

**POLK COUNTY ADMINISTRATIVE COMMITTEE**  
Polk County Government Center, 100 Polk County Plaza  
Balsam Lake, WI 54810  
**Thursday, June 14, 2012 – 1:00 PM**  
**County Board Room**

(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**  
(Open Session)

**Preliminary Matters:**

1. Call to Order
2. Consider corrections to the noticed agenda
3. Consider corrections to the minutes of the March 7, 2012 meeting
4. Public Comment

**Organizational Matters:**

5. Organizational Matters
  - a. Selection of Officers
  - b. Designation of Public Records Custodian

**Committee Business:**

6. Discussion of the duties and responsibilities of the Administrative Committee
7. Develop recommendations to the County Board concerning annual employee evaluation, extension of the employee contract and compensation of the 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, the employment contract and compensation of the County Administrator. Any action of the committee on such matter will remain closed and or sealed, pursuant to Section 19.36(10)(d) and 19.85(1)(c), until the County Board of Supervisors takes action on said performance evaluation, employment contract and compensation.

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.

8. Review and provide recommendations to the County Board on the goals and objectives of the County Administrator.
9. Discussion and recommendations on participation on subcommittees of Standing Committees.
10. Discussion and recommendation on the process to investigate restructuring of standing committees related to a future 15 member board, including re-establishment and appointment of an ad hoc Organization Committee and timeline for same.
11. Redistricting Initiative: Commentary from Carole Wondra, County Clerk regarding redistricting with 15 members recommended redistricting committee plan.

12. Recommendations for June meeting of Committee of the Whole/or a Planning and Information meeting.

**Closing Matters:**

13. Committee Calendar
14. Adjourn

This meeting is open to 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.

**Wm. Johnson – Kristine Kremer-Hartung – Dean Johansen – George Stroebel – Jay Luke**

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Chairman Johnson called the meeting to order at 1:05 pm.

Members Present: Chairman Johnson, Supr. Stroebel, Kremer-Hartung, D. Johansen, Luke  
Also present: Corporation Counsel Jeff Fuge, Administrator Frey and Supr. Schmidt, Masters  
Scoglio  
Bob Blake and ER Director, Andrea Jerrick.

Chairman asked for any corrections to the noticed agenda, and to the Minutes of the March 7, 2012 meeting. There were no corrections, agenda and minutes accepted by unanimous consent.

Time was given for Public Comment.

Chairman Johnson explained that he, as the County Board Chairman, was automatically assigned to Chair the Administrative Committee. Motion (D. Johansen/Stroebel) to have the County Board 1<sup>st</sup> Vice Chair become the Committee 1<sup>st</sup> Vice Chair and the County Board 2<sup>nd</sup> Vice Chair appointed secretary of the Administrative Committee. Motion carried by unanimous voice vote.

Motion (Stroebel/D. Johansen) to have County Clerk, Carole Wondra as the designated Custodian of the Public Records. Motion carried by unanimous voice vote.

Comments were taken on the duties and responsibilities of the Administrative Committee. This may be more defined over time.

Decision to go into closed session moved to the end of the meeting.

Administrator Frey went over his handouts listing this 2011-2012 Goals and Objectives and also his proposed Goals and Objectives for 2012-2013.

There was some discussion on participation on Subcommittee and Standing Committees, recommending no changes at this time.

Decision to have Administrative Committee handle work related to restructuring of committees in anticipation of the future 15 member board, noting it would be a good use of the Committee of the Whole.

Carole Wondra presented a timeline and guideline for the upcoming redistricting. Motion (D. Johansen/Luke) to use a 9 member citizen committee. Motion carried by unanimous voice vote. Committee members will be appointed by Administrator Frey. It was noted that a working list of individuals is in the works and the Towns Association, Villages and Cities would be contacted for their contribution to the redistricting.

Motion (Stroebel/Kremer-Hartung) to go into closed session.

Closed Session

Back in open session.

Date set for first Committee Meeting of the Whole – July 10, 2012 6:30 pm in the County Board Room.

This will be primarily a planning meeting.

Motion (Kremer-Hartung/Stroebel) to adjourn, carried. Meeting adjourned at 3:30pm.