

MINUTES

Eau Claire County

• Committee on Administration •

Tuesday, January 12, 2016

4:30 p.m.

Courthouse - Room #1273

721 Oxford Avenue • Eau Claire, WI

Members Present: Gregg Moore, Colleen Bates, Kathy Clark, and John Manydeeds

Members Absent: Jerry Wilkie

Staff Present: Keith Zehms; Corporation Counsel; Frank Draxler; Purchasing Director, Janet Loomis; County Clerk, Kathy Schauf; County Administrator, and Angie Harmon

Others Present: Supervisor Mark Olson

Chairman Moore called the meeting to order at 4:30 p.m.

Purchasing Thresholds – Frank Draxler Discussion/Action

Frank provided the members with a copy the Purchasing Quick Reference Guide for county purchasing thresholds. The members reviewed and discussed the current thresholds and what thresholds have been changed since the building project. Frank was directed to bring to the reference guide to the Committee on Finance & Budget to discuss what would need to be approved by the county board for routine, budgeted and non-budgeted purchases.

Proposed Resolution #15-16/111 – Cell Tower Site Extension – Frank Discussion/Action

Frank provided the members with the details of the proposed resolution regarding a 25 year lease extension to the cell tower located at the highway department shop in Altoona to Airadigm Communications, Inc.

ACTION: Supervisor Manydeeds made a motion to approve the resolution to extend the cell tower lease to Airadigm Communications, Inc. Motion carried, 4-0.

Proposed Ordinance #15-16/082 – To Amend Section 2.04.030 C.,D. and E of the Code... - Discussion/Action

A number of sections in 2.04 of the code that were discussed at the December meeting, Keith provided an updated copy of the ordinance that included the suggested changes to be reviewed. The committee reviewed the changes and additional corrections were suggested. Keith will update and the ordinance will be brought back to the February meeting.

Proposed Ordinance #15-16/081 – To Repeal and Recreate 1.22.045 A. 6. of the Code...- Journal of Proceedings - Discussion/Action
(referred from the December 15, 2015 County Board meeting)

The ordinance and amendment clarifies how many hard bound copies will be printed of the journal of proceedings. There will only be one hard bound copy of the journal of proceedings maintained in the county clerk's office and one bound copy filed with the Area Research Center or State Historical Society.

ACTION: Supervisor Bates made a motion to approve Amendment #1 for file No. 15-16/081. Motion carried, 4-0.

Proposed Ordinance #15-16/110 – To Amend 2.04.435 A. of the Code... Veteran Service – Discussion/Action

The members discussed the details to proposed ordinance changing the job title of the Veterans Service Officer to Veteran Services Director.

ACTION: Supervisor Clark made a motion to approve the ordinance as presented. Motion carried, 4-0.

Proposed Resolution #15-16/116 – Supporting the Strengthening of Internal Control and Allocating \$50,000 of Contingency - Discussion/Action

Kathy Schauf informed members with respect to the background of the proposed resolution of hiring Clifton Larson Allen (CLA) to review the internal control policies and procedures, supporting the strengthening of internal controls and allocating funds from the contingency fund to use as needed for any additional costs during the internal controls. Mark Olson was in attendance and added additional background information behind the proposed resolution.

ACTION: Supervisor Manydeeds made a motion to approve the proposed resolution as presented. Motion carried, 4-0.

Proposed Resolution #15-16/124 - Medical Examiner Appointment – Discussion/Action

Keith informed the committee regarding the current Medical Examiner contracts and options for services in 2016. The current medical examiner stated he would no longer be available to provide services in 2016. The Dunn County Medical Examiner, Christopher Kruse has agreed to provide services to Eau Claire Co. for 6 months.

ACTION: Supervisor Manydeeds made a motion to approve the resolution appointing Christopher Kruse as Medical Examiner. Motion carried, 4-0.

Legislative Breakfast – January 25th – Discussion

The Legislative Breakfast will be held the morning of Monday, January 25th beginning at 7 AM. The talking points to be discussed will be those similar to the 2015-2016 WCA Legislative Agenda.

County Board – Oral Reports Discussion/Action

Historically, each county department reports to the county board from the most recent department annual report and depending on scheduling those reports could be almost 18-24 mos. old. Kathy made the suggestion that department directors be given the direction to give their oral report on the current status of challenges and opportunities, accomplishments, and the issues that each department are facing within the previous 12 months.

Strategic Planning – Initial Planning for 2016 / Discussion

Tabled until next meeting.

Administrative Updates – Discussion/Action

- *Classification/Compensation Implementation*
All appeals have been submitted and the Committee on Human Resources will receive an appeals report during the meeting on Friday. The committee will also discuss the overall goals and objectives of the classification and compensation areas.
- *County Theft Update*
There will be a press conference held after both individuals' sentencings are completed.
- *Medical Examiner*
See minutes above.
- *Chamber of Commerce Presentation*
Gregg and Kathy will be presenting the Eau Claire Chamber's State of the County meeting this Friday, January 18th at the Clarion hotel.
- *Chippewa Valley Rally*
Gregg and Kathy will be attending the rally at the end of January.

Gregg also mention the "Your County Government" series that will be done by the Community Television and the Chippewa Valley Post will receiving regular stories from each county department.

Review / Approval of Committee Minutes / Discussion – Action

- December 8, 2015

ACTION: Supervisor Manydeeds made a motion to approve the December 8, 2015 minutes as submitted. Motion carried, 4-0.

Motion by Supervisor Clark to adjourn the meeting at 6:30 p.m.

Minutes respectfully submitted by,

Angie Harmon
Committee Clerk