



MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
10:00 a.m. Thursday, July 11, 2019

Meeting called to order by Chair Masters @ 10:00 a.m.
Members present:

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

Also present: Sharon Jorgenson, County Clerk; Nick Osborne, County Administrator; Andrea Jerrick, Deputy County Administrator/Employee Relations Director; Chad Roberts, Chief Deputy; Maggie Wickre, Finance Director; Cassondra Emerson, Administrative Assistant; Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Chad Hoag, Child Support Manager; Amanda Nissen, County Treasurer; Supervisors Luke and Bonneprise, Vince Netherland, Economic Development Director; and members of the community. Also present: Brock Geyen and Jonathan Sherwood, Auditor Representatives from CliftonLarsonAllen.

Approval of Agenda

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

Approval of Minutes

Chair Masters called for a motion to approve the minutes of the June 13, 2019 meeting as published. **Motion** (Jepsen/Masters) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the June 13, 2019 meeting carried by unanimous voice vote.

Public Comment – Public comment was received by committee.

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

The committee received handouts and a comprehensive update regarding the Recycling Center financial analysis from Highway Commissioner Norby. Committee engaged in discussion regarding recycling center and options for the County. Supervisor Nelson will work with Highway Commissioner Norby to draft a resolution regarding the direction of the recycling center.

Chairman Masters called upon Chief Deputy Roberts who presented information to the committee regarding the purchase of an elliptical exercise machine from a Polk County employee using employee voluntary payroll deduction funds.

Motion (Jepsen/Masters) to approve the purchase of the elliptical exercise machine from Polk County Employee using employee voluntary payroll deduction funds. Chairman Masters called for a voice vote on said motion. **Motion** to approve said purchase carried by unanimous voice vote.

Committee received hand-outs and information from Administrator Osborne regarding departmental annual reports.

Committee received hand-outs and 2018 audit report results summary information from Auditor representatives of CliftonLarsonAllen LLP -Brock Geyen and Jonathan Sherwood. Administrator Osborne recognized Finance Director Wickre, Department Heads, and the auditors for their work in regard to the audit results.

Committee received an update from Administrator Osborne regarding memorandums of understanding. The update will be provided at the next General Government Committee meeting.

The committee discussed recommendations regarding consideration of Resolution No. 28-19: Resolution in Support of Telecommuting Opportunities and Telecommuter Forward Certification. Chairman Masters called upon Administrator Osborne to provide information regarding the resolution to the committee. The committee received a hand-out and information from Vince Netherland regarding the resolution and benefits offered to the County by passage of the resolution.

Chair Masters called for a motion regarding Resolution No. 28-19.

Motion (Jepsen/Nelson) to approve and recommend Resolution No. 28-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 28-19: Resolution in Support of Telecommuting Opportunities and Telecommuter Forward Certification to the County Board for passage carried by unanimous voice vote.

Chairman Masters provided information to the committee regarding the Clam Falls Dam offer and Resolution No. 77-18 adopted by the County Board in October 2018 which refused the offer of ownership of the dam. Based on previous action by the County Board, Chairman Masters requested the Clam Falls Dam item be removed from the County Board agenda. Administrator Osborne noted Board members had requested to revisit the Clam Falls Dam offer and receive information from NW Electric and Renewable energies which will be done at the July County Board meeting.

Chairman Masters declared that the agenda item #14 regarding Green Whey would be moved to the next item addressed on the agenda.

Committee received information from Administrator Osborne regarding the Green Whey property which is currently in bankruptcy receivership with possible auction of the property scheduled for August 20, 2019. Polk County's interest in the property includes back taxes owed of approximately \$1.6 million and approximately \$500,000 owed in interest and penalties.

The committee received presentations from two parties interested in purchasing Green Whey: Roy Ellis and Eugenio Meschini, representatives from Rugby Capital and Joe Burke, representative from Viresco Anaerobic Digestion who provided information regarding the condition of the wastewater treatment plant and the anaerobic digestion process at Green Whey.

Chairman Masters called for a 5 minute recess at 11:50 a.m.

Chairman Masters called the Committee back into session at 12:00 p.m.

Chairman Masters called to the floor for a motion to convene in Closed Session.

Motion (Nelson/Jepsen) to convene in closed session for purposes and on statutory basis pursuant to Wisconsin Statute Section 19.85(1) (g) noticed on the agenda. Chairman Masters called for a voice vote on said motion. Motion to convene in closed session carried by unanimous voice vote.

**** Closed Session 12:00 p.m.**** (Minutes separate and under seal)

Chairman Masters asked that the record reflect those present for closed session: Supervisors: Brian Masters, Chris Nelson, Russ Arcand, and Larry Jepsen. Also present were County Clerk Sharon Jorgenson, Administrator Nick Osborne, Deputy Administrator Andrea Jerrick, County Treasurer Amanda Nissen, Child Support Director Chad Hoag, Corporation Counsel Malia Malone and Supervisor Bonneprise. Representatives from Rugby Capital and Viresco AD interested in purchasing Green Whey would present information in closed session individually.

*Reconvened in Open session: 1:30 a.m.

Chairman Masters called for a motion in regard to the payment proposals received from Rugby Capital and Viresco AD regarding the delinquent taxes owed on the Green Whey property.

Motion (Arcand/Masters) to have a resolution drafted for parties interested in purchasing Green Whey that incorporates/outlines a 36 month payment plan for the delinquent tax amount of \$1.6 million owed by Green Whey and stipulates that the current taxes be paid annually.

Chairman Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Closed session regarding update on claims and litigation against the County was deferred until next month as needed.

Work plan updates/development: -Ongoing items

IT Developments and innovation/Paper Reduction/paperless initiative
Recycling Center updates - August
Government Center security
Customer Service- August?
Capital Improvement Planning – (budget time)
Funding of outside agencies – August
Update on Memorandums of Understanding - August

Items for next agenda:

Next meeting: August 8, 2019 @ 10:00 a.m.

Adjourn

Chair Masters called for a motion to adjourn. **Motion** (Nelson/Jepsen) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 1:32 p.m.

Respectfully submitted,

Sharon Jorgenson
County Clerk



POLK COUNTY, WISCONSIN

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

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, July 11, 2019 at 10:00 a.m.

A quorum of the County Board may be present

Materials: June 13, 2019 Minutes

1. Call to order –Chair Masters
2. Approval of Agenda
3. Approval of Minutes for June 13, 2019
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Update on Recycling Center
7. Purchase of Elliptical Exercise Machine from Polk County Employee by Sheriff's Office Employee Wellness Committee using Employee Voluntary Payroll Deduction Funds
8. Department Annual Reports from Administrator Osborne
9. Presentation/Review of 2018 Audit Results
10. Update on Memorandums of Understanding
11. Resolution No. 28-19: Resolution in Support of Telecommuting Opportunities and Telecommuter Forward Certification
12. Discussion Regarding Clam Falls Dam Offer and Previous Resolution 77-18: (adopted 10/2018) Resolution Concerning Offer of Northwestern Wisconsin Electric Company to Transfer Clam Falls Dam
13. Update on Claims and Pending Litigation Against the County
14. Update and Discussion Regarding Green Whey

The Committee may convene in closed session on matters noticed under #13 and #14, as follows:

CLOSED SESSION -(Minutes separate and under seal)

Pursuant to Wisconsin Statute § 19.85(1)(g), the Committee may convene in closed session for the purpose of conferring with legal counsel for Polk County who is rendering oral or written advice concerning strategy to be adopted by the Committee as a recommendation to the County Board on with respect to anticipated litigation in which the County is or is likely to become involved.

The Committee may convene in closed session pursuant to Wis. Stat. 19.85(1)(e) for conducting specified public business that has competitive or bargaining reasons that require a closed session. Specifically, Green Whey is currently in receivership and has substantial past-due property tax and interest and penalties. There are entities that have indicated an

interest in purchasing the property and negotiating repayment of the tax, interest and penalties due to Polk County. Having discussions with the potential purchasers in closed session will allow the County to have greater bargaining power when it comes to any potential repayment agreement.

Following the closed session the Committee will convene in open session to make an announcement on matters considered in closed session and to take up, consider and act upon in open session those subject matters noticed herein for consideration or action in open session.

15. 2019 Work Plan Development/Updates

16. Identification of Subject Matters for Upcoming Meetings

17. 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.

General Government



**POLK COUNTY WISCONSIN
General Government Committee**

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

DEPARTMENT DESCRIPTION:

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

MISSION:

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

LINK TO COUNTY BOARDS STRATEGIC GOALS:

To serve the public with integrity.

2018 PROGRAM OBJECTIVES AND ACCOMPLISHMENTS:

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

STRATEGIC PRIORITIES:

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

**POLK COUNTY WISCONSIN
General Government Committee**

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

KEY PROGRAM STRATEGIES 2019

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

KEY PROGRAM STRATEGIES 2020

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

KEY PERFORMANCE INDICATORS:

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

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN
General Government Committee

Department of County Clerk

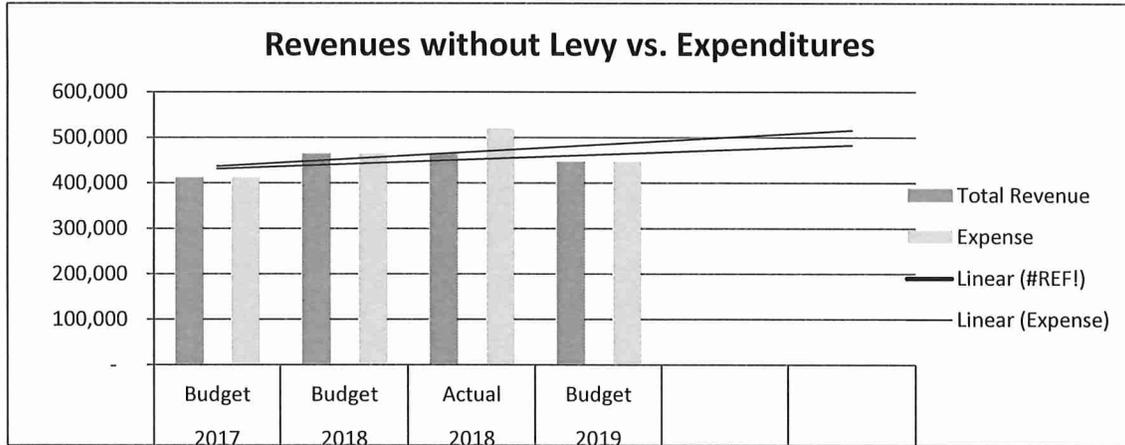
Sharon Jorgenson, Polk County Clerk

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

EMPLOYMENT BY JOB CLASSIFICATION:

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



POLK COUNTY WISCONSIN
General Government and Environmental Services Committees

Department of Buildings, Parks, Solid Waste, Forestry

Emil Norby, Director

DEPARTMENT DESCRIPTION:

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

MISSION:

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

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

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

LINK TO COUNTY BOARD STRATEGIC GOALS:

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

STRATEGIC PRIORITIES:

To develop, maintain and preserve our parks, lake accesses, and trail systems, that will meet the needs of our citizens and future generations; preserve and protect the county's open space, water, historical, natural and economic resources to provide recreation and tourism opportunities that are designed to enhance Polk County residents quality of life.

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

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

POLK COUNTY WISCONSIN
General Government and Environmental Services Committees

Department of Buildings, Parks, Solid Waste, Forestry

Emil Norby, Director

PROGRAM NAME:
Parks, Trails and Lake Access

PROGRAM OBJECTIVE:
 Maintain parks and improve lake access.

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

PROGRAM REVENUES AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

Missing information

KEY PROGRAM STRATEGIES 2019

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

KEY PROGRAM STRATEGIES 2020

1. Trade Lake Boat Landing Project
2. Campground improvement

KEY PERFORMANCE INDICATORS:

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

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN
General Government and Environmental Services Committees

Department of Buildings, Parks, Solid Waste, Forestry

Emil Norby, Director

PROGRAM NAME:

Building and Property

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

Updating county services for future and improving services.

PROGRAM REVENUES AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

Missing information

KEY PROGRAM STRATEGIES 2019

Jail Controller Project
 Facility security, equipment upgrade

KEY PROGRAM STRATEGIES 2020

Heat Exchanger for Pool
 Asset project for Human Services Building

KEY PERFORMANCE INDICATORS:

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

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Aging infrastructure increases maintenance costs.

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

PROGRAM NAME:
Solid Waste and Recycling

To reduce landfill utilization.

PROGRAM OBJECTIVE:

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

PROGRAM REVENUES AND EXPENDITURES:

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

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

Missing information

KEY PROGRAM STRATEGIES 2019

Update Recycling Brochure
 Design new entry way for public

KEY PROGRAM STRATEGIES 2020

Implement new entry way for public

KEY PERFORMANCE INDICATORS:

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

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN

General Government and Environmental Services Committees

Department of Buildings, Parks, Solid Waste, Forestry

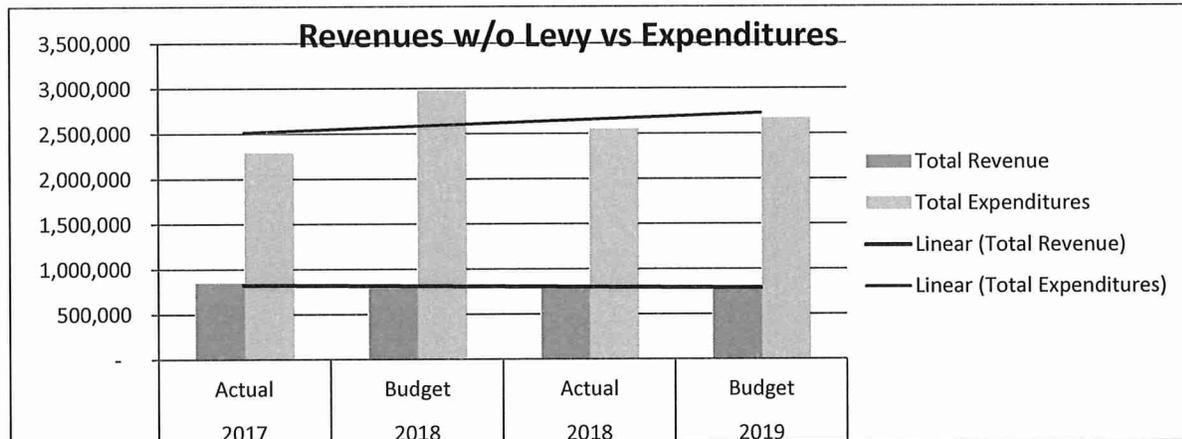
Emil Norby, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

EMPLOYMENT BY JOB CLASSIFICATION:

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



POLK COUNTY WISCONSIN
General Government Committee

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

DEPARTMENT DESCRIPTION:

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

MISSION:

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

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity.

STRATEGIC PRIORITIES:

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

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

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

POLK COUNTY WISCONSIN
General Government Committee

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

PROGRAM NAME:

Tax calculation, billing, settlement and fund distribution

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

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

KEY PERFORMANCE INDICATORS:

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

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

1. Improve customer service between County, local Municipalities, and taxpayers by improving the communication between the County Treasurer's Office and the Municipalities regarding Dec/Jan tax calculation collections dates, times, locations, and type of funds accepted (cash, check, credit card).

2. Work with printer to ensure one page tax bills as more school levies.

3. Work with printer to ensure one page tax bills as more school levies are added to the bills per state statute requirements.

COMPLETION OF KEY STRATEGIES 2018

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

KEY PROGRAM STRATEGIES 2019

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

KEY PROGRAM STRATEGIES 2020

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN
General Government Committee

Department of County Treasurer

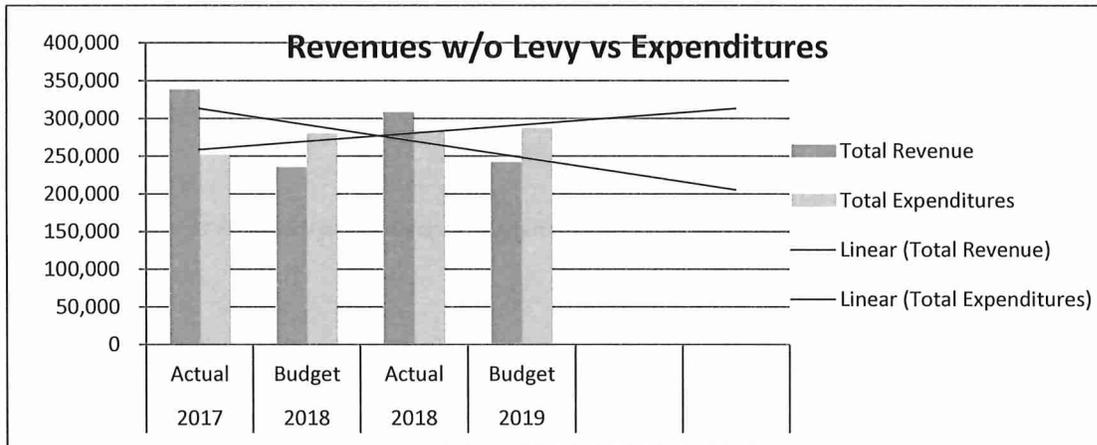
Amanda Nissen, Polk County Treasurer

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2018 Actual	2019 Estimate
Revenue				
General Property Tax	50,831	44,587	44,587	45,229
Other Taxes	0	25		25
State Aids	108,604	103,000	107,577	109,000
Fine and Forfeitures	15,510	32,000	21,945	32,640
Public Charge for Services	(4,021)	175	7,655	179
Intergovernmental Revenues	204			
Misc Revenue	217,829	100,000	171,338	100,000
Total Revenue	388,957	279,787	353,102	287,073
Expense				
Operating Expense			7,702	
Personnel Services	203,270	210,697	212,531	211,614
Contractual Services	18,153	21,037	21,152	26,734
Supplies & Expenses	29,256	44,773	37,053	45,444
Fixed Charges	1,314	2,880	1,314	2,880
Grants, Contributions, Indem	(170)	400	3,003	400
Total Expenditures	251,824	279,787	282,755	287,072
Net Revenue and Expenditures	137,133	-	70,347	0

EMPLOYMENT BY JOB CLASSIFICATION

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



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

Department of Corporation Counsel and Child Support

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

DEPARTMENT DESCRIPTION:

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

MISSION:

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

LINK TO COUNTY BOARD STRATEGIC GOALS:

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

STRATEGIC PRIORITIES:

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

PROGRAM OVERVIEW:

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

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

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

POLK COUNTY WISCONSIN
General Governments/Health and Human Services Committee

Department of Corporation Counsel and Child Support

Malia Malone, Corporation Counsel
Chad Hoag, Child Support Agency

PROGRAM NAME:
Corporation Counsel

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

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

PROGRAM REVENUE AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY PROGRAM STRATEGIES IN 2018:

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

KEY PROGRAM STRATEGIES 2019

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

POLK COUNTY WISCONSIN

General Governments/Health and Human Services Committee

Department of Corporation Counsel and Child Support

Malia Malone, Corporation Counsel
 Chad Hoag, Child Support Agency

Corporation Counsel Continued

KEY PERFORMANCE INDICATORS:

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN

General Governments/Health and Human Services Committee

Department of Corporation Counsel and Child Support

Malia Malone, Corporation Counsel
Chad Hoag, Child Support Agency

PROGRAM NAME:

Child Support

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

Provision of Human Services and Public Safety.

PROGRAM REVENUES AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY PROGRAM STRATEGIES FOR 2018:

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

KEY PROGRAM STRATEGIES 2019

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

KEY PERFORMANCE INDICATORS:

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

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

POLK COUNTY WISCONSIN

General Governments/Health and Human Services Committee

Department of Corporation Counsel and Child Support

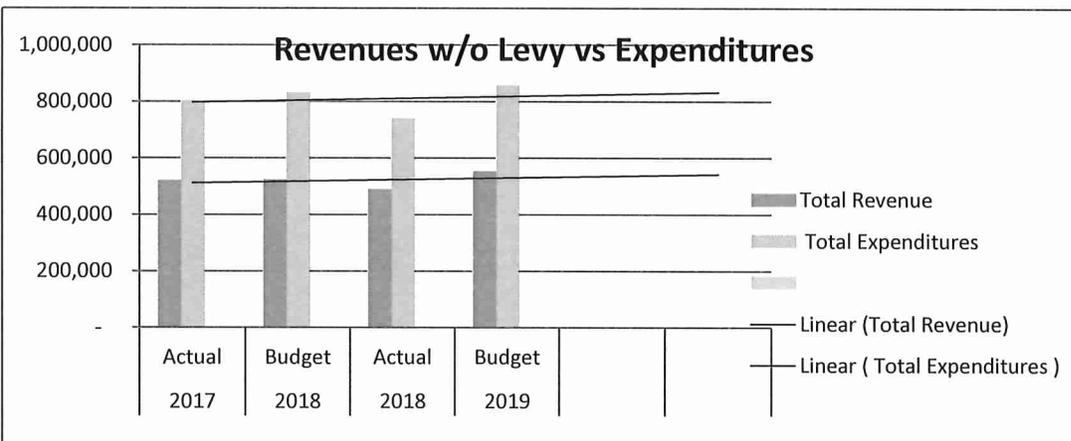
Malia Malone, Corporation Counsel
Chad Hoag, Child Support Agency

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

EMPLOYMENT BY JOB CLASSIFICATION:

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



**POLK COUNTY WISCONSIN
General Government Committee**

Department of Administration

Maggie Wickre, Finance Director

DEPARTMENT DESCRIPTION:

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

MISSION:

To ensure that the policies established by the Board of Supervisors are efficiently and effectively implemented and that the financial health of Polk County is maintained.

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve and represent the public with integrity.

STRATEGIC PRIORITIES:

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

PROGRAM OVERVIEW:

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

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

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

**POLK COUNTY WISCONSIN
General Government Committee**

Department of Administration

Maggie Wickre, Finance Director

PROGRAM NAME:

Administration-Public Financial Management

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY STRATEGIES 2018:

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

KEY PROGRAM STRATEGIES 2019

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

KEY PROGRAM STRATEGIES 2020

1. Continue to update fiscal information to citizens

KEY PERFORMANCE INDICATORS:

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

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

PROGRAM NAME:

Administration

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY STRATEGIES 2018:

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

KEY PROGRAM STRATEGIES 2019

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

KEY PROGRAM STRATEGIES 2020

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

KEY PERFORMANCE INDICATORS:

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

**POLK COUNTY WISCONSIN
General Government Committee**

Department of Administration

Maggie Wickre, Finance Director

PROGRAM NAME:

Administration - Insurance

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES:

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

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY STRATEGIES 2018:

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

KEY PROGRAM STRATEGIES 2019

Research premium reduction and the benefits of consolidating policies.

KEY PROGRAM STRATEGIES 2020

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

KEY PERFORMANCE INDICATORS

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

Availability of agents to offer services from our insurance company.

POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

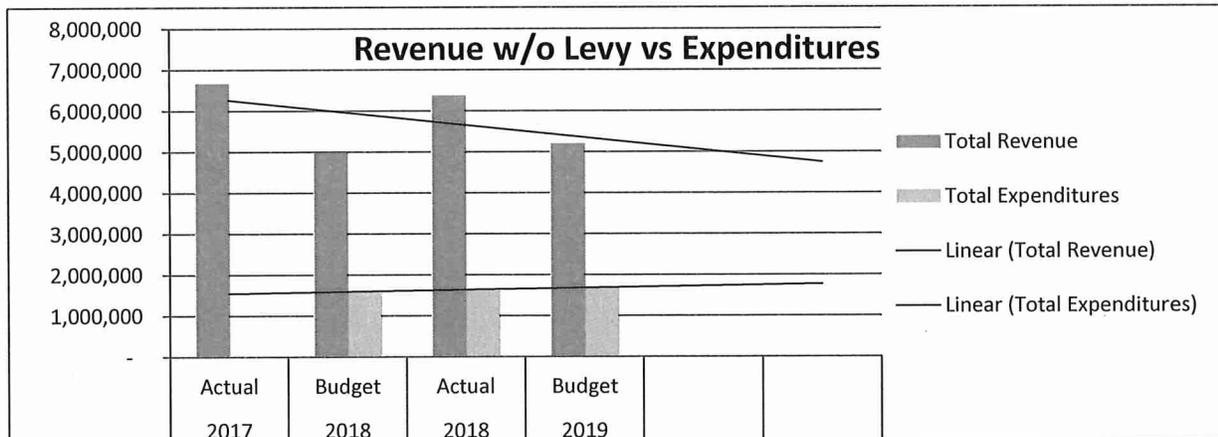
Funds 101.102.110.120

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
Total Revenue	3,925,836	1,618,623	3,008,918	1,815,398
Personnel Services	566,862	704,029	545,691	841,464
Contractual Services	128,864	264,616	133,696	319,261
Supplies & Expenses	9,210	14,682	9,473	13,616
Fixed Charges	177,153	366,600	230,625	366,600
Debt Service				
Grants, Contributions, Indem	4,294	4,000	4,660	4,000
Capital Outlay	143,496	254,000		150,000
Cost Reallocation	3,042,902		688,337	
Total Expenditures	4,072,781	1,607,927	1,612,482	1,694,941
Net Revenue and Expenditures	(146,945)	10,696	1,396,436	120,457

EMPLOYMENT BY JOB CLASSIFICATION:

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



POLK COUNTY WISCONSIN
General Government Committee

Department of Administration

Maggie Wickre, Finance Director

Debt Service Fund 301

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

POLK COUNTY WISCONSIN
 General Government Committee

Department of Administration

Maggie Wickre, Finance Director

Project Funds 458. 459

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

**POLK COUNTY WISCONSIN
General Government Committee**

Department of Information Technology

David Vollendorf, Interim Director

DEPARTMENT DESCRIPTION:

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

MISSION:

To serve the public with integrity

LINK TO COUNTY BOARD STRATEGIC GOALS:

Technology/Communication services

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

STRATEGIC PRIORITIES:

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

PROGRAM OVERVIEW:

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

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

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

POLK COUNTY WISCONSIN
General Government Committee

Department of Information Technology

David Vollendorf, Interim Director

PROGRAM NAME:

Information Technology

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY STRATEGIES 2018:

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

KEY PROGRAM STRATEGIES 2019

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

Key Program Strategies 2020

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

KEY PERFORMANCE INDICATORS:

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN
General Government Committee

Department of Information Technology

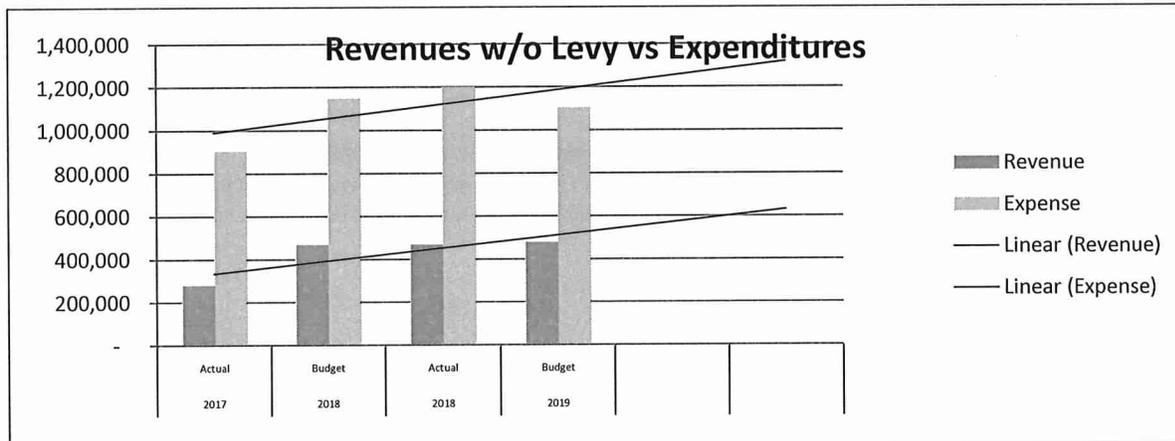
David Vollendorf, Interim Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

EMPLOYMENT BY JOB CLASSIFICATION:

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



**POLK COUNTY WISCONSIN
General Government Committee**

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

DEPARTMENT DESCRIPTION:

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

MISSION:

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

LINK TO COUNTY BOARD STRATEGIC GOALS:

To serve the public with integrity.

STRATEGIC PRIORITIES:

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

PROGRAM OVERVIEW:

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

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

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

POLK COUNTY WISCONSIN
General Government Committee

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

PROGRAM NAME:

Employee Relations

PROGRAM OBJECTIVE:

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

LINK TO BOARD PRIORITY:

To serve and represent the public with integrity.

KEY STRATEGIES:

KEY PROGRAM STRATEGIES 2018

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

COMPLETION OF KEY STRATEGIES 2018

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

KEY PROGRAM STRATEGIES 2019

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

KEY PROGRAM STRATEGIES 2020

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

POLK COUNTY WISCONSIN
General Government Committee

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

KEY PERFORMANCE INDICATORS:

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

ASSUMPTIONS AND FACTORS AFFECTING PROGRAM PERFORMANCE:

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

POLK COUNTY WISCONSIN
General Government Committee

Department of Employee Relations

Andrea Jerrick, Director of Employee Relations/Deputy County Administrator

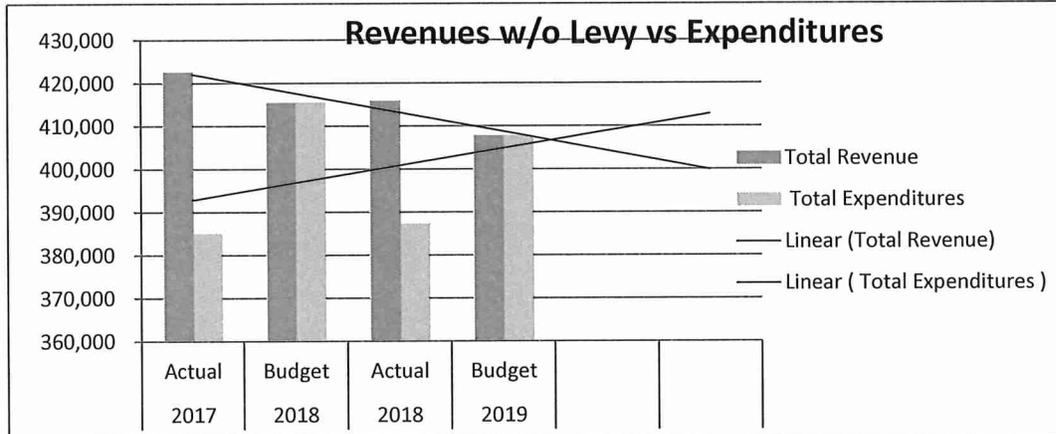
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DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION:

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

EMPLOYMENT BY JOB CLASSIFICATION:

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





Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner

To: General Government Committee

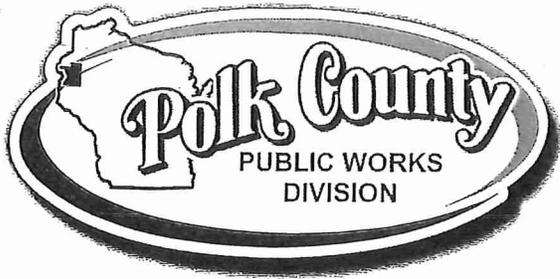
Subject: Closing the Polk County Recycling Center Analysis Question

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

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

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

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



Polk County Public Works Division

Balsam Lake WI 54810

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Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner

program.

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

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

Respectfully,

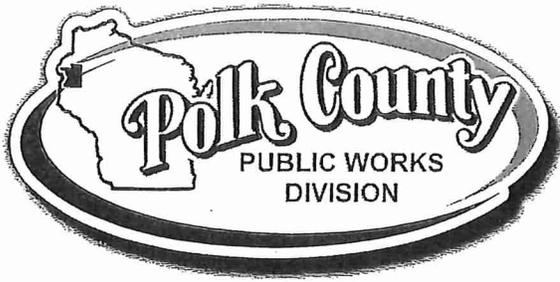
A handwritten signature in black ink, appearing to read "Emil Norby", is written over a faint, larger version of the signature.

Emil Norby
Polk County Public Works Director/ Highway Commissioner

Attached: 2010-2018 Income Statement
Photos of Recycling Center

RECYCLING	101-07-53631-815-000-00	SHOP EQUIPMENT	\$424.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLING	101-07-53631-818-000-00	DURABLE EQUIPMENT	\$408.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
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
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
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
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	
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	
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	
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	
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	
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	
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	\$40.95	
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	
SOLID WASTE	101-07-53633-161-000-00	FLEX COMP FEES	\$2.40	\$2.53	\$2.82	\$6.02	\$6.62	\$6.62	\$6.58	\$2.74	\$6.69	
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	
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	
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	
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	
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	
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	
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	
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	
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	
SOLID WASTE	101-07-53633-332-000-00	MILEAGE EMP AUTO ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00	\$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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	
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	\$9,283.00	
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	\$0.00	
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	
CLEAN SWEEP	101-07-53635-297-000-00	BULDINGS 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	
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	
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	
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	
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	

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)



Polk County Public Works Division

Balsam Lake WI 54810

Departments of

Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

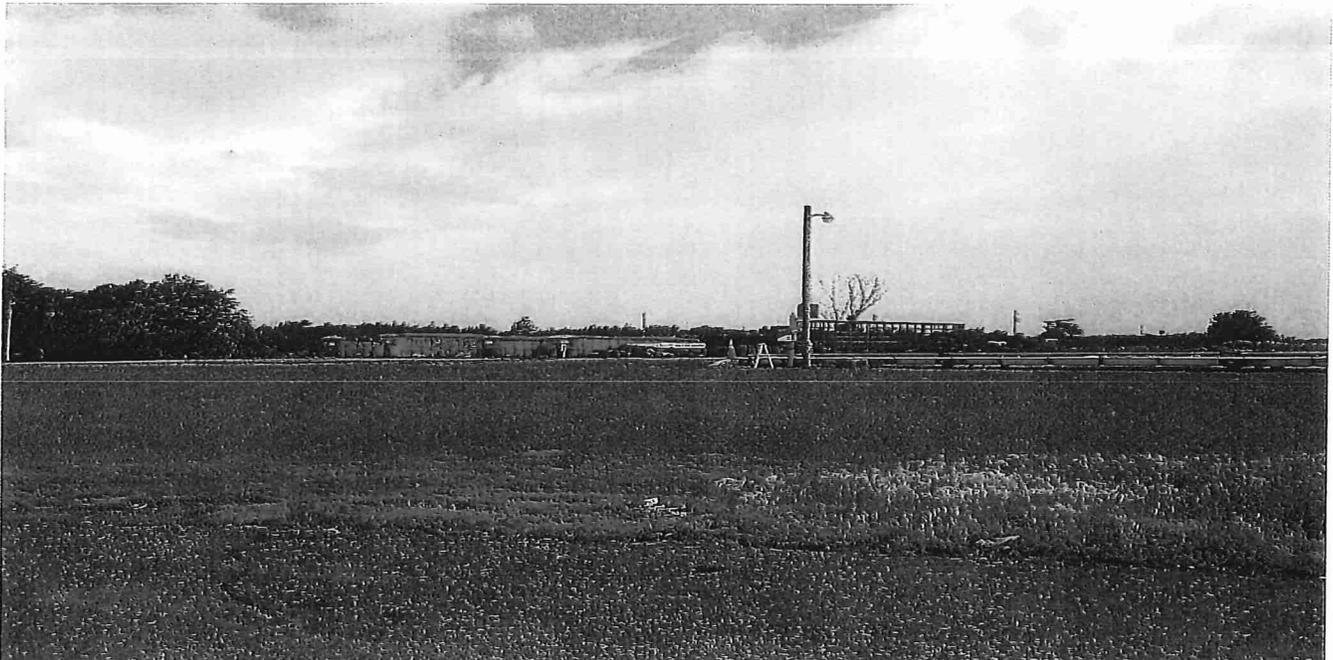
Buildings/ Facilities (715)-485-9294

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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.



Polk County Public Works Division

Balsam Lake WI 54810

Departments of

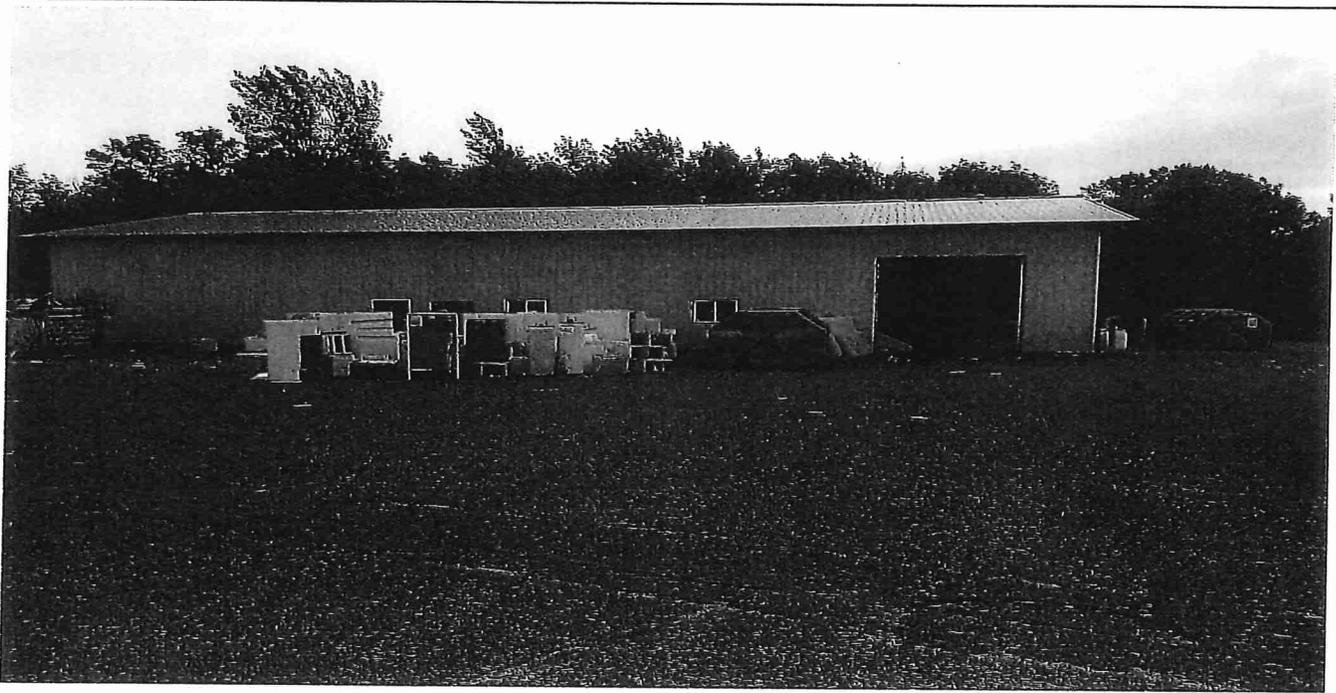
Highway (715) 485-8700

Solid Waste Recycling (715)-483-1088

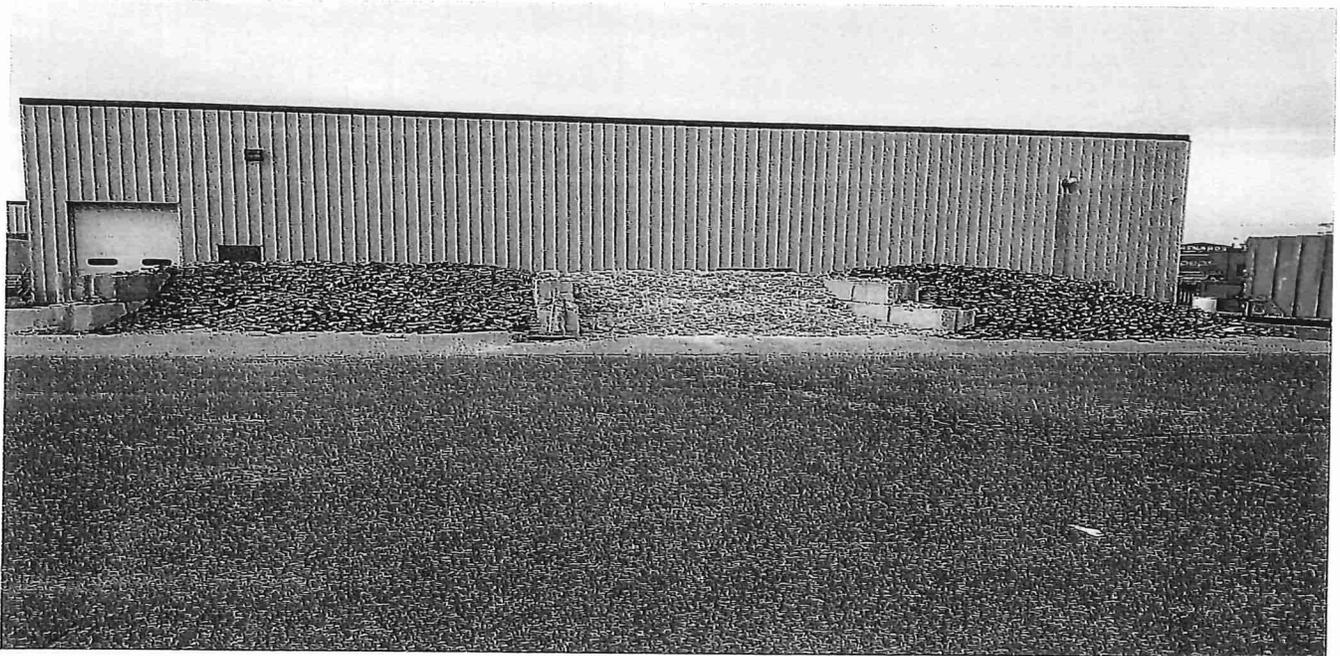
Buildings/ Facilities (715)-485-9294

Lime Operations (715)-294-2351

Emil "Moe" Norby, Division Director / Highway Commissioner



Appliance Collection Area



Green, Clear and Brown Glass



Polk County Public Works Division

Balsam Lake WI 54810

Departments of

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Products waiting to be sorted





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Bins at Balsam Lake July 8th 2019

