



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 Thursday, December 13, 2018 at 1:00 p.m.

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

Others present: Sharon Jorgenson, County Clerk; Jeff Fuge, Interim Administrator; Malia Malone, Corporation Counsel; Andrea Jerrick, Deputy County Administrator/Employee Relations Director; Emil Norby, Highway Commissioner; Darlene Kusmirek, Employee Relations Manager; and Supervisor Demulling.

Chairman Johansen called the meeting to order at 1:05 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Luke/Bonneprise) to adopt the December 13, 2018 agenda as published. Supervisor Bonneprise noted scrivener's error on agenda stating date of Wednesday, December 13, 2018 that should be corrected to Thursday, December 13, 2018. Chairman Johansen called for a voice vote on the motion to adopt the agenda with said correction. **Motion** to adopt the agenda as corrected carried by unanimous voice vote.

Chairman Johansen called for motion to adopt the November 28, 2018 minutes of Executive Committee. **Motion** (Bonneprise/Masters) to adopt the minutes of November 28, 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.

Highway Commissioner Norby provided information to the committee regarding needs assessment study for fairgrounds and planning for the grandstand that is moving forward.

Chairman Johansen called for motion to convene in closed session at 1:17 p.m. **Motion** (Masters/Bonneprise) 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* 1:17 p.m.** -(Minutes separate and under seal)

*Reconvened in Open Session at 3:00 p.m. *

Chairman Johansen called for a recess at 3:00 p.m. Chairman Johansen called Committee back into session at 3:20 p.m.

Chairman Johansen declared meeting back in open session at 3:20 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.

Candidate interviews will be held on Tuesday, December 18, 2018 at 12:30 p.m. County Board will convene Tuesday, December 18, 2018 at 12:30 p.m. Supervisors will be split into 3 panels with 5 supervisors in each interview panel. Deputy Administrator Jerrick will provide orientation of County Board supervisors as to proper interview questions and etiquette. Interview questions will be selected by the Employee Relations Director/Deputy Administrator Jerrick.

Future meeting:

As needed.

Chairman Johansen called for a motion to adjourn. **Motion** (Bonneprise/Masters) to adjourn. **Motion** carried by unanimous voice vote. Chairman Johansen declared meeting adjourned at 3:35 p.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk



POLK COUNTY, WISCONSIN

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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
Thursday, December 13 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 November 28, 2018 meeting
4. Public Comments
5. Update and Status Report on Fairground Grandstand Construction Planning
6. Screening and Selection of Candidates to the Office 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 of prospective candidates selection of the County Administrator and screening the same for further process in the selection process. 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 the offer of appointment to said office.

Following closed session, the committee will convene in open session to give announcement of actions taken in closed session and to take up for consideration and action matters notices on this meeting notice.

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 Wednesday, November 28, 2018 at 2:00 p.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; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Darlene Kusmirek, Employee Relations Manager; Malia Malone, Interim Corporation Counsel; Supervisor Tracy LaBlanc; and members of the public.

Chairman Johansen called the meeting to order at 2:00 p.m.

Chairman Johansen called for motion to adopt the agenda. **Motion** (Bonneprise/Luke) to adopt the November 28, 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 November 8, 2018 minutes of Executive Committee. **Motion** (Masters/Luke) to adopt the minutes of November 8, 2018 as published. **Motion** to adopt minutes as published carried by unanimous voice vote.

Time was given for public comment. Public comment was received.

Chairman Johansen called upon Highway Commissioner Norby to provide an update on the demolition of the old highway facility. Demolition of old facility is complete and within amount budgeted. The site will be seeded in the spring of 2019.

Committee received a hand-out and update regarding the proposed Fairgrounds Grandstand Construction Planning project from Interim Administrator Fuge. A needs assessment will be completed. County will be responsible to obtain all approvals and permits for construction or improvements. Interim Administrator Fuge will meet with the Fair Society on December 3, 2018 regarding development of an updated Fairgrounds Management Agreement, development of project outline, and development of a resolution to authorize an initial needs assessment and funding for assessment. Supervisor Nelson suggested doing a comprehensive needs assessment for the entire fair grounds.

The Committee received information regarding the Office of County Administrator from Deputy Administrator Jerrick. Applicants have been narrowed down to twelve. Applications and applicant videos will be reviewed in closed session on December 13 at 1:00 p.m.

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 2:28 p.m. regarding items noted on the agenda. **Motion** (Bonneprise/Luke) 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, Interim Administrator; Darlene Kusmirek, Employee Relations Manager; Malia Malone, Interim Corporation Counsel; and Andrea Jerrick, Deputy Administrator.

***CLOSED SESSION* 2:28 p.m.** - (Minutes separate and under seal)

*Reconvened in Open Session at 3:12 p.m. *

Chairman Johansen declared meeting back in open session at 3:12 p.m.

Next meeting will be held on December 13, 2018 at 1:00 p.m. to review applicant videos.

Motion (Luke/Bonneprise) to direct Administrator to prepare resolution to establish a selection committee in regard to selection of Administrator. After more discussion and the determination that a resolution for a selection committee was not needed, the motion was withdrawn

Supervisor Nelson proposed that the full board be involved with the final selection of the Administrator.

Chairman Johansen called for a motion to adjourn. **Motion** (Nelson/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 3:20 p.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk