

CHIPPEWA COUNTY**COUNTY BOARD****REGULAR MEETING****JANUARY 14, 2025****CHIPPEWA COUNTY COURTHOUSE, RM 302****6:00 PM****NOTE: THE COUNTY BOARD MEETING WILL BE LIVE STREAMED ON YOUTUBE**

During the meeting you can access the video by using the link provided below.

https://youtube.com/live/vPcaX0fb_Wc?feature=share

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 3. ROLL CALL**

Attendee Name	Organization	Title	Status	Arrived
Chuck Hull	Chippewa County	District 19, Chair	Present	
Dean Mueller	Chippewa County	District 20, Vice-Chair	Present	
James Flater	Chippewa County	District 1	Present	
Pamela Guthman	Chippewa County	District 2	Present	
Duane Shoebridge	Chippewa County	District 3	Present	
Peter Gehring	Chippewa County	District 4	Present	
Darren Kirby	Chippewa County	District 5	Present	
Timothy Goettl	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	
James Ericksen	Chippewa County	District 8	Present	
Joel Seidlitz	Chippewa County	District 9	Present	
Matthew Peterson	Chippewa County	District 10	Present	
Karen Lotts	Chippewa County	District 11	Present	
Charles Bomar	Chippewa County	District 12	Present	
Joseph Roshell	Chippewa County	District 13	Present	
David Kelly	Chippewa County	District 14	Present	
Lee Hennick	Chippewa County	District 15	Present	
Rocky Kempe	Chippewa County	District 16	Present	
George Rohmeyer	Chippewa County	District 17	Absent	
Brian Flynn	Chippewa County	District 18	Absent	
Kari Ives	Chippewa County	District 21	Present	

Others present in room 302 were Traci Bremness, Randy Scholz, Lori Zwiefelhofer, Andy Bauer, Toni Hohlfelder, Jessica Mudgett, Tony Roder, Lynda Schweikert, Matt Hansen, Todd Pauls and Jaclyn Sadler

- 4. APPROVAL OF AGENDA**

County Board

Minutes
Regular Meeting

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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

Luke Deutschlander, Chippewa Falls, spoke to the board on community safety and financing concerns regarding Res. 01-25.

Audi Stedman, Chippewa Falls, also spoke to the board on safety concerns regarding Res. 01-25.

6. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

1. Approval of Minutes

County Board - Regular Meeting - Dec 10, 2024 6:00 PM

- AZO: 01 - 25 : 2024-1003 Burton Rezone Petition - Town of Anson
- AZO: 02 - 25 : 2024-1002 Inn on Lake Wissota LLC and Randal & Diane Passint
- AZO: 03 - 25 : 2024-0016 Ryherd Rezone
- Next scheduled meeting - Tuesday, February 11, 2025

7. REPORTS

A. County Administrator Review and Update

B. General Reports

- Demographic Analysis for Chippewa County - Dale Knapp, Forward Analytics
County Administrator Randy Scholz introduced Dale Knapp from Forward Analytics. Dale Knapp presented on the demographics of Chippewa County; specifically population and the population in the workforce.

County Board

Minutes
Regular Meeting

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C. Department Reports

1. Human Resources Division Orientation - Toni Hohlfelder
Human Resources Director Toni Hohlfelder provided the final part of the Human Resources Division Orientation.
2. Monthly Statements of Claim Filed with the County Clerk - Jaclyn Sadler
County Clerk Jaclyn Sadler explained to the board the monthly statements of claims filed will be in the packet monthly going forward and any questions on the claims can be directed to the Corporation Counsel Department.

8. BUSINESS ITEMS

1. Res. 01 - 25 : Resolution to Amend Grant with DEHCR for Hope Village Housing Conversion - Jessica Mudgett
Chippewa County Housing Authority Executive Director, Jessica Mudgett was available for questions. Mike Cohoon and Ruth Rosenow from Hope Village were available for questions from the board.

RESULT:	APPROVED [18 TO 1]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Ives
NAYS:	Roshell
ABSENT:	Rohmeyer, Flynn

2. Res. 02 - 25 : Resolution to Approve the Annual Work Plan for the LCFM in 2025 - Matt Hansen
Chippewa County Forest Director Matt Hansen explained the resolution.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

3. Res. 03 - 25 : Resolution to Authorize up to 100 Days of Compensation for Committee Meetings - Randy Scholz
Chippewa County Administrator Randy Scholz explained the resolution and how the same resolution is brought to the board each year.

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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Gehring, District 4
SECONDER:	Jason Bergeron, District 7
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

4. New Human Resources Policies - Second Reading - Toni Hohlfelder
Human Resource Director was available for questions from the board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

5. Human Resources Policy Manual Revisions - Second Reading - Toni Hohlfelder
Human Resource Director was available for questions from the board. The policies with the exception of policy #9 were approved by the board. Please see subsequent motions on policy #9.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Joel Seidlitz, District 9
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

Motion to Consider #9 Separately from the Human Resources Manual Revisions
Motion to pull policy #9 out of the Human Resources Manual Revisions to be considered separately.
Motion was approved. Please see subsequent motions on policy #9.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lee Hennick, District 15
SECONDER:	David Kelly, District 14
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

Motion to Send Policy #9 for Further Review to be sure there aren't any Conflicts with Federal Law. Then bring it back to the County Board for consideration.
Motion and discussion to send policy #9 for further review. Motion failed. See subsequent motion for policy #9.

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RESULT:	DEFEATED [2 TO 17]
MOVER:	Lee Hennick, District 15
SECONDER:	Karen Lotts, District 11
AYES:	Goettl, Hennick
NAYS:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

Motion to Keep Original Language of Policy #9

Motion and discussion to keep the original language of policy #9. Motion passed. Therefore, no changes to policy #9.

RESULT:	APPROVED [15 TO 4]
MOVER:	David Kelly, District 14
SECONDER:	Karen Lotts, District 11
AYES:	Mueller, Guthman, Shoebridge, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
NAYS:	Hull, Flater, Gehring, Kirby
ABSENT:	Rohmeyer, Flynn

9. COUNTY BOARD CHAIR APPOINTMENTS

1. 2025 Fire Warden Appointments

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

10. COUNTY ADMINISTRATOR APPOINTMENTS

1. County Administrator Appointment - Traffic Safety Commission

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

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11. AGENDA ITEMS FOR FUTURE CONSIDERATION

12. ADJOURN

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Ericksen, District 8
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	Rohmeyer, Flynn

CHIPPEWA COUNTY

COUNTY BOARD

REGULAR MEETING

DECEMBER 10, 2024

CHIPPEWA COUNTY COURTHOUSE, RM 302

6:00 PM

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
3. **ROLL CALL**

Attendee Name	Organization	Title	Status	Arrived
Chuck Hull	Chippewa County	District 19, Chair	Present	
Dean Mueller	Chippewa County	District 20, Vice-Chair	Present	
James Flater	Chippewa County	District 1	Present	
Pamela Guthman	Chippewa County	District 2	Present	
Duane Shoebridge	Chippewa County	District 3	Present	
Peter Gehring	Chippewa County	District 4	Present	
Darren Kirby	Chippewa County	District 5	Present	
Timothy Goettl	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	
James Ericksen	Chippewa County	District 8	Present	
Joel Seidlitz	Chippewa County	District 9	Present	
Matthew Peterson	Chippewa County	District 10	Present	
Karen Lotts	Chippewa County	District 11	Present	
Charles Bomar	Chippewa County	District 12	Present	
Joseph Roshell	Chippewa County	District 13	Absent	
David Kelly	Chippewa County	District 14	Present	
Lee Hennick	Chippewa County	District 15	Present	
Rocky Kempe	Chippewa County	District 16	Present	
George Rohmeyer	Chippewa County	District 17	Present	
Brian Flynn	Chippewa County	District 18	Present	
Kari Ives	Chippewa County	District 21	Present	

Others present in room 302 were Randy Scholz, Lori Zwiefelhofer, Andy Bauer, Toni Hohlfelder, Todd Pauls, Traci Bremness, Doug Clary, Jim Sherman, Larry Ritzinger, Tim Easker, Brenda Scheurer and Jaclyn Sadler

4. **APPROVAL OF AGENDA**

Minutes Acceptance: Minutes of Dec 10, 2024 6:00 PM (Consent Agenda)

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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

There were no members of the public wishing to be heard.

Before the Consent Agenda County Board Chair Hull recognized Deputy Corporation Counsel Jim Sherman for his years of service to Chippewa County. Attorney Sherman was the first Corporation Counsel hired by Chippewa County in January 1998. Chair Hull informed the board that Attorney Sherman represented the County Board and the various departments in a wide variety of legal issues. He has spent a majority of his time representing the Department of Human Services in mental commitments, guardianships and protective placements, children in need of protection or services, juveniles in need of protection or services, and termination of parental rights cases, as well as the Child Support Agency in paternity, establishment and enforcement cases.

6. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Jason Bergeron, District 7
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

1. Approval of Minutes

County Board - Budget - Public Hearing - Nov 7, 2024 6:00 PM

County Board - Regular Meeting - Nov 12, 2024 6:00 PM

2. AZO 14-24: Mabel Steward Trust & Terry Steward Rezone - Lafayette

3. Next scheduled meeting: Tuesday, January 14, 2025

7. REPORTS

A. County Administrator Review and Update

1. Update on the Status of EMS Services in Chippewa County – Randy Scholz
County Administrator, Randy Scholz, provided an update on EMS services in Chippewa County.

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B. Department Reports

1. Financial Update - Lori Zwiefelhofer
Finance Director, Lori Zwiefelhofer, provided the 3rd Quarter Financial Update to the board.

C. General Reports

1. Update on County Administrator Recruitment - Toni Hohlfelder
Human Resources Director, Toni Hohlfelder, provided an update on the recruitment for the County Administrator.

8. BUSINESS ITEMS

1. Res. 46 - 24 : Resolution to Support Ntera, LLC's PSC BEAD Grant Application - Ryan Hartzell
Ryan Hartzell from Ntera, LLC attended the meeting and explained why the county support is important for the grant application.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Lee Hennick, District 15
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

2. Res. 47 - 24 : Resolution to Support Mosaic's PSC BEAD Grant Application - De Anna Westphal
De Anna Westphal explained Mosaic's PSC BEAD grant application.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Karen Lotts, District 11
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

3. Res. 48 - 24 : Resolution to Support Charter Communication's PSC BEAD Grant Application - Chris Crawford
County Administrator Scholz stated that Charter Communication was not in attendance at the meeting.

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RESULT: APPROVED [UNANIMOUS]
MOVER: Charles Bomar, District 12
SECONDER: Lee Hennick, District 15
AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT: Roshell

4. Res. 49 - 24 : Resolution to Express Support and Appreciation for the BEAD Committee - Randy Scholz
Charlie Walker, Chippewa County Economic Development President, explained the resolution and thanked the BEAD committee for all their work.

RESULT: APPROVED [UNANIMOUS]
MOVER: Brian Flynn, District 18
SECONDER: Karen Lotts, District 11
AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT: Roshell

5. Res. 50 - 24 : Resolution to Approve Further Security Measures for Hybrid Option 4 - Randy Scholz
County Administrator Scholz, walked through the changes to security listed in the resolution.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Flater, District 1
SECONDER: Rocky Kempe, District 16
AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT: Roshell

6. Res. 51 - 24 : Resolution to Authorize the Sale of the Firearms Range - Randy Scholz
County Administrator Randy Scholz explained the process of selling the firearms range property.

RESULT: APPROVED [UNANIMOUS]
MOVER: George Rohmeyer, District 17
SECONDER: James Flater, District 1
AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT: Roshell

7. Res. 52 - 24 : Resolution to Approve the 2025-27 ADRC Plan - Tim Easker

Minutes Acceptance: Minutes of Dec 10, 2024 6:00 PM (Consent Agenda)

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ADRC Manager, Brenda Scheurer explained the ADRC 2025-2027 plan.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

8. Res. 53 - 24 : Resolution to Express Support for an Inpatient Psychiatric Facility - Tim Easker
Health and Human Services Director, Tim Easker, explained the resolution.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	George Rohmeyer, District 17
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

9. Res. 54 - 24 : Resolution to Support State Funding of Mental Health Services - Tim Easker
Health and Human Services Director, Tim Easker, explained the resolution.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Guthman, District 2
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

10. Closed Session - The County Board will convene to closed session pursuant to Wisconsin State Statute 19.85 (1) (e) – “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session” (WPPA Negotiations)

Minutes Acceptance: Minutes of Dec 10, 2024 6:00 PM (Consent Agenda)

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RESULT:	APPROVED [18 TO 2]
MOVER:	Jason Bergeron, District 7
SECONDER:	James Flater, District 1
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Hennick, Kempe, Rohmeyer, Flynn, Ives
NAYS:	Lotts, Kelly
ABSENT:	Roshell

11. Reconvene to Open Session

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Guthman, District 2
SECONDER:	Peter Gehring, District 4
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

12. Res. 55 - 24 : Resolution to Authorize Negotiations on a Successor Agreement with the WPPA - Randy Scholz
Motion to Amend made by Supervisor Flater to take out "remain in place through December 31, 2027" and replace with "end date to be negotiated". Second made by Supervisor Flynn. All Supervisors voted yes.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Karen Lotts, District 11
SECONDER:	Darren Kirby, District 5
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

13. Ord. 17-24: Ordinance to Amend Section 2-350 Annual Budget and Section 2-361 Sales and Use Tax of Chapter 2 of the Chippewa County Code of Ordinances - Second Reading
Second reading of the ordinance amendments.

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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Gehring, District 4
SECONDER:	David Kelly, District 14
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

14. Human Resources Policy Manual Revisions - Second Reading - Toni Hohlfelder

Human Resources Director, Toni Hohlfelder, explained the Human Resources Policy Manual Revisions. Supervisor Hennick wants clarification that the families of military also have access to health insurance through the military. Hohlfelder stated will have the information at or before the next County Board meeting.

RESULT:	FIRST READING	Next: 1/14/2025 6:00 PM
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15. New Human Resources Policies - Second Reading - Toni Hohlfelder

Human Resources Director, Toni Hohlfelder, explained the new policies in the Human Resources Policy Manual.

RESULT:	FIRST READING	Next: 1/14/2025 6:00 PM
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9. COUNTY BOARD CHAIR APPOINTMENTS

10. COUNTY ADMINISTRATOR APPOINTMENTS

1. County Administrator Appointment - Housing Authority Commission

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Karen Lotts, District 11
SECONDER:	Jason Bergeron, District 7
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

2. CA Appointment - Inspiring & Facilitating Library Success (IFLS) Board - Randy Scholz

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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

11. AGENDA ITEMS FOR FUTURE CONSIDERATION

Supervisor Shoebridge would like discussions at the county level regarding education system.

12. ADJOURN

Prior to adjournment Chair Hull expressed his appreciation to the County Board Supervisors as they are 8 months into their term and thanked them for the questions and engagement they have had.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Ericksen, District 8
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Roshell

Minutes Acceptance: Minutes of Dec 10, 2024 6:00 PM (Consent Agenda)

STATEMENT OF EXPLANATION
Amendatory Zoning Ordinance No. 01 - 25

BURTON REZONE - ANSON

Comprehensive zoning consists of written text (commonly referred to as the zoning ordinance) and an official zoning map. The zoning ordinance is a guideline for permitted and conditional uses, which are separated into zoning classifications or districts. The zoning map shows how a town board has designated the particular zoning classifications or districts to parcels of land within their particular jurisdiction. A rezone is where a property owner or other authorized entity seeks to amend the official zoning map, which would allow a use that is currently not permitted on the parcels of land based on the existing zoning classification or district. This is referred to as a zoning map amendment or “rezoning”. The requested rezoning change may not be granted if it does not fit with the comprehensive plan and community goals for the respective town and county.

LEGAL DESCRIPTION

Parcel number 23007-3111-61391513, which is Lots 13-18, Block 15, Eau Claire Realty Plat, located in the NE ¼ of the NE ¼, Section 31, Township 30 North, Range 07 West. Town of Anson. Property Address: 14059 198th Street.

From: Residential 3 and Industrial

To: Residential 1

Amendatory Zoning Ordinance No. 01 - 25

BURTON REZONE - ANSON

Zoning Petition No:	2024-1002
Town Board Action:	December 12, 2024
Planning & Zoning Committee Public Hearing:	December 19, 2024
Recommendation from Planning & Zoning Committee:	Approve

Comments/Conditions: None

The Chippewa County Board of Supervisors does ordain as follows:

That the Zoning maps, dated 1974 and land description listing the boundaries of the eleven zoning districts, and referred to in Chapter 70-61 of the Chippewa County Zoning Ordinance, adopted on February 14, 2006, to be amended as follows:

LEGAL DESCRIPTION

Parcel number 23007-3111-61391513, which is Lots 13-18, Block 15, Eau Claire Realty Plat, located in the NE ¼ of the NE ¼, Section 31, Township 30 North, Range 07 West. Town of Anson. Property Address: 14059 198th Street.

From: Residential 3 and Industrial

To: Residential 1

The new map, now dated January, 2025, and land description are made a part of the Zoning Ordinance. All notations, references and other information shown upon said "zoning map" dated January, 2025, and land description shall be as much a part of this Ordinance as if the matter and things set forth by said map and land description were fully described herein.

This Ordinance shall become effective upon passage.

Dated this **14th** day of **January, 2025**.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	George Rohmeyer, Brian Flynn

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

2024 Rezone Application

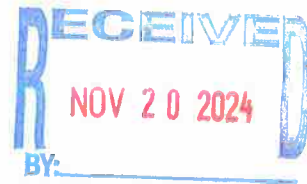


Comprehensive zoning consists of written text (commonly referred to as the zoning ordinance) and an official zoning map. The zoning ordinance is a guideline for permitted and conditional uses, which are separated into zoning classifications or districts. The zoning map shows how a town board has designated the particular zoning classifications or districts to parcels of land within their particular jurisdiction. A **REZONE** is where a property owner or other authorized entity seeks to amend the official zoning map, which would allow a use that is currently not permitted on the parcels of land based on the existing zoning classification or district. This is referred to as a zoning map amendment or "rezoning". The requested rezoning change may not be granted if it does not fit with the comprehensive plan and community goals for the respective town and county.

SECTION I: Parcel Owner Information				SECTION II: Agent Information			
Name: <u>Brittany Burton</u>				Name:			
Mailing Address: <u>14059 198th Street</u>				Mailing Address:			
City: <u>Jim Falls</u>	State: <u>WI</u>	Zip: <u>54748</u>		City:	State:	Zip:	
Telephone: <u>715-313-3338</u>				Telephone:			
Email Address (Required): <u>bubblesbrit23@icloud.com</u>				Email Address (Required):			
SECTION III: Parcel Information							
Town of: <u>Anson</u>				Property Address: <u>14059 198th St</u>			
Parcel Number(s): <u>23007-3111-61391513</u>				City: <u>Jim Falls</u>		State: <u>WI</u>	Zip: <u>54748</u>
Existing Zoning District(s): <u>R3+Ind</u>				Proposed Zoning District(s): <u>R1</u>			

GENERAL DIRECTIONS:

- Complete** this Application form and the required four (4) parts:
 - ☐ Part 1: General Questions related to the request
 - ☐ Part 2: Planning & Zoning Committee Schedule - 2024
 - ☐ Part 3: General Rezoning Process
 - ☐ Part 4: Applicant Acknowledgement/Signature
- Submit** the completed application, all required information and a ~~\$350.00~~ public hearing fee (Make check payable to: Chippewa County Treasurer) by the deadline (as listed in Part 2) to the Chippewa County Department of Planning & Zoning, Room 009, 711 N. Bridge Street, Chippewa Falls, Wisconsin 54729.
- Make arrangements** to attend or have a representative attend any local town plan commission or town board meetings, and the required Planning & Zoning public hearing. This presence is needed so that questions can be answered and concerns addressed.



FOR DEPARTMENT OF PLANNING & ZONING STAFF USE:		
Receipt Number:	Appeal Number: <u>2024-1003</u>	Public Hearing Date: <u>12-19-24</u>

Chippewa County – 2024 Rezone Application

Once the completed application is received, the Department will prepare a public hearing notice and publish it within the Chippewa Herald. The public hearing notice will include the location and time of the required public hearing before the Chippewa County Planning & Zoning Committee. In addition, your neighbors, the Town Board and any appropriate county or state agencies will be notified. At the public hearing, any party may appear in person or may be represented by an agent or attorney to present information to the Planning & Zoning Committee in support or opposition of the rezone request.



PART 1: General Questions. Please use a separate 8.5" x 11" sheet to answer these questions.

- (A) As the applicant, do you have legal title to the parcel(s)? If you **do not** have legal title to the property, please have the property owner sign this application.
- (B) Identify the parcel(s) that are or will be part of this rezone request. If needed, an additional sheet listing those parcels can be attached.
- (C) Describe the present and, if known, any proposed improvements on each parcel of land.
- (D) Explain why you are requesting to rezone of each parcel. Please identify the proposed use of each parcel.
- (E) Explain the compatibility of your proposed use(s) with the existing use(s) on adjacent parcels and those in the vicinity of this parcel(s).
- (F) Discuss any additional issues you feel that supports the consistency of your proposed use with County ordinances and plans as well as any Town ordinances or plans.

Be prepared to give a detailed presentation when called upon at the public hearing before the Planning and Zoning Committee. Prepare an outline of your proposal, something similar to a "business plan", detailing for the Planning & Zoning Committee your proposal. Include any documentation you feel is necessary as part of your presentation in defining your proposal for the Committee and possibly the County Board. It is vital to your application to consult with professionals you feel may be able to assist with your application (i.e. surveyor, attorney, engineer, etc.)

PART 2: Planning & Zoning Committee Schedule - 2024

Applications will not be placed on the appropriate agenda unless they are properly completed and include **ALL** required supporting information or documents **and** payment of the public hearing fee. Applicants are encouraged to consult with staff of the Department of Planning & Zoning prior to the filing of the application. This is an important step to insure that all pertinent issues are identified and to determine what information in addition to the application forms might be necessary in order for the department to accept and process your application. Please CIRCLE or HIGHLIGHT the meeting you intend on attending:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Applications Due @ 12:00 Noon	12-21	01-25	02-22	NA	04-25	05-23	06-20	07-25	08-22	09-26	10-24	11-21
Public Hearing/Meeting (Thu)	01-18	02-22	03-21	NA	05-23	06-20	07-18	08-22	09-19	10-24	11-21	12-19
County Board Meeting (Tues)	02-13	03-12	04-09	NA	06-11	07-09	08-13	09-10	10-08	11-12	12-10	01-14

Note: Typically, the Planning & Zoning Committee meetings start at 4:30 PM on the designated dates above.

Note: No Committee meeting in April due to the Spring Election.

PART 3: General Rezoning Process:

- (A) The rezone application is filed with the Department of Planning & Zoning. This includes the legal description of the parcels to be rezoned, a written statement addressing the questions as listed in Part 1 and any other information your feel will aid in a decision on this request.
- (B) The Town Board will be notified of the rezone application. The Town Board can recommend approval or denial of a rezoning request. If the Town Board denies a rezone request, the Planning & Zoning Committee can only recommend an approval with modification to the rezone request or deny the rezone request.
- (C) A Class 2 Public Hearing Notice will be published in the Chippewa Herald detailing the request and the date and time of the Public Hearing.

Chippewa County – 2024 Rezone Application

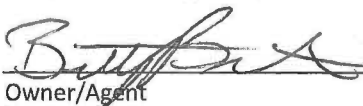
- (D) Property owners of the land and those property owners within 400' (or maybe a greater distance) of the requested rezone change are notified directly by mail as well as the Town Board Chair and Town Clerk. The notice to the property owners will generally contain a portion of the public hearing notice and information pertaining to meetings to be held at the Town level (plan commission, town board, etc) as well as the Public Hearing in front of the Planning & Zoning Committee.
- (E) General maps (location map, aerial view and existing zoning districts map) will be prepared for the request by the Department.
- (F) A department staff report is prepared and sent to the Planning & Zoning Committee, while comments from the general public are solicited.
- (G) Following the Public Hearing, the Planning & Zoning Committee will make a motion to either approve, approve with modification or deny the rezoning request. If the rezone request receives an approval or approval with modification an ordinance amendment will be prepared and placed on the next County Board meeting agenda for their approval.
- (H) If the County Board approves the rezone and the town board files an objection to the approval, the town board will then have 45 days to veto the rezone request following the applicable state statutes.
- (I) If the rezone request receives County Board approval, the final step is the publication of the amendment in the Chippewa Herald. Once published, the zoning district amendment takes effect. The entire process from application deadline to final publication can take two months or more to complete depending upon the scheduling of hearing dates.

PART 4: Applicant Acknowledgement/Signature

This application must be signed by the property owner or in case of an agreement to purchase the property, a letter from the property owner acknowledging the potential buyer is seeking the rezone.

- I certify that the information I have provided in this application is true, accurate and complete.
- I or a representative will have an opportunity to present to the Planning & Zoning Committee information in favor of this request.
- I have the authority to allow the staff of the Department of Planning & Zoning and Planning & Zoning Committee member's access to the property to conduct necessary inspections related to this request.
- I understand that I cannot speak to any member of the Planning & Zoning Committee about this application, except at the public hearing.
- I understand that I cannot direct any written communication about this application to a member of the Planning & Zoning Committee, unless I also file a copy with the Department of Planning & Zoning and direct additional copies to each person who has registered an interest in this application.
- I also understand that if I or my representative fail to appear in front of the Planning & Zoning Committee during the designated public hearing or my failure to observe the above mentioned rules, my request may be **DENIED**.

Signed: _____


Owner/Agent

Date: _____

11-19-24

PART 5: Planning & Zoning Department Mailing List

Applicant
 Property Owner Owners within 400'
 Planning & Zoning Committee Members
 Town Board Chair & Clerk
 County Board Supervisor
 News Media
 Wisconsin DNR
 US Army Corp of Engineers
 Wisconsin DOT



PIN: [23007-3111-61391513](#)

Owner Name: BRITTANY BURTON

Owner Address: 14059 198TH ST

Owner City,
State: JIM FALLS WI

Owner Zip
Code: 54748

Assessed Value: 101700

Fair Market
Value: 114300

School Code: 1092

Document
Nums: 952442, 952441, 897980, 897652, 694991

Vol-Page: 853-233, 837-670

Description: EAU CLAIRE REALTY CO PLAT LOTS 13 THRU 18 BLK 15 LC W/ALLEN C
BALSIGER

GIS Acres: 0.5

Location: 14059 198TH ST JIM FALLS 54748

[Tapestry Documents](#)

[View Parcel Report](#)

- B) Paper provided
- C) Only one parcel has five different lots trying to get into one zone that is residential.
- D) We are trying to get lots 15 through 18 the same zone as 13 and 14 to build a garage.
- E) We are just trying to have it all zoned all residential.
- F) ^{Feel like} A half acre lot zoned residential and industrial should be zoned as one.

Matthew Demars
will be present
at meeting.

(Posted on November 27, 2024)
(Chippewa County Website & County Clerk's Bulletin Board)

CHIPPEWA COUNTY PLANNING & ZONING COMMITTEE
NOTICE OF PUBLIC HEARING
STATE OF WISCONSIN

PUBLIC NOTICE is hereby given to all persons in the County of Chippewa, Wisconsin, that public hearings will be held on **December 19, 2024** beginning at **4:30 PM** at the Chippewa County Courthouse, Room 302, 711 N Bridge Street, Chippewa Falls, Wisconsin relative to the following petitions:

Rezone Petition: 2024-0016

Petitioner: William & Connie Ryherd

Proposed CSM, which will modify the property lines between parcel number 23008-0323-62530201 and 23008-0323-62530203, which are Lots 1, 2 and 3, Block 2, Hathaway's Cornell Lake, located in the SW ¼ of the NW ¼, Section 3, Township 30 North, Range 08 West. Town of Eagle Point. Physical address: 18615 164th St.

From: Residential 3

To: Residential 1

(Note: At the petitioner's request, this rezone petition was postponed from November 21, 2024 meeting)

Rezone Petition: 2024-1002

Petitioners: Inn on Lake Wissota LLC and Randal & Diane Passint

Parcel numbers 22908-2213-70255007, 22908-2213-72042001 and 22908-2213-73979001, which are Lot 7 of CSM 255, Lot 1 of CSM 2042 and Lot 1 of CSM 3979. All parcels are located in the SW ¼ of the NE ¼, Section 22, Township 29 North, Range 08 West. Town of Anson. Property Addresses: 16649 96th Avenue and 9550 167th Street.

From: Residential 2 and Residential 1

To: Residential 1

Conditional Use Permit: 2024-1001

Petitioner: Mary Jane Gougar

To operate an in-home daycare in the Residential 1 District in accordance with section 70-108 and 70-115 of the Chippewa County Zoning Ordinance on parcel number 22807-0531-68630081, which is Lot 81 of LeMay II, located in the NE ¼ of the SW ¼, Section 5, Township 28 North, Range 7 West. Town of Lafayette. Physical Address: 20249 64th Avenue.

Rezone Petition: 2024-1003

Petitioner: Brittany Burton

Parcel number 23007-3111-61391513, which is Lots 13-18, Block 15, Eau Claire Realty Plat, located in the NE ¼ of the NE ¼, Section 31, Township 30 North, Range 07 West. Town of Anson. Property Address: 14059 198th Street.

From: Residential 3 and Industrial

To: Residential 1

Specific information regarding these public hearings can be obtained at the Chippewa County Department of Planning & Zoning. All persons interested are invited to attend this meeting.

Dated this 25th day of November, 2024

Douglas Clary, Director
Department of Planning & Zoning
Chippewa County

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

Land Management

Land Planning

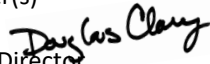
Land Records & G.I.S.

POWTS & Wells

Date: November 25, 2024

To: Property Owner(s)

From: Douglas Clary, Director



Re: Public Meetings & Public Hearing

Dear Property Owner(s):

The Chippewa County Department of Planning & Zoning has received a rezone petition. You are receiving this notice because your property has been determined to be within the legal public hearing notification distance per county and state requirements. I have enclosed a map identifying the location of the parcel associated with the rezone petition. If you have any questions regarding this rezone petition, please contact me at (715) 726-7941.

REZONE PETITION: #2024-1003

Petitioner: Brittany Burton

Parcel number 23007-3111-61391513, which is Lots 13-18, Block 15, Eau Claire Realty Plat, located in the NE ¼ of the NE ¼, Section 31, Township 30 North, Range 07 West. Town of Anson. Physical Address: 14059 198th Street

From: Residential 3 & Industrial

To: Residential 1

Anson Town Board

The Anson Town Board will **REVIEW** this request on **December 12, 2024 at 7:30 PM**, at the Anson Town Hall, 13836 County Highway S South, Jim Falls, Wisconsin 54728. The Town Board will forward an **ADVISORY** recommendation to the Chippewa County Planning & Zoning Committee to approve, disapprove or approve with modification(s) and/or condition(s).

Chippewa County Planning & Zoning Committee:

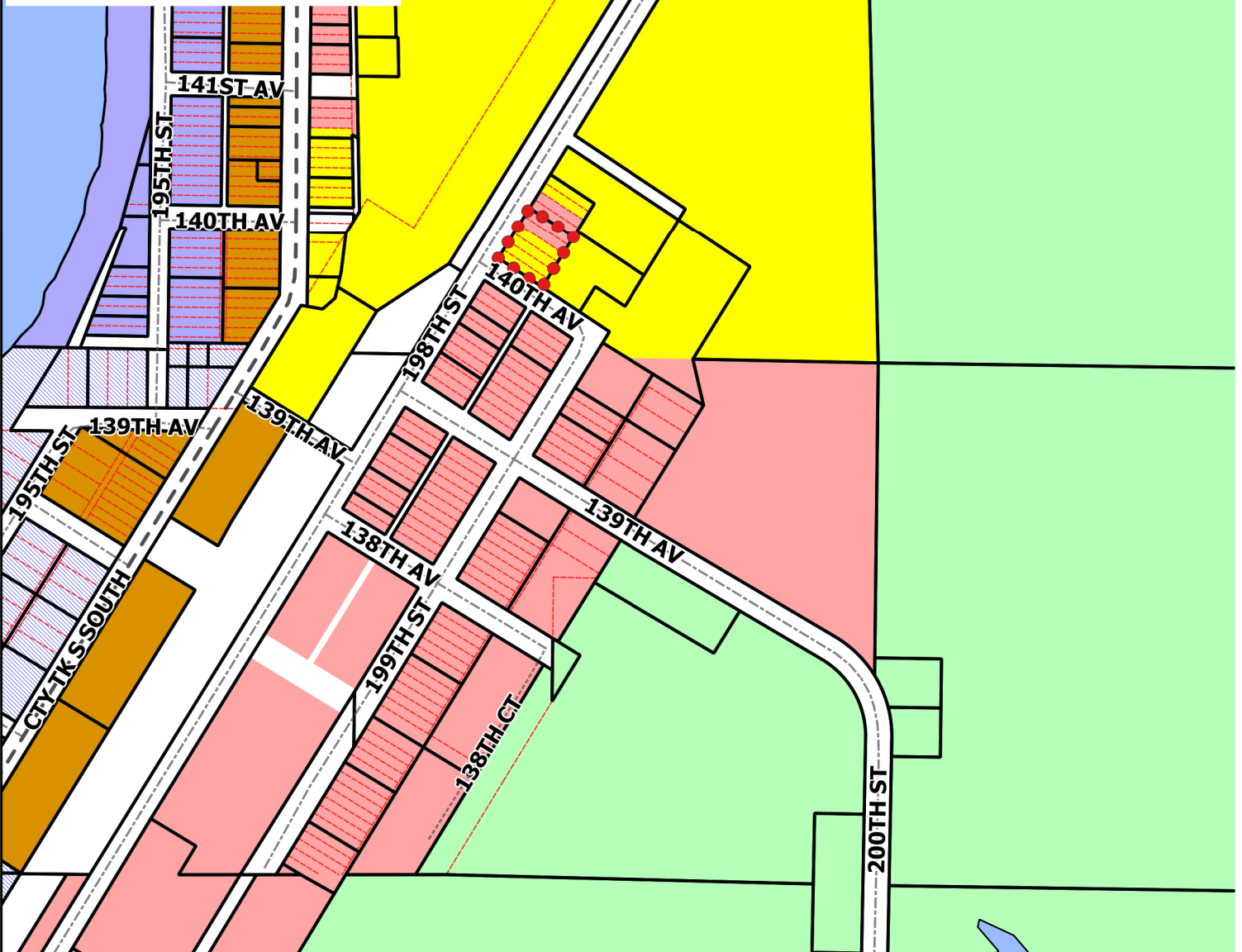
The Chippewa County Planning & Zoning Committee will hold a **PUBLIC HEARING** for this petition on **December 19, 2024 at 4:30 PM** in the Chippewa County Courthouse, Room 302, 711 N Bridge Street, Chippewa Falls, Wisconsin. The Committee will make a determination on the petition to approve, disapprove or approve with modification(s) and/or conditions. If the Planning & Zoning Committee approves or approves with modification, the petition will be forwarded to the County Board meeting on **January 14, 2025 at 6:00 PM** for their consideration. If the Planning & Zoning Committee disapproves, the petition will fail.

Attachment: 2024-1003 Burton Rezone - Notices & Maps (01 - 25 : 2024-1003 Burton Rezone Petition - Town of Anson)



2024-1003 Burton Rezone Request Zoning Districts

-  Rezone Request Location
 Parcel Tax ID
 Underlying Lots/Portions of Lots
- Zoning Districts**
-  Agricultural
 -  Highway Commercial
 -  Industrial
 -  Residential 1
 -  Residential 2
 -  Residential 3
 -  Recreational
 -  Water



Attachment: 2024-1003 Burton Rezone - Notices & Maps (01 - 25 : 2024-1003 Burton Rezone Petition - Town of Anson)

2024-1003 Burton Rezone Request
Aerial (2023)

6.2.b

- Rezone Request Location
- Parcel Tax ID
- Underlying Lots/Portions of Lots



Attachment: 2024-1003 Burton Rezone - Notices & Maps (01 - 25 : 2024-1003 Burton Rezone Petition - Town of Anson)

STATEMENT OF EXPLANATION

Amendatory Zoning Ordinance No. 02 - 25

**INN ON LAKE WISSOTA LLC AND RANDAL & DIANE PASSINT REZONE -
ANSON**

Comprehensive zoning consists of written text (commonly referred to as the zoning ordinance) and an official zoning map. The zoning ordinance is a guideline for permitted and conditional uses, which are separated into zoning classifications or districts. The zoning map shows how a town board has designated the particular zoning classifications or districts to parcels of land within their particular jurisdiction. A rezone is where a property owner or other authorized entity seeks to amend the official zoning map, which would allow a use that is currently not permitted on the parcels of land based on the existing zoning classification or district. This is referred to as a zoning map amendment or “rezoning”. The requested rezoning change may not be granted if it does not fit with the comprehensive plan and community goals for the respective town and county.

LEGAL DESCRIPTION

Parcel numbers 22908-2213-70255007, 22908-2213-72042001 and 22908-2213-73979001, which are Lot 7 of CSM 255, Lot 1 of CSM 2042 and Lot 1 of CSM 3979. All parcels are located in the SW ¼ of the NE ¼, Section 22, Township 29 North, Range 08 West. Town of Anson. Property Addresses: 16649 96th Avenue and 9550 167th Street.

From: Residential 2 and Residential 1**To:** Residential 1

Amendatory Zoning Ordinance No. 02 - 25

INN ON LAKE WISSOTA LLC AND RANDAL & DIANE PASSINT REZONE - ANSON

Zoning Petition No:	2024-1002
Town Board Action:	December 12, 2024
Planning & Zoning Committee Public Hearing:	December 19, 2024
Recommendation from Planning & Zoning Committee:	Approve

Comments/Conditions: None

The Chippewa County Board of Supervisors does ordain as follows:

That the Zoning maps, dated 1974 and land description listing the boundaries of the eleven zoning districts, and referred to in Chapter 70-61 of the Chippewa County Zoning Ordinance, adopted on February 14, 2006, to be amended as follows:

LEGAL DESCRIPTION

Parcel numbers 22908-2213-70255007, 22908-2213-72042001 and 22908-2213-73979001, which are Lot 7 of CSM 255, Lot 1 of CSM 2042 and Lot 1 of CSM 3979. All parcels are located in the SW ¼ of the NE ¼, Section 22, Township 29 North, Range 08 West. Town of Anson. Property Addresses: 16649 96th Avenue and 9550 167th Street.

From: Residential 2 and Residential 1

To: Residential 1

The new map, now dated January, 2025, and land description are made a part of the Zoning Ordinance. All notations, references and other information shown upon said "zoning map" dated January, 2025, and land description shall be as much a part of this Ordinance as if the matter and things set forth by said map and land description were fully described herein.

This Ordinance shall become effective upon passage.

Dated this **14th** day of **January, 2025**.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: James Flater, District 1

SECONDER: Pamela Guthman, District 2

AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives

ABSENT: George Rohmeyer, Brian Flynn

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

2024 Rezone Application

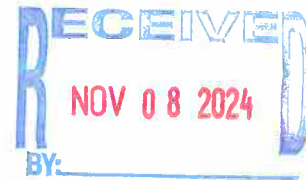


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SECTION I: Parcel Owner Information				SECTION II: Agent Information			
Name: <u>Inn on Lake Wissota</u>				Name:			
Mailing Address: <u>116649 910th Ave</u>				Mailing Address:			
City: <u>Chippewa Falls</u>		State: <u>WI</u>	Zip: <u>54729</u>	City:		State:	Zip:
Telephone: <u>715-382-4401</u>				Telephone:			
Email Address (Required): <u>rest@innonlakewissota.com</u>				Email Address (Required):			
SECTION III: Parcel Information							
Town of: <u>Anson</u>				Property Address: <u>116649 910th Ave</u>			
Parcel Number(s): <u>22908-2213-72042001,</u> <u>22908-2213-70255007,</u>				City: <u>Chippewa Falls</u>		State: <u>WI</u>	Zip: <u>54729</u>
Existing Zoning District(s): <u>R2 RZ</u> <u>6540</u>				Proposed Zoning District(s): <u>R1</u>			

GENERAL DIRECTIONS:

- Complete this Application form and the required four (4) parts:
 - ☐ Part 1: General Questions related to the request
 - ☐ Part 2: Planning & Zoning Committee Schedule - 2024
 - ☐ Part 3: General Rezoning Process
 - ☐ Part 4: Applicant Acknowledgement/Signature
- Submit the completed application, all required information and a **\$350.00** public hearing fee (Make check payable to: Chippewa County Treasurer) by the deadline (as listed in Part 2) to the Chippewa County Department of Planning & Zoning, Room 009, 711 N. Bridge Street, Chippewa Falls, Wisconsin 54729.
- Make arrangements to attend or have a representative attend any local town plan commission or town board meetings, and the required Planning & Zoning public hearing. This presence is needed so that questions can be answered and concerns addressed.



FOR DEPARTMENT OF PLANNING & ZONING STAFF USE:		
Receipt Number:	Appeal Number: <u>2024-1002</u>	Public Hearing Date: <u>12-19-24</u>

Chippewa County – 2024 Rezone Application

- (D) Property owners of the land and those property owners within 400' (or maybe a greater distance) of the requested rezone change are notified directly by mail as well as the Town Board Chair and Town Clerk. The notice to the property owners will generally contain a portion of the public hearing notice and information pertaining to meetings to be held at the Town level (plan commission, town board, etc) as well as the Public Hearing in front of the Planning & Zoning Committee.
- (E) General maps (location map, aerial view and existing zoning districts map) will be prepared for the request by the Department.
- (F) A department staff report is prepared and sent to the Planning & Zoning Committee, while comments from the general public are solicited.
- (G) Following the Public Hearing, the Planning & Zoning Committee will make a motion to either approve, approve with modification or deny the rezoning request. If the rezone request receives an approval or approval with modification an ordinance amendment will be prepared and placed on the next County Board meeting agenda for their approval.
- (H) If the County Board approves the rezone and the town board files an objection to the approval, the town board will then have 45 days to veto the rezone request following the applicable state statutes.
- (I) If the rezone request receives County Board approval, the final step is the publication of the amendment in the Chippewa Herald. Once published, the zoning district amendment takes effect. The entire process from application deadline to final publication can take two months or more to complete depending upon the scheduling of hearing dates.

PART 4: Applicant Acknowledgement/Signature

This application must be signed by the property owner or in case of an agreement to purchase the property, a letter from the property owner acknowledging the potential buyer is seeking the rezone.

- I certify that the information I have provided in this application is true, accurate and complete.
- I or a representative will have an opportunity to present to the Planning & Zoning Committee information in favor of this request.
- I have the authority to allow the staff of the Department of Planning & Zoning and Planning & Zoning Committee member's access to the property to conduct necessary inspections related to this request.
- I understand that I cannot speak to any member of the Planning & Zoning Committee about this application, except at the public hearing.
- I understand that I cannot direct any written communication about this application to a member of the Planning & Zoning Committee, unless I also file a copy with the Department of Planning & Zoning and direct additional copies to each person who has registered an interest in this application.
- I also understand that if I or my representative fail to appear in front of the Planning & Zoning Committee during the designated public hearing or my failure to observe the above mentioned rules, my request may be **DENIED**.

Signed: _____

Owner/Agent

Date: _____

11/7/2024

PART 5: Planning & Zoning Department Mailing List

Applicant
 Property Owner Owners within 400'
 Planning & Zoning Committee Members
 Town Board Chair & Clerk
 County Board Supervisor
 News Media
 Wisconsin DNR
 US Army Corp of Engineers
 Wisconsin DOT

Part 1

- A. Yes - we and the Passints have both signed for the parcels.
- B. 22908-2213-70255007
22908-2213-72042001
22908-2213-73979001
- C. Changed lot lines - no improvements planned
- D. Changed lot lines - single family dwelling zoning
- E. All in compliance with R1 zoning.
- F. NA

(Posted on November 27, 2024)
(Chippewa County Website & County Clerk's Bulletin Board)

CHIPPEWA COUNTY PLANNING & ZONING COMMITTEE
NOTICE OF PUBLIC HEARING
STATE OF WISCONSIN

PUBLIC NOTICE is hereby given to all persons in the County of Chippewa, Wisconsin, that public hearings will be held on **December 19, 2024** beginning at **4:30 PM** at the Chippewa County Courthouse, Room 302, 711 N Bridge Street, Chippewa Falls, Wisconsin relative to the following petitions:

Rezone Petition: 2024-0016

Petitioner: William & Connie Ryherd

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From: Residential 3

To: Residential 1

(Note: At the petitioner's request, this rezone petition was postponed from November 21, 2024 meeting)

Rezone Petition: 2024-1002

Petitioners: Inn on Lake Wissota LLC and Randal & Diane Passint

Parcel numbers 22908-2213-70255007, 22908-2213-72042001 and 22908-2213-73979001, which are Lot 7 of CSM 255, Lot 1 of CSM 2042 and Lot 1 of CSM 3979. All parcels are located in the SW ¼ of the NE ¼, Section 22, Township 29 North, Range 08 West. Town of Anson. Property Addresses: 16649 96th Avenue and 9550 167th Street.

From: Residential 2 and Residential 1

To: Residential 1

Conditional Use Permit: 2024-1001

Petitioner: Mary Jane Gougar

To operate an in-home daycare in the Residential 1 District in accordance with section 70-108 and 70-115 of the Chippewa County Zoning Ordinance on parcel number 22807-0531-68630081, which is Lot 81 of LeMay II, located in the NE ¼ of the SW ¼, Section 5, Township 28 North, Range 7 West. Town of Lafayette. Physical Address: 20249 64th Avenue.

Rezone Petition: 2024-1003

Petitioner: Brittany Burton

Parcel number 23007-3111-61391513, which is Lots 13-18, Block 15, Eau Claire Realty Plat, located in the NE ¼ of the NE ¼, Section 31, Township 30 North, Range 07 West. Town of Anson. Property Address: 14059 198th Street.

From: Residential 3 and Industrial

To: Residential 1

Specific information regarding these public hearings can be obtained at the Chippewa County Department of Planning & Zoning. All persons interested are invited to attend this meeting.

Dated this 25th day of November, 2024

Douglas Clary, Director
Department of Planning & Zoning
Chippewa County

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

Land Management

Land Planning

Land Records & G.I.S.

POWTS & Wells

Date: November 25, 2024

To: Property Owner(s)

From: Douglas Clary, Director

Re: Public Meetings & Public Hearing

Dear Property Owner(s):

The Chippewa County Department of Planning & Zoning has received a rezone petition for parcels of land. You are receiving this notice because your property has been determined to be within the legal public hearing notification distance per county and state requirements. I have enclosed a map identifying the location of the parcels associated with the rezone petition. If you have any questions regarding this rezone petition, please contact me at (715) 726-7941.

REZONE PETITION: #2024-1002

Petitioners: Inn on Lake Wissota LLC and Randal & Diane Passint

Parcel numbers 22908-2213-70255007, 22908-2213-72042001 and 22908-2213-73979001, which are Lot 7 of CSM 255, Lot 1 of CSM 2042 and Lot 1 of CSM 3979. All parcels are located in the SW ¼ of the NE ¼, Section 22, Township 29 North, Range 08 West. Town of Anson. Property Addresses: 16649 96th Avenue and 9550 167th Street.

From: Residential 2 and Residential 1

To: Residential 1

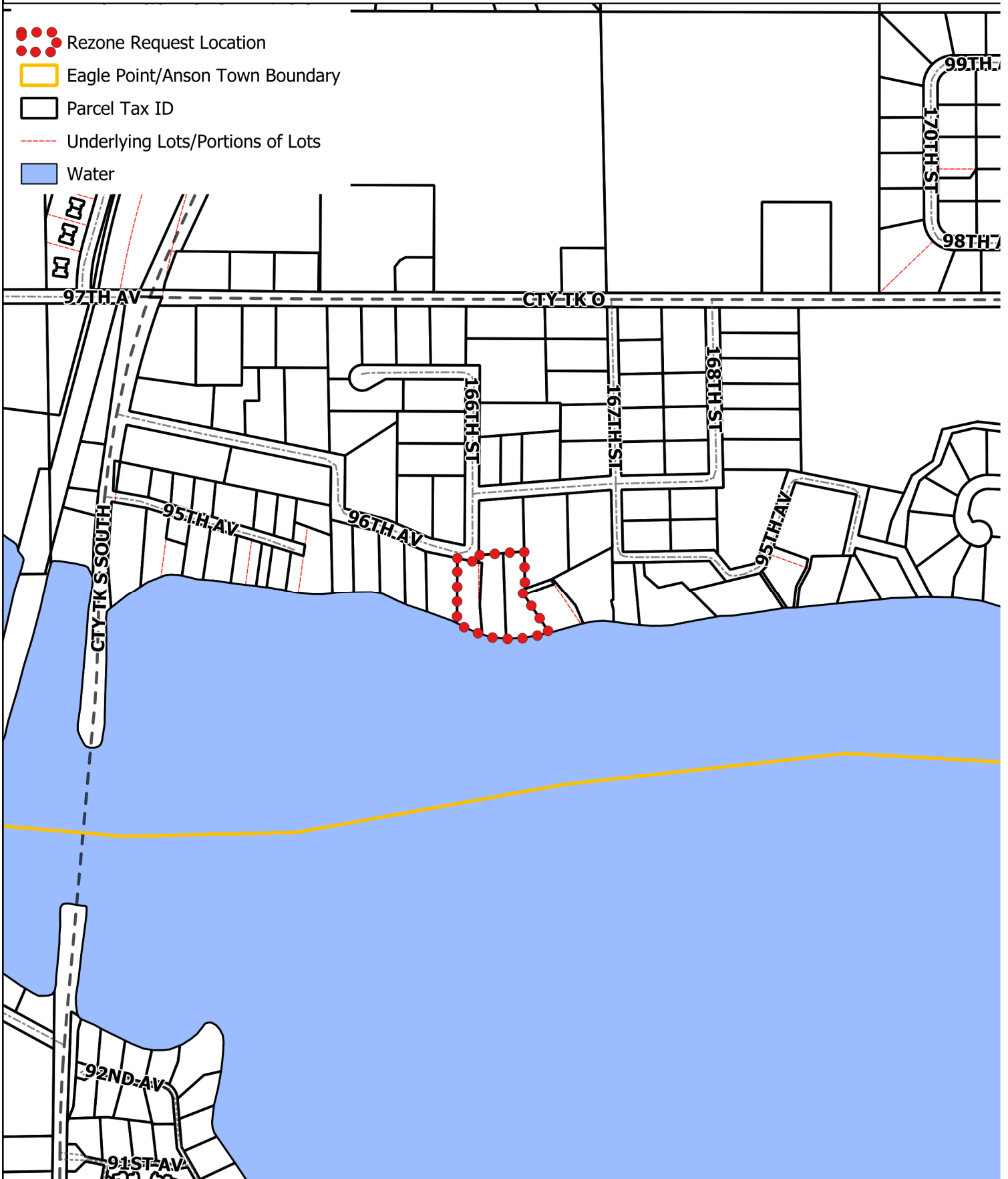
Anson Town Board

The Anson Town Board will **REVIEW** this request on **December 12, 2024 at 7:30 PM**, at the Anson Town Hall, 13836 County Highway S South, Jim Falls, Wisconsin 54728. The Town Board will forward an **ADVISORY** recommendation to the Chippewa County Planning & Zoning Committee to approve, disapprove or approve with modification(s) and/or condition(s).

Chippewa County Planning & Zoning Committee:

The Chippewa County Planning & Zoning Committee will hold a **PUBLIC HEARING** for this petition on **December 19, 2024 at 4:30 PM** in the Chippewa County Courthouse, Room 302, 711 N Bridge Street, Chippewa Falls, Wisconsin. The Committee will make a determination on the petition to approve, disapprove or approve with modification(s) and/or conditions. If the Planning & Zoning Committee approves or approves with modification, the petition will be forwarded to the County Board meeting on **January 14, 2025 at 6:00 PM** for their consideration. If the Planning & Zoning Committee disapproves, the petition will fail.

2024-1002 Inn On Lake Wissota LLC & Passint Rezone Request Location Map



Attachment: 2024-1002 Inn on Lake Wissota LLC & Passint Rezone - Notices & Maps (02 - 25 : 2024-1002 Inn on Lake Wissota LLC and Randal

2024-1002 Inn On Lake Wissota LLC & Passint Rezone Request
Aerial (2023)

6.3.b

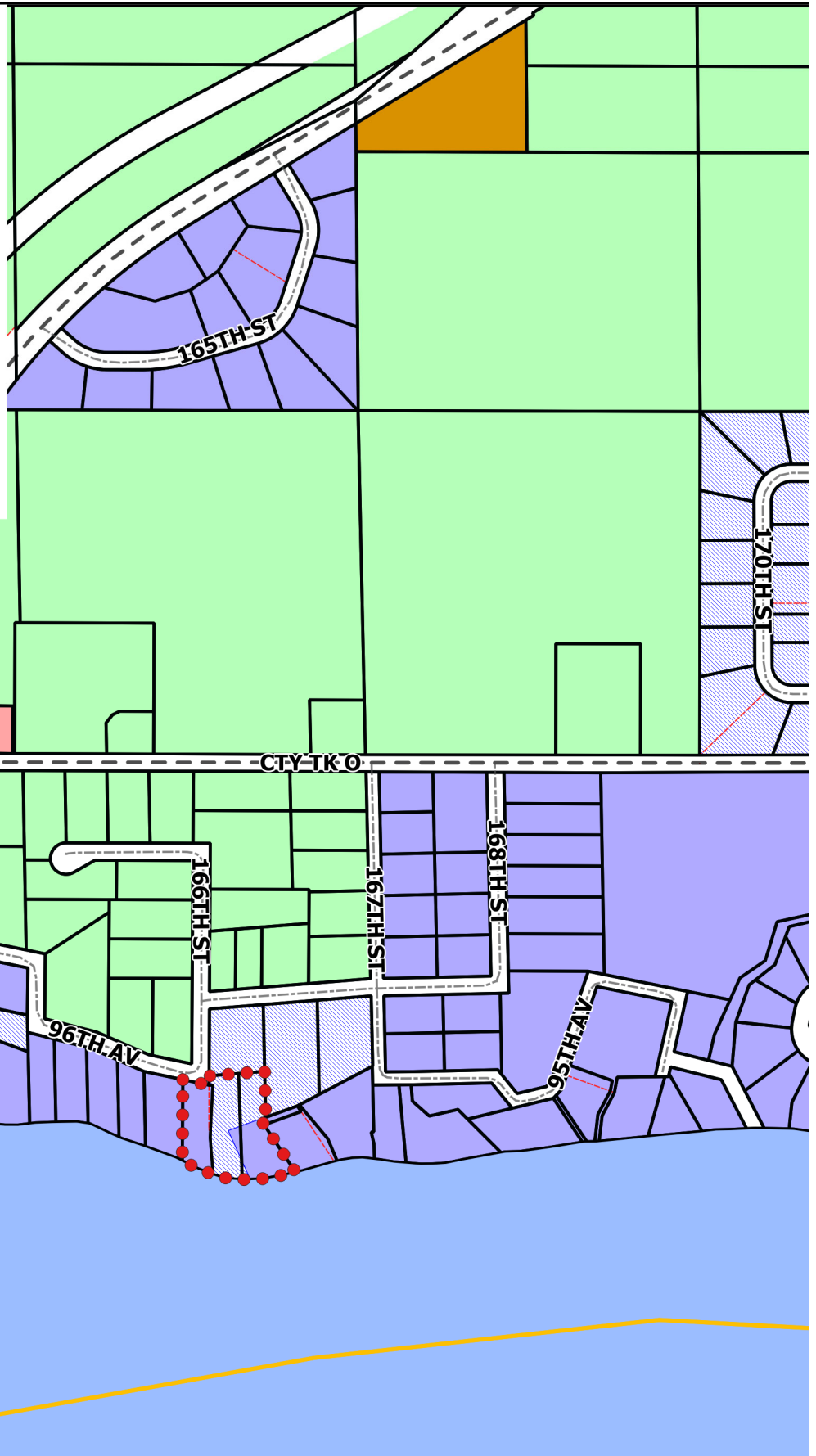


Attachment: 2024-1002 Inn on Lake Wissota LLC & Passint Rezone - Notices & Maps (02 - 25 : 2024-1002 Inn on Lake Wissota LLC and Randal

2024-1002 Inn On Lake Wissota LLC & Passint Rezone Request

Zoning Districts

-  Rezone Request Location
-  Anson/Eagle Point Town Boundary
-  Parcel Tax ID
-  Underlying Lots/Portions of Lots
- Zoning Districts**
 -  Agricultural
 -  Highway Commercial
 -  Residential 1
 -  Residential 2
 -  Residential 3
 -  Recreational
 -  Water



STATEMENT OF EXPLANATION

Amendatory Zoning Ordinance No. 03 - 25

RYHERD REZONE - EAGLE POINT

Comprehensive zoning consists of written text (commonly referred to as the zoning ordinance) and an official zoning map. The zoning ordinance is a guideline for permitted and conditional uses, which are separated into zoning classifications or districts. The zoning map shows how a town board has designated the particular zoning classifications or districts to parcels of land within their particular jurisdiction. A rezone is where a property owner or other authorized entity seeks to amend the official zoning map, which would allow a use that is currently not permitted on the parcels of land based on the existing zoning classification or district. This is referred to as a zoning map amendment or “rezoning”. The requested rezoning change may not be granted if it does not fit with the comprehensive plan and community goals for the respective town and county.

LEGAL DESCRIPTION

Proposed CSM, which will modify the property lines between parcel number 23008-0323-62530201 and 23008-0323-62530203, which are Lots 1, 2 and 3, Block 2, Hathaway’s Cornell Lake, located in the SW ¼ of the NW ¼, Section 3, Township 30 North, Range 08 West. Town of Eagle Point. Physical address: 18615 164th St.

From: Residential 3**To:** Residential 1

Amendatory Zoning Ordinance No. 03 - 25

RYHERD REZONE - EAGLE POINT

Zoning Petition No:	2024-0016
Town Board Action:	December 16, 2024
Planning & Zoning Committee Public Hearing:	December 19, 2024
Recommendation from Planning & Zoning Committee:	Approve

Comments/Conditions: None

The Chippewa County Board of Supervisors does ordain as follows:

That the Zoning maps, dated 1974 and land description listing the boundaries of the eleven zoning districts, and referred to in Chapter 70-61 of the Chippewa County Zoning Ordinance, adopted on February 14, 2006, to be amended as follows:

LEGAL DESCRIPTION

Proposed CSM, which will modify the property lines between parcel number 23008-0323-62530201 and 23008-0323-62530203, which are Lots 1, 2 and 3, Block 2, Hathaway's Cornell Lake, located in the SW ¼ of the NW ¼, Section 3, Township 30 North, Range 08 West. Town of Eagle Point. Physical address: 18615 164th St.

From: Residential 3

To: Residential 1

The new map, now dated January, 2025, and land description are made a part of the Zoning Ordinance. All notations, references and other information shown upon said "zoning map" dated January, 2025, and land description shall be as much a part of this Ordinance as if the matter and things set forth by said map and land description were fully described herein.

This Ordinance shall become effective upon passage.

Dated this **14th** day of **January, 2025**

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**

MOVER: James Flater, District 1

SECONDER: Pamela Guthman, District 2

AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives

ABSENT: George Rohmeyer, Brian Flynn

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

2024 Rezone Application



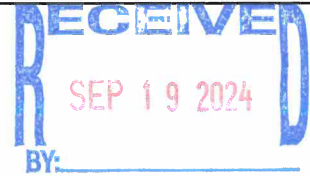
Comprehensive zoning consists of written text (commonly referred to as the zoning ordinance) and an official zoning map. The zoning ordinance is a guideline for permitted and conditional uses, which are separated into zoning classifications or districts. The zoning map shows how a town board has designated the particular zoning classifications or districts to parcels of land within their particular jurisdiction. A **REZONE** is where a property owner or other authorized entity seeks to amend the official zoning map, which would allow a use that is currently not permitted on the parcels of land based on the existing zoning classification or district. This is referred to as a zoning map amendment or "rezoning". The requested rezoning change may not be granted if it does not fit with the comprehensive plan and community goals for the respective town and county.

SECTION I: Parcel Owner Information			SECTION II: Agent Information		
Name: William + Connie Ryherd			Name:		
Mailing Address: 117 College Ave			Mailing Address:		
City: Winthrop Harbor	State: IL	Zip: 60096	City:	State:	Zip:
Telephone: 847-400-7912 or 7913			Telephone:		
Email Address (Required): connie807@hotmail.com			Email Address (Required):		
SECTION III: Parcel Information					
Town of: Eagle Point			Property Address: 18615 164th St		
Parcel Number(s): 23008-0323-62530203			City: Bloomer	State: WI	Zip: 54724
Existing Zoning District(s): R3			Proposed Zoning District(s): R1		

GENERAL DIRECTIONS:

- Complete** this Application form and the required four (4) parts:
 - ☐ Part 1: General Questions related to the request
 - ☐ Part 2: Planning & Zoning Committee Schedule - 2024
 - ☐ Part 3: General Rezoning Process
 - ☐ Part 4: Applicant Acknowledgement/Signature
- Submit** the completed application, all required information and a **\$350.00** public hearing fee (Make check payable to: Chippewa County Treasurer) by the deadline (as listed in Part 2) to the Chippewa County Department of Planning & Zoning, Room 009, 711 N. Bridge Street, Chippewa Falls, Wisconsin 54729.
- Make arrangements** to attend or have a representative attend any local town plan commission or town board meetings, and the required Planning & Zoning public hearing. This presence is needed so that questions can be answered and concerns addressed.

2024-11-01
Please see the proposed CSM.
Douglas Clary



Attachment: 2024-0016 Ryherd Rezone - Application (03 - 25 : 2024-0016 Ryherd Rezone)

FOR DEPARTMENT OF PLANNING & ZONING STAFF USE:

Receipt Number: 25262	Appeal Number: 20240016	Public Hearing Date: 10-24-24
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Chippewa County – 2024 Rezone Application

Once the completed application is received, the Department will prepare a public hearing notice and publish it within the Chippewa Herald. The public hearing notice will include the location and time of the required public hearing before the Chippewa County Planning & Zoning Committee. In addition, your neighbors, the Town Board and any appropriate county or state agencies will be notified. At the public hearing, any party may appear in person or may be represented by an agent or attorney to present information to the Planning & Zoning Committee in support or opposition of the rezone request.

PART 1: General Questions. Please use a separate 8.5" x 11" sheet to answer these questions.

- (A) As the applicant, do you have legal title to the parcel(s)? If you **do not** have legal title to the property, please have the property owner sign this application.
- (B) Identify the parcel(s) that are or will be part of this rezone request. If needed, an additional sheet listing those parcels can be attached.
- (C) Describe the present and, if known, any proposed improvements on each parcel of land.
- (D) Explain why you are requesting to rezone of each parcel. Please identify the proposed use of each parcel.
- (E) Explain the compatibility of your proposed use(s) with the existing use(s) on adjacent parcels and those in the vicinity of this parcel(s).
- (F) Discuss any additional issues you feel that supports the consistency of your proposed use with County ordinances and plans as well as any Town ordinances or plans.

Be prepared to give a detailed presentation when called upon at the public hearing before the Planning and Zoning Committee. Prepare an outline of your proposal, something similar to a "business plan", detailing for the Planning & Zoning Committee your proposal. Include any documentation you feel is necessary as part of your presentation in defining your proposal for the Committee and possibly the County Board. It is vital to your application to consult with professionals you feel may be able to assist with your application (i.e. surveyor, attorney, engineer, etc.)

PART 2: Planning & Zoning Committee Schedule - 2024

Applications will not be placed on the appropriate agenda unless they are properly completed and include **ALL** required supporting information or documents **and** payment of the public hearing fee. Applicants are encouraged to consult with staff of the Department of Planning & Zoning prior to the filing of the application. This is an important step to insure that all pertinent issues are identified and to determine what information in addition to the application forms might be necessary in order for the department to accept and process your application. Please CIRCLE or HIGHLIGHT the meeting you intend on attending:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Applications Due @ 12:00 Noon	12-21	01-25	02-22	NA	04-25	05-23	06-20	07-25	08-22	09-26	10-24	11-21
Public Hearing/Meeting (Thu)	01-18	02-22	03-21	NA	05-23	06-20	07-18	08-22	09-19	10-24	11-21	12-19
County Board Meeting (Tues)	02-13	03-12	04-09	NA	06-11	07-09	08-13	09-10	10-08	11-12	12-10	01-14

Note: Typically, the Planning & Zoning Committee meetings start at 4:30 PM on the designated dates above.

Note: No Committee meeting in April due to the Spring Election.

PART 3: General Rezoning Process:

- (A) The rezone application is filed with the Department of Planning & Zoning. This includes the legal description of the parcels to be rezoned, a written statement addressing the questions as listed in Part 1 and any other information your feel will aid in a decision on this request.
- (B) The Town Board will be notified of the rezone application. The Town Board can recommend approval or denial of a rezoning request. If the Town Board denies a rezone request, the Planning & Zoning Committee can only recommend an approval with modification to the rezone request or deny the rezone request.
- (C) A Class 2 Public Hearing Notice will be published in the Chippewa Herald detailing the request and the date and time of the Public Hearing.

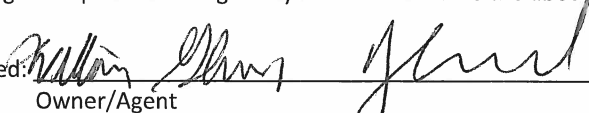
Chippewa County – 2024 Rezone Application

- (D) Property owners of the land and those property owners within 400' (or maybe a greater distance) of the requested rezone change are notified directly by mail as well as the Town Board Chair and Town Clerk. The notice to the property owners will generally contain a portion of the public hearing notice and information pertaining to meetings to be held at the Town level (plan commission, town board, etc) as well as the Public Hearing in front of the Planning & Zoning Committee.
- (E) General maps (location map, aerial view and existing zoning districts map) will be prepared for the request by the Department.
- (F) A department staff report is prepared and sent to the Planning & Zoning Committee, while comments from the general public are solicited.
- (G) Following the Public Hearing, the Planning & Zoning Committee will make a motion to either approve, approve with modification or deny the rezoning request. If the rezone request receives an approval or approval with modification an ordinance amendment will be prepared and placed on the next County Board meeting agenda for their approval.
- (H) If the County Board approves the rezone and the town board files an objection to the approval, the town board will then have 45 days to veto the rezone request following the applicable state statutes.
- (I) If the rezone request receives County Board approval, the final step is the publication of the amendment in the Chippewa Herald. Once published, the zoning district amendment takes effect. The entire process from application deadline to final publication can take two months or more to complete depending upon the scheduling of hearing dates.

PART 4: Applicant Acknowledgement/Signature

This application must be signed by the property owner or in case of an agreement to purchase the property, a letter from the property owner acknowledging the potential buyer is seeking the rezone.

- I certify that the information I have provided in this application is true, accurate and complete.
- I or a representative will have an opportunity to present to the Planning & Zoning Committee information in favor of this request.
- I have the authority to allow the staff of the Department of Planning & Zoning and Planning & Zoning Committee member's access to the property to conduct necessary inspections related to this request.
- I understand that I cannot speak to any member of the Planning & Zoning Committee about this application, except at the public hearing.
- I understand that I cannot direct any written communication about this application to a member of the Planning & Zoning Committee, unless I also file a copy with the Department of Planning & Zoning and direct additional copies to each person who has registered an interest in this application.
- I also understand that if I or my representative fail to appear in front of the Planning & Zoning Committee during the designated public hearing or my failure to observe the above mentioned rules, my request may be **DENIED**.

Signed:  Date: 19 SEP 2024
Owner/Agent

PART 5: Planning & Zoning Department Mailing List

Applicant
Property Owner Owners within 400'
Planning & Zoning Committee Members
Town Board Chair & Clerk
County Board Supervisor
News Media
Wisconsin DNR
US Army Corp of Engineers
Wisconsin DOT

William + Connie Ryherd

Part 1

A) Yes

B)

C) Remove existing cabin. Replace with new cabin with walkout basement. Existing garage will remain place. Outhouse will be removed. Small shed on lakeside of property will be removed. New well will be drilled, existing well will be removed. Septic field installed.

D) New cabin will be updated to a 4 season cabin so that we can have indoor plumbing for bath + kitchen. Current cabin has no inside shower/toilet. This allows us to relocate as residents to this location.

E) Allows us to update to four season house like both our neighbors have updated.

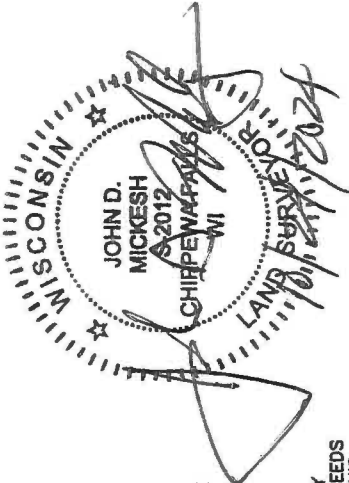
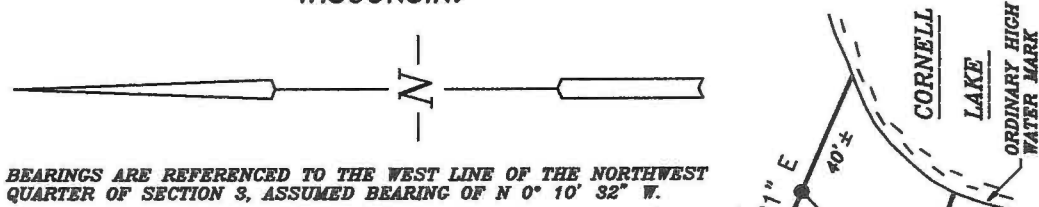
F) This will allow us to make this our permanent residence within the next few years. This will improve our lot as our neighbor's have to maintain standards required by both town + county.

CHIPPEWA COUNTY CERTIFIED SURVEY

MAP NUMBER _____

RECORDED IN VOLUME _____ OF THE
CERTIFIED SURVEY MAP PAGE _____

BEING PART OF LOTS 2 & 3 OF BLOCK 2
OF HATHAWAY'S CORNELL LAKE SUBDIVISION
IN GOVERNMENT LOT 4 OF SECTION 3,
TOWNSHIP 30 NORTH, RANGE 8 WEST,
TOWN OF EAGLE POINT, CHIPPEWA COUNTY
WISCONSIN.

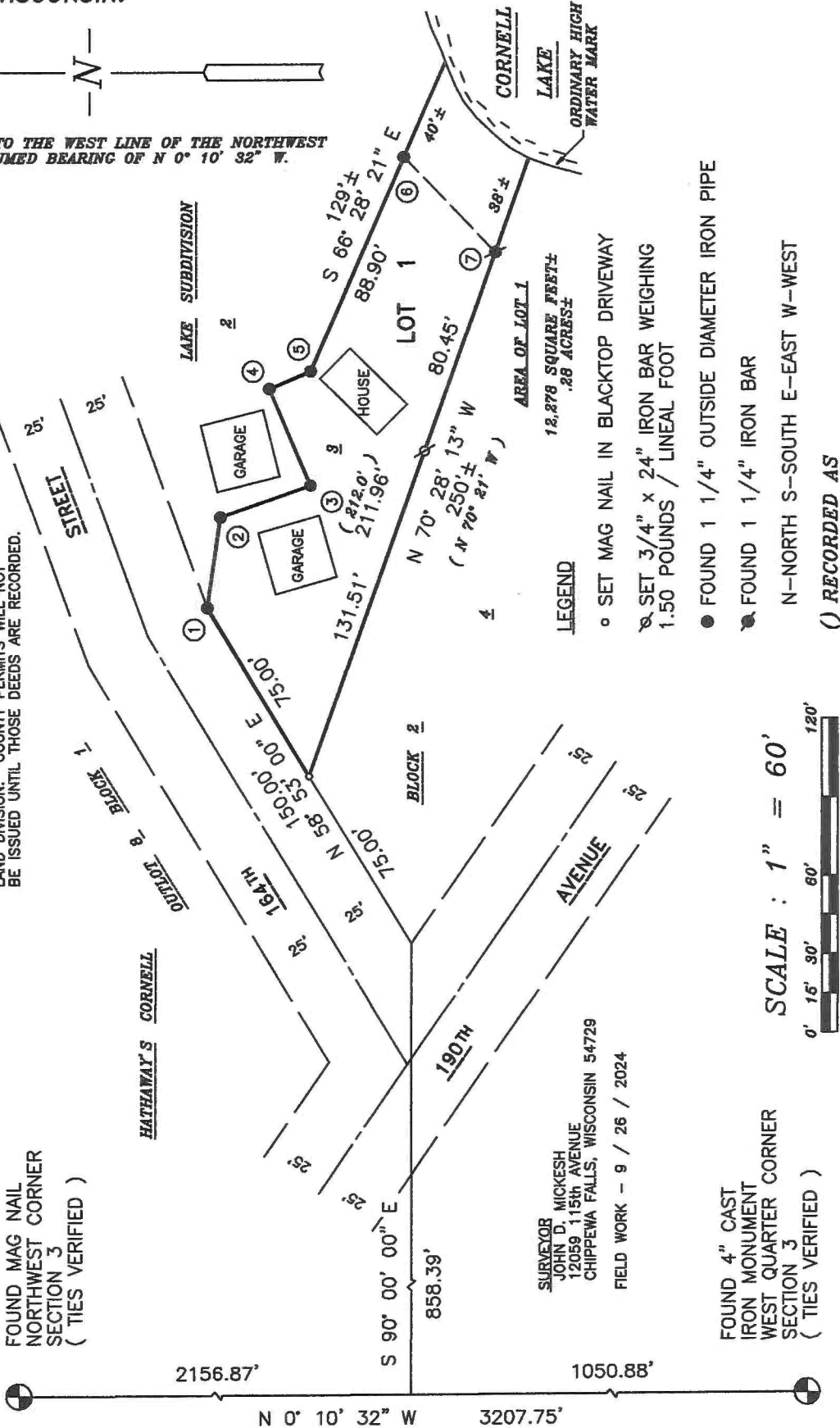


PUBLIC TRUST NOTE
ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION. THE APPROXIMATE ORDINARY HIGH WATER MARK IS SHOWN FOR REFERENCE PURPOSES ONLY.

NOTE:
THE RECORDING OF A CERTIFIED SURVEY MAP DOES NOT TRANSFER OWNERSHIP. DEEDS MUST ALSO BE EXECUTED TO COMPLETE THIS LAND DIVISION. COUNTY PERMITS WILL NOT BE ISSUED UNTIL THOSE DEEDS ARE RECORDED.

DATA TABLE		
NUMBER	BEARING	DISTANCE
1-2	S 81° 51' 24" E	34.98'
2-3	S 19° 20' 12" E	36.34'
3-4	N 67° 08' 13" E	40.23'
4-5	S 23° 10' 41" E	17.17'
6-7	S 46° 23' 07" W	50.34'

FOUND MAG NAIL
NORTHWEST CORNER
SECTION 3
(TIES VERIFIED)



SURVEYOR
JOHN D. MICKESH
12059 115TH AVENUE
CHIPPEWA FALLS, WISCONSIN 54729
FIELD WORK - 9 / 26 / 2024

- LEGEND**
- SET MAG NAIL IN BLACKTOP DRIVEWAY
 - SET 3/4" x 24" IRON BAR WEIGHING 1.50 POUNDS / LINEAL FOOT
 - FOUND 1 1/4" OUTSIDE DIAMETER IRON PIPE
 - FOUND 1 1/4" IRON BAR

N-NORTH S-SOUTH E-EAST W-WEST
() RECORDED AS

FOUND 4" CAST
IRON MONUMENT
WEST QUARTER CORNER
SECTION 3
(TIES VERIFIED)

SCALE : 1" = 60'



CHIPPEWA COUNTY CERTIFIED SURVEY

MAP NUMBER _____

RECORDED IN VOLUME _____ OF THE

CERTIFIED SURVEY MAPS PAGE _____

**BEING PART OF LOTS 2 AND 3 OF BLOCK 2 OF HATHAWAY’S CORNELL
LAKE SUBDIVISION IN GOVERNMENT LOT 4 OF SECTION 3, TOWNSHIP 30 NORTH,
RANGE 8 WEST, TOWN OF EAGLE POINT, CHIPPEWA COUNTY, WISCONSIN.**

I, John D. Mickesh, Professional Land Surveyor, hereby certify :

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and AE – 7 of the Wisconsin Administrative Code and Chapter 38, Chippewa County’s Land Division Ordinance and under the direction of William G. and Connie Ryherd, I have surveyed, divided, and mapped said parcel of land, that such survey correctly represents all exterior boundaries and the subdivision of the land surveyed and that this land is part of Lots 2 and 3 of Block 2 of Hathaway’s Cornell Lake Subdivision in Government Lot 4 of Section 3, Township 30 North, Range 8 West, Town of Eagle Point, Chippewa County, Wisconsin.

Commencing at the Northwest Corner of Section 3, thence S 0° 10’ 32” E along the west line of the Northwest Quarter, 2156.87 feet, thence S 90° 00’ 00” E 858.39 feet, thence N 58° 53’ 00” E 75.00 feet to the point of beginning, thence continuing N 58° 53’ 00” E 75.00 feet, thence S 81° 51’ 24” E 34.98 feet, thence S 19° 20’ 12” E 36.34 feet, thence N 67° 08’ 13” E 40.23 feet, thence S 23° 10’ 41” E 17.17 feet, thence S 66° 28’ 21” E 88.90 feet to the beginning of a meander line which lies 40 feet more or less from the waters edge of Cornell Lake, thence S 46° 23’ 07” W along the meander line, 50.34 feet to the end of the meander line which lies 38 feet more or less from the waters edge of Cornell Lake, thence N 70° 28’ 13” W 211.96 feet to the point of beginning.

Including all that land lying between the meander line and the waters edge of Cornell Lake.

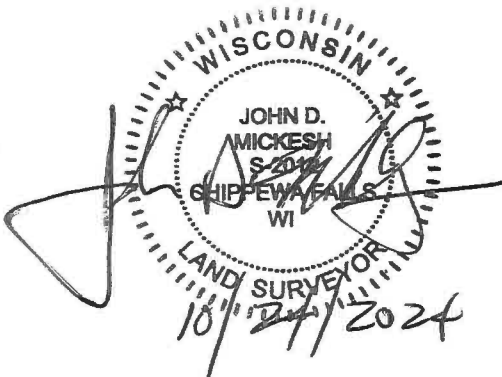
Said parcel is subject to easements and restrictions of record.

CHIPPEWA COUNTY DEPARTMENT OF PLANNING AND ZONING

I, Douglas Clary, Director of the Chippewa County Department of Planning and Zoning, certify that this Certified Survey Map is approved of as complying with Chapter 38 and other applicable Chapters of the County Code of General Ordinances.

Dated this _____ day of _____, 2024.

Douglas Clary, Director



(Posted on November 1, 2024)
(Chippewa County Website & County Clerk's Bulletin Board)

CHIPPEWA COUNTY PLANNING & ZONING COMMITTEE
NOTICE OF PUBLIC HEARING
STATE OF WISCONSIN

PUBLIC NOTICE is hereby given to all persons in the County of Chippewa, Wisconsin, that public hearings will be held on **November 21, 2024** beginning at **4:30 PM** at the Chippewa County Courthouse, Room 302, 711 N Bridge Street, Chippewa Falls, Wisconsin relative to the following petitions:

Rezone Petition: 2024-0016

Petitioner: William & Connie Ryherd

Proposed CSM, which will modify the property lines between parcel number 23008-0323-62530201 and 23008-0323-62530203, which are Lots 1, 2 and 3, Block 2, Hathaway's Cornell Lake, located in the SW ¼ of the NW ¼, Section 3, Township 30 North, Range 08 West. Town of Eagle Point. Physical address: 18615 164th St.

From: Residential 3

To: Residential 1

Rezone Petition: 2024-1001

Petitioner: Mabel Steward Trust & Terry Steward

Agent: Jason Hiess/Hiess-Loken & Associates

Parcel numbers 22808-1132-05010000 and 22808-1132-09250000, which are located in the NW ¼ of the SW ¼, Section 11, Township 28 North, Range 08 West. Town of Lafayette. Property Addresses: 17211 Cty Hwy J, 17223 Cty Hwy J and 17231 Cty Hwy J.

From: Residential 2 and Local Commercial

To: Residential 1

Conditional Use Permit: 2024-1000

Petitioner: Cole Olynick

Property Owner: Haas Sons Inc

To allow a non-metallic mine in the Agricultural District in accordance with sections 70-71(b)(2), 70-108 and 70-180 through 70-187 of the Chippewa County Zoning Ordinance on parcel number 22810-2434-00020000, which is located in the SE ¼ of the SW ¼, Section 24, Township 28 North, Range 10 West. Town of Wheaton. Physical Address: Vacant.

Conditional Use Request: 2024-1002

Petitioner: Solhawk Dairy, Inc

Agent: Dennis Hawkins and Auth Consulting & Associates, Inc.

To allow the expansion of an existing Livestock Operation in the Agricultural District in accordance with Sections 70-71(b)(16), 70-108 and 70-160 through 70-173 of the Chippewa County Zoning Ordinance. Parcels are located in the N ¼ of the NE ¼, Section 20, Township 28 North, Range 09 West. Town of Wheaton. Physical Address: 8777 County Highway X.

Specific information regarding these public hearings can be obtained at the Chippewa County Department of Planning & Zoning. All persons interested are invited to attend this meeting.

Dated this 31st day of October, 2024

Douglas Clary, Director
Department of Planning & Zoning
Chippewa County

Attachment: 2024-0016 Ryherd Rezone - Public Notices & Maps (03 - 25 : 2024-0016 Ryherd Rezone)

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

Land Management

Land Planning

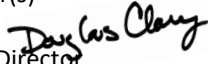
Land Records & G.I.S.

POWTS & Wells

Date: October 31, 2024

To: Property Owner(s)

From: Douglas Clary, Director



Re: Public Meetings & Public Hearing

Dear Property Owner(s):

The Chippewa County Department of Planning & Zoning has received a rezone petition for a parcel of land that is located either adjacent to or in the vicinity of property owned by you. You are receiving this notice because your property has been determined to be within the legal public hearing notification distance per county and state requirements. I have enclosed a map identifying the location of the parcels associated with the rezone petition. If you have any questions regarding this rezone petition, please contact me at (715) 726-7941.

REZONE PETITION: #2024-0016

Property Owner: William & Connie Ryherd

Proposed CSM, which will modify the property lines between parcel number 23008-0323-62530201 and 23008-0323-62530203, which are Lots 1, 2 and 3, Block 2, Hathaway's Cornell Lake, located in the SW ¼ of the NW ¼, Section 3, Township 30 North, Range 08 West. Town of Eagle Point. Physical address: 18615 164th St.

From: Residential 3

To: Residential 1

Eagle Point Plan Commission

The Eagle Point Town Board will **REVIEW** this request on **November 11, 2024 at 7:00 PM**, at the Eagle Point Town Hall, 14802 State Highway 124, Chippewa Falls, Wisconsin 54729. The Plan Commission will forward a recommendation on the petition to approve, disapprove or approve with modification(s) and/or conditions to the Town Board.

Eagle Point Town Board

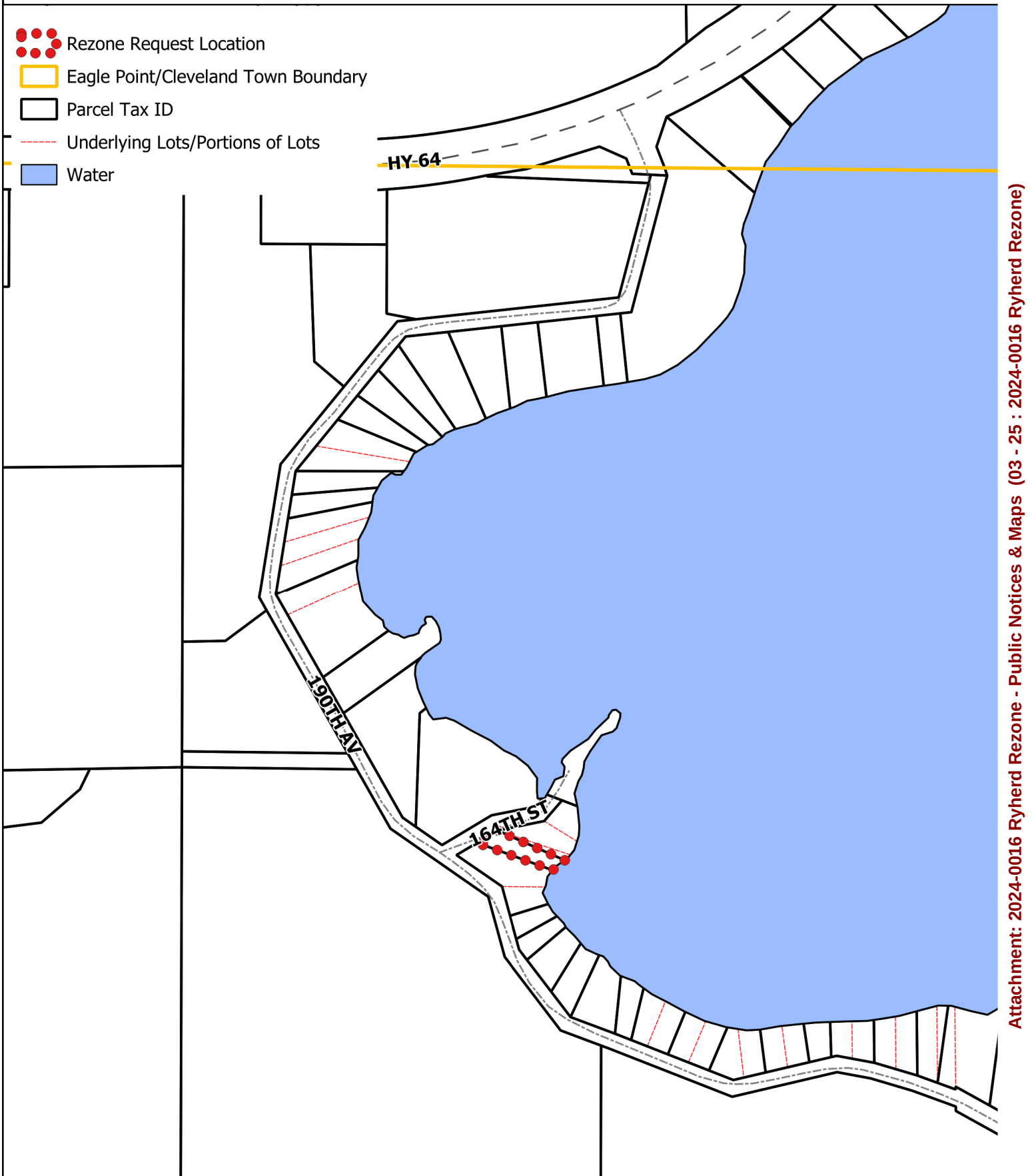
The Eagle Point Town Board will **REVIEW** this request on **November 18, 2024 at 7:00 PM**, at the Eagle Point Town Hall, 14802 State Highway 124, Chippewa Falls, Wisconsin 54729. The Town Board will forward a recommendation on the petition to approve, disapprove or approve with modification(s) and/or conditions to the Planning & Zoning Committee.

Chippewa County Planning & Zoning Committee:

The Chippewa County Planning & Zoning Committee will hold a **PUBLIC HEARING** for this petition on **November 21, 2024 at 4:30 PM** in the Chippewa County Courthouse, Room 302, 711 N Bridge Street, Chippewa Falls, Wisconsin. The Committee will make a determination on the petition to approve, disapprove or approve with modification(s) and/or conditions. If the Planning & Zoning Committee approves or approves with modification/conditions, the petition will be forwarded to the County Board meeting on **December 10, 2024 at 6:00 PM** for their consideration. If the Planning & Zoning Committee disapproves, the petition will fail.

Attachment: 2024-0016 Ryherd Rezone - Public Notices & Maps (03 - 25 : 2024-0016 Ryherd Rezone)

2024-0016 Ryherd Rezone Request Location Map



2024-0016 Ryherd Rezone Request
Aerial (2023)

6.4.b

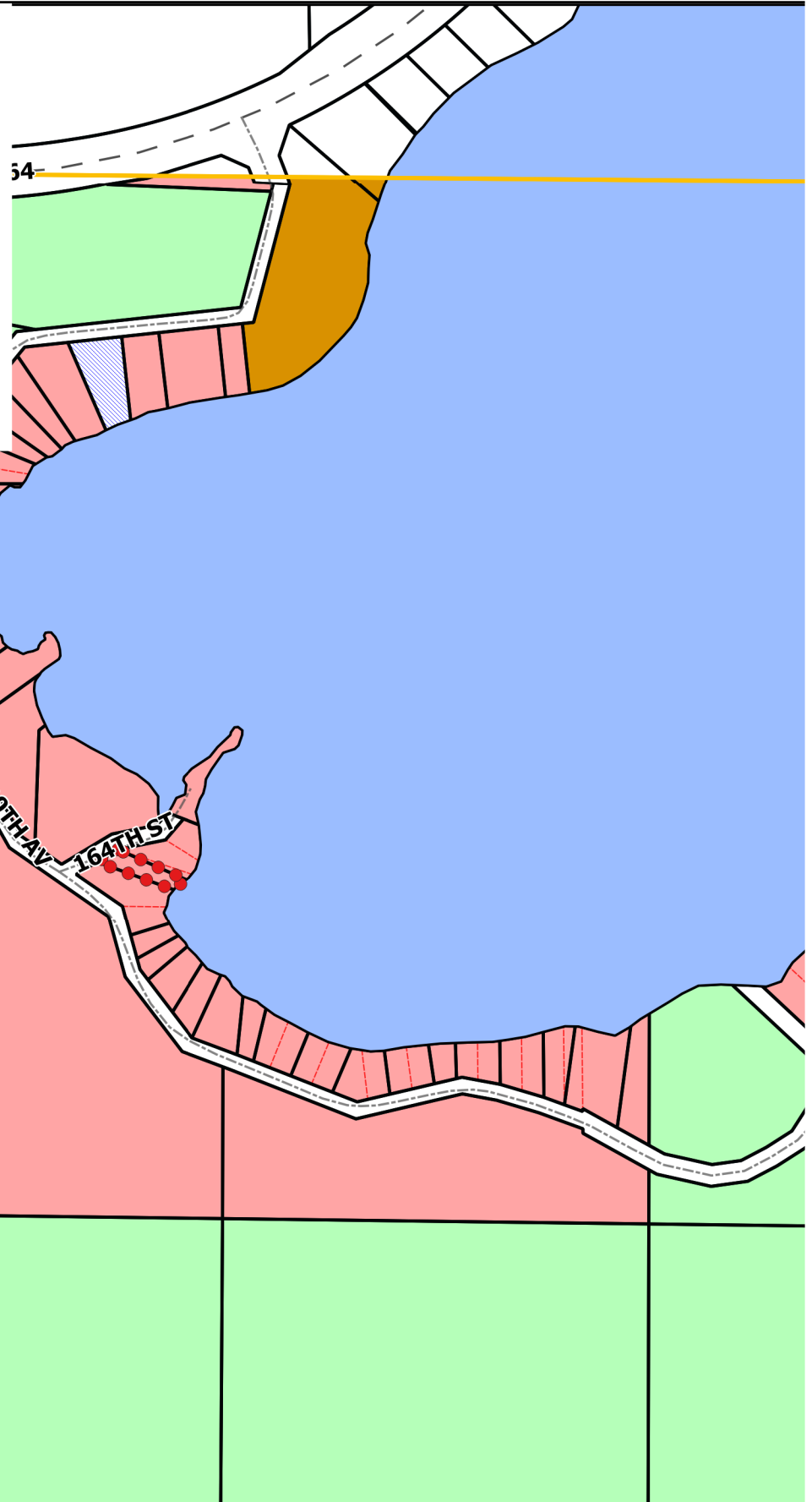
- Rezone Request Location
- Parcel Tax ID
- Underlying Lots/Portions of Lots



Attachment: 2024-0016 Ryherd Rezone - Public Notices & Maps (03 - 25 : 2024-0016 Ryherd Rezone)

2024-0016 Ryherd Rezone Request Zoning Districts

-  Rezone Request Location
-  Eagle Point/Cleveland Town Boundary
-  Parcel Tax ID
-  Underlying Lots/Portions of Lots
- Zoning Districts**
 -  Agricultural
 -  Highway Commercial
 -  Residential 1
 -  Residential 3
 -  Water



Attachment: 2024-0016 Ryherd Rezone - Public Notices & Maps (03 - 25 : 2024-0016 Ryherd Rezone)

A Changing Chippewa County

Dale Knapp, Forward Analytics Director

January 14, 2025

Demography Driving Change

- ▶ Baby boomers, out of workforce and into retirement
- ▶ Declining births
- ▶ Net migration improving
- ▶ Fastest demographic changes in generations



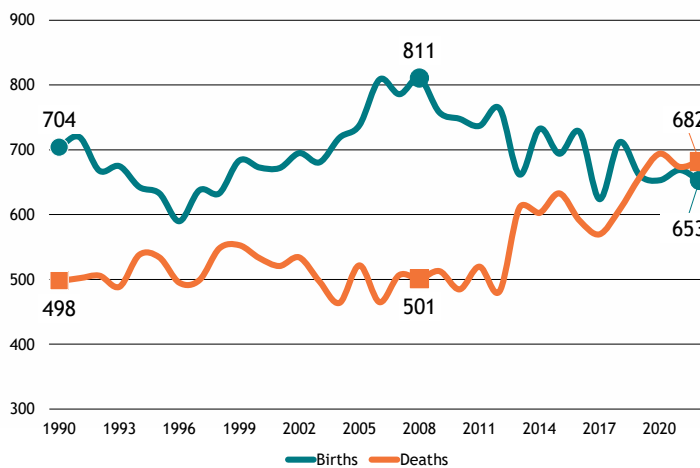
A Changing Population

Year	<15	15-24	25-44	55-64	65+	Total
2000	11,779	7,081	15,581	4,928	8,044	55,217
2010	12,186	7,249	15,981	8,099	8,935	62,415
2020	11,992	7,280	16,744	9,883	12,112	66,297
2023	11,333	7,595	17,007	9,483	13,588	66,970
2010-20	-194	31	763	1,784	3,177	3,882
2020-23	-659	315	263	-400	1,476	673
2020-30 proj.*	-1,500	+500	-600	-1,700	+3,700	400

*based on FA modeling

fa
FORWARD
ANALYTICS

Declining births since 2008



Natural Change
(Births minus Deaths)

1990 206

2000 140

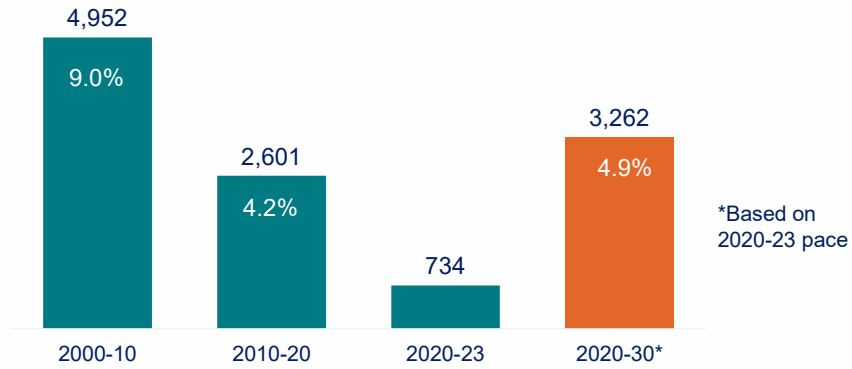
2008 310

2020 -41

2022 -29

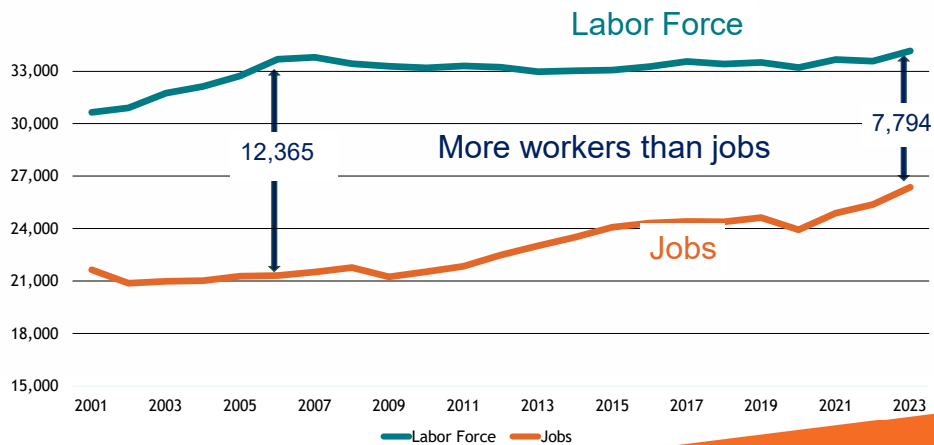
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ANALYTICS

Net Migration Improving



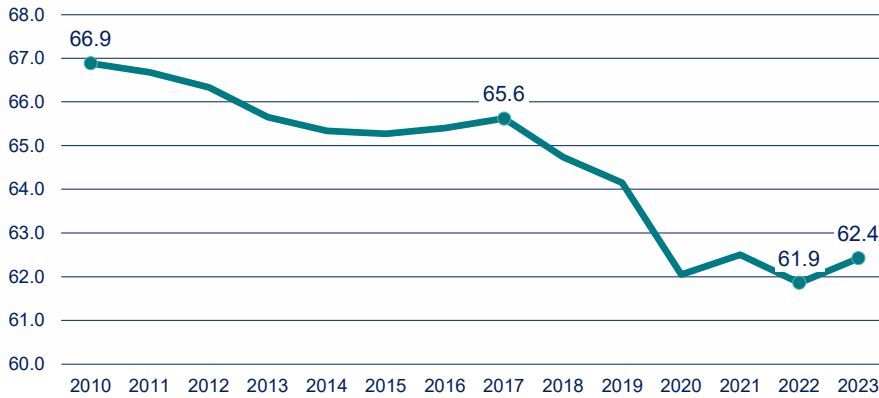
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FORWARD
ANALYTICS

Workforce Trends Chippewa County and Wisconsin



fa
FORWARD
ANALYTICS

Labor Force Participation Declining



A Commuting County (2022)

	Workers	Jobs
Chippewa Co.	29,336	25,252
Commuters	16,956	12,872
Percent	58%	51%

Top Work Destinations

Eau Claire	8,606
Dunn	1,191
Clark	678
Barron	578

Eau Claire	5,172
Dunn	1,083
Barron	687
Clark.	517





Final Thoughts and Questions

- ▶ Decline in 25-64 year old's in this decade creates smaller workforce soon; declining LFPR is making matters worse.
 - ▶ How can we attract more prime workers to the county?
- ▶ Possible large decline in youth population this decade portends smaller workforce down the road
 - ▶ Is lack of affordable childcare behind the continued birth dearth?
 - ▶ How do we ensure this service is available and affordable?
- ▶ 75+ population expected to grow 40% in this decade and another 30% in the next.
 - ▶ Will there be the needed infrastructure and workforce to care for this population?



What are you
doing to change
your future?





Human Resources Division

County Board Orientation

Toni Hohlfelder, Human Resources Director

Executive Committee - October 15, 2024

County Board – November 12, 2024

What is Human Resources?

- **Our Human Resources:** The employees that make up our organization and provide our County services and programs.
- **Human Capital:** The skills, knowledge, and experience an employee possesses, viewed in terms of their value or cost to the County.



What is Human Resources?

- **Beyond On-boarding and Off-boarding:** Human Resources focuses on a number of major areas including:
 - Recruitment, onboarding and offboarding
 - Compensation and benefits
 - Training and organizational development
 - Labor relations
 - Employee relations
 - Performance management
 - Policy development and enforcement
 - Employee safety, wellness and work injury/accident management
 - Leave of absence management (FMLA or non-FMLA)
 - Risk analysis and management regarding a number of HR laws to reduce liability to the County
 - Employee engagement, satisfaction and morale
 - Document retention

Human Resources Division Mission & Vision Statements

Mission: Our mission is to provide support and guidance to county employees and elected officials while cultivating a collaborative environment where every employee has the opportunity to feel valued, be engaged and be empowered to contribute to the County's mission and community's success.

Vision: The Human Resources Division aspires to continuously build a strong, effective and efficient HR operations, systems and processes that:

- **H**arness the collective strengths and potential of every employee by working diligently to create a welcoming, productive, safe, healthy and fun culture.
- **U**phold, develop, implement and administer fair, consistent and compliant labor contracts, policies and procedures.
- **M**aximize organizational effectiveness and engagement by assisting leadership in attracting, developing, motivating and retaining skilled, passionate and positive employees.
- **A**dvocate for fair, consistent, equitable and innovative development, implementation and administration of compensation and benefits.
- **N**urture a culture of growth, trust and collaboration that encourages the overall well-being and engagement of our employees.

Why Should We Care About Our Human Resources?

\$27,207,941 budgeted 2024 wages
\$15,315,926 budgeted 2024 benefits
 \$42,523,867

34% of the Total 2024 Budget

\$126,122,210 total county budget for 2024



Information on this slide provided by the Finance Division

Why Should We Care About Our Human Resources?

Number of Chippewa County employees (our Human Resources) effective 9/30/24:

- | | | |
|------------------------------------|--------------------------------|--------------------|
| • General Municipal Employees: 419 | • Full Time: 378 | • 2016: 401 |
| • 13 vacancies | • Part Time: 6 | • 2018: 393 |
| • 8 additional RWC openings | • LTE: 49 | • 2020: 420 |
| • WPPA Employees: 20 | • Seasonal: 12 | • 2022: 431 |
| • 3 vacancies | • Total: 445 | • 2024: 445 |
| • Elected Officials: 6 | | |
| • Total: 445 | • County Board Supervisors: 21 | |
| | • Paid Committee Members: 52 | |

Human Resources Division

Joanna Hart – Human Resources Generalist – Leave Management (10/9/17)

- Leave of Absence Administration (FMLA, County Medical Leave, Personal Leave, etc.)
- Work Injury Administration and Workers' Compensation Claim Management
- Safety, Security and ID/Access Management
- ADA and Accommodation Administration
- Wellness (Health Assessments, Flu Shots, Employee Education, etc.)
- EEO Administration
- Employee Achievement Program (EAP) Coordination – REALiving
- Trained as a back up for new employee orientation as well



Human Resources Division

Kristy Ketterhagen– Human Resources Generalist – Onboarding (10/4/21)

- Recruitment
- Pre and Post Offer Testing
- New Employee Orientation and Training
- Benefit Administration / Annual Open Enrollment / COBRA Administration
- Payroll and ACA Compliance
- Employee Separation and Exit Process
- Unemployment Administration
- Document Retention Software



Human Resources Division

Kathy Zawacki – Human Resources Assistant (5/12/17)

- HR Reception
- Document Retention Management
- HR Office Management (bills, mail, supplies, etc.)
- ID Card and Access Processing
- New Hire Paperwork and HRIS entry
- Wellness Workgroup Member
- Payroll
- Recruitment



Human Resources Division

Toni Hohlfelder – Human Resources Director (5/11/15)

- Policy Development and Administration
- Employee Relations
 - Investigations
 - Employee Discipline
 - Management Consultation
- Labor Relations / Union Negotiations
- Compensation, Position Classification and Salary Schedule Management
- Civil Rights Compliance Officer, LEP Officer and Privacy Officer
- Interpret and Administer Applicable HR State and Federal Law and Administrative Codes
- Employee Engagement and Leadership Training



Performance Review Update

- We use the Laserfiche software each year for our performance review process.
- Performance review competencies:

Employee Evaluations	Supervisor Evaluations
Job Knowledge & Technical Competence	Job Knowledge & Technical Competence
Customer Service	Customer Service
Productivity & Results	Productivity & Results
Teamwork	Teamwork
	Adaptability & Facilitating Change
	Performance Management
	Coaching & Delegation

- Performance review ratings:

Poor demonstration of the competency
Fair demonstration of the competency
Solid demonstration of the competency
Excellent demonstration of the competency

Payroll and ACA (Affordable Care Act)

Payroll

- Bi-weekly payroll processing
- Payroll is submitted by department
- HR reviews all submissions for policy compliance
- Finance processes all payroll and all funds are direct deposited every other Friday

ACA

- Bi-weekly tracking of all hours worked by less than Full Time employees
- LTE (Limited Term Employees) are budgeted and approved to work a maximum of 975 hours
- PT (Part Time Employees) are budgeted and approved to work 1040 up to 1500 hours
- ACA requires consistent tracking to ensure compliance

Safety and Security

Keeping Safety Simple (Dustin Thompson)

- Safety Trainer
- Safety Policy and Procedure Review
- Works onsite 11 days a month typically
 - Highway 5 days a month
 - Courthouse 6 days a month
- Quarterly Review with DOA

Safety Work Groups

- Highway
- Courthouse Security / Elevated Threat
- Sheriff Department

Spotlight Videos – Why?

- To share information with potential applicants
- For employees and County Board Supervisors with a desire to learn
- For the public wishing to learn more about County Departments

Workers' Compensation

	YTD – 5/2024	2023	2022	2021	2020	2019	2018
Budget	\$671,128.00	\$564,556.00	\$550,104.00	\$554,071.00	\$540,932.00	\$529,758.07	\$505,631.00
Budget Actual	\$135,570.16	\$444,231.33	\$919,237.57	\$238,293.89	\$128,933.20	\$189,018.89	\$360,947.71
Total Paid	\$15,529.56	\$43,965.96	\$1,067,898.81	\$242,907.73	\$275,615.14	\$129,643.95	\$185,893.25
Total Recovery	-	-	\$339,948.50	-	\$1,000	\$265.00	\$4,073.42
Set Aside	\$39,225.43	\$106,247.51	\$805,309.51	\$0.00	\$0.00	\$0.00	\$0.00
Recordable Injuries	6	5	12	19	10	9	17
# of days lost	16	57	199	276	58	205	64
# of days restricted	37	274	86	266	276	246	281

- Notes regarding Set Aside estimated values above:
 - 2024: 5 claims remain open – 2 will soon close after final bills paid, 1 requires surgery in 2024, 2 still treating
 - 2023: 3 claims remain open – 2 will soon close after final bills paid, 1 requires surgery in 2024
 - 2022: 2 claims remain open – 1 will soon close after final bills paid, 1 claim still treating (long-term)

Labor Relations

WPPA Union Contract

- Current contract is effective 1/1/23 to 12/31/25
- Covers Field Services (Patrol and Investigators) and has 23 FTEs
- Traditional collective bargaining process
- Current contract was ratified on 12/16/22
- We will start negotiations for the next contract no later than the summer of 2025

General Municipal Employees in Field Services:

- Reserve Officers – 6
- Patrol Sergeants – 4
- Lieutenants – 2

Regulation and Labor Law Compliance

Examples Include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • ADA Amendments Act (ADAAA) and Reasonable Accommodations • Affordable Care Act (ACA) • Age Discrimination in Employment Act (ADEA) • CDL Drug /Alcohol Testing • Civil Rights Compliance (CRC) / Limited English Proficiency (LEP) • Consolidated Omnibus Budget Reconciliation Act (COBRA) • Discipline of Law Enforcement • Equal Employment Opportunity Commission (EEOC) • Equal Pay Act (EPA) | <ul style="list-style-type: none"> • Fair Labor Standards Act (FLSA) • Family Medical Leave Act (FMLA and WI FMLA) • Genetic Information Nondiscrimination Act (GINA) • Illegal Immigration Reform and Immigrant Responsibility Act (IIRAIRA) • Municipal Employee Relations Act (MERA) • Title VII of the Civil Rights Act • Uniformed Services Employment and Reemployment Rights Act (USERRA) • Voting Rights Act • Workplace Records and Reporting Requirements • WI Caregiver Rules (WCL) and Regulations |
|--|--|

Example of How Data Can Be Misleading

Springbrook report for 2015 showed:

- 96 new employees in 2015
- 32 employees terminated in 2015
- 33% turnover in new employees was calculated (*if no further research into the data is conducted*)

After researching the data, here were the new findings:

- 17 of the “new and terminated employees” in 2015 were interns or seasonal employees
- 4 of the 32 “employees terminated” did not actually terminate employment; they changed status from LTE to Full Time
- 2 of the “new employees” only had new employee numbers created in the system; so they were not new employees to the County

Summary of 2015 Springbrook data after research was completed:

- 94 new employees in 2015
 - 17 were interns or seasonal employees
- 9 of the 94 “new employees” hired in 2015 terminated in 2015 and equals a 10% turnover rate, not 33%

Advertising / Recruitment Trends

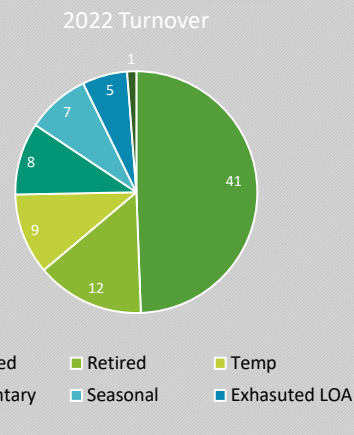
Year	Number of Recruitments	Number of Re-runs
2019	65	10
2020	72	13
2021	62	10
2022	94	18
2023	98	17
As of 9/16/2024	63	36

2022 Turnover Data

- 83 employees separated from Chippewa County in 2022
- 41 resigned (49%)
- 12 retired (14%)
- 9 Temp - COVID (11%)
- 8 Involuntary (10%)
- 7 seasonal (8%)
- 5 Exhausted Leave of Absence (6%)
- 1 Death (1%)

- Turnover Rate: 19.44% (not including seasonals or Temps 15.7%)

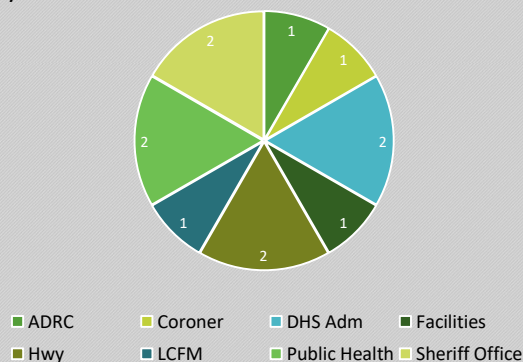
- 94 Public Recruitments conducted



2022 Turnover Data, cont.

Retiree Feedback

- 12 of 83 (14%) employees retired from Chippewa County in 2022
 - ADRC – 1
 - Coroner – 1
 - DHS Admin – 2
 - Facilities – 1
 - Highway – 2
 - LCFM – 1
 - Public Health – 2
 - Sheriff Office – 2

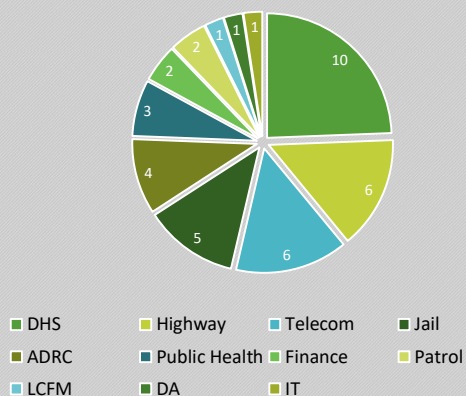


2022 Turnover Data, cont.

Voluntary Resignation Feedback

- 41 of 83 (49%) employees resigned from Chippewa County in 2022

- DHS – 10
- Highway - 6
- Telecom – 6
- Jail – 5
- ADRC – 4
- Public Health – 3
- Finance – 2
- Patrol – 2
- LCFM 1
- DA – 1
- IT - 1



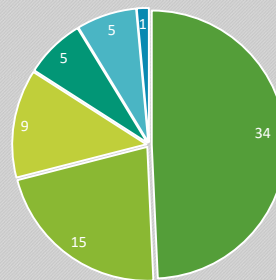
2022 Turnover Data, cont.

Summary of Reason Provided During Exit Interview – Voluntary Resignation

- 15 – Accepted a new position for various reasons (not pay)
- 8 – Pay (received new position at higher pay and in some cases, at former position)
- 4 – Relocated for various reasons
- 4 – Couldn't meet the hours expectation / burnt out due to hours
- 3 – Was in the middle of coaching/discipline and choose to exit before a termination
- 2 – Night shift was too hard
- 2 – Went back to school
- 1 – Lack of opportunity for growth
- 1 – Temporary position
- 1 - Unknown

2023 Turnover Data

- 69 employees separated from Chippewa County in 2023
- 34 resigned (49%)
- 15 retired (22%)
- 9 seasonal (13%)
- 5 Temp - COVID (7%)
- 5 Involuntary (7%)
- 1 Death (1%)



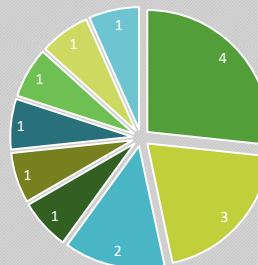
■ Resigned ■ Retired ■ Seasonal ■ Temp ■ Involuntary ■ Death

- Turnover Rate: 16.7% (not including seasonals 14.5%)
- 98 Public Recruitments conducted

2023 Turnover Data, cont.

Retiree Feedback

- 15 of 69 (22%) employees retired from Chippewa County in 2023
 - Jail – 4
 - ADRC – 3
 - Highway- 2
 - DHS – 1
 - Telecom - 1
 - Facilities – 1
 - Parks – 1
 - Public Health – 1
 - Sheriff – 1



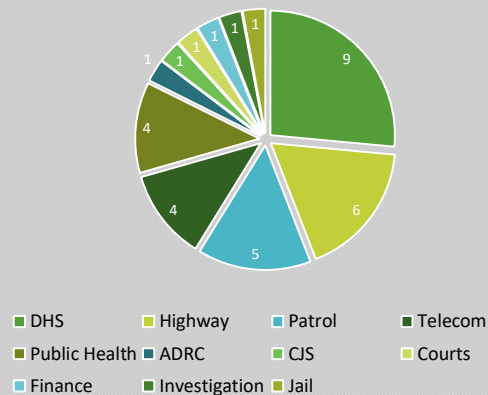
■ Jail ■ ADRC ■ Highway
■ DHS ■ Telecom ■ Facilities
■ Parks ■ Public Health ■ Sheriff

2023 Turnover Data, cont.

Voluntary Resignation Feedback

- 34 of 69 (49%) employees retired from Chippewa County in 2023

- DHS – 9
- Highway – 6
- Patrol – 5
- Telecom – 4
- Public Health – 4
- ADRC – 1
- CJS – 1
- Courts – 1
- Finance – 1
- Investigation – 1
- Jail – 1



2023 Turnover Data, cont.

Summary of Reason Provided During Exit Interview – Voluntary Resignation

- 14 – Accepted a new position for various reasons (not pay)
- 4 – Pay (received new position at higher pay and in some cases, at former position)
- 5 – Relocated for various reasons
- 2 – Shift issues
- 2 – Went back to school
- 2 – No call no show
- 2 – Was in the middle of coaching/discipline and choose to exit before a termination
- 1 – Due to dispute with co-workers
- 1 – Lost election
- 1 – Unknown

Advertising / Recruitment Trends

Year	Number of Recruitments	Number of Re-runs
2019	65	10
2020	72	13
2021	62	10
2022	94	18
2023	98	17
As of 9/16/2024	63	36

2011 - 2023 Turnover Data Summary

Turnover by Years of Service

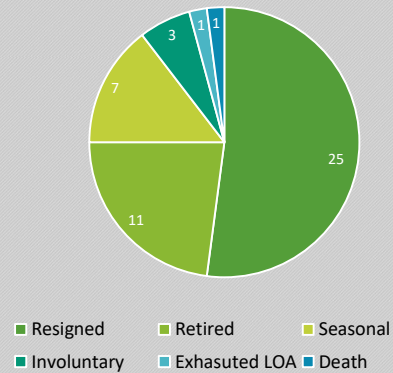
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Grand Total	
0-5 Years	36	18	26	43	44	60	51	41	56	56	60	66	47	604	65.10%
6-10 Years	6	6	5	6	9	11	9	6	5	8	5	5	10	91	10.10%
11-20 Years	8	16	3	3	16	9	4	2	11	5	2	5	3	87	10.50%
21+ Years	8	19	9	15	8	13	9	3	8	9	7	7	9	124	14.30%
Grand Total	58	59	43	67	77	93	73	52	80	78	74	83	69	906	
Turnover	14.61%	14.60%	11.44%	16.54%	19.20%	23.37%	18.58%	12.81%	19.28%	18.48%	17.79%	19.44%	16.71%	20.39%	
Ave Total	397	404	376	405	401	398	393	406	415	422	416	427	413	4,443	

2024 Turnover Data – as of 9/24/24

- 48 employees separated from Chippewa County in 2024 so far
- 25 resigned (52%)
- 11 retired (23%)
- 7 seasonal (15%)
- 3 involuntary (6%)
- 1 Exhausted Leave of Absence (2%)
- 1 Death (2%)

- 63 Public Recruitments conducted

2024 Turnover



Questions, Comments, or Concerns



Monthly Statements of Claim Filed with the County Clerk



County ordinance states the County Clerk shall report at the next session of the Board all statements of claim filed in the Clerk's Office since the last Board meeting. The ordinance language is included below for reference. Also attached for reference is the process for handling claims against the County.

Please note: This information is being provided as a report only. There will be no discussion or official action taken at this time regarding this matter. If you have additional questions, please contact the Corporation Counsel Division for assistance at 715-726-4595.

Ordinance Sec 2-60. Meetings of the County Board

(l) Claims.

- (1) Any person having a demand or claim against the county shall make such demand or claim by following the procedure prescribed by Wis. Stats. § 59.64 and shall make out a statement thereof in writing pursuant to Wis. Stat. §59.07 and file the statement with the clerk pursuant to Wis. Stat. §893.80 (1)(b).
- (2) Such claims shall be referred to the Corporation Counsel. The County Clerk shall report at the next session of the Board all claims filed in the Clerk's Office since the last County Board meeting, as set out in Wis. Stat. §59.64.
- (3) Payment of claim against county. The Executive Committee is authorized to settle claims not to exceed \$10,000 as provided in Wis. Stats. §59.52(12)(a). The Corporation Counsel is authorized to settle claims not to exceed \$500 as provided for in Wis. Stats. §59.52(12)(b). When any claim against the county is allowed by the Board, it shall be the duty of the clerk to prepare a warrant or order on the treasurer for payment of the claim, such warrant or order to be signed by the clerk and countersigned by the Administrator.

Claims Submitted to the County Clerk Since the Last County Board Meeting

County Board Meeting: January 14, 2025

Claimant	Date Filed	Amount of Claim	Type of Claim	Department Involved
Saira Caneff	12/9/2024	\$179.35	Vehicle	Highway
Kaitlin Witt		\$9,992.85	Vehicle	Highway



Process for Handling Claims Against the County

WMMIC – Wisconsin Municipal Mutual Insurance Company

- Chippewa County is part owner of the insurance company, Wisconsin Municipal Mutual Insurance Company (WMMIC), which provides liability protection to the county. This includes general liability, auto and public official's errors and omissions coverage along with actions such as employment practices, auto accidents, law enforcement liability, ministerial and discretionary acts completed by our employees and elected officials.
- Chippewa County has been a founding member since WMMIC was formed in 1988.

Deborah Blevins – Corporation Counsel Legal Assistant

- In addition to general duties with the Corporation Counsel office, Blevins manages the liability insurance for Chippewa County.
- Since 2019, Blevins has served as Chippewa County's official representative with WMMIC and also serves as a member of the WMMIC Claims Committee.
 - Attends WMMIC's quarterly meetings and yearly board meetings.
 - At the quarterly meetings, all members are present for each committee meeting (Claims, Underwriting, Finance, and Board of Directors), thereby affording everyone a clear understanding of what is happening within WMMIC.
- Processes and administers all claims (personal injury, vehicle, volunteer, etc.) for County (except workers comp)
- Drafts/Presents resolutions for allowance/disallowance of claims to Executive Committee and County Board
- Works with insurance carriers to recover funds for damages caused by third parties (prepare small claims actions).

Chippewa County Ordinance

Ordinance Sec 2-60(l)(3) Meetings of the County Board:

- Payment of claim against county. The Executive Committee is authorized to settle claims not to exceed \$10,000 as provided in Wis. Stats. §59.52(12)(a). The Corporation Counsel is authorized to settle claims not to exceed \$500 as provided for in Wis. Stats. §59.52(12)(b). When any claim against the county is allowed by the Board, it shall be the duty of the clerk to prepare a warrant or order on the treasurer for payment of the claim, such warrant or order to be signed by the clerk and countersigned by the Administrator.

Resolutions to Allow or Disallow a Claim

- When claims are brought to the Executive Committee/County Board for allowance or disallowance, the matter has been thoroughly investigated by Blevins and the WMMIC Claim Representative. Discussions on the matter have taken place and relevant state statutes have been reviewed with regard to liability, if any, for the County.
- Notices of claim are presented to the County Clerk who then forwards them to Blevins. From there Blevins enters the claim into the system for the insurance company who then assigns an adjuster. WMMIC will then research it and provide a recommendation.
- If the County Board approves disallowing a claim, that simply limits the amount of time the claimant has to file a lawsuit, it does not otherwise prohibit the claimant from filing a lawsuit. The timeline for filing a lawsuit reduces from the time allowed under the applicable statute of limitations for the particular claim down to 6 months.

Risk/Consequences of Not Following WMMIC's Recommendation

If Chippewa County does not follow the recommendations of the Wisconsin Municipal Mutual Insurance Company (WMMIC), several concerns could arise:

- **Increased Financial Exposure:** Failure to comply with WMMIC's recommendations may leave the county vulnerable to costly lawsuits and liability claims. This could significantly increase the county's financial burden, as WMMIC may not cover claims if the county is found to have neglected risk management advice.
- **Loss of Liability Coverage:** If Chippewa County repeatedly ignores WMMIC's advice, there is a risk that the county could lose its coverage or face higher premiums, affecting its ability to secure adequate insurance in the future.
- **Potential Legal Consequences:** Ignoring WMMIC's guidance could result in non-compliance with state laws or regulations, exposing the county to legal penalties or sanctions.
- **Strain on County Resources:** Without proper coverage or by facing more claims, the county's resources could be diverted away from other important services to handle litigation or pay for damages out of pocket.

It is essential that Chippewa County maintain alignment with WMMIC's recommendations to mitigate these risks and protect both the county and its employees.

STATEMENT OF EXPLANATION

Resolution No. 01 - 25

**RES. 01-25: RESOLUTION TO APPROVE UP TO \$2,628,217.00 TO BE
ADDED TO GRANT CONTRACT NO. HSG 24-07 BETWEEN THE STATE OF
WISCONSIN AND CHIPPEWA COUNTY TO BE UTILIZED BY HOPE
VILLAGE TO BE USED FOR A CONVERSION PROJECT TO CREATE
ADDITIONAL AFFORDABLE HOUSING - JESSICA MUDGETT**

1 Passage of this resolution will assist the non-profit organization, Hope Village in
2 converting an existing motel in Chippewa Falls into affordable housing. The funds will be used
3 for acquisition and conversion/rehabilitation as well as administration. Conversion projects are
4 an eligible activity under the CDBG Regional Housing Contract. The State of Wisconsin, Division
5 of Energy, Housing, and Community (DEHCR) resources has advised Chippewa County, who is
6 the lead county for the West Central Wisconsin CDBG Region, that the county may request
7 additional funds to assist in conversion projects. DEHCR has proposed amending the existing
8 Chippewa County CDBG Regional contract adding these funds to specifically be utilized for one
9 project through Hope Village to convert an existing motel into affordable housing. The State of
10 Wisconsin indicates that amending the existing contract to include the specific funding for Hope
11 Village is the best way to assist with this project.

12 Hope Village has indicated an interest in assisting their clients living in tiny homes who
13 struggle to find affordable and open units upon exiting their program. Hope Village would
14 convert motel rooms into single room occupancy rental units by adding a kitchenette to each
15 room. They would also complete all necessary repairs, such as upgrading electric and plumbing
16 to meet code, and any other health and safety concerns found.

17 On September 10, 2024, the County Board approved Resolution 39-24, which authorized
18 the Chippewa County Housing Authority to request that the CDBG Regional contract with
19 DEHCR be amended to include an additional \$1,500,000 of grant funding to be used to assist
20 Hope Village with this conversion project as set out above. Since that resolution was approved,
21 the DEHCR has informed the Housing Authority that they want to adjust the amount of grant
22 funds to allow Hope Village to convert all units of the motel they are purchasing. Assuming that
23 the DEHCR is able to fully fund this conversion project, the total amount for the grant would
24 increase to approximately \$2,628,217.00, instead of the \$1,500,000.00 that the County Board
25 already approved.

26 This addition to the Regional CDBG grant will provide 27 additional housing units in
27 Chippewa Falls that will not only be utilized both by Hope Village clients, but also by others in
28 the community needing one level, efficiency units that are affordable.
29

Resolution No. 01 - 25

**RES. 01-25: RESOLUTION TO APPROVE UP TO \$2,628,217.00 TO BE ADDED TO GRANT
CONTRACT NO. HSG 24-07 BETWEEN THE STATE OF WISCONSIN AND CHIPPEWA COUNTY TO
BE UTILIZED BY HOPE VILLAGE TO BE USED FOR A CONVERSION PROJECT TO CREATE
ADDITIONAL AFFORDABLE HOUSING - JESSICA MUDGETT**

WHEREAS, the West Central Wisconsin Community Development Block Grant Region was formed in 2012 to administer Community Development Block Grant (CDBG) funds on a regional basis; and

WHEREAS, Chippewa County is the lead county in the West Central Region for administration of the CDBG contract with the State of Wisconsin and the Chippewa County Housing Authority is the agent for Chippewa County for administration of the CDBG funds across the Region; and

WHEREAS, on September 10, 2024, the Chippewa County Board of Supervisors approved Resolution 39-24, which authorized adding an additional \$1,500,000 of CDBG funding for the West Central Region to be utilized by Hope Village for an affordable housing conversion project to convert motel rooms to affordable housing units; and

WHEREAS, to receive the additional grant funding, Resolution 39-24 authorized amending the current CDBG Grant Contract No. HSG 24-07 with the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources (DEHCR) to increase the amount of CDBG funding by \$1,500,000 to assist Hope Village with the conversion project; and

WHEREAS, the DEHCR has now advised the Chippewa County Housing Authority that after the previous addition of \$1,500,000 to the West Central Region's grant, there are still additional funds available that could assist Hope Village in converting all 27 units of the motel into housing; and

WHEREAS, that additional funding could again be provided by amending the existing CDBG Grant Contract No. HSG 24-07 to increase the amount of the housing conversion grant funding to \$2,628,217.00; and

WHEREAS, this addition to the Regional CDBG grant would provide 27 additional affordable housing units in Chippewa Falls that will not only be utilized both by Hope Village clients, but also others in the community in need of one level, efficiency units that are affordable; and

WHEREAS, to effectuate receipt of this additional grant funding from DEHCR for this conversion project, the County Board must approve the preparation and filing of an

amendment to the current West Central Region CDBG contract;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve and authorize the Chippewa County Housing Authority to prepare an application to amend the Grant Contract No. HSG 24-07 to receive additional CDBG funding up to \$2,628,217.00 (inclusive of the \$1,500,000, previously approved in Resolution 39-24) to be used by Hope Village for the conversion project as set out above and in Resolution 39-24; and

BE IT FURTHER RESOLVED, that the County Board Chair is hereby authorized to sign all necessary documents on behalf of the County to effectuate the amendment to Grant Contract No. HSG 24-07 to receive total additional funding up to \$2,628,217 (inclusive of the \$1,500,000, previously approved in Resolution 39-24) to be used by Hope Village to convert motel rooms into affordable housing units.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution.

01/14/2025 County Board

RESULT: APPROVED [18 TO 1]

MOVER: James Flater, District 1

SECONDER: Pamela Guthman, District 2

AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Ives

NAYS: Joseph Roshell

ABSENT: George Rohmeyer, Brian Flynn

History:

12/17/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

12/3/2024

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

12/4/2024

Randy B. Scholz
Randy B. Scholz, County Administrator

12/4/2024

STATEMENT OF EXPLANATION

Resolution No. 02 - 25

**RES. 02-25: RESOLUTION TO APPROVE THE 2025 WORK PLAN OF THE
FOREST AND TRAILS DIVISION OF THE DEPARTMENT OF LAND
CONSERVATION AND FOREST MANAGEMENT AND TO AUTHORIZE THE
COUNTY FOREST ADMINISTRATOR TO APPLY FOR A COUNTY FOREST
ADMINISTRATION GRANT FROM THE STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES - MATT HANSEN**

1 Approval of this resolution will adopt an annual work plan for the Forest and Trails
2 Division of the Department of Land Conservation and Forest Management in 2025, in
3 accordance with § 28.11(5)(b), Wis. Stats., and will authorize the County Forest Administrator
4 to apply for a grant in the amount of \$62,671.96 from the Wisconsin Department of Natural
5 Resources. The grant is needed to accomplish the work specified in the plan.

6 The County Forest Administration Grant will be used in accordance with § 28.11(5m),
7 Wis. Stats., to fund 50% of the County Forest Administrator's salary and fringe benefits, as well
8 as 50% of the County's annual dues to the Wisconsin Forest Association. Chippewa County has
9 used this funding source, on an annual basis, to offset forest management operational
10 expenses for several decades.

11

Resolution No. 02 - 25

**RES. 02-25: RESOLUTION TO APPROVE THE 2025 WORK PLAN OF THE FOREST AND TRAILS
DIVISION OF THE DEPARTMENT OF LAND CONSERVATION AND FOREST MANAGEMENT AND
TO AUTHORIZE THE COUNTY FOREST ADMINISTRATOR TO APPLY FOR A COUNTY FOREST
ADMINISTRATION GRANT FROM THE STATE OF WISCONSIN DEPARTMENT OF NATURAL
RESOURCES - MATT HANSEN**

WHEREAS, counties having lands entered as "County Forest Lands" under the provisions of § 28.11(4), Wisconsin Statutes may annually receive from the Wisconsin Department of Natural Resources:

1. A grant of up to 50% of the actual salary and up to 50% of the fringe benefit costs of a County-employed professional forester in the position of County Forest Administrator.
2. A grant of up to 50% of the County's annual dues to the nonprofit Wisconsin County Forest Association which provides leadership and counsel to County Forest Administrators and functions as a liaison to the Wisconsin Department of Natural Resources; and

WHEREAS, to qualify for the aforementioned grant, an annual work plan is required to be approved by the County Board and submitted to the Wisconsin Department of Natural Resources, in accordance with § 28.11 (5)(b), Wis. Stats.; and

WHEREAS, the County Board approved 2025 Budget includes anticipated revenue from a County Forest Administration Grant in the amount of \$62,671.96 to be used to offset expenses relating to the County Forest Administrator Position and for dues to the Wisconsin County Forest Association;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve the attached 2025 Annual Work Plan of the Forest and Trails Division of the Department of Land Conservation and Forest Management; and

BE IT FURTHER RESOLVED, that pursuant to §28.11, Wis. Stats., the County Forest Administrator is hereby authorized and directed to complete and submit required application materials for the aforementioned County Forest Administration Grant in the amount of approximately \$62,671.96 to the Wisconsin Department of Natural Resources.

Forwarded to the County Board by the Land Conservation and Forest Management Committee.

FINANCIAL IMPACT:

There are no unbudgeted costs associated with this resolution. The \$62,671.96 grant funding will be used as set out in the resolution.

01/14/2025 County Board

RESULT: APPROVED [UNANIMOUS]

MOVER: James Flater, District 1

SECONDER: Pamela Guthman, District 2

AYES: Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives

ABSENT: George Rohmeyer, Brian Flynn

History:

12/18/24 Land Conservation & Forest Management Committee FORWARD TO
COUNTY BOARD

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

12/9/2024

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

12/9/2024

Randy B. Scholz

Randy B. Scholz, County Administrator

12/9/2024

2025 ANNUAL WORKPLAN FOR THE FOREST AND TRAILS DIVISION OF THE CHIPPEWA COUNTY DEPARTMENT OF LAND CONSERVATION AND FOREST MANAGEMENT

The Forest and Trails Division of the Department of Land Conservation and Forest Management is responsible for management of the County Forest and various recreational trails distributed throughout the county. LCFM will work in collaboration with:

- Wisconsin Department of Natural Resources (DNR).
- Chippewa County Highway Department on road and equipment maintenance.
- User groups and volunteers to maintain and develop recreational trails.
- Private contractors to complete necessary projects that are beyond staff capacity.

Staffing and Labor Resources available in 2025 include:

Forest and Trails Division

County Forest Administrator – Full Time

Assistant County Forest Administrator – Full Time

Annual Forest & Trails Maintenance Technician– Part Time, 975 hours

Seasonal Forest & Trails Maintenance Technician– Part Time, 975 hours

DNR Forestry Staff

County Forest Liaison directed tasks - 1048 hours

Non-Forest & Trails LCFM Staff

FTE Department Director ~330

FTE Accountant ~ 500

Office Administrator ~200

Environmental Engineer ~ 100

SECTION A. FOREST RESOURCE MANAGEMENT

I. Timber Sale Establishment

In 2025 LCFM will again set a goal of establishing approximately 800 acres of new timber sales. Reconnaissance data from the Wisconsin Forest Inventory and Reporting System (WisFIRS) will assist in identifying stands suitable for management. Actual acreage will vary depending on site inspections of individual stands and determination of silvicultural needs. The following chart lists anticipated acreages to be established within each compartment:

2025 harvest acres scheduled by compartment in WisFIRS																	
Compartment	2	3	4	5	6	7	8	10	11	12	13	14	21	22	23	25	26
Acres	17	80	19	45	33	31	68	35	18	7	21	7	25	123	45	55	32
Compartment	27	28	29	30	31	32	33	34	35	36	37	38	40	41	43	44	45
Acres	127	27	96	38	15	65	23	51	16	7	28	54	29	32	96	99	91
Total scheduled acreage for 2025 is 1,555																	

Anticipated timber sales in 2025 will include two public bid openings to be held in May and November of approximately 8-10 sales, managing 400+/- acres in both sale offerings. If currently established ash sales get contracted another Swamp Hardwood timber sale may be established to mitigate losses EAB.

Non-Commercial Timber Stand Improvement (TSI) activities will include:

1. Testing the effectiveness of TSI techniques and assessing the feasibility of contracting out herbicide or mechanical treatment to release oak from competition in recently regenerated stands. Once treatment recommendations and cost estimates are created the financial implications of contracting TSI treatments can be presented to the Committee.
2. Release of small pockets of oak, hemlock and white pine regeneration through mechanical or herbicide TSI treatment occurs across the forest as sales are established and time allows.
3. Scarification using a dozer straight blade or dragging anchor chains to promote oak regeneration.
4. Treatment of invasive species where known locations exist and control is feasible.

II. Timber Sale Administration

Year-round timber sale administration is an essential part of County Forest management. Administration includes: sale inspections, scaling wood, correspondence with contractors, stumpage record entries and deposits, road layout, calculation and payment of town and state severance allotments, reporting harvest volumes, preparing contracts and extensions.

Weather, market conditions, and harvest restrictions influence contractor's ability to complete contracted timber sales. Staff will assist logging contractors attempting to complete contracts in a timely manner.

After bids were awarded at the November Committee meeting, dependent on contractors finishing up work, there will be approximately 41 timber sales under contract containing approximately 2,231 acres of timber to be harvested. The budgeted timber sale revenue for 2025 is \$676,709.00.

III. Forest Inventory and Reconnaissance

Field reconnaissance is used to assess geographical, structural and compositional attributes of forest resources. Forest inventory data is collected, stored and updated systematically and stored in WisFIRS. The database is used to analyze existing resources, evaluate management alternatives and assist in the development and implementation of short and long-term management plans.

Efforts over the last several years have improved the quality of the information WisFIRS uses to schedule forest management activity. The County will continue to improve management planning by improving the reporting of work planned and accomplished in WISFIRS.

Though several stands have been evaluated on an individual basis 2019 was the last year the County conducted comprehensive reconnaissance of oak regeneration. In all stands which have had the first harvest of a shelterwood silvicultural system WDNR and County and DNR staff will evaluate regeneration and site preparation or timber stand improvement needs.

IV. County Forest Roads and Access Trails

Permanent Primary Roads

1. Assume lead responsibility to conduct county forest road certification and administer County Forest Road Aids from the State Department of Transportation.
2. Utilize County Highway Department to complete grading and major repairs of certified county forest roads. LCFM will assist with minor repairs and maintenance by mowing ROWs.
3. Replace culverts as necessary within budget limits.

Permanent Secondary and Temporary Roads

1. Regularly provide custodial maintenance of the County Forest to control litter, illegal dumping, graffiti, and vandalism in the County Forest. Conduct routine inspections to identify unauthorized motor vehicle use, areas of excessive erosion, failing culverts and other maintenance needs. Conduct limited grading to repair damage and install best management practices where needed.
2. Mow the following areas: Mud Creek Trail (~ 2.0 miles), Hickory Ridge Ski/Horse Trail Systems (~16 miles), Harold Walters Memorial Forest/River Road Ski Trail (~3.4 miles), Kempers Woods (~2 miles), Pine Harbor Woods (~1 mile), and Yellow River Woods (~1 mile).
3. Mow secondary access roads subject to motor vehicle use under frozen ground conditions: Ruby Game Trail (~4.6 miles), Tealey Creek Game Loop (~3.2 miles),
4. Work in cooperation with the Sheriff's Dept., DNR Conservation Wardens, and Corporation Counsel to enforce motor vehicle use laws, illegal dumping, and other property damage violations.

V. County Forest Special Use Units & Type B Tax Deed Parcels

State Statutes (Chapter 28.11(4)) allow for the designation of certain properties as "County Forest Special Use". The Forest & Trails Division manages seven (7) properties totaling 1,614 acres with such designation. These properties are not suited primarily for timber production and do not lie within the Blocking Boundary. Special Use lands are suitable for scenic value, outdoor recreation, public hunting and fishing, water conservation, and other multi-use activities.

Chippewa County Forest Special Use Units include:

- | | |
|------------------------------|---|
| 1. Pine Harbor (Campground) | 2. Kempers Woods |
| 3. Gilberts | 4. Harold E. Walters Memorial Forest |
| 5. Round Lake (Day Use Park) | 6. Otter Lake (Campground & Day Use Park) |
| 7. Yellow River | |

Chippewa County Policy 308 assigns management responsibility for the 20 scattered Type B Tax Deed parcels to the Land Conservation & Forest Management Department. Parcel sales are managed by the Planning & Zoning Department. Chapter 16 of the Code of Chippewa County regulates the use of those parcels with the same regulations as the County Forest. Staff are working to implement the management recommendations made by the Committee in 2022.

Planned Activities:

1. Establish and administer timber sales, maintain and improve access roads.
2. Continue to update maps, website information and signs for non-Parks properties.
3. Facilitate local volunteers performing trail maintenance and improvement projects.

VI. Fish and Wildlife Management

1. Encourage volunteers, trappers and other conservation organizations to assist in the inspection, operation, and maintenance of wildlife flowages, including impoundment mowing, repair, and beaver detritus removal.
2. Assist LCFM Engineering staff in dam failure analysis of Low Hazard Large Dams.
3. Seed steep areas of landings and roads to provide wildlife habitat and resist invasive plant species.
4. Analyze aspen species composition and continue to modify rotation ages to maximize habitat management (i.e. early entry and extended rotations where appropriate).

VII. Surveying and Boundary Line Establishment

1. Locate and mark private property lines as requested by private landowners or for timber sales.
2. Request assistance from County Surveyor to identify boundaries and resolve encroachments.

VIII. Land Acquisition

1. Consider land acquisitions within and adjacent the County Forest Blocking Boundary on an ongoing basis. Pursue funding from DNR Knowles-Nelson Stewardship Grant Program and other sources when purchases are proposed.
2. Encourage State Natural Areas program staff to expand the Ohmart Wetlands and Tealey Creek Cedars SNAs with previously purchased County Forest properties.

IX. Invasive Species

1. Use control measures on garlic mustard and buckthorn in select sites within forest stands, along the ATV trail and adjacent the Deer Fly Trail.
2. Spray wild chervil along the Old Abe Trail from Hwy S to the Wissota Bridge and inspect the entire trail for invasive species.
3. Work to raise awareness and facilitate user groups' capacity to identify, monitor, and control invasive species in the County.
4. Swamp Hardwoods management to mitigate losses due to Emerald Ash Borer.

SECTION B. RECREATIONAL TRAILS

Recreational trails contribute to the community's quality of life, improves public health and promotes tourism. The Forest & Trails Division is responsible for the planning, development and coordination trail maintenance efforts. Tasks are accomplished through organized user groups, individual volunteers, third party service contracts and staff maintenance.

Planned Activities

1. Old Abe State Trail:

- A. Conduct the maintenance of 20 miles of trail, including tree removal, mowing, surface repair, sweeping, bridge maintenance, signing and trail pass sales.
- B. Coordinate with volunteers to mow and maintain approximately 6 miles of horseback trail adjacent to the paved trail.
- C. Install picnic tables at the Anson Trailhead.
- D. Coordinate maintenance of the Anson Trailhead pit toilets with Lake Wissota State Park.
- E. Enroll and coordinate users under the County Volunteer Policy.

2. Bike Trails & Riverview Reserve:

- A. Conduct maintenance of 1.7 miles of bike and pedestrian trails at Riverview Reserve.
- B. Permit the annual FOHRT mountain bike race at the Hickory Ridge Bike Trail system.
- C. Apply for a grant to construct a warming house and storage shed at the Hickory Ridge trailhead.
- D. Enroll and coordinate users under the County Volunteer Policy.

3. Snowmobile Trails:

- A. Facilitate the Chippewa Valley Snowmobile Organization (CVSO) efforts to improve and maintain approximately 427 miles of state-funded snowmobile trails.
- B. Administer DNR grant funding; snowmobile trail maintenance, supplemental funding, and bridge projects. Administer associated grant contracts in cooperation with CVSO.
- C. Cooperate with the CVSO to complete requests for additional funded trails.
- D. Enroll and coordinate users under the County Volunteer Policy.

4. ATV Trails:

- A. Facilitate the Chippewa Valley ATV Council (CVATVC) efforts to improve and maintain approximately 23 miles of state funded ATV trail.

- B. Coordinate with the Highway Department to maintain 8 miles of TROUTE.
- C. Assist CVATVC with maintenance of trailheads and toilet facilities.
- D. Administer DNR grant funding for ATV/UTV Trail and TROUTE Maintenance.
- E. Renew and implement the maintenance agreement maintenance of County Forest ATV Trails.
- F. Enroll and coordinate users under the County Volunteer Policy.

5. Ice Age National Scenic Trail:

- A. Facilitate the Ice Age Trail Alliance (IATA) efforts to improve and maintain 19 miles of trail located in the County Forest.
- B. Facilitate efforts to reduce road use and relocate onto sections that highlight glacial features.
- C. Permit the annual Chippewa Moraine Ultra Marathon on the Ice Age Trail.

6. Horse Trails:

- A. Facilitate the Chippewa Valley Trail Riders efforts to improve and maintain approximately 28 miles of horseback riding trail.
- B. Empty manure collection bins and land spread per management plan.
- C. Enroll and coordinate users under the County Volunteer Policy.

7. Cross Country Ski Trails:

- A. Facilitate the Friends of the Hickory Ridge Trail efforts to maintain approximately 17 miles of high quality groomed trail.
- B. Permit the Powder Keg Race bike, ski and snowshoe at the Hickory Ridge Trail system.
- C. Mow and clear downed trees from the Hickory Ridge Ski Trails in early fall.
- D. Mow and clear downed trees from the River Road Ski Trail.
- E. Enroll and coordinate users under the County Volunteer Policy.

9. Boat Landings:

- A. Inspect and maintain landings on Bass Lakes #2 and #3, Hay Meadow Flowage #1, Horseshoe Lake, Townline Lake and Knickerbocker Lake.

SECTION 3. GENERAL ADMINISTRATION

1. Implement the 2021-2035 Chippewa County Forest Comprehensive Land Use Plan.
2. Manage workload to assure a safe working environment, adequate support and supervision for staff while implementing the Division work plan.
3. Monitor 2025 budget and prepare 2026 budget, including Capital Improvement Project requests.
4. Pursue private contracts for technical, construction and forestry services to increase productivity and efficiency in meeting work plan objectives.
5. Provide support to the Committee and County Board with development and implementation of policy relating to the County Forest, recreational trails, and Type-B tax deed parcels.
6. Respond to public inquiries regarding the County Forest and recreational trails.
7. Plan workload, recruit, train, and manage a new Annual Forest & Trails Maintenance Technician.
8. Improve website design to improve user experience and facilitate dissemination of information.
9. Cooperate with the Sheriff's Dept. to provide law enforcement in the County Forest.

STATEMENT OF EXPLANATION

Resolution No. 03 - 25

**RES. 03-25: RESOLUTION TO AUTHORIZE COMPENSATION AND
MILEAGE REIMBURSEMENT FOR UP TO 100 DAYS OF COMMITTEE
MEETINGS IN 2025 - RANDY SCHOLZ**

1 Passage of this resolution will authorize compensation and mileage reimbursement for
2 County Board Supervisors for attending committee meetings up to 100 days in 2025. Section
3 59.13(2)(b) of the Wisconsin Statutes limits the number of days for which compensation and
4 mileage may be paid to supervisors to 30 days per year in Chippewa County. However, the
5 County Board may increase the number of days for which compensation may be paid for
6 attendance at committee meetings by a 2/3 vote of the members present.

7 This resolution will allow any supervisor who attends more than 30 days of committee
8 meetings in 2025 to be compensated and to receive reimbursement for mileage. That
9 compensation and mileage reimbursement will be equivalent to that paid for the first 30 days
10 of committee meetings in 2025, as set out in Sec. 2-71 of the Chippewa County Code of
11 Ordinances.

12 This resolution was initially approved in 2018, in part due to the number of committee
13 meetings that supervisors were attending after the downsizing of the County Board in 2012
14 from 29 members to 15 members. This resolution was again approved by the County Board in
15 2019, 2020, 2021, 2022, 2023, and 2024 to ensure compensation and mileage for committee
16 meetings attended beyond the 30 days set out in statute. If any of the supervisors attend more
17 than 30 days of committee meetings in 2025, payment for per diem and mileage will be
18 ensured by passage of this resolution.

19

Resolution No. 03 - 25

**RES. 03-25: RESOLUTION TO AUTHORIZE COMPENSATION AND MILEAGE REIMBURSEMENT
FOR UP TO 100 DAYS OF COMMITTEE MEETINGS IN 2025 - RANDY SCHOLZ**

WHEREAS, the number of committee meetings attended by each supervisor increased dramatically after the downsizing of the County Board in 2012 from 29 members to 15 members; and

WHEREAS, the County Board size increased from 15 members to 21 members effective in April 2022; and

WHEREAS, it is unclear at this time what the number of member meetings each supervisor will need to attend in 2025 and it has been the practice of the County Board since 2018 to ensure that each supervisor receives per diem and mileage for all meetings attended over the 30 days set out in the statute below; and

WHEREAS, Section 59.13(2)(b) of the Wisconsin Statutes, "Committees; Appointment; Compensation" states as follows:

(2) Except as provided under sub. (3), committee members shall receive such compensation for their services as the board allows, not exceeding the per diem and mileage allowed to members of the board and the committee members shall receive such compensation, mileage and reimbursement for other expenses as the board allows for their attendance at any school, institute or meeting which the board directs them to attend. No supervisor shall be allowed pay for committee service while the board is in session, nor for mileage except in connection with services performed within the time limited under this subsection. The number of days for which compensation and mileage may be paid a committee member in any year, except members of committees appointed to have charge of the erection of any county building, and except as otherwise provided by law, are limited as follows:

(b) In counties with a population of 25,000 or more, to 30 days for services on committees, except that the board may, by a two-thirds vote of the members present, increase the number of days for which compensation and mileage may be paid in any year and fix the compensation for each additional day.; and

WHEREAS, increasing the number of days for which compensation and mileage may be paid to supervisors will ensure that supervisors are appropriately compensated for the work that they do while serving on all the various assigned committees; and

WHEREAS, it is the recommendation of the Executive Committee that the number of days for which compensation is paid should be increased to 100 per year and that all days

reimbursed through per diem and mileage should be compensated in the same manner as compensation is currently paid pursuant to Sec. 2-71 of the Chippewa County Code of Ordinances;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby authorize that the number of days that supervisors are entitled to compensation for attending committee meetings is increased to 100 days per year for 2025; and

BE IT FURTHER RESOLVED, that the compensation for all days for service on committees over 30 days in 2025 shall be compensated in the same manner as the first 30 days of committee meetings were compensated, including reimbursement for mileage, pursuant to Sec. 2-71 of the Chippewa County Code of Ordinances.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

It is unclear what the fiscal impact will be to Chippewa County, but it is anticipated that the funds necessary to cover all per diems and mileage reimbursement of the County Board Supervisors were budgeted for 2025 based on per diem payment history.

01/14/2025	County Board
RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Gehring, District 4
SECONDER:	Jason Bergeron, District 7
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Ives
ABSENT:	George Rohmeyer, Brian Flynn

History:

01/07/25 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

12/9/2024

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

12/9/2024

Randy B. Scholz
Randy B. Scholz, County Administrator

12/9/2024

HR Policy Manual – Revisions

Pg 2 – Section 2	Break time clarification because we get calls that the policy doesn't clarify.
Pg 7 – Section 4	PTO Conversion - remove requirement for PTO to equal less than \$1,000.
Pg 9 – Section 9	Update military leave language to not require the County to pay for insurance after 30 days of deployment.
Pg 13-14 – Section 16	Update the demotion section to mirror what we do for Promotions and what the past practice has been.
Pg 16 – Section 19	Updated language to include the entire Sheriff Department and ensure Patrol Sgts and both Field Services Lt. who works second shift receive shift differential .
Pg 16 – Section 19	Shift differential – Updated language to clarify that it is only permitted to be recorded for regular and OT. It is not permitted when recording Comp, PTO, Holiday, Funeral Leave, etc.
Pg 18 – Section 33	Added language Expense Reimbursement Policy to prohibit use of a motorcycle, moped or bike for county business or to get reimbursement.
Pg 19-21 – Section 33	Update Expense Reimbursement Policy to remove WI Pocket Travel Guide and State of WI language from the reimbursement policy.
Pg 24 – Section 34	Update Vehicle Fleet Policy to increase insurance coverage required updated to 100K/300K/100K per recommendation by insurance expert for minimum coverage
Pg 31 – Section 39	Update working notice language if someone has unscheduled PTO during the working notice to require payment for PTO to be paid only after completion of the required notice period.
Pg 32 – Section 39	Update working notice language and allowable PTO to be used when giving a longer notice.
Pg 37 – Section 42	COBRA – k. Insurance Continuation. There was an update in 2019 to the WI Statute requires the update of health insurance coverage to law enforcement spouse and children. Also updating our SP
Pg 40 – Section 71	Safety on the Job Accidents: Section 71 (e) – Typo in the word First for Trifecta's hotline

HR Policy Manual – New Policies

- U. Reasonable Accommodation of Individuals' Known Limitations Related to, Affected by, or Arising Out of Pregnancy, Childbirth, or Related Medical Conditions (PWFA)
- V. Reasonable Accommodation of Individuals' Religious Beliefs and Practices
- W. Artificial Intelligence (AI)
- X. Job Descriptions
- Y. Children in the Workplace
- Z. PTO as a Reward or Prize

Chippewa County
Department of Administration
Human Resources Division



Human Resources Policy Manual



County Board Action/History

Adopted by the County Board 11/13/2012 and effective 1/1/2013

Revised and amended by the County Board on the following dates:

05/14/2013; 08/13/2013; 12/10/2013; 03/11/2014; 05/12/2014; 12/09/2014; 12/08/2015; 03/14/2017; 04/11/2017; 03/13/2018; 11/06/2018;
12/11/2018; 01/08/2019; 07/09/2019; 09/10/2019; 10/08/2019; 11/11/2019; 11/10/2020; 09/13/2022; 11/08/2022; 12/13/2022; 09/12/2023; 06/11/2024

**** NEW POLICIES ****

- U. Reasonable Accommodation of Individuals' Known Limitations Related to, Affected by, or Arising Out of Pregnancy, Childbirth, or Related Medical Conditions (PWFA)
- V. Reasonable Accommodation of Individuals' Religious Beliefs and Practices
- W. Artificial Intelligence (AI)
- X. Job Descriptions
- Y. Children in the Workplace
- Z. PTO as a Reward or Prize

U. Reasonable Accommodation of Individuals' Known Limitations Related to, Affected by, or Arising Out of Pregnancy, Childbirth, or Related Medical Conditions (PWFA) (add after Section 74- ADA Accommodations)

a. Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), the County will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the Company's operations.

b. PWFA Request

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the Human Resources Division. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

V. Reasonable Accommodation of Individuals' Religious Beliefs and Practices (add after Section the previous policy or 74- ADA Accommodations)

The County will attempt to reasonably accommodate an otherwise qualified applicant or employee with sincerely-held religious beliefs and practices who is able to perform the essential functions of the position, with or without reasonable accommodation, unless doing so would impose an undue hardship upon the County's business operations.

An applicant or employee who believes he or she needs a reasonable accommodation of a sincerely-held religious belief or practice should discuss the need for a possible accommodation with the Human Resources Division.

The County prohibits any form of retaliation for making a report in good faith about issues associated with reasonable accommodation of religious beliefs.

W. Artificial Intelligence (AI) (IT? or after Section 85- Social Media)

a. Purpose

To ensure compliance, promote ethical generative AI use and ensure confidentiality of protected or confidential County information.

With the increasing popularity of generative AI chatbots such as ChatGPT and Microsoft Copilot, it has become necessary to outline the proper use of such tools while working at the County. While we know that adopting new technologies assists the County in efficient operations, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use.

Our goal is to protect employees, clients, customers, consumers, contractors, and the County from harm.

b. Overview

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI chatbot include:

1. Emails and letters
2. Social media posts, reports and other publications
3. Policies and job descriptions
4. Spreadsheet calculations
5. Foreign language translations
6. Coding development or debugging
7. Document or information sorting
8. Outlines or summaries of internal or external information

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, consumer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be incomplete, incorrect, outdated, plagiarized, misleading or—in some cases—fabricated.

AI output should be closely reviewed and verified by the employee. Any inaccuracies or errors in the information will be the sole responsibility of the employee presenting or publishing it, not the AI platform that generated it.

c. Prior Authorization and Recordkeeping

Employees wishing to use generative AI chatbots shall notify their Department Head or designee prior to use. Employees shall notify them of what platform will be used and the purpose for the use.

Employees authorized to use an AI platform shall log the date or date ranges of such use, the purpose of the use, the AI platform used and brief description of the results of such used.

d. Requirements

Due to the risks associated with generative AI chatbots, limited use may be allowed while performing work for the County.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes.

County email addresses, credentials or phone numbers can be used to create an account with these technologies only after gaining prior approval from your Department Head or designee.

e. Acceptable uses of AI

1. Asking general-knowledge questions meant to enhance your understanding of a work-related topic
2. Brainstorming ideas related to projects you are working on
3. Creating formulas for Excel spreadsheets or similar programs
4. Developing or debugging code, to be verified before deployment
5. Drafting content for an email or letter
6. Entering Drafting employment-related ~~decisions~~content, including disciplinary actions, hiring, firing or promotions (as long as no identifying information is entered)

f. Prohibited Uses of AI

1. Automated screening or profiling of employees, candidates or resumes
2. Use that results in harm, bias, discrimination, insensitive, or fraudulent or deceptive acts or communications
3. Use that violates applicable law or exposes the County to legal liability
4. Use that violates any of the County's other HIPPA, Human Resources or Information Technology policies
5. Entering or inputting all of the following information into an AI platform, no matter the purpose for the following:
 - a). Confidential client, customer, consumer or company information
 - b). Private Health Information (PHI)
 - c). Names of customers, clients, consumers.
 - c.) Names of Chippewa County employees or unpaid individuals such as volunteers, interns, contractors, etc.
 - d.) Personal information that may be used to identify any individual (Including, for example, names, contact information, personal identifiers, employment history or personal characteristics such as age, race, religion, health, sex, sexuality or personal financial information.

X. Job Descriptions (add after Sect 82- Pers Files or Sect 60-Perf Reviews)

a. Purpose

To establish a standardized process for documenting the roles and responsibilities of employment positions within the County.

Job descriptions are important and useful tools for recruitment, employee orientation and training, performance evaluation and compensation administration.

b. Job Description Content

Each employee at Chippewa County shall have a job description. Job description documents shall contain the following content:

- Title, FLSA status, salary grade, title the position reports to, department and date of last update
- Job summary
- Job duties and responsibilities including administration functions and/or supervisory functions
- Listing of the position's customers and team members
- Qualification requirements including education and experience required or preferred
- Knowledge, skills and abilities needed to succeed in the position
- Common equipment knowledge needed
- Language, mathematical and reasoning abilities required
- Physical requirements and work environment by position

Job descriptions should be clear and concise and include the essential functions of the position.

c. Review or Changes to Job Description

It is a best practice to review the job description when a substantial change occurs and prior to each recruitment to ensure accuracy or that changes aren't necessary for the position, division or department.

Department Heads or managers shall review the job description as part of the annual performance review process and update the description as the position details evolve and to ensure accuracy. The Department Head or manager shall use the annual performance review to document that the annual review of the description has been completed. This process gives both the employee and the supervisor the opportunity to address any questions or expectations.

All suggested changes to the job description shall be made by starting with the saved Microsoft Word document job descriptions located on the County's crossdept (K:) drive or by requesting the document from the Human Resources Division. Then use the Review/Track Change feature in Microsoft Word to track and illustrate the suggested changes and email it the Human Resources Director or designee for discussion, review and approval.

d. Approval

All new or updated job descriptions require approval by the Human Resources Director or designee and shall be maintained by the Human Resources Division.

Y. **Children in the Workplace** (add after Section 83- Pets in the Workplace)

Employees are welcome to bring their children to visit their office or worksite with approval by the Department Head or designee, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times and not be placed under the supervision of other employees. Children are not permitted to assist the employee with work or use/ touch County property such as computers, equipment, supplies, etc. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Regular and/or extended presence of children during work hours is not permitted due to the potential for interruption of work, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks and/or potential legal liability. The workplace may not be used as an alternative to regular child care, and bringing children to the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and unable to attend school or day care may not be brought to the workplace.

The presence of the child may not disrupt the work environment or negatively affect the productivity of the employee who brought the child, the employee's colleagues, or County customers or clients.

Z. **PTO as a Reward or Prize** (add to Section 5- PTO after t. Optional Annual PTO Payout)

The County Administrator may approve providing PTO as a reward or prize to a PTO eligible employee. Offering PTO as a prize or a reward is a creative way to acknowledge or reward employees for taking an action they normally may not take, without an incentive.

The amount of the PTO reward shall be determined by the County Administrator and shall be no more than twenty four (24) hours total per year and a maximum of eight (8) hours per employee per year. Upon approval, the Human Resources Director shall communicate the reward details and amount to the employee(s) via email to ensure employee(s) are aware of the PTO reward and/or why they earned it or how to earn it.

The Human Resources Division shall notify the Finance Division of the final reward amount and date to be added to the employee's accrual total. A letter or form shall be placed in the employee's personnel file detailing the date, hours of PTO received and reason for the PTO reward or prize. PTO as a reward is not transferable to a third party.

HR Policy Manual – Revisions

Pg 2 – Section 2	Break time clarification because we get calls that the policy doesn't clarify.
Pg 7 – Section 4	PTO Conversion - remove requirement for PTO to equal less than \$1,000.
Pg 9 – Section 9	Update military leave language to not require the County to pay for insurance after 30 days of deployment.
Pg 13-14 – Section 16	Update the demotion section to mirror what we do for Promotions and what the past practice has been.
Pg 16 – Section 19	Updated language to include the entire Sheriff Department and ensure Patrol Sgts and both Field Services Lt. who works second shift receive shift differential .
Pg 16 – Section 19	Shift differential – Updated language to clarify that it is only permitted to be recorded for regular and OT. It is not permitted when recording Comp, PTO, Holiday, Funeral Leave, etc.
Pg 18 – Section 33	Added language Expense Reimbursement Policy to prohibit use of a motorcycle, moped or bike for county business or to get reimbursement.
Pg 19-21 – Section 33	Update Expense Reimbursement Policy to remove WI Pocket Travel Guide and State of WI language from the reimbursement policy.
Pg 24 – Section 34	Update Vehicle Fleet Policy to increase insurance coverage required updated to 100K/300K/100K per recommendation by insurance expert for minimum coverage
Pg 31 – Section 39	Update working notice language if someone has unscheduled PTO during the working notice to require payment for PTO to be paid only after completion of the required notice period.
Pg 32 – Section 39	Update working notice language and allowable PTO to be used when giving a longer notice.
Pg 37 – Section 42	COBRA – k. Insurance Continuation. There was an update in 2019 to the WI Statute requires the update of health insurance coverage to law enforcement spouse and children. Also updating our SP
Pg 40 – Section 71	Safety on the Job Accidents: Section 71 (e) – Typo in the word First for Trifecta's hotline

HR Policy Manual – New Policies

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06/11/2024

**** PROPOSED REVISIONS ****

2. Breaks and Lunches

a. Purpose

To provide employees with regular break periods and lunch periods throughout the normal workday.

b. Lunch Periods

All full-time employees are entitled to an unpaid thirty (30) minute lunch period. Lunch periods should be scheduled midway in the workday. Lunch periods are not required when approved by the Department Head, but shall not result in an employee working unapproved overtime.

c. Break Periods

Unless otherwise determined by a Department Head, full time employees may receive two (2) paid break periods of no more than fifteen (15) minutes in duration, one in the first half of the work day and one in the second half, as the position allows. Unused break periods cannot be accumulated for use at a later date. Employees who miss a break period may not arrive at work later than the normal starting time, or leave work before the normal quitting time. Department Heads shall determine break periods for part time employees or full-time employees working a partial shift. An employee working four (4) hours or less shall not receive a paid break.

d. Scheduling

Break periods and lunch periods may not be taken in the first or last hour of the work day. Break periods and lunch periods may be combined only if approved by the Department Head. If the Department Head approves to combine, the employee shall create a note on their timesheet that states "combined breaks/lunches for a 45- or 60-minute lunch" and record the 30-minute unpaid lunch as a Time In and Time Out. Department Heads are responsible for scheduling lunch periods and break periods to ensure that adequate staff coverage is provided.

During paid break periods, employees should remain on the premises unless approved by the Department Head. It is acceptable for employees to use paid break periods for outdoor or indoor walks or for smoking breaks.

e. Office Closures Over Breaks and Lunches

Department Heads shall make every effort to keep offices open during break and lunch periods and employees should stagger their breaks and lunches to accommodate this. If an office must be closed, the Department Head or designee shall place a visible sign as to when the department will reopen.

(Section 2 amended by the County Board 12/08/15; 09/10/19; 09/13/2022)

4. Paid Time Off (PTO)

a. Purpose

The purpose of the Paid Time Off (PTO) plan is to provide regular full time and regular part-time employees a flexible means to carefully plan their time away from work and maximize time spent on the job. It is the County's belief that employees empowered to control their time at work and away from work do so responsibly. PTO can be utilized for any purpose, subject to necessary request and approval procedures consistent with County policies and written departmental procedures.

b. Calculation

Employees earn PTO for each pay period based upon the number of hours that an employee is paid during the pay period, up to 80 hours. The payroll hours are tied to a multiplier, based upon years of service, and a new accrual amount is added to an employee's balance each pay period. The following are the multipliers to be used:

Multiplier Level	Years of Continuous Service	Hour for Hour Multiplier Used	Per Pay Period Multiplier (Full Time Employee)	Approximate Annual Accrual
Level 1	Less than 5	.0886	7.09	184
Level 2	5-less than 10	.0983	7.86	204
Level 3	10-less than 15	.1079	8.63	224
Level 4	15-less than 20	.1271	10.17	264
Level 5	20 and greater	.1464	11.71	304

Movement to Higher Multiplier

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin on the first day of the pay period that the employee's Full Time or Part Time anniversary date is within.

c. Accrual Limits (Maximum and Minimum)

An employee's total accrued PTO shall not exceed four hundred eighty (480) hours at any given time for full time and three hundred-sixty (360) hours for part-time. Upon reaching the maximum hours, the employee shall no longer continue to accrue hours until PTO hours are used; except as otherwise provided in this policy, employees may not have a negative PTO balance.

Employees are not authorized to carry a negative PTO balance (except as provided below under Newly Hired Employees). There is no minimum requirement per policy, however PTO shall be used for both planned time off (typically a vacation) and unplanned time off (sick time or other emergencies). So it is recommended to maintain a healthy minimum PTO balance for unplanned events.

d. Timeframe for Available Use

Employees may request to use PTO only in a pay period following the pay period in which the PTO was accrued.

e. Newly-Hired Employees

PTO is earned on a pay period basis and can only be used in a pay period following the pay period in which the PTO was accrued. Consequently, newly-hired employees may submit a request to the Human Resources Division that their PTO bank be authorized to carry a negative balance within the first seven (7) pay periods from the newly-hired employee's date of hire for emergency situations or pre-approved absences only. Requests for

authorization of a negative PTO balance shall be made in writing to the Human Resources Division by the Department Head or designee. The Human Resources Division shall consult with the Department Head and render a determination. The determination of the Human Resources Director or designee shall be final and binding. Any authorized negative balance shall not exceed forty (40.0) hours. Authorized negative balances shall be restored through accrual to a positive balance before any further PTO may be taken by the employee. Employees who separate employment and have a negative PTO bank balance at the time of separation shall have their final paycheck adjusted from regular hours worked to restore the PTO bank to a zero (0) balance.

f. PTO Service Credit at Hire

The Department Head may submit a request to the Human Resources Director that a prospective applicant be granted a one-time beginning balance credit of PTO or be given credit for length of service for employment experience that is directly related to the position. The request shall be in writing before the applicant is hired and shall be based on the Department Head's assessment of the candidate's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the previous employer. No additional length of service credit shall be granted after initial appointment with the County. The Human Resources Director shall make all determinations for length of service credit, and the determination of the Human Resources Director shall be final and binding.

g. Rate of Pay for PTO Bank Hours

PTO hours shall be paid at regular straight time pay for the workday the PTO is taken. Shift differentials are excluded from the rate of pay.

h. PTO Departmental Scheduling Procedures

Each department shall establish written procedures to ensure that paid time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department. All procedures shall include the following components: notice requirements for scheduled vs. unscheduled absences, process for requesting PTO, reminder that the employee is responsible for monitoring PTO and Compensatory Time balances, hours that the department shall be staffed and open to the public, how the department shall handle employees reporting to work sick and compensatory time or flex time requirements if relevant. All departments shall file a copy of their updated written time off procedures with the Human Resources Division.

i. PTO Scheduling Authority

The department head or designee has final authority in authorizing accrued and available PTO.

j. Scheduled Absences

PTO shall be requested by the employee as far in advance as reasonably possible and shall be approved in advance by the Department Head or designee. Individual departments shall define advanced notice for Scheduled Absences and list the definition in the departments PTO scheduling procedure. Employees shall follow written departmental procedures for requesting PTO. Requests for PTO may be denied based on the needs and workload of the department or if other employees are already scheduled for time off.

k. Unscheduled Absences

Employee PTO usage for unscheduled, unforeseen circumstances shall be made according to written departmental procedures. The employee may be requested to provide a physician's verification statement for absences spanning more than three (3) consecutive work days.

l. Coordination with FMLA

The County reserves the right to require substitution of paid leave, subject to applicable state and federal law. Therefore, an employee shall use PTO for any federal FMLA qualifying leave including, but not limited to, intermittent leaves.

m. Coordination with Workers' Compensation

The employee may use accrued PTO to compensate for time lost that is not reimbursed by workers' compensation.

n. Unpaid Time

With the exception of qualified Wisconsin and Federal FMLA leave, an employee may not take unpaid leave until such time that the employee's PTO bank has been exhausted. At no time shall an employee be authorized to carry a negative PTO balance (except as provided above under Newly Hired Employees). In the event an employee has an insufficient PTO balance to cover an absence for any reason, the employee shall immediately revert to unpaid time. In the event an employee is reverted to unpaid time without prior authorization by the Department Head and the Human Resources Director, the employee may be subject to disciplinary action.

Employees on unpaid status, for any reason other than as outline in Chapter 2, under Leave-Military, shall not accrue PTO on the unpaid time.

1. Unpaid Time for Exempt Employees

Unpaid time or partial-day deductions for exempt employees are permitted in the case of a public employee who is in a position that earns PTO or Compensatory Time and is absent for a partial day or full day due to personal reasons, illness or injury under the following circumstances:

- a). PTO or Compensatory Time has not been requested or has been denied;
- b). Accrued PTO or Compensatory Time is exhausted; or
- c). The employee is qualified under Wisconsin FMLA leave and specifically chooses to take time off unpaid.

The employee will not accrue PTO on the unpaid time. This policy is established pursuant to principles of public accountability and complies with the requirements of 29 C.F.R. 541.710

o. Part-Time Employee Utilization of PTO

The number of hours that a part-time employee may record when taking a “day off” from work is what they would normally have been scheduled to work. Part-time employees may only take PTO on days that they would have normally been scheduled to work.

p. Increments of Time

Employees shall use PTO in increments of fifteen (15) minutes.

q. Presenteeism

PTO is designed to provide for effective planning of work hours and time away from work and encourages employees to maximize time spent on the job. If an employee has any communicable disease, the employee shall report it to his or her Department Head or designee. The Department Head or designee may require a return-to-work form from the employee’s physician. The Department Head or designee has the right to send an employee home if the employee is unfit or unable to perform the functions of his/her position or if the Department Head or designee determines the ill employee poses a threat to the health or safety of customers or other employees in the department. The employee shall use PTO or compensatory time, if available to the employee, for their remaining work day.

r. Restrictions

1. An employee shall not be paid for time at work and receive PTO pay for the same time.
2. An employee may not donate PTO to a third party.

s. Department Transfers

PTO balances shall transfer with the employee when an employee transfers from one department to another.

t. Optional Annual PTO Payout

Full time employees that have 150 hours of PTO on the books as of the first paycheck in November each year, shall have the option to elect 24 hours of PTO paid out on the second paycheck in November that year at the employee’s regular rate of pay or waive a payout.

Part time employees that have 75 hours of PTO on the book as of the first paycheck in November each year, shall have the option to elect 12 hours of PTO paid out on the second paycheck in November that year at the employee’s regular rate of pay or waive a payout.

Payout is optional at the election of the employee and the Human Resources Division shall collect employee election and authorization to payout PTO annually by October 15. If the employee does not authorize to pay out PTO by October 15, no payout shall occur.

u. Separation

1. Definitions

- a). A Qualified Separation is defined as follows:

1. resignation or retirement from employment with Chippewa County with advanced written notice as defined in Chapter 3, Separation of Employment Section.
 2. permanent layoff from employment
 3. discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most recent date of hire unless the employee is discharged for misconduct. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.
 4. County employee who becomes an elected official for the County.
- b). Discharge: Discharge is defined as dismissal from employment for involuntary reasons.
2. PTO Conversion

The accumulated PTO of those employees leaving Chippewa County employment due to a qualified separation shall be converted into the County's Conversion Plan, (herein referred to as the "Plan"). The conversion of PTO is mandatory upon a qualified separation and all separating employees with unused PTO on the date of their separation shall participate in the Plan. The employee shall have all PTO converted to a dollar value calculated by taking the number of total PTO hours multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit"). ~~However, if an employee's total conversion amount (including all paid time) is less than \$1,000, the employee shall receive a cash payout on their last paycheck.~~

Within thirty (30) days of receiving written notice of an employee's qualified separation, the County shall elect the form in which the separating employee shall receive the Benefit. The Benefit paid to the separating employee shall be limited to one of the following forms:

- a). The County shall make a contribution to a Medical Expense Trust for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries.
- b). The County shall make a contribution to a 401(a) qualified deferred compensation plan (as selected by the County in its sole discretion) in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.
 1. An employee whose separation is non-qualified shall not be eligible for the PTO payout.

2. An employee who is discharged with less than 3 years of continuous service with the County based on most recent date of hire shall not be eligible for the PTO payout.
3. An employee may not use PTO beyond his/her last day actually worked.

v. Death

Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused PTO for which the deceased employee may have otherwise been eligible to use at the time of his/her death.

w. Elected Officials

Elected Officials are not eligible for PTO. Elected officials who were county employees immediately prior to their election shall mandatorily convert their PTO as described in the PTO conversion upon taking Office.

(Section 4 amended by the County Board 12/10/13; 12/08/15; 03/13/18; 11/9/18; 11/12/19; 09/13/2022)

9. Leave – Military

a. Purpose

To allow unpaid leave for purposes of fulfilling service in the uniformed services and ensure compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) for any employee performing duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, an examination to determine the fitness of the person to any such duty, or performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32., upon return from such service, be entitled all provisions of USERRA.

b. Length of Leave

Employees shall be granted a Military Leave of absence without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is completed is also determined in accordance with applicable laws.

c. Notification

Employees who are called to perform duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, an examination to determine the fitness of the person to any such duty, or performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32 shall provide advanced written notice whenever possible of the obligation/intention and submit any applicable copies of their military orders to the Human Resources Division. When immediate duty is required and no advanced notice can be provided, the employee shall communicate their obligations to their Department Head and the Human Resources Division as soon as they are able.

d. Health, Dental and/or Vision Insurance and Other Benefits While on Military Leave1. Continuation of Health, Dental and/or Vision Insurance

Under USERRA, federal law requires that health plans shall offer to continue coverage for employees who are absent due to service in the uniformed services and/or their dependents for absences lasting thirty (30) days or less and with no change to the employee's regularly schedule premium deduction.

For a military leave absence lasting longer than thirty (30) days, the employee shall be offered continuation of benefits through USERRA (similar to COBRA) with the option for cCoverage to may continue for up to twenty-four (24) months after the absence begins, or for the duration of the absence, whichever is shorter. date the employee is first absent due to uniformed service. The period of coverage available under USERRA shall run concurrently with the COBRA period available to an employee and/or eligible dependents and shall not cost more than 102% of the full premium for coverage.

~~Employees entering military service shall be allowed the opportunity to continue to participate in Chippewa County's group health, dental and/or vision insurance plan by utilizing their Federal COBRA rights. Upon employee continuation election, Chippewa County shall continue to pay the employer's portion of the health insurance premium for the first 18 months of leave, provided the employee continues to pay the employee's portion monthly.~~

2. Continuation of Life Insurance

Life Insurance shall continue as allowed under §40.70 and §40.72 provided the employee continues to pay the employee's monthly premiums.

3. Termination of Health, Dental, ~~and/or~~ Vision and/or Life Insurance

~~The County's obligation to pay the employer portion of the~~ Maintaining health, dental, ~~and/or vision~~ and/or life insurance coverage for up to the first 1824 months of leave ~~or life insurance premiums~~ shall stop if and when the following occur:

- a). An employee informs the County of intent not to return to work during or at the end of the leave period provided under USERRA; or
- b). The employee fails to return to work when the leave entitlement is used up under USERRA; or
- c). The employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The County's obligation to maintain health, dental, ~~and/or vision~~ and/or life insurance ~~care~~ coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the payment is received before that date. Health, dental, ~~and/or~~ vision, and/or life insurance coverage shall then be dropped retroactively to the

first of the month for the month of coverage that premium payment(s) was not received.

- d). The employee dies during military service. If an employee dies during military service, the Human Resources Division shall work with any eligible dependents on the plan at the time of death to assist with the provisions of COBRA, if desired by the dependents, to ensure no lapse in coverage occurs.

4. Disability Insurance

Disability insurance cannot be continued during military leave of absences, and the plan shall be cancelled in accordance with the provisions of the benefit plan. Disability coverage may be reinstated upon the employees return to active employment in accordance with the provisions of the benefit plan.

5. Wisconsin Retirement (WRS)

USERRA allows for employee required make-up contributions to a contributory defined benefit plan (including WRS) beginning with the date of reemployment and ending on the earlier of three times the period of military service or five years.

Employees shall have the choice to repay all, some, or none of the mandatory employee required contributions (WRS employee contributions). Employee contributions shall be made pre-taxed. Employees cannot be required to pay interest charges. Employer contribution matches are only required on the actual contributions repaid by the employee.

The employee shall provide to the County, in writing, their decision to repay the WRS contributions upon return within time limits specified under USERRA. In addition, the employee has the following responsibilities to WRS:

- a). Notify employer of military leave as far in advance as possible. Employee shall be required to provide orders when received.
- b). Leave the military under honorable conditions.
- c). Return to the same employer within the following time limits depending on length of service:
 - 1. Fewer than 31 days; report on next regular scheduled workday after receiving adequate travel and rest
 - 2. 31-180 days; return within 14 days after completion of service
 - 3. More than 180 days; return within 90 days after completion of service
- d). Upon return, provide employer with a copy of your leave and earnings statement or DD-214 showing the date of entry and discharge.

e. PTO

PTO shall accrue during unpaid military leave for up to four (4) pay periods per unpaid military leave event, not to exceed a total PTO maximum accrual of four (4) pay periods per calendar year for all combined unpaid military leave.

f. Holidays

Employees on unpaid military leave are not eligible for paid holidays.

(Section 9 adopted by the County Board 11/13/12)

16. Compensation System

It is the Policy of the County to administer a uniform employee Compensation System. The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionarily provides to its residents. The County shall provide salaries and benefits on the basis of external competitiveness and internal equity and within the financial limits established.

a. Position Placement on the Salary Schedule

All positions within the Chippewa County Salary Schedule (Appendix) shall be placed on the Salary Schedule based upon the external market rate of similar positions and based upon internal equity.

b. Position Titles

All positions within the Chippewa County Salary Schedule are assigned an official title. All position requests are expected to conform to the identified titles. New or modified titles shall be approved only by the Human Resources Director, and reflected on the Salary Schedule.

All employees are to utilize the official assigned title when representing Chippewa County as an employee performing their duties. This reduces the potential for misrepresentation of authority and potential liability.

c. Salary Administration

1. New Hires for All Pay Grades

Placement of new hires with the minimum skills and qualifications shall normally be hired at Minimum / Starting Wage. A new hire may be hired up to Control Point subject to the approval of the Human Resources Director, under the following conditions:

- a). The new hire has a level of experience or skill set immediately usable upon hire.
- b). The market conditions demand a higher Minimum/Starting Wage.

It is discouraged to start a new hire at the Control Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the Control Point occurs.

A new hire should not be brought in above the Control Point unless there are extenuating circumstances. Any new hire requested to be brought in above the Control Point shall require the written approval of the Human Resources Director and County Administrator.

2. Salary Schedule Adjustments

Salary Schedule Adjustments shall be applied to the Salary Schedule upon approval of the County Board. Schedule Adjustments shall generally be considered on an annual basis. The Schedule may be adjusted based on consideration of (a) Consumer Price Index; (b) County's ability to pay; and (c) West Central Wisconsin comparables. Any recommended Schedule Adjustments shall be recommended by the Executive Committee for final approval by resolution to the County Board.

3. Market Adjustment

When it is determined by the Human Resources Director that a position is placed on the appropriate Pay Grade, but insufficiently compensated based on such factors as external comparables, the County Administrator may authorize a Market Adjustment within the Pay Grade.

4. Annual Employee Wage Adjustments

Employees may be eligible for an across-the-board percentage wage adjustment each year, depending on the County's ability to pay and market conditions. Recommended wage adjustments shall be approved via resolution by the County Board annually as part of the budget process. Approved percentage wage adjustments shall take effect for employees on July 1st of the approved budget year.

No employee is permitted to earn a salary above the Maximum rate of the Salary Range as defined on the Salary Schedule.

Employees eligible for the annual percentage wage adjustment shall be employed by the County for at least six (6) months prior to the July 1st effective date.

An employee who receives a change in pay with an effective date between January 2nd and the July 1st for whatever reason (promotion, demotion, pay grade change, etc.) is not eligible for the Annual Employee Wage Adjustment. The Human Resources Division and the Department Head shall take this into consideration when establishing the new rate of pay.

d. Promotions

A promotion is the movement of an employee from a position in one Pay Grade to a different position in a higher Pay Grade.

The effective date for pay increases as a result of a promotion shall be the first date of work in the new position.

When promoted, an employee with the minimum skills and qualifications shall normally be placed at the Minimum / Starting Wage of the new grade on the Salary Schedule. A

promoted employee may be placed up to Control Point subject to written approval of the Human Resources Director, under the following conditions:

1. The employee has a level of experience or skill set immediately usable upon promotion.
2. The market conditions demand a higher Minimum / Starting Wage.

It is discouraged to start a promoted employee at the Control Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the Control Point occurs.

When promoted, an employee should not be brought in above the Control Point unless there are extenuating circumstances. Any promotions requested to be brought in above the Control Point shall require the written approval of the Human Resources Director and County Administrator.

e. Compression

There may be occasions when either a new hire or promoted employee may make less than a subordinate employee or employees with greater tenure within the County. The Salary Schedule is designed so there is some overlap in pay. In this circumstance, an adjustment of pay may be considered by the Human Resources Director or County Administrator. There may be situations in which a new hire or promoted employee may earn less than others.

The effective date of any adjustment of pay authorized due to compression shall be prospective only.

f. Demotion

Demotion is the movement of an employee from one Pay Grade to a lower Pay Grade resulting from a disciplinary measure, as a request for voluntary demotion, or in response to position/department changes.

Salary Schedule placement for demotions shall be as follows:

1. For demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.
2. For demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, ~~the salary shall be reduced within the new Salary Range to the current placement (For example, an employee at Control Point of Pay Grade J, moving to a Pay Grade I shall be placed at Control Point of the new Salary Range).~~ the employee with the minimum skills and qualifications shall normally be placed at the Minimum / Starting Wage of the new grade on the Salary Schedule. A demoted employee may be placed up to Control Point subject to written approval of the Human Resources Director, under the following conditions:
 - ba). The employee has a level of experience or skill set immediately usable upon promotion.

eb). The market conditions demand a higher Minimum / Starting Wage.

It is discouraged to start a demoted employee at the Control Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the Control Point occurs.

When demoted, an employee should not be brought in above the Control Point unless there are extenuating circumstances. Any demotion requested to be brought in above the Control Point shall require the written approval of the Human Resources Director and County Administrator.

3. For a demotion that is a result of the employee's performance or discipline, the employee's salary is decreased to within the salary range of the new Pay Grade, as determined by the Department Head and Human Resources Director or County Administrator.

g. Transfer

A transfer is the movement of an employee from one position to another in the same Pay Grade. Whenever an employee transfers to another position, there shall be no salary adjustment.

h. Pay Grade Adjustment

Pay Grade Adjustment is movement of an employee from one Pay Grade to another Pay Grade outside the promotional process. Pay Grade Adjustments can occur in two (2) ways:

1. An employee meets additional education, certification, and/or experience required for a higher level of their current position as outlined in the 'Procedure for Requesting a Pay Grade Adjustment' on the Employee Portal.

Employees who qualify for a higher Pay Grade in this manner shall follow the Procedure for Requesting a Pay Grade Adjustment and if approved shall be placed on the higher Pay Grade at their current salary, provided they have been placed at the Minimum Rate of the new Pay Grade.

The effective date shall be first day of the new pay period following written approval of a higher Pay Grade.

2. A position's Pay Grade is evaluated by a third party consultant. A Pay Grade Evaluation may occur for two (2) reasons:

a). Human Resources Director Initiation for a Pay Grade Evaluation

The Human Resources Director with County Administrator approval may determine a position needs to be evaluated as a result of county initiated position and/or program changes, organizational structure changes, recurring minimal modification to a position that over time may result in substantive change in a position, or recruitment/retention challenges. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the Consultant.

The effective date of a Pay Grade change due to a Human Resources Director initiation shall be determined based on the following:

1. If the change in position is current, the effective date shall be the first day of the next pay period following the written determination by the Consultant and shall be prospective only.
2. If the change in position is at a future date, the effective date shall be determined by the Human Resources Director and Department Head for a prospective date.

The Pay Grade determination of the third party consultant is final.

b). Market Analysis

The County shall evaluate each position against market conditions and internal comparable data at least once every four (4) years. The positions scheduled for market analysis each year shall be determined by the Human Resources Director. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the consultant.

All Pay Grade changes resulting from market analysis shall be made effective January 1st of the following year.

The Pay Grade determination of the third party consultant is final.

c). Salary Schedule

In coordination with a third-party consultant, the County shall evaluate the salary schedule against market conditions annually to determine if the Salary Schedule as a whole should be adjusted. It is a best practice to move the salary schedule annually. Upon approval by the County Board, the Salary Schedule adjustment shall occur on July 1st annually, along with the Annual Employee Wage Adjustments, if needed.

d). Salary Placement

If, after a Pay Grade Evaluation, it is determined the employee's current salary is below the Minimum / Starting Rate of the new Pay Grade, the employee's new rate of pay shall be increased to at least the Minimum / Starting Rate of the new Pay Grade. If the employee's current rate of pay is within the new Salary Range, additional compensation may be added to the current rate of pay subject to the discretionary approval of the County Administrator.

If, after a Pay Grade Evaluation, it is determined the employee's current salary exceeds the Maximum Rate of the new Pay Grade, the employee's salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary. If an employee is at Maximum and the salary schedule moves, the employee who is currently at Maximum shall move to the new Maximum of the new Salary Schedule as

long as the salary schedule movement is less than the Annual Employee Wage Adjustment.

(Section 16. approved by the County Board 08/13/13; 12/08/15, 03/13/18, 11/6/18; 09/10/19; 10/08/19; 11/10/2020; 09/13/2022; 09/12/2023)

19. Additional Compensation

a. Sheriff Department - Field Training

1. Purpose

To provide an incentive to dispatch employees working 24/7 operations for providing an extensive hands on training program for new hires into dispatcher and jailer positions.

2. Compensation

Dispatchers and Jailers assigned to and designated as Field Training Officers shall receive an additional 50 cents (\$.50) per hour for each hour worked training new hires.

b. Sheriff's Department – Shift Differential

1. Purpose

To provide extra compensation to nonexempt employees ~~in the Jail and Emergency Communication Center~~ who are scheduled on a regular, rotating or sporadic basis to work during evening or night shifts.

2. Compensation

Nonexempt employees ~~in the Jail and Emergency Communication Center~~ who work between the hours of 6:00 p.m. and 6:00 a.m. shall receive an additional dollar (\$1.00) per hour for those hours worked. It shall only be paid when recording regular or overtime hours and no other pay codes.

3. ~~Exceptions~~

~~Shift differential shall not be added to paid leave (PTO, Compensatory Time, Holiday, Funeral Leave, etc.)~~

c. Clerk of Courts – Jury Bailiffs

1. Purpose

To provide compensation to Jury Bailiffs scheduled for a jury trial when the trial is cancelled due to settlement, rescheduling or other reasons as determined by the County.

2. Compensation

Except as provided in sub-section 3 below, in the event a Jury Bailiff is scheduled to work for a jury trial that is canceled prior to the Jury Bailiff reporting to work, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a

Jury Bailiff is scheduled and reports to work for a jury trial that is canceled subsequent to the Jury Bailiff reporting to work but before the Jury Bailiff has worked two (2) hours, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a jury trial is canceled after the Jury Bailiff has worked at least two (2) hours, the Jury Bailiff shall be paid for those hours worked.

3. **Waiver**

An employee may voluntarily elect to waive the Clerk of Courts-Jury Bailiffs additional compensation provided in sub-section 2 above. If an employee elects to waive the additional compensation, the employee shall provide written documentation of the waiver to the Human Resources Division to be placed in the employee's personnel file. A voluntary election to waive additional compensation may be withdrawn by the employee by providing a written notice of the change to the Human Resources Division to be placed in the employee's personnel file.

(Section 19 revised and approved by the County Board 08/13/13, 05/12/14, 11/6/18; 09/13/2022; 09/12/2023)

33. **Travel, Meal and Lodging Expense Reimbursements**

a. Purpose

To establish a uniform system for determining county and employee responsibilities for expenses incurred by employees while performing official county business.

b. Definitions

Authorizing party: The County Administrator with respect to Department Heads and Elected Officials, Department Heads with respect to subordinate employees, and the Chair of the County Board with respect to County Administrator and County Board Supervisors.

c. General Policy

Each person shall be reimbursed for reasonable, necessary and actual travel and lodging expenses incurred in the performance of authorized official duties subject to limitations expressed in this Policy.

1. Department Heads and Elected Officials are responsible to ensure that all travel expenses shall be budgeted in a department budget in advance of authorization for use.
2. Out-of-state travel at the County's expense by Department Heads, Elected Officials and employees to and from destinations that are located 250 or more miles from Chippewa County shall be approved in advance by the County Administrator. Department Heads and Elected Officials shall submit a request for out-of-state travel to the County Administrator as far in advance of the time of travel as possible.
3. Prior approval to the authorizing party for all expenses is required. Only conventions, seminars, and like meetings which have been approved by the County Administrator and justified in the budget process, shall be allowed.
4. Receipts are required. All expense claims \$2.00 and over shall be supported by written receipts.

5. Use of public transportation is encouraged.
6. Each authorizing party shall be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.

d. Transportation

1. Air Travel

- a). The maximum allowed for air travel shall be limited to the lesser of the most economical fare available or the standard county mileage allowance. The County Administrator shall have the authority to determine the most economical method after consideration of all per diem costs. The making of a reservation well in advance is recommended so as to ensure the lowest possible air fare is obtained.
- b). Unless circumstances do not permit, payment of airfare shall be made upon arrangements with the County Administrator.
- c). Flight insurance shall not be reimbursed.
- d). Passenger's copy of the airline ticket shall be attached to the voucher.
- e). When a favorable price differential exists, round trip tickets shall be provided.
- f). Any frequent flyer award, discount or rebate becomes the property of the County.

2. Use of Personal Vehicles for County Business

a). Personal Automobile Insurance

All county employees who drive their personal vehicles on county business shall be required to maintain, at a minimum, personal automobile insurance in the amount specified in the Chippewa County Fleet Vehicle Policy.

b). Not Authorized

Reimbursement or use of a privately owned motorcycle, moped or bicycle on County business is not authorized.

c). Reimbursement

1. Rates of Reimbursement. Employees shall be reimbursed for the use of their personal vehicles at the following rates (to be set each year by the County Administrator ~~generally based on the established State of Wisconsin vehicle mileage reimbursement rates~~):

- a) a "standard" rate when a county fleet vehicle is not available, and

- b) at a lower “turn down” rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle. ~~-(The “turn down” rate is the state approximate cost per mile of operating a vehicle, including maintenance, fuel, insurance, and depreciation expenses.)~~
- 2. Reimbursement Approval. Management may approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule that shows no vehicles are available. Each manager shall be required to keep a “fleet vehicle reimbursement log” of reimbursed personal trips that shall include the date and time of the trip with a copy of the computer printout.
- 3. Telecommuting. If an employee has an on-going telecommuting agreement, as defined in the Telecommuting policy, follow the Telecommuting policy for mileage reimbursement.
- 4. Remote Work Sites. If an employee's job assignment includes providing services in outlying areas of the county where the employee also resides, either the employee's department head or manager can approve standard mileage reimbursement for those service visits if they determine a cost advantage to the County by doing so. An analysis of that cost advantage shall accompany any proposed reimbursement at the standard rate. Here are additional requirements for mileage reimbursement when traveling to or from a remote worksite:
 - a) The first one-way trip of the day from home to a remote location for the purpose of paid employment is not reimbursable for mileage or considered work time.
 - b) The last trip of the day from remote location for the purpose of paid employment to the home is not reimbursable for mileage or considered work time.
 - c) In the event the first trip and/or the last trip of the day is further than the mileage between the employee's onsite work location and the employee's home, the employee shall be reimbursed for the difference in work time and mileage reimbursement. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, the mileage and work time shall not be reimbursable.
 - d) Trips between the Chippewa County Courthouse to single or multiple remote worksites shall be paid based upon actual mileage traveled.
- 5. Traffic violation expenses are not reimbursable.
- 6. Vehicle parking and storage costs while on authorized county activities shall be allowed in addition to the mileage allowance.

e. Meals1. Reimbursement

Employees shall be reimbursed for meals if the employee is attending an approved meeting, convention, seminar or work-related transport. The claim for meals shall represent actual, reasonable and necessary costs expended for meals, not to exceed State of Wisconsin reimbursement rates.

- a). If an employee is required to eat more than one meal, the employee shall be allowed the total of the meals with the total being split among the meals at the employees' option.
- b). Meal expense claims may only be made for meals purchased outside the county, except in the case of county sanctioned meetings/events.
- c). Any amount to be claimed in excess of the maximum shall be accompanied by a full explanation of such expenses and may be allowed by the County Administrator.
- d). Detailed receipts for all meals are required.
- e). There shall be no reimbursement for alcoholic beverages.
- f). Departure and returning time shall be recorded on the travel voucher when submitted.

2. Meal Taxability

Chippewa County may reimburse employees for expenses while traveling away from home overnight or outside of Chippewa County for meetings. The taxability of these reimbursements depends on whether there is a valid business reason for the travel and whether the expense is substantiated. Reimbursements shall meet IRS accountable plan rules in order to be tax-free. An IRS accountable plan needs to prove a Business Connection. The plan pays reimbursements only for otherwise deductible business expenses (such as travel, lodging or meal expenses incurred while away overnight on business). The reimbursements shall be clearly identified as such when the employee is paid.

Only allowable business/county related meal expenses paid for by Chippewa County which are incurred while away overnight on business are tax-free to the employee. All other employer-paid business meal expenses shall be reported as additional income to the employee and are taxable.

3. Maximum Meal Reimbursement Rates

Maximum meal expenses shall be set by the County Administrator, ~~based on the established State of Wisconsin meal reimbursement rates. Both in-state and out-of-state rates shall be located on the Employee Portal under Forms titled State of WI: Pocket Travel Guide.~~

To be allowed reimbursement for breakfast, employees must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.

f. Lodging

1. Hotel/Motel Registration

When registering in hotels or motels or signing for any official purposes, employees shall use their business address. The choice of lodging shall be based primarily on cost with consideration given to accessibility in conducting business.

- a). Lodging expenses, including taxes, shall not exceed state standards except with documentation that the rate of the host hotel or motel is greater. The County Administrator may allow higher lodging limits depending on specific circumstances when authorization is granted prior to incurring the expense.
- b). Employees traveling together shall, whenever feasible, share lodging accommodations.
 1. All lodging expenses shall be supported by written receipt.
 2. Expenses for lodging at homes of relatives are not reimbursable.
 3. When traveling alone, an employee shall make use of a single room rate.

2. One-Day Authorized Business Travel

An overnight stay for the night before may be allowed when the travel requires the employee to leave the worksite prior to 6:00 am and is in excess of 120 miles one way.

3. Multiple-Day Authorized Business Travel

Overnight stays require Department Head approval and may be allowed if travel time exceeds 2 hours and is in excess of 120 miles one way. Overnight stays shall not be allowed for the last day of travel unless prior approval is granted by the Department Head.

4. Exception to Lodging

An employee shall, with the Department Head approval, be allowed an overnight stay, outside of the policies time and mileage requirement, when the employee serves as a coordinator, host, or speaker at a conference, seminar or convention held outside the County.

An employee shall, with the Department Head approval, be allowed an overnight stay on the last day of travel, outside of the policies time and mileage requirement, due to unsafe driving conditions.

An employee shall, with the Department Head approval, be allowed an overnight stay, outside of the policies time and mileage requirement, when a hotel stay is more cost effective.

g. Reimbursements

1. State or third party reimbursements

Employees being reimbursed for travel expenses from a third party shall not be reimbursed by the County.

2. Claiming Reimbursement of Authorized Expenditures

Reimbursement requests should be limited to mileage, meals, lodging and the occasional registration. Claims for reimbursement shall be made on the Meals, Mileage, Lodging and Registration Reimbursement Form located on the Employee Portal.

- a). All requests for reimbursement shall be accompanied by an itemized receipt, including tips. Credit card reimbursement requests shall have the itemized slip attached. Room service charges on a hotel bill shall be accompanied by an itemized receipt and shall be treated as a meal expense.
- b). When requesting mileage reimbursement, the reimbursement form shall be fully completed, including the total number of miles and the location to which the employee traveled.
- c). When requesting meal reimbursement, the date and time leaving and returning shall be fully completed on the reimbursement form.
- d). All requests for reimbursement shall be submitted monthly, and should be turned in by the fifth (5th) day of the following month.
- e). All requests shall be submitted to the Finance Division by 4:30 p.m. on the second Wednesday of each pay period to be included in that payroll. Any late requests shall be paid on the following payroll.
- f). The Authorizing party shall sign the request and verify/record the account number to be charged.
- g). All prior year reimbursement requests shall be submitted by the first Wednesday of January of each year. This is necessary to make sure the expense gets charged to the correct year.

3. Miscellaneous Reimbursements

Miscellaneous county/business-associated expenses shall be reimbursed at cost per receipts. Requested reimbursement shall document the date(s), place, time and business purpose subject to the approval of the Authorizing party.

Any employee who intentionally seeks reimbursement for expenses not actually incurred or expenses not allowed under this policy shall be subject to discipline, up to and including discharge.

(Section 33 amended by the County Board 12/09/14; 12/08/15, 03/13/18, 11/6/18; 09/10/19; 11/10/2020; 09/13/2022; 09/12/2023)

34. Vehicle Fleet

a. Administration

1. General

The Chippewa County Vehicle Fleet Policy addresses the procurement/disposal, maintenance, reservation, and operation of county vehicles. The fleet is comprised of shared vehicles for use through a reservation system by all employees, elected officials, Housing Authority employees and UW-Extension employees. The fleet is also comprised of specialty vehicles that are specific to a department (i.e. squad cars) or group shared specialty vehicles that several departments may share. The fleet program is administered through various county departments as outlined below under the general supervision of the County Administrator.

- a). The Highway Department is responsible for the daily administration and management of the non-Highway fleet fund, and for the day to day operation of the non-highway County Vehicle Fleet.
- b). The County Clerk's office is responsible for the coordination of vehicle reservations, and for checking vehicles in and out.

2. Vehicle Marking/Identification

All county vehicles shall be marked with "County of Chippewa" and either the name of the department or "County Fleet Vehicle," the words "For Official Use Only," and a fleet vehicle identification number.

"For Official Use Only" and a vehicle fleet number is not required for Sheriff Department vehicles. Marking requirements do not apply to Sheriff Department vehicles which have non-municipal plates and are used for investigative purposes.

3. Purchasing/Disposal

Vehicles purchased shall be determined by fleet needs, usage and availability of non-Highway fleet funds. Annually, the County Highway Department shall provide a recommended list of vehicles for replacement to the County Administrator. All vehicle purchases shall be approved by the Highway Commissioner and purchased by the Highway Department.

Time of vehicle disposal shall be approved by the Highway Commissioner. The Highway Department shall collaborate with the County Clerk and the Finance Director to determine the most cost-effective method of disposal with the sale proceeds going to the Highway Department's non-Highway fleet fund.

4. Maintenance

All maintenance is coordinated and directed by the County Highway Department, who shall track the maintenance needs and mileage of vehicles. The Highway Department shall maintain an annual report of fleet usage and maintenance needs to be available upon request. The Highway Department has the authority to remove

a vehicle from service at any time deemed necessary, and shall coordinate the removal through the Outlook reservation system. If a reserved vehicle has been removed from service, the County Clerk's office as the reservation coordinator shall attempt to find any affected party alternative means of transportation.

5. Vehicle Titles, Registration and Licensing

The Highway Department shall apply for all necessary titles, registration and licensing. All fleet vehicles shall be titled in the name of Chippewa County. The Highway Department shall retain copies of all titles upon receipt by the state, and send all originals to the County Clerk's office who shall hold all vehicle fleet titles in the name of the county.

6. Insurance

- a). **Insurance Coverage.** The county provides liability and physical damage coverage for all county vehicles. Individuals who are paid mileage for personal use of their own vehicle are required to maintain liability insurance on their vehicles with a minimum limit of \$~~100~~25,000/\$~~50~~300,000/\$100,000 ~~per State insurance guidelines~~. The individual employee's insurance is primary for personal vehicles.
- b). **Repairs.** The Corporation Counsel Division shall work with the Highway Department to coordinate repairs.

7. Charge out/Financials

On the first of the month, the Fleet Vehicle Logs shall be forwarded to the Highway Department Fiscal Manager who is responsible for determining if a department should be charged, and if necessary charging the cost of each trip to the department that used the vehicle. Upon receipt of an invoice, each department shall evaluate the purpose of the trip, note the appropriate account(s) to be charged on the invoice, and forward the invoice to the Finance Division for payment.

8. Accidents or Vehicle Breakdown

In the event of an accident employees are to contact their immediate supervisor, the appropriate law enforcement agency, the Corporation Counsel Division and the Highway Department (715-738-2615). Accident kits are located in the glove compartment of the vehicle, and contain an insurance identification card, and step-by-step instructions on what to do in the event of an accident.

In the event of a vehicle breakdown, employees are to contact the Highway Department (715-738-2615). If the Highway Department is unavailable, an employee should ensure the vehicle is properly secured and out of any traffic lanes prior to proceeding with their task. Inform the Highway Office (715-726-7914) of the vehicle's location at the earliest opportunity.

b. Use of Fleet Vehicles

1. Operator Requirements

- a). Only authorized county employees, elected officials, Housing Authority and UW-Extension employees are allowed to operate county vehicles. Independent contractors and volunteers are specifically prohibited from operating county vehicles.
- b). No county employee shall be permitted to operate a county vehicle without a valid driver's license applicable to the class of vehicle to be operated. Any operation of a county vehicle with a suspended driver's license shall subject the operator to disciplinary action. If an employee is involved in an accident with a county vehicle and has a suspended license, the employee shall be subject to discharge.
- c). All operators of county vehicles shall abide by all traffic laws to include use of seat belts.
- d). Payment of parking tickets and/or other traffic violations is the responsibility of the employee and shall not be reimbursed by the county.
- e). Smoking shall not be allowed in county fleet vehicles. Smoking in fleet vehicles can impact both the resale value of the fleet vehicle and the comfort of those who check the vehicle out after it has been used by a smoking operator.
- f). Pets or animals of any kind are not allowed in county fleet vehicles, with the exception of law enforcement in carrying out their official duties.
- g). Operators shall manage their driving environment to minimize distractions that could have an impact on their ability to safely operate the vehicle (i.e. consuming food or beverages, talking to passengers, using cell phones, etc.).
- h). Employees transporting children as part of their job responsibilities as authorized by their supervisor shall comply with state regulations regarding the use of child safety restraint systems. (DOT Chapter Trans 310 Child Restraint Standards and Exemptions)
- i). When business cargo, materials or tools are being transported, operators are responsible for ensuring that all items are properly secured to prevent spillage or shifting per WI State Statute 346.94(7).

2. Personal Use Prohibited

- a). **Personal use of County vehicles is prohibited.** Personal use is defined as any use which is for the benefit or enjoyment of the employee or not in the pursuit of the business or interest of the county. County employees on distant trips may use county vehicles to attain lodging or food without violating this policy.
- b). **Essential Personnel.** Certain non-law enforcement, essential personnel are provided the use of county vehicles in order to respond to emergency situations on a 24 hour a day, 7 days a week basis. These essential personnel may use their assigned county vehicle to commute to and from work in the performance of his/her job responsibilities. Personal use, other

than commuting, is restricted to incidental stops falling within minimal deviations of normal commuting routes.

- c). **Law Enforcement Vehicles.** Sheriff's Department Vehicles are governed by internal policies. However, such policies should reflect the spirit of this policy, including those regarding vehicle use by essential personnel.
- d). **Commuting Use and Fringe Benefit Valuation.** If an employee is authorized by the Department Head or Elected Official to commute to and from work using a county vehicle as defined in section b). and c). above, the following shall apply:
 - 1. Each authorized employee operating a county vehicle for the purpose of commuting shall have \$1.50 each way included in their taxable income as set form in IRS Publication 15-B in the section titled "Commuting Rule".
 - 2. Each employee authorized to operate county vehicles to commute to and from work shall maintain a log showing all commuting trips by the vehicle. The log shall be maintained on a daily basis and a copy shall be given to the Central Finance Division on or before the fifth day of the ensuing month.
 - 3. The commuting use amount recorded shall be used to calculate the taxable income in the ensuing month and added to the employee's taxable income.
 - 4. Fringe benefit valuation does not apply to law enforcement vehicles authorized by the Sheriff.
- 3. Transportation of Non-County Employees
When using fleet vehicles, passengers shall be limited to county employees or travelers engaged in official county business.
- 4. Use of Personal Vehicles for County Business.
 - a). **Rates of Reimbursement.** Employees shall be reimbursed for the use of their personal vehicles at the following rates (to be set by the County Administrator generally based on the established State of Wisconsin vehicle mileage reimbursement rates):
 - 1. a "standard" rate when a county fleet vehicle is not available, and
 - 2. at a lower "turn down" rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle. (The "turn down" rate is the state approximate cost per mile of operating a vehicle, including maintenance, fuel, insurance, and depreciation expenses.)
 - b). **Reimbursement Approval.** Supervisors can approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule before the date of vehicle use that shows no vehicles are available.

Each supervisor shall be required to keep a “fleet vehicle reimbursement log” of reimbursed personal trips that shall include the date and time of the trip with a copy of the computer printout.

- c). **Remote Work Sites.** If an employee's job assignment includes providing services in outlying areas of the county where the employee also resides, either the employee's Department Head or supervisor can approve standard mileage reimbursement for those service visits if they determine a cost advantage to the County by doing so. An analysis of that cost advantage shall accompany any proposed reimbursement at the standard rate.

c. Fleet Vehicle Reservation System

1. County-wide Computer Reservation Program

Utilizing the calendar option on Microsoft Outlook, county employees, elected officials or non-uniformed state or federal employees with office space located within the County facility can make a reservation for one of the vehicles in the fleet pool. Employees may make and cancel reservations for others if authorized by their Department Head. All information entered into the system (including date, time, employee name and destination) should be verified to ensure completeness and accuracy in order to ensure the registration system functions correctly. Individuals without access to the calendar option on Microsoft Outlook shall contact the County Clerk's Office for assistance.

If an employee has multiple trips to make in a short period of time (defined as not more than 30 minutes between trips), they may schedule a vehicle for the entire period if all trips are annotated during the registration process. Any employee found willfully abusing the system in order to create a situation necessitating use of a personal vehicle will be subject to disciplinary action.

2. Reservation Process

Reservation procedures using Microsoft Outlook are located on the Employee Portal.

3. Priority Use

Reservations may be bumped by a higher priority and/or vehicle need. Factors to be considered in determining priority include trip length, client transport or emergency use. Respective Department Heads or managers should come to a mutual agreement as to which need is of a higher priority. In the event such agreement is not possible, the County Administrator will make the final determination.

d. Fleet Vehicle Check Out/In

1. Check Out

Employees should pick up vehicle keys and vehicle clipboards (with trip information and vehicle damage forms) in the County Clerk's office (Courthouse room #109). Gas cards are available in the glove box of the vehicle. All employees shall take the vehicle specific clipboard on each trip, and ensure all required information is properly annotated. If an employee needs a vehicle for an early morning commute

that will occur before the Clerk's Office is open, it is the responsibility of that employee to ensure they have made arrangements to secure the keys prior to needing the vehicle.

2. Check In

Upon returning from a trip, vehicles are to be parked in the back, northernmost row of Parking Lot A. Vehicle keys and clipboards are to be returned immediately to the County Clerk's office and checked in. If the County Clerk's office is closed for the day, leave the vehicle key and clipboard in the County Clerk's After Hours box. Vehicles, however, have to remain parked in County Parking Lot A, and cannot be used for any other purpose.

3. Maintenance Issues

In the event maintenance is required, employees need to make all necessary notations on the trip information form and then shall inform County Clerk personnel of the issue. This is necessary because the vehicle may need to be removed from service until the issues/problems/concerns can be assessed by the Highway Department.

4. Reservation Cancellations

In the event that a planned trip is canceled, the vehicle reservation is to be immediately canceled in order to ensure vehicles are available for use. Extenuating circumstances that may prevent a cancellation shall be approved by supervisors.

e. Fueling Fleet Vehicles

At the end of the workday, users need to ensure that each vehicle is returned with at least a $\frac{3}{4}$ full tank of gas. Drivers shall fuel vehicles at the Highway Shop. The lone exception is when refueling during a longer trip is necessary to prevent running out of fuel. In these cases only purchase enough fuel to return to the Highway Shop for complete re-fueling.

1. Policy

- a). Use only the fuel card assigned to the vehicle that is being fueled.
- b). Do not share your employee and personal identification number with others.
- c). Input correct and accurate odometer readings.
- d). Ensure the vehicle has at least a $\frac{3}{4}$ full tank of gas after use, and be sure vehicle is full before leaving the County. Try to minimize refueling while outside the county. The fuel is purchased in bulk and the road tax is removed so there are substantial cost savings to fuel using the county system.

2. Fueling Procedure

- a). Each vehicle has a fuel card assigned to it. Use only assigned card for the vehicle.
- b). Swipe fuel card at fuel island terminal.
- c). When prompted for 2nd card, input your employee number then press enter.
- d). When prompt for personal identification number (P.I.N.), input the last 4 digits of your social security number then, enter.
- e). When prompt for odometer reading, input the exact odometer reading then, enter.
- f). When prompt for pump number, input pump number of correct product then, enter and use pump. Highway shops with fueling stations allow for three (3) attempts before shutting off the fuel access. Contact the Highway Department if the card is locked.

3. Lost and Damaged fuel cards

- a). Report lost cards immediately.
- b). Lost cards and damaged cards can be reissued by contacting the Highway Office (726-7914) or the Highway Department at 738-2615.

4. Highway Shops with fueling stations are located at the following addresses:

- a). Chippewa Falls – 801 East Grand Ave, Chippewa Falls, WI 54729
- b). Bloomer – 8837 200th Ave, Bloomer, WI, 54724
- c). Boyd – 510 CTH X, Boyd, WI 54726
- d). Cornell – 20250 CTH K, Cornell, WI 54732

f. Miscellaneous

1. Cleaning

The interior and exterior of the vehicles will be cleaned periodically through arrangements made by the County Clerk. Drivers have the option of taking a vehicle through a car wash as a part of their trip. Car wash directions are located on the back of each vehicle clipboard. Drivers are responsible to ensure that all personal items and trash are removed from the vehicle at the end of the trip.

2. Basic Vehicle Equipment

Each vehicle should be equipped with maps of Chippewa County and Wisconsin, a first aid kit, an ice/snow scraper, Accident Reporting Kits, vehicle registration and an extension cord to plug the vehicle in during cold weather. If any of these items are missing, the Highway Department is to be notified so that the item can be replaced.

The Highway Department will periodically check the inventory for serviceability and completeness.

3. Cold Weather Procedure

Vehicles are to be plugged in by the drivers when the temperature is expected to be below zero degrees.

In cold weather, employees are responsible for checking and unplugging electrical cords from vehicles in cold weather before starting them.

4. Rental Vehicles

Rental vehicles are authorized to be used in situations where it is the most cost efficient means of transportation or the efficient conduct of county business precludes the use of other means of transportation. Department Heads are authorized to determine if rental vehicles should be used.

5. Non-Reimbursable Items

Whenever possible, vehicles are to be refueled at a Highway Shop. Costs for refueling at a commercial filling station are only reimbursable in situations when trip length necessitates refueling before the trip is completed. In these cases, the refueling is only to be to the amount that assures return of the vehicle to the Highway Shop without running out of fuel.

Maintenance items such as floor mats, trailer hitches, air fresheners, car wash soap and other vehicle accessories are not reimbursable without prior approval from the Highway Department.

(Section 34 was adopted 03/11/08 and amended 12/8/09, 12/08/15, 03/13/18, 11/6/18, 01/08/19; 09/10/19)

39. Separation from Employment

a. Purpose

To establish uniform practices for the separation from employment with Chippewa County.

b. Definitions

1. Separation is defined as follows: resignation, retirement, layoff, failure to return from approved leave, position elimination, or discharge from employment. Such employment separations may be voluntary or involuntary.

2. Qualified Separation is defined as follows:

- a). Resignation or retirement from employment with Chippewa County with advanced written notice as defined in Employee Notice of this Policy.
- b). Permanent layoff from employment

- c). Discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most recent date of hire unless the employee is discharged for misconduct.
- 3. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.
- 4. Discharge is defined as dismissal from employment for involuntary reasons.
- c. Employee Notice

For the purposes of employee notice, the following definitions apply:

- 1. Retirement occurs when an employee voluntarily terminates employment with Chippewa County and is eligible for WRS annuity benefits. Eligibility is age 50 for Protective Status employees (Chief Deputy, Field Services Lieutenant, Field Services Sergeants, Patrol Officers and Investigators) and age 55 for all other employees.
- 2. Resignation occurs when an employee voluntarily terminates employment with Chippewa County and is not eligible for WRS annuity benefits.
- 3. Working Notice is when the employee shall work their normally scheduled shift the entire required notice period as defined below. If time off is planned and approved during the notice period, the employee's last day of employment shall be extended to provide a working notice equal to the full amount of the notice (2 weeks or 30 days). If an employee takes unscheduled PTO during the notice period and is able to extend their last day to provide a proper qualified separation notice (2 weeks or 30 days), the employee shall not be paid the unscheduled PTO until the working notice is paid on the final paycheck.

When an employee decides to resign from employment with the County, Chippewa County requires at least two (2) weeks working advance notice. If an employee decides to retire from employment with the County, Chippewa County requires a thirty (30) days advance notice. No more than 40 hours (full time employee) or 20 hours (part time employee) of PTO may be used by someone retiring during the notice.

Department Heads and managers who resign from employment with the County, shall provide at least thirty (30) days working advance notice, and shall be effective upon receipt by the appointing authority. Department Heads and managers who retire from employment with the County, shall provide at least sixty (60) days advance notice, and shall be effective upon receipt by the appointing authority. No more than 40 hours (full time employee) or 20 hours (part time employee) of PTO may be used by someone retiring during the required part of the notice period.

When an employee separates employment, a written notice shall be provided to their Department Head indicating a resignation or retirement and estimated last day. The separation notice shall then be forwarded to the Human Resources Division within one (1) business day.

If an employee fails to give the required notice, the employee's resignation or retirement shall not be considered a Qualified Separation, unless the Human Resources Director determines that acceptable reasons for a shorter notice period exist.

d. Layoffs

Chippewa County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work regardless of their previous length of employment.

1. Notice of layoff

Employees to be laid off shall be given as much notice as practical prior to the effective date of the layoff.

2. Procedure

The needs of the County shall be the primary consideration used in the employer's determination of which employees shall be laid off.

e. Separation Procedures

Upon separation from employment, employees should make an appointment with the Human Resources Division to cover payout provisions, benefit termination and continuation options, and an exit interview.

f. County Property

Prior to separation from employment, County equipment that was assigned to the employee shall be returned to the County. Such equipment includes, but is not limited to, ID card, electronic access device, keys, tape recorders, laptop, computers, IPads and other electronics, calculators, radios, and cell phones.

g. Last Day of Employment

In most cases, the last day worked shall be considered the last day of employment. The County reserves the right to determine the last day of employment.

h. Restrictions

The employee is prohibited from extending their last day of employment with available paid time.

i. Death of an Employee

Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused PTO and Compensatory time for which the deceased employee may have otherwise been eligible to use at the time of his/her death.

j. Separation Conversion/Payouts1. PTO and Holiday Conversion

The accumulated PTO of an employee leaving Chippewa County employment due to a qualified separation shall be converted into the County's Conversion Plan, (herein referred to as the "Plan"). ~~as long as the conversion amount is more than \$1,000. If~~

~~the employee's total conversion amount is less than \$1,000, the employee shall receive a cash payout on their last paycheck.~~

~~If the total conversion amount is \$1,000 or more,~~ the conversion of PTO is mandatory upon a qualified separation and all separating employees with unused PTO on the date of their separation shall participate in the Plan. The employee shall have all PTO converted to a dollar value calculated by taking the number of total PTO hours multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit").

An employee whose separation is non-qualified shall not be eligible for the PTO payout.

2. Compensatory Time Conversion

The accumulated compensatory time of a non-exempt employee leaving Chippewa County employment due to any separation shall be paid on the employee's last paycheck.

The accumulated compensatory time of an exempt employee leaving Chippewa County employment due to any separation shall be converted into the County's Conversion Plan, (herein referred to as the "Plan"). The conversion of compensatory time for an exempt employee is mandatory upon a separation and all separating exempt employees with unused compensatory time on the date of their separation shall participate in the Plan. The exempt employee shall have all compensatory time converted to a dollar value calculated by taking the number of total compensatory time multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit").

3. Benefit

Within thirty (30) days of receiving written notice of an employee's separation, the County shall elect the form in which the separating employee shall receive the Benefit upon completion of a benefit exit interview with a member of the Human Resources Division. The Benefit paid to the separating employee shall be limited to one of the following forms:

- a). The County shall make a contribution to a Medical Expense Trust for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries.
- b). The County shall make a contribution to a 401(a) qualified deferred compensation plan (as selected by the County in its sole discretion) in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.

(Section 39 amended by the County Board 12/08/15, 03/13/18, 11/6/18; 09/13/2022)

CHAPTER 5 – BENEFITS

The information provided is a summary only and is not intended to be a substitution for the plan certificate provided by the respective insurance carrier.

The County shall determine the design and selection of all benefits. The County retains the right to change these benefits. Employees shall be notified of any changes.

The benefits provided under this Chapter shall be administered by the Human Resources Division.

42. Health, Dental and Vision Insurance, Cobra, and Retiree Continuation

a. Purpose

To offer health, dental and vision insurance to those employees who qualify for coverage.

b. Coverage

The design and selection, including all level of benefits provided to County sponsored health, dental and vision insurance plans and insurance carriers are determined by the County. Participation for employee groups is also determined by the County and applicable state and federal regulations; and is governed by the contract of insurance in place between the County and the chosen insurance provider. Employees shall receive notification of any health, dental and vision plan or carrier changes, as adopted by the County. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

1. Health Insurance

Employee health insurance premium contributions are established by Chippewa County. Any employee required to pay any portion of the health insurance premium shall make such payment by payroll deduction on a pre-tax basis. Health insurance premiums are paid monthly and shall be deducted from the first paycheck of each month. If an employee is on an approved leave and a payroll deduction is not possible, unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

2. Dental and Vision Insurance

Employee dental and vision insurance premium contributions are established by Chippewa County. Employees are required to pay the full cost of the dental and vision insurance premium. Employees shall make such payment by payroll deduction on a pre-tax basis. Dental and vision insurance premiums are paid one month in advance and shall be deducted from the second paycheck of each month. If an employee is on an approved leave and a payroll deduction is not possible, unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County.

within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

d. Eligibility

1. Health Insurance

All full-time status employees are eligible for the County sponsored Health Insurance.

2. Dental and Vision Insurance

All full-time and part time status employees who work 1,040 hours or greater each year are eligible for the County sponsored dental and vision plans.

e. Enrollment

Those employees who do not enroll in the health, dental or vision plans during their initial new employee eligibility period (typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division) shall not be eligible again to enroll until one of the following two events occur:

1. Open Enrollment Event

The County holds an open enrollment period annually in the fourth quarter. Employees are eligible to make any change(s) to, cancel or add insurance coverage during the open enrollment period. All elections during open enrollment shall be effective on January 1st of the following year.

2. Section 125 Qualifying Event

IRS Section 125 defines the circumstances under which a plan may permit an employee to change his or her plan elections with respect to health, dental or vision coverage. A qualifying event occurs when an employee or dependent that is covered becomes (or ceases to be) eligible under the plan. A qualifying event allows employees to adjust health, dental or vision insurance coverage without waiting until the open enrollment period. The qualifying event shall be reported within 30 days of the event to the Human Resources Division along with written proof of the event. The qualifying event shall correspond with the change to the plan elections and shall be subject to the approval of the Human Resources Division. The effective date of the change shall be determined by the Human Resources Division, but shall be no later than the first day of the month following the qualifying event date. Common qualifying events include, but are not limited to:

- a). Marriage
- b). Divorce or legal separation
- c). Birth, adoption or placement for adoption of a child
- d). Spouse's loss of employment
- e). Death
- f). Reduction in hours to less than full time status
- g). Dependent turns 26 (effective date of the change for this event only is the last day of the month that the dependent turns 26)

f. Effective Date

If health, dental or vision insurance is elected, insurance becomes effective on the first day of the month following thirty (30) days of employment with the County. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

If an employee is covered under a collective bargaining agreement and has a status change which results in the employee not being covered by the bargaining agreement, the effective date of the change in insurance shall be the first day of the month that follows the change in status.

If an employee is not covered under a collective bargaining agreement and has a status change which results in the employee being covered by a collective bargaining agreement, the effective date of the change in insurance shall be the first day of the month that follows the change in status.

g. Dual Coverage Not Permitted

The County provides health insurance coverage under either one (1) family plan or two (2) single plans. No County employee may be on two County sponsored health plans.

h. Health, Dental and Vision Insurance Coverage During FMLA or Other Leave

Refer to *Continuation of Insurance* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

i. Waiver or Cancellation of Coverage

If an employee declines, waives or cancels any insurance coverage, the employee shall complete an insurance waiver form provided by the Human Resources Division.

The effective date of any change due to waiver shall be dependent on the reason and timing of the waiver and shall be determined by the Human Resources Division consistent with the reason or timing of the waiver and any regulatory requirements (such as COBRA or Section 125 qualifying event changes).

j. Coverage upon Separation

Health, dental and vision insurance coverage shall cease on the last day of the month in which the employee's separation from employment (last day of work) with the County occurs.

k. Insurance Continuation

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and subsequent amendments to the Act, employees covered under an employer's group insurance plan are eligible for continuation of any insurance coverage under the group plan. COBRA contains provisions giving certain employees, former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of insurance coverage at group rates plus a 2% administration fee. This coverage, however, is only available when coverage is lost due to COBRA qualifying events.

COBRA qualifying events are events that would cause an individual to lose insurance coverage. The type of COBRA qualifying event shall determine who the qualified beneficiaries are and the amount of time that a plan shall offer the insurance coverage to them under COBRA. COBRA qualifying events include:

1. Employee or spouse's voluntary or involuntary separation of employment for reasons other than gross misconduct
2. Employee or spouse's reduction in the number of hours of employment
3. Spouse becomes eligible for Medicare
4. Divorce or legal separation
5. Death
6. Dependent child loss of dependent child status under the plan rules

The employee shall report the COBRA qualifying event within 30 days of the event to the Human Resources Division and provide written proof of the event. The effective date of the change shall be the qualifying event date.

All employees, as well as their qualified dependents, shall receive notice of mandated insurance continuation benefits when the plan coverage for the employee begins.

Should an employee in the Jail or law enforcement officer (as defined Wis. Stat. § 66.0137) die in the line of duty, coverage continues until the surviving spouse remarries or attains age 65 or until the dependent child(ren) reaches age 26.

I. Retiree Coverage

Retiree health insurance coverage is not available for employees who retire from Chippewa County on or after January 1, 2023. For employee eligible through 2022, retiree coverage is for health insurance only. Dental and vision are not offered as a retiree benefit. Retiree coverage in 2022 may be elected by the retiree when all of the following criteria are met:

1. The employee shall be enrolled at the time of retirement and have a minimum of one (1) year of enrollment in the Health Plan immediately prior to retirement; and
2. The employee shall be employed by the County for at least ten (10) consecutive years as a full time status employee; and
3. The employee shall be age 55 or older (age 50 for employees classified as Protective Status).

If retiree health insurance coverage was elected before January 1, 2023, the retiree *and* eligible dependents may continue in the County sponsored retiree health plan until the retiree is eligible for Medicare. Retiree coverage is solely at the participant's expense.

(Section 42 adopted by the County Board 09/11/18; 09/10/19; 11/10/2020; 09/13/2022)

43. Care Navigation Incentive

a. Purpose

Chippewa County may offer the use of a care navigation service provider that gives insight into health care costs in an effort to empower health plan members to become better consumers. In some cases, the County may also establish a financial incentive for the employee if a health plan member uses a specific high value, high quality medical provider. The purpose of this policy is to provide guidelines on the incentive, if offered by the medical provider.

b. Eligibility

All Chippewa County health plan members are eligible to use the care navigation services.

If an incentive is available for a procedure at an approved medical provider, the employee is eligible to be paid if the employee is enrolled in the County's healthcare benefit plan and they are active in Chippewa County's payroll system at the time of payment according to our normal incentive process as defined below. If an employee is terminated from Chippewa County's payroll system, which typically occurs the week of the last pay check, the employee is not eligible for the incentive.

For example, if someone has a qualifying procedure in July and the care navigation service provider gives Chippewa County written validation of the service on September 2nd, the incentive payment would be scheduled no later than the last paycheck in the month of September. If the employee is no longer active in the payroll system by the last paycheck in September, the employee is not eligible for the incentive.

c. Incentive Amounts

Incentive amounts shall be established by the County Administrator, after consultation with the care navigation service provider, benefits consultant and Human Resources Director. Not all care navigation medical provider recommendations are incentivized. Services may be incentivized if there is a substantial difference in the cost of care from one provider to another and the provider is a high value, high quality medical provider as determined by the care navigation provider and/or benefits consultant. In some cases, the provider to be incentivized may not be the lowest cost provider in the area, but the one that has the best value (evaluating both quality and cost).

Incentive amounts may be changed at any time by the County Administrator, after consultation with the care navigation service provider, benefits consultant and Human Resources Director.

Incentive amounts shall be provided in a list and available on the Employee Portal under the Benefits tab. If the incentive amounts change, an updated list will be provided on the Employee Portal and an email shall be sent to all employees including the effective date of the change. It is the employee's responsibility to share the incentive amounts with their dependents.

Employees are not required to use the incentive eligible providers offered by the care navigation provider. However, employees will only receive an incentive if an incentive eligible provider is used and the employee completes the Incentive Request process.

d. Incentive Request

If an employee or dependent has a need for a medical provider service, they shall contact the care navigation service provider prior to scheduling a medical appointment in order to determine if there is a provider with an incentive. The care navigation service provider contact information is located on the Employee Portal. If the employee or dependent selects a service provider with an established incentive, the employee or dependent is required to contact the care navigation provider again after the date of service to confirm the visit and complete a survey about the care and the provider. The care navigation service provider will notify Chippewa County Human Resources in writing once the service has been received and confirmed and they will provide Chippewa County Human Resources with a monthly report that includes the date of service and incentive amounts to be paid.

An employee shall not be paid an incentive simply by going to a provider on the incentive list. The employee or dependent is required to complete the survey after the care has been received regarding the care and the medical provider. Chippewa County Human Resources is required to receive validation in writing via a monthly report from the care navigation service provider in order to process the payment. The report will validate the procedure was performed by an approved medical provider.

Exception: If an employee or dependent is referred by Chippewa County's advance primary care clinic, it is permissible for the clinic to send the information to the care navigation service provider on behalf of the employee or dependent and be eligible for the incentive. The employee or dependent is still required to make a follow up call after the medical services have been received to confirm the visit and complete a survey about the care and medical provider. The employee or dependent's procedure is still required to be validated in writing on the monthly report provided to Chippewa County by the care navigation service provider.

e. Payment

The Human Resources Division will validate the information received by the care navigation service provider and submit the incentive amount to the Finance Division to be paid no later than the last paycheck of the month the report is received by the care navigation provider. For example, if an employee has an MRI in April and Human Resources receives written confirmation from the care navigation service provider of that service on the June 2nd monthly report, the employee shall receive the incentive payment (less payroll taxes) no later than the last paycheck in June.

(Section 43 adopted by the County Board 09/12/2023)

71. Safety and On-The-Job Accidents

a. Purpose

To provide safe working conditions and maintain continuity of employment.

b. Employee Responsibility

Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to their immediate supervisor, Department Head or the Human Resources Division so that they may be corrected.

c. Department Head Responsibility

Department Heads are responsible for the working conditions within their department. A Department Head should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or participate in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to exist.

d. Safety Workgroup Meetings

Chippewa County encourages employee involvement in any of the department or location relevant County-wide safety workgroups. The workgroups shall recommend and/or review procedures and actions to be taken to prevent injuries, fires, security issues and other emergencies. Decisions and recommendations shall be communicated via the workgroup safety meetings.

e. Injuries

All employees are required to immediately report all occupational illnesses or injuries to the Trifecta First Report Hotline at (888) 589-6492 and their supervisor within 24-hours, no matter how minor. Refer to the policy on Leaves-Workers' Compensation for more information on the reporting requirements.

(Section 71 adopted by the County Board 1/8/19; 09/13/2022)

State of Wisconsin
Department of Natural Resources

EMERGENCY FIRE WARDEN ORGANIZATION LIST
Form 4300-010 Rev. 3/89

To the Honorable:

The County Board of Chippewa County, Wisconsin

In accord with s. 2612(3) and 26.14(3), Wis. Stats., we recommend the following persons to act as authorized Emergency Fire Wardens for the prevention and suppression of forest fires in this county for the year **2025**, and ask your approval of this organization list.

EMERGENCY FIRE WARDENS

Laurie Hebert, Eagle Point Township Clerk	14802 State HWY 124, Chippewa Falls, WI
Mark Nass, Hey Everything	406 Main St, Cornell, WI
Rhonda Abbuehl-Stamper, Lake Holcombe Cenex	26473 HWY 27, Lake Holcombe, WI
Lori Koterias, River Country Co-Op	11403 County Rd M, New Auburn, WI

Black River Falls, Wisconsin

Department of Natural Resources

January 6, 2025

By: *Bruce T. Henderson*
Area Forestry Leader

By: _____
County Board Chairperson (or authorized committee thereof)

Attachment: 2025 Chippewa County EFW List (8761 : 2025 Fire Warden Appointments)

**STATEMENT OF EXPLANATION
COUNTY ADMINISTRATOR APPOINTMENT - TRAFFIC SAFETY
COMMISSION**

**County Administrator Appointment
to Statutory Commissions and Boards**

I, Randy B. Scholz, appoint the following individual to the County Traffic Safety Commission. The term of office will expire as indicated.

Brady Seidlitz, Law Representative (replaced Jim Sherman) Term is indefinite

The membership of the Traffic Safety Commission is either specified in state statutes, appointed by the Wisconsin Secretary of Transportation, or appointed by the County Administrator and confirmed by the County Board. The Commission was created to enhance the level of safety on all public roadways for all users of those roadways, including pedestrians, bicyclist, motorcyclist, motorist, maintenance workers, and emergency services personnel.

The role of the Commission is to review traffic accident data from the County and, upon review, the Commission makes recommendations for any corrective action it deems appropriate to the County Board and, where appropriate, to the County Highway Committee, the Wisconsin Department of Transportation and, to any other branch of local government.

Dated this 14th day of January, 2025

Randy Scholz
County Administrator