

Meeting Notice
Polk County Administrative Committee
Polk County Government Center, 100 Polk County Plaza,
Health Dept. Conf. Rms A & B
Balsam Lake, Wisconsin
Monday, December 8, 2014 at 10:00 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 18, 2014 meeting
4. Public Comment

Committee Business

5. Review draft of Policy 10 changes as recommended at the previous meeting
6. Status update on development of Polk County General Code Review
7. Consideration of proposed resolutions to Authorize Preparation of the Polk County Code of Ordinances in Electronic Format and Resolution Amending County Board Rules of Order Adopted April 15, 2014 – Name Change of “Administrative Committee” to “Executive Committee”

Closing Matters:

8. Committee Calendar and set date for next Administrative meeting
9. 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.

Resolution No. ____-15

Resolution to Authorize the Preparation of the Polk County Code of Ordinances in Electronic Format

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, Polk County has enacted numerous ordinances that regulate a variety of activities and that establish certain processes of county government; and

WHEREAS, the development of Polk County Code of Ordinances, especially in electronic format, would provide comprehensive access to ordinances of the County in an up-to date and understandable format in locations that both citizens, county officials and employees and other government officials can find and use; and

WHEREAS, a Polk County Code of Ordinances would increase efficiency and cost-effectiveness in the operation of county government; and

WHEREAS the compilation of all county ordinances into a Polk County Code of Ordinances would increase the capability and efficiency of enacting additional ordinances and revising and correcting ordinances that have been enacted; and

WHEREAS, pursuant to Wisconsin Statute Section 66.0103, the Polk County Board of Supervisors may authorize the preparation of a code of some or all of the ordinances of Polk County.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Wisconsin Statute Section 66.0103(1), the Polk County Board of Supervisors authorizes the preparation of a Polk County Code of Ordinances in electronic format with a copy of the enacted code posted on the Internet from the website of the County, along with a paper format to be available in the Office of County Clerk.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors directs the County Clerk to cause to make available for inspection in the Office of County Clerk a copy of the proposed Polk County Code of Ordinances once such proposed code has been sufficiently prepared for purposes of enactment by the Polk County Board of Supervisors.

BE IT FURTHER RESOLVED that the County Clerk shall cause to give notice of inspection by Class 2 notice and make the proposed code available for public inspection not less than 2 weeks before the Polk County Board of Supervisors considers an ordinance to enact the Polk County Code of Ordinances.

Funding Source/ Funding Amount:	Not Applicable.
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	January 20, 2015
Submitted and Sponsored By the Polk County Administrative Committee	_____ William F. Johnson, IV, Chairperson
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Dana Frey, County Administrator	Review By Corporation Counsel: <input type="checkbox"/> Approved as to Form Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Jeffrey B. Fuge, Corporation Counsel
Acknowledgement of County Board Action	
Mark As Appropriate: At its regular business meeting on January 20, 2015, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-15: Resolution to Authorize the Preparation of the Polk County Code of Ordinances in Electronic Format, as follows: <input type="checkbox"/> Adopted by a majority vote of _____ in favor and _____ against. <input type="checkbox"/> Adopted by unanimous voice vote. <input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against. <input type="checkbox"/> Defeated by majority voice vote. <input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____ _____ _____ _____ SIGNED BY: _____ William F. Johnson, IV, County Board Chairperson Attest: _____ Carole T. Wondra, County Clerk	

Resolution No. _____-14

Resolution Amending County Board Rules of Order Adopted April 15, 2014 – Name Change of
“Administrative Committee” to “Executive Committee”

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Lady and Gentlemen:

WHEREAS, during its organizational meeting of the 2010-2012 term, the Polk County Board of Supervisors established the Administrative Committee as a successor committee to the previously established Executive Committee in recognition of the transformation of the county government to one with a County Administrator; and

WHEREAS, when determining the standing committee structure for the 2014-2016 term, the Polk County Board of Supervisors established the General Government Committee and prescribed to said committee the assignment of providing policy-making recommendations with respect to county functions concerning finance, personnel and other operations that are administrative and county-wide in nature; and

WHEREAS, it is in the interest of the County to change the name of the “Administrative Committee” to “Executive Committee” to lessen the confusion concerning the assigned functions of the various county board standing committees and to appropriately provide names to the various county board standing committees that more closely reflect the respective assigned function and responsibility as delegated by the Polk County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors renames the “Administrative Committee” to “Executive Committee”.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors amends Article 8 of the Polk County Board of Supervisors Rules of Order, adopted April 15, 2014, as follows:

“Article 8. Administrative Executive Committee

1. There shall be an ~~administrative~~ executive committee of five members consisting of the county board chairperson; the first vice chairperson; the second vice chairperson; and two members elected from the county board.

2. The county board chairperson shall be the chairperson of the ~~administrative~~ executive committee.

3. The fundamental purpose of the ~~administrative~~ executive committee shall be advisory to special needs situations. When conflict exists between committees, the ~~administrative~~ executive committee shall mediate and recommend solutions prior to the matter being referred to the full county board.

4. The ~~administrative~~ executive committee serves as the county’s ethics board.

35 5. The administrative executive committee shall consider revisions to the rules
 36 of order and provide recommendations to the county board.

37 6. The administrative executive committee shall have other duties and
 38 responsibilities as determined through resolution adopted, and amended as
 39 appropriate by simple majority of the county board.

40 7. The administrative executive committee shall conduct the annual
 41 performance review of the county administrator. In addition, the committee shall
 42 review with the administrator his or her goals and objectives for the coming year.
 43 Recommendations shall then be forwarded to the county board for consideration.”

44 | BE IT FURTHER RESOLVED that the Polk County Board of Supervisors transfers to the
 45 Executive Committee any and all of those duties and responsibilities previously assigned to the
 46 “Administrative Committee”.

Funding Source/ Funding Amount:	Not Applicable.
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	December 16, 2014
Submitted By:	_____ _____ _____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Dana Frey, County Administrator	Review By Corporation Counsel: <input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only _____ Jeffrey B. Fuge, Corporation Counsel

Acknowledgement of County Board Action

Mark As Appropriate:

At its regular business meeting on _____, __, 2014, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. _____-14: Resolution Amending County Board Rules of Order Adopted April 15, 2014 – Name Change of “Administrative Committee” to “Executive Committee”, as follows:

- Adopted by a two-thirds majority vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated by a vote of _____ in favor and _____ against.
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY:

William F. Johnson, IV, County Board Chairperson

Attest: _____
Carole T. Wondra, County Clerk



MINUTES

Administrative Committee

Health Dept. Conference Room A & B

Balsam Lake, WI 54810

10:00 a.m. Tuesday, Dec. 8, 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

Approval of Agenda- Chairman Johnson called for approval or changes to the published agenda. Receiving no comment, Chairman declared agenda approved by unanimous consent..

Approval of Minutes- Chairman called for a motion to approve the minutes of the November 18, 2014 Administrative Meeting. Motion (Jepsen/Schmidt) to approve minutes. Motion carried without negative vote.

Public Comment – None offered

Committee Business

Administrator Frey presented the committee with handouts of the draft revisions to Policy 10 as recommended at the November Administrative meeting covering the duties and responsibilities of the governing committees. Time was given to review the document. Motion (Jepsen/Moriak) to approve the draft policy as presented and forward the Policy 10 document to the various committees for their review. Motion carried without a negative vote.

Administrator Frey presented the committee with an update on the progress of General Code. Work has begun by Administrator Frey. Several others involved, but this will be a lengthy process.

By unanimous consent of the committee, Administrator Frey to come up with a definition of committee assignments to assist with further clarification of committee duties and responsibilities.

Committee reviewed two resolutions.

- 1) Resolution Amending County Board Rules of Order Adopted April 15, 2014 – Name Change of “Administrative Committee” to Executive Committee” and
- 2) Resolution to Authorize the Preparation of the Polk County Code of Ordinances in Electronic Format.

Motion (Luke/Jepsen) to recommend the resolutions as drafted and forward them to the County Board for approval. Motion carried without a negative vote.

Next meeting date and time & Agenda Items – Next Administrative meeting to be determined as needed.

Adjourn - Motion (Luke/Jepsen) to adjourn. Meeting adjourned 11:15 a.m.