

**Meeting Notice**  
**Polk County Administrative Committee**  
**Polk County Government Center, 100 Polk County Plaza, County Board Room**  
**Balsam Lake, Wisconsin**  
**Tuesday, November 18, 2014 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 June 16, 2014 meeting
4. Public Comment

**Committee Business**

5. Review and Recommendation of Committee Duties and Responsibilities
6. Discussion/Critique/Recommendation of the Committee of the Whole meeting format
7. Develop Criteria for outside agencies in providing reporting to Administrative Committee and response from the CDRE Committee on changing the reporting committee concept
8. Recommendation to change name of the Administrative Committee to Executive Committee
9. Status report on development of Polk County General Code
10. Recommendation on Resolution Authorizing Development of Polk County General Code and Recommendation Concerning Allocation of Resources.

**Closing Matters:**

11. Committee Calendar and set date for next Administrative meeting
12. 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.



## MINUTES

### Administrative Committee

Government Center County Board Room

Balsam Lake, WI 54810

10:00 a.m. Tuesday, Nov. 18, 2014

**Meeting called to order by County Board Chair William Johnson.**

#### Members present

Attendee Name	Title	Status
William Johnson	Supervisor	Chair
Pat Schmidt	Supervisor	Present
Larry Jepsen	Supervisor	Absent
Jay Luke	Supervisor	Present
Craig Moriak	Supervisor	Present

**Also Present Carole Wondra, County Clerk, Dana Frey, County Administrator, Jeff Fuge, Corporation Counsel**

**Approval of Agenda-** Chairman Johnson called for approval or changes to the published agenda. Receiving no comment, Chairman declared agenda approved by unanimous consent.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the June 16, 2014 Administrative Meeting. Motion (Schmidt/Luke) to approve minutes. Motion carried without negative vote.

**Public Comment** – None offered

#### Committee Business

Administrator Frey presented the committee with handouts which addressed the roles and responsibilities of County Board members as well as an overview of the proposed County Board Standing Committee Structural Plan for 2014-2016 Term.

Chairman Johnson requested the committee go thru the current Policy 10 and consider changes as they relate to the new committee structure. Many changes we addressed. A complete re-write, with the changes, will be needed for final recommendation and approval.

12:15 pm. Chair called for a 5 minute break.

Discussion on proper course of action for getting items on the agenda for Committee of the Whole

Motion (Schmidt/Jepsen) to recommend to the County Board passage of a resolution changing the name of the “Administrative Committee” to “Executive Committee” on account that the General Government Committee is tasked with providing policy recommendations on matters of county administration and the name change would lessen confusion. Motion carried without a negative vote.

Administrator Frey and Corporation Counsel updated committee on the status and development of Polk County General Code. Work to begin. Corporation Counsel Fuge informed the committee that the County Board has yet to take formal action to prepare the code and that it would be appropriate to tie an authorization with the appropriation of resources that have been allocated and expended for the initiative. Corporation Counsel clarified that the County Board had allocated appropriated moneys to Office of Corporation Counsel and county staff have incurred personnel costs towards this initiative despite the formal authorization afforded under statute. Motion (Jepsen/Schmidt) to recommend the County Board pass a resolution authorizing the preparation of a county code of ordinances. Motion carried without a negative vote.

**Next meeting date and time & Agenda Items** – Next Administrative meeting scheduled for Monday, December 8, 2014 at 10:00 a.m. Handout of Revised Policy 10 for review. Other agenda items yet to be determined.

**Adjourn** - Motion (Luke/Jepsen) to adjourn. Meeting adjourned 1:30 p.m.