

**Meeting Notice**  
**Polk County Administrative Committee**  
**Polk County Government Center, 100 Polk County Plaza, County Board Room**  
**Balsam Lake, Wisconsin**  
**Wednesday, May 28, 2014 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 November 19, 2013 meeting
4. Public Comment

**Committee Business**

5. Determination of Committee Officers
6. Overview of Responsibilities and Functions of Administrative Committee And Develop Recommendations To Modify Said Assigned Responsibilities and Functions
7. Discussion and Recommendation on Revision to Policy 010 Concerning Assigned Functions and Responsibilities of County Board Standing Committees.
8. 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.

**Closing Matters:**

9. Discussion and Recommendation, in consultation with the Administrator, to set a date, and determine the content, for a future COW meeting.
10. Committee Calendar and set date for next Administrative meeting
11. 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

9:00 a.m. Wednesday, May 28, 2014

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

#### Members present

Attendee Name	Title	Status
Pat Schmidt	Supervisor	Present
William Johnson	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**

**Approval of Agenda-** Chairman Johnson called for a motion to approve agenda. Motion (Schmidt/Jepsen) to approve agenda. Motion carried without negative vote.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the November 19, 2013 Administrative Meeting. Motion (Luke/Johnson) to approve minutes. Motion carried without negative vote.

**Public Comment** – None offered

**Determination of Committee Officers-** Chairman Johnson explained County Board Chair serves as Chair for the Administrative Committee. Chairman Johnson called for nominations for position of Vice Chair of the Administrative Committee. Craig Moriak nominated. Motion (Jepsen/Schmidt) to close nominations and cast a unanimous ballot for Craig Moriak. Motion carried without negative vote. **Vice Chair of Administrative Committee is Craig Moriak.**

**Overview of Responsibilities** - Chair asked for input from Administrator Frey and Corporation Counsel, Jeff Fuge. By consensus of the committee present, the Administrative Committee will begin work on codifying of Policy 010, beginning with General Duties and Responsibilities. Other functions would be to serve as an oversight committee for outside agencies and work on recommendations for future COW meetings along with the Administrator's Annual Review. Copy of Policy 010 received and distributed.

**Policy 010 – Duties and Responsibilities of Standing Committees:** - Administrator Frey and Corporation Counsel addressed the committee's role as it pertains to development of Policy 010. Policy 010 is under revision to reflect committee consolidation effort and to reflect assignment of functions of county standing committees in county administrator structured county government. The Administrative Committee would act as a clearing house for recommending revisions to Policy 010.

**Procedures for Evaluation of County Administrator** – Chairman Johnson called for a motion to convene into closed session and recited that statutory basis and purpose contained on the meeting notice as and for reasons to convene in closed session. Motion (Schmidt/Jepsen) to convene into closed session for such noticed purposes. Motion carried without negative vote. Chairman Johnson announced presence of staff in closed session, 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 Administrative meeting will be Monday June 16, 2014 in the County Board Room at 9:00 a.m. Review and recommendation of County Administrator’s annual performance evaluation; begin work on Policy 010 General Duties and Responsibilities.

**Agenda Items and Date for future COW meetings** – Next COW meeting tentatively set for Monday June 30, 2014 at 6:00 p.m. Administrator Frey to make his annual presentation of the Condition of the County. Other subject items for future COW meetings include the Budget Presentation and discussion on Debt Management and others as they arise.

**Adjourn** - Motion (Luke/Moriak) to adjourn. Meeting adjourned 10:40 a.m.