



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
100 Polk Plaza, Suite 220, Balsam Lake, WI 54810
Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center
West Conference Room
Balsam Lake, WI 54810
Thursday, February 19th, 2015 10:00 a.m.

Purpose: Review and Action on selected items as listed below
Documents: Minutes of December 11th, 2014 and monthly report

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda Approval of minutes for January 15 th , 2015	
Public comment	
New business	
1. Questions on issues as contained in written monthly report 2. Committee role and 2015 work plan	County Administrator
3. Review, discuss, recommend or act on governing principles for reimbursement to county board members, citizens or employees while serving on any board, commission, council, association or affiliate of Polk County.	Chairman Sample
Future agenda items	Committee members
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

MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, January 15, 2015

Meeting called to order by Committee Chair Sample @ 10:00 AM.

Members present

Attendee Name	Title	Status
Ken Sample	Chair	Present
Russ Arcand	Vice Chair	Absent
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Jeff Fuge, Corporation Counsel and Debbie Peterson, Director of Buildings

Approval of Agenda- Chairman Sample called for a motion to approve agenda. **Motion** (Schmidt/Hallberg) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the December 11th, 2014. **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried.

Public Comment – None

New Business

Administrator Dana Frey addressed monthly and quarterly reports. Dana stated the Information Technology department will be installing County Board equipment in February.

Mr. Frey spoke on committee roles and 2015 work plan.

Administrator Frey discussed the recommendation of resolution concerning Harlan Funk offer to sell to county 40 acres certain lands in Town of Lorain. **Motion** (Jepsen/Schmidt) to recommend to the County Board passage of the draft resolution without amount and with the delegation of funding allocation authority to the County Administrator. Motion carried by unanimous voice vote.

Chair Sample discussed and reviewed governing principles for reimbursement to county board members, citizens and employees while serving on any board, commission, council, association or affiliate of Polk County. Chair Sample requested this subject to be on the February agenda for more discussion.

Future items: February 19th, 2015 @ 10:00AM

Adjourn - Motion (Hallberg/Jepsen) to adjourn. Meeting adjourned 11:46 a.m.



POLK COUNTY, WISCONSIN

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INFORMATION TECHNOLOGY DEPARTMENT

Todd Demers, Director of Information Technology
100 Polk Plaza, Suite 205, Balsam Lake, WI 54810
Phone (715) 485-9220 Email toddd@co.polk.wi.us

Monthly Report, January 2015

Network Security

Current

- Renamed the HIPAA Program to Network Security Program. Security for Polk County is far more reaching than just the federal requirements surrounding protected health information (PHI). We are also federally required to secure personally identifiable information (PII), which has been mandated since the Privacy Act of 1974.
- Edited the HITECH Rules Manual to prepare it as Polk County's new security manual.
- Research NIST documentation to draw down updated lists for common, privacy and security controls. We will add this information to the new Security Manual.

Upcoming

- Complete the full scale risk analysis, assessment and implementation of security controls as prescribed by HHS and departmental feedback (February – March)
- Draft project charters for network security projects, and allocate funds from the 2015 budget (February)

Technical Support

Current

- Ordered material for the projected upgrades to county board room (projectors, mics, speakers, etc..)
- Purchase hardware and software to address the Windows XP expiration issues. We are also addressing Exchange Server 2003 and Windows 2003 Servers operating systems upgrades.

Upcoming

- Continue to support the county on all I.T. service requests, project planning, patch management and upgrades.
- Draft project charters for technical support projects in law enforcement - (February)

Network Administration

Current

- Purchased fiber network equipment to replace the unstable network connections for the videoconference system in the Justice Center

- Completed the setup of a VPN connection with Chippewa County that will allow us to share client care information in Human Services

Upcoming

- Draft project charters for network administration projects, and allocate funds from the 2015 budget (February)
- Inventory and draft an enterprise architecture document for the implementation of a security analysis

Programming & Analysis

Current

- Still working with Netsmart to advance our project(s) in the human services department
- Work with Employee Relations to complete year end reports and W2 processing
- Upgraded the Kronos Timekeeping systems to 7.0 and integrated its data with our payroll and general ledger

Upcoming

- Draft project charters for programming projects, and allocate funds from the 2015 budget (February)

Programs implemented by this department and related goals:

1. Network Security: Ensure that protected health information of our clients and employees is managed consistent with federal guidelines.
2. Technical support: Provide professional technical support to all departments and work to reduce the cost of equipment and energy to operate.
3. Network administration: Provide a high-speed and secure network to meet new demands.
4. Programming and analysis: Improve efficiency and effectiveness of government through software solutions.

Resolution to Authorize Sale of County Property – 104 State Street, Osceola, Wisconsin

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

Ladies and Gentlemen:

WHEREAS, Polk County owns the residential property located at 104 State Street, Osceola Wisconsin; and

WHEREAS, pursuant to Policy No. 916, *Management of County-Owned Non-Tax Forfeiture Real Estate*, the County Administrator has identified the property as appropriate for disposition; and

WHEREAS, after initiate efforts were unsuccessful to sell the property at public sale, the County listed the property for private sale and received an offer to purchase the property at a price greater than the appraised value; and

WHEREAS, consistent with Wisconsin Statutes § 59.52(6)(c), and County policy, Policy No. 916, *Management of County-Owned Non-Tax Forfeiture Real Estate*, the offer has been accepted subject to the approval of the Polk County Board of Supervisors; and

WHEREAS, the Conservation Development, Recreation and Education Committee and the General Government Committee recommend to the Polk County Board of Supervisors to authorize sale of the property on terms and conditions of the offer received and accepted on condition.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors confirms acceptance of the offer of H&W Properties, LLC., to purchase the County residential property located at 104 State Street, Osceola Wisconsin for a purchase price of One Hundred Three Thousand (\$103,000.00).

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors determines that there is no longer a public purpose in said property and the same shall be disposed of by private sale.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statutes § 59.52(6)(c), the Polk County Board of Supervisors directs the Clerk to convey by warranty deed the property having the legal description and Parcel Identification Number, as follows:

“Part of Outlot 83 of the Outlot Plat of the Village of Osceola, Polk County, Wisconsin, more fully described as commencing at the point on the East Line of State Street in Viebrock’s Third Addition to the Village of Osceola, which point is 349.55 feet East and 240.55 feet North of the West quarter corner of Section Twenty-Six (26), Township Thirty-Three (33), North, of Range Nineteen (19) West and the point of the beginning; thence North one degree, twenty-eight minutes East along the East line of said State Street a distance of 110 feet; thence North 89 degrees, 40 minutes East a distance of 150 feet; thence South one degree, 28 minutes West a distance of 110 feet; thence South 89 degrees, 40 minutes West a distance of 150 feet to the point of beginning; all in the Village of Osceola, Polk County, Wisconsin.

Parcel Identification Number: 165-00478-0000

to H&W Properties, LLC., upon satisfaction of all terms and conditions of said sale.

Funding Source/ Funding Amount:	Not applicable
Date Reviewed as to Appropriations:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	March 17, 2015
Submitted and Recommended By:	Conservation Development, Recreation and

	<p>Education Committee :</p> <hr/> <p>Supervisor Kim O’Connell, Committee Chair (February 18, 2015)</p> <p>General Government Committee:</p> <hr/> <p>Supervisor Ken Sample, Committee Chair (February 19, 2015)</p>
<p>Review By County Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> <p>Dana Frey, County Administrator</p>	<p>Review By Corporation Counsel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> <p>Jeffrey B. Fuge, Corporation Counsel</p>
<p>Acknowledgement of County Board Action</p>	
<p>Mark As Appropriate:</p> <p>At its regular business meeting on March 17, 2015, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-15: Resolution to Authorize Sale of County Property – 104 State Street, Osceola, Wisconsin, as follows:</p>	

- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous vote.
- Defeated by a vote of _____ in favor and _____ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY:

William F. Johnson, IV, County Board Chairperson

Attest: _____

Carole T. Wondra, County Clerk



MINUTES

General Government Committee

West Conference Room

Balsam Lake, WI 54810

10:00 a.m., Thursday, February 19th, 2015

Meeting called to order by Committee Chair Sample @ 10:00 AM.

Members present

Attendee Name	Title	Status
Ken Sample	Chair	Present
Russ Arcand	Vice Chair	Absent
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator and Jeff Fuge, Corporation Counsel

Approval of Agenda- Chairman Sample called for a motion to approve agenda. **Motion** (Jepsen/Schmidt) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the January 15, 2015. **Motion** (Hallberg/ Schmidt) to approve minutes. Motion carried.

Public Comment – None

New Business

County Administrator Frey went over questions on issues as contained in written monthly report.

Administrator Frey discussed the 2015 work plan, committee roles and explanation of evaluating programs. Mr. Frey gave several justifications on evaluating such as:

- Look at what the County does objectively:
- What do departments do?
- What is the cost to produce?
- Is the program successful?
- Who are its customers?
- What are their expectations?
- Is there an alternate way to provide services?
- What are effectiveness measures for clients and services?
- Where are the resources coming from?
- Has there been a program evaluation?

Mr. Frey stated he would like to see each committee make own policy agendas.

Administrator Frey announced a manager has been hired at recycling. Also Mr. Frey stated St. Croix County has offered their service to the County Board on a strategic planning.

Chair Sample provided handouts and discussed governing principles for reimbursements to county board members, citizens and employees while serving on any board, commission, council, association or affiliate of Polk County.

Motion made by (Sample/ Jepsen) for the County Board to delegate the General Government Committee and assign the responsibility to complete review of line items of the County budget on process, guidance and content. Motion carried by voice vote.

Chair Sample requested Administrative committee members, Supervisor Jepsen and Supervisor Schmidt to carry forward concerns to administrative committee to prepare for informational meeting as an agenda item.

Future items: March 12th, 2015 @ 10:00AM

Adjourn - Motion (Hallberg/Jepsen) to adjourn. Meeting adjourned 12:30 p.m