



# 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, April 5<sup>th</sup>, 2016

**Purpose:** Review and action on selected items as listed below  
**Documents:** Minutes of March 1<sup>st</sup>, 2016 and monthly reports

ITEM	LEAD PERSON
Call to Order	Committee Chair
Approval of agenda Approval of minutes for March 1 <sup>st</sup> , 2016	
Public comment	
New business	
1. Questions on issues as contained in written monthly reports.	Committee Chair
2. Meeting the New Highway Commissioner	Dana Frey
3. Consideration of opening ATV's on County Highways	Committee Chair
Future agenda items- Next meeting May 3 <sup>rd</sup> , 2016	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 March 1<sup>st</sup>, 2016

**Meeting called to order by Committee Chair Jay Luke at 2:03 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 Carole Wondra, County Clerk, Dana Frey, County Administrator and Hon. Jeffery L. Anderson

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the November 3<sup>rd</sup>, 2015. **Motion** (Jepsen/ Bonneprise) to approve the minutes. Motion carried by unanimous vote.

**Public Comment – None**

**New Business**

Chair Jay Luke asked for any questions or concerns with regard to the monthly reports.

Administrator Frey discussed the Recommendation on Resolution to Designate the Week of April 11-15, 2016 as Work Zone Awareness Week in Polk County. **Motion** (Jepsen/Johnson) to approve and send to County Board. Motion carried by unanimous vote.

Mr. Frey also spoke on the Recommendation on the Proposed Polk County Temporary Speed Limit Ordinance. **Motion** (Johnson/ Caspersen) to send to County Board. Motion carried by unanimous vote.

Honorable Jeffery L. Anderson presented a Presentation and Discussion Concerning Revision and Updating of Public Safety, Law Enforcement and Traffic Ordinances.

Future meeting and items: The next meeting is April 5th, 2016 @ 2:00PM; discuss the consideration of opening town roads to ATV traffic and meet the new Highway Commissioner.

**Motion** (Bonneprise/ Jepsen) to adjourn. Meeting adjourned 2:50PM.

# 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) 485-8300

BUSINESS OFFICE TELEPHONE (715) 485-8350  
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DISPATCH FAX (715) 485-8310

## **Sheriff's report for the April 2016 Public Safety and Highway Committee Meeting**

- We continue to have a lot of turn-over in entry level positions, primarily in the jail.
- When the new Chief Deputy gets on-board we will be focusing on future succession planning. In the next five years there is the likelihood of several retirements (5-8) from patrol alone.
- I have signed an agreement with Lexipol to provide and update policies for the Sheriff's Office patrol and jail functions. Lexipol is a highly respected risk management firm known throughout the Law Enforcement industry for writing easily understood and legally defensible policies. They also provide daily policy training and updates that occur due to changes in case law or statute. Several Sheriff's Offices and Police departments in the area have already switched or are currently in the process of switching to Lexipol Policies. The policies are state specific and are then tweaked for local implementation. Wisconsin County Mutual Insurance has agreed to pay the cost of Lexipol, not only for implementation, but for its continued use. This service is approximately \$17,000.00 per year. It will take several months to fully implement the switch over to these new policies.

### **Field Services**

#### New Hires – Full time

Hunter Wilson – Replace Roger Olson who retired January 4<sup>th</sup>.

Adam Morine – Filled new position created with Court Security Officer

#### New Hires – Part time

Travis Murphy

Austin Reed

Stephanie Warner took the assignment to Court Security

Anthony Puetz took the assignment as School Resource Deputy for Unity School

Steve Moe retired March 11<sup>th</sup>, the search for his replacement continues. Interviews are being scheduled for the first week of April.

Steve Smith is planning retirement for June 10<sup>th</sup>. We are planning to identify his replacement prior to him leaving.

K-9 Kaiser has also been retired. His last shift was March 27<sup>th</sup>. He has been with us since 2008. He and his handler, Nick Bryant, have done a superb job. With Kaiser's retirement the torch officially passes to K-9 Jaeger and his handler Del Stone.

### **Jail**

New Hires

Richard Benson

Corey Bauer

State Inspection scheduled for April 19<sup>th</sup>.

A jailer has taken a short FMLA leave for the birth of his child.

### **Dispatch**

A dispatcher has been out on FMLA leave for the birth of her child.

Several radio upgrade projects will be included in budget requests over the next three budget years. This is to replace end-of-use and discontinued equipment as well as to prepare for and begin the upgrade to next generation 911.

### **Emergency Management**

Governor Walker has declared April 11-15, 2016 as Wisconsin's Tornado & Severe Weather Awareness Week.

On Thursday, April 14, 2016, a mock tornado watch will be issued at 1:00 p.m. A mock tornado warning will be issued statewide at 1:45 p.m. In addition, for the first time, a mock tornado warning will also be issued at 6:55 p.m. Radio and TV stations across the state will issue the test tornado warnings. In addition, mock alerts will be issued on NOAA Weather Radios and many communities will sound their tornado sirens.

Polk County will be participating in the statewide tornado drills.

Skywarn Spotter Training is another project that helps our citizens to be aware of the dangers of tornadoes and severe weather. Skywarn Spotter classes presented by National Weather Service personnel will be held as follows:

1. **Tuesday, April 5** - at the **Polk County Government Center** (100 Polk County Plaza) starting at 6:00 p.m.
2. **Wednesday, April 13** – at the **Frederic Fire Hall** (200 Traffic Ave) starting at 6:00 p.m.
3. **Saturday, April 16** – at the **Osceola Public Library** (102 Chieftain St) starting at 10:00 a.m.

Pre-registration is requested. Contact the Emergency Management Office to sign up for any of the classes.

OFFICE OF THE DISTRICT ATTORNEY  
Polk County Justice Center

District Attorney  
Daniel P. Steffen

Assistant District Attorneys  
Stephen C. Dorrance  
Daniel J. Tolan  
Kenneth Sortedahl II

Victim Coordinator/Office Manager  
Belinda C. Cash

April 2016 - Monthly Report

Prosecution:

- New caseload for February: 42 Felony cases, 35 Misdemeanor cases, 13 Criminal Traffic cases, and 4 Delinquency
- Build Mental Health Court
- Hired full-time ADA replacement for Steve Dorrance
- Get appropriate pay for second ADA through State of Wisconsin

Victim Witness:

- Update brochures information for Law Enforcement and victims
- Shape Drug Endangered Children team
- Update V/W room

Office Procedures / Staff:

- Classify and categorize prison files
- Scan prison files into Protect
- Cross train
- Computer software training (Word, Excel, Powerpoint)

Administrative / Financial:

- Scan all administrative paper/files to paperless folders
- Ergonomic workstation planning
- Made Kronos paperless



**MINUTES**  
**PUBLIC SAFETY AND HIGHWAY COMMITTEE**  
Government Center County Board Room  
Balsam Lake, WI 54810  
2:00 p.m. Tuesday April 5, 2016

**Meeting called to order by Committee Chair Jay Luke at 2:01 P.M.**

**Members present**

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

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Emil Norby, Highway Commissioner, Pete Johnson, Sheriff and Jeff Hahn, Law Enforcement Patrol

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the March 1<sup>st</sup>, 2016. **Motion** (Johnson/ Caspersen) to approve the minutes. Motion carried by unanimous vote.

**Public Comment – None**

**New Business**

Chair Jay Luke asked for any questions or concerns with regard to the monthly reports.

New Highway Commissioner Norby introduced himself and gave a brief background. Mr. Norby also gave an update on the Highway Department.

Chair Luke discussed with the committee the consideration of opening ATV's on County Highways. Several people spoke such as: Pete Johnson, Jeff Hahn, Steve Arduser from Apple River and Supervisor Craig Moriak. Don Langel and Lisa Anderson from the Luck ATV club provided a list of roads and answered questions. **Motion** (Johnson/ Caspersen ) to postpone until May meeting to the new committee. Motion carried by unanimous vote.

**Motion** (Luke/ Caspersen ) to have the topic of “ Consideration of opening ATV’s on County Highways” added to the next agenda. Motion carried by unanimous vote.

Chair Luke invited the committee to the dedication of the David Paulson Memorial Bridge. This will be held on Saturday, April 23<sup>rd</sup> at 10:30AM and located at County CC and 40<sup>th</sup> Avenue, in the Town of Black Brook.

Future meeting and items: The next meeting is May 3<sup>rd</sup>, 2016 @ 2:00PM.

**Motion** (Luke/Caspersen) to adjourn. Meeting adjourned 3:06PM.