

Date: March 20, 2020  
 To: Polk County News Agencies  
 From: Vince Netherland, County Administrator  
 Re: Polk County Temporary Buildings Access

Effective Tuesday, March 17, 2020 at 5:00 p.m. at the direction of Governor Tony Evers, Secretary designee Andrea Palm for the Wisconsin Department of Health Services (DHS) ordered temporary statewide restriction on mass gatherings of 10 or more people to slow the spread of COVID-19.

Due to this event, Polk County will be limiting access to county buildings for the health and well-being of the public and Polk County employees. Anyone with county business is expected to call at least one day in advance to schedule an appointment. All visitors will be screened prior to entering any Polk County building.

**Beginning Monday, March 23<sup>th</sup> 2020 at 8:00 a.m. until further notice:**

**Government Center 100 Polk County Plaza, Balsam Lake, WI:**

Open to the public at this time. Individual Departments may be requesting appointment only service. Please call ahead.

| Department                                   | Phone                        | Department                 | Phone        |
|--|------------------------------|----------------------------|--------------|
| Administration                               | 715-485-9212                 | Human Resources            | 715-485-9212 |
| Aging and Disability Resource Center         | 877-485-2372<br>715-485-8449 | Land and Water Information | 715-485-9279 |
| Criminal Justice Coordinating Council (CJCC) | 715-485-8400                 | Land and Water Resources   | 715-485-8699 |
| Community Services:                          | 715-485-8400                 | Register of Deeds          | 715-485-9240 |
| Department of Children and Families          |                              | DNR                        | 715-410-8316 |
| Public Health                                | Behavioral Health            | Veteran's Services         | 715-485-9243 |
| Behavioral Health                            | Crisis:<br>888-552-6642      | Economic Development       | 715-405-3400 |
| Great Rivers Income Maintenance              | 888-283-0012                 | Treasurer                  | 715-485-9255 |
| County Clerk                                 | 715-485-9226                 | UW Extension               | 715-485-8600 |

**Justice Center-1005 West Main Street Balsam Lake, WI:**

Anyone with business for the court system or clerk of court is required to call or email ahead to the appropriate office listed below to make an appointment. Please call in advance to confirm

court appearance as court cases are being rescheduled frequently. Appearing for court via phone is highly encouraged.

| Department                   | Phone                            | Email                         |
|------------------------------|----------------------------------|-------------------------------|
| Clerk of Court               | 715-485-9299                     |                               |
| Circuit Court-Judge Anderson | 715-485-9233                     | Deborah.Grams@wicourts.gov    |
| Circuit Court-Judge Tolan    | 715-485-9293                     | Brooke.Throngard@wicourts.gov |
| Corporation Counsel          | 715-485-9210                     |                               |
| District Attorney            | 715-485-9231                     |                               |
| Register in Probate          | 715-485-9238                     |                               |
| Sheriff's Department         | 715-485-8300, EMERGENCY<br>9-1-1 |                               |

Individual departments may be closed within the Justice Center. Please call before going to conduct business for these offices.

**Highway Department-(715-485-8700) 900 Pheasant Lane, Balsam Lake, WI:** Closed to public with the exception of an appointment

**Recycling Center-(715-483-1088) 1302 208<sup>th</sup> Street, St Croix Falls, WI:** Closed to the public at this time. Drop off bins for basic recyclables available.

**Golden Age Manor Long Term Care Facility (715-268-7101) 220 Scholl Street, Amery, WI:** Golden Age Manor Long Term Care Facility 220 Scholl Street, Amery, WI: Golden Age Manor is closed to all visitors with the exception of end of life situations. We ask that families and friends help us keep our residents safe by abiding by these restrictions. Golden Age Manor is following all CDC and Wisconsin Department of Health mandates. We have been instructed to discontinue communal dining and group activities. To help reduce feelings of loneliness or isolation employees are having more small groups (with appropriate distancing) and individual activities. This is a very difficult time for all our residents and families. We encourage all family and friends to call and write cards and letters to help keep spirits up. Families who wish to have a face to face call with a loved one should contact our Activity Dept via email [tonya.casarez@co.polk.wi.us](mailto:tonya.casarez@co.polk.wi.us) or call the main office 715-268-7101 during 8:00-4:30 to schedule a time. If you have items or packages for residents you may drop them off with office staff in the front lobby during normal working hours, Monday-Friday 8:00am-4:30pm. If you need to drop off items during non-business hours please call ahead to their unit and staff can meet you in the front lobby. Thank you and stay safe!

At this time, our intention is to maintain all essential services within the County. Employees will continue to work as able, to maintain regular office hours for daily work, phone calls and emails.

If you have business to conduct with the county, please leave family and others in your party outside the building except for children you are caring for.

All residents needing to drop mail or make payments may use the drop box located outside the Government Center South Entrance.

Departmental contact information can be found on the Polk County website at <http://www.co.polk.wi.us/>.