

## **AGENDA**

Eau Claire County

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

Tuesday, December 12, 2017

2:30 p.m.

Courthouse - Room #3312

721 Oxford Avenue • Eau Claire, WI

1. Call to Order
2. Public Comment
3. Review/Approval of Committee Minutes – Discussion/Action ( pgs . 2-3 )
  - November 14, 2017
4. Proposed Resolution 17-18/089 – Section 2.04.010 A.,C. & E of the County Code be Amended – Discussion/Action ( pgs . 4-5 )
5. Proposed Ordinance 17-18/092 – To Repeal and Recreate Section 10.81.030 D. of the Code: Restricted Parking Areas - Discussion/Action ( pgs . 6-7 )
6. Boards, Commissions, Councils Appointment – Discussion/Action ( pgs . 8-10 )
  - Groundwater Advisory Commission
  - Veterans Service Commission
7. Code 2.04.110 Rule 11 – Calendar of Regular Meetings – Discussion ( pgs 11 )
8. 2018 Legislative Breakfast – Discussion
9. Strategic Planning – Initial Discussion
10. Adjourn

Post: 12/7/17 –Media, Committee Members, Kathy Schauf

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.

## **MINUTES**

Eau Claire County

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

Tuesday, November 14, 2017

2:30 p.m.

Courthouse - Room #3312  
721 Oxford Avenue • Eau Claire, WI

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

Staff Present: Kathryn Schauf, County Administrator; Keith Zehms, Corporation Counsel; Tim Moore, Veteran Services Director; Charity Zich, Airport Manager and Janet Loomis, County Clerk

Others Present: Doug Kranig, County Board and Dave – State Veteran Services Commission

### **Supervisor Moore called the meeting to order 2:30 p.m.**

#### Public Comment

None

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

- October 10, 2017

**ACTION:** Supervisor Beckfield made a motion to approve the minutes after a minor change is corrected. Motion carried, 4-0.

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

**ACTION:** Supervisor Wilkie made a motion to approve option #3 from innovation fund application submitted by Human Resources. Motion carried, 4-0

#### Proposed Resolution 17-18/074 – Ratifying a 5-year agreement between Eau Claire and Chippewa Counties – Chippewa Valley Regional Airport – Discussion/Action

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

Colleen Bates arrived at 2:40 p.m.

#### Proposed Resolution 17-18/076 – Approving Alteration of Supervisory District Boundaries resulting in New Wards for the City of Eau Claire – Discussion/Action

**ACTION:** Supervisor Bates made a motion to approve resolution #17-18/076 as submitted. Motion carried, 5-0.

#### Proposed Resolution 17-18/078 – Moving the 2018 Annual Meeting on Budget from November 13, 2018 to November 7, 2018 – Discussion/Action

**ACTION:** Supervisor Wilkie made a motion to approve resolution #17-18/078 as submitted. Motion carried, 5-0.

Proposed Ordinance 17-18/075 - County Code Review – Discussion/Action

**ACTION:** Supervisor Beckfield made a motion to approve resolution #17-18/075 as submitted. Motion carried, 5-0.

Veterans Service Commission / Veterans Service Move to ADRC / Discussion

Tim Moore provided a brief update about the Veterans Service co-locating within the Aging and Disability Resource Center suite.

Digital County Proposal –WCEA – Informational Discussion

The Wisconsin County Executive Advice group met and listened to a presentation on Digital County – A Symposium Series. Kathryn and Dave briefed the members on the series.

2018 Legislative Breakfast – Discussion

Eau Claire County will again hold a Legislative Breakfast inviting area legislators to discuss emerging topics happening locally and within the state. The committee asked that the legislators be emailed with a date option of either January 8 or January 22, 2018. Once the date is set, the county board, local elected officials, judges, and department heads will be invited to the Legislative Breakfast event.

Strategic Planning – Initial Discussion

Kathryn and the committee discussed initial regarding the strategic plan process for 2018. This topic will be brought back to the December meeting.

The meeting was adjourned at 4:03 p.m. by unanimous consent.

Respectfully submitted by,

Angie Harmon  
Committee Clerk

**FACT SHEET**

**TO FILE NO. 17-18/089**

Currently the annual meeting is held the Tuesday after the 2<sup>nd</sup> Monday in November. If that day is November 11 it automatically is switched to the Wednesday after the 2<sup>nd</sup> Monday. However, in 2017, 2018 and five of the seven years beginning in 2019 the annual meeting will be the first Tuesday in November to accommodate the necessity of the county clerk filing the PC-400 apportionment forms that are due to municipalities and the Wisconsin Department of Revenue by November 15.

Wis. Stat. §59.11(1)(a) authorizes county boards to establish an earlier date during October or November for the annual meeting. This ordinance proposes a permanent change to the 1<sup>st</sup> Tuesday in November. If there is an election the 1<sup>st</sup> Tuesday in November the annual meeting date will automatically be switched to the day after the election.

Fiscal Impact: None.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

KRZ/yk

Ordinance/17-18.089 Fact

4 **- THAT SECTION 2.04.010 A., C. & E. OF THE CODE BE AMENDED TO**  
5 **READ: RULE 1—MEETINGS -**

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

7 **SECTION 1.** That Subsections A., C. & E. of Section 2.04.010 be amended to read:

8 **A.** Regular meetings of the board for the purpose of transacting general business  
9 shall be held on the 1st and 3rd Tuesday of each month, ~~except for the months of In~~ January,  
10 February, June, July, August, and September ~~when there shall be one meeting held on the 3rd~~  
11 Tuesday of the month. In November there shall be one meeting held on the 1<sup>st</sup> Tuesday of the  
12 month. All meetings will commence at 7:00 p.m., unless otherwise ordered by the board and  
13 subject to recesses and adjournments to a date and time certain. If the September meeting  
14 conflicts with the Wisconsin Counties Association’s Annual Convention, it shall be  
15 automatically moved to the 2<sup>nd</sup> Tuesday of September. At one or both regularly-scheduled  
16 county board meetings in May in even numbered years, there will be a county board working  
17 session to consider and review the strategic plan. Said meetings will commence at 5:00 p.m.  
18 with the county board meeting to follow at 7:00 p.m. Each year all responsible parties for  
19 identified strategic initiatives shall report to the county administrator the progress on items in the  
20 strategic plan.  
21  
22

23 **C.** The meeting on the 1<sup>st</sup> Tuesday ~~after the 2nd Monday~~ of November in each year  
24 shall be the annual meeting ~~at held in lieu of the 3rd Tuesday of the month meeting~~ at which time  
25 the board shall conduct a public hearing on and thereafter adopt the county budget and tax levy  
26 for the ensuing fiscal year, in addition to its regular business. Unless otherwise ordered, the  
27 board shall adjourn at 11:00 p.m. until 1:00 p.m. the next day until the business of the annual  
28 meeting is concluded.  
29

30 **E.** Should the date of any regular meeting fall on ~~November 11th~~, the date of a  
31 spring or general election in this state, or a county holiday observed under 3.35.040, the meeting  
32 shall be held on the next day at 7:00 p.m.  
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34 **ADOPTED:**

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44 \_\_\_\_\_

45 Committee on Administration

46 **KRZ/yk**

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

**FACT SHEET**

**TO FILE NO. 17-18/092**

The review of Title 10 is part of the strategic plan process. The goal is to have all ordinances resulting from the review process submitted to the county board for consideration prior to January 1, 2019.

The previous language of this subsection addressed 2 specific parking spaces which no longer exist and authorized the county administrator to designate who could park in the spaces. Currently all parking spaces for a specific purpose are signed and restricted accordingly. For special events or temporary construction or other work that may reduce the number of spaces available or even the use of certain parking lots the facilities director is responsible.

Fiscal Impact: None.

Respectfully Submitted,

Keith R. Zehms  
Corporation Counsel

**KRZ/yk**

Ordinance/17-18.092 Fact

1 **Enrolled No.**

2 **ORDINANCE**

3 **File No. 17-18/092**

4 **- TO REPEAL AND RECREATE SECTION 10.81.030 D. OF THE CODE:**  
5 **RESTRICTED PARKING AREAS -**

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

7  
8 **SECTION 1.** That Subsection D. of Section 10.81.030 of the code be repealed and  
9 recreated to read:

10  
11 D. The facilities director is authorized to designate parking spaces and lots for  
12 special events or any temporary use.

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14 **ADOPTED:**

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25 **Committee on Administration**

26 **KRZ/yk**

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28  
29 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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32 **ORDINANCE/17-18.92**

<u>Committee</u>	<u>Discipline</u>	<u>Incumbent / Wish to be Reappointed?</u>	<u>Applicant</u>	<u>Term</u>
Groundwater Advisory	Town's Association	replacing Duane Merritt	Sham Anderson	April, 2020
Veterans Service Commission		David G. Tesch (I) Mr. Tesch wants to be reappointed	none	December, 2020

## Angie Harmon

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**From:** Angie Harmon  
**Sent:** Thursday, December 7, 2017 11:03 AM  
**To:** Angie Harmon  
**Subject:** FW: Groundwater Committee Member from Towns Association  
**Attachments:** Dec2017.coa.xlsx

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**From:** Gregg Moore  
**Sent:** Monday, December 4, 2017 8:15 AM  
**To:** Angie Harmon; Sharon Rasmusson  
**Subject:** FW: Groundwater Committee Member from Towns Association

I assume this should be added to Dec 12 Administration Committee meeting agenda.

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**From:** Jim Dunning  
**Sent:** Friday, December 01, 2017 2:49 PM  
**To:** Sharon Rasmusson; Gregg Moore  
**Subject:** FW: Groundwater Committee Member from Towns Association

Sharon and Gregg,

Doug Kranig has provided a name of a person interested in the Groundwater Committee. I don't have a mailing address, but his phone number and e-mail are below. Please process the necessary paperwork.

Thanks

Jim

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**From:** Jim Dunning  
**Sent:** Thursday, November 30, 2017 9:30 AM  
**To:** Doug Kranig  
**Subject:** Re: Groundwater Committee Member from Towns Association

Thanks Doug. I will send the information to him and start the appointment process with Gregg.

Jim

Sent from my iPad

On Nov 30, 2017, at 9:18 AM, Doug Kranig <[Doug.Kranig@co.eau-claire.wi.us](mailto:Doug.Kranig@co.eau-claire.wi.us)> wrote:

I finally got a volunteer to serve on your ground water committee. Sham Anderson, Town of Wilson. Email - [shamjt@aol.com](mailto:shamjt@aol.com). Fone - 715,957.1849. He was wanting to know where the meetings were held and when.

Doug Kranig

Sent from my iPad

On Nov 28, 2017, at 2:22 PM, Jim Dunning <[Jim.Dunning@co.eau-claire.wi.us](mailto:Jim.Dunning@co.eau-claire.wi.us)> wrote:

Doug,

This is a request for the Town's Association to appoint a representative to the Eau Claire County Groundwater Committee. Since the resignation of Duane Merritt this position has been vacant. I have attached the current information for the committee and the County Code that authorizes the position. I recognize that final action may not be possible at your next meeting, but we would like to have someone in place by our March meeting.

Our meeting schedule has been quarterly and the next meeting is December 5 at 5:00 if there is a person interested in seeing the committee.

If anyone has questions, please have them call me at the number below.

Thanks for your help.

Jim Dunning  
Eau Claire County Supervisor, District 18  
[Jim.dunning@co.eau-claire.wi.us](mailto:Jim.dunning@co.eau-claire.wi.us)  
715-839-0039

<Groundwater Advisory Committee Status.docx>

2.04.110 Rule 11--Calendar of regular meetings.

A. All resolutions, ordinances, petitions and reports to be presented to the board shall be typewritten, signed by the member or committee, and filed in the office of the county administrator not later than noon on the 4th working day prior to a regular meeting of the board in order to be placed on the calendar thereof for consideration under the appropriate order of business.

B. Resolutions, ordinances, petitions and reports received by the county administrator after the time specified in A., but over 24 hours before a regular meeting of the board shall be placed on the agenda thereof for consideration under the appropriate order of business.

C. No resolutions, ordinances or petitions received later than the time specified in B., may be acted upon unless upon suspension of the rules and a ruling by the chair, sustained by a majority of the board, that an emergency exists as interpreted by the Attorney General from time to time under Wis. Stat. ch. 19.

D. The calendar shall be prepared under the direction of the county administrator in accord with the orders of business provided in 2.04.030. Approval of vouchers, rezoning and comprehensive plan reviews will be listed under second reading. Ordinances received from committees will be listed under first reading and resolutions under second reading. Ordinances and resolutions received from members will be listed under first reading. All standing committee reports shall be listed by committee in the order that they are designated in 2.04.120, and all select committee reports shall be listed alphabetically by committee name

E. A copy of the completed agenda packet, shall be delivered electronically to each member no less than 2 days prior to the meeting. Sufficient copies of the agenda only shall be provided in the county board chambers for the public.

F. Copies of any resolutions, ordinances, or discussion items received under C. shall be delivered as soon thereafter as possible. (Ord. 161-6, Sec. 6 & 7, 2017; Ord. 159-43, Sec. 7, 2016; Ord. 149-14, 2005; Ord.141-97 Sec.7, 1998; Ord.141-92 Sec.2, 1998; Ord. 136-05, 1992; Ord. 80-81/385 Secs.1, 2, 1981; Ord. 79-80/424 Sec.9, 1980; Ord. 111-78 Sec.4, 1978).