

## **AGENDA**

Eau Claire County

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

Tuesday, February 9, 2016

**4:30 p.m.**

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

1. Call to Order
2. Proposed Ordinance #15-16/082 – To Amend Section 2.04.030 C.,D. and E of the Code... - Discussion/Action  
**(pgs. 2-8)**
3. Proposed Ordinance #15-16/125 – Requesting The WI Legislature to start the process of changing the Elected County Treasurer position to an appointed position - Discussion/Action  
*(referred from the January 19, 2016 County Board meeting)* **(pgs. 9-10)**
4. UW-Oshkosh Graduate Students Project - Discussion/Action
5. WCA Legislative Exchange Follow – up / Discussion
6. PACE Program Information / Discussion
7. Strategic Planning – Initial Planning for 2016 / Discussion **(pg. 11)**
8. Administrative Updates – Discussion/Action
  - Legislative Breakfast Follow-up
  - Your County Government
9. Review / Approval of Committee Minutes / Discussion – Action
  - January 12, 2016 **(pgs.12-14)**
  - January 19, 2016 **(pg.15)**
10. Adjourn

Post: 2/4/16 Media, Committee Members, Kathy Schauf , Glenda Lyons, and Jean Schlieve

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.

## 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.** This section: eliminates the “unfinished business” agenda item which item is never used and does not comply with the open meetings law since it does not identify a subject matter to be discussed; clarifies in conjunction with changes made in Section 7 which items are considered under first reading and second reading to clarify existing practice and eliminating the need to list items under suspension of rules since a motion to suspend the rules can always be made; consolidates reports of standing committees, committees, boards and commissions and second reading of ordinances under one agenda item: and replaces references to Rues 16 and 32 with code sections for easier reference; and eliminates 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 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.** The main goal of these changes is to make it clear where items will appear in the county board agenda. This section 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. Along with vouchers these agenda items will be considered for action under second reading instead of under suspension of rules. In addition the last sentence is deleted since all legislation is listed in the same manner on the county board agenda.

**Section 8.** This section replaces the reference to Rule 16 with the code section to allow for easier reference.

**Section 9.** This section 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.** This section 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.** This section replaces the reference to Rule 12 with the code section to allow for easier reference.

**Section 14.** This section 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 2.04.010 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. AND 4. 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 2.04.150 A. OF THE CODE: RULE 15—SELECT AND  
11 SPECIAL COMMITTEES; TO AMEND SECTION 2.04.280 C. OF THE CODE: RULE 28—  
12 RESOLUTIONS, ORDINANCES AND AMENDMENTS; TO AMEND SECTION 2.04.310 B.  
13 OF THE CODE: RULE 31-COMMITTEE MEETINGS; TO AMEND SECTION 2.04.330 OF  
14 THE CODE: RULE 33—REPORTS OF CONVENTION DELEGATES; TO AMEND  
15 SECTION 2.04.340 B. OF THE CODE: RULE 34—CONSIDERATION AND  
16 CONFIRMATION OF APPOINTMENTS; TO REPEAL SECTION 2.04.350 OF THE CODE:  
17 RULE 35—REQUEST FOR IMPEACHMENT OR REMOVAL FROM OFFICE; TO AMEND  
18 SECTION 2.04.435 B. OF THE CODE: COMMITTEE ON ADMINISTRATION; TO AMEND  
19 SECTION 2.05.001 E. OF THE CODE: LEGISLATIVE POLICY AND INTENT-

20  
21 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

22  
23 **SECTION 1.** That Subsection C. of Section 2.04.010 of the code be amended to read:

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

31  
32 **SECTION 2.** That Subsections C., D. and E. of Section 2.04.030 of the code be  
33 amended to read:

34  
35 C. Order of Business for Regular Meetings. The order of business shall be as  
36 follows for all regular meetings of the board, except as otherwise provided by rules for the  
37 annual and organizational meetings:

- 38 1. Call to order;  
39 2. Honoring of the flag and moment of reflection;  
40 3. Call of the roll;  
41 4. ~~Correction~~ Approval of the journal of proceedings;  
42 5. ~~Unfinished business;~~  
43 6. Public comment;  
44 7. Reports to the county board under ~~Rule 32~~ 2.04.320;  
45 8. Presentation of petitions, claims, and communications;  
46 9. ~~Presentation of resolutions or~~ First reading of ordinances by committees ~~or~~  
47 ~~members under suspension of the rules;~~  
48 10. First reading of ordinances and resolutions by members;  
49 11. Reports of standing committees, committees, commissions and boards

1 under 2.04.160 and 2<sup>nd</sup> second reading of ordinances. The committee chair(s) responsible for  
2 reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee  
3 action;

4 ~~12. Reports of select committees and 2nd reading;~~

5 ~~13. Reports of commissions and boards under Rule 16 ;~~

6 ~~1411. Appointments, confirmations and elections by the board;~~

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

9 1. Call to order;

10 2. Honoring of the flag and moment of reflection;

11 3. Call of the roll;

12 4. ~~Correction~~ Approval of the journal of proceedings;

13 5. Public hearing on the annual budget;

14 6. Presentation of petitions, claims and communications;

15 7. Budget deliberations-1<sup>st</sup> vice-chair presides;

16 ~~8. Unfinished business;~~

17 ~~98. Reports to the county board under Rule 32 2.04.320;~~

18 ~~109. Presentation of resolutions or First reading of ordinances by committees or~~  
19 ~~members under suspension of the rules;~~

20 ~~110. First reading of ordinances and resolutions by members;~~

21 ~~1211. Reports of standing committees, committees, commissions and boards~~  
22 under 2.04.160 and second reading of ordinances. The committee chair(s) responsible for  
23 reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee  
24 action;

25 ~~1312. Reports of select committees and second reading;~~

26 ~~1413. Reports of commissions and boards under Rule 16 2.04.160;~~

27 ~~1514. Appointments, confirmations and elections by the chair;~~

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

30 1. Call to order;

31 2. Presentation of the colors and honoring of the flag;

32 3. Moment of reflection;

33 4. Certificate of election;

34 5. Administration of the oath of office;

35 6. Call of the roll;

36 7. Election of board officers;

37 8. Adoption of the rules of order;

38 9. ~~Correction~~ Approval of the journal of proceedings;

39 ~~10. Unfinished business;~~

40 ~~110. Public Comment;~~

41 ~~1211. Reports to the county board under Rule 32 2.04.320;~~

42 ~~1312. Presentation of petitions, claims, and communications;~~

43 ~~1413. Presentation of resolutions or First reading of ordinances by committees or~~  
44 ~~members under suspension of the rules;~~

45 ~~1514. First reading of ordinances and resolutions by members;~~

46 ~~1615. Reports of standing committees, committees, commissions and boards~~  
47 under 2.04.160 and second reading of ordinances. The committee chair(s) responsible for  
48 reporting shall give an oral report and fact sheet by staff explaining the reasons for the committee  
49 action;

- 1           17.    ~~Reports of select committees and second reading;~~  
2           18.    ~~Reports of commissions and boards under Rule 16 ;~~  
3           ~~1916.~~    ~~Appointments, confirmations and elections by the board;~~  
4  
5

6           **SECTION 3.** That paragraph 2. of Subsection B. of Section 2.04.040 of the code be  
7 amended to read:

8  
9           2.       All members shall be in their seats when voting. Prior to the  
10 announcement by the chair of the final vote on any question, members have the right to change  
11 their vote by rising for recognition and so announcing the change to the clerk. Thereafter,  
12 members shall not be allowed to change their vote, ~~even by unanimous consent.~~  
13

14           **SECTION 4.** That paragraph 3. and 4. of Subsection E. of Section 2.04.040 of the code  
15 be amended to read:

16  
17           3.       Any public ~~construction referendum~~ work done directly by the county  
18 under Wis. Stat. § 59.52(29), (3/4);

19           4.       Any motion to withdraw a matter from committee unless notice has been  
20 given as provided in ~~Rule 16 2.04.160~~ ~~codified in 2.04.160~~ (2/3).  
21

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

24  
25           B.       Limitations of Speech. No member shall speak a 2nd time on a question during  
26 any meeting until any other member desiring to speak on same shall have been heard. No  
27 member shall speak more than twice on a question nor for more than 5 minutes at any one time  
28 without first obtaining leave of a majority of the members present. Merely asking or answering a  
29 question for a member shall not be counted as speaking in debate. Each member shall speak  
30 only to the merits of the question under consideration, maintain a courteous tone, ~~avoid~~  
31 ~~personalities~~, refrain from attacking or questioning the motives of any other member and avoid  
32 the mention of other members' names in a demeaning or derogatory manner.

33           C.       Method of Address. At all times the chair shall be addressed as "Mister  
34 Chair~~man~~" or "Madame Chair~~woman~~" ~~as the case maybe, or in the alternative as mister/madame~~  
35 ~~chairperson, respectively. Members shall refer to all officers and fellow members by title only,~~  
36 ~~the acceptable address for~~ and fellow members being as "Supervisor \_\_\_\_\_" or "Mr./Mrs./Ms.  
37

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

39  
40           A.——All persons not members of the board shall be excluded from ~~within~~ the area of  
41 ~~bench~~ of the board chambers reserved for the board during its meetings except the county  
42 administrator, the corporation counsel, the county clerk, or designees of such persons, ~~and~~  
43 ~~reporters for the public news media~~, unless such persons are present at the invitation of the board  
44 or authorized to address the board pursuant to ~~Rule 32 2.04.320~~.  
45

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

47  
48           D.       The calendar shall be prepared under the direction of the county administrator in  
49 accord with the orders of business provided in 2.04.030. Approval of vouchers, rezoning and

1 comprehensive plan reviews will be listed under second reading. Ordinances received from  
2 committees will be listed under first reading and resolutions under second reading. Ordinances  
3 and resolutions received from members will be listed under first reading. All legislation  
4 received from committees will be listed as follows: rezoning and approval of vouchers under  
5 suspension, ordinances under first reading and resolutions under second reading. All standing  
6 committee reports shall be listed by committee in the order that they are designated in Rule 12  
7 2.04.120, and all select committee reports shall be listed alphabetically by committee name.  
8 Legislation under first reading shall be listed by synopsis of title. Legislation under second and  
9 subsequent readings shall be listed by full title with a notation thereafter of the date of first  
10 reading and the calendar supplement pages on which it appeared or, if distribution of legislation  
11 occurred at a meeting, a notation to that effect.

12  
13 **SECTION 8.** That Subsection A. of Section 2.04.150 of the code be amended to read:

14  
15 A. Select and special committees may be created by resolution, specifying the  
16 committee charge, number of members and termination date. Select committees shall consist  
17 solely of members of the board, and special committees shall have at least 1 member of the  
18 board. Select and special committees created without a termination date shall expire on the 3rd  
19 Tuesday of April next following creation thereof. Said committees shall have such authority as  
20 shall be granted by resolution, except that the reports of special committees shall be referred to a  
21 standing committee pursuant to ~~Rule 16~~ 2.04.160.

22  
23 **SECTION 9.** That Subsection C. of Section 2.04.280 of the code be amended to read:

24  
25 C. Resolutions and ordinances may only be introduced by a member or a committee  
26 under ~~Rule 12 or 15~~ 2.04.120 or 2.04.150. Amendments to proposed legislation may be  
27 introduced by a member or a committee under ~~Rule 16~~ 2.04.160. Prior to introduction or  
28 placement on the calendar, all such proposed enactments shall be subscribed as follows:

29  
30 **SECTION 10.** That Subsection B. of Section 2.04.310 of the code be amended to read:

31  
32 B. No standing committee meeting shall be held without the majority of the members  
33 in physical attendance, except in case of extreme emergency as approved by the committee chair.  
34 Other committees, commissions, boards and councils may meet via telephone conference phone  
35 using a speaker phone or some type of videoconferencing at the discretion of the chair, but only  
36 if all available county board members are in physical attendance at the meeting site.

37  
38 **SECTION 11.** That Section 2.04.330 of the code be amended to read:

39  
40 2.04.330 Rule 33--Reports of convention delegates. All county board members serving  
41 as delegates to a state or national conference or convention shall provide a written report within  
42 15 days of the conference or convention to the county board, which may be supplemented by an  
43 oral report under ~~Rule 32~~ 2.04.320.

44  
45 **SECTION 12.** To amend Subsection B. of Section 2.04.340 of the code:

46  
47 ~~B.~~—Every nomination by the chair of the county board for any appointment to any  
48 governmental body or position which requires the confirmation of the county board shall be by  
49 majority vote of the supervisors present. ~~considered prior to submittal for confirmation by the~~

1 ~~committee on administration, or such other committee or governmental body provided by~~  
2 ~~ordinance. Confirmation action shall be by resolution introduced by the committee or~~  
3 ~~governmental body.~~

4 **SECTION 13.** To amend Subsection B. of Section 2.04.435 of the code:

5  
6 2.04.435 Committee on administration.

7 B. The chair and vice-chair of the county board shall be the chair and vice-chair of  
8 the committee, respectively. The chairs of all other standing committees in ~~Rule 12~~ 2.04.120  
9 shall be ex-officio members of the committee without voting privileges.

10  
11 **SECTION 14.** To amend Subsection E. of Section 2.05.001 of the code:

12  
13 2.05.001 Legislative policy and intent.

14 E. All legislation introduced as provided in D. shall be referred to a standing  
15 committee as provided in ~~Rule 16~~ 2.04.160 ~~codified in 2.04.160.~~

16  
17 **SECTION 15.** That Section 2.04.350 of the code be repealed.

18  
19  
20 ADOPTED:

21  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_  
28 \_\_\_\_\_  
29 \_\_\_\_\_  
30 \_\_\_\_\_

31 Committee Administration

32 KRZ/yk

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



**FACT SHEET**

**TO FILE NO. 15-16/125**

This Resolution requests the state legislature to initiate the process of changing the elected position of county treasurer to an appointed position. Currently under Wis. Stat. § 17.21 (3) a vacancy in the county treasurer is filled by appointment by the county board. This process was used in 2013 when a select committee consisting of the county board chair, 1<sup>st</sup> vice chair, 2<sup>nd</sup> vice chair along with the finance & budget committee chair and vice chair was responsible for reviewing and interviewing candidates for the county treasurer position and forwarding a recommendation to the county board to fill the vacancy in the office of county treasurer. The recruitment process used was the same as recruitment for all appointed county positions. This process resulted in 33 applications for the position which was narrowed to 7 applicants by the select committee. The select committee reviewed each applicants training and experience and interviewed the prior to making its recommendation. This process resulted in adoption of a Resolution on July 16, 2013 appointing Glenda Lyons as Eau Claire County Treasurer effective September 7, 2013 through January 2, 2017.

Under Article XII of the Wisconsin Constitution, amending the constitution requires a majority vote of both houses of the legislature, then after the next general election another majority vote of both houses of the legislature and final approval by a majority of the popular vote cast by Wisconsin citizens.

Fiscal Impact: None

Respectfully Submitted,



Jean D. Schlieve  
Supervisor, District 14

KRZ/yk

Ordinance/15-16.125 Fact

4 - REQUESTING THE WISCONSIN LEGISLATURE TO START THE PROCESS OF  
5 CHANGING THE ELECTED COUNTY TREASURER POSITION TO AN APPOINTED  
6 POSITION -

7 WHEREAS, the office of county treasurer was a made a constitutional office in 1882 as a  
8 result of amendment to Article IV, Section 4. of the Wisconsin Constitution; and

9  
10 WHEREAS, the county treasurer previously elected every 2 years, is now elected every 4  
11 years; and

12  
13 WHEREAS, due to a mid-term retirement in 2013 the current county treasurer was appointed  
14 by the Eau Claire County Board of Supervisors pursuant to Wis. Stat. § 59.52(1) (b) effective  
15 September 7, 2013 through January 2, 2017; and

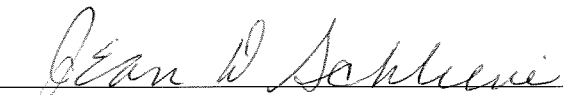
16  
17 WHEREAS, the appointment was based on qualifications including education and experience  
18 through an application and interview process; and

19  
20 WHEREAS, counties are best served if the county treasurer is appointed after the process of  
21 review of applications and interviews of the most qualified applicants; and

22  
23 WHEREAS, amending the Wisconsin Constitution requires the majority vote of both houses  
24 of the legislature, in two successive legislative sessions and final approval by a majority of the  
25 popular vote cast by Wisconsin citizens.

26  
27 NOW THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors that  
28 it requests state legislature begin the process of changing the position of county treasurer from  
29 elected to appointed ultimately giving the voters of the state of Wisconsin the opportunity to make  
30 the final decision.

31  
32 BE IT FURTHER RESOLVED that the Eau Claire County Board of Supervisors directs the  
33 county clerk to forward this resolution to the governor, assembly members and senators representing  
34 Eau Claire County, and the Wisconsin Counties Association.

35  
36  
37   
38 Jean D. Schlieve  
39 Supervisor, District 14

40 JS/yk

41  
42 Dated this 13 day of January, 2015.

43 ORDINANC/15-16/125

APPROVED BY  
CORPORATION COUNSEL  
AS TO FORM

**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.

## **MINUTES**

Eau Claire County

• Committee on Administration •

Tuesday, January 12, 2016

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

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

Members Absent: Jerry Wilkie

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

Others Present: Supervisor Mark Olson

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

### Purchasing Thresholds – Frank Draxler Discussion/Action

Frank provided the members with a copy the Purchasing Quick Reference Guide for county purchasing thresholds. The members reviewed and discussed the current thresholds and what thresholds have been changed since the building project. Frank was directed to bring to the reference guide to the Committee on Finance & Budget to discuss what would need to be approved by the county board for routine, budgeted and non-budgeted purchases.

### Proposed Resolution #15-16/111 – Cell Tower Site Extension – Frank Discussion/Action

Frank provided the members with the details of the proposed resolution regarding a 25 year lease extension to the cell tower located at the highway department shop in Altoona to Airadigm Communications, Inc.

**ACTION:** Supervisor Manydeeds made a motion to approve the resolution to extend the cell tower lease to Airadigm Communications, Inc. Motion carried, 4-0.

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

A number of sections in 2.04 of the code that were discussed at the December meeting, Keith provided an updated copy of the ordinance that included the suggested changes to be reviewed. The committee reviewed the changes and additional corrections were suggested. Keith will update and the ordinance will be brought back to the February meeting.

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)

The ordinance and amendment clarifies how many hard bound copies will be printed of the journal of proceedings. There will only be one hard bound copy of the journal of proceedings maintained in the county clerk's office and one bound copy filed with the Area Research Center or State Historical Society.

**ACTION:** Supervisor Bates made a motion to approve Amendment #1 for file No. 15-16/081. Motion carried, 4-0.

Proposed Ordinance #15-16/110 – To Amend 2.04.435 A. of the Code... Veteran Service – Discussion/Action

The members discussed the details to proposed ordinance changing the job title of the Veterans Service Officer to Veteran Services Director.

**ACTION:** Supervisor Clark made a motion to approve the ordinance as presented. Motion carried, 4-0.

Proposed Resolution #15-16/116 – Supporting the Strengthening of Internal Control and Allocating \$50,000 of Contingency - Discussion/Action

Kathy Schauf informed members with respect to the background of the proposed resolution of hiring Clifton Larson Allen (CLA) to review the internal control policies and procedures, supporting the strengthening of internal controls and allocating funds from the contingency fund to use as needed for any additional costs during the internal controls. Mark Olson was in attendance and added additional background information behind the proposed resolution.

**ACTION:** Supervisor Manydeeds made a motion to approve the proposed resolution as presented. Motion carried, 4-0.

Proposed Resolution #15-16/124 - Medical Examiner Appointment – Discussion/Action

Keith informed the committee regarding the current Medical Examiner contracts and options for services in 2016. The current medical examiner stated he would no longer be available to provide services in 2016. The Dunn County Medical Examiner, Christopher Kruse has agreed to provide services to Eau Claire Co. for 6 months.

**ACTION:** Supervisor Manydeeds made a motion to approve the resolution appointing Christopher Kruse as Medical Examiner. Motion carried, 4-0.

Legislative Breakfast – January 25<sup>th</sup> – Discussion

The Legislative Breakfast will be held the morning of Monday, January 25<sup>th</sup> beginning at 7 AM. The talking points to be discussed will be those similar to the 2015-2016 WCA Legislative Agenda.

### County Board – Oral Reports Discussion/Action

Historically, each county department reports to the county board from the most recent department annual report and depending on scheduling those reports could be almost 18-24 mos. old. Kathy made the suggestion that department directors be given the direction to give their oral report on the current status of challenges and opportunities, accomplishments, and the issues that each department are facing within the previous 12 months.

### Strategic Planning – Initial Planning for 2016 / Discussion

Tabled until next meeting.

### Administrative Updates – Discussion/Action

- *Classification/Compensation Implementation*  
All appeals have been submitted and the Committee on Human Resources will receive an appeals report during the meeting on Friday. The committee will also discuss the overall goals and objectives of the classification and compensation areas.
- *County Theft Update*  
There will be a press conference held after both individuals' sentencings are completed.
- *Medical Examiner*  
See minutes above.
- *Chamber of Commerce Presentation*  
Gregg and Kathy will be presenting the Eau Claire Chamber's State of the County meeting this Friday, January 18th at the Clarion hotel.
- *Chippewa Valley Rally*  
Gregg and Kathy will be attending the rally at the end of January.

Gregg also mention the "Your County Government" series that will be done by the Community Television and the Chippewa Valley Post will receiving regular stories from each county department.

### Review / Approval of Committee Minutes / Discussion – Action

- December 8, 2015

**ACTION:** Supervisor Manydeeds made a motion to approve the December 8, 2015 minutes as submitted. Motion carried, 4-0.

### **Motion by Supervisor Clark to adjourn the meeting at 6:30 p.m.**

Minutes respectfully submitted by,

Angie Harmon  
Committee Clerk

**MINUTES**

Eau Claire County

**• Committee on Administration •**

Tuesday, January 19, 2016

6:45 p.m.

Courthouse - Room #1302

721 Oxford Avenue • Eau Claire, WI

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

Members Excused: Gerald Wilkie

Staff Present: Frank Draxler, Purchasing & Central Services Director

Chairman Moore called the meeting to order at 6:45 p.m.

**Proposed Resolution / File No. 15-16/127 “Review & Approval of Bids for the Lake Altoona Dam Repair Project (Phase 2)” / Discussion – Action**

Frank Draxler, Purchasing & Central Services Director was present to review and discuss the bids received for phase 2 of the Lake Altoona dam repair project.

**ACTION:** Motion by Supervisor John Manydeeds to award the bid for the Lake Altoona dam repair (Phase 2) to IEI General Contractors for \$51,000. Motion carried, 4-0.

Motion by Supervisor Bates to adjourn the meeting at 6:55 p.m.

Respectfully submitted,

Sharon Rasmusson