

## **AGENDA**

Eau Claire County

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

Tuesday, January 12, 2016

**4:30 p.m.**

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

1. Call to Order
2. Purchasing Thresholds – Frank Draxler Discussion/Action (pg . 2 )
3. Proposed Resolution #15-16/111 – Cell Tower Site Extension – Frank – Discussion/Action (pgs . 3–4 )
4. Proposed Ordinance #15-16/082 – To Amend Section 2.04.030 C.,D. and E of the Code... - Discussion/Action (pgs . 5–10 )
5. Proposed Ordinance #15-16/081 – To Repeal and Recreate 1.22.045 A. 6. of the Code...- Journal of Proceedings - Discussion/Action  
(referred from the December 15, 2015 County Board meeting) (pgs . 11–13 )
6. Proposed Ordinance #15-16/110 – To Amend 2.04.435 A. of the Code... Veteran Service – Discussion/Action (pgs . 14–16 )
7. Proposed Resolution #15-16/116 – Supporting the Strengthening of Internal Control and Allocating \$50,000 of Contingency - Discussion/Action (pgs . 17–18 )
8. Proposed Resolution #15-16/124 - Medical Examiner -Discussion/Action (pg 19 )
9. Legislative Breakfast – January 25<sup>th</sup> – Discussion
10. County Board – Oral Reports Discussion/Action
11. Strategic Planning – Initial Planning for 2016 / Discussion (pgs . 20–22 )
12. Administrative Updates – Discussion/Action
  - Classification/Compensation Implementation
  - County Theft Update
  - Medical Examiner
  - Chamber of Commerce Presentation
  - Chippewa Valley Rally
13. Review / Approval of Committee Minutes / Discussion – Action
  - December 8, 2015 (pgs . 23–26 )
14. Adjourn

Post: 1/7/16 Media, Committee Members, Kathy Schauf 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.

Routine Purchases	Purchase Method	Departments May Obtain Quotes (1)	Requisition Required	PO Issued (Purchasing Approval)	County Board Approval (2)
≤ \$2,500	P-Card or Purchase Order Department obtains verbal or written quotes.	Yes	No	No	No
\$2,500—\$9,999	P-Card, Purchase Order, Verbal Quotes allowed, Vendor Contact Name, Phone #, Address are required on quote	Yes	Yes—P.O. No—P-Card	Yes—P.O. No—P-Card	No
\$10,000-\$29,999	Written Quotes Required	w/Purchasing Approval (some)	Yes	Yes	No
≥ \$30,000	Quotes, Sealed Bidding or Proposals	No	Yes	Yes	No
≥ \$100,000	<b>Formal Procurement Process</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>&gt; \$250,000</b>

\*NOTE: ≥ \$25,000 for Construction/Public Works Contracts —formal bid required.

P-Cards— Department are responsible to use care in selecting vendors, products and prices when using p-cards.

- (1) Departments that obtain quotes must follow Purchase Procedures and County Code.
- (2) The Purchasing Department will continue to assist with procurements at any dollar level if the department desires.
- (3) Purchases less than \$250,000 may require committee(s) and or County Board approval if there is a dispute or unusual situation, if over budget or if funds are not budgeted.
- (4) Departments are cautioned not to split orders to circumvent purchasing limits.
- (5) The total cost over the term of the agreement is the amount applied to the threshold. (i.e. \$25,000 x 5 years = \$125,000)

Emergency P.O.'s	Approval Required				
< \$2,500	Next Level Supervisor/Dept. Director	Yes	No	No (P-card)	No
< \$30,000	Department Director	Yes	Yes	Yes	No
> \$30,000	Director of Purchasing	Yes	Yes	Yes	Inform Board

Emergency Purchase Orders are intended for emergency situations and require noted approval at time of request.

Department to provide the following information: 1.) Nature of the emergency, 2.) General description of the item (s) to be purchased, 3.) Estimated Cost, 4.) Account number, 5.) Department to verify that funds are available or are made available.

## FACT SHEET

### PROJECT: Tower Site Lease Extension

#### BACKGROUND

In 2001 Eau Claire County signed a 20-year agreement to allow Airadigm Communications, Inc. (now SBA Communication Corporation) to construct a tower on county property at the highway department Altoona shop site. Eau Claire County is paid annually for the use of this property. This lease expires in December of 2020 and SBA Communications has requested an extension of the lease for another 25 years.

#### PROPOSAL/LEASE TERMS

1. The extension is for 25 years.
2. Rent – in addition to the rent of \$44,140 per year from January 1, 2016 through December 31, 2020 and the co-location fee of \$ \$1500 per user per year; and
3. The rent will increase 4% per year beginning in 2021; and
4. A signing bonus of \$10,000 will be paid (upon signing); and
5. The County has the option to terminate the lease in 2030.

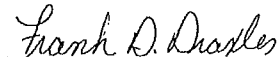
Note that currently the tower is shared (co-located) by three cell companies so the County receives \$4,500 (3 x \$1,500) in addition to the \$44,140/year. Total revenue received for 2016 is \$48,640.

#### FISCAL NOTE

The revenues are paid to Highway Department (currently applied to the Highway equipment fund).

The revenues increase 4% per year based on this extension.

Respectfully submitted,



Frank D. Draxler  
Director of Purchasing and Central Services

FDD/nlw

4 - AUTHORIZING AN EXTENSION OF THE EXISTING CELLULAR TOWER SITE  
5 AGREEMENT WITH SBA COMMUNICATIONS CORPORATION FOR A PERIOD OF  
6 25YEARS AT THE CURRENT SITE AT THE COUNTY HIGHWAY SHOP PROPERTY IN  
7 THE CITY OF ALTOONA; AUTHORIZING THE COUNTY ADMINISTRATOR TO  
8 EXECUTE THE AGREEMENT EXTENSION AND ANY OTHER NECESSARY  
9 DOCUMENTS ON BEHALF OF EAU CLAIRE COUNTY-

10 WHEREAS, on March 20, 2001, the Eau Claire County Board of Supervisors ratified a 20-  
11 year Tower Site Agreement with Airadigm Communications, Inc. located on county property at the  
12 highway department Altoona shop site; and

13  
14 WHEREAS, the site lease was subsequently assigned to and assumed by AAT  
15 Communications Corp. and amended on June 18, 2002; and

16  
17 WHEREAS, the site lease was subsequently assigned to and assumed by SBA  
18 Communications Corporation; and

19  
20 WHEREAS, SBA Communications Corporation has requested that the lease be extended for  
21 a 25-year period and the purchasing director has negotiated terms of such an extension; and

22  
23 WHEREAS, the main points of the agreement are:

- 24  
25 1. Rent – in addition to the rent of \$44,140 per year from January 1, 2016 through  
26 December 31, 2020 and the co-location fee of \$ \$1500 per user per year; and  
27 2. The rent will increase 4% per year beginning in 2021; and  
28 3. A signing bonus of \$10,000 will be paid (upon signing); and  
29 4. The County has the option to terminate the lease in 2030.

30  
31 WHEREAS, the extension will substantially enhance the current revenue pull from the  
32 cellular tower site.

33  
34 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors  
35 approves an extension of the existing cellular tower site agreement with SBA Communications  
36 Corporation for a period of 25 years at the current site at the county highway shop property in the  
37 City of Altoona and authorizes the county administrator to execute the agreement extension and any  
38 other necessary documents on behalf of Eau Claire County.

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Committee on Administration

KRZ/yk

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

## 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. A separate agenda item for rezoning and comprehensive plans amendments is added, which is consistent with current practice and is also addressed in Section 7, references to 2<sup>nd</sup> reading are eliminated as redundant, references to Rues 16 and 32 are replaced with code sections for easier reference and the confirmation and elections by chair language which is not used is eliminated.

**Section 3.** Removes redundant language.

**Section 4.** Updates the language to more accurately reflect the Wisconsin Statute that is cited replaces the reference to Rule 16 with the code section for easier reference.

**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 set aside for the media adjacent to where supervisors sat.

**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.** Replaces the reference to Rule 16 with the code section to allow for easier reference.

**Section 9.** Replaces the reference to Rules 12, 15 and 16 with the code sections to allow for easier reference.

**Section 10.** 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 11.** Replaces the reference to Rule 32 with the code section to allow for easier reference.

**Section 12.** This section 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 13.** Replaces the reference to Rule 12 with the code section to allow for easier reference.

**Section 14.** Replaces the reference to Rule 16 with the code section to allow for easier reference.

**Section 15.** Repeals 2.04.350. This subject is governed by Wisconsin Statutes. Statutory provisions for removal for county board supervisors or other elected county officers are different and reflected in separate state statutes.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/15-16.082 Fact

2  
3 - TO AMEND SECTION 2.04.030 C., D. AND E. OF THE CODE: RULE 3—  
4 OPENING OF MEETING; TO AMEND SECTION 2.04.040 B.2. OF THE CODE:  
5 RULE 4—VOTING; TO AMEND SECTION 2.04.040 E. 3. OF THE CODE: RULE  
6 4—VOTING; TO AMEND SECTION 2.04.050 B. AND C. OF THE CODE: RULE  
7 5—SPEAKING AT MEETINGS; TO AMEND SECTION 2.04.080 A. OF THE  
8 CODE: RULE 8—RULES OF CHAMBERS; TO AMEND SECTION 2.04.110 D.  
9 OF THE CODE: RULE 11—CALENDAR OF REGULAR MEETINGS; TO  
10 AMEND SECTION 2.04.310 B. OF THE CODE: RULE 31-COMMITTEE  
11 MEETINGS; TO REPEAL SECTION 2.04.340 A. AND TO AMEND B. OF THE  
12 CODE: RULE 34—CONSIDERATION AND CONFIRMATION OF  
13 APPOINTMENTS; TO REPEAL AND RECREATE SECTION 2.04.350 OF THE  
14 CODE: RULE 35—REQUEST FOR IMPEACHMENT OR REMOVAL FROM  
15 OFFICE-

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

18  
19 SECTION 1. That Subsections C., D. and E. of Section 2.04.030 of the code be  
20 amended to read:

21  
22 C. Order of Business for Regular Meetings. The order of business shall be as  
23 follows for all regular meetings of the board, except as otherwise provided by rules for the  
24 annual and organizational meetings:

- 25 1. Call to order;
- 26 2. Honoring of the flag and moment of reflection;
- 27 3. Call of the roll;
- 28 4. Correction of the journal of proceedings;
- 29 ~~5. Unfinished business;~~
- 30 ~~6.~~ 5. Public comment;
- 31 ~~7.~~ 6. Reports to the county board under Rule 32;
- 32 ~~8.~~ 7. Presentation of petitions, claims, and communications;
- 33 ~~9.~~ 8. Presentation of resolutions or ordinances by committees or members under  
34 suspension of the rules;
- 35 ~~10.~~ 9. First reading of ordinances and resolutions;
- 36 ~~11.~~ 10. Reports of standing committees and 2nd reading. The committee chair(s)  
37 responsible for reporting shall give an oral report and fact sheet by staff explaining the reasons  
38 for the committee action;
- 39 ~~12.~~ 11. Reports of select committees and 2nd reading;
- 40 ~~13.~~ 12. Reports of commissions and boards under Rule 16;
- 41 ~~14.~~ 13. Appointments, confirmations and elections by the board;

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

- 44 1. Call to order;
- 45 2. Honoring of the flag and moment of reflection;
- 46 3. Call of the roll;
- 47 4. Correction of the journal of proceedings;
- 48 5. Public hearing on the annual budget;
- 49 6. Presentation of petitions, claims and communications;

- 1                   7.     Budget deliberations-1<sup>st</sup> vice-chair presides;  
2                   ~~8.     Unfinished business;~~  
3                   98.    Reports to the county board under Rule 32;  
4                   109.   Presentation of resolutions or ordinances by committees or members under  
5 suspension of the rules;  
6                   1110.   First reading of ordinances and resolutions;  
7                   1211.   Reports of standing committees and second reading. The committee  
8 chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the  
9 reasons for the committee action;  
10                  1312.   Reports of select committees and second reading;  
11                  1413.   Reports of commissions and boards under Rule 16;  
12                  1514.   Appointments, ~~confirmations and elections by the chair;~~  
13            E.     Order of Business for the Organizational Meeting. The order of business shall be  
14 as follows for the organizational meeting:  
15                  1.     Call to order;  
16                  2.     Presentation of the colors and honoring of the flag;  
17                  3.     Moment of reflection;  
18                  4.     Certificate of election;  
19                  5.     Administration of the oath of office;  
20                  6.     Call of the roll;  
21                  7.     Election of board officers;  
22                  8.     Adoption of the rules of order;  
23                  9.     Correction of the journal of proceedings;  
24                  10.    ~~Unfinished business;~~  
25                  1110.   Public Comment;  
26                  1211.   Reports to the county board under Rule 32;  
27                  1312.   Presentation of petitions, claims, and communications;  
28                  1413.   Presentation of resolutions or ordinances by committees or members under  
29 suspension of the rules;  
30                  1514.   First reading of ordinances and resolutions;  
31                  1615.   Reports of standing committees and second reading. The committee  
32 chair(s) responsible for reporting shall give an oral report and fact sheet by staff explaining the  
33 reasons for the committee action;  
34                  1716.   Reports of select committees and second reading;  
35                  1817.   Reports of commissions and boards under Rule 16;  
36                  1918.   Appointments, ~~confirmations and elections by the board;~~

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39            **SECTION 2.** That paragraph 2. of Subsection B. of Section 2.04.040 of the code be  
40 amended to read:

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

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



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

3  
4           **SECTION 4.** That Subsections B. and C. of Section 2.04.050 of the code be amended to  
5 read:

6  
7           B.     Limitations of Speech. No member shall speak a 2nd time on a question during  
8 any meeting until any other member desiring to speak on same shall have been heard. No  
9 member shall speak more than twice on a question nor for more than 5 minutes at any one time  
10 without first obtaining leave of a majority of the members present. Merely asking or answering a  
11 question for a member shall not be counted as speaking in debate. Each member shall speak  
12 only to the merits of the question under consideration, maintain a courteous tone, ~~avoid~~  
13 ~~personalities~~, refrain from attacking or questioning the motives of any other member and avoid  
14 the mention of other members' names in a demeaning or derogatory manner.

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

20  
21           **SECTION 5.** That Subsection A. of Section 2.04.080 of the code be amended to read:

22  
23           A.——All persons not members of the board shall be excluded from within the area of  
24 ~~bench~~ of the board chambers reserved for the board during its meetings except the county  
25 administrator, the corporation counsel, the county clerk, or designees of such persons, ~~and~~  
26 ~~reporters for the public news media~~, unless such persons are present at the invitation of the board  
27 or authorized to address the board pursuant to Rule 32.

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29           **SECTION 6.** That Subsection D. of Section 2.04.110 of the code be amended to read:

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

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42           **SECTION 7.** That Subsection B. of Section 2.04.310 of the code be amended to read:

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44           B.     No standing committee meeting shall be held without the majority of the members  
45 in physical attendance, except in case of extreme emergency as approved by the committee chair.  
46 Other committees, commissions, boards and councils may meet via telephone conference phone  
47 using a speaker phone, videoconferencing or Skype at the discretion of the chair, but only if all  
48 available county board members are in physical attendance at the meeting site.

1           **SECTION 8.** To repeal Subsection A. of Section 2.04.340 and amend Subsection B. of  
2 Section 2.04.340 of the code:

3           B.—Every nomination by the chair of the county board for any appointment to any  
4 governmental body or position which requires the confirmation of the county board shall be by  
5 ~~majority vote of the supervisors present, considered prior to submittal for confirmation by the~~  
6 ~~committee on administration, or such other committee or governmental body provided by~~  
7 ~~ordinance. Confirmation action shall be by resolution introduced by the committee or~~  
8 ~~governmental body.~~

9  
10           **SECTION 9.** That Section 2.04.350 of the code be repealed and recreated to read:

11  
12           2.04.350 Rule 35--Removal from office.

13           Removal from office of elective and appointive county officers will follow the  
14 requirements of the Wisconsin Statutes.

15  
16           ADOPTED:

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27           Committee Administration

28           KRZ/yk

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

32  
33  
34           ORDINANCE/15-16. Title 2 Ordinance

**EAU CLAIRE COUNTY BOARD OF SUPERVISORS**

**AMENDMENT NO. 1**

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

**OFFERED BY COMMITTEE ON ADMINISTRATION**

**AMEND THE ORDINANCE, AMENDMENT AS FOLLOWS:**

1. On page 1, line 17 after "C.," insert "F.,".
2. On page 1, line 19, strike "s" in Subsections. Strike "and F." after "D."
3. On page 1, line 27, insert "One bound copy will be filed with Area Research Center or State Historical Society."
4. On page 1, lines 29-34, strike in their entirety.

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Committee on Administration

Dated this 12<sup>th</sup> day of January 2016.

KRZ/yk

Ordinance/15-16/081 Amendment 1

**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.

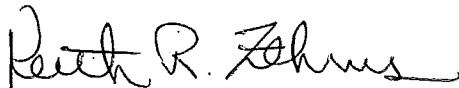
Section 2. Deletes obsolete language regarding who receives a copy of the journal of proceedings in pamphlet form, the charge for such copies and when those copies may be destroyed by the county clerk.

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

Ordinance/15-16.081 Fact

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

21 ~~D.B.~~ 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.  
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39 Reviewed by Finance Dept.  
40 for Fiscal Impact

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42 APPROVED BY  
43 CORPORATION COUNSEL  
44 AS TO FORM  
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KRZ/yk

Dated this 8 day of December, 2015.

ORDINANCE/15-16. 081

**FACT SHEET**

**TO FILE NO. 15-16/110**

This ordinance codifies the change in title from veterans service officer to veteran services director which reflects the position title in the classification and compensation study and the change in the name of the office from veterans service to veteran services approved by the committee on administration on December 8, 2015.

Fiscal Impact: No Fiscal Impact

Respectfully Submitted,



Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/15-16.110 Fact

4 - TO AMEND 2.04.435 A. OF THE CODE: COMMITTEE ON ADMINISTRATION;  
5 TO AMEND SECTION 2.04.435 A. 14. OF THE CODE: COMMITTEE ON  
6 ADMINISTRATION; TO AMEND SECTION 2.50 OF THE CODE: VETERANS  
7 OFFICE; TO AMEND SECTION 2.50.300 C. 3 OF THE CODE: COUNTY  
8 VETERANS SERVICE COMMISSION; TO AMEND SECTION 2.50.500 OF THE  
9 CODE: VETERANS TRANSPORTATION; TO AMEND SECTION 2.50.550 OF THE  
10 CODE: SERVICES LIMITED TO COUNTY RESIDENCE; TO AMEND SECTION  
11 2.90.250 B. OF THE CODE: VETERANS SERVICE OFFICE; -

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

13 **SECTION 1.** That Subsection A. of Section 2.04.435 of the code be amended to read:

14 2.04.435 Committee on administration.

15 A. The committee shall be responsible to the county board for the departmental  
16 policy and oversight of the offices of the county administrator, corporation counsel, information  
17 systems director, facilities director, veterans services ~~office~~ director and veterans service  
18 commission. In addition the committee shall have the following specific duties:  
19  
20  
21

22 **SECTION 2.** That paragraph 14. of Subsection A. of Section 2.04.435 of the code be  
23 amended to read:

24 14. Enforce standards for the disbursal of aid under Wis. Stat. § 45.86, to  
25 needy veterans by ~~the veterans' services office staff~~ under the supervision of the veterans'  
26 service commission.  
27  
28

29 **SECTION 3.** That Chapter 2.50 of the code be amended to read:

30 2.50 Veterans Services

31 Chapter 2.50

32 VETERANS SERVICES

33  
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36  
37 **SECTION 4.** That paragraph 3. of Subsection C. of Section 2.50.300 of the code be  
38 amended to read:  
39

40 3. The county veterans services ~~office~~ director shall serve ex-officio as  
41 executive secretary of the commission and shall perform the duties provided in Wis. Stat. §§  
42 45.80 and 45.81. The secretary shall keep and record all minutes as directed by the commission,  
43 furnish copies to the commissioners, file the original copies with the county clerk, and act as  
44 liaison with the committee designated by the county board.  
45  
46

47 **SECTION 5.** That Section 2.50.500 of the code be amended to read:

48 2.50.500 Veterans transportation. The veterans services ~~office~~ director may obtain  
49

1 qualified persons to transport eligible veterans from the county to a Veterans Administration  
2 hospital or service center. Each such person shall be paid a per diem of \$25 and reimbursement  
3 for mileage authorized in the Human Resources Manual. County fleet cars shall be made  
4 available for use whenever possible.

5  
6 **SECTION 6.** That Subsection B. of Section 2.50.550 of the code be amended to read:

7  
8 B. Unless otherwise provided, all veterans services authorized under this chapter  
9 shall be provided only to veterans who are residents of this county, inclusive of students enrolled  
10 at any post-secondary educational institution in the county. Veterans residing outside this county  
11 shall be referred to the veterans-services ~~office~~ director of the county of residence.

12  
13 **SECTION 7.** That Section 2.90.250 be amended to read:

14  
15 2.90.250 Veterans Services ~~Office~~.

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18 2.90.250 Veterans Services Office.

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20 ADOPTED:

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31 Committee on Administration

32 KRZ/yk

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

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38 ORDINANCE/15-16.110



**FACT SHEET  
TO FILE NO. 15-16/116**

The details of the engagement with Clifton Larson Allen include, but are not limited to the following assessment:

***Comprehensive Review of Current State Receipting Processes and Procedures:***

- a. Conduct a comprehensive operational review of your current state processes and procedures associated with receipting at collection sites to be defined by the County.
- b. Meet with the County's accounting staff and other key individuals involved in the processes to discuss, review and obtain more comprehensive current state information on the County's processes and procedures.
- c. Document the County's adopted current state receipting processes and procedures. Identify and document any differences between adopted and actual processes and procedures being followed by County staff.
- d. Identify key checks and balances, identify current key internal controls and identify key internal control strengths and weaknesses in current processes.
- e. Prepare a report that will document all findings, recommendations for process improvements, and key internal control gaps and weaknesses.
- f. Review and discuss all findings and recommendations for process improvements and key internal control gaps and weaknesses with management.

The methodology employed allows for the county to begin with a narrow construct and expand as needed to address internal controls in other key areas. The consultant will also provide guidance on options for long term management of a strong internal control function.

Internal Controls are to be an integral part of any organization's financial and business policies and procedures. Internal controls consists of all the measures taken by the organization for the purpose of; (1) protecting its resources against waste, fraud, and inefficiency; (2) ensuring accuracy and reliability in accounting and operating data; (3) securing compliance with the policies of the organization; and (4) evaluating the level of performance in all organizational units of the organization. Internal controls are simply good business practices.

Everyone within the County has a role in internal controls. The roles vary depending upon the level of responsibility and the nature of involvement by the individual. The Board of Supervisors, together with Administration, establish the presence of integrity, ethics, competence and a positive control environment. The department heads have oversight responsibility for internal controls within their units. Managers and supervisory personnel are responsible for executing control policies and procedures at the detail level within their specific unit. Each individual within a unit is to be cognizant of proper internal control procedures associated with their specific job responsibilities.

The Internal Audit role is to examine the adequacy and effectiveness of the County internal controls and make recommendations where control improvements are needed. This can be accomplished in multiple ways, through the use of consulting services or the creation of a position within County government. It is important that this activity remain independent and objective, *the consultant or employee that conducts the internal audit does not have the primary responsibility for establishing or maintaining internal controls*. However, the effectiveness of the internal controls are enhanced through the reviews performed and recommendations made by Internal Auditing.

**Fiscal note:** The initial engagement with CLA is \$6,700. The additional \$50,000 in funding will only be utilized after the initial assessment as needed. A 2/3 vote of the Board is required for passage.

Respectfully Submitted,

Kathryn Schauf  
Administrator

1 Enrolled No.

2 RESOLUTION

3 File No. 15-16/116

4 - SUPPORTING THE STRENGTHENING OF INTERNAL CONTROLS AND ALLOCATING  
5 \$50,000 OF CONTINGENCY -

6 WHEREAS, the County has hired Clifton Larson Allen (CLA) to provide a detailed analysis  
7 of cash handling procedures, and make recommendations for additional internal control activities;  
8 and

9  
10 WHEREAS, the Board of Supervisors wishes to emphasize that it will continue to work  
11 with staff to establish the presence of integrity, ethics, competence and a positive control  
12 environment; assuring the public that every effort is being taken to strengthen and enhance processes  
13 and procedures; and

14  
15 WHEREAS, effective controls provide reasonable assurance regarding the accomplishment  
16 of established objectives.

17  
18 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors  
19 supports the retention of a consulting firm to review the internal control policies and procedures in  
20 areas where significant cash receipting occurs.

21  
22 BE IT FURTHER RESOLVED that the Board is also supportive of recommendations for  
23 process changes that may include an additional investment in order to build an effective internal  
24 control system based on the five components (ensuring they are present and functioning) - Control  
25 Environment, Risk Assessment, Control Activities, Information and Communication, and  
26 Monitoring.

27  
28 BE IT FURTHER RESOLVED that a detailed oral and written report will be provided by the  
29 Consultant to the Eau Claire County Board.

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31 BE IT FURTHER RESOLVED that \$50,000 of contingency funds are being set aside for the  
32 purpose of evaluating, enhancing and monitoring the County's internal controls.

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46 Committee on Administration

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Committee on Finance & Budget

48 MO  
49 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

4 - APPOINTING CHRISTOPHER KRUSE AS MEDICAL EXAMINER FOR EAU  
 5 CLAIRE COUNTY FOR AN INITIAL TERM FROM JANUARY 1, 2016 THROUGH  
 6 JUNE 30, 2016; AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE A  
 7 CONTRACT FOR SERVICES, TO EXTEND IT UP TO 6 MONTHS AND TO TAKE  
 8 ALL ACTION NECESSARY TO EFFECTUATE THE INTENT OF THIS  
 9 RESOLUTION -

10 WHEREAS, Eau Claire County was notified on December 14, 2015 that the Eau Claire  
 11 County Medical Examiner Services would not be able to enter into a contract renewal for 2016; and

12  
 13 WHEREAS, Christopher Kruse, Medical Examiner for Dunn County has agreed to serve as  
 14 the medical examiner for Eau Claire County for an initial period of 6 months; and

15  
 16 WHEREAS, all medical examiner services will be provided within the amount budgeted for  
 17 2016.

18  
 19 NOW THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors that  
 20 Christopher Kruse be appointed as Eau Claire County Medical Examiner for an initial term of  
 21 January 1, 2016 through June 30, 2016.

22  
 23 BE IT FURTHER RESOLVED that the county administrator is authorized to execute  
 24 acontract for services and extend the contract if necessary through December 31, 2016 and take all  
 25 action necessary to effectuate the intent of this resolution.

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38 Committee on Administration

39 KRZ/yk

40 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

41 ORDINANC/15-16/124

**Strategic Planning process** *Flow:* plan do check act cycle (SP – budget – monthly report pm’s – annual report)

### **The Purpose of Planning**

Strategic planning is intended to accomplish three important tasks:

- to clarify the outcomes that an organization wishes to achieve;
- to select the broad strategies that will enable the organization to achieve those outcomes;
- to identify ways to measure progress

In addition, many organizations use the process to affirm their links to important stakeholders by involving them in the creation of the plan. – *committee, staff and stakeholder input*

There are many possible approaches to strategic planning. One approach takes into account current thinking concerning the importance of “outcome-based” planning and evaluation. In other words, our starting point is the impact your organization will have on your clients and community. Who will be affected by your programs and services and how will they benefit?

In general, strategic planning is a process of asking and answering four sets of questions about the organization:

- What do you want your organization to accomplish? What will be the impact of your organization if it is successful?
- Where is your organization today? What are the characteristics of your organization and the environment in which it operates?
- On what strategies will you focus your energy and resources?
- How will you monitor and evaluate your progress?

### **What do you want to accomplish?**

Framework - *mission, vision, and values* and the *goals* that that will direct all organizational activities during the period covered by the plan.

### **Where is your organization today?**

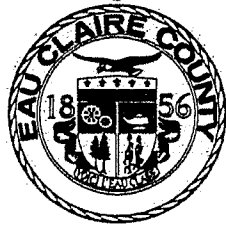
In order to plan for the future, an organization must know where it currently stands and what factors might influence its future. Early in the planning process, therefore, the organization must consider its current strengths and weaknesses and to examine its environment for potential opportunities and problems. Some planners call this a *situation analysis* or *environmental scan*.

### **What strategies will help you to succeed? – budget process**

The point of strategic planning is to develop long-term strategies that use organizational strengths and take advantage of opportunities so that the organization can achieve its goals. Based upon the strategies, short-term operational plans are developed, consisting of measurable, time-limited objectives and the activities necessary to achieve them. Operational plans are normally developed by agency staff. The budget process allocates resources according to the priorities set by the Board of Directors. Strategies and operational plans are the most flexible element of strategic planning and may be adjusted throughout the period covered by the plan in order to respond to changing conditions. Many organizations are now using the "program logic model" approach to develop their strategies – (*adjustments to budget documents* – inclusion of SMART goals - **S** specific, **M** measurable, **A** attainable, **R** relevant, **T** time bound)

### **How will you monitor your progress? – performance measures**

A key element of outcome-based planning is the identification of *performance measures* or *indicators of success* (benchmarks or standards to measure progress). Often, these can be difficult to define, particularly for social service organizations and programs aimed at prevention or social change. It is important, however, that consideration be given to measurement and evaluation throughout the planning process. Monitoring of performance is an important part of the Board’s role and funders are increasingly requiring performance measures as a condition of funding. In the strategic planning process, performance measures are normally established by staff.



# Eau Claire County

Strategic Plan Summary/  
2014 - 2016

**How can Eau Claire County....**

## **OUR MISSION**

To provide quality, innovative and cost effective services that safeguard and enhance the well-being of residents and resources.

## **OUR VALUES & BELIEFS**

- Open and Accountable
- Innovative
- Fiscally Responsible
- Responsive to our Citizens
- Good Stewards of the County's Resources

**...sustain programs and services in light of increasing costs and decreasing revenues?**

Analyze programs and services to find ways to improve processes, reduce duplication, and increase performance ultimately becoming more effective and financially stable

**... use innovative funding strategies such as collaborative partnerships to meet short and long term needs?**

Explore opportunities to combine similar services within county departments and committees, as well as developing partnerships with other local entities to share service and cost delivery

**... support youth and families to foster the development of healthy, caring, contributing citizens?**

Support programs that are directed toward community education, prevention, safety and treatment and share successful outcomes and results

**... encourage job creation and economic development?**

Integrate our resources within the community to support economic growth opportunities and responsible environmental management so that citizens and business owners notice the benefits and how it creates a positive impact on property values

**...thrive in a technological advancing era?**

Continuously update, improve and implement internal and external technology applications, while maintaining a reliable and accessible network

<p><i>Sustain programs and services in light of increasing costs and decreasing revenues</i></p>	<ul style="list-style-type: none"> <li>→ Review all programs &amp; services for new revenue sources, cost of service fee analysis and enhanced revenue collection</li> <li>→ Conduct ongoing program analyses for modification and process improvement to gain efficiencies and effectiveness</li> <li>→ Refine performance management program to better link the county strategic plan, county budget and program outcomes</li> <li>→ Advocate for state policy changes and adequate state funding for state mandated and County provided services</li> </ul>
<p><i>Use innovative funding strategies such as collaborative partnerships to meet short and long term needs</i></p>	<ul style="list-style-type: none"> <li>→ Explore partnership and collaboration opportunities between departments and with local governments, education, private and non-profit sectors to share cost of service delivery</li> <li>→ Utilize technology to proactively engage citizens in the county budget process</li> <li>→ Review organizational structure of Eau Claire County adjunct committees, commissions and advisory groups for duplication of purpose/activity</li> <li>→ Encourage cross department and agency collaboration to gain efficiencies</li> </ul>
<p><i>Support youth and families to foster the development of healthy, caring, contributing citizens</i></p>	<ul style="list-style-type: none"> <li>→ Develop and support education, prevention and treatment programs to improve basic human needs for community members</li> <li>→ Support criminal justice system changes that incorporate research based decision making programs to result in enhanced community safety, reduced crime and less victims</li> <li>→ Support the reintegration of recently separated veterans and their families to in Eau Claire County</li> <li>→ Apply for and administer grants to assist in funding of alternative programs</li> </ul>
<p><i>Encourage job creation and economic development</i></p>	<ul style="list-style-type: none"> <li>→ Support the Economic Development Corporation mission to advance economic prosperity through programs like the Idea Challenge, Skills Gap Analysis and Plan, Startup Weekend, and trade show participation</li> <li>→ Continue support of Chippewa Valley Innovation Center (CVIC), Momentum West, Western Dairyland and CVTC Applied Technology Center</li> <li>→ Promote entrepreneurship and small business growth</li> <li>→ Support programs and agencies that aid entry of community members into the workforce including recently separated veterans</li> </ul>
<p><i>Thrive in a technological advancing era</i></p>	<ul style="list-style-type: none"> <li>→ Continually update County website for ease of navigation and information access</li> <li>→ Implement technology applications that provide efficiency gains and foster greater on-line transactions capabilities for citizens</li> <li>→ Enhance social media applications for sharing county information externally and internally (intranet)</li> <li>→ Enhance use of technology for county board members</li> <li>→ Collaboration with other entities on similar programs to “scale-up” software usage</li> <li>→ Maintain reliable network and application infrastructure</li> </ul>

## **MINUTES**

Eau Claire County

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

Tuesday, December 8, 2015

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

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

Staff Present: Keith Zehms; Corporation Counsel; Tim Moore; Veterans Service Officer, Janet Loomis; County Clerk, Kathy Schauf; County Administrator, Sharon Rasmusson and Angie Harmon

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

#### **Veterans Service Office Proposed Name Change- Tim Moore – Discussion/Action**

Tim Moore, Veterans Service Officer, is proposing a name change from Veterans Service Office to Veteran Services. Staff will address any name changes in the County Code, correspondence, website, etc.

**ACTION:** Supervisor Bates made a motion to approve the name change of the department Veteran Services. Motion carried, 5-0.

#### **Review/Approval of Citizen Appointments to Select Commissions, Boards, and Councils / Discussion-Action**

Members discussed each of the citizen appointments to the following commissions, boards and councils.

- City – County Board of Health

**ACTION:** Supervisor Manydeeds made a motion to recommend both incumbents, Dr. Blair Johnson & Merey Price, RN to the City – County Board of Health. Motion carried, 5-0.

- LE Phillips Senior Center Board of Directors

**ACTION:** Supervisor Manydeeds made a motion to recommend both incumbents, Jim Deignan and Kim Johnson to the LE Phillips Senior Center Board of Directors. Motion carried, 5-0.

- Veterans Service Commission

**ACTION:** Supervisor Manydeeds made a motion to recommend Mark Rasmusson to the Veterans Service Commission. Motion carried, 5-0.

### Code Change Recommendation – Janet Loomis – Discussion/Action

The members reviewed the proposed ordinance #15-16/105 to repeal section 1.22.100 of the code: Sale of County Code and Annual Updates by County Clerk. There were two different draft ordinance changes that were proposed in response to printing code updates.

**ACTION:** Supervisor Manydeeds made a motion to approve the ordinance that suggests repealing Section 1.22.100 of the code and that this ordinance would be effective at the end of the current county board session year in April 2016. Motion carried, 5-0.

The committee discussed county board meeting frequency. The members all agreed that historically the February meeting has been canceled due to lack of legislation so it could be removed from the scheduled meetings for the session.

**ACTION:** Supervisor Clark made a motion to eliminate the February county board session beginning in 2016. Motion carried, 5-0.

Keith will draft an ordinance making this code change. The ordinance will be brought to the next county board meeting.

### Proposed Ordinance #15-16/081 – To Repeal and Recreate 1.22.045 A. 6. of the Code...- Discussion/Action

At last month's meeting Janet made the suggestion to only make hard copies of the journal of proceedings only make a certified copy and one for the Historical Society. It was also proposed to add the journal of proceedings on the county website for reference.

**ACTION:** Supervisor Manydeeds made a motion to approve the proposed ordinance as presented. Motion carried, 5-0.

### Proposed Resolution #15-16/073 – Authorizing Participation in the Green Tier Legacy Community Program - Discussion/Action

Eau Claire County was invited by WCA to participate in the Green Tier Legacy program to receive access to environmental efficiencies and sustainable solutions for the community. The resolution is authorizing Eau Claire County to participate in the program.

**ACTION:** Supervisor Manydeeds made a motion to approve the resolution authorizing participation in the Green Tier program. Motion carried, 5-0.

The committee members briefly discussed the national Property Assessed Clean Energy (PACE) program that the WCA proposed for Eau Claire County to participate in the program, along with a couple other counties. More information will be brought to the January 2016 meeting.



Proposed Ordinance #15-16/088 – To Repeal Section 2.09.010 B. 4. Of the County Code: Business Hours - Discussion/Action

The proposed ordinance changes was developed after a recent request from Clerk of Courts Susan Schaffer to the Tenth Judicial District changing the Clerk of Courts business hours and open to the public from 8:00 a.m. to 4:00 p.m. to 8:00 a.m. to 5:00 p.m.

**ACTION:** Supervisor Clark made a motion to approve the ordinance as presented. Motion carried, 5-0.

Proposed Resolution #15-16/061 – Moving the 2016 Annual Meeting on Budget from November 15, 2016 to November 9, 2016 – Discussion/Action

The resolution was presented to change the 2016 annual meeting from November 15, 2016 to November 9, 2016 to accommodate the necessity of filing with the WI Dept. of Revenue.

**ACTION:** Supervisor Wilkie made a motion approving the resolution to move the 2016 annual meeting. Motion carried, 5-0.

*John Manydeeds left the meeting at 6:10 p.m.*

Proposed Ordinance #15-16/082 – To Amend Section 2.04.030 C.,D. and E of the Code... - Discussion/Action

Keith reviewed and discussed each section changes with the committee members for clarification. There were areas of the ordinance that needed changes. The ordinance will be updated and will be brought to the January meeting for review and approval.

Proposed Ordinance #15-16/099 – To Amend Section 2.09.010 A. of the Code-Business Hours - Discussion/Action

In the past, each year the county passed a resolution closing the county departments on Martin Luther King Day for employee training. The proposed ordinance would change the code permanently.

**ACTION:** Supervisor Clark made a motion approving the proposed ordinance as presented. Motion carried, 5-0.

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

This proposed ordinance was eliminated and the number will be reused.

Review Resolution #15-16/084 – Authorizing a “Stepping Up” Initiative – Discussion/Action

The Stepping Up Initiative addresses the needs of individuals with mental illness. The resolution was brought to the Committee on Administration for informational purposes only. Committee on Judiciary & Law approved the resolution last week.

Strategic Planning – Initial Planning for 2016 / Discussion

Kathy handed out a document that can be used as a guide to the next strategic planning process and the goals that the county board will want to accomplish. This agenda item will be brought back to future meetings.

Review / Approval of Committee Minutes / Discussion – Action

- November 3, 2015

**ACTION:** Supervisor Wilkie made a motion to approve the November 3, 2015 minutes as submitted. Motion carried, 4-0.

**Motion by Supervisor Clark to adjourn the meeting at 7:05 p.m.**

Minutes respectfully submitted by,

Angie Harmon  
Committee Clerk

*Next regular scheduled meeting:  
Tuesday, January 12, 2016*