



## 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 Friday, August 24, 2018 at 7:45 a.m.

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

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim Administrator/Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Kevin Brunner and David Bretl, Consultants from Public Administrative Associates. Supervisor Route joined meeting at 8:00 a.m. Joe Demulling joined meeting at 8:37 a.m. Tracy LaBlanc joined meeting at 1:37 p.m.

Chairman Johansen called the meeting to order at 7:55 a.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the August 24, 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 August 7, 2018 minutes of Executive Committee. **Motion** (Masters/Bonneprise) to adopt the minutes of August 7, 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.

Executive Committee received information from Kevin Brunner, Consultant from Public Administrative Associates regarding interview and recommendation process.

Chairman Johansen called for motion to convene in closed session at 8:02 a.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.

Minutes will reflect those present in closed session. Members present include Executive Committee members, Sharon Jorgenson, County Clerk; Jeff Fuge, Corporation Counsel/Interim Administrator; Doug Route; County Board Supervisor; David Bretl and Kevin Brunner, Consultants from PAA. Supervisor Demulling jointed closed session at 8:37 a.m.

**\*CLOSED SESSION\* 8:02 a.m.** - (Minutes separate and under seal)

\*Reconvened in Open Session at 12:00 p.m. \*

Chairman Johansen declared meeting back in open session at 12:00 p.m.

Chairman Johansen called for a recess at 12:00 p.m. Chairman Johansen called Committee back into session at 1:02 p.m.

Chairman Johansen called for a motion to go into closed session at 1:02 p.m. **Motion** (Bonneprise/Masters) to go into closed session. Chairman Johansen called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

**\*CLOSED SESSION\* 1:02 p.m.** - (Minutes separate and under seal)

Clerk will note attendees present at closed session: Executive Committee members, Corporation Counsel/Interim Administrator Fuge, County Clerk Sharon Jorgenson, Supervisors Demulling, and Consultants David Bretl and Kevin Brunner from Public Administration Associates. Supervisor LaBlanc joined meeting at 1:37 p.m.

\*Reconvened in Open Session at 2:10 p.m. \*

Chairman Johansen declared meeting back in open session at 2:10 p.m.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Luke) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 2:10p.m.

Respectfully submitted,

Sharon E. Jorgenson  
County Clerk



## POLK COUNTY, WISCONSIN

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Sharon 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  
Friday, August 24, 2018 at 7:30 a.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 August 7, 2018 meeting
4. Public Comments
5. Concerning the Selection of County Administrator
  - a. Orientation of Committee Regarding Interview and Recommendation process
  - b. Interviews of Candidates and Formulate Recommendation Concerning Offer of Appointment and Employment 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 conducting final interviews, considering the qualifications of the final candidates for the county office of County Administrator, and developing its final recommendation that will be presented to the County Board of Supervisors for appointment and confirmation. 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 announce action taken in closed session, as appropriate, and to take up, consider and/act on any matter noticed herein, including reconvening in closed session as herein noticed.

6. Executive Committee Reconvenes
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.



## 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