



AGENDA
Eau Claire County
Committee on Administration
Tuesday, November 23, 2021 at 2:30 p.m.
Virtual Meeting

Access by Phone:

Dial In: 1-415-655-0001 Access Code: 2592 605 3670

Access Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m5e9c67523cf2fd7c0110cc095da099ab>

Password: fzH725k78kf

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 at least 60 minutes prior to the start of the meeting.

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Public Comment
4. Approval of Meeting Minutes – **Discussion/Action**
 - a. October 12, 2021
 - b. November 1, 2021
5. Interviews for Supervisory District 11 – **Discussion/Action**
 - a. Nathan Otto
 - b. Dan Schillinger
 - c. Rory Schutte
 - d. Ryan Ludy
 - e. Tara Balts
6. ARPA Funding 3rd Party Administrator Recommendation – **Discussion/Action**
7. File No. 21-22/064: Ordinance amending section 2.04.010 B. of the Code: Rule 1 – Meetings; Creating section 2.04.130 C. of the Code: Rule 13 – Diligent Committee Service – **Discussion/Action**
8. File No. 21-22/073: Resolution amending the library allocation in the annual budget resolution – **Discussion/Action**
9. Adjourn

Prepared by: Samantha Kraegenbrink – Assistant to the County Administrator

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.



MINUTES
Eau Claire County
Committee on Administration
Tuesday, October 12, 2021, at 2:30 p.m.
Virtual Meeting

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

Other: Samantha Kraegenbrink – Committee Clerk, Kathryn Schauf, Peter Strand, Sonja Leenhouts, Sue McDonald, Norb Kirk, Jessica Rubin, Jeneise Briggs, Rod Eslinger, Tim Sullivan

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

Call to Order and confirmation of meeting notice

Chair Smiar called the meeting at 2:30 p.m. and confirmed meeting notice.

Roll Call

The Committee Clerk called the roll, and it is noted above under present.

Public Comment

No members of the public wished to make comment.

Approval of Meeting Minutes

Motion by Supervisor Beckfield, seconded by Supervisor Bates to approve the meeting minutes from September 14, 2021 as presented. All in favor, minutes approved.

Redistricting Update from Peter Strand, GIS Administrator

Peter Strand provided an update on 2022 redistricting.

Administrator Updates from Kathryn Schauf

ARPA Update:

- Rod Eslinger provided an update on the Broadband Committee.
- Kathryn Schauf provided an update on the ARPA Committee work and advised of the RFI/RFP for the third-party administrator.
- Norb Kirk discussed ARPA funding. The presentation from the Treasury Office will be e-mailed to the committee.

2022 Strategic Planning:

- Planning process begins in 2022 after the new board is formed.

County Board Onboarding:



MINUTES

Eau Claire County
Committee on Administration
Tuesday, October 12, 2021, at 2:30 p.m.
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- Advised that we will beginning to work on a new board member onboarding process via a more comprehensive plan including the orientation and ongoing work/continuing education.

Appointment of County Board Supervisor

Chair Smiar appoints Supervisor Nancy Coffey to the Committee on Administration. Motion by Supervisor Bates, seconded by Supervisor Wilkie. All in favor.

Chair Smiar has not decided on an appointment for the Landfill Siting Committee at this time. Chair Smiar asks for suggestions be submitted to him.

Appointment to various boards/committees/councils

Chair Smiar appoints Pat Schaffer to the Board of Land Use Appeals. Supervisor Bates motions to approve, seconded by Supervisor Wilkie. All in favor.

Adjourn

The meeting was adjourned at 3:11 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



MINUTES
Eau Claire County
Committee on Administration
Monday, November 1, 2021 at 7:30 a.m.
Virtual Meeting

Present: Gerald Wilkie, Nancy Coffey, Colleen Bates, Nick Smiar

Others: Samantha Kraegenbrink – Committee Clerk, Sue McDonald, Peter Strand, Kathryn Schauf, Tim Sullivan

Public: Ryan Patterson – Leader Telegram, others present

Call to Order and confirmation of meeting notice

Chair Smiar called the meeting to order at 7:30 a.m. and confirmed meeting notice.

Roll Call

The Committee Clerk called the roll, and it is listed above under present.

Public Comment

No members of the public wished to make comment.

File No. 21-22/066: Approving a final Supervisory District Plan; directing the Department of Planning and Development to forward the final plan to each municipal governing body and directing the County Board Chair to file the plan with the Secretary of State

Motion by Supervisor Bates, seconded by Supervisor Wilkie. On a roll call vote (4 yes, 0 no, 1 absent), File 21-22/066 is approved.

Hiring outside legal Counsel pursuant to Eau Claire County Code section 2.07.080 B.

Corporation Counsel Sullivan advised the proposal is to hire an outside firm (von Briesen & Roper.) Supervisor Bates motions to direct the Corporation Counsel to arrange for the outside legal counsel for this matter (conflict of interest with ongoing Sheriff's investigation into DHS.) Counsel will be funded from the Risk Management budget. Seconded by Supervisor Wilkie. On a roll call vote (4 yes, 0 no, 1 absent.)

Adjourn

The meeting was adjourned at 7:55 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



Recommendation: Procurement No. 2021-131

Standing Committee: Administration/ARPA Committee

Department: Administration

Subject: 3rd Party Administrator for ARPA funds

Background information:

The purpose of this procurement process is to secure a qualified and capable firm to support to assist the County in the administration of the ARPA funds and adherence to the Federal guidelines. This firm will also actively pursue funding sources on behalf of the County related to State and Federal recovery programs.

Evaluation information:

The RFI was placed on the Demandstar website, and a legal notice was advertised in the Eau Claire Leader Telegram. The County received four (4) proposals which were evaluated on the criteria listed below.

Scoring Criteria:

- A. Company profile and capability of firm
- B. Experience and references with State and Federal grants
- C. Local leadership and program support of staff assigned
- D. Ability of key personnel to provide in-person engagement
- E. Hourly cost for program services

Vendor	Evaluation Score	Estimated Hourly Cost
Baker Tilly	87.3	\$248.75/hr.
Clifton, Larson, Allen	91.9	\$141.80/hr.
Iparametrics	74.7	\$135.68/hr.
West Central Wisconsin Regional Planning Commission	103.5	\$70/hr.

Primary strengths of recommended vendor:

- 1. Highest rated experience with like projects, including grant applications and compliance.
- 2. Local leadership, staff, and program support, including in-person engagement
- 3. Meets all project requirements

Recommendation / Action Requested:

Based on the review of the proposals, the evaluation team recommends contracting the 3rd Party Administration services with the West Central Wisconsin Regional Planning Commission.

Fact Sheet
File No. 21-22/064

Remote attendance at County Board meetings during the pandemic has allowed the County Board to continue functioning in a safe, effective, and efficient manner. When in-person attendance at board and committee meetings again becomes possible, this ordinance allows the county to continue the advantages of remote attendance for members in a limited situation. The situations include remote attendance due to illness and/or disability, by permission of the chair.

These changes allow those who have extenuating circumstances to serve on the Board and aligns with the County commitment to diversity, through access.

There are two sections of code that are being amended. Specifically, SECTION 2.04.010 B. OF THE CODE: RULE 1—MEETINGS is amended to allow the chair to approve exceptions to in-person attendance and SECTION 2.04.130 C. OF THE CODE: RULE 13—DILIGENT COMMITTEE Services created to allow committee chairs to permit individual members to attend remotely.

Respectfully submitted by,

Committee on Administrator

2
3 AMENDING SECTION 2.04.010 B. OF THE CODE: RULE 1--MEETINGS; CREATING
4 SECTION 2.04.130 C. OF THE CODE: RULE 13—DILIGENT COMMITTEE SERVICE

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

7
8 SECTION 1. That Subsection B. of Section 2.04.010 of the code to amended read:

9
10 B. All meetings shall be held in the county board of supervisors' chambers at the
11 courthouse unless otherwise ordered by the board. All members of the board shall attend
12 meetings in person. The chair has the authority to approve remote attendance by electronic
13 means for individual members for specific meetings, and remote attendance by electronic means
14 for longer defined periods of time for members with a disability or illness that prevents in person
15 attendance at the meeting, or as an accommodation under the Americans with Disabilities Act.
16 Notwithstanding the above, the chair of the county board in response to the COVID-19
17 worldwide pandemic, and through April 22, 2022, shall have the authority to authorize meetings
18 to be held remotely either at another location or by electronic means that include appearance of
19 members by videoconference or by teleconference.

20
21 SECTION 2. That Subsection C. of Section 2.04.130 of the code be created to read:

22
23 C. The chair of the committee may approve remote attendance by electronic means
24 for individual members for specific meetings, and remote attendance by electronic means for
25 longer defined periods of time for members with a disability or illness that prevents in person
26 attendance at the meeting, or as an accommodation under the Americans with Disabilities Act.

27
28 I hereby certify that the foregoing
29 correctly represents the action taken
30 By the undersigned Committee on
31 November ____, 2021 by a vote of ____
32 for, and ____ against.

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36 _____
37 Nick Smiar, Chair
38 Committee on Administration
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FACT SHEET

TO FILE NO. 21-22/073

This resolution is amending the amount to be levied on municipalities for the special library charges in File 21-22/072.

Pursuant to the Library Services Agreement, the cities of Altoona, Augusta, and Eau Claire and the Village of Fall Creek will pay each other for circulations to residents of other municipalities with libraries. This calculation is part of the annual library levy.

The total amount of special library charge of \$258,848 is correct; however, the distribution of these funds is incorrect. The amounts listed for each municipality should be the amount to be charged as a special charge on the tax levy. File 21-22/072 erroneously listed the amounts each municipality is to receive.

The County Clerk has notified each affected municipality and has corrected the tax apportionment forms. Since this is more than a clerical error, the Clerk is unable to correct this.

Fiscal Impact: \$0.00

Respectfully Submitted,

Amy Weiss
Senior Accounting Manager

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3
4 **AMENDING THE LIBRARY ALLOCTION IN THE ANNUAL BUDGET RESOLUTION**

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6 WHEREAS, On November 2nd and 3rd, 2021 the County Board held its annual budget
7 meeting and adopted the budget resolution No. 21-22/072; and

8
9 WHEREAS, The annual budget resolution contains a category for County Special Charges
10 for Inter-Library Municipal Services found on page 2, lines 17-24. This category was listed
11 as follows:

12 County Special Charge for Inter-Municipal Library Services

13
14 Cities of:

15	Altoona	\$134,840
16	Augusta	5,250
17	Eau Claire	116,316
18	Village of Fall Creek	<u>2,442</u>
19	Total	<u>\$258,848</u>

20
21 WHEREAS, the total number of \$258,848 is correct; however, the amounts listed for the
22 municipalities is incorrect, in that it lists the amount of money the municipalities are to
23 receive, and should have instead listed the amount that is being levied against their
24 municipalities; and

25
26 WHEREAS, the correct numbers indicating the amount of the levy should be:

27
28 County Special Charge for Inter-Municipal Library Services

29
30 Cities of:

31	Altoona	\$108,763
32	Augusta	1,502
33	Eau Claire	135,169
34	Village of Fall Creek	<u>13,414</u>
35	Total	<u>\$258,848</u>

36
37 WHEREAS, the County Clerk has already notified the municipalities of the error in the
38 resolution and has notified them of the correct numbers.

39
40 NOW THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors
41 that Resolution No.21-22/072, otherwise known as the annual budget resolution for the
42 2022 budget, be amended to correct the amounts listed for the county special charge for
43 Inter-Municipal Library Services, found on page 2 of the resolution, lines 17-24, and so
44 that it now reads:

1
2 County Special Charge for Inter-Municipal Library Services

3
4 Cities of:

5 Altoona	\$108,763
6 Augusta	1,502
7 Eau Claire	135,169
8 Village of Fall Creek	<u>13,414</u>
9 Total	<u>\$258,848</u>

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11
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13

14 I hereby certify that the foregoing correctly represents the action of the Committee on Administration
15 November ____, 2021, by a vote of ____ for, and ____ against.

16
17 _____
18 Nick Smiar, Chair
19 Committee on Administration

20
21 I hereby certify that the foregoing correctly represents the action of the Committee on Finance and
22 Budget on December ____, 2021, by a vote of ____ for, and ____ against.

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24 _____
25 Stella Pagonis, Chair
26 Committee on Finance and Budget
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