

**ADMINISTRATIVE COMMITTEE MEETING  
MAY 16, 2011 9:00 a.m.  
COUNTY BOARD ROOM**

Call to order

Consider corrections to the noticed agenda

Consider corrections to the minutes of the August 25, 2010 meeting

Public Comment

Convene in closed session for the purpose of conducting the annual evaluation of the County Administrator--Dana Frey

WI Statute 19.85 (1) sub c--Considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Return to open session

Committee discussion and approval of the objectives and goals of the County Administrator--Dana Frey

Committee discussion of proposed amendments to the County Board Rules of Order, Policy 881, and Policy 512, concerning development of the county board budget as a department budget of the County; publication and posting of County Board expenditures for per diems and mileage reimbursements; authorizations for attending meetings and conferences; and revision to mileage and meal reimbursement provisions applicable to members of the County Board of Supervisors--Supervisor Kremer-Hartung

Committee action on Rules of Order amendments

Consider agenda items for a future meeting

Consider next meeting date

Adjourn

**Minutes from the Polk County Administrative Committee**  
**Monday, May 16, 2011**  
**County Board Room, 9:00 AM**

Present: Supr. Marvin Caspersen, Ken Sample, Dean Johansen, Larry Jepsen and William Johnson  
Also in attendance: Administrator Frey, Corporation Counsel Jeff Fuge, ER Director Andrea Jerrick,  
Supr. Herschel Brown and Kristine Hartung and Clerk Carole Wondra

Chairman Johnson called the meeting to order at 9:00 AM

No corrections or additions to the agenda

Motion (Caspersen/D.Johansen) to accept the Minutes from the August 25, 2010. Motion carried by unanimous voice vote.

No public comments.

Motion (Jepsen/D.Johansen) to go into closed session for the purpose of evaluating the performance of Administrator Frey. Motion carried by unanimous voice vote.

Closed Session

Back in Open Session

Motion (D. Johansen/Sample) to endorse the continuation of Administrator Frey's existing contract. Motion carried by unanimous voice vote.

Committee received recommendations from Supr. Hartung relating to possible changes affecting the County Board Rules of Order as well as Policy 881 and Policy 512. After some discussion it was agreed that since Policy 512 is being revised by Admin. Frey he would take the directives into consideration. In addition, Clerks office would make sure that the current pay schedule for supervisor's per diems and mileage would become part of the website information under county elected officials.

Items for future agenda to be determined as needed, the same for setting a next meeting date.

Motion (Jepsen/D.Johansen) to adjourn. Carried.