

## **AGENDA**

Eau Claire County

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

Tuesday, May 10, 2016

**4:30 p.m.**

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

1. Call to Order
2. Appointment of Committee Clerk– Discussion/Action
3. Highway Department Space Needs Study – Jon J. - Information Only – Discussion
4. Law Enforcement Software – Intergovernmental Agreement – Frank D.– Discussion/Action ( pgs . 2–7 )
5. Review Amended Ordinance #16-17/002 – Discussion/Action ( pgs . 8–12 )
6. Medical Examiner Fee Update – Discussion/Action
7. Medical Examiner Contract Update – Discussion/Action
8. Review/Approval of Citizen Appointments to Select Commissions, Boards, and Councils / Discussion-Action ( pg 13 )
9. UW-Oshkosh Graduate Students Project Update – Discussion/Action
10. Strategic Planning - Discussion
11. Review of WCA – Annual Business Meeting/Resolutions from Eau Claire Co. – Discussion/Action
12. CIP Process – Discussion/Action
13. Review / Approval of Committee Minutes / Discussion – Action
  - April 6, 2016 ( pg . 14 )
  - April 12, 2016 ( pgs . 15–16 )
  - April 19, 2016 ( pg . 17 )
14. Adjourn

Post: 5/5/16 Media, Committee Members, Kathy Schauf, Jon Johnson, Keith Zehms and 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.

**LAW ENFORCEMENT SOFTWARE SYSTEM  
INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

**I. PARTIES**

This Agreement is between the City of Eau Claire, located at 203 S Farwell Street, Eau Claire, WI 54703, and Eau Claire County, located at 721 Oxford Avenue, Eau Claire, WI 54703.

**II. PURPOSE OF AGREEMENT**

The purpose of this agreement is to document sharing of Law Enforcement Software System and the server system/hardware. This includes the joint purchase of software and hardware, implementation, upgrades and continued support. Intergovernmental Cooperative Agreements are specifically authorized under Wis. Stat. §§ 59.52(7) and 66.0301.

The City of Eau Claire maintains a data center in the Information Services area of City Hall at 414 E. Grand Avenue, Eau Claire, WI. Eau Claire County maintains a data center in the Information Technology area of the Eau Claire County Courthouse at 721 Oxford Avenue, Eau Claire, WI. The software is expected to be implemented and operated uniformly for the City and County and their respective divisions. The City shall host the system and therefore the City shall be the financially responsible party realizing the appropriate percentage of the funds provided by the County. Both parties are to share equally towards successful implementation and operation. A copy of the contract with Spillman Technologies, Inc., shall be an attachment to this agreement. Both parties are equally responsible for the contract with Spillman Technologies, Inc.

The Law Enforcement Agencies, the City of Eau Claire Police Department and the Eau Claire County Sheriff's Department are located at 721 Oxford Avenue, Eau Claire, WI.

**III. TERM OF CONTRACT AND OPTION OF RENEWAL**

Services under this Agreement shall commence May 24, 2016, and shall continue through December 31, 2026, with 5 automatic annual renewals thereafter, unless either party provides notice of intent of nonrenewal. Notice of nonrenewal shall be provided 2 years prior to termination. Parties shall meet 2 years prior to the anticipated nonrenewal, or earlier if notice is provided in accordance with this agreement, to consider a replacement, a new module from the same vendor, or other alternatives.

If any party gives notice and terminates participation under this Agreement, it forfeits any rights of collocation. The costs of removing the equipment shall be borne by both parties, regardless of where the equipment will be located.

**IV. COST SHARING**

The breakdown of cost sharing for the software and hardware jointly purchased is set forth in Attachment "A". The City shall be the fiscal agent and shall pay Spillman for the software and other firms for the hardware. The County shall pay the City estimated capital cost 2016 expenses on or before May 1, 2016, and 2017 capital cost expenses on or before January 1, 2017. The continuing support for the software is approximately \$149,000/year starting with year 2 after acceptance. Cost sharing is County-70% and City-

30%. The County shall pay the City on or before January 1<sup>st</sup> of each operating year. Any additional equipment or software that benefits all parties will be funded by all of the parties per the cost sharing formula in effect at the time of the purchase. The cost allocation set forth in Attachment "A" is applicable through December 31, 2026, and may not be modified except through the mutual agreement of all parties. The respective cost responsibilities of the City, Communications Center and the County shall survive any changes in the parties' participation of this Agreement.

V. **INDIVIDUAL COSTS**

Each party is responsible for funding any additions that benefit only one party.

VI. **LOCATION OF EQUIPMENT**

Cooperatively City and County staff will be responsible for providing Data Center collocation environment and security.

VII. **PROJECT MANAGERS**

Sherilyn Riedel, City Systems Engineer & Jon Lentz, County Systems Analyst.

VIII. **OVERSIGHT COMMITTEE/STAKEHOLDERS**

The City Information Services Manager, the County Information Technology Division Director, the Eau Claire Emergency Communications Center Director, the Eau Claire Police Department Administrative Division Manager and the Eau Claire County Sheriff's Department Administrative Services Division Manager shall be designated as the Oversight Committee and shall be responsible for overseeing the implementation, managing the Data Center collocation space, including reviewing cost sharing formulas, security, and making operational decisions within the amounts budgeted by the parties. The City & County Finance Directors shall be a part of this Oversight Committee when assessing cost sharing formulas. The Oversight Committee shall meet at least 4 times a year, each quarter. The individuals on the Oversight Committee will report back bi-annually to their respective governing bodies regarding the status of this arrangement.

IX. **TEAM MEMBERS/RESOURCES**

A list of the team members and additional resources are documented on the attached Project Charter.

X. **NOTICES**

Notices required or deemed advisable under this Agreement shall be placed in writing and delivered personally or by registered or certified mail upon the City to: John LeBrun, Information Services Manager, 203 S. Farwell St., Eau Claire, WI 54703, telephone (715) 839-5044; and upon the County to: Dave Hayden, Information Technology Division Director, 721 Oxford Ave., Eau Claire, WI 54703, telephone (715) 839-4841.

XI. **MUTUAL INDEMNIFICATION**

The parties agree fully to indemnify and hold one another harmless from and against all claims, actions, judgments, costs, and expenses arising out of damages or injuries to third persons or their property, caused by the fault or negligence of the said party, its agents, or employees, in the performance of this Agreement. The parties shall give to each other

prompt and reasonable notice of any such claims or actions and the other party shall have the right to investigate, compromise, and defend the same.

**XII. WAIVER OF BREACHES**

No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.

**XIII. APPLICABLE LAW**

This contract shall be governed under the laws of the state of Wisconsin and is made at Eau Claire County, Wisconsin, and venue for any legal action to enforce the terms of this Agreement shall be exclusively in Eau Claire County Circuit Court.

**XIV. SECTION HEADINGS**

The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

**XV. NON-ASSIGNMENT OF AGREEMENT**

The parties agree that there shall be no assignment or transfer of this Agreement, nor of any interests, rights or responsibilities herein contained, except as agreed to in writing.

**XVI. MODIFICATIONS TO AGREEMENT**

There shall be no modifications to this Agreement, except in writing, signed by all 3 parties.

**XVII. INTEGRATION OF AGREEMENT**

The entire agreement of the parties is contained herein, and this Agreement supersedes all previous agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the provider and the City or County relating to the subject matter.

All parties hereto having read and understood the entirety of this Agreement consisting of three (3) typewritten pages hereby affix their duly authorized signatures:

**CITY OF EAU CLAIRE BY:**

\_\_\_\_\_  
DALE PETERS  
CITY MANAGER

\_\_\_\_\_  
DATE

**EAU CLAIRE COUNTY BY:**

\_\_\_\_\_  
KATHRYN SCHAUF  
COUNTY ADMINISTRATOR

\_\_\_\_\_  
DATE

**JOINT LAW ENFORCEMENT SYSTEM  
INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

**Attachment A**

**May 2, 2016**

<b>Software</b>	\$1,076,242.00
<b>Hardware</b>	\$175,000.00
<b>Conversion (est.)</b>	\$50,000.00
<b>Contingency</b>	\$69,758.00
<b>TOTAL</b>	<b>\$1,365,000.00</b>

**Cost Breakdown per Agency/Department**

<b>System Per Agency Base System Charge Requirement</b>		
City of Eau Claire	(42%)	\$573,300.00
Eau Claire County	(42%)	\$573,300.00
Communications Center	(16%)	\$209,400.00
<b>TOTAL</b>		<b>\$1,365,000.00</b>

**Estimated expenditures in 2016:** \$600,000.00  
**Estimated expenditures in 2017:** \$735,000.00

<b>Hardware</b>	
<b>TOTAL</b>	<b>\$175,000.00</b>

<b>Maintenance Costs</b>	
Year 1	included in purchase cost
Year 2	\$149,157.00
Year 3 +	same as Year 2 w/CPI terms

<b>Cost Share</b>	
County	<b>70%</b>
City	<b>30%</b>

# LAW ENFORCEMENT SOFTWARE CHARTER

<p><b>Title of Project:</b> The Analysis, Joint Procurement and Implementation of Law Enforcement Software for the City of Eau Claire Police Department and the Eau Claire County Sheriff's Department.</p> <p><b>Mission:</b> To enter into an agreement that will encourage a collective and cooperative review of the software requirements, that encourages ALL to be flexible to each other's services and needs and to purchase law enforcement software that is uniformly shared and uniformly implemented.</p>		
<p><b>Facilitator:</b> Frank Draxler, City/County Purchasing Director</p>	<p><b>Team Members:</b>            Tim Robertson &amp; Sherilyn Riedel, City IS Staff            Jon Lentz, County IS Staff            Joel Brettingen, Jail Captain            Stacey McKinley, Records Bureau Technician            Chris Jaeger, City Crime Analyst            Sean Callister, County Data Analyst            Donna Ress &amp; Linda Hueffner, Comp. App. Coord.            Mike Mayer, Field Services Sergeant            Keith Stelzig, Com Center Telecommunicator            Benjamin Frederick, Sergeant of Detectives            Greg Weber, Lieutenant of Patrol            Cory Schalinske, Field Services Lieutenant</p>	
<p><b>Team Leaders:</b>            John LeBrun, City IS Manager            Dave Hayden, County IS Director            Dianne Hughes, Sheriff Dept. Admin. Services Division Mgr.            Kristin Southard, Police Dept. Admin. Division Manager</p>	<p><b>Stakeholders/Champions—authority to make decisions:</b>            Kristin Southard, Police Dept. Admin Division Manager            Captain Dan Bresina, County Sheriff's Office            Greg Wallace, Com Center Manager            Jay Winzenz, City Finance Director            Scott Rasmussen, County Finance Director            John LeBrun, City IS Manager            Dave Hayden, County IS Director</p>	
<p><b>Desired Outcomes:</b>            Improved collaboration            Improved functionality            Improved processes            Consistent implementation across all agencies involved            Easier information sharing between agencies including the DA and Courts and potentially other municipalities and Counties            Cost savings            - TBD</p>		
<p><b>Undesired Outcomes:</b>            Increased cost            Increased FTE            Lower quality            Longer time frame to procure and implement            - TBD</p>	<p><b>Project Scope:</b>            Replace L.E. software due to end of life, with "integrated" system that is capable of "self-completing" forms, user-friendly, and that includes modules for:            ♦ RMS (records management system)            ♦ CAD (computer aided dispatch) Com Center            ♦ Jail (including booking and mug shot)            ♦ Mobile (patrol and detectives)</p>	
<p><b>Limitations:</b>            Changes in software, staff and procedures during the review period. Being flexible in the choice of available software vs. making software match current procedure.</p>	<p><b>Resources:</b>            Chris Finn, City Purchasing Technician</p>	
<b>Preliminary Plan</b>	<b>Target Date</b>	<b>Actual Date</b>
Start Date: review draft charter/team members	<b>April 30, 2015</b>	<b>April 30, 2015</b>
Define Outcomes:	<b>June 11, 2015</b>	<b>June 11, 2015</b>
Agree on Process (s) and Time frame:	<b>June 11, 2015</b>	<b>June 11, 2015</b>
Develop Recommendation to Management:	<b>June 11, 2015</b>	<b>June 11, 2015</b>
<b>Obtain Management Approval/Develop RFI/</b> Discuss Exploratory Demos/Timeline:	<b>June 11, 2015</b>	<b>July 2015</b>
Revise and Prioritize Outcomes/ <b>Distribute RFI:</b>	<b>July 8, 2015</b>	<b>August 2015</b>
<p>Est. Process (s) and Time frame for software replacement: <b>2015</b>—View what is on the market. <b>2016</b>—Decide on scope, process RFP, select firm and negotiate and award contract. <b>2017</b>—Implementation.</p>		
<p>Add. Stakeholders: All City and County users of the software, other departments, agencies and the public.            Adhoc team members: Chippewa County IS Director, other outside law enforcement agencies.</p>		



# OFFICE OF CORPORATION COUNSEL

EAU CLAIRE COUNTY  
EAU CLAIRE COUNTY COURTHOUSE  
721 OXFORD AVE., SUITE 3520  
EAU CLAIRE, WI 54703

PH: (715) 839-4836 Fax: (715) 839-6243



**ASSISTANT  
CORPORATION COUNSEL**

*Timothy J. Sullivan  
Sharon G. McIlquham  
Richard A. Eaton*

**CORPORATION COUNSEL**

*Keith R. Zehms*

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## MEMORANDUM

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TO: COMMITTEE ON ADMINISTRATION  
FROM: KEITH R. ZEHMS, CORPORATION COUNSEL  
DATE: APRIL 25, 2016  
SUBJECT: AMENDMENT OF FILE 16-17/002

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Enclosed please find a draft Amendment No. 1 to Ordinance File No. 16-17/002. There are actually two substantive changes in the Amendment. The first substantive change is to add the words "for county owned property" after "Deeds" which is number 1. on the Amendment form. The county clerk only retains these for county owned property. All other deeds are maintained in the register of deeds office and there is a provision in the records retention ordinance for the register of deeds. The second substantive change is to switch retention responsibility for mill rates for towns from the county clerk's office to the county treasurer's office which is number 2. and 5. on the Amendment form. Number 3. on the Amendment form simply reletters the paragraphs resulting from moving the mill rates from towns to the county treasurer's office. Number 4. corrects a typographical error.

This ordinance is simply carried over to the next county board meeting. It could be referred back to committee for amendment purposes. The other option would be to have the Amendment introduced by an individual supervisor.

Cc: Kathryn Schauf, County Administrator  
Angie Harmon, Administrative Specialist III

**EAU CLAIRE COUNTY BOARD OF SUPERVISORS**

**AMENDMENT NO. 1**

**TO FILE NO. 16-17/002**

**OFFERED BY COMMITTEE ON ADMINISTRATION**

**AMEND THE ORDINANCE/RESOLUTION/AMENDMENT AS FOLLOWS:**

1. On page 2, line 24, after "Deeds", insert "for county owned property"
2. On page 2, line 49, strike in its entirety.
3. On page 3, lines 5, 9, 12, 15, 19, 23, 29, 32, 34, 36, 40, 43, strike "S., I., U., V., W., X., Y., Z., AA., BB., CC., DD.", insert "R., S., T., U., V., W., X., Y., Z., AA., BB., CC."
4. On page 4, line 29, in the word Subsections strike "s" and "N. O. and P.", and, insert "I."
5. On page 4, line 34, Insert "SECTION 6. That Subsection O. of Section 2.90.240 of the code be created to read:

O.	Mill rates from towns	2 years	W
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Committee on Administration

KRZ/yk



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

1				
2	<del>DD.</del>	Journal entries & any	7 years	W
3		audits or journal entries		
4				
5	<del>EE.S.</del>	<sup>R.</sup> Journal of Proceedings	6 years after date of publication	N
6				
7				
8				
9	<del>FF.T.</del>	<sup>S.</sup> Canceled voter registration cards	4 years after cancellation	§7.23(1)(c) W
10				
11				
12	<del>GG.U.</del>	<sup>T.</sup> Election financial registration statements & reports	6 years	§7.23(1)(d) W
13				
14				
15	<del>HH.V.</del>	<sup>U.</sup> 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	<del>II.W.</del>	<sup>V.</sup> Federal elections records other than registration cards	22 months	§7.23(1)(f) W
20				
21				
22				
23	<del>JJ.X.</del>	<sup>W.</sup> 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	<del>KK.Y.</del>	<sup>X.</sup> Electronic ballot tallies	22 months after date of election	§7.23(1)(g) W
30				
31				
32	<del>LL.Z.</del>	<sup>Y.</sup> Ballots	30 days after election	§7.23(1)(h) W
33				
34	<del>MM.AA.</del>	<sup>Z.</sup> Official canvasses	10 years after election	§7.23(1)(i) W
35				
36	<del>NN.BB.</del>	<sup>AA.</sup> 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	<del>OO.CC.</del>	<sup>BB.</sup> All other election materials & supplies	90 days after election	§7.23(1)(k) W
41				
42				
43	<del>PP.DD.</del>	<sup>CC.</sup> 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				

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

U. Journal entries & any audits or journal entries 7 years W

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

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

P. Certified mileage lists Until next list received W

Q. Award of damage for scenic rights Until recorded W

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

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

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

P. Town plats 3 years W

**SECTION 5.** That Subsections ~~N., O. and P.~~ <sup>I</sup> of Section 2.90.200 of the code be created to read:

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

ADOPTED:

SECTION 6.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee on Administration

KRZ/yk

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

<u>Committee</u>	<u>Incumbent</u>	<u>Reappoint?</u>	<u>New Applicant(s)</u>	<u>Term</u>	<u>Comments</u>
ADRC Board (2 vacancies)	Thomas Christopherson	yes	Richard Allen	3 year term to April 2019	
	Cheryl Stahl	ineligible	Sue Miller*	"	* Opinion needed from Corp. Counsel if Miller can serve another 3-year term
Airport (1 vacancy)	Barry Wells	yes	Steve Larrabee Thomas Walther	2 year term to April 2018	
Board of Land Use Appeals (1 vacancy)	Karen Meier-Tomesh	yes	none	3 year term til June 2019	
Industrial Develop. Agency (1 vacancy)	Larry Accola	yes	none	3 year term to April 2019	
Land Conservation Commission (2 vacancies)	Glory Adams (citizen)	yes			
	Ron Erickson (farmer)	no response	Ricky Strauch	2 year term to April 2018	
LEPC (6 vacancies)	Kathryn White	Yes	Steve Vargo*	2 year term to April 2018	*Committee on Planning & Development reviewed the new applicants for the open vacancy and approved the appointment of Steve Vargo (see letter)
	James Hager	Yes	Christopher Reedy		
	Larry Ganske	Yes			
	Jack Running	Yes			
	Jason Knecht	Yes			
West Central Wisconsin Regional Planning Commission (1 vacancy)	John Frank	yes	none	2 year term to April 2018	

## **MINUTES**

Eau Claire County

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

Wednesday April 6, 2016

6:45 p.m.

Courthouse - Room #1278

721 Oxford Avenue • Eau Claire, WI

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

Staff Present: Kathy Schauf, County Administrator

**Chairman Moore called the meeting to order at 6:46 p.m.**

Proposed Resolution #15-16/083 – Authorizing Legislation in matters referred to be carried over to the next legislative session – Discussion/Action

The members reviewed the proposed resolution.

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

Proposed Resolution #15-16/157 – Recognizing, Commending, and Thanking Eau Claire County Board Supervisors upon their dedicated years of service– Discussion/Action

The members reviewed the proposed resolution. John Manydeeds will abstain from the motion.

**ACTION:** Supervisor Bates made a motion to approve the resolution. Motion carried, 4-0.

The meeting was adjourned at 6:49 p.m. by unanimous consent.

Respectfully submitted by,

Kathryn Schauf  
County Administrator

## **MINUTES**

Eau Claire County

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

Tuesday, April 12, 2016

5:00 p.m.

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

Members Present: Gregg Moore, Kathy Clark and Jerry Wilkie

Members Absent: Colleen Bates and John Manydeeds

Staff Present: Kathryn Schauf, County Administrator; Matt Theisen, Facilities Director; Janet Loomis, County Clerk and Angie Harmon

#### **Chair Moore called the meeting to order at 5:04 p.m.**

#### 1<sup>st</sup> Quarter Financial Report Review – Discussion/Action

The committee will receive the financial reports for review after each quarter. In the future the reports will also include performance measurements. Each standing committee will also receive the department financial reports from departments which they have oversight. Jerry made a few suggestions to adding additional expenses and revenue lines.

#### Xcel Energy Solar Connect Community – Matt Theisen - Discussion/Action

Matt informed the members about the Xcel Energy Solar Connect Program cost and potential savings. If the county participates, this program would provide a credit on the county utility bill. The program would last 25 years.

**ACTION:** Supervisor Clark made a motion to participate in the Xcel Energy Solar Connect Program through Xcel Energy. Motion carried, 3-0.

#### 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

Janet briefed the committee on the proposed ordinance that updates sections for record retention purposes.

**ACTION:** Supervisor Wilkie made a motion approving the proposed ordinance as presented. Motion carried, 3-0

#### UW-Oshkosh Graduate Students Project Update – Discussion/Action

The students are finalizing the report and will present on April 30<sup>th</sup> to the County Administrator via Skype. Kathy will provide an update to the committee on the plan at the May meeting.

#### Strategic Planning - Discussion

Gregg and Kathy provided an update on the strategic planning process. There is a planning team consisting with a few dept. heads who is working with Buck Rhyme as a consultant. The county board will participate in (2) two hour sessions.

Administrative Updates – Discussion/Action

- CGI Videos  
The committee provided the directive for the administration and information systems departments to renew a contract with CGI. CGI will provide new videos to be added to the county website. The CGI contract will be a three year contract.
  
- Law Enforcement Software acquisition and intergovernmental agreement  
The city, county, and communications center have acquired a new law enforcement software and the county will be provided an intergovernmental agreement at the next meeting.

Review / Approval of Committee Minutes / Discussion – Action

- March 8, 2016
- March 15, 2016
- March 29, 2016 – joint committee meeting
- March 29, 2016

**ACTION:** Supervisor Wilkie made a motion to approve the March 8, March 15, March 29 – joint committee meeting and March 29th regular meeting minutes as presented. Motion carried, 3-0.

Supervisor Clark made a motion to adjourn the meeting at 5:52 p.m. Motion carried.

Respectfully submitted by,

Angie Harmon  
Committee Clerk



## **MINUTES**

Eau Claire County

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

Tuesday, April 19, 2016

6:45 p.m.

Courthouse - Room #1278

721 Oxford Avenue • Eau Claire, WI

Members Present: Colleen Bates, Kathy Clark and Jerry Wilkie

Members Absent: Gregg Moore and John Manydeeds

Staff Present: Keith Zehms, Corporation Counsel and Erik Kiesler, Beaver Creek Reserve Director

**Supervisor Bates called the meeting to order at 6:45 p.m.**

Proposed Resolution #16-17/007 Beaver Creek Reserve Land Acquisition / Discussion – Action

The members briefly discussed the proposed resolution.

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

The meeting was adjourned at 6:50 p.m. by unanimous consent.

Respectfully submitted by,

Keith Zehms  
Corporation Counsel