



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810

10:00 a.m. Thursday, October 11, 2018

Meeting called to order by Chair Masters @ 10:09 a.m.

Members present:

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

Also present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim County Administrator/Corporation Counsel; Malia Malone, Assistant Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Maggie Wickre, Finance Director; Vince Netherland, Economic Corporation Director; Debbie Peterson, Director of Parks and Buildings; Supervisor Michael Prichard, members of the public and member of the press.

Approval of Agenda

Chair Masters declared order of some items on agenda would be considered in a different order. Interim Administrator addressed item on agenda "Review Suicide Hotline Fees" with recommendation that the agenda item may belong in another committee for consideration. Chair Masters noted the item was on the agenda for informational purposes only.

Chair Masters called for a motion to approve the agenda as published and with said change in agenda order. **Motion** (Nelson/Johansen) to approve agenda. Motion carried by unanimous voice vote.

Approval of Minutes -Chair Masters called for a motion to approve the minutes of the September 6, 2018 meeting as published. **Motion** (Jepsen/Arcand) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment -No Public comment was received by committee.

Receipt of Information from Supervisors Not Seated as Committee Members - Supervisor Prichard spoke to the Committee regarding items on the agenda.

Committee received information from Sheriff Pete Johnson regarding the disclosure of purchases of goods or services from County employees as required by the Purchasing Policy 5.07. Sheriff Department purchases from businesses partially owned by sheriff department employees included: firearm supplies/accessories from F Bomb Ordinance, vehicle striping/decals from Mike Ottosen and light vehicle maintenance from DJ Automotive. Purchases were under \$3,000 to each business.

Committee received information from Interim Administrator Fuge regarding the DD Kennedy Dam embankment repair project and transfer of contingency funds. The cost to repair the dam is estimated at \$68,000 to \$70,000. Committee received information from Administrator Fuge regarding a recommendation of transfer from contingency fund.

Motion (Nelson/Jepsen) to refer DD Kennedy Dam embankment repair project and transfer of contingency funds back to Environmental Services Committee for information, consideration and recommendation. Chair Masters called for a voice vote on said motion. **Motion** to refer DD Kennedy Dam embankment repair project and transfer of contingency funds back to Environmental Services Committee carried by unanimous voice vote.

Reports and Presentations

Committee received information from Economic Development Corporation Director Vince Netherland regarding the Housing Study Proposal.

Committee received information from Interim Administrator Fuge regarding the offer from Northwestern Wisconsin Electric to transfer Clam Falls Dam to the County.

Committee reviewed Suicide Hotline Fees. Committee received information from Supervisor Masters, Interim Administrator Fuge and Assistant Corporation Counsel Malone regarding contracted fees for suicide hotline.

Committee received 2017 financial statement from Polk County Tourism and 2018 Budget from Interim Administrator Fuge for review and consideration of requests for additional funding.

Motion (Nelson/Jepsen) to table decisions on tourism information until a representative from tourism is available to present information to the committee regarding funding requests. Chair Masters called for a voice vote on said motion. **Motion** to table decisions on tourism information and funding requests carried by unanimous voice vote.

Committee received information from Supervisor Prichard and a presentation from Rosalie Kittleson from the St Croix Falls Historical Society regarding the proposal for lease of the Little Red Schoolhouse on the Polk County Fairgrounds by the St Croix Falls Historical Society.

Committee received information from Interim Administrator Fuge regarding the payments to Polk County Libraries under Act 150. Committee received information from Supervisor Prichard regarding the Federated Library System. Committee received an Act 150 hand-out and presentation from John Thompson, Director of the Indianhead Federated Library System. Libraries are requesting 100% funding from County, which may be presented in a future resolution to the County Board.

Recommendation on Proposed Resolutions

Recommendation on proposed Resolution No. 77-18: Resolution Concerning Offer of Northwestern Electric Company to Transfer Clam Falls Dam. Committee received information from Administrator Fuge regarding resolution.

Motion (Nelson/Masters) to approve and recommend Resolution No. 77-18 as written to the County Board rejecting the offer proposed by Northwestern Wisconsin Electric Company. Chair Masters called for a voice vote on said motion. **Motion** to recommend Resolution No. 77-18 to the County Board

rejecting the offer proposed by Northwestern Wisconsin Electric Company carried by majority voice vote with one opposed.

Recommendation on proposed Ordinance No. 79-18: Ordinance Repealing Designation and Service Contract for Humane Society and Revising Limits on Claims Made Against Dog License Fund. Committee received information from Interim Administrator Fuge regarding the proposed ordinance and advised the committee that the Environmental Services Committee deferred action on the Ordinance at the October 10, 2018 meeting to obtain more information. Ordinance No. 79-18 will be referred back to Environmental Services Committee.

Recommendation on proposed Resolution No. 80-18: Resolution Concerning the Reorganization and Consolidation of County Departments. **Motion** (Nelson/Arcand) to approve Resolution No. 80-18 and recommend for passage to County Board. Chair Masters called for a voice vote on said motion. **Motion** to approve Resolution No. 80-18 and recommend for passage to the County Board carried by unanimous voice vote.

Chair Masters called for a recess at 11:17 a.m. Chair Masters called the meeting back in session at 11:22 a.m.

Committee received information from Interim Administrator Fuge regarding recommendations on the proposed 2019 Operating and Capital Improvements Budget, Assigned Functions; Staffing Levels and Overall Budget Proposal. Committee received information from Interim Administrator Fuge regarding various departmental additional funding requests.

Additional funding requests for Department of Buildings, Parks, Solid Waste, Forestry, Museum and Fair: \$20,000 for increased water and sewer charges, \$150,000 chiller replacement, \$80,000 for recycling truck, \$25,000 for dump truck.

Motion (Nelson/Johansen) to support the recommendation of the Environmental Services Committee to deny additional funding requests of \$80,000 and \$25,000 for trucks for Buildings/Parks and to remove those items from the budget. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding request for Treasurer: \$5,000 funds for scanning and saving old tax rolls

Recommendation regarding additional funding request of \$5,000 for Treasurer. **Motion** (Nelson/Masters) to remove \$5,000 adding funding request for Treasurer for scanning of old tax rolls. Chair Masters called for a voice vote on said motion. **Motion defeated** by majority voice vote.

Additional funding requests for Tourism: \$10,000 for creation of Discover Wisconsin video and \$6,000 for utility costs and sign replacement.

Additional funding request for Polk County Economic Development Corporation \$10,000 for County Wide Housing study

Additional funding request for Child Support Agency: .5 FTE position – net cost \$11,900

Additional funding request for Department of Administration: \$35,000 facility Study

Committee received information from Supervisor Nelson regarding costs involved in recording and playback or broadcasting of County Board meetings.

Motion (Nelson/Jepsen) to amend the budget to add \$5,000 to Department of Information Technology Budget to enable recording of County Board Meeting. Chair Masters called for a voice vote on said motion. **Motion** to amend the budget to add \$5,000 for recording of County Board meetings to Department of Information Technology budget carried by unanimous voice vote.

Motion (Jepsen/Arcand) to send 2019 budget recommendation to County Board for approval. Chair Masters called for a voice vote on said motion. Motion carried by unanimous voice vote.

Committee received information regarding technical amendments to the Budget Ceiling from Finance Director Wickre.

Recommended Technical Amendments include:

Department of Administration Technical Amendments:

- Technical Amendment #1 -Strike (\$440,014) and replace with (\$550,476) for adjustment in levy due to change in Personal Property Tax Act,
- Technical Amendment #2 - Strike \$466,120 in Other Taxes and replace with \$556,575 as an adjustment due to change in Personal Property Tax Act,
- Technical Amendment #3 -Strike \$603,943 in State Aids and replace with \$602,656 as an adjustment for Shared Revenue and Exempt Computer Funding
- Technical Amendment #4 -Strike \$14,902 in Supplies/Expenses and replace with \$13,615 as an adjustment for reduction in State Aid
- Technical Amendment #5 -Strike \$395,884 and replace with \$330,000 due to adjustment to budgeted expenses in Contingency Fund. These expenses are no longer expected to be used.

Department of Buildings, Parks, Solid Waste, Forestry, Museum Technical Amendment

- Technical Amendment #6 – Use of Lakes Improvement Fund Balance – Increase capital in Lakes Improvement Fund to cover Kennedy Parking Lot and replace concrete boat landing \$30,000

Community Services Division Technical Amendment:

- Technical Amendment #7 – Correcting transfer in from Driver’s Improvement Fund – Strike \$30,000 in Other Financing Sources and replace with \$30,600. Strike \$3,299,220 in Other Professional Services and replace with \$3,299,820.

Department of Public Health Technical Amendment:

- Technical Amendment #8 – Was supposed to be staffing and eliminate independent contractor to be replaced with staff.

Motion (Johansen/Jepsen) to approve technical amendments as presented for Department of Administration, Department of Buildings, Parks, Solid Waste, Forestry, and Museum, Community Services Division, Department of Public Health and move to County Board for approval. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Committee received information regarding Capital Improvement Plan Summary from Finance Director Wickre. **Motion** (Johansen/Masters) to accept Capital Improvement Plan Summary as presented. Chair Masters called for a voice vote on said motion. Motion carried by unanimous voice vote.

Supervisor Jepsen was excused from the meeting at 12:08 p.m.

Recommendation on proposed Resolution No. 78-18: Resolution to Hold a Public Hearing on the 2019 Budget Proposal. Committee received information from Interim Administrator Fuge regarding resolution. **Motion** (Nelson/Masters) to approve Resolution No. 78-18 and recommend passage to County Board with those changes as recommended by the General Government Committee. Chair Masters called for a voice vote on said motion. **Motion** to approve Resolution No. 78-18 and recommend for passage to the County Board carried by unanimous voice vote.

Review and Revise Committee Work Plan:

Next agenda:

Resolution No 68-18: Resolution to Lease “Little Red Schoolhouse” on County Fairgrounds to the St Croix Falls Historical Society

2019 Budget amendments

Next meeting: November 8, 2018 @ 10:00 a.m.

Adjourn

Motion (Nelson/Johansen) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote.

Meeting adjourned 12:14 p.m.

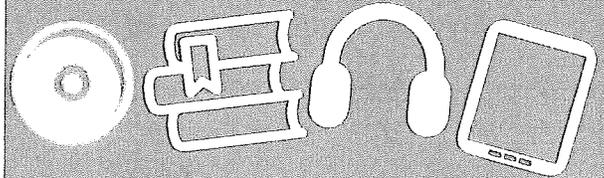
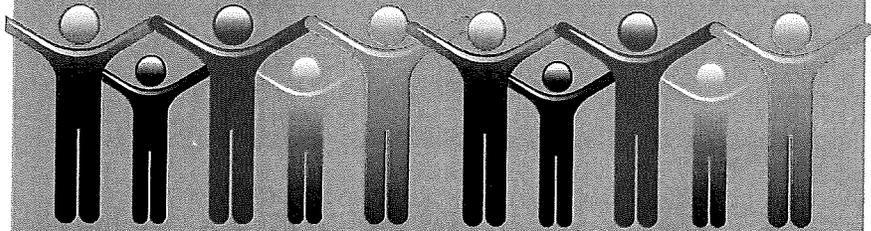
Respectfully submitted,

Sharon Jorgenson
County Clerk

Act 150 payments using 2017 data, collected in 2018, paid in 2019. (Deadline for application to County Clerk is July 1)											
County	In County	Operating Exp.	Circulation	Exp/Circ	Non-res Circ	100% Reimb	80/70	90/70	100/70	Amt pd 2018	
ACT 150											
POLK	AMERY	\$ 391,476.00	90,326	4.334	54,852	\$ 237,728.57	\$190,183	\$213,956	\$237,729	\$181,515.00	
POLK	BALSAM LAKE	\$ 112,404.00	24,022	4.679	12,197	\$ 57,069.76	\$45,656	\$51,363	\$57,070	\$48,991.00	
POLK	CENTURIA	\$ 55,596.00	8,520	6.525	3,356	\$ 21,897.90	\$17,518	\$19,708	\$21,898	\$18,055.00	
POLK	CLEAR LAKE	\$ 134,151.00	29,941	4.481	10,101	\$ 45,262.58	\$36,210	\$40,736	\$45,263	\$33,993.00	
POLK	DRESSER	\$ 79,704.00	13,713	5.812	4,816	\$ 27,990.59	\$22,392	\$25,192	\$27,991	\$20,166.00	
POLK	FREDERIC	\$ 155,441.00	44,741	3.474	19,569	\$ 67,982.71	\$54,386	\$61,184	\$67,983	\$58,106.00	
POLK	LUCK	\$ 113,936.00	26,889	4.237	16,314	\$ 69,122.42	\$55,298	\$62,210	\$69,122	\$57,438.00	
POLK	MILLTOWN	\$ 135,518.00	34,368	3.943	20,826	\$ 82,116.92	\$65,694	\$73,905	\$82,117	\$58,528.00	
POLK	OSCEOLA	\$ 265,841.00	65,546	4.056	38,452	\$ 155,961.31	\$124,769	\$140,365	\$155,961	\$115,645.00	
POLK	ST CROIX FALLS	\$ 226,405.00	61,469	3.683	30,435	\$ 112,092.11	\$89,674	\$100,883	\$112,092	\$78,663.00	
						Subtotal	\$ 877,224.86	\$ 701,780	\$ 789,502	\$ 877,226	\$ 671,100
ACT 420											
BARRON	BARRON <i>85?</i>	\$ 366,553.00	62,943	5.824	231	\$ 1,345.34	\$942	\$942	\$942	\$1,230.00	
BARRON	CUMBERLAND	\$ 359,245.00	60,600	5.928	4,681	\$ 27,748.97	\$19,424	\$19,424	\$19,424	\$14,561.00	
BARRON	RICE LAKE	\$ 681,843.00	156,503	4.357	469	\$ 2,043.43	\$1,430	\$1,430	\$1,430	\$1,126.00	
BARRON	TURTLE LAKE	\$ 87,369.00	20,844	4.192	6,628	\$ 27,784.58	\$19,449	\$19,449	\$19,449	\$17,348.00	
BURNETT	GRANTSBURG	\$ 164,102.00	35,620	4.607	1,460	\$ 6,726.22	\$4,708	\$4,708	\$4,708	\$4,739.00	
BURNETT	WEBSTER-LARSON FAMILY	\$ 115,558.00	38,726	2.984	122	\$ 364.05	\$255	\$255	\$255	\$92.00	
DUNN <i>100</i>	MENOMONIE	\$ 991,873.00	307,402	3.227	350	\$ 1,129.45	\$791	\$791	\$791	\$262.00	
ST CROIX <i>100</i>	BALDWIN	\$ 219,346.00	56,549	3.879	113	\$ 438.33	\$307	\$307	\$307	\$225.00	
ST CROIX	DEER PARK	\$ 46,789.00	11,206	4.175	1,215	\$ 5,072.63	\$3,551	\$3,551	\$3,551	\$2,603.00	
ST CROIX	NEW RICHMOND-FRIDAY	\$ 763,767.00	197,286	3.871	12,677	\$ 49,072.67	\$34,351	\$34,351	\$34,351	\$27,463.00	
ST CROIX	GLENWOOD CITY	\$ 63,708.00	24,686	2.581	5	\$ 12.91	\$9	\$9	\$9	\$32.00	
ST CROIX	HAMMOND	\$ 164,142.00	53,861	3.048	308	\$ 938.78	\$657	\$657	\$657	\$1,385.00	
ST CROIX	HUDSON	\$ 885,813.00	247,568	3.578	493	\$ 1,763.95	\$1,235	\$1,235	\$1,235	\$1,335.00	
ST CROIX	RIVER FALLS	\$ 1,238,695.00	298,846	4.145	870	\$ 3,606.15	\$2,524	\$2,524	\$2,524	\$2,556.00	
ST CROIX	ROBERTS-HAZEL MACKIN	\$ 272,501.00	64,377	4.233	116	\$ 491.03	\$344	\$344	\$344	\$80.00	
ST CROIX	SOMERSET	\$ 194,610.00	47,489	4.098	1,001	\$ 4,102.10	\$2,871	\$2,871	\$2,871	\$3,123.00	
ST CROIX	WOODVILLE	\$ 129,027.00	24,401	5.288	33	\$ 174.50	\$122	\$122	\$122	\$220.00	
						Subtotal	\$ 132,815.08	\$92,971	\$92,971	\$92,971	\$78,380
						Grand Total	\$ 1,010,039.94	\$ 794,750	\$ 882,473	\$ 970,197	\$ 749,480
						2019 County Equilized Value	\$3,630,994,500.00	0.219	0.243	0.267	
						2018 County Equilized Value	\$3,442,728,600.00				0.218

POLK COUNTY PUBLIC LIBRARIES 2017

279,063
PEOPLE Served



399,535

books | movies | music

CHECKED OUT

14,310 ITEMS Added

22,479 REGISTERED
Users

PUBLIC
COMPUTERS
ACCESSED



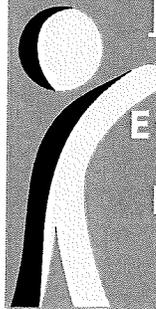
41,736



70,740

FREE WI-FI
CONNECTIONS

MOST POPULAR

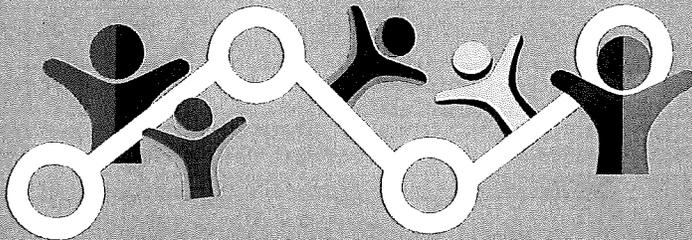


Escape Clause / Sanford

Hillbilly Elegy / Vance

DVD: Hidden Figures

COMMUNITY
ENGAGEMENT



2,381 PROGRAMS
34,218 ATTENDEES

"Whatever the cost of
our libraries, the price
is cheap compared
with that of an
ignorant nation"

-Walter Cronkite

LIBRARIES SERVE OUR COMMUNITIES

LITERACY ACCESS ENGAGEMENT

early literacy,
summer reading,
author visits, book
clubs, online
resources,
workshops, media
fact-checking,
reference services

LITERACY

ACCESS

job search
resources, computer
and internet access,
basic technology
instruction, job
search workshops,
test preparation

civic engagement,
public policy
research
resources,
partnerships with
schools, parks,
businesses other
community non-
profits

ENGAGEMENT

LIBRARIES

municipal resources
dedicated to providing
open access to
information,
materials and services in
a sustainable environment
that supports and
connects all community
members

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

ACT 150 Presentation

Polk County Library Directors
October 2018

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

Governance

Who Oversees the Library?

The Library Board

- Consists of residents from the municipality and surrounding towns
- Appointed by the municipality
- Oversees administration of the library
- Sets priorities for library service
- Approves the library budget

Library Service in Polk County

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Who Uses the Libraries?

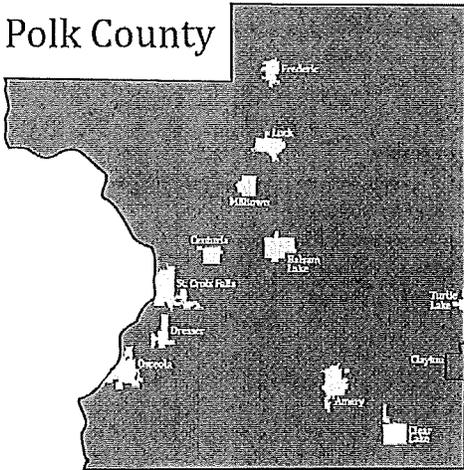
- 55% of library card holders in Polk County Libraries are rural residents
- 53% of total checkouts in Polk County public libraries are to rural Polk County borrowers*

*Rural borrowers: Residents of municipalities that do not maintain a public library

Library Service in Polk County

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Polk County



■ Rural
□ Municipal

29,418 Rural Residents are shown in Green

14,750 Municipal Residents with a Library are shown in Lighter Green

Population numbers are based upon 2017 DOA estimates.
https://doa.wi.gov/DIR/Final_Ests_MCD_2017.pdf

Library Service in Polk County

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Library Use

2017 Data	Total Checkouts	Polk County Rural Checkouts	Percentage of Rural Checkouts
Amery	90,326	54,852	61%
Balsam Lake	24,022	12,197	51%
Centuria	8,520	3,356	39%
Clear Lake	29,941	10,101	34%
Dresser	13,713	4,695	34%
Frederic	44,741	19,569	44%
Luck	26,889	16,314	61%
Milltown	34,368	20,826	61%
Osceola	65,546	38,452	59%
St. Croix Falls	61,469	30,435	50%

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

Funding

How are Polk County Libraries Funded?



Municipal
Funding
\$

+

County (ACT 150)
Funding
\$

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

- What is ACT 150?
 - County appropriation to public libraries for serving rural residents
 - Payment amount based upon items checked out and operating expenditures
 - ACT 150 payments are outside of the County’s levy cap

Library Service in Polk County

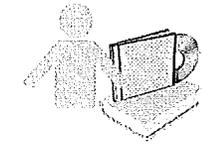
Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

ACT 150

$$\begin{array}{ccccc}
 \$\$ & \div & \text{Total Checkouts} & = & \text{Cost per Checkout} \\
 \text{Operating Expenses} & & \text{Number of Books \& Other Materials} & & \\
 \end{array}$$

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls



Checkouts by Rural Residents
living outside the municipality
with a library

X

Cost
per
Checkout

=



Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

example:

20,000

As reported on the Library's
State Annual Report

X

\$3.00

will vary by Library

=



Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

	Total Checkouts	Polk County Rural Checkouts	Cost Per Checkout	100% Funding
Amery	90,326	54,852	\$ 4.33	\$237,730.46
Balsam Lake	24,022	12,197	\$ 4.68	\$ 57,072.33
Centuria	8,520	3,356	\$ 6.53	\$ 21,899.08
Clear Lake	29,941	10,101	\$ 4.48	\$ 45,257.65
Dresser	13,713	4,695	\$ 5.81	\$ 27,288.72
Frederic	44,741	19,569	\$ 3.47	\$ 67,987.41
Luck	26,889	16,314	\$ 4.24	\$ 69,126.85
Milltown	34,368	20,826	\$ 3.94	\$ 82,119.93
Osceola	65,546	38,452	\$ 4.06	\$155,953.35
St. Croix Falls	61,469	30,435	\$ 3.68	\$112,099.37

Library Service in Polk County

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- 80% Funding of ACT 150
 - *It is comparable to rural residents paying \$.80 for a candy bar at the store while municipal residents pay \$1.*
- 100% Funding was the goal set in the 2013-2018 approved plan – let's accomplish this goal and even it up

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

- Fully Funding Library Services for All Polk County Residents would allow libraries to:

- **Update and add computers**

Internet service is still not widely available in rural Western Wisconsin - libraries are vital in connecting people with needed services i.e. paying taxes, job searches, online education, social security, food share, unemployment, passport application/renewal, and so much more

- **Provide in-demand books, movies, music, & audiobooks**

library funding is dependent on circulation – it is necessary to provide up to date and useful collection of materials

- **Serve the community with knowledgeable caring staff**

It's not just about books and computers. Libraries are the community centers, safe spaces, meeting places, education outreach partners, program builders, barrier removers, access providers, technology support providers... where else can you go and get all of this and more?!

Library Service in Polk County

Amery • Balsam Lake • Centuria • Clear Lake • Dresser • Frederic • Luck • Milltown • Osceola • St. Croix Falls

Thank you for the opportunity for us to share some information about the Polk County Libraries.

Questions?

**NOTICE OF PUBLIC BUDGET HEARING FOR POLK COUNTY, WISCONSIN
2019 Budget**

Notice is hereby given that on November 13, 2018 at 7 p.m. at the Polk County Government Center, County Board Room Room 114, Balsam Lake, Wisconsin, the County Board will hold a public hearing on the proposed budget for 2019. The following is a summary of the proposed budget for the governmental fund types of the County. An account of the proposed budget may be inspected at the Department of Administration or via the County website.

GENERAL FUND	Adopted 2018 Budget	Proposed 2019 Budget	Percentage Change
Expenditures:			
General Government	\$ 7,825,211	\$ 7,724,880	
Public Safety	8,222,173	8,770,639	
Highway	3,235,955	3,330,167	
Sanitation	701,192	674,806	
Health and Human Services	1,716,566	1,744,442	
Culture, Recreation and Education	494,930	459,048	
Conservation and Development	1,951,218	1,847,775	
Other Financing Uses	24,200	84,200	
Total Expenditures and Other Uses	\$ 24,171,445	\$ 24,635,957	1.922%

Revenues and Other Sources:			
Taxes:			
General Property Taxes - General Fund	\$ 11,581,163	\$ 11,396,963	
General Property Taxes - Highway	3,235,955	3,330,167	
Other Taxes	586,145	691,600	
Intergovernmental	2,152,361	2,205,117	
Licenses and Permits	419,729	436,749	
Fines, Forfeitures and Penalties	139,050	140,331	
Public Charges for Services	1,562,772	1,650,661	
Intergovernmental Charges for Services	593,245	628,695	
Miscellaneous	623,885	623,997	
Transfer from Sales Tax Fund	3,150,000	3,250,000	
Transfer from Lime Fund and Golden Age Manor	91,677	91,677	
Transfer from Nonmajor Governmental Funds	25,000	25,000	
Fund Balance Applied/Use of Undesignated Funds	10,463	165,000	
Total Revenues and Fund Balance Applied	\$ 24,171,445	\$ 24,635,957	1.922%

	Fund Equity 01/01/2019	Revenues/ Other Sources	Expenditures/ Other Uses	Fund Equity 12/31/18	Property Tax Contribution
General Fund Undesignated	9,962,047	21,140,790	21,305,790	9,797,047	11,396,963
Contingency Fund	460,798	45,877		506,675	45,877
Other General Fund	1,666,466	395,691	387,991	1,674,166	-
Internal Service Funds Net position	12,901,761	14,302,776	14,507,389	12,697,148	3,330,167
Enterprise Funds Net position	2,968,508	9,087,983	9,115,393	2,941,098	
Special Revenue Funds	1,067,510	14,014,114	14,085,114	996,510	4,345,560
Capital Projects Fund	-	135,000	135,000	-	35,000
Debt Service Funds	102,441	2,823,414	2,823,414	102,441	2,808,414
Total	\$ 29,129,531	\$ 61,945,645	\$ 62,360,091	\$ 28,715,085	\$ 21,961,981

	2018 Budget	2019 Budget	Change	Percent Change
County Tax Levy	21,854,342	21,961,981	107,639	0.49%
Levy for Rural Library Service - Act 150	749,481	794,750	45,269	6.04%
Levy for Town Bridges	25,288	256,374	231,086	913.82%
Total	\$ 22,629,111	\$ 23,013,105	\$ 383,994	
County Tax Rate	4.9941	4.7711	(0.22)	-4.47%
Act 150 Tax Rate	0.2177	0.2189	0.00	0.54%
Bridge Aid Tax Rate	0.0058	0.0557	0.05	863.80%
Total	\$ 5.2176	\$ 5.0457	\$ (0.1719)	
County Equalized Value	\$ 4,376,021,300	\$ 4,603,138,300	\$ 227,117,000	5.19%

For more information, please visit: www.co.polk.wi.us Quick Links: Fiscal Transparency, Budget Information

Polk County 2019 Budget by Department

Proposed Levy Allocation By Department

		2019 Levy	2018 Levy	Difference
ADMINISTRATION	101	(3,439,767)	(3,442,021)	2,254
ADMINISTRATION	102	45,877	77,496	(31,619)
ADMINISTRATION	301	2,808,414	2,808,126	288
ADMINISTRATION	460	35,000	0	35,000
ADRC	212	110,785	110,785	0
BLDG, PARKS, RECYCLING	101	1,872,983	2,135,382	(262,399)
CIRCUIT COURT	101	631,887	663,819	(31,932)
CORP CONUSEL/CHILD SUPPORT	101	304,087	309,247	(5,160)
COUNTY CLERK	101	352,230	376,130	(23,900)
DISTRICT ATTORNEY	101	461,203	447,709	13,494
EMPLOYEE RELATIONS	101	386,085	393,808	(7,723)
FAIR	101	38,260	38,103	157
FORESTRY	101	(82,523)	(61,428)	(21,095)
HIGHWAY	701	3,330,167	3,235,955	94,212
HUMAN SEVICES	215	2,546,886	2,401,923	144,963
HUMAN SEVICES	216	1,550,338	1,506,332	44,006
INFORMATION TECHNOLOGY	101	600,681	678,914	(78,233)
LAND & WATER RESOURCES	101	387,079	366,067	21,012
LAND/ZONING	101	321,414	448,034	(126,620)
LAW ENFORCEMENT	101	8,051,471	7,695,108	356,363
MUSEUM	101	21,379	21,063	316
OUTSIDE AGENCIES	101	161,674	151,674	10,000
PUBLIC HEALTH	101	904,325	879,982	24,343
PUBLIC HEALTH	218	137,551	132,562	4,989
REG OF DEEDS	101	(44,070)	(20,025)	(24,045)
TREASURER	101	45,229	44,587	642
UW EXTENSION	101	248,109	286,298	(38,189)
VETERANS	101	175,227	168,712	6,515
Total		\$21,961,981	\$21,854,342	\$ 107,639

SUMMARY	Circuit Court 02-101	Jail Assmt 02-201	Fam Court 02-202	Drivers Imp 02-204	DA 05-101	Clerk 06-101	Dog License 06-805	Buildings 07-101	Fleet 07-140	Snowmobile 07-243	Lake Imp 07-807
Revenues											
41 General Property Tax	631,887	-	-	-	461,203	352,230	-	1,872,983	-	-	-
41 Other Taxes	-	-	-	-	-	-	-	-	-	-	-
43 State Aids	186,705	-	-	-	65,791	-	-	173,674	-	111,290	-
44 License & Fees	-	-	-	-	-	416	23,939	-	-	-	-
45 Fines & Forfeitures	107,100	40,000	-	30,600	591	-	-	-	-	-	-
46 Public Charge for Services	176,300	-	9,411	-	38,684	26,622	-	338,550	-	-	-
47 Intergovernmental Revenue	-	-	-	-	-	38,760	-	20,400	157,991	-	-
48 Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-
49 Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Total Income	1,101,992	40,000	9,411	30,600	566,269	418,028	23,939	2,405,607	157,991	111,290	-

Expenditures											
Operating - 000	-	-	-	-	-	-	-	-	-	-	-
Personnel	752,714	-	-	-	502,011	283,233	-	956,865	-	-	-
2 Professional Services	312,133	-	9,411	-	26,544	52,997	1,882	950,689	7,348	98,640	-
3 Supplies & Expenses	37,145	-	-	-	36,914	80,098	1,157	200,253	41,827	10,900	-
5 Fixed Charges	-	-	-	-	800	1,700	400	-	108,816	1,750	-
6 Debt Service	-	-	-	-	-	-	-	-	-	-	-
7 Other Grants Contributions	-	-	-	-	-	-	20,500	82,000	-	-	-
8 Capital Outlay	-	-	-	-	-	-	-	135,800	-	-	30,000
9 Transfers	-	40,000	-	30,600	-	-	-	80,000	-	-	-
Total Expenditures	1,101,992	40,000	9,411	30,600	566,269	418,028	23,939	2,405,607	157,991	111,290	30,000
Net Revenue and Expenditures	-	-	-	-	-	-	-	-	-	-	(30,000)

FTE	Circuit Court 02-101	Jail Assmt 02-201	Fam Court 02-202	Drivers Imp 02-204	DA 05-101	Clerk 06-101	Dog License 06-805	Buildings 07-101	Fleet 07-140	Snowmobile 07-243	Lakes Imp 07-807
Officials/Administration	1.000	-	-	-	-	1.000	-	1.000	-	-	-
First/Mid Level Officials & Mngrs	-	-	-	-	1.000	-	-	-	-	-	-
Professionals	1.000	-	-	-	-	-	-	-	-	-	-
Technicians/Para-Professionals	-	-	-	-	2.000	-	-	2.840	0.160	-	-
Administrative Support	10.000	-	-	-	4.000	1.450	-	0.900	0.100	-	-
Skilled Craft/Service Maintenance	-	-	-	-	-	-	-	12.050	-	-	-
Protective Service Workers	-	-	-	-	-	-	-	-	-	-	-
Total	12.00	-	-	-	7.00	2.45	-	16.79	0.26	-	-

2019 Budget

SUMMARY	Park Ded 07-808	ROD 08-101	Treas 09-101	Law Enf 11-101	Outside Ag 13-101	PH 14-101	WHEPP 14-208	Bioterror 14-209	Birth to 3 14-218	WIC 14-221	Prenatal 14-222	Tobacco 14-223
Revenues												
General Property Tax	-	(44,070)	45,229	8,051,471	161,674	904,325	-	-	137,551	-	-	-
Other Taxes	-	135,000	25	-	-	-	-	-	-	-	-	-
State Aids	-	-	109,000	151,323	-	3,682	-	164,377	88,837	207,557	-	138,539
License & Fees	-	-	-	-	-	52,000	-	-	-	-	-	-
Fines & Forfeitures	-	-	32,640	-	-	-	-	-	-	-	-	-
Public Charge for Services	-	275,000	179	257,374	-	158,359	-	-	72,743	-	39,600	-
Intergovernmental Revenue	-	-	-	85,172	-	-	-	-	-	-	-	-
Miscellaneous Revenue	-	-	100,000	39,500	-	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	25,000	-	-	-	-	-	-	-	-
Total Income	-	365,930	287,073	8,609,840	161,674	1,118,366	-	164,377	299,131	207,557	39,600	138,539

Expenditures												
Operating - 000	-	-	-	-	-	-	-	7,057	-	-	-	-
Personnel	-	295,905	211,614	6,932,083	-	913,183	-	130,190	224,891	193,380	37,684	116,986
Professional Services	-	62,124	26,734	935,350	-	162,406	-	4,118	67,746	4,503	154	16,250
Supplies & Expenses	-	7,900	45,444	420,036	-	40,012	-	22,406	4,694	8,229	1,382	4,343
Fixed Charges	-	-	2,880	4,060	-	765	-	605	1,800	1,445	380	960
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-
Other Grants Contributions	-	-	400	2,750	161,674	2,000	-	-	-	-	-	-
Capital Outlay	-	-	-	476,360	-	-	-	-	-	-	-	-
Transfers	-	-	-	4,200	-	-	-	-	-	-	-	-
Total Expenditures	-	365,930	287,073	8,774,840	161,674	1,118,366	-	164,377	299,131	207,557	39,600	138,539
Net Revenue and Expenditures	-	-	-	(165,000)	-	-	-	-	-	-	-	-

FTE	Park Ded 07-808	ROD 08-101	Treas 09-101	Law Enf 11-101	Reg Plan 13-101	PH 14-101	WHEPP 14-208	Bioterror 14-209	Birth to 3 14-218	WIC 14-221	Prenatal 14-222	Tobacco 14-223
Officials/Administration	-	1.000	1.000	1.000	-	1.000	-	-	-	-	-	-
First/Mid Level Officials & Mngrs	-	-	-	5.000	-	1.600	-	-	-	-	-	-
Professionals	-	-	-	-	-	6.266	-	1.350	2.000	1.152	0.400	1.300
Technicians/Para-Professionals	-	-	-	11.650	-	-	-	-	-	0.300	-	-
Administrative Support	-	3.000	2.000	5.000	-	2.300	-	-	0.200	1.250	-	-
Skilled Craft/Service Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Protective Service Workers	-	-	-	58.440	-	-	-	-	-	-	-	-
Total	-	4.00	3.00	81.09	-	11.17	-	1.35	2.20	2.70	0.40	1.30

2019 Budget

SUMMARY	Repro Health 14-224	Immun 14-226	Consolid 14-227	Enviro 14-228	Radon 14-229	GAM 15-601	DCF 16-215	DHS 16-216	Vets 18-101	Museum 20-101
Revenues										
General Property Tax	-	-	-	-	-	-	2,546,886	1,550,338	175,227	21,379
Other Taxes	-	-	-	-	-	-	-	-	-	-
State Aids	45,537	-	99,505	-	7,587	-	2,539,202	2,816,082	14,000	-
License & Fees	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-
Public Charge for Services	82,036	46,384	-	231,561	-	8,376,149	252,922	788,108	-	-
Intergovernmental Revenue	-	-	-	-	-	-	-	10,000	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-	-	30,600	-	-
Total Income	127,573	46,384	99,505	231,561	7,587	8,376,149	5,339,010	5,195,128	189,227	21,379

Expenditures										
Operating - 000	-	-	-	-	-	-	-	-	-	-
Personnel	105,785	17,061	82,288	180,148	6,075	6,059,777	3,183,430	2,912,004	147,024	-
Professional Services	4,035	1,040	9,232	11,445	-	826,366	1,814,846	1,484,975	5,912	21,379
Supplies & Expenses	15,636	27,884	6,278	25,607	1,447	1,078,172	96,888	237,965	19,291	-
Fixed Charges	2,117	400	1,033	14,361	65	47,157	138,722	140,272	-	-
Debt Service	-	-	-	-	-	-	-	-	-	-
Other Grants Contributions	-	-	674	-	-	-	480	416,412	17,000	-
Capital Outlay	-	-	-	-	-	200,000	4,644	3,500	-	-
Transfers	-	-	-	-	-	164,677	100,000	-	-	-
Total Expenditures	127,573	46,384	99,505	231,561	7,587	8,376,149	5,339,010	5,195,128	189,227	21,379
Net Revenue and Expenditures	-	-	-	-	-	-	-	-	-	-

FTE	Repro Health 14-224	Immun 14-226	Consolid 14-227	Enviro 14-228	Radon 14-229	GAM 15-601	DCF 16-215	DHS 16-216	Vets 18-101	Museum 20-101
Officials/Administration	-	-	-	-	-	1.000	0.500	0.500	1.000	-
First/Mid Level Officials & Mngrs	-	-	-	-	-	-	3.500	1.500	-	-
Professionals	0.850	0.200	1.002	0.940	0.060	9.000	17.350	21.500	-	-
Technicians/Para-Professionals	-	-	-	-	-	21.600	1.000	-	-	-
Administrative Support	0.300	-	-	1.200	-	4.200	17.500	5.500	1.000	-
Skilled Craft/Service Maintenance	-	-	-	-	-	74.050	4.000	2.000	-	-
Protective Service Workers	-	-	-	-	-	-	-	-	-	-
Total	1.15	0.20	1.00	2.14	0.06	109.85	43.85	31.00	2.00	-

SUMMARY	Extension 21-101	LWRD 22-101	Lime 23-602	Land Info 24-101	Housing 24-206	WI Septic 24-806	Fair 26-101	Corp Counsel 27-101	Forester 28-101	Forester 28-241	Highway 29-701
Revenues											
General Property Tax	248,109	387,079	-	321,414	-	-	38,260	304,087	(82,523)	-	3,330,167
Other Taxes	-	-	-	-	-	-	-	-	-	-	-
State Aids	-	245,200	-	51,000	-	10,000	-	549,783	52,302	8,350	1,959,774
License & Fees	10	22,695	-	361,628	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-	-
Public Charge for Services	6,171	63,649	711,834	127,500	-	-	-	3,741	154,053	-	-
Intergovernmental Revenue	6,753	-	-	-	-	-	-	-	-	-	2,382,266
Miscellaneous Revenue	-	3,500	-	-	5,115	-	-	-	-	-	48,200
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Total Income	261,043	722,123	711,834	861,542	5,115	10,000	38,260	857,611	123,832	8,350	7,720,407

Expenditures

Operating - 000	-	-	-	-	-	-	-	-	-	-	-
Personnel	55,550	591,295	311,872	791,992	-	-	-	793,560	90,804	-	2,723,419
Professional Services	174,314	57,361	131,217	41,415	2,615	-	27,260	33,740	4,629	-	1,185,759
Supplies & Expenses	31,180	63,367	84,556	27,815	-	-	-	30,111	28,400	8,350	2,405,840
Fixed Charges	-	-	101,600	320	-	-	-	200	-	-	1,423,260
Debt Service	-	-	-	-	-	-	-	-	-	-	-
Other Grants Contributions	-	100	-	-	2,500	10,000	11,000	-	-	-	-
Capital Outlay	-	10,000	40,000	-	-	-	-	-	-	-	-
Transfers	-	-	70,000	-	-	-	-	-	-	-	186,742
Total Expenditures	261,043	722,123	739,244	861,542	5,115	10,000	38,260	857,611	123,832	8,350	7,925,020
Net Revenue and Expenditures	-	-	(27,410)	-	-	-	-	-	-	-	(204,613)

FTE	Extension 21-101	LWRD 22-101	Lime 23-602	Land Info 24-101	Housing 24-206	WI Septic 24-806	Fair 26-101	Corp Counsel 27-101	Forester 28-101	Forester 28-241	Highway 29-701
Officials/Administration	-	1.000	1.000	1.000	-	-	-	1.000	-	-	1.000
First/Mid Level Officials & Mngrs	-	-	-	1.000	-	-	-	1.000	-	-	3.000
Professionals	-	5.000	-	3.000	-	-	-	-	1.000	-	-
Technicians/Para-Professionals	-	-	-	3.000	-	-	-	1.000	-	-	-
Administrative Support	1.000	1.000	-	1.000	-	-	-	6.500	-	-	1.000
Skilled Craft/Service Maintenance	-	-	3.100	-	-	-	-	-	-	-	32.450
Protective Service Workers	-	-	-	-	-	-	-	-	-	-	-
Total	1.00	7.00	4.10	9.00	-	-	-	9.50	1.00	-	37.45

SUMMARY	Admin 30-101	Admin-Cont 30-102	Admin-Asset 30-110	Admin - Debt 30-301	Gov't Ctr Rem 30-460	Info Tech 32-101	Emp Relations 34-101	ADRC 36-212
Revenues								
General Property Tax	(3,439,767)	45,877	-	2,808,414	35,000	600,681	386,085	110,785
Other Taxes	556,575	-	-	-	-	-	-	-
State Aids	602,657	-	-	-	-	-	-	1,644,072
License & Fees	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-
Public Charge for Services	24,480	-	-	-	-	-	-	124,000
Intergovernmental Revenue	-	-	-	-	-	477,610	-	-
Miscellaneous Revenue	480,997	-	-	-	-	-	-	600
Other Financing Sources	3,320,000	-	237,700	15,000	100,000	-	21,677	-
Total Income	1,544,942	45,877	237,700	2,823,414	135,000	1,078,291	407,762	1,879,457

Expenditures								
Operating - 000	-	-	-	-	-	-	-	-
Personnel	841,465	-	-	-	-	503,606	364,348	958,369
Professional Services	319,262	-	-	-	35,000	560,310	35,076	86,120
Supplies & Expenses	13,616	-	-	-	-	14,376	8,339	288,113
Fixed Charges	366,600	-	-	-	-	-	-	33,000
Debt Service	-	-	-	2,823,414	-	-	-	-
Other Grants Contributions	4,000	-	-	-	-	-	-	512,355
Capital Outlay	-	-	230,000	-	100,000	-	-	42,500
Transfers	-	-	-	-	-	-	-	-
Total Expenditures	1,544,942	-	230,000	2,823,414	135,000	1,078,291	407,762	1,920,457
Net Revenue and Expenditures	-	45,877	7,700	-	-	-	-	(41,000)

FTE	Admin 30-101	Admin-Cont 30-102	Admin-Asset 30-110	Admin-Debt 30-301	Hwy Facility 30-459	Info Tech 32-101	Emp Relations 34-101	ADRC 36-212
Officials/Administration	1.05	-	-	-	-	1.00	0.950	1.000
First/Mid Level Officials & Mngrs	1.00	-	-	-	-	-	1.000	1.000
Professionals	-	-	-	-	-	1.00	-	5.600
Technicians/Para-Professionals	-	-	-	-	-	3.00	-	-
Administrative Support	4.30	-	-	-	-	-	2.000	3.000
Skilled Craft/Service Maintenance	-	-	-	-	-	-	-	5.150
Protective Service Workers	-	-	-	-	-	-	-	-
Total	6.35	-	-	-	-	5.00	3.95	15.75

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**Budget
2019**

SUMMARY	Totals	Hwy Bridge 29-701	Act 150 30-107
Revenues			
General Property Tax	21,961,981	256,374	794,750
Other Taxes	691,600	-	-
State Aids	12,045,827	-	-
License & Fees	460,688	-	-
Fines & Forfeitures	210,931	-	-
Public Charge for Services	12,385,409	-	-
Intergovernmental Revenue	3,178,952	-	-
Miscellaneous Revenue	677,912	-	-
Other Financing Sources	3,749,977	-	-
Total Income	55,363,277	256,374	794,750

Expenditures			
Operating - 000	7,057	-	-
Personnel	32,270,607	-	-
Professional Services	9,612,338	-	-
Supplies & Expenses	5,475,971	-	-
Fixed Charges	2,395,468	-	-
Debt Service	2,823,414	-	-
Other Grants Contributions	1,243,845	-	794,750
Capital Outlay	1,272,804	256,374	-
Transfers	676,219	-	-
Total Expenditures	55,777,723	256,374	794,750
Net Revenue and Expenditures	(414,446)	-	-

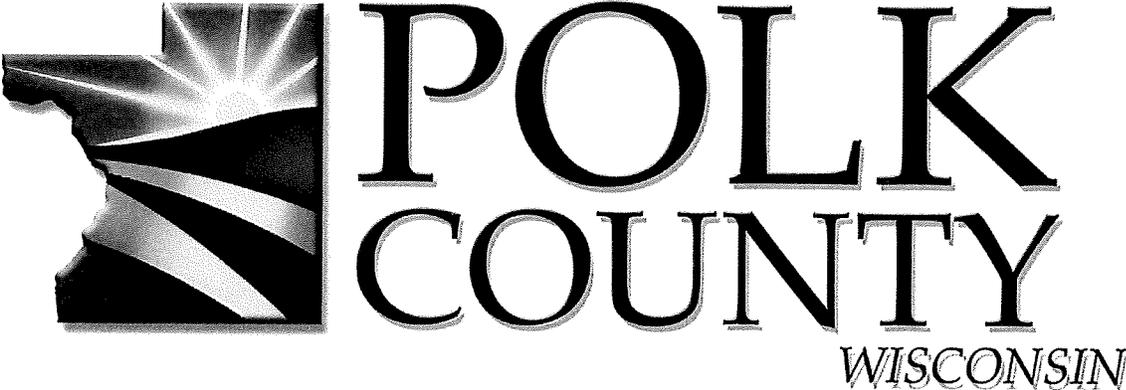
FTE	Totals	Hwy Bridge 29-701	Act 150 30-107
Officials/Administration	19.00	-	-
First/Mid Level Officials & Mngrs	20.60	-	-
Professionals	79.97	-	-
Technicians/Para-Professionals	46.55	-	-
Administrative Support	79.70	-	-
Skilled Craft/Service Maintenance	132.80	-	-
Protective Service Workers	58.44	-	-
Total	437.06	-	-

Polk County 2019 Budget by Department

Budget and Levy by Department

	<u>2019 Levy</u>	<u>Total Revenue</u>	<u>Non Levy Revenue</u>	<u>Expenditures</u>	<u>Difference</u>	<u>2018 Levy</u>
ADMINISTRATION	(550,476)	4,786,933	5,337,409	4,733,356	53,577	(556,399)
ADRC	110,785	1,879,457	1,768,672	1,920,457	(41,000)	110,785
BLDG, PARKS, RECYCLING	1,872,983	2,674,888	801,905	2,704,888	(30,000)	2,135,382
CIRCUIT COURT	631,887	1,182,003	550,116	1,182,003	0	663,819
CORP CONUSEL/CHILD SUPPORT	304,087	857,611	553,524	857,611	0	309,247
COUNTY CLERK	352,230	441,967	89,737	441,967	0	376,130
DISTRICT ATTORNEY	461,203	566,269	105,066	566,269	0	447,709
EMPLOYEE RELATIONS	386,085	407,762	21,677	407,762	0	393,808
FAIR	38,260	38,260	0	38,260	0	38,103
FORESTRY	(82,523)	132,182	214,705	132,182	0	(61,428)
GOLDEN AGE MANOR	0	8,376,149	8,376,149	8,376,149	0	0
HIGHWAY	3,330,167	7,720,407	4,390,240	7,925,020	(204,613)	3,235,955
HUMAN SEVICES	4,097,224	10,534,138	6,436,914	10,534,138	0	3,908,255
INFORMATION TECHNOLOGY	600,681	1,078,291	477,610	1,078,291	0	678,914
LAND & WATER RESOURCES	387,079	722,123	335,044	722,123	0	366,067
LAND/ZONING	321,414	876,657	555,243	876,657	0	448,034
LAW ENFORCEMENT	8,051,471	8,609,840	558,369	8,774,840	(165,000)	7,695,108
LIME	0	711,834	711,834	739,244	(27,410)	0
MUSEUM	21,379	21,379	0	21,379	0	21,063
OUTSIDE AGENCIES	161,674	161,674	0	161,674	0	151,674
PUBLIC HEALTH	1,041,876	2,480,180	1,438,304	2,480,180	0	1,012,544
REG OF DEEDS	(44,070)	365,930	410,000	365,930	0	(20,025)
TREASURER	45,229	287,073	241,844	287,073	0	44,587
UW EXTENSION	248,109	261,043	12,934	261,043	0	286,298
VETERANS	175,227	189,227	14,000	189,227	0	168,712
Total	\$ 21,961,981	\$ 55,363,277	\$ 33,401,296	\$ 55,777,723	(414,446)	\$ 21,854,342

General Government



Department of County Clerk

Sharon Jorgenson, Polk County Clerk

General Government Committee

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION

The duties of this office include preparing and keeping committees and board proceedings for the County Supervisors. The office is responsible for administering all federal, state, county and local elections. Other services include: DMV motor vehicle services, administering marriage licenses, domestic partnerships, dog license program, passports, and timber cutting permits.

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

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.

PROGRAM OVERVIEW

Agendas and Minutes for County Board Supervisor meetings. Administration of elections. Marriage Licenses, Domestic Partnerships, DMV Motor Vehicle Services, Passport Agent, Timber Cutting Permits, Administering Dog License Program, Maintain website page and safekeeping of documents.

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

Prepare agendas and take minutes for meetings, Administer elections, Issue Marriage Licenses, Motor Vehicle renewals and plates, Passports, Timber Cutting Permits, Administration for Dog License program, Provide general information and answer questions to those inquiring/needing assistance.

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

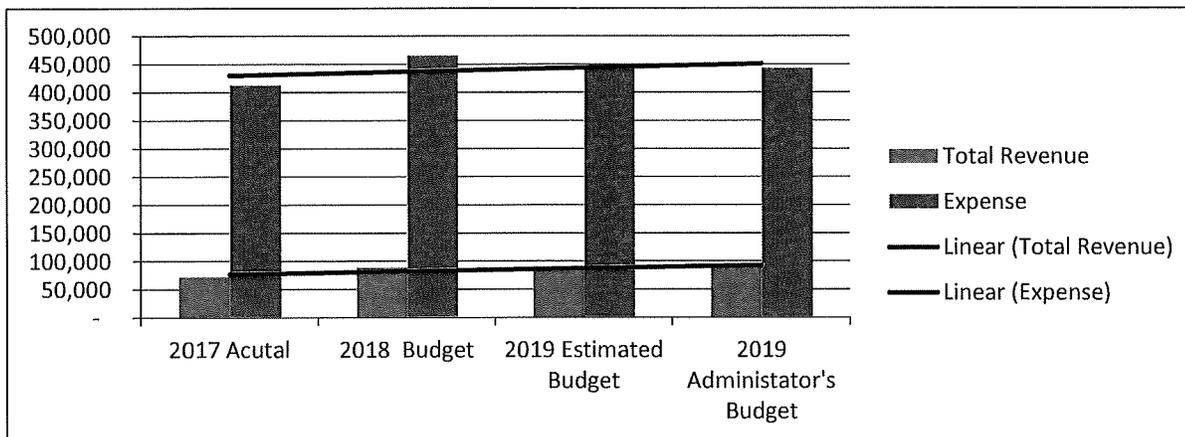
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Acutal	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	339,822	376,130	353,319	352,230
License & Fees	18,751	24,294	24,355	24,355
Public Charge for Services	30,704	26,100	26,622	26,622
Intergovernmental Revenue	23,067	38,000	38,760	38,760
Total Revenue	412,344	464,524	443,056	441,967
Expense				
Personnel Services	275,795	285,226	286,783	283,232
Contractual Services	43,208	51,644	52,419	54,880
Supplies & Expenses	74,809	80,054	81,254	81,255
Fixed Charges	1,965	2,100	2,100	2,100
Grants, Contributions, Indem	16,358	20,500	20,500	20,500
Capital Outlay		25,000		
Total Expenditures	412,135	464,524	443,056	441,967
Net Revenue and Expenditures	209	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

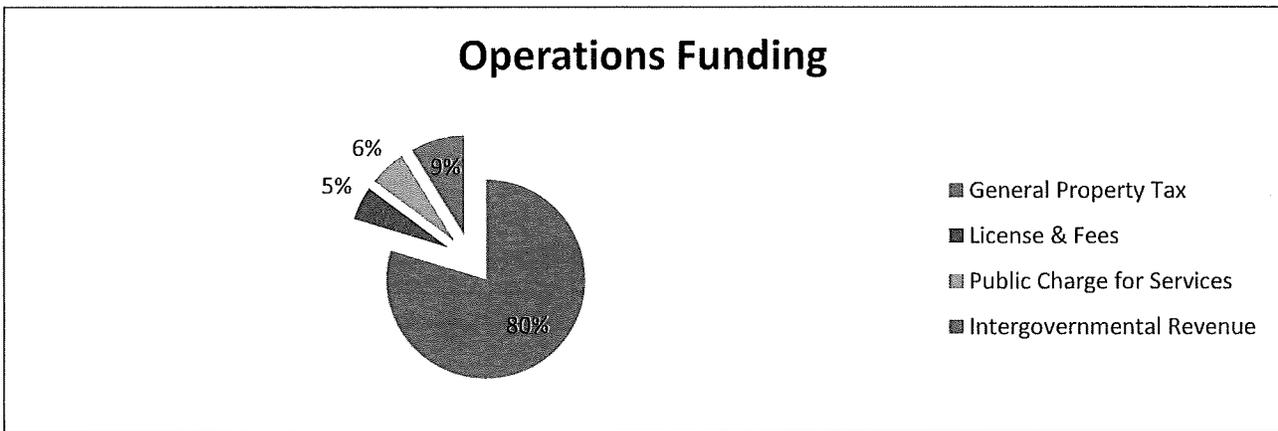
	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	1.45	1.45	1.45	1.45
Total	2.45	2.45	2.45	2.45

Actual for 2017



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	353,319	352,230	(1,089)	
License & Fees	24,355	24,355	-	
Public Charge for Services	26,622	26,622	-	
Intergovernmental Revenue	38,760	38,760	-	
Total Revenue	443,056	441,967	(1,089)	
Expense				
Personnel Services	286,783	283,230	(3,553)	
Contractual Services	52,419	54,880	2,461	
Supplies & Expenses	81,254	81,255	1	
Fixed Charges	2,100	2,100	-	
Grants, Contributions, Indem	20,500	20,500	-	
Capital Outlay	-	-	-	
Total Expenditures	443,056	441,967	(1,089)	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	Slight decrease
Public Charge for Services	Increased fees were approved
Intergovernmental Revenue	
Total Revenue	
Expense	
Personnel Services	Slight decrease
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Capital Outlay	
	Slight Adjustments

PROGRAM SUMMARY

**Program name:
Clerk Services**

Program objective: Rapid, error free issuance of required documents as required by the state statutes. To coordinate communications between the County Board, departments and the public. Provide funding for state and local animal control efforts. Provide rapid and convenient services to citizens.

Link to Board Priority: To serve the public with integrity; improved quality of life

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	183,504	203,110	190,792	190,204
Other Revenues	39,162	47,733	48,458	48,458
Total Revenue	222,666	250,843	239,250	238,662
Expenses				
Recurrent Expenditure	222,553	250,843	239,250	238,662
Capital/One-time Expenditure				
Total Expenditures	222,553	250,843	239,250	238,662
Net Revenue and Expenditures	113	-	-	-

PROGRAM PERFORMANCE INFORMATION KEY PROGRAM STRATEGIES 2018

1. Continued training of the marriage program and the rules and regulations as they apply to allow for a better application experience
2. Continue to improve the working relationships between departments, the board and the residents of Polk County. Improved technology and the new website should make this process easier.
3. Continue to work closely with the local municipalities to hopefully increase the numbers of licensed dogs
4. Continue to stay aware of changes and keep up the training necessary to be a qualified passport agent

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

Program name:
Continuation of: Clerk Services

KEY PROGRAM STRATEGIES 2019

Continue work on paperless integration where possible. Research possibility of computerized receipting system that would tie in with treasurer and accounting department for clear audit trail and resolution of segregation of duties issues. Streamline dog licensing

KEY PERFORMANCE INDICATORS				
Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of marriage applications applied for on a yearly basis. These numbers can vary greatly	276	250	250	250
Number of regular County Board meetings held	14	11	11	11
Number of dog tags sold	5,393	4,800	4,900	4,900
Numbers of passport applications processed thru our office	445	375	375	390
Number of title transfers and plates, Temp & Trivin Services combined	549	675	500	500

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

Program name:
Continuation of: Clerk Services

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of marriage applications applied for on a yearly basis. These numbers can vary greatly	276	250	250	250
Failure to give notice of meetings	0	0	0	0
Revenue from sale of dog tags	\$18,351	\$10,000	\$15,000	\$15,000
Passport Revenue collected -agent fees and photo fees	\$16,851	\$9,375	\$13,125	\$13,650
Motor Vehicle Agent revenue from services provided.	\$3,931	\$3,700	\$3,700	\$3,700

Assumptions and factors affecting program performance:

1. This program is state mandated, and with the new state run program there are very few risks involved in issuing licenses. It has streamlined the process and improved our ability to work with the Register of Deeds Office.
2. Changes in Board Supervisors, and chair persons as well as limited staff during busy times impact the Clerk's office limiting ability to provide the best service.
3. We have not encountered any risk involved in the issuing of passports. The service proves to be one that is well received and appreciated.
4. Numbers for dog collections have been somewhat lower in recent years and efforts are being made to bring the numbers back up as the dollars collected serve the county for rabies vaccinations, control of licensed dogs, provide funds for reimbursements for dog damages and provide funding for the humane society.
5. The popularity of on-line service offered by the DMV may impact the volume of titles processed. Non-sufficient funds checks are a risk assumed when receiving checks for payments in TriVin related transactions.

Department of County Clerk

Sharon Jorgenson, Polk County Clerk

Program name:
Administration of Elections

Program objective: To conduct accurate, smooth, and well-run elections
Link to Board Priority: To serve the public with integrity, improved quality of life

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimated Budget	2020 Estimated Budget
Revenue				
General Property Tax	156,318	173,020	162,527	162,026
Other Revenues	33,360	40,661	41,279	41,279
Total Revenue	189,678	213,681	203,806	203,305
Expenses				
Recurrent Expenditure	189,582	213,681	203,806	203,305
Capital/One-time Expenditure				
Total Expenditures	189,582	213,681	203,806	203,305
Net Revenue and Expenditures	96	-	-	-

PROGRAM PERFORMANCE INFORMATION
KEY PROGRAM STRATEGIES 2018

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

KEY PROGRAM STRATEGIES 2019

1. 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 Estimate	2019 Estimate	2020 Estimate
Number of elections per year (expected)	3	5	2	4

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Challenges due to errors in tally	0	0	0	0

Assumptions and factors affecting program performance:

Employees engage in ongoing training due to continuous upgrades of WisVote software. Due to continuous upgrades the possibility of errors is higher.

Fee Schedule

Department: County Clerk

Completed By: Sharon Jorgenson

Date Completed: 25-May-18

Type of Fee	2014 Fee Rate	2015 Fee Rate	2016 Fee Rate	2017 Fee Rate	2018 Fee Rate	2019 Fee Rate	Comments	2017	2018	2019
								Actual Revenues	Estimated Revenues	Estimated Revenues
Marriage License Fee	80.00	80.00	80.00	80.00	80.00	90.00	Polk County gets \$35 X 275 licenses	9625.00	\$8,000.00	\$8,750.00
Marriage Waiver Fee	10.00	10.00	10.00	10.00	10.00	20.00	27 waivers for 2017	270.00	\$200.00	\$200.00
Passport Application Fee	25.00	25.00	25.00	25.00	35.00	35.00	(Set by US Dept. of State)	11050.00	\$9,000.00	\$12,250.00
Passport Photo Fee	9.95	9.95	10.50	10.50	10.50	10.50		5800.85	\$4,500.00	\$5,000.00
Temp. Plat Fee Counter Fee (set by St)	5.00	5.00	5.00	5.00	5.00	5.00	(Set by DOT)	1382.00	\$1,500.00	\$1,400.00
DMV Tabs & Plates per Application (\$	17.80	17.80	17.30	17.30	17.30	17.30	(Set by TriVIN) \$6.60 or \$10.70 per ser	2549.50	\$3,500.00	\$2,500.00
Large Assembly Permits (fee per day)	100.00	100.00	100.00	100.00	100.00	125.00	(Per Day Fee)	400.00	\$400.00	\$400.00
							Additional fees billed for programming of election machines. County covers programming cost of one machine per municipality. Paid under HAVA Equipmt Rev G/L 47333	8267.00	\$15,000.00	\$15,000.00
SVRS Support Fees										
Population 1-599	300.00	300.00	300.00	300.00	300.00	500.00		1800.00	\$1,500.00	\$2,500.00
Population 600-999	400.00	400.00	400.00	400.00	400.00	700.00		4800.00	\$4,800.00	\$8,400.00
Population 1000-1499	500.00	500.00	500.00	500.00	500.00	800.00		3500.00	\$3,500.00	\$5,600.00
Population 1500-1999	600.00	600.00	600.00	600.00	600.00	900.00		1200.00	\$1,200.00	\$1,800.00
Population 2000-2999	700.00	700.00	700.00	700.00	700.00	1000.00		3500.00	\$3,500.00	\$5,000.00
Any Special Election plus \$.25 per eligible voter	100.00	100.00		100.00	100.00	100.00		0.00	\$0.00	\$0.00

Has any analysis been done to determine the cost of providing the services versus the fee being charged? If so, when and what were the results?
 No formal analysis has been done.

When is the last time there was an increase in fees? Marriage license fees and passport photo fees could be changed.
 These fees have remained unchanged for several years. SVRS support fees billed municipalities could be increased.

2019 Travel Budget

Department: County Clerk

2019 Budget Amount-Please explain how this figure was calculated.

\$165.00 WCCO Reg Fee, Mileage \$270 Estimate-Madison, Lodging \$315.00, \$30 Meals \$125.00 WCCA Hudson Registration fee, Mileage \$50.00 estimate (County Vehicle) Lodging \$276.00 for June Clerks Conf, \$30 meals.

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)
Annual conference in Madison includes education class from UW Green Bay or UW Madison, updates from

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WCCO Conference - Madis	\$780.00	Sharon Jorgenson	8.1
County Clerk Conf - Hudso	\$481.00	Sharon Jorgenson	8.1

Form Completed by: Sharon Jorgenson

Date completed: 7/9/2018

**Polk County
5 Year Capital Improvement Plan Summary**

DEPT: County Clerk

	2019 requested Revenue Acct	Estimated				Total
		2019	2020	2021	2022	
1) Fund Balance						-
2) Asset Recovery Fund						-
3) Levy (Property Tax)						-
4) State Aids						-
5) Revenues						-
6) Unfunded			411,225	34,933		446,158
7) Grants						-
Revenue Available	\$ -	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ 446,158

Expenditures

A) IT Items						
Possible A/R receipting system						-
Description						-
Subtotal IT Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C) Other Equipment						
New Voting Machines - 36			411,225			411,225
Software license/maint				34,933		34,933
Description						-
Subtotal Equipment	\$ -	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ 446,158
Expenditure Total		\$ -	\$ 411,225	\$ 34,933	\$ -	\$ 446,158

Form Completed by: Sharon Jorgenson
Date completed: 7/9/2018

Department: County Clerk

New Technology Request

Vendor Name	Purchase Price	Setup Fee	Monthly Cost	Technology Requested	Employee Receiving Technology

Maintenance Agreements

Company	Amount	Yearly, Quarterly or Monthly Billing	Length of agreement	New or recurring agreement
Pitney Bowes	\$1,650.48	\$412.62 Quarterly	12/29/2018 for Mail machine lease	Non recurring
Pitney Bowes	\$268.00	\$67.00 Quarterly	12/29/2018 for Sheriff's Dept mail machine lease - Sheriff's office pays theirs	Non recurring
Command Central	\$9,000 to \$25,000 per election	per election	Annual fee agreement - annual amount varies based on number of elections	Recurring

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

DEPARTMENT SUMMARY

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 or parks, lake accesses, and trail systems that will meet the needs of our citizens and future g

LINK TO COUNTY BOARD STRATEGIC GOALS:

To preserve and enhance the environment
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.

PROGRAM OVERVIEW

Maintenance of County campus and facilities, Development and maintenance of parks, trails, boat landings, Manage county forests, Manage the MRF and solid waste ordinance.

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

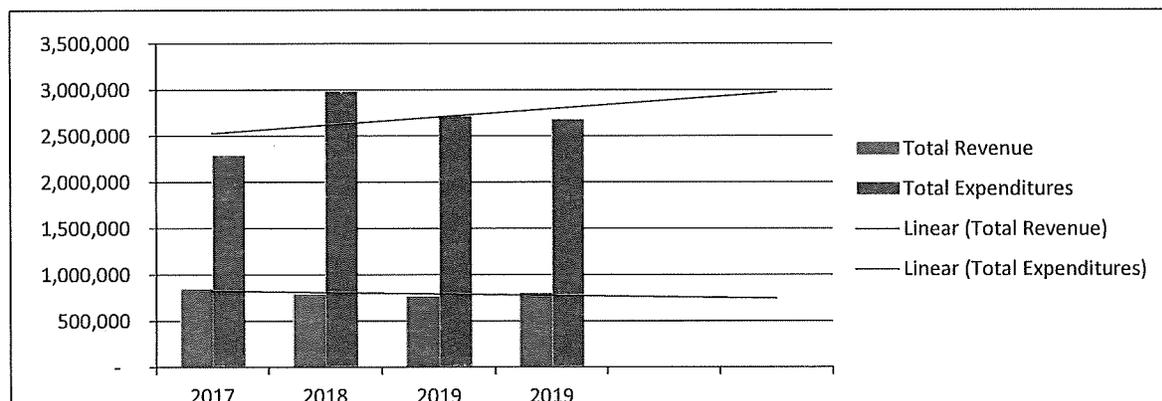
Billing and invoicing	Compile maint/grooming sheets from snow/atv work with clubs
annual grants	sell bike/ski trail passes
update website	overview budget
advertising	liason trail/fair/museum
rfp's	Recy Alum Checking Account
Organize clean sweep event	Selling tax deed properties
mgn fleet vehicle-ordering, selling, maint.	Wkly deposits
Enter Hauler reports	maintain records of sales of recycales/solid waste
maintain tiem/quipment recoding sheets	request/report grants as needed
update signage	DNR meetins
hire/supervise staff	trail inspection
park maintenance/camp ground inspections	trail/promotional collaoration mtgs
park bldg updates	order/mng supplies
heating and cooling equipment	janitorial work
give out firewood permits	Metsys
Facility security	Phone system

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Budget	2019 Administrator's Budget
Revenue				
General Property Tax	1,626,575	2,135,382	1,890,566	1,872,983
Other Taxes		-		
State Aids	320,833	287,414	284,964	284,964
Public Charge for Services	344,997	302,500	308,550	338,550
Intergovernmental Revenue	180,849	187,494	171,062	178,391
Misc Revenue		10,463	-	
Total Revenue	2,473,254	2,923,253	2,655,142	2,674,888
Expense				
Personnel Services	893,214	943,377	966,954	956,865
Contractual Services	913,465	1,048,544	1,062,793	1,056,677
Supplies & Expenses	145,890	264,402	268,205	252,980
Fixed Charges	133,094	103,266	103,266	110,566
Grants, Contributions, Indem	84,788	82,000	82,000	82,000
Capital Outlay	106,200	504,200	205,719	135,800
Cost Reallocation	10,000	30,463	20,000	80,000
Total Expenditures	2,286,651	2,976,252	2,708,937	2,674,888
Net Revenue and Expenditures	(186,603)	52,999	53,795	-

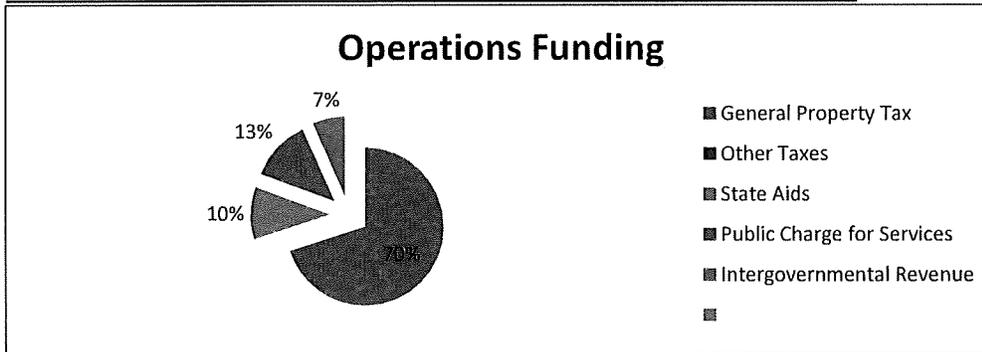
EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Professionals	1	1	1	
Officials/Administrators	1	1	1	
Technicians/Para-Professionals	3.16	3	3	3
Administrative Support	1	1	1	1
Skilled Craft/Service Maintenance	11.69	11.85	11.85	12.05
Total	17.85	17.85	17.85	16.05



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	1,890,566	1,872,983	(17,583)	
Other Taxes	-	-	-	
State Aids	284,964	284,964	-	
Public Charge for Services	308,550	338,550	30,000	
Intergovernmental Revenue	171,062	178,391	7,329	
Misc Revenue	-	-	-	
Total Revenue	2,655,142	2,674,888	19,746	

Expense			
Personnel Services	966,954	956,865	(10,089)
Contractual Services	1,062,793	1,056,677	(6,116)
Supplies & Expenses	268,205	252,980	(15,225)
Fixed Charges	103,266	110,566	7,300
Grants, Contributions, Indem	82,000	82,000	-
Capital Outlay	205,719	135,800	(69,919)
Cost Reallocation	20,000	80,000	60,000
Total Expenditures	2,708,937	2,674,888	(34,049)
Net Revenue and Expenditures	(53,795)	-	53,795



Notes:

Revenue

General Property Tax	Slight decrease
Other Taxes	
State Aids	
Public Charge for Services	Estimated increase in solid waste revenues
Intergovernmental Revenue	
Misc Revenue	
Total Revenue	

Expense

Personnel Services	Slight adjustment for payroll
Contractual Services	Reduced by Lakes Improvement Fund Estimated Spending
Supplies & Expenses	Reduced by Lakes Improvement Fund Estimated Spending
Fixed Charges	Adjusted for lease increase
Grants, Contributions, Indem	
Capital Outlay	Reallocation of Capital Improvements Projects
Cost Reallocation	Increased by Asset Fund Payments for Recycling Truck and Chiller
Total Expenditures	
Net Revenue and Expenditures	

Funded:

- 25,000 Building/Parks Truck
- 80,000 Recycling Truck
- 9,500 Recycling Scale
- 20,000 Justice Center sewer and water costs

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

SECTION 2: PROGRAM SUMMARY

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	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	130,920	139,190	133,980	136,474
Other Revenues	268,150	121,740	119,450	119,610
Total Revenue	399,070	260,930	253,430	256,084
Expenditure				
Recurrent Expenditure	397,374	305,730	299,025	302,486
Capital/One-time Expenditure	2,799	8,200	8,200	8,200
Total Expenditure	400,173	313,930	307,225	310,686
Net Revenue and Expenditures	(1,102)	(53,000)	(53,795)	(54,602)

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

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

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

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

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

Assumptions and factors affecting program performance:

1. Meeting the needs of changing population
2. Coping with aging facilities and infrastructure
3. Making use of technology

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, 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	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	1,281,248	1,763,174	1,549,058	1,506,791
Other Revenues	180,849	197,957	171,062	172,199
Total Revenue	1,462,097	1,961,131	1,720,119	1,678,990
Expenditure				
Recurrent Expenditure	1,229,043	1,497,131	1,522,600	1,546,490
Capital/One-time Expenditure	71,568	464,000	197,519	132,500
Total Expenditure	1,300,611	1,961,131	1,720,119	1,678,990
Net Revenue and Expenditures	161,486	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

Jail intercom system, phone upgrade, parking lots,
Facility security, equipment upgrade

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Work orders completed	1039	1065	1065	1065
Fleet trips managed	2351	2700 trips	2700 trips	2700 trips

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Maintenance cost per sq foot	\$4.12	\$4.15	1065	1065
Avg no of cars available per day	1 of 14	1 of 14	2700 trips	2700 trips

Assumptions and factors affecting program performance:

1. Evaluate the needs of the government center and determine changes
2. Fleet vehicles not coming back on time

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, 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	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	214,407	233,018	207,528	212,903
Other Revenues	506,285	468,174	474,064	479,954
Total Revenue	720,692	701,192	681,593	692,857
Expenditure				
Recurrent Expenditure	563,961	669,192	681,592	692,857
Capital/One-time Expenditure	21,906	32,000		
Total Expenditure	585,867	701,192	681,592	692,857
Net Revenue and Expenditures	134,825	(0)	0	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

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

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
revenues recycling	\$264,648.00	\$259,000.00	\$259,000.00	\$259,000.00
revenues solid waste	\$67,179.00	\$38,738.00	\$38,738.00	\$38,738.00

Assumptions and factors affecting program performance:

1. Soft markets for recycling materials
2. Reduction in state grant
3. Aging facilities with increasing maintenance costs

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

Program name:

Forestry

Program objective: Improve wildlife habitat and public access

Link to Board Priority: Recreation/Tourism/Parks/Economic Development

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	-67,798	-61,428	-67,811	-68,410
Other Revenues	240,907	211,684	214,705	217,725
Total Revenue	173,109	150,256	146,894	149,315
Expenditure				
Recurrent Expenditure	145,270	150,256	146,894	149,315
Capital/One-time Expenditure				
Total Expenditure	145,270	150,256	146,894	149,315
Net Revenue and Expenditures	27,839	(0)	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Increase and improve current recreation opportunities in county forest

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
timber sale revenue	146,370	149,000	149,000	
acres established/reviewed	460	460	460	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
timber sales completed	10	10	10	

Assumptions and factors affecting program performance:

1. The forestry program is highly dependent on current and future weather and climate patterns locally, regionally and globally. Also, in order to conduct active forest management, we are very reliant on wood markets and the economy. A catastrophic event on our county forest can negatively affect wildlife habitat, timber value, and recreational opportunities for years and possibly decades. Forest management planning is a very fluid and organic planning process. The county forest also provides hunting, fishing, camping, hiking, snowmobiling, ATVing, cross country skiing, horseback riding, mountain biking and many other recreational activities.

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

**Program name:
Museum**

Program objective: Mission Statement: Preserving the past for future generations by establishing a unique and enduring collection of Polk County history, shared with the public through education programs and exhibits.

Link to Board Priority: Recreation/Tourism/Parks/Economic Development

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	30,796	21,063	21,379	21,700
Other Revenues				
Total Revenue	30,796	21,063	21,379	21,700
Expenditure				
Recurrent Expenditure	20,371	21,063	21,379	21,700
Capital/One-time Expenditure	8,450	-		
Total Expenditure	28,821	21,063	21,379	21,700
Net Revenue and Expenditures	1,975	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Utilizing the public experience model to develop a plan of publicizing and conveying information

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Attendance	1,765	1,800	2,000	2,000

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
grants and fundraising	\$5,757	\$25,000	25000	25000

Assumptions and factors affecting program performance:

Department of Buildings, Parks, Solid Waste, Forestry, Museum, and Fair

Debbie Peterson, Director

Program name:

Fair

Program objective: MISSION STATEMENT: The future enhanced needed educational programs for the benefit of the people of Polk County.

Link to Board Priority: Recreation/Tourism/Parks/Economic Development

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimate	2020 Estimate
Revenue				
General Property Tax	97,924	38,103	23,510	23,922
Other Revenues				
Total Revenue	97,924	38,103	23,510	23,922
Recurrent Expenditure	101,177	38,103	23,510	23,922
Capital/One-time Expenditure				
Total Expenditure	101,177	38,103	23,510	23,922
Net Revenue and Expenditures	(3,253)	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
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continue the cement walkway thru the barns for increased ADA attendance

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Attendance	37,178	37,000	37,000	

Assumptions and factors affecting program performance:

1. weather, attendance

Fee Schedule

Department: Buildings, Parks, and Recycling
 Completed By: Deb Peterson
 Date Completed: 7/6/2018

Type of Fee	2014 Fee Rate	2015 Fee Rate	2016 Fee Rate	2017 Fee Rate	2018 Fee Rate	2019 Fee Rate	Comments	2017 Actual Revenues	2018 Estimated Revenues	2019 Estimated Revenues
Parks Fees										
Camping Fee per night	15.00	15.00	15.00	15.00	15.00	15.00		\$3,305.00	\$3,305.00	\$3,305.00
Camping fee Electric per night				25.00	25.00	25.00				
Educational building at Kennedy	150.00	150.00	150.00	150.00	150.00	150.00				
Shelter reservations	40.00	40.00	40.00	40.00	40.00	40.00				
State Bike Passes										
Annual Pass	20.00	20.00	20.00	25.00	25.00	25.00		\$10,162.00	\$10,162.00	\$10,162.00
Daily Pass	4.00	4.00	4.00	5.00	5.00	5.00				
Solid Waste Revenue								\$67,179.00	\$67,179.00	\$67,179.00
Appliances Solid Waste	15.00	16.00	18.00	18.00	18.00	18.00				
Gas Ammonia appliance over 4'	175.00	185.00	204.00	204.00	204.00	204.00				
Gas Ammonia appliance under 4'	100.00	105.00	116.00	116.00	116.00	116.00				
Air conditioners	25.00	30.00	33.00	33.00	33.00	33.00				
	25.00	30.00	33.00	33.00	33.00	33.00				
Commercial Air conditioners	450.00	475.00	523.00	523.00	523.00	523.00				
Commercial Hot water	60.00	65.00	72.00	72.00	72.00	72.00				
Commercial Appliance per cu.ft.	1.50 per cu ft	1.50 per cu ft	1.65 per cu ft	1.65 per cu ft	1.65 per cu ft	1.65 per cu ft				
Water softeners	20.00	25.00	25.00	28.00	28.00	28.00				
Oil Electronics			0.40	.45/lb	.45/lb	.45/lb				
Small Appliances			5.00	5.00	5.00	5.00				
Bulbs 4' and under	0.75	0.75	0.85	0.85	0.85	0.85				
Over 4'	1.00	1.00	1.00	1.00	1.00	1.00				
Compacts	0.75	0.75	0.85	0.85	0.85	0.85				
J Shaped			0.85	0.85	0.85	0.85				
Broken Bulbs			4.00	4.00	4.00	4.00				
Ultra Violet			8.00	8.00	8.00	8.00				
LED			4.00	4.00	4.00	4.00				
Ballast			4.00	4.00	4.00	4.00				
Propane cylinders 4-40 lb			8.00	8.00	8.00	8.00				
Propane cylinders 100 lb			14.00	14.00	14.00	14.00				
Oil filters			0.75	0.75	0.75	0.75				
Tires per lb	0.10	0.10	.15/lb	0.15	0.15	0.15				
Off Road Tire per lb	0.25	0.25	.30/lb	0.30	0.30	0.30				
Car and Truck with Rim			plus 2.00 2.5/lb	plus 2.00 2.5/lb	plus 2.00 2.5/lb	plus 2.00 2.5/lb				
Heavy Truck Rim			12.00 plus .15 for rim and tire							
Confidential Shredding per lb.			.15/lb	.15/lb	.15/lb	.15/lb				
Mattress			15.00	15.00	15.00	15.00				

Has any analysis been done to determine the cost of providing the services versus the fee being charged? If so, when and what were the results?

Solid waste fees are dependent upon the disposal fee.

When is the last time there was an increase in fees?

016 2017

2017 STATE AIDS/GRANTS

Polk Co Dept Number	Dept Grant Contact Person	Contact Email Addresses	State Register Audit/Source	State Register Description	Audit Description	Polk Co Dept Description	CARS#	State ID Number	Polk Co Revenue Account	Polk Co Expense Account	2019 Grant Amount
7	DEBBIE	DEB@co.polk.wi.us	DEPT OF AGRICULTURE		AG CLEAN SWEEP	ST AID CLEAN SWEEP		115.04	101-07-43541-000-000-00	101-07-53635	\$14,000.00
7	DEBBIE		DEPT OF NATURAL RESOURCES	RU RECYCLING/CONSOLIDATED GRANT	MUNICIPAL & COUNTY RECYCLING GRANTS	ST AID RECYCLING		370.670	101-07-43543-000-000-00	101-07-53631	\$159,674.00
7	DEBBIE		DEPT OF NATURAL RESOURCES	SNOWMOBILE TRAIL AIDS	SUPPLEMENTAL PAYABLE	ST AID SNOWMOBILE TRAILS		370.575	243-07-43573-000-000-00	243-07-55441	\$85,850.00
7	DEBBIE		DEPT OF NATURAL RESOURCES	ATV TRAIL/UTV PROJECT AIDS	ALL TERRAIN VEHICLES	ST AID ATV/UTV		370.577	243-07-43574-000-000-00	243-07-55442	\$25,440.00
28	MARK G / TINA	tina.riley@co.polk.wi.us	DEPT OF NATURAL RESOURCES	URBAN FORESTRY/CO FORESTS	URBAN & COMMUNITY FORESTRY	ST AID FOREST ADMINISTRATOR		370.572	101-28-43582-000-000-00	101-28-56110	\$48,980.27
28	MARK G / TINA		DEPT OF TRANSPORTATION	COUNTY FOREST ROAD AIDS	COUNTY CONSERVATION AIDS	ST AID CO FOREST ROADS		370.563	101-28-43584-000-000-00	101-28-56114	\$2,465.00
28	MARK G / TINA		DEPT OF NATURAL RESOURCES	RECREATION AIDS-FISH	COUNTY FOREST WILDLIFE HABITAT IMPROVEMENT PROGRAM	STATE AID WILDLIFE HABITAT		370.564	101-28-43592-000-000-00	101-28-56115	\$857.00
28	MARK G / TINA		DEPT OF NATURAL RESOURCES	URBAN FORESTRY/CO FORESTS	COUNTY FOREST LOANS	ST AID FORESTRY		370.567	241-28-43581-000-000-00	241-28-56111	\$8,350.00

2019 Travel Budget

Department: buildings parks

2019 Budget Amount-Please explain how this figure was calculated.

Last years expense

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

Improve Leadership the ability to guide individual and team learn of new product and preventative maintenance.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WFMA Location unknown	no fee	Mike dean deb	
Leadership Green Lake	750	Mark	
Pak conference	650	deb	

Form Completed by: debbie
 Date completed: july 6 2018

Funded by levy in account 101-07-51600-221-116-00 from 33,461 to 53,461

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings	
Date Requested:		7/25/2018
Budget Year:		2019
Form Completed By:	debbie	

Amount of Funding Requested

20,000

What is being requested?

Increased water and sewer charges over the last few years in 101-07-51600-221-116-00

Explanation for the additional funding request:

increase water and sewer

What effects if any will this have on staffing (include how many additional FTEs):

na

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

no

What would be the result if this additional funding request was not approved?

na

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

Asset funded for 150,000 with 5 year payback

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings	
Date Requested:		7/25/2018
Budget Year:		2019
Form Completed By:	debbie	

Amount of Funding Requested

150,000 for Chiller

What is being requested?

Chiller for governemtn center

Explanation for the additional funding request:

Need new chller , chiller is on borrowed time

What effects if any will this have on staffing (include how many additional FTEs):

na

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

more efficient chiller

What would be the result if this additional funding request was not approved?

No cooling for government center

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

Solid waste revenues are up 30,000. in 2019 9500 was covered by these increased revenues. The recycling truck for 80,000 is in the asset fund with a payback the first year of 20,500 (balance of 30,000) and then 30,000 until paid off.

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings	
Date Requested:		7/25/2018
Budget Year:		2019
Form Completed By:	debbie	

Amount of Funding Requested

80,000 for recycling truck and 9,500 to repay Highway for Recycling scale

What is being requested?

Could raise Solid Waste Revenues 30,000 toward these items. In 2018 there was 32,000 for recycling equipment which was removed in 2019 and levy was lowered 25,000

Explanation for the additional funding request:

need scale software update

What effects if any will this have on staffing (include how many additional FTEs):

no

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

no

What would be the result if this additional funding request was not approved?

can use the scale

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

Funded 8 28 18

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Buildings	
Date Requested:		7/25/2018
Budget Year:		2019
Form Completed By:	debbie	

Amount of Funding Requested

8,600

What is being requested?

dump truck 8,200 out of Parks Equipment replacement and 8,200 out of Building Equipment replacement or LEASE option per year.

Explanation for the additional funding request:

new truck

What effects if any will this have on staffing (include how many additional FTEs):

na

Are there additional long term costs associated with this request? Please explain

no

Will this expenditure result in any offsetting savings? Please Describe

no

What would be the result if this additional funding request was not approved?

more expensive fixing of truck

If this request were to be approved at a lower amount, could the project be scaled down and completed?

no

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

could use 807 or 808??

Polk County
5 Year Capital Improvement Parks & Forestry, Buildings & Solid Waste Department Plan Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	30,000	-	-	-	-	30,000
Asset Recovery Fund	230,000	-	-	-	-	230,000
Levy (Property Tax)	99,000	221,800	225,100	222,000	-	767,900
Unfunded	55,000	1,025,698	937,266	-	-	2,017,964
Grants	30,000	-	-	-	-	30,000
Park and Lake Funds	-	-	-	-	-	-
Bond	-	-	-	5,171,773	-	5,171,773
Total Revenue Available	\$ 444,000	\$ 1,247,498	\$ 1,162,366	\$ 5,393,773	\$ -	\$ 8,247,637
<u>Expenditures</u>						
B) Vehicles						
Bldgs/Parks Truck w/Lift	-	-	-	-	-	-
Parks Truck Dump	25,000	-	-	-	-	25,000
Recycling Truck	80,000	-	-	-	-	80,000
Parks Truck w/Plow	-	25,000	-	-	-	25,000
Bldgs Truck	-	-	-	-	-	-
Subtotal Vehicles	\$ 105,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 130,000
C) Other Equipment						
Lawnmower Riding	-	7,000	-	-	-	7,000
Janitorial Equipment	-	-	5,000	-	-	5,000
Recycling Boxes	-	10,000	-	-	-	10,000
Painting Recycling Boxes	-	-	-	-	-	-
ATV Forester	-	7,000	-	-	-	7,000
Trailer	-	6,000	-	-	-	6,000
Forklift	-	-	25,000	-	-	25,000
Snowmobile	-	-	10,000	-	-	10,000
Skid Steer recycling	-	-	-	22,000	-	22,000
Gator	-	-	-	10,000	-	10,000
Tractor	-	-	-	30,000	-	30,000
Subtotal Equipment	\$ -	\$ 30,000	\$ 40,000	\$ 62,000	\$ -	\$ 132,000

E) Facility Improvements

Fire Lane @ Old Jail	-	20,000	-	-	-	20,000
Gov't Center Boiler to Hot Water	-	-	768,000	-	-	768,000
Sidewalk/Entrances	-	-	-	-	-	-
Cameras Replacement	-	5,000	-	-	-	5,000
Chiller @ Gov't Center	150,000	-	-	-	-	150,000
Recycling Air handler	-	22,000	-	-	-	22,000
Jail Doors	6,000	-	-	-	-	6,000
Bldg Conference Phone	-	-	-	-	-	-
Intercom Jail Controller	-	-	-	-	-	-
Painting	-	-	-	5,000	-	5,000
Audit of Co Bldgs	-	-	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
CRBPS	50,000	853,198	105,866	4,900,273	-	5,909,337
LEC Garage Floor Repair	-	-	7,500	-	-	7,500
Update Identipass	-	7,000	-	-	-	7,000
JA Window Security @ JC	6,400	-	-	-	-	6,400
LED in Courtrooms & HS	30,000	-	-	-	-	30,000
Boiler @ Community Services	-	-	-	-	-	-
Update Metsys	-	18,500	-	-	-	18,500
Heat Exchanger Pool	15,000	-	-	-	-	15,000
Caulking	-	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
Facility Total	\$ 279,000	\$ 1,093,498	\$ 1,042,366	\$ 5,239,773	\$ -	\$ 7,654,637

F) Parks						
Co Park Equipment Replace	-	-	-	-	-	-
Kennedy Parking Lot	25,000.00	-	-	-	-	25,000.00
Kennedy Trail Repave	-	15,000.00	-	-	-	15,000.00
Snowmobile for Ski Trail	-	12,000.00	-	-	-	12,000.00
Update Playground	-	-	-	15,000.00	-	15,000.00
Expand Trail Network	-	-	-	-	-	-
Replace Concrete Boat Landing	5,000.00	-	-	20,000.00	-	25,000.00
Parks Total	\$ 30,000	\$ 27,000	\$ -	\$ 35,000	\$ -	\$ 92,000
F) Fair						
Grandstand	-	-	-	-	-	-
Administration Roof	30,000	-	-	-	-	30,000
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
Campground Reno	-	10,000	-	-	-	10,000
Fair Total	\$ 30,000	\$ 72,000	\$ 80,000	\$ 57,000	\$ -	\$ 239,000
F) Museum						
Coal Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total	\$ 444,000	\$ 1,247,498	\$ 1,162,366	\$ 5,393,773	\$ -	\$ 8,247,637

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

DEPARTMENT SUMMARY

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

PROGRAM OVERVIEW

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

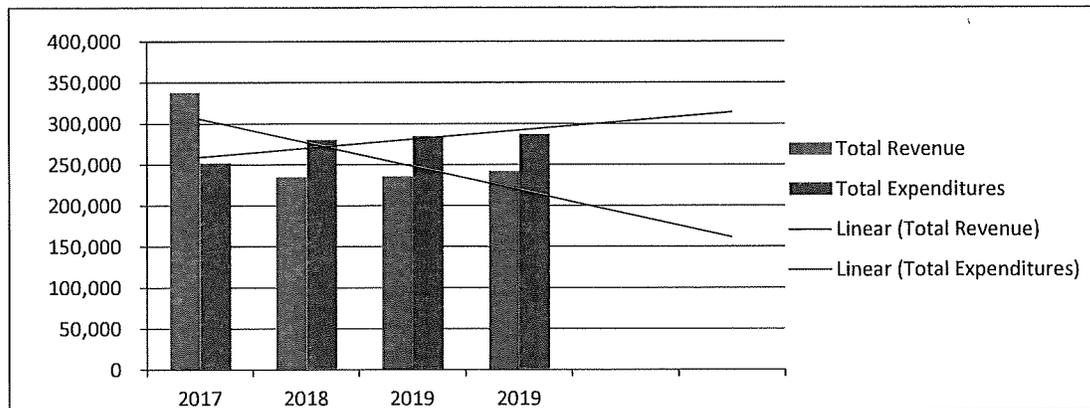
Calculate, print, settle property taxes. Process tax delinquent properties. Manage County banking activity. Reconcile monthly general County bank accounts.

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

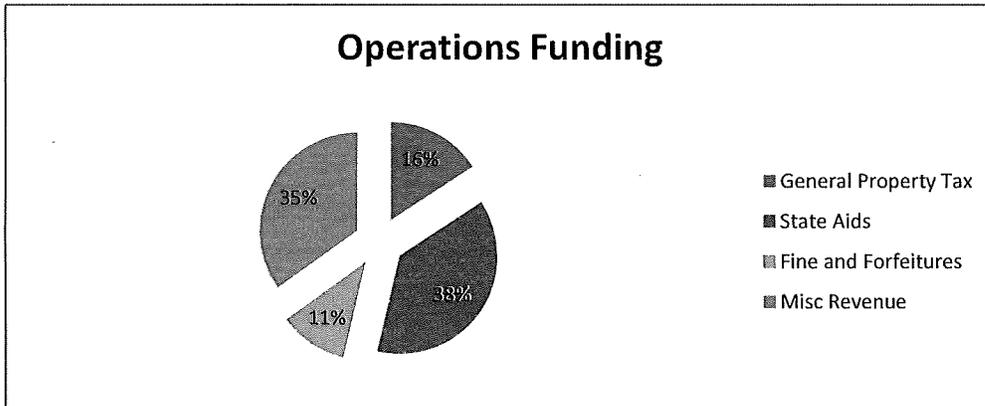
DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION				
	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	50,831	44,587	48,248	45,229
Other Taxes	0	25	25	25
State Aids	108,604	103,000	103,000	109,000
Fine and Forfeitures	15,510	32,000	32,640	32,640
Public Charge for Services	(4,021)	175	179	179
Intergovernmental Revenues	204			
Misc Revenue	217,829	100,000	100,000	100,000
Total Revenue	388,957	279,787	284,092	287,073
Expense				
Operating Expense				
Personnel Services	203,270	210,697	214,015	211,615
Contractual Services	18,153	21,037	21,352	26,734
Supplies & Expenses	29,256	44,773	45,444	45,444
Fixed Charges	1,314	2,880	2,880	2,880
Grants, Contributions, Indem	(170)	400	400	400
Total Expenditures	251,823	279,787	284,092	287,073
Net Revenue and Expenditures	137,134	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION				
	2017 Budget	2018 Budget	2019 Estimate	2019
FTE Employees				
Officials/Administrators	1	1	1	1
Administrative Support	2	2	2	2
Total	3	3	3	3



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	48,248	45,229	(3,019)	
Other Taxes	25	25	-	
State Aids	103,000	109,000	6,000	
Fine and Forfeitures	32,640	32,640	-	
Public Charge for Services	179	179	1	
Intergovernmental Revenues	-	-	-	
Misc Revenue	100,000	100,000	-	
Total Revenue	284,092	287,073	2,982	
Expense				
Operating Expense				
Personnel Services	214,015	211,615	(2,400)	
Contractual Services	21,352	26,734	5,382	
Supplies & Expenses	45,444	45,444	(0)	
Fixed Charges	2,880	2,880	-	
Grants, Contributions, Indem	400	400	-	
Total Expenditures	284,092	287,073	2,982	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue

General Property Tax	Decrease with increased revenue and payroll
Other Taxes	
State Aids	Increase of \$6,000
Fine and Forfeitures	
Public Charge for Services	
Intergovernmental Revenues	
Misc Revenue	
Total Revenue	

Expense

Operating Expense	Slight decrease
Personnel Services	
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Total Expenditures	
Net Revenue and Expenditures	

Department of County Treasurer

Amanda Nissen, Polk County Treasurer

SECTION 2: PROGRAM SUMMARY

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

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

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 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
One page tax bills	Yes	Yes	Yes	Yes
All required levy info on bills	Yes, 100% Accurate	100% accurate	100% accurate	100% accurate

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Bills printed timely	100%	100%	100%	100%
Tax bill information accurate	100%	100%	100%	100%

Assumptions and factors affecting program performance:

1. We are assuming that the state will not remove the increased information that is now required on the tax bill. There is no indication at the time that the state will remove the requirement in the future.

Polk Co Dept Number	Dept Grant Contact Person	Polk Co Dept Description	State ID Number	Polk Co Revenue Account	2019 Grant Amount	2019 Local Match
9		FED AID LIEU OF TAXES		101-09-43301-000-000-00	\$9,000.00	
9		PILT PAYMENTS FR DISTRICTS		101-09-43660-000-000-00	\$80,000.00	
9		RESOURCE AID PAYMENT	370.566	101-09-43666-000-000-00	\$20,000.00	

Funded in 101-09-51520-219-000-00 2614 to 7614

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Treasurer	
Date Requested:		Jul-18
Budget Year:		2019
Form Completed By:	Amanda C Nissen	

Amount of Funding Requested

\$5,000

What is being requested?

Funds to scan and save the old tax rolls from 1942 to 2003.

Explanation for the additional funding request:

The books are stored downstairs in a storage unit. They are degrading in quality. The majority of the books are hand-written. I would like \$5,000 in 2019 to get the project started. Possibly will need additional funds in 2020.

What effects if any will this have on staffing (include how many additional FTEs):

No effect on staffing. Will be done by outside vendor.

Are there additional long term costs associated with this request? Please explain

No.

Will this expenditure result in any offsetting savings? Please Describe

No. This will preserve our books that we currently have. Going forward, from the last 10 yrs, all books are saved as PDF's and are available for staff to access.

What would be the result if this additional funding request was not approved?

The books will continue to degrade and sit in the downstairs storage area.

If this request were to be approved at a lower amount, could the project be scaled down and completed?

Yes, we will do the amount of work we can get done with the budget that we are given. Any not done we will look at adding funds in additional years.

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

No.

2019 Travel Budget

Department: Treasurer

2019 Budget Amount-Please explain how this figure was calculated.

The budget amount is \$2100. This includes the registration fees, mileage, hotels, membership dues for WCTA, and food not provided at the conference.

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

The conferences provide the opportunity for training in specific areas that are beneficial to my department. The trainings vary by year, but have included open meetings rules, legal responsibilities, accounting best practices, etc. The March meeting also includes meeting with the state representatives for our area and allows us to bring local concerns to their attention.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
Madison, WCCO	\$700	1	8.1
Waupaca, WCTA	\$700	1	8.1
St Croix Falls, WCTA	\$700	1	8.1
Total:	\$ 2,100.00		

Form Completed by: Amanda C Nissen
Date completed: 7/23/2018

Outside Agencies

Fair, Museum, West Central Regional Planning, Tourism, West Cap, Economic Development

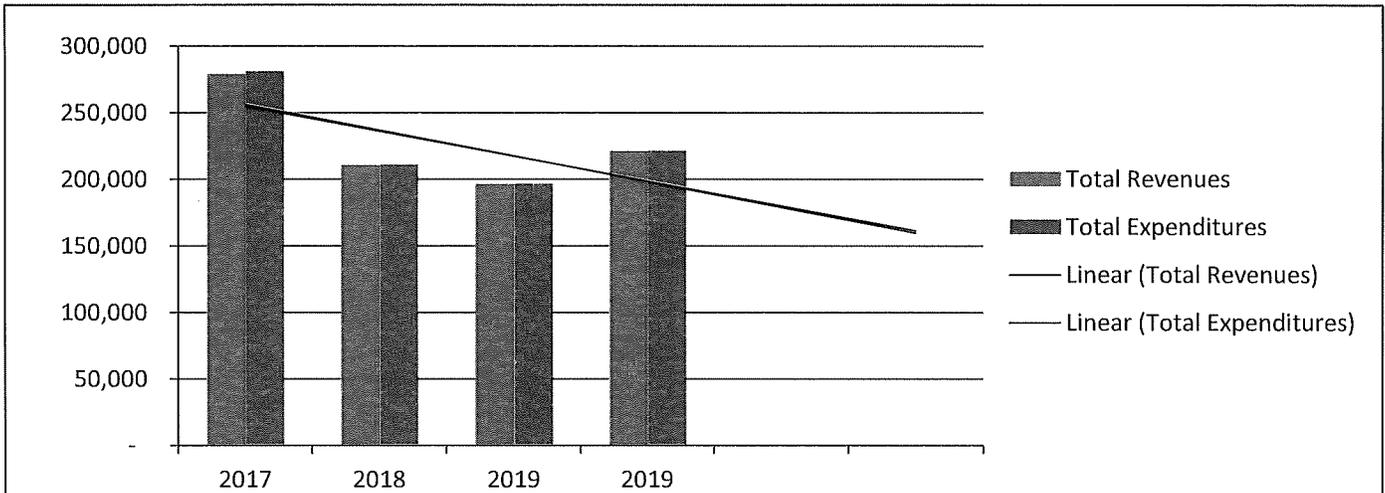
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	278,994	210,840	196,563	221,313
Total Revenue	278,994	210,840	196,563	221,313
Expense				
Fair	101,177	38,103	23,510	38,260
Museum	28,821	21,063	21,379	21,379
West Central Regional Planning	31,878	32,674	32,674	32,674
Tourism	70,000	70,000	70,000	70,000
West Cap	4,000	4,000	4,000	4,000
Economic Development	45,000	45,000	45,000	55,000
Total Expenditures	280,876	210,840	196,563	221,313
Net Revenue and Expenditures	(1,882)			

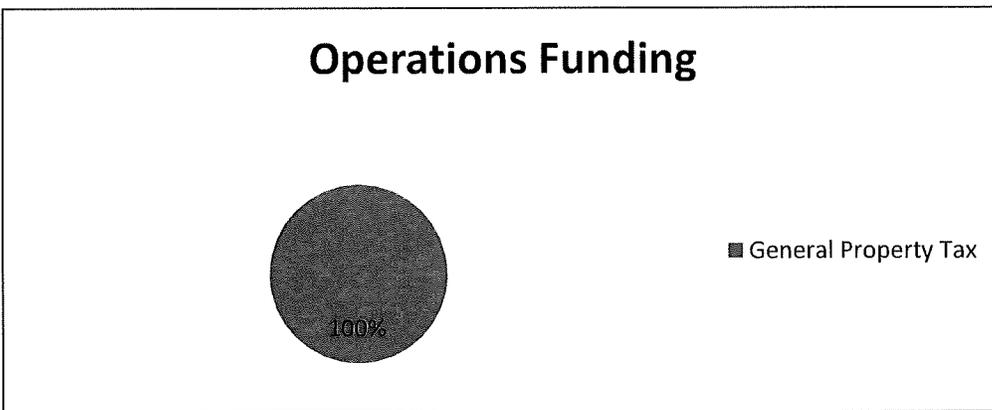
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated Budget	2019 Administrator's
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2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	196,563	221,313	24,750	
Total Revenue	196,563	221,313	24,750	
			-	
Expense				
Fair	23,510	38,260	14,750	
Museum	21,379	21,379	-	
West Central Regional Planning	32,674	32,674	-	
Tourism	70,000	70,000	-	
West Cap	4,000	4,000	-	
Economic Development	45,000	55,000	10,000	
Total Expenditures	196,563	221,313	24,750	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	
Total Revenue	Increased to 2019 fair bleacher rental

Expense	
Fair	Increased to 2019 fair bleacher rental
Museum	
West Central Regional Planning	
Tourism	
West Cap	
Economic Development	
Total Expenditures	

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Department

Date Requested: July 2018

Budget Year: 2019

Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

\$10,000

What is being requested?

We are wanting to do a new Discover Wisconsin Video to show case Polk County.

Explanation for the additional funding request:

It has been several years since we have had a Discover Wisconsin video made focusing on Polk

What effects if any will this have on staffing (include how many additional FTEs):

No impact on staffing

Are there additional long term costs associated with this request? Please explain

No additional costs

Will this expenditure result in any offsetting savings? Please Describe

No additional savings

What would be the result if this additional funding request was not approved?

We could not afford to make a Discover Wisconsin video without additional funding from the county.

If this request were to be approved at a lower amount, could the project be scaled down and

The total cost of the video is \$40,000 we will be partnering with other city members, businesses and civic

Are there any additional funding sources that could be used for this request that would help offset

If request is funded we will be seeking other funding sources for this two year project.

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Polk County Economic Development Corporation
Date Requested:	8/21/2018
Budget Year:	2019
Form Completed By:	Vince Netherland, Exec. Dir of PCEDC

Amount of Funding Requested

\$10,000

What is being requested?

Funding to support a county-wide housing study that will identify specific housing needs within

Explanation for the additional funding request:

The study will be designed and conducted by the West Central Wisconsin Regional Planning

What effects if any will this have on staffing (include how many additional FTEs):

No affect on staffing.

Are there additional long term costs associated with this request? Please explain

No.

Will this expenditure result in any offsetting savings? Please Describe

The study will be used by communities and developers to target opportunities that are identified

What would be the result if this additional funding request was not approved?

We would not move forward with the study.

If this request were to be approved at a lower amount, could the project be scaled down and

Every effort has been made to keep the cost as low as possible. If the county lowered its investment

Are there any additional funding sources that could be used for this request that would help offset

The PCEDC is committed to participate in the funding as are several villages/cities throughout the

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Dept

Date Requested: July 2018

Budget Year: 2019

Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

\$6,000

What is being requested?

gas/heat, recycling, bathroom supplies, and rugs) 40% of this bill is \$5,000/ year. The sign on Hwy 35 South of our office is in need of repair, as well as the one on Hwy 8- estimates for replacement of both is \$1,000

Explanation for the additional funding request:

The City of St. Croix Falls asked us to contribute to utilities earlier this year, because it was not in our 2018 budget, they delayed the action until 2019. Our funding from the County was \$123,500 in 2005, and receded 48% to \$60,000 the following year. 2017 it has only been restored to \$70,000

What effects if any will this have on staffing (include how many additional FTEs):

If we are unable to receive additional funds we will need to cut staff hours. Currently, we have 1 FTE and 2 part-time FTE at .50 hours.

Are there additional long term costs associated with this request? Please explain

This would be part of our annual budget, the additional utilities bills. Repairs on signage would be a one time expense.

Will this expenditure result in any offsetting savings? Please Describe

No, utilities will become part of our annual budget.

What would be the result if this additional funding request was not approved?

Reduction of staff hours, to off-set the \$6,000 request.

If this request were to be approved at a lower amount, could the project be scaled down and

We would not complete the sign repair.

Are there any additional funding sources that could be used for this request that would help offset

We could check into an energy audit to lower the energy costs, and look at solar energy for partial electricity. We could ask the City if they would lower the % that we contribute to utilities.

Department of Corporation Counsel and Child Support

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

DEPARTMENT SUMMARY

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.

Department of Corporation Counsel and Child

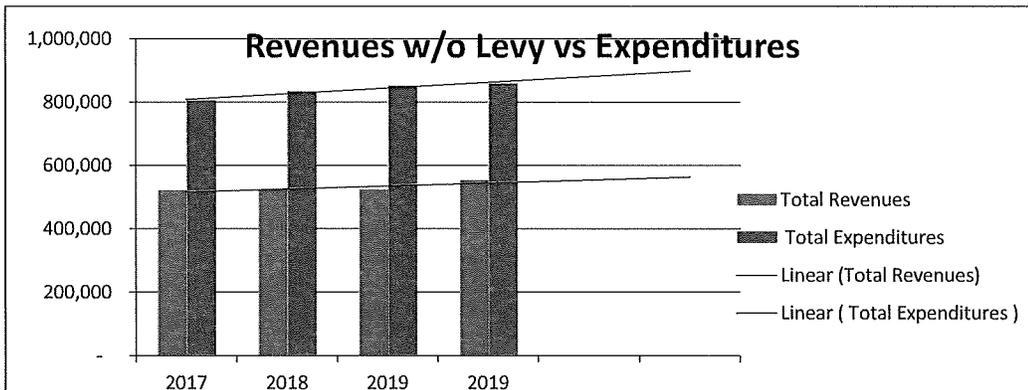
Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated budget	2019 Administrator's Budget
Revenue				
General Property Tax	303,665	309,247	327,181	304,087
State Aids	521,554	519,511	519,511	549,783
Public Charge for Services	388	3,710	3,784	3,741
Total Revenue	825,607	832,468	850,476	857,611
Expense				
Personnel Services	750,746	758,276	775,173	793,560
Contractual Services	27,819	48,140	48,863	33,740
Supplies & Expenses	17,092	25,852	26,240	30,111
Fixed Charges	-	200	200	200
Capital Outlay	8,129			
Total Expenditures	803,787	832,468	850,476	857,611
Net Revenue and Expenditures	21,821	-	-	-

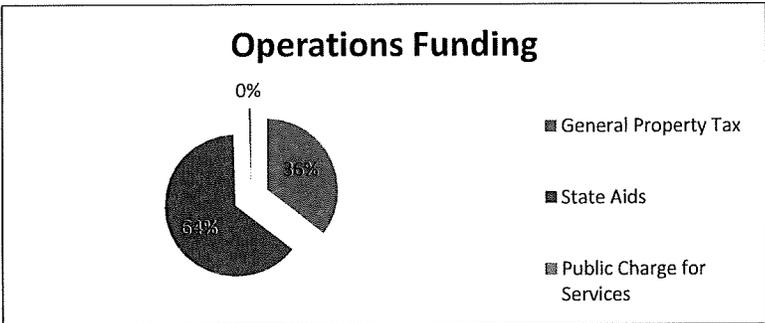
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated	2019
FTE Employees				
Officials/Administrators	1	1	2	1
Professionals	2	2	2	1
Technicians/Para-Professionals				
Administrative Support	6	6	5	6.5
First/Mid Level Officials and Managers				1
Total	9	9	9	9.5



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	327,181	304,087	(23,094)	
State Aids	519,511	549,783	30,272	
Public Charge for Services	3,784	3,741	(43)	
Total Revenue	850,476	857,611	7,135	
Expense				
Personnel Services	775,173	793,560	18,387	
Contractual Services	48,863	33,740	(15,123)	
Supplies & Expenses	26,240	30,111	3,871	
Fixed Charges	200	200	-	
Total Expenditures	850,476	857,611	7,135	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	Decreased
State Aids	Increased
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense	
Personnel Services	Slight increase
Contractual Services	Decrease of 15,122
Supplies & Expenses	Slight increase
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

SECTION 2: PROGRAM SUMMARY

**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	2019 Estimated Budget	2020 Estimated Budget
Revenue				
General Property Tax	156,709	157,184	162,069	180,211
Other Revenues	56,611	70,853	70,899	72,850
Total Revenue	213,320	228,037	232,968	253,061
Expenses				
Recurrent Expenditure	191,499	227,624	232,528	252,642
Capital/One-time Expenditure		-		
Total Expenditures	191,499	227,624	232,528	252,642
Net Revenue and Expenditures	21,821	413	440	419

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

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.
2. Research and implement cost-saving alternatives of computer assisted legal research software programs which enhance professionalism and responsiveness.

KEY PROGRAM STRATEGIES 2019

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

CONTINUATION OF CORPORATION COUNSEL PROGRAM INFORMATION:
KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Contracts, Resolutions, Ordinances	205	175	175	
Human Services Cases Dispositioned	323	325	335	
Ordinance Enforcement Cases	47	55	60	
Collections Cases Dispositioned	17	20	20	
% Transactional Legal Services	100	100	100	
% Human Services Cases Concluded	100	100	100	
Timely				
%Ordinance Enforcement Cases	100	100	100	
%Collection Cases Reaching	85	100	100	
Child Support Cases Processed (CS)		1775	1,800	
CS Court-Ordered Establishment Rate	77	85	90	
CS Current Collection Rate	76	78	80	
Paternity Establishment Rate	100	100	100	
CS Arrears Collection Rate	71	80	80	
Cost Effectiveness/Program Dollar		5.5	5.0	

Assumptions and factors affecting program performance:

1. County Board has established priorities allowing for delivery of legal services to adapt consistent with set priorities.
2. Legislation advances altering course of operations of internal operatipon requiring a shift in allocation of resources.
3. Emerging state mandates towards electronic/computerized processes will require County responsiveness in priority setting and resource allocation

Department of Corporation Counsel and Child

Jeff Fuge, Corporation Counsel Malia Malone, Child Support Director

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 Budget	2019 Estimated	2020 Estimated
Revenue				
General Property Tax	146,956	152,063	165,112	123,876
Other Revenues	465,331	452,368	452,396	480,674
Total Revenue	612,287	604,431	617,508	604,550
Expenses				
Recurrent Expenditure	612,287	604,431	617,508	604,550
Capital/One-time Expenditure				
Total Expenditures	612,287	604,431	617,508	604,550
Net Revenue and Expenditures	-	-	-	-

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

Maintain and Increase Performance Results on Federal and State Performance Measures

KEY PROGRAM STRATEGIES 2019

Maintain and Increase Performance on Federal and State Performance Measures; Develop Internal Office Policies and Procedures to Reflect Best Practices for Case Initiation and Enforcement; Explore use of working remotely for caseworkers.

KEY PERFORMANCE INDICATORS

Output Indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Child Support Cases Processed	1640	1775	1800	
Performance Rate - Establishment	77	85	90	
Performance Rate - Establish	100	100	100	
Performance Rate - Collections	76	78	80	
Performance Rate - Collection Arrears	71	80	80	
Effectiveness/Program Dollar	5.7	5	5	

Assumptions and factors affecting program performance: Continued increase of population and commensurate need of services. Recurring Succession. Loss of trained employees to greater compensation of other public sector positions.

If mandated, statutory reference 49.22; 59.53

Units of service Work Tasks Completed

Program cost per unit of service \$5.7 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 Lag to Advancing Technology and Marketable Compensation

2019 Travel Budget

Department: Corp Counsel / Child Support

2019 Budget Amount-Please explain how this figure was calculated.

Actual cost of training, registration, lodging, mileage, meals, consistent with county policy.

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

Maintain in good standing attorneys; maintain competencies of staff; advance county board priorities; maintain sound budgetary administration of allocated resources; train staff to ensure regulatory compliance.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WCSEA - Fall Conference - Madison	\$3,230.00	CSA Admin, CSA Legal Counsel, 3 Case Workers	Ensure economic stability and improve customer service and program efficiency
WCSEA - Board Meeting - Madison	\$480.00	CSA Admin, Case Worker	Ensure economic stability and improve customer service and program efficiency
WCSEA - Board Meeting - Racine	\$481.00	CSA Admin	Ensure economic stability and improve customer service and program efficiency
WCSEA - Board Meeting - (Location Unknown)	\$435.00	CSA Admin, Case Worker	Ensure economic stability and improve customer service and program efficiency
BCS Directors' Dialogue - (Location unknown)	\$690.00	CSA Admin, Case Worker	Ensure economic stability and improve customer service and program efficiency
NCSEA Leadership Symposium - Minneapolis MN	\$2,986.00	CSA Admin, 2 Case Workers	Ensure economic stability and improve customer service and program efficiency
New Worker Training - (Locations Unknown)	\$805.00	CSA New Worker	Ensure economic stability and improve customer service and program efficiency

New Worker Training - (Locations Unknown)	\$805.00	CSA New Worker	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	\$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	\$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	\$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	\$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
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Rountables / Meetings	\$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
Rountables / Meetings	\$185.00	CSA Admin / Case Workers	Ensure economic stability and improve customer service and program efficiency
DEC Conference - Location TBD	\$1,064.00	Corp Counsel Staff	Expand mental health and AODA services to the county
Wisconsin Association of County Corporation Counse, Spring - Location - Green Lake, WI	\$325.00	Corp Counsel Staff	County services and partnership in county governance
Wisconsin Association of County Corporation Counse, Fall - Location - WCA Convention	\$325.00	Corp Counsel Staff	County services and partnership in county governance
Wisconsin County Mutual /AEGIS Corporation Counsel / Defense - Location - Stevens Point	\$225.00	Corp Counsel Staff	County services and partnership in county governance

Form Completed by: Chad Hoag

Date completed: 23-Jul-18

2017 STATE AIDS/GRANTS

Polk Co Dept Number	Dept Grant Contact Person	Polk Co Dept Description	State ID Number	Federal CFDA ID Number	Polk Co Revenue Account	2019 Grant Amount	2019 Local Match
27	TOMMA	ST AID TITLE IV-E		93.658	101-27-43505-000-000-00	\$5,400.00	
27	TOMMA	ST AID INDIRECT COST REIMB		437.7502	101-27-43512-000-000-00	\$65,104.00	
27	TOMMA	ST AID CHILD SUPPORT		93.563	101-27-43516-000-000-00	\$479,279.00	

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Child Support Agency	
Date Requested:		1-Aug-18
Budget Year:		2019
Form Completed By:	Chad Hoag	

Amount of Funding Requested

\$35,000 (net cost to county is \$11,900 after CSA Funding Reimbursements)

What is being requested?

Add .5 FTE and reorganization of Management duties of the Child Support Agency

Explanation for the additional funding request:

Under the previous staffing plan of having the Assistant Corporation Counsel as the Director and Supervisor of the Child Support Agency, there has been a need for a level of supervision / leadership and guidance that are not possible due to the time-constraints and duties of the Assistant Corporation Counsel. The caseload and workload of the Assistant Corporation Counsel do not provide the time and attention to the area of the Child Support Agency that is needed to continue to monitor and supervise worker performance, and keep-up with ever changing State and Federal policies and mandates. The creation of the CSA Administrator Position was set into motion prior to September 2016, but never followed-through on. As of that date, the office of the Corporation Counsel took-over the CHIPS cases for the county, and the duties and workload of the Assistant Corporation Counsel increased to a point where administration of the Child Support Agency is impossible to keep-up with. In addition to the increased caseload of taking on these cases, the caseload itself during the past two years has increased at an accelerated rate due to the Meth and drug problems in Polk County. The number of CHIPS cases involving out-of-home placements has increased by nearly 50% in the last two-years and 80-90% of these cases are directly related to the parents/caregiver's habitual use of methamphetamine. Each of the out-of-home CHIPS cases also creates a referral from the child-welfare system into our child support system because the CSA is tasked with attempting to recoup the cost of foster care and other out-of-home care costs from the parents. The strain on the system is doubled every time there is a new CHIPS case. Because of the time-sensitive nature and the increase in caseload for these case types, along with the other duties of the Assistant Corporation Counsel, the supervision and management of the performance of the Child Support Workers and the Agency is not possible. Having a dedicated Child Support Administrator will bring back the needed supervision and guidance to level that is consistent with state-set performance goals.

What effects if any will this have on staffing (include how many additional FTEs):

This request would result in an .5 increase in FTE count.

Are there additional long term costs associated with this request? Please explain

This would be an ongoing position and the cost would roll over from year-to-year, unless changed; however, the increased revenue would also carry over year-to-year.

Will this expenditure result in any offsetting savings? Please Describe

A savings in the overall personell costs due to additional overtime that will be needed by current full-time staff if request is not approved. These are full-time staff that would incur a higher cost to the county than a part-time employee would. There would also be an increase in revenue through capturing full and/or additional performance funds due to management and supervision of worker performance. Additionally, the expense will be offset at 66% through Federal Funding revenue of the Child Support Agency.

What would be the result if this additional funding request was not approved?

* Decreased revenue because our performance funding would continue to decline. *Increased expenses based upon increased overtime hours of current staff. * Increased reliance on economic social welfare programs by custodial parents who are not getting their child support orders obtained or enforced efficiently by the Agency. The Agency's overall performance has dropped the last couple of years, and would most likely continue, which leads to a loss in funding for the Child Support Agency. An increase in overtime by full-time current employees to keep-up with increased caseload and work requirements to meet performance standards. Management and supervision of the Child Support Agency of the time and attention needed to monitor performance, provide leadership to the staff, and help train new staff, in addition to tracking and following ever-changing policies currently falls on the Assistant Corporation Counsel. The office of the Corporation Counsel does not have the time needed to focus the attention required to lead the Child Support Agency in an efficient and productive manner.

If this request were to be approved at a lower amount, could the project be scaled down and completed?

Yes, however the unknowns that currently exist in the Agency and in the Office of Corporation Counsel make predicting how work can be divided difficult. It is most important to make the change to the management duties within the Agency because the use of a temp agency might be an option instead of creating a .5 FTE. That way, the full impact of the changes in CC and CSA could be taken into consideration when deciding how to staff both units.

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

The position will already be funded at 66% by Federal dollars. The expense of \$35,000 needed for the personell costs would result in additional revenue funding of \$23,100. Enforcement of NIVD fees which have been approved by the County Board would also add additional revenue funding. Further, with the prospective increase in performance (and we are stating this with a high degree of confidence) our performance funding will also increase and offset the cost.

Department of Administration

Maggie Wickre, Finance Director

DEPARTMENT SUMMARY

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:

- To significantly improve the efficiency and effectiveness of programs administered by Polk County.
- To restructure the County's long term debt obligations in a sustainable and transparent manner in preparation for future capital investment.
- To provide the County Board greater opportunity for policymaking 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
- *Budgets-Develop and Maintain
- *Implement Policies and Maintain Standards Set By Policy
- *Executive Assistant to County Administrator
- *Accounts Receivable and Debt Collection Submittal
- *Levy Calculation
- *Payroll Processing
- *Maintain General Ledger
- *Analyze and Report on Financials
- *Maintain Insurance Policies
- *Assets Risk Management
- *Review Contracts
- *File Insurance Claims
- *Manage Procurement Cards
- *Accounts Payable
- *Sales Tax
- *Fixed Asset Tracking
- *Monthly/Quarterly Reporting
- *Grant Management
- *Employee Reimbursement

Department of Administration

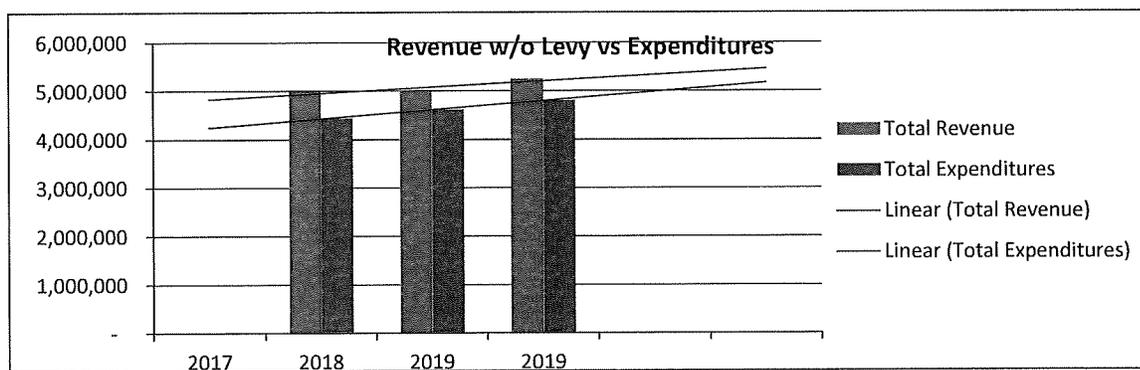
Maggie Wickre, Finance Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual Debt/Building Adjusted out	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	598,111	(556,399)	(388,688)	(440,014)
Other Taxes	488,451	466,120	466,120	466,120
State Aids	616,746	603,943	603,943	603,943
Public Charge for Services	4,700	24,000	24,480	24,480
Misc. Revenue	469,520	481,885	481,885	480,997
Other Financing Sources	18,620,029	3,422,200	3,422,200	3,672,700
Total Revenue	20,797,557	4,441,749	4,609,940	4,808,226
Expense				
Personnel Services	569,743	704,030	716,383	841,464
Contractual Services	591,855	264,616	268,585	354,262
Supplies & Expenses	9,210	14,681	14,902	14,902
Fixed Charges	282,048	366,600	366,600	366,600
Debt Service	9,129,289	2,823,126	2,823,414	2,823,414
Grants, Contributions, Indem	4,294	4,000	4,000	4,000
Capital Outlay	5,411,102	254,000	416,056	395,884
Cost Reallocation	3,959,647			
Total Expenditures	19,957,188	4,431,053	4,609,940	4,800,526
Net Revenue and Expenditures	840,369	10,696	-	7,700

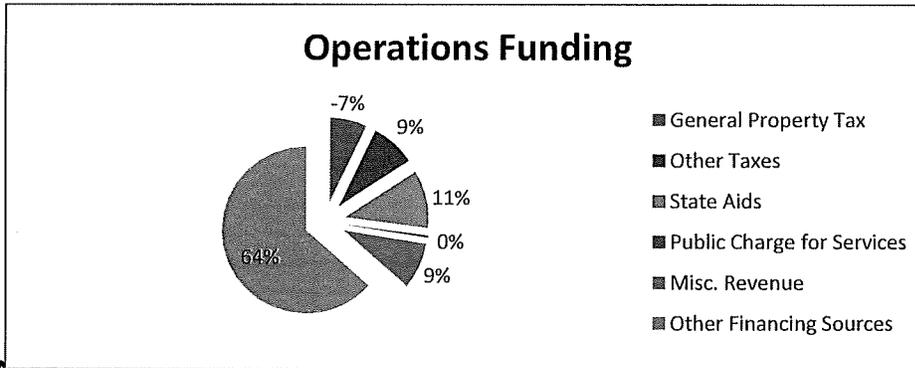
EMPLOYMENT BY JOB CLASSIFICATION

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



2019 Budget Prep

	Published 2019	Administrator 2019	Difference	Amended 2019
Revenue				
General Property Tax	(388,688)	(440,014)	(51,326)	
Other Taxes	466,120	466,120	-	
State Aids	603,943	603,943	-	
Public Charge for Services	24,480	24,480	-	
Misc. Revenue	481,885	480,997	(888)	
Other Financing Sources	3,422,200	3,672,700	250,500	
Total Revenue	4,609,940	4,808,226	198,286	
Expense				
Personnel Services	716,383	841,464	125,081	
Contractual Services	268,585	354,262	85,677	
Supplies & Expenses	14,902	14,902	-	
Fixed Charges	366,600	366,600	-	
Debt Service	2,823,414	2,823,414	-	
Grants, Contributions, Indem	4,000	4,000	-	
Capital Outlay	416,056	395,884	(20,172)	
Cost Reallocation	-	-	-	
Total Expenditures	4,609,940	4,800,526	190,586	
Net Revenue and Expenditures	-	7,700	7,700	



Notes:

Revenue	
General Property Tax	Increase 39,601
Other Taxes	Increase sales tax revenue
State Aids	
Public Charge for Services	Slight decrease
Misc. Revenue	
Other Financing Sources	Increase in sales tax revenues and payments to asset fund
Total Revenue	
Expense	
Personnel Services	Increase personnel
Contractual Services	Includes a County Program Study
Supplies & Expenses	
Fixed Charges	
Debt Service	
Grants, Contributions, Indem	Increased
Capital Outlay	Asset fund chiller 150,000 and recycling truck 80,000
Cost Reallocation	
Total Expenditures	
Net Revenue and Expenditures	

Department of Administration

Maggie Wickre, Finance Director

SECTION 2: PROGRAM SUMMARY

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	2019 Estimated	2019
Revenue				
General Property Tax	179,433	(166,920)	(116,606)	(132,004)
Other Revenues	6,059,834	139,836	139,836	1,574,472
Total Revenue	6,239,267	181,183	181,183	1,442,468
Expenses				
Recurrent Expenditure	4,363,826	1,253,116	1,258,165	1,321,393
Capital/One-time Expenditure	1,623,331	76,200	124,817	118,765
Total Expenditures	5,987,156	1,329,316	1,382,982	1,440,158
Net Revenue and Expenditures	252,111	(1,148,133)	(1,201,799)	(2,310)

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

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

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

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

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

Assumptions and factors affecting program performance:

Increased use of software programs in County and consolidating data management leads to a comprehensive database instead of singular databases maintained only in separate department. This leads to more detailed statements of performance across the County.

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 Estimated Budget	2019 Estimated	2020 Estimated
Revenue				
General Property Tax	209,339	(194,740)	(136,041)	(154,005)
Other Revenues	7,069,806	1,749,352	1,749,520	1,836,884
Total Revenue	7,279,145	1,554,612	1,613,479	1,682,879
Expenses				
Recurrent Expenditure	5,091,130	1,461,969	1,467,859	1,541,625
Capital/One-time Expenditure	1,893,886	88,900	145,620	138,559
Total Expenditures	6,985,016	1,550,869	1,613,479	1,680,184
Net Revenue and Expenditures	294,129	3,743	-	2,695

**PROGRAM PERFORMANCE INFORMATION
KEY PROGRAM STRATEGIES 2018**

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

KEY PROGRAM STRATEGIES 2019

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

ADMINISTRATION PROGRAM CONTINUED ONTO THE NEXT PAGE

Department of Administration

Maggie Wickre, Finance Director

CONTINUATION OF ADMINISTRATION PROGRAM

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of invoices processed paperless	10,059 web invoices	10,000 web invoices	15,000 web invoices	15,000 web invoices
Accounts payable checks	8,577	8,500	7,500	7,500
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	27	27	27
Number of vendor contracts reviewed		85	95	95

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Unassigned General Fund Balance	33%	33%	40%	38%

Assumptions and factors affecting program performance:

1. The use of electronics, updated software, new and improved website, and our commitment to going paperless has saved the Department of Administration time and money. We strive to take advantage of technology and implement new cost saving systems across the County.

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 Link to Board Priority: To serve and represent the public with integrity.

PROGRAM REVENUES AND EXPENDITURES				
	2017 Actual	2018 Budget	2019 Estimated	2019
Revenue				
General Property Tax	209,339	(194,740)	(136,041)	(154,005)
Other Revenues	7,069,806	1,749,352	1,749,520	1,836,884
Total Revenue	7,279,145	1,554,612	1,613,479	1,682,879
Expenses				
Recurrent Expenditure	5,091,130	1,461,969	1,467,859	1,541,625
Capital/One-time Expenditure	1,893,886	88,900	145,620	138,559
Total Expenditures	6,985,016	1,550,869	1,613,479	1,680,184
Net Revenue and Expenditures	294,129	3,743	-	2,695

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Research premium reduction and the benefits of consolidating policies.

KEY PROGRAM STRATEGIES 2019

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
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Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
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Worker's Comp MOD rate	0.71	0.68	0.65	
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Assumptions and factors affecting program performance:

1. National trends of insurance premium increases effect our premiums rates.

2017 STATE AIDS/GRANTS

Polk Co Dept Number	Dept Grant Contact Person	Polk Co Dept Description	State ID Number	Polk Co Revenue Account	2019 Grant Amount	2019 Local Match
30		SHARED TAXES FROM STATE	N/A	101-30-43410-000-000-00	\$87,500.00	
30		SHARED TAXES FROM STATE	N/A	101-30-43410-000-000-00	\$501,704.00	
30		ST AID EXEMPT COMPUTER	N/A	101-30-43415-000-000-00	\$14,739.00	

2019 Travel Budget

Department: Administration

2019 Budget Amount-Please explain how this figure was calculated.

We have a minimal travel budget allocated each year

Provide justification for the budgeted amount: (what type of conferences and/or training you are attending and how these will impact or improve Polk County and/or your position)

It is the goal of Administration to allow each employee their choice of training as this is the way we see what other counties and businesses are adopting for procedures and reporting. One of the best ways to network with other counties is the Wisconsin Governmental of Accounting or Wisconsin Counties. It is also a goal to have funds for our County Administrator to networks with other Counties on a State level.

Conference/Training Name, Location, Price, and employee attending for any planned travel, and link to the County Board Policy Priorities

Conference/Training Name and Location	Price	Employee Attending	Link to County Board Policy Priority
WGFOA	\$ 400.00	Maggie Wickre	
WGFOA Training	\$ 400.00	Tammy Peterson	
WGFOA Training	\$ 400.00	Rhoda Hatzenbeller	
Networking	\$ 1,000.00	County Administrator	
Total:	\$ 2,200.00		

Form Completed by: Maggie Wickre

Date completed: 7/9/2018

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds:	Facility Study	
Date Requested:		7/25/2019
Budget Year:		2019
Form Completed By:	Jeff Fuge	

Amount of Funding Requested

35,000

What is being requested?

The suggestion is to start a project fund (460) to fund in 2019 with both levy and funds from Community Services to examine the Government Center remodeling and to actually start the combination of the Public Health Clinic and the Community Services Clinic.

Explanation for the additional funding request:

What effects if any will this have on staffing (include how many additional FTEs):

No additional staffing is required.

Are there additional long term costs associated with this request? Please explain

In the long term, Polk County will be able to afford remodeling debt in 2021-2022. The will start the planning of such a project.

Will this expenditure result in any offsetting savings? Please Describe

This remodeling will accomplish many efficiencies that the current office set up in this building does not offer these efficiencies.

What would be the result if this additional funding request was not approved?

If this request were to be approved at a lower amount, could the project be scaled down and completed?

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

None

Polk County
5 Year Capital Improvement Plan Department of Admin Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	35,000	-	-	-	-	35,000
Unfunded	-	250,000	1,000,000	-	-	1,250,000
Grants	-	-	-	-	-	-
Community Services	100,000	-	-	-	-	100,000
Total Revenue	\$ 135,000	\$ 250,000	\$ 1,000,000	\$ -	\$ -	\$ 1,385,000

Expenditures

E) Facility Improvement Study	35,000	250,000	1,000,000	-	-	-
Remodeling Clinics	100,000	-	-	-	-	100,000
Subtotal	\$ 135,000	\$ 250,000	\$ 1,000,000	\$ -	\$ -	\$ 100,000

Total	\$ 135,000	\$ 250,000	\$ 1,000,000	\$ -	\$ -	\$ 100,000
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Department of Information Technology

Todd Demers, Director

DEPARTMENT SUMMARY

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

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.

Department of Information Technology

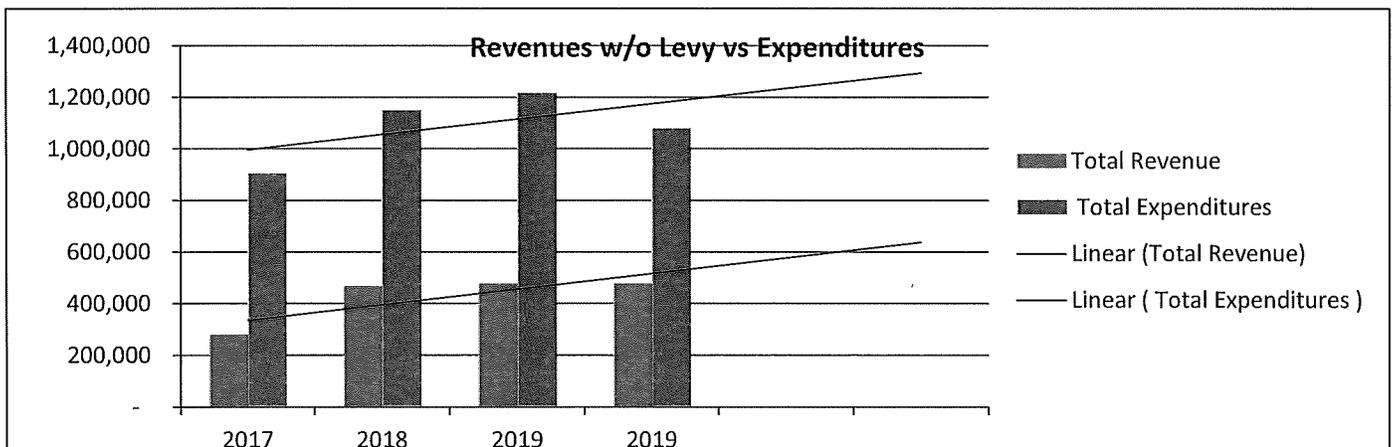
Todd Demers, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	675,744	678,914	737,220	600,681
Intergovernmental Revenue	279,227	468,245	477,609	477,610
Total Revenue	954,971	1,147,159	1,214,829	1,078,291
Expense				
Personnel Services	484,182	503,479	514,485	503,605
Contractual Services	293,968	492,226	549,608	560,310
Supplies & Expenses	18,161	14,164	14,376	14,376
Cost Reallocation				
Capital Outlay	106,392	137,290	136,360	
Total Expenditures	902,703	1,147,159	1,214,829	1,078,291
Net Revenue and Expenditures	52,268	-	-	-

EMPLOYMENT BY JOB CLASSIFICATION

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



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	737,220	600,681	(136,539)	
Intergovernmental Revenue	477,609	477,609	-	
Total Revenue	1,214,829	1,078,290	(136,539)	
Expense				
Personnel Services	514,485	503,605	(10,880)	
Contractual Services	549,608	560,310	10,702	
Supplies & Expenses	14,376	14,376	-	
Cost Reallocation		-	-	
Capital Outlay	136,360		(136,360)	
Total Expenditures	1,214,829	1,078,291	(136,538)	
Net Revenue and Expenditures	-			

Operations Funding



Notes:

Revenue	
General Property Tax	Decreased due to one time capital planned
Intergovernmental Revenue	
Total Revenue	
Expense	
Personnel Services	Slight decrease
Contractual Services	Slight increase
Supplies & Expenses	
Cost Reallocation	
Capital Outlay	Capital Outlay delayed 1 year
Total Expenditures	
Net Revenue and Expenditures	

Department of Information Technology

Todd Demers, Director

SECTION 2: PROGRAM SUMMARY

Program name:
Information Technology

Program objective:

1. Ensure the confidentiality, integrity and availability of citizen and employee information is managed consistent with state and federal guidelines and to create an environment where literally hundreds of employees can work and interact with the citizens they serve and to mitigate the threats that could compromise the confidentiality, integrity and availability of citizen information.
2. Provide professional technical support to all departments and work to reduce the cost of equipment and energy; work collaboratively with department to successfully implement projects; manage technology inventories to assure standardization, compatibility and high performance.
3. Develop, enhance, and manage the County's enterprise networks to provide high speed, transparent, and highly functional connectivity among all information resources.
4. Improve efficiency and effectiveness of government through software solutions; analyze users' activities and build applications that help to automate manual processes and/or create interfaces between disparate systems.

Link to Board Priority:

1. Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.
2. Provide effective technology support for computer, multimedia, voice, video, global software and web based applications and services to all areas of the county campuses.
3. Provide a high-speed and secure network to meet new demands.
3. The programming program is an inter-department resource that is designed specifically for creating tools and automation applications to reduce task redundancy and inroad productivity.

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

1. Create a disaster recover plan that includes an emergency operating center and methods to mitigate disruption of vital services
2. Technical support for county-owned hardware, software and network infrastructures is perpetual. The quantity and complexity of technical support requests are correlated the demands and strategies initiated by the other 22 departments. We continue to look at technologies to make our levels of support more responsive and less costly.
3. Cloud-based solutions -- As departmental needs shift from internal sources to outsourcing, the I.T. department's paradigm will change for more of facilitation and interconnectivity based. This will move our support strategies to a web-based structure.
4. We need to move toward Windows 10, MS Office 2016 or Office 365.
5. We plan to advance our data backup / disaster recovery strategies to cloud solutions

Department of Information Technology

Todd Demers, Director

KEY PROGRAM STRATEGIES 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
1. Deploy tools for encryption, intruder prevention, central management and report on our firewalls across 6 campus sites		--	--	
2. Increase the percent of employees who complete training		92%	100%	
3. Replace a mobile management solution and move equipment over from the McAfee EMM product.		100	100	
1. Upgrade MS Config Manager and reduces our patch management software from 3 sources to one.		1	1	
1. Increase the number of staff that can work perform their duties affectively while away from the desks				
2. Increase the level of Internet broadband for county facilities from 10MBps to 80MBps		80MB	80MB	
1. Percentage of completion for the installation / configuration of a new community services solution		90%	100%	
2. Of the 20 global software programs used by Polk County, 100% should be at current version or 1 version below.		90%	90%	
Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate

Faster response time to threats on the workstation and / or network

½ day or less 2 hours or less

Increase the percent of employees who are able to identify and respond to threats in a proactive manner

70% 80%

Department of Information Technology

Todd Demers, Director

KEY PERFORMANCE INDICATORS CONTINUED:

Outcome indicators continued	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Increase the percentage of wireless		100%	100%	
Decrease the average time it takes to		1 hour	0.75 hours	
Increased professional support, both				
The number of departments that will				
enjoy the broadband with higher		19	19	
performance, which drives increased				
productivity.				
Have all 60 staff in community services		50	60	
using a consolidate / integration solution				
the percentage of 400 computer users				
that will experience the more secure and		90%	90%	
stable versions of our global software				

Assumptions and factors affecting program performance:

1. There is no real system or technology that can absolutely guarantee that compromises can't happen.
2. There are approximate 20% of the employees in Polk County that do not have access to computers / network.
3. Within the scope of our resources (people, time, material and money), we will prioritize the threat levels on our organizations and mitigate those threats from highest to the lowest.
4. The number of mobile devices will increase each year and we will continue to encrypt them and apply security patches
5. Central management tools allow tech to perform patches to 300 computers at one time, versus having to touch each
6. With the advent of the additional physical desktop computers, we might see a fluctuation in the type of work
7. It must be understood that GAM, Lime, Highway and Recycling are on the outside of our campus broadband and get the
8. Community Services is funding and managing the client care solution with the dedicated support of I.T.

9. Based on the IT budget schedule, the IT Dept. would be able to keep it's global at a realistic maximum level of 90% .
10. As technology advances each year, our aging support equipment may become incompatible

Polk County
5 Year Capital Improvement Plan Department of IT Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	179,850	316,514	182,249	-	-	678,613
Unfunded	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

Expenditures

A) IT Items

Security Software	7,050	-	-	-	-	7,050
Cisco 12P-POE+ Switches	15,500	-	-	-	-	15,500
Add Win20176 Server Lic	-	-	2,855	-	-	2,855
Branch 3 Upgrade	-	136,000	-	-	-	136,000
Windows 10	43,560	-	-	-	-	43,560
MS Office 2016 Standard	70,760	-	-	-	-	70,760
MS Office 2016 Pro	-	-	-	-	-	-
MS Config Manager	25,850	-	-	-	-	25,850
Windows 2016 Server	-	-	94,080	-	-	94,080
Windows 2016 Server Licenses	17,130	-	-	-	-	17,130
VMWare ESX Servers	-	69,600	-	-	-	69,600
VMWare Licenses	-	13,314	13,314	-	-	26,628
Acronis Backup Systems	-	25,600	-	-	-	25,600
Ricoh MFP Copier/Printers	-	52,000	52,000	-	-	104,000
Professional Services	-	20,000	20,000	-	-	40,000
Subtotal	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

E) Building Improvements

Citizen Service Center and Intake	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

Department: Information Technology

New Technology Request

Vendor Name	Purchase Price	Setup Fee	Monthly Cost	Technology Requested	Employee Receiving Technology	Justification for request

Maintenance Agreements

Company	Amount	Yearly, Quarterly or Monthly Billing	Length of agreement	New or recurring agreement	Agreement Description / Terms
ADP (7677)	50,000	Monthly	Perpetual / Renewals	Recurring	Payroll and HR Benefits Agreement
Blackbaud Financial Edge (10222)	13,342	Annually	Perpetual / Renewals	Recurring	Accounting Software Service Agreement
CDW-G (3015)	4,620	Annually	Perpetual / Renewals	Recurring	Barracuda Email Archive 450 System – Annual – Software
CDW-G (3015)	4,234	Annually	Perpetual / Renewals	Recurring	Barracuda SSL VPN Support – SN: BAR-VS-489677 - 3-Year - Telew
CDW-G (3015)	2,131	Annually	Perpetual / Renewals	Recurring	Data BackUp Software – Annual – 219 – Includes BESR (214)
CDW-G (3015)	14,252	Annually	Perpetual / Renewals	Recurring	McAfee Anti-Virus Software – Annual – EndPoint Protection / Encryption
CDW-G (3015)	3,990	Annually	Perpetual / Renewals	Recurring	MobileIron EMM Silver Support -70 Devices
CDW-G (3015)	1,872	Annually	Perpetual / Renewals	Recurring	RSA Authentication Mgr License Support – 120 licenses x 12 months – 1440 units x 1.30 -
Genesis Employee Benefits (Principal)	1,000	Annually	Perpetual / Renewals	Recurring	Principal Trust – for Employees Annual (51451-243)
Government Jobs (7654)	9,850	Annually	Perpetual / Renewals	Recurring	NeoGov – Employee Mgt System (7808864628)
GovOffice (105972)	2,600	Annually	Perpetual / Renewals	Recurring	Annual Support for new WebSite (Cloud-Based)
Heartland (4869)	4,356	Annually	Perpetual / Renewals	Recurring	Nimble SAN System Support - 3Yr
ImageTek (4448)	6,626	Annually	Perpetual / Renewals	Recurring	Optical Imaging Software – Annual - PaperVision
Kronos (2743)	11,086	Annually	Perpetual / Renewals	Recurring	Kronos Workforce Central Software Agreement
Lakeland (579) Communications	13,620	Monthly	Perpetual / Renewals	Recurring	Broadband Internet Services for GC (50MB) and JC (20MB)-Public Wireless
One Source Tech (106991)	3,787	Annually	Perpetual / Renewals	Recurring	Genetec OmniCast Surveillance Software -2yr
Prove Compliance (3130)	4,981	Annually	Perpetual / Renewals	Recurring	Intruder Detection System Hardware & Support – Annual
Ricoh USA (2003)	20,000	Quarterly	Perpetual / Renewals	Recurring	Estimated MFP Maintenance Costs
SHI International (106219)	5,700	Annually	Perpetual / Renewals	Recurring	Fortinet Firewall Annual Support - FG 200D, FG 30D – FA / FM - 1 Year
SHI International (106219)	1,280	Annually	Perpetual / Renewals	Recurring	Fortinet Firewall Annual Support – FG 80D HW / GAM -- One Year
Vmware (4794)	5,709	Annually	Perpetual / Renewals	Recurring	vSphere 6 Licenses for Contract: 31022452
Zoho Corp (1209)	4,568	Annually	Perpetual / Renewals	Recurring	ManageEngine AD Audit Plus -
Zoho Corp (1209)	795	Annually	Perpetual / Renewals	Recurring	ManageEngine AD Manager Pro
	\$ 189,604.00				

Department of Employee Relations

Andrea Jerrick, Director

DEPARTMENT SUMMARY

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:

Align the County's position and compensation structure to provide for clear career progression opportunities and fair and equitable compensation.
Expansion of Wellness Program to promote enhanced wellness options and improve the overall health of County employees.
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.

Department of Employee Relations

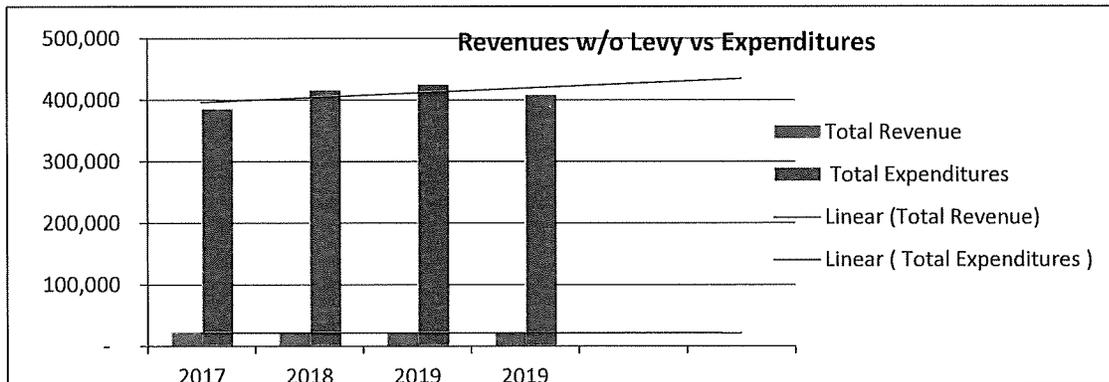
Andrea Jerrick, Director

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	400,683	393,808	402,985	386,085
Public Charge for Services	315			
Other Financing Sources	21,677	21,677	21,677	21,677
Total Revenue	422,675	415,485	424,662	407,762
Expense				
Operating Expense				
Personnel Services	361,824	374,215	382,774	364,348
Contractual Services	14,832	33,055	33,551	35,076
Supplies & Expenses	8,398	8,215	8,337	8,338
Total Expenditures	385,054	415,485	424,662	407,762
Net Revenue and Expenditures	37,621	-	-	-

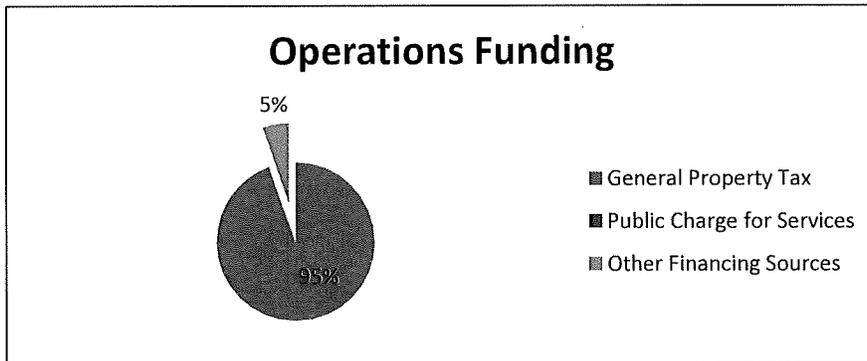
EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Budget	2019
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



2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019
2019 Budget Prep				
Revenue				
General Property Tax	402,985	386,085	(16,900)	
Public Charge for Services	-	-	-	
Other Financing Sources	21,677	21,677	-	
Total Revenue	424,662	407,762	(16,900)	
Expense				
Personnel Services	382,774	364,348	(18,426)	
Contractual Services	33,551	35,076	1,525	
Supplies & Expenses	8,337	8,338	1	
Total Expenditures	424,662	407,762	(16,900)	
Net Revenue and Expenditures	-	-	-	



Notes:

Revenue	
General Property Tax	Decreased due to personnel costs
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense	
Personnel Services	Decreased due to personnel costs
Contractual Services	Slight increase
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	

Department of Employee Relations

Andrea Jerrick, Director

SECTION 2: PROGRAM SUMMARY

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 the public with integrity

PROGRAM PERFORMANCE INFORMATION

KEY PROGRAM STRATEGIES 2018

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 2019

KEY PERFORMANCE INDICATORS

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Number of wellness engagement	20	20	20	
Percent participation in online wellness tracking system	55%	8%	8%	
Number of reportable work comp	14	10	10	
Total rewards visible to all current	100%	100%	100%	
Total rewards promoted and visible to	100%	100%	100%	
Number of disputes requiring ER intervention	0	2	2	
Number of conflict-related trainings	2	4	4	
Positions filled utilizing behavioral	100%	100%	100%	

Department of Employee Relations

Andrea Jerrick, Director

KEY PERFORMANCE INDICATORS CONTINUED

Output indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Position descriptions revised to align with career progression structure and reflecting competency format	75%	100%	100%	
Completion of updates	100%	100%	100%	
Trainings conducted for employees on policy-specific issues	6	4	4	
Number of enrollees	339	343	343	

Outcome indicators	2017 Actual	2018 Estimate	2019 Estimate	2020 Estimate
Reduced absenteeism (year/year)	-0.05%	-1%	-1%	
Health insurance cost increasing less than industry standard	-2%	-1%	-1%	
Works Comp Mod Factor Rating	0.75	0.67	0.67	
Employee satisfaction with compensation and benefits package	90%	90%	90%	
Conflict resulting in employment hearing under the County's workplace safety and discipline appeals	0%	0%	0%	
Employees terminated for disciplinary reasons	1	0	0	
New hire retention rate (New hires still employed after 1 year of service)	90%	90%	90%	
Challenges of County's workplace rules and regulations	0%	0%	0%	
Employees participating in wellness program	255	300	300	

Assumptions and factors affecting program performance:

1. Factors such as personal and family health issues, management/employee relations, workplace safety at the department level and other workplace issues do not counteract positive effects of the safety and wellness programs.
2. Resources available to support total rewards program
3. Ability of managers to effectively coach employees in performance-related issues
4. Employee's coach ability and receipt of redirection
5. Managers coaching current staff towards promotional opportunities
6. Employee's initiative to know and understand workplace policies and procedures.
7. Management enforcement of workplace policies and procedures.

Department of Administration

Maggie Wickre, Finance Director

General Government Committee

Technical Amendment to Budget Ceiling Oct 16, 2018

1. Strike (440,014) and replace with (550,476) for adjustment in levy due to change in Personal Property Tax Act
2. Strike 466,120 in Other Taxes and replace with 556,575 as an adjustment due to change in Personal Property Tax Act
3. Strike 603,943 in State Aids and replace with 602,656 as an adjustments for Shared Revenue and Exempt Computer Funding
4. Strike 14,902 in Supplies/Expenses and replace with 13,615 as an adjustment for reduction in State Aid
5. Strike 395,884 and replace with 330,000 due to adjustment to budgeted expenses in Contingency Fund. These expenses are no long expected to be used

	Published 2019	Administrator 2019	Difference	Amended 2019	
2019 Budget Prep					
Revenue					
General Property Tax	(388,688)	(440,014)	(51,326)	(110,462)	(550,476)
Other Taxes	466,120	466,120	-	90,455	556,575
State Aids	603,943	603,943	-	(1,287)	602,656
Public Charge for Services	24,480	24,480	-	-	-
Misc. Revenue	481,885	480,997	(888)	-	-
Other Financing Sources	3,422,200	3,672,700	250,500	-	-
Total Revenue	4,609,940	4,808,226	198,286	(21,294)	4,786,932
Expense					
Personnel Services	716,383	841,464	125,081	-	-
Contractual Services	268,585	354,262	85,677	-	-
Supplies & Expenses	14,902	14,902	-	(1,287)	13,615
Fixed Charges	366,600	366,600	-	-	-
Debt Service	2,823,414	2,823,414	-	-	-
Grants, Contributions, Indem	4,000	4,000	-	-	-
Capital Outlay	416,056	395,884	(20,172)	(65,884)	330,000
Cost Reallocation	-	-	-	-	-
Total Expenditures	4,609,940	4,800,526	190,586	(67,171)	4,733,355
Net Revenue and Expenditures	-	7,700	7,700	53,577	53,577

Adjustment Notes	
Revenue	
General Property Tax	Levy reduced by 90,455 due to personal property tax Act. Levy also reduced by 20,008 due to calculation in net construction error
Other Taxes	Increase due to personal property tax act
State Aids	Reduced due to slight increase in Shared Revenues and decrease to Tax Exempt Computer Aid
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	Total Revenue was decreased by 21,294
Expense	
Personnel Services	
Contractual Services	Reduced due to adjustment in State Aids
Supplies & Expenses	
Fixed Charges	
Debt Service	
Grants, Contributions, Indem	
Capital Outlay	Decreased due to technical adjustment to expenses in Contingency Fund by error
Cost Reallocation	Decreased in budgeted expenses in Contingency Fund. These expenses are no longer expected to be used.
Total Expenditures	
Net Revenue and Expenditures	

Department of Buildings, Parks, Solid Waste, Forestry, Museum,

Debbie Peterson, Director

General Government and Environmental Services Committees

Technical Amendment #6 Use of Lakes Improvement Fund Balance *25,000*
Increase capital in Lakes Improvement Fund to cover Kennedy Parking Lot and
Replace Concrete Boat Landing *5000*

	Published 2019	Administrator 2019	Difference	Amended 2019	New Total
2019 Budget Prep					
Revenue					
General Property Tax	1,890,566	1,872,983	(17,583)		
Other Taxes	-	-	-		
State Aids	284,964	284,964	-		
Public Charge for Services	308,550	338,550	30,000		
Intergovernmental Revenue	171,062	178,391	7,329		
Misc Revenue	-	-	-		
Total Revenue	2,655,142	2,674,888	19,746		
Expense					
Personnel Services	966,954	956,865	(10,089)		
Contractual Services	1,062,793	1,056,677	(6,116)		
Supplies & Expenses	268,205	252,980	(15,225)		
Fixed Charges	103,266	110,566	7,300		
Grants, Contributions, Indem	82,000	82,000	-		
Capital Outlay	205,719	135,800	(69,919)	30,000	165,000
Cost Reallocation	20,000	80,000	60,000		
Total Expenditures	2,708,937	2,674,888	(34,049)		
Net Revenue and Expenditures	(53,795)	-	53,795	30,000	2,704,888

Adjustment Notes

Revenue

General Property Tax	
Other Taxes	
State Aids	
Public Charge for Services	
Intergovernmental Revenue	
Misc Revenue	
Total Revenue	

Expense

Personnel Services	
Contractual Services	
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Capital Outlay	Include capital project for Kennedy Dam of improving parking lot and replace concrete boat landing. Funding will be fund balance in Lakes Improvement Fund
Cost Reallocation	
Total Expenditures	Increase in Expenditures by 30,000
Net Revenue and Expenditures	Lakes Improvement Fund Balance of 30,000 will be used in 2019

Community Services Division

Tonya Eichelt, Interim Community Services Director

Health and Human Services Committee

2019 Technical Amendment #7 to Budget Ceiling correcting transfer in from Driver's Improvement Fund

Strike 30,000 in Other Financing Sources and replace with 30,600

Strike 3,299,220 in other Professional Services and replace with 3,299,820

	Published 2019	Administrator 2019	Difference 2019	Amended 2019	
2019 Budget Prep					
Revenue					
General Property Tax	3,976,925	4,097,224	120,299		
State Aids	4,746,558	5,355,284	608,726		
Public Charge for Services	920,697	1,041,030	120,333		
Intergovernmental Revenue	-	10,000	10,000		
Other Financing Sources	30,000	30,000	600	600	30600
Total Revenue	9,674,179	10,534,138	859,959		
Expense					
Personnel Services	5,319,147	6,095,435	776,288		
Contractual Services	3,363,273	3,299,220	(63,453)	600	3,299,820
Supplies & Expenses	324,054	334,853	10,799		
Fixed Charges	240,813	278,994	38,181		
Grants, Contributions, Indem	426,892	416,892	(10,000)		
Capital Outlay	-	8,144	8,144		
Cost Reallocation	-	100,000	100,000		
Total Expenditures	9,674,179	10,534,138	859,959		
Net Revenue and Expenditures	-	-	-		

Adjustments Notes:

Revenue	
General Property Tax	
State Aids	
Public Charge for Services	
Other Financing Sources	Increased transfer in from Driver's Improvement Fund by \$600
Total Revenue	
Expense	
Personnel Services	
Contractual Services	Increased Contractual Services by \$600 to adjust for the revenue from Driver's Improvement Fund
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Total Expenditures	
Net Revenue and Expenditures	

Department of Public Health

Brian Kaczmariski, Director/Health Officer

Health and Human Service Committee

Technical Amendment #8 was supposed to be staffing and eliminate independent contractor to be replaced with staff

2019 Budget Presentation

	Published 2019	Administrator 2019	Difference 2019	Amended 2019	New Totals
2019 Budget Prep					
Revenue					
General Property Tax	1,035,779	1,041,876	6,097		
State Aids	754,525	755,621	1,096		
Fine and Forfeitures	52,000	52,000	-		
Public Charge for Services	610,769	630,683	19,914		
Misc. Revenue	10,723	-	(10,723)		
Other Financing Sources	-	-	-		
Total Revenue	2,463,796	2,480,180	16,384		
Expense					
Cost Reallocation	7,056	7,056			
Personnel Services	2,029,222	1,922,676	(106,546)	136,996	2,059,672
Contractual Services	249,939	279,129	29,190	(50,200)	228,929
Supplies & Expenses	149,809	156,145	6,336	1,773	157,918
Fixed Charges	23,952	23,931	(21)		
Grants, Contributions, Indem	1,300	2,674	1,374		
Cost Reallocation	-	-	-		
Total Expenditures	2,461,278	2,391,611	(69,667)	88,569	2,480,180
Net Revenue and Expenditures	2,518	88,569	86,051		

*Occupational
Therapy*

Adjustment Notes

Revenue

General Property Tax	
State Aids	
Fine and Forfeitures	
Public Charge for Services	
Misc. Revenue	
Other Financing Sources	
Total Revenue	

Expense

Personnel Services	Reported fund balance was supposed to be in staffing Also an independent contract was eliminated and replaced with staff
Contractual Services	An independent contract was eliminated
Supplies & Expenses	
Fixed Charges	
Grants, Contributions, Indem	
Cost Reallocation	
Total Expenditures	

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Department

Date Requested: July 2018

Budget Year: 2019

Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

\$10,000

What is being requested?

We are wanting to do a new Discover Wisconsin Video to show case Polk County.

Explanation for the additional funding request:

It has been several years since we have had a Discover Wisconsin video made focusing on Polk County.

What effects if any will this have on staffing (include how many additional FTEs):

No impact on staffing

Are there additional long term costs associated with this request? Please explain

No additional costs

Will this expenditure result in any offsetting savings? Please Describe

No additional savings

What would be the result if this additional funding request was not approved?

We could not afford to make a Discover Wisconsin video without additional funding from the county.

If this request were to be approved at a lower amount, could the project be scaled down and completed?

The total cost of the video is \$40,000 we will be partnering with other city members, businesses and civic groups to help .

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

If request is funded we will be seeking other funding sources for this two year project.

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Dept

Date Requested: July 2018

Budget Year: 2019

Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

\$6,000

What is being requested?

The City of St. Croix Falls is requesting that we contribute to the utilities (water& sewer, electric, gas/heat, recycling, bathroom supplies, and rugs) 40% of this bill is \$5,000/ year. The sign on Hwy 35 South of our office is in need of repair, as well as the one on Hwy 8- estimates for replacement of both is \$1,000

Explanation for the additional funding request:

The City of St. Croix Falls asked us to contribute to utilities earlier this year, because it was not in our 2018 budget, they delayed the action until 2019. Our funding from the County was \$123,500 in 2005, and receded 48% to \$60,000 the following year. 2017 it has only been restored to \$70,000 County funding. Polk County has seen a steady increase in visitor spending of \$87.3 million in 2017 with a

What effects if any will this have on staffing (include how many additional FTEs):

If we are unable to receive additional funds we will need to cut staff hours. Currently, we have 1 FTE and 2 part-time FTE at .50 hours.

Are there additional long term costs associated with this request? Please explain

This would be part of our annual budget, the additional utilities bills. Repairs on signage would be a one time expense.

Will this expenditure result in any offsetting savings? Please Describe

No, utilities will become part of our annual budget.

What would be the result if this additional funding request was not approved?

Reduction of staff hours, to off-set the \$6,000 request.

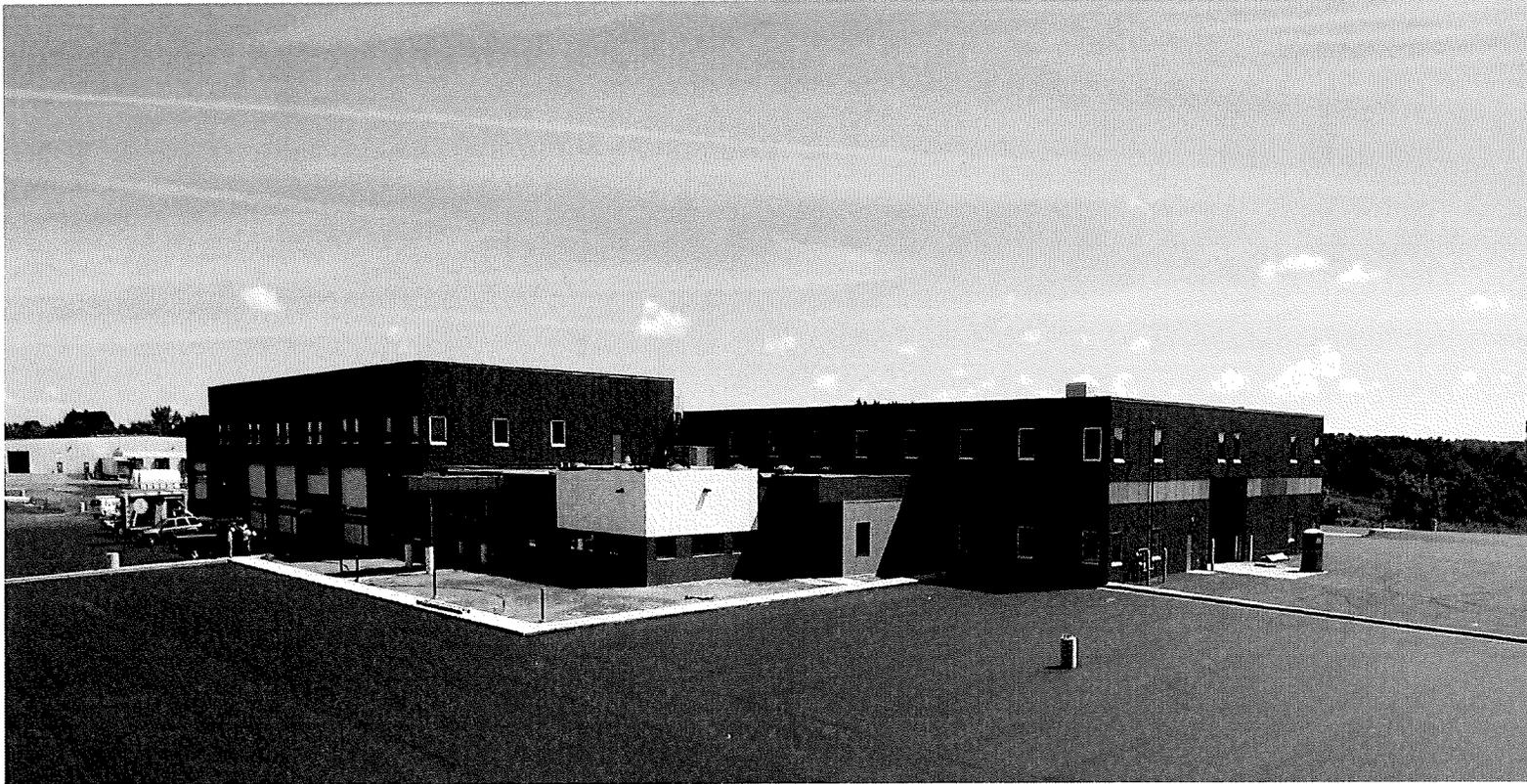
If this request were to be approved at a lower amount, could the project be scaled down and completed?

We would not complete the sign repair.

Are there any additional funding sources that could be used for this request that would help offset the counties financial responsibility?

We could check into an energy audit to lower the energy costs, and look at solar energy for partial electricity. We could ask the City if they would lower the % that we contribute to utilities.

Polk County, Wisconsin



2019- 2023 Capital Improvement Plan Recommendation

October 16, 2018 presented at County Board

Polk County
5 Year Capital Improvement Plan Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
<u>Revenues</u>						
Fund Balance	195,000	850,000	-	-	-	1,045,000
Asset Recovery Fund	230,000	-	500,000	-	-	730,000
Levy (Property Tax)	2,148,800	2,525,164	2,168,092	2,080,679	1,625,000	10,547,735
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	-	1,822,473	1,834,856	314,721	-	3,972,050
Grants	172,210	-	-	-	-	172,210
Lime Revenues	40,000	150,000	-	100,000	-	290,000
Community Services	100,000	-	-	-	-	100,000
Bond	-	-	-	5,171,773	-	5,171,773
Total Revenue	\$ 4,086,010	\$ 6,547,637	\$ 5,702,948	\$ 8,867,173	\$ 2,825,000	\$ 28,028,768

<u>Expenditures</u>						
A) IT Items	301,210	456,514	482,249	140,000	-	1,379,973
B) Vehicles	760,000	804,000	686,000	951,000	443,000	3,644,000
C) Other Capital Equipment	281,800	1,094,625	853,333	349,400	380,000	2,959,158
D) Road Construction / Repairs	1,964,000	2,600,000	2,359,000	1,895,000	1,802,000	10,620,000
E) Facilities, Furniture & Equipment *	749,000	1,493,498	1,242,366	5,439,773	200,000	9,124,637
F) Parks, Museum, Fair	30,000	99,000	80,000	92,000	-	301,000
Total Expenditures	\$ 4,086,010	\$ 6,547,637	\$ 5,702,948	\$ 8,867,173	\$ 2,825,000	\$ 28,028,768

16-Oct-18

Updated with unfunded eliminated and remove a grant funded lighting project. Added Land/Water's Water Algea tester
Adjusted Building/Parks to reflect project funding
Adjusted Law Enforcement to reflect project funding

Polk County
5 Year Capital Improvement Plan Highway Department Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	700,000	-	-	-	700,000
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	1,486,790	1,676,000	1,565,000	1,660,000	1,625,000	8,012,790
State Transportation Aids	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Unfunded	-	-	548,000	-	-	548,000
Grants	172,210	-	-	-	-	172,210
Bond	-	-	-	-	-	-
Total Revenue	\$ 2,659,000	\$ 3,376,000	\$ 3,113,000	\$ 2,660,000	\$ 2,625,000	\$ 14,433,000

Expenditures

B) Vehicle Replacement

Plow Truck w/attachments (2)	400,000	405,000	210,000	410,000	410,000	1,835,000
Supervisor Truck	-	-	32,000	-	-	32,000
2-Ton Truck	65,000	-	-	-	-	65,000
Semi Tractor	-	100,000	-	-	-	100,000
Crew Truck	-	48,000	48,000	-	-	96,000
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
Subtotal	\$ 465,000	\$ 553,000	\$ 482,000	\$ 745,000	\$ 443,000	\$ 2,688,000

C) Other Capital Equipment

Arrow Message Board	-	-	-	-	-	-
Brush Chipper	-	-	-	-	-	-
Front End Loader	-	-	-	-	-	-
Self-Propelled Router	-	-	-	-	-	-
Building Sweeper	-	-	-	-	-	-
Scissor Lift	-	-	-	-	-	-
Snow Pusher	-	-	-	-	-	-
Excavator	-	-	-	-	180,000	180,000
Motor Grader	-	-	-	-	200,000	200,000
Spray Patcher (Truck-mounted)	230,000	-	-	-	-	230,000
Crack Sealer	-	58,000	-	-	-	58,000

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Mulcher/Hydro Seeder	-	30,000	-	-	-	30,000
Power Boom	-	40,000	-	-	-	40,000
Farm-Type Tractor (2)	-	95,000	-	-	-	95,000
Mower-Pull Type (2)	-	-	64,000	-	-	64,000
Patch Trailer	-	-	18,000	-	-	18,000
Skid Loader	-	-	30,000	-	-	30,000
Tractor/Loader/Backhoe	-	-	120,000	-	-	120,000
Trench Roller	-	-	40,000	-	-	40,000
Skid Loader Attachments	-	-	-	20,000	-	20,000
Subtotal	\$ 230,000	\$ 223,000	\$ 272,000	\$ 20,000	\$ 380,000	\$ 1,125,000

D) Road Projects

CTH V/K1 Prep Work	110,000	-	-	-	-	110,000
CTH D2 (Part 2) Pulverize/Overlay	510,000	-	-	-	-	510,000
CTH Z2/A2/A3/W4 Chip Seals	469,000	-	-	-	-	469,000
CTH G5 Thin Overlay	875,000	-	-	-	-	875,000
CTH Z1 Prep Work	-	45,000	-	-	-	45,000
CTH W1/H2/E1 Chip Seals	-	308,000	-	-	-	308,000
CTH W3/N1 Overlay	-	810,000	-	-	-	810,000
CTH M1 Mill/Overlay (20% STP Match)	-	700,000	-	-	-	700,000
CTH K1 Pulverize/Pave	-	737,000	-	-	-	737,000
CTH GG1/I1/M2/M3/H1 Chip Seals	-	-	474,000	-	-	474,000
Wapogasset Box Culvert	-	-	500,000	-	-	500,000
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	-	-	-	-	226,000	226,000
CTH CC1 Overlay	-	-	-	-	310,000	310,000
CTH D1 Overlay	-	-	-	-	293,000	293,000
CTH D3 Overlay	-	-	-	-	973,000	973,000
Subtotal	\$ 1,964,000	\$ 2,600,000	\$ 2,359,000	\$ 1,895,000	\$ 1,802,000	\$ 10,620,000

E) Facility Improvements

Building Needs	-	-	-	-	-	-
Subtotal	\$ -					
Total	\$ 2,659,000	\$ 3,376,000	\$ 3,113,000	\$ 2,660,000	\$ 2,625,000	\$ 14,433,000

Polk County
5 Year Capital Improvement Plan Lime Quarry Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	150,000	-	-	-	150,000
Asset Recovery Fund	-	-	500,000	-	-	500,000
Unfunded	-	-	-	-	-	-
Lime Revenues	40,000	150,000	-	100,000	-	290,000
Bond	-	-	-	-	-	-
Total Revenue	\$ 40,000	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 940,000
<u>Expenditures</u>						
C) Other Capital Equipment						
Update/Replace Scale Hardware	10,000	-	-	-	-	10,000
Replace Soft-start Control Panel	30,000	-	-	-	-	30,000
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	-	-	-	-	-	-
Subtotal	\$ 40,000	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 940,000
E) Facility Improvements						
Office Roof	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 40,000	\$ 300,000	\$ 500,000	\$ 100,000	\$ -	\$ 940,000

Polk County
5 Year Capital Improvement Parks & Forestry, Buildings & Solid Waste Department Plan Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance Lakes Improvement Fd	30,000	-	-	-	-	30,000
Asset Recovery Fund	230,000	-	-	-	-	230,000
Levy (Property Tax)	135,800	221,800	225,100	222,000	-	804,700
Unfunded		1,025,698	937,266	-	-	1,962,964
Grants		-	-	-	-	-
Park and Lake Funds	-	-	-	-	-	-
Bond				5,171,773	-	5,171,773
Total Revenue Available	\$ 395,800	\$ 1,247,498	\$ 1,162,366	\$ 5,393,773	\$ -	\$ 8,199,437

Expenditures

B) Vehicles

Bldgs/Parks Truck w/Lift	-	-	-	-	-	-
Parks Truck Dump	25,000	-	-	-	-	25,000
Recycling Truck	80,000	-	-	-	-	80,000
Parks Truck w/Plow	-	25,000	-	-	-	25,000
Bldgs Truck	-	-	-	-	-	-
Subtotal Vehicles	\$ 105,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 130,000

C) Other Equipment

Lawnmower Riding	-	7,000	-	-	-	7,000
Janitorial Equipment	-	-	5,000	-	-	5,000
Recycling Boxes	-	10,000	-	-	-	10,000
County Bldg Equip Replacement	11,800	-	-	-	-	11,800
ATV Forester	-	7,000	-	-	-	7,000
Trailer	-	6,000	-	-	-	6,000
Forklift	-	-	25,000	-	-	25,000
Snowmobile	-	-	10,000	-	-	10,000
Skid Steer recycling	-	-	-	22,000	-	22,000
Gator	-	-	-	10,000	-	10,000
Tractor	-	-	-	30,000	-	30,000
Subtotal Equipment	\$ 11,800	\$ 30,000	\$ 40,000	\$ 62,000	\$ -	\$ 143,800

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
E) Facility Improvements						
Fire Lane @ Old Jail	-	20,000	-	-	-	20,000
Gov't Center Boiler to Hot Water	-	-	768,000	-	-	768,000
Sidewalk/Entrances	-	-	-	-	-	-
Cameras Replacement	-	5,000	-	-	-	5,000
Chiller @ Gov't Center	150,000	-	-	-	-	150,000
Recycling Air handler	-	22,000	-	-	-	22,000
Jail Doors	6,000	-	-	-	-	6,000
Bldg Conference Phone	-	-	-	-	-	-
Phase One Phone System	50,000	-	-	-	-	50,000
Painting	-	-	-	5,000	-	5,000
Audit of Co Bldgs	-	-	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	-	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	6,400	-	-	-	-	6,400
LED in Courtrooms & HS	-	-	-	-	-	-
Boiler @ Community Services	-	-	-	-	-	-
Update Metsys	-	18,500	-	-	-	18,500
Heat Exchanger Pool	15,000	-	-	-	-	15,000
Caulking	-	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
Facility Total	\$ 249,000	\$ 1,093,498	\$ 1,042,366	\$ 5,239,773	\$ -	\$ 7,624,637

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
F) Parks						
Co Park Equipment Replace	-	-	-	-	-	-
Kennedy Parking Lot	25,000.00	-	-	-	-	25,000.00
Kennedy Trail Repave	-	15,000.00	-	-	-	15,000.00
Snowmobile for Ski Trail	-	12,000.00	-	-	-	12,000.00
Update Playground	-	-	-	15,000.00	-	15,000.00
Expand Trail Network	-	-	-	-	-	-
Replace Concrete Boat Landing	5,000.00	-	-	20,000.00	-	25,000.00
Parks Total	\$ 30,000	\$ 27,000	\$ -	\$ 35,000	\$ -	\$ 92,000
F) Fair						
Grandstand	-	-	-	-	-	-
Administration Roof	-	-	-	-	-	-
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
Campground Reno	-	10,000	-	-	-	10,000
Fair Total	\$ -	\$ 72,000	\$ 80,000	\$ 57,000	\$ -	\$ 209,000
F) Museum						
Coal Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museum Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure Total	\$ 395,800	\$ 1,247,498	\$ 1,162,366	\$ 5,393,773	\$ -	\$ 8,199,437

444000
395800
48200

Polk County
5 Year Capital Improvement Plan Law Enforcement Department Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	165,000	-	-	-	-	165,000
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	311,360	192,850	195,743	198,679	-	898,632
Unfunded	-	385,550	314,657	314,721	-	1,014,928
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 476,360	\$ 578,400	\$ 510,400	\$ 513,400	\$ -	\$ 2,078,560
<u>Expenditures</u>						
Sheriff						
A) IT Items						
Tyler Tech Upgrade to Enterprise	121,360	-	-	-	-	121,360
Tyler Tech add on-Civil Process Component	-	-	-	-	-	-
Video Equip Upgrade-Interview Room	-	-	-	-	-	-
APX Upgrade-Squad & Mobile Radios	-	140,000	140,000	140,000	-	420,000
Medical Records Mngmt Software	-	-	-	-	-	-
Body Camera System-Patrol & Corrections	-	-	160,000	-	-	160,000
Subtotal	121,360	140,000	300,000	140,000	-	701,360
B) Vehicles						
Squad Replacement (7)	190,000	202,000	204,000	206,000	-	802,000
Jail Support Vehicle	-	24,000	-	-	-	24,000
Subtotal	\$ 190,000	\$ 226,000	\$ 204,000	\$ 206,000	\$ -	\$ 826,000
C) Other Equipment						
Snowmobile	-	-	-	11,000	-	11,000
Tasers-Patrol	-	-	-	-	-	-
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
Subtotal	\$ -	\$ 12,400	\$ 6,400	\$ 167,400	\$ -	\$ 186,200
E) Facility Improvements						
Jail Controller Project	165,000	150,000	-	-	-	315,000
Fringe/Use of Force Range	-	50,000	-	-	-	50,000
Subtotal	\$ 165,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 365,000
Total	\$ 476,360	\$ 578,400	\$ 510,400	\$ 513,400	\$ -	\$ 2,078,560

Polk County
5 Year Capital Improvement Plan Golden Age Manor Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Unfunded	-	-	-	-	-	-
GAM Revenues	200,000	200,000	200,000	200,000	200,000	1,000,000
Bond	-	-	-	-	-	-
Total Revenue	\$ 200,000	\$ 1,000,000				
<u>Expenditures</u>						
C) Other Capital Equipment						
GAM Boiler	-	-	-	-	-	-
Subtotal	\$ -					
E) Facility Improvements						
Facility Improvements	200,000	200,000	200,000	200,000	200,000	1,000,000
Subtotal	\$ 200,000	\$ 1,000,000				
Total	\$ 200,000	\$ 1,000,000				

Polk County
5 Year Capital Improvement Plan Department of IT Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	179,850	316,514	182,249	-	-	678,613
Unfunded	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

Expenditures

A) IT Items

Security Software	7,050	-	-	-	-	7,050
Cisco 12P-POE+ Switches	15,500	-	-	-	-	15,500
Add Win20176 Server Lic	-	-	2,855	-	-	2,855
Branch 3 Upgrade	-	136,000	-	-	-	136,000
Windows 10	43,560	-	-	-	-	43,560
MS Office 2016 Standard	70,760	-	-	-	-	70,760
MS Office 2016 Pro	-	-	-	-	-	-
MS Config Manager	25,850	-	-	-	-	25,850
Windows 2016 Server	-	-	94,080	-	-	94,080
Windows 2016 Server Licenses	17,130	-	-	-	-	17,130
VMWare ESX Servers	-	69,600	-	-	-	69,600
VMWare Licenses	-	13,314	13,314	-	-	26,628
Acronis Backup Systems	-	25,600	-	-	-	25,600
Ricoh MFP Copier/Printers	-	52,000	52,000	-	-	104,000
Professional Services	-	20,000	20,000	-	-	40,000
Subtotal	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613

E) Building Improvements

Citizen Service Center and Intake	-	-	-	-	-	-
Subtotal	\$ -					

Total	\$ 179,850	\$ 316,514	\$ 182,249	\$ -	\$ -	\$ 678,613
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Polk County
5 Year Capital Improvement Plan Department County Clerk Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	-	-	-	-	-	-
Unfunded	-	411,225	34,933	-	-	446,158
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ -	\$ 446,158
<u>Expenditures</u>						
A) IT Items						
A/R Receipting System	-	-	-	-	-	-
Debit/Credit Card System	-	-	-	-	-	-
Single Intake Software	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C) Other Equipment						
New Voting Machines	-	411,225	-	-	-	411,225
Software License/Maintenance	-	-	34,933	-	-	34,933
Subtotal	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ -	\$ 446,158
E) Building Improvements						
Security	-	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 411,225	\$ 34,933	\$ -	\$ -	\$ 446,158

Polk County
5 Year Capital Improvement Plan Department of Admin Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	35,000	-	-	-	-	35,000
Unfunded	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Community Services	100,000	-	-	-	-	100,000
Total Revenue	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000
<u>Expenditures</u>						
E) Facility Improvement Study	35,000	-	-	-	-	-
Remodeling Clinics	100,000	-	-	-	-	100,000
Subtotal	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Polk County
5 Year Capital Improvement Plan Department Land/Water Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)	10,000		-	-	-	10,000
Unfunded	-		-	-	-	-
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<u>Expenditures</u>						
C) Other Equipment						
Water Test Probe Algae meter	10,000		-	-	-	10,000
Subtotal	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Polk County
5 Year Capital Improvement Plan Department Land Info Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Beginning Fund Balance						
<u>Revenues</u>						
Fund Balance	-	-	-	-	-	-
Asset Recovery Fund	-	-	-	-	-	-
Levy (Property Tax)		118,000	-	-	-	118,000
Unfunded	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Total Revenue	\$ -	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000
<u>Expenditures</u>						
C) Other Equipment						
Flyover for Mapping	-	118,000	-	-	-	118,000
Subtotal	\$ -	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000
Total	\$ -	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000



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

***AMENDED* AGENDA AND NOTICE OF MEETING**

GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, October 11, 2018, at 10:00 a.m.

A quorum of the County Board may be present

¹Amendments Added or Revised in Amended Notice Issued October 8, 2018

Materials: September 6, 2018 Minutes, Proposed Resolutions

1. Call to order –Chairman Masters
2. Approval of Agenda
3. Approval of Minutes for September 6, 2018
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. ¹Notice of potential purchase of goods and/or services from a County employee (as required by purchasing policy)
7. Recommendations on the Proposed 2019 Operating and Capital Improvements Budget, Assigned Functions; Staffing Levels and Overall Budget Proposal
8. DD Kennedy Dam Embankment Repair Project and Transfer of Contingency Funds
9. Reports and Presentations
 - a. Housing Study Proposal – Vince Netherland
 - b. Information/Update Regarding Clam Falls Dam Offer from Northwestern Wisconsin Electric
 - c. Review Suicide Hotline Fees
 - d. Review Tourism Financials and Requests for Additional Funding
 - e. St. Croix Falls Historical Society Presentation Regarding Lease of Little Red Schoolhouse on County Fairgrounds
 - f. Payments to Polk County Libraries Under Act 150
10. Recommendation on Proposed Resolutions
 - a. Resolution No. 77-18: Resolution Concerning Offer of Northwestern Wisconsin Electric Company to Transfer Clam Falls Dam
 - b. Resolution No. 78-18: Resolution to Hold a Public Hearing on the 2019 Budget Proposal
 - c. Ordinance No. 79-18: Ordinance Repealing Designation and Service Contract for Humane Society and Revising Limits on Claims Made Against Dog License Fund
 - d. Resolution No. 80-18: Resolution Concerning the Reorganization and Consolidation of County Departments
11. Review and Revise 2018 Committee Work Plan
12. Identification of Subject Matters for Upcoming Meetings
13. 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, WISCONSIN

WWW.CO.POLK.WI.US

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, October 11, 2018, at 10:00 a.m.

A quorum of the County Board may be present

Materials: September 6, 2018 Minutes, Proposed Resolutions

1. Call to order –Chairman Masters
2. Approval of Agenda
3. Approval of Minutes for September 6, 2018
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Recommendations on the Proposed 2019 Operating and Capital Improvements Budget, Assigned Functions; Staffing Levels and Overall Budget Proposal
7. DD Kennedy Dam Embankment Repair Project and Transfer of Contingency Funds
8. Reports and Presentations
 - a. Housing Study Proposal – Vince Netherland
 - b. Information/Update Regarding Clam Falls Dam Offer from Northwestern Wisconsin Electric
 - c. Review Suicide Hotline Fees
 - d. Review Tourism Financials and Requests for Additional Funding
 - e. St. Croix Falls Historical Society Presentation Regarding Lease of Little Red Schoolhouse on County Fairgrounds
 - f. Payments to Polk County Libraries Under Act 150
9. Recommendation on Proposed Resolutions
 - a. Resolution No. 77-18: Resolution Concerning Offer of Northwestern Wisconsin Electric Company to Transfer Clam Falls Dam
 - b. Resolution No. 78-18: Resolution to Hold a Public Hearing on the 2019 Budget Proposal
 - c. Ordinance No. 79-18: Ordinance Repealing Designation and Service Contract for Humane Society and Revising Limits on Claims Made Against Dog License Fund
 - d. Resolution No. 80-18: Resolution Concerning the Reorganization and Consolidation of County Departments
10. Review and Revise 2018 Committee Work Plan
11. Identification of Subject Matters for Upcoming Meetings
12. Adjourn

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MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
10:00 a.m. Thursday, September 6, 2018

Meeting called to order by Vice Chair Arcand @ 10:02 a.m.
Members present:

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

Also present: Sharon Jorgenson, County Clerk; and Jeff Fuge, Interim County Administrator/Corporation Counsel.

Approval of Agenda- Vice Chair Arcand called for a motion to approve the agenda as published. **Motion** (Jepsen/Johansen) to approve agenda as published. Motion carried by unanimous voice vote.

Approval of Minutes- Vice Chair Arcand called for a motion to approve the minutes of the August 16, 2018 meeting as published. **Motion** (Jepsen/Johansen) to approve the minutes. **Motion** carried by unanimous voice vote.

Public Comment – No Public comment was received by committee.

Reports and Presentations

Committee received printed financial information from Interim Administrator Fuge regarding the Solid Waste/Recycling Center. Committee held discussion. Interim Administrator Fuge recommended that the committee conduct a program review Solid Waste/Recycling Center. Supervisor Jepsen suggested committee tour the recycling center. Interim Administrator Fuge will set up a future meeting possibly on a Friday to include Ms. Peterson (Director of Parks & Buildings) and set up a tour of the recycling center.

Committee received information from Interim Administrator Fuge regarding legal expenses incurred from use of outside counsel concerning ordinance revisions and Board of Adjustment cases. Since March of 2018, the County has incurred approximately \$10,000 expense for outside legal counsel expenses. Currently the County budget does not have a line item or budget allowance providing for legal expenses for the Board of Adjustment legal costs.

Recommendation on Northwestern Wisconsin Electric Offer to Donate Clam Falls Dam

Committee received information from Interim Administrator Fuge regarding an offer from Northwestern Wisconsin Electric to donate Clam Falls Dam to the County.

Motion (Nelson/Jepsen) to recommend to the County Board to reject the offer currently proposed by Northwestern Wisconsin Electric but continue a discussion with Northwestern Wisconsin Electric and the Town of Clam Falls regarding the future of the Clam Falls Dam. Vice Chair Arcand called for a voice vote on said motion. **Motion** to recommend to the County Board to reject the offer currently proposed by Northwestern Wisconsin Electric but continue a discussion with Northwestern Wisconsin Electric and the Town of Clam Falls regarding the future of the Clam Falls Dam carried by majority voice vote with one opposed.

Interim Administrator Fuge will contact Clam Falls Town Board Chair regarding Clam Falls Dam information.

Committee received information regarding the budget process and timeline of budget process from Interim Administrator Fuge.

Next agenda:

Information Technology Presentation

Further information regarding Clam Falls Dam & Northwestern Wisconsin Electric

Resolution No 68-18: Resolution to Lease "Little Red Schoolhouse" on County Fairgrounds to the St Croix Falls Historical Society

Solid Waste/Recycling Center program review/tour of center

Consideration of 2019 Budget

Next meeting: October 11, 2018 @ 10:00 a.m.

Adjourn

Motion (Johansen/Nelson) to adjourn. Vice Chair Arcand called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote.

Meeting adjourned 10:50 a.m.

Respectfully submitted,

Sharon Jorgenson
County Clerk

2017

Polk County Information Center

	Board
Income:	Approval
Polk County	70,000.00
Contributions - out of county	1,000.00
Grants	12,000.00
Tourism guide	5,000.00
Room tax	20,000.00
Donations	1,200.00
Gandy Dancer net income	1,000.00
Retail sales	8,000.00
ATM Fees	735.00
Income total	118,935.00
Expenses:	
Director	44,344.00
Part-time: 832 hours to 892 hrs	9,812.00
Part-time: 903 hours to 963 hrs	11,797.00
Total Salaries	65,953.00
FICA & unemployment	5,606.00
WC & Peril insurance	1,300.00
Retirement	6,595.00
Travel and training	5,981.00
Telephone	2,500.00
Postage	1,500.00
Office Supplies	3,000.00
Accounting	1,500.00
Advertising	13,000.00
Subscriptions & Dues	2,000.00
Maintenance	2,000.00
Retail Purchases	6,000.00
Miscellaneous	2,000.00
Totals	118,935.00
Prepared and submitted	
Colleen Gifford Foxwell	
16-Jan-17	

2018

Polk County Information Center

	Board
Income:	Approval
Polk County	70,000.00
Contributions - out of county	2,000.00
Grants	13,000.00
Tourism guide	5,000.00
Room tax	21,500.00
Donations	1,200.00
Gandy Dancer net income	1,000.00
Retail sales	7,000.00
ATM Fees	400.00
Income total	121,100.00
Expenses:	
Director	47,117.00
Part-time: 832 hours to 892 hrs	10,704.00
Part-time: 903 hours to 963 hrs	12,519.00
Total Salaries	70,340.00
FICA & unemployment	5,979.00
WC & Peril insurance	1,500.00
Retirement	7,034.00
Travel and training	6,000.00
Telephone	2,500.00
Postage	1,200.00
Office Supplies	1,600.00
Accounting	1,500.00
Advertising	13,800.00
Subscriptions & Dues	2,000.00
Maintenance	800.00
Retail Purchases	5,307.00
Miscellaneous	1,540.00
Totals	121,100.00
Prepared and submitted	
Colleen Gifford Foxwell	
10-Jan-18	

POLK COUNTY TOURISM COUNCIL, INC.
Income and Expense Statement
Period Ending: December 31, 2017

INCOME:	Current Period	%	Year to-Date	Annual Budget	%	Variance
Polk County	\$ -	-	\$ 70,000.00	\$ 70,000.00	100.0	\$ -
Contributions	-	-	1,694.00	1,000.00	169.4	(694.00)
Grants	-	-	10,351.00	12,000.00	86.3	1,649.00
Tourism Guide	-	-	5,000.00	5,000.00	100.0	-
Room Tax	-	-	24,700.60	20,000.00	123.5	(4,700.60)
Other Income	-	-	-	-	-	-
ATM Income	4.27	-	192.20	735.00	-	542.80
Gandy Dancer Net Income	-	-	694.50	1,000.00	69.5	305.50
Donations	35.78	7.5	647.90	1,200.00	54.0	552.10
Retail Sales	431.52	90.0	6,504.59	8,000.00	81.3	1,495.41
Operating Income	\$ 471.57	98.4	\$ 119,784.79	\$ 118,935.00	100.7	\$ (849.79)
Interest Income	7.87	1.6	288.74	-	-	(288.74)
TOTAL INCOME:	\$ 479.44	100.0	\$ 120,073.53	\$ 118,935.00	101.0	\$ (1,138.53)
EXPENSES:						
Payroll	\$ 5,571.16	62.5	\$ 69,998.79	\$ 65,953.00	106.1	\$ (4,045.79)
Payroll Taxes	482.89	5.4	5,650.01	5,606.00	100.8	(44.01)
WC & Peril Insuranc	-	-	1,253.00	1,300.00	96.4	47.00
Retirement	551.37	6.2	6,911.97	6,595.00	104.8	(316.97)
Telephone	197.90	2.2	2,433.70	2,500.00	97.3	66.30
Postage	68.00	0.8	1,269.21	1,500.00	84.6	230.79
Office Supplies	48.64	0.5	1,775.69	3,000.00	59.2	1,224.31
Accounting	460.00	5.2	1,655.00	1,500.00	110.3	(155.00)
Travel & Training	267.55	3.0	5,817.21	5,981.00	97.3	163.79
Advertising	862.93	9.7	11,996.37	13,000.00	92.3	1,003.63
Subscription & Dues	-	-	1,639.00	2,000.00	82.0	361.00
Maintenance/Prop. Insurance	-	-	450.83	2,000.00	22.5	1,549.17
Retail Purchases	280.56	3.1	4,609.36	6,000.00	76.8	1,390.64
Miscellaneous Expense	124.72	1.4	1,123.67	2,000.00	56.2	876.33
TOTAL EXPENSES:	\$ 8,915.72	100.0	\$ 116,583.81	\$ 118,935.00	98.0	\$ 2,351.19
YEAR-TO-DATE TRANSACTIONS:						
	CHECKING	ATM	SAVINGS	RETAIL	TOTAL	
BEGINNING BALANCE:	\$ 4,333.00	680.00	\$ 4,376.87	\$ 5,037.90	\$ 14,427.77	
Operating Income	43,280.20		70,000.00	6,504.59	119,784.79	
Interest Income	1.88		286.86	-	288.74	
Transfers	68,411.75		(68,411.75)	-	-	
Total Expenses	(111,974.45)		-	(4,609.36)	(116,583.81)	
Net Increase or (Decrease)	\$ (280.62)	\$ -	\$ 1,875.11	\$ 1,895.23	\$ 3,489.72	
ENDING BALANCE:	\$ 4,052.38	\$ 680.00	\$ 6,251.98	\$ 6,933.13	\$ 17,917.49	

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Dept

Date Requested: July 2018

Budget Year: 2019

Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

\$6,000

What is being requested?

gas/heat, recycling, bathroom supplies, and rugs) 40% of this bill is \$5,000/ year. The sign on Hwy 35 South of our office is in need of repair, as well as the one on Hwy 8- estimates for replacement of both is \$1,000

Explanation for the additional funding request:

The City of St. Croix Falls asked us to contribute to utilities earlier this year, because it was not in our 2018 budget, they delayed the action until 2019. Our funding from the County was \$123,500 in 2005, and receded 48% to \$60,000 the following year. 2017 it has only been restored to \$70,000

What effects if any will this have on staffing (include how many additional FTEs):

If we are unable to receive additional funds we will need to cut staff hours. Currently, we have 1 FTE and 2 part-time FTE at .50 hours.

Are there additional long term costs associated with this request? Please explain

This would be part of our annual budget, the additional utilities bills. Repairs on signage would be a one time expense.

Will this expenditure result in any offsetting savings? Please Describe

No, utilities will become part of our annual budget.

What would be the result if this additional funding request was not approved?

Reduction of staff hours, to off-set the \$6,000 request.

If this request were to be approved at a lower amount, could the project be scaled down and

We would not complete the sign repair.

Are there any additional funding sources that could be used for this request that would help offset

We could check into an energy audit to lower the energy costs, and look at solar energy for partial electricity. We could ask the City if they would lower the % that we contribute to utilities.

ADDITIONAL FUNDING REQUEST

Budget Year 2019

Only 1 request allowed per form

Department Requesting Funds: Tourism Department

Date Requested: July 2018

Budget Year: 2019

Form Completed By: Colleen Gifford Foxwell

Amount of Funding Requested

\$10,000

What is being requested?

We are wanting to do a new Discover Wisconsin Video to show case Polk County.

Explanation for the additional funding request:

It has been several years since we have had a Discover Wisconsin video made focusing on Polk

What effects if any will this have on staffing (include how many additional FTEs):

No impact on staffing

Are there additional long term costs associated with this request? Please explain

No additional costs

Will this expenditure result in any offsetting savings? Please Describe

No additional savings

What would be the result if this additional funding request was not approved?

We could not afford to make a Discover Wisconsin video without additional funding from the county.

If this request were to be approved at a lower amount, could the project be scaled down and

The total cost of the video is \$40,000 we will be partnering with other city members, businesses and civic

Are there any additional funding sources that could be used for this request that would help offset

If request is funded we will be seeking other funding sources for this two year project.

Outside Agencies

Fair, Museum, West Central Regional Planning, Tourism, West Cap, Economic Development

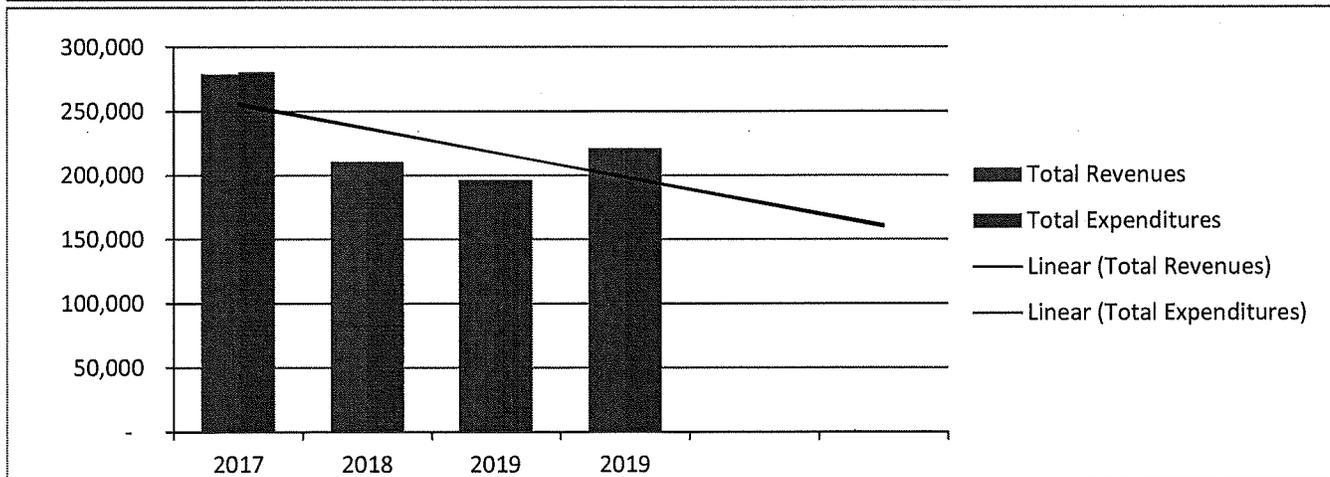
PROGRAM SUMMARY

DEPARTMENT REVENUE AND EXPENDITURES BY ECONOMIC CLASSIFICATION

	2017 Actual	2018 Budget	2019 Estimated Budget	2019 Administrator's Budget
Revenue				
General Property Tax	278,994	210,840	196,563	221,313
Total Revenue	278,994	210,840	196,563	221,313
Expense				
Fair	101,177	38,103	23,510	38,260
Museum	28,821	21,063	21,379	21,379
West Central Regional Planning	31,878	32,674	32,674	32,674
Tourism	70,000	70,000	70,000	70,000
West Cap	4,000	4,000	4,000	4,000
Economic Development	45,000	45,000	45,000	55,000
Total Expenditures	280,876	210,840	196,563	221,313
Net Revenue and Expenditures	(1,882)			

EMPLOYMENT BY JOB CLASSIFICATION

	2017 Budget	2018 Budget	2019 Estimated Budget	2019 Administrator's
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**ST. CROIX FALLS
HISTORIC PRESERVATION COMMISSION**

WHEREAS the St. Croix Falls Historic Preservation Commission at its June, 2018, meeting considered the 1859 Farmington Center District No. 1 one room schoolhouse, referred to as the "Little Red Schoolhouse," that has been on the Polk County Fairgrounds for 55 years, worthy of protection as an historic building; and

WHEREAS the St. Croix Falls Historical Society has offered to step in to provide needed oversight and ordinary maintenance of the schoolhouse;

IT IS RESOLVED that the Commission urge approval of a resolution to authorize the lease by Polk County of the Little Red Schoolhouse to the St. Croix Falls Historical Society on the county fairgrounds for the Society to provide oversight and ordinary maintenance for the schoolhouse.

Resolution adopted August 6, 2018

by the
St. Croix Falls Historic Preservation Commission

Polk County Fair Time

The Polk County Fair originated in 1861 on the East Farmington school grounds. The founders were mainly from Farmington and Osceola, from St. Croix Falls and Amery, and from as far away as Luck, Balsam Lake and Clear Lake.

The "Little Red Schoolhouse" now used for historical displays was originally the East Farmington school, and it was used at the earliest fairs for the secretary's office and for exhibits. It was later moved here and preserved by the Polk County Historical Society.

The fair was relocated in 1894 to St. Croix Falls, on land that had been part of the William Blanding farm, which then included the area that is now occupied by the Good Samaritan Center and the school.

"Horse racing was at first the big thing. It raised the proceeds to buy the land and to build the grandstand, and the original horse barn that collapsed in a big snowstorm decades ago and has since been replaced," said Willis Erickson, Fair Director Emeritus.* "It also financed the H- (shaped) barn that houses the cattle and the children's petting zoo. It was the old showing, with bleachers almost to the ceiling and an open gabled roof."

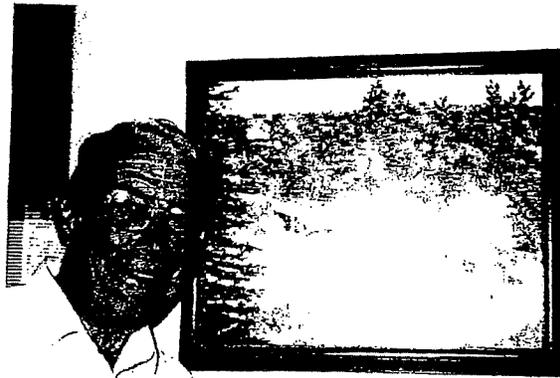
Some 800 pounds of files, all handwritten, recording the history of the Polk County Fair, are stored at the Polk County Museum in Balsam Lake. "Several people, including Lucille McKenney and Earle Sanford, started writing the history, but neither had the time to continue," according to Willis.

Some other names Willis recalled are W.R. Vezina, longtime secretary; Lucille McKenney, a longtime director; Mabel Patterson, treasurer; George Nelson; C.C. Fisk; and Nels Simonson, a director and major contributor and supporter. "Besides everything else, he donated a lot of paint!" said Willis.

Mrs. McKenney, who was also one of the founders of the Polk County Museum, was chairperson for the 100th anniversary of Polk County in



The gentlemen are apparently headed for the grandstand to watch the horse races at the Polk County Fair. Judging by automobiles in the foreground, this might be sometime around World War I ... "they look like Model Ts with wooden wheels," Willis Erickson said.



Willis Erickson looks over the painting "Going to the Fair," by Frances Burnstad, St. Croix Falls. It's displayed at the Extension office in Balsam Lake, and depicts folks crossing the toll bridge over to St. Croix Falls from the Taylors Falls side of the river.

1953, and wrote a program and skit to be presented at the fair.

"They prepared for a year, and it was a real gem!" Willis said. Mrs. McKenney for many years took on the arduous job of selling advertising for the fair premium book, which, besides being a service to fair participants, provided funds for the fair.

Most of the old names like Baker, Blanding, and Clayton were involved in organizing the Fair Society in the early 1890s. The fair was such a major event that the toll bridge between St. Croix Falls and Taylors Falls was free at fair time. The fair then was held later in summer, most often in September.

Willis remembered that a circus

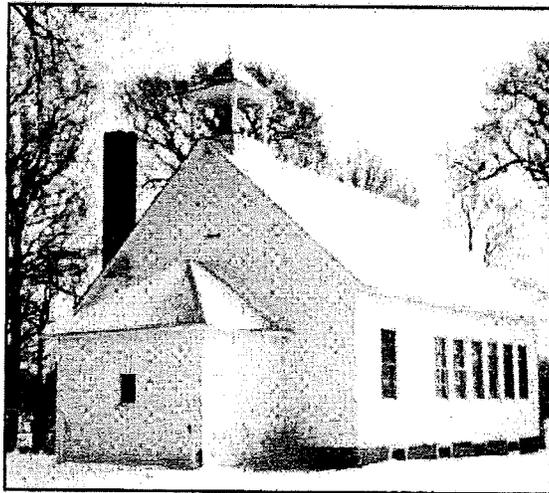
was usually brought in about every other year. And White's carnival, of River Falls, set up here for over 30 years.

"In fact, Mrs. White, when her carnival disbanded, in about 1956, offered to give the fair the merry-go-round with its ornate, hand-carved horses and the calliope. It was one of the two oldest in Wisconsin, the other was in Milwaukee. It was steam-powered, so it took three people — someone to stoke the boiler, another to play the calliope and an operator for the merry-go-round.

"But we didn't have a building for it, or the funds to build one, so we had to let it go," Willis ruefully recalled.

*Willis died July 29, 2003

I Heard The School Bells Ringing



South Milltown schoolhouse in the Milltown Township

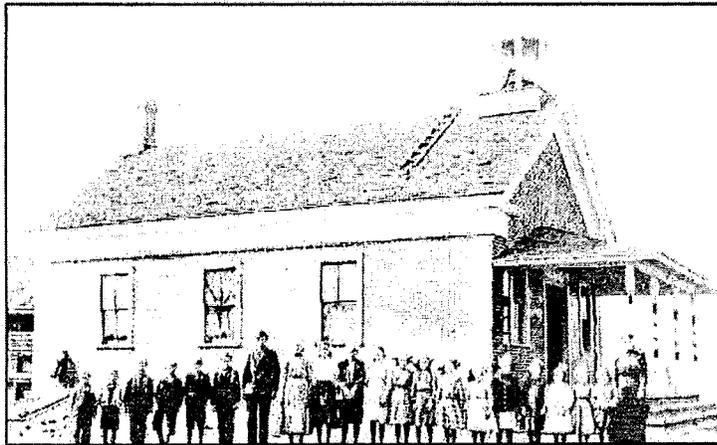
Information compiled by--
Gloria Larsen, Historian
Polk County HCE
Home and Community Education

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Gloria Larsen and the
Polk County HCE, Balsam Lake, Wisconsin
Inter-County Cooperative Publishing Ass'n., Frederic, Wisconsin

*St. Croix Falls
Public Library*

Farmington Center School District No. 1
Farmington Township
 NW NE SE Corner Section 34 on Hwy 35
 1853-1956 Integrated with Osceola

The very first school was a small log building with one door, one window, and a stove furnished, which was rented to the district for \$18 per term. The district was organized in 1853, and qualified teachers kept school. Amanda Scott in 1851-52, and Amanda McCarty 1852-53, both received \$2.75 per week.



Farmington Center, second building - 1911

The first school board meeting in 1854, voted \$350 for a new school, but no tax monies came in. In 1856, they were still paying rent for a building.

In 1859, the Contract to Build was submitted by the school board to Frederic Lang, contractor, for a new school for \$300. This is believed to be the oldest existing school building in this section of the state.

The present building is the second one, which was built on the same site. Sometime during the period 1875-1885, the

white siding was replaced by tin. A large porch with pillars was built across the east side of the schoolhouse. The building was painted red and white to represent brick siding; therefore Farmington Center became known as the Little Red Schoolhouse. The bell rope hung over the teacher's desk. The blackboards were high so small children had to stand on a platform to write on the board.

In 1908-1909, they bought all new desks. In 1914, an additional acre of land was bought for a playground. About 1929, a well was drilled on the school grounds.

In 1937, the windows were all moved to one side. The entry was added in 1939. (This was not replaced when it was moved to the Fairgrounds.) In 1939, the blackboards were changed, and the kerosene lamps were replaced with



Farmington Center Class of 1910

Back row: Carl Langenbach, Byron Mallin, Jack Langenbach, Carl Johnson, Charles Ringulet, Margaret Langenbach, Laura Ringulet, Alvina Lutz. 2nd row: Ole Johnson, Laura Lutz, Wanda Mallin, Gladys Johnson, Irene Ford, Lettie Hanscomb. 1st row: Esther Pruno, George Langenbach, Howard Mallin, Vivian Adams, Lenard Hanscomb, Evelyn Hale.



Farmington Center 1953-54

Janice Schneewind - teacher

Back row: Audrey Langenback, Sharron Mallin, Marian Langenback, Kathryn Mallin, Arthur Mallin. Front row: Patrica Hart, Vernon Langenback, Allen Measner, John Cloutier, William Hart.

electric lights. In 1938, they tore off the old woodshed and put a basement under the schoolhouse. New teeter totters were added on the playgrounds.

The last year the school was used, Joyce Hjelle's sixth grade class was



This is the last group of children that attended school in the "Little Red School," better known as Farmington Center. It was the Osceola 1957-58 sixth grade class brought by bus from town each day. The teacher, Mrs. Ferdie (Joyce) Hjelle, is standing behind the group. Back row: Barbara Lee, Jean Weller, Mary Ann Berg, Tom Leske, Judy Hanson, Sandra Raska, Judy Phipps, Lawrence Dombrock, Roland Mortensen, Eugene Henderic. Middle: Elizabeth Kaldenberg, Michelle, Marilyn Eveland, Judy Adam, Jeanette Vetter, Velma Pettis, Janice Gerke, Charlotte Gomlock. Front: Gary Hanson, Barry Randall, Jerry Hendrickson, Michael Brown, David Bierman, Leonard VanErp, Dennis Hendricks.

transported from Osceola, due to the shortage of classrooms. The school was closed in 1957. In 1963, it was moved to the Polk County Fairgrounds at St. Croix Falls to be used as a school museum. Children all over the County donated pennies to pay for the moving.

People visiting the building now, cannot possibly realize the number of people who received their basic education there, or the number of good

teachers who worked so diligently for so little. One can only wonder how Retta Ramsey ever managed to teach 41 boys and 43 girls in that one room!



Farmington teachers include:

1851	Amanda Scott	\$2.75 (week)
1852	Amanda McCarty	2.75 (week)
1856	Oscar Murphy	26.00 (month)
1857	George Wilson	26.00 (month)
1858	Marion Wilson	3.00 (week)
	Eugene Blanding	
1859	Jane Kidder	2.75 (week)
	Eugene Blanding	36.00 (month)
1860	Harriet Newell	5.00 (week)
1861	Josephine Blanding	20.00
	George Murdock	28.00
1862	George Murdock	32.00
1863	Emma Walker	28.00
	Robert Clark	33.00
1864	Anna Thayer	30.00
		(50 pupils)
	Robert Clark	45.00
		(71 pupils)
1865	Charles Mears	
	Charles Fenlasson	
1866	Charles Mears	
1867	C. Fenlasson	
1868	Marie Cole	
	Solon Drew	



The boys had a job of pumping water for the school.

1870	Retta Ramsey (41 boys, 43 girls)		1891	Nettie Trucette	
1871	Retta Ramsey	\$50.00	1894	Millie Brandt	
1872	Charles Fenlasson	50.00	1895	Susie McDill	
1874	Charles Fenlasson		1896	Frank Krenz	
1875	Emma Fenlasson		1897	Berthia Nason	
1876	Marcellus Tozer		1898	Berthia Nason Hanscom	
1878	Clara Ramsey		1900	Arthur Oakey	
1878-79	Marcellus Tozer		1901-03	Berthia Hanscom	
1880	Alice Tewsbury	40.00	1903-04	Arthur Oakey	
1881	H.M. Lillie		1905	Arthur Oakey	
1882	Retta Nason	35.00	1906	Carrie Nason	
1883	Charles Irle	50.00	1907-08	Ruth Dinsmore	
1884	F.W. Borum		1909-10	Berthia Hanscom	
1885	Charles Irle		1911	Edna Mears	\$30
1886	Clara Ramsey		1911-13	Bessie Clark	
1887	George Waterman		1914-15	Tena McLean	
1888	Eucly Morrisy		1916	Grace Wall	
1889	E.P. Sanderson		1917	Tena McLean VanHollen	
1890	Hoxie Stone		1918	Ada Corey	
	Clara Ramsey		1919	Gusta Hillberry	40.00
	Eucly Morrisy		1920	Rose Berry	44.00
	Clara Ramsey		1921	Ora Hammond	43.50
	Lily Goodwin		1922	Esther Oakes	45.00
	John Berke		1923	Ethel Cosgrove	59.71
	Clara Ramsey		1924	Hazel Nelson	52.50
	Annie Olive		1925	Nora Johnson	48.05
	Ina Benjamin		1926	Nora Johnson	59.75
	Clara Ramsey		1927	Katherine Tyler	64.35
	W. Barnes(Behrans)		1928-29	Leta Wade	80.75
	Bethia Nason		1930-31	Josephine Shellinger	100.00
	Bethia Nason		1932	Merle Corey	90.00
	Jennie Francois		1933	Myrtle Parks	90.00
	Nettie Trucette		1934	Myrtle Parks	95.00
			1935-36	Myrtle Parks	100.00
			1937	Helen Shafer	110.00
			1939	Ruby Frank	90.00
			1940	GraceKromery	90.00
			1941	EstherViebrock	90.00
				EstherViebrock	75.00
				Gertrude Lumsden	65.00
				Gertrude Lumsden	70.00
				Evelyn Ekstrand	75.00
				Evelyn Ekstrand	80.00
				Iris Bear	85.00
				Dorothy Davison	85.00
				Dorothy Davison	95.00

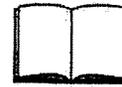
1942	Bernice Kobs	105.00
1943	Margaret Ross	100.40
1944	Leila Hoefs	98.40
1945	LaVerne Renape	136.40
1947	Margaret Ross	151.07
1948	Joyce Mabry	
1949-52	Rita Creighton	
1953	Janice Schneewind	
1954	Phyllis McLeod	
1955	Janice Schneewind	
1956	Ann Jeans	
1957	Joyce Helle	



The Farmington Center school was moved to St. Croix Falls in 1963, and is currently used as a school museum at the Polk County Fairgrounds.

Sixth grade transported from Osceola to Farmington Center.

Alpha Askov taught music once a week.



Group games were always played in the rural schools.

When the weather got warmer, **MARBLES** were often played, usually by the boys.

There were many different games of marbles. The most popular was the ring game. There were many variations. The basic method had a circle of about a 1 foot in diameter drawn on the ground. Each player put an equal amount of marbles into the circle. An outer shooting circle of about 6' in diameter was drawn around the small circle. Players shot marbles with a flick of the thumb and with no forward movement of the hand, trying to knock one of the others out of the circle. If the player was successful, the marble became the player's property.

One form of the game allowed a player to continue as long as a marble was hit out of the circle each time. Young players preferred to let each player have only one shot at a time. The shooter was retrieved after each turn.

In another version, players arranged their marbles in a circle, equally spaced a few inches apart. A target marble was placed in the center of the circle, and each player aimed from a line drawn a few feet away from the circle. When a player hit the target marble, the player could then aim for any marble in the circle. When the player hit one out, it became his. He then aimed at another with the same shooter from the point where it came to rest. The turn continued until a marble aimed at was missed. The shooter was then left as a target for others.

1 Resolution No. 68-18

2 Resolution to Lease "Little Red Schoolhouse" on County Fairgrounds to the St. Croix Falls
3 Historical Society

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

6 Ladies and Gentlemen:

7 WHEREAS, the Farmington Center School District No. 1 one room schoolhouse (now referred to as
8 the "Little Red Schoolhouse") was built in 1859, was continually used as a schoolhouse for nearly
9 one hundred years until 1957 and is believed to be the oldest existing school building in this part of
10 Wisconsin; and

11
12 WHEREAS, the Polk County Fair in its early years was held on the grounds of the Little Red
13 Schoolhouse, and the schoolhouse building was used for exhibits and an office for the fair secretary;
14 and

15 WHEREAS, in 1963, after its active use as a schoolhouse had been discontinued, the schoolhouse
16 was considered worthy of historic preservation and was moved to its present site on the Polk County
17 fairgrounds as a school museum where it has been used for historic and educational exhibits during
18 fairs, and for other purposes; and

19
20 WHEREAS, the Polk County Historical Society had assumed oversight responsibility for the
21 schoolhouse, but recently relinquished that responsibility; and

22
23 WHEREAS, the building is in need of ongoing care and maintenance and oversight that the St. Croix
24 Falls Historical Society is willing and able to provide;

25 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors recognizes the
26 historical nature of the schoolhouse and the value of its preservation, and hereby authorizes and
27 directs the County Administrator to negotiate and execute a lease agreement with the St. Croix Falls
28 Historical Society for the lease of the Little Red Schoolhouse on the Polk County fairgrounds with
29 the provision that the St. Croix Falls Historical Society will provide oversight and ongoing ordinary
30 maintenance of the schoolhouse, provided that Polk County will be responsible for the cost of capital
31 repairs to the building; and

32
33 BE IT FURTHER RESOLVED that \$_____ be included in the 2019 Polk County budget for
34 necessary capital repairs to the building.

Offered on the 21st day of August, 2018.

BY:

Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

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

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

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

Joe DeMulling, Supervisor, District #15

Fiscal Impact: The resolution presents a fiscal impact unknown at the present time as related to undertaking of a financial analysis and development of the business plan called for in the resolution. The cost-estimates of the same are unknown at this time.

Legal Impact: The resolution presents no legal impact.

Reviewed By County Administrator:

Approved as to Form and Execution:

Jeffrey B. Fuge

Interim County Administrator /Corporation Counsel

Excerpt of Minutes

35 At its regular business meeting on the 21 day of August 2018 the Polk County Board of Supervisors
36 acted upon Resolution No.68-18: Resolution to Lease "Little Red Schoolhouse" on County
37 Fairgrounds to the St. Croix Falls Historical Society as Follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Budget amended by two thirds vote.
- 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

Resolution No. 77-18

1 Resolution Concerning Offer of Northwestern Wisconsin Electric Company to Transfer Clam
2 Falls Dam

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

5 Ladies and Gentlemen:

6 WHEREAS, the Clam Falls Dam is owed by Northwestern Wisconsin Electric Company
7 (NWE) and under lease to Renewable World Energies, a subsidiary of Harris Energy Group;
8 and

9

10 WHEREAS, NWE has offered to transfer ownership and responsibility to the County along
11 with the sum of \$700,000, subject to certain terms of the offer, which is attached hereto; and

12

13 WHEREAS, NWE has represented that in May 2017 the Wisconsin Department of Natural
14 Resources had assigned a Significant Hazard rating to the dam and that in November 2017,
15 NWE conducted a Spillway Capacity Upgrade Feasibility Study wherein the estimated cost
16 of modifications necessary to be eligible for a Low Hazard rating was between
17 \$1,384,000,000 and \$1,542,000.00.

18

19 WHEREAS, the terms of the proposed transfer would require the County to retain a specific
20 contractor and modify the dam to a lower hazard rating.

21

22 WHEREAS, the terms of the proposed transfer would, in the alternative, require the County
23 to return to NWE \$325,000 if the County, within 3 years of the transfer, chose to either not
24 enter into a contract with the specified contractor or go with another contractor for
25 modifications to the dam; and

26

27 WHEREAS, as required by the provisions of County Finance policy pertaining to the
28 acquisition and management of real property, the Administrator has considered the offer and
29 has made a recommendation to reject the offer.

30

31 WHEREAS, the General Government Committee has recommended to reject the offer; and

32

33 WHEREAS, upon recommendation of the General Government Committee, the
34 Administrator has met with the Town of Clam Falls Chairperson, the NWE president and the
35 President and CEO of Harris Energy Group to discuss the possibility of joint ownership and
36 responsibility of the dam through an intergovernmental agreement between the County and
37 the Town of Clam Falls; and

38

39 WHEREAS, during such discussions, the County and the Town of Clam were informed that
40 NWE could apply to the Wisconsin Department of Natural Resources (WDNR) for a lower
41 spillway capacity or an exemption from the spillway capacity standards, such that the terms
42 of the offer would be significantly altered if NWE made the business decision to submit the
43 application and WDNR approval such application.

44

45 NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors rejects the
46 offer of Northwestern Wisconsin Electric to transfer the Clam Falls Dam to the County on
47 the proposed terms contained in the offer, attached hereto and incorporated herein.

Offered and Submitted on this ____ day of ____, 2018.

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 10/5/18

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

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

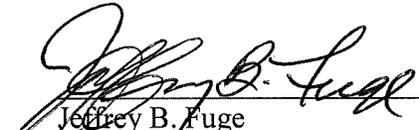
Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

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

Joe DeMulling, Supervisor, District #15

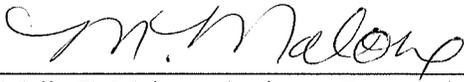
Reviewed By County Administrator:



Jeffrey B. Fuge
Interim County Administrator

Fiscal Impact Note: Rejection of the offer avoids all known and unknown costs. Acceptance of the offer presents considerable financial impact. Acceptance of the offer would bind the County to incur or otherwise fund the expenses associated with necessary modifications. Acceptance of the offer creates a contingent liability of \$325,000.00. Additionally, acceptance of the offer would subject the County to the compliance standards for maintaining the dam. The costs of future maintenance and management of the dam are unknown. The costs of abandonment of the dam in the future, if determined by the County Board, are also unknown.

Approved as to Form and Execution:



Malia T. Malone, Assistant Corporation Counsel

Legal Impact Note: Rejection of the offer presents no legal impacts. Acceptance of the offer binds the County to the terms of the offer of transfer. Acceptance would present the County with all legal requirements associated with ownership and management of a dam, including those regulations concerning abandonment.

Excerpt of Minutes

48 At its regular business meeting on the 16th day of October, 2018, the Polk County
49 Board of Supervisors acted upon Resolution No. 77-18: Resolution Concerning Offer of
50 Northwestern Wisconsin Electric Company to Transfer Clam Falls Dam, 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



Northwestern
Wisconsin Electric Company

Phone (715) 463-5371
FAX (715) 463-2765

104 South Pine Street • P.O. Box 9 • Grantsburg, WI 54840-0009

August 2, 2018

Mr. Dean Johansen, Polk County Chair
Polk County Government Center
100 Polk County Plaza
Balsam Lake, WI 54810

Dear Sir,

Enclosed please find an Offer to Transfer Clam Falls Dam whereby Northwestern Wisconsin Electric Company (NWE) is offering to transfer ownership of the Clam Falls dam to you along with the sum of \$700,000. NWE's offer is set out in its entirety in the enclosed document and is subject to the terms and conditions in that document.

NWE is making this offer with the same terms to both Polk County and the Town of Clam Falls.

NWE commits to providing as much information as it has available to help in your decision and to helping with the transfer.

I respectfully ask that you consider this offer and respond with a Yes or No vote by the Polk County Board prior to November 1, 2018.

Feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'David M. Dahlberg', written over a horizontal line.

David M. Dahlberg
President

Cc: Jeff Fuge, County Administrator

August 1, 2018

Offer to Transfer Clam Falls Dam

Northwestern Wisconsin Electric (NWE) hereby offers to transfer the Clam Falls Dam, the surrounding dam site and all property thereon (the Dam), on an as-is, where-is basis for no consideration, and to donate an additional sum of Seven Hundred Thousand Dollars (\$700,000) in cash to the entity acquiring the Dam.

The transfer will be subject to the approval of the Wisconsin Department of Natural Resources (DNR) and on the execution and consummation of a definitive written agreement for the transfer and related matters.

The donation of cash will be subject to the acquirer retaining Kiser Hydro LLC, as general contractor on a time and materials basis to make modifications to the Dam required to make it eligible for either a Significant or Low hazard rating, as follows: if the acquirer of the dam, within three (3) years of acquiring the Dam, does not enter into a contract with Kiser for repair of the Dam, or contracts with another contractor to do that work, the purchaser shall refund \$325,000 to NWE. Kiser's rate schedules are available upon request.

NWE will provide inspection reports and engineering studies they have received for the Dam to interested parties. Neither NWE nor Renewable World Energies LLC (RWE) former tenant of the Dam, make any warranty as to the accuracy, completeness or currency of any such reports or studies.

In their sole discretions, NWE and RWE will cooperate with the acquirer on a best efforts basis with respect to the required DNR approval and any applications for grants the acquirer makes to defray the repair and restoration costs of the dam. Each party will be solely responsible for its own expenses relating to the transfer.

Background

The Dam was built in 1914 and modified around 1953. It has a maximum height of approximately 35 feet and impounds the 127 acre Clam Falls Flowage. A bridge serving Polk County Highway I crosses the flowage just upstream from the Dam.

The Dam was last inspected in November, 2012, and has a current sufficiency rating of Conditionally Fair. Concrete repairs identified in the inspection report have not been completed.

In May, 2017, the DNR assigned a Significant hazard rating to the Dam. The Dam must be modified within five (5) years from that time to safely withstand a five hundred-year flood without over-topping. In November of 2017, Ayres Associates completed a Spillway Capacity Upgrade Feasibility Study which determined that, with modifications and an enhanced emergency action plan, the Dam could be assigned a low hazard rating. The estimated cost of the modifications at that time was between \$1,384,000.00 and \$1,542,000.00.

The alternative to making the required repairs and modifications to the Dam is to remove the Dam, which would drain the flowage, and remediate the Dam site. The current estimated cost of removal and remediation is approximately \$750,000.00.

It is the understanding of NWE that a municipality or other government body acquiring the Dam may be eligible for grants to repair the Dam. NWE further understands that a government body that owns the Dam would have the authority to collect a special one-time levy for repairs to the Dam. NWE makes no warranty as to the availability, terms or amount of grant money or other sources of funding for dam restoration.

If a transferee is not found before November 1, 2018, NWE will most likely begin the process of applying for abandonment and removal of the dam and restoration of the site.

Resolution No. 78-18

Resolution to Hold a Public Hearing on the 2019 Budget Proposal

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

Ladies and Gentlemen:

WHEREAS, Section 65.90(1) Wisconsin Statutes, requires Polk County to annually formulate a budget and hold hearings on the proposed budget; and

WHEREAS, consistent with Section 59.18(5), the County Administrator has prepared, presented and submitted to the Polk County Board of Supervisors, during the meeting of September 6, 2018, the proposed draft budget for fiscal year 2019; and

WHEREAS, consistent with the budget preparation provisions of the Polk County Financial Policy, the respective county board standing committees have reviewed the submitted 2019 Budget Proposal and made recommendations on amendments that they have deemed appropriate.

WHEREAS, consistent with the budget preparation provisions of the Polk County Financial Policies, the General Government Committee has reviewed the submitted proposed budget.

NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors shall hold a public hearing of the proposed 2019 County Budget at 7:00 p.m. during the course of its annual meeting on Tuesday, November 13, 2018 and that such public hearing shall be held at the County Board Room at the Polk County Government Center, 100 Polk County Plaza, Balsam Lake, Wisconsin.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors receives the formulated budget, "2019 Budget Proposal of Polk County" as attached hereto and incorporated herein, for the purposes of conducting said public budget hearing.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the County Clerk to have published as a Class 1 notice a notice of public budget hearing, which such notice shall include a summary of the budget consistent with Section 65.90(3)(b) and notice that the proposed budget in detail is available for inspection at the office of the County Clerk and on the County Internet.

Resolution No. 78-18
Resolution to Hold a Public Hearing on the 2019 Budget Proposal

Offered and Submitted on this ____ day of ____, 2018.

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 10/5/18

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

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

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

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

Joe DeMulling, Supervisor, District #15

Submitted on Administrator's prerogative.

Reviewed By County Administrator:

Recommended for passage

Jeffrey B. Fuge

Jeffrey B. Fuge

Interim County Administrator

Fiscal Impact Note: The resolution presents no financial impact. The resolution sets the public hearing on the proposed 2019 Operating and Capital Budget and does not involve action to approve or authorize appropriations or expenditures that will be determined after such public hearing.

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 2019 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 16th day of October, 2018, the Polk County Board of Supervisors acted upon Resolution No. 78-18: Resolution to Hold a Public Hearing on the 2019 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

Subject Matter Summary

Subject Matter Description:

Ordinance Repealing Designation and Service Contract for Humane Society and Revising Limits on Claims Made Against Dog License Fund

Legislative Process:

The proposed ordinance is placed before the General Government Committee and the Environmental Services Committee for recommendation. The proposed ordinance will be noticed for the October 16, 2018 County Board meeting.

Summary:

The proposed ordinance seeks to repeal the previous ordinance, Ordinance No. 05-15, which designated Arnell Memorial Humane Society as the county humane society and authorized a provider contract with Arnell. The contract has a four year term, expiring on December 31, 2018. The proposed ordinance would cause the contract to lapse rather than renew the contract. The proposed ordinance leaves in place the monetary limitations previously set for claims for damages cause by dogs and the annual cap for such claims.

Initially designated as the County's humane society in 1996, Arnell has been utilized for the care, custody, treatment and disposal of stray dogs within the County. In 2013, the County made the administrative decision to allocate the dog license moneys to Arnell, after receiving a legal opinion from Corporation Counsel. The legal opinion concluded that because the County had designated a county humane society, the balance of the dog license fund must be paid to the county humane society as a matter of statutory mandate. Under the mandate, the County lacked authority to pay any of the dog license fund moneys to the cities, villages and towns.

If enacted, the proposed ordinance would require the County to pay the moneys of the dog license fund to the cities, village and towns after paying the state its 5 percent of dog license fees collected; paying dog claims that have been allowed by the County Board; and reimbursing the County for the costs associated with administering the dog license law.

Administrator's Recommendation and Fiscal Impact Note:

The Administrator has not provided a recommendation on the proposed ordinance. The proposed ordinance alters the manner in which the county administers the County dog license fund by transferring the disbursement of such moneys from the county designated humane society to cities, villages and towns. Allowed claims against the dog license fund will continue to be paid out of moneys in the dog license fund. Otherwise, the ordinance presents no financial impact to county operation.

Legal Impact Note:

Enactment of the proposed ordinance cancels the county's designation of a humane society and ends the contractual relationship that the County has with the Arnell Memorial Humane Society. The County Board has the discretion to enact this ordinance and end that contractual relationship. Dog

licenses fees collected during the year of 2018 will be paid to Arnell Memorial Humane Society in January 2019 consistent with the terms of the current service agreement.

Ordinance No. 79-18
Ordinance Repealing Designation and Service Contract for Humane Society
and
Revising Limits on Claims Made Against Dog License Fund

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

Ladies and Gentlemen:

1 WHEREAS, the Polk County Board of Supervisors enacted Ordinance No. 05-15 to designate Arnell
2 Memorial Humane Society (Arnell) as the humane society for the County to provide and to authorize
3 a four-year contract with Arnell to provide for the care, custody, treatment and disposal of dogs; and
4

5 WHEREAS, Ordinance No. 05-15 also set monetary limits for claims that the County must pay from
6 the dog license fund for allowed claims for damages caused by dogs to domestic animals.
7

8 WHEREAS, under Wisconsin law, cities, villages and towns are responsible for issuing dog licenses,
9 collecting dog license fees and enforcing the dog license law and those state laws that regulate the
10 keeping of dogs; and
11

12 WHEREAS, the County's designation of a county humane society prevents payment of dog license
13 moneys to the cities, villages and towns so as to otherwise offset those costs incurred by those
14 governmental entities to administer the dog license law and to enforce state laws that regulate the
15 keeping of dogs;
16

17 WHEREAS, the contract for services with Arnell expires on December 31, 2018 and is subject to
18 renewal; and
19

20 WHEREAS, it is in the interest of the County to allow the contract with Arnell to expire without
21 renewal; to discontinue the designation of the county humane society; and to provide for the payment
22 of dog license moneys collected after January 1, 2019 to cities, villages and towns.
23

24 NOW, THEREFORE, the Polk County Board of Supervisors ordains as follows:
25

- 26 1. Ordinance No. 05-15 is repealed.
27
- 28 2. The previous designation of Arnell Memorial Humane Society as the county humane
29 society shall lapse effective December 31, 2018.
30
- 31 3. Limitation on Claims Made Against the Dog License Fund:
32
 - 33 a. The maximum amount that may be allowed for a claim for damages by dogs to
34 domestic animals, including loss of fair market value, injury or death, under
35 Wisconsin Statute Section 174.11 shall be limited to \$1,000 per claim, regardless of
36 the number of domestic animals that may be injured or killed in the incident or
37 occurrence that gave rise to the claim.
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b. The maximum amount that may be paid on such allowed claims in any one year shall be limited to \$2,000.00, regardless of the number of such claims that may be made against the County in any one year.

c. In the event that more than one claim for damages is presented for the injury or death of domesticated animals in which such claims all arose out of the same incident or occurrence, the Polk County Board of Supervisors shall treat such multiple claims as one claim. Said claim shall be limited by paragraph b., regardless of the multiplicity of claims filed.

4. Disbursement of Dog License Funds:

a. In accordance with Wisconsin Statute Section 174.09, the Clerk shall annually disburse the dog license fund moneys to the cities, villages and towns for their use in proportion in which the cities, villages and towns have contributed to the fund, after payment into the state treasury 5 percent of the minimum dog license tax as defined by Section 174.05(2), and after the Clerk has paid the County for the actual expenses incurred in administering the dog license law and paying the allowed claims for damages caused dogs during the license year for which the dog license taxes were paid.

5. With exception of 2, above, this ordinance shall become effective upon passage and publication.

Offered this _____ day of _____, 2018.

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

Doug Route
Doug Route, Supervisor, District #2

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

Chris Nelson
Chris Nelson, Supervisor, District #4

Tracy LaBlanc
Tracy LaBlanc, Supervisor, District #5

Brian Masters
Brian Masters, Supervisor, District #6

Michael Prichard
Michael Prichard, Supervisor, District #7

James Edgell
James Edgell, Supervisor, District #8

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

Larry Jepsen
Larry Jepsen, Supervisor, District #10

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

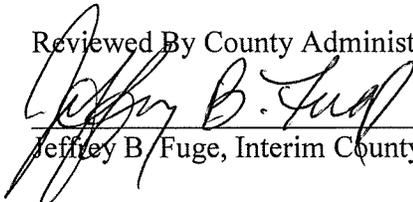
Michael Larsen
Michael Larsen, Supervisor, District #12

Russell Arcand
Russell Arcand, Supervisor, District #13

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

Joe DeMulling
Joe DeMulling, Supervisor, District #15

Reviewed By County Administrator:


Jeffrey B. Fuge, Interim County Administrator

Fiscal Impact Note: The proposed ordinance alters the manner in which the county administers the County dog license fund by transferring the disbursement of such moneys from the county designated humane society to cities, villages and towns. If enacted, the ordinance would require the County to fund from sources other than the dog license fund expenses incurred by the County to administer the dog license fund. Allowed claims against the dog license fund will continue to be paid out of moneys in the dog license fund. Otherwise, the ordinance presents no financial impact to county operations.

Reviewed and Approved as to Form and Execution:


Malia T. Malone, Assistant Corporation Counsel

Legal Impact Note: Enactment of the proposed ordinance cancels the county's designation of a humane society and ends the contractual relationship that the County has with the Arnell Memorial Humane Society. The County Board has the discretion to enact this ordinance and end that contractual relationship. Moneys in the dog license fund for the fiscal year 2018 will be paid to Arnell Memorial Humane Society in January 2019 consistent with the current service agreement.

Excerpt of Minutes

At its regular business meeting on the ___ day of October, 2018, the Polk County Board of Supervisors acted on Ordinance No. 79-18: Ordinance Repealing Designation and Service Contract for Humane Society and Revising Limits on Claims Made Against Dog License Fund, as follows:

- Enacted by majority voice vote
- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Ordinance No. 79-18
Ordinance Repealing Designation and Service Contract for Humane Society and
Revising Limits on Claims Made Against Dog License Fund

Certification of Publication

Ord. No.79-18, as enacted the _____ day of _____, 2018, was published in the Inter-County Leader
on the ____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Resolution No. 80-18

1 Resolution Concerning the Reorganization and Consolidation of County Departments

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

4 Ladies and Gentlemen:

5 WHEREAS, pursuant to Wisconsin Statute Sections 59.03 and 59.51, county boards have
6 the authority to exercise any organizational or administrative power, subject only to the
7 constitution and any enactment of the legislature which grants the organizational or
8 administrative power to a county executive or county administrator or to a person
9 supervised by a county executive or county administrator or any enactment which is of
10 statewide concern and which uniformly affects every county; and

11
12 WHEREAS, it is in the interest of the County to develop and implement restructuring
13 plans that are responsive to its citizens and constituency; achieve greater accountability
14 and enhance an informed decision making process; improve customer service and
15 satisfaction, and increase efficiencies and cost-effectiveness, where consistent with law;
16 and

17
18 WHEREAS, starting in 2015, the County restructured the various programs and service
19 units of the Human Services Department and the Health Department in the formation of
20 the Community Services Division, a division model that has achieved considerable
21 success through integration, consolidation and coordination of common and related
22 operational functions.

23
24 NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors
25 authorizes and approves of the reorganization and consolidation of county departments,
26 programs and services into three divisions, which are established and structured, as
27 follows:

- 28
29 1. General Government Services Division, being comprised of those current
30 departments of the Department of Administration, Employee Relations
31 Department; Information Technology Department; Corporation Counsel; County
32 Clerk and County Treasurer.
33
34 a. The Deputy County Administrator shall coordinate the programs and
35 services of the General Services Division; and administer and manage the
36 functions, programs and services presently delivered by or through the
37 Department of Administration, the Employee Relations Department and
38 Information Technology Department and appoint and supervise the
39 personnel of the division with exception of the personnel of the offices of
40 Corporation Counsel, County Clerk and County Treasurer and the
41 personnel appointed and supervised in said offices.
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- b. The Corporation Counsel shall administer and manage the Office of Corporation Counsel and appoint and supervise the personnel of said office.
 - c. The County Clerk and County Treasurer will administer, supervise and manage their respective offices as provided by statute.
2. Highway and Facilities Division, being comprised of the departments of the Highway Department, County Buildings and Facilities; Lime Quarry; and Solid Waste and Recycling. The Highway Commissioner shall administer, manage and supervise the programs, services, functions of the Highway and Facility Division and appoint and supervise the personnel of said division.
 3. Land Use Division, being comprised of the departments of the Land Information Department, Land and Water Resources Department, University of Wisconsin Extension Office; Parks, Recreation, Trails and Forestry; and Register of Deeds.
 - a. The Land Information Director shall coordinate the programs and services of the Land Use Division; and administer and manage the functions, programs and services presently delivered by or through the Land Information Department; Land and Water Resources Department; University of Wisconsin Extension Office; Parks, Recreation, Trails and Forestry. The Land Information Director shall appoint and supervise the personnel of said division, with exception of the elected officials and personnel appointed and supervised by elected officials organized within the division.
 - b. The Register of Deeds will administer, supervise and manage their respective offices as provided by statute.

BE IT THEREFORE RESOLVED that the County Administrator is directed to develop and present for General Government Committee recommendation and County Board approval the proposed organizational structures, division budgets and staffing plans consistent with the reorganization and consolidation made in this resolution.

Offered and Submitted on this 10th day of October 2018.

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

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
 Supervisor, District #3,

Chris Nelson, Supervisor, District #4

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

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

Tracy LaBlanc, Supervisor, District #5

Michael Larsen, Supervisor, District #12

Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

Michael Prichard, Supervisor, District #7

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

Joe DeMulling, Supervisor, District #15

Reviewed By County Administrator:



Jeffrey B. Fuge
Interim County Administrator

Fiscal Impact Note: The fiscal impact of the resolution is unknown at this present time.

Approved as to Form and Execution:



Malia T. Malone, Assistant Corporation Counsel

Legal Impact Note: The legal impact is unknown at this time.

Excerpt of Minutes

At its regular business meeting on the _____ day of _____, 2018, the Polk County Board of Supervisors acted upon Resolution No. 80-18: Resolution Concerning Reorganization and Consolidation of County Departments, 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:

Dean Johansen, County Board Chairperson

ATTEST:

Sharon Jorgenson, County Clerk

GENERAL GOVERNMENT COMMITTEE
2017 WORK PLAN

2018

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	Finalize 2017 work plan	
February		
March		
April	<i>Financial Analysis - Lime Quarry</i>	
May	<i>Financial Analysis - Recycling Center</i>	
June		
July	Annual reports 2016 Audit results <i>2017</i>	
August	Review and recommendations on fee schedule	
September	Annual budget review County Board budget development/recommendation	
October	Annual budget and budget amendment recommendations	
November		
December	Develop 2018 work plan <i>2019</i>	