



## AGENDA

Committee on Administration  
and  
Committee on Finance & Budget  
Wednesday, April 2, 2025, at 6:30 p.m.

Government Center (721 Oxford Ave, Eau Claire, WI)  
Room 1301/1302

### **Join by Phone:**

Dial in Number: 415.655.0001  
Access Code: 2537 892 0953

### **Join by Meeting Number:**

Meeting Number: 2531 495 3280  
Meeting Password: eQFdCdfH437

### **Join from Meeting Link:**

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m4868bfc3adc1754ffb50066a7cf46429>

*For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov) at least 60 minutes prior to the start of the meeting.*

1. Call meeting to order and confirm meeting notice
2. Roll Call (Committee on Administration)
3. Roll Call (Committee on Finance & Budget)
4. Public Comment
5. Resolution: Authorizing a transfer of up to \$50,000 from the 2025 contingency fund to complete the search process for and retention of a new County Administrator, administered by the Committee on Administration – **Discussion/Action**
6. Adjournment

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.

FACT SHEET

TO FILE NO. 24-25/122

This resolution authorizes a transfer of up to \$50,000 from the 2025 contingency fund to complete the search process for and retention of a new County Administrator. The funds would be administered by the Committee on Administration which under Section 2.06.020 of the county code is responsible for the County Administrator search process and making a written recommendation to the county board. Estimated expenses include:

- Retention of a search firm - \$25,000 to \$30,000
- Interview process and Hiring expenses - \$10,000 to \$20,000

Interview expenses include travel expenses for interviewing, as well for meet and greet opportunities for the county board, staff, judges, and other members of the community. Hiring expenses would include moving expenses of up to \$3,500 as well as salary and fringe benefit expenses over and above what is budgeted in the County Administrator budget. Fringe benefit pay outs for Administrator Schauf will be charged to the County Administrator budget along with compensation for the acting County Administrator and depending on the length of the vacancy any additional pay and fringe benefit costs of the new County Administrator may be partially covered within the County Administrator budget.

The finance department will create a separate account to track all of the expenditures related to the search and selection of the county administrator.

Respectfully submitted,



Charles R. Ellefsen, III  
Assistant Corporation Counsel

- 4 - AUTHORIZING A TRANSFER OF UP TO \$50,000 FROM THE 2025 CONTINGENCY
- 5 FUND TO COMPLETE THE SEARCH PROCESS FOR AND RETENTION OF A NEW
- 6 COUNTY ADMINISTRATOR, ADMINISTERED BY THE COMMITTEE ON
- 7 ADMINISTRATION -

8 WHEREAS, County Administrator Kathryn Schauf has resigned effective July 10, 2025; and

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10 WHEREAS, no expenses for conducting a county administrator search or hiring a  
11 replacement were budgeted in the 2025 budget; and

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13 WHEREAS, such expenses include, but are not limited to all costs of the search process such  
14 as retaining an outside firm to conduct the search process, paying expenses of final candidates to  
15 travel to Eau Claire to be interviews, meet and greet opportunities for the county board, staff, judges  
16 and other members of the community, costs associated with managing the county until the applicant  
17 selected begins employment and the cost of hiring the county administrator over and above what is  
18 budgeted; and

19  
20 WHEREAS, it is estimated the \$50,000 should cover all potential expenses; and

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22 WHEREAS, under Section 2.06.020 of the county code, the Committee on Administration is  
23 responsible for the search process.

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25 NOW THEREFORE BE IT RESOLVED; the Eau Claire County Board of Supervisors  
26 that it authorizes a transfer of up to \$50,000 from the 2025 contingency fund to complete the  
27 search process for and retention of a new county administrator, administered by the Committee  
28 on Administration

29  
30 ADOPTED:

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33 **Committee on Administration**

34		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
35	Nancy Coffey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Connie Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Gerald Wilkie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Steve Chilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Katherine Schneider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

40 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

41 ATTEST:

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43 \_\_\_\_\_  
44 Kathryn Schauf, County Administrator

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**Committee on Finance & Budget**

**AYE   NAY   ABSTAIN   ABSENT**

Jim Dunning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stella Pagonis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Swanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dane Zook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

\_\_\_\_\_  
Leah Simington – Committee Clerk  
Resolution 24-25/122

SK