

Committee on Administration AGENDA

Tuesday July 9, 2024

2:30 p.m. Courthouse – Room 3312 721 Oxford Ave, Eau Claire, WI

Join by Phone: Dial in Number: 415.655.0001 Access Code: 2539 374 3013 Join by Meeting Number:

Meeting Number: 2539 374 3013 Meeting Password: SQsxMJ3p6k2

Join from Meeting Link:

https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m569d9ed676d4bc81de18e10324f8deb5

A majority of the county board may be in attendance at this meeting; however, only members of the committee may take action on an agenda item.

- 1. Call to Order and Confirmation of Meeting Notice
- 2. Roll Call
- 3. Public Comment
- 4. Review and approval of meeting minutes Discussion/Action
 - June 11, 2024
- 5. File No. 24-25/043: Resolution approving the Eau Claire County Opioid Task Force to expend funding a project management position **Discussion/Action**
- File No. 24-25/048: Resolution designating American Rescue Plan Act (ARPA) Funds previously allocated to the City of Augusta CTH G Highway project to be reallocated to the City of Augusta Spring Street sewer lift station project – Discussion/Action
- File No. 24-25/046: Resolution authorizing the withdrawal from county forest law and sale of approximately .928 acres located on S 140th in the Town of Lincoln, owned by Eau Claire County to the Town of Seymour Discussion/Action
- 8. County Administrator Evaluation Process Information/Discussion
- 9. County Chair's Meeting Overview Information/Discussion
- 10. County Administrator Updates Information/Discussion
 - Budget Process Update

Prepared by: Samantha Kraegenbrink - Executive Office Administrator

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance at (715) 839-5106. For additional information on ADA requests, contact the County ADA Coordinator at (715) 839-7335, (FAX) (715) 839-1669, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



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2:30 p.m. Courthouse – Room 3312 721 Oxford Ave, Eau Claire, WI

- 11. Future Agenda Items
 - Next meeting date: July 23, 2024 (Special meeting for County Administrator Evaluation)
- 12. Announcements
- 13. Adjourn

Prepared by: Samantha Kraegenbrink - Executive Office Administrator

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Committee on Administration MINUTES

Tuesday June 11, 2024

2:30 p.m. Courthouse – Room 3312 721 Oxford Ave, Eau Claire, WI

Present: Gerald Wilkie, Connie Russell, Nancy Coffey, Katherine Schneider

Others: Samantha Kraegenbrink – Clerk, Kathryn Schauf, Sharon McIlquham, Sonja Leenhouts, Angela Eckman (remote), Jason Szymanski, Greg Dachel, Matt Theisen (remote)

Call to Order and Confirmation of Meeting Notice

Chair Coffey called the meeting to order and confirmed the meeting notice.

Roll Call

Roll call is listed above under present.

Public Comment

No members of the public wished to make comment.

Review and approval of meeting minutes from May 14, 2024

Motion by Supervisor Russell. Clerk Kraegenbrink advised of the following corrections to the minutes: add "motion passed." to file no. 24-25/007 and add "all in favor, motion passed." to file no. 24-25/025.

<u>Eau Claire County American Rescue Plan Act (ARPA) Recovery Assistance Grant Program – Program Update</u> from West Central Wisconsin Regional Planning Commission

Kathryn Schauf provided a brief overview of the report that was provided in the agenda packet.

Ordinance 24-25/037: To amend section 2.04.030 Rule 3 – Opening of Meeting

Motion by Supervisor Schneider. Supervisor Schneider provided an explanation. Motion by Supervisor Russell to amend lines 12,18, and 25 to read after "moment of reflection" <u>or professionals with a purpose (brief talk by department head)</u>" All in favor of the amendment, motion passed.

On the file as amended, all in favor, motion passed.

Resolution 24-25/040: Reauthorization of self-insurance

Motion by Supervisor Wilkie. Sonja Leenhouts provided background. All in favor, motion passed.

Proclamation: Proclaiming July 26, 2024, as Americans with Disabilities Act Awareness Day in Eau Claire County

Motion by Supervisor Wilkie. Supervisor Schneider provided an explanation. All in favor, motion passed.



Committee on Administration MINUTES

Tuesday June 11, 2024

2:30 p.m. Courthouse – Room 3312 721 Oxford Ave, Eau Claire, WI

Joint Budget Meeting with the Committee on Finance & Budget date

The joint budget meeting will be July 30, 2024, at 2:30 p.m.

County Administrator Update, Kathryn Schauf – County Administrator

Updates on the following were provided:

- Rural Partners Network (RPN)
- Chippewa-St. Croix Rail Commission

County Board Chair Update, Nancy Coffey – County Board Chair

Updates on the following were provided:

- One-on-one meeting with new County Board Supervisors
- County Administrator Annual Evaluation

Appointments

Motion by Supervisor Russell for appointments to the Economic Development Committee. All in favor, motion passed.

- Becca Coleman
- James Rolbiecki
- Sarah Gordee
- Timothy Davis

Future Agenda Items

None.

Announcements

None.

The meeting was adjourned at 4:06 p.m.

Respectfully submitted,

Samantha Kraegenbrink – Clerk Executive Office Administrator

FACT SHEET for File No. 24-25/043

Funding Proposal: Project Management Role for Opioid Task Force

Beginning in 2022, the Opioid Task Force was established by the Eau Claire County Board of Supervisors to recommend uses of settlement funds for community assessment and opioid abatement. While the funding requires specific uses, there remains a need to develop a short-term and long-term spending structure for the county. The task force has identified a need for project management to coordinate task force work done to date and use it to develop a framework and plan for disbursement of funds moving forward. To date, \$137,470 of opioid settlement funds received in Eau Claire County have been allocated by the county board upon the recommendation of the Opioid Task Force. There remains \$1,184,591 unallocated dollars in the county opioid settlement fund and anticipation of further funding from future settlements. The Opioid Task Force project management role is proposed over a 6-month period to:

- Review existing documentation (e.g., financial, Eau Claire County white paper, program overview document, state guidance documents, settlement document, taskforce minutes)
- Create summary documents based on review to guide Opioid Task Force discussions about next steps for opioid settlement funding
- Draft framework for Opioid Task Force to use to identify projects and prioritize funding
- Facilitate process with Opioid Task Force to determine sustainable framework and next steps
- Work with Opioid Task Force to create an annual plan and process for funding based on framework
- Work with Opioid Task Force chairperson and team to set agendas and schedule meetings, provide documentation and information for review for meetings, support chairperson with meeting and follow up, provide other staff support to Opioid Task Force as needed.

The task force is requesting funding for 8 hours/week for project management to be conducted by the Public Health Specialist at the Eau Claire City-County Health Department, in the amount of \$8,833.

Fiscal Impact: \$8,833 from the Opioid Settlement funds.

Respectfully submitted,

Peggy O'Halloran Community Health Promotion Division Manager



memo

То:	Committee on Administration and Committee on Finance & Budget
From:	Samantha Kraegenbrink – Executive Office Administrator
Date:	June 18, 2024
Re:	Report on File 24-25/043 from the Opioid Settlement Task Force

On June 18, 2024, the Eau Claire County Opioid Settlement Task Force voted unanimously to recommend utilizing Opioid Settlement funds to fund a Project Management Role for the Task Force. Resolution 24-25/043 will be presented to the Committee on Administration for consideration along with the Committee on Finance & Budget for consideration.

1	Enrolled No.	RESOLUTION	File No. 24-25/043
2 3 4		EAU CLAIRE COUNTY OPIOID TASK I CT MANAGEMENT POSITION -	FORCE TO EXPEND
5 6 7		n September 20, 2022, the Eau Claire Coun n of the Opioid Task Force, and,	ty Board of Supervisors
8 9 10		ne task force is tasked with recommending usessment and opioid abatement purposes; as	
11 12 13 14		ne Opioid Task Force has identified a need f mended framework and plan for disburseme	1 0 0
14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	 Supervisors to approve project manager for the Review existing document, state Create summaria about next step Draft framework Work with Opp framework Work with Opm meetings, prove 	Depioid Task Force is recommending to the E ve \$8,833 opioid settlement funds for health the task force for 6 months to: ing documentation (e.g., financial, ECC whit te guidance documents, settlement document ary documents based on review to guide Opt ps for opioid settlement funding ork for Opioid Task Force to use to identify cess with Opioid Task Force to determine su bioid Task Force to create an annual plan and bioid Task Force chairperson and team to set wide documentation and information for rev ith meeting and follow up, provide other sta	department staff to serve as the te paper, program overview nt, taskforce minutes) ioid Task Force discussions projects and prioritize funding ustainable framework and next d process for funding based on t agendas and schedule iew for meetings, support
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49	NOW THEREFO hereby approves fund	RE BE IT RESOLVED; that the Eau Claire ing from the Opioid Settlement fund in the oths of Public Health Specialist position)	

Committee on Administration			
	AYE	NAY	ABSTAIN
Supervisor Nancy Coffey			
Supervisor Connie Russell			
Supervisor Gerald Wilkie			
Supervisor Steve Chilson			
Supervisor Katherine Schneider			
Dated this day of	_, 2024		
Committee on Finance & Budget			
	AYE	NAY	ABSTAIN
Supervisor Dane Zook	v		
1	∇		
Supervisor Stella Pagonis	v		
	∇		
Supervisor Jim Schumacher	v		
1	∇		
Supervisor Bob Swanson	v		
-	∇		
Supervisor Jim Dunning	v		
Dated this 14 day of July	_, 2024		
SK			
	Supervisor Nancy Coffey Supervisor Connie Russell Supervisor Gerald Wilkie Supervisor Steve Chilson Supervisor Steve Chilson Supervisor Katherine Schneider Dated this day of Supervisor Dane Zook Supervisor Stella Pagonis Supervisor Jim Schumacher Supervisor Jim Dunning Dated this 14 day of _July Resolution 24-25/043	AYE Supervisor Nancy Coffey Supervisor Connie Russell Supervisor Gerald Wilkie Supervisor Steve Chilson Supervisor Katherine Schneider Dated this	AYENAYSupervisor Nancy Coffey \Box Supervisor Connie Russell \Box Supervisor Gerald Wilkie \Box Supervisor Steve Chilson \Box Supervisor Katherine Schneider \Box Dated this day of, 2024 \Box Committee on Finance & Budget \Box Supervisor Dane Zook \checkmark Supervisor Stella Pagonis \checkmark Supervisor Jim Schumacher \checkmark Supervisor Jim Dunning \Box Dated this 14day of JulyDated this 14day of JulyAyeolution 24+25/043 \Box

FACT SHEET

TO FILE NO. 24-25/048

The City of Augusta would like to transfer the previously allocated and approved ARPA funds from the Bush Brothers Drive (CTH G) highway improvement project to the Spring Street Sanitary Sewer Lift Station project. The reason for this request is due to the need to replace an existing siphon sanitary sewer transfer system that is no longer functioning properly. The existing siphon system is failing, causing raw sewage to leak out into the area.

The collaborative road project under Bush Brothers Drive/CTH G with costs to be shared between the City of Augusta and Eau Claire County as a portion of the project would be the responsibility of Eau Claire County due to it being a county truck highway, is no longer a higher priority for the City of Augusta than replacing the failing lift station system on Spring Street.

The project estimate for installation of a new sanitary lift station is \$695,000.00. If approved, the \$203,775.00 previously allocated funds for the joint CTH G project would be reallocated to the City of Augusta to offset the cost of replacing the existing siphon sanitary sewer transfer system and decrease the amount of funding that the City would have to borrow from the Wisconsin DNR Safe Drinking Water Loan Program.

Fiscal Impact: \$203,775.00. This is the same amount of ARPA funding that was approved by the Eau Claire County Board of Supervisors on March 21, 2023 for the CTH G joint project in File 22-23/100.

Respectfully Submitted,

Jon Johnson

Jon Johnson Highway Commissioner

SPECIAL CITY COUNCIL MEETING Tuesday, June 25, 2024 5:30 p.m. Augusta City Hall 145 W. Lincoln Street, Augusta, WI 54722

Agenda:

- 1. Call to order
- 2. Roll Call
- 3. Approve resolution authorizing the issuance and sale of up to \$914,174 Water System Revenue Bonds, Series 2024, and providing for other details and covenants with respect thereto
- 4. Discuss and consider resolution to request Eau Claire County to allocate \$200, 000 to Spring Street Lift station project
- 5. Discuss and consider street improvement projects and bid notices for 2024
- 6. First reading of Charter ordinance to amend City Ordinance 2.02(2), Charter Ordinance No.117 City Clerk-Treasurer position from an elected to an appointed position
- 7. Approve bartenders' applications
- 8. Adjournment

Cynthia Anderegg, City Clerk Jason TePaske, Mayor

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City of Augusta

Resolution Number 2024-0625B

A RESOLUTION AUTHORIZING THE TRANSFER OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CITY OF AUGUSTA CTH G HIGHWAY PROJECT TO SPRING STREET LIFT STATION INSTALLATION PROJECT

WHEREAS, on March 21st, 2023, Eau Claire County approved \$203,773 of ARPA funding to help replace aging sanitary sewer along Bush Brothers Drive (CTH G) in the City of Augusta; and,

WHEREAS, since that time the City of Augusta has had a sanitary sewer siphon system fail which has now become a higher priority need for public safety and safe drinking water; and,

WHEREAS, installing a new sanitary sewer lift station on Spring Street is necessary to prevent raw sewage from impacting the environment; and,

WHEREAS, the cost estimate to install a new sanitary sewer lift station in 2025 is \$695,000; and,

WHEREAS, the City of Augusta will be utilizing State of Wisconsin Safe Drinking Water Loan program to cover project costs due to the immediate need of the community; and,

WHEREAS, the City of Augusta would like to request a transfer of \$203,773 of approved ARPS funds from Bush Brothers Drive (CTH G) to Sanitary Lift Station project on Spring Street; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUGUSTA, WISCONSIN, that the Council hereby approves the Eau Claire County Board of Supervisors to transfer the ARPA funding from the Bush Brothers Drive (CTH G) highway project in the amount of \$203,773 to the Spring Street Sanitary Sewer Lift Station Project.

Adopted this 25th day of June 2024.

Approved:

Jason TePaske, Mayor

Attest:

Cynthia A. Anderegg, Clerk/Treasurer

1	Enrolled No.	RESOLUTION	File No. 22-23/100
2 3 4 5 6	DESIGNATING AMERICAN RE VILLAGE OF FALL CREEK C PROJECTS		
7 8 9 10 11	WHEREAS, Eau Claire Co from the federal government under was made in two installments with County and approximately \$400,00	the American Rescue Plan the first installment having	g already been made to Eau Claire
12 13 14 15	WHEREAS, among other t their designated ARPA funds for a reporting requirements; and	0 1	RPA funds allows counties to use ent with the ARPA regulations and
16 17 18 19 20	WHEREAS, the Eau Claire proposal request regarding a collab being shared between the City of a would be the responsibility of Eau	orative road project in the C Augusta and Eau Claire Co	ounty, and a portion of the project
21 22 23 24	WHEREAS, the City of Au internal projects, but was not funded September 2022; and	e 1	pposal ranked high in the submitted eing used to fund capital projects in
25 26 27	WHEREAS, the estimated I project is \$203,775; and	Eau Claire County contribut	ion for the City of Augusta CTH G
28 29 30 31	WHEREAS, the Village of I be a collaborative road project in between the Village of Fall Creek a the responsibility of Eau Claire Cou	the Village of Fall Creek and Eau Claire County, and	d a portion of the project would be
32 33 34	WHEREAS, the estimated CTH AF project is \$100,000; and	Eau Claire County contrib	ution for the Village of Fall Creek
35 36 37 38	WHEREAS, the estimated CTH G project (\$203,775) and Villa		ontribution for the City of Augusta project (\$100,000) is \$303,775; and
39 40 41 42	WHEREAS, the Highway resolution authorizing the funding projects (Total Eau Claire County ARPA unallocated funds; and	of the City of Augusta CT	6
43 44 45 46 47 48 49	WHEREAS, the City of Au projects were reviewed by the Eau their recommendation, the City of the the City of Fall Creek CTH AF pro- up to \$303,775 are approved for fun	Claire County Committee Augusta CTH G project in oject in the amount of up to	the amount of up to \$203,775 and

THERFORE BE IT RESOLVED,	the Eau Claire County Board of Supervisors hereby
	usand Seven Hundred Seventy-Five Dollars (\$203,775
, , , , ,	d up to One Hundred Thousand Dollars (\$100,000) for
	for a total of up to Three Hundred Three Thousand 03,775) of the funding received through the American
Rescue Plan Act of 2021 to be used for as	
ADOPTED	
Highway Committee	
Dated this 9th day of March, 2023	
Vote: Aye <u>4</u> Nay <u>0</u>	
J J	
Committee on Administration	
Dated this 14th day of March, 2023	
Vote: Aye <u>5 Nay</u> <u>0</u>	

1	Enrolled No.	RESOLUTIO	ON	File No. 24-25/048	
2 3 4 5 6 7	ALLOCATED TO THE CITY (OF AUGUST	A CTH	T (ARPA) FUNDS PREVIOUSLY G HIGHWAY PROJECT TO BE NG STREET SEWER LIFT STATION	
8 9 10 11	Seven Hundred Seventy-Five Dollar	rs (\$203,775) f can Rescue Pla	for the C an Act o	up to Two Hundred Three Thousand City of Augusta CTH G project of the of 2021 to be used in conjunction with in the City of Augusta; and	
12 13 14 15 16	WHEREAS, among other things, permitted uses of ARPA funds allows counties to use their designated ARPA funds for a variety of projects consistent with the ARPA regulations and reporting requirements, which include infrastructure; and				
17 18 19 20	WHEREAS, the City of Augusta no longer wishes to proceed with CTH G project so no ARPA funding will be used for the CTH G project. The City of Augusta requests the Eau Claire County Board of Supervisors approve allocation of Two Hundred Thousand Dollars (\$200,000) to be utilized for the Spring Street Sewer Lift Station Project in the City of Augusta; and				
21 22 23 24 25	WHEREAS, the City of Augusta City Council approved a resolution at their June 25, 2024 meeting to instead of allocating ARPA funds to the CTH G project, to request Eau Claire County allocate Two Hundred Thousand Dollars (\$200,000) of ARPA funding to the City of Augusta for the Spring Street Sewer Lift Station Project; and				
26 27 28 29	WHEREAS, other than the \$200,000 requested ARPA funding, there will be no additional Eau Claire County contribution for the City of Augusta Spring Street Sewer Lift Station project.				
30 31 32 33	THERFORE BE IT RESOLVED, the Eau Claire County Board of Supervisors hereby designates Two Hundred Thousand Dollars (\$200,000) for the City of Augusta Spring Street Sewer Lift Station Project from ARPA funds available. No additional ARPA funding will be allocated to the CTH G project in the City of Augusta.				
34 35 36	ADOPTED				
37 38 39	Committee on Administration	AYE	NAY	ABSTAIN	
40 41	Supervisor Nancy Coffey				
42 43	Supervisor Connie Russell				
44 45	Supervisor Gerald Wilkie	□			
46 47 48	Supervisor Steve Chilson Supervisor Katherine Schneider	□			
49 50	Dated this day of	_, 2024			

FACT SHEET

TO FILE NO. 24-25/046

The Town of Seymour desires to purchase approximately .928 acres of County Forest lands from Eau Claire County for the purpose of relocating and repairing the roadway and bridge located on S. 140. Approximately forty percent of said lands are currently designated as highway right-of-way. The Town of Seymour has offered \$8,086.80 for the land purchase. This sum represents twenty cents per square foot of the non-right-of-way parcel.

The Parks and Forest department respectfully requests the funds be allocated into the non-lapsing Forest Land Acquisition account.

Fiscal Impact: \$8,086.80

Respectfully Submitted,

Josh Pedersen Director Parks and Forest

Enrolled No. RESOLUTION File No. 24-25/046 1 2 3 AUTHORIZING THE WITHDRAWAL FROM COUNTY FOREST LAW AND SALE OF APPROXIMATELY .928 ACRES LOCATED ON S 140TH IN THE TOWN OF LINCOLN, 4 OWNED BY EAU CLAIRE COUNTY TO THE TOWN OF SEYMOUR 5 6 7 WHEREAS, Eau Claire County holds an interest in fee simple located on S 140th Ave in, 8 the Town of Lincoln. Parcel No. 18012-2-270720-110-0001; and 9 WHEREAS, the Town of Seymour desires to purchase approximately .928 acres of Eau 10 Claire County owned land to relocate a portion of roadway and bridge along S. 140th in the town 11 12 of Lincoln, see Exhibit A; and 13 14 WHEREAS, the Town of Seymour has offered eight thousand eighty-six dollars and eighty cents for said land purchase; and 15 16 17 WHEREAS, the above-captioned parcel needs to be withdrawn from Eau Claire County Forest Lands in accordance with Wis. Stat. §28.11; and 18 19 WHEREAS, any proceeds gained from the sale of forest products or spoils shall be 20 21 deposited into the non-lapsing Forest Land Acquisition account; and 22 23 WHEREAS, the committee on parks and forest recommends sufficient funds be allocated in 2024 to purchase a replacement parcel for the withdrawn area. 24 25 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors 26 27 authorizes the sale of the above-mentioned parcel to the Town of Seymour for the sum of eight thousand eighty-six dollars and eighty cent (\$8,086.80). 28 29 30 BE IT FURTHER RESOLVED that the Office of Corporation Counsel is hereby authorized to draft any documents necessary to complete the sale of land. 31 32 33 BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to execute any documents necessary to complete the sale of the land. 34 35 36 BE IT FURTHER RESOLVED, by the Eau Claire County Board of Supervisors that it 37 hereby approves withdrawal of the parcel consisting of approximately .928 acres (more or less) 38 from the county forest law. 39 40 BE IT FURTHER RESOLVED that the Parks & Forest Director is hereby directed to make an application to the Department of Natural Resources for withdrawal of said county land 41 from the County Forest Law. 42 43 44 BE IT FURTHER RESOLVED that the funds from the sale, products and any spoils be deposited into the non-lapsing Forest Land Acquisition account. 45 46 47 48 49 50 51

1	Committee on Administration			
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4	Supervisor Nancy Coffey			
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15	Dated this day of	_, 2024		
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20	Committee on Parks & Forest			
22		AYE	NAY	ABSTAIN
23				
24	Supervisor Joe Knight		_	_
25	1 8			
26	Supervisor Tami Schraufnagel			
27	1 0			
28	Supervisor Michele Skinner			
29	1			
30	Supervisor Christy Tomczak			
31	1 2			
32	Supervisor Cory Sisk			
33	1 2			
34				
35	Dated this day of	, 2024		
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37 38 39				