

Meeting Notice
Polk County Administrative Committee
Polk County Government Center, 100 Polk County Plaza, County Board Room
Balsam Lake, Wisconsin
Thursday, June 13, 2013 at 10:00 a.m.

(A quorum of the County Board may be present. Pursuant to Section 19.89, Supervisors of the Polk County Board who are not committee members may be present in the noticed closed session.)

Order of Business

(The Committee may take up any subject matter noticed herein at anytime during the meeting regardless of the location of such subject matter on the meeting notice at the time of issuance.)

(Open Session)

Preliminary Matters:

1. Call to Order
2. Consider corrections to the noticed agenda
3. Consider corrections to the minutes of the December 18, 2012 meeting
4. Public Comment

Committee Business

5. Discuss and Develop Recommendations of Duties and Responsibilities of Supervisor of Polk County Board of Supervisors.
6. Discuss and Develop Recommendations for Operational and Structural Changes with 15-Member Polk County Board of Supervisors, commencing 2014-16 Term, including, but not limited to:
 - a. Review Proposal for 5 Committee Structure;
 - b. Recommendations for County Board Compensation: Per diems; Salary and Other Compensation Models.
 - c. Recommendations on Reimbursements and Rate of Reimbursements.
7. Review of Computer Technology Information: Information Technology Department, Todd Demers, IT Director, regarding the use of computer equipment, hardware and software applications for county board and committee meetings and communications. Discussion and Development of Recommendations for County Board action on the same.
8. Demonstration of Electronic Balloting/Voting Equipment by Roll Call Pro.
9. Develop recommendations to County Board concerning annual employee evaluation, extension of employee contract and compensation of County Administrator.

Closed Session: Pursuant to Wisconsin Statute Sections 19.36 (10)(d) and 19.85(1)(c) the Committee may convene in closed session for the purpose of deliberating on and formulating recommendations to be provided to the County Board of Supervisors concerning the performance, the employment contract and compensation of the County Administrator. Any action of the committee on such matter will remain closed and or sealed, pursuant to Sections 19.36 (10)(d) and 19.85(1)(c), until the County Board of Supervisors takes action on said performance evaluation, employment contract and compensation.

Following said closed session, the Committee will reconvene in open session to consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.

Closing Matters:

10. Committee Calendar: Next Meetings and Agenda Items
11. Adjourn

This meeting is open the public according to WI 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. Requests are confidential.

William Johnson Kristine Kremer-Hartung Dean Johansen George Stroebel Jay Luke

Administrative Committee Minutes

Thursday, June 13, 2013

Chairman Johnson called the Administrative Committee meeting to order at 10:00 A.M. in the Polk County Board Room. Members present were: Supervisors Wm. Johnson, Jay Luke, George Stroebel, and Dean Johansen. Supervisor Kristine Kremer-Hartung Joined the meeting shortly after the call to order. Also present were: County Clerk, Carole Wondra, Administrator Frey and Corporation Counsel, Jeff Fuge and the press.

Motion (D. Johansen/J. Luke) to approve the agenda as posted. Approved by unanimous voice vote.

Motion (G. Stroebel/D. Johansen) to approve the minutes of the December 18, 2012 meeting. Approved by unanimous voice vote.

Chairman asked for any public comment, and there was none offered.

Committee Business:

Chairman Johnson distributed 2 handouts which detailed County Board Supervisor Job Descriptions.

Motion (D. Johansen/K. Hartung) to add "US Constitution" to the list of items Supervisors should have some knowledge of and also recommended the documents be forwarded to full County Board for approval. Motion carried unanimously.

Chairman Johnson distributed 2 handouts which detailed proposals and changes for a 15 member County Board.

A. First was proposed 5 committee structure. By unanimous consent of the administrative committee, the title of Health, Sanitation and Human Services would change to "Health and Human Services". It was agreed to take the proposal to the July County Board meeting.

B.& C. No recommendations at this time for Compensation or Reimbursements, but there was some discussion about flexibility for meeting times and remote attendance for meetings.

Todd Demers, IT Director presented possible upgrading and use of computer technology for and by the County Board members.

Chairman called the meeting into recess so members of the administrative committee could participate in a presentation in the West Conference Room by "Roll Call Pro". Demonstration was on electronic voting and wireless microphones for possible use at County Board.

11:45 A.M. Chairman Johnson reconvened the Administrative meeting in the Board Room.

Motion (G. Stroebel/K. Hartung) to convene into closed session. Motion carried by unanimous roll call vote.

Closed Session

Meeting back in open session. Motion (D. Johansen/K. Hartung) to adjourn. Motion carried. 12.45 P.M.