



POLK COUNTY, WISCONSIN

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Executive Committee

100 Polk County Plaza, Balsam Lake, Wisconsin
Polk County Government Center - County Board Room

Minutes of Executive Committee from Tuesday, August 7, 2018 at 1:00 p.m.

Committee Members present: Dean Johansen, Brian Masters, John Bonneprise, and Chris Nelson.
Absent was Jay Luke.

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim Administrator/Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Darlene Kusmirek, HR Manager; Larry Jepsen, Supervisor; and Kevin Brunner, Consultant from Public Administrative Associates.

Chairman Johansen called the meeting to order at 1:06 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Masters) to adopt the August 7, 2018 agenda as published. Chairman Johansen called for a voice vote on the motion to adopt the agenda. **Motion** carried by unanimous voice vote.

Chairman Johansen called for motion to adopt the July 17, 2018 minutes of Executive Committee. **Motion** (Masters/Johansen) to adopt the minutes of July 17, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. No public comment was received.

Chairman Johansen called upon Highway Commissioner Norby to provide a status report and updates regarding the Highway Facility Project. Move in date is slated for August 13, 2018 with final details under completion per Commissioner Norby. A date for open house/dedication of the new highway facility will be set.

Chairman Johansen called upon Employee Relations Director/Deputy Administrator Jerrick to provide information on final candidate selection process. Candidate names will remain confidential.

Chairman Johansen called for motion to convene in closed session at 1:19 p.m. **Motion (Bonneprise/Masters)** to convene in closed session for closed session item noted on agenda. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

***CLOSED SESSION* 4:47 p.m.** -(Minutes separate and under seal)

*Reconvened in Open Session at 4:47 p.m. *

Chairman Johansen declared meeting back in open session at 4:47 p.m.

Chairman Johansen called upon Employee Relations Director/Deputy Administrator Jerrick to provide information regarding the schedule and process for interviews of the finalists.

Schedule for final candidates for the County Administrator position will include a meet and greet supper hour on Thursday, August 23, 2018 with the Board of Supervisors. Candidates will receive a tour of Polk County facilities from Sheriff Johnson. Selection of staff members for staff committee interviews will be done by Jerrick & Board Chair. County Board Supervisors will be asked to waive per diem for Thursday, August 23, 2018.

Candidate interviews will be held on Friday, August 24, 2018. Consultant Kevin Brunner from Public Administration Associates will have a list of interview questions and questions will be selected by the committee. County Board Supervisors can submit interview questions for applicants.

Future meeting:

Thursday, August 23, 2018 – Meet and Greet with Candidates for Administrator

Friday, August 24, 2018 – Interviews and Executive Committee meeting

Chairman Johansen called for a motion to adjourn. **Motion** (Nelson/Bonneprise) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 4:55 p.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk



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**Agenda and Notice of Meeting
Polk County Executive Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin
Tuesday, August 7, 2018 at 1:00 p.m.**

A quorum of the County Board may be present.

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

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes of the July 17, 2018 meeting
4. Public Comments
5. Highway Facility Construction Project –
 - a. Receipt of Information and Discussion Concerning Progress of Construction Project
6. Discussion Concerning the Selection of County Administrator

Closed Session: Pursuant to Wisconsin Statute Sections 19.36 (10)(d) and 19.85(1)(c) and (e), the Committee may convene in closed session for the purpose of reviewing applicant materials, interviews, deliberating on and formulating recommendations to be provided to the County Board of Supervisors concerning the employment and selection 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) and (e), until the County Board of Supervisors takes action to finalize said employment offer and employment agreement.

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.

7. Calendar: Next Meeting and Agenda Items
8. Adjourn

This meeting is open the public according to Wisconsin 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.