

## **AGENDA**

Eau Claire County

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

Tuesday, August 8, 2017

2:30 p.m.

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. Public Comment
3. Proposed Ordinance 17-18/047 - Titles 4, 17 and 18 – Discussion/Action (pgs . 2-5)
4. Proposed Ordinance 17-18/044 – Title 2.90 – Discussion/Action (pgs 6-12)
5. Proposed Ordinance 17-18/053 - Amending Section 2.44 of the Code – Discussion/Action (pgs 13-16)
6. Proposed Resolution #17-18/046 - Moving the 2017 Annual Meeting on Budget – Discussion/Action (pgs 17-18)
7. Information Systems Budget Review – Discussion/Action (pgs 19-26)
8. Information Systems Dept. Updates - Discussion
  - CTH K Fiber Relocation Project
  - Broadband Expansion
9. Veteran Services 2018 Budget Follow-up (Proposed FTE Increase) – Discussion/Action
10. Boards, Commissions, Councils Appointment – Human Services Board – Discussion/Action (pg 27-28)
11. Review/Approval of Committee Minutes – Discussion/Action
  - July 11, 2017 (pgs 29-31)
  - July 25, 2017 (pgs 32-33)
12. Adjourn

Post: 8/4/17 –Media, Committee Members, Kathy Schauf, Keith Zehms, Dave Hayden

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 839-4710 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

## FACT SHEET

### TO FILE NO. 17-18/047

The review of Titles 4, 17 and 18 is part of the strategic plan process. This ordinance only addresses legal citations, footnotes and a typo. Title 4 is in the process of being thoroughly reviewed and revised by the county administrator and finance director. Titles 17 and 18 are being thoroughly reviewed and revised by planning and development department staff. The goal is to have all ordinances resulting from the review process submitted to the county board for consideration prior to January 1, 2019.

**Section 1.** Deletes footnote reference in Title 4 heading.

**Section 2.** Deletes Title 4 footnote found after section listings in chapter 4.02.

**Section 3.** Deletes footnote reference in Chapter 4.04 heading

**Section 4.** Deletes chapter 4.04 footnote found after 4.04.050.

**Section 5.** Deletes footnote referenced in 4.08.030.

**Section 6.** Deletes footnote in Chapter 4.09.

**Section 7.** Corrects statutory reference in 4.30.060 K.

**Section 8.** Deletes a reference to a repealed statute.

**Section 9.** Deletes references to repealed statutes and corrects form of a statutory citation.

**Section 10.** Deletes references to repealed statutes and adds reference to Wis. Admin. Code.

**Section 11.** Updates statutory reference.

**Section 12.** Updates statutory reference.

**Section 13.** Deletes footnote in Title 18.

**Section 14.** Corrects a typographical error.

Fiscal Impact: No Impact.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

**KRZ/yk**

Ordinance/17-18.047 Fact

4 - TO REPEAL FOOTNOTE REFERENCE IN TITLE PAGE 4 OF THE CODE:  
 5 REVENUE AND FINANCE; TO REPEAL THE FOOTNOTE IN SECTION 4.02 OF THE  
 6 CODE: BUDGETARY PROCEDURE; TO REPEAL FOOTNOTE REFERENCE IN  
 7 CHAPTER 4.04 TITLE HEADING OF THE CODE: PURCHASES AND TRANSFER OF  
 8 FUNDS; TO REPEAL THE FOOTNOTE OF SECTION 4.04.050 OF THE CODE:  
 9 CONTINGENCY FUND AUTHORIZED—TRANSFERS AUTHORIZED THEREFROM;  
 10 TO REPEAL THE FOOTNOTE REFERENCE IN SECTION 4.08.030 OF THE CODE:  
 11 WITHDRAWAL OR DISBURSEMENT; TO REPEAL THE FOOTNOTE IN CHAPTER  
 12 4.09 OF THE CODE: COUNTY ACCOUNTS; TO AMEND SECTION 4.30.060 K. 1. OF  
 13 THE CODE: SHERIFF’S FEES; TO AMEND SECTION 17.02.025 B. OF THE CODE:  
 14 DESIGNATED ADVISERS; TO AMEND SECTION 17.03.001 OF THE CODE:  
 15 AUTHORITY, PURPOSE AND APPLICABILITY; TO AMEND SECTION 17.03.025 B. 3  
 16 OF THE CODE: ADMINISTRATION; TO AMEND SECTION 17.04.090 C. OF THE  
 17 CODE: ADMINISTRATION; TO AMEND SECTION 17.06.150 B. 9. OF THE CODE:  
 18 MAINTENANCE OF STORM WATER BMP’S; TO REPEAL THE FOOTNOTE OF  
 19 TITLE 18 OF THE CODE: ZONING; TO AMEND 18.02.020 A. 21. OF THE CODE:  
 20 RULES AND DEFINITIONS -

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

22 SECTION 1. That the footnote reference in Title 4 of the code be repealed.

23 SECTION 2. That the footnote in Section 4.02 of the code be repealed.

24 SECTION 3. That the footnote reference in Chapter 4.04 of the code be repealed.

25 SECTION 4. That the footnote in Section 4.04.050 of the code be repealed.

26 SECTION 5. That the footnote reference in Section 4.08.030 of the code be repealed.

27 SECTION 6. That the footnote in Chapter 4.09 be repealed.

28 SECTION 7. That paragraph 1. of Subsection K .of Section 4.30.060 of the code be  
 29 amended to read:  
 30

31 1. Statutes adopted. The statutory provisions of sections Wis. Stat. § 303.08  
 32 with respect to Huber Law prisoners and Wis. Stat. § 302.372 regarding prisoner reimbursement  
 33 are hereby adopted and by reference made part of this ordinance as if fully set forth herein.  
 34

35 SECTION 8. That Subsection B. of Section 17.02.025 of the code be amended to read:  
 36

37 B. Each designated adviser shall receive written notice of all meetings and public  
 38 hearings of the commission, and shall be invited to comment on all proposed plans and programs  
 39 drafted by the commission under Wis. Stat. §§ ~~92.08~~ and 92.10(5), and on all proposed  
 40 ordinances under Wis. Stat. § 92.11.  
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1           **SECTION 9.** That Section 17.03.001 of the code be amended to read:

2  
3           17.03.001 Authority, purpose and applicability. This ordinance is established by the Eau  
4 Claire County Land Conservation Commission and the Eau Claire County Board of Supervisors  
5 pursuant to ~~Wis. Stat. §§ 92.104 and 92.105~~ and Wis. Admin. Code § ATCP 50.16 and related  
6 guidelines adopted by the Wisconsin Land and Water Conservation Board ~~under Wis. Stat. §~~  
7 ~~92.105(2)~~. It provides for soil and water conservation standards to be met and procedures to be  
8 followed by participants in the Wisconsin Farmland Preservation Program. Conformance with  
9 these standards and procedures will be necessary for participants to establish and maintain  
10 eligibility for farmland preservation tax credits under ~~Subchapter IX of Chapter 71 and Wis. Stat.~~  
11 ~~§§ 92.104 and 92.105 sub. ch. IX of Wis. Stat. ch 71~~. This ordinance shall apply to participants  
12 who claim a farmland preservation tax credit for which they are eligible because their land is  
13 located in a district zoned exclusive agricultural use. In cases where the tax credits are based on  
14 the landowner participating under a farmland preservation agreement, the landowner is subject to  
15 the soil and conservation standards in effect at the time the agreement application was submitted  
16 to the county clerk after being signed by the landowner unless the landowner agrees to adopt the  
17 updated standards. These standards are effective when approved by the Land and Water  
18 Conservation Board and adopted by the Land Conservation Commission. (~~Wis. Stat. § 92.105(7)~~)  
19

20           **SECTION 10.** That paragraph 3. of Subsection B. of Section 17.03.025 of the code be  
21 amended to read:

22  
23           3.       Notice of noncompliance. Notices of noncompliance shall be issued as provided  
24 under ~~Wis. Stat. §§ 92.104(4) and 92.105(5)~~ Wis. Admin. Code § ATCP 50.16. The county may  
25 issue a notice of noncompliance to a landowner if the landowner does any of the following:

- 26                   a. fails to comply with county standards  
27                   b. fails to comply with an existing farm conservation plan  
28                   c. fails to allow reasonable inspection to determine compliance

29       The notice of noncompliance must disclose the nature of the violation and a deadline date for  
30 correcting the violation. The notice must state that the landowner may not claim farmland  
31 preservation tax credits unless the farmer corrects the violation. The notice must state that the  
32 farmer may meet with the Land Conservation Commission to contest or discuss the notice and it  
33 should spell out the procedure for contacting the Land Conservation Commission and contesting  
34 the notice. The county may issue a notice of noncompliance and suspend the landowners  
35 eligibility for tax credits, without offering cost sharing to the landowner. The Land Conservation  
36 Commission may not issue a notice of noncompliance before a field inspection of the land has  
37 been made. The requirement for a field inspection and hearing may be waived by the Land  
38 Conservation Commission if the notice of noncompliance is voluntarily agreed upon. Copies of  
39 notices of noncompliance shall be submitted to the appropriate zoning jurisdiction and the  
40 Wisconsin Department of Revenue. No farmland preservation tax credits will be allowed to  
41 landowners who have been issued a notice of noncompliance with soil and water conservation  
42 requirement unless such notice is subsequently canceled by the Commission under ~~Wis. Stat. §§~~  
43 ~~92.104(4) or 92.105(5)~~, Wis. Admin Code § ATCP 50.16.  
44

45           **SECTION 11.** That Subsection C. of Section 17.04.090 of the code be amended to read:

46  
47           C.       Inspection authority. The land conservation division is authorized to enter upon  
48 any lands affected by this ordinance to inspect the land prior to or after permit issuance to  
49 determine compliance with this ordinance. If permission cannot be received from the applicant

1 or permittee, the permit may be denied or entry by the land conservation division shall be  
2 according to Wis. Stat. §§ ~~66.122 and 66.123~~ 66.0119.

3  
4 **SECTION 12.** That paragraph 9. of Subsection B. of Section 17.06.150 be amended to  
5 read:

6  
7 9. Special assessment. A statement that the applicable local unit of  
8 government may exercise their statutory authority to levy and collect a special assessment or  
9 charge pursuant to sub ch. VII of Wis. Stat. ch. 66, ~~or Wis. Stat. § 60.0627 for towns,~~ for any  
10 services carried out relating to 17.06.150 B. 7. or 17.06.150 B. 8.

11  
12 **SECTION 13.** That the footnote of Title 18 be repealed.

13  
14 **SECTION 14.** That paragraph 21. of Subsection A. of Section 18.02.020 of the code be  
15 amended to read:

16  
17 21. “Brewery” means a facility for the production of fermented malt  
18 beverages, as defined in Chapter 125 of the Wisconsin Statutes, that are sold wholesale and/or  
19 off premises directly to retailers as authorized by statute.~~21.~~

20  
21 **ADOPTED:**

22 \_\_\_\_\_  
23 \_\_\_\_\_  
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31 \_\_\_\_\_  
32 **Committee on Planning & Development**

33  
34  
35 **KRZ/yk**

36  
37 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

38  
39 ORDINANCE/17-18.047

**FACT SHEET**

**TO FILE NO. 17-18/044**

The review of Chapter 2.90 is part of the strategic plan process.

**SECTION 1.** Adds the retention of Vendor W-9's to the code, to be kept for 7 years.

**SECTION 2.** Updates the code to reflect current administrative code provisions.

**SECTION 3.** Updates the code to reflect current statutory provisions.

**SECTION 4.** Updates the code to reflect current statutory provisions and practices.

**SECTION 5.** Updates the code to statutory provisions not previously included.

**SECTION 6.** Updates the code to statutory provisions not previously included.

**SECTION 7.** Updates the code to reflect changes in statutory provisions.

**SECTION 8.** Updates the code to reflect current administrative code provisions.

**SECTION 9.** Repeals and recreates Section 2.90.140 D. and E. to reflect the change from the repealed administrative code previously governing it to the current departmental standards.

**SECTION 10.** Updates the code to reflect current administrative code provisions.

**SECTION 11.** Repeals and recreates Section 2.90.140 H. to update to the current administrative code provisions.

**SECTION 12.** Updates the code to reflect current administrative code provisions.

**SECTION 13.** Corrects a citation.

Fiscal Impact: There is no fiscal impact.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

KRZ/mm/yk

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 17-18/044**

4 - TO CREATE SECTION 2.90.010 V. OF THE CODE: COUNTYWIDE; TO AMEND  
5 SECTION 2.90.040 A. OF THE CODE: BEAVER CREEK RESERVE; TO AMEND SECTION  
6 2.90.080 U. OF THE CODE: COUNTY CLERK; TO AMEND SECTION 2.90.080 X. OF THE  
7 CODE: COUNTY CLERK; TO AMEND SECTION 2.90.080 Y. OF THE CODE: COUNTY  
8 CLERK; TO AMEND SECTION 2.90.080 AA. OF THE CODE: COUNTY CLERK; TO  
9 REPEAL SECTION 2.90.080 CC. OF THE CODE: COUNTY CLERK; TO AMEND SECTION  
10 2.90.090 A. OF THE CODE: COURTS; TO REPEAL AND RECREATE SECTION 2.90.140  
11 D. AND E. OF THE CODE: HUMAN SERVICES; TO AMEND SECTION 2.90.140 G. OF  
12 THE CODE: HUMAN SERVICES; TO REPEAL AND RECREATE SECTION 2.90.140 H. OF  
13 THE CODE: HUMAN SERVICES; TO AMEND SECTION 2.90.210 A. OF THE CODE: REGISTER OF  
14 DEEDS -

15  
16 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

17  
18 **SECTION 1.** That Subsection V. of Section 2.90.010 of the code be created to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
V. W-9's for Vendors	7 years		W

22  
23 **SECTION 2.** That Subsection A. of Section 2.90.040 of the code be amended to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A. Health histories and treatment records	<del>2</del> 3 years	<del>ATCP 78.19 (7)</del> <del>HFS 175.13 (4)</del> Admin. Code	W

30  
31 **SECTION 3.** That Subsection U. of Section 2.90.080 of the code be amended to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
U. Election <del>financial</del> registration, <u>financial</u> statements & termination reports & reports	6 years	§ 7.23(1)(d)	W

40  
41 **SECTION 4.** That Subsection X. of Section 2.90.080 of the code be amended to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
X. <del>Electronic ballot</del>	22 months after	§7.23(1)(g)	W

1 tallies Detachable date of election  
2 election recording  
3 units back up  
4  
5  
6

7 **SECTION 5.** That Subsection. Y. of Section 2.90.080 of the code be amended to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
Y. Ballots	30 days after election <u>or 22 months after a federal election</u>	§7.23(1)(h) <u>&amp; (f)</u>	W

15 **SECTION 6.** That Subsection. AA. of Section 2.90.080 of the code be amended to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
AA. Election notices & proofs of publication & correspondence	1 year after date of election unless contested, then by court order, <u>or 22 months after a federal election</u>	§7.23(1)(j) <u>&amp; (f)</u>	W

25 **SECTION 7.** That Subsection CC. of Section 2.90.080 of the code be repealed.

27 **SECTION 8.** That Subsection A. of Section 2.90.090 of the code be amended to read:

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A. Group care records	<u>21 years of age or 7 years after the resident is discharged from the group home 8 years after 18<sup>th</sup> birthday</u>	<u>DCF 57.38 HFS 57.08 or 59.07</u>	W

36 **SECTION 9.** That Subsections D. and E. of Section 2.90.140 of the code be repealed and  
37 recreated to read:

39 2.90.140 Human Services.

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
D. Open public assistance case records	As long as case is open		W
1. Records such as: social security number,			



1 birth certificate, alien  
 2 status, Medicare card. As long as case is open  
 3 2. Records such as:  
 4 earned and unearned  
 5 income, assets,  
 6 residence and rent and  
 7 utility expenses,  
 8 medical expenses and  
 9 medical insurance  
 10 coverage. Until next certification  
 11 period or 6 months after  
 12 closing case if information  
 13 duplicated in CARES.  
 14 If not duplicated then 3 years  
 15 from the date of closing.  
 16

17 E. Closed public assistance cases & denied cases W

18 1. Records such as:  
 19 written case comments,  
 20 medical examination  
 21 forms, third-party  
 22 verifications received  
 23 from outside agencies,  
 24 child care payment  
 25 calculations, provider  
 26 payment verifications,  
 27 receipts, school attendance,  
 28 financial aid information,  
 29 documentation of unusual  
 30 or unique assets that are  
 31 difficult to duplicate, other  
 32 paper case records that are  
 33 not duplicated in CARES.  
 34 3 years from date of closing.  
 35

36 2. Records related to the  
 37 following issues:  
 38 overpayment, fraud,  
 39 intentional program  
 40 violation, federal  
 41 quality control review,  
 42 divestment and asset  
 43 allocation for Medicaid. Until DHFS instructs destruction.  
 44  
 45

1 **SECTION 10.** That Subsection G. of Section 2.90.140 of the code be amended to read:

2  
3 2.90.140 Human Services.

4 RECORD

RETENTION

AUTHORITY

WAIVER

- 5  
6 G. 51.42/437 Treatment records 7 years unless minor, DHS 92.12 (1)&(2) W  
7 until 19 years of age HFS 92.12(1)&(2)  
8 or 7 years after treatment  
9 completed, whichever is  
10 longer  
11  
12 1. Undergoing federal Until completion of audit DHS 92.12 (3)  
13 or state audit HFS 92.12(3)  
14  
15  
16  
17

18 **SECTION 11.** That Subsection H. of Section 2.90.140 of the code be repealed and recreated to  
19 read:

20  
21 2.90.140 Human Services.

22 RECORD

RETENTION

AUTHORITY

WAIVER

- 23  
24 H. Client collection files  
25 1. Closed client records 5 years after records DHS 1.06 (3)(d) W  
26 are closed  
27

28 **SECTION 12.** That Subsection L. of Section 2.90.140 be amended to read:

29 **No times specified in statute, waiting on email**

30 2.90.140 Human Services.

31 RECORD

RETENTION

AUTHORITY

WAIVER

- 32  
33 L. Child-placing agency records  
34 1. Individual case records  
35 for each child served &  
36 family 7 years after case closed HFSDCF 54.06(2)(a)2  
37 2. Individual foster home  
38 records for each foster  
39 home used by the agency,  
40 which includes signed  
41 applications and  
42 agreements 7 years HFSDCF 54.06(2)(a)3  
43 3. Individual records of  
44 studied adoptive  
45 applicants 7 years HFS-DCF 54.06(2)(a)4

1	4.	Human resource records	7 years	<del>HFSDCF</del> 54.06(2)(a)5
2	5.	Financial reports and		
3		audits	7 years	<del>HFSDCF</del> 54.06(2)(a)6
4	6.	Licensing and		
5		certification records		
6		for in-home and		
7		family day care; adult		
8		family homes; foster		
9		homes; and group		
10		foster homes for		
11		children; application		
12		or other request forms,		
13		Inspection and		
14		observation check lists,		
15		correspondence,		
16		other documentation		
17		relating to licensing		
18		or certification,		
19		approved license or		
20		certificate	2 years after the license	
21			or certificate is no longer active	
22	7.	Licensing and		
23		certification records		
24		for above types of		
25		facilities where license		
26		or certificate was not		
27		approved	1 year after final action/determination	
28	8.	Adoption records.		
29		County agencies		
30		providing child		
31		welfare services		
32		under s. 48.56 or		
33		child-placing agencies		
34		licensed under §48.60,		
35		should follow the		
36		detailed procedures		
37		for adoption information		
38		search and disclosure		
39		detailed in <u>DCF 53HSS-53</u> .	Permanent	<del>HFSDCF</del> 53.07(1)

41 **SECTION 13.** That Subsection A. of Section 2.90.210 of the code be amended to read:

42				
43	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
44	A.	Obsolete documents		
45		pertaining to chattels,		

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including final books  
of entry                      6 years                      § 59.43(12)(a)                      W

ADOPTED:

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

Committee on Administration

KRZ/mm/yk

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ORDINANCE/17-18.044

**FACT SHEET**

**TO FILE NO. 17-18/053**

The review of Chapter 2.44 is part of the strategic plan process. This ordinance updates the departmental and division program responsibilities of the planning and development department.

**Section 1.** Updates departmental program responsibilities.

**Section 2.** Updates departmental program responsibilities.

**Section 3.** Updates departmental program responsibilities by add reference to solid waste management and county base mapping

**Section 4.** Updates the program responsibilities of departmental divisions and specifically adds the geographic information system division and the emergency management division.

Fiscal Impact: There is no fiscal impact.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/17-18053. Fact

4 - TO AMEND SECTION 2.44.010 A. OF THE CODE: CREATION; TO AMEND  
5 SECTION 2.44.015 A. & B. OF THE CODE: DEPARTMENTAL PROGRAM  
6 RESPONSIBILITIES; TO CREATE SECTION 2.44.015 K. AND L. OF THE CODE:  
7 DEPARTMENTAL PROGRAM RESPONSIBILITIES; TO AMEND SECTION 2.44.030  
8 OF THE CODE: PROGRAM RESPONSIBILITIES OF THE DEPARTMENTAL  
9 DIVISIONS -

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

11 SECTION 1. That Subsection A. of Section 2.44.010 of the code be amended to read:

12 A. There is created a department of planning and development under the direction  
13 and supervision of a director who shall be appointed under 3.01.010 ~~BA~~ on the basis of  
14 recognized interest, administrative ability, training, experience and knowledge of the fields of  
15 comprehensive planning, land use management and building code administration, land and water  
16 use-conservation, emergency management, geographic information system (GIS), land  
17 information, solid waste management, emergency management, and regulation and community  
18 development.  
19  
20

21 SECTION 2. That Subsection A. and B. of Section 2.44.015 of the code be amended to  
22 read:

23 A. Preparation of comprehensive plans and other community development plans and  
24 assistance to the municipalities in the county in such areas;

25 B. Providing staff resources and liaison service between the committee on planning  
26 and development and county municipalities in the areas of planning, zoning, and community  
27 development;  
28  
29

30 SECTION 3. That Subsections K. and L. of Section 2.44.015 be created to read:

31 K. Coordination and administration of the county solid waste management program  
32 to meet the responsible unit’s (RU) eligibility requirements as required by Wis. Stat. §§287.09  
33 and 287.11 and set forth by the Wisconsin Department of Natural Resources.

34 L. Develop and maintain county base mapping, including: tax parcel, street  
35 centerline and address 9-1-1, supervisory districts, zoning districts, and other essential digital  
36 data.  
37  
38

39 SECTION 4. That Section 2.44.030 of the code be amended to read:

40 2.44.030 Program responsibilities of the departmental divisions.

41 A. Land Use Controls Division. The division shall administer and enforce Title 18  
42 dealing with zoning and subdivision controls; Title 20 Shoreland Protection Overlay District,  
43 Chapter 15.01, the Uniform Dwelling Code; Wis. Stat. § 59.69, as provided in Title 18; ~~and shall~~  
44 ~~administer the county surveying program as authorized by law and Title 17.~~

45 B. Land Records Division. The division shall oversee the county remonumentation  
46 program which is responsible for the accurate perpetuation and preservation of county public  
47 land survey system monuments. Additionally the land records division shall:  
48  
49

1           1. Perform reviews of land division documents, such as certified survey  
2 maps, subdivision plats and condominium plats to ensure compliance with state statute,  
3 administrative code and county code.

4           2. Make and maintain a file of all surveys performed within the county and  
5 create an index of those surveys for purpose of research, furnishing copies of those maps upon  
6 request.

7           ~~B.3. Oversee Real Property Description Division. The division shall be~~  
8 ~~responsible for~~ Oversee real property listing and the maintenance, and updating and  
9 ~~improvement~~ development of the master file and sectional plat maps of real property in the  
10 county as provided in Wis. Stat. § 70.09(2), and shall further:

11           ~~1.a. Make and keep~~ Prepare and maintain accurate lists and descriptions  
12 of all parcels of real property in the county which are subject to tax and also those which are  
13 exempt from such tax;

14           ~~2.b.~~ Provide lists, maps and descriptions of real property tax parcels in  
15 the county for the use of municipal assessors and clerks and county offices requiring such lists  
16 and descriptions;

17           ~~3.c. Take information regarding assessment values from the assessor's~~  
18 ~~field book and make the real property parcel list conform as nearly as possible to the assessor's~~  
19 ~~field books at all times;~~ Import and link assessment data to parcels of real property as supplied  
20 by municipal and state officials.

21           ~~4.d.~~ Coordinate with the information systems department, the needs  
22 and requests of the assessors, clerks and treasurers;

23           ~~5.e.~~ Assist the public on questions ~~dealing with~~ relating to real property  
24 descriptions and ownership;

25           ~~6.f.~~ Assist the municipal assessors, clerks and treasurers with questions  
26 dealing with real estate descriptions and ownerships;

27           ~~7. Provide cartography, drafting, graphic arts and printing layout assistance~~  
28 ~~to other county departments.~~

29           C. Planning Division. The division shall be responsible for the following:

30           1. Preparing community development grant applications including need  
31 assessments, feasibility studies, environmental review of records and impact statements,  
32 application drafting, and monitoring of state and federal funding sources, as well as similar  
33 activities for other departments of the county;

34           2. Managing comprehensive planning and community development  
35 programs including development of program budgets, monitoring programs in light of their  
36 schedules and goals, and insuring compliance with state and federal regulations;

37           3. Assisting county communities in the establishment and management of  
38 comprehensive planning and community development programs;

39           4. Providing technical assistance to emergency management in  
40 Administration and supervision of emergency services and disaster planning.

41           5. Preparing long and short range plans and studies in such areas as land use,  
42 farmland preservation, outdoor recreation, decennial census, solid waste management and special  
43 planning projects;

44           6. Preparing reports and analyses and assisting in the administration of  
45 county land use regulations.

46           7. Managing the solid waste management program, as authorized by Wis.  
47 Stat. §§ 287.09 and 287.11.

1 D. Land Conservation Division. The division shall have ~~such of the program~~  
2 responsibilities ~~under the Wisconsin Statutes and Wisconsin Administrative Code~~, as are  
3 authorized in Title 17.

4 E. Geographic Information System Division. The division shall maintain the  
5 production of the county base map, provide access to public mapping records, and fulfill  
6 mapping and data-distribution requests.

7 F. Emergency Management Division. The division is responsible for meeting the  
8 requirements of Wis. Stat. ch. 323 Wisconsin Emergency Management as well as applicable  
9 federal grants.

10 1. Operate the program using the emergency management principles of  
11 preparedness, mitigation, response, and recovery.

12 2. Update and maintain emergency plans using the “all-hazards” approach.

13 3. During emergencies and disaster situations, act as liaison between  
14 emergency services, county administration, and state and federal emergency management  
15 agencies to identify any resource requests and assist with life-safety and property preservation  
16 outcomes.

17 4. Create and lead exercises to help improve emergency response, safety, and  
18 resilience from emergency service agencies, community organizations, and other interested  
19 organizations.

20  
21 ADOPTED:

22 \_\_\_\_\_  
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39 \_\_\_\_\_  
Committee on Administration

33 **KRZ/yk**

36 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

38 ORDINANCE/17-18.053



**FACT SHEET**

**TO FILE NO. 17-18/046**

This Resolution is self-explanatory. The reason for the request to move the 2017 budget meeting to November 7, 2017 is to accommodate the necessity for filing the PC – 400 apportionment forms that are due to municipalities and the Wisconsin Department of Revenue by November 15, 2017.

Fiscal Impact: None.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/17-18.046 Fact

1 Enrolled No.

2 RESOLUTION

3 File No. 17-18/046

4 - MOVING THE 2017 ANNUAL MEETING ON BUDGET FROM NOVEMBER 14, 2017 TO  
5 NOVEMBER 7, 2017 -

6 WHEREAS, section 2.04.010 C. of the county code requires the annual meeting to adopt the  
7 county budget to take place on a Tuesday after the 2<sup>nd</sup> Monday of November in each year; and

8  
9 WHEREAS, in 2017 this would mean that the budget meeting would begin on November 14,  
10 2017; and

11  
12 WHEREAS, the Wisconsin Department of Revenue requires that "Certification of the  
13 Apportionment of State and County Property Taxes and Charges" form PC-400 is due November 15,  
14 2017; and

15  
16 WHEREAS, the form PC-400 cannot be completed until after the county board adopts the  
17 county budget for 2018.

18  
19 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors  
20 hereby moves the 2017 annual meeting and budget adoption from Tuesday, November 14, 2017 to  
21 Tuesday, November 7, 2017.

22  
23  
24 ADOPTED:

25 \_\_\_\_\_  
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34 \_\_\_\_\_  
35 Committee on Administration

36 KRZ/yk

37 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

38 ORDINANC/17-18/046

## Information Systems

The mission of the Information Systems Department is to enable Eau Claire County departments to better serve their customers through effective use of technology for information management.

### Overview of Expenditures and Revenues

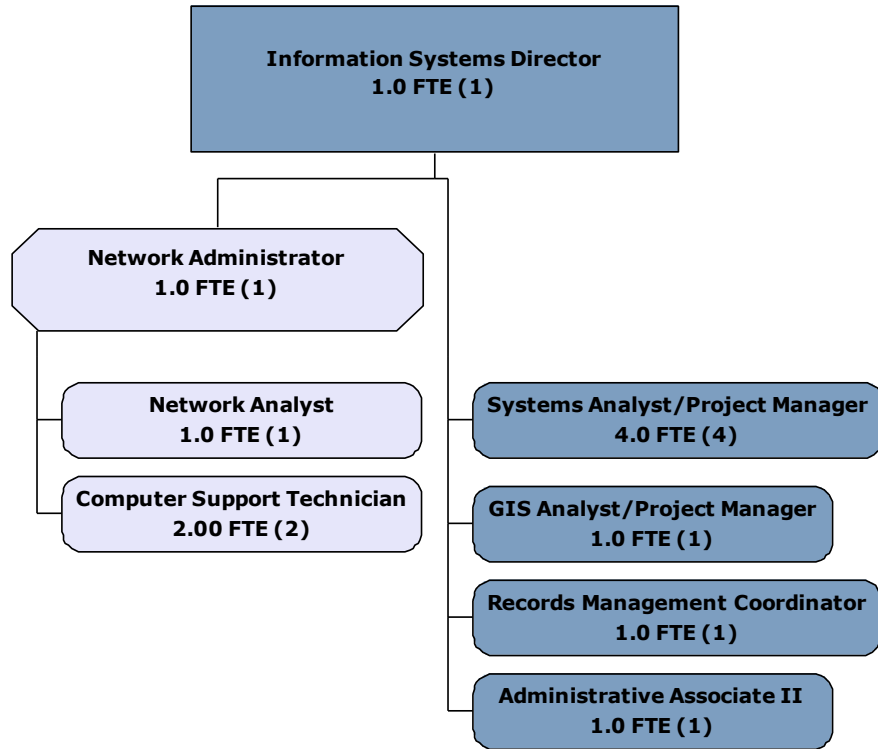
	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Recommended	%
						Change
<b>Expenditures:</b>						
Personnel	\$ 920,443	\$ 1,148,924	\$ 933,266	\$ 1,266,765		10.26%
Services & Supplies	532,315	567,520	574,835	1,208,762		112.99%
Equipment	5,047	3,200	3,345	4,000	-	25.00%
<b>Total Expenditures</b>	<b>\$ 1,457,805</b>	<b>\$ 1,719,644</b>	<b>\$ 1,511,447</b>	<b>\$ 2,479,527</b>	<b>\$ -</b>	<b>44.19%</b>
<b>Revenues:</b>						
Federal/State Grants					\$ -	
<b>Charges &amp; Fees-Rent</b>	129,698	170,221	163,996	156,048		-8.33%
Miscellaneous						
Fund Balance Applied						
<b>Property Tax Levy</b>	1,411,170	1,549,423	1,549,423	2,323,479		49.96%
<b>Total Revenues</b>	<b>\$ 1,540,868</b>	<b>\$ 1,719,644</b>	<b>\$ 1,713,419</b>	<b>\$ 2,479,527</b>	<b>\$ -</b>	

### Summary of Budget Changes and Highlights

- By far, the largest impact on the IS budget is the result of moving more than \$455,000 in planned expenditures from the capital budget to the operating budget.
- The other major impact on the budget is moving to cloud based email and office productivity applications with Microsoft Office 365.
- There are also significant increases in the hardware and software support accounts resulting from new applications for Law Enforcement, Human Services and Highway.
- Annual support contracts increase by as much as 5% per year.
- The department works diligently to minimize the impact of these increases by negotiating limits and considering multi-year agreements when cost effective.
- This budget adds one part-time Computer Support Technician that is funded by organizational changes made in the Records Center.
- This budget adds one Lead Systems Analyst to prioritize application projects and coordinate the work effort of the analysts.

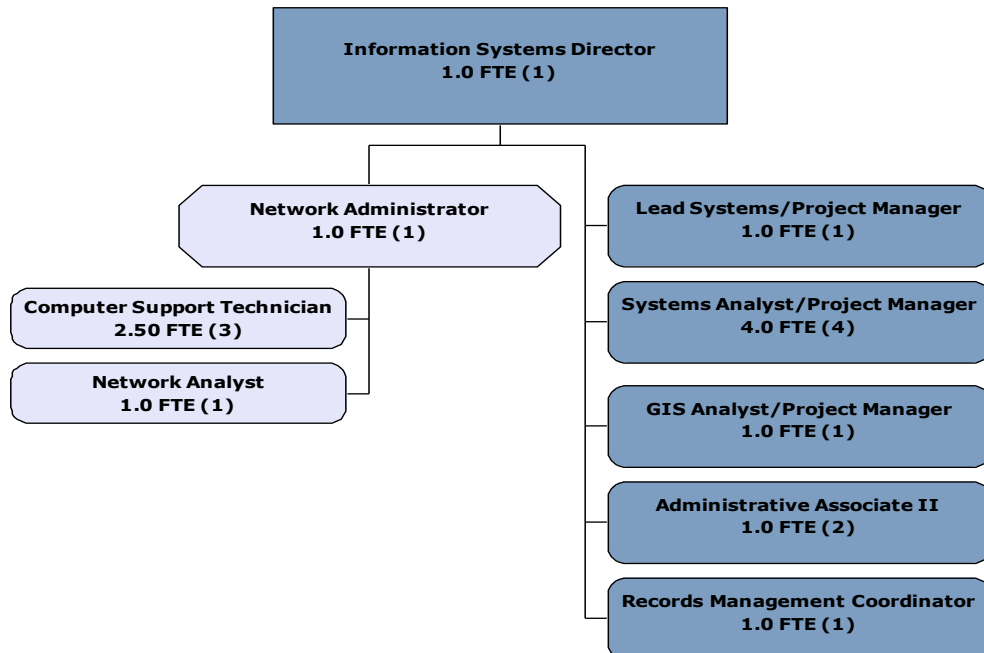
## Staffing/Organizational Chart

Current



Year	2011	2012	2013	2014	2015	2016	2017
FTE	10.50	10.50	10.80	11.30	11.23	11.23	12.0

2018 Proposed



**Program Financials**

<b>2018 Requested Program/Service</b>	<b>System Support Priority 1</b>	<b>Help Desk Priority 2</b>	<b>Records Center Priority 3</b>		<b>Totals</b>
<b>Expenditures:</b>					
Personnel	\$ 861,782	\$ 287,261	\$ 117,722		\$ 1,266,765
Service & Supplies	1,085,451	120,606	2,705		\$ 1,208,762
Equipment	2,250	1,250	500	-	\$ 4,000
<b>Total Expenditures</b>	<b>\$ 1,949,483</b>	<b>\$ 409,116</b>	<b>\$ 120,927</b>	<b>-</b>	<b>\$ 2,479,527</b>
<b>Revenues:</b>					
Federal/State Grants	-	-	-	-	\$ -
Charges & Fees	156,048	-	-	-	\$ 156,048
Miscellaneous	-	-	-	-	\$ -
Fund Balance Applied	-	-	-	-	\$ -
<b>Property Tax Levy</b>	<b>1,793,435</b>	<b>409,116</b>	<b>120,927</b>		<b>\$ 2,323,479</b>
<b>Total Revenues</b>	<b>\$ 1,949,483</b>	<b>\$ 409,116</b>	<b>\$ 120,927</b>	<b>-</b>	<b>\$ 2,479,527</b>
Mandated By:	None	None	None	None	
Committee Pirority					

<b>2017 Approved Program/Service</b>	<b>Systems Support Priority 1</b>	<b>Help Desk Priority 2</b>	<b>Records Center Priority 3</b>		<b>Totals</b>
<b>Expenditures:</b>					
Personnel	\$ 693,177	\$ 212,581	\$ 140,468		\$ 1,046,226
Service & Supplies	596,385	71,228	2,605		\$ 670,218
Equipment	2,238	662	300	-	\$ 3,200
<b>Total Expenditures</b>	<b>\$ 1,291,800</b>	<b>\$ 284,471</b>	<b>\$ 143,373</b>	<b>-</b>	<b>\$ 1,719,644</b>
<b>Revenues:</b>					
Federal/State Grants	-	-	-	-	\$ -
Charges & Fees	170,221	-	-	-	\$ 170,221
Miscellaneous	-	-	-	-	\$ -
Fund Balance Applied	-	-	-	-	\$ -
<b>Property Tax Levy</b>	<b>\$ 1,121,579</b>	<b>\$ 284,471</b>	<b>143,373</b>		<b>\$ 1,549,423</b>
<b>Total Revenues</b>	<b>\$ 1,291,800</b>	<b>\$ 284,471</b>	<b>\$ 143,373</b>	<b>-</b>	<b>\$ 1,719,644</b>
Mandated By:	None	None	None	None	
Committee Pirority					

<b>#1 Systems Support</b>		Budget	Levy		FTE's
		\$1,949,483	\$1,793,435		8.50
Systems Support keeps the applications used by county staff and the underlying servers and network infrastructure running smoothly on a day-to-day basis. Systems support addresses issues, which are typically errors or problems that prevent staff from effectively doing their work. It also addresses requests, which typically do not prevent staff from doing their work but do need to be completed at some point.					
<b>OUTPUTS</b>					
		2014	2015	2016	YTD 2017
Number of computer applications:		106	106	106	106
Number of computer applications defined as critical:		40	40	40	40
Number of currently open projects:			25	25	25
Number of physical servers:		20	16	16	18
Number of virtual servers:		76	78	87	97
Number of virtual VoIP servers:		9	11	11	11
Number of VMware host servers:		8	9	9	9
Number of servers defined as critical:		30	30	30	30
Number of core network devices:		34	36	38	38
Number of closet network devices:		78	81	85	85
Number of wireless access points:		203	206	212	217
Number of remote locations:		22	23	24	24
Number of WiMax partner locations		10	10	10	10
Number of tickets requiring network staff response:		150	90	95	84
Number of tickets requiring systems analyst staff response:		243	205	172	123
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	2015	2016	YTD 2017
To provide reliable software applications and a stable infrastructure for county staff to use to do their work.	Less than 1% unscheduled critical application downtime.	<1%	0.04%	0.00%	0.02%
	Less than 1% unscheduled critical server downtime	<1%	0.04%	0.00%	0.02%
	Less than 1% unscheduled network downtime.	<1%	0.06%	0.01%	0.00%
	100% of critical applications and servers covered by maintenance / support / warranty.	100%	98%	98%	98%
To provide appropriate capacity, performance and security for servers and the network.	Less than 40% average utilization on major network connections.	<40%	5%	5%	5%
	100% of critical servers will be patched within 30 days of service pack stabilization.	100%	100%	100%	100%
To provide appropriate responses to requests, updates and issues.	On average, support tickets requiring network staff will be open less than 7 days	7.00	5.54	1.97	4.83
	On average, support tickets requiring systems analyst staff response will be open less than 7 days	7.00	9.47	6.63	10.01

<b>#2 Help Desk</b>	Budget	Levy		FTE's
	\$409,116	\$409,116		3.00

The Help Desk keeps individual county staff productive by providing day-to-day application assistance and hardware support. This assistance and support addresses issues, which are typically errors or problems that prevent staff from effectively doing their work. It also addresses requests, which typically do not prevent staff from doing their work but do need to be completed at some point.

**OUTPUTS**

	2014	2015	2016	YTD 2017
Number of desktop computers:	453	365	325	325
Number of laptops computers:	120	154	214	220
Number of MS Surfaces:	9	30	37	35
Number of iPads:	36	52	52	43
Number of iPhones:	26	45	40	57
Number of Android smartphones:			13	13
Number of netmotion laptops:	45	45	45	45
Number of netbooks:	15	15	3	3
Number of printers:	175	149	153	153
Number of desktop applications:	30	30	30	30
Number of surveys sent:	228	208	195	134
Number of surveys completed:	138	116	119	72
Number of tickets requiring immediate response:	356	217	198	85
Number of tickets in the system:		2054	2107	1509

<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	2015	2016	YTD 2017
To provide day-to-day technical support to individual county staff.	On average, Help Desk tickets requiring immediate response will be open less than 1 day	1.00	0.25	0.29	1.03
	On average, Help Desk tickets will be open less than 3 days	3.00	3.59	3.15	3.32
	90% of county staff surveyed will report satisfied or very satisfied with Help Desk service	90%	94.9%	93.5%	96.0%

<b>#3 Records Management</b>		Budget	Levy		FTE's
		\$120,927	\$120,927		2.00
The Records Management program helps departments efficiently store and manage active, semi-active and inactive county records and assists them in complying with the records retention requirements of County Code and State Statutes.					
<b>OUTPUTS</b>					
		2014	2015	2016	YTD 2017
Open shelf folders stored:		4,610	4,689	4,547	4,618
Total boxes stored:		3,383	3,461	3,502	3,541
Microfilm rolls stored:		1,182	1,176	1,145	1,145
Records indexed in database:		109,550	118,154	138,679	146,410
Record retrievals:		872	892	686	402
Record additions:		693	928	1,790	436
New boxes:		516	483	471	300
Boxes destroyed:		490	374	476	152
Records deleted from database:		9,174	8,867	8,314	4,092
Records Scanned:		2,324	2,358	7,659	4,588
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>Benchmark</u>	<b>2015</b>	<b>2016</b>	<b>YTD 2017</b>
Provide guidance and assist departments with County Code and State Statute compliance.	100% of boxes destroyed within one month of quarterly destroy date	100%	100%	100%	100%
Provide access to requested records in a timely manner.	95% of records requests will be delivered within 8 hours as determined by Record Request Log	95%	98%	100%	100%
Convert microfilm to electronic images to ease retrieval and to prevent obsolescence while microfilm scanner is still under support agreement. **	Each year, convert 35 films to electronic images until all films are converted - target completion date 12/31/2020	35		38	21
* Measures not contributing to the overall performance goals of the Records Center - replacing with a new measure					
** New Measure					
		Budget	Levy		FTE's
<b>Totals</b>		\$2,479,527	\$2,323,479		13.50



### Summary of Program Modifications

Description	Department Requested	Administrator Recommendation	F & B Committee Recommendation
	\$774,056		
<b>Total</b>	<b>\$774,056</b>	\$0	\$0

The requested levy increase for 2018 is huge. A number of elements, each with a significant impact, came together all at once to increase the IS operating budget. The change in what could be budgeted as a capital requests added more than \$455,000 to the operating budget all by itself. New applications such as the Spillman law enforcement system added a significant amount to annual support costs. New position requests added a significant amount to personnel costs but our performance management measures demonstrate the need.

To fill a gap of this magnitude from the IS budget alone would decimate our current staff or our vendor support or some combination of both. This would impact departments throughout the county significantly impacting their use of technology and their ability to do their work.

## 2018 Information Systems Capital Request Summary

	2017	2018	Difference	Capital	Operating
Courthouse PC/printer replacements	84,000	60,775	(23,225)	0	60,775
DHS projects and replacements	87,500	138,000	50,500	36,450	101,550
DHS case mgmt / fiscal application	113,000	122,000	9,000	110,000	12,000
ACS application projects	40,000	25,000	(15,000)	0	0
Microsoft projects	151,500	138,335	(13,165)	0	138,335
Server / desktop virtualization	90,000	406,200	316,200	406,200	0
Wireless expansion	60,787	92,095	31,308	85,095	7,000
Tower / PSC Projects	35,000	327,000	292,000	327,000	0
Network Projects	222,300	456,350	234,050	421,700	34,650
Sheriff projects	316,408	177,696	(138,712)	150,000	27,696
Department requests	388,745	237,456	(151,289)	163,700	73,756
Video Surveillance	319,540	149,700	(169,840)	149,700	0
Voice over IP projects	59,000	0	(59,000)	0	0
<b>Total</b>	<b>1,967,780</b>	<b>2,330,607</b>	<b>362,827</b>	<b>1,849,845</b>	<b>455,762</b>

2017	1,967,780
2016	1,165,288
2015	1,038,384
2014	1,080,537
2013	1,115,652
2012	1,324,569
2011	1,344,693
2010	547,144
2009	537,460

The two columns on the far right show the impact of shifting certain projects from the capital budget to the operating budget.



From: Gabriel Schlieve  
2115 Sherman Creek Road  
Eau Claire, Wisconsin 54703

Date: July 12, 2017

RE: Human Services Board Application

To: County Board Administration

I was having difficulty with the online application form. It would not let me fill out more than one line under qualifications. I am attaching both the form and this addition to an email as my application.

### QUALIFICATIONS

Please be as specific as possible; include information that is targeted toward the Commission, Board or Committee you are applying for.

I am 22 years old and I have CP. I am interested in serving on the board for a number of reasons. As a person with CP I have had to deal with governmental agencies. I think the board would do well to have someone with that perspective. I am attending online classes however most of my time is focused on developing a travel accessibility app for people with disabilities. I have had to work with a variety of agencies – from the SBA, to the UW system to the state and federal government. I have also dealt with NGOs from all over the world including Africa and Ghana.

I think both my age and my understanding of disability issues would give me a unique perspective and would be a benefit to the board. My grandmother, Jean Schlieve, encouraged me to apply. The County Board and its committees were very important to her. She often talked about the boards she was on which gave me an interest in becoming involved.

Thank you for the opportunity to submit my application. I look forward to hearing from you.

Gabriel Schlieve

## MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, July 11, 2017

2:30 p.m.

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Colleen Bates (late), Kathy Clark, Mark Beckfield

Members Absent: Jerry Wilkie

Staff Present: Kathryn Schauf, County Administrator; Keith Zehms, Corporation Counsel; Jon Johnson, Highway Commissioner, Becky Hinzmann, ADRC; Frank Draxler, Purchasing and Angie Harmon

Others Present: Mallory, Corp Counsel Intern

***Supervisor Moore called the meeting to order at 2:35 p.m.***

### Public Comment

None

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

- June 13, 2017

**ACTION:** Supervisor Bates made a motion to approve the June 13, 2017 minutes as presented. Motion carried, 4-0.

### Liability & Casualty Insurance Update – Frank Draxler – Discussion/Action

Frank provided an update to the members regarding all of the types of county insurance coverages.

### Innovation Fund Application(s) Review – Discussion/Action

The members reviewed three innovation fund applications that were submitted for approval/denial.

*1) Meals on Wheels and Congregate Meals program- Aging & Disability Resource Center*

**ACTION:** Supervisor Clark made a motion to approve the application from the ADRC Department. Motion carried, 3-0

*2) OneGov software program to streamline highway dept. permit process - Highway*

**ACTION:** Supervisor Beckfield made a motion to approve the application from the Highway Department. Motion carried, 3-0

*Purchase all necessary pump equipment- eliminate livestock access to a stream, pond, or lake - Land Conservation*

**ACTION:** Supervisor Clark made a motion to approve the application from the Highway Department. Motion carried, 3-0

2018 Broadband Expansion Grant Program Update – Dave Hayden – Discussion/Action

The Broadband Expansion Grant Program provides reimbursement for equipment and construction expenses incurred to extend or improve broadband telecommunications service in unserved or underserved areas of the county.

*Supervisor Bates arrived to the meeting at 2:50 p.m.*

Boards, Commissions, Councils Appointment – Land Information Council – Discussion/Action

The City of Eau Claire has emailed Gregg with a suggested member appointment for the city representative to the Land Information Council.  
The committee members mutually agreed that Gregg should appoint Shana Harmsen to the Land Information Council.

County Board Chair Compensation Comparable – Discussion/Action

Gregg wanted to inform the committee on compensation of the area county board chairs to give them an idea that in the future the compensation could be raised. This topic will be added to the next regular meeting agenda.

Proposed Ordinance 17-18/034 – To Repeal the Footnote of Ch. 3.85... Discussion/Action

Mallory briefed the committee on the proposed changes for respective section of county code.

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

Proposed Ordinance 17-18/035 – To Repeal the Footnote of Title 10 of the Code... Discussion/Action

Mallory briefed the committee on the proposed changes for respective section of county code. There was a suggestion that Section 8 be changed from 120 to 60 days, not 30 days.

**ACTION:** Supervisor Beckfield made a motion to approve the motion with suggested changes. Motion carried, 4-0.

Proposed Ordinance 17-18/038 – To Repeal Chapter 2.28 of the Code... Discussion/Action

Mallory briefed the committee on the proposed changes for respective section of county code.

**ACTION:** Supervisor Clark made a motion to approve the motion with suggested changes. Motion carried, 4-0.

2017 United Way Day of Caring & Day Off w/Initiatives Request – September 15, 2017 /Discussion –Action

<https://www.uwgcw.org/day-caring>

This years United Way Day of Caring will be held on Friday, September 15th. Employees will need to utilize PTO time to participate in the event and each department must maintain adequate staffing.

**ACTION:** Committee supports county employees participating in the 2017 United Way Day of Caring on the condition that departments are adequately staffed and that PTO is used for volunteer hours.

In the past, the committee has approved an incentive for employees that contribute to United Way whereby their names are put into a drawing for a Day Off with Pay during the United Way Kick Off event.

**ACTION:** Supervisor Clark made a motion to approve the day off with pay incentive. Motion carried, 4-0.

Future Meeting Agenda Items & Dates – Discussion/Action

Departmental Budget Review Mtg. – July 25th at 2:30 p.m.  
Regular Meeting – August 8th at 2:30 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

Motion to go into Open Session. Committee Action.

**ACTION:** Committee adjourned into closed session at 4:18 p.m. Roll call vote. Motion carried, 4-0.

Motion to go into Open Session. Committee Action.

**ACTION:** Motion by Supervisor Clark to move into open session at 5:09 p.m. Motion carried, 4-0.

The meeting was adjourned at 5:10 p.m. by unanimous consent.

Minutes respectfully submitted by,

Angie Harmon  
Committee Clerk

**AGENDA**  
Eau Claire County  
**Committee on Administration**

Thursday, July 25, 2017 / 2:30 p.m.  
Courthouse - Room #3312  
721 Oxford Avenue • Eau Claire, WI

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

Staff Present: Kathy Schauf; County Administrator, Adam Kohls; Asst. Veteran Services Director, Keith Zehms; Corporation Counsel, Debbie Carlson; Child Support Manager, Janice Amenson; Legal Secretary, Dave Hayden; Information Systems Director, Frank Draxler; Purchasing Director, Matt Theisen; Maintenance Director, Sharon Rasmusson and Angie Harmon

**Chairman Moore called the meeting to order at 2:30 p.m.**

Review of Departmental Budgets / Discussion – Action

**Facilities**

Matt Theisen, Facilities Director, presented the 2018 Facilities Department proposed operating budget request to the committee. Energy saving programs was discussed. The department will continue to assist with the Highway, Ag Center, and Parks/Forest department buildings. For 2018, the Facilities Dept. is requesting an increase for program modifications to the operating budget.

**ACTION:** Motion by Supervisor Wilkie to support the proposed operating budget as presented that includes the modification recommendation. Motion carried, 5-0.

**Administration**

Kathy Schauf and Sharon Rasmusson presented the 2018 Administration Department proposed operating budget request to the committee.

**ACTION:** Motion by Supervisor Bates to support the proposed operating budget as presented that includes the modification recommendation. Motion carried, 5-0.

**County Board**

Gregg presented the 2018 County Board proposed operating budget request to the committee, with assistance from Sharon Rasmusson. The performance management items need to have some additions/corrections made to it.

**ACTION:** Motion by Supervisor Bates to support the proposed operating budget as presented. Motion carried, 5-0.



**Veteran Services**

Adam Kohls, Assistant Veteran Services Director, presented the 2018 Veteran Services proposed operating budget request to the committee. For the 2018 budget, the department is requesting an .6 FTE, but also have a reduction in benefits needed.

**ACTION:** Motion by Supervisor Wilkie to support the proposed budget request by Veterans Service Office including the program modification requests. Motion carried, 5-0.

**Corporation Counsel/Child Support**

Mr. Keith Zehms, Ms. Debbie Carlson, and Ms. Janice Amenson presented the 2018 Corporation Counsel & Child Support Departments proposed budget request to the committee.

**ACTION:** Motion by Supervisor Wilkie to support the proposed budget proposed by Corporation Counsel and Child Support. Motion carried, 5-0.

**Purchasing Department**

Mr. Frank Draxler presented the 2018 Purchasing Department proposed operating budget request to the committee. Frank reviewed the items in the summary of budget changes and highlights. For 2018, the department will have a program modification request and is suggesting making the Safety Coordinator (shared with the City of Eau Claire) to a full time, county employee, Risk Manager.

**ACTION:** Motion by Supervisor Clark to support the proposed operational budget, but also requesting that Frank look into costs regarding adding a Risk Manager position in 2018 and presenting to the committee at the next meeting. Motion carried, 5-0.

**Information Systems**

The Information Systems operating budget will be brought to the regular scheduled meeting in August.

Set Future Committee Meetings and Items for Discussion  
*Next Scheduled meeting – August 8, 2017*

The meeting was adjourned at 4:40 p.m. by unanimous consent. Motion carried.

Respectfully submitted by,

Angie Harmon  
Committee Clerk