

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, February 12, 2019

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
- January 8, 2019
4. Boards, Commissions, and Council Appointments – Discussion/Action
 - Indianhead Federated Library System – Board of Trustees
5. Proposed Resolution #18-19/080 – Authorizing the Purchase of Land in the Town of Washington
– Discussion/Action
6. Proposed Ordinance #18-19/104 – To Amend Section 2.90.070 of the Code: Destruction after
request for inspection: – Discussion/Action
7. Proposed Resolution #18-19/102 – Requesting changes in the statutory bidding requirements for
public work construction projects – Discussion/Action
8. Information Systems Position Resolution – Discussion/Action
9. Administrator Updates – Discussion/Action
10. Set Future Committee Meetings and Items for Discussion

Next Regular Meeting – March 12, 2019

11. Adjourn

Post: 2/7/19 –Media, Committee Members, Keith Zehms, 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, January 8, 2019
2:30 p.m.
Courthouse - Room #3312
721 Oxford Avenue • Eau Claire, WI

Members Present: Nick Smiar, Colleen Bates, Mark Beckfield and Ray Henning

Member Absent: Jerry Wilkie

Staff Present: Kathryn Schauf, County Administrator; David Hayden, Information Systems Director; Susan Schaffer, Clerk of Courts; Judge Jon Theisen, Judge Emily Long and Judge John Manydeeds

Supervisor Smiar called the meeting to order at 2:30 p.m.

Public Comment

None

Review/Approval of Committee Minutes – Discussion/Action - December 11, 2018

ACTION: Supervisor Beckfield made a motion to approve the December 11, 2019 minutes as presented. Seconded by Supervisor Bates. Motion carried, 4-0

Information Systems Position Resolution – Discussion/Action

Hayden briefed the committee on the organizational changes he is working on for the Information Systems department staffing.

Legislative Breakfast Planning – Discussion

The annual legislative breakfast will be planned for a date when legislators are anticipated to be available in the Chippewa Valley.

Boards, Commissions, and Council Appointments – Discussion/Action

- Veterans Service Commission

The committee discussed the vacancy for the Veterans Service Commission and recommended to the Board Chair to appoint Sidney Hanson

- Indianhead Federated Library System – Board of Trustees

The committee discussed the vacancy for the IFLS Board of Trustees and suggested to table this vacancy until the next meeting.

Proposed Resolution #18-19/080 – Authorizing the Purchase of Land in the Town of Washington – Discussion/Action

This proposed resolution was removed from the agenda without objections. Tabled until further notice.

Government Center – Proposed remodel for 6th courtroom – Discussion/Action

The members, along with the Administrator and Judges, discussed the options that were proposed to remodel the 2nd floor conference rooms to a 6th courtroom. The committee concurred with the Judges on maintaining an immediate build-out to take advantage of the allocation of a reserve judge, one day per week in Eau Claire County. Judge Schumacher will provide an update to the Board of Supervisors on timing of build-out, providing context and education to the Board. No further action is needed.

Administrator Updates – Discussion/Action

- 2019 Workplan
 - Financial sustainability
 - Performance measures

Set Future Committee Meetings and Items for Discussion

Special Meeting – January 22, 2019

Next Regular Meeting – February 12, 2019

Joint meeting with Finance and Budget TBD (Tentative February 14, 2019 at 3:00 p.m.)

Supervisor Smiar adjourned the meeting at 4:08 p.m.

Respectfully submitted by,

Kathryn Schauf
County Administrator

Post: 6/8/17 Media, Committee Members, Kathy Schauf, Tammy Schaufnagel, Keith Zehms

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<u>Committee</u>	<u>Discipline</u>	<u>Term</u>	<u>Incumbent / Interest in reappointment?</u>	<u>Applicant</u>
Indianhead Federated Library System (IFLS)	EC County Rep	Dec. 2021	Jan Daus (I), yes	
(1 vacancy)				Stella Pagonis

FACT SHEET

TO FILE NO. 18-19/080

SUBJECT

Property purchase from Wisconsin Department of Transportation (WIDOT)

REQUEST

Purchase 42 acres from WIDOT for Three Hundred Eighty Five Thousand Three Hundred Sixty Three (\$385,363.00.00) for location of a future Highway Department facility

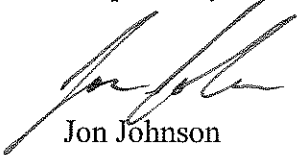
PURPOSE / JUSTIFICATION

Eau Claire County has completed its site selection study and has identified this property to be the best value and location for possible future highway facility construction. The facility study that was completed and approved by the county board identified that an increase in acreage is needed for the operational needs of the Highway Department.

The Department of Transportation has completed a phase 1 environmental study on the property as well as a Phase 2 Environmental Sampling Investigation. The results of these studies show that DOT caused the contamination discovered on the property to date. By acquiring the property at least partially for blight elimination under Wis. Stat. §292.11(9)(e)1m. Eau Claire County will receive a local governmental liability exemption for the investigation and cleanup of contaminated property and solid waste management.

Fiscal Impact: \$385,363.00 from 2018 Highway Capital Funds

Respectfully Submitted,



Jon Johnson
Highway Commissioner

JJ

Ordinance/18-19/080 Fact

2
3 - AUTHORIZING THE PURCHASE OF APPROXIMATELY 42 ACRES OF LAND
4 LOCATED IN THE CITY OF EAU CLAIRE ALONG USH 53 FROM THE WISCONSIN
5 DEPARTMENT OF TRANSPORTATION FOR \$385,363.00; AUTHORIZING THE COUNTY
6 ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF EAU
7 CLAIRE COUNTY-

8
9 WHEREAS, the highway facility space needs study from May 24, 2016 states the highway
10 department facility in Altoona has \$3,292,067.00 of code compliance, life safety, and structural
11 repair cost needs; and

12
13 WHEREAS, the existing Altoona highway facility shop is 53,000 sq. ft. and to adequately
14 store current fleet operations the space needs study has calculated that the main shop facility needs
15 to be 119,370 sq. ft.; and

16
17 WHEREAS, the space study concluded that the existing 12-acre Altoona facility is too
18 small to house the current operations and further investment as well as expanding on the current
19 site is not in the County's best interest; and

20
21 WHEREAS, a site selection analysis was completed comparing 15 different properties
22 based on location near major highways, water and sewer service availability, size of 30-40 acres,
23 and cost of property. After completing the analysis, the property owned by WIDOT was identified
24 to be the best candidate; and

25
26 WHEREAS, the cost to purchase this property from the WIDOT is approximately
27 \$8,300.00/acre and the cost of other properties that were evaluated in the site selection analysis
28 were \$25,000.00/acre making the property from the WIDOT a good value for the County; and

29
30 WHEREAS, the purchase of land from WIDOT would not remove any property from the
31 property tax levy since it is currently owned by the State of Wisconsin; and

32
33 WHEREAS, Eau Claire County is granted home rule authority by Wis. Stat. §59.03(1) as
34 construed under Wis. Stat. §59.04 which can be exercised by the county board by adoption of a
35 resolution under §59.02; and

36
37 WHEREAS, Eau Claire County intends to acquire the property in the City of Eau Claire
38 along US 53 by purchase from WIDOT for the future site of a highway facilities shop and in order
39 to facilitate blight elimination through assistance from the Wisconsin Department of Natural
40 Resources; and,

41
42 WHEREAS, by exercising its home rule authority under Wis. Stat. §59.03(1) to acquire
43 the property in the City of Eau Claire and Town of Washington along USH 53 for the purpose of
44 blight elimination granted to counties by Wis. Stat. § 292.11(9)(e)1m.d., Eau Claire County,
45 through adoption of this resolution will qualify for a local governmental liability exemption for
46 the investigation and cleanup of contaminated property and solid waste management.

1 NOW THEREFORE, BE IT RESOLVED, that the Eau Claire County Board of
2 Supervisors hereby authorize the purchase of approximately 42 acres of land located in the City of
3 Eau Claire along USH 53 from the Wisconsin Department of Transportation for \$385,363.00; and
4

5 BE IT FURTHER RESOLVED, that the acquisition of the property is at least in part for
6 blight elimination under Wis. Stat. §292.11(9)(e)1m.d. of the existing environmental
7 contamination caused by discharges of hazardous substances.
8

9 BE IT FURTHER RESOLVED, that the county administrator is authorized to execute all
10 necessary documents on behalf of Eau Claire County.
11

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22 Committee on Administration
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Highway Committee

KRZ/yk

Dated this _____ day of _____, 2018.

ORDINANC/18-19/080

FACT SHEET

TO FILE NO. 18-19/104

This ordinance is housekeeping in nature. It simply updates three sections of the County records retention ordinance.

Fiscal Impact: None.

Respectfully Submitted,

Keith R. Zehms
Corporation Counsel

Ordinance/17-18.104 Fact

4 - TO AMEND SECTION 2.90.070 OF THE CODE: DESTRUCTION AFTER
5 REQUEST FOR INSPECTION: TO AMEND SECTION 2.90.280 OF THE CODE:
6 DESTRUCTION PENDING LITIGATION: TO AMEND SECTION 2.90.285 OF THE CODE:
7 MICROFILMING OR ELECTRONIC FORMAT STORAGE OF DEPARTMENT RECORDS -

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

9 SECTION 1. That Section 2.90.270 of the code be amended to read:

10 2.90.270 Destruction after request for inspection.

11 Destruction after request for inspection. No requested record may be destroyed until after the
12 request is granted or 60 days after the request is denied or 90 days if the requester is committed
13 or incarcerated. If an action is commenced under Wis. Stat. §19.37, the requested record may not
14 be destroyed until a court order is issued and all appeals have been completed. See Wis. Stat. §
15 19.35(5).
16
17

18 SECTION 2. That Section 2.90.280 of the code be amended to read:

19 2.90.280 Destruction pending litigation.

20 No record subject to pending litigation shall be destroyed until the litigation has been resolved or
21 a court ordered request for inspection or copying is granted.
22
23

24 SECTION 3. That Section 2.90.285 of the code be amended to read:

25 2.90.285 Microfilming or Electronic Format Storage of Department Records.

26 Departments may keep and preserve public records through the use of microfilm or another
27 reproductive device, optical imaging or electronic format storage providing that the applicable
28 standards established in Wis. Stat. §§ 16.61(7) and 16.612, respectively are met. Departments
29 should consider factors such as retention periods and estimated costs and benefits of converting
30 records between different media in deciding which records to microfilm or store on electronic
31 format. After verification paper records converted to either microfilm or electronic format
32 storage should be destroyed after notification to the SHSW if applicable. The retention periods
33 identified in this ordinance apply to records in any media.
34
35
36

37 ADOPTED:

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Committee on Administration

46 KRZ/yk

47 Dated this _____ day of _____, 2019.

FACT SHEET

TO FILE NO. 18-19/102

This resolution requests legislative action to change Wis. Stat. § 59.52 (29) (a) regarding competitive bidding for public work construction projects by counties. The proposed changes are to increase the competitive bidding requirement for construction projects from \$25,000 to \$100,000, eliminate the class 1 notice provision and eliminate the “or furnishing of supplies or material of any kind” language. The proposed changes are shown below.

(29) PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES.

(a) All public work, including any contract for the construction, repair, remodeling or improvement of any public work ~~or building, or furnishing of supplies or material of any kind~~ where the estimated cost of such work will exceed ~~\$25~~\$100,000 shall be let by contract to the lowest responsible bidder. Any public work, the estimated cost of which does not exceed ~~\$25~~\$100,000, shall be let as the board may direct. If the estimated cost of any public work is between ~~\$25,000~~ and ~~\$25~~\$100,000, the board ~~shall give a class 1 notice under ch. 985 before it contracts for the work or~~ shall contract with a person qualified as a bidder under s. 66.0901 (2). A contract, the estimated cost of which exceeds ~~\$25~~\$100,000, shall be let and entered into under s. 66.0901, except that the board may by a three-fourths vote of all the members entitled to a seat provide that any class of public work or any part thereof may be done directly by the county without submitting the same for bids. This subsection does not apply to public construction if the materials for such a project are donated or if the labor for such a project is provided by volunteers. This subsection does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make.

Reasons to support the changes:

- The threshold has not been increased for many years.
- Municipalities need to prepare specs and sometimes plans or drawings for each of the projects requiring a formal bid, currently \$25,000. Preparing these documents take time and **money**. Increasing this threshold will save money.
- The scope of many of these smaller projects (less than \$100,000) can be described to contractors by staff verses hiring an engineer to write plans and specs. We would use a request for quote (an informal process) for the projects under the threshold. We would advertise with the local builders’ exchange, on our website and with our bid-letting on-line service.
- The current process takes requiring the Class 1 notice is time consuming and does not reflect our current procurement methods such as using email, bid letting services and other website listings. The Class 1 process is outdated and not effective. A Class 2 notice would still be required on projects over \$100,000. Note, Class 2 requires 2 notices in the newspaper 10 days apart and the last notice to be at least one week prior to bid date. This takes 3-4 weeks. Using electronic notices and mail this can be completed under 10 days.

- Working with partnerships, such as private public partnerships that involve donations of building materials, supplies or construction services will be easier to work with without the requirement to bid the project under the new threshold.

Examples of projects with an estimated cost under \$100,000 that we would save time and potentially money include; tuck pointing, a small addition to a building or pavilion, a small parking lot or remodeling project, a small dredging project. Eau Claire County would request quotes for projects < \$100,000 and this process allows for negotiation of cost, different solutions and timeframe. These negotiations many times save money and improve the quality and delivery of the project.

Fiscal Impact: Cost savings will depend on size and complexity of projects..

Respectfully Submitted,

Frank D. Draxler
Operations Manager

Ordinance/18-19.102 Fact

4 REQUESTING CHANGES IN THE STATUTORY BIDDING REQUIREMENTS FOR
5 PUBLIC WORK CONSTRUCTION PROJECTS- -

6 WHEREAS; under Wis. Stat. §59.52(29) counties are required to engage in a competitive
7 bidding process on public work construction projects greater than \$25,000 and provide a class 1
8 notice on public work with a cost between \$5,000-\$25,000; and
9

10 WHEREAS, these statutory limits have been inn place for decades and need to be updated
11 to reflect the time and cost incurred by counties in the competitive bidding process. A change to
12 \$100,000 for competitively bid projects would be more realistic, and
13

14 WHEREAS, eliminating the requirement for a class 1 notice would reduce the time
15 required to begin projects while reflecting the fact that almost all bids are delivered via email or
16 other electronic means; and
17

18 WHEREAS, removing the phrase “or furnishing supplies or material of any kind” from
19 Wis. Stat. §59.52(29) would be consistent with Wis. Stat. §62.16 for cities and is not needed due
20 to the statutory definition of “public work”.
21

22 NOW THEREFORE BE IT RESOLVED, that the Eau Claire County Board of
23 Supervisors requests that our state legislators introduce and support legislation changing the
24 stator bidding requirements for public work construction projects for counties under Wis. Stat.
25 §59.52(29) by increasing the project limit from \$25,000 to \$100,000, eliminating the class 1
26 notice requirement and eliminating the “or furnishing supplies or materials of any kind”
27 language.
28

29 BE IT FURTHER RESOLVED, that the Eau Claire County Board directs the county
30 clerk to forward a copy of this resolution to legislators representing Eau Claire County, Governor
31 Tony Evers and the Wisconsin Counties Association.
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43 _____

44 Committee on Administration

45 KRZ/yk

46 Dated this _____ day of _____, 2018.

47 ORDINANC/18-19/102