

**Committee on Administration  
AGENDA**

**Tuesday August 13, 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:**

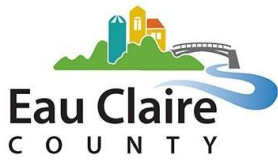
<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m569d9ed676d4bc81de18e10324f8deb5>

*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. Approval of meeting minutes – **Discussion/Action**
  - July 16, 2024
  - July 23, 2024
  - July 30, 2024 (Administration)
  - July 30, 2024 (Joint meeting with the Committee on Finance & Budget)
5. Cell Tower Lease Proposal at the Expo Center – Matt Theisen, Facilities and Central Services Director and Chad Morgan, Project Manager (Ramaker) – **Discussion/Action**
6. Sun Country Airline Proposal for Seasonal Fort Myers Service – Charity Zich, Airport Director – **Discussion**
7. File No. 24-25/054: Resolution authorizing reallocation of American Rescue Plan Act (ARPA) funds from Criminal Trial Backlog Project to Office Remodel Project in the District Attorney’s Office – **Discussion/Action**
8. File No. 24-25/037: Ordinance to amend section 2.04.030 Rule 3 – Opening of Meeting – **Discussion/Action**
9. Position Description for County Administrator - **Discussion/Action**

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.



**Committee on Administration  
AGENDA**

**Tuesday August 13, 2024**

2:30 p.m.

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

10. Allocation of remaining ARPA funding – **Information/Discussion**

- Prioritization
- Current Status
- Next Steps

11. Appointments – **Discussion/Action**

- Aging & Disability Resource Center Board
  - i. Jonathan Wessel
- Joint Review Board (<https://www.revenue.wi.gov/Pages/FAQS/slf-tif-jrboard.aspx#jrb1>)
  - ii. Jason Szymanski

12. Future Agenda Items

- Q2 reports
- Evaluation process for Administrator
- Use of County Board Training Dollars
- Administrator Goals Review (November)

13. Announcements

14. Move into closed session Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation date of any “public employee” over which the governmental body has jurisdiction or exercises responsibility. County Administrator Annual Performance Evaluation

The committee will adjourn this meeting in closed session.



**Committee on Administration  
MINUTES**

**Tuesday July 16, 2024**

6:45 p.m.

Courthouse – Room 1301/1302  
721 Oxford Ave, Eau Claire, WI

Present: Gerald Wilkie, Katherine Schneider (remote), Nancy Coffey, Connie Russell

Others: Kathryn Schauf, Megan Brasch

**Call to Order and Confirmation of Meeting Notice**

Chair Coffey called the meeting to order at 6:45 p.m. and confirmed meeting notice.

**Roll Call**

Roll call is listed above under present.

**Public Comment**

No members of the public wished to make comment.

**Eau Claire County United Way Committee annual campaign: Request for “day off with pay”**

Megan Brasch represented the United Way Committee. Megan requested three days off with pay for the 2024 United Way campaign at Eau Claire County. Motion by Supervisor Schneider to approve. Motion passed unanimously.

The meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Kathryn Schauf  
*County Administrator*



**Committee on Administration  
MINUTES**

**Tuesday July 23, 2024**

12:30 p.m.

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

Present: Nancy Coffey, Katherine Schneider (remote), Steve Chilson, Gerald Wilkie, Connie Russell, Allen Myren (ex-officio), Dane Zook (ex-officio)

Others: Kathryn Schauf, Brian Bessa, Angela Eckman, Vicki Seltun (vonBriesen)

**Call to Order and Confirmation of Meeting Notice**

Chair Coffey called the meeting to order at 12:30 p.m. and confirmed meeting notice.

**Roll Call**

Roll call was taken and is listed above under present.

**Public Comment**

No members of the public wished to make comment.

Bryan Bessa explained the Quantum tool (performance management) and process to the committee.

Motion by Supervisor Russell to move into closed session pursuant of Wisconsin state statutes, section 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation date of any “public employee” over which the governmental body has jurisdiction or exercises responsibility. *County Administrator Annual Performance Evaluation.*

Roll call vote was taken to move into closed session, motion unanimous and the committee moved into closed session.

A motion was made by Supervisor Chilson to move out of closed session and the meeting was adjourned at 2:56 p.m.

Respectfully submitted,

Kathryn Schauf  
County Administrator



**Committee on Administration  
MINUTES**

**Tuesday July 30, 2024**

1:00 p.m.

Courthouse – Room 1301/1302  
721 Oxford Ave, Eau Claire, WI

Present: Nancy Coffey, Katherine Schneider (remote), Steve Chilson, Gerald Wilkie, Connie Russell, Dane Zook (ex-officio), Steve Chilson (*at 1:06 p.m.*)

Others: Kathryn Schauf, Vicki Seltun (vonBriesen), Supervisor Nick Smiar

**Call to Order and Confirmation of Meeting Notice**

Chair Coffey called the meeting to order at 1:00 p.m. and confirmed meeting notice.

**Roll Call**

Roll call was taken and is listed above under present.

**Public Comment**

No members of the public wished to make comment.

Motion by Supervisor Schneider to move into closed session pursuant of Wisconsin state statutes, section 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation date of any “public employee” over which the governmental body has jurisdiction or exercises responsibility. *County Administrator Annual Performance Evaluation.*

Roll call vote was taken to move into closed session, motion unanimous (4-0, Supervisor Chilson arrived at 1:06 p.m.) and the committee moved into closed session.

The committee adjourned from closed session.

Respectfully submitted,

Kathryn Schauf  
County Administrator



**JOINT MINUTES**  
**Committee on Administration**  
**Committee on Finance & Budget**

**Tuesday July 30, 2024**

2:30 p.m.

Courthouse – Room 1277  
721 Oxford Ave, Eau Claire, WI

**Committee on Administration Members Present:** Supervisors Steve Chilson, Nancy Coffey, Connie Russell, Katherine Schneider (via Webex), Jerry Wilkie

**Committee on Finance & Budget Members Present:** Supervisors Jim Dunning, Stella Pagonis, Jim Schumacher, Bob Swanson, Dane Zook

**Other Supervisors:** Nick Smiar

**Staff Present In-Person:** Kathryn Schauf, County Administrator; Jason Szymanski, Finance Director; Amy Weiss, Assistant Director of Finance; Matt Theisen, Facilities & Central Services Director; Greg Dachel, Information Systems Director; Eric Killen, Veterans Services Director; Megan Brasch, Child Support Director; Sharon McIlquham, Corporation Counsel; Sonja Leenhouts, Risk Manager

**Staff Present Online:** Linda O'Mara, Accountant; Eric Huse, Legal Services Director; Angela Eckman, Human Resources Director; Judge Emily Long; Jennifer Porzondek, Fiscal Associate III; Erika Gullerud, Financial Analyst; Sue McDonald, County Clerk

Chair Coffey called the Committee on Administration to order at 2:30 pm, confirmed compliance with open meetings law, and took roll call. Members present are indicated above.

Chair Pagonis called the Committee on Finance & Budget to order at 2:30 pm. The committee clerk took roll call. Members present are indicated above.

There were no members of the public present or who wished to comment.

Presentation of Department Budgets (Supervisor Chilson left at 4:40 p.m. and was not present for the votes.)

**Facilities (Matt Theisen)**

Motion: Wilkie moved approval of the operating budget as submitted

Vote: 4-0 via voice vote

Motion: Wilkie moved approval of capital budget request with Option B for second floor remodel

Vote: 3-1 via voice vote

**Information Systems (Greg Dachel)**

Motion: Wilkie moved approval of the operating budget as presented and the capital budget with the removal of the \$105,000 for the Lake Altoona fiber project

Vote: 4-0 via voice vote

**Veteran Services (Eric Killen)**

Motion: Schneider moved approval of the operating budget as presented

Vote: 4-0 via voice vote

**Child Support (Megan Brasch)**

Motion: Wilkie moved approval of the budget as presented

Vote: 4-0 via voice vote

**Corporation Counsel (Sharon McIlquham)**

Motion: Wilkie moved approval of the budget as presented

Vote: 4-0 via voice vote



**JOINT MINUTES**  
**Committee on Administration**  
**Committee on Finance & Budget**

**Tuesday July 30, 2024**

2:30 p.m.

Courthouse – Room 1277  
721 Oxford Ave, Eau Claire, WI

Risk Management (Sonja Leenhouts)

Motion: Schneider moved approval of the budget as presented

Vote: 4-0 via voice vote

County Board (Kathryn Schauf)

Motion: Russell moved approval of the budget as presented

Vote: 4-0 via voice vote

Administration (Kathryn Schauf)

Motion: Wilkie moved approval of the budget with a reduction of \$5,000 for strategic planning

Vote: 4-0 via voice vote

Both committees adjourned at 5:32 p.m.

Amy Weiss  
Committee Clerk

August 1, 2024

Dear Members of the Committee on Administration for Eau Claire County Wisconsin,

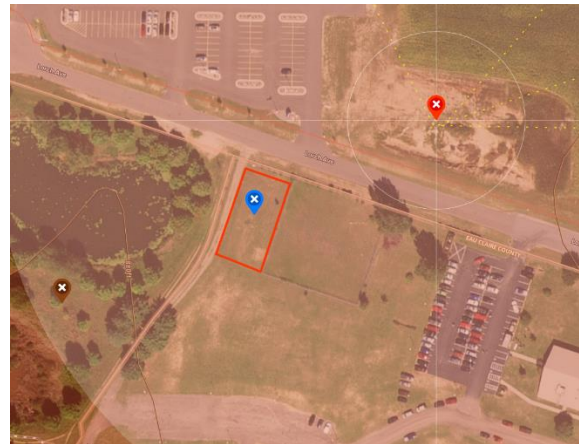
Thank you for your consideration regarding the potential cellular tower opportunity on County property in the Eau Claire area. As requested, below are a few details of the project.

The County property located on Lorch Ave, Parcel 18221-2-260903-320-0001 (alternate parcel #221154904A) in the City of Eau Claire has been identified as a suitable location to meet network needs for improved cellular coverage in the area.

To place a tower, we would need to lease a small 125'x75' area of County property. Within the lease area would be a 105'x55' fenced compound to house the tower and all the necessary ground equipment. The compound will be surrounded by landscape screening as necessary to meet zoning requirements. Additionally, a 20' wide access/utility easement from the nearest Right of Way to the lease area would be needed. Within that easement would be the existing gravel driveway, the remainder of the easement space would be used for utilities such as power and fiber.

The company interested in leasing the space and building the tower is called The Towers, LLC, (Vertical Bridge). Vertical Bridge has hired Ramaker to represent them as their local Site Acquisition Firm. The lease is designed for a total duration of 50 years, consisting of an initial 5-year term with 9 additional automatic (5-year) terms thereafter.

We are currently anticipating a tower height of 195' with a 4' lightning rod at this location. Our secondary placement suggestion is at the blue pin on this aerial view. This location has been reviewed and approved by the Parks & Forest Committee as of 07/08/2024.



There are a few items to be aware of when placing the tower:

1. Needs to be placed a minimum of half the tower height from the nearest property line and/or Right of Way to meet necessary setbacks (approximately 100')
2. Cannot be placed in wetlands
3. Cannot be placed in a flood plain

To kickstart the project, an option payment of \$2,000 would be made—a one-time payment due upon the full execution of the lease by Vertical Bridge. This payment is intended to reserve the site for up to 4 years, facilitating regulatory, zoning, and permitting processes. It also grants access for any required field work to design and prepare for the tower.

The Option is considered "initiated" approximately when construction begins. Upon commencement of construction by Vertical Bridge, monthly rent at a rate of \$1000 per month will commence. Annually, the rent will increase by 1.5% over the previous year. At these rates, the total cumulative rent over a 50-year lease would be \$884,193, which is the maximum compensation that Vertical Bridge will offer. In addition to the initial rent described above, Rev Share would be added with each additional carrier in the amount of \$200.

If you have any questions or would like further clarification, please reach out to me directly.

Thank you,

Chad Morgan  
Project Manager



## SUMMARY OF SUN COUNTRY AIRLINE PROPOSAL FOR SEASONAL FORT MYERS SERVICE

Context – For the past two years Sun County has offered nonstop service from Eau Claire to Fort Myers during the winter months. In 2023Q1 this service carried 6,590 passengers, despite the Fort Myers area recovering from a hurricane in that timeframe. In 2024Q1 it carried 9,800 passengers.

The Eau Claire Essential Air Service (EAS) will be pivoting from Sun Country to United Express this coming December, with a return to nonstop regional jet service to Chicago.

Sun Country is willing to continue the Fort Myers service for this coming winter provided there is risk mitigation funding available. The carrier has requested a maximum of \$450,000 in funding to cover anticipated financial losses for service operation 2024 Q1.

Long Term Goal – Eau Claire is an EAS city, meaning the DOT will subsidize one local air service provider. That service will be to Chicago ORD, connecting to the United Airlines global network.

The Airport Board believes that there is opportunity to build on the Sun Country seasonal services to Fort Myers (winter), Orlando (Spring and Summer) and Las Vegas (Fall) and compliment the network carrier service to Chicago with nonstop leisure destination service from Eau Claire.

The Board believes such service can eventually be self-sustaining as the Twin Cities metroplex continues to grow and the only air service airport within the metroplex is MSP, where costs and congestion will continue to grow. This belief is also bolstered by Sun Country's own assertion that their future expansion plans include additional growth into Wisconsin.

The Sun Country proposal to operate Fort Myers service during 2025 Q1 is an opportunity to preserve nonstop low fare leisure air service at EAU and continue the process of making that service self-sustaining and adding seasonal destinations. It would be a first step in a long-term strategy to become a low fare leisure service portal on the eastern edge of the Twin Cities metroplex. Low fare leisure service benefits more than just local travelers. The community benefits as a whole by helping attract and retain local workforce. Low-fare service has a broad reach so it will also bring passengers from outside the community to the region to stay in hotels, eat at restaurants, buy gas, etc. Finally, such service has a magnet effect meaning a passenger that comes to the airport for the low fare service will take note of the legacy carrier service and the ease of using the service and eventually come back to the airport for network carrier service they would otherwise get at MSP. This will help the long term growth of our network service to ORD.

Proposal Specifics – The \$450,000 would be available to the carrier on a risk mitigation formula. The carrier would provide Eau Claire a target revenue per flight. Should the service in 2025 Q1 do exceptionally well and achieve that target revenue per flight on some or many of the flights, then the funding obligation will be less than \$450,000. Should the service perform poorly the entire \$450,000 would be paid out to the carrier for service in 2025 Q1. The service would include 20 roundtrips flights from late January into April and flights would be on Mondays and Fridays.

Sources of Funding – The Airport cannot, due to FAA rules, use airport revenue to provide risk mitigation to any airline. The Airport can and will in this case waive all its fees and carrier billable costs for the 2025 Q1 season. The funding can come from public entities such as cities and counties and from economic development or chamber sources, or from the private sector.

FACT SHEET

TO FILE NO. 24-25/054

This resolution authorizes a reallocation of American Rescue Plan Act funds from the Criminal Trial Backlog project to the Office Remodel project in the District Attorney's Office.

The District Attorney's Office Criminal Trial Backlog project was funded by Resolution 22-23/054. The project has proven to be a worthwhile investment in addressing the trial backlog created by the COVID-19 pandemic. Routine reconciliation and review of the funds have indicated an estimated \$26,881 surplus of funds at the conclusion of the project.

To utilize the estimated surplus funds, the District Attorney's Office has identified an additional project to remodel existing office to accommodate the projected growth of the District Attorney's Office over the next five years, which can be fully funded by the surplus. The office remodel project was considered too late in the process of the most recent remodel of the DA's Office suite and could not be completed due to fiscal constraints. The office remodel project is consistent with the most recent facilities master plan and complies with ARPA regulations and reporting requirements.

Fiscal Impact:

The reallocation of \$17,700 in ARPA funds from the Criminal Trial Backlog project results in a net zero fiscal impact.

Respectfully Submitted:

Eric Huse  
Legal Services Director  
Office of District Attorney

4 AUTHORIZING REALLOCATION OF AMERICAN RESCUE PLAN ACT (“ARPA”)  
5 FUNDS FROM CRIMINAL TRIAL BACKLOG PROJECT TO OFFICE REMODEL  
6 PROJECT IN THE DISTRICT ATTORNEY’S OFFICE

7 WHEREAS, Eau Claire County initially received approximately \$20,295,000 from the  
8 federal government under the AMERICAN RESCUE PLAN ACT (“ARPA”) of 2021; and  
9

10 WHEREAS, among other things, permitted uses of ARPA funds allows counties to use  
11 their designated ARPA funds for a variety of projects consistent with the ARPA regulations and  
12 reporting requirements; and  
13

14 WHEREAS, Eau Claire County Departments were encouraged to submit proposals for  
15 internal County projects for consideration of funding; and  
16

17 WHEREAS, the Eau Claire County District Attorney’s Office submitted a project titled  
18 “Criminal Trial Backlog,” which was approved for funding in the amount of \$775, 859; and  
19

20 WHEREAS, a recent reconciliation of the Criminal Trial Backlog project funds indicates  
21 a surplus of \$26,881 at the conclusion of the project; and  
22

23 WHEREAS, the Eau Claire County District Attorney’s Office has identified an additional  
24 project that may be fully funded with the projected surplus from the Criminal Trial Backlog  
25 project, to remodel existing office space (“Office Remodel Project”) to accommodate the  
26 department’s projected growth in the next five years.  
27

28 NOW, THEREFORE, BE IT RESOLVED, the Eau Claire County Board of Supervisors  
29 authorizes reallocation of \$17,700.00 from the Criminal Trial Backlog project to the Office  
30 Remodel Project.  
31

32 ADOPTED:

33  
34 **Committee on Judiciary & Law Enforcement**

	YAY	NAY	ABSTAIN
35 _____ 36 Supervisor Gerald Wilkie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37 _____ 38 Supervisor John Folstad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39 _____ 40 Supervisor Brett Geboy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41 _____ 42 Supervisor Allen Myren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43 _____ 44 Supervisor Loralee Clark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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47 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024  
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**Committee on Finance & Budget**

	YAY	NAY	ABSTAIN
_____ Supervisor Stella Pagonis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jim Dunning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Dane Zook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jim Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Bob Swanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**Committee on Administration**

	YAY	NAY	ABSTAIN
_____ Supervisor Nancy Coffey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Connie Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Gerald Wilkie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Steve Chilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Katherine Schneider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

FACT SHEET with Committee on Administration Action

TO FILE NO. 24-25/037

Professionals with a Purpose is a brief talk by a department head (chosen on a rotating basis by the County Administrator) that highlights a new program or an example of the good work done by that department. The agenda of the Human Services Board has included Professionals with a Purpose and these presentations have been informative and inspiring to the Human Services Board.

Fiscal Impact: \$0.00

Respectfully submitted,

Supervisor Katherine Schneider  
District 22

On Tuesday, June 11, 2024, at the Committee on Administration meeting, the committee voted unanimously (4 aye, 0 nay, 1 absent) to approve file no. 24-25/037 as amended to read on lines 12, 18, and 25, “Honoring of the flag and moment of reflection or professionals with a purpose (brief talk by department head);”

The original file is labeled "Original File" at the top. The County Board of Supervisors will be acting on the amended file labeled "Amended File" at the top.

Respectfully,

Samantha Kraegenbrink – Committee Clerk  
*Executive Office Administrator*

1 Enrolled No. ORDINANCE File No. 24-25/037

2

3 Submitted by Supervisor Katherine Schneider

4

5 TO AMEND SECTION 2.04.030 RULE 3 – OPENING OF MEETING

6

7 2.04.030 Rule 3—Opening of meeting

8 C. Order of Business for Regular Meetings.

9 The order of business shall be as follows for all regular meetings of the board, except as  
10 otherwise provided by rules for the annual and organizational meetings:

- 11 1. Call to order;
- 12 2. Honoring of the flag and ~~moment of reflection~~ or professionals with a purpose (brief  
13 talk by department head);

14

15 D. Order of Business for the Annual Meeting.

16 The order of business shall be as follows for the annual meeting:

- 17 1. Call to order;
- 18 2. Honoring of the flag and ~~moment of reflection~~ or professionals with a purpose (brief  
19 talk by department head);

20

21 E. Order of Business for the Organizational Meeting.

22 The order of business shall be as follows for the organizational meeting:

- 23 1. Call to order;
- 24 2. Presentation of the colors and honoring of the flag;
- 25 3. Honoring the flag and ~~moment of reflection~~ or professionals with a purpose (brief talk  
26 by department head);

27

28 ENACTED:

29

30 Committee on Administration

	AYE	NAY	ABSTAIN
31 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32 Supervisor Nancy Coffey			
33 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34 Supervisor Connie Russell			
35 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36 Supervisor Gerald Wilkie			
37 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38 Supervisor Steve Chilson			
39 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40 Supervisor Katherine Schneider			

46 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

1 Enrolled No. ORDINANCE File No. 24-25/037

2 Submitted by Supervisor Katherine Schneider

3 TO AMEND SECTION 2.04.030 RULE 3 – OPENING OF MEETING

4 2.04.030 Rule 3—Opening of meeting

5 C. Order of Business for Regular Meetings.

6 The order of business shall be as follows for all regular meetings of the board, except as  
7 otherwise provided by rules for the annual and organizational meetings:

- 8 1. Call to order;
- 9 2. Honoring of the flag and moment of reflection or professionals with a purpose (brief  
10 talk by department head);

11 D. Order of Business for the Annual Meeting.

12 The order of business shall be as follows for the annual meeting:

- 13 1. Call to order;
- 14 2. Honoring of the flag and moment of reflection or professionals with a purpose (brief  
15 talk by department head);

16 E. Order of Business for the Organizational Meeting.

17 The order of business shall be as follows for the organizational meeting:

- 18 1. Call to order;
- 19 2. Presentation of the colors and honoring of the flag;
- 20 3. Honoring the flag and moment of reflection or professionals with a purpose (brief talk  
21 by department head);

22 ENACTED:

23 Committee on Administration

	AYE	NAY	ABSTAIN
24 _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 Supervisor Nancy Coffey			
26 _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 Supervisor Connie Russell			
28 _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 Supervisor Gerald Wilkie			
30 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31 Supervisor Steve Chilson			
32 _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33 Supervisor Katherine Schneider			

34 Dated this 11 day of June, 2024

35 Ordinance 24-25/037

36 Reviewed by Finance Dept.  
37 for Fiscal Impact

38 **APPROVED**  
39 By Sharon McIlquham at 1:42 pm, Jun 13, 2024

## EAU CLAIRE COUNTY JOB DESCRIPTION

<b>TITLE:</b>	County Administrator	<b>POS. NUMBER:</b>	101543
<b>DEPARTMENT:</b>	Administration	<b>PAY GRADE:</b>	Z
<b>REPORTS TO:</b>	County Board of Supervisors	<b>HAY RATING:</b>	N/A
<b>FLSA STATUS:</b>	Exempt	<b>EEO CATEGORY:</b>	Administrators
<b>UNIT:</b>	Non-Represented	<b>EFFECTIVE DATE:</b>	June 2016

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**POSITION SUMMARY:**

Under the direction of the Eau Claire County Board of Supervisors, performs responsible work of unusual difficulty and complexity at the highest administrative level. Serves as Chief Administrative Officer of Eau Claire County local government and performs the full range of administrative duties inherent to that function. Work involves the performance of all administrative duties vested in the position pursuant to Wis. Stat. § 59.18 or Chapter 2.06 of the County Code or assigned by the Eau Claire County Board by law or by intergovernmental agreement. Direct supervision is given to administrative and clerical personnel performing County Administration support services with administrative and management oversight provided to the Criminal Justice Collaborating Council Coordinator. Administrative and management direction is given to all operating departments and agencies not otherwise by law in Boards or Commissions, or in other elected officers, and according to policy guidance and direction from the Eau Claire County Board and its respective committees.

**ESSENTIAL FUNCTIONS** (Illustrative only):

- Performs administrative duties to supervise and manage the ongoing operations of Eau Claire County departments, programs, and services
  - Provides for the execution of all ordinances and resolutions of the County Board and all laws of the State subject to enforcement by him/her or by officers who are under his/her direction and supervision
  - Supervises and coordinates the work of the departments and agencies under the direct jurisdiction or fiscal control of the County Board, requiring periodic submission of organization charts and departmental activity reports
  - Prepares and submits County Administrative Code procedures for County Board adoption and reviews such code and revisions periodically or as directed by the County Board
  - Investigates the value of transferring responsibility for specific functions between County departments and agencies or consolidating departments and agencies, and reports findings to the County Board
  - Utilizes the services of personnel of other departments and agencies under control of the County Board and the services of outside experts and consultants
- Provides accountability for specified personnel functions
  - Exercises responsibility and authority to ensure adherence to applicable laws, regulations, County Code provisions, and public sector equal employment opportunity principles and practices in personnel administration within county government
  - Acts as resource person for all union negotiations
  - Exercises supervisory authority with respect to department heads, including interviews and appointments (subject to confirmation by the County Board of Supervisors), grievances, evaluations, demotions, suspensions, and terminations
  - Exercises appointing authority over staff as are assigned by the County Board to the Administrator’s office
  - Makes recommendations to the County Board or Chair of the Board on the appointment of persons to positions for which the Board or the Chair is the appointing authority



- Provides professional consultation and staff support to assist the County Board in making informed decisions regarding operations and key policy matters
  - Attends all meetings of the County Board, except when excused; advises and makes recommendations to the County Board on matters within the position's administrative authority; presents to the County Board all data pertaining to the responsibilities of the County Board and all needs of business which come to her or his attention
  - Prepares, provides, or causes to be prepared or provided such reports, studies, data, and research as the County Board and committees may require concerning county government operations
  - Prepares and presents an annual report to the County Board on the condition of the County
  - Prepares plans and programs for the County Board's consideration in anticipation of future needs
  - Recommends adoption of new or revised ordinances, orders, and resolutions to promote the public interest and improve County services and operations
  - In consultation with the Chair of the County Board, prepares the meeting agendas of the County Board and, in collaboration with the Corporation Counsel, prepares all resolutions and ordinances thereafter
  - Attends and participates in committee meetings and provides research and data as requested by committee chairs; maintains current knowledge of pending and existing legislation pertaining to County government; solicits the County Board's positions on significant legislative matters
- Responsible for the coordination, preparation, submission and administration of an annual county budget
  - Meets with Committee to establish procedures, format, and priorities desired in preparation of the annual budget
  - Furnishes department heads with appropriate budget forms, instructions, and assistance in budget preparation
  - Develops and submits annual County Administrator's office budget
  - Attends budget review committee meetings for several departments
  - Conducts and schedules budget hearings and meetings on departmental budget requests with the Finance and Budget Committee, presenting and advocating for his or her executive recommendations
  - Provides annual budget recommendations to the Finance and Budget Committee and County Board of Supervisors
- Exercises responsibility for financial reports and planning in cooperation with the Finance and Budget Committee
  - Keeps the County Board fully advised as to the financial condition and needs of the County
  - Develops financial plans and recommends methods of financing future needs
- Performs other administrative and oversight duties of a fiscal nature
  - Manages county investments and securities and invests surplus funds, subject to the supervision of the Finance and Budget Committee
  - Develops projected cash requirements for the County and ensures that requisite cash is available when needed
  - Examines or causes to be examined accounts, records, and operations of all boards, commissions, departments, offices, or agencies which receive monies from the County Board
  - Administers the county property, liability, and other insurance programs, including self-insurance, ensuring that all claims are processed and referrals and recommendations are made to appropriate authorities
  - Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs, and assists in

- applications for and procurement of such grants
  - Develops bonding projects for the County and makes subsequent recommendations to the County Board
  - Monitors all issues on County and municipal debt which affect County bond ratings
  - Negotiates intergovernmental contracts and rental or lease contracts on behalf of the County Board
- Directs and coordinates activities to manage all real and personal property of the County over which the County Board has authority, subject to legal restraints and the overall supervision of the County Board or committees thereof
  - Responsible for care and custody of all county properties over which the County Board has authority and for maintaining such property in repair and maintains in a permanent record a perpetual inventory of such property
  - Directs preparation of long-range plans for the management of county properties and for construction and alteration of physical facilities needed to render county services properly, submitting such plans to the County Board and recommending the priority of projects
  - Coordinates, with the appropriate committee(s), the preparation of architectural plans for County buildings and their construction or modification
  - Allocates space to County departments and agencies
- Addresses the public relations affairs for the County and the County Board
  - Receives complaints concerning county operations and refers them to the appropriate committee or department head
  - Conducts investigations, studies, and surveys as appropriate or directed by said committee or the County Board and reports findings to the appropriate parties
- Represents the County in the transaction of its business and works with elected and appointed officials in the financing and operation of the County government
- Coordinates the administration of departments and agencies under the direct jurisdiction of the County Board
- Acts as the principal liaison between the County Board and all other departments, boards and commissions
  - Invites other local units of government in the County to cooperate and collaborate with the County Board through the establishment of joint conference committees, and other arrangements
  - Coordinates County and County special district functions with federal, state, and other county, municipal or special district functions as necessary
- Performs other related duties and services as directed or required by the County Board

#### **WORK ENVIRONMENT:**

- Sedentary with occasional walking or standing in a general office setting
- Minimal presence of hazards

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong sense of professional and personal integrity, ethics, and standards
- Knowledge of current management principles, practices, and techniques as they pertain to local governmental administration including: coordination of varied activities of a large organization and staff; budgeting and budgetary control; fiscal analysis and management; personnel management, public sector labor relations and contract negotiations, and equal employment opportunity principles; strategic and organizational planning; program development and evaluation; management information systems; organizational behavior, psychology, and development; risk management and safety; professional standards of practice and ethics
- Demonstrated leadership ability and skills to plan, organize, direct, and coordinate the administration, financial, and operational functions of county government
- Comprehensive knowledge of local, State, and Federal legislation affecting county government

- Knowledge and ability to handle cash management and investment of County funds including bonding and capital outlay
- Knowledge of funding resources including governmental and private grant availability and procedures
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables
- Ability to develop and effectively present information clearly and in an interesting manner to elected officials, news media, employees, and the general public
- Ability and skill to establish and maintain effective working relationships with staff personnel, community and Board officials, other elected officials, State and Federal representatives and the general public
- Must be able to work the allocated hours of the position

**REQUIRED QUALIFICATIONS:**

- Completion of a Master's degree in business or public administration, management, government, finance, economics, accounting, investment, or a related field from an accredited college or university
- Ten (10) years experience in business, industry, or government at a responsible management or supervisory level
- Five (5) years experience in public sector management
- Citizen of the United States

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Possess and maintain a valid Wisconsin Motor Vehicle Operator's License and acceptable driving record

**DESIRED QUALIFICATIONS:**

- Organizational budgeting and investment experience
- Administrative experience with public sector labor relations and equal employment opportunity practices and principles
- International City/County Managers Association (ICMA) Credentialed Manager certification

**APPROVALS:**

_____	_____
Supervisor	Date
_____	_____
Department Head	Date
_____	_____
Human Resources Director	Date

**EMPLOYEE REVIEW:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

Incumbent's Signature

Date

Incumbent's name printed

PREVIOUS

# Current Job Description

## EAU CLAIRE COUNTY JOB DESCRIPTION

<b>TITLE:</b>	County Administrator	<b>GRID LEVEL:</b>	23
<b>DEPARTMENT:</b>	Administration	<b>EEO CATEGORY:</b>	Administrators
<b>REPORTS TO:</b>	County Board of Supervisors	<b>EFFECTIVE DATE:</b>	June 2024
<b>FLSA STATUS:</b>	Exempt		

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**COMPANY DESCRIPTION:** Eau Claire County prides itself on being a service focused employer dedicated to delivering high quality public services in a comprehensive and timely manner. We believe in collaborating with our community partners to create a vibrant, healthy, physical, social, and economic environment where people can live & work. Our employment philosophy is to hire employees with the knowledge, skills & desire to work in a service-oriented culture where employee growth & development is encouraged through coaching and mentoring & a desire to serve others is nurtured.

**POSITION SUMMARY:** The County Administrator manages County operations by directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the County Board of Supervisors. This position assumes the duties as Chief Administrative Officer of Eau Claire County local government and coordinates, directs, and performs the full range of administrative duties inherent to that function. The County Administrator performs all administrative duties vested in the position pursuant to Wis. Stat. § 59.18 or Chapter 2.06 of the County Code or assigned by the Eau Claire County Board by law or by intergovernmental agreement.

### QAULIFICATIONS:

- Applies keen sense of professional and personal integrity, ethics, and standards to support and facilitate the County Board in developing strategies for all issues in the County, to include analyzing, providing guidance, and recommending appropriate actions.
- Through comprehensive knowledge of local, State, and Federal legislation affecting county government executes and enforces all ordinances and resolutions of the County Board and all laws of the State subject to enforcement by this position.
- Uses demonstrated leadership ability to provide professional consultation and recommendations to assist the County Board in making informed decisions regarding operations, key policy matters, and appointments of persons for which the Board or Chair is the appointing authority.
- Applies knowledge of local, State, and Federal legislation affecting county government to review, prepare, and submit County Administrative Code procedures for County Board adoption.
- Uses planning and organization skills to direct and coordinate activities to manage all real and personal property of the County over which the County Board has authority.
- Uses expertise and ability to manage cash flow and investment of funds to develop, monitor, and revise County budget and create financial reports and planning in cooperation with the Finance and Budget Committee.
- Applies effective presentation skills to address public relations affairs for the County and County Board.
- Applies knowledge of current management principles, practices, and techniques to appoint, administer, supervise, and direct the administration of staff of the Administrator's office and other county offices and departments.
- Uses ability and skill to establish and maintain effective working relationships with staff personnel, community and Board officials, other elected officials, State and Federal representatives and the general public to represent the County at communal events and on a variety of Boards, Commissions, and Committees.
- Performs other related duties as required or assigned.

**TRAINING AND PROFESSIONAL EXPERIENCE QUALIFICATIONS:**

- Master’s degree in business or public administration, management, government, finance, economics, accounting, investment, or a related field from an accredited college or university.
- Ten (10) years of experience in business, industry, or government at a responsible management or supervisory level.
- Five (5) years of experience in public sector management.

**DESIRED TRAINING AND PROFESSIONAL EXPERIENCE QUALIFICATIONS:**

- Organizational budgeting and investment experience.
- Administrative experience with equal employment opportunity practices and principles.
- International City/County Managers Association (ICMA) Credentialed Manager certification.

**OTHER QUALIFICATIONS:**

- Citizen of the United States.
- Must have valid driver’s license, an acceptable driving record, and access to private transportation for work-related duties.
- Must possess and maintain personal automobile insurance in the amount of \$100,000/\$300,000.

*Note: The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

Eau Claire County is an equal opportunity employer that is committed to fostering, cultivating, and preserving a culture of diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including recruiting, hiring, placement, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Eau Claire County makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [EEO Policy](#).

**APPROVALS:**

Department Head	Date
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Human Resources Director	Date
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**EMPLOYEE REVIEW:**

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I have been given a copy of this description.

Incumbent’s Signature	Date
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# Aging & Disability Resource Center Board

## Rev. Jonathan Wessel

**Education:**

Master of Divinity

**Please describe how you are qualified for the position of interest:**

I serve an elderly congregation in an elderly community. What is good for them is good also for our congregation.

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

Making sure that their voices are heard and needs are met.