



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 PUBLIC SAFETY AND HIGHWAY COMMITTEE

Government Center
 County Board Room
 Balsam Lake, WI 54810
 2:00 p.m. Tuesday November 4th, 2014

Purpose: Review and action on selected items as listed below
Documents: Minutes of October 7th, 2014 and monthly reports

ITEM	LEAD PERSON
Call to Order	Committee Chair
Approval of agenda Approval of minutes for October 7 th , 2014	
Public comment	
New business	
<ol style="list-style-type: none"> 1. Questions on issues as contained in written monthly reports 2. Update on 2015 budget development and recommendations on amendments to 2015 Budget involving functions assigned to Public Safety and Highway Committee. 3. Charges for use of highway right of way 	County Administrator
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
PUBLIC SAFETY AND HIGHWAY COMMITTEE

Government Center County Board Room
Balsam Lake, WI 54810
2:00 p.m. Tuesday October 7th, 2014

Meeting called to order by Committee Chair Jay Luke at 2:00 P.M.

Members present

Attendee Name	Title	Status
Jay Luke	Chair	Present
John Bonneprise	Vice Chair	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
Larry Jepsen	Supervisor	Present

Also Present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Pete Johnson, Sheriff, Steve Moe, Chief Deputy, and Malia Malone, Assistant Corporate Counsel

Approval of Agenda- Chairman called for a motion to approve agenda. **Motion made by** (Johnson/Caspersen) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the September 2nd, 2014. **Motion made by** (Caspersen/ Bonneprise) to approve the minutes. Motion carried.

Public Comment – None

New Business

Administrator Frey addressed the submitted monthly /quarterly reports and 2015 budget.

Mr. Frey also discussed the consideration of recommendations and amendments for the submitted proposal of the 2015 Operating and Capital Budget. **Motion made by** (Caspersen / Jepsen) to move to approve the budget as amended. Motion carried by unanimous voice vote.

Administrator Frey spoke on the request for matching County Criminal Justice Collaborative Council (CCJC) application for Bremer Grant. **Motion made by** (Jespen/ Bonneprise) to approve \$ 25,000 for CJCC. Motion carried by unanimous voice vote.

Assistant Corporate Counsel, Malia Malone discussed the Recommendation on Transfer of CHIPS Cases from District Attorney's to office of Corporation Counsel. This is effective September 1, 2015. **Motion made by** (Johnson/ Jepsen) to move forward. Motion carried by unanimous voice vote.

Administrator Frey and Ms. Malone spoke on the Resolution to Authorize Application for 2015 Federal Reimbursements for Legal Services on Title IV-E Cases Involving Termination of Parental Rights and Children in Need of Protection or Services. **Motion made by** (Caspersen/ Jepsen) to recommend to County Board. Motion carried by unanimous voice vote.

Motion made by (Caspersen/Jepsen) to adjourn. Meeting adjourned 2:52 p.m.

OFFICE OF
JOANNE RITTEN
CLERK OF CIRCUIT COURT – POLK COUNTY

TELEPHONE: 715-485-9241 * FAX: 715-485-9262

1005 WEST MAIN STREET – SUITE 300 * BALSAM LAKE, WI 54810

Monthly Report
November 2014

Public Financial Management:

- Continued progress and focus on collection of past due fine/forfeitures.
- Completion of data for uncashed checks and unclaimed funds to be submitted to county treasurer in January 2015.

Training of Department Heads and Supervisors:

- New performance appraisal process in progress. Will be implementing in November.
- Continued cross training of Clerks.

Staff/office procedures:

- Continue scanning old files to make room for new files also easier public access.
- First stages of setting up e-filing procedures. Have contacted CCAP and awaiting CCAP to install software.
- Discussion on interest for past due fines owing. Still working out details.

OFFICE OF THE DISTRICT ATTORNEY
Polk County Justice Center



October 2014 - Monthly Report

Prosecution:

- Continue to work with courts to train on Evidence Based Sentencing Procedures to be used in Polk County
- Working with Victim Witness, Sheriff Department, and Human Services to establish a Drug Endangered Children team. Law Enforcement training & CPS worker training on November 10, 2014
- Gathering information to establish Diversion Court
- New caseload for September: 35 Felony cases, 39 Misdemeanor cases, 9 Criminal Traffic cases, 4 CHIP, and 0 Delinquency

Victim Witness:

- Update brochures/information for Law Enforcement and victims
- Implement Bikers Against Child Abuse Program and set up presentation for 2015 Victim Witness Conference
- Taking steps to get our DEC program certified through State after attending conference this month. Met with Osceola Medical Center and will be meeting with Amery Medical Center to get facilities familiar with program and expectations
- Proceeding with the hiring of new Victim Witness Specialist

Office Procedures / Staff:

- Office continues to apply paperless procedures with all 2014 criminal, juvenile, and traffic files. Staff is scanning all paperwork into our Protect Software. District Attorneys are using laptops in court.
- State IT coming to county to construct better courtroom access for DA's using State laptops in November
- Restructuring staff and hiring of part-time Receptionist
- Hiring Victim Witness Assistant

Administrative / Financial:

- Analyzing 2014 budget and planning for 2015
- Orchestrating and budgeting for better equipment needed for better paperless processing

POLK COUNTY SHERIFF'S OFFICE

"Integrity, Honor, and Courage"

1005 WEST MAIN, SUITE 900, BALSAM LAKE, WI 54810 -4403

PETER M. JOHNSON, SHERIFF
STEVEN B. MOE, CHIEF DEPUTY

(715) 485-8350
(715) 485-8355

Sheriff's Office Monthly Report for November Public Safety and Highway Committee Meeting

Field Services

Adult Protection indicated they had some money available to assist with Project Lifesaver. We received enough funds to purchase six (6) transmitters. This donation will allow us to waive start-up fees for individuals who could benefit from the program, but can't afford the initial cost.

Auction Associates picked up 4 squads for the upcoming auction.

Deputy Arling Olson completed 40 hours of Humane Officer Training in Madison. This will allow us to have a deputy with a higher level of knowledge in the area of animal abuse and neglect. Deputy Olson has agreed to provide updated training to the other deputies on the best practices in these types of investigations.

Transport Costs for September were \$7,676.79 (28 transports 7,685 miles).

On October 17th, we received official confirmation that Mike Seversen's name will be added to the wall at the National Law Enforcement Officers Memorial in Washington D.C. The ceremony will take place May 13, 2015, during Police Week.

Communications

Dispatch has started asking additional screening questions during their EMD process at the request of our Medical Director, R. J Frascione MD/Regions Hospital. Callers reporting general "sick" symptoms will also be asked if they have a fever and if so, if they have travelled or had contact with someone who has travelled to a West African country. This information will be provided to local responders to give them the opportunity to take appropriate precautions.

Both Polk and Pierce counties are in need of a preventative maintenance audit of their microwave systems which will likely require equipment to be rented and technicians brought in from out of the area. We are investigating possible cost saving opportunities in sharing the equipment and technicians to have both systems addressed in the same trip. This will allow us to address any system issues before an emergency failure requires us to be reactive.

Jail

Jailer Matt Thayer has been promoted to Sergeant in the Jail. Matt has been with the Jail since 2007 and will be rounding out the supervisory staff in the jail.

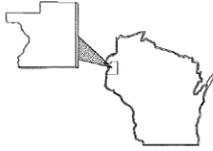
Emergency Government

Wisconsin Disaster Fund Claims

As a result of the storms that hit Luck and the surrounding communities on Wednesday, September 3, I have been working with the four Municipalities on their applications for financial assistance from the Wisconsin Disaster Fund (WDF). The WDF reimburses the Municipalities for 70% of their eligible costs for Debris Clearance and Protective Measures taken. The Village of Luck has submitted expenses estimated at \$30,000.00. The Towns of Luck, Laketown and Bone Lake will be completing their documentation of expenditures in the next week. The claims need to be submitted on or before November 3, 2014.

Polk County Amateur Radio Association (PCARA) – Simulated Emergency Test (SET)

On Saturday, October 4, I participated along with the local Amateur Radio operators in the Statewide SET. I directed communication requests during the drill by requesting various agencies participation. From my desk, I was able to communicate my requests for assistance to the ARES/RACES Emergency Coordinator and the Ham Shack. A ham radio operator, Greg N9CHA also helped out during the drill by setting up a portable station in the EOC. The drill was activated at 9am and was concluded by 11am.



Polk County Highway Department

518 Main Street ▪ PO Box 248 ▪ Balsam Lake WI 54810
Phone (715) 485-8700 ▪ Fax (715) 485-8702

Steve Warndahl, Commissioner

Jim Pankonien – Patrol Superintendent
Emil "Moe" Norby – Technical Support Manager

Steve Mullenbach – Fleet Supervisor
Kathy Bohn – Supervisor of Hwy Administration

MONTHLY REPORT

October 2014

CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS

CURRENT:

- Current contracted line stripper/painter is way behind and may not be able to complete the 2014 contract so we are looking at other vendors to complete the painting needed in 2014
- CTH GG1 – The pavement on County GG is the wedge only final paving to be completed in 2015 there have been several complaints on this road by the public not understanding that we are only trying to correct the shape of the road to increase the quality of the final pavement ride and road grade.
- CTH J bridge has been rated to a Max of 15 ton the department is seeking alternatives to address how to proceed with replacement with no Federal funds available the DNR has requested a stream bed profile to approve our replacement process-Dan Gustafson of SHE has been notified of the additional information needed and will give us an estimate
- CTH X Culvert over Horse creek – 12 foot 11 inch by 7 foot 9 inch culvert has been ordered and will be installed in the spring. A temporary repair has been made and will make this crossing safe until spring of 2015.
- GTA increase notice for 2015 indicates a 144,000 dollar increase

UP COMING:

- Safety enhancement project on CTH F at Lake Wapogasset has been started guard rail to be installed before the end of the month
- Continue to review construction methods to make the Highway's CIP go further and do more

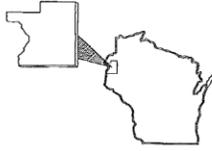
ROAD MAINTENANCE & REPAIR

CURRENT:

- State highway 63 has been shouldered from County F to the County line under a paid for performance contract with WisDOT
- Co. I Fiber patch and crack sealing completed

Monthly Highway Report – May 2014

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- Road side mowing program on the county system still in process
- Spray patching continues on the State and County
- The mounting of snow equipment continues daily

UPCOMING:

- We will have a winter kick off day with a road-e-o, alic training, snow plow simulator, and other classes

Other Items

Painting of the exterior of the storage area of the County Highway shop almost completed



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Public Comment – None

New Business

Administrator Dana Frey addressed monthly reports and discussed the updates on technical amendments on the 2015 budget.

Highway Commissioner Steve Warndahl spoke on the use of state aid in the amount of \$144,263 for 3 construction projects for 3 different roads. **Motion** (Johnson/ Bonneprise) to recommend and use state fund aid in the amount of \$144,263 for 3 construction projects to General Government committee. Motion carried by unanimous voice vote.

Mr. Warndahl discussed the Charges for use of highway right of way.

Mr. Warndahl handed out ACT 377, local government options. Discussion will be at a later date.

Next meeting will be December 2nd in the County Board room.

Motion (Bonneprise/Jepsen) to adjourn. Meeting adjourned 2:34 p.m.