

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, July 12, 2016

4:30 p.m.

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

1. Call to Order
2. Review / Approval of Committee Minutes / Discussion – Action
 - June 14, 2016 (pg 2)
 - June 14, 2016 - Joint Meeting with Highway Commission (pgs . 3-5)
3. Expo Center Lease / Discussion-Action
4. 2nd Quarter Dept. Oversight Financial Report Review – Discussion/Action (pgs . 6-11)
5. Strategic Planning Update / Discussion - Action
6. Administrative Updates – Discussion/Action
 - Living Wage Ordinance Update and Review of Committee
7. Adjourn

Post: 7/8/16 Media, Committee Members, Kathy Schauf, Pat LaVelle

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.

JOINT COMMITTEE MINUTES

Eau Claire County
Committee on Administration
Highway Committee

721 Oxford Avenue Eau Claire WI
Courthouse – Room 1301/1302
Tuesday, June 14, 2016 / 5:30 pm

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

Members Absent: None

Staff Present: Kathryn Schauf; County Administrator, Jon Johnson; Highway Commissioner, Matt Theisen; Facilities Director, Frank Draxler; Purchasing Director, Rich Walthers, Highway Supervisor and Angie Harmon

Others Present: Norman Barrientos, Architect-Ayres Associates, Michael Stoffel, Civil Engineer -Ayres Associates

Supervisor Moore called the Committee on Administration meeting to order at 5:32 p.m.

Norman Barrientos and Michael Stoffel presented the draft space needs study to both the Committee on Administration and the Highway Committee. The costs to maintain the current structures were discussed as well as, presenting a number of options for improvement. Both committees were provided with a hard copy of the report.

The purpose of the meeting was to have both committees approve the report as presented, and discuss the next steps of the process. Once there is a direction to staff they can begin to moving discuss options for a capital plan.

If the option is to select relocating the highway department, an environmental assessment of the current property should be done. Then depending on the results of the assessment may determine the cost to clean it up for resale, as well as the cost of purchasing new commercial property within the city limits.

ACTION: Supervisor Clark made a motion to accept the report and direct staff to move forward on obtaining a environmental assessment on the current site. Motion carried, 5-0.

The report will be sent to the full county board via email and included on the county website.

Supervisor Moore made a motion to adjourn the meeting at 6:25 p.m. Motion carried by unanimous consent.

Minutes respectfully submitted by,

Angie Harmon
Committee on Administration Clerk

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, June 14, 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 Mark Beckfield

Others Present: Norman Barrientos, Architect for Ayres Associates, Michael Stoffel, Civil Engineer for Ayres Associates

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

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

Review / Approval of Committee Minutes / Discussion – Action

- May 10, 2016

ACTION: Supervisor Wilkie made a motion to approve the May 10, 2016 committee minutes as presented. Motion carried, 5-0.

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 - Discussion/Action

ACTION: Supervisor Clark made a motion to adjourn into closed session at 4:31 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 4:55 p.m. Motion carried, 5-0.

Proposed Ordinance #16-17/014 – Amending Sections of the County Code – Discussion/Action

Keith informed the committee on what changes were made to the code in this proposed ordinance.

ACTION: Motion by Supervisor Beckfield to approve the proposed ordinance as presented. Motion carried, 5-0.

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

All the members were presented applications and discussed the citizen appointments to the select commissions, boards and councils. The following decisions were made;

Ruth Adix will be appointed to the ADRC Board.

Glory Adams will be appointed to the Groundwater Advisory Committee, the second vacancy will be put on hold for more applications to be received.

Administrative Updates – Discussion/Action

- Budget (Meetings & Process)

Budget calendar has been developed, a workgroup was formed to work on capital requests. Department budgets are due to the county administrator by August 20.

- Medical Examiner

Kathryn informed the committee that she is looking at all options available for contracting a medical examiner.

- PACE Financing Update

The ordinance has been passed in Eau Claire Co., Dunn Co. and LaCrosse county are still working on the process. Jim Dunning has agreed to be the representative. There are a couple of businesses already interested in the program once it is finalized.

- Strategic Planning Process Update

Agenda is in draft form for the June 21st meeting. Core values and strategic priorities are being developed for review by the county board supervisors.

Committee on Administration will hold a budget meeting on Thursday, July 28th at 9:00 AM

The committee adjourned to go into the Joint Committee Meeting with Highway Dept. in Room 1301/1302 at 5:25 p.m.

A motion by Supervisor Bates to reconvene the Committee on Administration in Room 1273 at 6:31 p.m.

Proposed Closed Session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility

Motion to Adjourn into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility

To wit: County Administrator Annual Performance Review - Discussion/Action

ACTION: Supervisor Bates made a motion to adjourn into closed session at 6:31 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 7:37 p.m .
Motion carried, 5-0.

The meeting was adjourned at 7:37 p.m. by unanimous consent.

Minutes respectfully submitted by,

Angie Harmon
Committee Clerk

**Administration Department
 Summary of Expenditures/Revenue to Date
 Through June 2016
 (50% of the Year)**

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel *	\$ 318,265	\$ 137,337	43.2%
Services & Supplies	11,295	4,537	40.2%
Equipment			
Total Expenditures	\$ 329,560	\$ 141,874	43.0%
Revenues:			
Charges & Fees	\$ 900	\$ 595	66.1%
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy			
Total Revenues	\$ 900	\$ 595	

not all June expenses are reflected in the year to date expenses; however, will be by July 20th

County Board
Summary of Expenditures/Revenue to Date
Through June 2016
(50% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 113,321	\$ 39,561	34.9%
Services & Supplies	41,432	42,685	103.0%
Equipment			
Total Expenditures	\$ 154,753	\$ 82,246	53.1%
Revenues:			
Charges & Fees		-	
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy			
Total Revenues	\$ -	\$ -	

(see note below on expenditures)

Other Professional Services Account: Budgeted \$1,500; spent \$24,622 to date *

* Amount spent as follows:

RR Consulting (Strategic planning)		\$6,900
Stokes, Herzog (consultant for fraud case)	\$	972
CliftonLarsonAllen (Internal Control)	\$	<u>16,750</u>
		\$24,622

not all June expenses are reflected in the year to date expenses; however, will be by July 20th

Corporation Counsel & Child Support
Summary of Expenditures/Revenue to Date
Through June 2016
(50% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 1,859,475	\$ 785,190	42%
Services & Supplies	88,370	34,773	39%
Equipment	5,800	400	7%
Total Expenditures	\$ 1,953,645	\$ 820,363	42%
Revenues:			
Federal/State Grants	\$ 1,195,409	\$ 262,171	22%
Charges & Fees	83,300	61,382	74%
Miscellaneous	3,000	819	27%
Fund Balance Applied	-	-	
Property Tax Levy	671,936	495,991	74%
Total Revenues	\$ 1,953,645	\$ 820,363	42%

Not all June expenses are reflected in the year to date expenses; however, will be by July 20th

Explanations for Variances

- 1) The current levy amount is at 74% because Child Support has not received the 2nd quarter payment from the State.

XYZ Department
Summary of Expenditures/Revenue to Date
Through XXXX 2016
(XX% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ -	\$ -	#DIV/0!
Services & Supplies	-	-	#DIV/0!
Equipment	-	-	#DIV/0!
Total Expenditures	\$ -	\$ -	#DIV/0!
Revenues:			
Federal/State Grants	\$ -	\$ -	#DIV/0!
Charges & Fees	-	-	#DIV/0!
Miscellaneous	-	-	#DIV/0!
Fund Balance Applied	-	-	
Property Tax Levy	-	-	#DIV/0!
Total Revenues	\$ -	\$ -	#DIV/0!

Explanations for Variances

- 1)
- 2)
- 3)
- 4)

Facilities Department
Summary of Expenditures/Revenue to Date
Through June 2016
(50% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 988,733	\$ 419,908	42.5%
Services & Supplies	1,487,286	487,879	32.8%
Equipment	-		
Total Expenditures	\$ 2,476,019	\$ 907,787	36.7%
Revenues:			
Federal/State Grants			
Charges & Fees	512,262	256,131	50.0%
Miscellaneous			
Fund Balance Applied	-	-	
Property Tax Levy	1,963,757	981,879	50.0%
Total Revenues	\$ 2,476,019	\$ 1,238,010	50.0%

Explanations for Variances

Personnel costs slightly lower because of vacancy in January-February

Services & Supplies costs will increase at a faster rate over the next 4 months for summer energy costs operating the chillers

Veteran Services
Summary of Expenditures/Revenue to Date
Through June, 2016
(50% of the Year)

	2016 Budget	2016 Year-to-Date	% Spent/ Collected
Expenditures:			
Personnel	\$ 206,860	\$ 87,719	42.4%
Services & Supplies	24,852	9,699	39.0%
Equipment	-	-	#DIV/0!
Total Expenditures	\$ 231,712	\$ 97,418	42.0%
Revenues:			
Federal/State Grants	\$ 13,000	\$ 6,500	50.0%
Charges & Fees	-	-	#DIV/0!
Miscellaneous	-	2,259	#DIV/0!
Fund Balance Applied	-	-	
Property Tax Levy	218,712	218,712	100.0%
Total Revenues	\$ 231,712	\$ 227,471	98.2%

Explanations for Variances

- 1) State WDVA Grant is now submitted twice yearly at \$6,500 to equal \$13,000 annually. Must wait until January, 2017 to submit for the remainder of the grant.
- 2) Miscellaneous revenue includes donations that were not budgeted for in 2016.