



Notice of Meeting and **AMENDED** Agenda

Polk County Board of Supervisors

Polk County Government Center – County Board Room, Balsam Lake WI

Tuesday, January 16th, 2024

6:00 p.m. - Regular Business Meeting

Virtual, Open Meeting via Zoom

Amendments: ¹ Matters Added, Revised or Struck by Initial Amended Notice of Meeting

Please join virtually via teams: [Join via Teams](#)

Order of Business: *The Board may take up any subject matter noticed herein at any time during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.*

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Approval of agenda
6. Matters offered for adoption on Consent Agenda:
 - a. Consideration/corrections to the published minutes from December 19th, 2023 County Board Meeting
 - b. **Resolution No. 01-24:** Resolution to Apply for Knowles-Nelson Stewardship Funding for Parcel #: 034-00395-000 in Town of Lorain
 - c. Approval of 2024 DNR Emergency Fire Wardens
 - d. ¹**Resolution No. 05-24:** Zoning District Change to Amend Zoning District Map for Town of Balsam Lake
7. Public Comments –3 minutes per person –not to exceed 30 minutes total
Live comment may be made in the Polk County Government Center. Or submit comments in writing by email or mail. Email comments with subject line "**Public Comment for County Board Meeting**" to: public.comment@polkcountywi.gov or send comments by mail to: [Polk County Government Center, 100 Polk County Plaza – Suite 110, Balsam Lake, WI 54810](#). Written comments are electronically distributed to Supervisors upon receipt. Comments received less than 24 hours prior to the meetings may not be received in time to be reviewed by Supervisors prior to the meeting.
8. Proposed Resolutions, Ordinances & Other Board Action
 - a. **Resolution No. 02-24:** Resolution to Support Law Enforcement- Ban Fentanyl Test Strip Distribution
 - b. **Resolution No. 03-24:** Resolution to Amend the 2024 Budget Regarding the Position of County Surveyor
 - c. **Resolution No. 04-24:** Resolution Amending the 2024 Staffing Plan to Add a Zoning Compliance Technician
9. Confirmation of appointments made by County Board Chairman
10. Confirmation of appointments made by County Administrator
11. County Board Chairman's Report
12. County Administrator's Report
13. Announcements & Supervisor's reports from meetings attended
14. Adjourn

Items on the agenda not necessarily presented in the order listed. 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 (715-485-9209) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.



Notice of Meeting and Agenda
Polk County Board of Supervisors

Polk County Government Center – County Board Room, Balsam Lake WI

Tuesday, January 16th, 2024

6:00 p.m. - Regular Business Meeting

Virtual, Open Meeting via Zoom

Join by Zoom: <https://zoom.us/j/93051916903>

Join by Phone: **1-651-372-8299** or **1-312-626-6799**

Webinar ID: **930 5191 6903**

Order of Business: The Board may take up any subject matter noticed herein at any time during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Approval of agenda
6. Matters offered for adoption on Consent Agenda:
 - a. Consideration/corrections to the published minutes from December 19th, 2023 County Board Meeting
 - b. **Resolution No. 01-24:** Resolution to Apply for Knowles-Nelson Stewardship Funding for Parcel #: 34-00395-000 in Town of Lorain
 - c. Approval of 2024 DNR Emergency Fire Wardens
7. Public Comments –3 minutes per person –not to exceed 30 minutes total
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11. County Board Chairman's Report
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13. Announcements & Supervisor's reports from meetings attended
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Items on the agenda not necessarily presented in the order listed. 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 (715-485-9209) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.



Polk County Board of Supervisors

Polk County Government Center – County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin

This meeting was livestreamed via Zoom

Minutes of the Regular Meeting of the Board of Supervisors

Tuesday, December 19th, 2023

*Minutes remain draft until approved at next meeting

6:00 p.m. Chairman Luke called the December 19th, 2023, regular session of the Polk County Board of Supervisors to order.

6:01 p.m. Chairman Luke recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in the Government Center Building, posted on the County website (December 11th, 2023), and published in a legal newspaper in accordance with Wisconsin Statute Section 985.02 the week of December 11th, 2023. In addition, the Office of the County Clerk distributed on December 11th, 2023, copies of such notice of meeting and proposed resolutions to Supervisors via e-mail or mail in accordance with Article 3, Section 8 of the County Board Rules of Order.

The County Board received opinion from Corporation Counsel Malone that the initial advance written notice and the agenda, posted and published as described by the Clerk satisfied the applicable provision of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

6:01 p.m. Chairman Luke recognized the County Clerk for purposes of taking roll call. Thirteen County Board Supervisors were present representing a quorum. Absent and excused were Supervisors Olson and Hall.

6:02 p.m. The County Board recited the Pledge of Allegiance.

6:01 p.m. Chairman Luke called to the floor consideration and approval of the agenda as published.

Motion (O'Connell/Bonneprise) to approve agenda as amended with removal of item 9a- **Res 48-23**: Resolution to Support Law Enforcement- Ban Fentanyl Strip Distribution. **Motion** carried by unanimous voice vote.

6:03 p.m. Motion (O'Connell/LaBlanc) to adopt the Consent Agenda as noticed. Chairman Luke called for a voice vote on the motion to adopt the Consent Agenda. **Motion** carried by unanimous voice vote. Matters adopted under the Consent Agenda: Minutes from November 14th, 2023, County Board regular business meeting session adopted as published, **Resolution 47-23**: Zoning Amendment to Zoning Ordinance No. 1 for Town of St. Croix Falls adopted.

6:04 p.m. Time was given for public comment. No public comments were received by the County Board.

6:04 p.m. Helen Swanson, Public Health Director, and Lisa Lavasseur, Behavioral Health Director presented information regarding substance abuse.

6:31 p.m. Motion (Ruck/Wood) to approve **Res 49-23**: Resolution to Ratify the Labor Agreement with the Wisconsin Professional Police Association (WPPA)- Sergeants Association for Period Beginning January 1, 2024. Discussion. **Motion** to approve **Res 49-23**: Resolution to Ratify the Labor Agreement with the Wisconsin Professional Police Association (WPPA)- Sergeants Association for Period Beginning January 1, 2024 carried by unanimous voice vote. **Res 49-23**: Resolution to Ratify the Labor Agreement with the Wisconsin Professional Police Association (WPPA)- Sergeants Association for Period Beginning January 1, 2024, adopted.

6:32 p.m. Motion (Bonneprise/McAfee) to approve **Res 50-23**: Resolution to Ratify the Labor Agreement with the Wisconsin Professional Police Association (WPPA)- Field Service Association Local 201 for Period Beginning January 1, 2024. Discussion. **Motion** to approve **Res 50-23**: Resolution to Ratify the Labor Agreement with the Wisconsin Professional Police Association (WPPA)- Field Service Association Local 201 for Period Beginning January 1, 2024, carried by unanimous voice vote. **Res 50-23**: Resolution to Ratify the Labor Agreement with the Wisconsin Professional Police Association (WPPA)- Field Service Association Local 201 for Period Beginning January 1, 2024 adopted.

6:32 p.m. Supervisor Warndahl provided information regarding the negotiations with the Fair Society MOU. The Fair Society has accepted and signed the MOU. Negotiations regarding the grandstand will potentially begin in January. The Board discussed which standing committee should be responsible for the negotiations.

Motion (Bonneprise/Middleton) to move the negotiations for purposes of the grandstand to the Public Safety & Public Works Committee. **Motion** carried by unanimous voice vote.

The Board had consensus regarding the final signed MOU with the Fair Society.

6:48 p.m. Chairman Luke announced the appointment of himself, Supervisor Luke, to CJCC with the withdrawal of Supervisor Simones due to time conflicts of the meeting.

Motion (Simones/Bonneprise) to accept the appointment of Supervisor Luke to CJCC. **Motion** carried by unanimous voice vote.

6:50 p.m. Administrator Norby announced the appointment of Josh Kelch to the position of Highway Commissioner.

Motion (Warndahl/Route) to approve the appointment of Josh Kelch to the position of Highway Commissioner and to mirror the terms of the previous Commissioner. **Motion** carried by unanimous voice vote.

6:52 p.m. Time was given for the County Board Chairperson's report. Chairman Luke provided no further updates to the Board.

6:52 p.m. County Administrator Norby provided the Administrator's report to the Board. The County Board received information regarding introductions for Rod Polk as the new Public Works Division Director, Sara McCurdy as the new Environmental Services Division Director, and Tony Nowak as the Parks & Trails Supervisor. Additionally, information was presented by Administrator Norby regarding a budget amendment that will be coming to the General Government Committee, correcting the County Surveyor FTE.

6:55 p.m. Time was given for Supervisors' announcements and for Supervisors' reports regarding outside meetings attended. Three Supervisor announcements were received. Special condolences from the Board were given to Supervisor O'Connell regarding the recent passing of his father.

6:59 p.m. Chairman Luke called for a motion to adjourn. **Motion** (Bonneprise/Simones) to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Luke declared the meeting adjourned at 6:59 p.m.

Next Meeting: Tuesday, January 16th, 2024.

Respectfully submitted,
Shabana Lundeen,
Polk County Clerk

**RESOLUTION TO APPLY FOR KNOWLES-NELSON STEWARDSHIP FUNDING FOR
PARCEL #: 034-00395-0000 IN TOWN OF LORAIN**

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Environmental Services Committee would like to purchase the below described lands to add to Polk County Forest consisting of 40 acres: Government Lot Seven (7) of Section Nineteen (19), Township Thirty-Seven (37) North, of Range Fifteen (15) West, Town of Lorain, Polk County Wisconsin, Parcel # 034-00395-0000; and

WHEREAS, the County Board has the authority to acquire said property for the purpose of establishing County Forest Land pursuant to ss. 28.10 Wis. Stats; and

WHEREAS, the acquisition policy and boundaries are outlined and defined in Chapter 400 of the Polk County Forest Comprehensive Land Use Plan, as approved for years 2021-2035 by the Polk County Board of Supervisors on the 15th day of December, 2020 adopted with Resolution No. 54-20; and

WHEREAS, acquisition of this property will perpetually provide forest products to our local economy, revenues to the County, outdoor recreation opportunities to the public, and improve property administration on the County Forest; and

WHEREAS, the County is eligible to apply for grant funding through the Knowles-Nelson Stewardship grant program pursuant to ss. 23.0953 Wis. Stats; and

WHEREAS, said funding may provide funding for up to 50% of the acquisition price; and

NOW, THEREFORE, BE IT RESOLVED, by the Polk County Board of Supervisors that the County requests the grant funding available from the Wisconsin Department of Natural Resources under the Knowles-Nelson Stewardship Land Acquisition grant program; and

HEREBY AUTHORIZES, the Polk County Forest Administrator to act on behalf of Polk County: submit an application to the State of Wisconsin for land acquisition grant funding; sign documents and take necessary action to undertake, direct, and complete an approved land acquisition project; and

BE IT FURTHER RESOLVED, that Polk County will comply with State rules for the program and meet the financial obligations under the grant.

**RESOLUTION TO APPLY FOR KNOWLES-NELSON STEWARDSHIP FUNDING FOR
PARCEL #: 034-00395-0000 IN TOWN OF LORAIN**

RESOLUTION SPONSOR(S):

X _____ Brad Olson	X <u>K.A. O'Connell</u> Kim O'Connell
X _____ Doug Route	X _____ Amy Middleton
X _____ Steve Warndahl	X _____ Jay Luke
X _____ Ryan Wood	X _____ Denise L'Allier-Pray
X _____ Tracy LaBlanc	X _____ Russ Arcand
X _____ Dan Ruck	X _____ CJ Simones
X _____ Barbara McAfee	X _____ John Bonneprise
X _____ Jeremy Hall	X _____ Emil Norby, Administrator

COMMITTEE(S) REVIEW & RECOMMENDATION

Committee 1: Environmental Services

- ☒ Recommended
☐ Not Recommended
☐ Neutral

Committee 2: Select a Committee

- ☐ Recommended
☐ Not Recommended
☐ Neutral

Certification:

I, Shabana Lundeen, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ____ day of _____, 2023 by the Polk County Board of Supervisors.

Shabana Lundeen, Polk County Clerk

VOTE BY ROLL CALL

Board Members	Aye	Nay	Excu.
Olson			
Route			
Warndahl			
Wood			
LaBlanc			
Ruck			
McAfee			
Hall			
O'Connell			
Middleton			
Luke (Chairperson)			
L'Allier-Pray			
Arcand (2 nd Vice Chair)			
Simones			
Bonneprise (Vice Chair)			

BOARD ACTION

Vote Required: _____

Motion to Approve Adopted ☐

1st _____ Defeated ☐

2nd _____

Yes: _____ No: _____ Excu: _____

- ☐ Approved by unanimous voice vote
☐ Approved by majority voice vote
☐ Defeated by lack of majority voice vote

RESOLUTION REVIEW COMPLETED BY:

X Malia T. Malone
Malia Malone, Corporation Counsel

X Emil Norby
Emil Norby, Administrator

X Don
Don Wortham, Finance Director

Fiscal & Legal Impact(s):

Because the land is to be purchased with a 0% DNR loan and the loan repaid with stumpage revenue over time, no negative fiscal impact is anticipated.

State of Wisconsin
Department of Natural Resources

EMERGENCY FIRE WARDEN ORGANIZATION LIST
Form 4300-10 Rev 3-86

To: County Board of Polk County, Wisconsin.

Return to: daniel.jones@wisconsin.gov

Board Members:

In accord with section 26.12 (3) and section 26.14 (3) of the Wisconsin Statutes, we recommend the following persons to act as authorized Emergency Fire Wardens for the issuance of annual burn permits in this county for the year **2024** and ask your approval of this organization list.

EMERGENCY FIRE WARDENS

Sundown Saloon Bar & Grill (Reynaldo R. Gallardo)	3508 St Hwy 35	Frederic, WI 54837
Wolf Creek Bar (Jean Smith & Mike Stoddard)	2387 River Rd	St Croix Falls, WI 54024

Department of Natural Resources
Spooner, Wisconsin

By: Rod Fowles (DJ) 12/14/23
Area Forestry Leader Date

By: _____
County Board Chair Person Date

ZONING DISTRICT CHANGE TO AMEND ZONING DISTRICT MAP FOR TOWN OF BALSAM LAKE

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, Nick Walton Properties LLC petitioned the Polk County Board of Supervisors requesting that a parcel of real estate be rezoned to Mining (M-1) District, thereby removing said parcel from the Residential Agricultural 5 (RA-5) District; and

WHEREAS, the Town Board of Balsam Lake has approved said District Change; and

WHEREAS, a public hearing was held on Wednesday, January 3, 2024 at the Polk County Government Center by the Environmental Services Committee of the Polk County Board of Supervisors as required by the provisions of Wisconsin Statute Section 59.69(5)(e) regarding said District Change; and

WHEREAS, at said public hearing(s) only one statement was received with regard to said proposed Zoning District Change; and

WHEREAS, the Environmental Services Committee of the Polk County Board of Supervisors has reviewed said proposed Zoning District Change, and has recommended that the Polk County Board of Supervisors grant said proposed change; and

NOW, THEREFORE, BE IT RESOLVED, that that Polk County Board of Supervisors grant the proposed zoning change.

BE IT FURTHER RESOLVED, that, pursuant to Wisconsin Statute Section 59.69(5)(e), the Polk County Board of Supervisors does hereby amend the Polk County Code of Ordinances so that the following described parcel of real estate be removed from the Residential Agricultural 5 (RA-5) Zoning District and be rezoned to Mining (M-1) Zoning District: located at 1352 145th Ave. in Section 23/T34N/R17W, Town of Balsam Lake: Parcel #006-00647-0000. 40 acres.

BE IT FURTHER RESOLVED, that said district change to be recorded on the zoning district map of the Town of Balsam Lake, which is on file in the office of the Polk County Zoning Administrator pursuant to the Polk County Code of Ordinances, Chapter 42.

Resolution No. 05-24

ZONING DISTRICT CHANGE TO AMEND ZONING DISTRICT MAP FOR TOWN OF BALSAM LAKE

RESOLUTION SPONSOR(S):

X _____ Brad Olson	X <u>K. A. O'Connell</u> Kim O'Connell
X _____ Doug Route	X _____ Amy Middleton
X _____ Steve Warndahl	X _____ Jay Luke
X _____ Ryan Wood	X _____ Denise L'Allier-Pray
X _____ Tracy LaBlanc	X _____ Russ Arcand
X _____ Dan Ruck	X _____ CJ Simones
X _____ Barbara McAfee	X _____ John Bonneprise
X _____ Jeremy Hall	X _____ Emil Norby, Administrator

COMMITTEE(S) REVIEW & RECOMMENDATION

Committee 1: Environmental Services

- ☒ Recommended
☐ Not Recommended
☐ Neutral

Committee 2: Select a Committee

- ☐ Recommended
☐ Not Recommended
☐ Neutral

Certification:

I, Shabana Lundeen, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ____ day of _____, 2024 by the Polk County Board of Supervisors.

Shabana Lundeen, Polk County Clerk

VOTE BY ROLL CALL

Board Members	Aye	Nay	Excu.
Olson			
Route			
Warndahl			
Wood			
LaBlanc			
Ruck			
McAfee			
Hall			
O'Connell			
Middleton			
Luke (Chairperson)			
L'Allier-Pray			
Arcand (2 nd Vice Chair)			
Simones			
Bonneprise (Vice Chair)			

BOARD ACTION

Vote Required: Simple majority

Motion to Approve

Adopted ☐

1st _____

Defeated ☐

2nd _____

Yes: _____ No: _____ Excu: _____

- ☐ Approved by unanimous voice vote
☐ Approved by majority voice vote
☐ Defeated by lack of majority voice vote

RESOLUTION REVIEW COMPLETED BY:

X

Malia T. Malone
Malia Malone, Corporation Counsel

X

Emil Norby
Emil Norby, Administrator

X

Don
Don Wortham, Finance Director

Fiscal & Legal Impact(s):

RESOLUTION TO SUPPORT LAW ENFORCEMENT – BAN FENTANYL TEST STRIP DISTRIBUTION

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, The Wisconsin Department of Health Services (“DHS”) has announced an initiative, pursuant to which it is delivering fentanyl test strips to third party agencies for distribution to (among others) users of illegal narcotics, in order to determine whether the narcotics contain fentanyl; and

WHEREAS, instead of addressing the underlying issue of an open southern border and lack of support for law enforcement’s efforts to stop the scourge of illegal drug use, the policy of DHS of delivering fentanyl test strips delivers a dangerous message to users of illegal drugs – that their behavior will be tolerated and tacitly condoned; and

WHEREAS, Polk County Sheriff Brent Waak has condemned the DHS policy of delivering fentanyl test strips to drug users in the strongest possible terms; and

WHEREAS, Sheriff Waak has made it clear that he believes Polk County’s participation in the DHS fentanyl test strip initiative is dangerous and will impede law enforcement in its efforts to stop illegal drug use in Polk County; and

BE IT RESOLVED, that the County Administrator is instructed to ensure that no resources of Polk County, including without limitation, financial, salary, benefits, human resources, vehicles or any other asset of the County shall be utilized in providing any assistance in delivering, making available, providing the use of or otherwise dealing in the fentanyl test strips;

BE IT FURTHER RESOLVED, that the County Administrator is instructed to ensure that no employee, agent or representative of Polk County shall accept delivery of the fentanyl test strips in their role as County employee, agent or representative; and

BE IT FURTHER RESOLVED, that Polk County does hereby reject any and all offers from DHS to use or accept fentanyl test strips; and

BE IT FURTHER RESOLVED, that the sense of the County Board is that all employees of Polk County should work cooperatively with Sheriff Waak, his deputies and all law enforcement in Polk County in order to stop the scourge of illegal drugs in Polk County; and

BE IT FURTHER RESOLVED, that the County Board implores the Governor and the Wisconsin Legislature to dedicate funding and resources to addressing the underlying problem of illegal drug use, in lieu of spending money on the acquisition, delivery, preparation and use of fentanyl test strips.

Resolution No. 02-24

RESOLUTION TO SUPPORT LAW ENFORCEMENT – BAN FENTANYL TEST STRIP DISTRIBUTION

RESOLUTION SPONSOR(S):

X <u>Brad Olson</u>	X _____
Brad Olson	Kim O'Connell
X _____	X _____
Doug Route	Amy Middleton
X _____	X _____
Steve Warndahl	Jay Luke
X _____	X _____
Ryan Wood	Denise L'Allier-Pray
X _____	X _____
Tracy LaBlanc	Russ Arcand
X _____	X _____
Dan Ruck	CJ Simones
X _____	X _____
Barbara McAfee	John Bonneprise
X _____	X _____
Jeremy Hall	Emil Norby, Administrator

COMMITTEE(S) REVIEW & RECOMMENDATION

Committee 1: Public Safety & Public Works

- ☐ Recommended
☒ Not Recommended
☐ Neutral

Committee 2: Select a Committee

- ☐ Recommended
☐ Not Recommended
☐ Neutral

Certification:

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 Shabana Lundeen, Polk County Clerk

VOTE BY ROLL CALL

Board Members	Aye	Nay	Excu.
Olson			
Route			
Warndahl			
Wood			
LaBlanc			
Ruck			
McAfee			
Hall			
O'Connell			
Middleton			
Luke (Chairperson)			
L'Allier-Pray			
Arcand (2 nd Vice Chair)			
Simones			
Bonneprise (Vice Chair)			

BOARD ACTION

Vote Required: Simple majority

Motion to Approve

Adopted ☐

1st _____

Defeated ☐

2nd _____

Yes: _____ No: _____ Excu: _____

- ☐ Approved by unanimous voice vote
☐ Approved by majority voice vote
☐ Defeated by lack of majority voice vote

RESOLUTION REVIEW COMPLETED BY:

X	<u>Malia T. Malone</u> Malia Malone, Corporation Counsel
X	<u>Emil Norby</u> Emil Norby, Administrator
X	<u>Don</u> Don Wortham, Finance Director

Fiscal & Legal Impact(s):

No immediate fiscal or legal impact. Possible future negative legal and financial impacts to the county.

RESOLUTION TO AMEND THE 2024 BUDGET REGARDING THE POSITION OF COUNTY SURVEYOR

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, Polk County is required to have a county surveyor to perform the duties listed in Wisconsin Statute 59.45; and

WHEREAS, the duties performed by the surveyor support other operations of county government, including, but not limited to, zoning and land information activities; and

WHEREAS, under its former leadership, the Environmental Services Division reduced the full-time role of Surveyor to 0.75FTE for the 2024 budget year; and

WHEREAS, under its new leadership, the Environmental Services Division views this reduction for 2024 is untenable, as the business and operational needs of the County require the services of a full-time surveyor; and

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors hereby amends the 2024 to add an additional .25 FTE to the position of County Surveyor.

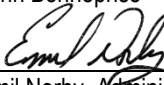
BE IT FURTHER RESOLVED, that the Polk County Board of Supervisors hereby amends the 2024 budget to add \$31,202 dollars to the personnel lines within the Environmental Services Division to cover the cost of this .25 FTE.

BE IT FURTHER RESOLVED, that the money appropriated herein shall come from the General Fund.

Resolution No. 03-24

RESOLUTION TO AMEND THE 2024 BUDGET REGARDING THE POSITION OF COUNTY SURVEYOR

RESOLUTION SPONSOR(S):

X _____	X _____
Brad Olson	Kim O'Connell
X _____	X _____
Doug Route	Amy Middleton
X _____	X _____
Steve Warndahl	Jay Luke
X _____	X _____
Ryan Wood	Denise L'Allier-Pray
X _____	X _____
Tracy LaBlanc	Russ Arcand
X _____	X _____
Dan Ruck	CJ Simones
X _____	X _____
Barbara McAfee	John Bonneprise
X _____	X 
Jeremy Hall	Emil Norby, Administrator

COMMITTEE(S) REVIEW & RECOMMENDATION

Committee 1: General Government

- ☒ Recommended
☐ Not Recommended
☐ Neutral

Committee 2: Select a Committee

- ☐ Recommended
☐ Not Recommended
☐ Neutral

Certification:

I, Shabana Lundeen, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ____ day of _____, 2024 by the Polk County Board of Supervisors.

Shabana Lundeen, Polk County Clerk

VOTE BY ROLL CALL

Board Members	Aye	Nay	Excu.
Olson			
Route			
Warndahl			
Wood			
LaBlanc			
Ruck			
McAfee			
Hall			
O'Connell			
Middleton			
Luke (Chairperson)			
L'Allier-Pray			
Arcand (2 nd Vice Chair)			
Simones			
Bonneprise (Vice Chair)			

BOARD ACTION

Vote Required: _____

Motion to Approve Adopted ☐

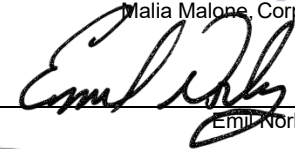
1st _____ Defeated ☐

2nd _____

Yes: _____ No: _____ Excu: _____

- ☐ Approved by unanimous voice vote
☐ Approved by majority voice vote
☐ Defeated by lack of majority voice vote

RESOLUTION REVIEW COMPLETED BY:

X	
	Malia Malone, Corporation Counsel
X	
	Emil Norby, Administrator
X	
	Don Wortham, Finance Director

Fiscal & Legal Impact(s):

The additional 0.25 FTE is expected to cost the County an additional \$31,202 in 2024.

RESOLUTION AMENDING THE 2024 STAFFING PLAN TO ADD A ZONING COMPLIANCE TECHNICIAN

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Polk County Board of Supervisors understand the importance of effective land use planning and zoning compliance for the orderly development of property regulated by the Polk County Comprehensive Land Use and Shoreland Ordinances; and

WHEREAS, citizen complaints about problem properties within the County requires the dedicated attention of a compliance officer to respond to and investigate potential zoning violations; and

WHEREAS, compliance with zoning regulations is important to the health, safety, and welfare for citizens and visitors to Polk County; and

WHEREAS, a compliance officer is likely to have nominal impact to the underlying budget because of the revenue such a position can produce; and

WHEREAS, given the recent changes within the Land Information Department's leadership, now is the perfect time to consider the addition of this position because the new Zoning Administrator will be empowered to build his or her team, with a focus on compliance and responsiveness to the concerns of citizens; and

WHEREAS, the expected annual increase in first-year revenue due to compliance actions is \$79,688 (2024 estimate), and expected first-year expense is projected at \$102,397 (2024 estimate), with a negative net (-\$22,710); and second-year compliance actions are expected to generate \$112,500 (2025 estimate) in revenue against expenses of \$89,041 (2025 estimate), for a positive net of \$23,459, the hiring of a zoning technician is expected to achieve break-even status during the second year; and

WHEREAS, If results do not meet expectations, Division leadership is prepared to remove the position; increase other revenues, or reduce other expenses to ensure that the Division-wide budget remains balanced in the future; and

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors authorizes the creation of a Zoning Compliance Technician position (1FTE) to be filled once a new Zoning Administrator is hired.

BE IT FURTHER RESOLVED, that the Polk County Board of Supervisors authorizes a budget amendment, increasing the revenue and expense lines in the Land Information (LI) 2024 budget in the following manner:

Revenue: \$79,688.00

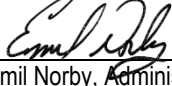
Expense: \$102,397.00

BE IT FURTHER RESOLVED, that the money appropriated herein shall come from the General Fund.

Resolution No. 04-24

RESOLUTION AMENDING THE 2024 STAFFING PLAN TO ADD A ZONING COMPLIANCE TECHNICIAN

RESOLUTION SPONSOR(S):

X _____	X _____
Brad Olson	Kim O'Connell
X _____	X _____
Doug Route	Amy Middleton
X _____	X _____
Steve Warndahl	Jay Luke
X _____	X _____
Ryan Wood	Denise L'Allier-Pray
X _____	X _____
Tracy LaBlanc	Russ Arcand
X _____	X _____
Dan Ruck	CJ Simones
X _____	X _____
Barbara McAfee	John Bonneprise
X _____	X 
Jeremy Hall	Emil Norby, Administrator

COMMITTEE(S) REVIEW & RECOMMENDATION

Committee 1: General Government

- ☒ Recommended
☐ Not Recommended
☐ Neutral

Committee 2: Select a Committee

- ☐ Recommended
☐ Not Recommended
☐ Neutral

Certification:

I, Shabana Lundeen, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ____ day of _____, 2024 by the Polk County Board of Supervisors.

Shabana Lundeen, Polk County Clerk

VOTE BY ROLL CALL

Board Members	Aye	Nay	Excu.
Olson			
Route			
Warndahl			
Wood			
LaBlanc			
Ruck			
McAfee			
Hall			
O'Connell			
Middleton			
Luke (Chairperson)			
L'Allier-Pray			
Arcand (2 nd Vice Chair)			
Simones			
Bonneprise (Vice Chair)			

BOARD ACTION

Vote Required: 2/3 majority

Motion to Approve

Adopted ☐

1st _____

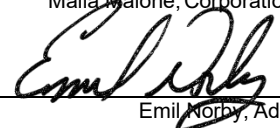
Defeated ☐

2nd _____

Yes: _____ No: _____ Excu: _____

- ☐ Approved by unanimous voice vote
☐ Approved by majority voice vote
☐ Defeated by lack of majority voice vote

RESOLUTION REVIEW COMPLETED BY:

X	
	Malia Malone, Corporation Counsel
X	
	Emil Norby, Administrator
X	
	Don Wortham, Finance Director

Fiscal & Legal Impact(s):

Over two years, the Zoning Technician position achieves break-even and is net revenue positive, given assumptions validated by ES.