

# **AGENDA**

Eau Claire County

## **• Committee on Administration •**

Tuesday, December 8, 2015

**4:30 p.m.**

Courthouse - **Room #1273**  
721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. Veterans Service Office Proposed Name Change- Tim Moore – Discussion/Action ( pgs . 2-3 )
3. Review/Approval of Citizen Appointments to Select Commissions, Boards, and Councils / Discussion-Action ( pgs . 4-7 )
  - City – County Board of Health
  - LE Phillips Senior Center Board of Directors
  - Veterans Service Commission
4. Code Change Recommendation – Janet Loomis – Discussion/Action ( pg . 8 )  
**(Proposed ordinance will be provided at the meeting, Tuesday Dec. 8<sup>th</sup>)**
5. Proposed Ordinance #15-16/081 – To Repeal and Recreate 1.22.045 A. 6. of the Code...- Discussion/Action ( pgs . 9-10 )
6. Proposed Resolution #15-16/073 – Authorizing Participation in the Green Tier Legacy Community Program - Discussion/Action ( pg . 11-12 )
7. Proposed Ordinance #15-16/088 – To Repeal Section 2.09.010 B. 4. Of the County Code: Business Hours - Discussion/Action ( pg . 13-14 )
8. Proposed Resolution #15-16/061 – Moving the 2016 Annual Meeting on Budget from November 15, 2016 to November 9, 2016 – Discussion/Action ( pg . 15-16 )
9. Proposed Ordinance #15-16/082 – To Amend Section 2.04.030 C.,D. and E of the Code... - Discussion/Action ( pg . 17-22 )
10. Proposed Ordinance #15-16/099 – To Amend Section 2.09.010 A. of the Code- Business Hours - Discussion/Action ( pg . 23 )
11. Proposed Ordinance #15-16/083 – To Repeal Section 2.90.080 H. of the Code: County Clerk; To Reletter Section 2.90.080 .... – Discussion/Action  
**(Proposed ordinance will be provided at the meeting, Tuesday Dec. 8<sup>th</sup>)**
12. Review Resolution #15-16/084 – Authorizing a “Stepping Up” Initiative – Discussion/Action
13. Strategic Planning – Initial Planning for 2016 / Discussion ( pg . 24-25 )
14. Review / Approval of Committee Minutes / Discussion – Action
  - November 3, 2015 ( pg . 26-28 )
15. Adjourn

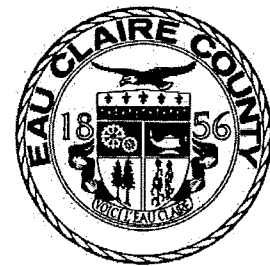
Post: 12/3/15 Media, Committee Members, Kathy Schauf, Tim Moore, Janet Loomis and Frank Draxler

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 8394710 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.



## VETERANS SERVICE OFFICE

Eau Claire County  
721 Oxford Avenue, Suite 1015  
Eau Claire, WI 54703-5490  
Phone (715) 839-4744  
Fax (715) 839-6238  
veterans@co.eau-claire.wi.us



**Tim Moore**  
Veteran Services Director

**Beth Risen**  
Administrative Specialist II

**Adam Kohls**  
Assistant Veterans Service Officer

September 28, 2015

Committee on Administration  
Eau Claire County  
721 Oxford Avenue  
Eau Claire, WI 54701

**Received**  
OCT 02 2015  
Eau Claire County  
Administration

Re.: Name Change to Veteran Services

Dear Committee on Administration,

As you are fully aware, I am seeking to change the department's name from *Veterans Service Office* to the proposed *Veteran Services*. I cited several reasons for the proposed change during the September 8<sup>th</sup>, 2015 Committee on Administration meeting. During the meeting I was asked to send my request in writing for further consideration by the group.

I believe changing the department name to a more suitable one will alleviate confusion by veterans with other local agencies carrying similar names. Furthermore, nearly one third of the counties in the State have switched to, or already carries the department name of Veteran Services. Please find the enclosed pie chart illustrating the breakdown of department names throughout Wisconsin.

Officially changing the department name will not result in any need to expend funds on sign changes throughout the County Government Center as signs are currently inconsistent or may already read Veteran Services. The large sign in front of the building reads Veterans Services.

I respectfully ask that you consider my request to change the department name to Veteran Services. Please feel free to contact me with any concerns or questions.

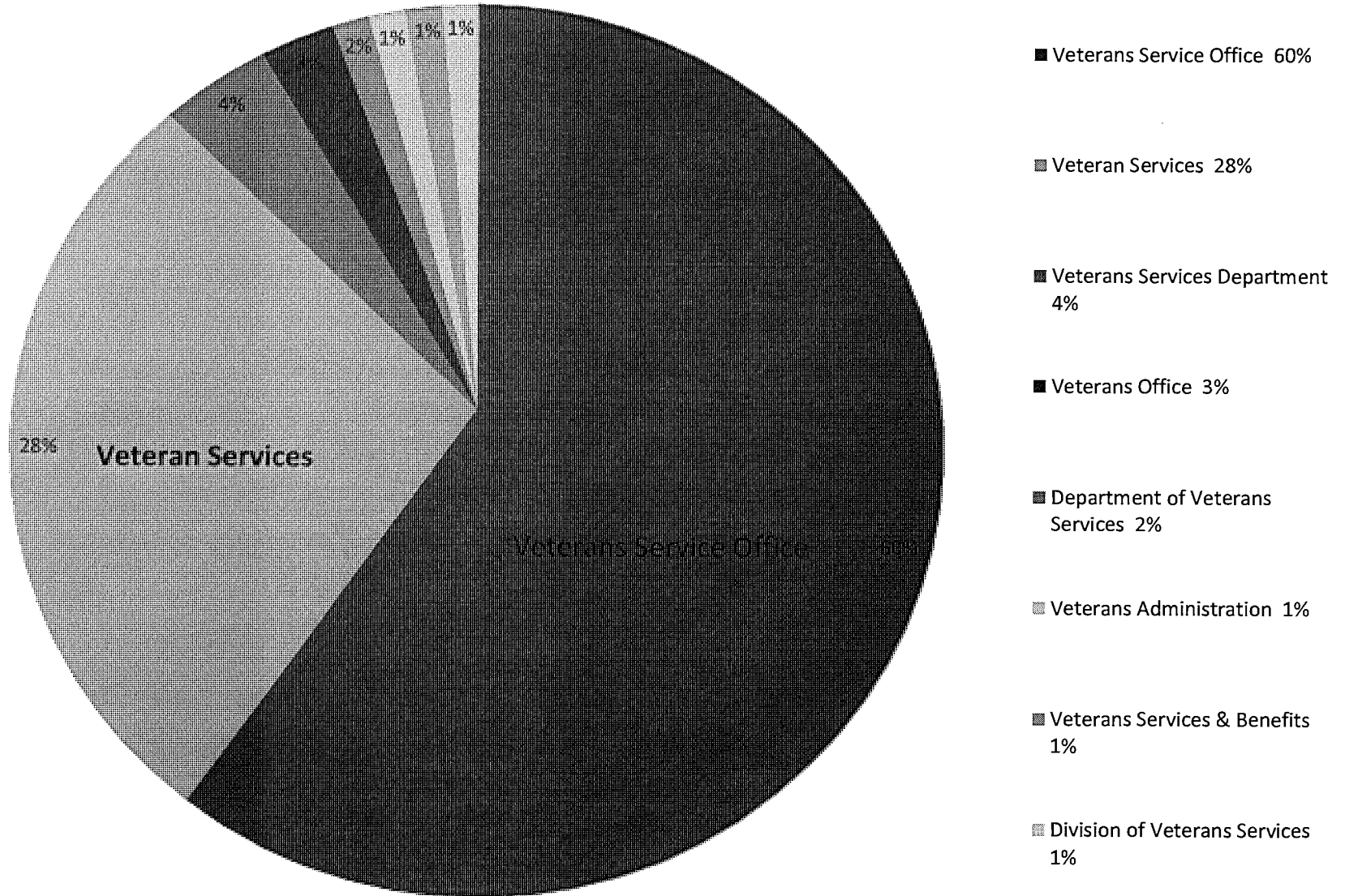
Respectfully Submitted,

Tim Moore

CC: Kathryn Schauf

Enclosure: WI County Veteran Services Department Names

# WI County Veteran Services Department Names



Committee on Administration  
Tuesday, December 8, 2015

Citizen Appointments to Select Boards, Commissions and Councils

**City-County Board of Health**

(2 vacancies)

1. Dentist vacancy (county appointment). **Dr. Blair Johnson** (incumbent) wishes to be reappointed.
2. Registered Nurse vacancy with experience in community health practice. (This is a joint appointment by the city and county). **Merey Price, RN** (incumbent) wishes to be reappointed.
3. Term of both vacancies to expire December 2020.
4. No external applications received.

**LE Philips Senior Center Board of Directors**

(2 vacancies).

1. **Jim Deignan and Kim Johnson** (incumbents) interested in reappointment.
2. Both are county appointments.
3. Term of both vacancies to expire December 2018
4. No external applications received.

**Veterans Service Commission**

(1 vacancy)

1. **Mark Rasmusson** (incumbent) interested in reappointment. Was appointed October 2014 to fill an unexpired term.
2. Term of vacancy to expire December 2018
3. External applications received as follows:
  - a. James Leffel
  - b. Dennis Meyer

# APPLICATION

Name of Commission, Board or Committee: Eau Claire County Veterans Service Commission

Date: November 25, 2015

Name: Dennis R. Meyer

Address: S8980 Stonebrook Drive

City/Village: Eleva, WI 54738

E-mail Address: drm9500@hotmail.com

Are you a County Resident? (X) yes ( ) no

Home Phone: 715-713-0019

Alternate Phone: 715-514-8416 (Dennis' Cell Phone)



Established 1897  
Member FDIC

Main Office  
23942 Senty Dr.  
P.O. Box 725  
Independence, WI 54747  
Phone: (715) 985-3197  
Fax: (715) 985-3494

Branch  
Post Office Box 325  
E401 Menomonie Street  
Elk Mound, WI 54739  
Phone: (715) 879-4888  
Fax: (715) 879-4777

Branch  
2495 Commercial Blvd.  
Chippewa Falls, WI 54729  
Phone: (715) 738-1897  
Fax: (715) 738-1887

**Dennis R. Meyer**

President/CEO

NMLS # 465136

[dmeyer@independencestatebank.com](mailto:dmeyer@independencestatebank.com)

[www.independencestatebank.com](http://www.independencestatebank.com)

Cell: 715-514-8416

## QUALIFICATIONS

Please be as specific as possible; include information that is targeted toward the Commission, Board or Committee you are applying for. You may attach your personal resume to this application. Please attach additional pages if necessary.

I am a Disabled American Veteran with 30 ½ years credited service between the MN Army National Guard and the U.S. Army Reserve. I retired as a Lieutenant Colonel from the Army Reserve with various assignments including Korea and Department of Threat Reduction Agency (DTRA) at Ft. Belvoir, VA and possessed a Top Secret SCI Security Clearance. I farmed in Southwest MN for 6 years and currently rent my farm land out. I have 30 years of banking experience and have been President/CEO of Independence State Bank for the past 7 ½ years. I am also 10% part owner of the bank which has branches in Elk Mound and Lake Hallie. I possess a Masters in Business Administration (MBA) from the University of Phoenix. The military has been a huge part of my life. I understand the challenges many veterans face. If you feel I would be a good member for this service commission, I would have an interest to serve.

Return to:  
**Office of the County Administrator**  
Attn: Sharon Rasmusson  
721 Oxford Avenue, Room 2570  
Eau Claire, WI 54703-5481

**Received**

**NOV 30 2015**

**Eau Claire County  
Administration**

<b>For Official Use</b>	Retention: _____
	Appointed: _____
	Confirmed: _____

# APPLICATION

Name of Commission, Board or Committee: COUNTY VETERANS SERVICE COMMISSION

Date: 24 NOV 15

Name: JAMES LEFFEL

Address: W2369 MAPLE ROAD

City/Village: EAU CLAIRE WI 54701

E-mail Address: leffel@yahoo.com

Are you a County Resident? (✓) yes ( ) no

Home Phone: 715/514-5171

Alternate Phone: CELL 715/225-9817

## QUALIFICATIONS

Please be as specific as possible; include information that is targeted toward the Commission, Board or Committee you are applying for. You may attach your personal resume to this application. Please attach additional pages if necessary.

I RETIRED FROM THE AIR FORCE ON 28 AUG 2015. I WENT THROUGH  
MEDICAL DISABILITY EVALUATION AND WAS MEDICALLY RETIRED AFTER  
22 YEARS OF SERVICE AND AT THE RANK OF COLONEL. AFTER RETIREMENT,  
MY WIFE (ALSO AN AIR FORCE ACTIVE DUTY AND RESERVE VETERAN) AND I  
PURCHASED AND MOVED TO AN EAU CLAIRE APPLE ORCHARD WITH  
OUR TWO CHILDREN. MY ACTIVE SERVICE WAS HIGHLIGHTED BY  
COMMAND OF A 35 PERSON SQUADRON. I HAVE OVER 2000 HOURS OF  
FISC FLIGHT TIME. MY TRANSITION EXPERIENCE INCLUDES WORKING THROUGH  
THE IDES PROCESS AND WORKING WITH VRE PROGRAMS IN VA AND WI.  
I AM NOW PART OF A SERVICE DISABLED VETERAN OWNED SMALL BUSINESS  
IN EAU CLAIRE. PLEASE CONTACT ME FOR MORE INFORMATION AS DESIRED.

Return to:

**Office of the County Administrator**

Attn: Sharon Rasmusson

721 Oxford Avenue, Room 2570

Eau Claire, WI 54703-5481

**Received**

NOV 30 2015

**Eau Claire County  
Administration**

<b>For Official Use</b>	Retention: _____
	Appointed: _____
	Confirmed: _____

# APPLICATION

Name of Commission, Board or Committee: Veteran's Service Commission

Date: 10/4/14

Name: Mark Wayne Rasmussen

Address: 3104 Leslie Lane

City/Village: Eau Claire, WI 54703

E-mail Address: razlandia@yahoo.com

Are you a County Resident?  yes ( ) no

Home Phone: 715-830-9607

Alternate Phone: 715-839-6143

**Received**

**OCT 06 2014**

**Eau Claire County  
Administration**

## QUALIFICATIONS

Please be as specific as possible; include information that is targeted toward the Commission, Board or Committee you are applying for. You may attach your personal resume to this application. Please attach additional pages if necessary.

- College Graduate / Bachelor of Arts / Teaching Political Science
- U.S. Air Force / Missile Systems Analyst Specialist / Systems Trainer
- Lion's Club / Community Organization / Rice Lake, WI
- Big Brothers / Big Sisters / Volunteer 7 year mentor

Return to:

**Office of the County Administrator**

Attn: Sharon Rasmussen

721 Oxford Avenue, Room ~~2570~~ 3510

Eau Claire, WI 54703-5481

**For Official Use**

Retention: \_\_\_\_\_

Appointed: \_\_\_\_\_

Confirmed: \_\_\_\_\_

I would like you to consider changes in the county code regarding the county code book updates which are sent out after ordinances are passed at a county board meeting.

I have asked the municipal clerks for Eau Claire County and this following is the response that I received: Of the eighteen municipalities only nine want to receive code book updates. The code book is on Eau Claire County website and is updated after each county board meeting. So anyone would have access at any time.

**Fiscal impact:** The cost of copying and postage would be the savings but because code book updates vary in the number of pages and the weight for postage, the savings would range between \$2.00 and \$5.00 per municipality per county board meeting.

Current Code reads:

1.22.100 Sale of county code and annual updates by county clerk. The county clerk shall provide free of charge county code books for county supervisors requesting same, county departments, and towns, villages and cities located in Eau Claire County. The county clerk shall charge \$150 per copy of the county code to any other person plus an annual fee of \$35 to update the county code. The \$35 annual fee shall be billed on or before January 1 of each year payable on or before January 30 of that year.

Purposed:

1.22.100 Sale of county code and annual updates by county clerk. The county clerk shall provide free of charge county code books for county supervisors requesting same, county departments and towns, villages and cities located in Eau Claire County requesting the same. The county clerk shall charge \$150 per copy of the county code to any other person plus an annual fee of \$35 to update the county code. The \$35 annual fee shall be billed for each session year. ~~on or before January 1 of each year payable on or before January 30 of that year.~~



**FACT SHEET**

**TO FILE NO. 15-16/081**

The main purpose of this ordinance is to move from a system where hard copies of the journal of proceedings are produced to a system where the journal of proceedings will be placed on Eau Claire County's website in a searchable form.

Section 1. Deletes obsolete language regarding the county clerk contracting with the official newspaper for camera-ready copy and replaces it with language for the journal of proceedings to be placed on the county website in searchable form.

Section 2. Deletes obsolete language regarding who receives a copy of the journal of proceedings in pamphlet form, the charge for such copies and when those copies may be destroyed by the county clerk.

Section 3. Deletes obsolete references to copies of the journal of proceedings and reduces the total number bound in hard cover from 3 to 2, those copies being kept by the county clerk and the Area Research Center or State Historical Society, and eliminates the hard cover copy in the county board chair's office.

Section 4. Deletes obsolete language regarding the fact that the journal of proceedings would not be microfilmed or transferred to the State Historical Society. A hard cover bound copy has already been provided to the Area Research Center or State Historical Society.

Fiscal Impact: Savings of \$500.

Respectfully Submitted,



Keith R. Zehms  
Corporation Counsel

KRZ/yk

2  
3 - TO REPEAL AND RECREATE 1.22.045 A. 6. OF THE CODE: JOURNAL OF  
4 PROCEEDINGS; TO REPEAL 1.22.045 B., C. AND G. OF THE CODE: JOURNAL OF  
5 PROCEEDINGS; TO AMEND 1.22.045 E. AND F. OF THE CODE: JOURNAL OF  
6 PROCEEDINGS; TO REPEAL 1.22.047 B. OF THE CODE: TRANSFER AND  
7 DESTRUCTION OF OBSOLETE PROCEEDINGS -  
8

9 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

10  
11 SECTION 1. That paragraph 6. of Subsection A. of Section 1.22.045 of the code be  
12 repealed and recreated to read:

13  
14 6. The journal of proceedings starting with session year 159 will be placed  
15 on Eau Claire County's website in a searchable form within 60 days after the session year ends.  
16

17 SECTION 2. That Subsections B., C., and G. of Section 1.22.045 of the code be repealed.  
18

19 SECTION 3. That Subsections D. and F. of Section 1.22.045 of the code be amended to read:  
20

21 DB. The county clerk shall annex at the front of one copy a certificate that the clerk  
22 has compared the printed and enrolled ordinances, resolutions and reports with the original  
23 documents for the session year, that all proceedings and ordinances contained therein were duly  
24 published, that it appears to be correctly printed, and that it is a true and correct copy of the  
25 official journal of proceedings. The certified copy shall be bound in hard cover, and filed in the  
26 office of the county clerk. ~~All other copies of the journal of proceedings shall contain a printed  
27 copy of such certificate.~~  
28

29 F.C. The county clerk shall cause to be bound in hard cover for preservation ~~three~~ two  
30 pamphlet copies of the journal of proceedings for each year, one of which shall be filed in the  
31 office of the county clerk, ~~one in the county board chair's office,~~ and one with the Area Research  
32 Center or State Historical Society. ~~For pamphlet copies prior to Volume 123, two copies shall be  
33 bound in hard cover and filed in the office of the county clerk and in the county board chair's  
34 office, unless previously bound.~~  
35

36 SECTION 4. That Subsection B. of Section 1.22.047 of the code be repealed.  
37

38 ADOPTED:  
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Committee on Administration

4 **- AUTHORIZING PARTICIPATION IN THE GREEN TIER LEGACY COMMUNITY**  
5 **PROGRAM -**

6 **WHEREAS**, the Wisconsin Department of Natural Resources in partnership with the League  
7 of Wisconsin Municipalities, 1,000 Friends of Wisconsin, Wisconsin Energy Conservation Corp,  
8 Municipal Environmental Group, Center on Wisconsin Strategy, and the cities of Appleton, Bayfield,  
9 Fitchburg, and Middleton and the Village of Weston have created a Green Tier Charter for Legacy  
10 Communities to assist municipalities in achieving superior environmental performance in one or  
11 both of the following two areas: (1) water resources management; (2) sustainability practices; and  
12 goals relating to economic development, public health and social equity; and to recognize their  
13 efforts and progress; and

14  
15 **WHEREAS**, Eau Claire County would subscribe to the sustainability component of this  
16 Charter to develop a Sustainability Implementation and Monitoring Plan which may include one or  
17 all of the following elements:

- 18 1. 'Build and Buy Green' strategies and programs.
- 19 2. Strategies to promote environmental stewardship in the private sector.
- 20 3. Transportation policies and actions that increase pedestrians, bicyclists, transit passengers  
21 as a primary mode of transportation, and that are designed to reduce public per-capita  
22 vehicle miles traveled and greenhouse gas emissions.
- 23 4. Land use policies and actions that seek to identify, cleanup and redevelop brownfield  
24 sites, promote street connectivity and mixed-use development, and protect natural  
25 resources.
- 26 5. Environmental stewardship, energy efficiency, waste and materials management policies  
27 and the use of renewable fuels to reduce total energy consumption throughout the  
28 community
- 29 6. Local government practices that encourage county employees to conserve energy,  
30 preserve the environment, and decrease greenhouse gas emissions from county facilities,  
31 services, and vehicle fleets.
- 32 7. Encourage residents and businesses to adopt sustainable practices; and

33  
34 **WHEREAS**, Eau Claire County has been invited to join in this voluntary program and  
35 believes participation will further enhance the County's current commitment to sustainability; and  
36

37 **WHEREAS**, Eau Claire County will benefit from such a partnership with the Green Tier  
38 Legacy Communities Program by receiving positive recognition, gaining access to a DNR staff  
39 liaison and DNR resource team, receiving prioritization in applying for certain grants and  
40 streamlining of certain DNR permitting processes; and

41  
42 **WHEREAS**, by adopting this resolution Eau Claire County agrees to sign and comply with  
43 the Green Tier Charter for Legacy Communities. Eau Claire County staff will participate in quarterly  
44 meetings, network and share information with the public and the communities in the program, and  
45 provide an annual report noting the progress in meeting goals, baselines and sustainability plans.  
46  
47  
48

1           **NOW THEREFORE BE IT RESOLVED** by the Eau Claire County Board that it declares  
2 itself a signatory to the Green Tier Charter for Legacy Communities and authorizes the County  
3 Administrator to take all actions necessary for Eau Claire county to participate in the Green Tier  
4 Legacy Program.  
5

6           **BE IT FURTHER RESOLVED**, that County staff are directed to assist with meeting the  
7 Charter goals and to submit an annual report to the Organizational Signatories; and  
8

9           **BE IT FURTHER RESOLVED**, that upon adoption, the County Clerk is hereby directed to  
10 send a copy of this resolution to the Wisconsin DNR and the Legacy Communities Green Tier  
11 Steering Committee.  
12

13           ADOPTED:  
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26           Committee on Administration

27           KRZ/yk

28           Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ORDINANC/15-16/073

**FACT SHEET**

**TO FILE NO. 15-16/088**

The standard business hours for county offices are 8 a.m. to 5 p.m. Monday through Friday with the exception of legal holidays. Section 2.09.010 B. of the county code lists business hours for certain county offices. Section 2.09.010 B.4. allowed the Clerk of Court Office to be closed to the public from 4 p.m. to 5 p.m. This ordinance repeals that section for the Clerk of Court Office. Therefore, effective January 1, 2016 the business hours for the Clerk of Court Office will be from 8 a.m. to 5 p.m. and the office will be open to the public during those hours.

Clerk of Circuit Court Susan Schaffer proposed the change so her office could more effectively serve the public. Her request was presented to the Chief Judge of the Tenth Judicial Administrative District, the Honorable Scott R. Needham. On November 18, 2015 he entered an Order modifying the hours as stated above. Attached is a copy of that Order.

Respectfully Submitted,



Keith R. Zehms  
Corporation Counsel

KRZ/yk

1 **Enrolled No.**

**ORDINANCE**

**File No. 15-16/088**

2  
3 **- TO REPEAL SECTION 2.09.010 B. 4. OF THE COUNTY CODE: BUSINESS**  
4 **HOURS -**

5  
6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7  
8 **SECTION 1.** That paragraph 4. of Subsection B. of Section 2.09.010 of the code  
9 be repealed.

10  
11 **SECTION 2.** This ordinance will be effective January 1, 2016.

12  
13  
14 **ADOPTED:**

15	_____	_____
16	_____	_____
17	_____	_____
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25	_____	_____
26	Committee on Administration	Committee on Judiciary and Law

27  
28 KRZ/yk

29  
30  
31 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**FACT SHEET**

**TO FILE NO. 15-16/061**

This Resolution is self-explanatory. The reason the 2016 budget meeting is being moved to November 9, 2016 to accommodate the necessity of filing the Wisconsin Department of Revenue form PC-400, which is due November 15, 2016. November 8<sup>th</sup> is not available since that is the date of the presidential and general election.

Respectfully Submitted,

A handwritten signature in black ink that reads "Keith R. Zehms". The signature is written in a cursive, slightly slanted style.

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/15-16.061 Fact

1 Enrolled No.

2 RESOLUTION

3 File No. 15-16/061

4 - MOVING THE 2016 ANNUAL MEETING ON BUDGET FROM NOVEMBER 15, 2016 TO  
5 NOVEMBER 9, 2016 -

6 WHEREAS, section 2.04.010 B. of the county code requires the annual meeting to adopt the  
7 county budget to take place on a Tuesday after the 2<sup>nd</sup> Monday of November in each year; and

8  
9 WHEREAS, in 2016 this would mean that the budget meeting would begin on November 15,  
10 2016; and

11  
12 WHEREAS, the Wisconsin Department of Revenue requires that "Certification of the  
13 Apportionment of State and County Property Taxes and Charges" form PC-400 is due November 15,  
14 2016; and

15  
16 WHEREAS, the form PC-400 cannot be completed until after the county board adopts the  
17 county budget for the 2017.

18  
19 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors  
20 hereby moves the 2016 annual meeting and budget adoption from Tuesday, November 15, 2016 to  
21 Wednesday, November 9, 2016.

22  
23  
24 ADOPTED:

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29 \_\_\_\_\_  
30 \_\_\_\_\_  
31 \_\_\_\_\_  
32 \_\_\_\_\_  
33 \_\_\_\_\_  
34 \_\_\_\_\_  
35 Committee on Administration

36 KRZ/yk

37 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

38 ORDINANC/15-16/061



## FACT SHEET

### TO FILE NO. 15-16/082

**Section 1.** The county board has never met for more than two days on the annual budget. This amendment does not preclude the county board from continuing the budget meeting as long as proper public notice is given as required by the open meetings law.

**Section 2.** Eliminates the “unfinished business” agenda item. This agenda item is never used and does not comply with the open meetings law since it does not identify a subject matter to be discussed. The second thing that section 2 does is to eliminate the confirmation and elections by chair language which is not used.

**Section 3.** Removes redundant language.

**Section 4.** Updates the language to more accurately reflect the Wisconsin Statute that is cited.

**Section 5.** This section deletes the phrase “avoid personalities” since it is not clear what it means in this context and appears to be redundant with the existing language of only speaking to the merits of the question, refraining from attacking or questioning the motives of another member and using another members name in a demeaning or derogatory manner. The second thing that is addressed is the “Method of Address” which is updated to either refer to whoever is chairing the meeting as “Mister Chair or Madame Chair” and all supervisors as “Supervisor \_\_\_\_\_” (last name).

**Section 6.** The proposed changes are to reflect the layout of the new county boardroom. The old county boardroom acted as an extra courtroom and there was a bench area and a specific table within the room adjacent to where supervisors sat for the media.

**Section 7.** Adds comprehensive plan amendments as ordinances that are taken up under suspension of the rules. This treats comprehensive plan amendments the same as rezonings, both of which require a public hearing, and recommendation of the local government unit involved prior to action by the committee on planning and development. Deletes approval of vouchers under suspension since vouchers are presented in resolution form and are automatically taken up under 2<sup>nd</sup> reading for adoption. In addition the last sentence is deleted since all legislation is listed in the same manner on the county board agenda.

**Section 8.** Updates the rule of allowing members to utilize any type of videoconferencing as well as a speaker phone under the limited circumstances set forth for holding meetings.

**Section 9.** The process used by the county administrator was previously provided to the county board and is attached. This section also eliminates the requirement that the county board chair appointments must all be considered by the committee on administration or another committee and simply requires confirmation by a majority vote of the supervisors present and does not require a separate resolution.

**Section 10.** The existing removal language is not consistent with Wisconsin Statutes. Department heads, if appointed by the county administrator, may be removed at the pleasure of the county

administrator and removal procedures for all other county employees are as set forth in the Employee Policy Manual or the Collective Bargaining Agreement with the non-supervisory unit in the sheriff's office. Statutory provisions for removal for county board supervisors or other elected county officers are different and reflected in separate state statutes.

Respectfully Submitted,

A handwritten signature in black ink that reads "Keith R. Zehms". The signature is written in a cursive style with a large initial "K".

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/15-16.082 Fact

2  
3 - TO AMEND SECTION 2.04.010 C. OF THE CODE: RULE 1 – MEETINGS; TO  
4 AMEND SECTION 2.04.030 C., D. AND E. OF THE CODE: RULE 3—OPENING OF  
5 MEETING; TO AMEND SECTION 2.04.040 B.2. OF THE CODE: RULE 4—VOTING; TO  
6 AMEND SECTION 2.04.040 E. 3. OF THE CODE: RULE 4—VOTING; TO AMEND  
7 SECTION 2.04.050 B. AND C. OF THE CODE: RULE 5—SPEAKING AT MEETINGS; TO  
8 AMEND SECTION 2.04.080 A. OF THE CODE: RULE 8—RULES OF CHAMBERS; TO  
9 AMEND SECTION 2.04.110 D. OF THE CODE: RULE 11—CALENDAR OF REGULAR  
10 MEETINGS; TO AMEND SECTION 2.04.310 B. OF THE CODE: RULE 31-COMMITTEE  
11 MEETINGS; TO AMEND SECTION 2.02.340 B. OF THE CODE: RULE 34—  
12 CONSIDERATION AND CONFIRMATION OF APPOINTMENTS; TO REPEAL SECTION  
13 2.04.350 OF THE CODE: RULE 35—REQUEST FOR IMPEACHMENT OR REMOVAL  
14 FROM OFFICE-

15  
16 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

17  
18 **SECTION 1.** That Subsection C. of Section 2.04.010 of the code be amended to read:

19  
20 C. The meeting on the Tuesday after the 2nd Monday of November in each year  
21 shall be the annual meeting at which time the board shall conduct a public hearing on and  
22 thereafter adopt the county budget and tax levy for the ensuing fiscal year, in addition to its  
23 regular business. Unless otherwise ordered, the board shall adjourn at 11:00 p.m. until 1:00 p.m.  
24 the next day and likewise shall adjourn to 7:00 p.m. each succeeding day until the business of the  
25 annual meeting is concluded.

26  
27 **SECTION 2.** That Subsections C., D. and E. of Section 2.04.030 of the code be  
28 amended to read:

29  
30 C. Order of Business for Regular Meetings. The order of business shall be as  
31 follows for all regular meetings of the board, except as otherwise provided by rules for the  
32 annual and organizational meetings:

- 33 1. Call to order;  
34 2. Honoring of the flag and moment of reflection;  
35 3. Call of the roll;  
36 4. Correction of the journal of proceedings;  
37 5. ~~Unfinished business;~~  
38 65. Public comment;  
39 76. Reports to the county board under ~~Rule 32~~ 2.04.320;  
40 87. Presentation of petitions, claims, and communications;  
41 98. Presentation of resolutions or ordinances by committees or members under  
42 suspension of the rules;  
43 109. First reading of ordinances and resolutions;  
44 1110. Reports of standing committees and 2nd reading. The committee chair(s)  
45 responsible for reporting shall give an oral report and fact sheet by staff explaining the reasons  
46 for the committee action;  
47 1211. Reports of select committees and 2nd reading;  
48 1312. Reports of commissions and boards under ~~Rule 16~~ 2.04.160;  
49 1413. Appointments, ~~confirmations and elections by the board;~~

1 D. Order of Business for the Annual Meeting. The order of business shall be as  
2 follows for the annual meeting:

- 3 1. Call to order;
- 4 2. Honoring of the flag and moment of reflection;
- 5 3. Call of the roll;
- 6 4. Correction of the journal of proceedings;
- 7 5. Public hearing on the annual budget;
- 8 6. Presentation of petitions, claims and communications;
- 9 7. Budget deliberations-1<sup>st</sup> vice-chair presides;
- 10 ~~8. Unfinished business;~~
- 11 ~~98.~~ Reports to the county board under ~~Rule 32~~ 2.04.320;
- 12 ~~109.~~ Presentation of resolutions or ordinances by committees or members under  
13 suspension of the rules;
- 14 ~~110.~~ First reading of ordinances and resolutions;
- 15 ~~1211.~~ Reports of standing committees and second reading. The committee  
16 chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the  
17 reasons for the committee action;
- 18 ~~1312.~~ Reports of select committees and second reading;
- 19 ~~1413.~~ Reports of commissions and boards under ~~Rule 16~~ 2.04.160;
- 20 ~~1514.~~ Appointments,; confirmations and elections by the chair;

21 E. Order of Business for the Organizational Meeting. The order of business shall be  
22 as follows for the organizational meeting:

- 23 1. Call to order;
- 24 2. Presentation of the colors and honoring of the flag;
- 25 3. Moment of reflection;
- 26 4. Certificate of election;
- 27 5. Administration of the oath of office;
- 28 6. Call of the roll;
- 29 7. Election of board officers;
- 30 8. Adoption of the rules of order;
- 31 9. Correction of the journal of proceedings;
- 32 ~~10. Unfinished business;~~
- 33 ~~110.~~ Public Comment;
- 34 ~~1211.~~ Reports to the county board under ~~Rule 32~~ 2.04.320;
- 35 ~~1312.~~ Presentation of petitions, claims, and communications;
- 36 ~~1413.~~ Presentation of resolutions or ordinances by committees or members under  
37 suspension of the rules;
- 38 ~~1514.~~ First reading of ordinances and resolutions;
- 39 ~~1615.~~ Reports of standing committees and second reading. The committee  
40 chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the  
41 reasons for the committee action;
- 42 ~~1716.~~ Reports of select committees and second reading;
- 43 ~~1817.~~ Reports of commissions and boards under ~~Rule 16~~ 2.04.160;
- 44 ~~1918.~~ Appointments,; confirmations and elections by the board;

45  
46  
47 **SECTION 3.** That paragraph 2. of Subsection B. of Section 2.04.040 of the code be  
48 amended to read:  
49

1           2. All members shall be in their seats when voting. Prior to the  
2 announcement by the chair of the final vote on any question, members have the right to change  
3 their vote by rising for recognition and so announcing the change to the clerk. Thereafter,  
4 members shall not be allowed to change their vote, ~~even by unanimous consent.~~

5  
6           **SECTION 4.** That paragraph 3. of Subsection E. of Section 2.04.040 of the code be  
7 amended to read:

8  
9           3. Any public ~~construction referendum~~ work done directly by the county  
10 under Wis. Stat. § 59.52(29), (3/4);

11  
12           **SECTION 5.** That Subsections B. and C. of Section 2.04.050 of the code be amended to  
13 read:

14  
15           B. Limitations of Speech. No member shall speak a 2nd time on a question during  
16 any meeting until any other member desiring to speak on same shall have been heard. No  
17 member shall speak more than twice on a question nor for more than 5 minutes at any one time  
18 without first obtaining leave of a majority of the members present. Merely asking or answering a  
19 question for a member shall not be counted as speaking in debate. Each member shall speak  
20 only to the merits of the question under consideration, maintain a courteous tone, ~~avoid~~  
21 ~~personalities~~, refrain from attacking or questioning the motives of any other member and avoid  
22 the mention of other members' names in a demeaning or derogatory manner.

23           C. Method of Address. At all times the chair shall be addressed as "Mister  
24 Chairman" or "Madame Chairwoman" ~~as the case may be, or in the alternative as mister/madame~~  
25 ~~chairperson, respectively. Members shall refer to all officers and fellow members by title only,~~  
26 ~~the acceptable address for~~ and fellow members being as "Supervisor \_\_\_\_\_" or "Mr./Mrs./Ms.

27  
28           **SECTION 6.** That Subsection A. of Section 2.04.080 of the code be amended to read:

29  
30           A. —All persons not members of the board shall be excluded from ~~within the area of~~  
31 ~~bench of the board chambers reserved for the board~~ during its meetings except the county  
32 administrator, the corporation counsel, the county clerk, or designees of such persons, ~~and~~  
33 ~~reporters for the public news media~~, unless such persons are present at the invitation of the board  
34 or authorized to address the board pursuant to Rule 32.

35  
36           **SECTION 7.** That Subsection D. of Section 2.04.110 of the code be amended to read:

37  
38           D. The calendar shall be prepared under the direction of the county administrator in  
39 accord with the orders of business provided in 2.04.030. All legislation received from  
40 committees will be listed as follows: rezoning and comprehensive plan amendments ~~approval of~~  
41 ~~vouchers under suspension~~, ordinances under first reading and resolutions under second reading.  
42 All standing committee reports shall be listed by committee in the order that they are designated  
43 in Rule 12, and all select committee reports shall be listed alphabetically by committee name.  
44 ~~Legislation under first reading shall be listed by synopsis of title. Legislation under second and~~  
45 ~~subsequent readings shall be listed by full title with a notation thereafter of the date of first~~  
46 ~~reading and the calendar supplement pages on which it appeared or, if distribution of legislation~~  
47 ~~occurred at a meeting, a notation to that effect.~~

48  
49           **SECTION 8.** That Subsection B. of Section 2.04.310 of the code be amended to read:

1  
2 B. No standing committee meeting shall be held without the majority of the members  
3 in physical attendance, except in case of extreme emergency as approved by the committee chair.  
4 Other committees, commissions, boards and councils may meet via telephone conference phone  
5 using a speaker phone or some type of videoconferencing at the discretion of the chair, but only  
6 if all available county board members are in physical attendance at the meeting site.

7  
8 **SECTION 9.** To amend Subsection B. of Section 2.04.340 of the code:

9  
10 B.—Every nomination by the chair of the county board for any appointment to any  
11 governmental body or position which requires the confirmation of the county board shall be by  
12 majority vote of the supervisors present, considered prior to submittal for confirmation by the  
13 committee on administration, or such other committee or governmental body provided by  
14 ordinance. Confirmation action shall be by resolution introduced by the committee or  
15 governmental body.

16  
17 **SECTION 10.** That Section 2.04.350 of the code be repealed.

18  
19  
20 ADOPTED:

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22 \_\_\_\_\_  
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24 \_\_\_\_\_  
25  
26 \_\_\_\_\_  
27  
28 \_\_\_\_\_  
29  
30 \_\_\_\_\_

31 Committee Administration

32 KRZ/yk

33  
34  
35 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

4 **- TO AMEND SECTION 2.09.010 A. OF THE CODE: BUSINESS HOURS-**

5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6 **SECTION 1.** That Subsection A. of Section 2.09.010 of the code be amended to read:

7  
8  
9 A. All county offices, inclusive of elective and appointive offices, departments and  
10 agencies, shall be open to the general public during usual business hours, which shall be defined  
11 as being the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday of each week with the  
12 express exception of legal holidays, and the Eau Claire County Government Center for Martin  
13 Luther King Day for employee training. Said hours shall be computed in accord with Wis. Stat.  
14 §§ 175.09 and 175.095.

15  
16  
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18  
19 **ADOPTED:**

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25 \_\_\_\_\_  
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27 \_\_\_\_\_  
28 \_\_\_\_\_  
29 \_\_\_\_\_

30 **Committee on Administration**

31 **KRZ/yk**

32  
33  
34 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

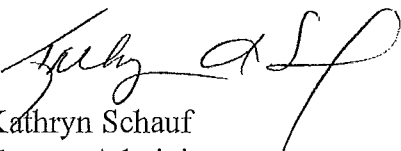
**FACT SHEET**

**TO FILE NO. 15-16/084**

Municipalities throughout the nation struggle how to best address the needs of the growing number of people with mental illnesses in our communities and jails and how to do so effectively with limited budgets. This initiative will draw on the expertise and experience of state and local policymakers, criminal justice and behavioral health professionals and individuals with mental illness and their families.

NACo and its partners are developing comprehensive resources to guide counties through their initiatives and providing opportunities for all to learn from each other's successes and build on proven practices implemented across the country.

Respectfully submitted,



Kathryn Schauf  
County Administrator



2 - Authorizing a “*Stepping Up*” Initiative to Reduce the Number of People with Mental  
3 Illnesses in Jails -

4 **WHEREAS**, counties routinely provide treatment services to the estimated 2 million people  
5 with serious mental illnesses booked into jail each year; and

6 **WHEREAS**, prevalence rates of serious mental illnesses in jails are three to six times higher  
7 than for the general population; and

8 **WHEREAS**, almost three-quarters of adults with serious mental illnesses in jails have co-  
9 occurring substance use disorders; and

10 **WHEREAS**, adults with mental illnesses tend to stay longer in jail and upon release are at a  
11 higher risk of recidivism than people without these disorders; and

12 **WHEREAS**, county jails spend two to three times more on adults with mental illnesses that  
13 require interventions compared to those without these treatment needs; and

14 **WHEREAS**, without the appropriate treatment and services, people with mental illnesses  
15 continue to cycle through the criminal justice system, often resulting in tragic outcomes for these  
16 individuals and their families; and

17 **WHEREAS**, Eau Claire County and all counties take pride in their responsibility to protect  
18 and enhance the health, welfare and safety of its residents in efficient and cost-effective ways;  
19 and

20 **WHEREAS**, Eau Claire County has developed a Mental Health Court and other treatment  
21 courts which help people stay out of jail by offering mental health and substance use disorder  
22 treatment; and

23 **WHEREAS**, through *Stepping Up*, the National Association of Counties, the Council of  
24 State Governments Justice Center and the American Psychiatric Association Foundation are  
25 encouraging public, private and nonprofit partners to reduce the number of people with mental  
26 illnesses in jails.

27 **NOW, THEREFORE, BE IT RESOLVED**, that Eau Claire County authorize and  
28 participate in a national initiative to reduce the number of people with mental illnesses in jails.

29 Adopted: \_\_\_\_\_  
30 \_\_\_\_\_  
31 \_\_\_\_\_  
32 \_\_\_\_\_

33 \_\_\_\_\_  
34 Committee on Judiciary & Law Enforcement

35 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

## **MINUTES**

Eau Claire County

### **• Committee on Administration •**

Tuesday, November 3, 2015

4:30 p.m.

Courthouse - Room #1301

721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Colleen Bates, Kathy Clark, John Manydeeds and Jerry Wilkie

Staff Present: Frank Draxler; Purchasing Director, Janet Loomis; County Clerk, Kathy Schauf; County Administrator and Angie Harmon

Others Present: Patrick Gaetjens; Facilities Director of the CV Innovation Center

### **Chairman Moore called the meeting to order at 4:30 p.m.**

#### **Green Tier – PACE/ Discussion**

Eau Claire County was contacted by WCA to participate in the Green Tier Legacy program to receive access to environmental efficiencies and sustainable solutions for the community. This item will be discussed at a future committee meeting.

#### **Proposed Resolution #15-16/074 Approval of Contract to Award Health Insurance Administration– Frank Draxler / Discussion – Action**

Frank provided an update on the health insurance. After the RFP process, the best proposal amount and plan was with Group Health Cooperative. Members briefly discussed the proposals that were submitted and what each of the options were. The county will see a health insurance premium savings using Group Health Cooperative as a provider compared to what was proposed for the 2016 budget. The committee had a discussion how any savings will be used. Dental insurance premiums will continue to be paid for by the employee; however, there will be a change to the provider. The Wellness programs that have been offered will continue.

**ACTION:** Supervisor Manydeeds made a motion to award the health insurance contract to Group Health Cooperative. Motion carried, 5-0.

#### **County Code Updates – Janet Loomis /Discussion – Action**

##### **- County Board Meeting Frequency**

Janet Loomis, County Clerk, provided the members with historical data regarding the county board meeting frequency. There has been a reduction in the amount of legislation over the years. The length of the meetings has changed as well. Janet also provided the members with a 2016 calendar to request a change for the 2017 county budget meeting dates due to elections.

- **County Code Printing & Distribution**

Janet discussed the County Code Book updates regarding the departments and others (i.e, municipalities, library, etc.) that receive the updates and if there could be any reduction to who receives the code book updates. Janet provided a recommendation to change the ordinance to code 1.22.100 Sale of county code and annual updates by county clerk.

- **Journal of Proceedings – Printing & Distribution**

Janet provided information from the County Code regarding Journal of Proceedings and who is receiving hard copies of these books. She also provided possible recommendations to change code 1.22.045 Journal of Proceedings. It was directed to have the County Clerk add the current Journal of Proceedings to the website for reference.

All these updates will be brought back to the next meeting. Also, bring in a draft ordinance change proposal. Also, have Keith draft up an ordinance change for budget session meeting in 2016 only to reflect a proposed November 9, 2016 date.

Proposed Resolution #15-16/063 – Approving Alteration of Supervisory District Boundaries resulting from new Wards for the City of Eau Claire and City of Altoona / Discussion – Action

The supervisory district boundaries and assembly district lines that have been changed created new wards in the City of Eau Claire and the City of Altoona. The resolution is needed for voting/election purposes.

**ACTION:** Supervisor Manydeeds made a motion to approve the resolution making the changes to the ward numbers. Motion carried, 5-0

Proposed Resolution #15-16/076- Authorizing Eau Claire Co. to Apply for a Grant from the WI Economic Dev. Corporation's Idle Industrial Site Redevelopment program on behalf of the Sonnentag Event and Recreation Complex Project / Discussion - Action

Gregg and Kathy provided the members with information regarding the Wisconsin Economic Development Corporation grant application and the county's role for applying for the grant.

**ACTION:** Supervisor Wilkie made a motion to approving the resolution authorizing the county to apply for the grant. Motion carried, 5-0.

Selection of 2016 Generous Juror Recipient/ Discussion- Action

Each year the department managers are asked to suggest county programs to would be considered to receive any juror donations made from the Generous Juror Program.

**ACTION:** Supervisor Bates made a motion that the 2016 Generous Juror funds go to the Veterans Transportation Program. Motion carried, 5-0.

CVIC Loan Pool Funding Agreement Update / Discussion

Eau Claire County has a board supervisor that sits on the Chippewa Valley Innovation Center board who votes on the applications and the changes that are made to the loan pool funding agreement. Patrick Gaetjens provided the members the information on the changes that were made to the loan fund agreement.

**ACTION:** Supervisor Clark made a motion to approve the amended CV Innovation Center loan fund agreement. Motion carried, 5-0.

Strategic Planning – Initial Planning for 2016 / Discussion

Tabled until the next meeting.

Review / Approval of Committee Minutes / Discussion – Action

- October 13, 2015

**ACTION:** Supervisor Manydeeds made motion to approve the October 13, 2015 minutes as submitted. Motion carried, 3-0.

**Motion by Supervisor Bates to adjourn the meeting at 5:59 p.m.**

Minutes respectfully submitted by,

Angie Harmon  
Committee Clerk

*Next regular scheduled meeting:  
Tuesday, December 8, 2015*