

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, April 12, 2016

5:00 p.m.

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

1. Call to Order
2. 1st Quarter Financial Report Review – Discussion/Action (pgs . 2-5)
3. Xcel Energy Solar Connect Community – Matt Theisen - Discussion/Action
4. Proposed Ordinance #16-17/002 – To Amend Section 2.90.080 of the Code: County Clerk; to Create Section 2.90.130 U. of the Code..... – Discussion/Action (pgs . 6-10)
5. UW-Oshkosh Graduate Students Project Update – Discussion/Action
6. Strategic Planning - Discussion (pgs . 11-15)
7. Administrative Updates – Discussion/Action
 - CGI Videos
 - Law Enforcement Software acquisition and intergovernmental agreement
8. Review / Approval of Committee Minutes / Discussion – Action
 - March 8, 2016 (pgs . 16-18)
 - March 15, 2016 (pgs . 19)
 - March 29, 2016 – joint committee meeting (pg . 20)
 - March 29, 2016 (pgs . 21-22)
9. Adjourn

Post: 4/7/16 Media, Committee Members, Kathy Schauf , Matt Theisen

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.

Administration Department
 Summary of Expenditures/Revenue to Date
 Through March 2016
 (25% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 318,265	\$ 69,594	21.9%
Services & Supplies	11,295	2,680	23.7%
Equipment			
Total Expenditures	\$ 329,560	\$ 72,274	21.9%
Revenues:			
Charges & Fees	900	-	0.0%
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy			
Total Revenues	\$ 900	\$ -	

County Board
Summary of Expenditures/Revenue to Date
Through March 2016
(25% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 112,321	\$ 15,016	13.4%
Services & Supplies	42,432	32,235	76.0%
Equipment			
Total Expenditures	\$ 154,753	\$ 47,251	30.5%
Revenues:			
Charges & Fees		-	
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy			
Total Revenues	\$ -	\$ -	

Other Professional Services Account: Budgeted \$1,500; spent \$17,272 to date

Facilities Department
Summary of Expenditures/Revenue to Date
Through March 2016
(25% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 988,733	\$ 215,575	21.8%
Services & Supplies	1,487,286	226,534	15.2%
Equipment	-		
Total Expenditures	\$ 2,476,019	\$ 442,109	17.9%
Revenues:			
Federal/State Grants			
Charges & Fees	512,262	128,065	25.0%
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy	1,963,757	490,939	25.0%
Total Revenues	\$ 2,476,019	\$ 619,004	25.0%

Explanations for Variances

Personnel costs slightly lower because of vacancy in January-February

**Information Systems Department
 Summary of Expenditures/Revenue to Date
 Through March 2016
 (25% of the Year)**

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 1,036,990	\$ 218,720	21.1%
Services & Supplies	525,164	224,798	42.8% ¹
Equipment	2,900	772	26.6%
Total Expenditures	\$ 1,565,054	\$ 444,290	28.4%
Revenues:			
Federal/State Grants			
Charges & Fees	\$ 153,884	\$ -	0.0%
Miscellaneous			
Fund Balance Applied			
Property Tax Levy	1,411,170	1,411,170	100.0%
Total Revenues	\$ 1,565,054	\$ 1,411,170	90.2%

Explanations for Variances

¹ - Many payments for annual support are due early in the year.

2016 annual support has already been paid for some major applications:

ESRI GIS	13,295
alio financials	32,227
ACS land records	35,941
Sungard law enforcement	55,298
Total	136,761

FACT SHEET

TO FILE NO. 16-17/002

This ordinance is results of the county clerk's review of the records listed in the record retention schedule for her office. All of the records, except for one, that are being deleted from the county clerks records retention schedule are being transferred to the records retentions schedules of the offices of finance, highway, planning & development or purchasing. One record, crop reports by local assessors, is simply being deleted from the code since there is a 3 year retention period and it applied to 19th century records only.

Fiscal Impact: None
Respectfully Submitted,



Keith R. Zehms
Corporation Counsel

KRZ/yk

Ordinance/16-17/002 Fact

2
 3 - TO AMEND SECTION 2.90.080 OF THE CODE: COUNTY CLERK; TO
 4 CREATE SECTION 2.90.130 U. OF THE CODE: FINANCE DEPARTMENT; TO
 5 CREATE SECTION 2.90.135 O., P. & Q. OF THE CODE: HIGHWAY; TO
 6 CREATE SECTION 2.90.190 N., O. AND P. OF THE CODE: PLANNING &
 7 DEVELOPMENT; TO CREATE SECTION 2.90.200 I. OF THE CODE:
 8 PURCHASING -

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

11
 12 SECTION 1. That Section 2.90.080 of the code be amended to read:

13
 14 2.90.080 County Clerk.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
15				
16				
17	A. Notices of tax apportionment	3 years	§59.52(4)(a.)1.	W
18	from secretary of state			
19				
20	B. Copies of notices of	3 years	§59.52(4)(a.)2.	W
21	tax apportionment sent to			
22	local taxing districts			
23				
24	C. Records of county claims	1 year	§59.52(4)(a.)3.	W
25	forwarded to DNR			
26				
27				
28	D. List of town, city &	After date of	§59.52(4)(a.)4.	N
29	village officers certified	expiration of term		
30	to county clerk	listed		
31				
32	E. Crop reports by local	3 years	§59.52(4)(a.)5.	N
33	Assessors		for 19th century only	
34				
35	F. <u>E.</u> Illegal tax certificates	3 years after	§59.52(4)(a.)6.	W
36	charged back to local tax	charging back		
37	districts			
38				
39	G. <u>F.</u> Notices of application	15 years	§ 59.52(4)(a.)7.	W
40	taking of tax deeds & certification			
41	of non-occupancy, proofs of service			
42	& tax certificates filed			
43				
44	H. Official bonds	6 years	§59.52(4)(a.)8.	W
45				
46	I. <u>G.</u> Claims paid by county	7 years	§59.52(4)(a.)9.	W
47	& supporting papers			
48				
49	J. <u>H.</u> Reports of town treasurers-	3 years	§59.52(4)(a.)11.	W

1		on dog licenses sold			
2		& records of dog licenses issued.			
3					
4	<u>K.I.</u>	Copies of receipts issued by	4 years or until	§59.52(4)(a.)12.	W
5		treasurer	audited, whichever		
6			is earlier		
7					
8	L.	Copies of notices to assessors	3 years	§59.52(4)(a.)13.	W
9		re lands sold & owned by county			
10					
11	<u>M.J.</u>	Oaths of office	7 years	§59.52(4)(a.)17.	W
12					
13					
14	<u>N.K.</u>	Marriage license applications &	10 years	§59.52(4)(a.)19.	W
15		supporting papers			
16					
17	<u>Ø.L.</u>	* Original papers,	6 years after date	§59.52(4)(c.)1.	W
18		resolutions & reports concerning	of publication		
19		county board proceedings			
20					
21	<u>P.M.</u>	* Committee minutes	6 years after date	§59.52(4)(c.)1.	W
22			of publication		
23					
24	<u>Q.N.</u>	Deeds	Permanent or listing		N/A
25			of when & where		
26			recorded		
27					
28	<u>R.O.</u>	Abstracts & certificates	Permanent or as long		N/A
29		of title, title insurance	as land owned		
30		policies			
31					
32	<u>S.P.</u>	Apportionment maps	Until next census		W
33					
34	T.	U.S. Geological survey	Until next set of maps received		W
35		maps received			
36					
37	U.	Report of functional	10 years or until next		W
38		jurisdiction of roads	report received		
39					
40	V.	Certified mileage lists	Until next list received		W
41					
42	W.	Town plats	3 years		W
43					
44	AA.	Award of damage for	Until recorded		W
45		scenic rights			
46					
47	<u>BB.Q.</u>	Relocation orders/maps	Retain latest revision		W
48			for each project		
49	<u>CC.R.</u>	Mill rates from towns	2 years		W

1				
2	DD.	Journal entries & any	7 years	W
3		audits or journal entries		
4				
5	EE.S.	Journal of Proceedings	6 years after date of publication	N
6				
7				
8				
9	FF.T.	Canceled voter registration cards	4 years after cancellation	§7.23(1)(c) W
10				
11				
12	GG.U.	Election financial registration statements & reports	6 years	§7.23(1)(d) W
13				
14				
15	HH.V.	Registration & poll lists:		§7.23(1)(e) W
16		non-partisan elections	2 years after election	
17		partisan elections	4 years after election	
18				
19	II.W.	Federal elections records other than registration cards	22 months	§7.23(1)(f) W
20				
21				
22				
23	JJ.X.	Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	§7.23(1)(g) W
24				
25				
26				
27				
28				
29	KK.Y.	Electronic ballot tallies	22 months after date of election	§7.23(1)(g) W
30				
31				
32	LL.Z.	Ballots	30 days after election	§7.23(1)(h) W
33				
34	MM.AA.	Official canvasses	10 years after election	§7.23(1)(i) W
35				
36	NN.BB.	Election notices & proofs of publication & correspondence	1 year after date of election unless contested, then by court order	§7.23(1)(j) W
37				
38				
39				
40	OO.CC.	All other election materials & supplies	90 days after election	§7.23(1)(k) W
41				
42				
43	PP.DD.	Records transferred by registrants who submit dissolution reports after primary and general elections	3 years after their last election	§10.74(8)(h) W
44				
45				
46				
47		* These records have historical value.		
48				
49				

1 **SECTION 2.** That Subsection U. of Section 2.90.130 of the code be created to read:

2
3 U. Journal entries & any 7 years W
4 audits or journal entries
5
6

7 **SECTION 3.** That Subsections O., P. and Q. of Section 2.90.135 of the code be created to
8 read:

9
10 O. Report of functional 10 years or until next W
11 jurisdiction of roads report received

12
13 P. Certified mileage lists Until next list received W

14
15 Q. Award of damage for Until recorded W
16 scenic rights
17

18 **SECTION 4.** That Subsections N., O. and P. of Section 2.90.190 of the code be created
19 to read:

20
21 N. Copies of notices to assessors 3 years §59.52(4)(a.)13. W
22 re lands sold & owned by county
23

24 O. U.S. Geological survey Until next set of maps received W
25 maps received
26

27 P. Town plats 3 years W
28

29 **SECTION 5.** That Subsections N., O. and P. of Section 2.90.200 of the code be created
30 to read:

31
32 I. Official bonds 6 years §59.52(4)(a.)8. W
33

34 ADOPTED:

35
36 _____
37 _____
38 _____
39 _____
40 _____
41 _____
42 _____
43 _____
44 _____

45 Committee on Administration

46 KRZ/yk

47
48 Dated this _____ day of _____, 2016.
49 ORDINANCE/16-17/002



Setting A New Course for Strategic Planning In Eau Claire County

I. Background

Kathryn Schauf, Administrator for Eau Claire County contacted RR Consulting Group (RRCG) about assistance with strengthening the strategic planning process conducted by the board of supervisors. To its credit, the board has engaged in planning annually as a full board for over a decade. However, there is room for improvement when it comes to having clear measures of progress and aligning the plan with the county budget process.

RRCG has conducted strategic planning initiatives for clients in both the both public and private sector for over a decade. Recent assignments include Hudson Valley Federal Credit Union, ADRC of the Northwoods, Wisconsin Farm Bureau Federation, Criminal Justice Collaborating Council of Eau Claire County, and the ADRC of Eau Claire County. Buck Rhyme, President of RR Consulting Group, has partnered with numerous departments in Eau Claire County to strengthen services for consumers dating back to 2006.

II. Anticipated Outcomes

Expected measures of success for this engagement include:

- A better understanding of the key trends, political, economic, social and technological effecting Eau Claire County
- A limited number of strategic priorities that provide focus in the face of growing budget challenges
- Defined measures of success for all priorities and a method to chart overall progress on the strategic plan
- Budget practices that are aligned with the new strategy and reflect a more targeted approach

Phase I: Prepare the Team (April 2016)

- Create a planning team to manage the process
- Define roles and expectations for the planning team and consultant
- Develop realistic schedule for all meetings/activities
- Introduce PEST approach and finalize plan to solicit input from EC staff
- Develop behavioral definitions for current values
- Develop materials about the process to share with county board

Outcome: Effective working relationships are established and a detailed work plan exists to guide the process.

Phase II: Listen and Learn (May 2016)

- Conduct session with county board to educate them PEST approach and finalize operational definitions for values
- Conduct PEST Analysis with planning team
- Share analysis and seek feedback from select group of EC staff
- Review feedback and finalize PEST Analysis
- Prepare to share and engage board in discussing key trends

Outcome: Planning team members have a data base about what's working, information about future challenges, and future opportunities for Eau Claire County.

PHASE III: Create Strategic Direction (June 2016)

- Share key findings with county board
- Conduct session with county board to establish strategic priorities

Outcome: Board members are informed about key external trends that influence the county and use that information to set a limited number of strategic priorities .

Phase IV: Develop the Road Map (June 2016)

- Review SMART goal approach with planning team
- Draft SMART goals for all priorities with the planning team and finalize draft plan
- Obtain county board approval for strategic plan
- Create an assessment methodology to measure and report on progress
- Conduct follow-up meetings with department heads to educate them about the plan and links to budget process

Outcome: All priorities have measurable outcomes and actions plans. A plan is in place to measure and report on progress. Staff use the plan to help prepare 2017 budget requests.

III. Timing

Work on strategic planning is scheduled to begin in April 2016 and be completed by June 30, 2016. All dates in the plan are tentative and subject to review by Eau Claire County and RRCG.

IV. Fees & Expenses

As a value-based consulting firm, RRCG charges a single fee for project work. That means a “meter” is never running and Eau Claire County will not have to make an investment decision every time help is required. Kathryn Schauf, County Administrator, is encouraged to call at any time and RRCG is free to suggest additional areas of focus without concern about increasing the agency investment. Furthermore, all incidental expenses and travel costs are included. This is a unique feature of our consulting practice. Our fee for completing all phases of a strategic plan at this level is \$11,400.

Payment terms are as follows: \$2400 of the project fee is due upon acceptance of the proposal with the balance spread out over 2 installments, May 2015 and June 2015.

Proposal Acceptance

Buck Rhyme, President
RRCG

Kathryn Schauf, Co Administrator
Eau Claire County

Date

Date

Strategic planning:

Location – Jail Conference Room

5 things that matter

- Mission, vision, values and culture
- Strategy and alignment
- Clarity and simplicity
- Structure, design and process
- Results

Critical success factors: technical excellence, service excellence and financial stability.

“Culture eats strategy for breakfast”

County Board

May 3, 2016 – 2 hours

- Educational presentation on strategic thinking and what the process will be.
- Behavioral definitions

June 21, 2016 – 2 hours

- Share key findings
- Rank the work of the internal team (prioritization) – make decisions based on PEST analysis that planning team has completed

July 18, 2016

- County Board approval

PEST Analysis

A New Approach to Strategic Planning



PEST is a tool for you to use in strengthening your strategic planning. It provides a analytic framework for understanding and addressing external influences on an organization. PEST is an acronym for **P**olitical, **E**conomic, **S**ocietal, **T**echnological trends and events.

Organizations, regardless of size or sector, depend on long-term planning for strategic management and successful achievement of their mission. While there are a wide variety of tools available, all examine internal and external factors to properly understand the complexity of their business environment and challenges. PEST Analysis focuses on the external factors instead of internal factors. It takes a macroeconomic perspective to help organizations adopt a strategic perspective. The **P**olitical, **E**conomic, **S**ocial and **T**echnological factors that are identified allow firms to get a deeper understanding of emerging important trends.

The PEST framework prompts leaders to periodically examine the external business environment, consider what may be changing, emerging or receding. They then determine whether those changes represent opportunities, threats, or uncertainties. PEST analysis considers the past, present and future, whereas traditional SWOT analysis tend to focus only on one moment in time. PEST Analysis is based on agility, which for many organizations yields a more effective and efficient strategic plan.

PEST In Action

- A cross-functional team looks at each of the PEST elements one by one. They evaluate what is new or changed – new entrants to the scene, known actors leaving or changing roles, new or changing trends, new data emerging, etc.
- Key new items of interest are added, with validation, and a preliminary assessment of component factors is conducted.
- Examples of constructive or destructive interference are identified. Interference occurs when trends or events interact to reinforce or counteract each other's impact.
- PEST factors are then reviewed and a few key strategic priorities created.
- The priorities guide the development of SMART goals and tactical plans.
- PEST Analysis is reviewed on an annual or semi-annual basis and updated as needed.

Sample Template

Rank	Type	Description	Source	Importance	Risk	Probability	Ability to Control	Time Frame
Rank order factors from high to low	P = POLITICAL E = ECONOMIC S= SOCIAL T = TECHNOLOGICAL	Describe the issue in simple, straight forward language	Provide fact based source for your observation	Categorize as: High Medium Low	Categorize as: High Medium Low	Categorize as: High Medium Low		1- 3 years

Bottom Line: PEST is a straight forward, easy to use tool for helping organizations stay at the strategic level, create focus, and adjust quickly to changing conditions.



MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, March 8, 2016

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

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

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

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

179D Tax Deduction Assignment – Frank Draxler - Discussion/Action

Frank provided the members with explanation regarding the request to assign the rights for a 179D tax deduction for the building project. Market & Johnson is requesting these rights for the building and remodeling projects that have already been completed.

Supervisor Manydeeds abstained to voting to this motion.

ACTION: Supervisor Bates made a motion to assign the 179D tax deduction rights to Market & Johnson. Motion carried, 4-0.

Proposed Resolution #15-16/143 – Withdraw from the Local Government Property Insurance Fund– Frank Draxler – Discussion/Action

Frank informed the members that the Local Government Property Insurance Fund (LGPIF) for the county property and auto insurance rates will be increasing due to providing low performance and depleting surplus. A resolution is required by statute to withdraw from the LGPIF fund. The Municipal Property Insurance Company (MPIC) was formed in response to the rate increases and Frank recommends switching insurance to MPIC.

Gregg requested that we get a quote from County Mutual before making a decision to voting on the resolution. This item will be brought back to the next meeting.

Proposed Ordinance #15-16/148 – Repeal and Recreate Section 2.90.110 of the Code: District Attorney – Discussion/Action

Keith informed the members regarding the changes made to the District Attorney's office records retention that have been made through the state Public Records Board. The proposed ordinance changing the code reflects these changes.

ACTION: Supervisor Manydeeds made a motion to approve the ordinance update to the code. Motion carried, 5-0.

Proposed Ordinance #15-16/151 – To Amend Section 2.04.340 B. of the Code: Rule 34 – Discussion/Action

Keith informed the members regarding ordinance amending of Section 2.04.340 B. of the Code; Consideration and confirmation of appointments. The members discussed the changes that submitted in the agenda packet. Since the packet was sent out to members, during the meeting additional changes were made, Keith made revisions to both the ordinance and fact sheet.

ACTION: Supervisor Clark made a motion to approve the ordinance with suggested changes. Motion carried, 5-0.

Review Proposed Ordinance #15-16/135 - To Create Chapter 4.25 of the Code: Property Assessed Clean Energy (PACE) Financing Ordinance – Discussion/Action

This ordinance was for review and approval by the Committee on Administration. The Finance and Budget will review and make a decision at their meeting this week.

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

Proposed Resolution #15-16/136 – PACE Commission Agreement/ Discussion-Action

The resolution is authorizing the County Board chair to appoint a designee to act as a representative for the PACE commission Board of Directors.

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

UW-Oshkosh Graduate Students Project Update – Discussion/Action

Recently, Kathy met with the professor and the students, via Skype, do discuss the policy documentation and roles of elected officials' project they will be working on. Kathy will continue to provide updates to the committee regarding the work being done on the project.

Strategic Planning – Initial Planning for 2016 - Discussion

Kathy has contacted Buck Rhyme to discuss working with the newly elected Eau Claire County Board of Supervisors on developing a strategic plan for the next term. Kathy will check with Buck to see if he can attend the special meeting on March 29th via phone conference.

Administrative Updates – Discussion/Action

- Internal Controls

Kathy is developing a document to send to the supervisors keeping them up to date on the progress with CLA reviewing financial internal controls.

Review / Approval of Committee Minutes / Discussion – Action

- February 9, 2016

ACTION: Supervisor Manydeeds made a motion to approve the February 9, 2016 minutes. Motion carried, 5-0.

The Committee on Administration will be holding a special meeting on Tuesday, March 29th at 4:30 p.m.

The meeting was adjourned at 5:45 p.m. by unanimous consent.

Respectfully submitted by,

Angie Harmon
Committee Clerk

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, March 15, 2016

6:45 pm

Courthouse - Room #1301

721 Oxford Avenue • Eau Claire, WI

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

Members Absent: John Manydeeds

Staff Present: Kathryn Schauf; County Administrator

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

Proposed Resolution / File #15-16/143 “Withdraw from the Local Government Property Insurance Fund” / Discussion – Action

A resolution passed by the county board is needed to withdraw from the LGPIF. The committee discussed and reviewed the resolution. At a special meeting on March 29th the committee will choose a new insurance provider

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

The meeting was adjourned at 6:47 p.m. by unanimous consent.

Respectfully submitted by,

Kathryn Schauf
County Administrator

AGENDA

Joint Meeting

Eau Claire County
Committee on Administration
Committee on Finance and Budget

721 Oxford Avenue
Eau Claire County Courthouse – Room 1301/1302
Eau Claire, WI 54703
Tuesday, March 29, 2016 / 4:30 pm

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

Staff Present: Kathryn Schauf, County Administrator; Keith Zehms, Corporation Counsel and Angie Harmon

via Conference Call: Lynn Parins and Andy Guzikowski - vonBriesen Roper s.c. and Jon Hochkammer – Wisconsin Counties Association

Supervisor Moore called the meeting to order at 4:31 p.m.

Review Proposed Ordinance #15-16/135 - To Create Chapter 4.25 of the Code: Property Assessed Clean Energy (PACE) Financing Ordinance – Discussion/Action

Lynn Parins with vonBriesen gave the group a summary about what the proposed ordinance for Property Assessed Clean Energy (PACE) program is designed for and what the counties role would be. PACE allows commercial property owners to obtain low-cost, long-term loans and for counties to impose and secure special charges for commercial property loans involving energy efficiency and water conservation improvements.

PACE loans are provided by private lending financial institutions, not by the county. The program administrator is a contracted third party. Oversight would be with a joint powers commission that the county would delegate a representative to be a member of. The county will not be out any funds for any properties that go into default or foreclosure. However, if a property does go into default that loan will have a tax lien against the property and could be subject to in rem.

If a property is subject to in rem, proceeds from the sale would be designated as follows; foreclosure and maintenance costs incurred by the county, real estate or broker fees and special charges and taxes, and if there are still proceeds left over it would go to the other lien holders on the property, if any.

This ordinance was passed by unanimously at the Committee on Administration regular meeting on March 8, 2016. The Finance and Budget committee still needs to act on legislation.

The representatives from vonBriesen will be available either via conference call or in person at the April 6th county board meeting.

The meeting was adjourned at 5:23 p.m. by unanimous consent.

Respectfully submitted by,

Angie Harmon
Administrative Specialist III
Administration Dept.

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, March 29, 2016

5:00 pm

Courthouse - Room #1301

721 Oxford Avenue • Eau Claire, WI

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

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

Others Present: Drew Ryberg

Chairman Moore called the meeting to order at 5:24 p.m.

Update County Code 2.04, Rules of the Board – Discussion/Action

Mark Olson presented the proposed ordinance #15-16/156. The ordinance would revise part of 2.04.030 of the county code. It would require that the county auditor present annually to the county board for review and acceptance on the audit results. This presentation would be made preferably prior to the next year's budget process.

Action: Supervisor Clark made a motion to approve the ordinance as submitted. Motion carried, 5-0

This ordinance will be presented for first reading at the April 6th county board meeting. At the April 19th regular county board meeting all revisions to 2.04 – Rules of the County Board of Supervisors will be addressed.

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 Bates made a motion to adjourn into closed session at 5:37 p.m. Roll call vote. Motion carried, 5-0.

Motion to go into Open Session. Committee Action.

ACTION: Motion by Supervisor Bates to move into open session at 6:18 p.m. Motion carried, 5-0.

NACo County Government Month – April 2016 /Discussion – Action
“Safe and Secure Counties”

Link: [National County Government Month Website](#)

A draft proclamation recognizing the NACo County Government month will be presented to the full county board at the next regular scheduled meeting.

Strategic Planning – Initial Planning for 2016 – Discussion/Action

Buck Rhyme, President of RR Consulting Group will be assisting the Strategic Planning process for the newly elected Eau Claire County Board of Supervisors. Work on strategic planning will begin in April and will be completed by June. More information will be available at upcoming committee meetings.

2016 Insurance Policies Update– Frank Draxler – Discussion/Action

Frank Draxler presented on property insurance. MPIC was the only quotation received by the county. The policy types of coverage and policy limitations were reviewed.

Update: Economic Development / City and County Led Discussion and Assessment

The meeting was adjourned at 6:45 p.m. by unanimous consent.

Respectfully submitted by,

Angie Harmon
Committee Clerk

Kathryn Schauf
County Administrator