

Committee on Administration Minutes

Tuesday, November 14, 2023

2:30 p.m.

Courthouse – Room 3312
721 Oxford Ave, Eau Claire, WI

Present: Connie Russell, Todd Meyer, Gerald Wilkie (remote), Nancy Coffey, Allen Myren (ex-officio) Dane Zook (ex-officio)

Others: Samantha Kraegenbrink – Assistant to the County Administrator, Eric Killen, Megan Brasch, Sonja Leenhouts, Matt Theisen, Sharon McIlquham, Kathryn Schauf, Jason Szymanski, Greg Dachel, Supervisor Brett Geboy, Sue McDonald (remote), Amy Weiss (remote), Eric Huse (remote)

Call to Order and Confirmation of Meeting Notice

The meeting was called to order at 2:30 p.m. and meeting notice was confirmed.

Roll Call

Roll call is listed above under present and the room offered introductions.

Public Comment

No members of the public wished to make comment.

County Board of Supervisors Interviews for District 14 Vacancy

The following individuals were interviewed for the District 14 vacancy.

- Wayne Peters
- Kirk Dahl

Sekaidah Rogers was unable to attend. A special meeting will be called to complete this interview.

Review and approval of meeting minutes

Motion by Supervisor Russell to approve the minutes for October 4, 2023, seconded by Supervisor Meyer. Motion by Supervisor Meyer to approve the minutes for October 17, 2023, seconded by Supervisor Russell. All in favor.

Department Q3 Reports

The committee had the opportunity to review/discuss and ask questions regarding the following Q3 financial and narrative reports.

- Child Support
- Corporation Counsel
- Information Systems
- Facilities
- Veteran Services
- Risk Management



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Conversational Group for Local Legislators

Administrator Schauf provided background on the request from Councilperson Jill Christopherson. The committee had the opportunity to discuss.

One-on-One meetings Debriefing

Chair Coffey and Administrator Schauf provided an overview of the one-on-one meetings with County Board supervisors.

Process for amending the County Code

Administrator Schauf provided overview of the request to have a committee that would review policy and procedure for amending the County Code. Discussion was that an additional committee “Legislative Committee,” would be more cumbersome rather than having the current standing committees complete the work. It is recommended that the Committee on Administration review the procedure and make recommendations to the board on future policy and procedure to update the code.

Committee chair scope and function

Chair Coffey provided information on the chair scope, function, and opportunity in place of setting up a Committee on Committee Chairs. In discussion, it was addressed that Robert Rules states ex-officio members of Administration are also voting members where in the County Code, it advises they are not. There was a suggestion to potential build out the Committee on Administration to also include all Committee Chairs as voting members.

Ordinance: Economic Development Committee

Supervisor Geboy provided background on the request for Ordinance File No. 23-24/056 “to create section 2.05.061 of the Code; Economic Development Committee.

Motion by Supervisor Meyer, seconded by Supervisor Russell.

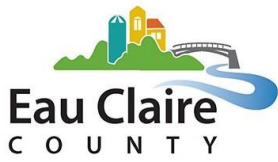
Supervisor Wilkie motions to amend the ordinance:

On line 16 strike “Committee members shall be appointed by the county board.”

On line 19 strike “collaborate and support the Eau Claire County Economic Development Corporation” and add “collaborate and work with all economic entities in the County, region and state”

On line 13 remove “Planning and Development Director”

Supervisor Meyer motions to postpone ordinance 23-24/056 until the next Committee on Administration meeting. Seconded by Supervisor Russell. All in favor.



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ARPA Fund Update

Finance Director Szymanski provided an update to the ARPA fund.

Future Agenda Items

- Order to update the code (identify priority sections)
 - i. Report to the board from this committee on plan to begin to update the code
- Update on updating the code (standing item)
- Distribution of ARPA Funding (process, suggestions on projects/use of remaining funding)
- File No. 23-24/056

The committee moved into closed session on roll call at 4:44 p.m.

Roll call: Connie Russell, Todd Meyer, Nancy Coffey, Gerald Wilkie (remote), ex-officio Allen Myren

Others: Samantha Kraegenbrink, Sharon McIlquham, Kathryn Schauf.

The meeting was adjourned at 4:49 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator