

Meeting called to order by Chairperson Chuck Ellsworth at 6:30 p.m.

Members present on roll call: Dave Sarow, Corby Stark, Jim Duncan, Stan Swiontek, Chuck Ellsworth  
Others present: Police Chief Eric Jorgenson

No public comments.

Discussion and possible action regarding hiring Brock Geyen's accounting firm for an annual audit. Brock Geyen's communicated a standalone audit for an entity such as the Police Commission would cost between \$4,000 and \$5,000 annually. After consideration of the estimate, the Police Commission requested that Brock Geyen's should be sent a request for a formal letter of engagement with a price breakdown for the services he provides. Also, Stan Swiontek noted he would contact the league to verify what the audit requirements are and to see who other local Commissions use as their auditor.

Discussion and possible action regarding 2020 fund balance information received from Brock Geyen. Why working through the 2021 budget the Police Commissioners asked if there are funds left over from the 2020 Police Department Budget can those funds roll over to the 2021 budget or transfer into a savings account. Brock Geyen responded that any left-over funds from 2020 will automatically roll into their reserves as of 01/01/2021. Because they are a separate entity now, if they over-spend, the only resources they have access to is their reserves that accumulate over time. He would not recommend applying those reserve funds to subsequent year's budget to plug a hole (i.e. deficit spend more than they are taking in). Doing so isn't sustainable if it is paying for operational expenses. In other words, their budget should self-balance without the use of reserves until a point in the future that they have accumulated sufficient emergency reserves. Spending down to or near zero each year would be a poor financial decision and likely result in the need for the Commission to solicit members for more funding.

Discussion on concerned citizen's request regarding a homeless person in Balsam Lake. With the weather changing, persons within the Village of Balsam Lake have expressed their concerns for a homeless person. Police Chief Eric Jorgensen and Officer Andy Yang worked with local shelters to find a place for the person to stay. Also, one homeless person from Centuria was also brought to a shelter. If there are other public protection concerns regarding people within the communities who are homeless, they can contact the Police Department and the Polk County Public Health Department.

Discussion on attorney fee expense process and court fees received. The Police Commission discussed and noted that each Village is responsible for attorney fees and court fees incurred by the Police Department in their Village and not the Police Commission budget as each Village receives payments for tickets into their general funds that shall offset the incurred costs. Also, both Villages have allotted funds for these fees within their 2021 budget if said costs are more than the monies received from tickets issued.

To consider and possibly act to go into closed session pursuant to Wisconsin Statute 19.85 (c), Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. (Police Chief/ Officers wage negotiations.) **Motion by Jim Duncan to go into closed session pursuant to Wisconsin Statute 19.85 (c). Second by Stan Swiontek. All in Favor. Carried.**

**To consider and possibly act to go into open session. Motion by Stan Swiontek to go into open session. Second by Dave Sarow. All in Favor. Carried.**

To consider and possibly act to approve police chief/ officer wage raise. **Motion by Jim Duncan to give Police Chief, Eric Jorgensen and Officers Andy Yang, Austin Reed a \$1.00 an hour raise starting January 1<sup>st</sup>, 2021. Second by Stan Swiontek. All in Favor. Carried.** Dave Sarow also noted the Commission discussed for 2021 as they work through future budgets, insurance breakdowns, health insurance options and other needs the Officers have to bring those forth to the Commission before the following year budget meetings.

**Motion to adjourn by Dave Sarow. Seconded by Corby Stark. Carried. 7:40 p.m.**

Lori Duncan, Village Clerk-Treasurer  
Amy VanDeBrake, Village Deputy Clerk-Treasurer