-time Expenditure						
<b>Total Expenditure</b>	<b>147,083</b>	<b>143,369</b>	<b>168,119</b>	<b>171,267</b>	<b>161,140</b>	<b>174,487</b>
<b>Net Revenue and Expenditures</b>	<b>27,085</b>	<b>17,014</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Utilize ME data to develop prevention programming.
2. Expand participation in Death Review Teams.
3. Increase Operating budget to provide support to local funeral homes.

**KEY PROGRAM STRATEGIES 2021**

1. ME data to be utilized at Polk United, BH and DCF levels.
2. ME will work with BH Leadership to participate in adult death reviews.
3. Re-evaluate funding to support local nursing homes.

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Number of Cases	391	402	375	380	380
Number Autopsies	20	14	27	27	27
# Cremation Permits	297	303	300	350	350
			0		
Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Autopsy Contacts	19	15	25	25	25
Timely permits	100%	1	100%	100%	100%

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

No control over the numbers of deaths. Cremation permits continue to rise.

**POLK COUNTY WISCONSIN  
Health and Human Services Committee**

## **Golden Age Manor**

**Dana Reese, Administrator**

### **DEPARTMENT DESCRIPTION:**

Golden Age Manor is proud to provide long term care and short term rehabilitation to residents of Polk County and surrounding areas. Beyond offering skilled nursing care, in house physical, occupational and speech therapies are also available. Golden Age Manor has 109 beds, 17 of which have been designated to a special secured Alzheimer's care unit known as Judy's cottage. All 109 beds are Medicaid and Medicare certified.

### **MISSION:**

Provide high quality long term care and short term rehabilitation services to residents of Polk County and surrounding areas utilizing team approach. We strive to care for each of our residents in a professional, compassionate and supportive manner while promoting the highest quality of life and individualized personal care.

### **LINK TO COUNTY BOARD STRATEGIC GOALS:**

To improve the quality of life for all who live, work, and play in Polk County.

### **STRATEGIC PRIORITIES:**

To provide high quality long term and short term care to residents of Polk County and surrounding areas.

POLK COUNTY WISCONSIN  
Health and Human Services Committee

**Golden Age Manor**

Dana Reese, Administrator

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
Public Charge for Services	7,725,527	7,650,855	7,980,644	7,500,223	7,500,223	7,650,228
<b>Total Revenue</b>	7,725,527	7,650,855	7,980,644	7,500,223	7,500,223	7,650,228
<b>Expense</b>						
Operating Expenses	1,708,673			-	-	
Personnel Services	5,760,931	5,437,560	5,807,906	5,309,488	5,309,488	5,415,678
Contractual Services	44,903	820,982	559,577	574,685	832,347	586,179
Supplies & Expenses	3,707	891,697	1,189,285	1,078,635	806,274	1,100,208
Fixed Charges	44,934	49,551	39,031	38,270	52,960	39,035
Capital Outlay		147,531	200,000	200,000	200,000	200,000
Cost Reallocation	155,677	164,677	164,677	164,677	164,677	155,677
<b>Total Expenditures</b>	7,718,826	7,511,998	7,960,476	7,365,755	7,365,746	7,496,777
<b>Net Revenue and Expenditures</b>	6,702	138,857	20,168	134,468	134,477	153,451

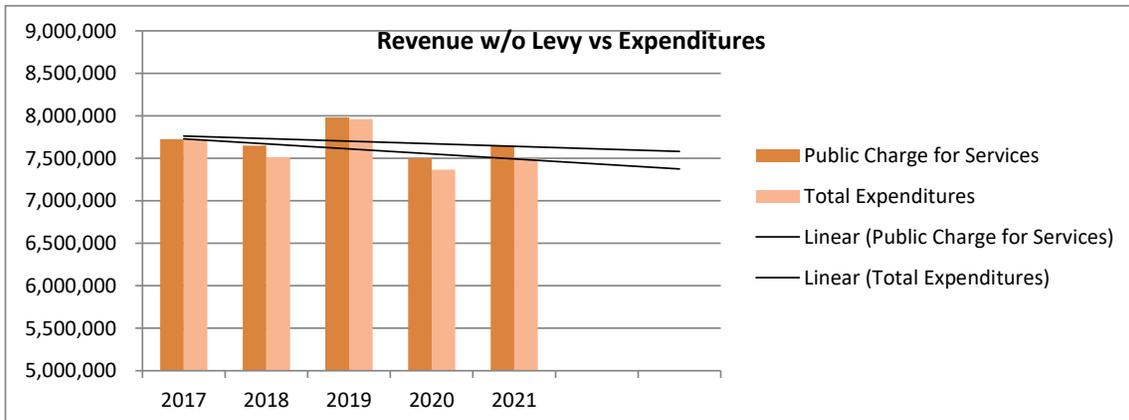
POLK COUNTY WISCONSIN  
Health and Human Services Committee

**Golden Age Manor**

Dana Reese, Administrator

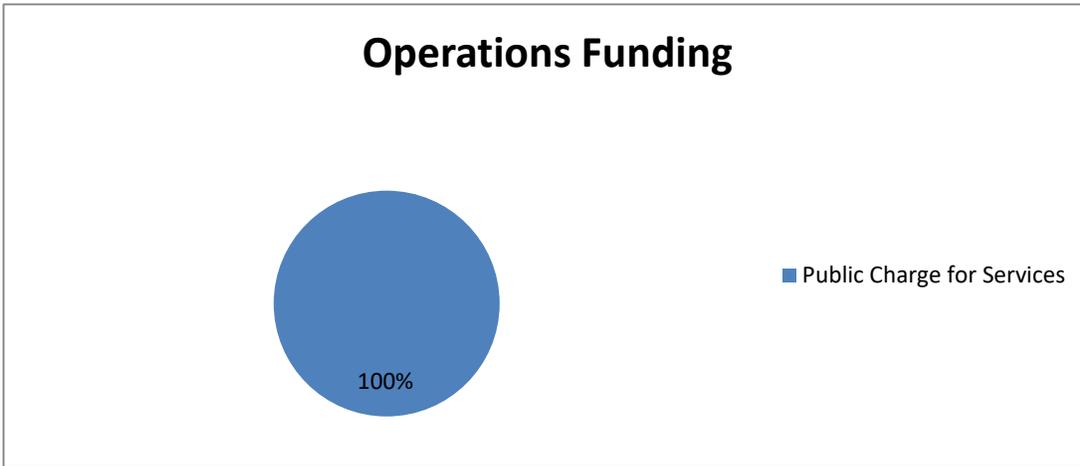
EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1.0	1.0	1.0
Professionals	9	9	22.4	19.2	9.0	9.0
Technicians/Para-Professionals	21.6	21.6	9.1	7.8	21.6	21.6
Administrative Support	4.2	4.2	4.1	3.3	4.2	4.2
Skilled Craft/Service Maintenance	74.05	74.05	63.5	57.1	74.1	74.1
<b>Total</b>	<b>109.9</b>	<b>109.9</b>	<b>100.1</b>	<b>88.5</b>	<b>109.9</b>	<b>109.9</b>



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
Public Charge for Services	7,500,223	7,500,223	-	
<b>Total Revenue</b>	7,500,223	7,500,223	-	
<b>Expense</b>				
Operating Expenses				
Personnel Services	5,309,488	5,309,488	0	
Contractual Services	574,685	832,347	257,662	
Supplies & Expenses	1,078,635	806,274	(272,361)	
Fixed Charges	38,270	52,960	14,690	
Capital Outlay	200,000	200,000	-	
Cost Reallocation	164,677	164,677	-	
<b>Total Expenditures</b>	7,365,755	7,365,746	(9)	
<b>Net Revenue and Expenditures</b>	134,468	134,477		



**Notes:**

<b>Revenue</b>	
Public Charge for Services	
<b>Total Revenue</b>	
<b>Expense</b>	
Operating Expenses	
Personnel Services	
Contractual Services	Some minor adjustments between these two categories
Supplies & Expenses	
Fixed Charges	
Capital Outlay	
Cost Reallocation	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Health and Human Services Committee

## Golden Age Manor

Dana Reese, Administrator

PROGRAM NAME:

### Long Term Care

**PROGRAM OBJECTIVE:**

To provide high quality care to person needing long term skilled nursing care.

**LINK TO BOARD PRIORITY**

To improve the quality of life for all who live, work and play in Polk County.

**PROGRAM PERFORMANCE INFORMATION**

**KEY PROGRAM STRATEGIES FOR 2020**

Continue to utilize all money in budget for capital improvements of 60+ year old building .

Have a state inspection with 6 or fewer low level Ftags.

Improve quality indicators through QAPI process.

Improve staffing situation despite national labor shortages, by having less than 4 open positions in the nursing department.

**KEY PROGRAM STRATEGIES FOR 2021**

Continue to improve staffing situation in nursing department by having less than 25% turnover for Nursing Assistant Positions.

Have a state inspection with 5 or fewer low level Ftags.

**PROGRAM REVENUES AND EXPENDITURES**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax						
Other Revenues	5,021,593	4,973,056	5,187,419	4,875,145	4,875,145	4,972,648
<b>Total Revenue</b>	5,021,593	4,973,056	5,187,419	4,875,145	4,875,145	4,972,648
Recurrent Expenditure	5,017,237	4,882,799	5,174,309	4,787,741	4,787,735	4,872,905
Capital/One-time Expenditure	-	95,895.15	130,000.00	130,000.00	130,000.00	130,000.00
<b>Total Expenditure</b>	5,017,237	4,978,694	5,304,309	4,917,741	4,917,735	5,002,905
<b>Net Revenue and Expenditures</b>	(4,356)	5,638	116,891	42,596	42,590	30,257

**KEY PERFORMANCE INDICATORS**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate	
Census	65	69	60	61	61	

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Census has been controlled based on staffing coverage which sometime limits admission activity. There is currently a national shortage of nursing assistants which has the potential to greatly affect our program performance.

POLK COUNTY WISCONSIN  
Health and Human Services Committee  
**Golden Age Manor**  
Dana Reese, Administrator

PROGRAM NAME:

**Short Term Rehab - Medicare Part A**

PROGRAM OBJECTIVE:

To provide high quality comprehensive care to persons recovering from the effects of injury and illness.

LINK TO BOARD PRIORITY

To improve the quality of life for all who live, work and play in Polk County.

PROGRAM PERFORMANCE INFORMATION

**KEY PROGRAM STRATEGIES FOR 2020**

To have a daily census of 8 residents utilizing Medicare Part A or another Medicare Advantage Plan as their primary payor.  
To successfully implement new payment structure of PDPM and obtain a therapy contract that is accommodating to this change.

**KEY PROGRAM STRATEGIES FOR 2021**

To have a daily census of 8 residents utilizing Medicare Part A or another Medicare Advantage Plan as their primary payor.  
Continue to ensure Medicare Suites are attractive and well furnished/equipped for short term stay residents.

PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	-	-	-	-	-	-
Other Revenues	1,545,105	1,530,171	1,596,129	1,500,045	1,500,045	1,530,046
<b>Total Revenue</b>	1,545,105	1,530,171	1,596,129	1,500,045	1,500,045	1,530,046
<b>Expenditure</b>						
Recurrent Expenditure	1,543,765	1,502,400	1,592,095	1,473,151	1,473,149	1,499,355
Capital/One-time Expenditure	-	29,506	40,000	40,000	40,000	40,000
<b>Total Expenditure</b>	1,543,765	1,531,906	1,632,095	1,513,151	1,513,149	1,539,355
<b>Net Revenue and Expenditures</b>	1,340	(1,735)	(35,966)	(13,106)	(13,105)	(9,310)

KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Census	6	7	6	8	8

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Medicare suites continue to be a positive addition to our facility. These rooms remain mostly full with short term rehabilitation residents.

POLK COUNTY WISCONSIN  
Health and Human Services Committee

## Golden Age Manor

Dana Reese, Administrator

PROGRAM NAME:

### Dementia Care

**PROGRAM OBJECTIVE:**

To provide safe and secure quality care to persons needing memory care and nursing care.

**LINK TO BOARD PRIORITY**

To improve the quality of life for all who live, work and play in Polk County.

**KEY PROGRAM STRATEGIES FOR 2020**

Provide ongoing education to staff of the special care unit to ensure best practices in dementia care are practiced each day.  
Implement capital project improvements to provide the safest and most secure environment able.

**KEY PROGRAM STRATEGIES FOR 2021**

Provide ongoing education to staff of the special care unit to ensure best practices in dementia care are practiced each day.

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	-	-	-	-	-	-
Other Revenues	1,158,829	1,147,628	1,197,097	1,125,033	1,125,033	1,147,534
<b>Total Revenue</b>	1,158,829	1,147,628	1,197,097	1,125,033	1,125,033	1,147,534
Recurrent Expenditure	1,157,824	1,126,800	1,194,071	1,104,863	1,104,862	1,124,517
Capital/One-time Expenditure	-	22,130	30,000	30,000	30,000	30,000
<b>Total Expenditure</b>	1,157,824	1,148,929	1,224,071	1,134,863	1,134,862	1,154,517
<b>Net Revenue and Expenditures</b>	1,005	(1,301)	(26,975)	(9,830)	(9,828)	(6,982)

KEY PROGRAM STRATEGIES FOR 2020

**PROGRAM REVENUES AND EXPENDITURES:**

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate	2021 Estimate
Census	16	14	16	16	16

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

There has been an increase in complex behavioral/dementia patients which limits the amount of admissions we take to the dementia unit based on staff and resident safety.

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**Community Services Division**  
**Tonya Eichel, Community Services Director**

**DEPARTMENT DESCRIPTION:**

Polk County Department of Human Services provides the following summary of services for the County. Economic Support - eligibility for state and federal benefits; Behavioral Health - Mental Health/Substance Abuse Clinic, residential/institutional services; community support for vulnerable adults, adult protections abuse/neglect investigations, 24 hour emergency/crisis response; Children and Family Services - abuse/neglect investigations, in-home and out-of-home support services, foster care, children's waiver programs, adjudicated and at-risk juvenile services, residential and treatment care, 24 hour emergency/crisis response.

**MISSION:**

To assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

Improve mental health outcomes; reducing suicides, increasing public safety and public awareness and the success of and participation in treatment programs. Reduce substance abuse problems and improve long term outcomes and public health in Polk County.

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

Department of Children and Families: School Based Social Work, Child Protective Services including initial assessments, ongoing case management, residential services, kinship care, foster home licensing and training, children's long term support services, juvenile justice monitoring.

Income Maintenance: Part of a 10 county consortium (Great Rivers Income Maintenance) that processes eligibility for Medical Assistance, Wisconsin Home Energy Assistance (WHEAP) and Food Share programs.

Behavioral Health Department: Outpatient clinic provides psychiatry, mental health and substance use services to Polk County residents. Other services in the BH Department include Emergency Services (i.e. Crisis and Adult Protective Services), long term and recovery based services including Comprehensive Community Services (CCS), Targeted Case Management (TCM), and Community Support Program (CSP), both purchased and provided services through contracts with outside vendors to provide residential, work, and support services and provided services administered by the Departments Social Work staff. There is a collaborative agreement with the CJCC to provide Treatment Court case management services as well.

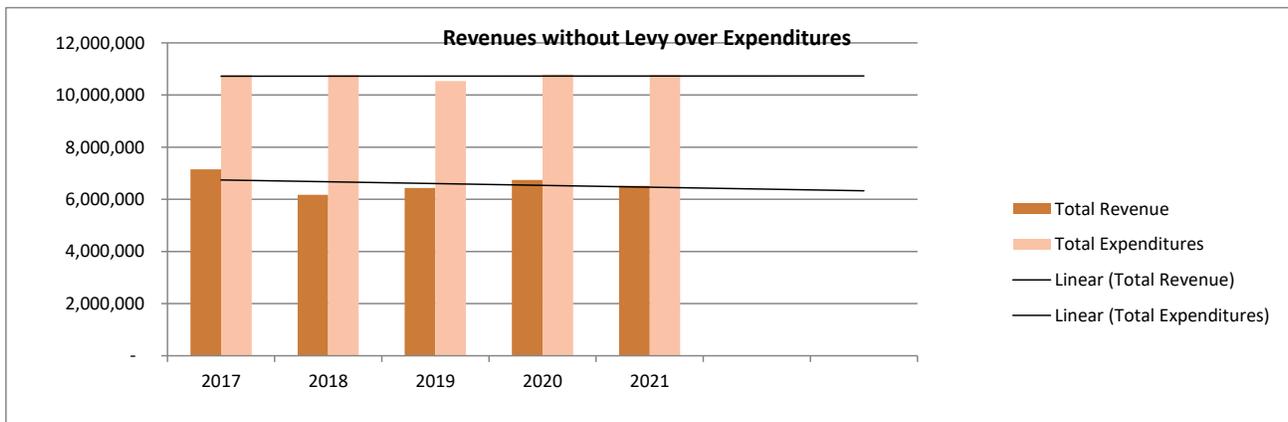
**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**Community Services Division**  
 Tonya Eichelt, Community Services Director

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Budget Forecast	2020 Administrator's Budget	2021 Budget Forecast
<b>Revenue</b>						
General Property Tax	3,620,540	3,908,255	4,097,224	4,164,732	4,043,276	4,250,699
State Aids	5,218,684	5,241,253	5,355,284	5,376,310	5,751,290	5,398,110
Public Charge for Services	1,072,110	890,304	1,041,030	1,056,646	892,922	1,077,779
Intergovernmental Revenue	29,280	13,472	10,000	10,000	70,320	10,000
Other Financing Sources	827,067	29,259	30,600	30,600	30,000	30,600
<b>Total Revenue</b>	<b>10,767,681</b>	<b>10,082,543</b>	<b>10,534,138</b>	<b>10,638,288</b>	<b>10,787,808</b>	<b>10,767,188</b>
<b>Expense</b>						
Personnel Services	5,054,173	5,245,012	6,095,434	6,150,886	6,004,647	6,219,708
Contractual Services	3,802,115	4,623,227	3,299,821	3,356,224	3,709,362	3,413,778
Supplies & Expenses	376,540	252,272	334,853	334,483	369,788	334,111
Fixed Charges	234,768	233,698	278,994	280,033	278,994	283,179
Grants, Contributions, Indem	427,412	416,672	416,892	416,662	417,017	416,412
Capital Outlay	10,151		8,144		8,000	
Cost Reallocation	862,522		100,000	100,000	-	100,000
<b>Total Expenditures</b>	<b>10,767,681</b>	<b>10,770,881</b>	<b>10,534,138</b>	<b>10,638,288</b>	<b>10,787,808</b>	<b>10,767,188</b>
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>(688,338)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

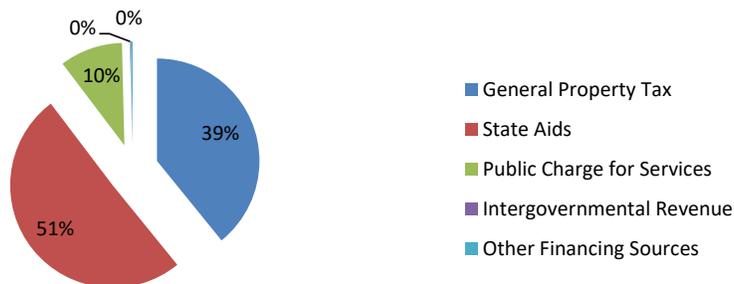
	2017 Budget	2018 Actual	2019 Budget	2020 Budget Forecast	2020 Administrator's Budget	2021 Budget Forecast
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
First/Mid Level Officials & Mngrs					5.7	
Professionals	33	33	38.85	38.85	40.85	38.85
Technicians/Para-Professionals	1	1	1	1	1	1
Administrative Support	25		23	23	23	23
Skilled Craft/Service Maintenance	2	2	6	6	6	6
<b>Total</b>	<b>62</b>	<b>37</b>	<b>69.85</b>	<b>69.85</b>	<b>77.55</b>	<b>69.85</b>



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	4,164,732	4,043,276	(121,456)	
State Aids	5,376,310	5,751,290	374,980	
Public Charge for Services	1,056,646	892,922	(163,724)	
Intergovernmental Revenue	10,000	70,320	60,320	
Other Financing Sources	30,600	30,000	(600)	
<b>Total Revenue</b>	<b>10,638,288</b>	<b>10,787,808</b>	<b>149,520</b>	
<b>Expense</b>				
Personnel Services	6,150,886	6,004,647	(146,239)	
Contractual Services	3,356,224	3,709,362	353,138	
Supplies & Expenses	334,483	369,788	35,305	
Fixed Charges	280,033	278,994	(1,039)	
Grants, Contributions, Indem	416,662	417,017	355	
Capital Outlay		8,000	8,000	
Cost Reallocation	100,000	-	(100,000)	
<b>Total Expenditures</b>	<b>10,638,288</b>	<b>10,787,808</b>	<b>149,520</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## Operations Funding



## Notes:

## Revenue

General Property Tax	Decreased due to State Aid increase
State Aids	State aid increase due to additional grants
Public Charge for Services	
Intergovernmental Revenue	
Other Financing Sources	
<b>Total Revenue</b>	

## Expense

Personnel Services	Personnel adjustment decreased personnel costs
Contractual Services	Increase due to professional services in patient care
Supplies & Expenses	Increased due to patient travel expenses
Fixed Charges	
Grants, Contributions, Indem	
Capital Outlay	Computer purchase
Cost Reallocation	Remodeling clinic took place in 2019
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**Community Services Division**  
**Tonya Eichelt, Community Services Director**

**PROGRAM NAME:****Behavioral Health (216)****PROGRAM OBJECTIVE:**

Provide services and resources to Polk County Residents in need of mental health and substance abuse services.

**LINK TO BOARD PRIORITY:**

Improve mental health outcomes; reduce suicides, increase public safety and public awareness and the success of and participation in treatment programs. Reduce substance abuse problems and improve long term outcomes and public health in Polk County.

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Budget Forecast	2020 Administrator's Budget	2021 Budget Forecast
<b>Revenue</b>						
General Property Tax	1,417,888	1,506,332	1,550,338	1,546,838	1,546,838	1,546,838
State Aids	2,327,757	2,752,101	2,816,082	2,817,331	2,817,331	2,818,605
Public Charge for Services	814,406	638,601	788,108	799,930	799,930	815,928
Intergovernmental Revenues	19,664	6,623	10,000	10,000	10,000	10,000
Other Revenues	27,294	29,259	30,600	30,600	30,601	30,600
<b>Total Revenue</b>	<b>4,607,009</b>	<b>4,932,916</b>	<b>5,195,128</b>	<b>5,204,699</b>	<b>5,204,700</b>	<b>5,221,971</b>
<b>Expenditure</b>						
Personnel Services	1,816,046	2,073,146	2,912,006	2,919,625	2,919,625	2,939,581
Contractual Services	1,582,003	2,256,421	1,484,974	1,514,674	1,514,674	1,544,968
Supplies & Expenses	256,603	163,901	237,964	237,964	237,964	237,964
Fixed Charges	88,393	89,028	140,272	142,376	142,376	142,376
Grants, Contributions, Indem		416,412	416,412	416,412	416,412	416,412
Capital Outlay	1,442		3,500	-	-	
Cost Reallocation	862,522					
<b>Total Expenditure</b>	<b>4,607,009</b>	<b>4,998,908</b>	<b>5,195,128</b>	<b>5,231,051</b>	<b>5,231,051</b>	<b>5,281,301</b>
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>(65,992)</b>	<b>-</b>	<b>(26,352)</b>	<b>(26,351)</b>	<b>(59,330)</b>

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**Community Services Division**  
**Tonya Eichelt, Community Services Director**

**PROGRAM NAME:**

**Behavioral Health (216) Continued**

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Build capacity in Behavioral Health Department to Reduce Mental Health and Substance Use Problems
  - a. Quarterly review of current community needs and adjusting/maximizing program staff to address those needs, reduce the CCS waitlist, reduce CCS working capital, and address MH and SU problems through outpatient services and intensive case management.

**KEY PROGRAM STRATEGIES 2021**

- a. Continue quarterly review of current community needs and adjusting/maximizing program staff to address those needs, reduce the CCS waitlist, reduce CCS working capital, and address MH and SU problems through outpatient services and intensive case management.

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Percent of staff using Electronic Health Record appropriately	Not measured. Implementation on 5/2/2018	99%	100%	100%	100%	100%
% Functional Screen Completed (CSP)	50%	79%	75%	75%	75%	75%
% Case Plan in each medical record	100%	100%	100%	100%	100%	100%
All staff receive appropriate training	New in 2020	New in 2020	New in 2020	100%	100%	100%
% client with Informal supports provided	30%	95%	75%	75%	75%	75%
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
# key fiscal reports generated from electronic health record	Not able to measure yet	20%	100%	100%	100%	100%
Percent Increase in outpatient clinic revenue	Not able to measure yet	10%	20%	25%	25%	25%
Obtain accurate measure of staff productivity	Not able to measure yet	50%	100%	100%	100%	100%
Eliminate CCS Waitlist		75%	100%	100%	100%	100%

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

1. Staff learning and continuing to build HER

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**Community Services Division**  
 Tonya Eichelt, Community Services Director

**PROGRAM NAME:**

**Children and Family (215)**

**PROGRAM OBJECTIVE:**

Provide protection and resources to the children and families in Polk County.

**LINK TO BOARD PRIORITY:**

Substance abuse problems/issues; Updating county services for the future and improving services; Public protection

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Budget Forecast	2020 Administrator's Budget	2021 Budget Forecast
<b>Revenue</b>						
General Property Tax	2,192,165	2,401,923	2,546,886	2,542,242	2,542,242	2542242
State Aids	2,681,899	2,489,152	2,539,202	2,539,202	2,539,202	2539202
Public Charge for Services	257,704	251,703	252,922	256,716	256,716	261850
Intergovernmental Revenue	9,617	6,850	0	0	0	0
Other Financing Sources	799,773					
<b>Total Revenue</b>	<b>5,941,158</b>	<b>5,149,628</b>	<b>5,339,010</b>	<b>5,338,160</b>	<b>5,338,160</b>	<b>5,343,294</b>
<b>Expenditure</b>						
Personnel Services	3,048,681	3,171,866	3,183,430	3,231,260	3,231,260	3280129
Professional Services	2,213,297	2,366,806	1,814,845	1,851,142	1,851,142	1888165
Supplies & Expenses	114,823	88,371	96,888	96,888	96,888	96888
Fixed Charges	146,368	144,670	138,722	140,803	140,803	140803
Other Grant Contributions	11,000	260	480	480	480	480
Capital	8,709		4,644	-	-	
Cost Reallocation			100,000	100,000	100,000	100000
<b>Total Expenditure</b>	<b>5,542,878</b>	<b>5,771,973</b>	<b>5,339,009</b>	<b>5,420,573</b>	<b>5,420,573</b>	<b>5,506,465</b>
<b>Net Revenue and Expenditures</b>	<b>398,280</b>	<b>(622,345)</b>	<b>1</b>	<b>(82,413)</b>	<b>(82,413)</b>	<b>(163,171)</b>

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

1. Build the Family Support Worker Program to be able to provide education to parents whose children are placed out of home.

**KEY PROGRAM STRATEGIES 2021****KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Number of law enforcement trained	0%	ABANDON	N/A	N/A	N/A
Number of community, faith, civic groups contacted	100%	100%	N/A	N/A	N/A
0 contracted supervised visits with Positive Alternatives		100%	100%	100%	100%
8 children added to CCS/CLTS caseload		100%	100%	100%	100%
Maintain CST caseload of 5		100%	100%	100%	100%
Increase # of families receiving parenting skills training from new FSW's		25% of families	50% of families	75% of families	75% of families
Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Parenting skills will increase which could lead to shorter time period between removal and reunification			50%	75%	75%
PA contract for supervised visits eliminated	20%	90%	100%	100%	100%
Length of time to reunification will be measured on all cases	0%	5%	100%	100%	100%

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Turnover in DCF management.

## POLK COUNTY WISCONSIN

## Community Services Division

Tonva Eicheit, Community Services Director

## PROGRAM NAME:

**Economic Support**

## PROGRAM OBJECTIVE:

Meet and/or exceed State performance standards for timely application entry and document processing. Meet State performance standards in managing a call

## LINK TO BOARD PRIORITY:

Updating county services for the future and improving services

## PROGRAM PERFORMANCE INFORMATION:

## KEY PROGRAM STRATEGIES 2020

1. Continue to work with IT to find feasible remote work technology.

## KEY PROGRAM STRATEGIES 2021

1. Continue to work with staff to team build.

## KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate	
Application timeliness standard - 95%	98.46%	99.10%	100%	100%	100%	
Applications processed for Polk County	n/a	4,104	n/a	n/a	n/a	
Call Center average speed of answer - less than 12 minutes	n/a	2 minutes	1	100%	100%	
All staff receive appropriate training	New in 2020	New in 2020	New in 2020	100%	100%	
Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate	
Increase # of applications processed for Polk	4150	No Increase	4750	4750	4750	
Increase # of applications processed for Polk	All workers received ongoing	Unknown	n/a	n/a	n/a	
Implement remote work according to remote work policy for all eligible Polk County ES workers.		99%	100%	100%	100%	

## ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

1. New workers with significant learning curve.

POLK COUNTY WISCONSIN  
**Community Services Division**  
**Veterans Service Office**  
 Andrew Butzler, Polk County Veteran Officer

HHS

**DEPARTMENT DESCRIPTION:**

To assist veterans, dependents and survivors in obtaining all available federal, state and local veteran benefits. Serve as the veteran's advocate in all matters in accordance with State statute and county policy.

**MISSION:**

To ensure that all eligible veterans, dependents and survivors obtain 100% of the benefits and assistance they need or desire.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

To serve the public with integrity  
 Improved quality of life

**STRATEGIC PRIORITIES:**

Maintain highest level of office efficiency and effectiveness, complete conversion of department to "paperless work environment," maintain professional accreditation of DH and staff, and continue to provide strong community presence. Position department for best practices in future Veteran Affairs claims/benefits process.

**PROGRAM OVERVIEW:**

Veterans office provides assistance to eligible customers via three (3) separate sources: Federal Veteran Benefits, State Veteran Benefits, and local (County) assistance.

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

Internals Include: Coordination with ADRC, Income verifications for HSS (i.e. Foodshare, energy assistance, etc.), Register of Deeds, Law Enforcement, Coroner. External services include: Veteran benefits like Pensions, disability compensation, VA home loans, education programs, property tax relief, VA medical care, VA insurance, burials, veteran cemeteries, burial flags/markers, survivor benefits, retiree services, CHAMPVA, TRICARE, VA Choice program, State aids (i.e. Emergency aid), VORP program, etc.

POLK COUNTY WISCONSIN  
**Community Services Division**  
**Veterans Service Office**  
 Andrew Butzler, Polk County Veteran Officer

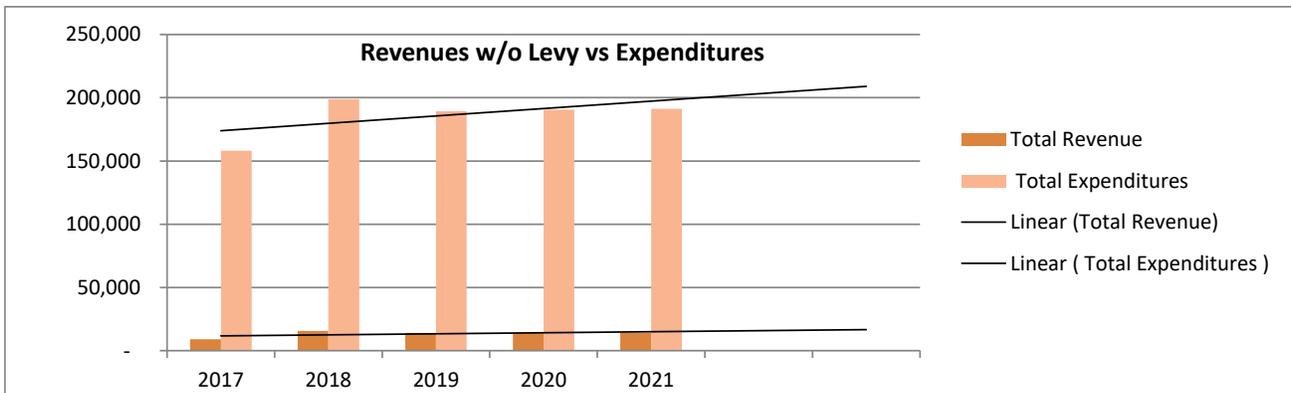
HHS

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	163,266	168,712	175,227	176,265	176,666	177,318
State Aids	9,129	15,495	14,000	14,000	14,000	14,000
Other Financing Sources						
<b>Total Revenue</b>	<b>172,395</b>	<b>184,207</b>	<b>189,227</b>	<b>190,265</b>	<b>190,666</b>	<b>191,318</b>
<b>Expense</b>						
Personnel Services	140,233	159,653	147,025	147,946	148,324	148,876
Contractual Services	2,414	5,752	5,911	6,029	6,051	6,150
Supplies & Expenses	11,561	12,819	19,291	19,290	19,291	19,291
Grants, Contributions, Indem	3,809	20,532	17,000	17,000	17,000	17,001
Cost Reallocation					-	
<b>Total Expenditures</b>	<b>158,018</b>	<b>198,756</b>	<b>189,227</b>	<b>190,265</b>	<b>190,666</b>	<b>191,318</b>
<b>Net Revenue and Expenditures</b>	<b>14,378</b>	<b>(14,549)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

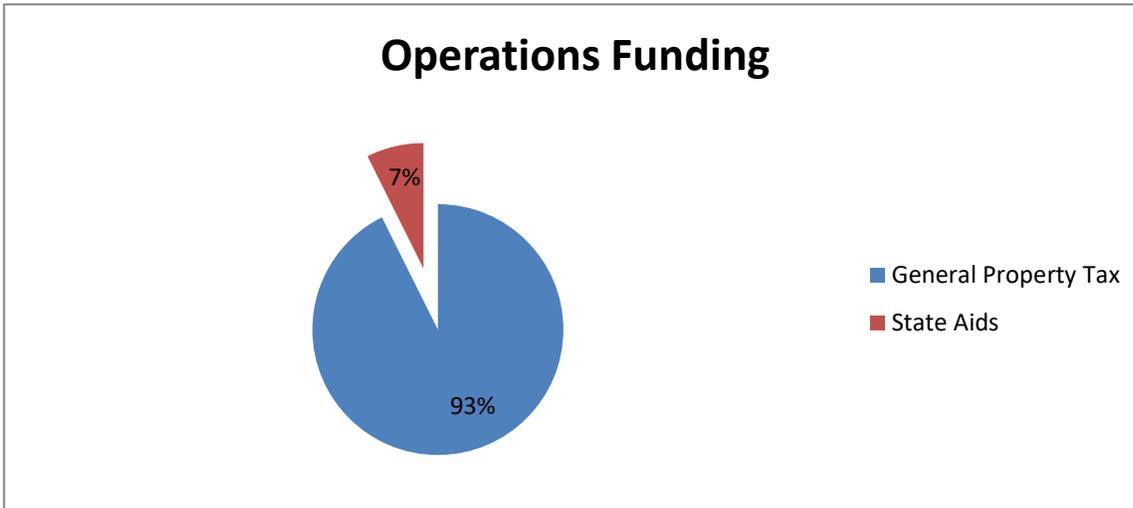
**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Administrative Support	1	1	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	176,265	176,666	401	
State Aids	14,000	14,000	-	
<b>Total Revenue</b>	<b>190,265</b>	<b>190,666</b>	<b>401</b>	
<b>Expense</b>				
Personnel Services	147,946	148,324	378	
Contractual Services	6,029	6,051	22	
Supplies & Expenses	19,290	19,291	1	
Grants, Contributions, Indem	17,000	17,000	-	
<b>Total Expenditures</b>	<b>190,265</b>	<b>190,666</b>	<b>401</b>	
<b>Net Revenue and Expenditures</b>	-	-	-	



**Notes:**

<b>Revenue</b>	
General Property Tax	Increase to to small adjustment in staffing
State Aids	
<b>Total Revenue</b>	

<b>Expense</b>	
Personnel Services	
Contractual Services	
Supplies & Expenses	
Grants, Contributions, Indem	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

**POLK COUNTY WISCONSIN**  
**Community Services Division**  
**Veterans Service Office**  
**Andrew Butzler, Polk County Veteran Officer**

HHS

**PROGRAM NAME:****Veterans Services****PROGRAM OBJECTIVE:**

To improve quality of life for County veterans, families and dependents via access to Federal, State, and County veteran benefits.

**LINK TO BOARD PRIORITY:**

To serve the public with integrity; improved quality of life.

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES FOR 2020:**

Conduct public outreach to connect with returning National Guard unit

Use social media to announce VA changes and county events

**KEY PROGRAM STRATEGIES FOR 2021:**

Maintain professional qualifications and accreditations

Increase advertisement of office function and Telehealth capabilities

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Federal Claims (All)	214	205	205	205	205
Work Actions (POA, ltrs, evidence, etc)	318	300	300	300	300
Misc Actions (non-Claim)	211	180	180	180	180
VA Medical Enrollments	72	75	75	75	75
Aid to Needy Vet Grants (ANV)	3	7	7	7	7
State Cemetery Applications	3	5	5	5	5
Homeless Shelter Referrals	6	6	6	6	6
Vet Transportation Miles	79,030	75,000	75,000	75,000	75,000
VSC Applications	20	15	15	15	15
Cemetery Aid Applications	10	12	12	12	12
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
VA Comp/Pension/DIC to County	Pend VA	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000
VA Medical Care to County Vets	Pend VA	\$11,000,000	\$11,000,000	\$11,000,000	\$11,000,000
ANV Financial Support	\$3,059	\$5,000	\$5,000	\$5,000	\$5,000
WDVA CVSO Grant	\$4,373	\$10,000	\$10,000	\$10,000	\$10,000
WDVA Transportation Grant	\$4,756	\$4,750	\$4,750	\$4,750	\$4,750
Cemetery Aid	\$1,442	\$1,900	\$2,000	\$2,000	\$2,000
VSC Aid	\$4,098	\$1,800	\$1,800	\$1,800	\$1,800

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

1. Local National Guard unit has left on deployment. Should increase office traffic once the unit returns
2. Department Facebook page is up and running. Will be used to update veterans with VA updates/changes, and to notify of any upcoming events.

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**ADRC: AGING AND DISABILITY RESOURCE CENTER**  
**Laura Neve, Director**

**DEPARTMENT DESCRIPTION:**

The ADRC provides information to and oversees the provision of services to seniors, those with disabilities and their families, including the Aging programs of nutrition and transportation for the elderly. The ADRC is a central source of reliable and objective information about a broad range of programs and services. They help people understand and evaluate the various options available to them. By enabling people to find resources in their communities and make informed decisions about long-term care, we help people conserve their personal resources, maintain self-sufficiency and delay or prevent the need for potentially expensive long-term care.

**MISSION:**

The mission of the Aging and Disability Resource Center is to empower and support seniors, people with disabilities and their families by providing useful information and finding the help people seek. The ADRC is a central source of information, assistance and access to community resources.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

To improve the quality of life for all who live in Polk County and to serve and represent the public with integrity.

**STRATEGIC PRIORITIES:**

To serve the community by meeting their needs of information and assistance (related to aging, disabilities, and caregiving) as efficiently as possibly with great customer service.

**PROGRAM OVERVIEW:**

The ADRC provides information on a broad range of programs and services, helps people understand the various long-term care options available to them, helps people apply for programs and benefits, and serves as the access point for publicly funded long-term care. The provision of Transportation and Nutrition are provided through the Aging Programs within the ADRC.

**LIST OF PROGRAMS PROVIDED BY YOUR DEPARTMENT:**

\*Benefit Counseling   \*Information and Assistance   \*Option Counseling   \*Enrollment Counseling   \*Community Education/Prevention Programming  
 \*Caregiver Support   \*Home delivered meals/Congregate dining   \*Transportation Services

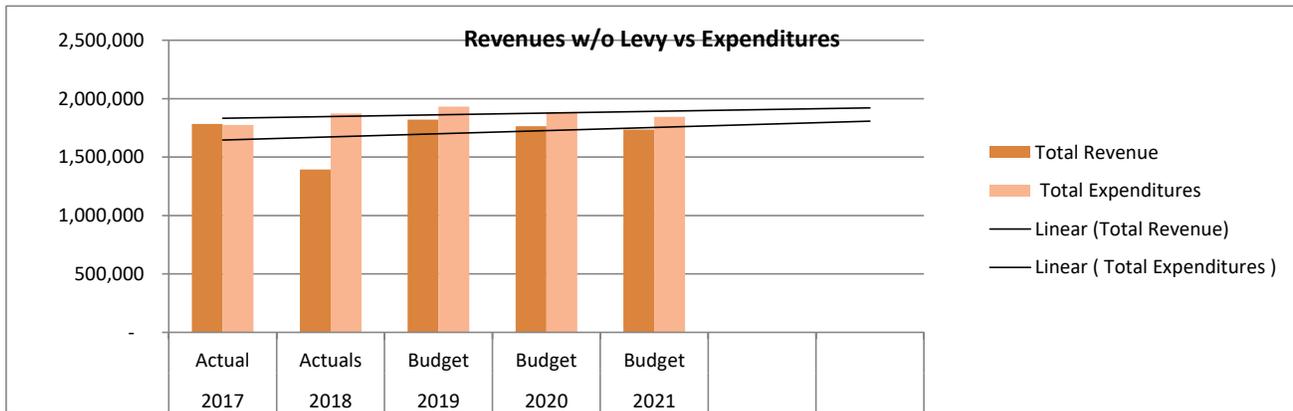
POLK COUNTY WISCONSIN  
Health and Human Service Committee  
**ADRC: AGING AND DISABILITY RESOURCE CENTER**  
Laura Neve, Director

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	110,785	110,785	110,785	110,785	110,785	110,785
State Aids	1,628,926	1,244,464	1,644,072	1,689,492	1,631,268	1,599,800
License & Fees					-	
Public Charge for Services	153,035	149,607	124,000	132,000	132,000	135,000
Intergovernmental Revenue					-	
Misc Revenue	2,725		600		-	
<b>Total Revenue</b>	<b>1,895,471</b>	<b>1,504,856</b>	<b>1,879,457</b>	<b>1,932,277</b>	<b>1,874,053</b>	<b>1,845,585</b>
<b>Expense</b>						
Personnel Services	805,312	884,482	958,369	930,388	923,717	958,300
Contractual Services	77,158	79,800	86,120	-	126,330	-
Supplies & Expenses	262,390	271,912	288,113	335,310	264,411	316,930
Fixed Charges	29,026	29,061	33,000	58,100	33,533	58,000
Grants and Other Contributions	533,115	565,884	512,355	528,979	533,829	512,355
Capital Expenditures	68,460	42,484	42,500	79,500	-	
<b>Total Expenditures</b>	<b>1,775,461</b>	<b>1,873,623</b>	<b>1,920,457</b>	<b>1,932,277</b>	<b>1,881,820</b>	<b>1,845,585</b>
<b>Net Revenue and Expenditures</b>	<b>120,010</b>	<b>(368,767)</b>	<b>(41,000)</b>	<b>(0)</b>	<b>(7,767)</b>	<b>-</b>

**EMPLOYMENT BY JOB CLASSIFICATION:**

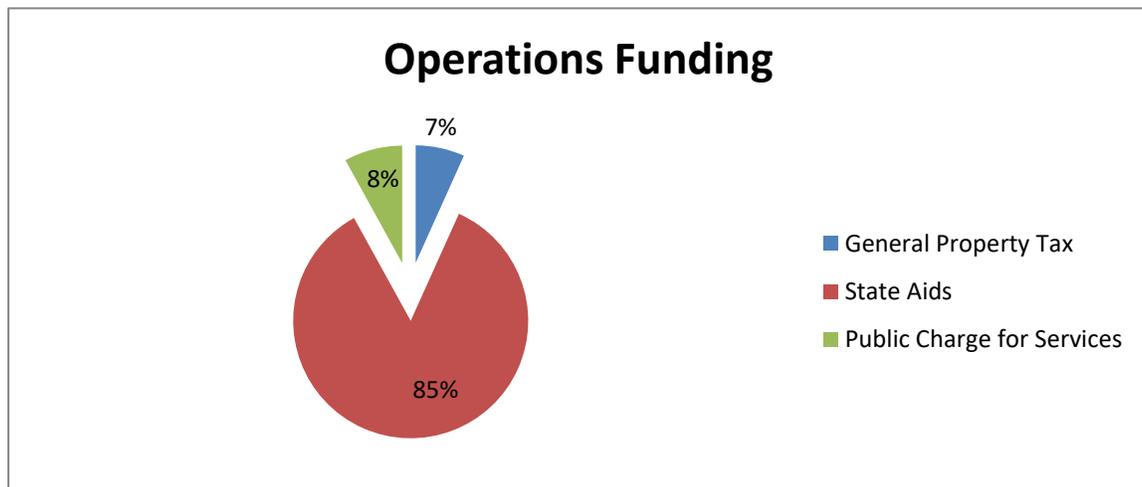
	2017 Budget	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Professionals	6.6	6.6	6.6	6.6	5.6	6.6
Administrative Support	2	2	2	2	3	2
First/Mid Level Officials and Managers	1	1	1	1	1	1
Skilled Craft/Service Maintenance	2.3	2.3	2.3	2.3	5.28	2.3
<b>Total</b>	<b>12.9</b>	<b>12.9</b>	<b>12.9</b>	<b>12.9</b>	<b>15.88</b>	<b>12.9</b>



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	110,785	110,785	-	
State Aids	1,403,292	1,631,268	227,976	
Public Charge for Services	132,000	132,000	-	
<b>Total Revenue</b>	<b>1,646,077</b>	<b>1,874,053</b>	<b>227,976</b>	

<b>Expense</b>				
Personnel Services	896,499	923,717	27,218	
Contractual Services	73,618	126,330	52,712	
Supplies & Expenses	216,446	264,411	47,965	
Fixed Charges	27,720	33,533	5,813	
Grants and Other Contributions	464,671	533,829	69,158	
<b>Total Expenditures</b>	<b>1,678,954</b>	<b>1,881,820</b>	<b>202,866</b>	
<b>Net Revenue and Expenditures</b>	<b>(32,877)</b>	<b>(7,767)</b>		



**Notes:**

<b>Revenue</b>	
General Property Tax	
State Aids	Alzheimer Grant added to ADRC from Community Services
Public Charge for Services	
<b>Total Revenue</b>	

<b>Expense</b>	
Personnel Services	Personnel increase
Contractual Services	Increased due to new grant
Supplies & Expenses	Increased due to new grant
Fixed Charges	
Grants and Other Contributions	Increased by payment to other governments
<b>Total Expenditures</b>	

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**ADRC: AGING AND DISABILITY RESOURCE CENTER**  
**Laura Neve, Director**

**PROGRAM NAME:**

Information, assistance and counseling

**PROGRAM OBJECTIVE:**

This program provides a central source of information about a broad range of community resources and benefits of interest to people age 60+ and adults with disabilities of all incomes and their caregivers. ADRC customers are helped to understand the various short and long term care options and benefits available, use their personal resources wisely and delay or reduce the demand for public funding for services.

**LINK TO BOARD PRIORITY:**

Senior Citizens and Veterans-increase information and assistance through ADRC

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast	2020 Administrator's Budget	2021 Forecast
<b>Revenue</b>						
General Property Tax	-	-				-
Other Revenues	1,109,567	1,136,022	1,221,647	1,060,391	946,949	1,137,000
<b>Total Revenue</b>	1,109,567	1,136,022	1,221,647	1,060,391	1,060,391	1,137,000
Recurrent Expenditure	1,102,958	1,136,022	1,221,647	1,060,391	978,942	1,137,000
<b>Total Expenditure</b>	1,102,958	1,136,022	1,221,647	1,060,391	978,942	1,137,000
<b>Net Revenue and Expenditures</b>	6,609	-	-	-	81,449	-

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

The focus will be on the changing demographics and what each community can do to prepare. The activities will include educating ourselves as an agency then doing outreach and community education on the topic.

**KEY PROGRAM STRATEGIES 2021**

The strategies of 2021 will be somewhat dependent on the outcome of the 2020 education efforts. What we learn from from our individual community meetings on what we can do to help in preparations.

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate
Average # of consumer assistance events** per month by I&A Specialists	418	420	395	450	450
Yearly number of opened cases by benefit specialists	2405	1600	2788	1600	2500
Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate
95% of individuals completing satisfaction survey will report services provided were helpful and met their needs for making informed decisions.	Was not established	97%	98.50%	98%	98%
95% of individuals responding to surveys will indicate information and education provided me or exceeded their expectations	Was not established	97%	98.40%	98%	96%

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Small number of individuals willing to complete surveys may lead to drastic change in percentage with one upset person.

\*\*Consumer events: range in time & involvement from phone calls with easy answers to options counseling that may take multiple home visits and weeks to conclude.

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**ADRC: AGING AND DISABILITY RESOURCE CENTER**  
**Laura Neve, Director**

**PROGRAM NAME:**

Nutrition

**PROGRAM OBJECTIVE:**

This program is to provide a nutritious meal, daily check, nutrition educational and opportunities to volunteer. This includes home delivered meals through the county and Senior Dining Congregate sites. It also includes Senior Farmers' Market Vouchers Program.

**LINK TO BOARD PRIORITY:**

Senior Citizens and Veterans-increase information and assistance through ADRC

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast	2020 Administrator's Budget	2021 Forecast
<b>Revenue</b>						
General Property Tax	87,726	87,479	86,748	83,921	83,921	83,921
Other Revenues	392,457	417,488	384,342	546,609	684,319	383,308
<b>Total Revenue</b>	480,183	504,967	471,090	630,530	768,240	467,229
<b>Expense</b>						
Recurrent Expenditure	719,284	797,615	469,761	791,468	767,445	806,392
Capital/One-time Expenditure		931				
<b>Total Expenditure</b>	719,284	798,546	469,761	791,468	767,445	806,392
<b>Net Revenue and Expenditures</b>	(239,101)	(293,579)	1,329	(160,938)	795	(339,163)

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

- Set up each kitchen with a computer to do monthly reporting as well as new timesheet responsibilities.
- Ensure each kitchen is equipped with all necessities to effectively take part in the Sustainable Kitchens program.

**KEY PROGRAM STRATEGIES 2021**

- Focus on "the new old" and how to bring younger elders into the dining experience.

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate
Number of meals served in the entire service area	63554	63000	65195	63100	65000
Outcome indicators	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate
95% of individuals completing satisfaction survey will report meals provided were helpful in remaining independent.	96%	97%	92%	98%	98%

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

- Entire service area is Polk and Burnett Counties combined.
- Small number of survey responses leads to individual responses having a significant impact on percentages.

**POLK COUNTY WISCONSIN**  
**Health and Human Service Committee**  
**ADRC: AGING AND DISABILITY RESOURCE CENTER**  
 Laura Neve, Director

**PROGRAM NAME:**

Transportation Services

**PROGRAM OBJECTIVE:**

To provide rides for elderly and disabled residents who have no other means of transportation.

**LINK TO BOARD PRIORITY:**

Transportation in first tier, linked also to Seniors, Veterans, public health and mental health.

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast	2020 Estimate	2021 Forecast
<b>Revenue</b>						
General Property Tax	23,059	23,306	24,037	26,864	26,864	26,864
Other Revenues	333,005	218,536	162,683	214,492	266,319	214,492
<b>Total Revenue</b>	356,064	241,842	186,720	241,356	293,183	241,356
Recurrent Expenditure	126,933	140,756	139,671	161,856	135,432	142,304
Capital/One-time Expenditure						
<b>Total Expenditure</b>	126,933	140,756	139,671	161,856	135,432	142,304
<b>Net Revenue and Expenditures</b>	229,131	101,086	47,049	79,500	157,751	99,052

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

By July 1st select and order vehicle appropriate for program enhancement.

**KEY PROGRAM STRATEGIES 2021**

Evaluate and make adjustments on transportation program developed in 2020.

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate
Number of passengers served	156	160	145	160	160
Number of miles	124874	110000	121658	115000	118000
<b>Outcome indicators</b>	2017 Actual	2018 Estimate	2018 Actual	2019 Estimate	2020 Estimate
No more than 5 missed rides.	1	1	1	2	1

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

1. Unspent DOT funds go into a trust acct for future capitol purchases, they cannot go towards ongoing operational expense or returned to general fund acct. The two county's transportation programs funds are not combined.

# Public Safety and Highway



2020 Budget

September 17, 2019

**POLK COUNTY WISCONSIN**  
**Public Safety and Highway Committee**

## **Department of Clerk of Circuit Court**

**Joan Ritten, Clerk of Circuit Court**

### **DEPARTMENT DESCRIPTION:**

The Clerk of Court's Office performs administrative duties for the court, including jury management, court financial management, court record management, recording of judgments, collections and enforcement of all court ordered financial obligations. The Clerk of Court is to follow all Wisconsin Statutes. The department disseminates information to the public on procedures to file: small claims, divorce actions, restraining orders, civil matters, and other case filings. The Clerk of Court's Office is charged with all record keeping, monitoring and scheduling of court cases including, but not limited to: small claims, civil, family, criminal, traffic, and appeals. A Court Commissioner is also appointed in each county and is included in the Clerk of Court Department. A Court Commissioner is a judicial official who has powers similar to a Circuit Court Judge. The Court Commissioner handles a variety of civil, family, traffic/forfeiture, criminal and probate matters.

### **CLERK OF CIRCUIT COURT MISSION:**

To assist our Circuit Court and customers in the most efficient and complete manner in accordance with State statute and County policy. As local Court administrative personnel, Clerks of Circuit Court are at the center of a wide variety of activities and work daily with several agencies and customers, Law Enforcement, the legal community, local, State and Federal agencies. Businesses and the general public depend upon the Office of the Circuit Court to assist in a wide range of administrative tasks.

### **CLERK OF CIRCUIT COURT VISION:**

Our vision for Polk County Clerk of Court's Office is to continue to streamline court operations to increase access and convenience for all users. We strive to offer the highest level of service to court users while responsibly using and accounting for our county funded resources.

### **LINK TO COUNTY BOARD STRATEGIC GOALS:**

To serve the Court and the public with integrity and professionalism.

### **STRATEGIC PRIORITIES:**

To serve and represent the public with integrity.

### **PROGRAM OVERVIEW:**

The Clerk of Circuit Court Office is the official record management for Polk County Court System. We perform many administrative duties including jury management, financial management, record management, collection and enforcement of all court ordered financial obligations. Provide general information to the public regarding small claims, family, and civil filings, as well as other procedural information requested.

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

Assist court with scheduling

Daily court clerking

Provide service to public regarding proper filing and assist in filing

Assist with setting up payment plans

Provide information to collection agencies regarding past due accounts

Assist other departments and legal firms on balances of court ordered obligations

Some of the departments/services that we communicate with on a daily basis are: Public Health, Child Protections, Other Counties and Circuit Courts, Administration, Corp Counsel, Sheriffs Department, Probation, Dept. of Justice, etc.

POLK COUNTY WISCONSIN  
Public Safety and Highway Committee

**Department of Clerk of Circuit Court**

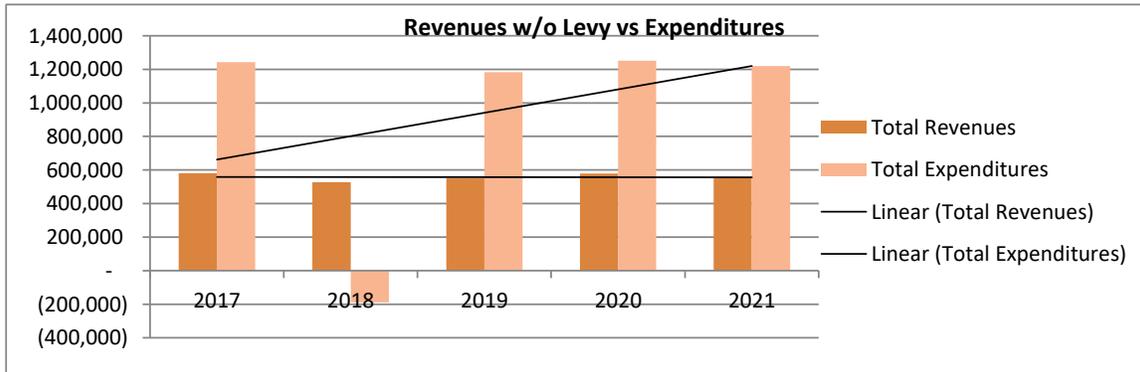
Joan Ritten, Clerk of Circuit Court

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast
<b>Revenue</b>						
General Property Tax	670,867	663,819	631,887	649,982	672,786	667,591
State Aids	185,996	189,577	186,705	186,705	221,705	186,705
Fine and Forfeitures	180,356	142,368	177,700	172,700	152,700	172,700
Public Charge for Services	204,408	193,808	185,711	188,497	203,497	192,266
Misc. Revenue	685	451				
Other Financing Sources	8,929					
<b>Total Revenue</b>	<b>1,251,242</b>	<b>1,190,023</b>	<b>1,182,003</b>	<b>1,197,884</b>	<b>1,250,688</b>	<b>1,219,262</b>
<b>Expense</b>						
Personnel Services	723,826	711,992	752,715	767,212	790,100	782,032
Contractual Services	361,667	327,846	321,544	327,928	377,844	334,486
Supplies & Expenses	39,502	36,410	37,144	37,144	37,144	37,144
Fixed Charges	25	23	-	-	-	-
Grants, Contributions, Indem	50,000	50,000	-	0	-	-
Cost Reallocation	67,294	69,259	70,600	65,600	45,600	65,600
<b>Total Expenditures</b>	<b>1,242,314</b>	<b>1,195,529</b>	<b>1,182,003</b>	<b>1,197,884</b>	<b>1,250,688</b>	<b>1,219,262</b>
<b>Net Revenue and Expenditures</b>	<b>8,928</b>	<b>(5,506)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

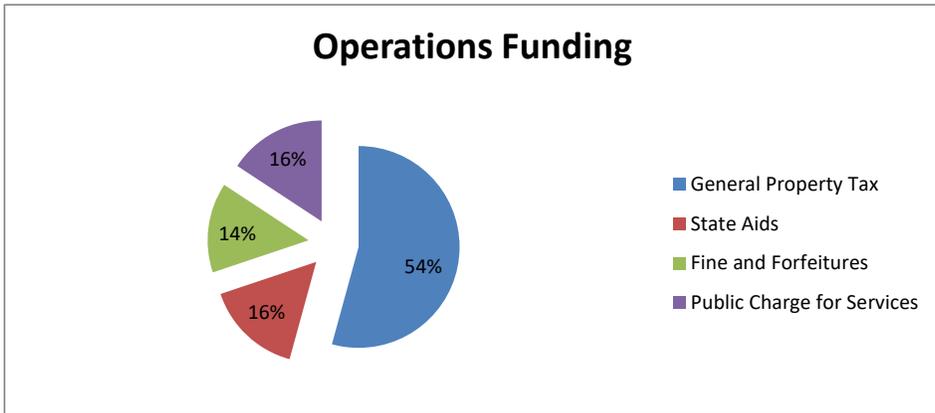
**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Professionals	1	1	1	1	1	1
Administrative Support	10	10	10	10	10	10
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	649,982	672,786	22,804	
State Aids	186,705	221,705	35,000	
Fine and Forfeitures	172,700	152,700	(20,000)	
Public Charge for Services	188,497	203,497	15,000	
<b>Total Revenue</b>	<b>1,197,884</b>	<b>1,250,688</b>	<b>52,804</b>	
<b>Expense</b>				
Personnel Services	767,212	790,100	22,888	
Contractual Services	327,928	377,844	49,916	
Supplies & Expenses	37,144	37,144	-	
Cost Reallocation	65,600	45,600	(20,000)	
<b>Total Expenditures</b>	<b>1,197,884</b>	<b>1,250,688</b>	<b>52,804</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	



**Notes:**

**Revenue**

General Property Tax	Increase to cover payroll adjustments
Other Taxes	
State Aids	Increase expected to cover Court Appointed Attorney Fee Increase
Fine and Forfeitures	This is Jail Assessment Fee which has a deficit in the Special Revenue Fund Balance so we are not using it to supplement LE anymore. 201 Fund
Public Charge for Services	Effect receivable efforts
<b>Total Revenue</b>	

**Expense**

Operating Expense	
Personnel Services	Small adjustment in personnel costs
Contractual Services	Increase initiated by State on Court Appointed Attorney Fees
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	This is Jail Assessment Fee which has a deficit in the Special Revenue Fund Balance so we are not using it to supplement LE anymore. 201 Fund
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

**POLK COUNTY WISCONSIN**  
**Public Safety and Highway Committee**  
**Department of Clerk of Circuit Court**  
 Joan Ritten, Clerk of Circuit Court

**PROGRAM NAME:****Circuit Court: Case Filing and Management****PROGRAM OBJECTIVE:**

Prompt and accurate filing of all information necessary for the functioning of the court system and the Clerk of Court Office.

**LINK TO BOARD PRIORITY:**

Updating county services for the future and improving services.

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

1. Continue with implementation of e-filing.
2. Collaborate with interoffice agencies to decrease costs of court cases.
3. Continue collections on owed monies along with continuation of tax intercept and other means of collections.

**KEY PROGRAM STRATEGIES 2021**

1. Continue collections on owed monies along with continuation of tax intercept and other means of collections.
2. Collaborate with interoffice agencies to decrease costs of court cases.

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Number of Case files	5,482	5,337	6,270	5,815	6,573
Family	256	254	298	315	302
Civil	385	369	419	438	492
Criminal (CM,CF,CT)	1,050	1,018	1,198	1,267	1,222
Paternity	16	14	15	16	16
Juvenile	155	159	192	202	170
Small Claims	859	1,010	1,178	1,241	1,101
Traffic	2,761	1,859	2,204	2,336	3,270
Forfeitures	434	392	455	479	507
Group Files	340	262	311	330	393
<b>Outcome indicators</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Estimate</b>	<b>2021 Estimate</b>
Number of re-opened cases due to Clerk error	0	0	0	0	0
Number of approx. calls received yearly on case filings	19,050	15,000	24,000	24,500	24,500

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

Drug addiction and mental health issues are increasing criminal and juvenile filings, increasing guardian ad litem and court-appointed attorney fees.

**POLK COUNTY WISCONSIN  
Public Safety and Highway Committee**

**Department of District Attorney and Victim/Witness Services**

Jeff Kemp, District Attorney

**DEPARTMENT DESCRIPTION:**

This department prosecutes criminal cases, assists in the administration of justice, and delivers victim rights through two divisions: The District Attorney's Office and Victim/Witness Services.

**MISSION:**

To administer justice while delivering high quality public service to all citizens in an effective, professional, and efficient manner.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

To strengthen law enforcement's relations with the public; enhancing the quality of life for the citizens of Polk County. Ensure crime victims are treated with sensitivity, fairness, compassion, and respect.

**STRATEGIC PRIORITIES:**

To serve and represent the public with integrity.

**PROGRAM OVERVIEW:**

Prosecution of Criminal Cases

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

Review Law Enforcement Reports and make charging decisions  
 Notify any victims of rights, court process, and hearings associated with case  
 Prosecution of case including: Initial Appearances, Status Hearings, Preliminary Hearings, Final Pre-Trials, and Sentencings  
 Communicate with Law Enforcement of case detail and investigation  
 Meet with Defense to discuss possible resolution of case  
 Confer with victims with regards to their feelings on prosecution  
 Attend trainings to keep updated on current procedures and law

POLK COUNTY WISCONSIN  
Public Safety and Highway Committee

Department of District Attorney and Victim/Witness Services

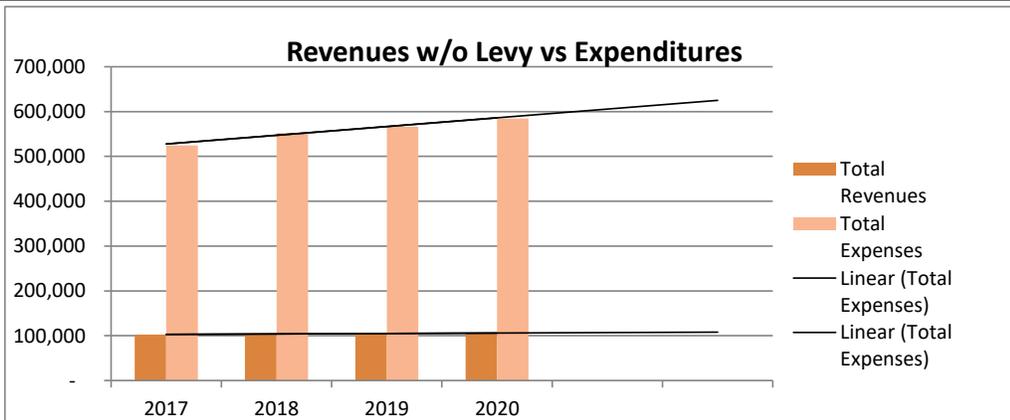
Jeff Kemp, District Attorney

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	419,755	447,709	461,203	466,558	478,984	471,808
State Aids	72,951	70,582	65,791	65,791	65,791	65,791
Fine and Forfeitures	5,163	3,506	591	591	591	591
Public Charge for Services	24,447	36,344	38,684	39,264	39,264	40,049
Other Financing Sources						
<b>Total Revenue</b>	522,316	558,141	566,269	572,204	584,630	578,239
<b>Expense</b>						
Personnel Services	465,904	487,836	502,010	507,403	520,687	512,896
Contractual Services	21,778	16,998	26,544	27,075	26,216	27,616
Supplies & Expenses	36,308	35,476	36,915	36,914	36,914	36,914
Fixed Charges	525	420	800	812	812	813
<b>Total Expenditures</b>	524,515	540,730	566,269	572,204	584,629	578,239
<b>Net Revenue and Expenditures</b>	(2,199)	17,411	-	-	-	-

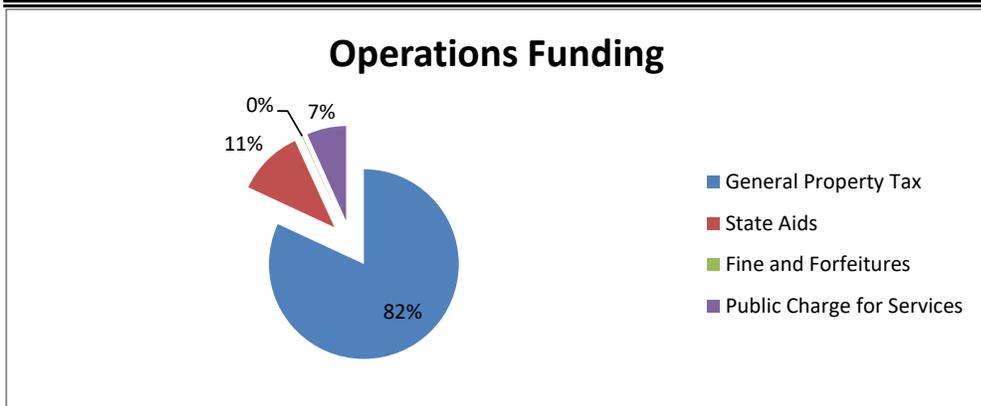
EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators						
Administrative Support	4	4	4	4	4	4
Professionals						
First/Mid Level Officials and Managers	1	1	1	1	1	1
Technicians/Para-Professionals	2	2	2	2	2	2
<b>Total</b>	7	7	7	7	7	7



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	466,558	478,984	12,426	
State Aids	65,791	65,791	-	
Fine and Forfeitures	591	591	-	
Public Charge for Services	39,264	39,264	-	
Other Financing Sources			-	
<b>Total Revenue</b>	<b>572,204</b>	<b>584,630</b>	<b>12,426</b>	
				-
<b>Expense</b>				
Personnel Services	507,403	520,687	13,284	
Contractual Services	27,075	26,216	(859)	
Supplies & Expenses	36,914	36,914	-	
Fixed Charges	812	812	-	
<b>Total Expenditures</b>	<b>572,204</b>	<b>584,629</b>	<b>12,425</b>	
				-
<b>Net Revenue and Expenditures</b>				
				-



**Notes:**

<b>Revenue</b>	
General Property Tax	Increased to cover staffing adjustments
Other Taxes	
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Intergovernmental Revenues	
Misc. Revenue	
<b>Total Revenue</b>	
<b>Expense</b>	
Operating Expense	Staffing adjustments
Personnel Services	Small adjustment
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Public Safety and Highway Committee

**Department of District Attorney and Victim/Witness Services**

Jeff Kemp, District Attorney

**PROGRAM NAME:**

**District Attorney**

**PROGRAM OBJECTIVE:**

Prosecution of Criminal Case Load

**LINK TO BOARD PRIORITY:**

Public Safety / Substance Abuse

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

Organize Polk County Justice Collaborating Counsel to a County Funded Entity expanding programs for treatment.

**KEY PROGRAM STRATEGIES 2021**

Create New Diversion Programs: Traffic, Juvenile, OWI, and Methamphetamine

Lobby for additional Assistant District Attorney

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	351,559	370,368	379,618	385,278	385,277	390,438
Other Revenues	29,610	39,850	39,276	38683	38684	38684
<b>Total Revenue</b>	381,169	410,218	418,894	423,961	423,961	429,122
Recurrent Expenditure	383,369	394,521	418,894	423,961	423,961	429,122
Capital/One-time Expenditure						
<b>Total Expenditure</b>	383,369	394,521	418,894	423,961	423,961	429,122
<b>Net Revenue and Expenditures</b>	(2,200)	15,697	-	-	-	-

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
County Ordinances Charged	109	119	129	157	167

<b>Outcome indicators</b>	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Diversion Cases	37	30	43	47	52

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

The District Attorney would like to have additional options when making charging decisions. The weight of these decisions go to previous criminal activity, degree of incident, victims or restitution involved, and educating offender.

**POLK COUNTY WISCONSIN**  
**Public Safety and Highway Committee**  
**Department of District Attorney and Victim/Witness Services**  
 Jeff Kemp, District Attorney

**PROGRAM NAME:**

**Victim Witness**

**PROGRAM OBJECTIVE:**

Ensure each and every victim has the opportunity to exercise their rights per Chapter 950.

**LINK TO BOARD PRIORITY:**

Public Safety / Mental Health

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	68,195	77,341	81,583	82,451	82,451	83,325
Other Revenues	72,951	35,035	65,791	65,791	65,792	65,792
<b>Total Revenue</b>	141,146	112,376	147,374	148,242	148,243	149,117
Recurrent Expenditure	141,146	146,209	147,374	148,242	148,243	149,117
Capital/One-time Expenditure						
<b>Total Expenditure</b>	141,146	146,209	147,374	148,242	148,243	149,117
<b>Net Revenue and Expenditures</b>	-	(33,833)	-	-	-	-

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Training to assist child sexual assault victims.
2. Renew and update victim forms and pamphlets.
3. Activate Coordinated Community Response Team.

**KEY PROGRAM STRATEGIES 2021**

1. Personalize victim services for more comfortable court experience.
2. Juvenile case training.
3. Create better confidentiality for victims of sensitive crimes.

**KEY PERFORMANCE INDICATORS:**

<b>Output indicators</b>	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Victims and Witness Assisted	1,533	1,582	1,724	1,879	2048

<b>Outcome indicators</b>	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimate
Victims Exercising Rights	149	367	223	246	268
Restitution Requests	133	117	147	162	176

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

To assist victims properly, it is essential to have accurate initial contact information from Law Enforcement and keep victim information up to date as case progresses. Victim Witness must reach out to victims to make sure accurate restitution figures are collected and convey support to victims during court process.

POLK COUNTY WISCONSIN  
Public Safety Committee

## Department of Law Enforcement

Brent Waak, Sheriff

### DEPARTMENT DESCRIPTION:

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

### MISSION:

To provide professional, ethical and respectful law enforcement services to the citizens and visitors of Polk County. We believe that the best way to achieve a safe environment is through a cooperative partnership with our community. We, the men and women of the Polk County Sheriff's Department, pledge to serve our community with integrity, honor and courage.

### LINK TO COUNTY BOARD STRATEGIC GOALS:

Promoting safe communities provides an attractive enforcement of economic development and business growth. Law enforcement presence in the primary schools promotes higher quality educational environment. Strong law enforcement presence promote voluntary compliance with traffic laws resulting in safer communities.

### STRATEGIC PRIORITIES:

Continue to develop and plan for a permanent site for use of force and firearms training. Expand our Crisis Intervention Program and training. Implement video visitation in the Jail. Enterprise Software upgrade in Dispatch.

### PROGRAM OVERVIEW:

To provide law enforcement services, emergency 911 communication services, jail facilities and emergency management services to the entire county population.

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

**Field Services** - Patrol, Emergency Response, Transports, Court Security, Recreation Patrol, Investigations, Civil Process. **Communications:** 911 calls, non-emergency calls, radio communications, paging, weather alerts. **Corrections:** Safety and security of inmates and staff, some transports, inmate healthcare, food, laundry, Huber, taking inmates to court, library service, inmate programming. **Emergency Management:** Emergency planning, preparation, training, Debris plan, coordination between state and local emergency services, grant management.

POLK COUNTY WISCONSIN  
Public Safety Committee

Department of Law Enforcement

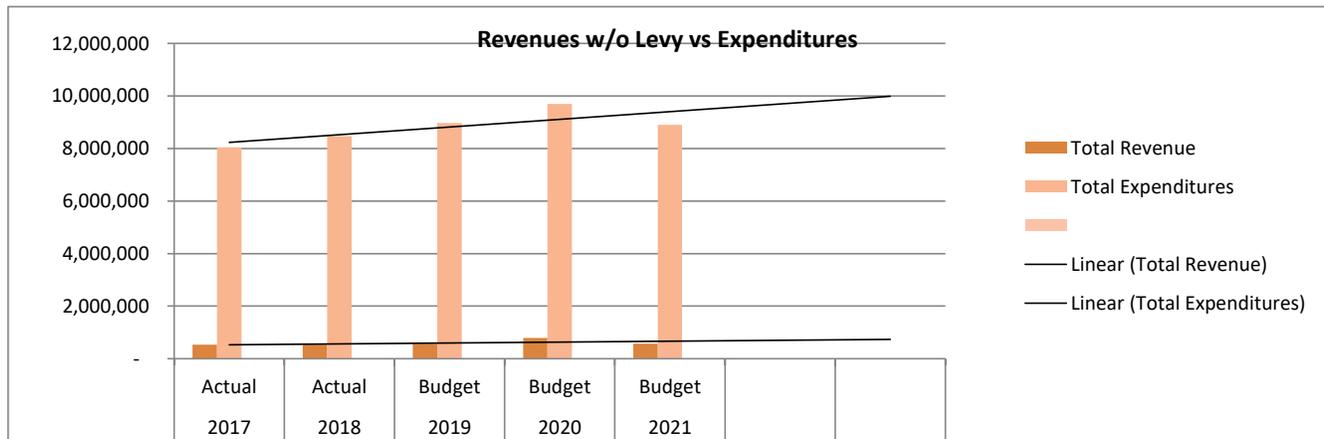
Brent Waak, Sheriff

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	7,278,378	7,695,108	8,051,471	8,061,288	7,999,194	8,191,006
State Aids	208,183	168,540	151,323	151,323	150,485	151,323
Public Charge for Services	331,399	517,302	257,374	261,234	460,813	266,458
Intergovernmental Revenue	133,976	155,381	85,171	85,172	104,932	85,172
Misc. Revenue	50,144	71,851	39,500	39,500	46,500	39,500
Other Financing Sources	25,000	25,000	25,000	30,000	30,000	30,000
<b>Total Revenue</b>	<b>8,027,079</b>	<b>8,633,182</b>	<b>8,609,839</b>	<b>8,628,517</b>	<b>8,791,924</b>	<b>8,763,459</b>
<b>Expense</b>						
Personnel Services	6,727,434	7,005,888	6,932,083	7,041,352	7,081,446	7,157,213
Contractual Services	717,078	865,986	935,350	954,057	1,040,964	973,138
Supplies & Expenses	359,304	348,960	420,036	420,036	387,843	420,036
Fixed Charges	396	304	4,060	4,122	4,121	4,122
Grants, Contributions, Indem	518	319	2,750	2,750	2,750	2,750
Capital Outlay	174,087	247,628	669,660	202,000	1,095,488	342,000
Cost Reallocation	72,026	4,200	4,200	4,200	79,100	4,200
<b>Total Expenditures</b>	<b>8,050,843</b>	<b>8,473,285</b>	<b>8,968,139</b>	<b>8,628,517</b>	<b>9,691,712</b>	<b>8,903,459</b>
<b>Net Revenue and Expenditures</b>	<b>(23,764)</b>	<b>159,897</b>	<b>(358,300)</b>	<b>-</b>	<b>(899,788)</b>	<b>(140,000)</b>

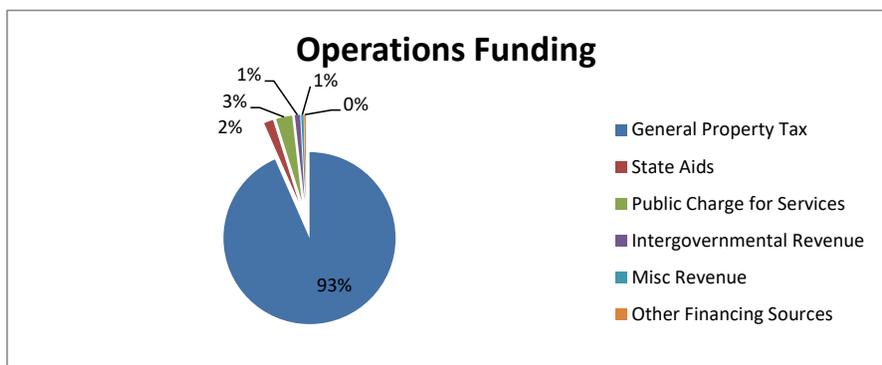
EMPLOYMENT BY JOB CLASSIFICATION:

	2017 Budget	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Professionals						
Technicians/Para-Professionals	11.65	11.65	11.65	11.65	11	11.65
First/Mid Level Officials and Managers	5	5	5	5	5	5
Administrative Support	5	5	5	5	4	5
Skilled Craft/Service Maintenance			0			
Protective Service Workers	55.44	58.44	58.44	58.44	59.44	58.44
<b>Total</b>	<b>78.09</b>	<b>81.09</b>	<b>81.09</b>	<b>81.09</b>	<b>80.44</b>	<b>81.09</b>



## 2020 Budget Presentation

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	8,061,288	7,999,194	(62,094)	
State Aids	151,323	150,485	(838)	
Public Charge for Services	261,234	460,813	199,579	
Intergovernmental Revenue	85,172	104,932	19,760	
Misc Revenue	39,500	46,500	7,000	
Other Financing Sources	30,000	30,000	-	
<b>Total Revenue</b>	<b>8,628,517</b>	<b>8,791,924</b>	<b>163,407</b>	
<b>Expense</b>				
Personnel Services	7,041,352	7,081,446	40,094	
Contractual Services	954,057	1,040,964	86,907	
Supplies & Expenses	420,036	387,843	(32,193)	
Fixed Charges	4,122	4,121	(1)	
Grants, Contributions, Indem	2,750	2,750	-	
Capital Outlay	202,000	1,095,488	893,488	
Cost Reallocation	4,200	79,100	74,900	
<b>Total Expenditures</b>	<b>8,628,517</b>	<b>9,691,712</b>	<b>1,063,195</b>	
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>(899,788)</b>		

**Notes:****Revenue**

General Property Tax	Decreased due to increased jail revenues
State Aids	
Public Charge for Services	Increased jail boarding revenue
Intergovernmental Revenues	Increased reimbursable services
Misc Revenue	Slight increase due to increase trade in values
Other Financing Sources	This is a new annual payment to the asset fund
<b>Total Revenue</b>	

**Expense**

Personnel Services	Slight personnel increase
Contractual Services	Significant increase in Motorola maintenance agreement
Supplies & Expenses	Decrease due to lower fuel prices recently
Fixed Charges	
Grants, Contributions, Indem	
Capital	Increased due to Jail Controller Project and CAD Enterprise Software
Cost Reallocation	2020 is the start of the asset fund repayment which will continue to 10 years
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Public Safety Committee

## Department of Law Enforcement

Brent Waak, Sheriff

**PROGRAM NAME:**

**Law Enforcement and Public Safety, Field Services Division**

**PROGRAM OBJECTIVE:**

To provide the safest enforcement possible by providing professional, respectful law enforcement services.

**LINK TO BOARD PRIORITY:**

Updating county services for the future and improving public protection, substance abuse problems and recreation.

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	3,810,148	4,022,229	4,049,456	4,116,580	4,248,204	4,322,124
Other Revenues	382,597	364,320	271,449	276,968	310,807	277,668
<b>Total Revenue</b>	4,192,745	4,386,549	4,320,905	4,393,548	4,559,011	4,599,792
<b>Expenditure</b>						
Recurrent Expenditure	4,216,508	4,327,650	4,320,905	4,393,548	4,559,011	4,599,792
Capital/One-time Expenditure						
<b>Total Expenditure</b>	4,216,508	4,327,650	4,320,905	4,393,548	4,559,011	4,599,792
<b>Net Revenue and Expenditures</b>	(23,763)	58,899	-	-	-	-

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Increase recreational patrol enforcement hours and commitment of resources.
2. Develop enhanced employee wellness programming and initiatives.
3. Prepare for implementation of Wisconsin Incident Based Reporting system mandate.

**KEY PROGRAM STRATEGIES 2021**

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimates	2020 Estimates	2021 Estimates
Case files	2,628	2,520	3,200	3,200	3,201
Emergency Response Safety	100%	100%	100%	100%	200%
Adult Arrests	802	652	725	750	750
Transports	331	353	365	370	370
Traffic Accidents	478	535	530	540	540

Outcome indicators	2017 Actual	2018 Actual	2019 Estimates	2020 Estimates	2021 Estimates
Percentage of overtime as compared	8.320%	9.18%	7.55%	7.45%	7.45%
Violent crime arrest per occurrence	57%	55%	55%	55%	55%
Unresolved performance complaints	0	0	0	0	1

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

The vacancy in the position of Chief Deputy and the change in the elected Sheriff had significant impacts on the Administrative workload in the Department in 2018, resulting in limited progression towards 2018 goals

## POLK COUNTY WISCONSIN

## Public Safety Committee

## Department of Law Enforcement

Brent Waak, Sheriff

## PROGRAM NAME:

## Emergency Communications

## PROGRAM OBJECTIVE:

To provide emergency call taking and dispatching for all emergency service providers in Polk County including law enforcement, fire and medical agencies. To update and maintain the 911 database for all properties in Polk County. To provide pre-arrival medical instruction to those in medical distress.

## LINK TO BOARD PRIORITY:

Updating county services and public protection.

## PROGRAM REVENUES AND EXPENDITURES:

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2021 Estimates	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	979,213	1,010,279	1,114,947	1,173,224	1,178,856	1,080,588
Other Revenues	5,000		4,896	4,896	2,900	5,068
<b>Total Revenue</b>	984,213	1,010,279	1,119,843	1,178,120	1,181,756	1,085,656
Recurrent Expenditure	984,213	1,045,230	1,119,843	1,178,120	1,181,756	1,085,656
Capital/One-time Expenditure						
<b>Total Expenditure</b>	984,213	1,045,230	1,119,843	1,178,120	1,181,756	1,085,656
<b>Net Revenue and Expenditures</b>	-	(34,951)	-	-	-	-

## PROGRAM PERFORMANCE INFORMATION:

## KEY PROGRAM STRATEGIES 2020

1. Prepare equipment and personnel for the implementation of NexGen 911 Services.
2. Develop standardized Policy and Procedure manual for Communications Division.

## KEY PROGRAM STRATEGIES 2021

## KEY PERFORMANCE INDICATORS:

Output indicators	2017 Actual	2018 Actual	2019 Estimates	2020 Estimates	2021 Estimates
Total Calls For Service	36580	36,997	37,500	38,000	38,000
Total number of 911 Calls	11,700	11,711	11,750	11,850	11,850

Outcome indicators	2017 Actual	2018 Actual	2019 Estimates	2020 Estimates	2021 Estimates
Percentage of overtime as compared	8.5%	7.3%	7.5%	7.5%	107.5%
Average time to answer 911 calls	2 sec	3 sec	2 sec	2 sec	3 sec

## ASSUMPTIONS AND FACTORS IMPACTING PERFORMANCE:

1. Stability in staffing contributed significantly to the achievement of 2018 goals.
2. Lack of legislative funding has slowed the transition to NexGen 911.
3. Funding from the County Board allowed the implementation of additional supervision hours.

POLK COUNTY WISCONSIN  
Public Safety Committee

## Department of Law Enforcement

Brent Waak, Sheriff

**PROGRAM NAME:**

### Emergency Management Division

**PROGRAM OBJECTIVE:**

To utilize planning, training and coordination to continually develop the mitigation, preparedness, response and recovery capabilities of the County's

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2021 Estimates	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	44,531	56,796	56,644	57,722	72,734	57,722
Other Revenues	61,900	88,804	59,043	59,043	52,873	59,043
<b>Total Revenue</b>	106,431	145,600	115,687	116,765		116,765
Recurrent Expenditure	106,431	144,466	115,687	116,765	125,607	116,765
Capital/One-time Expenditure						
<b>Total Expenditure</b>	106,431	144,466	115,687	116,765	125,607	116,765
<b>Net Revenue and Expenditures</b>	-	1,134	-	-		-

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Expand Emergency Preparedness program offerings to school systems, civic and business groups.
2. Continue to grow and develop relationships with emergency services throughout the county.
3. Update and enhance capabilities of the Emergency Preparedness Mobile Command Center.

**KEY PROGRAM STRATEGIES 2021**

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimates	2020 Estimates	2021 Estimates
Volunteers Recruitment	4	0	2	2	2
Community Presentations	10	4	8	12	12
Planning initiatives	1	10	5	8	8

Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimates
POW Compliance-	100%	100%	100%	100%	100%
Planning Initiatives	100%	100%	100%	100%	100%

**ASSUMPTIONS AND FACTORS IMPACTING PERFORMANCE:**

1. The experience of the long-serving EMA Coordinator contributed heavily to the successful completion of the 2018 goals.
2. The retirement of the long-serving EMA Coordinator and the training of the replacement in 2019 will have unforeseen impact on the EMA Division operations in the short term during 2019.

POLK COUNTY WISCONSIN  
Public Safety Committee

**Department of Law Enforcement**  
Brent Waak, Sheriff

**PROGRAM NAME:****Jail Division****PROGRAM OBJECTIVE:**

To provide a secure and safe environment for pre-trial and convicted inmate under the direction of the courts.

**LINK TO BOARD PRIORITY:**

Mental health, public protection.

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2021 Estimates	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	2,446,889	3,102,704	2,676,399	2,915,903	2,915,903	2,915,903
Other Revenues	293,010	222,980	224,351	216,480	428,550	216,480
<b>Total Revenue</b>	<b>2,739,899</b>	<b>3,325,684</b>	<b>2,900,750</b>	<b>3,132,383</b>	<b>3,344,453</b>	<b>3,132,383</b>
Recurrent Expenditure	2,739,899	3,325,684	2,900,750	3,132,383	3,825,335	3,132,383
<b>Total Expenditure</b>	<b>2,739,899</b>	<b>3,325,684</b>	<b>2,900,750</b>	<b>3,132,383</b>	<b>3,825,335</b>	<b>3,132,383</b>
<b>Net Revenue and Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(480,882)</b>	<b>-</b>

**PROGRAM PERFORMANCE INFORMATION:****KEY PROGRAM STRATEGIES 2020**

1. Complete upgrade of surveillance camera and intercom system.
2. Continue developing up-to-date recruitment and retention plans.
3. Enhance educational and technology based programming for inmates.

**KEY PROGRAM STRATEGIES 2021****KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimates	
Cost per inmate day	85.1	81.19	79.56	78.57	78.57	
Intra-department training hours	26	26	28	32	32	
Mental Health critical incident train	0	0	8	12	12	
Bookings	1,504	1,517	1,535	1,561	1,561	
Jail Bed days	32,194	34,799	35,550	36,245	36,245	

Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2021 Estimates	
Percentage of overtime as compared overall payroll	8.5%*	9.8%	6.5%	6.3%	106.3%	
Annual state inspection compliance	2 Violations	3 Violations	Full Compliance	Full Compliance	Full Compliance	
Use of Force Incidents as compared to Jail Bed Days	10/32194	18/34799	12/35550	12/36245	12/36246	

**ASSUMPTIONS AND FACTORS IMPACTING PERFORMANCE:**

1. Recruitment and retention has historically been difficult in jail operations. In late 2018 new practices were introduced which is helping to stabilize staffing.
2. Prioritization of the CJCC in alternative justice by the County Board has been beneficial in creating a program service officer.

POLK COUNTY WISCONSIN  
Public Safety Committee

# Highway Department

Emil Norby, Highway Commissioner

**DEPARTMENT DESCRIPTION:**

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. These services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

**MISSION:**

To serve our customers and community more effectively than anyone else by treating our customers and co-workers as we, personally, would like to be treated, and to make a difference in their lives within Polk County by developing and maintaining a safe, efficient and environmentally sound county and state road system.

**LINK TO COUNTY BOARD STRATEGIC GOALS:**

Responsive transportation system  
Upgraded road network

**STRATEGIC PRIORITIES:**

Decrease the volume of deficient roads proportionate to available funding. Extend the life, maintain the integrity and enhance the safety of all county roads.

**PROGRAM OVERVIEW:**

The department provides all highway services for 662 lane miles of county roads and 364 lane miles of state highway. Provides construction and maintenance activities to other Municipalities as requested.

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

Services include; construction, winter/ice/snow activities, surface maintenance, drainage, signs, woody vegetation, material inventory, equipment maintenance, and record keeping.

POLK COUNTY WISCONSIN  
Public Safety Committee

# Highway Department

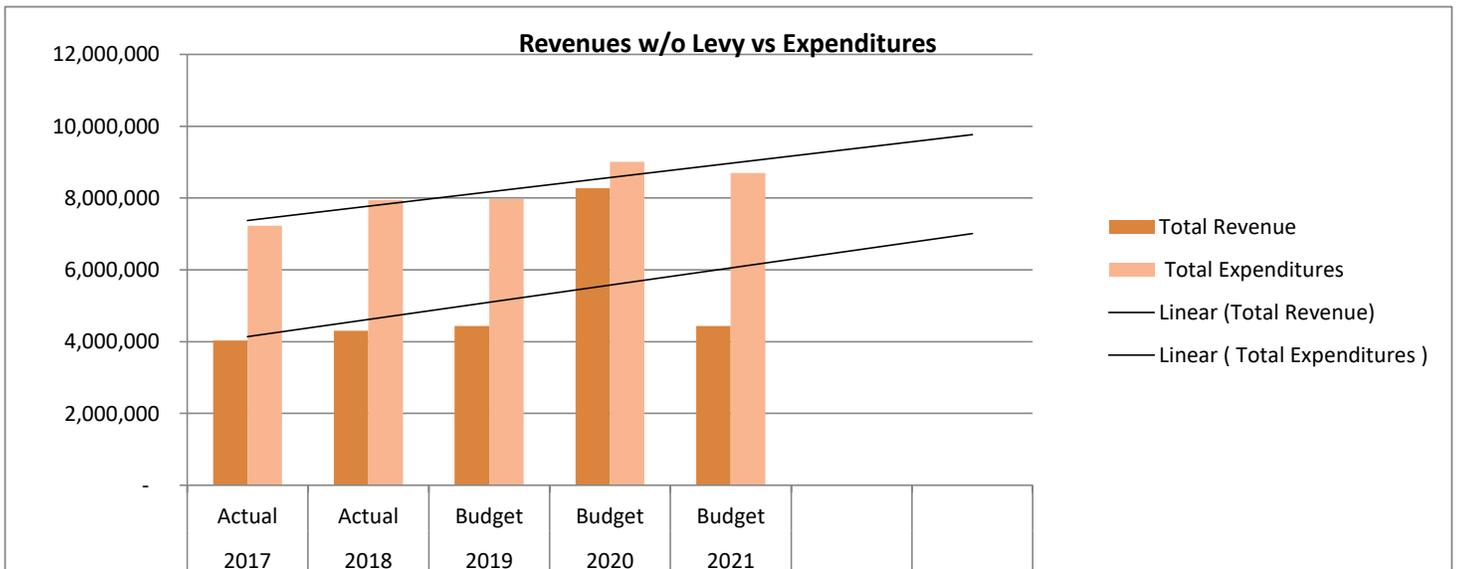
Emil Norby, Highway Commissioner

**DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	3,167,470	3,261,243	3,330,167	3,400,167	3,473,167	3,400,167
State Aids	1,596,831	1,787,628	2,006,408	2,006,408	2,054,198	2,006,408
Intergovernmental Revenue	2,378,956	2,455,021	2,382,266	2,382,266	2,697,825	2,382,266
Misc. Revenue	48,006	64,055	48,200	48,200	48,200	48,200
Other Financing Sources	1,106,220	10,548,773				
<b>Total Revenue</b>	<b>8,297,484</b>	<b>18,116,720</b>	<b>7,767,041</b>	<b>7,837,041</b>	<b>8,273,390</b>	<b>7,837,041</b>
<b>Expense</b>						
Operating Expense	-	-	-	-	-	-
Personnel Services	2,592,806	2,844,221	2,723,419	2,793,896	2,843,604	2,833,363
Contractual Services	1,552,269	1,316,412	1,185,759	1,209,474	1,970,054	1,233,663
Supplies & Expenses	1,787,714	2,510,969	2,452,474	2,452,474	2,439,585	2,452,474
Fixed Charges	954,721	983,112	1,423,260	1,444,609	1,444,609	1,444,609
Other Grant Contributions	135,258					
Capital Outlay	19,138	47,324		700,000	73,000	548,000
Cost Reallocation	190,094	240,408	186,742	186,742	237,542	186,742
<b>Total Expenditures</b>	<b>7,232,000</b>	<b>7,942,446</b>	<b>7,971,654</b>	<b>8,787,195</b>	<b>9,008,395</b>	<b>8,698,851</b>
<b>Net Revenue and Expenditures</b>	<b>1,065,484</b>	<b>10,174,274</b>	<b>(204,613)</b>	<b>(950,154)</b>	<b>(735,005)</b>	<b>(861,810)</b>

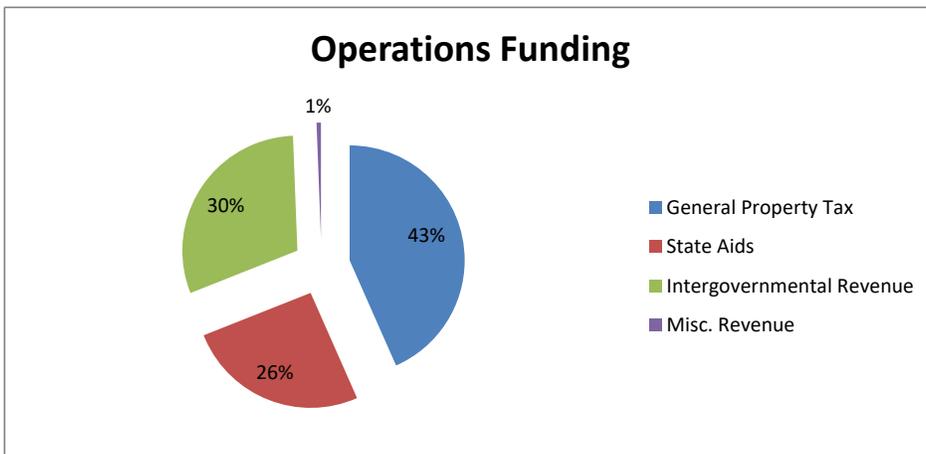
**EMPLOYMENT BY JOB CLASSIFICATION:**

	2017 Budget	2018 Actual	2019 Budget	2020 Estimates	2020 Administrator's Budget	2021 Estimates
<b>FTE Employees</b>						
Officials/Administrators	1	1	1	1	1	1
Professionals						
Technicians/Para-Professionals						
First/Mid Level Officials and Managers	3	3	3	3	3	3
Administrative Support	1	1	1	1	1	1
Skilled Craft/Service Maintenance	32.45	32.45	32.45	32.45	32.45	32.45
<b>Total</b>	<b>37.45</b>	<b>37.45</b>	<b>37.45</b>	<b>37.45</b>	<b>37.45</b>	<b>37.45</b>



**2020 Budget Presentation**

	Published 2020	Administrator 2020	Difference	Amended 2020
<b>2019 Budget Prep</b>				
<b>Revenue</b>				
General Property Tax	3,400,167	3,473,167	73,000	
State Aids	2,006,408	2,054,198	47,790	
Intergovernmental Revenue	2,382,266	2,697,825	315,559	
Misc. Revenue	48,200	48,200	-	
<b>Total Revenue</b>	<b>7,837,041</b>	<b>8,273,390</b>	<b>436,349</b>	
<b>Expense</b>				
Operating Expense	-	-	-	
Personnel Services	2,793,896	2,843,604	49,708	
Contractual Services	1,209,474	1,970,054	760,580	
Supplies & Expenses	2,452,474	2,439,585	(12,889)	
Fixed Charges	1,444,609	1,444,609	-	
Capital Outlay	700,000	73,000	(627,000)	
Cost Reallocation	186,742	237,542	50,800	
<b>Total Expenditures</b>	<b>8,787,195</b>	<b>9,008,395</b>	<b>221,200</b>	
<b>Net Revenue and Expenditures</b>	<b>(950,154)</b>	<b>(735,005)</b>		



**Notes:**

<b>Revenue</b>	
General Property Tax	Increased for personnel costs and contractual services
State Aids	Slight increase
Intergovernmental Revenues	Increased due to projected work for 2020
Misc Revenue	
<b>Total Revenue</b>	
<b>Expense</b>	
Personnel Services	Slight personnel adjustments
Contractual Services	Increased due to projected work for 2020
Supplies & Expenses	
Fixed Charges	
Capital Outlay	The planned capital outlay of \$700,00 for County Road M is expensed in operating costs
Cost Reallocation	
<b>Total Expenditures</b>	
<b>Net Revenue and Expenditures</b>	

POLK COUNTY WISCONSIN  
Public Safety Committee

## Highway Department

Emil Norby, Highway Commissioner

**PROGRAM NAME:**

**Construction and reconstruction of county roads**

**PROGRAM OBJECTIVE:**

Decrease the volume of deficient roads proportionate to available funding; To maintain the integrity of the highway infrastructure and to enhance safety by maintaining pavement quality.

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	1,362,012	1,402,334	1,431,972	1,462,072	1,493,462	1,462,072
Other Revenues	2,205,906	6,387,856	1,907,856	1,907,856	2,064,096	1,907,856
<b>Total Revenue</b>	<b>3,567,918</b>	<b>7,790,190</b>	<b>3,339,828</b>	<b>3,369,928</b>	<b>3,557,558</b>	<b>3,369,928</b>
Recurrent Expenditure	3,109,760	3,415,252	3,427,811	3,778,494	3,873,610	3,740,506
Capital/One-time Expenditure						
<b>Total Expenditure</b>	<b>3,109,760</b>	<b>3,415,252</b>	<b>3,427,811</b>	<b>3,778,494</b>	<b>3,873,610</b>	<b>3,740,506</b>
<b>Net Revenue and Expenditures</b>	<b>458,158</b>	<b>4,374,938</b>	<b>(87,984)</b>	<b>(408,566)</b>	<b>(316,052)</b>	<b>(370,578)</b>

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Optimize funding by long term planning for highway maintenance projects to lengthen the life of a highway.

**KEY PROGRAM STRATEGIES 2021**

1. Optimize efficiencies for maintenance and construction programs using more resources within the Public Works Division.

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2020	2021 Estimate
Miles overlaid, reclaimed, chip sealed	38	31	40	38	38	38
Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2020	2021 Estimate
Paser rating	7.1	6.9	6.8	7	7	7

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

1. With current funding levels and anticipated minor increases in budgets, current maintenance levels cannot be maintained and will affect Highway's goal of a 7.0 Paser rating.

POLK COUNTY WISCONSIN  
Public Safety Committee

# Highway Department

Emil Norby, Highway Commissioner

**PROGRAM NAME:**

## Road maintenance and repair

**PROGRAM OBJECTIVE:**

Extend the life, maintain the integrity, and enhance the safety of all county roads; To provide a safe and responsive road system

**PROGRAM REVENUES AND EXPENDITURES:**

	2017 Actual	2018 Actual	2019 Budget	2020 Forecast Budget	2020 Administrator's Budget	2021 Forecast Budget
<b>Revenue</b>						
General Property Tax	1,805,458	2,044,328	1,898,195	1,938,095	1,979,705	1,938,095
Other Revenues	2,924,108	2,529,018	2,529,018	2,529,018	2,736,127	2,529,018
<b>Total Revenue</b>	4,729,566	4,573,346	4,427,213	4,467,113	4,715,832	4,467,113
Recurrent Expenditure	4,122,240	4,689,975	4,543,843	5,008,701	5,134,785	4,958,345
Capital/One-time Expenditure						
<b>Total Expenditure</b>	4,122,240	4,689,975	4,543,843	5,008,701	5,134,785	4,958,345
<b>Net Revenue and Expenditures</b>	607,326	(116,629)	(116,629)	(541,588)	(418,953)	(491,232)

**PROGRAM PERFORMANCE INFORMATION:**

**KEY PROGRAM STRATEGIES 2020**

1. Optimize funding by long term planning for highway construction projects to lengthen the life of a highway, such as new asphalt mix

**KEY PROGRAM STRATEGIES 2021**

1. Optimize efficiencies for maintenance and construction programs using more resources within the Public Works Division.

**KEY PERFORMANCE INDICATORS:**

Output indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2020	2021 Estimate
Miles of county highway plowed	78966	105144	88416	88416	88416	88416
Lane line miles of highways maintained	662	662	662	662	662	662

Outcome indicators	2017 Actual	2018 Actual	2019 Estimate	2020 Estimate	2020	2021 Estimate
Average cycle times per plow route	2.58	2.68	3	3	3	

**ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:**

1. Maintaining current levels of funding for construction will mean less dollars for maintenance and result in lower levels of service such as a reduced mowing operations and icy or snow-covered roads in winter. Both examples will be unpopular with transportation users.
2. Public demand for clear, dry roads in winter has a definite cost associated with it. Crews must be out longer and more materials must be used to provide this level of service.

# Polk County, Wisconsin



## 2020 Grant Schedule

Dept Description	Dept Grant Contact Person	Polk Co Dept Description	2019 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>
<b><u>Revenues</u></b>						
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
<b>Total Revenue</b>	<b>\$ 5,454,256</b>	<b>\$ 5,766,518</b>	<b>\$ 6,238,609</b>	<b>\$ 8,908,953</b>	<b>\$ 3,404,262</b>	<b>\$ 29,772,598</b>

<b><u>Expenditures</u></b>						
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
<b>Total Expenditures</b>	<b>\$ 5,454,256</b>	<b>\$ 5,766,518</b>	<b>\$ 6,238,609</b>	<b>\$ 8,908,953</b>	<b>\$ 3,404,262</b>	<b>\$ 29,772,598</b>

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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
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
<b>Total Revenue</b>	<b>\$ 3,413,100</b>	<b>\$ 3,188,800</b>	<b>\$ 2,706,000</b>	<b>\$ 2,729,000</b>	<b>\$ 2,744,000</b>	<b>\$ 14,780,900</b>

**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
<b>Subtotal</b>	<b>\$ 453,000</b>	<b>\$ 634,000</b>	<b>\$ 793,000</b>	<b>\$ 443,000</b>	<b>\$ 490,000</b>	<b>\$ 2,813,000</b>

**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>	<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
<b>Subtotal</b>	<b>\$ 328,000</b>	<b>\$ 155,000</b>	<b>\$ 20,000</b>	<b>\$ 380,000</b>	<b>\$ 327,000</b>	<b>\$ 1,210,000</b>

**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
<b>Subtotal</b>	<b>\$ 2,632,100</b>	<b>\$ 2,399,800</b>	<b>\$ 1,893,000</b>	<b>\$ 1,906,000</b>	<b>\$ 1,927,000</b>	<b>\$ 10,757,900</b>

**E) Facility Improvements**

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

# Polk County 198

## 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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
Fund Balance	-	150,000	-	-	-	150,000
Asset Recovery Fund	-	-	500,000	-	-	500,000
Unfunded	-	-	-	-	-	-
Lime Revenues	-	150,000	-	100,000	-	250,000
Bond	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 500,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>
<b><u>Expenditures</u></b>						
<b>C) Other Capital Equipment</b>						
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	-	-	-	-	-	-
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 500,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>
<b>E) Facility Improvements</b>						
Office Roof	-	-	-	-	-	-
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 500,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>

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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
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
<b>Total Revenue Available</b>	<b>\$ 56,600</b>	<b>\$ 1,238,498</b>	<b>\$ 1,157,366</b>	<b>\$ 5,358,773</b>	<b>\$ 240,000</b>	<b>\$ 8,051,237</b>

**Expenditures**

**B) Vehicles**

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

**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
<b>Subtotal Equipment</b>	<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ 30,000</b>	<b>\$ 62,000</b>	<b>\$ 20,000</b>	<b>\$ 135,000</b>

**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>	<del>2021</del> <b>2020</b>	<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
<b>Facility Total</b>	<b>\$ 31,600</b>	<b>\$ 1,098,498</b>	<b>\$ 1,047,366</b>	<b>\$ 5,239,773</b>	<b>\$ 125,000</b>	<b>\$ 7,542,237</b>

	<u>2020</u>	<del>2021</del> <b>201</b>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
<b>F) Fair</b>						
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
<b>Fair Total</b>	<b>\$ 10,000</b>	<b>\$ 72,000</b>	<b>\$ 80,000</b>	<b>\$ 57,000</b>	<b>\$ -</b>	<b>\$ 219,000</b>
<b>F) Museum</b>						
Coal Room	9,000	-	-	-	-	9,000
Remove Sidewalk Wall	6,000	-	-	-	-	6,000
<b>Museum Total</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
<b>Expenditure Total</b>	<b>\$ 56,600</b>	<b>\$ 1,238,498</b>	<b>\$ 1,157,366</b>	<b>\$ 5,358,773</b>	<b>\$ 240,000</b>	<b>\$ 8,051,237</b>

Polk ~~County~~ **2022**

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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
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	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,535,488</b>	<b>\$ 411,971</b>	<b>\$ 264,018</b>	<b>\$ 431,247</b>	<b>\$ 220,262</b>	<b>\$ 2,862,986</b>
<b><u>Expenditures</u></b>						
<b>Sheriff</b>						
<b>A) IT Items</b>						
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	-	-	-	-	-	-
<b>Subtotal</b>	<b>547,488</b>	<b>128,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>675,488</b>
<b>B) Vehicles</b>						
Squad Replacement (7)	195,700	201,571	207,618	213,847	220,262	1,038,998
Jail Support Vehicle	-	-	-	-	-	-
<b>Subtotal</b>	<b>\$ 195,700</b>	<b>\$ 201,571</b>	<b>\$ 207,618</b>	<b>\$ 213,847</b>	<b>\$ 220,262</b>	<b>\$ 1,038,998</b>
<b>C) Other Equipment</b>						
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
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 32,400</b>	<b>\$ 6,400</b>	<b>\$ 167,400</b>	<b>\$ -</b>	<b>\$ 206,200</b>
<b>E) Facility Improvements</b>						
Jail Controller Project	792,300	-	-	-	-	792,300
Fringe/Use of Force Range	-	50,000	50,000	50,000	-	150,000
<b>Subtotal</b>	<b>\$ 792,300</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 942,300</b>
<b>Total</b>	<b>\$ 1,535,488</b>	<b>\$ 411,971</b>	<b>\$ 264,018</b>	<b>\$ 431,247</b>	<b>\$ 220,262</b>	<b>\$ 2,862,986</b>

# Polk County 203

## 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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-
GAM Revenues	200,000	200,000	200,000	200,000	200,000	1,000,000
Bond	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 200,000</b>	<b>\$ 1,000,000</b>				

### **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
<b>Subtotal</b>	<b>\$ 19,000</b>	<b>\$ 40,000</b>	<b>\$ 49,000</b>	<b>\$ 64,000</b>	<b>\$ 59,000</b>	<b>\$ 231,000</b>

#### **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 205

## 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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	-	-	-
Interdepartmental Revenues	138,914	150,249	-	-	-	289,163
Unfunded	-	-	-	-	-	-
Bond	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 138,914</b>	<b>\$ 150,249</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 289,163</b>
<b><u>Expenditures</u></b>						
<b>A) IT Items</b>						
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
<b>Subtotal</b>	<b>\$ 138,914</b>	<b>\$ 150,249</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 289,163</b>
<b>E) Building Improvements</b>						
Citizen Service Center and Intake	-	-	-	-	-	-
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 138,914</b>	<b>\$ 150,249</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 289,163</b>

# Polk County 206

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

# Polk County 207

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

# Polk County 208

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

# Polk County 209

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

# Polk County 210

## 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>
<b>Beginning Fund Balance</b>						
<b><u>Revenues</u></b>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	10,154	19,500	-	35,000	-	64,654
Unfunded	-	-	-	-	-	-
Grants	-	7,500	-	-	-	7,500
Bond	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 10,154</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 72,154</b>
<b><u>Expenditures</u></b>						
<b>F) Parks</b>						
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
<b>Parks Total</b>	<b>\$ 10,154</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 72,154</b>
<b>Total</b>	<b>\$ 10,154</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 72,154</b>