



MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
10:00 a.m. Thursday, August 8, 2019

Meeting called to order by Chair Masters @ 10:05 a.m.

Members present:

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

Also present: Sharon Jorgenson, County Clerk; Nick Osborne, County Administrator; Andrea Jerrick, Deputy County Administrator/Employee Relations Director; Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Chad Hoag, Child Support Manager; Maggie Wickre, Finance Director; Amanda Nissen, County Treasurer; Darlene Kusmirek, Employee Relations Manager; Tonya Eichelt, Community Services Division Director; Vince Netherland, Economic Development Director; Supervisor Edgell, members of the community, and member of the press.

Approval of Agenda

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

Approval of Minutes

Chair Masters called for a motion to approve the minutes of the July 11, 2019 meeting as published. **Motion** (Masters/Johansen) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the July 11, 2019 meeting carried by unanimous voice vote.

Public Comment – No public comment was received by the committee.

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

The Committee received information and a presentation regarding the proposed Workforce Marketing Campaign from Economic Development Director Vince Netherland. The anticipated budget for the proposed campaign is \$50,000. Economic Development Director Netherland plans to request one time funding from Polk County in the amount of \$20,000 for the campaign.

The committee received handouts and information regarding the annual investment and risk assessment report from Treasurer Amanda Nissen and Finance Director Maggie Wickre. Supervisor Nelson asked for a follow-up report regarding investments in local banks. The committee received a quarterly report from Finance Director Wickre detailing invoice amounts paid over \$25,000.

The committee received an update regarding the Clam Falls Dam from Mr. Dahlberg from Northwestern Wisconsin Electric Company. Dahlberg updated the committee on a recent meeting and phone conference with the Department of Natural Resources. The DNR indicated that it is highly unlikely they will grant an exemption to the hazard rating of the Clam Falls Dam. The current hazard rating (assigned in 2017) requires that the spillway capacity of the Clam Falls Dam be increased by 2022 at an approximate cost of \$1.3 to \$1.5 million. Dahlberg indicated that the study would likely not be done since a hazard exemption is unlikely. Committee engaged in discussion regarding the Clam Falls Dam. Dahlberg asked the committee for a decision regarding their offer of the Clam Falls Dam. Chair Masters deferred to Corporation Counsel Malone who provided information that the offer would be considered withdrawn due to the conditions stated in the offer (as presented on 7/16/19) and based on the non-action of the County.

The committee discussed recommendations regarding Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm.

Motion (Nelson/Johansen) to bring Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm to the floor for action. Chairman Masters called for a voice vote on said motion. **Motion** to bring Resolution No. 31-19 to the floor for action carried by unanimous voice vote. Chairman Masters called upon Administrator Osborne and Finance Director Wickre to provide information regarding the resolution to the committee.

Chairman Masters called for a motion to approve and recommend Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm to the County Board for passage. **Motion** (Masters/Johansen) to approve and recommend Resolution No. 31-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 31-19 to the County Board for passage carried by unanimous voice vote

The committee discussed recommendations regarding Resolution No. 32-19: Disaster Declaration (related to the July 19, 2019 Storm). Chair Masters called upon Administrator Osborne to provide information regarding the resolution to the committee. Chair Masters called for a motion regarding Resolution No. 32-19

Motion (Johansen/Masters) to approve and recommend Resolution No. 32-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 32-19 to the County Board for passage carried by unanimous voice vote.

The committee discussed recommendations regarding Resolution No. 34-19: Resolution to Adopt Master Fee Schedule for 2020 Budget Proposal. Committee received and reviewed fee schedule. Chairman Masters called upon Administrator Osborne to provide information regarding the fee schedule and resolution to the committee. Committee engaged in discussion regarding fee schedules as to whether fees appropriately cover costs incurred.

Chair Masters called for a motion regarding Resolution No. 34-19. **Motion** (Johansen/Nelson) to approve and recommend Resolution No. 34-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 34-19 to the County Board for passage carried by unanimous voice vote.

The committee received updates regarding the Recycling Center from Highway Commissioner Norby. A resolution regarding the direction of the Recycling Center will be presented to the committee at the September meeting.

The committee received an update from Administrator Osborne regarding memorandums of understanding including: Tourism Council, Fair Society, WITC, Head Start, Economic Development, and North Lakes Dental. The updated Tourism Council Memorandum of Understanding will be signed/approved at the upcoming Tourism Council meeting. Corporation Council Malone provided information to the committee regarding the Memorandum of Understanding process and approval. Supervisor Nelson requested that the appropriate Board committees review Memorandum of Understandings for outside agencies.

Committee received an update from Administrator Osborne regarding the Employee Relations Director position. Job description and duties will be reviewed. Recruitment will focus on General Government Division Head and Employee Relations Director. Administrator Osborne recommended the use of an outside agency for recruitment. Committee engaged in discussion regarding the open Employee Relations Director position. Administrator Osborne estimates requests for proposals for outside recruitment agencies will take 30 days, with hopes of filling the position in 4 months.

Committee received an update from Employee Relations Director/Deputy Administrator Jerrick regarding the 360 Evaluation (of the Administrator) by ECCO International. A presentation by ECCO International will take place at a special session of the County Board on 8/20/19 beginning at 4:00 p.m. in Committee of the Whole format with an open and a closed session, as needed.

The committee received an update on the Information Technology Director position from Employee Relations Director/Deputy Administrator Jerrick. A finalist for the position will be meeting with Employee Relations on Friday, August 9, 2019.

Administrator Osborne provided an update regarding videotaping the County Board meetings.

Committee discussed the 2019 work plan and future topics to address at upcoming committee meetings.

Work plan updates/development: -Ongoing items

Update regarding videoing County Board meetings
IT Developments and innovation/Paper Reduction/paperless initiative
Recycling Center Resolution and updates - September
Government Center security
Customer Service
Capital Improvement Planning – (budget time)
Funding of outside agencies – September

Items for next agenda:

Next meeting: September 12, 2019 @ 10:00 a.m.
Union negotiations upcoming

Adjourn

Chair Masters called for a motion to adjourn. **Motion** (Nelson/Arcand) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 11:35 p.m.

Respectfully submitted,

Sharon Jorgenson
County Clerk



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

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

GENERAL GOVERNMENT COMMITTEE

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

County Board Room

Thursday, August 8, 2019 at 10:00 a.m.

A quorum of the County Board may be present

¹ Subject Matters added/struck by Amended Notice of Meeting

Materials: July 11, 2019 Minutes, Resolution No. 31-19, 32-19, 34-19, 2019 Work Plan

1. Call to order –Chair Masters
2. Approval of Agenda
3. Approval of Minutes for July 11, 2019
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. ¹Workforce Marketing Campaign Presentation – Vince Netherland
7. ¹Annual Investment & Risk Assessment Report
8. Clam Falls Dam Discussion
9. Resolution No. 31-19: Resolution to Establish a Separate Disaster Fund to Track Expenses Related to the July 19, 2019 Storm
10. Resolution No. 32-19: Disaster Declaration
11. Resolution No. 34-19: Resolution to Adopt Master Fee Schedule for 2020 Budget Proposal
12. Recycling Center Updates
13. Update on Memorandums of Understanding
14. Update/Discussion Regarding Employee Relations Director Position
15. 2019 Work Plan Development/Updates
16. Identification of Subject Matters for Upcoming Meetings
17. Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

Polk County Government
General Government Committee
Investment Review
August 8, 2019

- Cash Flow Report
- Listing of Investments approved by the Investment Committee on July 3, 2019

OFFICE OF THE TREASURER
Polk County Government Center

Treasurer
Amanda Nissen



Deputy Treasurer
Elsa Thompson

Administrative Assistant
Keighley James

Attention: General Government Committee

RE: Annual Investment Update 2019

CURRENT INVESTMENT PORTFOLIO:

CD's:

Sterling Bank, matures 3/25/2020 \$250,000

Citizens State Bank, matures 2/14/2020 \$250,000

PMA Investments:

\$6,000,000 in WISC Fund

Money Market Funds:

MidwestOne Bank approximately \$6,000,000 will be held in a high interest liquid account that we can access at any time.

Bremer Bank: \$3,000,000 in a high interest money market. This is also available with 24 hour notice to the County.

State Investment Fund: Will keep approximately \$2,000,000 in the account that is accessible within 24 hours.

All three money market funds rates are the same within a few points.

UPCOMING INVESTMENT PLAN:

All of the above, with the addition of:

PMA:

\$6,000,000 in laddered CD's.

PMA will maintain CD's, and we will have approx. \$500,000 to \$1,000,000 up for renewal every 6 months. Every 6 months, the administrator, finance director, and County Treasurer will verify the financial situation of the County before we reauthorize renewal of the CD's.

CD's with local banks:

The treasurer's office will be contacting our local banks and asking for bids for CD's in the amount of \$250,000 each.

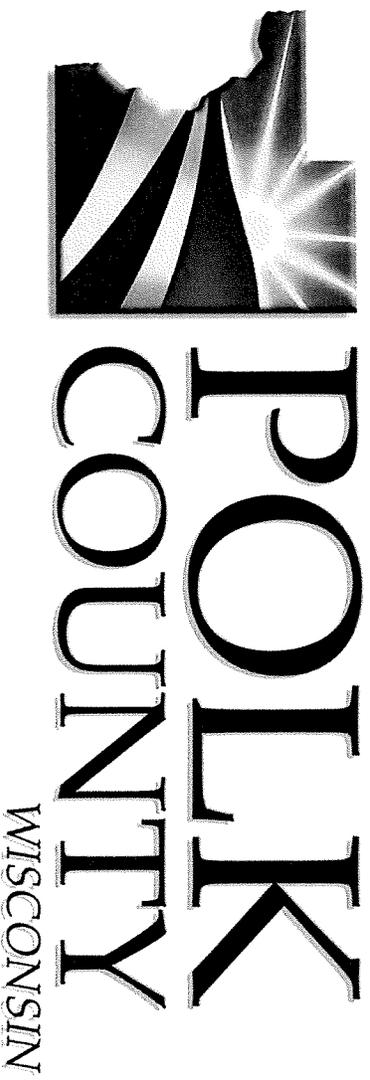
We plan to review the bids and accept up to 4 CD's (based on rates) to continue to invest in our local community.

Polk County Government
General Government Committee
August 8, 2019

- Quarterly report for General Government on invoices paid over \$25,000

Quarterly Report for General Government on invoices paid over \$25,000			
Payment date	Payment number	Payee name	Amount
6/21/19	228480	ACCESS SECURITY INC	\$39,850.00
4/10/19	2983	AMERY SCHOOL DISTRICT	\$196,507.22
6/21/19	228437	ASDCO	\$55,237.47
4/5/19	226547	AURORA RESIDENTIAL ALTERNATIVES INC	\$28,367.92
4/29/19	227184	AURORA RESIDENTIAL ALTERNATIVES INC	\$32,427.34
5/2/19	227352	BERNARD'S NORTHTOWN	\$29,469.50
6/21/19	228507	BERNARD'S NORTHTOWN	\$74,068.50
5/7/19	3007	BREMER BANK	\$182,643.75
5/17/19	227768	BURNETT CO - ADRC	\$25,870.69
6/21/19	228508	BURNETT CO - ADRC	\$63,747.11
4/29/19	227247	BURNETT CO - ADRC	\$75,699.05
4/10/19	2984	CLAYTON SCHOOL DISTRICT	\$30,235.62
4/10/19	2985	CLEAR LAKE SCHOOL DISTRICT	\$45,769.08
4/12/19	226917	CLERK/TREAS CITY-AMERY	\$46,766.29
4/12/19	226920	CLERK/TREAS VILL OF OSCEOLA	\$32,166.76
4/12/19	226783	COMPASS MINERALS AMERICA INC	\$144,746.99
4/23/19	2999	DEPARTMENT OF EMPLOYEE TRUST FUNDS	\$224,942.69
6/25/19	3060	DEPARTMENT OF EMPLOYEE TRUST FUNDS	\$217,729.57
5/29/19	3032	DEPARTMENT OF EMPLOYEE TRUST FUNDS	\$323,570.11
5/10/19	227479	DIRECT SOURCE THERAPY INC	\$28,876.12
4/12/19	226877	DIRECT SOURCE THERAPY INC	\$27,325.60
4/10/19	2987	FREDERIC SCHOOL DISTRICT	\$38,683.53
4/8/19	2979	HEALTH PARTNERS ACH	\$37,808.06
4/1/19	2976	HEALTH PARTNERS ACH	\$82,063.99
4/22/19	3000	HEALTH PARTNERS ACH	\$29,563.08
4/29/19	3002	HEALTH PARTNERS ACH	\$76,065.74
4/29/19	3003	HEALTH PARTNERS ACH	\$80,690.68
4/15/19	2997	HEALTH PARTNERS ACH	\$47,620.40
5/6/19	3008	HEALTH PARTNERS ACH	\$78,169.75
6/3/19	3046	HEALTH PARTNERS ACH	\$52,890.02
6/10/19	3052	HEALTH PARTNERS ACH	\$132,054.29
5/14/19	3026	HEALTH PARTNERS ACH	\$121,083.67
5/22/19	3028	HEALTH PARTNERS ACH	\$76,977.28
5/20/19	3029	HEALTH PARTNERS ACH	\$41,418.71
5/28/19	3034	HEALTH PARTNERS ACH	\$86,025.73
6/17/19	3056	HEALTH PARTNERS ACH	\$40,843.04
6/25/19	3061	HEALTH PARTNERS ACH	\$76,195.85
6/24/19	3063	HEALTH PARTNERS ACH	\$92,704.00
4/12/19	226997	JOHNSON CONTROLS	\$37,945.00
4/10/19	2989	LUCK SCHOOL DISTRICT	\$87,876.95
5/10/19	227465	M3 INSURANCE SOLUTIONS, INC	\$133,602.00
6/21/19	228459	NORTHWEST PASSAGE LTD	\$27,517.00
4/10/19	2990	OSCEOLA SCHOOL DISTRICT	\$179,187.44
6/7/19	228183	POLK CO PUBLIC HEALTH DEPT	\$29,425.00
5/17/19	227683	POSITIVE ALTERNATIVES INC	\$27,909.60

General Government



Fee Schedule

Department: Corporation Counsel /Child Support

Completed By: Chad Hoag

Date Completed: 7/25/2019

Type of Fee	2014		2015		2016		2017		2018		2019		2020		Comments	2018 Estimated Revenues	2019 Estimated Revenues	2020 Estimated Revenues
	Fee Rate																	
Attorney Fees	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	Wis. Stat. 814.01(1)	0.00	\$600.00	\$600.00
Non-IV-D SVCS	35.00	35.00	35.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	35.00	County Ord. 38-12	0.00	\$0.00	\$600.00	

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?
 Not yet, as of this point.

When is the last time there was an increase in fees?
 The Non-IV-D SVCS fee was approved in 2012. While the agency has the ability to charge the fee, at his point, it has not. Our office will begin charging these fees, pursuant to Ordinance 38-12, beginning in 2020.

The Attorney Fees can be charged per Wis. Stat. 814.01(1), however, most clients who are being assisted are impoverished and would be unable to pay.

Fee Schedule

Department of Administration- Criminal
Justice Collaborating Council (CJCC)

Completed By: Kristin Boland, CJCC Coordinator

Date Completed: 7/29/2019

Type of Fee	2014	2015	2016	2017	2018	2019	2020	Comments	2018	2019	2020
	Fee Rate		Estimated Revenues	Estimated Revenues	Estimated Revenues						
Treatment Court Participant Fees						\$750	\$750	Fees may span more than one year		\$7,500.00	\$7,500.00
Community Service Program Participant Fee						\$25	\$25	Fees may span more than one year		\$250.00	\$250.00
Diversion Class Participant Fee						\$100	\$100			\$5,000.00	\$5,000.00
Victim Impact Panel Participant Fee						\$50	\$50			\$4,000.00	\$4,000.00

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?

Yes, the CJCC Coordinator discussed raising fees for the Community Service Program with stakeholders- stakeholders were strongly opposed as community service is used as a sanction, frequently when participants are not employed. Stakeholders believed raising the fee would lead to decreased participation and consequently an increase in incarceration.

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

The county took over management of the CJCC in May 2019. Programs continue to be evaluated for effectiveness as well as appropriateness of cost.

Fee Schedule

Department: County Clerk

Completed By: Sharon Jorgenson

Date Completed: 7/9/2019

Type of Fee	2014		2015		2016		2017		2018		2019		2020		Comments	2018 Actual Revenues	2019 Estimated Revenues	2020 Estimated Revenues
	Fee Rate																	
Marriage License Fee	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	90.00	90.00	90.00	Polk County gets \$35 X 275 licenses	\$8,000.00	\$8,750.00	\$9,625.00	
Marriage Waiver Fee	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	20.00	20.00	20.00	27 waivers for 2017	\$200.00	\$200.00	\$400.00	
Passport Application Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	35.00	35.00	35.00	35.00	(Set by US Dept. of State)	\$9,000.00	\$12,250.00	\$12,000.00	
Passport Photo Fee	9.95	9.95	9.95	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50		\$4,500.00	\$5,000.00	\$4,600.00	
Temp. Plat Fee Counter Fee (set by State)	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00	(Set by DOT)	\$1,500.00	\$0.00	\$0.00	
DMV Tabs & Plates per Application (Set by TrIVin)	17.80	17.80	17.80	17.30	17.30	17.30	17.30	17.30	17.30	17.30	17.30	17.30	0.00	(Set by TrIVin) \$6.60 or \$10.70 per service	\$3,500.00	\$0.00	\$0.00	
Large Assembly Permits (fee per day)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	125.00	125.00	125.00	(Per Day Fee)	\$400.00	\$500.00	\$500.00	
SVRS Support Fees														Additional fees billed for programming of election machines. County covers programming cost of one machine per municipality. Paid under HAVA Equipment Rev G/L 47333	\$15,000.00	\$15,000.00	\$19,000.00	
Population 1-599	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	500.00	500.00	500.00		\$1,500.00	\$2,500.00	\$2,500.00	
Population 600-999	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	700.00	700.00	700.00		\$4,800.00	\$8,400.00	\$8,400.00	
Population 1000-1499	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	800.00	800.00	800.00		\$3,500.00	\$4,800.00	\$4,800.00	
Population 1500-1999	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	900.00	900.00	900.00		\$1,200.00	\$1,800.00	\$1,800.00	
Population 2000-2999	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	1000.00	1000.00	1000.00		\$3,500.00	\$5,000.00	\$5,000.00	
Any Special Election plus \$.25 per eligible voter	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00		\$0.00	\$0.00	\$0.00	
Absentee Data Entry														Absentee Data Entry Charges	\$0.00	\$0.00	\$500.00	

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?
Employee time and labor costs with election work far surpass the fees charged.

When is the last time there was an increase in fees?
All fees were changed in 2018 except passport photo fees and fees set by other agencies.

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RESOLUTION TO ESTABLISH A SEPARATE DISASTER FUND TO TRACK EXPENSES RELATED TO THE JULY 19, 2019 STORM TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, Polk County experienced widespread damage associated with the July 19, 2019 storm; and

WHEREAS, Polk County will incur expenses related to employee overtime, equipment, materials, and use of private contractors to clear debris from rights of way and tree debris removal sites; and

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

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

WHEREAS, a storm related fund will help auditors more easily examine storm related activities when completing the 2019 audit; and

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors authorize the establishment of a separate fund to account for storm related expenses.

BY: _____
Brad Olson, Supervisor, District #1
_____ James Edgell, Supervisor, District #8
_____ Kim O'Connell, Supervisor, District #9
Doug Route, Supervisor, District #2
_____ Larry Jepsen, Supervisor, District #10
Dean Johansen, Chair,
Supervisor, District #3,
_____ Jay Luke, 1st Vice Chair,
Supervisor, District #11
_____ Michael Larsen, Supervisor, District #12
Tracy LaBlanc, Supervisor, District #5
_____ Russell Arcand, Supervisor, District #13
_____ John Bonneprise, 2nd Vice Chair,
Brian Masters, Supervisor, District #6
_____ Michael Prichard, Supervisor, District #7

Supervisor, District #14

Joe Demulling, Supervisor, District #15

County Administrator's Note:

Establishing a separate fund to track storm related activities is consistent with best practice, County Policy, and guidance from our auditors.

Recommended

Nick Osborne

Nick Osborne
County Administrator

Fiscal Impact Note:

A capital project fund will be used to track the storm damage expenses covered by the general fund unassigned fund balance. Total amount of fund balance required will depend on if qualified costs reach the threshold of \$167,084 and, at that time, Polk County can pursue partial reimbursements from the State of Wisconsin.

Maggie Wickre

Maggie Wickre, Finance Director

Approved as to Form and Execution:

Malia T. Malone

Malia T. Malone, Corporation Counsel

Legal Impact Note:

This Resolution has no legal impact other than to require the creation of the separate account for expense tracking.

Excerpt of Minutes

28 At its regular business meeting on the ____ of _____ 2019, the Polk County

29 Board of Supervisors acted upon Resolution No. ____-19; Resolution

30 _____

31 _____

32 _____

- Adopted by a majority of the members present by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other:

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Executive Summary

On July 19, 2019, Polk experienced severe weather that resulted in an unprecedented number of downed trees and property damage. The County has already expended overtime and equipment associated with the response and it is anticipated that there will be significant expenses related to hiring private contractors to clear trees from highway rights of way and general debris clean up. Establishing a separate financial account will enable transparency and if it is possible to attain reimbursement, it will aid staff in identifying storm related costs.

COUNTY OF POLK DISASTER DECLARATION

WHEREAS, a disaster, of straight-line winds commencing on Friday, July 19, 2019 has struck Polk County, Wisconsin; and

WHEREAS, because of such emergency conditions, the County of Polk is unable to meet with promptness; and

WHEREAS, pursuant to sections **323.11** and **323.14 (4)(b)** of the Wisconsin State Statutes it is necessary and expedient for the health, safety, welfare and good order to proclaim that emergency conditions exist.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of Polk County to be affixed.

Done at the Polk County Justice Center July 20, 2019.

Chief Elected Official: *County Board Chairman*

RATIFICATION / ALTERATION / MODIFICATION / REPEAL

Ratified by Resolution No. 32-19 of the County of Polk Board on the _____ day of _____, 2019 by a vote of _____ for, _____ against.

RESPECTFULLY SUBMITTED BY:

Polk County Board of Supervisor, Polk County, Wisconsin. Adopted _____, 2019.

- *Chairman*

- *Supervisor*

- *Vice Chair*

- *Supervisor*

- Supervisor

I **HEREBY**, attest that the Polk County Board duly adopted the foregoing Resolution at a legal meeting on _____, 201__.

- County Clerk

*Corporate
Seal*

Resolution No. 34-19

Resolution to Adopt Master Fee Schedule for 2020 Budget Proposal

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

Ladies and Gentlemen:

WHEREAS, pursuant to the Polk County Financial Policies, Section 5.1 Budget Preparation and Execution, the Polk County Board of Supervisors adopts a fee schedule that incorporates any fees or charges, including fees for services over which the County Board has discretion; and

WHEREAS, consistent with said policy, the departments have submitted their respective fee data consisting of past year fee rate, current year fee rate, proposed rate, past year actual revenues, current year projected revenues, forward year estimated revenues and an estimate of the actual costs of providing the service to which the fee relates; and

WHEREAS, upon review of the data received, the County Administrator recommends the Polk County Board of Supervisors adopt the Master Fee Schedule, as attached hereto and incorporated herein, for purposes of the 2020 operating and capital budget recommendation.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors approves the Master Fee Schedule attached hereto and incorporated herein for purposes of inclusion and incorporation in the 2020 budget recommendation by the County Administrator.

NOW, THEREFORE, BE IT RESOLUTED, that Land and Water has requested that a single new fee called: Plan Review Fee Amended Plans industrial sand/quarry become an adopted fee for immediate use in 2019.

BE IT FURTHER RESOLVED, that the projected revenues from those fees reflected in said schedule shall be incorporated into the 2020 proposed budget and both fees and revenues therefrom may be amended in the same manner as said proposed budget.

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

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

Michael Prichard, Supervisor, District #7

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

Joe Demullng, Supervisor, District #15

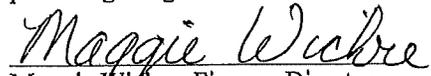
County Administrator's Note:

Recommended.


Nick Osborne
County Administrator

Fiscal Impact Note:

The 2020 revenues are dependent on the attached fees charged. According to 2.04 of that policy section, "unless directed otherwise by the County Board, the fee must equal the cost of providing the good or service".


Maggie Wickre, Finance Director

Approved as to Form and Execution:


Malia T. Malone, Corporation Counsel

Legal Impact Note:

This Resolution satisfied the County Financial Policy requirement, but does not have a further legal impact.

Excerpt of Minutes

34 At its regular business meeting on the _____ of _____ 2019, the Polk County Board of
35 Supervisors acted upon Resolution No. 34-19; Resolution
36 _____
37 _____

- Adopted by a majority of the members present by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Executive Summary

This resolution includes recommended changes to Polk County's fee schedule. Consistent with the budget process used in past years, the fee schedule is considered by the County Board first and then included in the proposed budget.

**GENERAL GOVERNMENT COMMITTEE
2019 WORK PLAN**

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	Finalize 2019 Work Plan	
February		
March		
April		
May		Consideration of County Board priorities in General Government
June	Financial Analysis Lime Quarry Financial Analysis – Recycling Center	
July	Annual reports Annual Audit Results Recycling Center Updates/Follow-up Update on MOU's	Governor's Budget and impact on government programs
August	Review and recommendations on fee schedule Funding of Outside Agencies Customer Service	
September	Annual budget review – County Board Budget development/recommendation Capital Improvement Planning	
October	Annual budget and budget amendment recommendations	
November	Budget technical amendments	
December	Develop 2020 work plan	

Ongoing Work Plan Items

Paper Reduction/IT Developments and Innovation
Government Center Security