

**Polk County Executive Committee**  
**Polk County Government Center, 100 Polk County Plaza,**  
**Health Dept. Conf. Rms A & B**  
**Balsam Lake, Wisconsin**  
**Tuesday, May 5, 2015 at 9:00 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 8, 2014 meeting of the Administrative Committee:

Link to Administrative Committee, December 8, 2014 Minutes:

<http://www.co.polk.wi.us/vertical/sites/%7BA1D2EAAA-7A29-46D6-BF1A-12B71F23A6E1%7D/uploads/agn-res-min-administrative-12-08-14.pdf>

4. Public Comment

**Committee Business**

5. Develop Recommendation concerning Annual Employee Evaluation 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 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.

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.

6. Recommendations on Proposed Resolutions:
  - a. Resolution to Wisconsin Counties Association In Advance of Annual Meeting & Convention
  - b. Resolution to Wisconsin Department of Natural Resources Concerning Wisconsin Wolf Population
  - c. Others?

7. Continued Business from Administrative Committee:

- a. Development of Recommendations Concerning Duties & Responsibilities of County Board Standing Committees
- b. Consideration and development of timeline to update Polk County Strategic Plan

**Closing Matters:**

8. Committee Calendar: Next Meetings and Agenda Items
9. 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.

**Closing Matters:**

8. Committee Calendar and set date for next Administrative meeting
9. Adjourn

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## MINUTES

### Executive Committee

Health Dept. Conference Room A & B

Balsam Lake, WI 54810

9:00 a.m. Tuesday, May, 5, 2015

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

#### Members present

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

**Also Present Carole Wondra, County Clerk; Dana Frey, County Administrator; Jeff Fuge, Corporation Counsel; Andrea Jerrick Employee Relations Director & press**

**Approval of Agenda-** Chairman Johnson called for approval or changes to the published agenda. Chairman announced that the committee would take up the closed session item last. Chairman declared agenda approved by unanimous consent..

**Approval of Minutes-** Chairman called for approval of the minutes from December 8, 2014 Administrative meeting. Chairman declared minutes approved by unanimous consent.

**Public Comment** – None offered

#### Committee Business

Chairman Johnson proposed recommending resolutions for inclusion to the Wisconsin Counties Association for consideration at the WCA Annual Meeting in September. Resolution subjects under consideration were: 1) For the State Legislature to agree to require that upon receiving each biennial budget from the Governor, the Legislative Fiscal Bureau be asked to identify any non-fiscal, policy provision in the budget and further, that the Joint finance Committee, at their first meeting after receiving that information, remove those non-fiscal items from the budget before the public hearings on the biennial budget are scheduled; and 2) A resolution addressing the Wisconsin DNR concerning the Wisconsin wolf population. Corporation Counsel to work with Chairman to have resolutions ready for May County Board meeting. Motion (Luke/Schmidt) to forward Resolutions to the full Polk County Board. Motion carried by unanimous vote.

Other items discussed were can deposit and urging of re-write of Wisconsin Dog Claim Laws by the legislature. It was noted that dog claim action would be best handled thru the Wisconsin Towns Association.

### **Continued Business from Executive Committee:**

Corporation Counsel informed the committee that part of the old business assigned to them was to consider and develop the duties and responsibilities of the standing committees. This is now being looked at in the General Government Committee.

Supervisor Jepsen requested consideration of the County Strategic Plan. Noting the current plan of 2007 has not been re-visited or updated. Supervisor Jepsen suggested work begin on a Strategic Plan and then putting into place a plan by which it is looked at during the non-election years of each term. Chairman Johnson suggested July or August as a starting point with the assistance of the St. Croix County Extension Agent to start the process. Committee of the Whole would take up the matter.

Supervisor Moriak updated the committee on the progress of the Zoning Ordinance Re-write. Supervisor Moriak reported that a final draft is under consideration by CDRE.

**Annual Employee Evaluation of County Administrator** - Polk County Administrator Frey presented his 2014 Goals, 2015 Status and 2016 Proposed Action report as part of his Annual Employee Evaluation. Time for Q&A followed.

**Chairman Johnson called for a motion to convene into closed session:** Motion (Jepsen/Schmidt) to convene into closed session for the purpose of deliberating on and formulating recommendations to be provided to the county Board of Supervisors concerning the performance of the County Administrator. Motion carried by unanimous voice vote. Roll call was taken by the clerk with all committee members present and staff members as follows: County Clerk Carole Wondra, Employee Director Andrea Jerrick and Corporation Counsel Jeff Fuge.

### **\*Closed Session\***

**Meeting reconvened in open session.** Upon reconvening in open session, Chairman Johnson announced that the Committee took action to reconvene in open session.

**Next Meeting date and time & Agenda Items** – Next Executive meeting will be Tuesday June 2, 2015 at 9:00 a.m. in the Health Dept. Conference Room A&B..

**Adjourn** – Motion (Schmidt/Moriak) to adjourn. Meeting adjourned 10:35 a.m.