

Polk County Board of Supervisors

Polk County Government Center
100 Polk County Plaza, Balsam Lake, WI
County Board Room

Tuesday, June 21, 2011

6:30 PM Regular Business Meeting Including Public Hearings

1. Call to order
2. Evidence of Proper Notice
3. Roll Call
4. Prayer: Supr. Arcand
5. Pledge of Allegiance

6. Consent Agenda:

Adoption of the Noticed Agenda

Confirmation of the accuracy of the Minutes of the May 17, 2011

County Board Meeting

Receipt of reports:

CHILD SUPPORT

FORESTRY

LIME QUARRY

SHERIFF

CORP. COUNSEL

HIGHWAY

PARKS & BLDGS

TREASURER

ADRC

COUNTY CLERK

LAND INFORMATION

PUBLIC HEALTH

VETERANS

AGING

EXTENSION

LAND & WATER

REGISTER OF DEEDS

LIBRARY

7. Public Comments
8. **Public Hearings**-- the Board will receive staff presentations and public commentary on the following matters: 7:00 pm
 - **Proposed Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance**
 - **Proposed Tentative County Supervisory District Plan**
9. Presentations from the Community: Dianna Manning, Executive Director of Endeavors Adult Development Center--Update on the Center and New Opportunities
10. Vice Chairman Ken Sample, Financial Comparatives from DOR
11. Chairman's Report
12. County Administrator's Report
 - a) Report on the Condition of the County
 - b) Circulation of Proposals on County Policies for First Reading: New Budget Preparation and Execution Policy and Amendment to Policy 881 Staffing and Position Administration Policy
13. Opportunity for Board Discussion of 2012 Budget Priorities
14. Committee/Board Reports
 - Highway – Supr. Caspersen
 - Finance – Supr. Bergstrom
 - Personnel – Supr. Arcand
 - Property, Forestry & Recreation – Supr. Jepsen
 - Extension, Land&Water, Lime – Supr. D. Johansen
 - Public Protection – Supr. Luke
 - Land Information – Supr. O'Connell
 - Human Services Board – Supr. Stoneking
 - Boards of Health & Aging – Supr. Schmidt

- GAM Board, Renewable energy/Energy Independence Team – Supr. Kienholz
- Organization – Supr. Brown
- Transition – Supr. Hartung

15. Performance Evaluation of the County Administrator

Pursuant to §19.85(1)(c) the County Board may convene in closed session to consider and act upon the performance evaluation and employment of the County Administrator. Following the closed session, the County Board will reconvene in open session to make appropriate announcements regarding the performance evaluation and employment of the County Administrator to the extent that such disclosure is consistent with the Wisconsin Public Records law and to consider and to act upon those subject matters that are noticed on this meeting notice."

16. Resolutions/Ordinances:

- A. Resolution to Authorize Polk County to Pursue WDNR TRM Funding**
- B. County Board Size Reduction**
- C. Resolution to Approve Zoning Ordinance Amendment for the Town of St. Croix Falls**
- D. Authorize Highway Safety Roadeo Awards**
- E. Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance**
- F. Resolution to Adopt Tentative County Supervisory District Plan**
- G. Resolution to Approve Web-based Electronic Records System Project for the Golden Age Manor Nursing Home**
- H. Resolution to Authorize Participation in the Northwest Wisconsin Regional Emergency Management Mutual Aid Compact**
- I. Resolution to Amend Certain Safety Policies: Policy 501.B – Blood Borne Pathogens; Policy 501.G – County Emergency Plan – Jails; and Policy 501.H – Hazard Communications Program.**

17. **Resolution 10-11: Resolution in Support of Polk County Employees**, previously tabled at the March 15, 2011 Meeting of Board of Supervisors

18. Supervisor's reports

19. 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.

POLK COUNTY BOARD OF SUPERVISORS
Minutes from Tuesday, May 17, 2011
Polk County Government Center – County Board Room
Balsam Lake, WI 54810

Chairman Johnson called the meeting of the Polk County Board of Supervisors to order at 6:30 PM.

County Clerk informed the chair that notice of the agenda was properly posted in three public buildings, published in the county's legal paper and posted on the county website the week of May 9, 2011.

Roll call was taken by the Clerk, with 22 members present. Supr. Voelker was excused from the meeting.

Supervisor Sample led the prayer.

Chairman led the Pledge of Allegiance

Chairman Johnson requested consideration and changes to the published agenda.

Agenda approved.

Chairman Johnson requested consideration and any corrections to the published April 19, 2011 County Board minutes. Minutes approved.

Public comments were offered.

Presentation by Jay Tappen, Executive Director and Char Gurney, Economic Development Fund Manager both from West Central Wisconsin Regional Planning Commission to update the board on their activities and ongoing work in Polk County.

Chairman Johnson informed the board the presentation on Endeavors Adult Development Center by Dianna Manning was rescheduled to the June meeting.

Chairman's Report was given, by Wm. Johnson. Administrator's Report and Finance Report was given, by Administrator Frey.

Committee/Board Reports were given. Warren Nelson gave a brief update on the Polk County library.

Chair called for a 10 minute break.

Clerk, Carole Wondra presented the update on the progress of redistricting, noting that the organizational committee recommended Map Option B as the best option for Polk County.

Resolution 20-11 to Propose Tentative Supervisory District Plan and to Call a Public Hearing. Motion (Jepsen/Brown) to approve. Motion to approve Resolution 20-11, carried by unanimous voice vote. Resolution adopted.

Resolution 21-11 to Amend 2011 Budget Authorization of Designation and Carry-Over of Specified funds from 2010 to 2011. Motion (Masters/Kienholz) to approve. Admin. Frey addressed the Resolution. Motion to approve Resolution 21-11 carried by unanimous voice vote. Resolution adopted.

Resolution 22-11 to Approve 2010 Transfers Between Funds –Authorization of Transfer of Specified Funds to General Fund at Year End. Motion (N. Johnson/Sample) to approve. Admin. Frey addressed the resolution. Motion to approve Resolution 22-11 carried by unanimous voice vote. Resolution adopted.

Resolution 23-11 to Create the Polk County COP/Family Support Advisory Committee. Motion (Brown/H. Johansen) to approve. Admin. Frey and Corporation Counsel, Jeff Fuge addressed the Resolution. Motion (O'Connell/Masters) to amend Resolution 23-11 by striking paragraph 7. Motion to amend Resolution 23-11 carried by unanimous voice vote. Motion (Kienholz/Sample) to further amend Resolution 23-11 by striking " <Insert Other Name> " from paragraph 8 and renumbering paragraphs 8 and 9 to reflect removal of paragraph 7. Motion to amend amended Resolution 23-11 carried by unanimous voice vote. Motion to approve Resolution 23-11 as amended carried by unanimous voice vote. Resolution adopted.

Resolution 24-11 to Create a Community Programs Board and Merge said Board with the Human Services Board. Motion (Luke/Masters) to approve. Admin. Frey addressed the resolution. Motion to approve Resolution 24-11 carried by unanimous voice vote. Resolution adopted.

Motion (Kienholz/Jepsen) to approve Administrator Frey's appointment of Timm Johnson to the Renewable Energy Committee. Motion to approve appointment carried by unanimous voice vote.

Motion (Sample/O'Connell) to approve Administrator Frey's re-appointment of Robert Blake to Golden Age Manor Board. Motion to approve appointment carried by roll call vote of 16 yes, 6 no. (Voting yes: Supr. H. Johansen, D. Johansen, Schmidt, Brown, Kienholz, Rattel, Edgell, Masters, Sample, Hartung, Jepsen, O'Connell, Bergstrom, N. Johnson, Christensen and Wm. Johnson. Voting no: Supr. Caspersen, Moriak, Arcand, Nelson, Luke and Stoneking.)

Supervisor's reports were given.

Motion (Kienholz/N. Johnson) to adjourn. Motion carried. Meeting adjourned 8:40pm.

A

Resolution # _____

Resolution to Authorize Polk County to pursue WDNR TRM funding

County of Polk

WHEREAS, the Polk County Land and Water Resources department desires to receive grant funding from the Wisconsin Department of Natural Resources (WDNR) pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR151, 153, and 155, Wis. Adm. Code, for the purpose of implementing measures to control nonpoint source water pollution; and

WHEREAS, the Landowner, Mark Mabry, agrees to contribute the local share (also called the "match") needed for projects that are ultimately grant-funded by the WDNR; and

NOW, THEREFORE, BE IT RESOLVED THAT the Polk County Board of Supervisors authorizes the Polk County Conservationist to submit a signed grant application to the WDNR; and

The Polk County Board of Supervisors authorizes the Polk County Conservationist to submit a signed Environmental Hazard Assessment form to the WDNR, if applicable; and

The Polk County Board of Supervisors authorizes the Polk County Conservationist to sign a grant agreement between Polk County and the WDNR; and

The Polk County Board of Supervisors authorizes the Polk County Conservationist to submit signed quarterly and final report forms to the WDNR; and

The Polk County Board of Supervisors authorizes the Polk County Conservationist to submit signed grant reimbursement requests to the WDNR.

Funding Amount: \$ 0 Funding Source: Staff Allocation 2011 LWRD Budget

Date Finance Committee Advised:
Finance Committee Recommendation:
Effective Date: Upon Passage
Date Submitted to County Board: May 17, 2011

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Submitted and Sponsored By: Polk County Land Conservation Committee

Submitted

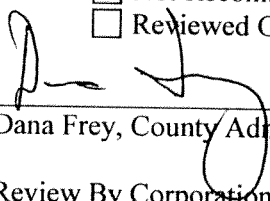
Dee Johnson
Mark Mabry

Landowner
Mark Mabry

Review By County Administrator:

A1

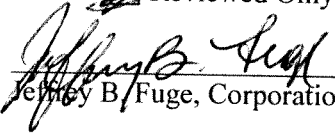
- Recommended
- Not Recommended
- Reviewed Only



Dana Frey, County Administrator

Review By Corporation Counsel:

- Recommended
- Not Recommended
- Reviewed Only



Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on _____, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution _____-11: Resolution to authorize Polk County to pursue WDNR TRM funding by a vote of _____ in favor and _____ against.

William Johnson, IV, County Board Chairman

Attest: _____
Carole Wondra, Polk County Clerk

B

RESOLUTION _____

COUNTY BOARD SIZE REDUCTION

WHEREAS, a referendum to reduce the size of the county board is now set for the April, 2012 ballot, and

WHEREAS, said referendum will accompany the election of the next Board of Supervisors, and

WHEREAS, such a referendum comes with associated production costs, and

WHEREAS, success of said referendum also has associated implementation costs, and

WHEREAS, passage of such would mandate yet another redistricting process, and

WHEREAS, even Milwaukee County has reduced their board size to a number less than that of Polk County, and

WHEREAS, said referendum has broad spectrum appeal throughout Polk County, and

WHEREAS, a preemptive reduction would save taxpayers election and implementation costs,

WHEREAS, the county now has an Administrator to do much of the work previously done by board members

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors hereby reduces their board size from twenty three (23) to fifteen (15) effective with the next election, and

BE IT FURTHER RESOLVED, that the board take immediate steps to implement such a change

Funding Amount: N/A

Funding Source: N/A

Date Finance Committee Advised: N/A

Finance Committee Recommendation: N/A

Effective Date: Upon Passage, consistent with Section 59.10(3)

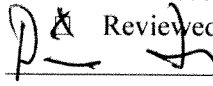
Date Submitted to County Board: June 21, 2011

Submitted by: *Keane Stonelings*

BI

Review By County Administrator:

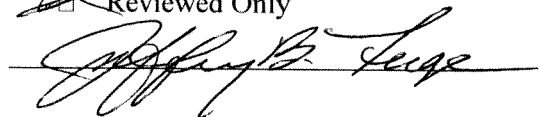
- Recommended
- Not Recommended
- Reviewed Only



Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only



Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. _____-11, County Board Size Reduction, by a simple majority vote of ___ in favor and ___ against.

_____ Dated: _____
William Johnson, IV, County Board Chair

Attest: _____ Dated: _____
Carole Wondra, Polk County Clerk

C

Resolution to Approve Zoning Ordinance Amendment for the Town of St Croix Falls

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

WHEREAS, the Town of St. Croix Falls administers their own Zoning Ordinance; and

WHEREAS, paragraph 3 of Wisconsin Statute Chapter 60.62 relating to town zoning authority, if exercising village powers, reads: "In counties having a county zoning ordinance, no zoning ordinance or amendment of a zoning ordinance may be adopted under this section unless approved by the county board;" and

WHEREAS the Town of St. Croix Falls adopted Zoning Ordinance No. 1 on August 5, 1965, amended in its entirety on May 12, 1994 and subsequent amendments including the amendment on March 20, 2001; January 16, 2008; February 18, 2009; May 20, 2009; October 21, 2009; March 17, 2010; April 21, 2010; August 18, 2010; March 16, 2011; and

WHEREAS, the Town Board of the Town of St. Croix Falls deems it advisable and necessary to amend Chapter III Section C.2., Agricultural District, f., Special Exceptions; and

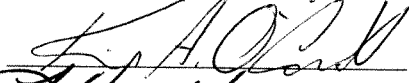
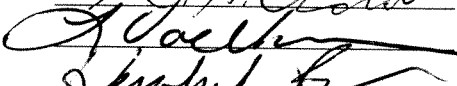
WHEREAS, the Town Board of the Town of St. Croix Falls has approved the attached amendment to their Town Zoning Ordinance on April 20, 2011; and

WHEREAS, the Polk County Board of Supervisors must also approve of the Ordinance Amendment.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors hereby approves the attached Zoning Ordinance Amendment for the Town of St. Croix Falls.

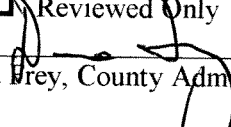
Funding Amount & Source:	Not applicable
Finance Committee Recommendation:	Not applicable
Effective Date:	Upon Passage & Publication

Submitted & sponsored by the Land Information Committee:

 _____	 _____
 _____	 _____
 _____	

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only



Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved As to Form
- Recommended
- Not Recommended
- Reviewed Only



Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution ____ -11: Resolution to Approve Zoning Ordinance Amendment for the Town of St Croix Falls, by a simple majority vote of __ in favor and __ against.

Dated this _____ day of _____, 2011 at Polk County Wisconsin.

C1

William Johnson, IV, County Board Chairperson

Attest: _____
Carole Wondra, Polk County Clerk

D

RESOLUTION NO. _____
AUTHORIZE HIGHWAY SAFETY ROADEO AWARDS

WHEREAS, the Polk County Highway Department Safety Rodeo started in 1999 and has been held each year thereafter, and

WHEREAS, a safety rodeo has been endorsed by the County's insurance carrier as a valued safety and loss control measure, and

WHEREAS, the operators from the Highway Department that have advanced to the State Rodeo always perform at a high level of performance and competitiveness, and

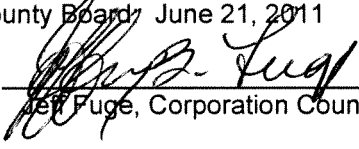
WHEREAS, in years past the top four participants receive a jacket acknowledging their success in the Rodeo competition, and

WHEREAS, the Highway Committee supports this method of awarding the winners of the Rodeo.

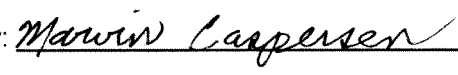
THEREFORE BE IT RESOLVED that the County Board of Supervisors authorize the Highway Department to proceed with the awards purchase not to exceed \$300.00.

BE IT FURTHER RESOLVED, that the purchase will be paid from the Highway budget.

Funding Amount: \$ 300.00
Funding Source: 2011 Highway Budget
Date Finance Committee Advised:
Finance Committee Recommendation:
Effective Date: Upon Passage
Date Submitted to County Board: June 21, 2011

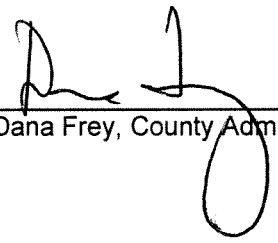
Approved as to form: 
Jeff Fuge, Corporation Counsel

Submitted at the request of the Polk County Highway Committee.

Submitted by: 

Review by County Administrator:

- Recommended
- Not Recommended
- Reviewed Only


Dana Frey, County Administrator

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Review by Corporation Counsel:

- Recommended
- Not Recommended
- Reviewed Only



Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on _____, The Polk County Board of Supervisors adopted the above-entitled resolution, Resolution _____-11: Resolution to Authorize Highway Safety Rodeo Awards by a vote of _____ in favor and _____ against.

William Johnson, IV, County Board Chairman

Attest: _____
Carole Wondra, Polk County Clerk

11

Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance

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

WHEREAS, the Polk County Board of Supervisors adopted Ordinance No. 10-08, the Illegal Transport Of Aquatic Plants And Invasive Animals Ordinance, to prevent the spread of aquatic invasive species in Polk County and surrounding water bodies; to protect property values and the property tax base; and to ensure quality recreational opportunities; and

WHEREAS, the ordinance placed the responsibility of preventing the spread of aquatic plants and invasive animals on persons who operate or use a vehicle or transport any boat, boat trailer, personal watercraft and its associated trailer, canoe, kayak, or boating equipment, fishing equipment, hunting and/or trapping equipment to and from a navigable waterway;

WHEREAS, it is in the interest of Polk County that the owners and lessors of vehicles, watercraft and equipment share in the responsibility so that effort of preventing the spread of aquatic invasive species is comprehensive.

WHEREAS, the Polk County Board of Supervisors has held a public hearing for the purpose of receiving commentary on an amendment of Ordinance No. 10-08, the Illegal Transport Of Aquatic Plants And Invasive Animals Ordinance, to provide for liability of owners and lessors of vehicles, watercraft, trailers or equipment that is operated or used contrary to the ordinance.

NOW, THEREFORE, the Polk County Board of Supervisors does ordain to Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance, as follows:

Section 1 Purpose and Statutory Authority.

- A. The purpose of this ordinance is to prevent the spread of aquatic invasive species in Polk County and surrounding water bodies in order to protect property values and the property tax base and ensure quality recreational opportunities.
- B. This ordinance is adopted under authority of Section 59.03 of the Wisconsin Statutes.

Section 2 ~~Definitions of Aquatic Plants and Invasive Animals.~~

- A. "Aquatic plant" means a non-woody submergent, emergent, free-floating, or floating-leaf plant that normally grows in or near water and includes any part thereof. "Aquatic plant" does not mean wild rice when being harvested with a permit issued under NR 19.09 or any rights proffered by the Treaty of 1838.
- B. "Invasive animal" means all vertebrate and invertebrate species including zebra mussel, quagga mussel, rusty crayfish, spiny water flea, or any other aquatic invasive animal prohibited by the state.
- C. "Equipment" mean plant harvesting equipment, boating equipment, fishing equipment, hunting and/or trapping equipment including but not limited to personal floatation devices, nets, anchors, fishing lines, decoys, and waders.

Section 3 Prohibited Transport of Aquatic Plants and Invasive Animals.

- A. No person may operate a vehicle or transport any boat, boat trailer, personal watercraft and its associated trailer, canoe, kayak, or boating equipment, fishing equipment, hunting and/or trapping equipment including but not limited to personal floatation devices, nets, anchors, fishing lines, decoys, and waders, from navigable waters onto any roadway open to the public if aquatic plants or invasive animals are attached.
- B. All aquatic plants or invasive animals shall be removed before entering a roadway open to the public or before launching a boat or equipment or trailer in navigable water.
- C. If in the course of removing a boat from water, the temporary existence of a boat and trailer creates a safety hazard if not immediately transported along a public roadway, a person may transport without violation of this ordinance to the first suitable and safe location and there clean and remove any remaining aquatic plants or invasive animals consistent with this ordinance.

Section 4 Liability of Owner or Lessor

- A. If a vehicle, watercraft, trailer, or equipment that is the subject of a violation Section 3, the owner or lessee of the vehicle, watercraft, trailer or equipment shall pay forfeiture in accordance with the penalty provisions contained in Section 6, notwithstanding any forfeiture that may be required to be paid by the person operating or using a vehicle, watercraft, trailer or equipment in violation of Section 3. An owner or lessee may not be penalized as set forth above if either of the following apply:
 - 1. Another person was cited for or convicted of a violation of Section 3 arising out of the same incident; or
 - 2. The vehicle, watercraft, trailer or equipment was stolen.
- B. Paragraph A does not apply to a lessor of a vehicle, watercraft, trailer or equipment if the lessor keeps a record of the name and address of the lessee and provides the same to law enforcement upon request.
- C. Paragraph A does not prohibit or limit the prosecution of the operator of a vehicle, watercraft, trailer or equipment for violations of Section 3.

Section 5 Exceptions to Transport of Aquatic Plants and Invasive Animals.

Unless otherwise prohibited by law, a person may transport aquatic plants:

- A. for disposal as part of a harvest or control activity conducted under an aquatic plant management permit issued under ch. NR 109.

- B. when transporting commercial aquatic plant harvesting equipment away from any water body to a suitable location for purposes of cleaning any remaining aquatic plants or animals.
- C. when conducting an aquatic plant study for the purposes of vouchering specimen or conducting an educational workshop and in a closed container.
- D. when harvested for personal or commercial use, such as to be used as compost or mulch, and in a closed container.
- E. for purposes of shooting or observation blinds for waterfowl hunting during the waterfowl season, if the aquatic plants used for these blinds are emergent, cut above the waterline, and contain no aquatic invasive species. All other equipment shall have aquatic plants and invasive animals removed before entering a roadway open to the public.

Section 6 Citation and Enforcement.

- A. Any person who violates a provision of this ordinance shall be subject to a forfeiture of not less than \$200 and not more than \$500 for the first offense and each subsequent offense. Said person shall be also subject to court costs for such violation.
- B. Each violation shall be considered a separate offense.
- C. Legal action may be initiated against a violator by the issuance of a citation pursuant to Sec. 66.0113(1)(a)(2005). Said citation may be issued by a law enforcement officer of Polk County.
- D. The citation shall contain the following:
 - (1) The first, middle, and last name, address, and date of birth of the alleged violator.
 - (2) Factual allegations describing the alleged violation.
 - (3) The date, time and place of the offense.
 - (4) The ordinance and section of the violation.
 - (5) A description of the offense in such a manner as can be readily understood by a person making a reasonable effort to do so.
 - (6) The date and time at which the alleged violator may appear in court.
 - (7) A statement which, in essence, informs the alleged violator:
 - (a) That a cash deposit based on the schedule established by this section may be made which shall be delivered to the Clerk of Courts prior to the time of the scheduled court appearance.
 - (b) That if a deposit is made, no appearance in court is necessary unless subsequently summoned.
 - (c) That if a cash deposit is made and the alleged violator does not appear in court, they will be deemed to have entered a plea of no contest or, if the court does not accept the plea of no contest, a summons will be issued commanding them to appear in court to answer the complaint.
 - (d) That if no cash deposit is made and the alleged violator does not appear in court at the time specified, an action may be commenced to collect the forfeiture.
 - (e) A direction that if the alleged violator elects to make a cash deposit, the statement which accompanies the citation shall be signed to indicate that

the statement required under Paragraph D.(7), above, has been read. Such statement shall be brought with the cash deposit.

(f) Such other information as the County deems necessary.

E. Any person who receives a citation shall be subject to the penalty provision under Section 35.50 (3).

F. Section 66.0113(3), Wis. Stats. relating to violator's options and procedure on default, is hereby adopted and incorporated herein by reference.

Funding Amount: Not Applicable

Funding Source: Not Applicable

Date Finance Committee Advised:

Not Applicable

Finance Committee Recommendation:

Not Applicable

Effective Date: Upon Passage and Publication

Date Submitted to County Board: May 17, 2011

Submitted and Sponsored By the Public Protection and Judicial Committee Board:

[Handwritten signatures and dates]

_____ 5/3/11

_____ Edgee

_____ R. Repton

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

[Handwritten signature]

Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

[Handwritten signature]

Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on _____, 2011, the Polk County Board of Supervisors adopted the above-entitled ordinance, Ordinance No. _____-11: Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance, by a simple majority vote of ___ in favor and ___ against.

William Johnson, IV, County Board Chair

Dated: _____

Attest: _____
Carole Wondra, Polk County Clerk

Dated: _____

EY

Ordinance No. _____-11: Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance, was published in the Inter-County Leader on the _____ day of _____, 2011.

_____ Dated: _____

Carole Wondra, County Clerk

F

Resolution No. ___-11

Resolution to Adopt Tentative County Supervisory District Plan

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

¶1 WHEREAS, on December 21, 2010, the Polk County Board of Supervisors created a redistricting committee and appointed the members of the Organizational Committee as that redistricting committee to provide recommendations on the development of supervisory district plans for Polk County and to present plans to the County Board for approval pursuant to the process established at §59.10(3), Wis. Stats.; and

¶2 WHEREAS, decennial federal census of population and maps showing the location and numbering of census blocks became available in March of 2011; and

¶3 WHEREAS, the Organizational Committee convened on several occasions and had developed a proposed tentative supervisory district plan which plan is consistent with, as much as reasonably possible, the principles of redistricting and statutory requirements; and

¶4 WHEREAS, on May 17, 2011, the Polk County Board of Supervisors received the recommendations of the Organizational Committee concerning the proposed tentative supervisory district plan and called for a public hearing on said proposed tentative supervisory plan as recommended by the Organizational Committee; and

¶5 WHEREAS the Polk County Board of Supervisors solicited suggestions and comments from municipalities concerning the development of an appropriate tentative supervisory district plan; and

¶6 WHEREAS, after giving due and proper notice, the Polk County Board of Supervisors conducted a public hearing on the tentative supervisory district plan on June 21, 2011; and

¶7 WHEREAS, The Polk county Board of supervisors received testimony at the public hearing which will be given consideration; and

¶8 WHEREAS, the tentative supervisory district plan is presented to the Polk County Board of Supervisors as Exhibit "A" attached to this resolution and incorporated herein; and

¶9 WHEREAS, the population details by district and the district deviation and plan deviation details are attached hereto as Exhibit "B" and incorporated herein.

¶10 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors adopts the tentative supervisory district plan as that plan shown on attached hereto and incorporated herein Exhibit "A" as further described by Exhibit "B", also attached hereto and incorporated herein.

¶11 BE IT FURTHER RESOLVED that the County Clerk shall provide a written statement to each municipality in the County that specifies the approximate location of the territory from which wards

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are to be created and the approximate population so that each municipality can adjust its wards accordingly.

Funding Amount and Source: Not Applicable
 Finance Committee Advised: Not Applicable
 Finance Committee Recommendation: Not Applicable
 Date Submitted to County Board: June 21, 2011
 County Board Action:
 Effective Date: Upon Passage

Sponsored and Submitted By: William Johnson

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

Dana Frey
 Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

Jeffrey B. Fuge
 Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. ____-11, Resolution to Adopt Tentative County Supervisory District Plan, by a simple majority vote of ____ in favor and ____ against.

 William Johnson, IV, County Board Chair

Attest: _____ Dated: _____
 Carole Wondra, Polk County Clerk



Resolution to Approve Web-based Electronic Records System Project for the Golden Age Manor Nursing Home

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

¶1 WHEREAS, the Golden Age Manor Nursing Home is subject to a state mandate to make certain facility updates, including, but not limited to, computer upgrades that will facilitate the maintenance and transmission of electronic health records in accordance with federal regulations.

¶2 WHEREAS, in collaboration with the Information Technology Department, the Golden Age Manor Nursing Home has developed a capital improvements project to upgrade the computer system of the nursing home that complies with the state mandate.

¶3 WHEREAS, the Golden Age Manor Governing Board has recommended that the Polk County Board of Supervisors approve the capital improvements project and authorize contracts and agreements for the purchase and the installation of computer hardware, equipment and software and related training and services in an amount not to exceed \$47,411, as identified on the project summary entitled "MDI Achieve Web-Based Matrix", which is attached hereto and incorporated herein.

¶4 WHEREAS, in adopting the 2011 County of Polk Budget, the Polk County Board of Supervisors adopted a departmental budget for the Golden Age Manor Nursing Home with revenues in excess of expenses in such amount that the surplus is sufficient to fund the above-described capital improvement project without additional appropriation of other county funding sources.

¶5 WHEREAS, the Golden Age Manor Nursing Home has already incurred \$12, 183 in the form of operating expenditures for the web-based electronic records system project, consistent with the state mandate, which require recognition as capital project expenditures.

¶6 WHEREAS, it is in the interest of Polk County and to the benefit of the residents of the Golden Age Manor Nursing Home that the Polk County Board of Supervisors approve the capital improvements project and authorize the requisite contracts identified on the MDI Achieve Web-Based Matrix.

¶7 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors approves of the capital improvement project for a web-based electronic records system for Golden Age Manor Nursing Home in an amount not to exceed \$ 47,411.

¶8 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes capital project expenditures for said project from the 2011 departmental budget of the Golden Age Manor Nursing Home in the amount of \$47,411.

¶9 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors approves and directs the Finance Manager to cause a transfer from operating expenditures to capital project expenditures in the amount of \$12,183, all within the 2011 Golden Age Manor Nursing Home departmental budget.

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Resolution No. ____ -11:
Resolution to Approve Web-based Electronic Records System Project for the Golden Age Manor
Nursing Home – Page 2

¶10 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors increases capital project expenditure lines of the 2011 Golden Age Manor Nursing Home departmental budget an additional sum of \$35,228, to a total of \$47,411, to accurately reflect authorized expenditures for project costs.

¶11 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the County Administrator to expend such appropriated funds on behalf of Polk County and to enter into and administer those contracts and agreements with those vendors and in those amounts identified on the project summary entitled “MDI Achieve Web-Based Matrix”, which is attached hereto and incorporated herein, for the purchase and installation of equipment, software and related training and services for the web-based electronic records system.

¶12 BE IT FURTHER RESOLVED that the Finance Manager is directed to record such information in the official books of the County for the year for the year ending December 31, 2011 as may be required.

¶13 BE IT FURTHER RESOLVED that the County Clerk cause to be published in conformity with state statutes a Class 1 notice of amendment to the 2011 budget as herein authorized, in the Inter-County Leader within 10-days following adoption.

Funding Amount and Source: Project Costs: \$47,411
Surplus as already approved by the Polk County Board of Supervisors in adopting the 2011 County of Polk Budget. Resolution would result in an increase of expenditures of the 2011 Golden Age Manor Nursing Home departmental budget. Revenues would remain unchanged, as approved by the County Board in adopting the 2011 County Budget.

Date Finance Committee Advised: June 8, 2011
Finance Committee Recommendation: Adoption
Effective Date: Upon Passage and Publication pursuant to Wisconsin Statute Section 65.90(5)(a)
Date Submitted to County Board: June 21, 2011

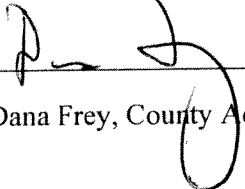
Submitted and Sponsored By:

<u>Bar. Monte 6/8/11</u>	<u>Will J. [Signature]</u>
<u>Gray P. [Signature] 6/8/11</u>	<u>[Signature]</u>
<u>Kathryn [Signature] 6-8-11</u>	<u>_____</u>

Resolution No. ____-11: Resolution to Approve Web-based Electronic Records System Project for the Golden Age Manor Nursing Home – Page 3

Review By County Administrator:

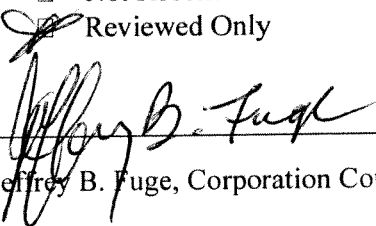
- Recommended
- Not Recommended
- Reviewed Only



 Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only



 Jeffrey B. Fuge, Corporation Counsel

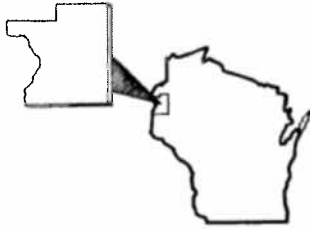
At its regular business meeting on _____, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. __-11: Resolution to Approve a Web-based Electronic Records System Project for the Golden Age Manor Nursing Home, by a two-thirds majority vote of ___ in favor and ___ against.

_____ Dated: _____
 William Johnson, IV, County Board Chair

Attest: _____ Dated: _____
 Carole Wondra, Polk County Clerk

Notice of the changes to the 2011 Budget as caused by Resolution to Approve a Web-based Electronic Records System Project for Golden Age Manor Nursing Home, was published in the Inter-County Leader on the _____ day of _____, 2011.

_____ Dated: _____



Polk County

Information Technology Department

100 Polk County Plaza - Ste. 205

Balsam Lake, WI 54810

Tel: (715) 485-9220 Fax: (715) 485-9118

G-3

MDI Achieve Web-base Matrix

Mandated by the Year End 2011

The director of information technology met with the office manager at Golden Age Manor to discuss the actual procedures for implementing the web-based MDI Achieve Matrix application (referred to as Matrix, hereinafter).

Matrix is a web-based application where by all health information becomes electronic. Thus, greatly reducing the redundant tasks of paperwork, while complying with HIPAA 2014 mandates of all health records becoming electronic. The HIPAA 5010 transaction sets have a compliance date of **Jan. 1, 2012**, compared with the proposed rule's date of April 1, 2010.

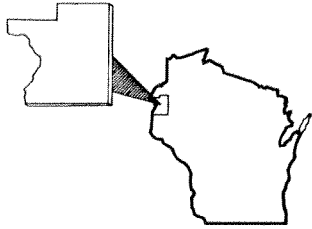
What is version 5010 of the X12 HIPAA Transaction and Code Set Standards?

HIPAA X12 version 5010 and NCPDP version D.0 are new sets of standards that regulate the electronic transmission of specific healthcare transactions, including eligibility, claim status, referrals, claims, and remittances. Use of the 5010 version of the X12 standards and the NCPDP D.0 standard is required by federal law. The compliance date for use of these standards is January 1, 2012.

MDI Achieve Matrix has met the compliance standards of 5010 transaction sets as well as the new ICD-10-CM and ICD-10-PCS code sets. Further, Matrix is web-based and takes full responsibility for updates to any current and future HIPAA rules, as it applies to their electronic health records software.

Once GAM enters into contract with MDI Achieve, the project is expected to take approximately five (5) months.

1. There are nine (9) proposed wall-mounted point-of care kiosks for the resident wings and **Alzheimers** unit. The I.T. department will work with GAM maintenance to install cabling for all proposed kiosk sites. It will take about one (1) month to get the infrastructure prepared, without affecting operations in the current system.
2. There are five (5) proposed laptops for the resident wings. The laptops are proposed for the medical carts for nurses as they perform rounds.
3. We are proposing replacing old computers with virtual desktops machines (VDMs) as a long-term cost savings measure. The I.T. department designed the network to begin using VDMs.
4. We planned a wireless point-to-point network to handle user connections to MDI's web-based Matrix application. This reduces congestion on the network and improves overall performance between GAM and Polk County government center network.
5. MDI offers remote training through MS LIVE Meeting. The first round of training is estimated to last one (1) week. There will be several training sessions and we are proposing setting up a white board and projector to eliminate the costs of travel, meals and staff away from their desks every day.



Polk County
Information Technology Department
 100 Polk County Plaza - Ste. 205
 Balsam Lake, WI 54810
 Tel: (715) 485-9220 Fax: (715) 485-9118

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The attached table outlines the hardware and software needed to meet the minimum requirements for implementing the Matrix program.

The optional equipment can be installed in place of computers at a lower cost of ownership. With the virtual environment in place, the I.T. Director recommends moving ahead with virtual desktops.

Product Description	Project Purpose	Vendor	Item / Qty Price	Extended Price
Computer(s)	Required - For net users	Connecting Point	(0) 800	
Monitor(s)	Required - For net users	CDWG	(6) 220	1,320
MS Office 2010	Required - For users on computers	ASAP Software	(6) 330	1,980
Proxim Wireless Access Points	Required - MDI Web-Base connection	CDWG	(4) 290	1,160
Cisco 48-Port Switch	Required - Connects equipment	CDWG	(1) 1,200	1,200
PanoLogic Virtual Desktop Machine VDM	Optional - Less cost than computers	Connecting Point	(6) 360	2,160
MS VDM Clients	Required - For VDM users	ASAP Software	(6) 140	840
Professional Services	Required - Configure Wireless	AMCI	(6) 80	480
Cabling for Project	Connect equipment to local network	GAM Maintenance and I.T. Dept	350	350
White Board / Projector	Training staff on site	InfoCor	(1) 4,637	4,637
Point Of Care Kiosks	Wall Mounted Computer	ThinLabs	(9) 1284	11,556
ADITI LCD Touch-Screen Laptops	Required - For mobile med carts - 3Year Wty	ThinLabs	(5) 1,909	9,545
MDI Deposit	Required to start project	MDI Achieve	12,183	12,183
	Requesting approval of funds for project			35,228

H

Resolution No. _____-11

Resolution to Authorize Participation
in

The Northwest Wisconsin Regional Emergency Management Mutual Aid Compact

THE HONORABLE COUNTY BOARD OF SUPERVISORS OF POLK COUNTY:

1. **WHEREAS**, §66.0301, Wis. Stats., authorizes Wisconsin municipalities to enter into agreements with other counties for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and
2. **WHEREAS**, a mutual aid compact for county emergency management services has been proposed for implementation within the Northwest Wisconsin Emergency Management Region; and
3. **WHEREAS** the Northwest Wisconsin Emergency Management Region contains the governments of the Wisconsin Counties of Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Polk, Price, Rusk, Sawyer and Washburn and the St. Croix Tribe; and
4. **WHEREAS**, the Polk County Board of Supervisors believes that intergovernmental cooperation for purposes of sharing emergency management resources should be encouraged and that the Northwest Wisconsin Mutual Aid Compact would afford benefits to county residents by coordinating emergency management services in the event of a large scale emergency, natural disaster, or man-made catastrophe; and emergencies involving natural disasters and/or technological incidents which may arise within the boundaries of counties located in the Northwest Wisconsin Emergency Management Region, which may require an affected county to seek additional assistance beyond its own resources; and
5. **WHEREAS**, the knowledge, skills and abilities of emergency management staff personnel throughout the Northwest Wisconsin region could be requested to assist in dealing with natural and/or man-made disasters within the geographical boundaries of the Northwest Wisconsin Emergency Management Region; and
6. **WHEREAS**, the parties recognize that natural and/or man-made disasters can more effectively be handled by pooling of human resources; and
7. **WHEREAS**, the counties have authority to enter into this Mutual Aid Compact pursuant to Sections 59.03, 59.04, 66.0301, 66.0313, 66.0314 and Chapter 323 of the Wisconsin Statutes.
8. **NOW, THEREFORE, BE IT RESOLVED** that the Polk County Board of Supervisors endorses the concept of the Mutual Aid Compact for emergency management services between the County and Tribal governments of the Northwest Wisconsin Emergency Management Region.

H/

- 9. **BE IT FURTHER RESOLVED** that the Polk County Board of Supervisors authorizes the participation of Polk County in the Northwest Wisconsin Regional Emergency Management Mutual Aid Compact pursuant to the terms and conditions of the Mutual Aid Agreement, which is attached hereto and incorporated herein.

- 10. **BE IT FURTHER RESOLVED** that the Polk County Board of Supervisors authorizes the County Board Chairperson, the County Clerk and the Emergency Management Coordinator to execute and enter into the Mutual Aid Agreement.

- 11. **BE IT FURTHER RESOLVED** that the Polk County Emergency Management Coordinator shall review with the County Board Chairperson, or designee, any and all requests for assistance made by Polk County or of Polk County under the Northwest Wisconsin Regional Emergency Management Mutual Aid Compact prior to providing or receiving said assistance and gain approval of the Chairperson, or designee, prior to acting pursuant to the Mutual Aid Agreement.

Funding Amount and Source: Not Applicable
 Date Finance Committee Advised: _____
 Finance Committee Recommendation: _____
 Effective Date: Upon Passage
 Date Submitted to County Board: June 21, 2011
 Submitted and Sponsored by the Polk County Public Protection and Judicial Committee

B. G. Maste 6/7/11

L. O. ... 6-7-11

James A. Edgell

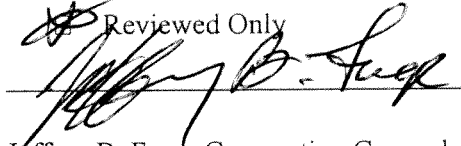
Mary P. Bergstrom

Review By County Administrator:
 Recommended
 Not Recommended
 Reviewed Only

 Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only



 Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. ____ -11; Resolution to Authorize Participation in The Northwest Wisconsin Regional Emergency Management Mutual Aid Compact, by a simple majority vote of ____ in favor and ____ against.

_____ Dated: _____
 William Johnson, IV, County Board Chair

Attest: _____ Dated: _____
 Carole Wondra, Polk County Clerk

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Resolution No. ____ -11

Resolution to Amend Certain Safety Policies
Policy 501.B – *Blood Borne Pathogens*
Policy 501.G – *County Emergency Plan - Jails*
Policy 501.H – *Hazard Communications Program*

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

1. WHEREAS, the Polk County Board of Supervisors has implemented a comprehensive safety program for the purpose of preventing accidents and injuries to county employees and the public; and
2. WHEREAS, several safety program policies require amendment to bring said policies up-to-date and are have been reviewed by Polk County Safety Committee,
3. NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends the safety program policies, attached hereto and incorporated herein, specifically as follows:

Policy 501.B – *Blood Borne Pathogens*
Policy 501.G – *County Emergency Plan - Jails*
Policy 501.H – *Hazard Communications Program*

Funding Amount and Source:	Not Applicable
Date Finance Committee Advised:	Not Applicable
Finance Committee Recommendation:	Not Applicable
Effective Date:	Upon Passage
Date Submitted to County Board:	June 21, 2011

Submitted and Sponsored By:

Russell E. Howard 6/9/11

Patricia Schmidt

James S. Edgell

[Signature]

Review By County Administrator:

Recommended

Not Recommended

Reviewed Only

[Signature]

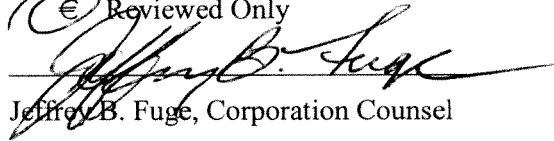
Dana Frey, County Administrator

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Resolution No. ____-11: Resolution to Amend Certain Safety Policies
Policy 501.B –*Blood Borne Pathogens*; Policy 501.G – *County Emergency Plan – Jails*; and
Policy 501.H – *Hazard Communications Program*
Page 2

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only



 Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled ordinance, Resolution No. ____ -11; Resolution to Amend Certain Safety Policies, by a simple majority vote of ___ in favor and ___ against.

_____ Dated: _____
 William Johnson, IV, County Board Chair

Attest: _____ Dated: _____
 Carole Wondra, Polk County Clerk

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Polk County Wisconsin

BLOODBORNE PATHOGENS POLICY

Policy 501.B

Effective Date: 03-16-99

Revision Date: 6-20-2011

Purpose

The purpose of this policy is to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens and to assure that no employee will suffer material health or functional impairment due to exposure to hazardous agents while in the course of their employment with Polk County. Work practice controls and engineering controls will be utilized whenever feasible to further reduce the potential for occupational exposure to bloodborne pathogens and other potentially infectious materials.

Definitions

- A. Occupational Exposure is any reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or any other potentially infectious materials that may result from the performance of an employee's duties.
- B. Exposure Incident means a *specific* eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other infectious materials that results from the performance of an employee's duties.
- C. Other potentially infectious (OPIM) materials include:
 - 1. Any fluid or solid that is visibly contaminated with blood.
 - 2. All body fluids in situations where it is difficult or impossible to differentiate between body fluids.
 - 3. Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures.

Exposure Determination

Each Department of Polk County is responsible for determining which job classifications have occupational risk for bloodborne pathogens and shall file a list of those classifications with the Employee Relations Director and Department.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this plan and the employee's department plan.

Employee Education and Training

All employees with occupational exposure will be trained by an individual who has been designated by the Department of Employee Relations for that purpose. New employees shall receive orientation with regard to this policy at the time of initial work assignment (within 10 working days) and at least annually thereafter. Training shall include:

1. Information about the hazards associated with blood and other potentially infectious materials and the protective measures to be taken to minimize the risk of occupational exposure.
2. Information about the methods of transmission, the Exposure Control Plan, and the use of Engineering Controls, Work Practices, and Personal Protective Equipment.
3. Information about the appropriate actions to be taken in an emergency involving exposure to blood and other potentially infectious material.
4. Reasons why Hepatitis B vaccination and post-exposure evaluation and follow-up are important.
5. Educational materials that are appropriate to the employee's vocabulary, educational level, and language.
 - a. Time will be allowed for questions and review of materials as needed.
 - b. The trainer will be knowledgeable in the subject matter covered.

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Work Practice Controls

It is the intent of this policy to reduce the likelihood of exposure through the alteration of the manner in which tasks are performed. Employees are encouraged to bandage or administer their own first aid whenever possible. In addition, Polk County will utilize the following work practice controls:

1. Universal Precautions: an approach to infection control whereby all human blood and body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.
2. Hand washing Procedure. (Attachment A)
3. Procedures for sharps handling
4. Eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses are prohibited in areas where there is reasonable likelihood of occupational exposure.
5. Polk County will provide appropriate personal protective equipment and it will be readily accessible at the work site or issued to employees as appropriate.
 - a. The following measures shall be utilized by personnel as indicated:
 - (1) Protective Gloves. The use of gloves is indicated for procedures where body fluids are handled and particularly important in the following circumstances:
 - (a) If the worker receives a cut or abraded skin, the person dressing or assisting will wear protective gloves to bandage the cut.
 - (b) During all cleaning of body fluids and decontaminating procedures.
 - (c) While providing any direct first aid incidents; gloves are not intended for day-to-day occupational use.
 - (2) Leather Heavy Duty or Cloth Gloves will be worn where appropriate to reduce the exposure to sharp or abrasive materials.
 - (3) Gowns. The use of gowns, aprons, or lab coats is required when splashes to skin or clothing with body fluids are likely to occur. Gowns shall be made of, or lined with, fluid-proof or fluid-

resistant material and shall protect all areas of exposed skin. Gowns will be available for any situation requiring first aid response.

(4) Masks and Eye Protectors. The use of masks and protective eye wear or face shields is required when contamination of mucosal membranes, eyes, mouth or nose with body fluids such as splashes or aerosolization of such a material, is likely to occur.

(5) HBV Vaccination

- (a) HBV Vaccinations are the most important part of HBV infection control because gloves and other Personal protective Equipment do not prevent puncture wounds or unanticipated exposures.
- (b) HBV Vaccinations shall be made available to all employees who have occupational exposure after they have received training and within 10 working days of initial assignment.
- (c) If an employee had previous HBV Vaccination, or if antibody testing reveals immunity, the HBV Vaccination is not necessary. The employee will provide dates of immunization and/or antibody testing. (Attachment B)
- (d) If an employee initially declines, then eventually wants HBV Vaccination, the County shall provide it at that time.
- (e) Employees who decline to accept the Hepatitis B Vaccination offered by the county will sign the Hepatitis B Vaccine Declination Form. (Attachment C)

(6) Post exposure evaluation and follow-up:

An employee will notify his supervisor of an exposure incident immediately and complete the Exposure Incident Report. (Attachment D)

- (a) Following a report of an Exposure Incident, the County shall make available a confidential medical evaluation within 24 hours, which will include:
 - documentation of route of exposure and circumstances
 - HIV/HBV/HCV status of source individual

IL6

- Serological testing of blood ASAP
- Post-exposure vaccine and/or antiviral medications (if indicated)
- Medical evaluation of reported illnesses
- Counseling

- (b) The treating physician is to be provided with a copy of the bloodborne pathogens policy and a description of the employee's duties and occupational exposure.
- (c) The County shall obtain and provide the exposed employee with a copy of the physician's written opinion within 15 working days of the completion of the evaluation.
- (d) The physician's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

- That the employee has been informed of the results of the evaluation.

- That the employee has been told about any medical conditions resulting from the exposure to blood or other potentially infectious materials which require further evaluation and treatment.

- ALL OTHER FINDINGS AND DIAGNOSES ARE TO REMAIN CONFIDENTIAL.

Engineering Controls

It is the intent of this policy to reduce employee exposure in the workplace by either removing the hazard or isolating the worker from exposure. To achieve this goal, the following engineering controls will be adopted by the County:

1. Regulated Waste Disposal
 - a. Disposal of all Regulated Waste shall be in accordance with applicable Federal, State and local regulation.
2. Housekeeping Procedures
 - a. Departments shall ensure the work site is maintained in a clean and sanitary condition. (Hospital grade virucide or 1:10 bleach to water solution.) If a bleach solution is made, it shall be changed

daily.

- b. All equipment, environmental surfaces and work surfaces shall be decontaminated ASAP after contact with blood or other potentially infectious materials.
- c. All bins, pails, cans, plastic liners, and similar receptacles intended for reuse which have a likelihood for becoming contaminated with potentially infectious materials shall be inspected and decontaminated on a routine basis or cleaned as soon as visibly soiled.
- d. Broken glass, which may be contaminated shall not be picked up directly with the hands. The employee must use mechanical means.
- e. Large amount of potentially infectious liquids or blood will be treated with absorbent compounds to convert them to a solid or semi-solid format for most effective and safe cleanup.

Record Keeping

The County will establish and maintain accurate record for each employee with an occupational exposure incident. Information to be included in this record shall be:

- a. Name of employee and Social Security Number
- b. Copy of employee's HBV Vaccination records
- c. Copy of all medical testing and findings
- d. Copy of physician's written opinion

The County will maintain these records for the duration of employment plus 30 years. The County will ensure confidentiality of all records in accordance with existing state, federal, and local statutes, rules, policies, and ordinances.

Employee Medical Records will be made available on request to the subject employee, to OSHA, or to anyone having written consent of the subject employee for examination and copying. Employee Training Records shall be provided upon request for examination and copying to employees, to employee representatives, and to OSHA. Training Records shall include:

- a. Names and job titles of all persons attending the training
- b. The contents or summary of the training session.

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- c. The name and qualifications of the person
- d. The dates of the initial training and any follow-up training
 - (1) Employer shall maintain these records for three (3) years from the date on which the training occurred.

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ATTACHMENT A

HAND WASHING POLICY

- A. Proper hand washing practices are the single most important activity that can be implemented to prevent the spread of infection.
 - 1. Hand washing procedure
 - a. Wet hands under running water
 - b. Using mechanically dispensable soap, apply friction by rubbing hands together well, paying special attention to nails and other crevices. Do this for 30 seconds
 - c. Rinse with running water
 - d. Dry hands with single service disposable paper towel
 - e. Turn faucet off with paper towel and then discard (this is for hand operated faucets)
 - 2. Hand washing will be done before breaks and lunch. Any other time that constitutes it.
 - 3. Employees without access to running water on demand shall provided and shall modify the procedure listed in (1) above and use a water-less germicidal agent as provided by the County.

I 10

ATTACHMENT B

Employee Report of Hepatitis B Vaccine/Immunity
Polk County

This form is to be completed by employees who are at occupational exposure to blood or other potentially infectious materials to report receipt of Hepatitis B vaccine and/or proof of immunity. This information is confidential and will be retained in the employee's personnel file. It will be released only with the employee's consent or to a medical provider providing a medical evaluation and care to the employee after an exposure incident.

Employee Name: _____ Employee Number: _____

Department: _____ Birth date: _____

Initial series of vaccine and/or antibody testing

A. Hepatitis Vaccine: (may attach WIR record if appropriate)

Date : 1. _____ Agency/Clinic: _____
2. _____ Agency/Clinic: _____
3. _____ Agency/Clinic: _____

B. Antibody/Immune Titer: (attach record if appropriate)

Date: _____ Agency/Clinic: _____
Result: _____

Second series of vaccine and/or repeat antibody testing

A. Hepatitis Vaccine: (may attach WIR record if appropriate)

Date : 1. _____ Agency/Clinic: _____
2. _____ Agency/Clinic: _____
3. _____ Agency/Clinic: _____

B. Antibody/Immune Titer: (attach record if appropriate)

Date: _____ Agency/Clinic: _____
Result: _____

Employee Signature: _____ Date: _____

I 11

ATTACHMENT C

POLK COUNTY HEALTH DEPARTMENT

Hepatitis B Vaccine Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Employee Signature

Date

Print Name

Witness Signature and Position

I:/HepB/Vaccine Declination Form

I12

ATTACHMENT D

Polk County Bloodborne Pathogen Exposure Incident and Evaluation Report.

This report should be completed ASAP by the employee and submitted to his supervisor. A copy should be made available to the evaluating medical provider along with the employees Hepatitis B vaccine and/or antibody titer record.

Employee: _____ Employee Number: _____
Employee Job Title: _____ Incident Date: _____ Incident
Time: _____ Incident Location: _____

Incident: (include relevant job duties, procedures being performed at the time of the incident)

Body fluids exposed to: _____

Body part exposed: Skin (where) _____ Mouth _____

Eye _____ Other _____

Puncture wound/cut? yes no If yes, with what? _____

Was personal protective equipment was being used? Yes No If yes, check PPE being used.

- Eye protection
- Face protection
- Gown
- Gloves, what type: _____
- Other: _____
- Did the PPE Fail? Yes No If yes, explain: _____

Engineering and work place controls in use at time of incident:

- Sharps containers
- Sharps disposal
- Hand washing procedures
- Clean-up/decontamination procedures
- Other: _____

Source Individual: _____

Supervisor: _____

Employee Signature: _____ Date: _____

I 13

Evaluation of incident for Remedial Action

To be completed by supervisor, safety officer or other employee designated by the department head with input of the exposed employee.

Remedial action(s) that may reduce the likelihood of similar incidents in the future:

Evaluator: _____ **Date:** _____

Evaluator: _____ **Date:** _____

Remedial Action: _____

Date Instituted: _____ **By Whom:** _____

Remedial Action: _____

Date Instituted: _____ **By Whom:** _____

Remedial Action: _____

Date Instituted: _____ **By Whom:** _____

Remedial Action: _____

Date Instituted: _____ **By Whom:** _____

Remedial Action: _____

Date Instituted: _____ **By Whom:** _____

I-14

Polk County Wisconsin

**COUNTY EMERGENCY PLANS
JAIL**

Policy: 501.G

Effective Date: 09-18-01

Current Revision Date: 6-20-2010

PURPOSE

The purpose of this plan is to establish procedures for the rapid and orderly evacuation of County personnel, detained individuals, and the public from the jail in the event of an emergency. This plan is designed to enhance the effectiveness of the response to an emergency.

EVACUATION CONDITIONS

Conditions, which seriously threaten the safety of personnel and require the evacuation of the facility, may occur within the jail or from a situation outside of the building. Such instances may include, but are not limited to, fire, severe weather, and bomb threat.

ALARM

Any individual discovering a situation, which presents a threat to individuals within the jail, will alarm verbally to other individuals in the immediate area.

AUTHORITY TO ORDER AN EVACUATION

The authority to order an evacuation, either complete or partial has been assigned to The Person in Charge, who for purposes of this policy is designated to be the County Sheriff. In the event the County Sheriff is not present, the chain of authority shall follow the normal line of authority, which exists during day-to-day operations.

COMPLETE EVACUATION

A complete evacuation requires that ALL individuals leave the jail. A complete evacuation shall be performed when conditions seriously threaten the safety of personnel, detained individuals, and the public.

1. Inmates will be chaperoned by the Corrections Officers and other authorized personnel of the Sheriff's Department out of the building using the nearest exit to the nearest parking lot away from the building. At no time will the inmates be unsupervised. The Corrections Officers are responsible for the head count of detained individuals.
2. All remaining personnel will gather at the nearest parking lot away from the building and remain there for a head count. The most senior supervisor present is responsible for the head count of the employees.
3. In the event that someone is unaccounted for, The Person in Charge will direct efforts to locate such individuals.
4. Employees, inmates and detained individuals will remain in the designated area until The Person in Charge gives an ALL CLEAR.

PARTIAL EVACUATION

A partial evacuation requires the evacuation of SOME individuals in selected areas within the jail. A partial evacuation may be called when it is necessary to clear a given area, but the level of risk to the entire jail area is such that individuals can be safely assembled in other areas.

1. If a partial evacuation has been ordered, The Person in Charge will designate the new location for inmates within the Jail. The Corrections Officers are responsible for the safe transfer of inmates in a partial evacuation.
2. Employees will not evacuate the Jail, but remain in the area designated by The Person in Charge. The most senior supervisor will perform head counts of inmates and personnel.
3. In the event that someone is unaccounted for, The Person in Charge will direct efforts to locate such individual.
4. Employees will remain in the designated area until the Person In Charge gives an ALL CLEAR.

EVACUATION OF NON-EMPLOYEES

The Person in Charge will provide assistance to the public and those with disabilities to evacuate in a safe and orderly fashion. The public will be directed to the nearest exit and away from the building in the nearest parking lot.

FIRE EVACUATION PLAN

Any employee who discovers a fire shall follow this procedure:

1. Promptly utilize the Scott air tank
2. If the Scott air tank is not available, leave the area away from open flames
3. Notify Dispatch giving the following information:
 - A. Location of the fire
 - B. Size of the fire and type, if known
4. Attempt to put out the fire using suppression equipment only if the fire is small and confined.
5. Ready inmates for evacuation when evacuation order is given by The Person in Charge.
6. Chain a manageable amount of inmates together, preparing to remove them from their cells, to relocate via the nearest exit, away from the building to the nearest parking lot.

FIRE DEPARTMENT:

The Person in Charge will meet the Fire Department and act as a guide, giving pertinent information to them. Upon arrival, the Fire Department is completely in charge of the facilities.

TORNADO PLAN

In the event of a tornado, the following PARTIAL evacuation procedure will be used.

1. An announcement will be received on the National Weather Services State computer system that we are under a Tornado Warning.
2. Dispatch will then announce over the Voice Activated Receiver and the intercom system: "There is a tornado warning for our area. We will now enact the tornado plan."
3. The employees of the jail will be notified by the Dispatch Center.
4. The Corrections Officers are responsible to direct efforts to move inmates into the appropriate cells. At no time will detained individuals be unsupervised.
5. Employees and the public will go to designated safe areas, which are the Dispatch Center and the hallway outside the Dispatch Center.
6. The Corrections Officers will perform a head count of all inmates. The most senior supervisor will conduct a head count of the employees.
7. The Person in Charge will assist those individuals with disabilities in evacuating to the safe area.
8. The Person in Charge will direct efforts in locating those individuals identified from the head count as missing.
9. Until The Person in Charge has given the ALL CLEAR, no one is allowed to return to normal duties, or leave the safe area.
10. If time does not permit the relocation of inmates, then they will be instructed to take cover under the bed located in each cell.

CLEARING AN EVACUATION:

No person shall return to an area that has been evacuated until The Person in Charge has indicated it is safe to do so. No individual will leave designated areas during the course of an evacuation, unless, authority has been given by The Person in Charge.

I 17

**Polk County Wisconsin
HAZARD COMMUNICATION PROGRAM**

Policy 501.H

Effective Date: 5/21/02

Current Revision Date: 6-20-11

Polk County is committed to provide all employees a hazard free work place and an environment, which allows employees, to improve the health and safety of their work area.

The Hazard Communication Program places emphasis on identifying and communicating the presence of physical hazards and hazardous substances in the products and work procedures at Polk County.

This Hazard Communication Program has been designed to ensure that:

1. Hazard substances present in the work place are identified and labeled.
2. Employees have ready access to information on the hazards of these substances.
3. Employees are given information on how to prevent injury or illness due to chemical exposure.
4. Employees are given information of whom to report any injury or illness due to chemical exposure; accidental injuries (slips, trips, falls, burns, etc.) and/or natural illness (colds, flu, etc.), which prevent the employee from completing his/her assigned work tasks/shift.
5. Each Department will designate (or appoint a Hazard Communication Program designee..

This program will be available to all employees on the intranet and in each policy manual in each department and given to all new employees during department orientation.

HAZARD DETERMINATION

Manufacturers, importers and distributors will be relied upon to perform the appropriate hazard determination for the substance they produce or sell.

HAZARDOUS SUBSTANCE INVENTORY

Each department will compile an inventory of all hazardous substances and maintain the inventory in accordance with program standards. . The inventory will include the manufacturer, product name and use. It will be updated as new substances are purchased or brought onto County property.

CONTAINER LABELING

The Hazard Communication Program designee in each department will verify that all containers received for use within the department will:

1. Be clearly labeled as to contents
2. Note the appropriate hazard warning
3. Note the name and address of the manufacturer

This designee will also update labels when new information is received and review the labels

quarterly for proper and legible labeling.

All supervisors in all work areas will ensure that any secondary containers are labeled with a Hazardous Material Identification System (HMIS) label with the following information:

1. Product name
2. Appropriate hazard warnings

MATERIAL SAFETY DATA SHEETS (MSDS)

1. An MSDS will be available on all hazardous substances to which there is potential or actual exposure and kept in the work area where it is used in an easily accessible area.
2. No product will be allowed upon the property before an MSDS has been received and reviewed.
3. Any employee ordering hazardous substances will request the MSDS with the order, assure receiving such, and forward to the Hazard Communication designee. The Hazard Communication designee will place the original in the MSDS manual kept in each department, after adding the information to the inventory list.
4. The Hazard Communication designee will update the master list yearly.
5. The employees will then be notified of a new hazardous substance in their work area by posting the MSDS and highlighting the Trade Name, Hazardous Chemical, MSDS number and Emergency Telephone number.

NEW EMPLOYEE ORIENTATION AND TRAINING

1. Employee Relations will assure that an explanation of the program is part of the new employee orientation.
2. Before starting work with hazardous substances, each employee will attend a Hazard Communication Training Session presented by the Hazard Communication designee, where they will receive information on:
 - A. Work areas where hazardous products or substances are used.
 - B. Proper handling and storage of these hazardous products or substances.
 - C. Proper usage of Personal Protective Equipment and the procedure for handling spills.
 - D. How to read and interpret an MSDS and where to find the MSDS Manual in their department.
 - E. Physical and health hazards of hazardous substances in their work area.
 - F. Work practices that may result in exposure.
 - G. How to prevent or reduce exposure.
 - H. Procedures to follow if exposure occurs.
 - I. Whom to report any injury or illness due to chemical exposure; accidental injuries (slips, trips, falls, burns, etc.) and/or natural illness (colds, flue, etc.), which prevent the employee from completing his/her assigned work tasks/shift.

HAZARDOUS NON-ROUTINE TASKS

Each Hazard Communication designee is responsible for identifying and listing non-routine hazardous tasks and conducting training on the specific hazards of the job and any hazardous chemicals that they may be exposed to during the performance of a non-routine task and the protective measures to be taken.

A non-routine task is defined as one that is performed, but not as part of the usual work routines.

INFORMING CONTRACTORS OR NON-EMPLOYEES

Each Hazard Communication designee shall provide outside contractors the following information:

1. A copy of the Hazard Communication Program and information for any hazardous chemicals to which they may be exposed as a result of working for Polk County.

The Hazard Communication designee shall obtain and disseminate any information about hazardous substances and/or physical hazards the contractor is bringing on County property.

EMPLOYEE RESPONSE

When an employee is not following safety and health rules when working with a hazardous substance, disciplinary action may be taken according to the disciplinary policy.

If an employee refuses to work with a product on which information has been given, the employee will be assigned another task, not using the product identified as a concern.

RECORD KEEPING

Each Hazard Communication designee will maintain a file of written documentation related to the Hazardous Communication Program including: training records, requests for MSDS's, inventories and audits related to chemical and physical hazards in the work place. Employee Relations will maintain the personnel files.

Agenda No. 17

Resolution # 10-11

Resolution in Support of Polk County Employees

County of Polk

WHEREAS, rights of public employees have been the subject of significant discourse with State Legislators in Madison,

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors thanks the hardworking men and women for their invaluable contributions to our community; and

BE IT FURTHER RESOLVED, that the Polk County Board of Supervisors supports the rights of all Polk County Workers.

Submitted and Sponsored By:

Marianne Stoneking

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

Dana Frey
Dana Frey, County Administrator

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on _____, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution _____-11: _____, by a simple majority vote of ___ in favor and ___ against. Resolution tabled -

William Johnson, IV, County Board Chair

Dated: _____

Attest: _____
Carole Wondra, Polk County Clerk

Dated: _____

Tabled

POLK COUNTY BOARD OF SUPERVISORS
Minutes from Tuesday, June 21, 2011
Polk County Government Center – County Board Room
Balsam Lake, WI 54810

Chairman Johnson called the meeting of the Polk County Board of Supervisors to order at 6:30 PM.

County Clerk informed the chair that notice of the agenda was properly posted in three public buildings, published in the county's legal paper and posted on the county website the week of June 13, 2011.

Roll call was taken by the Clerk, with 22 members present. Supr. Kienholz was excused from the meeting.

Supervisor Arcand led the prayer.

Chairman led the Pledge of Allegiance

Diane Stoneking, Supervisor from District 16, announced her intent to resign from County Board, effective June 22, 2011. Chairman Johnson thanked her for her service to Polk County and accepted her resignation.

Chairman Johnson requested a motion to suspend the rules of order to allow for amending the published agenda in order to take up action on Resolution 10-11 (agenda Item No. 17) previously tabled at the March 15, 2011 County Board Meeting.

Motion (Brown/Sample) to suspend the rules of order and amend the agenda. Motion carried by unanimous voice vote. **Motion (Sample/Stoneking) to move item No. 17 to the resolutions and add it as Resol. J. Motion failed** by a roll call vote of 8 yes, 14 no. Motion failure removed Item No. 17 from agenda. **Motion (Sample/Masters) to approve the amended agenda. Motion carried** by unanimous voice vote.

Chairman Johnson requested consideration of those items left under the title of the Consent Agenda: Confirmation of County Board Minutes from May 17, 2011 and Receipt of Annual Reports. **Motion (Sample/Brown) to approve the Consent Agenda. Motion carried** by unanimous voice vote.

Public comments were offered.

Chairman's Report was given, by Wm. Johnson.

7:00 PM Public Hearing for the Proposed Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance. Tim Ritten, Director of Land & Water addressed the Ordinance. Time was given for public comment.

Public Hearing for Proposed Tentative county Supervisory District Plan. Carole Wondra, Polk County Clerk addressed the plan and time was given for public comment.

Public Hearing Closed. Chairman called for a 10 minute break.

Presentation by Diana Manning, Executive Director of Endeavors Adult Development Center, gave an update on the center's operation and the services and opportunities it provides.

Supr. Sample did a financial comparison presentation, comparing Polk County's financials with that of surrounding counties.

Administrator Frey reported on the condition of the county. Discussion followed regarding 2012 budget priorities. **Motion (Voelker/Nelson) to hold a special, informal meeting of the supervisors prior to the July 19th county board meeting. Motion failed** by tie roll call vote 11 yes /11 no votes. (Voting yes: Supr. D. Johansen, Schmidt, Brown, Edgell, Masters, Sample, Nelson, Hartung, Bergstrom, N. Johnson and Voelker. Voting no: Supr. H. Johansen, Cabperson, Rattel, Moriak, Arcand, Luke, Stoneking, Jepsen, O'Connell, Christensen and W. Johnson.)

Committee/Board Reports were given.

Chair called for a 15 minute break.

Motion (Masters/O'Connell) to convene in closed session. Motion carried by unanimous roll call vote. ER Director, Andrea Jerrick, Corporation Counsel, Jeff Fuge and County Clerk in attendance of closed session. Board in Closed Session.

Back in open session. **Motion (Masters/Brown) to suspend the rules allowing the meeting to proceed after the 11:00pm meeting end time. Motion carried** by voice vote.

Resolution 25-11 to Authorize Polk County to Pursue WDNR TRM Funding. Motion (Jepsen/Brown) to approve. Director of Land & Water Tim Riffen addressed the resolution. Motion to approve Resolution 25-11, carried by unanimous voice vote. Resolution adopted.

Resolution 26-11 County Board Size Reduction. Motion D. Johansen to approve. Motion did not receive a second, therefore the resolution died due to the lack of a second to the motion.

Resolution 27-11 to Approve Zoning Ordinance Amendment for the Town of St. Croix Falls. Motion (O'Connell/Brown) to approve. Supr. O'Connell addressed the resolution. . Motion to approve Resolution 27-11 carried by unanimous voice vote. Resolution adopted.

Resolution 28-11 Authorize Highway Safety Roadeo Awards. Motion (Jepsen/Voelker) to approve. Supr. Caspersen addressed the resolution. Motion to approve Resolution 28-11 carried by unanimous voice vote. Resolution adopted.

Resolution 29-11 Amended Illegal Transport of Aquatic Plants and Invasive Animals Ordinance. Motion (Masters/Jepsen) to approve. Motion to approve Resolution 29-11 carried by unanimous voice vote. Resolution adopted.

Resolution 30-11 to Adopt Tentative County Supervisory District Plan. Motion (Brown/Jepsen) to approve. County Clerk addressed the resolution. Motion (Schmidt/Rattel) to amend Resolution 30-11 to accept the change of proposed Option B which affected Districts 5 & 6. Motion to amend Resolution 30-11 carried by unanimous voice vote. **Motion (Voelker/Nelson) to amend amended Resolution 30-11 and change Option B affecting Districts 21 & 22 to that of the recommendation of the Town of Alden.**

Motion to amend, amended Resolution 30-11 failed by voice vote. Motion to adopt resolution 30-11 as amended, carried by voice vote. Amended Resolution Adopted.

Resolution 31-11 to Approve Web-based Electronic Records System Project for Golden Age Manor Nursing Home. Motion (Sample/Masters) to approve. Admin. Frey addressed the resolution. Motion to approve Resolution 31-11 carried by unanimous voice vote. Resolution adopted.

Resolution 32-11 to Authorize Participation in the North West Wisconsin Regional Emergency Management Mutual Aid Compact. Motion (Masters/O'Connell) to approve. Emergency Management Coordinator, Kathy Poirier addressed the resolution. Motion to approve Resolution 32-11 carried by unanimous voice vote. Resolution adopted.

Resolution 33-11 to Amend Certain Safety Policies: Policy 501.B – Blood Borne Pathogens; Policy 501.G – County Emergency Plan – Jails; and Policy 501.H – Hazard Communications Program. Motion (Schmidt/O'Connell) to approve. Motion to approve Resolution 33-11 carried by voice vote. Resolution adopted.

Supervisor's reports were given.

Motion (Edgell/Hartung) to adjourn. Motion carried. Meeting adjourned 11:59pm.