



# POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator  
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## AGENDA AND NOTICE OF MEETING PUBLIC SAFETY AND HIGHWAY COMMITTEE

Government Center  
 County Board Room  
 Balsam Lake, WI 54810  
 2:00 p.m. Tuesday January 6<sup>th</sup>, 2015

**Purpose:** Review and action on selected items as listed below  
**Documents:** Minutes of December 2<sup>nd</sup>, 2014, monthly reports

ITEM	LEAD PERSON
Call to Order	Committee Chair
Approval of agenda	
Approval of minutes for December 2 <sup>nd</sup> , 2014	
Public comment	
New business	
<ol style="list-style-type: none"> <li>1. Questions on issues as contained in written monthly reports.</li> <li>2. Recommendation of Resolution Concerning Harlan Funk Offer to Sell to County Certain Lands in Town of Lorain.</li> </ol> <p><u>Closed Session</u></p> <p>The committee may convene in closed session pursuant to Wisconsin Statute Section 19.85(1)(e), to formulate a recommendation to the Polk County Board of Supervisors concerning the deliberation and negotiation strategy relating to the offer to sell to the County certain lands.</p> <p>Following said closed session, the committee will reconvene to consider and act upon matters noticed herein this meeting notice. Because competitive and bargaining reasons on said offer continue until the Polk County Board of Supervisors acts in response to the offer, the recommendations of the committee concerning said deliberations and negotiation strategy will not be announced when the committee reconvenes in open session to take up matters noticed herein.</p>	County Administrator
Future agenda items	Committee members

Adjourn	
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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 December 2, 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 and Steve Warndahl, Highway Commissioner

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the November 4<sup>th</sup>, 2014. **Motion** (Jepsen/ Johnson) to approve the minutes. Motion carried.

**Public Comment – None**

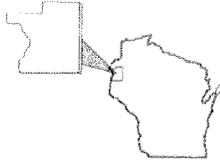
**New Business**

Administrator Dana Frey addressed monthly reports.

Highway Commissioner Steve Warndahl discussed the background information on the regulation of Implements of husbandry on roads under 2013 Wisconsin Act 377 and a proposed resolution to opt in on regulation. **Motion** (Johnson/ Jepsen) to recommend to County Board. Motion carried by unanimous voice vote.

Next meeting will be January 6<sup>th</sup>, 2015.

**Motion** (Bonneprise/Johnson) to adjourn. Meeting adjourned 2:30 p.m.



## 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

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### MONTHLY REPORT

Dec. 2014

#### CONSTRUCTION & RECONSTRUCTION OF COUNTY ROADS

##### CURRENT:

- Plans for the 2015 construction season are being reviewed
- Mythology and review of processes are being debated
- CTH J bridge has been rerated to a Max of 20 ton max this will help us through the winter months while we continue to review options and strategies as to the bridge replacement
- CTH X Culvert over Horse creek – 12 foot 11 inch by 7 foot 9 inch culvert has been delivered, is to be assembled this winter and will be installed in the spring.
- GTA increase notice for 2015 indicates a 144,000 dollar increase

##### UP COMING:

- We are in the development stages of our overweight, over width, and house moving procedures

#### ROAD MAINTENANCE & REPAIR

##### CURRENT:

- Snow season has begun and highway continues to work on hard pack from the last event
- All truck snow equipment has been mounted
- Four graders now have wings installed
- Pre wet systems are all installed
- Salt shipments have improved and we now have salt in inventory

UPCOMING:

- We will have a defensive driving class in December
- If there are any question or concerns on the Implements of husbandry issue please contact me to discuss the issue

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  
January 2015

**Public Financial Management:**

- Continued progress and focus on collection of past due fine/forfeitures.
- Uncashed check list is finished and will be forwarded onto the Treasurer for publication. Publication will commence in January and publish for three (3) weeks.

**Training of Department Heads and Supervisors:**

- Staff performance appraisal process will go into full effect in January.
- Continuation of cross-training clerks in all aspects of the office (Juvenile, Civil, Family, Jury, Paternity, Small Claims, Criminal, Paternity, Traffic and Appeals).

**Staff/office procedures:**

- Continuation of scanning old files to prepare for e-filing in 2015. All staff involved in the scanning process. Office still needs to be set-up for e-filing through CCAP. Have been in contact with them and our office is on the list.
- Discussion on ways to do more collections within the office on old fines and forfeitures.

# OFFICE OF THE DISTRICT ATTORNEY

## Polk County Justice Center

### December 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 January 5, 2015
- Gathering information to establish Diversion Court
- New caseload for November: 46 Felony cases, 46 Misdemeanor cases, 10 Criminal Traffic cases, 6 CHIP, and 5 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
- Victim Witness Specialist training

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 constructed better courtroom access for DA's using State laptops in December
- Hiring part-time Receptionist
- Reconstructed hours and staff office procedures for 2015
- File Clean-Up of old files, supplies and equipment
- Organizing and categorizing of prison files

Administrative / Financial:

- Analyzed 2014 budget and planned for 2015
- Orchestrating 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

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

(715) 485-8300

BUSINESS OFFICE TELEPHONE (715) 485-8350  
BUSINESS OFFICE FAX NUMBER (715) 485-8355  
DISPATCH TELEPHONE NUMBER

DISPATCH FAX (715) 485-8300

## Sheriff's Office Monthly Report

January 6, 2015

### Dispatch

We had some infrastructure repairs done at the Johnstown Tower (\$1669.12).

David Williams has left the Dispatch Center for the Assistant Victim Witness position in the DA's Office.

The hiring process is underway to fill that open position. Testing is completed and interviews are scheduled for early January.

We also continue to look to fill the part-time dispatch position. We have been unable to fill this position in the past couple of hiring processes, but continue to look for someone who can commit to a high stress position, be on-call for any day and any shift (including weekends and holidays), have no guaranteed hours, and do it for about \$14.00/hour.

Motorola is in the process of preventative maintenance on our microwave system. This is a project we are working on with Pierce County to share expenses. Both counties were in need of preventative maintenance so we agreed to share the cost of renting the equipment and hiring the experts needed to work on both systems at the same time.

### General/Support Services

After 22 years, our receptionist, Shelly Hines, has retired. Her last day was Dec. 19<sup>th</sup>. Interviews for Shelly's replacement are scheduled for Dec. 30<sup>th</sup>.

Recently we have received forfeited funds from the court in two drug related cases. In one case, approximately \$900 was forfeited to the county general fund. In the other case, \$3428.00 has been ordered to the Sheriff's Office as reimbursement of funds expended. We are requesting reimbursement and/or restitution in drug related cases, in an effort to re-coup some of our expenses incurred in the investigation and processing of those cases.

### Emergency Management

Nothing new to report.

### Field Services

We received notice from the Dept. of Transportation that we are eligible for a \$5,000.00 motorcycle/ High Visibility Enforcement (HVE) Alcohol Enforcement grant that will run May –Sept. 2015. This money is in addition to an OWI Task Force grant we are eligible for in 2015.

November Transport costs were \$4,313.11 (19 transports, 2,327 miles).

We have received 2 requests for court security with specific court events this month. A request has also already been received for a Feb 9, 2015 divorce hearing where a visiting judge is requesting court security.

Deputy Nate Hoftender completed his Field Training Officer (FTO) program and is now working as a part-time.

Hunter Wilson (currently working part-time in Osceola and Amery) is currently being processed as another part-time deputy. He will be starting the FTO program soon and should be on the road by March/April.

Deputy Joe Vierkandt has resigned to take the Assistant Chief of Police position in Amery. His last day of work is December 30<sup>th</sup>.

The hiring process to replace Deputy Vierkandt begins the first week of January. The process typically takes 3-4 months to identify and complete a background on a new deputy (if all goes smoothly). Then the FTO program is typically 10 rotations (6 days on – 3 days off), or about 90 days. This would put a new deputy on the road, working alone, in July/Aug.

## Jail

We are currently in the hiring process to fill two vacancies (Becky Roberts to Human Services and Darryl Christensen resignation). Testing and interviews are done and we are in the background stage of the process as of 12/19. If backgrounds come back OK, tentative offers can be made pending passage of psychological and medical screenings.

The Jail is working with I.T. to explore replacement of T.V.'s in the cell blocks. The T.V.'s are 12 years old and, shortly after the first of the year, will be incapable of receiving the broadcast signal from the cable company. As the number one form of recreation for the inmates, this is a significant inmate management issue.

All Jail Staff completed training on Bloodborne Pathogens, while is mandatory annual training. At the same time they completed training regarding medication delivery, which has recently been made mandatory by the Department of Corrections.

Brian Warner & Adam Morine were certified by the Law Enforcement Standards Board during the LESB December 2<sup>nd</sup> meeting.



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**PUBLIC SAFETY AND HIGHWAY COMMITTEE**  
Government Center County Board Room  
Balsam Lake, WI 54810  
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**Meeting called to order by Committee Chair Jay Luke at 2:00 P.M.**

**Members present**

Attendee Name	Title	Status
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John Bonneprise	Vice Chair	Present
William Johnson	Supervisor	Present
Marvin Caspersen	Supervisor	Present
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Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator and Steve Warndahl, Highway Commissioner

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the December 2, 2014. **Motion** (Johnson/ Bonneprise) to approve the minutes. Motion carried.

**Public Comment – None**

**New Business**

Administrator Dana Frey addressed monthly reports.

Administrator Frey discussed the recommendation on resolution concerning Harlan Funk offer to sell to county certain lands in Town of Lorain. Mr. Frey handed out the appraisal and answered questions with no dollar value mentioned except the letter of offer of \$200,000 from Harlan Funk. There has been one appraisal completed. Half of the funding will come from the Highway department and the other half from the asset fund with highway paying back. The yearly taxes for land are \$168.90.

Highway Commissioner, Steve Warndahl stated the highway department has looked at the 40 acres, has prepped the site and has determined gravel is there. Commissioner Warndahl also discussed the background information on the regulations.

Motion (Jepsen/ Johnson) to go into closed session at 2:26 p.m.

Also present in closed session were Dana Frey, Tammy Peterson and Steve Warndahl.

Motion (Jepsen/ Luke) to pursue up to the appraisal amount and pass on to the Conservation, Development, Recreation and Education and General Government committees and County Board. Motion carried on voice vote of 4 to 1, with Johnson vote no.

Motion (Caspersen/ Jepsen) to reconvene at 2:52 p.m.

Motion (Jepsen/ Caspersen) to recommend purchase without a dollar amount to County Board. Motion carried on voice vote of 4 to 1, with Johnson vote no.

Next meeting will be February 3<sup>rd</sup>, 2015.

**Motion** (Caspersen/Johnson) to adjourn. Meeting adjourned 2:57 p.m.