

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, March 8, 2016

4:30 p.m.

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

1. Call to Order
2. 179D Tax Deduction Assignment – Frank Draxler - Discussion/Action (pg . 2)
3. Proposed Resolution #15-16/143 – Withdraw from the Local Government Property Insurance Fund– Frank Draxler – Discussion/Action (pgs . 3–6)
4. Proposed Ordinance #15-16/148 – Repeal and Recreate Section 2.90.110 of the Code: District Attorney – Discussion/Action (pgs . 7–8)
5. Proposed Ordinance #15-16/151 – To Amend Section 2.04.340 B. of the Code: Rule 34 – Discussion/Action (pg . 9–10)
6. Review Proposed Ordinance #15-16/135 - To Create Chapter 4.25 of the Code: Property Assessed Clean Energy (PACE) Financing Ordinance – Discussion/Action (pg . 11–15)
7. Proposed Resolution #15-16/136 – PACE Commission Agreement/ Discussion-Action (pg . 16–17)
8. UW-Oshkosh Graduate Students Project Update – Discussion/Action
9. Strategic Planning – Initial Planning for 2016 - Discussion (pg . 18)
10. Administrative Updates – Discussion/Action
 - Internal Controls
11. Review / Approval of Committee Minutes / Discussion – Action
 - February 9, 2016 (pg . 19–21)
12. Adjourn

Post: 3/3/16 Media, Committee Members, Kathy Schauf , 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.



MEMO

EAU CLAIRE COUNTY PURCHASING & CENTRAL SERVICES DEPARTMENT

721 OXFORD AVENUE
EAU CLAIRE, WI 54703-5481
715-839-5114 • 715-839-1669 FAX



DATE: March 2, 2016
TO: Committee on Administration
FROM: Frank Draxler, Director of Purchasing
RE: Assigning the Rights for a 179D Tax Deduction

179D is a tax deduction option that applies mostly to commercial development, but in this case applies to the construction of the Jail and remodeling of the government center.

Since government agencies don't pay federal tax, the Tax Code allows government agencies to assign the rights to 179D to the contractor or designer. This tax code also allows contractors and architectural firms to go back 3-4 years.

Jerry Shea, president of Market and Johnson requested EC County to assign the rights of 179D to M&J. This is specifically for the construction of the new jail and remodeling of the courthouse.

The following are reason to assign this to M&J:

- M&J was the first to request this.
- Other firm(s) may not know about the 179D portion of the tax code.
- The tax deduction may not be needed by other firms.
- M&J is from the EC Community and therefore one could say the money saved, if any, would be applied within the community.

The County is not spending any money nor would the County get any money or credit. Potentially there could be a firm (Architect) that asks for this same assignment. If it does happen, I would be comfortable explaining that we already assigned the rights to the Contractor, Market & Johnson.

FACT SHEET

PROPERTY INSURANCE FOR EAU CLAIRE COUNTY

Background:

The Local Government Property Insurance Fund-LGPIF has insured Eau Claire County for property and auto physical damage for the past 25yrs plus years.

LGPIF was formed in 1903 and has provided cost effective insurance with broad coverage.

Recently the LGPIF has performed poorly somewhat due to:

- 2010 Legislature approved \$ 12 million dividend
- Significantly depleted surplus funds
- Several large losses in 2010-2014

During the latest budget cycle the State legislature came close to ending LGPIF and therefore many municipalities were scrambling to find insurance. LGPIF is still operating but they are offering significant rate increases due to funding deficits.

- Statute requires resolution to withdraw from Fund(LGPIF).

The Municipal Property Insurance Company-MPIC was formed in response to LGPIF rate increases. MPIC is formed by three municipally owned insurance companies

- League of Municipalities(LWMMI)
 - Cities & Villages Mutual Insurance Company(CVMIC)
 - Wisconsin Municipal Mutual Insurance Company(WMMIC)
- WMMIC for 28 years has provided stability with Liability Insurance premiums
 - Eau Claire County has been a member of WMMIC for the past 16 years.
 - MPIC is structured to provide coverage that meets County's needs including "broad" coverage. MPIC offers a stable long- term solution for property insurance.

Additional coverage includes:

- \$100,000 For asbestos cleanup, abatement and removal from a covered loss
- Coverage for police dogs and horses up to \$25,000; a \$1,000 deductible applies to this coverage

- \$1,000,000 in builders risk coverage
- Limited flood coverage of \$1.5 million for any buildings not in a flood plain
- Terrorism coverage

Cost:

LGPIF: 2015 - Premium-\$138,520

2016 - Quote is \$238,863

- Includes Property insurance and Auto Physical Damage

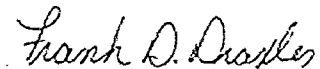
MPIC: 2016 - Quote is \$159,942

- Includes \$102,605 property insurance and \$56,937 thru Integrity Insurance for Auto Physical Damage-Group Purchase by WMMIC Members.

Fiscal Note:

Cost is competitive, stable premiums over the long term and it is a , quality company.
2016 cost is within the Budget.

Respectfully Submitted,



Frank D. Draxler
Director of Purchasing

4 -WITHDRAW FROM THE LOCAL GOVERNMENT PROPERTY INSURANCE FUND AND
5 PURCHASE PROPERTY INSURANCE FROM THE MUNICIPAL PROPERTY INSURANCE
6 COMPANY

7
8 WHEREAS, The County of Eau Claire has purchased property and auto physical damage
9 coverage from the Local Government Property Fund (LGPIF) since 1987; and

10
11 WHEREAS, after the latest state budget proposed to eliminate the Local Government
12 Property Insurance Fund(LGPIF), County of Eau Claire and other municipalities have worked to
13 find alternatives to LGPIF for property insurance; and

14
15 WHEREAS, LGPIF increased insurance rates for municipalities by 100% due to their
16 funding deficits; and

17
18 WHEREAS, as a member for the past 16 years, Wisconsin Municipal Mutual Insurance
19 Company(WMMIC) has helped the County of Eau Claire control costs for general and auto
20 liability coverage, public officials errors and omissions liability and claims administration and;

21
22 WHEREAS, WMMIC has partnered with Cities and Villages Mutual Insurance
23 Corporation(CVMIC) and the League of Wisconsin Municipalities Mutual Insurance
24 Corporation(LWMMI) to create a new stock insurance company, Municipal Property Insurance
25 Company(MPIC);and

26
27 WHEREAS, the three mutual entities have each provided a startup fund of three million
28 dollars, hired an executive director and began to issue insurance policies on October 1, 2015; and
29 as of January 2016 MPIC has over 250 policy holders, (all Wisconsin municipalities) \$7,000,000
30 in premiums and insures over \$10 billion in property values; and

31
32 WHEREAS, MPIC will offer a stable long term property insurance solution as it is a
33 municipal owned pool and will provide risk sharing and long term cost savings opportunities;
34 and

35
36 WHEREAS, Eau Claire County via its membership with WMMIC has a financial interest
37 with MPIC; and

38
39 WHEREAS, pursuant to the requirements of section 605.21(3), Wis. Stats., to withdraw
40 from the Local Government Property Fund, a local municipality must provide certified notice to
41 the LGPIF by majority vote that the municipality has elected to withdraw from the fund;

42
43 NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Eau
44 Claire County, that pursuant to section 605.21(3) of the Wisconsin Statutes, elects to withdraw
45 from the Local Government Property Fund on March 31, 2016; and

46
47 BE IT FURTHER RESOLVED that a certified notice of this resolution be sent to the
48 Local Government Insurance Fund and the appropriate forms be completed and;

1 BE IT FURTHER RESOLVED that the County of Eau Claire shall purchase property
2 insurance from the Municipal Property Insurance Company (MPIC) effective on April 1, 2016.
3
4

5
6 ADOPTED:

7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 Committee on Administration

18 nlw

19 Dated this 8th day of March, 2016.

FACT SHEET

TO FILE NO. 15-16/148

The records retention/disposition authorization schedules for the district attorney have been updated on a regular basis by the Public Records Board, most recently in December 2015. When this happens, the records retention language in the county code becomes outdated. This ordinance will mean changes approved by the Public Records Board will automatically be implemented, as coordinated between the district attorney's office and the records center.

Fiscal Impact: No fiscal impact.

Respectfully Submitted,

Keith R. Zehms
Corporation Counsel

KRZ/yk

Ordinance/15-16.148 Fact

1 **Enrolled No.**

ORDINANCE

File No. 15-16/148

2
3 **- REPEAL AND RECREATE SECTION 2.90.110 OF THE CODE: DISTRICT**
4 **ATTORNEY-**

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

7
8 **SECTION 1.** That Section 2.90.110 of the code be repealed and recreated to
9 read:

10
11 2.90.110 District Attorney. The records retention/disposition authorization schedules for
12 the district attorney approved by the Public Records Board will be followed.

13
14 **ADOPTED:**

15
16 _____
17
18 _____
19
20 _____
21
22 _____
23
24 _____

25 Committee on Administration

26 KRZ/yk

27
28
29 Dated this _____ day of _____, 2016.

30
31
32 ORDINANCE/15-16.148

FACT SHEET

TO FILE NO. 15-16/151

This ordinance changes the language regarding the committee role in county board chair appointments that have to be confirmed by the county board. The committee role is one of review and not confirmation and a resolution will not be required.

Fiscal Impact: None
Respectfully Submitted,

Keith R. Zehms
Corporation Counsel

KRZ/yk

Ordinance/15-16.151 Fact

1 Enrolled No.

2 ORDINANCE

3 File No. 15-16/151

4 - TO AMEND SECTION 2.04.340 B. OF THE CODE: RULE 34—
5 CONSIDERATION AND CONFIRMATION OF APPOINTMENTS-

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

7
8 SECTION 1. That Subsection B. of Section 2.04.340 of the code be amended to
9 read:

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

16
17
18 ADOPTED:

19
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____

29 Committee on Administration

30 KRZ/yk

31
32
33 Dated this _____ day of _____, 2016.
34
35

36 ORDINANCE/15-16.151

4 **- TO CREATE CHAPTER 4.25 OF THE CODE: PROPERTY ASSESSED CLEAN**
5 **ENERGY FINANCING ORDINANCE -**

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

7
8 **CHAPTER 1.** That Chapter 4.25 of the code is created to read:

9
10 Chapter 4.25

11
12
13 PROPERTY ASSESSED CLEAN ENERGY FINANCING

14
15
16 Chapters:

- 17
- 18
- 19 4.25.001 Purpose.
- 20 4.25.010 Definitions.
- 21 4.25.020 Statutory authority.
- 22 4.25.030 PACE loans as special charges; delinquent amounts as liens.
- 23 4.25.040 Wisconsin Pace Commission.
- 24 4.25.050 Loan approval.
- 25 4.25.060 Supplemental agreement.
- 26 4.25.070 Annual installments added to tax rolls.
- 27 4.25.080 Remittance special charges.
- 28 4.25.090 Property tax foreclosure procedures.
- 29 4.25.100 Sale of foreclosed property.
- 30 4.25.110 Distribution of foreclosure proceeds.
- 31 4.25.120 Ordinance electing to proceed under Wis. Stat. § 75.521, in relation to
- 32 enforcement of collection of tax liens.
- 33
- 34
- 35

36 4.25.001 Purpose. The County finds that renovations or additions to premises located in
37 the County made to improve energy efficiency, improve water efficiency, and/or use renewable
38 resource applications, increase property values, stimulate local economic activity, provide local
39 and global environmental benefits, and promote the general welfare of County residents. The
40 purpose of this Chapter is to facilitate loans arranged by property owners or lessees to make such
41 improvements by treating loan principal and interest, fees, and other charges as special charges
42 eligible for inclusion on the tax roll for these properties.

43
44 4.25.010 Definitions.

- 45 A. "Annual installment" means the portion of the PACE loan that is due and payable
- 46 for a particular year under the supplemental agreement.
- 47 B. "Borrower" means the property owner or lessee of the subject property that
- 48 borrows the proceeds of a PACE loan.

1 C. "Default loan balance" means the outstanding balance, whether or not due, of a
2 PACE loan at the time that the County receives foreclosure proceeds.

3 D. "Foreclosure proceeds" means the proceeds received by the County from the
4 disposition of a subject property through an in rem property tax foreclosure.

5 E. "Loan amount" means the principal, interest, administrative fees (including the
6 Program Administrator's fees) and other loan charges to be paid by the borrower under the
7 PACE loan.

8 F. "PACE" means the acronym for property assessed clean energy.

9 G. "PACE default provisions" means:

10 1. The delinquent annual installment(s) due when the County initiates the in
11 rem property tax foreclosure on the subject property;

12 2. Any additional annual installment(s) that become due between the time
13 that the County initiates in rem property tax foreclosure on the subject property and the date the
14 County receives the foreclosure proceeds;

15 3. Any default interest charges applied to unpaid annual installments
16 referenced in subs. (1) and (2) above, as provided in the supplemental agreement; and

17 4. Any default loan balance.

18 H. "PACE lender" means any person that makes a PACE loan, and which may
19 include an affiliate of the borrower.

20 I. "PACE loan" means a loan made by a PACE lender to a borrower under this
21 Chapter for energy efficiency improvements, water efficiency improvements, or renewable
22 resource applications made to or installed on a subject property.

23 J. "Person" means any individual, association, firm, corporation, partnership,
24 limited liability company, trust, joint venture or other legal entity, or a political subdivision as
25 defined in Wis. Stat. § 66.0627.

26 K. "Program Administrator" means the person retained by the Wisconsin PACE
27 Commission as provided in 4.25.040 B.

28 L. "Subject property" means any premises located in the County on which energy
29 efficiency improvements, water efficiency improvements, or renewable resource applications are
30 being or have been made and financed through an outstanding PACE loan.

31 M. "Supplemental agreement" means a written agreement among a borrower, a
32 PACE lender and the County, as provided for in 4.25.060.

33 N. "Wisconsin PACE Commission" means the Wisconsin PACE Commission to be
34 formed under Wis. Stat. § 66.0301, as amended, by the County and one or more other political
35 subdivisions as defined in Wis. Stat. § 66.0627, pursuant to a Joint Exercise of Powers
36 Agreement relating to the Wisconsin PACE Commission, as amended.

37
38 4.25.020 Statutory authority. This Chapter is enacted pursuant to Wis. Stat. § 66.0627, as
39 amended, which authorizes a county to make a loan or enter into an agreement regarding loan
40 repayments to a 3rd party for owner-arranged or lessee-arranged financing, to an owner or a
41 lessee of a premises located in the County for making or installing an energy efficiency
42 improvement, a water efficiency improvement or a renewable resource application to a premises.
43

44 4.25.030 PACE Loans as Special Charges; Delinquent Amounts as Liens. Any PACE
45 loan made and secured pursuant to this Section shall be considered a special charge on the
46 subject property. Any annual installment or portion of a PACE loan made and secured pursuant

1 to the Section that becomes delinquent according to the terms of the PACE loan shall be a lien
2 against the subject property and placed on the tax roll, as permitted pursuant to Wis. Stat. §
3 66.0627 as amended.

4
5 4.25.040 Wisconsin PACE Commission.

6 A. Any of the powers and duties of the County under this Chapter, except for those
7 under 4.25.080, may (but are not required to) be delegated to the Wisconsin PACE Commission.

8 B. The Wisconsin PACE Commission is further authorized to retain a Program
9 Administrator to act as its agent and administer the PACE program, subject to adherence with
10 PACE program requirements consistent with this Chapter and in Wis. Stat. § 66.0627, as
11 amended.

12
13 4.25.050 Loan approval.

14 A. A prospective borrower applying for a PACE loan shall comply with the loan
15 application process set forth in the program manual approved by the County.

16 B. The County shall approve the financing arrangements between a borrower and
17 PACE lender.

18
19 4.25.060 Supplemental agreement.

20 A. The County, the borrower and the PACE lender shall execute the supplemental
21 agreement which, without limitation:

22 1. Shall inform the participants that the PACE loan amount shall be imposed
23 as and considered a special charge, and each year's annual installment may be included on the
24 property tax roll of the subject property as a special charge and an annual installment that is
25 delinquent shall be a lien against the subject property pursuant to Wis. Stat. § 66.0627, as
26 amended;

27 2. Shall recite the amount and the term of the PACE loan;

28 3. Shall provide for the amount, or a method for determining the amount, of
29 the annual installment due each year;

30 4. Shall provide whether default interest may be applied to unpaid annual
31 installments;

32 5. Shall require the PACE lender and the borrower to comply with all
33 federal, state and local lending and disclosure requirements;

34 6. Shall provide for any fees payable to the County and/or Program
35 Administrator;

36 7. Shall recite that the supplemental agreement is a covenant that runs with
37 the land;

38 8. May provide for prepayments of annual installments by the borrower with
39 a resulting reduction in the special charge for the prepayment, subject to any prepayment
40 premium charged by the PACE lender, if any; and

41 9. May allow for amendment by the parties.

42 B. Prior to executing the supplemental agreement, the owner of the subject property,
43 if different from the borrower, and any existing mortgage holder(s) on the subject property must
44 have executed a separate writing acknowledging the borrower's use of PACE financing for the
45 subject property and the special charge that will be imposed under this Chapter and its
46 consequences, including the remedies for collecting the special charge.

47 C. Each PACE loan shall be amortized over the term of the PACE loan as provided
48 in the supplemental agreement.

49 D. The annual payments of a PACE loan may be payable in installments as

1 authorized by Wis. Stat. § 66.0627, as amended.
2

3 4.25.070 Annual installments added to tax rolls. Upon the request of the Program
4 Administrator the County shall place each year's annual installment on the tax roll for the subject
5 property as permitted pursuant to Wis. Stat. § 66.0627, as amended.
6

7 4.25.080 Remittance of special charges. The County shall promptly remit to the
8 Wisconsin PACE Commission any payment(s) for a special charge imposed under this Chapter,
9 including penalties, interest and charges thereon, it may receive from any taxing district or the
10 County treasurer pursuant to Wis. Stat. Ch. 74, as amended.
11

12 4.25.090 Property tax foreclosure procedures.

13 A. The County elects to utilize the provisions of Wis. Stat. § 75.521, as amended, for
14 the purpose of enforcing tax liens if a subject property owner fails to pay any special charges
15 imposed on the subject property under this Chapter as required.

16 B. The County shall begin an in rem property tax foreclosure proceeding on the
17 subject property at the earliest time allowed under Wisconsin Statutes, unless the County
18 determines that subject property is a "brownfield" (as defined in Wis. Stat. § 75.106, as
19 amended) or that in rem property tax foreclosure is not in the best interests of the County due to
20 the condition of the property or for other reasons.

21 C. If the County has determined that it will not commence an in rem property tax
22 foreclosure proceeding, then the PACE lender may request that the County, pursuant to Wis.
23 Stat. § 75.106, as amended, assign the County's right to take judgment against the subject
24 property, provided that the PACE lender and the County fully comply with all provisions of Wis.
25 Stat. § 75.106, as amended, concerning the subject property and the PACE lender agrees to pay
26 the amounts required by Wis. Stat. § 75.36(3)(a)1 and 1m, as amended.
27

28 4.25.100 Sale of foreclosed property. If the County prevails in an in rem property tax
29 foreclosure action against a subject property, the County shall diligently proceed to sell the
30 subject property pursuant to the procedures set forth in Wis. Stat. § 75.69, as amended.
31

32 4.25.110 Distribution of foreclosure proceeds. The County treasurer shall follow the
33 procedures set forth in Wis. Stat. § 75.36, as amended, to distribute the proceeds from the sale of
34 a subject property.
35

36 4.25.120 Ordinance electing to proceed under Wis. Stat. § 75.521, in relation to
37 enforcement of collection of tax liens. From and after January 1, 2017 the County elects to adopt
38 the provisions of Wis. Stat. § 75.521, as amended, for the purpose of enforcing tax liens in such
39 County in the cases where the procedure provided by such Chapter is applicable.
40

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

ADOPTED:

Committee on Finance & Budget

Dated this _____ day of _____, 2016.

KRZ/yk

ORDINANCE/15-16.135

4 **- APPROVING THE ATTACHED PACE COMMISSION AGREEMENT:**
5 **DESIGNATING SUPERVISOR AS "REPRESENTATIVE DIRECTOR" OF**
6 **THE PACE COMMISSION BOARD OF DIRECTORS-**

7 **WHEREAS**, pursuant to Wis. Stat. § 66.0301, two or more municipalities of the State of
8 Wisconsin, may by contract create a commission for the joint exercise of any power or duty required
9 or authorized by law; and

10
11 **WHEREAS**, Eau Claire County is a "municipality" as that term is defined in Wis. Stat. §
12 66.0301 and a political subdivision located in the State; and

13
14 **WHEREAS**, Eau Claire County is empowered by law to promote economic, cultural and
15 community development, including, without limitation, the promotion of opportunities for the creation or
16 retention of employment, the stimulation of economic activity, the increase of the tax base, and the
17 promotion of opportunities for education, cultural improvement and public health, safety and general
18 welfare, which may be accomplished by various means; and

19
20 **WHEREAS**, Wis. Stat. § 66.0627(8) authorizes a city, a village, a town and a county in this
21 State to, among other things, make a loan to or otherwise arrange, participate in or facilitate the financing
22 of an energy improvement, a water efficiency improvement or a renewable resource application to a real
23 property within its jurisdiction and to provide for such financing through the imposition of a special
24 charge against the property benefitted by the energy or water efficiency improvement or renewable
25 resource project; and

26
27 **WHEREAS**, such financings are commonly referred to as "Property Assessed Clean Energy"
28 or "PACE" financings and

29
30 **WHEREAS**, Eau Claire County has determined that it is in the public interest to provide
31 real property owners, lessees, lenders and other transaction parties in Eau Claire County with access
32 to a uniformly-administered program for PACE financing; and

33 **WHEREAS**, Eau Claire County and other counties, with the support and counsel of the
34 Wisconsin Counties Association, League of Wisconsin Municipalities, Green Tier Legacy
35 Communities and other stakeholders, have studied the possibility of creating a commission pursuant
36 to Wis. Stat. § 66.0301 to be known as the Wisconsin PACE Commission ("Commission"); and

37 **WHEREAS**, the Wisconsin PACE Commission would be formed and operated in
38 accordance with a Joint Exercise of Powers Agreement Relating to Wisconsin PACE Commission
39 ("Commission Agreement") of which a substantially final draft is attached to this Resolution; and

40 **WHEREAS**, it is in Eau Claire County's best interests to join the Wisconsin PACE
41 Commission and authorize the execution of the Commission Agreement; and

1 **WHEREAS**, in accordance with Wis. Stat. § 66.0627 and the provisions of the Commission
2 Agreement, Eau Claire County must adopt an Ordinance relating to the administration of PACE
3 financings in Eau Claire County and throughout the State (“PACE Ordinance”); and

4 **WHEREAS**, attached to this Resolution is proposed Ordinance No. 15-16/135, which will be
5 considered at the same meeting at which this Resolution is being considered (“PACE Ordinance”);
6 and

7 **WHEREAS**, adoption of the PACE Ordinance is a necessary condition to Eau Claire County
8 entering into the Commission Agreement; and
9

10 **WHEREAS**, it is the intent of this Resolution to authorize Eau Claire County to become a
11 member of the Commission and authorize a duly-appointed representative of Eau Claire County to
12 finalize and execute the final Commission Agreement in substantially the form of the draft
13 Commission Agreement attached to this Resolution;

14 **SO, NOW, THEREFORE, BE IT RESOLVED** that the Eau Claire County Board of
15 Supervisors hereby approves the draft Commission Agreement, a copy of which is attached to this
16 Resolution, and authorizes and directs the Eau Claire County Board Chair to sign such document
17 after receipt of preliminary approval from the other participating municipalities, approval from the
18 Eau Claire County official duly-appointed to approve the final form of the Commission Agreement
19 and approval of the Eau Claire County Corporation Counsel; and
20

21 **BE IT FURTHER RESOLVED** that the Chair of the Eau Claire County Board of
22 Supervisors is hereby directed to appoint a board supervisor to act as Eau Claire County’s official
23 representative in relation to the final approval of the form of the Commission Agreement and to
24 otherwise take all action necessary to effectuate the intent of this Resolution; and
25

26 **BE IT FURTHER RESOLVED** that Eau Claire is designated as the Eau Claire County
27 “Representative Director” of the Board of Directors of the Commission in accordance with the
28 Commission Agreement, he or she to serve at the pleasure of the Eau Claire County Board of
29 Supervisors.
30

31 _____
32 _____
33 _____
34 _____
35 _____
36 _____
37 _____
38 _____

39 Committee on Finance & Budget

40 KRZ/yk

41 Dated this _____ day of Eau Claire _____, 2016.

ORDINANC/15-16/136

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, February 9, 2016

4:30 p.m.

Courthouse - Room #1273

(The meeting was moved to Room #3312)

721 Oxford Avenue Eau Claire, WI

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

Members Absent: Gregg Moore and Jerry Wilkie

Staff Present: Keith Zehms; Corporation Counsel; Glenda Lyons; County Treasurer, Janet Loomis; County Clerk, Kathy Schauf; County Administrator, and Angie Harmon

Others Present: Supervisor Jean Schlieve and Christina O'Brien

Vice Chair Bates called the meeting to order at 4:31 p.m.

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

Keith provided the most recent updates made to Section 2.04 of the County code as discussed at the previous two committee meetings.

ACTION: Supervisor Clark made a motion to approve the proposed ordinance changing various sections of county code Section 2.04. Motion carried, 3-0.

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

Jean Schlieve attended the meeting to discuss her proposed resolution that was referred to the Committee on Administration by the County Board at the January 19, 2016 meeting. Glenda Lyons, County Treasurer, read prepared remarks objecting to the proposed resolution to the committee members. Each committee member provided their comments/concerns regarding making the change at the state level, which included financial impact. The committee asked Jean to provide more information on the proposed resolution and fact sheet prior to bringing back a revised resolution.

ACTION: Supervisor Clark made a motion to place the proposed resolution on file and asked Supervisor Schlieve to bring the resolution back once further information is provided. Motion carried, 3-0.

UW-Oshkosh Graduate Students Project - Discussion/Action

Project ideas compiled by dept. heads, these ideas were submitted to UW-Oshkosh. The program professor contacted the county and showed interest in working on a project pertaining to policy documentation and roles of elected officials. Kathy will be going to meet with the professor and students to discuss the project at the end of the month. They provided the county with a similar project that they completed for reference.

ACTION: Supervisor Manydeeds made a motion to approve that Eau Claire County participate in the UW-Oshkosh program. Motion carried, 3-0.

WCA Legislative Exchange Follow – up / Discussion

The WCA Legislative Exchange was held last week in Madison and was attended by the county administrator and a few county board members. Supervisor Bates provided a summary of what was discussed during the Legislative Exchange event.

PACE Program Information / Discussion

The members were given details regarding the PACE (Property Assessed Clean Energy) program that offers funding for energy efficient improvements to commercial business property owners. Andrew Phillips and Andy Guzikowski with von Briesen & Roper, S.C. participated in the conversation via phone conference. The representatives provided information and answered questions regarding the PACE funding and what involvement Eau Claire County would have if decided to participate. Eau Claire County would not be an administrator of the funding; they would just be a conduit for tax deed purposes only. The members were also provided with copy of draft resolution #15-16/136 that will be presented to the Finance and Budget Committee this week for approval.

Strategic Planning – Initial Planning for 2016 / Discussion

The members briefly discussed what would be the expected outcome and what would be beneficial for this year's strategic planning for current and new elected county board supervisors. Planning will continue to be discussed at future committee meetings.

Administrative Updates – Discussion/Action

- Legislative Breakfast Follow-up –
Brief discussion regarding future Legislative participation
- Your County Government -
Departmental video series provided by Community TV
- Clifton Larson Allen reports to the board -
Full board will receive oral reports from the auditors regarding audits, cash receipting findings and accounting practices.

Review / Approval of Committee Minutes / Discussion – Action

- January 12, 2016
- January 19, 2016

ACTION: Supervisor Manydeeds made a motion to approve the minutes from the January 12 and January 19, 2016 meetings. Motion carried, 3-0.

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion to Adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

To wit: Civil Action/County Theft

ACTION: Supervisor Clark made a motion to adjourn into closed session at 6:09 p.m. Roll call vote. Motion carried, 3-0.

Motion to go into Open Session. Committee Action.

ACTION: Motion by Supervisor Manydeeds to move into open session at 6:35 p.m. Motion carried, 3-0.

The meeting was adjourned at 6:36 p.m. by unanimous consent.

Respectfully submitted by,

Angie Harmon
Committee Clerk