

**** SECOND AMENDED AGENDA ****
Notice of Special & Regular Business Meeting
Polk County Board of Supervisors
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Tuesday, July 20, 2010 at 3:30 p.m.
County Board may recess and reconvene at 6:30 pm

Open Session

1. Call to Order (3:30 pm to Discuss 2011 Budget and Budget Process)
2. Evidence of Proper Notice
3. Roll Call
4. Discussion and Input on the 2011 Budget with County Administrator, Dana Frey
Recess until 6:30 pm for Regular County Board Meeting
5. Roll Call (6:30 pm – County Board Room)
6. Prayer – Supervisor Dean Johansen
7. Pledge of Allegiance
8. Consideration of Corrections to the Noticed Agenda
9. Consideration of Corrections to the Published Minutes of the June 15, 2010 County Board Meeting
10. Public Comments, 3 minutes Per Person, not to exceed 30 minutes total
11. Chairperson’s Report
12. County Administrator’s Report
13. Finance Director’s Report
14. Presentation by Eric Kube, Executive Director on Wild Rivers Habitat for Humanity
15. Polk County Economic Development Director, Steve Healy
16. Committee/Board Reports
 - a. Highway – Supr. Caspersen
 - b. Finance – Supr. Bergstrom
 - c. Personnel – Supr. Arcand
 - d. Property, Forestry & Recreation – Supr. Jepsen
 - e. Extension, Land & Water, Lime – Supr. D. Johansen
 - f. Public Protection – Supr. Luke
 - g. Land Info – Supr. O’Connell
 - h. Human Services Board – Supr. Stoneking
 - i. Boards of Health & Aging – Supr. Schmidt
 - j. GAM Board – Supr. Kienholz
 - k. Organizational Comm. – Supr. Brown
17. Approval of Administrator’s Appointments to Various Committees and Boards
 - ADRC – Pat Schmidt, Diane Stoneking and Lynn Schauls 6/2010 – 6/2013
 - Renewable Energy committee – Linda Leef to replace Mike Voltz
 - Board of Adjustment – Art Gillitzer & Curtis Schmidt 7/1/10 – 6/30/13
 - ITBEC Board – Wm. F. Johnson & Larry Jepsen
 - ITBEC Advisory Committees – Steve Healy, Economic Development 6/2010- 6/2013
Sue Mathews, Tourism 6/2010 – 6/2013
18. Approval of Annual Reports as presented June 15, 2010:

Administration	Extension	Golden Age Manor
ADRC	Forestry	Parks, Bldgs & Solid Waste
Aging	Highway	Public Health
Child Support	IT	Register of Deeds
Clerk of Court	Land Information	Sheriff’s Dept.
Corporation Counsel	Land & Water	Treasurer
County Clerk	Library	Veterans
Employee Relations	Lime Quarry	
19. Presentation of Human Services Annual Report

20. Proposed Ordinances and Resolutions and Actions of the Board:
- (A) Supporting Polk County's Participation in the Utility Terrain Vehicle Pilot Program**
 - (B) Placing Advisory Referendum Question on November Ballot**
 - (C) To Acquire Gifted Lands for Use as a Boat Landing on White Ash Lake**
 - (D) Resolution to Establish Guidelines for Transferring Surplus from the Lime Quarry Enterprise Fund to the County General Fund**
 - (E) Resolution to Amend Polk County Personnel Policy – Policy 103, Employee Recruitment, Selection and Status**
 - (F) Resolution to Amend Polk County Personnel Policy 209, Employee Performance Reviews**
 - (G) Resolution to Amend Polk County Policy 881 – Staffing, Budget Planning and Position Administration, Setting Procedure for Developing Annual Staffing Plans and Budget for Fiscal Year 2011**
 - (H) Resolution to Approve and to Authorize Borrowing Not to Exceed \$200,000 for the Replacement of Windows at the Golden Age Manor Nursing Home**
- *
- (I) To Authorize Transfers to Correct Allocation of Proceeds from 2007 Promissory Notes To Purposes Authorized in Resolution 112-07**
 - (J) To Authorize and To Affirm Advance to Golden Age Manor Relating to Pay-off of 1998 Bank Note**
 - ** (K) To Transfer 2009 Human Services Departmental Surplus to County General Fund**
21. Supervisors Reports
22. 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.

A

RESOLUTION NO. _____

**SUPPORTING POLK COUNTY'S PARTICIPATION IN THE
UTILITY TERRAIN VEHICLE PILOT PROGRAM**

WHEREAS, due to the increasing numbers of utility terrain vehicles (UTVS), there is growing demand for riding opportunities; and

WHEREAS, the "Utility terrain vehicle Pilot Program" (2009 Wisconsin Act 175) was signed into law by Governor James Doyle on March 15, 2010; and

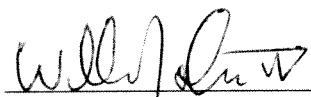
WHEREAS, within this pilot program, a utility terrain vehicle will be considered an all-terrain vehicle. Therefore all language within the Polk County Forest Comprehensive Plan relating to ATV's on ATV trails shall also apply to UTV's, except that no one under age 16 may operate a UTV and non-resident ATV trail passes do not apply; and

WHEREAS, this pilot program will require all UTVs to register with Wisconsin Public Use ATV registration; and

WHEREAS, this resolution shall apply to all of the cities, villages and towns within the County unless the governing body of a municipality adopts a resolution that provides that the municipality will not participate in the pilot program; and

THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors approves allowing UTV's to use all ATV trails under the management of Polk County and encourages municipalities to open all state funded ATV trails and routes in Polk County to UTV use as part of the Utility terrain vehicle Pilot Program.

Respectfully submitted by the Property, Forestry and Recreation Committee,
Signed and dated this 7th day of June, 2010.




William Johnson IV




Larry Jepsen

Diane Stoneking



Neil Johnson

Ken Sample

Approved as to Form: 

Attorney General

B

**RESOLUTION PLACING ADVISORY
REFERENDUM QUESTION ON NOVEMBER BALLOT**

WHEREAS, according to the Legislative Fiscal Bureau, over the past decade, the state of Wisconsin has transferred approximately \$1.2 billion from the state's segregated transportation fund to the state's general fund and replaced it with approximately \$800 million in General Obligation (GO) bonds. Thereby, reducing the amount available for transportation purposes by approximately \$400 million.

WHEREAS, Wisconsin's practice of transferring money from the segregated transportation fund to the general fund has eroded the public's confidence that the "user fees" they pay through the state gasoline tax and vehicle registration fees will be used for their intended purpose; and

WHEREAS, Wisconsin's practice of replacing the dollars transferred from the state's segregated transportation fund with GO bonds puts our state in the precarious position of bonding to fund ongoing operations; and

WHEREAS, the Pew Center on the States recently released a report that included Wisconsin as having one of the ten worst budget situations in the country and specifically cited transferring money from the transportation fund to fund ongoing operations as an example of one of the practices that has put Wisconsin in such an untenable position; and

WHEREAS, the debt service for these bonds will have to be paid for out of the state's general fund which hinders its ability to fund other programs like Shared Revenue, Youth Aids, Community Aids and courts in the future; and

WHEREAS, using the states general obligation (GO) bonds in this way has hurt the state's bond rating. A report issued by CNN in 2009 listed Wisconsin as having the second worst GO bond rating in the country; and

WHEREAS, gas tax and vehicle registration fees comprise over 90% of the state's segregated transportation account. Revenues from these two sources have been declining and are inadequate to meet the existing transportation needs in this state; and

WHEREAS, Wisconsin's transportation infrastructure is a fundamental component in its ability to attract and retain business and produce jobs; and

WHEREAS, the citizens of Polk County deserve the right to have their voices heard on this important issue; and

WHEREAS, providing constitutional protection much like our neighbors in Minnesota, Iowa, Michigan and Ohio already have is the only way to ensure that this practice will not continue;

NOW, THEREFORE, BE IT RESOLVED by the Polk County Board of Supervisors that the following question will be put to the voters of Polk County in an advisory referendum during the November 2010 election:

Should the Wisconsin Constitution be amended to prohibit any further transfers or lapses from the segregated transportation fund? and

BE IT FURTHER RESOLVED that the County Clerk is directed to cause a copy of the Notice of Referendum to be published in the county's official newspaper as required by law; and

BE IT FURTHER RESOLVED that the County Clerk is directed to provide a copy of this resolution and a copy of the results of the advisory referendum to the Wisconsin Counties Association.

Funding Amount: N/A

Funding Source: N/A

Finance Committee Recommends

Effective Date: Upon Passage

Approved as to form: Jeff Fuge
Jeff Fuge, Corporation Counsel

Submitted at the request of the Polk County Highway Committee.

Date Submitted to County Board: _____

County Board Action: _____

Submitted by: Craig Morach
Martin Casperem
Ray Stube
Dean Johansen

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RESOLUTION _____

To Acquire Gifted Lands for Use as a Boat Landing on White Ash Lake

THE HONORABLE SUPERVISORS OF THE POLK COUNTY BOARD:

¶ 1 WHEREAS, pursuant to the Wisconsin Constitution, Article XI, Section 3a and Wisconsin Statute Sections, 59.01 and 59.52(6), the Polk County Board of Supervisors is authorized to acquire by donation on behalf of Polk County real property for public use and recreation;

¶ 2 WHEREAS, Kelly J. Curtis and Wayne Whitwam have offered to give Polk County land located on the northern shore of White Ash Lake in Section 35, Town 35 North, Range 16 West in the Town of Georgetown Polk County, Wisconsin and said lands are currently used as a public access boat landing; and

¶ 3 WHEREAS the offered gift is made on the condition that the County continue to use the lands as a public access boat landing; and

¶ 4 WHEREAS, the Polk County Property, Forestry and Recreation Committee recommends that the Polk County Board of Supervisors accept the donation of the lands for the specific purpose of public boat landing; and

¶ 5 WHEREAS, Article XI, section 3a, of the Wisconsin Constitution and Section 66.1025 restrict the manner in which a county may use or transfer public lands that have been acquired by gift or dedication on the condition that the lands be devoted to a specific purpose.

¶ 6 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors accepts the offered donation of Kelly J. Curtis and Wayne of lands located on the north shore of White Ash Lake in Section 35, Town 35 North, Range 16 West in the Town of Georgetown Polk County, Wisconsin, and authorizes the acquisition of such lands with the condition that the same be used for the specific purpose of a public access boat landing.

¶ 7 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs that the County Surveyor draft a certified survey map, in recordable format, that shall contain the legal description of the land acquired by donation.

¶ 8 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the Office of Corporation Counsel to draft the appropriate deed which shall attach and incorporate a certified copy of this resolution and be signed by Kelly J. Curtis and Wayne Whitwam.

RESOLUTION _____

To Acquire Gifted Lands for Use as a Boat Landing on White Ash Lake

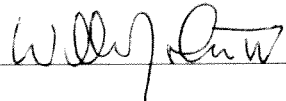
Funding Amount: Not Applicable
Funding Source: Not Applicable
Date Finance Committee Advised: Not Applicable
Finance Committee Recommendation: Not Applicable
Effective Date: Upon Passage.
Approved as to form: _____


Jeffrey B. Fuge, Corporation Counsel

Dated Submitted to County Board: July 20, 2010

County Board Action: _____

Submitted and Sponsored By the Polk County Property, Forestry and Recreation Committee:



This Resolution was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of _____ 2010.

William Johnson, IV
Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

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RESOLUTION _____-2010
Resolution To Establish Guidelines for Transferring Surplus from the Lime Quarry Enterprise Fund to the County General Fund

WHEREAS, the Polk County Lime Quarry operates as an enterprise fund with any operating surplus, revenues less expenditures, existing at the end of the budgetary year retained within the Lime Quarry Enterprise Fund, consistent with applicable accounting principles; and

WHEREAS, the Polk County Board of Supervisors is authorized to transfer balances from county departmental funds to the county general fund; and

WHEREAS, periodically, the Polk County Board of Supervisors transfers to the County General Fund surpluses of the Lime Quarry Enterprise Fund for the purpose of funding other county operations; and

WHEREAS, the Lime Quarry Committee has made a recommendation that any transfer of surplus from the Lime Quarry Enterprise Fund to the County General Fund occur after year-end and be based upon the previous year's profits.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors establishes the guideline that the Polk County Board of Supervisors may first consider a transfer of surplus from the Lime Quarry Enterprise Fund to the County General Fund only when the audit for the fiscal year has been completed.

BE IT FURTHER RESOLVED that any such transfer be based upon the operating surplus, revenues less expenditures, as determined through the audit conducted at the end of such fiscal year.

Funding Amount: Not Applicable Funding Source: Not Applicable

Date Finance Committee Advised: July 14, 2010

Finance Committee Recommendation: _____

Effective: Upon Passage

Approved as to form: _____

Jeff Fuge, Corporate Counsel

Date submitted to County Board: July 20, 2010

County Board Action _____

Sponsored and Submitted By the Lime Quarry Committee

Dean Johansen- Chair

Herschel Brown- Vice Chair

Wendy Rattel - Secretary

Larry Jepsen

Ted Johnson, FSA Representative

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The Polk County Board of Supervisors adopted at its regular meeting held on July 20, 2010 the above resolution, RESOLUTION _____-2010: Resolution to Establish Guidelines for Transferring Surplus from the Lime Quarry Enterprise Fund to the County General Fund, was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of _____ 2010.

_____ Dated: _____
William Johnson, Polk County Board Chairperson

Attest: _____ Dated: _____
Carole Wondra, County Clerk

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RESOLUTION _____-2010
Resolution To Establish Guidelines for Transferring Surplus from the Lime Quarry Enterprise Fund to the County General Fund

WHEREAS, the Polk County Lime Quarry operates as an enterprise fund with any operating surplus, revenues less expenditures, existing at the end of the budgetary year retained within the Lime Quarry Enterprise Fund, consistent with applicable accounting principles; and

WHEREAS, the Polk County Board of Supervisors is authorized to transfer balances from county departmental funds to the county general fund; and

WHEREAS, periodically, the Polk County Board of Supervisors transfers to the County General Fund surpluses of the Lime Quarry Enterprise Fund for the purpose of funding other county operations; and

WHEREAS, the Lime Quarry Committee has made a recommendation that any transfer of surplus from the Lime Quarry Enterprise Fund to the County General Fund occur after year-end and be based upon the previous year's profits.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors establishes the guideline that the Polk County Board of Supervisors may first consider a transfer of surplus from the Lime Quarry Enterprise Fund to the County General Fund only when the audit for the fiscal year has been completed.

BE IT FURTHER RESOLVED that any such transfer be based upon the operating surplus, revenues less expenditures, as determined through the audit conducted at the end of such fiscal year.

Funding Amount: Not Applicable Funding Source: Not Applicable
Date Finance Committee Advised: July 14, 2010
Finance Committee Recommendation: _____
Effective: Upon Passage
Approved as to form: _____

Jeff Fuge, Corporate Counsel

Date submitted to County Board: July 20, 2010

County Board Action _____

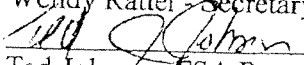
Sponsored and Submitted By the Lime Quarry Committee

Dean Johansen- Chair

Herschel Brown- Vice Chair

Wendy Rattel - Secretary

Larry Jepsen


Ted Johnson, FSA Representative

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Resolution ____-10

Resolution to Amend Polk County Personnel Policy –
Policy No. 103, Employee Recruitment, Selection and Status

THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD:

¶1 WHEREAS, Policy No. 103, Employee Recruitment, Selection and Status, outlines the procedures that will be used in the recruitment and selection of candidates to fill position vacancies in Polk County; and

¶2 WHEREAS, the Polk County Board of Supervisors have confirmed the appointment of a County Administrator, resulting in a need to revise the respective personnel policy, Policy No. 103 consistent with the statutory responsibilities of the County Administrator to appoint, to supervise and to evaluate the performance of non elected county department head employees.

¶3 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends the personnel policies, Policy No. 103, Employee Recruitment, Selection and Status, consistent with the proposed amended policy, which is attached hereto and incorporated herein.

Funding Amount and Funding Source: Not Applicable
Date Finance Committee Advised: Not Applicable
Finance Committee Recommendation: Not Applicable
Date Personnel Committee Advised: July 9, 2010
Personnel Committee Recommendation: _____
Effective Date: Upon Passage

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

Dated Submitted to County Board: July 20, 2010
County Board Action: _____

Sponsored and Submitted upon Recommendation of the Personnel Committee
William Johnson IV James S. Edgell
Patricia Schmidt
Russell E. Howard 7-9-10

The Resolution ____-10, Resolution to Amend Polk County Personnel Policies, Policy No. 103, Employee Recruitment, Selection and Status, and Policy No. 209, Employee Performance Reviews, was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of July 2010.

William Johnson, IV, Polk County Board Chairperson Dated: _____

Attest: _____ Dated: _____
Carole Wondra, County Clerk

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Polk County Wisconsin

EMPLOYEE RECRUITMENT, SELECTION, AND STATUS

Policy 103

Effective Date: 04-20-82

**Revision Date: 3-11-08, 07-20-2004, 6-20-2006;
07-20-2010**

The purpose of this policy is to. Because Polk County recognizes that its' most valuable asset is its' employees, it shall be the goal of Polk County to recruit and hire individuals with the highest qualifications possible to fill position vacancies.

Equal Opportunity Policy

Polk County is committed to equality of opportunity in its employment practices without regard to an employee or employment candidate's race, color, national origin, religion, sex, age, or disability, political affiliation, marital status, sexual orientation, ancestry, arrest or conviction record, use of lawful products or military participation. It shall be the responsibility of all parties having authority under this policy to adhere to this requirement in the discharge of that authority.

Responsibility

Unless otherwise stated the duties and responsibilities of recruitment and selection rest solely with the Department of Employee Relations. With respect to position vacancies that occur at Golden Age Manor, the Employee Relations Director shall have the authority to delegate any of the responsibilities assigned to the Department of Employee Relations to the Administrator of Golden Age Manor as needed. Such delegation shall be in writing and subject to the approval of the Personnel Committee.

Position Analysis prior to the Selection Process

When a position vacancy occurs the first step in filling the position is an examination by the immediate supervisor of the duties and responsibilities of the position, minimum qualifications required, and other desirable characteristics the applicant must possess. The immediate supervisor shall be responsible for the initial development or review of the job description, which shall include:

a listing of the essential as well as marginal duties and responsibilities, minimum qualifications including education and experience, specific skills and certifications and the physical demands and work environment of the position.

Department heads may require that job descriptions in their department receive their approval prior to the start of the selection process.

The Department of Employee Relations shall be responsible for giving final approval to job descriptions prior to the re-authorization process. Any changes to job descriptions that, in the opinion of the Employee Relations Director, have the potential to result in a wage scale re-classification, must also be approved by the governing committee and the Personnel Committee.

The Department of Employee Relations shall also be responsible for reviewing the wage and benefit structure for each vacant position and shall make such recommendations as are warranted to the Personnel Committee for changes in such as part of the reauthorization process.

Prior to the issuance of an offer of employment for any vacant position, any approvals that are required under the re-authorization provisions of the Position Administration Policy shall be obtained. Positions failing to receive these approvals shall not be filled.

Posting of Union Positions

If the position is covered by a union or association contract, the position will be filled in accordance with any job posting requirements of such contracts or agreements prior to outside recruitment.

The Department of Employee Relations shall be responsible for the creation and distribution of all job postings required by collective bargaining agreements. At a minimum, the job posting will include a position title, a brief description of essential job functions, salary range, minimum qualifications, how to apply, the closing date and any other information required by the collective bargaining agreement. The posting shall be placed in all venues required by the agreement.

The screening, testing, and interviewing of candidates shall be in accordance with any posting requirement set forth in the collective bargaining agreement. The Department of Employee Relations shall determine which applicants meet the minimum qualifications as listed in the job description. Applicants that do not meet the minimum qualifications shall be notified they are no longer under consideration for the position. All applications will be screened using standardized criteria.

The Department of Employee Relations shall be responsible for the selection, approval and administration of all pre-selection tests. Testing requirements for all positions shall be established by the Department of Administration and listed in the respective job descriptions of each position. All tests shall be validated for adverse impact and scoring shall be on a standardized basis where appropriate. Only those applicants meeting the minimum requirements for the position shall be allowed to test. Minimum test score requirements shall be established prior to the administration of any test. Any applicant not meeting the minimum test score requirements shall not be considered for the position.

In cases where physical or psychological screening is required for a position, candidates shall progress through the hiring process with such screening to be performed on the final candidate after a conditional offer of employment has been made.

The immediate supervisor shall conduct the interviews and make the final selection decision for all posted positions. In the case of professional technical or skilled labor positions, Department heads shall participate in the interviews, and the immediate supervisor shall consult with the Department head prior to making a final selection decision and appointment. In all cases, appointments shall be made based on the requirements set forth in the respective collective bargaining agreements.

Non-Union Promotions

The following procedure shall apply to promotions to non-union, non-Department Head positions; promotion to Department Head positions shall be considered as part of the Competitive Selection Process:

Non-union positions, which become vacant or are newly created, shall first be filled by promotion/appointment if there is an acceptable candidate currently employed by the county. All persons considered for promotion shall bear the burden of proof that they are qualified for the job.

The Department of Employee Relations shall be responsible for the creation and distribution of all job announcements for non-union promotional opportunities. At a minimum, the announcement will include a position title, a brief description of essential job functions, salary range, minimum qualifications, how to apply, and the closing date. The announcement shall be placed in all county facilities and on the county web site for a period of seven (7) calendar days.

The Department of Employee Relations shall determine which applicants meet the minimum qualifications as listed in the job description. Applicants that do not meet the minimum qualifications shall be notified they are no longer under consideration for the position. All applications will be screened using standardized criteria.

The Department of Employee Relations shall be responsible for the selection, approval and administration of all pre-selection tests. Testing requirements for all positions shall be established by the Department of Employee Relations and listed in the respective job descriptions of each position. All tests shall be validated for adverse impact and scoring shall be on a standardized basis where appropriate. Only those applicants meeting the minimum requirements for the position shall be allowed to test. Minimum test score requirements shall be established prior to the administration of any test. Any applicant

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not meeting the minimum test score requirements shall not be considered for the position.

In cases where physical or psychological screening is required for a position, candidates shall progress through the hiring process with such screening to be performed on the final candidate after a conditional offer of employment has been made.

The Department of Employee Relations may identify one or more qualified individual(s) for promotion who are currently employed by the County.

The following procedure shall apply to interviews for promotions to non-Department Head positions:

The Department Head and a member of the Department of Employee Relations staff shall conduct the first round of interviews for non-Department Head positions. The Department Head shall conduct the final interview for these positions.

The Department Head shall make the final promotion decision. In the event the Department Head does not recommend promotion, the position must be filled through the normal competitive hiring procedure.

The following procedure shall apply to interviews for promotions to Department Head level positions:

~~The Employee Relations Director, the Administrative Coordinator and the Chair of the governing committee or his or her designee shall conduct the first round of interviews for Department Head management positions. The Administrative Coordinator and all members of the governing committee shall conduct the final interview for these positions. The Administrative Coordinator shall make a promotion recommendation (either for or against) to the governing committee who may then make a final selection and appointment. For those positions having statutory requirements with regard to appointment, the body or individual having the statutory authority of appointment may make a final selection and appointment after receiving the recommendation of the Administrative Coordinator.~~

~~For the Corporation Counsel position, a preliminary committee comprised of one member from each of four of the standing committees, the second Vice Chair, and the Employee Relations Director shall conduct the first interview. A final committee comprised of one member each from the remaining three standing committees, the first Vice Chair, and the County Board Chair will conduct the final interview. The County Board Chair shall make a promotion recommendation (either for or against) to the Executive committee who may then make a final selection and appointment. The full County Board must approve the appointment of the Corporation Counsel position.~~

Upon selection of a final applicant, the Department of Employee Relations shall conduct a background reference check on the applicant prior to an actual offer of employment. Reference checks shall include verification of current and past employment, work experience and personal references.

Competitive Selection Process

Recruitment Announcement

In instances where position vacancies are not filled through posting or promotion, the ~~Department of Administration~~ Department of Employee Relations shall be responsible for the creation and distribution of all position announcements. Position announcements are required for all vacancies, with the exception of temporary and emergency positions, which may be filled by the Department of ~~Administration~~ Employee Relations in accordance with the County's Equal Employment Opportunity and Affirmative Action Policy. The following procedure shall be followed when announcing a position vacancy:

- A. At a minimum the position announcement will include a position title, salary range, how to apply, and the closing date. All announcements will also state "Polk County is an Equal Opportunity Employer".
- B. Position announcements shall be posted on the County web site. The announcements must also be placed in the official County newspaper for a minimum of one week. The announcement will also be emailed to all of the counties in Wisconsin capable of receiving such. In addition, the position shall be announced in any venue deemed appropriate for the position by the Employee Relations Director or Employee Relations Manager.

Screening Applications

All applications will be evaluated by the Department of Employee Relations to determine which applicants meet the minimum qualifications as listed in the job description. Applicants, who do not meet the minimum qualifications, shall be notified by letter they are no longer under consideration for the position. All applications will be screened using standardized criteria.

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Testing

The Department of Employee Relations shall be responsible for the selection, approval and administration of all pre-employment tests. Testing requirements for all positions shall be established by the Department of Employee Relations and listed in the respective job description of each position. All tests shall be validated for adverse impact and scoring shall be on a standardized basis where appropriate. Only those applicants meeting the minimum requirements for the position shall be allowed to test. Minimum test score requirements shall be established prior to the administration of any test. Any applicant not meeting the minimum test score requirements shall not be considered for the position.

In cases where physical or psychological screening is required for a position, candidates shall progress through the hiring process with such screening to be performed on the final candidate after a conditional offer of employment has been made.

Evaluation of Applications

All applicants who have met the minimum requirement for the position and who have received a passing score on any tests required for the position shall have their application evaluated for education and experience. All application scores shall be standardized for consistency.

The Employee Relations Director and/or the Employee Relations Manager shall evaluate applications for clerical, administrative, and unskilled labor positions.

In the case of professional, technical, and skilled labor positions, the Employee Relations Director or the Employee Relations Manager and the immediate supervisor will score applications.

The Department Head and the Employee Relations Director shall evaluate applications for non-department head supervisory positions.

~~The Employee Relations Director and the Administrative Coordinator~~County Administrator shall evaluate applications for Department Head level positions.

- A. Evaluation of Education and Experience - All candidates will be evaluated for education and experience and a numerical rating assigned. No credit need be given for education beyond that required unless it enhances the applicants ability to perform the work. The format of the evaluation for each position shall be determined prior to the evaluation of applications. All applications shall be scored on a standardized basis.

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- B. Consideration of County Service – Work history, experience, and personnel records of current Polk County employees shall be given consideration as part of the application evaluation process.
- C. Veteran’s Preference - Veterans are given preference in the hiring process through the addition of points to evaluation scores. Proof of service and/or disability must be provided.

The veteran’s preference will be applied in the following manner:

1. Points equivalent to five percent of the total possible score will be given to veterans discharged under honorable conditions from active duty with the United States Armed Forces. Points equivalent to ten percent of the total possible score will be given to veterans with service-connected disabilities. (Active duty for training purposes as a member of the National Guard or a Reserve component is not creditable for veteran’s preference points.)
2. Veteran’s preference will be applied only for initial County employment and cannot be used for promotion or transfer purposes.
3. The points awarded to veterans will be applied only as part of the application evaluation process.

- D. Selection of Candidates for Interviews – Based on the evaluation of applications, the Department of ~~Administration~~ Employee Relations shall determine which candidates shall receive an interview for non-department head positions.

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Initial Background Check

The Department of ~~Administration~~ Employee Relations shall conduct a basic criminal background check and an educational background verification on all applicants selected for interviews prior to the scheduling of such interviews. Any applicant whose educational background cannot be verified, or for whom there is an arrest or conviction record for offenses substantially related to the duties and responsibilities of the position shall be eliminated from further consideration.

Interviews and Finalist Selection

Only individuals who have received training from the Department of Employee Relations shall be allowed to interview applicants for positions.

The responsibility for conducting interviews for the various positions shall be as follows:

The Department of Employee Relations shall be responsible for conducting the initial interviews for all clerical, administrative, maintenance, seasonal, and other unskilled positions. The Department of Employee Relations may choose to establish a pool of qualified applicants for various positions in the County or may establish a list of qualified applicants for individual positions. Immediate supervisors shall conduct final interviews for these positions from a list of applicants provided by the Department of Employee Relations. The immediate supervisor may make the final selection and appointment from the list of those interviewed.

The immediate supervisor shall conduct the interviews and make a final selection decision and appointment for all technical, professional and skilled labor positions. Department heads shall participate in these interviews, and the immediate supervisor shall consult with the Department head prior to making a final selection decision and appointment.

The first round of interviews for non-Department Head management positions shall be conducted by the Department Head and a member of the Department of Employee Relations staff. Reference checks (see below) shall be conducted on applicants prior to the scheduling of a second interview. The Department Head shall conduct the final interview and make the selection and appointment for these positions.

Pursuant to Wisconsin Statutes section 59.18(2)(b), the County Administrator is responsible for the selection of The first round of interviews for Department Head management positions, subject to confirmation by the County Board of Supervisors. shall be conducted by the Employee Relations Director, the Administrative Coordinator and the Chair of the governing committee or his or her designee. Reference checks (see below) In implementing this law, the County Administrator shall select be conducted on applicants for prior to the scheduling of a second interview. At their discretion, the Chair of the County Board of Supervisors and the chair of the relevant The Administrative Coordinator and all members of the governing committee or their designee, if any, may participate in a final interview panel shall conduct the final interview for these positions. The Administrative Coordinator County Administrator may make a selection recommendation (either for or against) to the governing committee who may then shall make the final selection and appointment, subject to confirmation by the County Board of Supervisors. For those positions having statutory requirements with regard to appointment, the body or individual having the statutory authority of appointment may make a final selection and appointment after receiving the recommendation of the Administrative Coordinator County Administrator.

For the Corporation Counsel position, a preliminary committee comprised of one member

from each of four of the standing committees, the second Vice Chair, and the Human Resource Director shall conduct the first interview. A final committee comprised of one member each from the remaining three standing committees, the first Vice Chair, and the County Board Chair will conduct the second interview. The County Board Chair shall make a selection recommendation (either for or against) to the Executive committee who may then make a final selection and appointment. The full County Board must approve the appointment of the Corporation Counsel position.

Reference Checks

Upon selection of a final applicant or set of applicants through either the promotion or competitive hiring process, the Department of ~~Administration~~ Employee Relations shall conduct a background reference check on the finalist prior to an actual offer of employment. Reference checks shall at a minimum include verification of current and past employment, work experience and personal references.

Criminal Background Check for Direct Care Providers

The Department of Employee Relations shall conduct a criminal background check as required for all positions involved in the provision of direct care. Such background checks shall be performed in accordance with the requirements of state and federal statutes. Offers of employment for such positions can only be made on a conditional basis until such time as these requirements have been satisfied. Any candidate given such a conditional offer shall not perform any direct care duties until such time as this process is complete. Any employee found unable to satisfy these requirements shall have their employment with the County terminated.

Offers of Employment

Only the Employee Relations Director or his/her designee or the County Administrator shall have the authority to make offers of employment. No other employee or official of Polk County shall have the authority to make actual or implied offers of employment or commitments regarding employment decisions, wages, or fringe benefits, and are prohibited from making statements to that effect. Selected applicants will receive a written offer of employment based on the specific requirements of each position. In cases where physical, psychological, or criminal history screening is required for a position, the finalist shall be given a conditional offer of employment pending the successful outcome of any such screening.

Employment Registers

Whenever competitive recruitment and selection activities are undertaken for a particular job title, up to five qualified applicants may be placed on an employment register by the person(s) responsible for making the final selection for the position. The employment register shall be

utilized to fill vacancies in that particular job title that may occur within one year of the date of the establishment of the register. Reference checks must be performed on all applicants prior to their inclusion on an employment register.

Recruitment Records

The Department of Employee Relations shall be responsible for the maintenance of all selection and recruitment records.

- A. Content - Each file must contain the applications of all who applied. It must also contain all the information that led to the selection of the successful candidate. (e.g. test results, interview rating forms, interview questions, reference checks).
- B. Responsibility - The records shall be compiled by and stored in the Department of Employee Relations.
- C. Storage & Disposal - Files will be maintained for seven (7) years; except that if a discrimination complaint has been filed records will be maintained until final disposition of the case.

Register of Applicants – A database of the positions and applicants will be kept for one year to be used to fill position vacancies along with new applicants.

Employment Status

- A. With the exception of Department Heads appointed or promoted after January 26, 1999, the removal of any appointed or promoted individual who has passed a determined probation period, will be for just cause only utilizing county disciplinary procedures as specified in the County’s Employee Discipline Policy.
- B. Except as otherwise provided by law or policy, the employment status of Department Heads appointed or promoted after January 26, 1999 shall be considered “at will.” The termination of an “at will” Department Head shall be as specified in the County’s Employee Discipline Policy.

Deleted: Payroll Direct Deposit¶

¶ Employees must receive their payroll checks in the form of a direct deposit of funds to their bank account. These employees shall complete all necessary requirements of the Department of Employee Relations and their financial institution in order to effect this procedure.¶

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Resolution to Amend Polk County Personnel Policy - Policy No. 209, Employee Performance Reviews

THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD:

¶1 WHEREAS, Policy No. 209, Employee Performance Reviews, outlines the procedures that will be used to evaluate employees of Polk County; and

¶2 WHEREAS, the Polk County Board of Supervisors have confirmed the appointment of a County Administrator, resulting in a need to revise the respective personnel policies, Policy No. 209, consistent with the statutory responsibilities of the County Administrator to appoint, to supervise and to evaluate the performance of non elected county department head employees.

¶3 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends the personnel policy, Policy No. 209, Employee Performance Reviews, consistent with the proposed amended policy, which is attached hereto and incorporated herein.

Funding Amount and Funding Source: Not Applicable
Date Finance Committee Advised: Not Applicable
Finance Committee Recommendation: Not Applicable
Date Personnel Committee Advised: July 9, 2010
Personnel Committee Recommendation: _____
Effective Date: Upon Passage

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

Dated Submitted to County Board: July 20, 2010
County Board Action: _____

Sponsored and Submitted upon Recommendation of the Personnel Committee

Walter Johnson James A. Edgell
Patricia Belmont
Russell E. Beard 7-9-10

The Resolution _____ -10, Resolution to Amend Polk County Personnel Policy - Policy No. 209, Employee Performance Reviews, was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of July 2010.

William Johnson, IV, Polk County Board Chairperson Dated: _____

Attest: _____ Dated: _____
Carole Wondra, County Clerk

Polk County Wisconsin**EMPLOYEE PERFORMANCE REVIEWS****Policy 209****Effective Date: 07-19-94
07-21-2010****Revision Date: 3-11-2008, 09-09-03, 5-17-05;**Policy Statement

Polk County believes that employee performance reviews conducted on a regular and timely basis are a valuable employment tool, which benefits both employer and employee. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Furthermore, it shall be the policy of Polk County that all of its employees shall be evaluated on a regular basis in accordance with the procedures outlined in this policy.

Frequency of Performance reviewsProbationary Period

All employees shall be subject to a performance evaluation during their probationary period. During the probationary period, the supervisor(s) and the employee shall discuss the job responsibilities, standards, and performance requirements of the new position. Informal performance evaluations are to be conducted throughout this period as needed to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. All employees shall receive a formal performance evaluation not more than thirty and not less than five days prior to the end of their probationary period.

Annual Basis

All non-limited employees, except Department Heads, shall receive a formal performance evaluation not more than thirty days prior to or after their annual anniversary based on date of hire in their current position. Department Heads shall receive a formal performance evaluation by January 31st of each year.

Procedure Manual

The Employee Relations Department shall publish and maintain a performance management procedure manual that shall be subject to review and approval of the Personnel Committee.

Responsibility for Performance reviews

The primary responsibility for conducting employee performance reviews shall be as follows:

Regular Employees

Regular employees shall be evaluated by their immediate supervisor, annually, who shall consult with and consider the comments of their Department Head as to the review process used by the supervisor as well as specific items, which pertain to the employee. This consultation shall take place during the review writing process and prior to the interview with the employee.

Supervisors

Supervisors shall be evaluated by their immediate supervisor annually.

Department Heads

~~Non-elected Department Heads shall be evaluated by their governing committee the County Administrator not less than annually, who shall consult with the Employee Relations Director as to the review process used by the committee. In developing the employee performance goals and subsequent evaluation, the County Administrator must consult with the Department Head's governing committee and other relevant sources. This consultation shall take place during the review writing process and prior to the interview with the employee. Each member of the committee shall complete a performance review document, and the performance interview with the employee shall be conducted by the committee County Administrator. Prior to the interview, the committee shall by majority vote make a determination as to the overall performance of the Department Head. Any plan of corrective action proposed must also be approved by majority vote of the committee.~~

Review Procedures

Preparation

The evaluation process should be an unending cycle of activity, which begins when the employee is first hired and continues on a regular basis until they separate employment from the County. In order to facilitate this process, supervisors, Department Heads, and ~~governing committee members~~ the County Administrator are encouraged to keep supervisory notes throughout the year. In addition, formal and informal meetings may be held with employees to discuss various aspects of their performance, which demand immediate attention.

The employee's job description shall serve as the initial basis for the performance review. For department heads, this information may be supplemented by goals and objectives set for that department by the governing committee and the County Administrator. Information relevant to the review may be considered from sources internal or external to Polk County. Previous reviews, supervisory notes, and other information in the employee's personnel file which, pertains to the review period, should also be consulted. Finally, the employee should be asked to complete a self-evaluation as part of the preparation phase.

Writing the Review

All employee performance reviews shall be conducted using standardized forms developed by the Employee Relations Director under the direction of the County Administrator and approved by the Personnel Committee. The Employee Relations Director shall design a standardized form for each type of position to be evaluated. The procedures will be delineated in the Performance Management Procedural Manual.

There shall be a section detailing a *Plan of Corrective Action*. The Plan shall detail all of the elements in which the employee's performance was deemed to be unsatisfactory, and for each element shall contain specific corrective actions which are to be taken by the employee to remedy the deficiency. In addition, there shall be a target compliance date established for each item, by which time the employee's performance must be satisfactory. Compliance dates shall be set no more than ninety (90) days after the review interview is conducted with the employee unless it is determined by the reviewer that it is impossible for the employee to meet the deadline, in which case another date may be set.

Interview with Employee

Each employee shall be given a performance review interview. The purpose of the interview shall be to review each section of the performance review with the employee through a face-to-face and personal format designed to enhance the employee's understanding of the written document. In addition to the Performance Review document, the self-evaluation conducted by the employee shall be discussed. Employees shall be encouraged to ask questions during this process, and to offer comments appropriate to the performance review process. Employees shall have an opportunity to make written comments in the "Employee Comments" section of the document. The employee may take up to seven (7) days after the interview to add comments to the document.

If the employee performance review calls for the implementation of a Plan of Corrective Action, it shall be discussed with the employee during the interview. The employee shall be encouraged and given an opportunity to contribute towards the final version of the plan. Prior to the end of the interview, the reviewer shall verbally enumerate the expectations of the employee that are detailed in the plan and the deadline for the employee to meet those expectations.

Employees Completing Probation

If the employee's performance is determined to be satisfactory, the employee shall be granted non-represented status in their position in accordance with the guidelines of the County position administration Policy 881. If the employee's performance is determined to be unsatisfactory in one or more areas, their employment with the County shall be terminated, unless the employee's supervisor determines that a corrective plan of action is warranted. The employee's employment with the County may continue subject to a corrective plan of action, and to extend the probationary period for a specific length of time. Corrective plans of action shall be implemented subject to the guidelines set forth in this policy. The employee may continue employment with the County until a subsequent performance review is conducted at which time a final decision regarding the employee's status shall be made. If the employee refuses to agree to a corrective plan of action or an extension of the probationary period, the employee's employment with the County shall be terminated.

Non Limited Employees

Non-Limited employees that receive a satisfactory review shall have the review made part of their permanent work record and shall continue in their current employment status with the County.

In the event the employee receives an unsatisfactory review, a corrective plan of action shall be implemented subject to the provisions of this policy. A subsequent performance review shall be scheduled to determine if the employee has attained satisfactory performance in the areas of deficiency. If this subsequent performance review determines that satisfactory performance has been attained, the review shall be made part of the employee's permanent work record along with the initial review and the plan of corrective action, and the employee shall continue in their current employment status with the County. If it is determined that the employee's performance is still unacceptable, the supervisor, Department Head, or in the case of Department Heads, the ~~governing committee~~ County Administrator shall take such further steps as they deem appropriate and that are consistent with the County's personnel policies including but not limited to other actions deemed appropriate to ensure employee performance will reach an acceptable level.

Confidentiality

All records pertaining to employee performance reviews are considered to be confidential in nature. Supervisors, Department Heads, and ~~governing committees~~ the County Administrator shall be held to a strict standard of confidentiality and are prohibited from discussing the details of any performance review with anyone except the employee, a duly authorized representative of the employee, or other person(s) participating in the drafting of the review. Except as specifically provided for under County Ordinances, State Statutes, or Federal Law, no record of an employee's performance review may be made available to any individuals except the employee or a duly authorized representative of the employee, without the express written consent of the employee. The Department of Employee Relations shall receive the original

employee performance reviews to ensure Polk County's compliance with its legal and contractual obligations. All meetings conducted as part of the review process shall be closed to the public in accordance with County Ordinances, State Statutes, or Federal Law. No County Board Supervisor shall be allowed to sit in on, attend or participate in the closed session meeting of a governing committee or Board that is ~~conducting~~ participating in the performance evaluation of any Department Head.

Individuals found to have violated the confidentiality requirements of this policy shall be subject to the disciplinary policy of the County and in the case of elected officials, possible censure by the County Board.

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Resolution to Amend Polk County Policy No. 881, Staffing Budget Planning and Position Administration, Setting Procedure for Developing Annual Staffing Plans and Budget for Fiscal Year 2011

THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD:

¶1 WHEREAS, Policy 881, Staffing Budget Planning and Position Administration, contains provisions, Procedure for Annual Staffing Plan and Budget Process, that identify the manner in which the staffing plans and the budget are developed for the following fiscal year.

¶2 WHEREAS, the Polk County Board of Supervisors have confirmed the appointment of a County Administrator, resulting in a need to revise the Procedure for Annual Staffing Plan and Budget Process with Policy No. 881 to be consistent with the statutory duty of the County Administrator to prepare and to present the annual budget.

¶3 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends Policy No. 881, in part, and solely with respect to the provision "Procedure for Annual Staffing Plan and Budget Process", pages 881-5 through 881-7, to read as follows:

"Procedure for Annual Staffing Plan and Budget Process

Each year as part of the annual staffing process, and then leading into the budgeting process, departments will prepare a staffing plan for the next fiscal year. This staffing plan shall include an organizational chart identifying units and positions within the department highlighting positions that are proposed as new or planned for elimination in the ensuing fiscal year.

By the first business day in June, the Department of Administration and Employee Relations Department will develop and distribute the staffing and budget-planning calendar. Prior to commencement of the process, preliminary salary and benefit information will also be distributed.

Step	Action	
1	<p>The Executive Committee shall meet by June 15, commencing in 2008, to issue staffing and programming guidance that may consist of, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Consideration of programming and service priorities for future staffing/budget plans. 2. Feasibility and/or amount of increased revenues (Fees/rates). 3. Feasibility and potential costs of new services. 4. Recommendations on increased or decreasing revenue sources. 5. Consideration of allowing services to be provided by private industries within Polk County. 6. Consideration of outsourcing specific services. 7. Consolidation of services and efforts between departments. <p>Department Heads, Governing Committees, Finance and Personnel Committees will utilize this guidance in preparing their budgets and planning for staffing in their analysis and justification for the next fiscal year.</p>	

2	Each Department Head shall develop a staffing plan for their department. This plan shall be completed using Policy 881 Appendix Forms and include a copy of the department's proposed organizational chart; any proposed new positions or those planned for elimination, and a cost analysis for the department. The cost analysis shall detail wages and benefits to the department per unit, reflective of existing staffing structure, as well as detailed cost analysis of wages and benefits for new position requests, increase in hours of existing positions, proposed position eliminations, or any other applicable staffing changes as provided for within this policy. Requests for new positions/increase in hours of existing positions must address specific rationale as to why each new position is required versus alternative methods of meeting demands for service.	
3	The supervising committee reviews, amends and approves the department staffing plans and submits approved staffing plans to Employee Relations.	
4	The Employee Relations Director examines each plan and presents all staffing plans to the Personnel and Finance Committees. Utilizing guidance from the Executive Committee, the Committees jointly review the staffing plans with the Department Heads and their committee representative(s). The Personnel Committee recommends staffing needs to the Finance Committee and furnishes the same to each department and appropriate committee.	
5	The Personnel Committee provides direction regarding health insurance premiums for the next fiscal year. The Finance Committee provides budgetary guidelines to the departments.	
6	Department Heads and Governing Committees review the Personnel Committee staffing recommendations and Finance Committee budgetary guidelines. Department Heads develop budgets with Governing Boards/Committees and revisit staffing plans. Updates to staffing plans are submitted to Employee Relations and initial budgets are submitted to the Department of Administration.	
7	Personnel Committee reviews updates/changes to departmental staffing plans and issues final staffing recommendations to the Finance Committee.	
8	Department Heads, along with their governing board/committee representatives, present budgets to the Finance Committee and Finance provides final recommendations to the departments	
9	Departments review final recommendations with governing boards/committees and notify the Department of Administration of intent to appeal staffing and budget recommendations	
10	The Personnel and Finance Committees consider staffing and budget appeals and make final recommendations	
October County	The Personnel Committee presents a summary of recommended staffing plans for justification and approval to the full County	

Board Meeting	Board. The Finance Committee provides formal recommendation for Public Notice and Draft copy of the budget to County Board.	
November County Board Meeting	County Board adoption of the annual budget.	

Step	Action	
1	<p><u>The County Board will meet in July in a workshop to discuss overall budget issues and direction, providing staffing and programming guidance to the County Administrator and Department Heads to assist in the preparation of the 2011 budget. This guidance may include, but is not limited to, the following:</u></p> <ul style="list-style-type: none"> ○ <u>Consideration of programming and service priorities for future staffing/budget plans.</u> ○ <u>Feasibility and/or amount of increased revenues (Fees/rates).</u> ○ <u>Feasibility and potential costs of new services.</u> ○ <u>Recommendations on increased or decreasing revenue sources.</u> ○ <u>Consideration of allowing services to be provided by private industries within Polk County.</u> ○ <u>Consideration of outsourcing specific services.</u> ○ <u>Consolidation of services and efforts between departments.</u> <p><u>The County Administrator, Department Heads, Governing Committees, Finance and Personnel Committees will utilize this guidance in preparing their budgets and planning for staffing in their analysis and justification for the next fiscal year.</u></p>	
2	<u>The County Administrator must submit budget instructions to all departments, developing final instructions in consultation with the Finance Committee and Personnel Committee.</u>	
3	<u>Each Department Head shall develop a staffing plan for their department. This plan shall be completed using Policy 881 Appendix Forms and include a copy of the department's proposed organizational chart; any proposed new positions or those planned for elimination, and a cost analysis for the department. The cost analysis shall detail wages and benefits to the department per unit, reflective of existing staffing structure, as well as detailed cost analysis of wages and benefits for new position requests, increase in hours of existing positions, proposed position eliminations, or any other applicable staffing changes as provided for within this policy Requests for new positions/increase in hours of existing positions must address specific rationale as to why each new position is required versus alternative methods of meeting demands for service.</u>	
4	<u>Each Department Head must review their goals and objectives</u>	

	<u>for 2011 with their Governing Boards/Committees and utilize this guidance in preparation of their budget requests.</u>	
<u>5</u>	<u>The Personnel Committee provides direction regarding health insurance premiums for the next fiscal year. The Finance Committee provides budgetary guidelines to the County Administrator and departments.</u>	
<u>6</u>	<u>Each Department Head must submit their initial budget requests to the County Administrator according to the budget instructions issued in Step 2, including their staffing plan developed in Step 2.</u>	
<u>7</u>	<u>After submission of the initial budget requests, the Governing Boards/Committees will review the department staffing plans and initial budget requests, providing guidance to the County Administrator and Department Heads. The Personnel and Finance Committees will review the staffing plan and overall budget requests with the County Administrator and provide guidance on overall budget and staffing policy.</u>	
<u>8</u>	<u>The County Administrator reviews the guidance from the Governing Boards/Committees and, with Department Heads, develops a final budget for submission to the County Board.</u>	
<u>9</u>	<u>The County Administrator must submit the proposed 2011 budget to the Finance Committee, Personnel Committee and County Board at their September 2010 meetings.</u>	
<u>10</u>	<u>The County Administrator and Department Heads present the 2011 budget recommendation to the individual Governing Boards/Committees in September and October 2010. The Governing Boards/Committees make recommendations to the Finance Committee and Personnel Committee on amendments to the proposed 2011 budget.</u>	
<u>11</u>	<u>The Personnel and Finance Committees consider staffing and budget amendments and make final recommendations</u>	
<u>October County Board Meeting</u>	<u>The Personnel Committee presents a summary of recommended staffing plans for justification and approval to the full County Board. The Finance Committee provides formal recommendation for Public Notice and Draft copy of the budget to County Board.</u>	
<u>November County Board Meeting</u>	<u>County Board adoption of the annual budget.</u>	

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¶4 BE IT FURTHER RESOLVED that the above amendment to Policy No. 881 solely apply to the development of annual staffing plans and budget for the fiscal year 2011, which shall be approved by the Polk County Board of Supervisors at its meeting in November 2010.

¶5 BE IT FURTHER RESOLVED that Policy No. 881 is not otherwise amended.

Funding Amount and Funding Source: Not Applicable

Date Finance Committee Advised: July 14, 2010

Finance Committee Recommendation: _____

Date Personnel Committee Advised: July 9, 2010

Personnel Committee Recommendation: _____
Effective Date: Upon Passage

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

Dated Submitted to County Board: July 20, 2010

County Board Action: _____

Sponsored and Submitted upon Recommendation of the Finance Committee

Sponsored and Submitted upon Recommendation of the Personnel Committee

Warren H. ...
Patricia Schmidt
Russell E. ... 7-9-10
James A. Edgell

This Resolution was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of July 2010.

William Johnson, IV, Polk County Board Chairperson Dated: _____

Attest: _____ Dated: _____
Carole Wondra, County Clerk

H

RESOLUTION ____-10

Resolution to Approve and to Authorize Borrowing Not To Exceed \$200,000 for the Replacement of Windows at the Golden Age Manor Nursing Home

TO THE HONORABLE SUPERVISORS OF THE POLK COUNTY BOARD:

¶ 1 WHEREAS, the Polk County Board of Supervisors has previously authorized the replacement of windows at the Golden Age Manor Nursing Home and has directed to the Finance Committee to consider and make a recommendation on funding in an amount not to exceed \$200,000.00 (Two Hundred Thousand Dollars); and

¶ 2 WHEREAS, Wisconsin Stat. Sec. 67.12(12) authorizes the issuance of promissory notes as evidence of indebtedness for any public purpose as defined by Wisconsin Stat. Sec. 67.04(1)(b), and refunding any municipal obligations, including interest on them, consistent with the provisions set forth therein; and

¶ 3 WHEREAS, the Golden Age Manor Governing Committee has proposed that the Golden Age Manor Nursing Home be authorized to borrow expeditiously the necessary funds on a loan that is amortized over 15 years with a balloon payment at ten years; and

¶ 4 WHEREAS, the Polk County Finance Committee has approved a motion that recommends that the Golden Age Manor Nursing Home will be responsible for the repayment of the indebtedness and interest of said loan through the Golden Age Manor Enterprise Fund.

¶ 5 WHEREAS, the County Board of Supervisors deems it necessary and in the best interests of the county that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, that the sum not to exceed two-hundred thousand (\$200,000) be borrowed for such purposes upon the terms and conditions hereinafter set forth herein.

¶6 NOW, THEREFORE, BE IT RESOLVED, that for the sole public purpose of financing the replacement of windows at the Golden Age Manor Nursing Home, Polk County, by its County Board Chair and the County Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, shall borrow from the financial institution, _____, located in _____ Wisconsin, (hereinafter called the "lender"), the maximum sum of \$200,000.00, and, to evidence such indebtedness, said County Board Chairperson and the County Clerk shall make, execute and deliver to the lender for and on behalf of the county the promissory note of the county in said principal amount with interest at the rate not to exceed _____ (_____) per annum and payable consistent with the payment and amortization schedule, entitled " Loan for Window Replacement at Golden Age Manor Nursing Home", attached hereto and incorporated herein. Said interest to be payable on the dates set forth therein on the outstanding principal balance, with prepayment privileges, on any principal or interest payment date on or after July 21, 2010, a copy of which note shall be attached hereto.

¶7 BE IT FURTHER RESOLVED, that there be, and there hereby is, levied on all the taxable property of the county, a direct annual irrevocable tax sufficient in amount to pay the principal and interest on said note as the same becomes due and payable, said levied tax to be in minimum amount of \$ _____ for each consecutive tax year 2011 through 2021 to meet the payments required to be made in each such tax year, provided that each such tax be levied in the year prior to said tax year.

¶8 If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said note when due, the requisite amount shall be paid from other funds of the county then available, which sums shall be replaced upon the collection of the taxes herein levied.

¶9 In the event that the county exercises its prepayment privilege, if any, then no such direct annual tax shall be included on the tax rolls for the prepayments made and the amount of direct annual tax herein above levied shall be reduced accordingly for the year or years with respect to which said note was prepaid.

¶10 In each of said levy years, the direct annual tax so levied shall be carried into the tax rolls each year and shall be collected in the same manner and at the same time as other taxes of the county for such years are collected; provided, that the amount of tax carried into the tax roll may be reduced in any year by the amount of any surplus in the debt service account for the note. So long as any part of the principal of, or interest on, said note remains unpaid, the proceeds of said tax be segregated in a special fund used solely for the payment of the principal of, and interest on, said note.

¶11 BE IT FURTHER RESOLVED, that there be and there hereby is established in the treasury of the county, if one has not already been established, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Sinking funds established for obligations previously issued by the county may be considered as separate and distinct accounts within the debt service fund. Within the debt service fund, there be and there hereby is established a separate and distinct account designated as the "Debt Service Account for Promissory Note dated July 21, 2010 Re Window Replacement at Golden Age Manor Nursing Home," which account shall be used solely for the purpose of paying principal of and interest on said note. There shall be deposited in said fund any accrued interest paid on said note at the time it is delivered to the lender, all money raised by taxation or appropriated pursuant hereto, and such other sums as may be necessary to pay principal and interest on said note when the same shall become due.

¶12 BE IT FURTHER RESOLVED, that the proceeds of said note shall be used solely for the purposes for which it is issued, but may be temporarily invested until needed in legal investments, provided that no such investment shall be in such a manner as would cause said note to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, or the Regulations of the Commissioner of Internal Revenue there under; and an officer of the county, charged with the responsibility for issuing the note, shall certify by use of an arbitrage certificate that, on the basis of the facts, estimates and circumstances in existence on the date of the delivery of the note, it is not expected that the process will be used in a manner that would cause said note to be an "arbitrage bond."

¶13 BE IT FURTHER RESOLVED, that the projects financed by the note and their ownership, management and use will not cause the note to be a “private activity bond” within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended, and that the county shall comply with the provisions of the code to the extent necessary to maintain the tax-exempt status of the interest on the note.

¶14 BE IT FURTHER RESOLVED, that the County Clerk shall keep records for the registration and for the transfer of the note. The person in whose name the note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such note to the extent of the sum or sums so paid. The note may be transferred by the registered owner thereof by presentation of the note at the office of the County Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation the note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the County Clerk, shall be made on such note.

¶15 BE IT FURTHER RESOLVED, that the note is hereby designated as a “qualified tax-exempt obligation” for purposes of Section 265 of the Internal Revenue Code of 1986, as amended, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocated to carrying and acquiring tax-exempt obligations.

¶16 BE IT FURTHER RESOLVED that the Golden Age Manor Nursing Home shall be responsible to Polk County for said indebtedness and interest, having the principal and interest secured by the assets of the Golden Age Manor Nursing Home, and shall make payments from the Golden Age Manor Nursing Home Enterprise Fund in an amount of principal and interest, consistent with the payments set forth in the “Loan for Window Replacement at Golden Age Manor Nursing Home. Made”, referenced above and incorporated herein.

¶17 BE IT FURTHER RESOLVED that the county officials are hereby authorized and directed, so long as said note is outstanding, to deliver to the lender an audit statement or other financial information the lender may reasonably requested to discuss its affairs and finances with said lender.

¶12 BE IT FURTHER RESOLVED that said note shall be delivered to the lender on or after the date of said note, upon receipt of the total principal amount of the loan evidenced thereby, plus accrued interest, if any, to date of delivery, provided that, if there be refinancing, the refunding note shall be immediately exchanged for the note being refinanced.

¶13 BE IT FURTHER RESOLVED that the County Clerk shall certify that this resolution has been adopted by the Polk County Board of Supervisors by a vote as required by Wisconsin Stat. Sec. 67.045(1)(f).

Funding Source:
Funding Amount:

Effective Date: Upon passage.
Finance Committee advised on July 14, 2010.

Finance Committee recommendation: _____

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge

Submitted at the recommendation of the Golden Age Manor Governing Committee:

Kathryn Keinholtz
Kathryn Keinholtz
ie

Harry Johansen

Gerianne Christiansen

Robert Blake

David Ollman

At its regular business meeting held on July 20, 2010, the Polk County Board of Supervisors did adopt Resolution No. _____-10: Resolution to Approve and to Authorize Borrowing Not To Exceed \$200,000 for the Replacement of Windows at the Golden Age Manor Nursing, by a vote of _____ in favor, and _____ against.

William Johnson, IV, Chairperson

Dated : _____

Attest: _____
Carole T. Wondra, Polk County Clerk

I

RESOLUTION _____-2010

Resolution To Authorize Transfers to Correct Allocation of Proceeds from 2007 Promissory Notes to Purposes Authorized in Resolution 112-07

TO THE HONORABLE SUPERVISORS OF THE COUNTY OF POLK:

¶1 WHEREAS, while conducting the 2009 audit, auditors informed the Department of Administration that certain proceeds from the sale of promissory notes, authorized by Resolution 112-07, had been allocated inconsistent with the provisions of that resolution that called for the allocation of such proceeds to capital projects; and

¶2 WHEREAS, it is appropriate and in the County’s interest for the Polk County Board of Supervisors to authorize a reallocation of the proceeds toward qualified capital projects and expenditures to correct the previous misallocation of funds.

¶3 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes the reallocation of \$ _____ of 2007 Promissory Note proceeds to the County General Fund to cover 2009 qualified capital projects and expenditures, previously approved in the county’s budget process, as described in subject matter and amount on the “List of Qualified Capital Projects and Expenditures.”

¶4 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the transfer of sums to the County General Fund consistent in amount and description of the reallocation authorized in this resolution.

¶5 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and directs the Interim Finance Director/County Auditor to make the necessary accounting entries to effectuate the reallocation authorized in this resolution.

¶6 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and directs the Interim Finance Director/County Auditor to prepare, to sign and to file with the Internal Revenue Service, the Wisconsin Department of Revenue, or other governmental agency, as appropriate, the requisite certifications, forms, or other reports that relate to the reallocation caused and authorized by this resolution.

Funding Amount: As identified in Resolution and incorporated attachment
Funding Source: Transfer to the County General Fund as depicted on Incorporated Attachment

Date Finance Committee Advised: July 14, 2010

Finance Committee Recommendation: Adoption

Effective: Upon Passage

Approved as to form: 

Jeff Fuge, Corporation Counsel

Date Submitted to County Board: July 20, 2010

County Board Action _____

I!

Sponsored and Submitted By the Finance Committee:

Gary P. Bergstrom
Gary Bergstrom - Chair

William Johnson, IV
William Johnson, IV

Neil Johnson
Neil Johnson

Kathryn Keinholtz
Kathryn Keinholtz

Brian Masters 7/14/10
Brian Masters

At its regular business meeting held on July 20, 2010, the Polk County Board of Supervisors adopted Resolution: _____-10: Resolution To Authorize Transfers to Correct Allocation of Proceeds from 2007 Promissory Notes to Purposes Authorized in Resolution 112-07, by a vote of _____ in favor and _____ against.

William Johnson, IV, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

2009 Capital Projects in the General Fund (qualifying)

Department	Amount	Date Paid	Vendor	Description
Buildings	8858	7/17/2009	Network Solutions	Surveillance Equip
	18781	7/17/2009	John Deere	JS Skid Steer
	7000	4/17/2009	1st Choice Documents	Industrial Paper Shredder
Law Enforcement Vehicles	23148	8/21/2009	Bernard's Northtown	2009 Dodge Charger
	23148	8/22/2009	Bernard's Northtown	2009 Dodge Charger
	23148	8/23/2009	Bernard's Northtown	2010 Dodge Charger
	23148	8/24/2009	Bernard's Northtown	2011 Dodge Charger
	23148	8/25/2009	Bernard's Northtown	2012 Dodge Charger
	37500	7/1/1905	7,500 per car to upgrade to police car	times 5 in 2009
Computers	8700	6/15/2009	CSW Governments	M\$Office Pro Plus
				Take out Feb 2009
				Take out March 2009
	16780	4/24/2009	Connecting Point	20 Norbilis computers
	4831	5/7/2009	Imagetek	B & H Truper duplex
	12585	7/17/2009	Connecting Point	15 Nobilis computers
Employee Relations	121906.4	May-Dec,2010	Kronos,CDW,SGTS	Kronos timekeeping program
Golden Age Manor	9745.52	8/7/2009	Short Elliott	Architect
	1160.67	8/21/2009	Short Elliott	Architect
	315	8/28/2009	InterCounty Leader	InterCounty Leader - bids
	36090	12/29/2009	Swansons Commercial Floor	Flooring
	13050	1/4/2010		Flooring
County Fair				
Totals				

413043

J

RESOLUTION _____-2010

Resolution

To Authorize and To Affirm Advance to Golden Age Manor Relating to Pay-off of 1998 Bank Note

TO THE HONORABLE SUPERVISORS OF THE COUNTY OF POLK:

¶1 WHEREAS, in 2008, the Department of Administration used County General Funds to pay the balloon payment due on the obligation of the Golden Age Manor Nursing Home on a 1998 bank note, which was a tax-exempt obligation that was incurred to finance the construction of the Alzheimer Unit; and

¶2 WHEREAS, the Department of Administration recorded the payment on the financial records of Polk County as an advance from the County General Fund to the Golden Age Manor Nursing Home enterprise fund and, on the financial records of the Golden Age Manor Nursing Home, as an obligation of Golden Age Manor enterprise fund to the County General Fund; and

¶3 WHEREAS, while conducting the 2009 audit, the auditors reported to the Department of Administration that such transactions were made without the requisite statutory authority of the County Board of Supervisors, even though such transactions appropriately appeared on the 2008 financial statements of Polk County and the Golden Age Manor Nursing Home; and

¶4 WHEREAS, it is essential that all financial transactions receive requisite authorization so that the financial statements of Polk County and the Golden Age Manor Nursing Home are properly substantiated by necessary documentation and accurately reflect the respective financial position of Polk County and the Golden Age Manor Nursing Home.

¶5 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes and affirms the advance from the County General Fund to the Golden Age Manor Nursing Home enterprise fund, previously made in 2008, in the amount of \$889, 907.00.


¶7 BE IT FURTHER RESOLVED that the Golden Age Manor Nursing Home shall repay said advance to the County General Fund consistent with the repayment schedule, which is attached hereto and incorporated herein.

Funding Amount: As identified in Resolution and incorporated repayment schedule
Funding Source: Affirmation of Receivable in County General Fund with corresponding Payable in Golden Age Manor Nursing Home Enterprise Fund

Date Finance Committee Advised: July 14, 2010

Finance Committee Recommendation: Adoption

Effective: Upon Passage

Approved as to form: 
Jeff Euge, Corporation Counsel

Date Submitted to County Board: July 20, 2010

County Board Action _____

J1

Sponsored and Submitted By the Finance Committee:

Gary P. Bergstrom

Gary Bergstrom - Chair

William Johnson, IV

William Johnson, IV

Neil Johnson

Neil Johnson

Kathryn Kemholz

Kathryn Kemholz

Brian Masters

Brian Masters

At its regular business meeting held on July 20, 2010, the Polk County Board of Supervisors adopted Resolution _____-10: Resolution To Authorize and To Affirm Advance to Golden Age Manor Relating to Pay-off of 1998 Bank Note, by a vote of _____ for and _____ against.

William Johnson, IV, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

J2

GAM 2007 Advance.

Due Date	Principal	Interest	Total Payment
5/15/2010	-	35,190	35,190
11/15/2010	45,767	35,190	80,957
5/15/2011	-	16,883	16,883
11/15/2011	30,511	16,883	47,394
5/15/2012	-	16,273	16,273
11/15/2012	63,565	16,273	79,838
5/15/2013	-	15,002	15,002
11/15/2015	68,650	15,002	83,652
5/15/2014	-	13,629	13,629
11/15/2014	64,836	13,629	78,465
5/15/2015	-	12,332	12,332
11/15/2015	197,052	12,332	209,384
5/15/2016	-	8,391	8,391
11/15/2016	205,951	8,391	214,342
5/15/2017	-	4,272	4,272
11/15/2017	213,578	4,272	217,850
	<u>889,910</u>	<u>243,937</u>	<u>1,133,847</u>

K

RESOLUTION _____-2010

Resolution to Transfer 2009 Human Services Departmental Surplus
To
County General Fund

WHEREAS, consistent with Wisconsin law, it is appropriate to transfer surpluses of departmental budgets back to the county general fund absent requisite appropriation; and

WHEREAS, while conducting the 2009 audit, the county auditors have advised that it is appropriate to transfer to the county general fund the surplus, revenues in excess of expenditures, that existed at the close of the fiscal year 2009 in the Human Services Departmental Fund; and

WHEREAS, it is essential that all transfers receive requisite authorization so that the financial statements of Polk County are accurate.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors and affirms the following transfers made in 2009:

a. Transfer from the Human Services Department to the County General Fund in the amount of \$280,965.00, said sum representing the amount of revenues that are in excess of expenditures for the budgetary year of 2009.

Funding Amount: Human Services 2009 Fund Balance

Date Finance Committee Advised: July 14, 2010

Effective: Upon Passage

Approved as to form: Jeff Fuge
Jeff Fuge, Corporate Counsel

Date submitted to County Board: July 20, 2010

County Board Action
Sponsored and Submitted By the Finance Committee

Gary P. Bergstrom
Gary Bergstrom- Chair

Brian Masters 7/14/10
Brian Masters- Vice Chair

William Johnson
William Johnson

Neil Johnson
Neil Johnson

Kathryn Kienholz
Kathryn Kienholz- Secretary

This Resolution was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of _____ 2010.

William Johnson, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

K1

William Johnson, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

POLK COUNTY BOARD OF SUPERVISORS
Minutes from Tuesday, July 20, 2010 Special & Regular Business Meeting
Polk County Government Center – County Board Room
Balsam Lake, WI 54810

Chairman Johnson called the special meeting of the Polk County Board of Supervisors to order at 3:30 PM.

County Clerk informed the chair that notice of the meetings agenda was properly posted in three public buildings, published in the county's legal paper and posted on the county website the week of July 11, 2010. The 1st and 2nd Amended Agendas were posted on July 14th and 15th, 2010. Asst. Corporation Counsel verified that sufficient notice of the meeting was given.

Roll call was taken by the Clerk, with 22 members present. Supr. Kim O'Connell was absent from the early meeting.

County Administrator, Dana Frey, gave a presentation on the budget processes and the issues associated with the 2011 budget. This was followed by an open discussion on budget matters. 5:00 pm Chair called for recess until 6:30 pm.

Back in Session, 6:30 pm.

Roll call was taken by the clerk, with all 23 members in attendance.

Supervisor Dean Johansen led the prayer.

Chairman led the Pledge of Allegiance after asking the board to remember the service to Polk County of Supervisor Rodney Littlefield and court reporter Harriet Wade who passed away in the past month.

Chairman Johnson requested a suspension of the rules in order to accept the amended agenda which requires a 10 day notice. Motion (Masters/Jepsen) to suspend the rules.

Motion carried by unanimous voice vote.

Chairman Johnson requested consideration and acceptance of the noticed agenda. **Motion (Masters/Kienholz) to accept the additions to the noticed agenda of Resolutions I, J & K. Motion to approve, carried** by unanimous voice vote.

Chairman Johnson requested consideration and any corrections to the published June 15, 2010 County Board minutes. No corrections were offered.

Public Comments were offered.

Chairman's Report was given, by William Johnson.

County Administrator's Report was given, by Dana Frey.

Finance Director's Report was given, by Maggie Wickre.

A presentation was given by Eric Kube, the Executive Director for Wild Rivers Habitat for Humanity on how they are currently serving Polk and Burnett counties and their goals for future expansion. A second presentation was given by Polk County Economic Development Director, Steve Healy. Board members were updated on the services provided by that office as well as projects in the works.

Committee/Board Reports were given.

Motion (O'Connell/Brown) to accept the Administrator's Appointments to the following Boards and Committees:

ADRC – Pat Schmidt, Diane Stoneking and Lynn Schauls 6/2010 – 6/2013

Renewable Energy committee – Linda Leef to replace Mike Voltz

Board of Adjustment – Art Gillitzer & Curtis Schmidt 7/1/10 – 6/30/13

ITBEC Board – Wm. F. Johnson & Larry Jepsen

ITBEC Advisory Committees – Steve Healy, Economic Development 6/2010- 6/2013

Sue Mathews, Tourism 6/2010 – 6/2013

Motion to accept appointments, carried by unanimous voice vote.

Chair called for a 10 minute recess.

Motion (Jepsen/Luke) to approve the Annual Reports as they were presented at the June 15, 2010 County Board Meeting, with the exception of the Golden Age Manor report, which was pulled from the list and will be up for approval at the August Board meeting. Motion to approve Annual Reports, carried by unanimous voice vote.

Administration	Extension	
ADRC	Forestry	Parks, Bldgs & Solid Waste
Aging	Highway	Public Health
Child Support	IT	Register of Deeds
Clerk of Court	Land Information	Sheriff's Dept.
Corporation Counsel	Land & Water	Treasurer
County Clerk	Library	Veterans
Employee Relations	Lime Quarry	

Annual Report from Human Services was presented for approval at the August board meeting.

Resolution 40-10 Supporting Polk County's Participation in the Utility Terrain Vehicle Pilot Program. Motion (Jepsen/Masters) to approve Resolution 40-10. Jeremy Koslowski, County Forester, addressed the resolution. **Motion to approve Resolution 40-10, carried** by unanimous voice vote. Resolution adopted.

Resolution 41-10 Resolution Placing Advisory Referendum Question on November Ballot. Motion (Voelker/D. Johansen) to approve Resolution 41-10. Supr. Caspersen addressed the resolution. **Motion to approve Resolution 41-10, carried** by voice vote. Resolution adopted.

Resolution 42-10 to Acquire Gifted Lands for Use as a Boat Landing on White Ash Lake. Motion (Luke/Nelson) to approve Resolution 42-10. Buildings Director, Debbie Peterson, addressed the resolution. **Motion to approve Resolution 42-10, carried** by unanimous voice. Resolution adopted.

Resolution 43-10 to Establish Guidelines for Transferring Surplus from the Lime Quarry Enterprise Fund to the County General Fund. Motion (D. Johansen/Masters) to approve Resolution 43-10. Supr. D. Johansen addressed the resolution. **Motion (Voelker/Schmidt) to postpone action on Resolution 43-10 to a later date. Motion to postpone action, failed** by voice vote. **Motion to approve Resolution 43-10 carried** by a roll call vote of 15 yes, 8 no. Resolution adopted. (Voting yes: Supr. H. Johansen, D. Johansen, Kienholz, Caspersen, Rattel, Edgell, Sample, Moriak, Luke, Stoneking, Jepsen, O'Connell, N.Johnson, Christensen and W. Johnson. Voting No: Supr. Schmidt, Brown, Masters, Arcand, Nelson, Kremer-Hartung, Bergstrom and Voelker)

Resolution 44-10 to Amend Polk County Personnel Policy – Policy No. 103, Employee Recruitment, Selection and Status. Motion (Sample/Schmidt) to approve Resolution 44-10. Note to correct scrivener's error on the first paragraph of attached Policy 103, striking "The purpose of this policy is to:". **Motion to Approve Resolution 44-10 with the correction, carried** by unanimous voice vote. Resolution adopted.

Resolution 45-10 to Amend Polk County Personnel Policy – Policy No. 209, Employee Performance Reviews. Motion (Brown/Edgell) to approve Resolution 45-10. Motion to approve Resolution 45-10 carried by unanimous voice vote. Resolution adopted.

Resolution 46-10 to Amend Polk County Policy No. 881, Staffing Budget Planning and Position Administration, Setting Procedure for Developing Annual Staffing Plans and Budget for Fiscal Year 2011. Motion (Arcand/Masters) to approve Resolution 46-10. Motion to Approve Resolution 46-10 carried by unanimous voice vote. Resolution adopted.

Resolution 47-10 to Approve and to Authorize Borrowing Not to Exceed \$200,000 for the Replacement of Windows at the Golden Age Manor Nursing Home. Motion (Kienholz/Stoneking) to approve Resolution 47-10. Motion to approve Resolution 47-10 failed by a roll call vote of 3 yes, 20 no. (Voting yes: Supr. Kienholz, Voelker and Christensen)

Resolution 48-10, to Authorize Transfers to Correct Allocation of Proceeds from 2007 Promissory Notes to Purposes Authorized in Resolution 112-07. Motion (Masters/Kienholz) to approve Resolution 48-10. Administrator Frey addressed the resolution. The total dollar amount of \$413,043 as shown on page 3 of the Resolution should show on page 1, paragraph 3. **Motion to approve Resolution 48-10 carried** by unanimous voice vote. Resolution adopted.

Resolution 49-10 to Authorize and To Affirm Advance to Golden Age Manor Relating to Pay-off of 1998 Bank Note. Motion (Masters/Sample) to approve Resolution 49-10. Administrator Frey addressed the resolution. **Motion to approve Resolution 49-10 carried** by unanimous voice vote. Resolution adopted.

Resolution 50-10 to Transfer 2009 Human Services Departmental Surplus to County General Fund. Motion (Brown/masters) to approve Resolution 50-10. Administrator Frey addressed the resolution. **Motion to approve Resolution 50-10 carried** by unanimous voice vote. Resolution adopted.

Supervisors Reports were given.

Motion (Sample/Hartung) to adjourn. Motion carried. Meeting adjourned 9:40 pm.