

# Polk County Board of Supervisors

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

**Tuesday, December 20, 2011**  
**6:00 PM Regular Business Meeting**

## Open Session

1. Call to Order
2. Evidence of Proper Notice
3. Roll Call
4. Prayer: Supr. Jepsen
5. Pledge of Allegiance
6. **Consent Agenda:**

Consideration of corrections to the noticed agenda & published minutes of the November 15, 2011 meeting

Resolution to Approve Zoning Ordinance Amendment for the Town of Garfield (copy available in Land Information office)

Resolution to Approve Zoning Ordinance Amendment for the Town of St. Croix Falls (copy available in Land Information office)
7. Public Comments - 3 minutes per person- not to exceed 30 minutes total
8. Chairman's Report, William Johnson
  - Confirmation of Chairman's appointment of Supr. Stroebe to fill the vacant Position of Representative of the Board to the Polk County Tourism Council
  - Confirmation of Chairman's appointment of Kathryn Kienholz to the Indianhead Federated Library System Board (IFLS)
9. Administrator's Report, Dana Frey
  - Confirmation of Administrator's appointment of Greg Bowman to the Polk County Library Committee
10. Review and Discussion of 2011 and 2012 Budget Issues – Request of Supr. Sample  
Discussion and Action on the Future of Polk County Library - Request of Sup. Masters
11. Approval of Polk County Forest Annual Work Plan for 2012
12. Committee/Board Reports
  - Highway – Supr. Caspersen
  - Finance – Supr. Bergstrom
  - Personnel – Supr. Arcand
  - Property, Forestry & Recreation/ ADRC – Supr. Jepsen

- Extension, Land&Water, Lime – Supr. D. Johansen
- Public Protection – Supr. Luke
- Land Information – Supr. O'Connell
- Human Services Board – Supr. Stroebel
- Boards of Health & Aging – Supr. Schmidt
- GAM Board, Renewable Energy/Energy Independence Team – Supr. Kienholz
- Organization – Supr. Brown
- Transition – Supr. Hartung

**13. Resolutions/Ordinances:**

- A. Resolution to Amend Polk County Policy 0010, Duties and Responsibilities of Governing Committees**
- B. Resolution to Amend Polk County Personnel Policy 390, Non-Represented Employee Compensation Management Policy**
- C. Resolution to Adopt the Interim Personnel Policy and the Interim Administrative Policy**
- D. Resolution to Adopt Amendment to Structure Lease Agreement for Cellular Communications (Cumberland/McKinley Tower – New Cingular Wireless (AT&T))**
- E. Resolution to Adopt Amendment to Adult Development Center Lease Agreement for 2012**
- F. Resolution to Accept and to Allocate Donation from Balsam Branch Ski Partnership for Cross Country Trail Grooming Equipment**
- G. Resolution Support for the Polk County Health Department Application for National Voluntary Accreditation**
- H. First Reading and Call for Public Hearing on Proposed Ordinance to Create Appraisal Committee for Sale of Tax Delinquent Lands**

**16. Supervisor's Reports**

**17. Adjourn**

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.

POLK COUNTY BOARD OF SUPERVISORS  
Minutes from Tuesday, November 15, 2011  
Polk County Government Center – County Board Room  
Balsam Lake, WI 54810

Chairman Johnson called the afternoon portion of the meeting of the Polk County Board of Supervisors to order at 2:00 PM.

County Clerk informed the chair that notice of the agenda was properly posted in three public buildings, published in the county's legal paper and posted on the county website the week of November 7, 2011.

Roll call was taken by the Clerk, with 20 members present. Supr. O'Connell, Bergstrom and Kienholz were excused. Supr. Masters was absent at roll call, but joined the meeting immediately following roll call.

The afternoon session of an Educational Seminar began with an introduction by Supr. Brown. The presentation was put together by Bob Kazmierski of the Polk County Extension Office. Speakers included Andy Phillips, John Reinemann, and Mike Blaska of the Wisconsin Counties Association and Al Probst from the UWEX Local Government Center. Topics covered were: County Budget Repair Bill; Review of County Administrator Form of Government, Making the transition from micro-management to policy development; Restructuring County Government, roles of County Governing Committees; Running Effective Meetings, making the best use of governing committee time; and Performance Measurement 101 for Supervisors- Understanding the basics with an emphasis on outcomes and analysis evaluation of County programs.

County Board recessed for 1 hour – Regular Business meeting to begin at 6:00 pm.

Chairman Johnson called the evening portion of the meeting of the Polk County Board of Supervisors to order at 6:00 pm.

Roll call was taken by the clerk, with 21 members present. Supr. O'Connell and Kienholz were excused. Supr. Kienholz joined the meeting at 7:30 pm.

Supr. Kremer-Hartung led the prayer

Chairman led the pledge of Allegiance

Chairman Johnson requested consideration of the County Board published agenda. **Motion (Luke/Brown) to approve agenda. Motion carried** by unanimous voice vote.

Chairman Johnson requested consideration of the County Board minutes from October 18, 2011.

**Motion (Voelker/Jepsen) to approve. Motion carried** by unanimous voice vote.

Time was given for public comments- not related to the public hearing on the budget.

Chairman's Report, William Johnson. Chairman introduced Randy Korb to the board. He was appointed and sworn in as the replacement to the vacancy in District 8. **Motion (Jepsen/Edgell) to approve appointment. Motion carried** by unanimous voice vote.

Administrator's report was given by Administrator, Dana Frey.

**Motion (Brown/Masters) to approve the Administrator's appointments of Joe Cronick to Renewable Energy Committee and Don Prose to the Polk County Housing Authority. Motion to approve appointment carried** by unanimous voice vote.

Corporation Counsel Jeff Fuge addressed the board regarding the Award recently presented to the Polk County Child Support Office. They were the recipient of Wisconsin Child Support Enforcement Association – Child Support Agency of the Year 2010 – 2011.

Chairman Johnson presented the Senior Achievement Ruth Paynter Award to Sharron Lofgren, for her long time service as the Milltown Meal Site Director.

Committee/Board Reports were given. Supr. Bergstrom, Chair of Finance announced the approved transfer of funds by the Finance committee from the Polk County Contingency Fund of:

- \$7500 for the purchase of lighting at garage, pool drain EDC
- \$10,000 for the Sheriff's Dept. Claim
- \$20,000 payment to Carlson Consulting, Employee Relations Dept.
- \$26,242 purchase of financial software, Administration

In accordance with Wisconsin Statute 65.90(5)(b).

7:00 PM Chairman opened the Public Hearing on the Polk County 2012 Budget  
Time was given for public comments.  
Chairman Closed Public hearing 7:04 pm.

Chair called 15 minute break.

**Resolution 54-11 Resolution to Fix Compensation of County Board Supervisors and Citizen Members to County Standing Committees and Administrative Boards, Commencing April 2012 Term. Motion (Schmidt/Brown) to approve. Motion (Masters/Voelker) to amend Resolution 54-11 to strike line: Date Finance Committee Advised: November 9, 2011. Motion to amend Resolution 54-11 and strike line, carried by unanimous voice vote. Motion (Sample/Voelker) to further amend Resolution 54-11. A motion (Luke/Masters) to the Previous Question, this was acknowledged, but was withdrawn. The motion (Sample/Voelker) to further amend Resolution 54-11 as follows:**

**Change \$ amount in 1<sup>st</sup> FURTHERMORE, BE IT RESOLVED clause from \$75.00 to \$60.00**

**Change \$ amount in 2<sup>nd</sup> FURTHERMORE, BE IT RESOLVED clause from \$50.00 to \$40.00**

**Replacing the Last FURTHERMORE, BE IT RESOLVED clause to read:**

**"FUTHERMORE, BE IT RESOLVED, a Vice Chair or any member of the assembly replacing the Chair in his/her absence by preparation and conducting of an entire County Board meeting shall receive \$100 in addition to the regular per diem. Anyone serving temporarily as the Chair, while he/she has stepped down to engage in discussion, is not eligible for the additional \$100."**

**Motion to further amend Resolution 54-11 carried by a roll call vote of 14 yes/8 no. (Voting Yes: Supr. H. Johansen, D. Johansen, Brown, Kienholz, Korb, Edgell, Masters, Sample, Stroebel, Hartung, Bergstrom, N. Johnson, L. Voelker, W. Johnson. Voting No: Supr. Schmidt, Caspersen, Moriak, Arcand, Nelson, Luke, Jepsen, Christensen) Motion to approve Resolution 54-11 as amended carried by voice vote. Resolution adopted.**

**Resolution 55-11 Resolution to adopt the Polk County Operating and Capital Budget for the Calendar Year 2012, to Set the 2012 Tax Levy and To Authorize Staffing Plans for the Calendar Year 2012. Motion (Bergstrom/Masters) to approve. Administrator Frey gave a presentation to the board on the 2012 budget.**

**Motion (Kienholz/D. Johansen) to amend Resolution 55-11:**

**Amendment No. 1: Land and Water Technical Amendment**

*Page 4, after the second paragraph, insert the following paragraphs to read:*

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors requests grant funding and assistance available from the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Control Grant Program" and the "Lake Management Planning Grant Program," and hereby authorizes the Director of the Polk County Land and Water Resources Department to act on behalf of Polk County to:

- submit an application to the State of Wisconsin for financial aid for lake planning purposes and for financial aid for aquatic invasive species;
- sign documents;
- take necessary action to undertake, direct, and complete an approved lake planning grant; and
- submit reimbursement claims along with necessary supporting documentation within six months of project completion date.

BE IT FURTHER RESOLVED the Polk County Board of Supervisors affirms that Polk County will meet the obligations under the lake planning grant and under the AIS control grant including timely publication of the results and meet the financial obligations under this grant including the prompt payment of our 33% commitment to the project costs.

***Committee recommendations:***

<b><i>Committee</i></b>	<b><i>Date</i></b>	<b><i>Recommendation</i></b>
<i>Land and Water</i>	<i>11/9/11</i>	
<i>Finance</i>	<i>11/15/11</i>	

**Summary:** This amendment would authorize the Land and Water Department to apply for and receive the grants specified in the amendment and which are included in the annual budget.

**Rationale:**

These grants are essential for the County’s water quality programs and included in the department’s budget. The County Board must authorize the use of these funds for the department’s 2012 budget to be balanced, and the DNR requires specific authorization as above.

**Motion to approve amendment No. 1 carried** by unanimous voice vote.

**Motion (Masters/Jepsen) to amend Resolution 55-11:**

***Amendment No. 2: Consolidation of the Department on Aging with ADRC***

*Page 3, before the last paragraph, insert the following paragraphs to read:*

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors designates the Aging and Disability Resource Center of Northwest Wisconsin, previously created pursuant to Section 46.283, as the aging unit of Polk County pursuant to Wisconsin Statutes section 46.82.

BE IT FURTHER RESOLVED that pursuant to Wisconsin Statutes section 48.283(1), the Polk County Board of Supervisors authorizes the County Administrator to negotiate, execute, enter into and administer any and all contracts with the Wisconsin Department of Health Services and the Aging and Disability Resource Center of Northwest Wisconsin that may be necessary for the Aging and Disability Resource Center of Northwest Wisconsin to perform as the aging unit for

Polk County and to provide services required pursuant to Section 46.82 and other relevant law.

BE IT FURTHER RESOLVED that Polk County Board of Supervisors approves of and authorizes the establishment of the Subcommittee on Older American Act Programs of the Aging and Disability Resource Center of Northwest Wisconsin, which shall have the organizational requirements and powers and duties the Commission of Aging pursuant to and consistent with Wisconsin Statutes section 46.82(4) and other relevant law.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and directs the Corporation Counsel to coordinate with the Aging and Disability Resource Center of Northwest Wisconsin and the ADRC Board for the purpose of developing the organizational structure and transition of the Polk County Aging Unit to the Aging and Disability Resource Center of Northwest Wisconsin.

Amend the budget for the Department on Aging as follows:

Amend the title to read "Aging Unit of ADRC"

Under revenues, general property tax, strike \$118,383 and insert \$105,223 and under revenues, state aids, strike \$430,382 and insert \$447,382.

Under expenditures, professional services, strike \$81,373 and insert \$85,213.

Amend other budget documentation accordingly.

**Committee recommendations:**

<b>Committee</b>	<b>Date</b>	<b>Recommendation</b>
ADRC	10/17/11	Approved concept (not actual wording)
Council on Aging	11/8/11	Approved, with budget numbers TBD
Finance	11/15/11	

**Summary:** This amendment would consolidate the Department on Aging with the ADRC. The current Council on Aging would become a subcommittee of ADRC, and necessary contract language would follow. The property tax reduction and miscellaneous revenue increase reflects a conservative estimate of Medical Assistance Funding for the elderly benefits specialist; the professional services increase is an estimate of the cost of providing 8 hours per month of a registered dietician's services as required by the State. **Rationale:** The current structure of aging programs is complex, with some administered by the ADRC, others by the Department on Aging. For clarity and efficiency, the State has strongly recommended that these agencies be consolidated whenever possible. Consolidation of the Department on Aging with a larger department offers opportunities for saving through a workforce reduction and sharing with a larger area. That is a recommendation in the 2012 budget. In addition, consolidation with the ADRC will result in the ability to collect Medical Assistance reimbursement for the elderly benefits specialist, yet another savings estimated to be \$ 17,000.

**Motion to approve amendment No. 2 carried** by unanimous voice vote.

**Motion (Masters/Stroebe) to amend Resolution 55-11:**

**Amendment No. 3: Technical Amendments**

**REVISED**

Amend the proposed budget for 2012 as incorporated in Resolution No. 55-11 as follows:

Administration:

1. Under Revenues, State Aid, strike \$592,010 and insert \$590,108;
2. Under Revenues, Miscellaneous, strike \$337,326 and insert \$349,886; and
3. Under revenues, General Property Tax, strike (\$2,807,396) and insert (\$2,819,378).

Corporation Counsel: Under Revenues, State Aid, strike \$439,096 and insert \$441,425 and under Revenues, General Property Tax, strike \$245,798 and insert \$243,469.

Highway: Under Revenues, General Property Tax, strike \$2,976,990 and insert \$2,941,129 and under Expenditures, Capital Outlay, strike \$55,484 and insert \$19,623.

Human Services:

1. Under Revenues, General Property Tax, strike \$3,619,556 and insert \$3,641,111;
2. Under Expenditures, Personnel, strike \$4,613,585 and insert \$4,623,140; and
3. Under Expenditures, Capital Outlay, strike \$18,353 and insert \$30,353.

Land Information: Under revenues, General Property Tax, strike \$372,832 and insert \$376,632; under Revenues, State Aid, strike \$20,300 and insert \$23,500 and under Revenues, Other Financing Sources, strike \$5,000 and insert \$8,000.

Public Health:

WIC: Under Revenues, State Aids, strike \$203,957 and insert \$198,867 and under Expenditures, Professional Services strike \$15,940 and insert \$10,850.

Tobacco Coalition: Under Revenues, State Aids, strike \$138,535 and insert \$132,129 and under Expenditures, Professional Services, strike \$15,963 and insert \$9,557.

Consolidated Contract: Under Revenues, State Aids, strike \$53,546 and insert \$55,996 and under Expenditures, Personnel, strike \$51,052 and insert \$53,502.

Amend other financial reports totals and financial data within the resolution accordingly.

**Committee recommendations:**

<b>Committee</b>	<b>Date</b>	<b>Approved</b>
Finance	11/15/11	11/15/11

**Summary:**

This amendment incorporates all of the budgetary changes since the preliminary budget was adopted. By department, these are:

Administration: (1) A reduction in the estimate of State tax exempt computer aid of \$1,902; (2) reimbursement from the ADRC for County overhead costs through State aid of \$12,560; and (3) an adjustment to property tax levy offsets to reflect these changes.

Corporation Counsel: Reflects an increase in State aid from earlier estimates of \$2,329.

Highways: Levy and expenditures are adjusted to include actual Bridge Aid of \$19,623. The preliminary budget used an estimate as actual amounts were not known at that time.

Human Services: Incorporates final costs of agency restructuring including incorporating lead workers for each division to replace the former supervisory personnel equal to \$9,555 (initial budget used estimates) (2) and additional remodeling costs associated with the ADRC move and security enhancements of \$12,000 (3).

Land Information: Recognizes new revenue from CDBG revolving loan account of \$3,000, new state aid estimates that are \$3,200 higher, and adds an additional \$3,800 in levy to rebalance the budget after the removal of the funding from the lakes improvement fund.

Public Health: Adjusts three budgets to reflect improved aid estimates.

Collectively, these amendments would reduce property tax levy by another \$2,116.

**Rationale:**

These changes are largely a result of better information than was available prior to the October 18<sup>th</sup> Board meeting or for incorporating fully other changes that were made or recommended since that date (the Aging/ADRC consolidation).

**Amendment No. 3 Technical Amendments (Revised), and striking Line #6. "\$10,000 transferred to land information department" from Resolution 55-11 in the 9<sup>th</sup> BE IT FURTHER RESOLVED clause. Motion to approve amendment No. 3 and striking of Line #6 carried by unanimous voice vote.**

**Motion (Schmidt/Brown) to further amend Resolution 55-11 by adding a final BE IT FURTHER RESOLVED clause:**

**BE IT FURTHER RESOLVED that the County Administrator be directed to conduct studies of departments, programs and affiliated agencies to determine effectiveness and cost efficiency, beginning with low priority programs. Motion to further amend Resolution 55-11 carried by voice vote. Motion to approve Resolution 55-11, as amended, carried by unanimous voice vote.**

Resolution adopted.

**Resolution 56-11 To Revise the Purchasing Policy to Allow Energy costs in Approving Purchases.**

**Motion (Jepsen/H. Johansen) to approve. It was noted that wording in the 2<sup>nd</sup> WHEREAS clause needed adjusting by inserting the word "cases" between most and to. Motion to approve Resolution 56-11 failed by roll call vote which ended in a tie. Resolution failed. (Voting Yes:**

Supr. D. Johansen, Kienholz, Caspersen, Korb, Moriak, Arcand, Nelson, Luke, Jepsen, Christensen and W. Johnson. Voting No: Supr. H. Johansen, Schmidt, Brown, Edgell, Masters, Sample, Stroebel, Hartung, Bergstrom, N. Johnson and Voelker)

**Resolution 57-11 Resolution to Authorize the Lime Manager to Set and to Adjust Prices of Lime Quarry Products. Motion (D. Johansen/Brown) to approve. Quarry Manager, David Peterson**

**addressed the Resolution. Motion (Stroebel/Sample) to amend Resolution 57-11, by changing the wording in the NOW, THEREFORE, BE IT RESOLVED clause, changing the words "and after coordinating with" to: "and with the approval of". Motion to approve amendment to Resolution 57-11, carried by unanimous voice vote. Motion to approve Resolution 57-11 as amended carried by unanimous voice vote. Resolution adopted.**



**Resolution 58-11 Support for Application of CY2012 County-Tribal Law Enforcement Grant Program. Motion (Luke/Masters) to approve.** Sheriff Peter Johnson addressed the resolution. **Motion to approve Resolution 58-11, carried** by unanimous voice vote. Resolution adopted.

**Resolution 59-11 Resolution to Adopt Joint Determination of Adequate Staffing Needs for Polk County Jail for Double Occupancy Purposes. Motion (Luke/Masters) to approve.** Sheriff Peter Johnson addressed the resolution. **Motion to approve Resolution 59-11, carried** by unanimous voice vote. Resolution adopted.

Supervisor's Reports were given

Motion (Brown/Edgell) to adjourn. Motion carried. Meeting adjourned 9:00 pm.

Resolution to Approve Zoning Ordinance Amendment for the Town of Garfield

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

WHEREAS, the Town of Garfield administers their own Zoning Ordinance; and

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

WHEREAS the Town of Garfield adopted Zoning Ordinance No 3-2010 on February 1, 2011; and

WHEREAS, the Town Board of the Town of Garfield deems it advisable and necessary to amend Article 3, Section D.1.a. and Article 4, Section C.3. of the Zoning Ordinance, regarding accessory buildings; and

WHEREAS, a public hearing was held at the September 8, 2011 Plan Commission meeting on the proposed amendments and was approved by the Town of Garfield on October 11, 2011; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors hereby approves the attached Zoning Ordinance Amendments for the Town of Garfield.

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

Submitted & sponsored by the Land Information Committee:

*Craig Morabak*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_

*[Signature]*  
\_\_\_\_\_  
\_\_\_\_\_

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

*[Signature]*  
\_\_\_\_\_  
Dana Frey, County Administrator

Review By Corporation Counsel:

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

*[Signature]*  
\_\_\_\_\_  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on December 20, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution \_\_\_\_-11: Resolution to Approve Zoning Ordinance Amendments for the Town of Garfield, by a simple majority vote of \_\_ in favor and \_\_ against.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011 at Polk County Wisconsin.

\_\_\_\_\_  
William Johnson, IV, County Board Chairperson

Attest: \_\_\_\_\_  
Carole Wondra, Polk County Clerk

+ Consent Agenda

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

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

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

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

WHEREAS the Town of St. Croix Falls adopted Zoning Ordinance No. 1 on August 5, 1965, amended in its entirety on May 12, 1994 and subsequent amendments including the amendment on March 20, 2001; January 16, 2008; February 18, 2009; May 20, 2009; October 21, 2009; March 17, 2010; April 21, 2010; August 18, 2010; March 16, 2011; April 20, 2011; October 19, 2011; November 16, 2011; and

WHEREAS, the Town Board of the Town of St. Croix Falls deems it advisable and necessary to amend Chapter I to clarify procedures for administering and enforcing the Town Zoning Ordinance No. 1; amend Chapter III so that all special exceptions would go before the town board approval after being heard by the town's Plan Commission; and add Chapter VIII to regulate sexually orientated business within the town; and

WHEREAS, the Town Board of the Town of St. Croix Falls has approved the attached amendments to their Town Zoning Ordinance on October 19, 2011 and November 16, 2011; and

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

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

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

Submitted & sponsored by the Land Information Committee:

*Craig Marach*  
*James R. [unclear]*  
*[unclear]*  
*[unclear]*

*[Signature]*

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

*[Signature]*  
Dana Frey, County Administrator

Review By Corporation Counsel:

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

*[Signature]*  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on December 20, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution \_\_\_-11: Resolution to Approve Zoning Ordinance Amendments for the Town of St Croix Falls, by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011 at Polk County Wisconsin.

William Johnson, IV, County Board Chairperson

Attest: Carole Wondra, Polk County Clerk

A

Resolution No. \_\_-11

Resolution to Amend Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*

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

Ladies and Gentlemen:

¶1 WHEREAS, the Polk County Board of Supervisors has previously adopted Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*, that sets forth those duties and responsibilities of the various governing committees of the Polk County; and

¶2 WHEREAS, the Polk County Board of Supervisors has adopted an administrative form of county government, bringing a need to substantively revise Policy 0010; and

¶3 WHEREAS, the Polk County Board of Supervisors has established an Organizational Committee and delegated said committee with the duty to, amongst things, to review the roles and responsibilities of all County committees and to make recommendations to revisions in policy that define the organizational structure of the Polk County government in conformance with the administrative form of county government;

¶4 WHEREAS the Organizational Committee has asked each committee to review, revise, and approve their respective sections of Policy 0010;

¶5 WHEREAS, each governing committee has reviewed, revised and approved proposed amendments to Policy 0010, both in respect to the section concerning general duties and responsibilities of all committees and to that respective section applicable to each such governing committee.

¶6 NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors amends Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*, as recommended by the Organizational Committee, as attached hereto and incorporated herein.

Funding Amount and Source: Not Applicable Finance Committee Advised: Not Applicable

Finance Committee Recommendation: Adoption

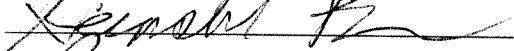
Date Submitted to County Board: December 20, 2011

County Board Action:

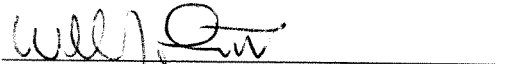
Effective Date:

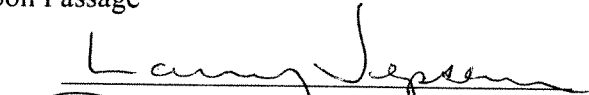
Upon Passage

Sponsored and Submitted By:









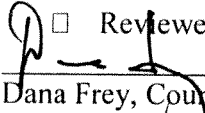




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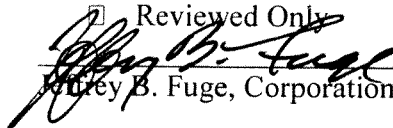
Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

  
 \_\_\_\_\_  
 Dana Frey, County Administrator

Review By Corporation Counsel:

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

  
 \_\_\_\_\_  
 Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on December 20, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. \_\_\_\_\_-11, Resolution to Amend Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*, by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

\_\_\_\_\_  
 William Johnson, IV, County Board Chair

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
 Carole Wondra, Polk County Clerk

Dated: \_\_\_\_\_

Attachment: Proposed Amended Polk County Policy 0010, *Duties and Responsibilities of Governing Committees*

A1

Polk County Wisconsin

DUTIES AND RESPONSIBILITIES OF GOVERNING COMMITTEES

Policy 0010

Effective Date: July 19, 2005

Revision Date: 6-20-06; 3-11-08; 12-20-11

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1) General duties and responsibilities.

Every standing committee with oversight and policy making responsibilities as assigned by Wisconsin Statutes or by the County Board of Supervisors has the following common roles and responsibilities. In addition to these general responsibilities, each of the following committees has other specific responsibilities. Consistent with Wisconsin Statutes Section 59.18 as amended from time to time, each committee must:

- a) Provide leadership in implementing the department's vision, mission and core values.
b) Provide leadership in implementing a long term strategic plan for the department(s) reporting to the committee consistent with those set by the County Board for the entire County.
c) Develop annual goals, objectives and performance measures for the department to enable the prioritization and evaluation of programs.
d) Ensure that periodic evaluations of all major department programs are conducted for effectiveness and efficiency and that recommendation for improvement are implemented.

- e) Review annual reports for every department reporting to the committee.
- f) Formulate, review and recommend county level policies to the County Board necessary to ensure effectiveness and efficiency of policy implementation for each department under the direction of the committee.
- g) Work to assure broad based discussion of issues by encouraging involvement of the public, other agencies, and other County committees. Act as a conduit for citizens who wish to influence county board policy regarding areas under the jurisdiction of the committee.
- h) Assign a member as a liaison to regional and state organizations as recommended by the committee and authorized by the county board.
- i) Provide input into the annual review conducted by the county administrator of all department heads who report to the committee.
- j) Provide policy direction and advice relevant to programs implemented by the departments reporting to the committee.
- k) Review the budget submissions from each department, associated work plan and performance measures and provide recommendations to the county administrator to guide him/her in preparation of the budget.
- l) Review and act on the budget and work plan proposed by the county administrator for each department that reports to the committee.
- m) Review at least quarterly, each department's overall expenditures, progress towards objectives and associated performance measures for the departments that report to the committee.
- n) Review departmental requests for transfer of funds consistent with existing county policy.
- o) Take action pursuant and consistent with relevant county policy affecting staffing.
- p) Act as a resource to the county board on any resolutions/ordinances recommended by the committee for passage.
- q) Undertake such investigations or hold such hearings as may be necessary for the completion of the committee's policy-making or advisory duties.

**2) Extension, Land & Water Resources and Lime Quarry Committee**

**a) Lime Quarry Committee**

- i) *Purpose:* The Lime Quarry Committee provides policy direction and advice to the Polk County Lime Quarry.
- ii) *Mission:* Serving the Farmers, Contractors, Municipalities, County Departments and Public by producing high quality lime products and selling at the lowest possible price.
- iii) *Duties and Responsibilities:*
  - (1) Provide long term direction by identifying suitable equipment, manpower

and machinery to produce lime products for sale to the public.

- (2) Direct the department head to supply any information requested by the committee concerning the quarry or to answer any questions of the committee that pertain to the quarry.
- (3) Review and discuss lime price rates, raise or lower product prices as set by Lime Committee. (Wisconsin Statutes Section 59.70 (24)).
- (4) With the manager and auditor, review annual audit report.

**b) Land and Water Committee**

- i) *Purpose:* Pursuant to Wisconsin Statutes Section 92.07 (Land Conservation Committee Powers) the Land Conservation Committee provides policy direction and advice to the Land and Water Resources Department.
- ii) *Mission:* To Preserve, Protect and Enhance the Natural Resources of Polk County
- iii) *Duties and Responsibilities:*
  - (1) **Powers.** Each land conservation committee may carry out the powers delegated to the committee subject to the approval of the county board.
  - (2) **Standards.** Each land conservation committee may develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution. The standards and specifications for agricultural facilities and practices that are constructed or begun on or after October 14, 1997, and, if cost-sharing is available to the owner or operator under s. 92.14 or 281.65 or from any other source, for agricultural facilities and practices that are constructed or begun before that date must be consistent with the performance standards, prohibitions, conservation practices and technical standards under s. 281.16 (3). The land conservation committee must use the rules promulgated under s. 281.16 (3) (e) to determine whether cost-sharing is available.
  - (3) **Distribute funds.** Each land conservation committee may distribute and allocate federal, state and county funds made available to the committee for cost-sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, to determine the methods of allocating these funds.
  - (4) **Educational and other programs.** Each land conservation committee may encourage research and educational, informational and public service programs, advise the University of Wisconsin System on educational needs and assist the University of Wisconsin System and the department in implementing educational programs under ss. 36.25 (7), 59.56 (3) and 92.05.
  - (5) **Preventive and control measures and works of improvement.** Each land conservation committee may carry out preventive and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventive and control measures and works of improvement may include, but are not limited to, changes in the use of land and use of engineering operations such as terraces, terrace



outlets, desilting basins, floodwater retarding structures, floodways, dikes and ponds, methods of cultivation and the growing of vegetation. These preventive and control measures and works of improvement may be carried out on lands owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.

- (6) **Assistance.** Each land conservation committee, in the name of the county, may cooperate with, enter into agreements with, or furnish financial, technical, planning or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated parts of the county, in carrying out resource conservation operations and works of improvement for flood prevention or for the conservation, development, utilization and protection of soil and water resources within the county.
- (7) **Assistance to the department of transportation.** Each land conservation committee must cooperate with the department of transportation as requested under s. 85.195.
- (8) **Obtain property.** Each land conservation committee, in the name of the county, may obtain options upon and acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, any property or rights or interests in property or in water. A land conservation committee may maintain, administer and improve any properties acquired. A land conservation committee may receive income from these properties on behalf of the county and may expend this income in carrying out the purposes and provisions of this chapter. A land conservation committee may sell, lease or otherwise dispose of the property or interests in property in furtherance of the purposes and the provisions of this chapter.
- (9) **Machinery availability.** Each land conservation committee may make available, on terms it may prescribe, to landowners and land users within the incorporated and unincorporated parts of the county, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings, and other material or equipment which will assist the landowners and land users in carrying on operations upon their lands for the conservation of soil resources, for the prevention and control of soil erosion, for flood prevention, for the conservation, development and utilization of water or for the prevention of nonpoint source water pollution.
- (10) **Structures.** Each land conservation committee may construct, improve, operate and maintain structures necessary or convenient for the performance of any of the operations or activities authorized in this chapter.
- (11) **Administration of projects or programs.** Each land conservation committee, in the name of the county, may acquire, by purchase, lease or otherwise, and administer, any soil conservation, flood prevention, water management or nonpoint source water pollution abatement project or combinations of these projects, and participate in programs concerned with the conservation of natural resources located within the county undertaken by the United States or any of its agencies, or by this state or any of its agencies. A land conservation committee may administer, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, flood prevention, water management, water quality improvement, nonpoint source water pollution abatement, erosion control, erosion prevention project or resource

conservation program within the county. A land conservation committee may act as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation or administration of any resource conservation program within the county. A land conservation committee, on behalf of the county, may accept donations, gifts and contributions in money, services, materials or otherwise from any source and use or expend these moneys, services, materials or other contributions in carrying on its operations.

- (12) **Contracts; rules.** Each land conservation committee, in the name of the county, may make and execute contracts and other instruments necessary or convenient to the exercise of its powers.
- (13) **Contributions; agreements.** As a condition to extending any benefits under this chapter to, or the performance of work upon, any lands not owned or controlled by this state or any of its agencies, a land conservation committee may require contributions in money, services, materials or otherwise to any operations conferring the benefits, and may require landowners and land users to enter into and perform agreements or covenants respecting the use of land as will lead to conservation of soil and water resources.
- (14) **Enter upon lands.** Each land conservation committee may enter upon any lands within the county to examine the land and make surveys or plans for soil and water conservation without being liable for trespass in the reasonable performance of these duties. This authorization applies to the land conservation committee members and their agents.
- (15) **Administration and enforcement of ordinances.** A land conservation committee may, if authorized by the county board, oversee those provisions of an ordinance enacted under s. 101.65 (1) (a) related to construction site erosion, a zoning ordinance enacted under s. 59.693 or an ordinance enacted under authority granted under s. 281.33 (3m).
- (16) **Set fees.** The land conservation committee may set fees appropriate for programs and services provided. (Resolution 3-00 Manure and Water Quality Management Ordinance, Resolution 50-01 Non-metallic Mining Reclamation Ordinance, and Resolution 96-05 Storm Water Management and Erosion Control Ordinance).

### c) Extension Committee

- i) *Purpose:* The Extension Committee provides policy direction and advice to the Polk County University Extension Office.
- ii) *Mission:* To provide Polk County residents with access to university resources and opportunities to engage in lifelong learning, wherever they live and work. Programs support agriculture and agri-business, community and economic development, natural resources, family living and youth development. Cooperative Extension develops practical educational programs tailored to county needs and based on university knowledge and research.
- iii) *Duties and Responsibilities:*
- (1) Provide leadership in implementing UW-Extension's vision, mission, and core values as it relates to the educational programs in cooperation with

University of Wisconsin - Extension as defined under Wisconsin Statutes Section 59.87 and as provided for in an act of the United States Congress approved May 8, 1914 (38Stat. 372) and all acts supplementary thereto.

- (2) Develop annual goals, objectives, and performance measures for UW-Extension to enable the prioritization and evaluation of programs and staff.
- (3) Work closely with the University Extension District Director on matters concerning Extension personnel and programs in accordance with Wisconsin Statutes Section 59.87.
- (4) Ensure suitable office space, secretarial support, equipment and utilities to enable Extension Agents to conduct educational programs.
- (5) Develop an understanding of the provisions of both state and federal legislation pertaining to University Extension.
- (6) Assist staff in identifying major problems by informing them of needs and interests of county residents and encourage county staff to program toward the solution of those problems.
- (7) In cooperation with University Extension District Director, appoint Department Head representation on an annual basis.
- (8) Represent the interest and welfare of the University Extension Office at appropriate committee and county board deliberations.
- (9) Provide county representation at district and state meetings of county extension committees such as the Wisconsin Associated County Extension Committees (WACEC).
- (10) Formulate, review and recommend county level policies to the County Board necessary to ensure effectiveness and efficiency of policy implementation for UW-Extension under the direction of the committee.
- (11) Provide policy direction and advice relevant to programs implemented by the departments reporting to this elected committee.
- (12) Review the budget submissions, associated work plan and performance measures and provide recommendations to the county administrator to guide him/her in preparation of the budget.
- (13) Review University Extension Office annual report before it goes to the County Board for approval.
- (14) Take action pursuant and consistent with relevant county policy affecting staffing.
- (15) Act as a resource to the county board on any resolutions/ordinances recommended by the committee for passage.
- (16) Review and authorize dog claims.

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### 3) Finance Committee

a) *Purpose:* Pursuant to Wisconsin Statutes, Chapter 59, Sub-Chapter 6, the Finance Committee provides policy direction and advice to the following departments of Polk County:

i) Administration.

(1) *Mission:* Ensure that the policies established by the Board of Supervisors are efficiently and effectively implemented and that the financial health of Polk County is maintained.

ii) County Clerk.

(1) *Mission:* Provide courteous, prompt, efficient and cost-effective services to the public and to perform those duties as assigned by Wisconsin State Statutes and the policies and ordinances set forth by the Polk County Board. As public servants, it is important to provide a welcoming and pleasant environment to all customers seeking the services of this office. In addition, it is the mission of this office to support the 36 municipalities it serves, by improving the communication and the shared responsibilities.

iii) Treasurer.

(1) *Mission:* Assist our customers in the most efficient and complete manner in accordance with state statute and county policy, and to increase the efficiency in our office by placing as much information online with 24/7 access.

iv) Information Technology.

(1) *Mission:* Provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the county's mission as it applies to the management of, and the service to, citizens' well-being.

b) *Duties and Responsibilities:*

i) Review and recommend to the County Administrator proper coordination and cooperation between the various agencies, departments and officers of the County to insure good business practices, financial management and efficiency.

ii) Perform all functions described within budget and financial management policies.

iii) Make recommendations to and review all decisions made by the County Administrator, the County Treasurer, or the County Board Chairman relative to investments made to determine if they have complied with the investment policy 913. The County Administrator, the County Treasurer, or the County Board Chairman will report such investments or changes in investments to the Finance Committee in a timely fashion.

### 4) Golden Age Manor Board

a) *Purpose:* Pursuant and consistent with Wisconsin Statutes Section 46.18 as

amended from time to time, the Golden Age Manor Board provides policy direction and advice to the Golden Age Manor.

- b) *Mission:* Golden Age Manor believes in the dignity and rights of the human person, recognizing that each person has physical, mental, emotional and spiritual needs. Dignity and respect are reflected in the tireless efforts of this facility to serve and preserve the quality of life.
- c) *Duties and responsibilities:*
  - i) Establish and oversee policy relative to health care and safety of the residents and to the protection of their personal and property rights and to the general operation of the facility.
  - ii) Review and approve non-clinical Resident Care Policies as developed by the administrator.
  - iii) Ensure that a plan for orientation and on-going in-service training for all staff is developed and implemented.
  - iv) Ensure that all required reports for which the Committee is assigned responsibility by state law are prepared and submitted.
  - v) Ensure that Wisconsin Statutes governing abuse, neglect or mistreatment of any resident by an employee of Golden Age Manor are enforced.

## 5) Council on Aging

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 46.82 as amended from time to time, the Council on Aging provides policy direction and advice to the Aging Department
- b) *Mission:* The Polk County Aging unit provides information, direct services, links to other services and advocacy to enable older people to live as independently as possible.
- c) *Duties and responsibilities:*
  - i) Advocate on behalf of services for the elderly in Polk County
  - ii) Oversee implementation that the public is given information about matters concerning the elderly and about programs and services available to them.
  - iii) Oversee implementation that a transportation service for the elderly and adults with disabilities is provided which coordinates with Polk County Transportation for the Disabled & Elderly, Inc.
  - iv) Oversee implementation of the elderly nutrition program provided by Polk County.
  - v) Accept and encourage funds from all available sources to carry out the duties and responsibilities of the council.
  - vi) Delegate the day to day operations to the department head and hold them accountable for implementing the decisions, plans and policies of the Council on Aging board.

- vii) Set the meal cost posted at the senior dining sites and shown on the Meals on Wheels statements.
- viii) Set suggested donation rate for volunteer transportation.
- ix) Encourage cooperation with other entities (both private and public) who serve the same demographic.
- x) Identify and develop alternatives to meet the needs of the elderly in Polk County.

#### 6) Board of Health

- a) *Purpose:* Pursuant to Wisconsin Statutes Chapter 251 as amended from time to time, the Board of Health provides policy direction and advice to the Polk County Health Department
- b) *Mission:* Promoting, Protecting and Preserving Health through Partnerships with People and Communities
- c) *Duties and Responsibilities:*
  - i) To become well informed on all aspects of the Public Health system including:
    - (1) Becoming familiar with agency staff, system partners, programs and funding sources.
    - (2) Becoming knowledgeable about public health core functions and essential services.
  - ii) Communicate consumer public health needs and concerns to the department.
  - iii) Assist the department in assessment of community health needs and advocating for the provision of public health services based on the identified health priorities of the citizens of Polk County.
  - iv) Assure representation at Public Health legislative events, regional Board of Health trainings and agency Professional Advisory Committee
  - v) Interpret and promote Health Department programs and objectives to the citizens of Polk County through individual and group contacts in the community.
  - vi) Interpret and advance the department's strategic plan and relevant needs to the Polk County Board of Supervisors.

#### 7) Highway Committee

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 83.015 as amended from time to time, the Highway Committee provides policy direction and advice to the Highway Department.
- b) *Mission:* to support, sustain and enhance the economic vitality and quality of life within Polk County by developing and maintaining a safe, efficient, balanced and environmentally sound county and state road system.

c) *Duties and Responsibilities:*

- i) The Highway Committee must comply with and implement all laws, rules, regulations, and accepted practices identified or implied in the State of Wisconsin Statutes pertinent to County Trunk Highways.
- ii) The Highway Committee directs the highway department to reference, implement, and/or comply with the applicable standards of our industry in the course of designing, constructing and maintaining the county roads, bridges, and rights of way and to utilize proven and accepted methodology in the course of our work.
- iii) The Highway Committee must review and approve a road improvement plan for future years.
- iv) The Highway Committee must provide guidance and approve policies for the Highway Department, other than work-related policies.
- v) The Highway Committee must review and approve capital expenditures as needed and finances allow in accordance with the purchasing policy.
- vi) The Highway Committee must direct the department to comply with and implement all county policies not governed by the State of Wisconsin Statutes.
- vii) The Highway Committee authorizes the Highway Department to assess, collect, retain and account for any fees fines, and/or judgments set by the Committee in their policies.

8) **Human Services Board**

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 46.23(5m) as amended from time to time, the Human Services Board provides policy direction and advice to the following departments of Polk County:
  - i) Human Services Department.
  - ii) *Mission:* Our mission is to assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.
  - iii) Veterans Service Department.
  - iv) *Mission:* To serve Polk County's veterans and their families with dignity and compassion and, as their advocate, to ensure that they receive those benefits to which they are entitled in recognition of their honorable service to our nation. Responsible by state law for assisting all veterans and dependents with access to their federal, state and local benefits.
- b) *Duties and Responsibilities:*
  - i) Familiarize themselves with the missions of both the Human Services and Veterans Service Departments, in order to more effectively and with greater knowledge carry out their responsibilities as Board members.
  - ii) Interpret the needs and programs of the Departments and, through active and

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regular communication, seek to develop a positive community and County Board understanding of the mission and goals of the Human Services and Veterans Service Departments.

- iii) Actively seek community and staff comments leading to a determination of the range and level of services needed by county citizens, consistent with state statutes.
- iv) Provide opportunity for an open, positive discussion and resolution of problems presented in the Human Services Board meetings.
- v) Be responsible for establishing/approving mental health service rates, rates for client studies performed within the Human Services Department, and fees charged for certification services; these rates/fees would not require approval from the Polk County Board of Supervisors.
- vi) Assure development of policies consistent with State Statutes, which, rather than hindering, foster efficient and effective operations of the two departments
- vii) Understand, respect, and adhere to the federal regulations, state statutes and rules of confidentiality to which staff of the two departments and the Board must adhere.

#### 9) Personnel Committee

- a) *Purpose:* The Personnel Committee provides advice and policy direction to the following departments:
  - i) Corporation Counsel.
  - ii) *Mission:* Through the efficient use of governmental resources, the Polk County Child Support Agency promotes the well-being of children through the establishment of paternity and the establishment and enforcement of court-ordered child support and medical support obligations.
  - iii) Employee Relations.
  - iv) *Mission:* The mission of the Polk County Employee Relations Department is to provide employee services in the areas of recruitment, compensation and benefits, safety, education and training, employee wellness, performance standards and appraisals; and to provide these services in a fair, logical and expeditious manner.
- b) *Duties and responsibilities:*
  - i) Advise appropriate staff on the development of Personnel policies and provide recommendation to the County Board of Supervisors on the same.
  - ii) Negotiate all Labor Contracts for Polk County and recommend to the County Board the approval of these agreements
  - iii) Represent Polk County at each department Labor Management Meeting
  - iv) Have representation on the Polk County Safety Advisory Committee and Polk County Worksite Wellness Committee



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- v) Hear grievance disputes between the County and the respective labor unions in accordance with labor contract grievance provisions and notwithstanding policy to the contrary.
- vi) Recommend to the County Board annual adjustments in accordance with in accordance with the appropriate non-represented compensation management policy and the annual budget process
- vii) Approve the goals and objectives for the Corporation Counsel and Employee Relations
- viii) Oversee and review the county's health insurance and workman compensation
- ix) Recommend to the Full County Board the elected officials salary

**10) Property, Forestry and Recreation Committee**

a) *Purpose:* Pursuant to NR544, 59.43, 28.11 as amended from time to time, the Property, Forestry and Recreation Committee provides policy direction and advice to the following departments of Polk County:

i) Register of Deeds

ii) *Mission:* To provide and protect the official county repository for:

- Real Estate Records (deeds, land contract, mortgages, etc)
- Real-property related financing statements
- Vital Records (birth, death, marriage, domestic partnership, and military discharges).

To provide safe archival storage, and convenient access to these public records.

To implement statutory changes, system modernization, program and procedure evaluation, and staff development to assure a high level timely service for our citizens/customers.

iii) Property, Forestry and Recreation Department

iv) *Mission:*

- (1) *Buildings:* To preserve and to extend the useful life of existing facilities, as well as assist in planning and design for additional county buildings as required.
- (2) *Parks:* To develop, maintain and preserve our park, lake access, and trail systems, that will meet the needs of our citizens and future generations; preserve and protect the county's open space, water, historical, natural and economic resources and provide recreation and tourism opportunities that are designed to enhance Polk County residents quality of life.
- (3) *Solid Waste / Recycling:* To meet the Solid Waste / Recycling needs of Polk County residents that incorporate waste reduction and material reuse

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which is technically and economically feasible.

- (4) *Forestry*: The mission of the Polk County Forestry Department is to provide, protect and manage forest resources for the environmental and social benefits they provide present and future citizens of Polk County.

b) *Duties and Responsibilities*:

- i) Become well informed on all aspects of the Buildings, Parks, Forestry, Recycling, Solid Waste and Register of Deeds programs including:
- ii) Become familiar with partners, programs, and funding sources.
- iii) Promote department programs through individual and group contacts in the community.
- iv) Recommend lease agreements between Polk County and other agencies to County Board.
- v) Recommend the sale of county property according to County policy.
- vi) Recommend the purchase of real estate for County use to County Board.
- vii) Recommend the 5-year Outdoor Recreation Plan to County Board.
- viii) Recommend the 15-year Forest Plan to County Board.
- ix) Approve timber sale bids.
- x) Support department needs and direction to the County Board.
- xi) Approve the disposal of land taken by the County for delinquent taxes.
- xii) Grant extensions or special consideration to past due tax accounts.
- xiii) Serve as part of any larger committee dealing with building or space utilization needs of the County, unless by Committee agreement, the full Committee is not required.
- xiv) Set fees for recycling, parks use, land use, or other department fees.

11) **Public Protection and Judicial Committee**

- a) *Purpose*: Pursuant to Wisconsin Statutes Section 59.13 as amended from time to time, the Public Protection and Judicial Committee provides policy direction and advice to the following departments of Polk County:

- i) Sheriff's Department.

- (1) *Mission*: The Polk County Sheriff's Department provides professional, ethical and respectful law enforcement services to the citizens of Polk County and to achieve a safe environment through developing cooperative partnerships with our community. The men and women of the Polk County Sheriff's Department, pledge to serve our community with integrity, honor and courage.

- ii) District Attorney and Victim/Witness Services.

(1) *Mission:* The Polk County District Attorney administers justice while delivering high quality public service to all citizens in an effective, professional, and efficient manner. The Polk County Victim/Witness Services ensures victims are treated with fairness, dignity and respect; helps victims to understand and to exercise their rights and access services; and advocates for public policy and resources.

iii) Clerk of Court.

(1) *Mission:* The Polk County Clerk of Courts serves all people in a courteous, efficient, positive and professional manner.

iv) Medical Examiner.

(1) *Mission:* The Polk County Medical Examiner provides death investigative services that honor those who have died by providing scientific, consistent and compassionate investigations into the circumstances of death.

v) Child Support Agency.

(1) *Mission:* The Polk County Child Support Agency provides effective and quality child support services to the public for the well-being of children through the efficient use of governmental resources.

b) *Duties and Responsibilities:*

i) Provide a forum for the Polk County Circuit Court Judges to discuss issues involving the court system and public safety.

ii) Make recommendations and referrals to the Polk County Board of Supervisors regarding matters of interest to public safety.

iii) Serve as the grievance committee pursuant to Wisconsin Statutes §59.26(8) for considering hearing disciplinary complaints involving deputy sheriffs.

iv) Conduct an annual tour of the Polk County Jail.

v) Recommend persons to be appointed to serve as Polk County Highway Traffic Safety coordinators.

vi) Create and appoint subcommittees committees that may be composed of members of the Polk County Board of Supervisors or citizen members. Such subcommittees are advisory in nature to the Public Protection and Judicial Committee and may make recommendations to the Public Protection and Judicial Committee regarding public safety matters.

vii) Assign a member of the committee to serve as a liaison to the Polk County Criminal Justice Collaborating Council, Inc.

## 12) Land Information Committee

a) *Purpose:* The Land Information Committee provides policy direction and advice to the Land Information Department.

b) *Mission:* The Polk County Land Information Department is committed to provide high quality service to the general public as well as other county departments in

the areas of zoning, surveying, planning, and land information. We will develop and maintain the countywide GIS system and support all other county departments using GIS

c) *Duties and responsibilities:*

- i) Provide policy guidelines for staff to implement the following County Ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning), Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning, Subdivision, Telecommunication Towers and Related Facilities and Small Wind Energy Systems.
- ii) Annually set fee schedules for the Land Information and Zoning Departments for products and services rendered as well as any ordinance administered by the Land Information Department, including schedules for fees for land use permits, district changes, Board of Adjustments applications and hearings (including Special Exception Permits and Conditional Use Permits), ordinance amendments, penalty fees, rural address signs, sanitary permits, sewer inspections, subdivision review (including land and water resources department review for subdivisions), subdivision variance hearing applications, temporary permits, applications for telecommunication towers and related facilities Conditional Use Permits, and any other permit issued through the department.
- iii) Review and approve the Polk County 5-year Land Information Plan for submittal to the Wisconsin Land Information Board or State Department of Administration.
- iv) Hear and recommend to the County Board action on applications for District changes under the Polk County Zoning Ordinance.
- v) Review and approve major subdivision plats as required under the Subdivision Ordinance.
- vi) Hear and rule on Subdivision Variance requests under the Subdivision Ordinance.
- vii) Hear and rule on Shoreland Ordinance Special Exception requests for subdivisions under the Shoreland Ordinance.
- viii) Monitor implementation of the Polk County Comprehensive Plan and review the plan at least once every five years.
- ix) Provide input regarding vacancies for membership on the Board of Adjustment.
- x) Hear and rule on Conditional Use Permit requests under the Telecommunication Towers Ordinance.

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RESOLUTION \_\_\_\_\_-11

Resolution to Amend

Polk County Personnel Policy 390, *Non-Represented Employee Compensation Management Policy*

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

Ladies and Gentlemen:

¶1 WHEREAS, pursuant to Wisconsin Statute Section 59.22(2)( c), the Polk County Board of Supervisors adopted Polk County Policy 390, *Non-Represented Employee Compensation Management Policy* , establishing a compensation plan for the non-represented employees consisting of set salary ranges and steps for those various non-represented employees that are subject to the policy; and

¶2 WHEREAS, Polk County Policy 390, *Non-Represented Employee Compensation Management Policy*, is directed by three primary goals: 1)To attract and retain qualified and responsible personnel for the positions covered under the policy; 2)To create and maintain internal equity between positions; and 3) To do so efficiently and effectively thereby being fiscally responsible to the interests of the taxpayer; and

¶3 WHEREAS, Polk County Policy 390, *Non-Represented Employee Compensation Management Policy* requires the Employee Relations Director to monitor the policy and to determine if adjustments to the policy are needed to fulfill the goals of the policy; and

¶4 WHEREAS, it is in the interests of the County that Polk County Policy 390, *Non-Represented Employee Compensation Management Policy* be revised to include certain tools of implementation to further the stated goals.

¶5 NOW, THEREFORE, BE IT RESOLVED that, notwithstanding present language in Polk County Policy 390, *Non-Represented Employee Compensation Management Policy*, the Polk County Board of Supervisors delegates to the County Administrator the authority to delay or withhold step increases within those salary ranges established by the County Board.

¶5 BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes the County Administrator to implement salary adjustments that are consistent with the findings and conclusions of those compensation market studies/surveys authorized pursuant to Polk County Personnel Policy 390, *Non-Represented Employee Compensation Management Policy*.

¶6 BE IT FURTHER RESOLVED that Polk County Board of Supervisors amends Polk County Policy 390, *Non-Represented Employee Compensation Management Policy* to include and incorporate the delegation of authority authorized herein.

Funding Source:	_____
Funding Amount:	_____
Date Personnel Committee Advised:	12-7-11
Personnel Committee Recommendation:	Adoption
Date Finance Committee Advised:	_____
Finance Committee Recommendation:	_____
Effective Date:	Upon Passage

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Date Submitted to County Board: \_\_\_\_\_

Submitted and Sponsored by the Personnel Committee:

*[Signature]*  
ON BEHALF OF COMMITTEE

Submitted and Sponsored by the Finance Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Review By County Administrator;

- Recommended
- Not Recommended
- Reviewed Only

*[Signature]*  
Dana Frey, County Administrator

Review By Corporation Counsel:

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

*[Signature]*  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on \_\_\_\_\_, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution \_\_\_\_-11: Resolution to Amend Polk County Personnel Policy 390, Non-Represented Employee Compensation Management Policy, by a simple majority vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

\_\_\_\_\_  
William Johnson, IV, County Board Chairperson

Attest: \_\_\_\_\_  
Carole Wondra, Polk County Clerk

**Polk County Wisconsin**

**NON-REPRESENTED EMPLOYEES COMPENSATION  
MANAGEMENT POLICY**

**Policy 390**

**Effective Date: 07-28-92**

**Revision Date: 4-15-03, 7-19-05,  
10-18-05, 3-11-08; 3-15-11, 12-20-  
2011**

The Non-Represented Employees Compensation Management Policy (hereafter: the policy) establishes the compensation guidelines for all county positions not subject to labor agreements with the exception of elected officials and positions defined as "limited" described below. This policy is directed at three primary goals:

1. To attract and retain qualified and responsible personnel for the positions covered under this policy;
2. To create and maintain internal equity between positions; and
3. To do so efficiently and effectively thereby being fiscally responsible to the interests of the taxpayer.

The employee relations director must monitor this policy to determine if adjustments to compensation or other provisions may be appropriate in light of the above goals. The employee relations director must submit a written report to the personnel committee by April 1 each year regarding the current status and recommended changes, if any.

**Compensation Structure:**

Compensation is based on salary ranges and steps within that salary range. For any position subject to this policy, compensation must be assigned using an eight-step grid within each salary range, with an increase of 30% from the minimum to the maximum step equally distributed among these steps. In determining or evaluating compensation levels, the employee relations director must maintain a schedule of comparative compensation amounts for all positions covered under this policy. The personnel committee will determine the appropriate market to be used in developing this schedule and in supplemental compensation reviews. The maximum compensation for any position covered under this policy must be between the median and average of comparative maximums unless otherwise approved by the county board.

A new employee must be hired at the pay range minimum whenever possible. A new employee may be hired at a rate up to and including Step 4 of the pay grade for his/her classification with the approval of the employee relations director and concurrence of the County Administrator before a final offer is extended to an applicant. The personnel committee must approve any initial salary beyond Step 4 except in the case of a department head where confirmation is by the full County Board.

An employee may advance to the next pay step after satisfactorily completing one year of employment which meets performance expectations. Every year thereafter, an employee may advance to the next pay step after satisfactorily completing another year of employment which meets performance expectations until he or she reaches the range maximum. Determination of satisfactory performance must be made by the immediate supervisor on forms prescribed by the employee

relations director. For purposes of this step adjustment, the one year period begins with the first work day in the current position.

Notwithstanding the above, the County Administrator may delay, withhold or suspend step increases of those salaries set by the County Board of Supervisors. The County Administrator may do so where the delay, suspension or withholding of a step increase is consistent with the goals of this policy or where such delay, suspension or withholding of a step increase is considered expedient to fulfilling such goals.

It is the intent of this policy that non-represented employees receive the same general compensation adjustments as represented employees. Similar increases in salary will keep Polk County's salary ranges competitive with the market and as approved by the County Board. The pay grades and rates established by this policy must be annually confirmed by the County Board through adoption of the budget.

**Other compensation adjustments:**

Promotion: An employee who is promoted from a classification in one pay grade to a classification in a higher pay grade must receive at least the minimum rate of the new salary grade range or must be placed at a step which provides a salary increase of five percent, whichever is greater.

Transfers: An employee who transfers or is transferred from one classification to another classification in the same pay grade must receive no salary adjustment as a result of the transfer.

Demotions: An employee who is demoted to a classification in a lower salary grade for performance reasons or voluntarily transfers to a position in a lower pay grade must be placed in the new pay grade on the step closest to, but not higher than the rate the employee was receiving when the demotion occurred. If the employee's salary at the time of the demotion exceeds the new pay range maximum, the employee's salary must be adjusted to the new pay range maximum.

Reclassification: Compensation adjustment is a technique that may be used by County Board, the Personnel Committee, the County Administrator and/or the Employee Relations Director in conforming to Policy 390 goals. The employee relations director may, at his or her discretion and using funds assigned for that purpose, conduct a market survey of any position. The County Administrator may implement compensation adjustments consistent with the findings of those compensation market studies/surveys authorized pursuant to this policy. Adjustments to pay grades, salary rates or steps made consistent with such compensation market studies/surveys are subject to confirmation by the County Board through adoption of the budget immediately following implementation of such adjustment. An employee in a position which has been reclassified from one salary grade to a higher salary grade must be placed in the new salary grade at the range minimum rate or must be placed at a step which provides a salary increase of five percent, whichever is greater. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.

An employee in a position which has been reclassified from one salary grade to a lower grade must be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification. If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee must retain his/her present salary, and such employee must be eligible for half the annual general compensation adjustment until his/her salary is again within the new salary range, An employee who is not at the pay range maximum will advance



to the next pay step one year from their reclassification date if required performance expectations are met and unless restricted by other County policy.

**Limited positions:** Compensation structure for positions defined as "limited" under the position administration policy must be determined on an individual basis concurrent with authorization process governing the establishment of the position. Compensation for temporary clerical, technical, para-professional, and professional positions will be established by the personnel committee on recommendation by the employee relations director.

**Working out of class:** When an employee under this policy is assigned to perform substantially all of the duties of a temporarily unoccupied position assigned to a higher class under this policy and the assignment exceeds 10 consecutive working days, the employee must receive a temporary salary increase for the assignment. The amount of the temporary increase must not exceed 10% of the employee's current pay. Working at a lower classification than assigned is to be avoided and department heads must report any such assignment that exceeds 10 days or more in one calendar month to the county administrator.

**General provisions:** Nothing within this policy is a guarantee of employment and compensation, and nothing is to be construed as a commitment to continue the Non-Represented Employee's Compensation Policy for more than one calendar year at a time. All components of this policy are set forth as guidelines to assist in establishing appropriate compensation. The provisions of this policy supersede all other compensation considerations. Compensation schedules for all non-represented positions, including active limited positions, will be maintained and updated as appendices to this policy in accordance with policy provisions. Employees terminating employment prior to County Board adoption of an adjustment to the terms and conditions of this policy are not entitled to any retroactive application of the adjustment.

Employees covered by this policy are invited to submit comments, questions and suggestions regarding the policy at any time. Written comments should refer to specific policy provisions and be addressed to employee relations.



Resolution To Adopt the Interim Personnel Policy and the Interim Administrative Policy

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

Ladies and Gentlemen:

WHEREAS, the collective bargaining agreements of Polk County are scheduled to expire on December 31, 2011; and

WHEREAS, with exception of those collective bargaining agreements with public safety employees, the Budget Repair Bill, 2011 Wisconsin Act 10 prohibits local government entities from bargaining with a bargaining unit representing general municipal employees with respect to any factor or condition of employment except wages; and

WHEREAS, pursuant to the Budget Repair Bill, 2011 Wisconsin Act 10, it is necessary and in the interest of the County to amend its current personnel policies to apply to all general municipal employees who will not be subject to applicable language in a contract or collective bargaining agreement after December 31, 2011; and

WHEREAS, the Polk County Board of Supervisors believes that it is in the best interests of its workforce to have comprehensive personnel policies that apply to all of the county employees not otherwise governed by applicable language in a contract or collective bargaining agreement; and

WHEREAS, information is being obtained, and will continue to be obtained, regarding comparable public and private sector employee compensation packages; and

WHEREAS, the information referenced above will cause a need to make adjustments to the Personnel and Administrative Policies in accordance with the County's need to attract and retain the best and most qualified employees.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors adopts and establishes the interim Policies attached hereto and incorporated herein, and entitled "Interim Personnel Policy" and "Interim Administrative Policy."

BE IT FURTHER RESOLVED that the language of the Interim Personnel Policy and the Interim Administrative Policy shall apply notwithstanding any other County policy language to the contrary.

BE IT FURTHER RESOLVED that this resolution shall be effective January 1, 2012.

Funding Amount and Source:	Not Applicable
Date Finance Committee Advised:	Not Applicable
Finance Committee Recommendation:	Not Applicable
Effective Date:	As Stated in the Resolution
Date Submitted to County Board:	December 20, 2011

Submitted and Sponsored By the Transition Committee:

Herschel Brown

Kristine Kremer-Hartung

Jay Luke

Brian Masters

Patricia Schmidt

Submitted and Sponsored By the Personnel Committee:

Russ Arcand *12/8/11*

*Patricia Schmidt*  
Patricia Schmidt

*Warren Nelson*  
Warren Nelson

*Ken Sample*  
Ken Sample

*James Edgell*  
James Edgell

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

*Dana Frey*  
Dana Frey, County Administrator

Review By Corporation Counsel:

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

*Jeffrey B. Fuge*  
Jeffrey B. Fuge, Corporation Counsel

At its regular meeting on December 20, 2011 the Polk County Board of Supervisors adopted the above-entitled resolution by simple majority vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

William F. Johnson, IV, County Chairperson

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Carole Wondra, County Clerk

Dated: \_\_\_\_\_

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## Interim Personnel Policy, Polk County

1. **General.** The Polk County Board of Supervisors believes it to be in the best interest of the citizens of Polk County to retain a high quality, productive workforce and do so at a reasonable cost to taxpayers. Accordingly, this policy is written to provide overall policy direction to management and employees on general issues relating to employment
2. **Scope.** This policy governs employment-related policies for all employees except that, if in conflict with a collective bargaining agreement or other contractual obligation, the provisions of that agreement or contract prevail. Further, in the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.
3. **Definitions.** For purposes of this policy, the following terms have the meanings given.
  - a. *Fair Labor Standards Act (FLSA)* means Fair Labor Standards Act of 1938 as amended, at 29 U.S.C. § 201 *et seq.*, and the federal regulations implementing the same, at 29 C.F.R. Parts 510 to 794.
  - b. *Exempt employee* means an exempt employee as defined in the FLSA.
  - c. *Non-exempt employee* means a non-exempt employee as defined in the FLSA.
  - d. *Regular work day* means Monday through Friday, other than official county holidays unless otherwise determined by the department head.
  - e. *Supervisory authority* means an employee's direct supervisor or, in the case of a non-elected department head, the county administrator and, in the case of the county administrator, the administrative committee and the County Board.
  - f. *Regular pay* means the base amount paid a non-exempt employee on an hourly basis.
  - g. *Anniversary date* means the day of the year on which an employee began his or her current permanent uninterrupted employment.
  - h. *Holiday* means New Year's Day, Memorial Day, Fourth of July, Thanksgiving Day, Labor Day, Veterans' Day, Christmas Eve, Christmas Day and Good Friday. For employees of the Sheriff's department, Christmas Eve and Good Friday holidays are replaced by Presidents Day and Easter Day.
  - i. *Limited, part-time, fee reimbursement and casual positions* are as defined in the position management policy.
  - j. *County* means Polk County, Wisconsin.
4. **Conditions of employment and general rules of work.** County employees must abide by the following rules or conditions as interpreted by the employee relations director.

- a. *Equal Opportunity.* Polk County is committed to equality of opportunity in its employment practices without regard to an employee or employment candidate's political affiliation, religious beliefs, race, color, creed, national origin, sex, sexual orientation, ancestry, use of lawful products, military participation, age or disability, and other classifications protected under Federal and Wisconsin law and with proper regard for their rights as citizens.
- b. *Workplace and sexual harassment.* Polk County is committed to maintaining a safe workplace environment that is free from discrimination, harassment and retaliation. Workplace harassment and discrimination, whether engaged in by employees, supervisors, or members of the public, will be subject to disciplinary action as will retaliatory acts taken against employees for reporting workplace harassment or discrimination. Any employee who believes he or she has been subject to actions that violate this policy may report this action directly to his or her supervisor, the employee relations director, or the county administrator. The employee relations director must investigate any allegation made under this section and take appropriate action based on the findings of that investigation.
- c. *Restrictions on nepotism.* Unless excepted pursuant to Federal or State law, no person will be appointed to any County position by an appointing authority when the appointing authority is an immediate family member, and no employee shall directly or indirectly supervise his or her spouse.
- d. *Hours of operation.* Unless otherwise authorized by the department's governing committee, all County offices that serve the general public must be open from 8:30 AM until 4:30 PM on all regular work days except when subject to emergency closure.
- e. *Timekeeping.* All employees will record work time through the County's prescribed timekeeping system in accordance with the rules developed and published by the employee relations department.
- f. *Overtime and Compensatory Leave.* Overtime work must be approved by the employee's supervisory authority before it is performed and funded within the constraints of a department's personnel budget. . Overtime must be paid for hours as provided by the Fair Labor Standards Act, except that a department head may authorize overtime for work on weekends or holidays in excess of a regular work week regardless of whether the employee was on vacation or holiday during this period. In lieu of overtime pay and at the discretion of the department head, non-exempt employees may accrue compensatory leave at one and one-half times the hours worked to a maximum of 45 hours (30 hours worked) in a calendar year. Any unused compensatory time balances will be paid out monetarily annually on the 25<sup>th</sup> payroll of a calendar year. Departments must manage staffing and schedules so as to minimize the use of overtime or compensatory leave.

- g. *Prohibited drug and alcohol use.* Polk County government is a drug-free workplace. While on Polk County premises and/or while conducting county business activities off Polk County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs or abuse prescription drugs. Any employee under the influence of drugs or alcohol while at work or conducting official Polk County business is subject to disciplinary action up to and including termination. A department head may, at his or her discretion and subject to applicable Federal and State regulation, institute a drug testing policy for that department.
- h. *Smoking and tobacco use.* Tobacco use is prohibited within 50 feet of any Polk County Government owned entrance, ventilation unit, or window unless in a designated area assigned by the director of the buildings, parks and recreation department and in all County –owned motor vehicles.
- i. *Solicitation and distribution.* Solicitation by employees during working time is prohibited, as is the distribution of materials or literature, except that a department head may allow limited and unobtrusive non-commercial collections or activities for employee-related assistance.
- j. *ID badge.* All employees must wear a visible employee ID badge issued by the employee relations director while at work except when doing so places an employee’s physical safety at risk.
- k. *Internet and computer use policy.* Computers, email, and all related peripherals are the property of the County. Incidental personal use of such equipment or software is allowed only to the extent that it does not result in any increased costs to the County or interfere with the fulfillment of the employee’s duties or in any other way result in violation of this policy. The use of County computer systems such as email and internet is not private and subject to monitoring at all times by the county. Improper use of the computer system such as gaining unauthorized access to documents, introducing viruses or malware to the system, accessing sexually-explicit or inappropriate sites, use of the system to harass others or in any other way violate County policy is subject to disciplinary action, as is violation of copyright laws and licenses. It is also prohibited to share passwords with others. The employee relations director and information technology director must develop rules and procedures to ensure this standard is met and enforced.
- l. *Code of ethics.* Polk County employees will abide by the code of ethics and conflict of interest policy, subject to disciplinary action on violation.
- m. *Outside employment.* No employee may be employed by or provide services for any private business if that employment interferes with, or is adverse to, the proper performance of his or her official duties. No employee may be employed by a business

that transacts business with the County and, by so doing, puts that business in a more favorable position than its competitors to do business with the County.

5. **Access to personnel files.** Employees may access their personnel files in accordance with Wisconsin statutes section 103.13. Employee requests to review his/her personnel file should be directed to the employee relations director.
6. **Benefit structure.** Funding and specific provisions of employee benefits is as incorporated in the annual budget. For purposes of budget preparation, benefits include life insurance, health insurance, long-term disability insurance, workers compensation and the County share of Wisconsin Retirement System payments. A Section 125 Plan with a medical flexible spending account option may also be made available to employees.
  - a. *Health insurance eligibility.* An employee must apply for health insurance within 30 days of their start date, at which point coverage will begin as of the first day of the following month. Regular part-time employees are eligible for health insurance, with premium amount paid by the County based on the ratio of hours worked to full time hours as determined by the employee relations director.
  - b. *Supplemental Worker's Compensation Pay.* If an employee is injured while on duty with Polk County and as a result of such injury receives workers' compensation disability pay, the County must pay the employee's current salary for the lesser of six months or the time the employee is receiving temporary partial or temporary total disability pay. To receive this supplemental worker's compensation pay, the employee must remit all workers' compensation payments for lost work time to the County. If the benefits are reduced pursuant to Wisconsin statutes section 102.58, the County's payment must also be reduced by that same amount.
  - c. *Disability insurance.* The employee relations director must make long-term disability insurance available to all benefit-eligible employees, with the share paid by the County as determined in the annual budget.
7. **Employee leave.** All leave, other than holiday, military, bereavement, or jury duty leave, must be approved in advance by an employee's supervisory authority.
  - a. *Annual leave.* Employees accrue annual leave at the rate of two weeks per year on hiring, with an additional day added after six months, another day on their fifth anniversary date, an additional week on their sixth anniversary date, an additional day on their tenth anniversary date, an additional week on their 13<sup>th</sup> anniversary date, an additional day on their 15<sup>th</sup> and 20<sup>th</sup> anniversary dates. In addition to the above, exempt employees will receive an additional day of annual leave on their first anniversary date and thereafter. The maximum annual leave accrual is 240 hours for non-exempt and 300 hours for exempt employees determined as of an employee's anniversary date.

- b. *Holiday.* A holiday is paid leave on a specified day for all regular employees who are in pay status the work day preceding and first work day following the paid holiday. In pay includes employees on vacation, sick leave, disability subject to workers' compensation, and any employee that may have been excused for compelling personal reasons the workday preceding and the first work day following the paid holiday. Should a holiday occur on a day when an employee is not scheduled to work, the nearest scheduled workday will be a holiday.
- c. *Sick leave.* Sick leave is paid leave due to illness or injury that occurs outside of the employment of the County and which is not covered by the Worker's Compensation Act, including military leave that qualifies under the Family and Medical Leave Act. Employees earn sick leave at a rate of twelve days per year. Unused sick leave must carry over until a maximum of 960 hours of unused sick leave has accumulated, except that an employee who has earned at least 960 hours may increase the maximum amount by 19 hours in any year in which he or she has used fewer than 10 hours of sick leave.
- d. *Accrual.* The accrual of annual leave and sick leave must be according to the amount of hours paid an employee per pay period, excluding overtime and shift differential pay except for employees regularly employed on a shift which requires shift differential pay. Employees working less than full time must accrue benefits equivalent to the ratio of hours worked to a full-time equivalent. An employee who works fewer than 1,020 hours annually is not entitled to any benefits under this section.
- e. *Jury duty leave.* An employee who is required to be on jury duty during scheduled working hours must retain full pay and benefits, provided all jury duty fees received, less any mileage or transportation reimbursement, is paid to the County. Jury duty leave applies only to the time the employee is required to be present in court for jury duty, allowing for transition time.
- f. *Bereavement leave.* Bereavement leave is leave at the regular rate of pay provided employees on death of relatives taken at the request of the employee. In the event of a death of a member of the employee's immediate family, the employee may receive up to 24 hours or three regular work days of leave whichever is less; in the event of the death of an aunt or uncle, up to 8 hours or one regular work day, whichever is less, paid leave with an annual maximum of 16 hours or two regular work days, whichever is less and, should the employee serve as a pallbearer for another individual, the time needed to do so with allowance for travel and not to exceed 8 hours. For purposes of this section, immediate family includes a spouse, a child, parent or sibling, including in-law or step, grandchild and grandparent.



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- g. *Leave without pay.* A department head or, in the case of a non-elected department head, the county administrator, may grant a leave without pay of up to 30 days at the request of an employee. A leave of greater than 30 days must also be approved by the appropriate governing committee. No benefits may be earned during a leave without pay, although employees may agree to pay the full amount of their health insurance. Individuals on a leave of absence for five (5) days or less per anniversary year will not be prorated for sick leave, vacation or insurance.
  - h. *Military leave of absence.* An employee may take military leave with pay for up to 30 days annually, such pay being equal to the difference between the employee's regular and military pay. This leave must be based upon actual military orders, and length of service will continue to accrue throughout military leave. Leaves of absence or those for more than 30 days are considered leave without pay.
  - i. *Voluntary shared vacation leave.* An employee who has been a county employee for more than six months, qualifies for FMLA due to a medical condition or the medical condition of an immediate family member, provides a written physician's statement supporting the claim, and is not receiving workers' compensation because of that medical condition may apply to receive voluntary shared vacation leave in an amount not to exceed 1,040 hours. Prior to the use of voluntary shared vacation leave, the employee must have first exhausted all sick, floating holiday, vacation, and compensatory leave. An employee may donate the lesser of 40 hours of annual leave or the difference between accrued annual leave and 75 hours. No donation may be less than 12 hours. The employee relations director is responsible for the administration of this program.
  - j. *Family and medical leave.* Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law, the Federal Family and Medical leave Act, or both. When applicable, these leaves must run concurrently.
8. **Business expenses.** Polk County employees must be reimbursed for the following expenses through the regular payroll process.
- a. *Travel.* Overnight travel must be approved in advance by the employee's supervisory authority and must be funded for that department in the annual budget. Polk County employees must abide by, and will be reimbursed under, the State of Wisconsin travel policy as interpreted by the finance manager and county administrator.
  - b. *Medical examinations.* The county will reimburse employees for the cost of all County-required medical tests not paid by the employee's insurance.
  - c. *Safety equipment.* Safety equipment required by the County must be provided to employees at no cost up to a limitation set by the department head.

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d. *Uniform allowance.* The County may also provide a uniform allowance to employees as approved in the annual budget and to a limitation set by the department head.

9. **Payroll processing.** Employees will be paid bi-weekly through direct deposit, with appropriate deductions for benefits, taxes, and related payroll transactions.

10. **Discipline.** Supervisors must use discipline in addressing work-related issues only in consultation with the employee relations director. Misconduct that can lead to disciplinary action includes, but is not limited to:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Tobacco use in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other County-owned equipment;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

The County may take any disciplinary action it deems appropriate under the circumstances of the individual case. Disciplinary appeals and appeals for safety purposes are subject to the workplace discipline and safety appeals process.

11. **Separation.** The following section governs separation from County employment as implemented by the employee relations director.

- a. *Retirement.* An employee may receive a sick leave payout under this section when he or she has permanently ceased employment by the County and is eligible to receive retirement benefits under the Wisconsin State Retirement system.
- b. *Sick leave payout.* In case of retirement or forced retirement due to disability, the employee must receive up to 67% of their accumulated sick leave value applied towards the payment of health costs through an appropriate, tax-exempt instrument as possible. Upon death while in employment status, an employee's estate must receive a lump sum payment equal to the value of one-half of that employee's remaining unused sick leave, not to exceed 360 hours.

- c. *Resignation.* An employee must provide his or her supervisory authority with a minimum of two weeks' notice to be considered resigned in good standing unless the supervisory authority agrees to waive this requirement.

12. **Severability and legal limitations.** Should any part of this policy be found to be in violation of State or Federal law, rule, or regulation, that portion of the policy is null and void but the remainder of the policy continues to be effective. This policy has been developed at the discretion of the County Board and may be amended or canceled at any time at Polk County's sole discretion. This policy is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind, or a contract of employment between Polk County and any of its employees or any promise of employment or guarantee of any rights or benefits and does not create tenure or a property interest in employment. The employment relationship is at-will and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of Polk County or the employee. This policy is not, nor is it intended to be, a contract of employment or a promise of employment, a guarantee of any rights or benefits and does not create tenure or a property interest in employment.

**Effective date.** All provisions are effective January 1, 2012, except that eligibility for disability insurance partially funded by the County for those not eligible as of December 31, 2011 is February 1, 2012

## Explanation of the Interim Personnel Policy

Language of policy	Explanation or comments
<p>1. <b>General.</b> The Polk County Board of Supervisors believes it to be in the best interest of the citizens of Polk County to retain a high quality, productive workforce and do so at a reasonable cost to taxpayers. Accordingly, this policy is written to provide overall policy direction to management and employees on general issues relating to employment</p>	<p>Lists the reason for this policy</p>
<p>2. <b>Scope.</b> This policy governs employment-related policies for all employees except that, if in conflict with a collective bargaining agreement or other contractual obligation, the provisions of that agreement or contract prevail. Further, in the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.</p>	<p>States who the policy covers, and what happens if a contract or law conflicts with this policy</p>
<p>3. <b>Definitions.</b> For purposes of this policy, the following terms have the meanings given.</p>	<p>This section provides consistency in interpretation of terms following.</p>
<p>a. <i>Fair Labor Standards Act (FLSA)</i> means Fair Labor Standards Act of 1938 as amended, at 29 U.S.C. § 201 <i>et seq.</i>, and the federal regulations implementing the same, at 29 C.F.R. Parts 510 to 794.</p>	<p>Identifies the Federal law governing employment relations</p>
<p>b. <i>Exempt employee</i> means an exempt employee as defined in the FLSA.</p>	<p>Exempt employees are generally a salaried employee</p>
<p>c. <i>Non-exempt employee</i> means a non-exempt employee as defined in the FLSA.</p>	<p>Non-exempt employees are generally a employees paid by the hour</p>
<p>d. <i>Regular work day</i> means Monday through Friday, other than official county holidays unless otherwise determined by the department head.</p>	<p>Allows for flexible scheduling by department heads</p>
<p>e. <i>Supervisory authority</i> means an employee's direct supervisor or, in the case of a non-elected department head, the county administrator and, in</p>	<p>Current policy and practice</p>

Language of policy	Explanation or comments
the case of the county administrator, the administrative committee and the County Board.	
f. <i>Regular pay</i> means the base amount paid a non-exempt employee on an hourly basis.	An employee's hourly rate
g. <i>Anniversary date</i> means the day of the year on which an employee began his or her current permanent uninterrupted employment.	Current policy; used for the determination of vacation dates and limits, etc.
h. <i>Holiday</i> means New Year's Day, Memorial Day, Fourth of July, Thanksgiving Day, Labor Day, Veterans' Day, Christmas Eve, Christmas Day and Good Friday. For employees of the Sheriff's department, Christmas Eve and Good Friday holidays are replaced by Presidents Day and Easter Day.	Current holiday schedule for most employees, 9 holidays per year
i. <i>Limited, part-time, fee reimbursement and casual positions</i> are as defined in the position management policy.	
j. <i>County</i> means Polk County, Wisconsin.	
4. <b>Conditions of employment and general rules of work.</b> County employees must abide by the following rules or conditions as interpreted by the employee relations director.	
a. <i>Equal Opportunity.</i> Polk County is committed to equality of opportunity in its employment practices without regard to an employee or employment candidate's political affiliation, religious beliefs, race, color, creed, national origin, sex, sexual orientation, ancestry, use of lawful products, military participation, age or disability, and other classifications protected under Federal and Wisconsin law and with proper regard for their rights as citizens.	Current policy for equal opportunity
b. <i>Workplace and sexual harassment.</i> Polk County is committed to maintaining a safe workplace environment that is free from discrimination, harassment and retaliation. Workplace harassment and discrimination,	Current policy. Reporting and investigation requirements as recommended by the Wisconsin

Language of policy	Explanation or comments
<p>whether engaged in by employees, supervisors, or members of the public, will be subject to disciplinary action as will retaliatory acts taken against employees for reporting workplace harassment or discrimination. Any employee who believes he or she has been subject to actions that violate this policy may report this action directly to his or her supervisor, the employee relations director, or the county administrator. The employee relations director must investigate any allegation made under this section and take appropriate action based on the findings of that investigation.</p>	<p>Counties Association (WCA) attorney</p>
<p>c. <i>Restrictions on nepotism.</i> Unless excepted pursuant to Federal or State law, no person will be appointed to any County position by an appointing authority when the appointing authority is an immediate family member, and no employee shall directly or indirectly supervise his or her spouse.</p>	<p>Current policy, with language added by the WCA attorney</p>
<p>d. <i>Hours of operation.</i> Unless otherwise authorized by the department's governing committee, all County offices that serve the general public must be open from 8:30 AM until 4:30 PM on all regular work days except when subject to emergency closure.</p>	<p>Specifies that offices are to be open during regular working hours unless authorized by the governing committee</p>
<p>e. <i>Timekeeping.</i> All employees will record work time through the County's prescribed timekeeping system in accordance with the rules developed and published by the employee relations department.</p>	<p>Current policy</p>
<p>f. <i>Overtime and Compensatory Leave.</i> Overtime work must be approved by the employee's supervisory authority before it is performed and funded within the constraints of a department's personnel budget. . Overtime must be paid for hours as provided by the Fair Labor Standards Act, except that a department head may authorize overtime for work on weekends or holidays in excess of a regular work week regardless of whether the employee was on vacation or holiday during this period. In lieu of overtime pay and at the discretion of the department head, non-exempt employees may accrue compensatory leave at one and one-half times the hours worked to a maximum of 45 hours (30 hours worked) in a calendar year. Any unused compensatory time balances will be paid out monetarily</p>	<p>Current policy is that overtime is paid after 37.5 hours for those employees on a 37.5 hour week and that sick leave, vacation, comp time and holidays all count in computing overtime. This language follows federal standards in paying overtime only after 40 hours, but does allow scheduled time off – holidays and vacation – to count against that 40 hours. Sick leave and comp time would not count against</p>

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Language of policy	Explanation or comments
<p>annually on the 25<sup>th</sup> payroll of a calendar year. Departments must manage staffing and schedules so as to minimize the use of overtime or compensatory leave.</p>	<p>the 40 hours. The comp time provision is the same as applicable to most employees. Highway and corrections employees have higher limits, and would see their comp time maximum reduced.</p>
<p>g. <i>Prohibited drug and alcohol use.</i> Polk County government is a drug-free workplace. While on Polk County premises and/or while conducting county business activities off Polk County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs or abuse prescription drugs. Any employee under the influence of drugs or alcohol while at work or conducting official Polk County business is subject to disciplinary action up to and including termination. A department head may, at his or her discretion and subject to applicable Federal and State regulation, institute a drug testing policy for that department.</p>	<p>Current policy.</p>
<p>h. <i>Smoking and tobacco use.</i> Tobacco use is prohibited within 50 feet of any Polk County Government owned entrance, ventilation unit, or window unless in a designated area assigned by the director of the buildings, parks and recreation department and in all County –owned motor vehicles.</p>	<p>Current policy.</p>
<p>i. <i>Solicitation and distribution.</i> Solicitation by employees during working time is prohibited, as is the distribution of materials or literature, except that a department head may allow limited and unobtrusive non-commercial collections or activities for employee-related assistance.</p>	<p>New item, one typically included in personnel policies, that prevents employees from selling products to others or distributing literature during work.</p>
<p>j. <i>ID badge.</i> All employees must wear a visible employee ID badge issued by the employee relations director while at work except when doing so places an employee’s physical safety at risk.</p>	<p>Current policy.</p>
<p>k. <i>Internet and computer use policy.</i> Computers, email, and all related</p>	<p>Replaces current unenforceable blanket prohibition on personal use</p>

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Language of policy	Explanation or comments
<p>peripherals are the property of the County. Incidental personal use of such equipment or software is allowed only to the extent that it does not result in any increased costs to the County or interfere with the fulfillment of the employee's duties or in any other way result in violation of this policy. The use of County computer systems such as email and internet is not private and subject to monitoring at all times by the county. Improper use of the computer system such as gaining unauthorized access to documents, introducing viruses or malware to the system, accessing sexually-explicit or inappropriate sites, use of the system to harass others or in any other way violate County policy is subject to disciplinary action, as is violation of copyright laws and licenses. It is also prohibited to share passwords with others. The employee relations director and information technology director must develop rules and procedures to ensure this standard is met and enforced.</p>	<p>with management tools to allow control of computer use. Language as recommended by WCA attorney.</p>
<p>l. <i>Code of ethics.</i> Polk County employees will abide by the code of ethics and conflict of interest policy, subject to disciplinary action on violation.</p>	<p>New, but standard provision in most personnel policies. Development of a code of ethics underway.</p>
<p>m. <i>Outside employment.</i> No employee may be employed by or provide services for any private business if that employment interferes with, or is adverse to, the proper performance of his or her official duties. No employee may be employed by a business that transacts business with the County and, by so doing, puts that business in a more favorable position than its competitors to do business with the County.</p>	<p>New, but standard provision in most personnel policies to prevent outside work from conflicting with County work or any conflict of interest.</p>
<p>5. <b><u>Access to personnel files.</u></b> Employees may access their personnel files in accordance with Wisconsin statutes section 103.13. Employee requests to review his/her personnel file should be directed to the employee relations director.</p>	<p>Current policy, with language recommended by WCA attorney.</p>
<p>6. <b><u>Benefit structure.</u></b> Funding and specific provisions of employee benefits is as incorporated in the annual budget. For purposes of budget preparation, benefits</p>	<p>Current policy.</p>



Language of policy	Explanation or comments
<p>include life insurance, health insurance, long-term disability insurance, workers compensation and the County share of Wisconsin Retirement System payments. A Section 125 Plan with a medical flexible spending account option may also be made available to employees.</p>	
<p>a. <i>Health insurance eligibility.</i> An employee must apply for health insurance within 30 days of their start date, at which point coverage will begin as of the first day of the following month. Regular part-time employees are eligible for health insurance, with premium amount paid by the County based on the ratio of hours worked to full time hours as determined by the employee relations director.</p>	<p>Current policy, except that a new employee may more quickly become eligible for health insurance.</p>
<p>b. <i>Supplemental Worker's Compensation Pay.</i> If an employee is injured while on duty with Polk County and as a result of such injury receives workers' compensation disability pay, the County must pay the employee's current salary for the lesser of six months or the time the employee is receiving temporary partial or temporary total disability pay. To receive this supplemental worker's compensation pay, the employee must remit all workers' compensation payments for lost work time to the County. If the benefits are reduced pursuant to Wisconsin statutes section 102.58, the County's payment must also be reduced by that same amount.</p>	<p>Current policy.</p>
<p>c. <i>Disability insurance.</i> The employee relations director must make long-term disability insurance available to all benefit-eligible employees, with the share paid by the County as determined in the annual budget.</p>	<p>Under current policy, the County pays a portion of the cost of long-term disability for certain employees only, for whom enrollment is mandatory. This would expand eligibility to all employees, with enrollment optional.</p>
<p>7. <u>Employee leave.</u> All leave, other than holiday, military, bereavement, or jury duty leave, must be approved in advance by an employee's supervisory authority.</p>	<p>Current policy</p>
<p>a. <i>Annual leave.</i> Employees accrue annual leave at the rate of two weeks per year on hiring, with an additional day added after six months,</p>	<p>Reflects the schedule under which most employees accrue annual leave</p>

Language of policy	Explanation or comments
<p>another day on their fifth anniversary date, an additional week on their sixth anniversary date, an additional day on their tenth anniversary date, an additional week on their 13<sup>th</sup> anniversary date, an additional day on their 15<sup>th</sup> and 20<sup>th</sup> anniversary dates. In addition to the above, exempt employees will receive an additional day of annual leave on their first anniversary date and thereafter. The maximum annual leave accrual is 240 hours for non-exempt and 300 hours for exempt employees determined as of an employee's anniversary date.</p>	<p>(vacation). Incorporates an additional day for exempt employees to more closely mirror the current schedule for non-represented employees. Replaces personal leave days with annual leave days to simplify the system only. Study of all benefits is underway.</p>
<p>b. <i>Holiday.</i> A holiday is paid leave on a specified day for all regular employees who are in pay status the work day preceding and first work day following the paid holiday. In pay includes employees on vacation, sick leave, disability subject to workers' compensation, and any employee that may have been excused for compelling personal reasons the workday preceding and the first work day following the paid holiday. Should a holiday occur on a day when an employee is not scheduled to work, the nearest scheduled workday will be a holiday.</p>	<p>Current policy</p>
<p>c. <i>Sick leave.</i> Sick leave is paid leave due to illness or injury that occurs outside of the employment of the County and which is not covered by the Worker's Compensation Act, including military leave that qualifies under the Family and Medical Leave Act. Employees earn sick leave at a rate of twelve days per year. Unused sick leave must carry over until a maximum of 960 hours of unused sick leave has accumulated, except that an employee who has earned at least 960 hours may increase the maximum amount by 19 hours in any year in which he or she has used fewer than 10 hours of sick leave.</p>	<p>Current policy. Study of all benefits is underway.</p>
<p>d. <i>Accrual.</i> The accrual of annual leave and sick leave must be according to the amount of hours paid an employee per pay period, excluding overtime and shift differential pay except for employees regularly employed on a shift which requires shift differential pay. Employees working less than full</p>	<p>Current policy</p>

Language of policy	Explanation or comments
<p>time must accrue benefits equivalent to the ratio of hours worked to a full-time equivalent. An employee who works fewer than 1,020 hours annually is not entitled to any benefits under this section.</p>	
<p>e. <i>Jury duty leave.</i> An employee who is required to be on jury duty during scheduled working hours must retain full pay and benefits, provided all jury duty fees received, less any mileage or transportation reimbursement, is paid to the County. Jury duty leave applies only to the time the employee is required to be present in court for jury duty, allowing for transition time.</p>	<p>Current policy</p>
<p>f. <i>Bereavement leave.</i> Bereavement leave is leave at the regular rate of pay provided employees on death of relatives taken at the request of the employee. In the event of a death of a member of the employee's immediate family, the employee may receive up to 24 hours or three regular work days of leave whichever is less; in the event of the death of an aunt or uncle, up to 8 hours or one regular work day, whichever is less, paid leave with an annual maximum of 16 hours or two regular work days, whichever is less and, should the employee serve as a pallbearer for another individual, the time needed to do so with allowance for travel and not to exceed 8 hours. For purposes of this section, immediate family includes a spouse, a child, parent or sibling, including in-law or step, grandchild and grandparent.</p>	<p>Current policy. Days of leave are converted to hours of leave to reflect different working days (10 hours for highway, 8 hours for some groups, 7.5 for others, etc.)</p>
<p>g. <i>Leave without pay.</i> A department head or, in the case of a non-elected department head, the county administrator, may grant a leave without pay of up to 30 days at the request of an employee. A leave of greater than 30 days must also be approved by the appropriate governing committee. No benefits may be earned during a leave without pay, although employees may agree to pay the full amount of their health insurance. Individuals on a leave of absence for five (5) days or less per anniversary year will not be prorated for sick leave, vacation or insurance.</p>	<p>Current policy.</p>

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Language of policy	Explanation or comments
<p>h. <i>Military leave of absence.</i> An employee may take military leave with pay for up to 30 days annually, such pay being equal to the difference between the employee's regular and military pay. This leave must be based upon actual military orders, and length of service will continue to accrue throughout military leave. Leaves of absence or those for more than 30 days are considered leave without pay.</p>	<p>Current policy.</p>
<p>i. <i>Voluntary shared vacation leave.</i> An employee who has been a county employee for more than six months, qualifies for FMLA due to a medical condition or the medical condition of an immediate family member, provides a written physician's statement supporting the claim, and is not receiving workers' compensation because of that medical condition may apply to receive voluntary shared vacation leave in an amount not to exceed 1,040 hours. Prior to the use of voluntary shared vacation leave, the employee must have first exhausted all sick, floating holiday, vacation, and compensatory leave. An employee may donate the lesser of 40 hours of annual leave or the difference between accrued annual leave and 75 hours. No donation may be less than 12 hours. The employee relations director is responsible for the administration of this program.</p>	<p>Current policy.</p>
<p>j. <i>Family and medical leave.</i> Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law, the Federal Family and Medical leave Act, or both. When applicable, these leaves must run concurrently.</p>	<p>Current policy.</p>
<p>8. <b><u>Business expenses.</u></b> Polk County employees must be reimbursed for the following expenses through the regular payroll process.</p>	
<p>a. <i>Travel.</i> Overnight travel must be approved in advance by the employee's supervisory authority and must be funded for that department in the annual budget. Polk County employees must abide by, and will be reimbursed under, the State of Wisconsin travel policy as interpreted by</p>	<p>Replaces the County's policy on travel expense amount with the State's, which has the effect of standardizing hotel rates instead of leaving to</p>

Language of policy	Explanation or comments
the finance manager and county administrator.	supervisory discretion and changing meal allowance from itemized receipts including for tips to a flat maximum amount (per diem)
b. <i>Medical examinations.</i> The county will reimburse employees for the cost of all County-required medical tests not paid by the employee's insurance.	Current policy
c. <i>Safety equipment.</i> Safety equipment required by the County must be provided to employees at no cost up to a limitation set by the department head.	Current policy, with new maximum set by department head
d. <i>Uniform allowance.</i> The County may also provide a uniform allowance to employees as approved in the annual budget and to a limitation set by the department head.	Current policy, with new maximum set by department head
9. <b>Payroll processing.</b> Employees will be paid bi-weekly through direct deposit, with appropriate deductions for benefits, taxes, and related payroll transactions.	Current policy except that direct deposit is now required

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Language of policy	Explanation or comments
<p>10. <b>Discipline.</b> Supervisors must use discipline in addressing work-related issues only in consultation with the employee relations director. Misconduct that can lead to disciplinary action includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Theft or inappropriate removal or possession of property;</li> <li>• Falsification of timekeeping records;</li> <li>• Working under the influence of alcohol or illegal drugs;</li> <li>• Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;</li> <li>• Fighting or threatening violence in the workplace;</li> <li>• Boisterous or disruptive activity in the workplace;</li> <li>• Negligence or improper conduct leading to damage of property;</li> <li>• Insubordination or other disrespectful conduct;</li> <li>• Violation of safety or health rules;</li> <li>• Tobacco use in the workplace;</li> <li>• Sexual or other unlawful or unwelcome harassment;</li> <li>• Excessive absenteeism or any absence without notice;</li> <li>• Unauthorized use of telephones, or other County-owned equipment;</li> <li>• Unauthorized disclosure of confidential information;</li> <li>• Violation of personnel policies; and</li> <li>• Unsatisfactory performance or conduct.</li> </ul> <p>The County may take any disciplinary action it deems appropriate under the circumstances of the individual case. Disciplinary appeals and appeals for safety purposes are subject to the workplace discipline and safety appeals process.</p>	<p>Similar to current policy, except that a listing of issues and language recommended by the WCA attorney</p>
<p>11. <b>Separation.</b> The following section governs separation from County employment as implemented by the employee relations director.</p>	
<p>a. <i>Retirement.</i> An employee may receive a sick leave payout under this section when he or she has permanently ceased employment by the County and is eligible to receive retirement benefits under the Wisconsin State Retirement system.</p>	<p>Current policy</p>

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Language of policy	Explanation or comments
<p>b. <i>Sick leave payout.</i> In case of retirement or forced retirement due to disability, the employee must receive up to 67% of their accumulated sick leave value applied towards the payment of health costs through an appropriate, tax-exempt instrument as possible. Upon death while in employment status, an employee's estate must receive a lump sum payment equal to the value of one-half of that employee's remaining unused sick leave, not to exceed 360 hours.</p>	<p>Current policy, except that the option for a cash payout is eliminated to allow all funds to be transferred into a health care savings account which is tax deferred. At present, because of the cash payout option, funds must be used for health insurance only and the payout is taxable.</p>
<p>c. <i>Resignation.</i> An employee must provide his or her supervisory authority with a minimum of two weeks' notice to be considered resigned in good standing unless the supervisory authority agrees to waive this requirement.</p>	<p>Current policy</p>
<p>12. <b>Severability and legal limitations.</b> Should any part of this policy be found to be in violation of State or Federal law, rule, or regulation, that portion of the policy is null and void but the remainder of the policy continues to be effective. This policy has been developed at the discretion of the County Board and may be amended or canceled at any time at Polk County's sole discretion. This policy is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind, or a contract of employment between Polk County and any of its employees or any promise of employment or guarantee of any rights or benefits and does not create tenure or a property interest in employment. The employment relationship is at-will and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of Polk County or the employee. This policy is not, nor is it intended to be, a contract of employment or a promise of employment, a guarantee of any rights or benefits and does not create tenure or a property interest in employment.</p>	<p>Provisions if any part of this policy is negated and legal disclaimer on its implications from WCA attorney.</p>
<p><b>Effective date.</b> All provisions are effective January 1, 2012, except that eligibility for disability insurance partially funded by the County for those not eligible as of December 31, 2011 is February 1, 2012</p>	<p>Effective date for disability insurance delayed to allow for a brief open enrollment.</p>

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## Interim Administrative Policy, Polk County

1. **General:** This policy is written to assign both authority and responsibility for aspects of personnel management to County staff and officials.
2. **Definitions**
  - a. *Hiring authority* means the person who is empowered to make offers of employment by the employee relations director.
  - b. *Annual general compensation adjustment* means a change in compensation, usually in percentage terms, applied to all employees incorporated in the annual budget at the discretion of the County Board.
  - c. *Reduction in force* means the elimination of positions or a reduction in hours for positions due to financial constraints.
3. **Powers and duties.** Responsibility for the implementation of this policy is assigned to the following groups or individuals:
  - a. *Personnel committee.* The personnel committee establishes and reviews County personnel policy including this policy and makes recommendations to the County Board and county administrator on compensation and benefits.
  - b. *County administrator.* The county administrator oversees the management of departments and implements the policy established by the County Board including preparing a budget recommendation consistent with that policy.
  - c. *Employee relations director.* The employee relations director implements the work-related components of this policy, develops and maintains instructions as to its implementation including any handbook derived from this or other County Board policy, periodically reports to the personnel committee and the County Board on employment related issues including diversity and equal opportunity and periodically reviews the elements of this policy to determine any need for amendment. The employee relations director also oversees the recruitment and disciplinary processes and is responsible for directing employee safety procedures and processes.
  - d. *Department heads.* Department heads manage their departments, including staff assignments, and are responsible for setting hours and conditions of work within the scope of this policy as limited by State or Federal law, contractual or grant restrictions, codes of ethics or other statements of professional responsibility. Department heads also manage the recruitment and disciplinary process with the employee relations director and may adopt additional safety procedures and processes beyond those generally applicable to all employees, including employee handbooks or manuals consistent with this policy and with the approval of the employee relations director.



- e. *Other managers.* All other managers are responsible for the implementation of relevant aspects of this policy as well as any directives issued by department heads that do not conflict with this policy or State or Federal law, contractual or grant restrictions, codes of ethics or other statements of professional responsibility.
4. **Position documentation and records.** The following procedures or documentation standards must be followed for all County positions.
- a. *Position description.* The employee relations director must ensure that a position description exists for every County position and must periodically review and oversee the amendment of these descriptions to ensure that they accurately reflect the requirements and duties of that position.
  - b. *Employee performance appraisal.* All supervisory authorities must conduct an annual performance appraisal of those regular employees they supervise on forms prescribed by the employee relations director.
  - c. *Employment records.* The employee relations director must maintain all employment records assuring confidentiality under State and Federal law.
5. **Compensation plan.** The County Board annually sets the compensation plan as part of the annual budget resolution, including compensation for every county employee not represented by a labor union.
- a. *Interim adjustments.* The employee relations director may, at his or her discretion and using funds assigned for that purpose, conduct an analysis of any position to determine market compensation level. For purposes of this study, the primary market shall be those counties in Wisconsin immediately adjacent to and including Polk County, considering both public and private positions. Should the employee relations director determine that that market not provide an adequate sample, the employee relations director may expand the sample size.
    - i. *Increases.* If the difference in salary so determined is considered significant enough to potentially affect retention or recruitment, the employee relations director may increase salary for the subject position, with the concurrence of the county administrator, to a level between the median and average of comparable positions as determined by this analysis.
    - ii. *Reductions.* Should the analysis determine that market compensation level is more than five percent lower than the current compensation for the subject position, the employee is eligible only for half the annual general compensation adjustment until his/her salary is again within the new salary range.
  - b. *Special compensation rules.* Any full-time non-exempt employee required to work on a holiday must receive holiday pay and additional pay equal to one and one-half times his or her regular hourly rate of pay.

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- c. *Longevity pay.* Every regular full time employee who has a length of service of over 5 years as of July 1 in any year must receive a longevity bonus on the 25<sup>th</sup> payroll determined as follows:

<i>Length of service</i>	<i>Maximum bonus</i>
<i>Five to ten years</i>	<i>\$80</i>
<i>Ten to fifteen years</i>	<i>\$150</i>
<i>Fifteen to twenty years</i>	<i>\$225</i>
<i>More than twenty years</i>	<i>\$290</i>

Should the total amount calculated using this table for all employees exceed the appropriation for longevity pay in the annual budget, these amounts must be proportionately reduced until the total amount calculated equals the appropriation in the annual budget.

- d. *On call pay and call in pay.* A department head may establish on call pay for any employee who may be required to work at a time outside of their normal work schedule and/or a minimum pay amount for anyone who is called in to work outside of their normal work schedule with the approval of the employee relations director. The amount of on call pay may not exceed \$2.00 per hour and the minimum pay may not exceed two hours' pay including overtime and holiday pay if applicable.
6. **Other benefits.** The personnel committee may also authorize other benefits with no direct cost to the County or with the cost of administration only.
  7. **Recruitment and promotion:** Notwithstanding any other policy to the contrary, the county administrator may authorize the filling of any vacant position authorized in the annual budget resolution. The county administrator may also authorize replacing a full-time vacant position with a part-time or limited position or a full-time position at a lower pay grade. The employee relations director is responsible for the management of this process.
    - a. *Notice.* All vacancies must be noticed in a central location within each department, in a central location within the government services building, and on the County website.
    - b. *Internal applicants.* First consideration may be given to promotion of a current employee. If it is determined by the supervisor that an adequate pool of applicants exists without advertising and seeking outside applicants, the supervisor may confine the initial interview process to only internal applicants. For purposes of this section, internal applicants include any former employees separated because of a reduction in force.
    - c. *Advertising.* Should the appointing authority determine that an insufficient number of qualified internal applicants exist, the appointing authority must publish an

advertisement in the County's newspaper of official record and contact the State Department of Workforce Development or any successor agency. The director of employee relations must determine whether additional advertising beyond this level is needed to develop an adequate pool of applicants.

- d. *Relocation expenses.* The employee relations director may authorize the reimbursement of relocation expenses with the approval of the county administrator in an amount not to exceed \$5,000.
  - e. *Medical examinations.* If required by the County as a condition of employment, an applicant for employment with the County must satisfactorily pass a complete physical and/or psychological examination before being accepted for employment. The County will pay the cost of the physical examination, which must be conducted by a provider selected by the employee from a list provided by the County.
  - f. *Starting pay.* Any starting salary above the minimum for a position must be approved by the employee relations director with the concurrence of the county administrator and, for those employees on a grid system any starting salary above the midpoint must be approved by the personnel committee or the County Board. In the case of a new assignment for an employee in a position that has a higher pay schedule and a step system, the starting salary must be at the greater of the step closest to the current salary or 5 percent higher, whichever is closer.
  - g. *Reinstatement.* An individual who left employment with Polk County through a reduction in force within 18 months of the date when the application process begins may be given preference over all outside applicants in hiring provided that individual continues to meet all work requirements. The hiring authority may reinstate that former employee in lieu of conducting a formal hiring process.
  - h. *Exit interview.* On termination of employment with the county, the supervising authority must request that the employee submit to an exit interview. If held, the results of that interview must be transmitted by the supervisory authority to the department head and the employee relations department.
8. **Reduction in force.** If the County Board, department head, or other County official takes action that would result in a reduction in force and the elimination of a position or positions, the department head may first consider voluntary reductions to reduce costs. In making a determination to eliminate a position, the department head must consider length of service, past performance, and the ability to reassign duties based on areas of expertise and experience. Employees must receive written notification of any layoff at least two weeks before their effective date.
9. **Severance.** The employee relations director may, with the approval of the county administrator, negotiate a severance agreement on termination of any employee to provide additional compensation based on length of service and in return for settlement of any claim against the County. A department head whose position is eliminated or who is otherwise

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terminated for reasons other than past performance is eligible for severance pay equal to one month's salary for each year of service beyond one year, with a maximum severance amount of four months' salary. No severance may be paid for any employee terminated for violation of State or Federal law or gross violation of County policy.

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### Explanation of Interim Administrative Policy

Language of policy	Comments or explanation
<p><b>1. General:</b> This policy is written to assign both authority and responsibility for aspects of personnel management to County staff and officials.</p>	<p>Developed as a separate policy at the recommendation of the Wisconsin Counties Association (WCA) attorney</p>
<p><b>2. Definitions</b></p> <p><b>a.</b> <i>Hiring authority</i> means the person who is empowered to make offers of employment by the employee relations director.</p> <p><b>b.</b> <i>Annual general compensation adjustment</i> means a change in compensation, usually in percentage terms, applied to all employees incorporated in the annual budget at the discretion of the County Board.</p> <p><b>c.</b> <i>Reduction in force</i> means the elimination of positions or a reduction in hours for positions due to financial constraints.</p>	<p>Current practice</p> <p>Current practice; formerly called a cost of living adjustment</p> <p>Formerly referred to as a layoff</p>
<p><b>3. Powers and duties.</b> Responsibility for the implementation of this policy is assigned to the following groups or individuals:</p> <p><b>a.</b> <i>Personnel committee.</i> The personnel committee establishes and reviews County personnel policy including this policy and makes recommendations to the County Board and county administrator on compensation and benefits.</p> <p><b>b.</b> <i>County administrator.</i> The county administrator oversees the management of departments and implements the policy established by the County Board including preparing a budget recommendation consistent with that policy.</p> <p><b>c.</b> <i>Employee relations director.</i> The employee relations director implements the work-related components of this policy, develops and maintains instructions as to its implementation including any handbook</p>	<p>Current policy</p> <p>Current policy</p> <p>Current policy; requires that employee relations develop a handbook or other instructions to implement this policy.</p>

Language of policy	Comments or explanation
<p>derived from this or other County Board policy, periodically reports to the personnel committee and the County Board on employment related issues including diversity and equal opportunity and periodically reviews the elements of this policy to determine any need for amendment. The employee relations director also oversees the recruitment and disciplinary processes and is responsible for directing employee safety procedures and processes.</p>	
<p>d. <i>Department heads.</i> Department heads manage their departments, including staff assignments, and are responsible for setting hours and conditions of work within the scope of this policy as limited by State or Federal law, contractual or grant restrictions, codes of ethics or other statements of professional responsibility. Department heads also manage the recruitment and disciplinary process with the employee relations director and may adopt additional safety procedures and processes beyond those generally applicable to all employees, including employee handbooks or manuals consistent with this policy and with the approval of the employee relations director.</p>	<p>Current practice mirroring State law</p>
<p>e. <i>Other managers.</i> All other managers are responsible for the implementation of relevant aspects of this policy as well as any directives issued by department heads that do not conflict with this policy or State or Federal law, contractual or grant restrictions, codes of ethics or other statements of professional responsibility.</p>	<p>Current practice</p>
<p>4. <b>Position documentation and records.</b> The following procedures or documentation standards must be followed for all County positions.</p>	
<p>a. <i>Position description.</i> The employee relations director must ensure that a position description exists for every County position and must periodically review and oversee the amendment of these descriptions to ensure that they accurately reflect the requirements and duties of that position.</p>	<p>Current policy</p>
<p>b. <i>Employee performance appraisal.</i> All supervisory authorities must</p>	<p>Current policy</p>

Language of policy	Comments or explanation
<p>conduct an annual performance appraisal of those regular employees they supervise on forms prescribed by the employee relations director.</p>	
<p>c. <i>Employment records.</i> The employee relations director must maintain all employment records assuring confidentiality under State and Federal law.</p>	<p>Current policy</p>
<p>5. <u>Compensation plan.</u> The County Board annually sets the compensation plan as part of the annual budget resolution, including compensation for every county employee not represented by a labor union.</p>	<p>Current policy</p>
<p>a. <i>Interim adjustments.</i> The employee relations director may, at his or her discretion and using funds assigned for that purpose, conduct an analysis of any position to determine market compensation level. For purposes of this study, the primary market shall be those counties in Wisconsin immediately adjacent to and including Polk County, considering both public and private positions. Should the employee relations director determine that that market not provide an adequate sample, the employee relations director may expand the sample size.</p>	<p>Current policy; as the County Board sets compensation for all employees as part of the annual budget, any other adjustment to compensation is an interim adjustment</p>
<p>i. <i>Increases.</i> If the difference in salary so determined is considered significant enough to potentially affect retention or recruitment, the employee relations director may increase salary for the subject position, with the concurrence of the county administrator, to a level between the median and average of comparable positions as determined by this analysis.</p>	<p>Current policy (390)</p>
<p>ii. <i>Reductions.</i> Should the analysis determine that market compensation level is more than five percent lower than the current compensation for the subject position, the employee is eligible only for half the annual general compensation adjustment until his/her salary is again within the new salary range.</p>	<p>Current policy (390)</p>
<p>b. <i>Special compensation rules.</i> Any full-time non-exempt employee required to work on a holiday must receive holiday pay and additional</p>	<p>Current policy for holiday pay</p>

Language of policy	Comments or explanation										
<p>pay equal to one and one-half times his or her regular hourly rate of pay.</p> <p>c. <i>Longevity pay.</i> Every regular full time employee who has a length of service of over 5 years as of July 1 in any year must receive a longevity bonus on the 25<sup>th</sup> payroll determined as follows:</p> <table border="1" data-bbox="868 598 1169 1333"> <thead> <tr> <th>Length of service</th> <th>Maximum bonus</th> </tr> </thead> <tbody> <tr> <td>Five to ten years</td> <td>\$80</td> </tr> <tr> <td>Ten to fifteen years</td> <td>\$150</td> </tr> <tr> <td>Fifteen to twenty years</td> <td>\$225</td> </tr> <tr> <td>More than twenty years</td> <td>\$290</td> </tr> </tbody> </table>	Length of service	Maximum bonus	Five to ten years	\$80	Ten to fifteen years	\$150	Fifteen to twenty years	\$225	More than twenty years	\$290	<p>Current policy, except that longevity pay is now an hourly bonus from 4 cents and up; this would convert to an annual bonus.</p>
Length of service	Maximum bonus										
Five to ten years	\$80										
Ten to fifteen years	\$150										
Fifteen to twenty years	\$225										
More than twenty years	\$290										
<p>Should the total amount calculated using this table for all employees exceed the appropriation for longevity pay in the annual budget, these amounts must be proportionately reduced until the total amount calculated equals the appropriation in the annual budget.</p> <p>d. <i>On call pay and call in pay.</i> A department head may establish on call pay for any employee who may be required to work at a time outside of their normal work schedule and/or a minimum pay amount for anyone who is called in to work outside of their normal work schedule with the approval of the employee relations director. The amount of on call pay may not exceed \$2.00 per hour and the minimum pay may not exceed two hours' pay including overtime and holiday pay if applicable.</p>	<p>Because all employees would be eligible, the amount of the bonus would need to be reduced slightly or appropriation for the bonus increased.</p> <p>Current policy: allows department head discretion in establishing and paying.</p>										
<p>6. <b>Other benefits:</b> The personnel committee may also authorize other benefits with no direct cost to the County or with the cost of administration only.</p>	<p>Current policy</p>										
<p>7. <b>Recruitment and promotion:</b> Notwithstanding any other policy to the contrary, the county administrator may authorize the filling of any vacant position authorized in the annual budget resolution. The county administrator may also authorize replacing a full-time vacant position with a part-time or limited</p>	<p>Current policy (390)</p>										



Language of policy	Comments or explanation
<p>position or a full-time position at a lower pay grade. The employee relations director is responsible for the management of this process.</p>	
<p>a. <i>Notice.</i> All vacancies must be noticed in a central location within each department, in a central location within the government services building, and on the County website.</p>	<p>Establishes an expanded notice procedure to fill vacant positions</p>
<p>b. <i>Internal applicants.</i> First consideration may be given to promotion of a current employee. If it is determined by the supervisor that an adequate pool of applicants exists without advertising and seeking outside applicants, the supervisor may confine the initial interview process to only internal applicants. For purposes of this section, internal applicants include any former employees separated because of a reduction in force.</p>	<p>Current practice</p>
<p>c. <i>Advertising.</i> Should the appointing authority determine that an insufficient number of qualified internal applicants exist, the appointing authority must publish an advertisement in the County's newspaper of official record and contact the State Department of Workforce Development or any successor agency. The director of employee relations must determine whether additional advertising beyond this level is needed to develop an adequate pool of applicants.</p>	<p>Current practice, except that employee relations determines adequate advertising</p>
<p>d. <i>Relocation expenses.</i> The employee relations director may authorize the reimbursement of relocation expenses with the approval of the county administrator in an amount not to exceed \$5,000.</p>	<p>Current policy</p>
<p>e. <i>Medical examinations.</i> If required by the County as a condition of employment, an applicant for employment with the County must satisfactorily pass a complete physical and/or psychological examination before being accepted for employment. The County will pay the cost of the physical examination, which must be conducted by a provider selected by the employee from a list provided by the County.</p>	<p>Current policy</p>
<p>f. <i>Starting pay.</i> Any starting salary above the minimum for a position must be approved by the employee relations director with the</p>	<p>Current policy (390)</p>

Language of policy	Comments or explanation
<p>concurrency of the county administrator and, for those employees on a grid system any starting salary above the midpoint must be approved by the personnel committee or the County Board. In the case of a new assignment for an employee in a position that has a higher pay schedule and a step system, the starting salary must be at the greater of the step closest to the current salary or 5 percent higher, whichever is closer.</p>	
<p><i>g. Reinstatement.</i> An individual who left employment with Polk County through a reduction in force within 18 months of the date when the application process begins may be given preference over all outside applicants in hiring provided that individual continues to meet all work requirements. The hiring authority may reinstate that former employee in lieu of conducting a formal hiring process.</p>	<p>Current policy, except that "may" recommended by WCA attorney</p>
<p><i>h. Exit interview.</i> On termination of employment with the county, the supervising authority must request that the employee submit to an exit interview. If held, the results of that interview must be transmitted by the supervisory authority to the department head and the employee relations department.</p>	<p>Current policy</p>
<p><b>8. Reduction in force.</b> If the County Board, department head, or other County official takes action that would result in a reduction in force and the elimination of a position or positions, the department head may first consider voluntary reductions to reduce costs. In making a determination to eliminate a position, the department head must consider length of service, past performance, and the ability to reassign duties based on areas of expertise and experience. Employees must receive written notification of any layoff at least two weeks before their effective date.</p>	<p>Current layoffs based solely on seniority; this souls allow a department head to consider past performance and work skills in the determination.</p>
<p><b>9. Severance.</b> The employee relations director may, with the approval of the county administrator, negotiate a severance agreement on termination of any employee to provide additional compensation based on length of service and in return for settlement of any claim against the County. A department head whose position is eliminated or who is otherwise terminated for reasons other than past performance is eligible for severance pay equal to one month's salary</p>	<p>Current policy</p>

C33

<b>Language of policy</b>	<b>Comments or explanation</b>
for each year of service beyond one year, with a maximum severance amount of four months' salary. No severance may be paid for any employee terminated for violation of State or Federal law or gross violation of County policy.	

Resolution No. \_\_\_\_-2011  
Resolution to Adopt Amendment to Structure Lease Agreement for Cellular Communications  
(Cumberland/McKinley Tower – New Cingular Wireless (AT&T))

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

Ladies and Gentlemen:

WHEREAS Polk County maintains a communications tower located in McKinley Township, located at 80 240<sup>th</sup> Avenue Cumberland, Wisconsin;

WHEREAS, pursuant to a Structure Lease Agreement, dated May 20, 2009, Polk County does lease to New Cingular Wireless PCS, LLC., a subsidiary of AT&T, ground space and antenna space at said location; and

WHEREAS, New Cingular Wireless PCS, LLC., has requested certain modifications to the Structure Lease Agreement that establish additional extended terms; modifies rights of the parties to terminate the lease agreement; modifies the amount of rent; establishes a guaranteed rental payment; modifies the provision for future increases in rent; and expands the rights of usage of ground space and antenna space by New Cingular Wireless PCS, LLC.

WHEREAS, as lease administrator, the Polk County Sheriff’s Department has considered the requested modifications and has negotiated the terms and conditions of proposed amendments to the Structure Lease Agreement, as contained in the document entitled “First Amendment to 2009 Structure Lease Agreement (Cumberland McKinley Tower)” attached hereto and incorporated herein.

WHEREAS, upon the recommendation of the Polk County Public Protection and Judicial Committee, it is in the interest of Polk County to amend the Structure Lease Agreement consistent with the provisions of the First Amendment to 2009 Structure Lease Agreement (Cumberland McKinley Tower).

NOW THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors, on behalf of Polk County, agrees to an amendment of the terms and conditions of the Structure Lease Agreement as set forth in the “First Amendment to 2009 Structure Lease Agreement (Cumberland McKinley Tower)”, attached hereto and incorporated herein.

BE IT FURTHER RESOLVED that the First Amendment to 2009 Structure Lease Agreement (Cumberland McKinley Tower) shall be effective on August 1, 2013.

Funding Amount and Source: No Fiscal Impact for 2012

Finance Committee Advised: Not Applicable

Finance Committee Recommendation: \_\_\_\_\_

Date Submitted to County Board: December 20, 2011

County Board Action:

Effective Date: Resolution is Effective upon Passage -  
Amendment to Lease is Effective August 1, 2013

DI

Submitted upon recommendation of the Polk County Public Protection and Judicial Committee

Jay Luke  
Jay Luke

James S. Edgell  
James Edgell

Kim O'Connell 12-6-11  
Kim O'Connell

Gary P. Bergstrom  
Gary Bergstrom

Brian Masters 12/6/11  
Brian Masters

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

Dana Frey  
Dana Frey, County Administrator

Review By Corporation Counsel:

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

Jeffrey B. Fuge  
Jeffrey B. Fuge, Corporation Counsel

On December 20, 2011, the Polk County Board of Supervisors adopted Resolution No. \_\_\_\_ - 2011: Resolution to Adopt Amendment to Structure Lease Agreement for Cellular Communications (Cumberland/McKinley Tower – New Cingular Wireless (AT&T)), by a vote of \_\_\_\_ in favor and \_\_\_\_ against.

William F. Johnson, IV, Chairperson

Attest: \_\_\_\_\_  
Carole T. Wondra, County Clerk

D2

Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

**FIRST AMENDMENT TO STRUCTURE LEASE AGREEMENT**

THIS FIRST AMENDMENT TO STRUCTURE LEASE AGREEMENT ("First Amendment") dated as of the later date below is by and between Polk County, Wisconsin, having a mailing address at 100 Polk County Plaza, Suite 110, Balsam Lake, WI 54810 (hereinafter referred to as "Landlord") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address at 12555 Cingular Way, Suite 1300, Alpharetta, GA 30004 (hereinafter referred to as "Tenant").

WHEREAS, Landlord and Tenant (or their predecessors in interest) entered into a Structure Lease Agreement dated June 10, 2009 (hereinafter, the "Agreement"), whereby Landlord leased to Tenant certain Premises, therein described, that are a portion of the Property located at 80 240th Avenue, Cumberland, WI 54829; and

WHEREAS, Landlord and Tenant desire to modify the Agreement and to extend the term of the Agreement, as set forth herein and as summarized as follows:

WHEREAS, Landlord and Tenant desire to modify, as set forth herein, the Rent (as defined below) payable under the Agreement; and

WHEREAS, Landlord and Tenant desire to modify, as set forth herein, the Tenant's obligations to pay Rent to Landlord for a Rent Guarantee Period (as defined below); and

WHEREAS, Landlord and Tenant desire to amend the Agreement to provide Tenant the right to enlarge the Premises; and

WHEREAS, Landlord and Tenant, in their mutual interest, further wish to amend the Agreement as set forth below; and

Whereas, Landlord and Tenant acknowledge and agree that it is in their interest to amend the Agreement consistent with the provisions of this First Amendment, shall have prospective effect, first commencing on August 1 2013.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. **Term.** The term of the Agreement shall be amended to provide that the Agreement has a new initial term of sixty (60) months ("New Initial Term"), commencing on August 1, 2013. The Term will be automatically renewed for up to five (5) additional terms, (each an "Extension Term"), each such term consisting of sixty (60) months, upon the same terms and conditions of the Agreement, as amended herein, without further action by Tenant, unless Tenant notifies Landlord in writing of Tenant's intention not to renew the Agreement at least sixty (60) days prior to the expiration of the then current Extension Term. Hereafter, the defined term "Term" shall include the New Initial Term and any applicable Extension Term. Landlord agrees and acknowledges that except that as such permitted use or other rights may be amended herein, Tenant may continue to use and exercise its rights under the Agreement as permitted prior to the New Initial Term.

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Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

2. **Termination.** Subparagraph 6(f) is repealed and recreated to read as follows:

"(f) by Landlord upon one (1) years written notice to Tenant for the sole reason that any part of the Premise is necessarily required for the purposes of transmission of public safety communications, which is incompatible with Tenant's Permitted Use, provided that Tenant shall have a reasonable opportunity to resolve any such incompatibility.

Subparagraph 6 (g) is added to read as follows: After the Rent Guarantee Period, as defined below, Tenant may terminate the Agreement at any time with thirty (30) days prior written notice to Landlord for any or no reason."

3. **Modification of Rent.** Commencing on August 1, 2013, the rent payable under the Agreement shall be Fifteen Thousand Eight Hundred Eight and No/100 Dollars (\$15,808.00) annually (the "Rent"), and shall continue during the Term, subject to adjustment, if any, as provided below.

4. **Modification of Tenant's Obligation to Pay – Rent Guarantee.** Notwithstanding Tenant's obligations to pay Rent set forth under the Agreement, for a thirty-six (36) month period commencing August 1, 2013, and ending July 31, 2016 ("Rent Guarantee Period"), Tenant's obligation to pay Rent is guaranteed and such obligation will not be subject to offset or cancellation by Tenant, except as due to loss from casualty or condemnation. Notwithstanding the foregoing, if Landlord exercises any of Landlord's rights to terminate the Agreement, if any, Tenant will be released from any and all of its obligations to pay Rent during the Rent Guarantee Period as of the effective date of the termination. In addition, Tenant shall be released from any and all of its obligations to pay Rent during the Rent Guarantee Period if any of the following shall occur: (a) Landlord is in breach of the Agreement, including but not limited to any default under the terms of the Agreement beyond any applicable grace and cure period; (b) there is a foreclosure of the Property; (c) the Landlord shall require Tenant to relocate Tenant's equipment and facilities to a location that is not acceptable to Tenant in its reasonable business judgment if allowed for in the Agreement, or (d) any existing government permits and/or approvals cannot be obtained or maintained, at no fault of the Tenant. If the Agreement is further modified in the future with an obligation for Tenant to pay additional Rent, the payment of Rent guarantee established in this paragraph will not be diminished or limited, but such Rent guarantee will not extend to that future additional Rent obligation.

5. **Future Rent Increase / Annual Payments.** The Agreement is amended to provide that commencing on August 1, 2014, Rent shall increase by two percent (2%) over the Rent paid during the previous year.

6. **Expansion of the Premises.** Landlord will agree to grant to Tenant the right, to the extent practicable and on a space available basis, at no additional cost or expense, to enlarge or to make space available on the ground space of the Property for Tenant so that Tenant or its authorized subtenants may implement any necessary modifications, supplements, replacements, refurbishments, or expansions to the Communications Facility or to any equipment related thereto, or for any other reasons, as determined by Tenant in its sole discretion.

7. **Acknowledgement.** Landlord acknowledges that: 1) this First Amendment is entered into of the Landlord's free will and volition; 2) Landlord has read and understands this First Amendment and the

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Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

underlying Agreement and, prior to execution of this First Amendment, has consulted with counsel of its choosing regarding Landlord's decision to enter into this First Amendment and to have counsel review the terms and conditions of this First Amendment; 3) Landlord has been advised and is informed that should Landlord not enter into this First Amendment, the underlying Agreement between Landlord and Tenant, including any termination or non-renewal provision therein, would remain in full force and effect and that the underlying Agreement will remain in full force and effect, if and when this First Amendment is adopted and mutually agreed to in writing by Landlord and Tenant.

8. **Notices and Designation of Lease Administrator.** Paragraph 17 of the Agreement is hereby deleted in its entirety and replaced with the following:

"NOTICES. All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows:

If to Tenant:

New Cingular Wireless PCS, LLC  
Attn: Network Real Estate Administration  
Re: Cell Site # 124804  
Cell Site Name WI3642 (WI); Fixed Asset No.: 10129150  
12555 Cingular Way, Suite 1300  
Alpharetta, GA 30004

With a required copy of the notice sent to the address above to AT&T Legal at:

New Cingular Wireless PCS, LLC  
Attn: AT&T Legal Department  
Re: Cell Site # 124804  
Cell Site Name WI3642 (WI); Fixed Asset No: 10129150  
15 East Midland Avenue  
Paramus, NJ 07652

And as to Landlord:

Landlord designates the Polk County Chief Deputy Sheriff as and for its administrator of the Agreement.

Polk County, Wisconsin  
Attn: Polk County Sheriff's Department  
1005 W Main Street  
Suite 900  
Balsam Lake, WI 54810

Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein."



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Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

9. **Memorandum of Agreement.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Agreement substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

10. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this First Amendment.

11. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

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Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this First Amendment on the date and year below

LANDLORD:  
Polk County, Wisconsin

TENANT:  
New Cingular Wireless PCS, LLC,  
a Delaware limited liability company

By: AT&T Mobility Corporation  
Its: Manager

By: \_\_\_\_\_  
William F. Johnson IV

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: County Board Chairman

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

D1

Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

LANDLORD ACKNOWLEDGEMENT

STATE OF Wisconsin )  
 )  
COUNTY POLK\_\_)

I CERTIFY that on \_\_\_\_\_, 201\_\_, **William F. Johnson IV** personally came before me and acknowledged under oath that he:

- (a) is the **County Board Chairman** of **Polk County, Wisconsin**, the governmental entity named in the attached instrument,
- (b) was authorized to execute this instrument on behalf of the corporation and
- (c) executed the instrument as the act of the corporation.

\_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission is permanent/expires: \_\_\_\_\_



D9

Cell Site No.: 124804  
Cell Site Name: WI3642  
Fixed Asset No.: 10129150  
Market: ND / SD / NE / MN / IA  
Address: 80 240th Avenue  
Cumberland, Town of McKinley

**Attachment 1**

**Memorandum of Agreement**

E

Resolution No. \_\_\_\_-2011

Resolution to Adopt Amendment to Adult Development Center Lease Agreement for 2012

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

Ladies and Gentlemen:

WHEREAS Polk County and Endeavors Adult Development Center, Inc. have entered into a Lease Agreement for the lease of the Polk County Adult Development Center building;

WHEREAS, the Lease Agreement provides for a two year term, commencing January 1, 2010 and consists presently of those terms and conditions mutually agreed upon and found in Polk County Resolutions 14-09 and 76-10;and

WHEREAS, the Polk County Board of Supervisors has set the annual rental amount for 2012 when approving the budget resolution for 2012; and

WHEREAS Endeavors Adult Development Center has requested additional modifications to the Lease Agreement; and

WHEREAS the Polk County Property, Forestry and Recreation Committee has recommended amendment of the Lease Agreement to incorporate the request of Endeavors Adult Development Center, Inc. and those modifications recommended by the committee.

NOW THEREFORE BE IT RESOLVED that the Polk County Board of Supervisors, on behalf of Polk County, agrees to an amendment of the terms and conditions of the Lease Agreement as set forth on the attached document entitled "Amendment to Lease", which is incorporated in this resolution.

Funding Amount and Source: \$34,800 Rental Income

Finance Committee Advised: 2012 Budget Process

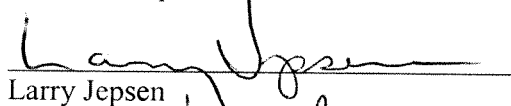
Finance Committee Recommendation: Adoption

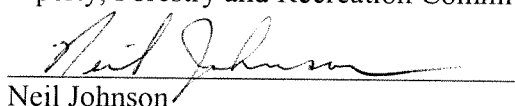
Date Submitted to County Board: December 20, 2011

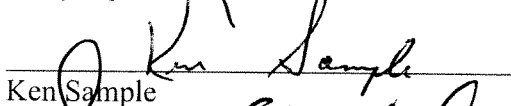
County Board Action:

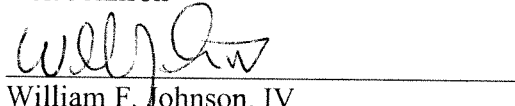
Effective Date: Resolution is Effective upon Passage -  
Amendment to Lease is Effective January 1, 2012

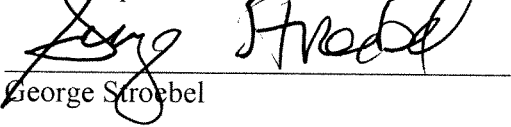
Submitted upon recommendation of the Polk County Property, Forestry and Recreation Committee

  
Larry Jepsen

  
Neil Johnson

  
Ken Sample

  
William F. Johnson, IV

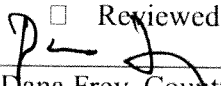
  
George Stroebel

\_\_\_\_\_

E1

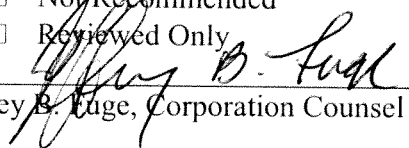
Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

  
 Dana Frey, County Administrator

Review By Corporation Counsel:

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

  
 Jeffrey B. Euge, Corporation Counsel

On December 20, 2011, the Polk County Board of Supervisors adopted Resolution No. \_\_\_\_\_: Resolution to Adopt Amendment to Adult Development Center Lease Agreement for 2012, by a vote of \_\_\_ in favor and \_\_\_ against, in which the above Amendment to Lease was incorporated and attached thereto.

\_\_\_\_\_  
 William F. Johnson, IV, Chairperson

Attest: \_\_\_\_\_  
 Carole T. Wondra, County Clerk

E2

Amendment to Lease  
Polk County – Endeavors Adult Development Center  
Lease Agreement of the Polk County Adult Development Center Building  
Term – 2010-2012  
(Modified Terms and Conditions effective January 1, 2012)

This Amendment to Lease sets forth those amended terms and conditions to the above referenced Lease Agreement between Polk County (Landlord) and Endeavors Adult Development Center, Inc. (Tenant).

1. The Amendment to Lease recognizes that the Lease Agreement of the parties consists of the terms and conditions contained in the documents adopted and signed by Landlord and Tenant, and commonly referred to, as follows:
  - Polk County Resolution 14-09: Joint Resolution for the Lease Agreement on the Polk County Adult Development Center
  - Polk County Resolution 76-10: Joint Resolution to Amend Polk County resolution 14-09: Modification of Terms to Lease Agreement on the Adult Development Center
  - This Amendment to Lease.
  
2. EFFECT OF AMENDMENT OF LEASE:
  - a. The parties adopt and consider the Amendment of Lease as an incorporated document to the Lease Agreement.
  
  - b. Those terms and conditions of the Lease Agreement that are modified through this Amendment of Lease shall supersede and take precedent over those terms and conditions that are set forth in Resolution 14-09 and Resolution 76-09. The Landlord and the Tenant agree that the terms and conditions of the Lease Agreement set forth in Resolutions 14-09 and 76-10 shall remain in effect with full force and without change, unless modified in this Amendment of Lease.
  
3. AMOUNT OF RENTAL AND PERIODIC PAYMENT: Tenant shall pay Landlord an annual rent in the amount of Thirty-four Thousand Eight Hundred (\$34,800) Dollars. Tenant shall pay said rent in monthly payments of Two Thousand Nine Hundred (\$2,900) Dollars a month commencing on the 1<sup>st</sup> of January 2012 an on or before the 1<sup>st</sup> day of each successive month thereafter.
  
4. TERMINATION RIGHTS OF TENANT: Tenant may unilaterally terminate the Lease Agreement at any time in which the Endeavors Board of Directors determines that such termination is in the interest of Tenant. Such termination shall become effective upon 90-days advance written notice served upon Landlord.



E3

5. RESPONSIBILITY OF TENANT UPON TERMINATION: Tenant shall be liable to Landlord for any and all periodic rental payments and other costs set forth in the Lease Agreement that are incurred or become due and payable before the date in which termination is effective. Tenant shall be liable to Landlord for the cost of repair to the premises for damage, wear and tear excluded.

FOR POLK COUNTY:

On December 20, 2011, the Polk County Board of Supervisors adopted Resolution No.

\_\_\_\_\_: Resolution to Adopt Amendment to Adult Development Center Lease Agreement for 2012, by a vote of \_\_\_ in favor and \_\_\_ against, in which the above Amendment to Lease was incorporated and attached thereto.

\_\_\_\_\_  
William F. Johnson, IV, Chairperson

Attest: \_\_\_\_\_  
Carole T. Wondra, County Clerk

FOR POLK COUNTY ADULT DEVELOPMENT CENTER, INC.:

\_\_\_\_\_ Dated: \_\_\_\_\_  
Name/Title

F

Resolution No. \_\_-11

Resolution to Accept and to Allocate Donation from Balsam Branch Ski Partnership for Cross Country Trail Grooming Equipment

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

Ladies and Gentlemen:

WHEREAS, pursuant to Wisconsin Statute Section 59.52(19), the Polk County Board is authorized to accept donations, gifts for any public governmental purpose within the powers of the County; and

WHEREAS, consistent with Wisconsin Statute Section 59.56(9), the Polk County Parks Department works in cooperation with Lake Wapogasset Lutheran Bible Camp, Garfield Township, D.D. Kennedy Environmental Area, and the Nordic Ski Club of Amery to maintain and operate cross country ski trails within Polk County ( The Balsam Branch Cross Country Ski Trails and The Stower Seven Lakes State Trail).

WHEREAS, the Balsam Branch Ski Partnership has donated the sum of \$4,885. 25 to Polk County Parks Department for the purpose of purchasing ski trail grooming equipment, a G2 track groomer that would be used to groom cross-country ski trails of Polk County.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors accepts the donation made by the Balsam Branch Partnership.

BE IT FURTHER RESOLVED that Polk County Board of Supervisors authorizes the allocation of same to the Polk County Parks Department for the purpose of purchasing ski trail grooming equipment.

Funding Amount and Source: Donation and Allocation: \$4,885.25

Finance Committee Advised: December 14, 2011

Finance Committee Recommendation: Accept and Allocate the Donation

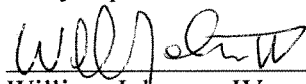
Date Submitted to County Board: December 20, 2011

County Board Action:

Effective Date: Upon Passage

Submitted upon recommendation of the Polk County Property, Forestry and Recreation Committee:

\_\_\_\_\_  
Larry Jepsen

  
\_\_\_\_\_  
William Johnson, IV

\_\_\_\_\_  
Ken Sample

\_\_\_\_\_  
George Stroebel

\_\_\_\_\_  
Neil Johnson

FI

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

  
 Dana Frey, County Administrator

Review By Corporation Counsel:

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

  
 Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on December 20, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

\_\_\_\_\_  
 William Johnson, IV, County Board Chair

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
 Carole Wondra, Polk County Clerk

Dated: \_\_\_\_\_

G

Resolution \_\_\_\_\_

**Support for the Polk County Health Department Application for National Voluntary Accreditation**

**WHEREAS**, public health department accreditation is defined as the development of a set of standards, a process to measure health department performance against those standards, and reward or recognition for those health departments who meet the standards; **and**

**WHEREAS**, the Public Health Accreditation Board (PHAB) has established a national public health department voluntary accreditation process that seeks to advance quality and performance within public health departments; **and**

**WHEREAS**, achieving accreditation through PHAB provides a means for a health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with the community; **and**

**WHEREAS**, accreditation documents the capacity of the public health department to deliver the three core functions of public health and the ten essential public health services as enumerated in the attachment to this resolution; **and**

**WHEREAS**, the process of accreditation will encourage and stimulate quality and performance improvement in the health department as well as promote greater accountability and transparency.

**THEREFORE BE IT RESOLVED**, that the Polk County Board of Health does hereby recognize the importance of public health national voluntary accreditation for a local health department and strongly supports the pursuit of accreditation status for the Polk County Health Department.

**BE IT FURTHER RESOLVED**, that the Polk County Board of Supervisors hereby recognizes the importance of public health national voluntary accreditation for a local health department and strongly supports the pursuit of accreditation status for the Polk County Health Department.

**Funding Amount:** \$12,720 (5 year cost)

**Funding Source:** Infrastructure grant (2012); Public Health Budget 2013-2015

**Date Finance Committee Advised:** N/A

**Effective Date:** Upon passage

## Attachment I

### *Three Core Functions of Public Health (Institute of Medicine, 1988)*

The *core functions* of public health agencies that must be carried out at all levels of government for the overall public health system to function effectively include:

- **Assessment:** regular, systematic collection, assembly, analysis and distribution of information on the health of the community, including statistics on health status, community health needs, and epidemiological and other studies of health problems;
- **Policy development:** using the scientific knowledge base in decision-making about public health and taking a strategic approach to leadership for public health policy with a positive appreciation for the democratic political process;
- **Assurance:** engaging policy-makers and the public in determining those services that will be guaranteed to every member of the community, and making services necessary to achieve agreed-upon goals available by encouraging action by public and private entities, implementing regulatory requirements, or directly providing services.

### *Ten Essential Public Health Services*

The **Essential Public Health Services** provide the fundamental framework for the Public Health Accreditation Board (PHAB) Standards and Measures, by describing the public health activities that should be undertaken in all communities.

The Core Public Health Functions Steering Committee developed the framework for the Essential Services in 1994. This steering committee included representatives from US Public Health Service agencies and other major public health organizations.

The Essential Services provide a working definition of public health and a guiding framework for the responsibilities of local public health systems.

1. Monitor health status to identify and solve community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships and action to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure competent public and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems

H

Ordinance No. \_\_-\_\_\_\_

Ordinance to Create Appraisal Committee for Sale of Tax Delinquent Lands

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

Ladies and Gentlemen:

¶1 WHEREAS, Wisconsin State Statute Section 75.69(1) authorizes Counties to sell lands that have been acquired in satisfaction of delinquent taxes; and

¶2 WHEREAS, while Section 75.69(1) requires Counties to appraise and advertise the appraisal value of such tax lands in the sale process, the law affords Counties considerable flexibility in determining the appraisal value of such lands; and

¶3 WHEREAS, pursuant to Section 75.69(1) the Polk County Board of Supervisors has authorized the Polk County Property, Forestry, and Recreation Committee to conduct sales of tax delinquent lands; and

¶4 WHEREAS, it has been the practice of the Polk County Property, Forestry, and Recreation Committee to utilize a certified real estate appraiser for determining the appraised value of tax delinquent land; and

¶5 WHEREAS, it is in the interest of Polk County to utilize other methods of determining appraised value as permitted by Section 75.69(1).

¶6 WHEREAS, the Polk County Board of Supervisors conducted a public hearing on December 20, 2011 for the purpose of receiving citizen input on this proposed ordinance.

¶7 NOW, THEREFORE, the Polk County Board of Supervisors does ordain, as follows:

1. Tax delinquent lands acquired by the County shall be sold pursuant to the direction of the Polk County Property, Forestry, and Recreation Committee consistent with Section 75.69(1).
2. The Appraisal Committee is created for the purpose of determining the appraisal value of tax delinquent lands.
3. The Appraisal Committee shall be composed of the County Administrator, the County Treasurer and the Director of Parks, Forestry, Buildings and Solid Waste.
4. The Appraisal Committee is authorized to contract with a certified real estate appraiser, as defined under Section 458.01(7), or another professional, as it deems necessary, for making a determination of appraised value.
5. All costs and fees for such professional services shall be paid out of the tax deed expense account.
6. The Polk County Property, Forestry, and Recreation Committee shall sell such lands at the appraised value as determined by the Appraisal Committee.

#1

Funding Amount and Source: Not Applicable  
Finance Committee Recommendation:  
Date Submitted to County Board:

Finance Committee Advised: Not Applicable  
December 14, 2011  
First Reading: December 20, 2011  
Public Hearing: January 17, 2012  
Considered for Adoption: January 17, 2012

County Board Action:  
Effective Date:  
Sponsored and Submitted By:

Upon Passage and Publication

*William Johnson*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

*Dana Frey*  
\_\_\_\_\_  
Dana Frey, County Administrator

Review By Corporation Counsel:

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

*Jeffrey B. Fuge*  
\_\_\_\_\_  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on \_\_\_\_\_, the Polk County Board of Supervisors enacted the above-entitled ordinance, by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

\_\_\_\_\_  
William Johnson, IV, County Board Chair

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Carole Wondra, Polk County Clerk

Dated: \_\_\_\_\_

Ordinance No. \_\_\_\_\_ - \_\_\_\_\_: Ordinance to Create Appraisal Committee for Sale of Tax Delinquent Lands was published in the Inter-County Leader on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Carole Wondra, County Clerk

Dated: \_\_\_\_\_

#2

**Polk County  
Board of Supervisors  
NOTICE OF PUBLIC HEARING  
PROPOSED ORDINANCE TO CREATE APPRAISAL COMMITTEE FOR SALE OF TAX  
DELINQUENT LANDS**

Date of Public Hearing: Tuesday, January 17, 2012  
Time: During the Regular Meeting of the County Board – 6:00 P.M.  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, Wisconsin 54810

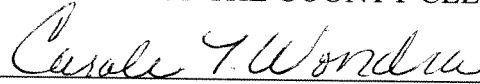
PLEASE TAKE NOTICE that during its regular business meeting on January 17, 2012, commencing at 6:00 p.m., the Polk County Board of Supervisors will hold a public hearing to receive staff presentations and citizen input commentary concerning the proposed Ordinance to Create Appraisal Committee for Sale of Tax Delinquent Lands.

Following the public hearing the Polk County Board of Supervisors will consider and act to adopt said proposed ordinance. The Polk County Board of Supervisors may consider modifications in the course of adoption.

A copy of the proposed Ordinance to Create Appraisal Committee for Sale of Tax Delinquent Lands is reviewable on the Polk County website at <http://www.co.polk.wi.us> or at the County Clerk's Office, 100 Polk County Plaza, Suite 110, Balsam Lake, Wisconsin, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m.

The public hearing 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.

BY ORDER OF THE COUNTY CLERK



Carole T. Wondra, County Clerk

Date: December 5, 2011



POLK COUNTY BOARD OF SUPERVISORS  
Minutes from Tuesday, December 20, 2011  
Polk County Government Center – County Board Room  
Balsam Lake, WI 54810

Chairman Johnson called the regular December meeting of the Polk County Board of Supervisors to order at 6:00 PM.

County Clerk informed the Chair that notice of the agenda was properly posted in three public buildings, published in the county's legal paper and posted on the county website the week of December 12, 2011. Corporation Counsel Jeff Fuge informed the County Board that notice satisfied the applicable provisions of Wisconsin Open Meetings Law and notice provisions of County Board Rules of Order.

Roll call was taken by the Clerk, with 21 members present. Absent for roll call were Supr. Bergstrom and Kienholz. Supr. Kienholz joined the meeting immediately following roll call. Supr. Bergstrom later joined the meeting at 6:45 pm.

Supr. Jepsen led the prayer

Chairman led the pledge of Allegiance

Supr. Brown requested removal of Resolution A (to Amend Polk County Policy 0010, Duties and Responsibilities of Governing Committees) from the published agenda. Chairman Johnson requested a motion to strike Resolution A from the Consent Agenda altogether. **Motion (Brown/Schmidt) to approve the agenda with removal of Resolution A from the Consent Agenda. Motion to approve the agenda as modified carried** by unanimous voice vote.

Chairman Johnson requested consideration of the remaining portion of the Consent. **Motion (Jepsen/Hartung) to approve the Consent Agenda as modified: For the published minutes of the November 15, 2011 meeting, and to approve Resolutions 67-11: To Approve Zoning Ordinance Amendment for the Towns of Garfield and 68:11: To Approve Zoning ordinance amendment for the Town of St. Croix Falls. Motion to approve matters on the Consent Agenda portion of the Agenda, carried** by unanimous voice vote.

Time was given for public comments

Chairman's Report, William Johnson. Chairman requested motion to approve Chair's appointments of Supr. Stroebel to fill position on Polk County Tourism Council and appointment of Supr. Kienholz to the IFLS Board. **Motion (Brown/Sample) to Confirm appointments as made by the Chair. Motion carried** by unanimous voice vote.

Administrator's report was given by Administrator, Dana Frey.

**Motion (Luke/Schmidt) to Confirm the Administrator's appointment of Greg Bowman to Polk County Library Committee. Motion to Confirm said appointment carried** by unanimous voice vote.

Time was given for review and discussion of the 2011 and 2012 Budget Issues as requested by Supr. Sample,

Time was given for discussion and action of the Future of the Polk County Library, as requested by Supr. Masters. **Motion (Brown/Masters) to have the County Administrator implement a process to close the Polk County Library at the earliest possible date while meeting statutory requirements. Motion withdrawn. Motion (Brown/Masters) to have the County Administrator develop a process to close the Polk County Library at the earliest possible date while meeting statutory requirements, and to be finalized no later than December 31, 2012. Motion was defeated by a roll call vote of 11 yes and 12 no votes. (Voting Yes: Supr. Schmidt, Brown, Edgell, Masters, Sample, Moriak, Hartung, O'Connell, Bergstrom, N. Johnson and Voelker. Voting No: Supr. H. Johansen, D. Johansen, Kienholz, Caspersen, Korb, Arcand, Nelson, Luke, Stroebel, Jepsen, Christensen and W. Johnson.)**

Motion (Jepsen/O'Connell) to approve the Polk County Forest Annual Work Plan 2012. County Forester, Jeremy Koslowski addressed the work plan. Motion to approve carried by unanimous voice vote.

Chairman called for a 15 minute break. County Board in Recess at 7:30 pm.

Chairman calls the Board to Order at 7:45 pm. County Board Reconvenes 7:45 pm.

Committee/Board Reports were given.

Resolution 60-11 Resolution to Amend Polk County Personnel Policy 390, Non-Represented Employee Compensation Management Policy. Motion (Masters/Luke) to approve. Motion to approve Resolution 60-11 carried by voice vote. Resolution adopted.

Resolution 61-11 Resolution to Adopt the Interim Personnel Policy and the Interim Administrative Policy. Motion (Brown/Nelson) to approve. Administrator Frey addressed the resolution. Motion (Hartung/Voelker) to amend Resolution 61-11, under No. 7. Employee Leave b. Holiday, first line to read: "A holiday is paid leave of 7.5 or 8 hours depending on regular work schedules on a specified day for all regular employees who are in pay status the work day preceding and first work day following the paid holiday." Motion to amend Resolution 61-11 carried by unanimous voice vote. Motion to further amend Resolution 61-11, under No. 5. Compensation Plan, a. Interim Adjustments by removing the words "those counties in Wisconsin immediately adjacent to and including Polk County", and replace with "the Wisconsin counties of Burnett, Barron, Dunn, Pierce, St Croix and Polk County," considering both public and private positions. Motion to further amend Resolution 61-11 carried by unanimous voice vote. Motion (Voelker/Hartung) to further amend Resolution 61-11 under No. 6. Benefit Structure c. Disability Insurance. The employee relations director must make long-term disability insurance available to all benefit-eligible employees, with the share paid by the county as determined in the annual budget and the number of employees seeking such coverage". Motion to further amend Resolution 61-11 carried by unanimous voice vote. Administrator Frey offered a separate document to further amend Resolution 61-11. Motion (Masters/Nelson) to further amend Resolution 61-11 by adding an additional BE IT FURTHER RESOLVED clause immediately following the first BE IT FURTHER RESOLVED clause to read: "BE IT FURTHER RESOLVED that the employee relations director may, with the approval of the county administrator and upon notifying the personnel committee, suspend any existing provision of any personnel policy that is in conflict with the intent of this policy." Motion carried by unanimous voice vote.

Motion (Sample/Kienholz) to amend Resolution 61-11 as follows:

#### **Amendment 1**

##### *Technical amendments, Interim Personnel Policy*

The interim personnel policy under resolution \_\_\_-11 is amended as follows:

On page 2, clause 4(c) is amended to read:

- c. *Restrictions on nepotism.* ~~Unless excepted pursuant to~~ Except as otherwise provided by Federal or State law, no person will be appointed to any County position by an appointing authority, such as the county administrator, a department head or a county

board member shall appoint an immediate family member to a County position. "Immediate family member" means spouse, children, parent or siblings, including in-law or step, grandparents and grandchildren. ~~when the appointing authority is an immediate family member, and no~~ No employee shall may directly or indirectly supervise his or her ~~spouse~~ children, parents or siblings, including in-law or step, grandparents or grandchildren. No employee may directly supervise his or her spouse.

On page 2, clause 4(f) is amended to read:

- f. *Overtime and Compensatory Leave.* Overtime work must be approved by the employee's supervisory authority before it is performed and funded within the constraints of a department's personnel budget. . Overtime ~~must~~ will be paid to non-exempt employees in accordance with for hours as provided by the Fair Labor Standards Act, ~~except that a department head~~ Department heads may authorize ~~overtime~~ paying a non-exempt employee time and one-half (1½) the employee's regular hourly rate for hours worked on weekends or holidays in excess of a regular work week regardless of whether the employee was on vacation or holiday during this period. In lieu of overtime pay and at the discretion of the department head, non-exempt employees may accrue compensatory leave at one and one-half times the hours worked to a maximum of 45 hours (30 hours worked) in a calendar year. Any unused compensatory time balances will be paid out monetarily annually on the 25<sup>th</sup> payroll of a calendar year. Departments must manage staffing and schedules so as to minimize the use of overtime or compensatory leave.

On page 4, clause 7(b) is amended to read:

- b. *Holiday.* A holiday is paid leave on a specified day for all regular part time and full time employees who are in pay status the work day preceding and first work day following the paid holiday. In pay includes employees on vacation, sick leave, disability subject to workers' compensation, and any employee that may have been excused for compelling personal reasons the workday preceding and the first work day following the paid holiday. Should a holiday occur on a day when an employee is not scheduled to work, the nearest scheduled workday will be a holiday.

On page 7, clause 11(b) is amended to read:

- b. *Sick leave payout.* In case of retirement or forced retirement due to disability, the employee must receive up to 67% of their accumulated sick leave value applied towards the payment of health insurance premiums as offered by the County or a payout of one-half of their accumulated sick leave value not to exceed 360 hours ~~costs through an appropriate, tax-exempt instrument as possible.~~ Upon death while in employment status, an employee's estate must receive a lump sum payment equal to the value of one-half of that employee's remaining unused sick leave, not to exceed 360 hours.

On page 8, paragraph 12 is amended to read:

12. **Severability and legal limitations**. Should any part of this policy be found to be in violation of State or Federal law, rule, or regulation, that portion of the policy is null and void but the remainder of the policy continues to be effective. This policy has been developed at the discretion of the County Board and may be amended or canceled at any time at Polk County's sole discretion. This policy is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind, or a contract of employment between Polk County and any of its employees or any promise of employment or guarantee of any rights or benefits and does not create tenure or a property interest in employment. The employment relationship is at-will and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of Polk County or the employee. ~~This policy is not, nor is it intended to be, a contract of employment or a promise of employment, a guarantee of any rights or benefits and does not create tenure or a property interest in employment.~~

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Motion on said amendment carried by unanimous voice vote.

Motion (Brown/Bergstrom) to amend Resolution 61-11 as follows:

**Amendment 2 to Interim Personnel Policy**

*Retain higher mileage reimbursement*

On page 6, clause 8(a) is amended to read:

- c. *Travel*. Overnight travel must be approved in advance by the employee's supervisory authority and must be funded for that department in the annual budget. Polk County employees must abide by, and will be reimbursed under, the State of Wisconsin travel policy as interpreted by the finance manager and county administrator except that vehicle mileage reimbursement must be that as determined annually by the Internal Revenue Service.

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Explanation: Current County policy is to reimburse mileage at the IRS rate of 55.5 cents per mile, included in the 2012 budget. The State of Wisconsin reimburses mileage at 49.5 cents per mile.

Motion on said amendment carried by unanimous voice vote.

Motion (Masters/O'Connell) to amend Resolution 61-11 as follows:

**Amendment 3 to Interim Personnel Policy**

*Higher sick leave payout for corrections and communications employees*

On page 7, clause 11(b) is amended to read:

- b. *Sick leave payout.* In case of retirement or forced retirement due to disability, the employee must receive up to 67% of their accumulated sick leave value applied towards the payment of health insurance premiums as offered by the County or a payout of one-half of their accumulated sick leave value, except that non-exempt employees of the sheriff's department receive 100% of their accumulated sick leave value paid to costs through an appropriate, tax-exempt instrument as possible. Upon death while in employment status, an employee's estate must receive a lump sum payment equal to the value of one-half of that employee's remaining unused sick leave, not to exceed 360 hours.

---

**Motion carried** by unanimous voice vote.

**Chairman Johnson called for the vote on the Motion to adopt Resolution 61-11 as amended. Said motion carried** by unanimous voice vote. Resolution adopted.

**Resolution 62-11 to Adopt Amendment to Structure Lease Agreement for Cellular Communications (Cumberland/McKinley Tower – New Cingular Wireless (AT&T) Motion (O'Connell/Brown) to approve. Motion to approve Resolution 62-11** carried by unanimous voice vote. Resolution adopted.

**Resolution 63-11 To Adopt Amendment to Adult Development Center Lease Agreement for 2012. Motion (Jepsen/Stroebel) to approve. Motion to approve Resolution 63-11,** carried by unanimous voice vote. Resolution adopted.

**Resolution 64-11 Resolution to Accept and to Allocate Donation from Balsam Branch Ski Partnership for Cross Country Trail Grooming Equipment. Motion (Jepsen/Masters) to approve. Motion to approve Resolution 64-11,** carried by unanimous voice vote. Resolution adopted.

**Resolution 65-11 Support for the Polk County Health Department Application for national Voluntary Accreditation. Motion (Schmidt/Hartung) to approve. Motion to approve Resolution 65-11,** carried by unanimous voice vote. Resolution adopted.

**First Reading of Proposed Ordinance To Create Appraisal Committee for Sale of Tax Delinquent Lands.** Supr. Jepsen addressed the ordinance. **Chairman Johnson called for public hearing during the regular meeting on January 17, 2012.**

Supervisor's Reports were given

**Motion (Voelker/Masters) to adjourn. Motion carried. Meeting adjourned 9:35 pm.**