

AGENDA

Eau Claire County

• Committee on Administration •

Tuesday, January 14, 2020

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. December 19, 2019
4. **Pursuant to Wis. Stat. §19.85(1)(d) move into closed session – Action**
 - a. Update from the 980 Committee Chair – Richard Eaton
 - i. Discuss Potential Specific Addresses
5. Resolution 19-20/091 – Grant a permanent easement to SBA Structures LLC., for a cell tower at the Altoona Highway Shop– **Discussion/Action**
6. Per Diem and Mileage for Committee Members – **Discussion/Action**
7. Rules of the Board – **Discussion**
8. Organizational Planning Updates by Frank Draxler and Kathryn Schauf – **Discussion**
 - a. Operational Effectiveness
 - b. Strategic Planning
 - c. Communications
9. Reappointment to the Indianhead Federated Library System Board – **Discussion/Action**
 - a. Jackie Pavelski
10. Appointment to the ADRC Board – **Discussion/Action**
 - a. Sue Miller filling Katherine Schneider's vacant seat – term to end 2021
11. Set Future Committee Meetings and Items for Discussion

Next Regular Meeting – February 11, 2020 at 2:30 p.m.

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 •

Thursday, December 19, 2019

2:30 p.m.

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

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

Other(s): Kathryn Schauf – County Administrator, Samantha Cole – Administrative Specialist, Norb Kirk – Finance Director, Frank Draxler – Administrative Operations Manager, Tim Sullivan – Corporation Counsel

Public: Stella Pagonis, Connie Russell

Chair Smiar called the meeting to order at 2:30 p.m. and confirmed the meeting was publicly posted.

No members of the public wished to speak at this time.

The committee reviewed the minutes from the December 10, 2019 meeting. A motion was made by Supervisor Henning to approve the minutes as presented, seconded by Supervisor Wilkie; motion passed.

Chair Smiar requested a motion to discuss a proposed financial policy – Budget Deviations Policy/Procedure which was presented by Norb Kirk. Supervisor Beckfield motioned to approve, Supervisor Bates seconded the motion. Request of an amendment be made by Supervisor Wilkie and seconded by Supervisor Henning.

Action: Request to amend by adding item 4 (in first draft) as it reads into the second draft and to add a threshold (deviations of greater than \$50,000); striking the last sentence in the second modification. Supervisor Bates proposes an amendment to remove a distinct dollar amount siting different impacts to departments.

The floor was yielded to the Administrator and Finance Director to discuss whether they believe a dollar amount should be added to the policy. If using a fund balance, would not want a department to report. Supervisor Wilkie requests to remove the dollar amount as Supervisor Bates and Administrator are recommending. Amendment made by Supervisor Bates that withdraws the specific dollar amount from the original amendment seconded by Supervisor Bates.

Action: The change will be made to read as: 4. The department shall continue to provide updates to the county admin and finance director and status of the budget deviation and mitigation activity. The department will continue to report monthly to their oversight committee and the commie on finance & budget on the status of the budget deviation and mitigation efforts until such time as the deviation has been mitigated or eliminated. All in favor of the amendment as presented.

Supervisor Wilkie request that Supervisor Pagonis be able to speak on the resolution as she was the drafter of resolution 19-20/084. Supervisor Pagonis discussed the resolution. The committee along with the Administrator discussed the current processes in place when hiring new employees. Supervisor Wilkie discussed that in April or May of 2019, the Committee voted to allow Administrator Schauf to place positions on hold and does not recall seeing a resolution from administration in regard to finalizing that vote. Supervisor Wilkie speaks in favor of this resolution (19-20/084) Administrator Schauf advises that

this issue was addressed with the Human Resources. Item was placed on HR agenda – discussed bringing everyone together, have dialog with the Administrator, and discuss the position before recruiting. If there is a disagreement, it is referred to the Human Resources Committee. **Action:** Statement from the committee addressing the resolution. Chairperson Smiar requested a vote on this resolution; 4 yes and 1 no.

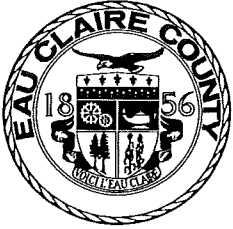
Kathryn Schauf discussed the Operational Improvement Plan.

The committee reviewed and discussed the letter in reference to executive order 13888 regarding refugees. Corporation Counsel, Tim Sullivan, was in attendance to present the letter and various facts. A motion was made by Supervisor Bates to approve, seconded by Supervisor Henning; all in favor.

The meeting was adjourned at 3:56 p.m.

Respectively Submitted by,

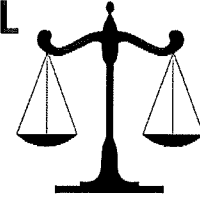
Samantha Cole
Administrative Specialist III (Department of Administration)



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Timothy J. Sullivan

January 8, 2020

RESOLUTION 19-20/091

FACT SHEET

GRANTING A PERMANENT EASEMENT TO SBA STRUCTURES, LLC. AT THE ALTOONA HIGHWAY SHOP FOR A CELL TOWER.

Eau Claire County currently has a lease agreement and easement with SBA Structures LLC, (SBA) for the use of property located at the Altoona Highway shop. SBA operates a cell phone tower at that location. The existing lease is for a square parcel of land, approximately 50 feet by 50 feet that is located along the north boundary fence of the highway shop where the cell phone tower and associated equipment is currently located. In 2016 the county by the adoption of Resolution No. 16-17/086 granted to SBA a utilities easement that allows SBA to connect its cell tower with the utilities located in the right-of-way for Spooner Ave.

SBA has approached Eau Claire County and requested that we terminate the lease and grant to them a permanent and perpetual easement for the parcel where the cell tower is located. In the 2020, SBA paid rent to Eau Claire County in the approximate amount of amount \$50,000.00. In exchange for granting a permanent and perpetual easement they have offered the purchase price of a one-time payment of Eight Hundred Thousand Dollars (\$800,000.00). The have also agreed to allow to Eau Claire County to keep the full 2020 rent payment without proration.

This resolution grants to SBA a permanent easement for the parcel described in the attached description. The easement will remain in effect permanently or until such time as SBA provides notice to Eau Claire County (or its successors or assigns) of its intent to abandon the tower. or if ceases to use the tower for a period of ten (10) years or more.

The resolution authorizes the County Administrator to finalize and sign the purchase agreement and the County Clerk to sign the easement.

Timothy J. Sullivan
Corporation Counsel

4 **GRANTING A PERMANENT EASEMENT TO SBA STRUCTURES LLC., FOR A**
5 **CELL TOWER AT THE ALTOONA HIGHWAY SHOP**
6

7 WHEREAS, Eau Claire County has previously entered into and is currently party to lease
8 agreement with SBA Structures LLC, (SBA) for a 50 foot by 50-foot parcel of land located at the
9 Altoona Highway Shop. This lease agreement was last extended by an agreement dated January 28,
10 2016 and with a term until December 31, 2020. As part of this lease SBA operates a cell phone
11 tower at this location. In the year 2020 SBA paid to Eau Claire County approximately \$50,000.00
12 rent for this space; and,
13

14 WHEREAS, Pursuant to Resolution No. 16-17/086 Eau Claire County granted an Access/
15 Utility easement to SBA to allow them to bring utilities across the highway property to the cell tower
16 site from the right-of-way on Spooner Ave. This easement did not include the cell tower site; and,
17

18 WHEREAS, SBA has proposed purchasing an easement for the cell tower site for the
19 purchase price of Eight Hundred Thousand and No/100 Dollars (\$800,000.00). Said easement is
20 permanent and is binding upon the successors and assigns of the county, and can only be terminated
21 by SBA providing notice to the county or its failure to the use the tower for a period of ten (10) years
22 or longer; and,
23

24 WHEREAS, attached to and incorporated into this resolution is the proposed easement and
25 legal description of the easement.
26

27 NOW THEREFORE BE IT RESOLVED the Eau Claire County Board of Supervisors
28 grants to SBA Structures LLC., for the purchase price of Eight Hundred Thousand and No/100
29 Dollars (\$800,000.) a permanent easement for the purpose of operating a cell phone tower at the
30 on the Highway Shop property located on Spooner Ave., in the City of Altoona and more fully
31 described in the legal description found in the attached easement; and,
32

33 BE IT FURTHER RESOLVED, The County administrator is authorized to sign any
34 agreements related to the granting of this easement. The County Clerk is authorized on behalf of
35 the county to sign the easement consistent with this resolution.
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37 ADOPTED:

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49 Committee on Administration

50 Dated this _____ day of January, 2020.
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ADOPTED:

Highway Committee

Dated this _____ day of January, 2020.

Name of Board or Commission You are Applying For:

Aging and Disability Resource Center

Full Name

Susan Miller

Age 18 or Older

Yes

Do you currently reside/live within Eau Claire County limits?

Yes

Number of Years:

45 years

Education

B.A. in Social Welfare - UW-EC; Masters in Counseling - UW-Stout

If yes, please list name, department, and relationship.

List County Boards, Commissions, or Committees on which you have served

ADRC; Judiciary and Law; Human Resources; Lake Altoona Rehabilitation District; Veterans Affairs and Long-term Care; Indianhead Federated Library System; City-County Board of Health; Commission on Aging

Please describe how you are qualified for the position of interest

As a County Board Supervisor (2007-2008) I helped with the initial transition and development of the ADRC from the previous Commission on Aging. Subsequently, I served several terms on the ADRC Board and served as their spokesperson with issues that came before the whole County Board. I also represented the ADRC Board at several community events. I have a vested interest in the programs and services offered by the ADRC...plus, I am a member of the senior population, now living on a fixed income.

If selected, how would you work to better our community?

I would continue to advocate for the programs and services being offered as well as provide assistance, when necessary, to help the department and the staff to achieve Aging Plan goals.