



POLK COUNTY, WISCONSIN

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AGENDA AND NOTICE OF MEETING ADMINISTRATIVE COMMITTEE

Government Center
 County Board Room
 Balsam Lake, WI 54810
 9:00 a.m. Monday June 16, 2014

Purpose: *Review and action on selected items as listed below*

Documents: *Minutes of May 28, 2014 Administrative meeting*

ITEM	LEAD PERSON
Call to order	Chair
Approval of agenda	
Approval of minutes for <i>May 28, 2014 Administrative Committee</i>	
Public comment	
New business	County Administrator
1. General Code structure and timetable	
2. Oversight of outside agencies	
3. Discussion and Recommendation on Revision to Policy 010 Concerning Assigned Functions and Responsibilities of County Board Standing Committees.	Corporation Counsel
4. Develop Recommendation Concerning Annual Employee Evaluation of County Administrator.	
<u>Closed Session</u> ; 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.	Chair
5. Next Meetings and Agenda Items	Chair
6. Other future agenda items	Committee members
Adjourn	

This meeting is open to the public according to Wisconsin State 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. The committee may consider matters noticed herein in any order regardless of the placement of such items on this notice.



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.



MINUTES

Administrative Committee

Government Center County Board Room

Balsam Lake, WI 54810

9:00 a.m. Monday June 16, 2014

Meeting called to order by County Board Chair William Johnson.

Members present

Attendee Name	Title	Status
William Johnson	Supervisor	Chair
Pat Schmidt	Supervisor	Present
Larry Jepsen	Supervisor	Absent
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/Luke) to approve agenda. Motion carried without negative vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of the May 28, 2014 Administrative Meeting. Motion (Moriak/Schmidt) to approve minutes. Motion carried without negative vote.

Public Comment – None offered

New Business

Administrator Frey presented the committee with a handout which addressed the structure and the time line for work on the Polk County General Code. Administrator and Corporation Counsel will begin organizing and directing the process to aid the committee.

Administrator Frey informed the committee that the CDRE committee requested more time to consider the oversight of outside agencies. This will be addressed at a future meeting.

Administrator Frey opened the discussion on revisions to Policy 10, General duties and responsibilities. Members offered changes to items a thru q. An updated printout with the proposed changes is to be made available at the next meeting.

Administrator Frey presented the committee with an overview of his 2013 accomplishments and future goals, as part of his annual employee evaluation.

Administrator Frey was dismissed from the remainder of the meeting to take up the matter of the Administrator's annual evaluation. Andrea Jerrick joined the meeting and clarified the process of making a recommendation to the full county board.

Motion (Luke/Schmidt) to make a recommendation to the board stating that Administrator Frey has satisfactorily performed the duties and responsibilities of the Office of County Administrator for the contract year July 2013 to June 2014. Motion carried without negative vote.

Next meeting date and time & Agenda Items – Next Administrative meeting to be determined. Chairman Johnson recommended holding the COW meeting at a later date and have Administrator's presentation of the condition of the county at the July 15th meeting of the County Board of Supervisors. Chairman Johnson tasked to look into some possible training/education that would benefit the supervisors.

Adjourn - Motion (Luke/Moriak) to adjourn. Meeting adjourned 12:00 p.m.