

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, September 10, 2019

2:30 p.m.

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

1. Call to Order and confirmation of meeting notice
2. Public Comment
3. Review/Approval of Committee Minutes – **Discussion/Action**
 - a. August 13, 2019
4. Economic Development – Luke Hanson
 - a. Economic Development Corporation - **Discussion**
 - b. Consideration of ordinance change to address economic development – **Discussion/Action**
5. Ordinance 19-20/052 – To Amend Section 3.20.020 A. 3. Of the Code: County Board of Supervisors Compensation - **Discussion/Action**
6. Resolution 19-20/055 – Creating a Special Committee to Serve as the Building Committee for the Highway Department Building Project Authorized by the County Board – **Discussion/Action**
7. Ordinance 19-20/048 – To Amend Section 3.20.020 of the Code: County Board of Supervisors Compensation; to repeal section 3.20.040 of the Code: County Board Committee Per Diems; to Repeal Section 3.20.100 of the Code: Compensation Claims and Payments; to Amend Section 2.04.140 Rule 14 – General Duties and Powers of Standing Committees – **Discussion/Action**
8. Administrator Updates by Kathryn Schauf – **Discussion/Action**
 - a. 2020 Planning and Workplan
9. Communication to the Committee – Letter to City of Altoona in regard to the Highway Facilities Memorandum of Understanding – **Information/Discussion**
10. Set Future Committee Meetings and Items for Discussion

*Special Meeting – Joint Committee Meeting HR/Admin/Finance & Budget (After this meeting)
Next Regular Meeting – October 8, 2019*

Prepared by: Samantha Cole

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) 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.

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, August 13, 2019

2:30 p.m.

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

Members: Collen Bates, Mark Beckfield, Ray Henning, Gerald Wilkie
Members Absent: Nick Smiar

Others: Norb Kirk, Janet Loomis, Tina Pommier, Eric Killen, Kathryn Schauf, Matt Theisen, Frank Draxler, Tim Sullivan

Public: Connie Russel

Vice-Chair Bates called the meeting to order at 2:30 p.m. The meeting was confirmed in accordance with Open Meeting Law.

There were no members of the public who wished to make a comment. A motion was made by Supervisor Beckfield to close the session and seconded by Supervisor Henning. The motion passed unanimously 4-0.

Supervisor Wilkie motioned to approve the minutes from July 9, 2019 as presented. The motion was seconded by Supervisor Beckfield. The motion passed unanimously 4-0.

Administration, Risk Management, Corporation Counsel/Child Support, Facilities, Information Systems and Veteran Services Department Heads presented their proposed 2020 budget to the Committee. Highlights were as follows:

Administration/County Board

- Administration, County Board and Risk Management are now separate budgets

Risk Management

- Added a Risk Analyst which was a part of the 2019 budget
- Will not be replacing the Safety Coordinator at this time
- There have been increases to liability insurance due to trends in Wisconsin and Law Enforcement.
- Overall costs are 8% lower than last year

Corporation Counsel/Child Support

- Corporation Counsel is lower next year due to 3 position changes
- Child Support had a change in state funding which attributes to the requested levy increase
- Due to employees potentially/confirmed retiring in 2020, there will be a need to have funds for training. Child Support Training is done elsewhere and required by the State.

Facilities

- 2% lower than last year. Property insurance costs are being moved to a non-departmental account
- New position request shared with the Highway Department
- Potentially giving \$18,000 back to the levy

Information Systems

- Increase in contract services
- Requested position change

Veteran Services

- Tax levy request is approx. 2% lower

The committee discussed ordinance 19-20/008. The motion was made by Supervisor Henning and seconded by Supervisor Beckfield. The motion passed unanimously 4-0.

The committee discussed resolution 19-20/046. The motion was made by Supervisor Wilkie and seconded by Supervisor Beckfield. The motion passed unanimously 4-0.

The committee discussed ordinance 19-20/048. The motion was made by Supervisor Beckfield to refer the ordinance to Corporation Counsel for revisions. Seconded by Supervisor Wilkie. The motion passed unanimously 4-0.

The committee discussed resolution 19-20/049. The motion was made by Supervisor Henning and seconded by Supervisor Wilkie. The motion passed unanimously 4-0.

The committee discussed the possibility of entering into an MOU with the City of Altoona for the sale of the current Highway Facility. The committee requests to be further along in the Highway Department project before entering into an MOU. The motion was made to not propose and MOU by Supervisor Beckfield. Seconded by Supervisor Henning. The motion passed unanimously 4-0.

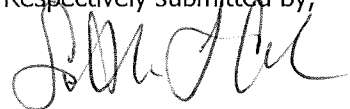
Administrator Schauf provided updates on the Speak Your Peace project and Economic Development.

Vice-Chair Bates asked for a motion to approve the referral to the County Board of Supervisors for the appointments to the Rural Broadband Committee. The motion was made by Supervisor Henning and seconded by Supervisor Wilkie. The motion passed unanimously 4-0.

The next meeting will be on September 10, 2019 at 2:30 p.m. followed by a joint meeting with the Committee on Finance & Budget and the Committee on Human Resources at 4:30 p.m.

The meeting was adjourned at 4:22 p.m.

Respectively submitted by,



Samantha Cole
Administrative Specialist III (Department of Administration)

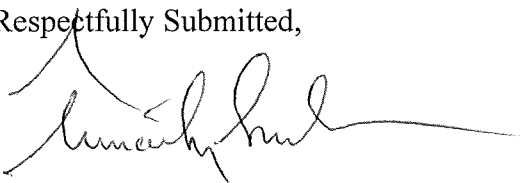
FACT SHEET

TO FILE NO. 19-20/052

This ordinance changes the monthly pay of county board supervisors, other than the chair and vice chair, from \$110.50 per month to \$125.00 per month (\$1,326.00 annual to \$1,500.00 annual). This ordinance will go into effect at the organizational meeting of the board following the spring 2020 election.

Fiscal Impact: $\$14.50 \times 27 = \391.50 monthly
 $\$391.50 \times 12 = \$4,698.00$ annual

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Timothy J. Sullivan", with a long horizontal flourish extending to the right.

Timothy J. Sullivan
Corporation Counsel

TJS/ab

Ordinance/19-20.052 Fact

1 **Enrolled No.**

ORDINANCE

File No. 19-20/052

2
3 TO AMEND SECTION 3.20.020 A. 3. OF THE CODE: COUNTY BOARD OF
4 SUPERVISORS COMPENSATION

5
6 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

7
8 SECTION 1. That paragraph 3. of Subsection A. of Section 3.20.020 of the code be
9 amended to read:

10
11 3. All others: ~~\$1,326~~ \$1500 per year at ~~\$110.50~~ \$125.00 per month;

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13 SECTION 2. This ordinance will go into effect at the County Board organization
14 meeting, the 3rd Tuesday of April 2020.

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16 ENACTED:

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28 Committee on Administration

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39 Committee on Human Resources

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41 TJS/ab

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43 Dated this _____ day of _____, 2019.

FACT SHEET

TO FILE NO. 19-20/055

Fiscal Impact: Payment per meeting to County Board Members (\$30/meeting plus mileage.)

Attached is a resolution to create a special committee to serve as the Building Committee for the building project that includes a new Highway Department facility. You will note that the committee shall include 2 elected officers of the board, a member of the finance and budget committee and 2 members of the highway committee. Once adopted, Chairman Smiar will appoint members representing the above groups listed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'S. Cole', written in a cursive style.

Samantha Cole

Administrative Specialist III (Department of Administration)

Resolution/19-20/055

2
3 -CREATING A SPECIAL COMMITTEE TO SERVE AS THE BUILDING COMMITTEE
4 FOR THE HIGHWAY DEPARTMENT BUILDING PROJECT AUTHORIZED BY THE
5 COUNTY BOARD-

6
7 WHEREAS, the Committee on Administration has oversight responsibilities for buildings
8 and has traditionally served as the county's building committee; and

9
10 WHEREAS, the Eau Claire County Board of Supervisors has approved the purchase of
11 property and funding for the design of the new highway facilities; and

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13 WHEREAS, the Eau Claire County Board of Supervisors could more effectively exercise its
14 oversight responsibilities for this major project by having a slightly broader membership on the
15 building committee; and

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17 WHEREAS, the Eau Claire County Board of Supervisors has yet to approve funding for the
18 construction portion of this project, but a Building Committee would be able to provide oversight of the
19 design among other things which would help manage the overall cost of the project.

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21 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
22 creates a five-member special committee to serve as the Building Committee for the new highway
23 facilities project that includes new facilities for shop, offices, garage, storage as well as the
24 surrounding grounds. The Building Committee shall exercise final oversight responsibility for the
25 project.

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27 BE IT FURTHER RESOLVED that the five members of the Building Committee shall include
28 2 elected officers of the board, a member of the finance and budget committee and 2 members of the
29 Highway Committee.

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31 BE IT FURTHER RESOLVED that the Building Committee shall have a termination date of
32 December 31, 2022.

33 OFFERED BY:

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Committee on Administration

Dated this _____ day of _____, 2019

FACT SHEET
File No. 19-20/048

The attached ordinance is to eliminate the current process of confirmation of meeting and use of the attendance (Per Diem) form. Currently the process is to have members of the board, committee or council sign the form to acknowledge attendance. Once completed, the form is given to the County Clerk to confirm the meeting was publicly noticed and then given to the Chair to confirm meeting took place. The change in process will eliminate the verification of meeting notice and attendance by the County Clerk's office and the Chair. Confirmation of the meeting will be done via email between the Committee Clerk and County Clerk's office and added to each agenda to further confirm. The workflow will be as follows:

1. Confirmation of meeting is completed via email once posted publicly by the County Clerk's office
2. Attendance/Per Diem form is signed by members of the board, committee or council
3. Attendance/Per Diem form is collected by the Committee Clerk
4. Committee Clerk enters attendees into the designated spreadsheet created by Payroll to correctly allocate Per Diem and mileage
5. Attendance/Per Diem form is given to Payroll to keep in their records

The ordinance will repeal **SECTION 2. 3.20.040** which states:

The ordinance will repeal **SECTION 3. 3.20.100** which states:

The ordinance will amend **SECTION 3.20.020** as outlined in the attached ordinance.

The ordinance will amend **SECTION 2.04.140.G** as outlined in the attached ordinance.

The code can be referenced here: [County Code](http://County Code or co.eau-claire.wi.us/government/county-code) or co.eau-claire.wi.us/government/county-code

Fiscal Impact: None

Respectively submitted by,



Samantha Cole
Administrative Specialist III
Department of Administration

2
3 TO AMEND SECTION 3.20.020 B. OF THE CODE: COUNTY BOARD OF SUPERVISORS
4 COMPENSATION; TO CREATE SECTION 3.20.020 C. D. AND E. OF THE CODE:
5 COUNTY BOARD OF SUPERVISORS COMPENSATION; TO REPEAL SECTION 3.20.040
6 OF THE CODE: COUNTY BOARD COMMITTEE PER DIEMS; TO REPEAL SECTION
7 3.20.100 OF THE CODE: COMPENSATION CLAIMS AND PAYMENTS; TO AMEND
8 SECTION 2.04.140 G. 1., 2. AND 3. OF THE CODE: DUTIES OF THE COMMITTEE
9 CLERK

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

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13 SECTION 1. That Section 3.20.020 of the code be amended to read:

14
15 3.20.020 County board of supervisors' compensation.

16 A. The compensation for each member of the county board shall be paid monthly by
17 the county treasurer on the payroll date falling no earlier than the 7th day but not later than the
18 20th day of each month as follows:

- 19 1. Chair: \$4,675 per year at \$389.58 per month;
- 20 2. First vice chair: \$1,836 per year at \$153 per month;
- 21 3. All others: \$1,326 per year at \$110.50 per month;
- 22 4. A pro rata adjustment shall be made for portions of months not served in such
23 capacities.

24 B. ~~The compensation provided in A. shall be for all services for the county except as~~
25 ~~provided in 3.20.040. Each supervisor shall be paid a per diem of \$30.00 for each committee or~~
26 ~~county board meeting he or she attends.; Supervisors shall not receive per diem for attending a~~
27 ~~except for committee meeting scheduled held within 1 hour prior to a county board meeting or~~
28 ~~held during a county board recess. Meeting and mileage payments for attendance are not to~~
29 ~~exceed two meetings in any one day. Supervisors shall not be paid for attending the meeting of a~~
30 ~~committee to which he or she has not been appointed as provided by resolution or ordinance~~
31 ~~unless the chair of the committee certifies in writing that his or her attendance was requested.~~
32 ~~Any supervisor failing to answer at least half of all roll call votes at any meeting of the board~~
33 ~~shall be considered absent for purposes of receiving payment.~~

34 C. The finance director or designee shall prepare an appropriate attendance
35 certificate in either paper or electronic format. Each supervisor appointed under 3.20.030 B. or
36 C. shall promptly, after the meeting, file a certificate of attendance with the chair of the county
37 board. If the supervisor attended the meeting, the chair shall execute/approve by signing the
38 attendance certificate and filing it with the finance department.

39 D. No payment claims shall be allowed if not filed within 60 days of the date of the
40 committee meeting and in accord with this section.

41 E. All claims under this section shall include the claimant's certification that the
42 claim is true and correct, and that no portion of the amount claimed was previously reimbursed
43 by the county or by any other source.

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45 SECTION 2. That Section 3.20.040 of the code be repealed.

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47 SECTION 3. That Section 3.20.100 of the code be repealed.

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49 SECTION 4. That Section 2.04.140 G of the code be amended to read:

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G. Duties of the committee clerk.

1. The committee clerk shall be responsible for the files and records of the committee as well as the compilation and distribution of agendas, including all attachments or agenda packet materials, and; the typing and distribution of minutes of to the committee at the next succeeding meeting following preparation thereof. The original copy of the approved minutes of each meeting shall be filed in the office of the county clerk within two working days of their approval ~~or correction.~~ ~~files, typing and records of the committee, and for recording the minutes of each committee meeting which shall be reduced to typewritten copy, distributed to the members and approved at the next succeeding meeting following preparation thereof.~~

2. The committee clerk shall be responsible for recording the attendance of members on the appropriate forms. ~~and for submitting same to the county clerk.~~

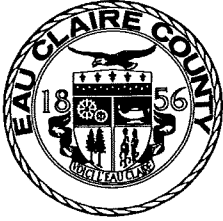
3. The committee clerk shall see that all resolutions, ordinances, amendments and reports of the committee are properly drafted, ~~typed, and signed and submitted prior to submission~~ to the county administrator for the county board calendar.

ENACTED:

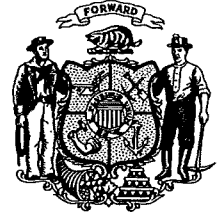
Committee on Administration

KS/sc

Dated this _____ day of _____, 2019.



Eau Claire County
Office of the County Administrator
721 Oxford Avenue, Room 3520
Eau Claire, WI 54703-5481
Phone: 715-839-5106 Fax: 715-839-6243
admin@co.eau-claire.wi.us



August 28, 2019

City of Altoona
Attention: City Administrator Mike Golat
1303 Lynn Avenue
Altoona, WI 54720

Dear Administrator Golat,

On Tuesday, August 13, 2019, the Committee on Administration voted against entering into a Memorandum of Understanding with the City of Altoona at this time. During discussion the Committee decided to wait until the project to develop a new highway facility is more fully developed.

As the project to create a new highway facility progresses the Committee will continue to discuss the opportunity to enter into a Memorandum of Understanding with the City, contingent on the timeline for the development of the new facility. We will reach out to you at that time to renew the discussion.

Sincerely,

Kathryn Schauf
Eau Claire County Administrator

cc: Eau Claire County Committee on Administration
Jon Johnson – Eau Claire County Highway Director

Our Mission

To provide quality, innovative, and cost-effective services that safeguard and enhance the well-being of residents and resources.