



**AGENDA**  
Eau Claire County  
Committee on Administration  
Tuesday, July 13, 2021, at 2:30 p.m.  
***Virtual Meeting***

Dial In: 1-415-655-0001 Access Code: 1454 79 6141

Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m086f42f58b247c3271ffe20789a06532>

Password: mmJdNqjt797

For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@co.eau-claire.wi.us](mailto:samantha.kraegenbrink@co.eau-claire.wi.us) at least 60 minutes prior to the start of the meeting. You will be called on during the public session to make your comments. Public comments are limited to 3 minutes per person and 30 minutes maximum for the public comment period.

1. Call to order and confirmation of meeting notice
2. Roll Call for Committee on Administration
3. Roll Call for Committee on Finance & Budget
4. Public Comment
5. Administrative Update by Kathryn Schauf, County Administrator – **Discussion**
  - a. Introduction of Equity, Diversity, and Inclusion Coordinator – Jeneise Briggs
  - b. Introduction of Information Systems Director – Greg Dachel
6. Presentation of Proposed Budgets ([Link to Budgets](#))– **Discussion/Action**
  - a. Facilities – Matt Theisen
  - b. Child Support - Megan Brasch
  - c. Corporation Counsel – Tim Sullivan
  - d. Veteran Services – Eric Killen
  - e. Information Systems – Dave Hayden and Greg Dachel
  - f. Risk Management – Sonja Leenhouts
  - g. Administration – Kathryn Schauf
  - h. County Board – Kathryn Schauf
7. Adjournment of Committee on Finance & Budget
8. Review and approval of meeting minutes – **Discussion/Action**
  - a. May 18, 2021
  - b. June 08, 2021
  - c. June 15, 2021

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

cc: Media 1:35 p.m. 7/8/2021

*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 839-6945 (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.*



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9. File No. 21-22/024: Ordinance to amend section 2.04.010 C. of the Code: Rule 1 – Meetings – **Discussion/Action**
10. File No. 21-22/025: Resolution approving the plan to manage the American Rescue Plan Funds – **Discussion/Action**
11. Process for distribution and funding parameters (ARPA Funding) – **Discussion/Action**
12. Closed session pursuant to Wisconsin Statutes Section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.  
  
RE: Update on Opioid Settlement
13. Adjourn



**MINUTES**  
Eau Claire County  
Committee on Administration  
Tuesday, May 18, 2021 at 6:30 p.m.  
*Virtual Meeting*

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

Others: Kathryn Schauf, Tim Sullivan, Lieske Giese

Public: Ryan Patterson – Leader Telegram, others present

Chair Smiar called the meeting to order at 6:30 p.m.

Verbal roll call was taken and is noted above.

No members of the public wish to make comment.

The Committee discussed File No. 21-22/016: To repeal chapter 8.35 of the Code: COVID-19 Communicable Disease Mask Requirement. After brief discussion, all in favor to repeal chapter 8.35.

The meeting was adjourned at 6:41 p.m.

Respectfully submitted by,

Kathryn Schauf  
County Administrator



**MINUTES**  
Eau Claire County  
Committee on Administration  
Tuesday, June 8, 2021, at 2:30 p.m.  
*Virtual Meeting*

Present: Nick Smiar, Gerald Wilkie, Colleen Bates, Mark Beckfield

Others: Samantha Kraegenbrink, Tim Sullivan, Kathryn Schauf, Charles Ellefsen, Sonja Leenhouts, Norb Kirk, Jessica Rubin, Matt Theisen

Public: Ryan Patterson – Leader Telegram, Judy Gatlin – Supervisor

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

Verbal roll call was taken by the clerk and is noted above under present.

No members of the public wished to make comments.

Supervisor Beckfield motioned to approve minutes from the May 11, 2021, meeting. Supervisor Bates seconded the motion. No deletions or corrections. Minutes approved as presented.

The Committee reviewed and discussed File No. 21-22/005: Resolution requesting resolutions to be considered at the 2021 WCA Annual Business Meeting. Supervisor Wilkie motioned, seconded by Supervisor Beckfield. Supervisor Wilkie confirmed the resolution regarding Hate Crimes was included as desired. On a roll call vote (4 yes, 0 no, 1 absent), motion passed.

The Committee reviewed and discussed File No. 21-22/021: Resolution approving the 2021 Library Plan. Motion by Supervisor Bates, seconded by Supervisor Beckfield. Attorney Ellefsen spoke on the plan. Attorney Ellefsen advised that Fall Creek would like to opt out of plan. On a roll call vote to approve the plan as it is presented, motion passed (4 yes, 0 no, 1 absent).

The Committee reviewed and discussed a proclamation proclaiming Saturday, June 19, 2021, as “Juneteenth Day” in Eau Claire County. Administrator Schauf provided a brief background on the history of Juneteenth. Motion by Supervisor Beckfield, seconded by Supervisor Bates. Motion passed.

Administrator Schauf advised that the County Covid Taskforce has not met regularly for a little while and has completed its task and suggested it is time to create an ARPA Taskforce. The Committee is to decide which represented groups should be appointed to the taskforce. Administrator Schauf will finalize the resolution and bring back to the next meeting of the Committee.

Administrator Schauf provided the follow updates:

- a. Provided an introduction of Equity, Diversity, and Inclusion Coordinator – Jeneise Briggs. Will have her appear at the next meeting or meeting of the County Board as she was unable to attend this meeting.
- b. Provided an update Information Systems Director Recruitment. Hope to be able to have a final candidate for the June 15 County Board meeting.



## MINUTES

Eau Claire County  
Committee on Administration  
Tuesday, June 8, 2021, at 2:30 p.m.  
*Virtual Meeting*

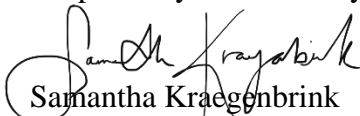
- c. Citizen Engagement Strategies provided an update on current Citizen Engagement

Motion by Supervisor Wilkie, seconded by Supervisor Bates to approve the following appointments:

- a. Aging & Disability Resource Center Board
  - i. Dan Sippl
- b. Groundwater Advisory Committee
  - ii. Mark Kaeding (Board of Health Representative)
- c. L.E. Phillips Memorial Public Library Board
  - iii. Shelley Donnelly

The meeting was adjourned at 3:20 p.m.

Respectfully submitted by,



Samantha Kraegenbrink

Assistant to the County Administrator



**MINUTES**  
Eau Claire County  
Committee on Administration  
Tuesday, June 15, 2021, at 6:30 p.m.  
*Virtual Meeting*

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

Others: Kathryn Schauf

Chair Smiar called the meeting to order at 6:30 p.m.

Verbal roll call was taken and noted above.

No members of the public wished to make comment.

The committee reviewed the appointment of Gregory Dachel, Information Systems Director. Motion by Supervisor Henning, seconded by Supervisor Bates. All in favor, appointment confirmed.

The meeting was adjourned at 6:36 p.m.

Respectfully submitted by,

Kathryn Schauf  
County Administrator

FACT SHEET

TO FILE NO. 21-22/024

Amending Section 2.40.010 C of the Code

This ordinance amends section 2.04.010 C of the code of general ordinances, which among other things requires the annual budget hearing to be held at the time of the annual budget meeting, on the first Tuesday in November. The change to this ordinance requires the budget hearing to be held before the annual meeting, at the October meeting, so the public can appear and make comment on the budget prior to its consideration by the board in November.

Fiscal Impact: \$0.00

Respectfully Submitted,

Timothy J. Sullivan  
Corporation Counsel

2  
3 TO AMEND SECTION 2.04.010 C. OF THE CODE: RULE 1--MEETINGS

4  
5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6  
7 SECTION 1. The Subsection C. of Section 2.04.010 shall be amended to read:

8  
9 C. The meeting on the 1st Tuesday of November in each year shall be the annual  
10 meeting at which time the board shall ~~conduct a public hearing on and thereafter~~ adopt the  
11 county budget and tax levy for the ensuing fiscal year, in addition to its regular business. The  
12 board shall hold a public hearing on the budget in accordance with Wis. Stats. §65.90(3), on an  
13 annual basis at its October meeting. Unless otherwise ordered, the board shall adjourn the  
14 annual meeting at 11:00 p.m. until 1:00 p.m. the next day until the business of the annual  
15 meeting is concluded.

16  
17  
18  
19 I hereby certify that the foregoing  
20 correctly represents the action of the  
21 Committee on Administration on  
22 July \_\_\_\_, 2021, by a vote of \_\_\_\_ for,  
23 and \_\_\_\_ against.

24  
25  
26 \_\_\_\_\_  
27 Nick Smiar, Chair  
28 Committee on Administration  
29  
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31

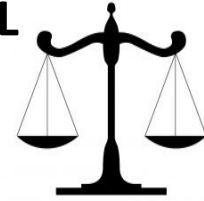




# OFFICE OF CORPORATION COUNSEL

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## ASSISTANT CORPORATION COUNSEL

*Sharon G. McIlquham  
Richard A. Eaton  
Charles R. Ellefsen, III*

## CORPORATION COUNSEL

*Timothy J. Sullivan*

June 21, 2021

### **Fact Sheet Resolution 21-22.025 approving the plan to manage the American Rescue Plan Funds**

In this resolution the county board is authorizing the creation of a special committee known as the American Rescue Plan Act “ARPA” Committee. The creation of this committee is in response to the federal government providing approximately \$20,295,500 in ARPA funds in response to the COVID-19 pandemic. These funds are provided with restrictions on how they can be spent that include:

- Responding to the public health emergency or its negative economic impacts, including assistance to small businesses and nonprofits, or aid to impacted industries such as tourism and hospitality.
- Responding to workers performing essential work.
- Responding to lost revenue due to the public health emergency.
- Investments in water, sewer, and broadband infrastructure.

The special committee will consist of board members, staff, and citizens with a community wide view. This resolution creates a committee of 11 members, including Three (3) board members, staff including the County Administrator, the County Finance Director, and the County Corporation Counsel; One (1) member from the business community, One (1) member from town government, One (1) member from city or village government and One (1) member from a not-for-profit community organization, and One (1) member from organizations engaged in diversity, equity and inclusion.

The function of this special committee is to develop criteria for an objective regranting process to respond to the requests for ARPA funds, and to hire a third-party administrator to distribute the funds identified for the small businesses and nonprofit organizations.

This function of the committee will not be to make decisions on where the money will be spent. Recommendations will be reported back to the Committee on Administration and the County Board.

Timothy J. Sullivan  
Corporation Counsel

# Committee on Administration

- Policy decisions – prepare all recommendations for board approval
- Priorities of funds and timing
- Decisions on projects of regional scope
- Provides the final stop – prior to board action. Recommendations by all other committees flows through the Committee on Administration.

## ARPA Taskforce

- Combine federal, and state guidance into criteria for funding of NPO's and business
  - Develop the criteria for a regranting process – a contract will be utilized for distribution of funds by a third party administrator.
- Generate interest on “shared” regional projects.

## Oversight Committees

- Work with departments on internal investments that are consistent with federal criteria
- Recommendations will be compiled and reviewed by Finance and Budget.

## Broadband Committee

- Targeted focus on broadband in the county
- Understanding potential technologies, partnerships, and grant funds
- Consideration: Contract position

2  
3 APPROVING THE PLAN TO MANAGE THE AMERICAN RESCUE PLAN FUNDS  
4

5 WHEREAS, the federal government passed the American Rescue Plan Act of 2021  
6 (“ARPA”) to provide federal aid to state and local governments in response to the COVID-19  
7 pandemic; and  
8

9 WHEREAS, Eau Claire County is expecting to receive approximately \$20,295,000 in  
10 ARPA funds broken into two payments, one to be received in 2021 and the second payment to be  
11 received approximately 12 months after the first payment. ARPA funds are intended to be spent  
12 prior to the end of December 2024 or be returned to the federal government; and,  
13

14 WHEREAS, according to information provided by the federal government the use of  
15 ARPA funds is restricted to certain uses including the following:  
16

- 17 - Responding to the public health emergency or its negative economic impacts,  
18 including assistance to small businesses and nonprofits, or aid to impacted industries  
19 such as tourism and hospitality.
- 20 - Responding to workers performing essential work.
- 21 - Responding to lost revenue due to the public health emergency
- 22 - Investments in water, sewer, and broadband infrastructure.  
23

24 WHEREAS, if the federal government audits the use of the funds and determines that the  
25 funds were not spent on approved purposes the county will need to repay those funds to the  
26 federal government; and  
27

28 WHEREAS, based on the total amount of the funds, the county expects that there will be  
29 many requests from many different areas in the community and internally for ARPA funds. It  
30 will be important for the county to identify not only the need for the funds, but also what is an  
31 appropriate expenditure of funds under ARPA guidelines; and  
32

33 WHEREAS, the county board finds it appropriate to create a special committee to  
34 develop criteria for an objective regranting process to respond to the requests for ARPA funds  
35 and hire a third-party administrator to distribute funds identified for the purpose of assistance to  
36 small businesses and nonprofits; and  
37

38 WHEREAS, committee members will consist of board members, staff and citizens with a  
39 community wide view who are otherwise not acting on behalf of their own organization /project.  
40

41 THEREFORE, BE IT RESOLVED, the Eau Claire County Board of Supervisors hereby  
42 creates a special committee known as the American Rescue Plan Act (“ARPA”) Committee, for  
43 the purpose of developing an objective re-granting process for distributing ARPA funds to both  
44 small business and not-for-profit applicants.  
45  
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49

1 BE IT FURTHER RESOLVED, the ARPA committee will be tasked with identifying  
2 potential partnership opportunities with other municipal governments, educational partners,  
3 businesses, or not-for-profit organizations that generate shared projects of regional significance  
4 for recommendation to the Committee on Administration and approval by the County Board;  
5 and,  
6

7 BE IT FURTHER RESOLVED, that the ARPA Committee shall consist of 11 members  
8 appointed by the County Board Chair and confirmed by the County Board, who shall be chosen  
9 as follows: Three (3) members from the Eau Claire County Board, One (1) member who is a  
10 representative of the business community, One (1) member from town government, One (1)  
11 member from city or village government, One (1) member from organizations engaged in  
12 diversity, equity and inclusion, and One (1) member from the not-for-profit community or the  
13 Community Foundation, and Three (3) Staff including the County Finance Director, Corporation  
14 Counsel and County Administrator.  
15

16 BE IT FURTHER RESOLVED the county Board of supervisors authorizes the hiring of  
17 a third-party administrator to distribute funds identified for the purpose of assistance to small  
18 businesses or nonprofit organizations. The terms and conditions of hiring the third-party  
19 administrator shall be determined by the County Administrator and subject to the approval of a  
20 majority of the members of the Committee on Administration.  
21  
22  
23  
24

25 I hereby certify that the foregoing  
26 correctly represents the action of the  
27 Committee on Administration on  
28 July \_\_\_\_, 2021, by a vote of \_\_\_\_ for,  
29 and \_\_\_\_ against.  
30

31 \_\_\_\_\_  
32 Nick Smiar, Chair  
33 Committee on Administration  
34  
35  
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