

CHIPPEWA COUNTY**COUNTY BOARD****REGULAR MEETING****AUGUST 12, 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/qmd4No0Ddgk?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	
Jason Bergeron	Chippewa County	District 7, 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	Absent	
Timothy Goettl	Chippewa County	District 6	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	Absent	
George Rohmeyer	Chippewa County	District 17	Present	
Brian Flynn	Chippewa County	District 18	Present	
James Meinen	Chippewa County	District 20	Present	
Kari Ives	Chippewa County	District 21	Present	

others present in room 302 were Leah Simington, Andy Bauer, Bobbie Jaeger, Scott Nabbefeld, Chris Elstran, Trenton Shutter, Ketty Clow, Lynda Schweikert, Toni Hohlfelder, Todd Pauls, Andy Albarado, Traci Bremness and Jackie Sadler

- 4. APPROVAL OF AGENDA**

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 12, 2025
6:00 PM

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

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

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

6. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Guthman, District 2
SECONDER:	David Kelly, District 14
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
ABSENT:	Gehring, Kempe

1. Approval of Minutes

County Board - Regular Meeting - Jul 8, 2025 6:00 PM

7. REPORTS

A. County Administrator Review and Update

B. Department Reports

1. Monthly Claims - Jaclyn Sadler
County Clerk, Jaclyn Sadler, informed the board there was one new claim since the last meeting and the information is listed in the packet.

C. General Reports

8. BUSINESS ITEMS

1. Res. 27 - 25 : Resolution To Approve Tax Levy For Salary Adjustments In 2026 - Andy Albarado
Human Resources Director Toni Hohlfelder and County Administrator Andy Albarado presented the resolution to the board.

Motion to amend line 62 to remove the word "may" and replace with the word "will" made by Supervisor Kelly and seconded by Supervisor Seidlitz. Motion to amend failed, 5 yes, 13 no. Supervisors voting Yes were Shoebridge, Roshell, Seidlitz, Kelly and Lotts. All other supervisors present voted no.

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 12, 2025
6:00 PM

RESULT:	APPROVED [13 TO 5]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Peterson, Lotts, Bomar, Rohmeyer, Meinen, Ives
NAYS:	Seidlitz, Roshell, Kelly, Hennick, Flynn
ABSENT:	Gehring, Kempe

2. Res. 28 - 25 : Resolution To Create A Full-Time Social Worker Position in DHS for CLTS - Andy Albarado/Bobbie Jaeger
County Administrator Andy Albarado presented the resolution to the board.

RESULT:	APPROVED [17 TO 1]
MOVER:	Kari Ives, District 21
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Bergeron, Flater, Guthman, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
NAYS:	Shoebridge
ABSENT:	Gehring, Kempe

3. Res. 29 - 25 : Resolution To Create One Part-Time Elder Benefit Specialist In DHS - Andy Albarado/Bobbie Jaeger
County Administrator Andy Albarado presented the resolution to the board.

RESULT:	APPROVED [17 TO 1]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Bergeron, Flater, Guthman, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
NAYS:	Shoebridge
ABSENT:	Gehring, Kempe

4. Res. 30 - 25 : Resolution To Create A Part-Time Legal Secretary Position in the District Attorney's Office - Andy Albarado/Wade Newell
County Administrator Andy Albarado presented the resolution to the board.

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 12, 2025
6:00 PM

RESULT:	APPROVED [16 TO 2]
MOVER:	Kari Ives, District 21
SECONDER:	Lee Hennick, District 15
AYES:	Hull, Bergeron, Flater, Guthman, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Hennick, Rohmeyer, Flynn, Meinen, Ives
NAYS:	Shoebridge, Kelly
ABSENT:	Gehring, Kempe

5. Ord. 06 - 25 : Ordinance to Amend Chapter 30, Article II of the Code of Ordinances Regarding Nonmetallic Mining - Second Reading - Lynda Schweikert
Trenton Shutter, Project Engineer with Land Conservation and Forest Management, was available for questions on the second reading of the ordinance amendment.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Charles Bomar, District 12
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
ABSENT:	Gehring, Kempe

6. Facility Use Policy Revisions - First Reading - Scott Nabbefeld
Facilities and Parks Director, Scott Nabbefeld, spoke on the policy revisions.

RESULT:	FIRST READING	Next: 9/9/2025 6:00 PM
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7. HR Policy Manual Revision to Conceal Carry Policy - First Reading - Toni Hohlfelder
Human Resources Director, Toni Hohlfelder, spoke on the policy revisions.

RESULT:	FIRST READING	Next: 9/9/2025 6:00 PM
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8. HR Policy Revisions - Care Navigation & Pets in the Workplace - First Reading - Toni Hohlfelder
Human Resources Director, Toni Hohlfelder, spoke on the policy revisions.

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

1. County Board Chair Appointment - District 5 Supervisor

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 12, 2025
6:00 PM

RESULT:	APPROVED [17 TO 1]
MOVER:	James Flater, District 1
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
NAYS:	Lotts
ABSENT:	Gehring, Kempe

2. Oath of Office - District 5 - Jaclyn Sadler
County Clerk, Jaclyn Sadler, administered the oath of office to Dennis Bachman for the District 5 Supervisor position.
3. County Board Chair Appointment - Northern Regional Trail Advisory Committee (NoRTAC)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	David Kelly, District 14
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
ABSENT:	Gehring, Kempe

10. COUNTY ADMINISTRATOR APPOINTMENTS

1. County Administrator Appointment - Highway Commissioner

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
ABSENT:	Gehring, Kempe

2. County Administrator Appointment - Health & Human Services Board

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

11. BUSINESS ITEMS

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 12, 2025
6:00 PM

1. The Board will convene in Closed Session pursuant to Wisconsin State Statutes Sec. 19.85(1)(e) "Deliberating or negotiating the purchase of public properties . . . or conducting other specified business, whenever competitive or bargaining reasons require a closed session" (Discuss and take possible action on Project Rabbit regarding potential purchase or lease of County-owned land designated for economic development).

Closed session included the following people:

- Andy Albarado
- Leah Simington
- Doug Clary
- Todd Pauls
- Brady Seidlitz
- Traci Bremness
- Jackie Sadler
- Charlie Walker
- Dennis Bachman
- Representatives affiliated with Project Rabbit
- All County Board Supervisors

RESULT:	APPROVED [17 TO 1]
MOVER:	Pamela Guthman, District 2
SECONDER:	James Flater, District 1
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Hennick, Rohmeyer, Flynn, Meinen, Ives
NAYS:	Kelly
ABSENT:	Gehring, Kempe

2. The Board will reconvene to open session to continue with the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Duane Shoebridge, District 3
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives
ABSENT:	Gehring, Kempe

3. The Board will convene in Closed Session pursuant to Wisconsin State Statutes Sec. 19.85(1)(e) "Deliberating or negotiating the purchase of public properties . . . or conducting other specified business, whenever competitive or bargaining reasons require a closed session" (Report on potential site location(s) for future business park).

Closed session included the following people:

- Andy Albarado
- Leah Simington
- Doug Clary
- Todd Pauls
- Brady Seidlitz
- Traci Bremness
- Jackie Sadler

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 12, 2025
6:00 PM

- Charlie Walker
- Dennis Bachman
- Representatives affiliated with the Future Business Park Project
- All County Board Supervisors

RESULT:	APPROVED [17 TO 1]
MOVER:	Pamela Guthman, District 2
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Hennick, Rohmeyer, Flynn, Meinen, Ives
NAYS:	Kelly
ABSENT:	Gehring, Kempe

4. The Board will reconvene to open session to continue with the agenda.
County Board Chair Hull adjourned the meeting at 9:49 pm

12. AGENDA ITEMS FOR FUTURE CONSIDERATION

13. ADJOURN

County Board Chair Hull adjourned the meeting at 9:49 pm

CHIPPEWA COUNTY**COUNTY BOARD****REGULAR MEETING****JULY 8, 2025****CHIPPEWA COUNTY COURTHOUSE, RM 302****6:00 PM****NOTE: THE COUNTY BOARD MEETING WILL BE LIVE STREAMED ON YOUTUBE.**

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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	
Jason Bergeron	Chippewa County	District 7, 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	
Timothy Goettl	Chippewa County	District 6	Absent	
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	Present	
Brian Flynn	Chippewa County	District 18	Present	
Kari Ives	Chippewa County	District 21	Present	
Darren Kirby	Chippewa County	District 5	Excused	

others present in room 302 were Traci Bremness, Andy Albarado, Leah Simington, Andy Bauer, Trenton Shutter, Ketty Clow, Lynda Schweikert, Doug Clary, Toni Hohlfelder, Todd Pauls and Jaclyn Sadler

****Please note Supervisor Kirby resigned from the board effective 6/30/2025; however, due to the timing of agenda creation within the software system Supervisor Kirby is still displayed on the agenda and minutes.****

- 4. APPROVAL OF AGENDA**

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 8, 2025
6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

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

6. CONSENT AGENDA

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

1. Approval of Minutes

County Board - Regular Meeting - Jun 10, 2025 6:00 PM

7. REPORTS

A. County Administrator Review and Update

1. Update on District 5 and District 20 County Board Supervisor Vacancies
County Administrator Andy Albarado updated the board that there is an appointment for District 20 at the meeting tonight. The County Board Chair and Vice-Chair will conduct interviews for District 5 on July 16th and an appointment will be brought to the August County Board meeting.

B. Department Reports

1. County Clerk 2024 Annual Report - Jaclyn Sadler
County Clerk, Jaclyn Sadler, presented the County Clerk 2024 annual report.
2. Monthly Claims - Jaclyn Sadler
There were no new claims since the last County Board meeting.

C. General Reports

8. BUSINESS ITEMS

Minutes Acceptance: Minutes of Jul 8, 2025 6:00 PM (Consent Agenda)

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 8, 2025
6:00 PM

1. Res. 23 - 25 : Resolution To Disallow Claim of OptumRx, Inc. - Todd Pauls
Corporation Counsel, Todd Pauls, explained the resolution to the board.

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

2. Res. 24 - 25 : Resolution to Disallow Second Claim of Richard Hodsdon - Todd Pauls
Corporation Counsel, Todd Pauls, explained the resolution to the board.

RESULT:	APPROVED [11 TO 6]
MOVER:	Kari Ives, District 21
SECONDER:	Charles Bomar, District 12
AYES:	Hull, Bergeron, Flater, Guthman, Gehring, Ericksen, Peterson, Bomar, Rohmeyer, Flynn, Ives
NAYS:	Shoebridge, Seidlitz, Lotts, Roshell, Kelly, Kempe
ABSTAIN:	Hennick
ABSENT:	Goettl

3. Res. 25 - 25 : Resolution To Approve A Revised Schedule Of Fees In The Department Of Planning & Zoning
- Doug Clary
Planning & Zoning Director Doug Clary explained the revised fee schedule to the board.

RESULT:	APPROVED [17 TO 1]
MOVER:	George Rohmeyer, District 17
SECONDER:	Peter Gehring, District 4
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
NAYS:	Seidlitz
ABSENT:	Goettl

4. Res. 26 - 25 : Resolution To Create a Full-Time Building Inspector Position In Zoning - Doug Clary
Planning & Zoning Director Doug Clary explained the need for adding the position.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	David Kelly, District 14
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

Minutes Acceptance: Minutes of Jul 8, 2025 6:00 PM (Consent Agenda)

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 8, 2025
6:00 PM

5. Ord. 05 - 25 : Ordinance to Amend Secs 70-8,70-63,70-70 through 70-73 and 70-76 of Chippewa Cty Code of Ordinances - Second Reading - Doug Clary
Planning & Zoning Director Doug Clary was available for questions on the ordinance amendment. There were a couple of typos that need to be corrected (year to yard).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Ericksen, District 8
SECONDER:	Kari Ives, District 21
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

6. Ord. 06 - 25 : Ordinance to Amend Chapter 30, Article II of the Code of Ordinances Regarding Nonmetallic Mining - First Reading - Lynda Schweikert
Land Conservation Forest Management Director, Lynda Schweikert, introduced Trenton Shutter, who explained the ordinance amendment to the board.

RESULT:	FIRST READING	Next: 8/12/2025 6:00 PM
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7. County Administrator Appointments

1. County Administrator Appointment - ADRC Board

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joseph Roshell, District 13
SECONDER:	Rocky Kempe, District 16
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

2. County Administrator Appointment - Health & Human Services Board

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

9. COUNTY BOARD CHAIR APPOINTMENTS

1. County Board Chair Appointment - Legal & Law Enforcement Committee

Minutes Acceptance: Minutes of Jul 8, 2025 6:00 PM (Consent Agenda)

County Board

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 8, 2025
6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Pamela Guthman, District 2
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

2. County Board Chair Appointment - District 20 County Board Supervisor

RESULT:	APPROVED [17 TO 1]
MOVER:	Kari Ives, District 21
SECONDER:	George Rohmeyer, District 17
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
NAYS:	Lotts
ABSENT:	Goettl

10. OATH OF OFFICE

1. Oath of Office - District 20 - Jaclyn Sadler
County Clerk, Jaclyn Sadler, administered the oath of office to James Meinen as the District 20 County Board Supervisor.

11. AGENDA ITEMS FOR FUTURE CONSIDERATION

12. ADJOURN

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Ericksen, District 8
SECONDER:	Joel Seidlitz, District 9
AYES:	Hull, Bergeron, Flater, Guthman, Shoebridge, Gehring, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Goettl

Minutes Acceptance: Minutes of Jul 8, 2025 6:00 PM (Consent Agenda)

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: August 12, 2025

Claimant	Date Filed	Amount of Claim	Type of Claim	Department Involved
Tami Allison	7/14/2025	\$3,000	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. 27 - 25

RESOLUTION TO APPROVE TAX LEVY FOR SALARY ADJUSTMENTS IN 2026 - ANDY ALBARADO

1 This resolution establishes the amount of levy funding to be included in the 2026 Chippewa
2 County Operating Budget to be used for market analysis, across-the-board wage adjustments and salary
3 schedule adjustments for Chippewa County employees, excluding those employees covered by the
4 Wisconsin Professional Police Association collective bargaining agreement, elected officials and the
5 County Administrator. Approved market analysis adjustments to the salary schedule and affected
6 employees would occur on January 1, 2026. Historically, approved across-the-board adjustments have
7 been effective on July 1 each year. For 2026, the County Administrator is recommending a salary
8 schedule adjustment and across-the-board increase for employees on both January 1, 2026, and July 1,
9 2026.

10
11 Pursuant to the Compensation System policy located in the Human Resources Policy Manual,
12 the County Administrator is required to make a recommendation to the County Board as to the
13 appropriate funding level for market analysis adjustments, across-the-board wage adjustments and
14 salary schedule adjustments as part of the annual budget process. If this resolution is approved, the
15 County Administrator will be authorized to offer an across-the-board wage adjustment of 2.00%
16 effective on January 1, 2026, and up to 1.5% effective on July 1, 2026. Also, with the passage of this
17 resolution, the County Administrator will be authorized to make adjustments to the salary schedule grid
18 (minimum, control point and maximum) as needed for the economic conditions. It is planned that
19 approximately a 2% increase to the salary schedule would occur in 2026 with a 1% adjustment to the
20 control point of Grade 1 on January 1, 2026, and another 1% adjustment to the control point of Grade 1
21 on July 1, 2026.

22
23 The County Administrator will include a final recommendation for across-the-board wage and
24 salary schedule adjustments as part of the County Administrator recommended budget that is
25 presented annually in October to the Executive Committee for review and consideration. The County
26 Board will review and approve that recommendation during the public budget hearing in November.

Resolution No. 27 - 25

RESOLUTION TO APPROVE TAX LEVY FOR SALARY ADJUSTMENTS IN 2026 - ANDY ALBARADO

WHEREAS, the County transitioned the Compensation Plan from a pay-for-performance component to an across-the-board component which was approved by the County Board on November 12, 2019; and

WHEREAS, the approved Compensation System policy has a "Market Analysis" requirement built into the system that states, "The County shall evaluate each position against the market conditions and internal comparable data at least once every four (4) years"; and

WHEREAS, the Compensation System policy states that the across-the-board recommendation will be made via resolution and will include the appropriate funding level for market analysis adjustments, across-the-board increases, and salary schedule adjustments; and

WHEREAS, the County Administrator will recommend a funding level that is sustainable under the current levy limit structure; and

WHEREAS, to remain competitive within the market, the salary schedule should be reviewed regularly and adjustments made if necessary; and

WHEREAS, the County retained a compensation consultant, Cottingham Butler, to complete a market analysis in the first quarter of 2025 to evaluate the current salary schedule and make recommended adjustments to the schedule and some positions within the schedule effective January 1, 2026; and

WHEREAS, the County Administrator has considered the overall financial state of the county and recommends an across-the-board wage increase for employees of 2.00% to be effective on January 1, 2026, and an additional wage increase of up to 1.5% to be effective on July 1, 2026; and

WHEREAS, the County Administrator recommends that the Salary Schedule be adjusted to reflect a 1% increase to the control point of Grade 1 on January 1, 2026 and an additional 1% increase to the control point of Grade 1 on July 1, 2026; and

WHEREAS, the County Administrator's recommendation for the 2026 market analysis, January 2026 across-the-board wage increase of 2% and 2026 salary schedule adjustments has an estimated levy allocation of \$297,344 for 2026 included in the departments' budgets; and

WHEREAS, the County Administrator's recommendation of a July 1, 2026 across-the-board wage increase of 1.5% has an estimated levy allocation of \$110,769 for 2026 to account 100-04-59810-511100; and

WHEREAS, the County Administrator will include a final recommendation for across-the-board wage adjustments as part of the County Administrator recommended budget that is presented annually in October to the Executive Committee for review and consideration; and

WHEREAS, if the Executive Committee supports the County Administrator's final recommendation for across-the-board wage adjustments, the County Board will review and approve that recommendation during the public budget hearing in November;

NOW, THEREFORE BE IT RESOLVED, that \$408,113 of levy funding is hereby approved to be included in the 2026 Proposed County Budget to be used to cover the cost of the salary schedule adjustments effective January 1, 2026, and July 1, 2026, the across-the-board wage adjustments effective January 1, 2026, and July 1, 2026, and the market analysis changes effective January 1, 2026.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Estimated 2026 Market Analysis, January ATB of 2% and Salary Schedule Adjustment Costs included in the Departments' budgets:

\$616,951 Total Wages and Fringe Benefit Costs
 (\$319,607) Funded by other sources (grants, fees, etc.)
 \$297,344 Estimated levy utilized for 2026 Market Analysis, January across-the-board wage adjustments and salary schedule adjustments included in the Departments' budgets

Estimated July 1, 2026 ATB of 1.5% and Salary Schedule Adjustments:

\$221,538 Total Wages and Fringe Benefit Costs
 (\$110,769) Funded by other sources (i.e. grants, fees, etc.)
 \$110,769 Estimated 2026 levy needed for salary schedule and July across-the-board wage adjustments

08/12/2025 County Board

RESULT: APPROVED [13 TO 5]

MOVER: James Flater, District 1

SECONDER: Pamela Guthman, District 2

AYES: Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Peterson, Lotts, Bomar, Rohmeyer, Meinen, Ives

NAYS: Seidlitz, Roshell, Kelly, Hennick, Flynn

ABSENT: Peter Gehring, Rocky Kempe

History:

07/15/25 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:



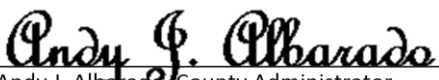
Todd A. Pauls, Corporation Counsel

7/8/2025



Leah Simington, Finance Director

7/8/2025



Andy J. Albarado, County Administrator

7/8/2025



Market Analysis Update

Toni Hohlfelder, Human Resources Director
Executive Committee July 15, 2025
County Board August 12, 2025

1

Summary

1. Market Analysis History
2. 2025 Market Analysis Final Report Summary
3. Market Analysis Recommendations
4. Salary Schedule Demo

2

Market Analysis History

History: Compensation plan, policy and salary schedule was implemented in 2013. A market analysis evaluation has occurred every two years with changes effective January 1st of each even year (except due to COVID).

<u>Evaluated by Consultant</u>	<u>Effective Date of Changes</u>
Q2 2015	1/1/2016
Q1 2017	1/1/2018
Q1 2019	1/1/2020
Q1 2021 (Skipped)	1/1/2022 (No Change occurred)
Q1 2023 (Comprehensive)	1/1/2024 (New wage grid created)
Q1 2025	1/1/2026 (if approved by the County Board)

3

Market Analysis History

Effective Date	Position Changes	Salary Schedule	Internal Equity
1/1/2016	Child Support Coordinator, Help Desk/PC Tech, Hwy Operator I/IV to Hwy Mechanic II/Welder, Project Engineer I-III, Jailer and Jailer Sgt	No change	None - bring employee to starting if below only.
1/1/2018	Custodian, Custodian Maint/Asst, Transport Officer, Highway Laborer, Inventory Clerk, Purchasing Clerk, Telecommunicator, Economic Support Specialist, Deputy Clerk of Court, Jail Sergeant, CJS Director, Network Engineer	No change	None - bring employee to starting if below only.
1/1/2020	Account Assistant, Accountant, Admin Asst III and IV, Building Inspector, Clinician, Clinician, Conservation Specialist, County Surveyor, CS Case Mgr, Deputy Clerk of Court, Deputy County Clerk, Deputy ROD, Deputy Probate, Disability Specialist, Elder Benefit Spec, Emerg Mgmt Dir, Facil Maint Mgr, HR Generalist, Inventory Clerk, IT Programmer, Judicial Asst, Mechanic, Network Analyst, Network Engineer, Operator II-IV, Parks Mgr, Real Property Lister, Sr. Account Mgr, Telecommunicator, Vet Serv Dir, Victim Witness Spec, Zoning Inspector	Reduced max from 60% to 25% from Position Point	If < 3 years exp = 2% above start. If < 5 years exp = 5% above start
1/1/2022	No Study		
1/1/2024	Comprehensive Study Completed	Recommend at least 1% grid movement annually.	If < 2 years exp = 2% above start. If < 3 years exp = 3% above start. If < 4 years exp = 4% above start. If < 5 years exp = 5% above start. If < 6 years exp = Control Point

4

Market Analysis History

Comprehensive Study effective January 1, 2024 – New Salary Schedule and the following positions had a significant changes from Grades A-DD (old schedule) to Grades 1-26 (new schedule).

- Assistant Forest Administrator
- Case Managers / Social Workers
- Child Support Director
- GIS Coordinator
- Facilities Maintenance Tech I
- Veteran Services Specialist

Implemented Market Analysis internal equity wage increases county-wide (at a cost of almost \$2M):

41: 1-3%	67: 10-15%	77: 0%
39: 3-5%	41: 15-20%	50/77 10+ years
73: 5-10%	47: 20-47%	51/77 Grades 15-26

5

2025 Market Analysis Final Report Summary

Consulting Firm: Cottingham Butler Total Rewards Consulting (TRC)

Director Led: Jenna Bidwell

Market Data Sources:

Bureau of Labor Statistics – Cross Industry; Eau Claire Metro Area; Wisconsin

CompData Benchmark Pro – Cross Industry; La Crosse/Eau Claire WI Area; Wisconsin; Midwest

Cottingham Bulter Custom Survey:

Counties: Barron, Calumet, Clark, Colombia, Dodge, Douglas, Dunn, Eau Claire, Jefferson, La Crosse, Marathon, Monroe, Ozaukee, Pierce, Polk, Portage, Rusk, Sauk, Shawano, Sheboygan, St. Croix, Taylor, Waupaca, and Wood

Cities: Black River Falls, Chippewa Falls, Eau Claire, Hudson, La Crosse, Marshfield, and River Falls

Economic Research Institute – Cross Industry; Chippewa Falls; Wisconsin

Payfactors – Cross Industry; Chippewa County, Wisconsin

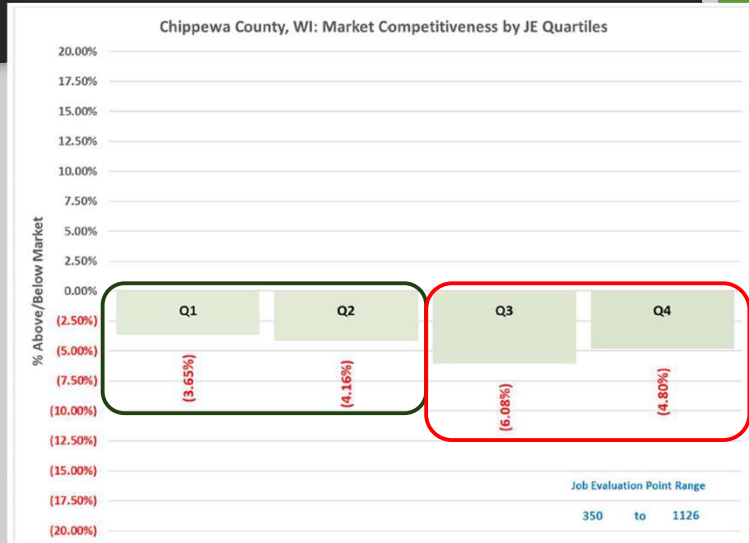
Payfactors Peer – Cross Industry; Wisconsin

Willis Towers Watson – Cross Industry; Wisconsin; Great Lakes; North Central

6

2025 Market Analysis Final Report Summary

- 61 Benchmark positions
- Overall market index County-wide is 95% (lagging)
- Grades 1-13 are more competitive than the Grades 14-26
- This illustration is why TRC recommends a control point progression adjustment



7

2025 Market Analysis Final Report Summary

TRC Recommendations:

- January 1, 2026 – Increase the Control Point of Grade 1 by 1.75%
- July 1, 2026 – Increase the Control Point of Grade 1 by 1%
- January 1, 2026 – Move Control Point progression from 6% to 6.2%
- Move the Emergency Communication Center Director position down one pay grade.
- Move the following positions up one pay grade:
 - ❖ Emergency Management Director
 - ❖ Patrol Sergeant
 - ❖ Operator III (along with Operator II – IV, Machinist, Mechanics and Welders)
 - ❖ Clinician
 - ❖ System Analyst will also be aligned with the Network Analyst

8

Market Analysis Recommendations

Recommendation by the County Administrator:

- January 1, 2026 – Increase the Control Point of Grade 1 by 1.0%
 - January 1, 2027 – Increase the Control Point of Grade .75%
- July 1, 2026 – Increase the Control Point of Grade 1 by 1%
- January 1, 2026 – Move Control Point progression from 6% to 6.1%
 - January 1, 2027 – Move Control Point progression from 6.1% to 6.2%
- Make no change to the Emergency Communication Center Director position
- Move the following positions up one pay grade:
 - ❖ Emergency Management Director
 - ❖ Patrol Sergeant
 - ❖ Operator III (along with Operator II – IV, Machinist, Mechanics and Welders)
 - ❖ Clinician
 - ❖ System Analyst will also be aligned with the Network Analyst

9

Market Analysis Recommendations

Effective Date	Position Changes	Salary Schedule	Internal Equity
1/1/2026	Clinician, Emergency Management Dir, Patrol Sergeant, Operator II-IV, Machinist, Mechanic I-II, Welder	1% 1/1/26 and 1% 7/1/26. CP Progression from 6%-6.1%	None - bring employee to starting if below only.
1/1/2027	No Study - but fiscally suggest spreading recommendation for 2026 over two years.	.75% 1/1/27 and 1% 7/1/27. CP Progression from 6.1%-6.2%	None - bring employee to starting if below only.

10

Salary Schedule Demo

Chippewa County **DRAFT - PENDING COUNTY BOARD APPROVAL** Effective 1-01-2026

2026 Wage Grid

Grade	Job Title	Minimum	Control Point	Maximum	CP to Min	CP to Max	Control Point	CP Progression
1	Administrative Assistant I Bailiff	\$ 13.99	\$ 15.21	\$ 18.25	-8%	20%	15.21	
2	Site Aide	\$ 14.85	\$ 16.14	\$ 19.37	-8%	20%	\$ 16.14	6.1%
3	Park Caretaker	\$ 15.75	\$ 17.12	\$ 20.54	-8%	20%	\$ 17.12	6.1%
4	Transport Officer	\$ 16.71	\$ 18.16	\$ 21.79	-8%	20%	\$ 18.16	6.1%
5	CJS Support Professional	\$ 17.73	\$ 19.27	\$ 23.12	-8%	20%	\$ 19.27	6.1%
6	Custodian Family Interaction Worker Program Aide	\$ 18.81	\$ 20.45	\$ 24.54	-8%	20%	\$ 20.45	6.1%
7	Administrative Assistant II Youth Court Coordinator	\$ 19.96	\$ 21.70	\$ 26.04	-8%	20%	\$ 21.70	6.1%
8	Custodial Maintenance Assistant Highway Custodial Maintenance Assistant Program Assistant Traffic Control Technician	\$ 21.18	\$ 23.02	\$ 27.62	-8%	20%	\$ 23.02	6.1%

11

Salary Schedule Demo

Chippewa County **DRAFT - PENDING COUNTY BOARD APPROVAL** Effective 1-01-2026

2026 Wage Grid

Grade	Job Title	Minimum	Control Point	Maximum	CP to Min	CP to Max	Control Point	CP Progression
1	Administrative Assistant I Bailiff	\$ 13.99	\$ 15.21	\$ 18.25	-8%	20%	15.21	
20	ADRC Division Manager Assistant Finance Director County Conservationist / LCFM Director CYFS Division Manager Lieutenant - Field Services Network Engineer Project Manager RWC Division Manager RWC Operations Administrator	\$ 41.23	\$ 46.85	\$ 56.22	-12%	20%	\$ 46.85	6.1%
21	Captain - Jail Child Support Director CJS Director Deputy Highway Commissioner Facilities Parks Director Planning Zoning Director	\$ 43.74	\$ 49.71	\$ 59.65	-12%	20%	\$ 49.71	6.1%
22	Chief Deputy County Health Officer/Public Health Director	\$ 45.36	\$ 52.74	\$ 63.29	-14%	20%	\$ 52.74	6.1%
23	Deputy Corp Counsel	\$ 48.13	\$ 55.96	\$ 67.15	-14%	20%	\$ 55.96	6.1%

12

Any Questions??

13

COTTINGHAM & BUTLER

Total Rewards Consulting

EXECUTIVE SUMMARY

Chippewa County – Market Update

Background

Chippewa County retained our firm to conduct a market update analysis to assess the competitiveness of the County's current pay structure and identify any outliers that would indicate particular roles are moving faster in the market than others. The following summarizes our process, findings, and recommendations.

Approach

Cottingham and Butler Total Rewards Consulting (TRC) completed a pay study for the County in 2023 that resulted in a new wage schedule implemented January 1, 2024. The County has adjusted the adopted schedule by 1% on July 1, 2024, and was planning an additional 1% structural increase as of July 1, 2025. The planned increase for July 1, 2025, was the structure comparison used for the market analysis.

Custom Survey and Market Data Sources

As with the original project, the County confirmed the appropriate target market for the comparable market measurement and TRC completed a custom survey to obtain this information. To supplement the custom survey set, TRC utilized data from their private survey library. The objective of the data sources utilized below was to provide a complete market measurement of the comparable and competitive markets the County faces when recruiting for many of its positions. The data sources utilized were:

- Bureau of Labor Statistics – Cross Industry; Eau Claire Metro Area; Wisconsin
- CompData Benchmark Pro – Cross Industry; La Crosse/Eau Claire WI Area; Wisconsin; Midwest
- Custom Survey:
 - Counties: Barron, Calumet, Clark, Colombia, Dodge, Douglas, Dunn, Eau Claire, Jefferson, La Crosse, Marathon, Monroe, Ozaukee, Pierce, Polk, Portage, Rusk, Sauk, Shawano, Sheboygan, St. Croix, Taylor, Waupaca, and Wood
 - Cities: Black River Falls, Chippewa Falls, Eau Claire, Hudson, La Crosse, Marshfield, and River Falls
- Economic Research Institute – Cross Industry; Chippewa Falls; Wisconsin
- Payfactors – Cross Industry; Chippewa County, Wisconsin
- Payfactors Peer – Cross Industry; Wisconsin
- Willis Towers Watson – Cross Industry; Wisconsin; Great Lakes; North Central

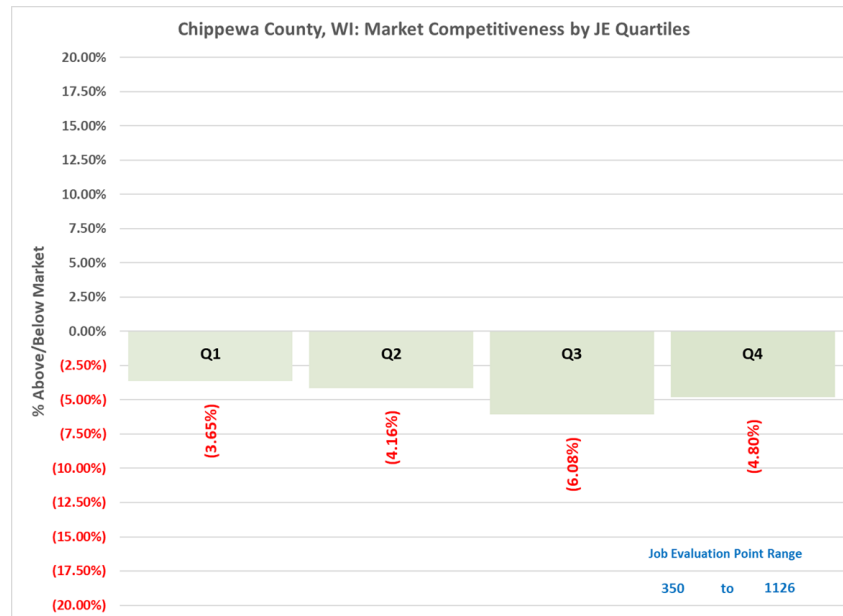
Benchmark List and Market Competitiveness

The County reviewed the previously measured benchmark list and selected 61 benchmark roles from across different functional areas and from all levels of the County's hierarchy. The list of benchmark positions measured in this market update are captured in the table below.

911 GIS Tech	Account Assistant	Accountant I
Admin Assistant III	ADRC Division Manager	Assist to Co Admin
Assistant Finance Dir	Captain Jail	Chief Deputy
Child Support Dir	CJS Specialist	Clinician
Co Health Officer/PH Director	Conservation Spec	Corporation Counsel
CS Case Manager	Co Conserv. LCFM Dir	Custodian
CYFS Division Manager	Dep Clerk of Courts	Deputy County Clerk
Deputy Reg of Deeds	Deputy Treasurer	Econ Support Div Manager
Econ Support Spec	Emergency Comm Center Dir	Emergency Mgmt Dir
Fac Maintenance Tech II	Facilities Maintenance Mgr	Facilities Parks Dir
Finance Dir	Fiscal Manager	Forest Administrator
Highway Commissioner	HR Director	HR Generalist
HR Asst/F&P Admin Assist III	Human Services Dir	Hwy Fac/Fleet Superintendent
Hwy Paving Crushing SP	Information Tech Dir	Jail Sergeant
Jailer I	Legal Assistant	Legal Secretary
Mechanic II Certified	Network Analyst	Network Engineer
Office Manager	Operator III	Patrol Sergeant
Project Engineer II	Project Manager	Purchasing Clerk
Recycling Coord PT	Register in Probate	RN
Social Worker	Tech Support Analyst	Telecommunicator
Verts Service Dir		

To assess the market competitiveness, TRC measured the median market value for the benchmark positions and compared it to the current structure midpoint. Overall, the market index of this comparison was 95%, indicating that the current structure was lagging slightly behind the County's target at the median.

The competitiveness chart captured below demonstrates that the lag was not consistent from the top of the structure to the bottom. The lower portion of the structure was more competitive (3.7% and 4.2%) than the third quartile (6.1%) of benchmarks.



Recommendations

Based upon the latest market measurement and using an approach consistent with the initial development of the current pay structure, TRC recommends an adjustment of 1.75% to the control point of Grade 1. In addition to this adjustment, TRC recommends that the control point progression move from 6% to 6.2%. The combination of these two adjustments will assist the County in moving their pay structure to a more competitive state.

In addition to identifying the slight gap in the competitiveness of the structure, there were several positions where the market indicated a difference in movement from the general market. Positions that were identified as potential outliers were also reviewed for internal alignment concerns. The list below captures the positions the County may want to consider for adjustments.

- Emergency Communication Center Director: This position had been adjusted up one grade in the previous study. Based upon the latest market measurement, Grade 18 would be a more appropriate grade placement.
- Emergency Management Director: This position had been adjusted down one grade in the previous study. Based upon the latest market measurements, Grade 17 would be a more competitive grade placement.
- Patrol Sergeant: Based upon the market measurements, Grade 17 would be a more competitive grade placement.
- Operator III: Due to recruitment and retention challenges, this position was identified as needing a potential market adjustment. This role is challenging because it is part of a hierarchy and the movement of this position requires additional adjustment consideration to maintain internal equity. Based upon the discussions with County leadership team and the results of the market assessment, TRC recommends this position move to Grade 12. In addition, it is recommended that the County consider adjusting each of the following positions up one grade to maintain the alignment: Operator II, Operator IV, Machinist, Mechanic I, Mechanic II and Welder.
- Clinician: Based upon the market measurements, Grade 18 would be a more competitive grade placement.

TRC recommends that the County continue to review and assess annual movement of the pay range to maintain the structure market alignment. In addition to this, it is important for the County to continue to monitor employee progress through the open pay range system. These types of pay ranges can be challenging for organizations to progress employees through in an appropriate amount of time.

Chippewa County
2026 Wage Grid

DRAFT - PENDING COUNTY BOARD APPROVAL

Effective 1-01-2026

Grade	Job Title	Minimum	Control Point	Maximum
1	Administrative Assistant I	\$ 13.99	\$ 15.21	\$ 18.25
	Bailiff			
2	Site Aide	\$ 14.85	\$ 16.14	\$ 19.37
3	Park Caretaker	\$ 15.75	\$ 17.12	\$ 20.54
4	Transport Officer	\$ 16.71	\$ 18.16	\$ 21.79
5	CJS Support Professional	\$ 17.73	\$ 19.27	\$ 23.12
6	Custodian	\$ 18.81	\$ 20.45	\$ 24.54
	Family Interaction Worker			
	Program Aide			
7	Administrative Assistant II	\$ 19.96	\$ 21.70	\$ 26.04
	Youth Court Coordinator			
8	Custodial Maintenance Assistant	\$ 21.18	\$ 23.02	\$ 27.62
	Highway Custodial Maintenance Assistant			
	Program Assistant			
	Traffic Control Technician			
9	Deputy County Clerk	\$ 22.47	\$ 24.42	\$ 29.30
	Engineer Intern			
	Land Resource Technician			
	Land and Water Resource Technician			
	Reserve Officer I			
10	Administrative Assistant III	\$ 23.84	\$ 25.91	\$ 31.09
	Forest Maintenance Technician			
	Human Resources Assistant			
	Human Resources Assistant/F&P Administrative Asst			
	Legal Assistant			
	Resource Specialist			

Attachment: 1-1-26 Salary Schedule Pending CB Approval w Tracked Movements 6-19-25 (27 - 25 : Resolution To Approve Tax Levy For Salary

Chippewa County **DRAFT - PENDING COUNTY BOARD APPROVAL**
2026 Wage Grid

Effective 1-01-2026

Grade	Job Title	Minimum	Control Point	Maximum
11	911 GIS Technician	\$ 25.29	\$ 27.49	\$ 32.99
	Account Assistant			
	Administrative Assistant IV			
	Deputy Register of Deeds			
	Economic Support Specialist			
	Facilities Maintenance Technician I			
	Inventory Clerk			
	Jailer I			
	Mental Health Specialist			
	Operator II			
	Parks Maintenance Technician			
	Real Property Lister			
	Reserve Officer II			
	Telecommunicator			
12	Chief Deputy Register of Deeds	\$ 26.84	\$ 29.17	\$ 35.00
	Child Support Account Specialist			
	Child Support Case Manager			
	Clerk Juvenile Court			
	Corporation Counsel Legal Assistant			
	Courts Support Specialist			
	Deputy Clerk of Courts			
	Deputy Register in Probate			
	Deputy Treasurer			
	Disability Benefit Specialist			
	Elder Benefit Specialist			
	Judicial Assistant			
	Legal Secretary			
	Medical Services Screener			
	Operator III			
	Purchasing Clerk			
	Veterans Services Specialist			
	Victim Witness Specialist			

Attachment: 1-1-26 Salary Schedule Pending CB Approval w Tracked Movements 6-19-25 (27 - 25 : Resolution To Approve Tax Levy For Salary

Chippewa County
2026 Wage Grid

DRAFT - PENDING COUNTY BOARD APPROVAL

Effective 1-01-2026

Grade	Job Title	Minimum	Control Point	Maximum
13	911 GIS Coordinator	\$ 28.47	\$ 30.95	\$ 37.14
	Accountant I			
	Assistant to the County Administrator			
	Case Manager - DHS			
	CJS Specialist			
	Contract Management and Relations Coordinator			
	Custodial Supervisor			
	Economic Support Coordinator			
	Emergency Communication Center Coordinator			
	Facilities Maintenance Tech II			
	Jailer II			
	Mechanic I - Non Certified			
	Operator IV			
	Program Agronomist			
	Reserve Officer III			
	Technical Support Analyst			
14	Accountant II	\$ 30.21	\$ 32.84	\$ 39.41
	Application Analyst			
	Child Support Coordinator			
	Dementia Care Specialist			
	Diversion Specialist			
	Drug Free Community Project Coordinator			
	Early Intervention Specialist			
	HR Generalist			
	IT Programmer Analyst			
	Machinist/Welder			
	Mechanic II - Certified			
	Nutrition Transportation Program Supervisor			
	Office Manager			
	Program Coordinator			
	Recycling Coordinator			
	Victim Witness Coordinator			
	Welder			

Attachment: 1-1-26 Salary Schedule Pending CB Approval w Tracked Movements 6-19-25 (27 - 25 : Resolution To Approve Tax Levy For Salary

Chippewa County **DRAFT - PENDING COUNTY BOARD APPROVAL**
2026 Wage Grid

Effective 1-01-2026

Grade	Job Title	Minimum	Control Point	Maximum
15	Bridge Program Manager	\$ 32.05	\$ 34.84	\$ 41.81
	Building Inspector			
	Chief Deputy Clerk of Court			
	County Patrol Superintendent			
	Conservation Specialist			
	Environmental Health Specialist			
	Jail Sergeant			
	Nutritionist			
	Operations Manager			
	Options Counselor			
	Project Engineer I			
	Quality Assurance & Improvement Coordinator			
	Recovery Court Case Manager			
	Social Worker			
	Zoning Inspector			
16		\$ 33.27	\$ 36.97	\$ 44.36
	Assistant Forest Administrator			
	Birth to 3 Program Coordinator			
	Disease Investigator			
	Hwy Paving/Crushing Superintendent			
	Network Analyst			
	Planning and Promotion Specialist			
	Project Engineer II			
	Register in Probate			
	RN			
	State Patrol Superintendent			
	System Analyst			
	Technical Support Analyst Supervisor			
17		\$ 35.31	\$ 39.23	\$ 47.08
	Emergency Management Director			
	Environmental Health Manager			
	Fiscal Manager			
	GIS Coordinator			
	Hwy Facility/Fleet Superintendent			
	Nutrition Division Manager			
	Patrol Sergeant			
	Project Engineer III			
	Veterans Service Director			

Attachment: 1-1-26 Salary Schedule Pending CB Approval w Tracked Movements 6-19-25 (27 - 25 : Resolution To Approve Tax Levy For Salary

Chippewa County
2026 Wage Grid

DRAFT - PENDING COUNTY BOARD APPROVAL

Effective 1-01-2026

Grade	Job Title	Minimum	Control Point	Maximum
18		\$ 37.46	\$ 41.62	\$ 49.94
	Clinician			
	Community Health Division Manager			
	County Surveyor			
	CYFS Division Supervisor			
	Facilities Maintenance Manager			
	Parks Manager			
	Planning & Strategy Division Manager			
19		\$ 38.86	\$ 44.16	\$ 52.99
	Economic Support Division Manager			
	Emergency Communication Center Director			
	Environmental Engineer			
	Forest Administrator			
	Lieutenant - Jail			
	Sr Fiscal Manager			
20		\$ 41.23	\$ 46.85	\$ 56.22
	ADRC Division Manager			
	Assistant Finance Director			
	County Conservationist / LCFM Director			
	CYFS Division Manager			
	Lieutenant - Field Services			
	Network Engineer			
	Project Manager			
	RWC Division Manager			
	RWC Operations Administrator			
21		\$ 43.74	\$ 49.71	\$ 59.65
	Captain - Jail			
	Child Support Director			
	CJS Director			
	Deputy Highway Commissioner			
	Facilities Parks Director			
	Planning Zoning Director			
22		\$ 45.36	\$ 52.74	\$ 63.29
	Chief Deputy			
	County Health Officer/Public Health Director			
23		\$ 48.13	\$ 55.96	\$ 67.15
	Deputy Corp Counsel			

Attachment: 1-1-26 Salary Schedule Pending CB Approval w Tracked Movements 6-19-25 (27 - 25 : Resolution To Approve Tax Levy For Salary

Chippewa County
2026 Wage Grid

DRAFT - PENDING COUNTY BOARD APPROVAL

Effective 1-01-2026

Grade	Job Title	Minimum	Control Point	Maximum
24		\$ 51.06	\$ 59.37	\$ 71.24
	Finance Director			
	Human Resources Director			
	Information Technology Director			
25		\$ 54.17	\$ 62.99	\$ 75.59
	Highway Commissioner			
26		\$ 57.47	\$ 66.83	\$ 80.20
	Corporation Counsel			
	Human Services Director			

Attachment: 1-1-26 Salary Schedule Pending CB Approval w Tracked Movements 6-19-25 (27 - 25 : Resolution To Approve Tax Levy For Salary



STATEMENT OF EXPLANATION

Resolution No. 28 - 25

RESOLUTION TO CREATE ONE FULL-TIME SOCIAL WORKER POSITION IN THE DEPARTMENT OF HUMAN SERVICES AS PART OF THE 2026 BUDGET PROCESS - ANDY ALBARADO/BOBBIE JAEGER

1 Passage of this resolution will create one (1) full-time social worker position in the Children
2 Youth and Families Division, Children with Differing Abilities Unit of the Department of Human Services.
3 This position will provide early intervention services for children with physical and developmental
4 disabilities through the Children's Long Term Support (CLTS) program. The position will be filled after
5 January 1, 2026 and when consumer numbers dictate the position is needed. The CLTS program is a fully
6 funded/reimbursed Medicaid program and requires no additional funding from Chippewa County.

7
8 CLTS staff coordinate services for children with disabilities and their families, ensuring monthly
9 contacts, in-person visits, and participation in multidisciplinary planning meetings. The program
10 currently supports 231 open cases averaging 33 cases per worker, exceeding the recommended range of
11 28 - 32.

12
13 With an average of 20 new referrals per month, 10 children waiting for enrollment, and 13 more
14 pending functional screen results, current staffing cannot meet demand. Additionally, the department is
15 under a corrective action plan from the State due to delays in referral-to-enrollment timelines. Adding
16 this position is necessary to meet compliance, reduce caseload sizes, and maintain service quality.

17
18 This position will support timely service delivery to vulnerable families, maintain compliance,
19 and improve staff capacity. If these services are not available when needed, families may be unable to
20 stay together because functional skills must be learned at an early age and funding for deep end services
21 such as hospitalization, crisis intervention, and out-of-home placements will be required at a much
22 higher cost to taxpayers.

23
24 This resolution will authorize the Department of Human Services to use the federal and state
25 funds that are currently allocated and will be allocated to the CLTS program in 2026 and continue into
26 future fiscal years.

Resolution No. 28 - 25

**RESOLUTION TO CREATE ONE FULL-TIME SOCIAL WORKER POSITION IN THE DEPARTMENT OF
HUMAN SERVICES AS PART OF THE 2026 BUDGET PROCESS - ANDY ALBARADO/BOBBIE
JAEGER**

WHEREAS, the Children's Long-Term Support (CLTS) Program provides essential case management and support services to children with disabilities and their families, enabling access to individualized services that promote independence, safety, and community inclusion; and

WHEREAS, the CLTS Program has experienced a significant increase in enrollment and service coordination needs, resulting in higher caseloads and administrative responsibilities for existing staff; and

WHEREAS, this increase in demand has impacted the program's ability to meet state-mandated timelines and provide timely, high-quality services to eligible children and families; and

WHEREAS, the Department of Human Services recommends the creation of a full-time CLTS social worker position to maintain compliance with state requirements, ensure program integrity, and sustain quality service delivery in response to the growing volume and complexity of cases; and

WHEREAS, the position is expected to be fully funded by state and federal CLTS program revenue;

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2026, one (1) full-time Social Worker position is hereby created within the Children's Long-Term Support (CLTS) Program in the Department of Human Services to provide case management and support services to children with disabilities and their families; and

BE IT FURTHER RESOLVED, that this position shall be funded by Medicaid revenue generated by this position; and

BE IT FURTHER RESOLVED, that should the state and federal support necessary to fund this position not be available or be reduced significantly, this position will not be filled or may be eliminated in the future by the County Administrator..

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with Medicaid CLTS Waiver

Wages and Benefits	\$109,878.41
Other Costs	\$ 2,000.00
Total 2026 Estimated Cost	\$111,878.41

08/12/2025 County Board

RESULT: APPROVED [17 TO 1]

MOVER: Kari Ives, District 21

SECONDER: Brian Flynn, District 18

AYES: Hull, Bergeron, Flater, Guthman, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives

NAYS: Duane Shoebridge

ABSENT: Peter Gehring, Rocky Kempe

History:

08/05/25 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/2/2025

Leah Simington

Leah Simington, Finance Director

7/2/2025

Andy J. Albarado

Andy J. Albarado, County Administrator

7/8/2025



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change (PAC) Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: DHS Division: CYFS - CWDA

Current Job Description Title: Social Worker- CLTS Anticipated Start Date: January 2026

Proposed Job Description Title: (if different) _____

Direct Supervisor: Nichole Velie

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

New position being requested due to projected need for 2026.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☒ Yes ☐ No

If yes, provide statute, regulation, etc.

Must be able to meet statutes and administrative rules pertaining to CLTS

Position Justification Description (Why is the position needed?):

The addition of another CWDA Social Worker is needed based on the projected need due to current average referrals to the CCS/CLTS programs, current staff caseload sizes, CLTS Corrective Action Plan as well as a "No Wait-list" mandate from the state, 9% increase in productivity for current staff from 2024.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

55 hrs of productivity hours after training period and buildup of caseload
Compliance w CLTS timeliness.

Attachment: CLTS Social Worker PAC Form 06-09-2025 (28 - 25 : Resolution To Create A Full-Time Social Worker Position in DHS for CLTS)

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

We are not allowed to have a wait list and we cannot eliminate any positions

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

A Social Worker is needed to provide/meet the service requirements for the CLTS program.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2088 ☐ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 9 hours/4 days a week and 4 hours on Fridays

(i.e. 8 hrs/5 days per week, 10hrs/4 days per week, 9 hrs/4 days a week and 4 hours on Fridays)

What are the consequences or impact of **not** filling this position?

We would not be able to meet the state mandate of not having a waitlist, we would not be able to prevent staff burnout and subsequent resignations.

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☒ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

To provide data supported services.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2025 BUDGETED AMOUNT FOR POSITION - From 2025 Position Based Budget (PBB) Report

$$\frac{\text{new position}}{\text{Annual Salary per PBB}} + \frac{\text{Total Benefits per PBB}}{\text{Total Budgeted for Position}} =$$

Number of Hours Budgeted for Position per 2025 PBB Report: _____

General Ledger Account Number to Charge Salary to: 208-80-54533
(If more than 1 account number please attach a separate document with the associated percentages)

2025 ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) \$ 31.34 of Pay Grade 15

$$\frac{\$ 31.34}{\text{Starting Hourly Rate}} \times \frac{2,088}{\text{Maximum Hours (2088, 1500, 1044 or 975)}} = \frac{65,437.92}{\text{Total Wages Minimum Impact}}$$

65,437.92	+	12,433.20	+	25,224	=	103,095.12
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Minimum Fiscal Impact 2025

Control Point Fiscal Impact Control Point Wage (GME)/Max Step (WPPA) \$ 34.07 of Pay Grade 15

\$ 34.07	X	2,088	=	71,138.16
Control Point Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Control Point Impact

71,138.16	+	13,516.25	+	25,224	=	109,878.41
Total Wages Control Point Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Control Point Fiscal Impact 2025

* Percentages to Use:	General WRS Position:	19%	Current LTE:	18%
	Protective WRS Position:	27.5%	New LTE:	11.5%

****Health Insurance Annual Premium:** Full Time = \$25,224 WPPA = \$24,290

2025 OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 2,000
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 2,000

2025 FUNDING SOURCES

☒ Federal/State (Specify) <u>Waiver Case Mgmt billing and recon.</u>	<u>100</u> %	\$ <u>111,878.41</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____

TOTAL**100%**\$ 111,878.41 *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

2025 ACTUAL YTD EXPENDED FOR POSITION – To be Completed by Finance Division

As of pay date: _____

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions and org charts.

1. Bobbie Jaeger 5/21/25
 Department Head Recommendation Date

4. [Signature] 6/4/25
 County Administrator Approval Date
☒ Approved ☐ Denied

2. [Signature] 6/4/25
 Human Resources Division Review Date
☒ Recommend ☐ Not Recommend

5. _____
 County Board Approval Date
☐ Approved ☐ Denied
 Resolution No. _____
 ** New Positions Only **

3. [Signature] 6/4/25
 Finance Division Review Date
☒ Recommend ☐ Not Recommend

Comments: _____

Staffing Needs

- **We are requesting 1 CLTS staff in the CWDA unit.**
 - We have enough existing cases to hand over to 1 CLTS staff.
 - If current trends with referrals and eligible CLTS only children continue, we anticipate the need for additional staff in 2026.
 - We are currently under a corrective action plan with the State due to referral to enrollment timeframes. In review of improving current practices to meet the corrective action plan goals and requirements, we have identified a goal of reducing caseload sizes to a range of 28-32.

Referral Information

According to data from SPOE we are currently averaging 20 referrals per month for 2025.

Wait List

We currently have 10 CLTS only eligible children waiting to be enrolled with 13 children waiting for functional screen results to determine program eligibility.

Staff Capacity

- Existing staff are currently at or above capacity with their caseloads. There are two new staff who do not have caseloads yet but are expected to be just below or at capacity with the transfers from the supervisor and transition of the lead worker, transfers from CCS/dual workers who are currently covering CLTS only cases.
 - YTD productivity average is 59% which is a 9% increase from the 2024 productivity average.
 - 231 CLTS cases open (9.5 staff, which includes .5 supervisor)
- Supervisor has 12 cases taking away from supervisor duties, technical assistance, quality assurance, and support to staff.
- Staff caseload size should be 28-32; the current average case load size is 33.

Program requirements

CLTS workers have a requirement to have monthly contacts along with at least 2 in person visits per year (annual review/six-month review). Workers are also increasingly attending service intake meetings, IEP meetings and other multidisciplinary service meetings (clients, family, workers, and service providers); job responsibilities have increased due to increased client acuity.

Funding

CLTS positions are fully funded by Medicaid dollars and the reconciliation process.



STATEMENT OF EXPLANATION

Resolution No. 29 - 25

RESOLUTION TO CREATE ONE PART-TIME ELDER BENEFIT SPECIALIST IN THE DEPARTMENT OF HUMAN SERVICES AS PART OF THE 2026 BUDGET PROCESS - ANDY ALBARADO/BOBBIE JAEGER

1 Passage of this resolution will create one (1) part-time Elder Benefit Specialist (EBS) position in
2 the Aging and Disability Resource Center Division of the Department of Human Services. This position
3 will provide elder benefit assistance for consumers over the age of 60 through the Aging and Disability
4 Resource Center. This position will be filled after January 1, 2026 and when consumer numbers dictate
5 the position is needed.

6
7 This position will be funded through an anticipated increase of \$31,457 in the 2026 ADRC base
8 grant. This position will also generate an estimated \$23,593 in federal match dollars for work with
9 Medical Assistance clients, for a total projected funding of \$55,050. The position will only be filled if the
10 ADRC base grant is increased by at least the \$31,457 needed to support the non-federal match.

11
12 Between 2021 and 2024, the number of cases increased by 81%, from 500 in 2021 to 1,398 as of
13 October 2024. The time needed per case has also increased due to the growing complexity of client
14 needs, particularly related to Medicare, Medicaid, and Social Security.

15
16 The EBS provides essential support to residents age 60 and older, helping them navigate public
17 and private benefits such as Medicare, Medicaid, Social Security, SeniorCare, utility assistance, and other
18 income supports. Over half of the individuals served live alone, and the majority rely on Social Security
19 as their sole source of income. Most are between ages 60 and 79 and often face health insurance
20 confusion and financial strain.

21
22 In 2024, consumers saved an average of \$4,342 each during Open Enrollment by switching to
23 more cost-effective plans with EBS assistance. These outcomes not only support individual financial
24 stability but also reduce reliance on local emergency and crisis services.

25
26 The growing demand has reduced the breadth of services the EBS can provide, narrowing the
27 focus primarily to Medicare and related issues. Adding this position will help ensure residents receive
28 timely, informed support while preserving the quality and reach of this vital service. The consequences
29 of not creating this position are that eligible persons will wait longer to be served, thereby increasing the

30 risk of adverse events. These adverse events increase taxpayer liability in the form of State and Federal
31 Medicaid spending as well as potential Adult Protective Services involvement, which has an impact on
32 county resources.

33
34 This resolution will authorize the use of ADRC funds to improve service delivery in the form of
35 additional Elder Benefit Assistance hours in 2026 and in future fiscal years.

Resolution No. 29 - 25

RESOLUTION TO CREATE ONE PART-TIME ELDER BENEFIT SPECIALIST IN THE DEPARTMENT OF HUMAN SERVICES AS PART OF THE 2026 BUDGET PROCESS - ANDY ALBARADO/BOBBIE JAEGER

WHEREAS, the Department of Human Services currently employs one full-time Elder Benefits Specialist (EBS) and 9 hours per week of administrative support to serve the county's older adult population; and

WHEREAS, the number and complexity of elder benefits inquiries has risen significantly, with the department reporting an 81% increase in demand for EBS services between 2021 and 2024; and

WHEREAS, the current staffing levels are insufficient to meet the growing needs of the community in a timely and comprehensive manner, resulting in service delays and limited capacity to address increasingly complex cases; and

WHEREAS, the Department has identified the need for an additional part-time (1,500 hour) Elder Benefits Specialist position to improve service delivery, ensure timely access to benefits, and enhance the quality of support for older adults navigating benefit systems;

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2026, one (1) part-time (1,500 hour) Elder Benefits Specialist position is hereby created in the Aging and Disability Resource Division of the Department of Human Services to provide elder benefit assistance for consumers; and

BE IT FURTHER RESOLVED, that the funding for this position is expected to be supported by an anticipated increase in the 2026 ADRC base grant from the State, along with federal Medicaid match dollars; and

BE IT FURTHER RESOLVED, that should the state and federal support necessary to fund this position no longer be available or be reduced significantly, this position will not be filled or may be eliminated in the future by the County Administrator.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with combination of ADRC base grant from State of Wisconsin and Federal Medicaid match dollars:

Wages and Benefits	\$51,051.00
Other Costs	\$ 2,900.00
Total 2026 Estimated Cost	\$53,951.00

08/12/2025 County Board

RESULT: APPROVED [17 TO 1]

MOVER: James Flater, District 1

SECONDER: Pamela Guthman, District 2

AYES: Hull, Bergeron, Flater, Guthman, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives

NAYS: Duane Shoebridge

ABSENT: Peter Gehring, Rocky Kempe

History:

08/05/25 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/2/2025

Leah Simington

Leah Simington, Finance Director

7/2/2025

Andy J. Albarado

Andy J. Albarado, County Administrator

7/8/2025



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change (PAC) Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: DHS Division: ADRC

Current Job Description Title: Elder Benefit Specialist Anticipated Start Date: July 2025

Proposed Job Description Title: (if different) n/a

Direct Supervisor: Sarah Zielke

Current/Past Employee Name (blank if new position): -- No. of Years Served in Position: --

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☐ FT ☒ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

Currently Chippewa County has 1.0 FTE Elder Benefit Specialist to help people over 60 with their public and private benefits. This is not sufficient to meet the needs of Chippewa County residents in a timely manner.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☐ Exempt ☒ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

Consumer demand is beyond what can be provided by 1.0 FTE Elder Benefit Specialist

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

Calls will be returned in timely manner

More assistance can be provided to consumers thereby reducing the errors that later have to be resolved by the EBS

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities? ☐ Yes ☒ No

Please explain:

We are already having to divert workload to other staff that also don't have the capacity to assist but individuals need timely assistance and where Medicare is concerned, timeliness is vital

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

The position is not entirely new to the county. The request is to increase to 1.7 FTEs. Currently we have 1.0 FTE

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☐ 2088 ☒ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 7 hrs/4 days a week or 9 hrs/3 days a week

(i.e. 8 hrs/5 days per week, 10hrs/4 days per week, 9 hrs/4 days a week and 4 hours on Fridays)

What are the consequences or impact of **not** filling this position?

Customers will continue to see delays in the time it takes to receive assistance dealing with their public and private benefits, which often costs more money to both the customer and the tax payer

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☒ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Effectively communicate information about programs, services, and resources to all residents and county employees.

*ADRC services are available to residents age 60+, those with a disability or the family/friends that care about their well-being. This position serves the 60+ population. Currently 1 out of every 4 residents of Chippewa County is age 60+. Approximately 1 out of every 5 residents of Chippewa County is on Medicare. A significant amount of the EBS position is spent assisting people with their Medicare related questions.

By the year 2040, only 16 years from now, 30% of Chippewa County population is expected to be age 60+.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2025 BUDGETED AMOUNT FOR POSITION - From 2025 Position Based Budget (PBB) Report

$$\frac{\text{New position}}{\text{Annual Salary per PBB}} + \frac{\text{Total Benefits per PBB}}{\text{Total Budgeted for Position}} =$$

Number of Hours Budgeted for Position per 2025 PBB Report: _____

General Ledger Account Number to Charge Salary to: 205-70-54600
(If more than 1 account number please attach a separate document with the associated percentages)

2025 ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) \$ 26.31 of Pay Grade 12

$$\frac{\$ 26.31}{\text{Starting Hourly Rate}} \times \frac{1500}{\text{Maximum Hours (2088, 1500, 1044 or 975)}} = \frac{39,465.00}{\text{Total Wages Minimum Impact}}$$

39,465.00	+	7,498.35	+	0	=	46,963.35
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Minimum Fiscal Impact 2025

Control Point Fiscal Impact Control Point Wage (GME)/Max Step (WPPA) \$28.60 of Pay Grade 12

\$ 28.60	X	1500	=	42,900.00
Control Point Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Control Point Impact

42,900.00	+	8,151.00	+	0	=	51,051.00
Total Wages Control Point Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Control Point Fiscal Impact 2025

* Percentages to Use:	General WRS Position:	19%	Current LTE:	18%
	Protective WRS Position:	27.5%	New LTE:	11.5%

****Health Insurance Annual Premium:** Full Time = \$25,224 WPPA = \$24,290

2025 OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ 0
Mileage and meals	\$ 200
Training expenses (including memberships)	\$ 700
Computer equipment	\$ 2000
Office furniture and supplies	\$ 0
Other operating expenses	\$ 0
Renovation/relocation costs	\$ 0
Total Other Costs	\$ 2900

2025 FUNDING SOURCES

☒ Federal/State (Specify) <u>ADRC Grant/State Medicaid Match</u>	<u>44</u> %	\$ <u>23,593.00</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) <u>ADRC Grant</u>	<u>60</u> %	\$ <u>32,370.60</u>
☒ Grant (Specify) <u>ADRC Grant</u>	<u>56</u> %	\$ <u>30,358.00</u>
☐ Other (Specify) _____	_____ %	\$ _____

TOTAL**100%**\$ 53,951 *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No

If yes, please indicate what sources will expire, with expiration dates:

If this position is approved, it will be filled only if our 2026 ADRC base grant is increased by an amount sufficient to cover the estimated non-match cost.

If yes, please indicate where the funding will come from after the sources of funding have expired:

2025 ACTUAL YTD EXPENDED FOR POSITION – To be Completed by Finance Division

As of pay date: _____

_____	+	_____	=	_____
Wage Less Overtime		Fringe Benefits Less Overtime		Total YTD Expended for Position

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions and org charts.

1. Bobbie Jaeger 5/21/25
Department Head Recommendation Date

4. [Signature] 6/4/25
County Administrator Approval Date

☒ Approved ☐ Denied

2. [Signature] 6/4/25
Human Resources Division Review Date
☒ Recommend ☐ Not Recommend

5. _____
County Board Approval Date

☐ Approved ☐ Denied

Resolution No. _____

** New Positions Only **

3. [Signature] 6/4/25
Finance Division Review Date
☒ Recommend ☐ Not Recommend

Comments: 2024

yes if state budget includes an increase
sufficient to cover the expense.

2026 Request for New Position

What is the request?

The request is for a part-time 0.7 FTE Elder Benefits Specialist (EBS) position. We currently have 1 FTE EBS position and 9 hours per week of EBS administrative support. With the rise in inquiries and complexity of needs, the time required to serve consumers has vastly increased. Between 2021 and 2024, the demand for assistance rose by 81%.

How will the position be funded?

This position will be funded by an anticipated increase in our 2026 ADRC base grant. The Governor's proposed biennium budget includes a \$2.8 million increase in the first year for ADRCs, with an additional amount in the second year. Based on Chippewa's population, if approved, our base grant increase will be approximately \$31,457(1). In addition, this position will earn federal match dollars for serving Medical Assistance clients. This match is conservatively estimated at \$23,593 for a total of \$55,050.

If this position is approved, it will be filled only if our 2026 ADRC base grant is increased by an amount sufficient to cover the estimated non-match cost of \$31,457 shown above.

Budget Impact				
	Wages	Benefits	Other Costs	Total
Part-time EBS	\$42,900	\$8,151	\$2,900	\$53,951

What does the EBS do?

Provides assistance to people age 60+ with their public and private benefits, including Medicare, Senior Care, Social Security, Community Services, Utility Assistance, and income benefits. The EBS helps individuals make informed choices, which helps them utilize their own personal resources more effectively. The scope of the EBS is actually much larger, but quite frankly, the workload is enough just assisting people with these issues.

Who does the EBS serve?

- All of the Baby Boomers will be age 62+ beginning this year.
- 52% of the people served by the EBS live alone, which means they are single-income households. Social Security is their primary and often only source of income.
- 82% of people served by the EBS are ages 60-79.
- 62% of those served are struggling with health insurance (usually Medicare and sometimes also Medicaid).

Why do we need another EBS?

- The demand for this service has been growing every year which means the scope of what the position can help with has had to decrease.
- Years ago, this position could help people with a wide range of things. Now, the position is buried in Medicare/Social Security/Medicaid related problems.
- The chart below shows the growth in just the last three years:

Year	Unduplicated Customers	Cases opened
2021	367	500
2022	444	769
2023	584	1,211
2024*	665	1,398

*only reflects numbers through October 2024 due to database migration

Was the EBS operating inefficiently in previous years?

The current EBS is helping more people, but it comes at a cost. She is behind in her documentation and it is taking her longer to return calls and schedule appointments with customers.

In addition, the EBS is providing more workshops about Medicare every month to help educate people. The goal is that knowledge empowers people. Empowered people are more likely to attempt to solve problems on their own. In 2024, the workshops had a total of 249 attendees. We have seen a 51% increase in workshop attendees since 2022.

What is the value of the EBS?

This program is measured by monetary impact, which is a statistic used to capture the positive impact of an EBS's services. Through advocacy work performed by an EBS, clients are able to access services that help to stabilize household budgets and lessen reliance on local crisis and emergency services

- In 2022, the monetary impact of our EBS was \$ 507,038 (92% federal funds)
- In 2023, the monetary impact of our EBS was \$1,406,236 (94% federal funds)
- In 2024, the monetary impact of our EBS from January to October was \$1,922,583.

Chippewa County consumers saved an average of \$4,342 per person by working with EBS to switch to a plan that better meets their needs during the Open Enrollment season in 2024.

(1) Base grant increase calculation

Chippewa County population – 66,970

State population – 5,961,000

Chippewa percentage $66,970 / 5,961,000 = 1.1235\%$

Chippewa increase $\$2.8 \text{ million} \times 1.1235\% = \$31,457$

Medicaid match - $\$31,457 \times 75\% = \$23,593$ (2024 actual match was 91%)



STATEMENT OF EXPLANATION

Resolution No. 30 - 25

RESOLUTION TO CREATE A PART-TIME LEGAL SECRETARY POSITION IN THE DISTRICT ATTORNEY'S OFFICE AS PART OF THE 2026 BUDGET PROCESS - ANDY ALBARADO/WADE NEWELL

1 Passage of this resolution will create a part-time Legal Secretary position in the District
2 Attorney's Office. The District Attorney's Office represents the people of Chippewa County by providing
3 aggressive, fair and effective prosecution. This position will be responsible for assisting the attorneys in
4 the prosecution of criminal matters by doing numerous administrative functions. The job description for
5 this position is attached and specifically outlines the job duties.

6
7 The District Attorney's office has been continually faced with an increased case load. Due to the
8 increased case load, the State of Wisconsin funded an additional prosecutor position for the District
9 Attorney's Office in 2019. Consequently, additional administrative support for the District Attorney
10 and/or Assistant District Attorneys is necessary. While technology has assisted the D.A.'s Office,
11 technology has also increased the workload of the D.A.'s Office. Legal secretaries currently spend a
12 significant amount of time downloading digital evidence into the case file. The processing of evidence by
13 the legal secretaries, especially digital evidence (such as interview recordings, body/squad cameras,
14 cellphone downloads, 911 calls, surveillance videos, social media downloads, photos, medical records
15 etc., has grown exponentially over the last few years. By creating this position, the District Attorney's
16 Office will be able to process cases more efficiently, allowing for effective prosecution of the cases
17 handled by the District Attorney's Office.

18
19 For reasons stated above, the District Attorney's Office is requesting that a Legal Secretary
20 position be created to provide justice to the citizen victims.

Resolution No. 30 - 25

**RESOLUTION TO CREATE A PART-TIME LEGAL SECRETARY POSITION IN THE DISTRICT
ATTORNEY'S OFFICE AS PART OF THE 2026 BUDGET PROCESS - ANDY ALBARADO/WADE
NEWELL**

WHEREAS, The District Attorney's Office (DA) represents the people of Chippewa County through aggressive, fair and effective prosecution; and

WHEREAS, the DA's office has a need for a part-time staff position to provide support to the District Attorney and Assistant District Attorneys to effectively serve the citizens of Chippewa County; and

WHEREAS, an additional prosecutor position was funded by the State in 2019 due to case load; and

WHEREAS, the DA's office has implemented a number of efficiencies, which are not sufficient to handle the increasing case load; and

WHEREAS, the exponential growth on the use of technology and the corresponding reliance on digital evidence has created additional case management demands upon the DA's office; and

WHEREAS, it is essential to the victims of crime to have cases efficiently and effectively prosecuted; and

WHEREAS, the County Board approved \$50,000 of tax levy in the 2024 budget to start funding a part-time Legal Secretary position; and

WHEREAS, it is the recommendation of the District Attorney and the County Administrator that a part-time Legal Secretary position be created; and

WHEREAS, the Legal & Law Enforcement Committee and Executive Committee have reviewed and recommend the creation of one (1) part-time (1,500 hour) Legal Secretary position in the District Attorney's Office;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2026, a part-time Legal Secretary position (1,500 hours) is hereby created in the District Attorney's Office to focus on administrative support for the District Attorney and/or Assistant District Attorneys; and

BE IT FURTHER RESOLVED, that this position will be funded in 2026 and going forward by levy dollars.

Forwarded to the County Board by the Executive Committee

FINANCIAL IMPACT:

Estimated Fiscal Impact of the Part-Time Legal Secretary Position: No fiscal impact for 2025 as position will not be filled until 2026

WAGES	Starting Point - \$ 39,465.00	Control Point - \$ 42,900.00
BENEFITS	\$ 7,498.35	\$ 8,151.00
HEALTH INSURANCE	\$ 0	\$ 0
TOTAL	\$ 46,963.35	\$ 51,051.00

08/12/2025 County Board

RESULT: APPROVED [16 TO 2]

MOVER: Kari Ives, District 21

SECONDER: Lee Hennick, District 15

AYES: Hull, Bergeron, Flater, Guthman, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Hennick, Rohmeyer, Flynn, Meinen, Ives

NAYS: Duane Shoebridge, David Kelly

ABSENT: Peter Gehring, Rocky Kempe

History:

08/05/25 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

6/30/2025

Leah Simington

Leah Simington, Finance Director

6/30/2025

Andy J. Albarado

Andy J. Albarado, County Administrator

7/1/2025



CHIPPEWA COUNTY
Department of Administration
Personnel Administration Change (PAC) Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: Increased hours)

Department: District Attorney Division: District Attorney

Current Job Description Title: Legal Secretary Anticipated Start Date: 1/1/2026

Proposed Job Description Title: (if different) _____

Direct Supervisor: Jodi Gobrecht

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☐ FT ☒ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

See Previous Memo

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☐ Exempt ☒ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

See Previous Memo

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

See Previous Memo

Attachment: PAC Form for DA Legal Secretary 06-11-2025 (30 - 25 : Resolution To Create A Part-Time Legal Secretary Position in the District

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☐ 2088 ☒ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 9 hours/3 days or something equivalent

(i.e. 8 hrs/5 days per week, 10hrs/4 days per week, 9 hrs/4 days a week and 4 hours on Fridays)

What are the consequences or impact of not filling this position?

See Previous Memo

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☒ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

See Previous Memo

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2025 BUDGETED AMOUNT FOR POSITION - From 2025 Position Based Budget (PBB) Report

39465.00	+	7498.35	=	46963.35
Annual Salary per PBB		Total Benefits per PBB		Total Budgeted for Position

Number of Hours Budgeted for Position per 2025 PBB Report: 1500

General Ledger Account Number to Charge Salary to: 100-12-51310-511100
(If more than 1 account number please attach a separate document with the associated percentages)

2025 ANNUAL FISCAL IMPACT

Minimum Fiscal Impact

Starting Wage/Hire (WPPA) \$ 26.31 of Pay Grade 12

\$ 26.31	X	1500	=	39465.00
Starting Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Minimum Impact

39465.00	+	7498.35	+	0	=	46963.35
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Minimum Fiscal Impact 2025

Control Point Fiscal Impact

Control Point Wage (GME)/Max Step (WPPA) \$ 28.60 of Pay Grade 12

\$ 28.60	X	1500	=	42900.00
Control Point Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Control Point Impact

42900.00	+	8151.00	+	0	=	51051.00
Total Wages Control Point Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Control Point Fiscal Impact 2025

* Percentages to Use: General WRS Position: 19% Current LTE: 18%
Protective WRS Position: 27.5% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$25,224 WPPA = \$24,290

2025 OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$	
Mileage and meals	\$	
Training expenses (including memberships)	\$	
Computer equipment	\$	Up to \$3000
Office furniture and supplies	\$	
Other operating expenses	\$	
Renovation/relocation costs	\$	
Total Other Costs	\$	3000.00

2025 FUNDING SOURCES

☐ Federal/State (Specify) _____	_____ %	\$ _____
☒ County Tax Levy _____	100.00 %	\$ 54051.00
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ 54051.00 *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

2025 ACTUAL YTD EXPENDED FOR POSITION – To be Completed by Finance Division

As of pay date: _____

_____ + _____ = _____
Wage Less Overtime Fringe Benefits Less Overtime Total YTD Expended for Position

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions and org charts.

1. <u>Wade C. Al</u> <u>6/10/25</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>6/10/25</u> County Administrator Approval Date ☐ Approved ☐ Denied
2. <u>[Signature]</u> <u>6-10-25</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> <u>6/10/25</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: \$50,000 already in the DA budget from previous years.



CHIPPEWA COUNTY DISTRICT ATTORNEY'S OFFICE

711 North Bridge Street
Chippewa Falls, WI 54729
Phone: [715] 726-7740 ♦ Fax: [715] 726-7748

E-mail: DistrictAttorneyOffice@co.chippewa.wi.us
Website: www.co.chippewa.wi.us/Departments/DistrictAttorney

WADE C . NEWELL, District Attorney

Assistant District Attorneys

Scott Zehr Sara Matthews
Sheila Yohnk Karl Kelz
Sawan Talwar

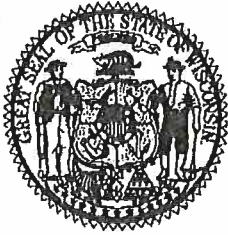
Office Manager [715] 726-7747
Victim Services Office [715] 726-7733

Date: May 21, 2025
To: Department of Administration
From: Wade C. Newell, District Attorney
RE: Request for an Additional Legal Secretary

As part of the 2024 County Budget process, I requested an additional legal secretary position (see attached memo dated 5/25/2023). This position was given preliminary approval. I was advised that the funding for new positions was generally a three year process. As part of the 2024 County Budget, \$50,000 was placed in the District Attorney's Office's budget as a place holder for the legal secretary position. As part of the 2025 County Budget the place holder amount was increased to \$55,000. As this is the third year of the funding process, the D.A.'s Office is requesting that full funding be approved, and that the new legal secretary position be created as part of the 2026 County Budget.

The reasons for the need of an additional legal secretary are still the same as they were in 2023. The processing of digital evidence (storage, indexing, and providing as discovery) continue to be an increased burden upon the secretarial staff within the D.A.'s Office. The public has certain expectations of the D.A.'s Office, and we need the necessary tools to meet those expectations.

Wade C. Newell



CHIPPEWA COUNTY DISTRICT ATTORNEY'S OFFICE

711 North Bridge Street
Chippewa Falls, WI 54729
Phone: [715] 726-7740 ♦ Fax: [715] 726-7748

E-mail: DistrictAttorneyOffice@co.chippewa.wi.us
Website: www.co.chippewa.wi.us/Departments/DistrictAttorney

WADE C. NEWELL, District Attorney

Assistant District Attorneys

Roy La Barton Gay
Lawrence J. Broeren
Sara Matthews

Scott Zehr
Sheila Yohnk

Office Manager
Victim Services Office

[715] 726-7747
[715] 726-7733

Date: May 25, 2023
To: Department of Administration
From: Wade C. Newell, District Attorney
RE: Request for an Additional Legal Secretary

Background:

When I started as an assistant district attorney in January of 2001, there was one legal secretary for every prosecuting attorney in the office (4 attorneys and 4 legal secretaries). In 2002, the State funded another attorney position, however the county did not fund a corresponding legal secretary. At the time one attorney and one legal secretary position were funded by a federal grant. When the grant ended, so did funding for the attorney and one legal secretary. Around 2005, the State ended up providing the D.A.'s Office with an additional attorney, but no corresponding legal secretary was funded by the county. At some point there was a conversion of the legal clerk/receptionist position to that of legal secretary, but no additional position was created. Therefore, while we gained a legal secretary position the office lost the receptionist position. In 2006, the D.A. at the time decided to create the office manager position, in exchange for eliminating the investigator position within the office, thus no net positions were gained within the office. When I became District Attorney in March of 2017, we had 5 attorneys and 4 legal secretaries. In 2017/2018, I was able to lobby for and get an additional legal secretary position, which finally brought the office back to the 1:1 ratio of legal secretaries to attorneys. In 2019, the State again funded another attorney position, once again putting the office down one legal secretary. Therefore, the District Attorney's Office currently stands at 6 attorneys and 5 legal secretaries.

Need for an Additional Legal Secretary

As I stated above, when I started in 2001, there was one legal secretary for every attorney, plus a receptionist. Currently there is one less legal secretary than the number of attorneys and no receptionist. That however, does not tell the whole story. According to the most recent Prosecutor Workload Analysis, prepared by the State, the D.A.'s Office is in need of an additional 1.83 attorneys. Therefore, assuming the 1:1 ratio of legal secretaries to attorneys, the D.A.'s Office is in need of 2.83 legal secretary positions. The current ratio of legal secretaries to attorneys does not allow for an efficient use of the attorney's time, in prosecuting criminal cases.

The meth and other drug epidemic has hit Chippewa County hard. In the years between 2012 and 2016, the D.A.'s Office averaged 545 felony cases a year. That increased to an average of 802 felony cases a year between 2017 and 2022, which is nearly a 50% increase in yearly felony cases.

In the last few years the District Attorney's Office has taken numerous steps to make the office more efficient by making better use of our limited resources. The District Attorney's Office utilizes evidence based decision making, and pre-charge diversion to funnel low-risk offenders away from the criminal courts. The court e-filing system has created some efficiencies for both the D.A.'s Office and the Clerk of Court, and allowed the D.A.'s office to go to an electronic case management system. The District Attorney's Office has taken advantage of technology to make the office more efficient, such as utilizing an e-referral interface with law enforcement to minimize data entry needs when logging in a criminal referral. All of these steps help to make the office more efficient, and assist with reducing the work load of the legal secretaries. However, this does not make up for the necessity of a 1:1 ratio of legal secretaries to attorneys.

While technology has assisted the D.A.'s Office, technology has also increased the workload of the D.A.'s Office. Legal secretaries currently spend a significant amount of time downloading digital evidence into the case file. The processing of evidence by the legal secretaries, especially digital evidence (such as interview recordings, body/squad cameras, cellphone downloads, 911 calls, surveillance videos, social media downloads, photos, medical records etc...), has grown exponentially over the last few years.

In order to save the County money, the D.A.'s Office actively works to reduce the transportation of defendants from other jails or prisons. However, this has created an additional time consuming responsibility for the legal secretaries because they are responsible for coordinating video appearances. While pre-trial monitoring is beneficial to the court system, and the goal of justice, it has created added responsibility for the legal secretaries in tracking compliance and violations.

Being short staffed is a legitimate concern of all the employees within the D.A.'s office, and that concern is being expressed repeatedly. All the legal secretaries go above and beyond to support the mission of the D.A.'s Office. However, the support staff and attorneys have an increased feeling that they do not have the full support of the county in accomplishing the mission and goals of the D.A.'s Office.

A proper balance between the number of legal secretaries and the number of attorneys is paramount to the effective and efficient operation of the District Attorney's Office. The prosecuting attorneys rely on the legal secretaries to perform a multitude of tasks, which allows the attorney to focus on the prosecution of the cases. Without a proper balance of legal secretaries to attorneys an effective work flow balance cannot be achieved and the prosecution of cases suffer. When the prosecution of cases suffer that effects the Chippewa County community in a negative way. Protection of the community suffers and adherence to the office's policy of a victim-focused approach to the prosecution of criminal cases suffers. Therefore the addition of a legal secretary would have a significant positive impact upon the D.A.'s Office meeting its mission goals, and have a positive impact upon Chippewa County.

Funding for Legal Secretary:

The District Attorney's Office is unique within the County, in that the attorneys' salaries are paid for by the State of Wisconsin, but the County is responsible for the operational cost of the District Attorney's Office. Pursuant to 978.13(2)(b) of the Wisconsin Statutes, "each county in a district attorney's prosecutorial unit has financial responsibility for all costs related to the operation of the district attorney's office" other than state employee pay and benefits. "The nature and level of materials, supplies, equipment, services and facilities provided for the district attorney's office by the county shall be adequate and sufficient to fulfill the responsibilities of that office."

Because the legal secretary staffing levels have not kept up with the increased workload, or the increase in the number of attorneys in the office, I do not believe that the county is currently meeting its obligation to provide the support staff necessary for me to fulfill my responsibilities as Chippewa County District Attorney. I understand the economic realities facing the county, which is why I am not asking for three additional legal secretaries, even though that is warranted based upon the number of attorneys in the office, and the current workload.

I have attached the Organizational Chart for the Chippewa County District Attorney's Office, and a copy of the job description for a legal secretary.



**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Legal Secretary

FLSA: Non Exempt

Salary Grade: 12

Reports To: Operations Manager

Department: District Attorney

Date: January 2024

JOB SUMMARY

The job duties of the Legal Secretary include but are not limited to assist the District Attorney and Assistant District Attorneys in the prosecution of criminal and civil matters referred by law enforcement agencies; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Legal Secretary might be asked to perform. This job description is to incorporate any county ordinances created for the position of Legal Secretary. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Draft documents, including but not limited to: correspondence, summons and criminal complaints, warrants, writs, transport orders, subpoenas, deferred prosecution agreements, juvenile delinquency petitions, governor's warrants, and provide follow through with legal notifications of all persons involved.
- File necessary paperwork with the Clerk of Court and Juvenile Intake Office.
- Answer telephone calls and transfer calls to appropriate staff or departments. Provide general information and assistance to walk-in members of the public, attorneys and others.
- Attend intake hearings to take important case notes and assist attorneys.
- Prepare bond sheets and gather necessary documentation for staff attorneys for daily bail/bond hearings.
- Log in juvenile, criminal and civil traffic referrals received from law enforcement. Coordinate civil traffic follow up with the Clerk of Courts, staff attorneys and law enforcement.
- Organize and manage electronic and paper case files and record systems to provide easy access to records and information. Update and maintain those case files when additional information is received, i.e. digital media, lab results, updated reports, etc.
- Review and interpret files after all court hearings to determine if additional action, i.e. documentation, is required for future court dates or case disposition.
- Provide files and/or documentation for other departments upon request.
- Make and provide copies of discovery to defendants and defense counsel.
- Enter Arrest Tracking Numbers (ATN's) in computer. Prepare ATN informational sheet to be provided to defendant at court appearances when booking process needs to be completed.
- Maintain Cerberus (electronic case transfer system) and distribution of cases.
- Prepare juror lists.

- Maintains scheduling calendars and reminders for appointments, meetings, Court proceedings and deadlines for attorneys on a daily basis.
- File Dismissals and No Prosecution documentation and close out criminal and civil case files appropriately.
- Run criminal histories (CCAP, FBI & CIB), driving records, DNR, license plates for both Wisconsin and out of state defendants for attorneys and law enforcement as needed. Locate inmates through Wilenet for prosecutors and support staff.
- Arrange video hearings for incarcerated defendants when appropriate.
- Monitor DAGP cases throughout the term of the agreement to determine completion or failure and filing the appropriate documents. Communicate with Community Counseling, Criminal Justice Services and Probation & Parole when DAGP is entered into and throughout the term of the agreement.
- Prepare and mail invoices for reimbursement of discovery. Receipt and deposit payments to the Chippewa County Treasurer's office for worthless check restitution, discovery reimbursements, DAGP fees and administrative fees.
- Prepare out-going mail and distribute in-coming mail.
- Assist Office Manager with ordering office supplies.
- Provide backup coverage for other support staff.
- Maintain continuity between law enforcement agencies to ensure our office has received all written reports, audio, video, and other evidence in all cases.
- Make inquiries to law enforcement, and state and federal agencies obtaining information needed for case preparation/management.
- Accurately distribute restitution collected for worthless check cases.
- Review driving records and driver's license reinstatement eligibility for criminal traffic cases to determine whether or not the defendant is a candidate for diversion. Make contact with candidates monthly and monitor progress.
- Assist attorneys in referring candidates for First Time Offender (FTO) or THC Diversion. Communicate with Criminal Justice Services (CJS) for all FTO and THC candidates. Maintain contact with CJS to ensure court appearances get moved appropriately. Determine completion or failure and file the appropriate documents.

Customers:

- All county law enforcement agencies, other county departments, legal system agencies both county and state level
- County residents, general public, attorneys and defendants

Team Members:

- Employee members and DA/ADA's of the DA's office
- Employee members of Crime Victim/Witness

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Associate degree in Legal or Administrative Assistant field of study required.
- Associate Paralegal degree preferred.
- Two (2) years legal or office experience required.
- Minimum of six (6) months legal office experience required.
- Knowledge of the criminal legal system and legal terminology required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Ability to communicate appropriately/professionally with judges, attorneys, law enforcement, other agencies and courthouse personnel.
- Ability to understand and use legal terminology, legal format, and processes.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Ability to use Wilenet software.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.

P-1 Current Organizational Chart

CHIPPEWA COUNTY - OFFICE OF DISTRICT ATTORNEY 2025

District Attorney
Wade C. Newell

Assistant District Attorney

Sawan Talwar

Assistant District Attorney

Sheila M. Yohnk

Assistant District Attorney

Karl J. Kelz

Assistant District Attorney

Scott D. Zehr

Assistant District Attorney

Sara E. Matthews

Office Manager
Jodi Gobrecht

Legal Secretary
Joyce Running

Legal Secretary
Tiffany Depriest

Legal Secretary
Dawn Fleming

Legal Secretary
Amanda Wright

Legal Secretary
Ashley Gunnufson

Youth Court Coordinator (LTE)
Jacky Miller

V/W Program Coordinator
Sherrie Dachel

V/W Specialist
Rebecca Peterson

V/W Specialist
Carolyn Clazner Strand



STATEMENT OF EXPLANATION

Ordinance No. 06 - 25

ORD. 06-25: ORDINANCE TO AMEND CHAPTER 30, ARTICLE II OF THE CHIPPEWA COUNTY CODE OF ORDINANCES REGARDING NONMETALLIC MINING -SECOND READING - LYNDA SCHWEIKERT

The Land Conservation & Forest Management Department is proposing changes to Chapter 30 Environment Article II. Nonmetallic Mining Reclamation to be consistent with Wis. Admin. Code NR 135.

Proposed changes to the ordinance are as follows:

- *Sec. 30-102(c). Approval of reclamation plan:* Current ordinance references Sec. 30-105(g), the correct reference is Sec. 30-105(e),
- *Sec. 30-108. Permit duration:* Current ordinance references Wis. Admin. Code NR 135.24, the correct reference is Wis. Admin. Code NR 135.27,
- *Sec. 30-133(a) Contents and deadline:* Current ordinance requires operators to submit annual reports by the end of each year. The proposed change would require annual reports be submitted by the operator to LCFM by January 31st each year for the previous calendar year. This change would be consistent with administrative practice and Wis. Admin. Code NR 135.36(2).

The Land Conservation & Forest Management Department has submitted the proposed ordinance changes to the Wis. Department of Natural Resources pursuant to Wis. Admin. Code NR 135.45 and 135.46. The Wis. Department of Natural Resources has determined these changes are consistent with Wis. Admin. Code NR 135.

Ordinance No. 06 - 25

**ORD. 06-25: ORDINANCE TO AMEND CHAPTER 30, ARTICLE II OF THE CHIPPEWA COUNTY
CODE OF ORDINANCES REGARDING NONMETALLIC MINING -SECOND READING - LYNDA
SCHWEIKERT**

SEE ATTACHMENT

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of these ordinance amendments.

08/12/2025 County Board

RESULT: APPROVED [UNANIMOUS]

MOVER: James Flater, District 1

SECONDER: Charles Bomar, District 12

AYES: Hull, Bergeron, Flater, Guthman, Shoebridge, Goettl, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn, Meinen, Ives

ABSENT: Peter Gehring, Rocky Kempe

History:

06/18/25 Land Conservation & Forest Management Committee FORWARD TO
COUNTY BOARD

07/08/25 County Board FIRST READING

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

5/28/2025

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

5/28/2025

Andy J. Albarado

Andy J. Albarado, County Administrator

6/3/2025

Chapter 30 ENVIRONMENT*

***Cross references:** Buildings and building regulations, ch. 10; county forest lands, ch. 16; floodplain zoning, ch. 32; health, ch. 34; land division, ch. 38; parks, ch. 50; shoreland zoning, ch. 54; waste treatment and disposal and sanitation, ch. 62; zoning, ch. 70.

Article I. In General

Secs. 30-1--30-30. Reserved.

Article II. Nonmetallic Mining Reclamation

Division 1. Generally

- Sec. 30-31. Purpose.
- Sec. 30-32. Statutory authority.
- Sec. 30-33. Restrictions adopted under other authority.
- Sec. 30-34. Interpretation.
- Sec. 30-35. Applicability.
- Sec. 30-36. Administration.
- Sec. 30-37. Effective date.
- Sec. 30-38. Definitions.
- Secs. 30-39--30-55. Reserved.

Division 2. Enforcement

- Sec. 30-56. Right of entry and inspection.
- Sec. 30-57. Orders and citations.
- Sec. 30-58. Penalties.
- Secs. 30-59--30-75. Reserved.

Division 3. Standards

- Sec. 30-76. Standards.
- Sec. 30-77. Nonmetallic mining refuse and other solid wastes.
- Sec. 30-78. Area disturbed and contemporaneous reclamation.
- Sec. 30-79. Public health, safety and welfare.
- Sec. 30-80. Habitat restoration.
- Sec. 30-81. Environmental protection, zoning and land use control.
- Sec. 30-82. Surface water and wetlands protection.
- Sec. 30-83. Groundwater protection.
- Secs. 30-84--30-100. Reserved.

Division 4. Permitting

- Sec. 30-101. Nonmetallic mining reclamation permit application.
- Sec. 30-102. Reclamation plan.
- Sec. 30-103. Financial assurance.
- Sec. 30-104. Public notice and right of hearing.
- Sec. 30-105. Issuance of a nonmetallic mining reclamation permit.
- Sec. 30-106. Permit denial.
- Sec. 30-107. Alternative requirements.
- Sec. 30-108. Permit duration.
- Sec. 30-109. Permit transfer.
- Sec. 30-110. Change of regulatory authority.

Sec. 30-111. Review.
Secs. 30-112--30-130. Reserved.

Division 5. Administration

Sec. 30-131. Permit modification.
Sec. 30-132. Permit suspension or revocation.
Sec. 30-133. Annual operator reporting.
Sec. 30-134. Plan review fees.
Sec. 30-135. Annual fees.
Sec. 30-136. Regulatory reporting and documentation.
Sec. 30-137. Completed reclamation; reporting; certification and effect.
Sec. 30-138. Permit termination.
Secs. 30-139--30-155. Reserved.

Division 6. Fees

Sec. 30-156. Fee schedule.
Secs. 30-157--30-180. Reserved.

Article III. Wellhead Protection

Sec. 30-181. Purpose and authority.
Sec. 30-182. Application of regulations.
Sec. 30-183. Definitions.
Sec. 30-184. Groundwater technical review committee.
Sec. 30-185. Administration.
Sec. 30-186. Penalties and enforcement.
Sec. 30-187. Appeals.
Sec. 30-188. Conflict and interpretation.
Sec. 30-189. Groundwater protection overlay district.
Sec. 30-190. Supremacy of overlay district.
Sec. 30-191. Zones.
Sec. 30-192. Groundwater protection overlay district's boundaries.
Sec. 30-193. Separation distance requirements and prohibited uses.
Sec. 30-194. Separation distance requirements.
Sec. 30-195. Prohibited uses.
Sec. 30-196. Conditional uses.
Sec. 30-197. Requirements for existing facilities which may cause or threaten to cause environmental pollution.
Sec. 30-198. Changing technology.

On March 13, 2012, the County Board adopted ordinance revisions to codify Resolution No. 39-11, which restructured the County Board committees, boards, and commissions in anticipation of the downsizing of the County Board from 29 to 15 supervisors. Not all ordinance subsections were revised, but those subsections that had material changes will be specifically designated at the end of those subsections.

ARTICLE I. IN GENERAL

Secs. 30-1--30-30. Reserved.

ARTICLE II. NONMETALLIC MINING RECLAMATION

DIVISION 1. GENERALLY

Sec. 30-31. Purpose.

The purpose of this article is to establish a local program to ensure the effective reclamation of nonmetallic mining sites on which nonmetallic mining takes place in the county after the effective date of the ordinance from which this article is derived, in compliance with Wis. Admin. Code ch. NR 135 and Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.).

(Ord. No. 07-01, § 2, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-32. Statutory authority.

This article is adopted under authority of Wis. Stats. §§ 295.13(1), 59.51, and Wis. Admin. Code ch. NR 135.

(Ord. No. 04-07, 07-10-2007, Ord. 9-10, 9-14-2010; Ord. No. 04-24, 03-12-2024)

Sec. 30-33. Restrictions adopted under other authority.

The purpose of this article is to adopt and implement the uniform statewide standards for nonmetallic mining reclamation required by Wis. Stats. § 295.12(1)(a) and contained in Wis. Admin. Code ch. NR 135. It is not intended that this article repeal, abrogate, annul, impair or interfere with any existing rules, regulations, ordinances or permits not concerning nonmetallic mining reclamation previously adopted pursuant to other state law.

(Ord. No. 07-01, § 4, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-34. Interpretation.

In their interpretation and application, the provisions of this article shall be held to be the applicable requirements for nonmetallic mining reclamation and shall not be deemed a limitation or repeal of any other power granted by statute outside the reclamation requirements for nonmetallic mining sites required by Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.) and Wis. Admin. Code ch. NR 135. Where any terms or requirements of this article may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this article is required by statute, or by a standard in Wis. Admin. Code ch. NR 135, and where the provision is unclear, the provision shall be interpreted to be consistent with the statute and the provisions of Wis. Admin. Code ch. NR 135.

(Ord. No. 07-01, § 5, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-35. Applicability.

- (a) *Overall applicability.* The requirements of this article apply to all operators of nonmetallic mining sites within the county operating on or commencing to operate after August 1, 2001 and as provided in Wis. Admin. Code §§ NR 135.02(1) and 135.02(2) except where exempted in subsection (b) of this section and except for nonmetallic mining sites located in a city, village or town within the county that has adopted an ordinance pursuant to Wis. Stats. § 295.14 and Wis. Admin. Code § NR 135.32(2).

- (b) *Exemptions.* This article does not apply to the exempt activities listed in Wis. Admin. Code § NR 135.02(3).

(Ord. No. 07-01, § 07, 7-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-36. Administration.

The provisions of this article shall be administered by the Chippewa County Department of Land Conservation and Forest Management.

Note: The regulatory authority shall coordinate its efforts with those of the county Planning and Zoning Department in circumstances where a site or operation is subject to a conditional use permit under chapters 54 and 70, or other ordinance administered by the county Planning & Zoning Department.

(Ord. No. 09-10, 09-14-2010; Ord. No. 04-24, 03-12-2024)

Sec. 30-37. Effective date.

The provisions of this article shall take effect on August 1, 2001.

(Ord. No. 07-01, § 9, 07-10-2001)

Sec. 30-38. Definitions.

All definitions for the purposes of this article are those contained in Wis. Admin. Code § NR 135.03, as listed herein, with additional definitions as provided in this section.

- (1) *Alternative requirement* means an alternative to the reclamation standards of this article provided through a written authorization granted by the regulatory authority pursuant to sec. 30-107.
- (2) *Applicable reclamation ordinance* means a nonmetallic mining reclamation ordinance, including this article that applies to a particular nonmetallic mining site and complies with the requirements of this article, Wis. Admin. Code ch. NR 135 and Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.), unless the department is the regulatory authority as defined in subsec. (20)c. of this section. If the department is the regulatory authority, the term "applicable reclamation ordinance" means the relevant and applicable provisions of Wis. Admin. Code ch. NR 135.
- (3) *Borrow site* means an area outside of a transportation project site from which stone, soil, sand or gravel is excavated for use at the project site, except the term does not include commercial sources.
- (4) *Contemporaneous reclamation* means the sequential or progressive reclamation of portions of the nonmetallic mining site affected by mining operations that is performed in advance of final site reclamation, but which may or may not be final reclamation, performed to minimize the area exposed to erosion, at any one time, by nonmetallic mining activities.

- (5) *Department* means the Wisconsin Department of Natural Resources.
- (6) *Environmental pollution* has the meaning in Wis. Stats. § 295.11(2).
- (7) *Financial Assurance* means a commitment of funds or resources by an operator to the County that satisfies the requirements of sec. 30-103 and Wis. Admin. Code NR 135.40, and is sufficient to pay for reclamation activities required by this article.
- (8) *Highwall* means a vertical or nearly vertical face in solid rock or a slope of consolidated or unconsolidated material that is steeper than 3:1.
- (9) *Landowner* means the person who has title to land in fee simple or who holds a land contract for the land. A landowner is not a person who owns nonmetallic mineral rights to land, if a different person possesses title to that land in fee simple or holds a land contract for that land.
- (10) *Licensed professional geologist* means a person who is registered as a professional geologist pursuant to Wis. Stats. Chapter 470.
- (11) *Municipality* means any city, county, town or village.
- (12) *Nonmetallic mineral* means a product, commodity or material consisting principally of naturally occurring, organic or inorganic, nonmetallic, nonrenewable material. Nonmetallic minerals include, but are not limited to, stone, sand, gravel, asbestos, beryl, diamond, clay, coal, feldspar, peat, talc and topsoil.
- (13) *Nonmetallic mining* and *mining* mean all of the following:
 - a. Operations or activities at a nonmetallic mining site for the extraction from the earth of mineral aggregates or nonmetallic minerals for sale or use by the operator. Nonmetallic mining includes use of mining equipment or techniques to remove materials from the in-place nonmetallic mineral deposit, including drilling and blasting, as well as associated activities such as excavation, grading and dredging. Nonmetallic mining does not include removal from the earth of products or commodities that contain only minor or incidental amounts of nonmetallic minerals, such as commercial sod, agricultural crops, ornamental or garden plants, forest products, Christmas trees or plant nursery stock.
 - b. Processes carried out at a nonmetallic mining site that are related to the preparation or processing of the mineral aggregates or nonmetallic minerals obtained from the nonmetallic mining site. These processes include, but are not limited to, stockpiling of materials, blending mineral aggregates or nonmetallic minerals with other mineral aggregates or nonmetallic minerals, blasting, grading, crushing, screening, scalping and dewatering.
- (14) *Nonmetallic mining reclamation* or *reclamation* mean the rehabilitation of a nonmetallic mining site to achieve a land use specified in a nonmetallic mining reclamation plan approved under this article, including removal or reuse of nonmetallic mining refuse, grading of the nonmetallic mining site, removal, storage and replacement of topsoil, stabilization of soil conditions, reestablishment of vegetative cover, control of surface

water and groundwater, prevention of environmental pollution and if practicable the restoration of plant, fish and wildlife habitat.

- (15) *Nonmetallic mining refuse* means waste soil, rock and mineral, as well as other natural site material resulting from nonmetallic mining. Nonmetallic mining refuse does not include marketable byproducts resulting directly from or displaced by the nonmetallic mining.
- (16) *Nonmetallic mining site* and *site* mean all contiguous areas of present or proposed mining described in subsec. (16)a. of this section, subject to the qualifications in subsec. (16)b. of this section.
- a. Nonmetallic mining site means the following:
1. The location where nonmetallic mining is proposed or conducted.
 2. Storage and processing areas that are in or contiguous to areas excavated for nonmetallic mining.
 3. Areas where nonmetallic mining refuse is deposited.
 4. Areas affected by activities such as the construction or improvement of private roads or haulage ways for nonmetallic mining.
 5. Areas where grading or regrading is necessary.
 6. Areas where nonmetallic mining reclamation activities are carried out or structures needed for nonmetallic mining reclamation, such as topsoil stockpile areas, revegetation test plots or channels for surface water diversion are located.
- b. The term "nonmetallic mine site" does not include any of the following areas:
1. Those portions of sites listed in subsec. (16)a. of this section not used for nonmetallic mining or purposes related to nonmetallic mining after August 1, 2001.
 2. Separate, previously mined areas that are not used for nonmetallic mineral extraction after August 1, 2001, and are not contiguous to mine sites, including separate areas that are connected to active mine sites by public or private roads.
 3. Areas previously mined but used after August 1, 2001, for a non-mining activity, such as stockpiles of materials used for an industrial process unrelated to nonmetallic mining.
- (17) *Operator* means any person who is engaged in, or who has applied for a permit to engage in, nonmetallic mining, whether individually, jointly or through subsidiaries, agents, employees, contractors or subcontractors.

- (18) *Person* means an individual, owner, operator, corporation, limited liability company, partnership, association, county, municipality, interstate agency, state agency or federal agency.
- (19) *Registered professional engineer* means a person who is registered as a professional engineer pursuant to Wis. Stats. §§ 443.04 and 443.09.
- (20) *Regulatory authority* has the meaning given in Wis. Admin. Code § NR 135.03(20), and for purposes of this article, also means the Chippewa County Department of Land Conservation and Forest Management.
- (21) *Replacement of topsoil* means the replacement or redistribution of topsoil or topsoil substitute material to all areas where topsoil was actually removed or affected by nonmetallic mining for the purposes of providing adequate vegetative cover and stabilization of soil conditions needed to achieve the approved postmining land use and as required by the reclamation plan approved pursuant to this article.
- (22) *Solid waste* means any garbage, refuse, sludge from a waste treatment plant, water supply treatment plant or air pollution control facility and other discarded or salvageable materials, including solid, liquid, semisolid or contained gaseous materials resulting from industrial, commercial, mining and agricultural operations, and from community activities, but does not include solids or dissolved material in domestic sewage, or solid or dissolved materials in irrigation return flows or industrial discharges which are point sources subject to permits under Wis. Stats. ch. 283, or source material, special nuclear material or byproduct material, as defined in Wis. Stats. § 254.31 (1).
- (23) *Topsoil* means the surface layer of soil which is generally more fertile than the underlying soil layers, which is the natural medium for plant growth and which can provide the plant growth, soil stability and other attributes necessary to meet the success standards approved in the reclamation plan.
- (24) *Topsoil substitute material* means soil or other unconsolidated material either used alone or mixed with other beneficial materials and which can provide the plant growth, site stability and other attributes necessary to meet the success standards approved in the reclamation plan.
- (25) *Unreclaimed acre* and *unreclaimed acres* mean:
- a. Those unreclaimed areas in which nonmetallic mining has occurred after August 1, 2001, and areas where nonmetallic mining reclamation has been completed but is not yet certified as reclaimed under sec. 30-137(c). However, the term does not include any areas described in subsec. (25)b. of this section.
 - b. The terms "unreclaimed acre" and "unreclaimed acres" do not include:
 1. Those areas where reclamation has been completed and certified as reclaimed under sec. 30-137(c).
 2. Those areas previously affected by nonmetallic mining but which are not used for nonmetallic mining after August 1, 2001.

3. Those portions of nonmetallic mining sites, which are included in a nonmetallic mining reclamation plan, approved pursuant to this article but is not yet affected by nonmetallic mining.
4. Areas previously mined but used after August 1, 2001, for a nonmining activity, such as stockpiling of materials used for an industrial activity such as an asphalt plant, concrete batch plant, block and tile operation or other industry that uses products produced from nonmetallic mining.
5. For purposes of fees under sec. 30-135, those areas within a nonmetallic mining site which the regulatory authority has determined to have been successfully reclaimed on an interim basis in accordance with sec. 30-137(c).

(Ord. No. 4-07, 7-10-2007, Ord. No. 9-10, 9-14-2010; Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Cross references: Definitions generally, § 1-3.

Secs. 30-39—30-55. Reserved.

DIVISION 2. ENFORCEMENT

Sec. 30-56. Right of entry and inspection.

For the purpose of ascertaining compliance with the provisions of Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.), Wis. Admin. Code ch. NR 135, or this article, any authorized officer, agent, employee or representative of the regulatory authority may inspect any nonmetallic mining site subject to this article as provided in Wis. Stats. § 295.17(1) and Wis. Admin. Code § NR 135.42.

(Ord. No. 7-01, § 31, 7-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-57. Orders and citations.

- (a) *Enforcement orders.* The regulatory authority may issue orders as set forth in Wis. Stat. § 295.19(1)(a) to enforce Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.), Wis. Admin. Code ch. NR 135, this article, a permit issued pursuant to this article or a reclamation plan required by sec. 30-102 and a permit issued under this article. A violation of this article, an order or permit issued pursuant to this article or a reclamation plan required by sec. 30-102 and a permit issued under this article shall be considered a violation of Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.) and Wis. Admin. Code ch. NR 135.
- (b) *Special orders.* The regulatory authority may issue a special order as set forth in Wis. Stats. § 295.19(1)(b) and (c) suspending or revoking a nonmetallic mining reclamation permit pursuant to sec. 30-132, or directing an operator to immediately cease an activity regulated under Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.), Wis. Admin. Code ch. NR 135 or this article until the necessary plan approval is obtained.
- (c) *Review of orders.* An order issued under subsecs. (a) or (b) of this section may be reviewed as provided in Wis. Admin. Code § NR 135.43(2).

- (d) *Citations.* The regulatory authority may issue a citation under Wis. Stats. § 66.0113 and sec. 1-12 to collect forfeitures or require any action needed to enforce Wis. Stats. ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.), Wis. Admin. Code ch. NR 135, this article, a permit issued pursuant to this article or a reclamation plan required by sec. 30-102 and a permit issued under this article. The issuance of a citation under this subsection shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this subsection.
- (e) *Enforcement.* The regulatory authority may submit any order issued under this section to the district attorney, the corporation counsel, the municipal attorney or the attorney general for enforcement as provided in Wis. Stats. § 295.19(1)(d).

(Ord. No. 07-01, § 32, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-58. Penalties.

Any violation of Wis. Stats. Ch. 295, subch. 1 (Wis. Stats. §§ 295.11 et seq.), Wis. Admin. Code ch. NR 135, this article, a permit issued pursuant to this article, or a reclamation plan required by sec. 30-102 and a permit issued under this article may result in forfeitures as provided in Wis. Stats. § 295.19(3) and secs. 1-11 and 1-12 of the Code of Ordinances, County of Chippewa, Wisconsin.

(Ord. No. 04-07, 07-10-2007, Ord. No. 09-10, 09-14-2010; Ord. No. 04-24, 03-12-2024)

Secs. 30-59—30-75. Reserved.

DIVISION 3. STANDARDS

Sec. 30-76. Standards.

All nonmetallic mining sites subject to this article shall be reclaimed in conformance with the standards contained in Wis. Admin. Code §§ NR 135.05- 135.15.

Note: The Department of Land Conservation and Forest Management has published technical guidance for site reclamation. Copies of *A Guide to Developing Reclamation Plans for Nonmetallic Mining Sites in Chippewa County, WI* (LCFM 11/17/21) may be obtained from the Department of Land Conservation and Forest Management. The guidance is also available at www.chippewacountywi.gov/government/land-conservation-forest-management

(Ord. No. 07-01, § 11(11.00), 70-10-2001) (Ord. No. 08-12, 03-12-2012; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Sec. 30-77. Nonmetallic mining refuse, solid waste, and recyclable material.

- (a) A nonmetallic mining site permitted under sec. 30-105 shall meet the requirements of all federal, state and municipal laws and ordinances regulating nonmetallic mining refuse, recyclables, solid waste and hazardous waste material disposal.

- (b) Nonmetallic mining refuse shall be reused in accordance with a reclamation plan. Other solid wastes shall be disposed of in accordance with applicable rules of the department adopted pursuant to Wis. Stats. chs. 289 and 291.
- (c) Material generated from offsite sources is allowed to be stored onsite for use in reclamation if approved in the reclamation plan pursuant to sec. 30-102, and must meet the requirements of all federal, state and municipal laws and ordinances regulating nonmetallic mining refuse, recyclables, solid waste and hazardous waste material disposal.

(Ord. No. 04-07, 07-10-2007; Ord. No. 09-10, 09-14-2010; Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Sec. 30-78. Area disturbed and contemporaneous reclamation.

Nonmetallic mining reclamation shall be conducted, to the extent practicable, to minimize the area disturbed by nonmetallic mining and to provide for nonmetallic mining reclamation of portions of the nonmetallic mining site while nonmetallic mining continues on other portions of the nonmetallic mining site.

(Ord. No. 07-01, § 11(11.12), 07-10-2001)

Sec. 30-79. Public health, safety and welfare.

- (a) *Compliance with public health, safety and welfare regulations.* All nonmetallic mining sites shall be reclaimed in a manner to comply with federal, state and local regulations governing public health, safety and welfare.
- (b) *Highwalls.* To determine whether designated highwalls in solid bedrock are safe and stable, in a condition consistent with the post-mining land use to be achieved, and not in need of reclamation, the regulatory authority may require a site-specific engineering analysis be performed by a registered professional engineer to demonstrate that an acceptable slope stability factor is attainable at a steeper slope. In the alternative, the regulatory authority may require the operator to install, and manage a field test plot to demonstrate that a safe and stable condition will be achieved and that the post-mining land use specified in the reclamation plan will not be adversely affected.

(Ord. No. 07-01, § 11(11.13), 07-10-2001; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Cross references: Health, ch. 34.

Sec. 30-80. Habitat restoration.

When the land use required by the reclamation plan approved pursuant to an applicable reclamation ordinance requires plant, fish or wildlife habitat, it shall be restored, to the extent practicable, to a condition at least as suitable as that which existed before the lands were affected by nonmetallic mining operations.

(Ord. No. 7-01, § 11(11.14), 7-10-2001)

Sec. 30-81. Environmental protection, zoning and land use control.

Compliance with environmental protection, zoning and land use control regulations. Reclamation of nonmetallic mining sites shall comply with any other applicable federal, state and local laws including those related to environmental protection, zoning and land use control. Note: Other applicable environmental, zoning or land use regulations may include Wis. Admin. Code chs. NR 40, 103, 115, 116, 117, 205, 216, 269, 105, 106, 140, 150, 151, 340, 500-555, 590, and 812, Wis. Stats. chs. 23, 30, 66 and 91, and Section 404 of the Clean Water Act (33 USC 1344), which may be applicable to all or part of either an existing or proposed nonmetallic mining project.

(Ord. No. 07-01, § 11(11.15), 07-10-2001; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Sec. 30-82. Surface water and wetlands protection.

Compliance with water quality standards. Nonmetallic mining reclamation shall be conducted and completed in a manner that assures compliance with water quality standards for surface waters and wetlands contained in Wis. Admin. Code chs. NR 102 through 105. Before disturbing the surface of a nonmetallic mining site and removing topsoil, all necessary measures for diversion and drainage of runoff from the site to prevent pollution of waters of the state shall be installed in accordance with the reclamation plans approved pursuant to an applicable reclamation ordinance. Diverted or channelized runoff resulting from reclamation may not adversely affect neighboring properties.

(Ord. No. 07-01, § 11(11.20), 07-10-2001; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Sec. 30-83. Groundwater protection.

- (a) *Groundwater quantity.* A nonmetallic mining site shall be reclaimed in a manner that does not cause a permanent lowering of the water table that results in adverse effects on surface waters or a significant reduction in the quantity of groundwater reasonably available for future users of groundwater.
- (b) *Groundwater quality.* Nonmetallic mining reclamation shall be conducted in a manner which does not cause groundwater quality standards in Wis. Admin. Code ch. NR 140 to be exceeded at a point of standards application.

(Ord. No. 07-01, § 11(11.30), 07-10-2001; Ord. No. 04-24, 03-12-2024)

Secs. 30-84--30-100. Reserved.

DIVISION 4. PERMITTING**Sec. 30-101. Nonmetallic mining reclamation permit application.**

- (a) *Nonmetallic Mining Reclamation Permit Application Required.* No person may engage in nonmetallic mining or in nonmetallic mining reclamation without possessing a nonmetallic mining reclamation permit issued by the regulatory authority pursuant to this article, unless the activity is specifically exempted in sec. 30-35(a) or (b), or sec. 30-38(16)(b). All reclamation permit applications under this section shall be accompanied by the information required by Wis. Admin. Code §§ NR 135.181) and (2), and by a plan review fee as specified in sec. 30-134.

(Ord. No. 07-01, § 12, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-102. Reclamation plan.

- (a) *Reclamation plan requirements.* All operators of nonmetallic mining sites subject to this article shall prepare and submit a reclamation plan that meets the requirements of Wis. Admin. Code § NR 135.19, including the provisions of Wis. Admin. Code §§ NR 135.19(1) through NR 135.19(7), and complies with the standards of Wis. Admin. Code §§ NR 135.05-135.15.
- (b) *Existing plans and approvals.* To avoid duplication of effort, the reclamation plan required by this section may, by reference, incorporate existing plans or materials that meet the requirements of this section.
- (c) *Approval of reclamation plan.* The regulatory authority shall approve, conditionally approve or deny the reclamation plan submitted under this section in writing as part of permit issuance pursuant to sec. 30-105. Conditional approvals of reclamation plans shall be made according to sec. 30-105(ge), and denials of reclamation plans made according to sec. 30-106. The operator shall keep a copy of the reclamation plan required by this section, once approved by the regulatory authority under this article, at the mine site or, if not practicable, at the operator's nearest office or place of business.

(Ord. No. 07-01, § 13, 07-10-2001; Ord. No. 08-12, 03-12-2012; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Sec. 30-103. Financial assurance.

- (a) *Financial assurance requirements.* All operators of nonmetallic mining sites in the county shall prepare and submit a proof of financial assurance of successful reclamation that meets the requirements of Wis. Admin. Code § NR 135.40.

An eligible operator, qualifying as a company as defined under Wis. Stats. § 289.41(1)(b), that seeks to meet its financial assurance obligation under the net worth test of Wis. Admin. Code § NR 135.40(13) shall submit the data and financial information provided in the opinion of a certified public accountant, as required by Wis. Admin. Code §§ NR 135.40(13)(a) through (e), and Wis. Stats. §§ 289.41(4), (5) and (6).

- (b) *Public nonmetallic mining.* The financial assurance requirements of this section do not apply to nonmetallic mining conducted by the state, a state agency, board, commission or department, or a municipality.

(Ord. No. 07-01, § 14, 07-10-2001; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Sec. 30-104. Public notice and right of hearing.

- (a) The regulatory authority shall provide public notice and the opportunity for a public informational hearing as set forth in Wis. Admin. Code §§ NR 135.20(1) and 135.20(2) for any nonmetallic mining site for which a complete reclamation permit application that satisfies sec. 30-101 is received by posting a Class I legal notice under Wis. Stats. §985.07(1) in the manner provided under sec. 2-3 of the Chippewa County Code of Ordinances. The public notice and informational hearing provided for under this section shall not be required for a nonmetallic mining reclamation permit issued to a local transportation-related mine pursuant to sec. 30-105(c).

(Ord. No. 07-01, § 15, 07-10-2001; Ord. No. 04-24, 03-12-2024; Ord. No. 13-24, 09-10-2024)

Sec. 30-105. Issuance of a nonmetallic mining reclamation permit.

- (a) *Permit required.* No person may engage in nonmetallic mining or nonmetallic mining reclamation without a reclamation permit issued pursuant to this article.
- (b) *Permit issuance.* Applications for reclamation permits for nonmetallic mining sites that satisfy sec. 30-101 shall be issued a reclamation permit or otherwise acted on as provided in Wis. Admin. Code § NR 135.21. The permit shall require compliance with a reclamation plan submitted by the applicant that conforms to sec. 30-102, and provision by the applicant of financial assurance that conforms to sec. 30-103 payable to the regulatory authority prior to beginning mining.
- (c) *Automatic permit for local transportation-related mines.* The regulatory authority shall issue an automatic permit under this subsection for any borrow site operated to provide material for a locally-administered transportation project that meets the criteria in Wis. Admin. Code § NR 135.23(1)(a). This automatic permit shall be issued according to the provisions of Wis. Admin. Code §§ NR 135.23(1)(b)-(j).
- (d) *Expedited review.* Any operator of a nonmetallic mining site may obtain an expedited review of a reclamation permit application by paying the expedited review fee specified in sec. 30-133(b) 30-134(d). The expedited review shall be carried out according to the provisions of Wis. Admin. Code § NR 135.23(2). Such expedited review shall not waive, shorten or otherwise affect the public notice and right of hearing pursuant to sec. 30-104.
- (e) *Permit conditions.* Permits issued under this section may include conditions as provided in Wis. Admin. Code § NR 135.21(2). One required condition shall be that new mines shall obtain financial assurance prior to beginning mining pursuant to Wis. Admin. Code § NR 135.40.

(Ord. No. 07-01, § 16, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-106. Permit denial.

An application for a nonmetallic mining reclamation permit shall be denied if any of the factors specified in Wis. Admin. Code § NR 135.22 exist.

(Ord. No. 07-01, § 17, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-107. Alternative requirements.

- (a) *Scope of alternative requirements approvable.* An operator of a nonmetallic mining site may request an alternative requirement to any reclamation standard established in sec. 30-76. Such a request may be made only on the basis of the criteria set forth in Wis. Admin. Code § NR 135.26(1).
- (b) *Procedures.* The operator of a nonmetallic mining site requesting an alternate requirement in subsec. (a) of this section shall demonstrate all the criteria in Wis. Admin. Code § NR 135.26(1) in writing to the regulatory authority. The regulatory authority shall evaluate and act upon the request. The regulatory authority may grant the request, grant the request with conditions, or deny the request. Decisions of the regulatory authority, as rendered under this section, may be appealed to the county land conservation committee established under Wis. Stats. ch. 92 and

acting under the authority of Wis. Stats. §§ 92.07(2) and 92.07(11).

- (c) *Transmittal of decision on request for alternate requirement.* The decision on a request for alternative reclamation requirements shall be in writing to the applicant and shall include documentation of why the alternative requirement was or was not approved.
- (d) *Notice to department.* The regulatory authority shall provide notice of its decision under subsec. (b) of this section to the department, as provided in Wis. Admin. Code § NR 135.26(3).

(Ord. No. 07-01, § 18, 07-10-2001) (Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Sec. 30-108. Permit duration.

A nonmetallic mining reclamation permit issued under this article shall last through operation and reclamation of the nonmetallic mining site, unless suspended or revoked pursuant to sec. 30-57(b), or as limited under Wis. Admin. Code § NR 135.274 where the mine operator is not the landowner.

(Ord. No. 07-01, § 19, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-109. Permit transfer.

A nonmetallic mining reclamation permit issued under this article shall be transferred to a new owner or operator upon satisfaction of the conditions in Wis. Admin. Code § NR 135.28.

(Ord. No. 07-01, § 20, 07-10-2001)

Sec. 30-110. Change of regulatory authority.

If there is a change of regulatory authority for a nonmetallic mining site, the operator's nonmetallic mining permit shall remain in effect and be enforceable until the permit is modified by the new regulatory authority.

(Ord. No. 07-01, § 21, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-111. Review.

Pursuant to Wis. Admin. Code § NR 135.30, and notwithstanding Wis. Stats. §§ 68.001, 68.03(8) and (9), 68.06 and 68.10(1)(b), Stats., any person who meets the requirements of s. 227.42(1), Stats., may obtain a contested case hearing under Wis Stats. § 68.11, Stats., on the regulatory authority's decision to issue, deny, or modify a nonmetallic mining reclamation permit. Pursuant to Wis. Admin. Code § NR 135.43(2), and notwithstanding Wis Stats. §§ 68.001, 68.03(8) and (9), 68.06 and 68.10(1)(b), a person holding a reclamation permit who is subject to an order issued under Wis. Admin. Code §§ NR 135.43(1)(a) and (b), may obtain a contested case hearing under Wis. Stats. § 68.11.

A contested case hearing under this article shall be conducted by an impartial decision maker provided by the County. The impartial decision maker may be a licensed attorney, administrative law judge, or retired circuit court judge; or an officer, committee, board, commission or the governing body who did not participate in making or reviewing the initial determination. In addition to conducting the hearing, the person shall make the decision on the administrative appeal. In the alternative, the County may provide that the impartial person, committee, board or commission designated to conduct the hearing

shall provide to the decision maker, as set forth in Wis. Stats. § 68.11(2).

(Ord. No. 07-01, § 22, 07-10-2001; Ord. No. 05-21, 01-11-2022; Ord. No. 04-24, 03-12-2024)

Secs. 30-112--30-130. Reserved.

DIVISION 5. ADMINISTRATION*

***Cross references:** General Government and Administration, ch. 2.

(Ord. No. 7-18; 08-14-2018)

Sec. 30-131. Permit modification.

- (a) *By the regulatory authority.* A nonmetallic mining reclamation permit issued under this article may be modified by the regulatory authority if it finds that, due to changing conditions, the nonmetallic mining site is no longer in compliance with this article. Such modification shall be by an order conforming to the procedures in sec. 30-57 and as provided in Wis. Admin. Code § NR 135.24(1).
- (b) *At the operator's option.* If the operator of any nonmetallic mine that holds a reclamation permit issued under this article desires to modify such permit or reclamation plan approved under this article, it may request such modification by submitting a written application for such modification to the regulatory authority. The application for permit or plan modification shall be acted on using the standards and procedures of this article.
- (c) *Required by the operator.* The operator of any nonmetallic mine that holds a reclamation permit issued under this article shall request a modification of such permit if required under the circumstances set out in Wis. Admin. Code § NR 135.27. Such application for permit modification shall be acted on using the standards and procedures of this article.
- (d) *Review.* All actions on permit modifications requested or initiated under this section are subject to review under sec. 30-111.

(Ord. No. 07-01, § 23, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-132. Permit suspension or revocation.

- (a) *Grounds.* The regulatory authority may suspend or revoke a nonmetallic mining reclamation permit issued pursuant to this article if it finds any of the grounds listed in Wis. Admin. Code § NR 135.25(1).
- (b) *Procedures.* If the regulatory authority finds grounds for suspending or revoking a nonmetallic mining reclamation permit as set forth in subsec. (a) of this section, it may issue a special order suspending or revoking such permit as set forth in sec. 30-57(b).
- (c) *Consequences.* The consequences of a reclamation permit suspension or revocation order under subsec. (b) of this section shall be as set forth in Wis. Admin. Code §§ NR 135.25(2) and (3).

(Ord. No. 07-01, § 24, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-133. Annual operator reporting.

- (a) *Contents and deadline.* Annual reports shall be submitted by the operators of nonmetallic mining sites that satisfy the requirements of Wis. Admin. Code § NR 135.36. ~~These Annual reports shall cover activities on unreclaimed acreage for the previous calendar year before reclamation during a calendar year, and, and~~ shall be submitted by January 31 of each year before the end of each calendar year to the regulatory authority. Annual reports shall be submitted until reclamation at each nonmetallic mining site is certified as complete under sec. 30-137.
- (b) *Inspection in lieu of report.* The regulatory authority may, at its discretion, obtain the information required in subsec. (a) of this section by written documentation of an inspection it completes during a calendar year, as set forth in Wis. Admin. Code § NR 135.36(4).
- (c) *Retention of annual reports.* Annual reports submitted under this section or inspection records that replace them shall be retained by the regulatory authority for at least ten (10) years after the calendar year to which they apply. These records, or accurate copies of them, shall be made available to the department upon written request or during the department's inspection or audit activities carried out pursuant to Wis. Admin. Code ch. NR 135.

(Ord. No. 07-01, § 25, 07-10-2001; Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Sec. 30-134. Plan review fees.

- (a) *Amount and applicability.* A person who intends to operate a nonmetallic mining site for which a permit application has been submitted under sec. 30-101(c) shall submit a nonrefundable plan review fee based upon a plan review fee schedule approved by the Board of Supervisors.
- (b) *Establishment of fee.* The plan review fee shall be established to equal as closely as possible the regulatory authority's cost of administering the permitting and plan review processes established in secs. 30-101 through 30-107.
- (c) *Annual review.* The plan review fee shall be reviewed annually by the Land Conservation and Forest Management Committee and shall be adjusted by the committee to account for changes in the cost of public administration. No plan review fee may be assessed under this section for any nonmetallic mine site for which an application for an automatic reclamation permit is submitted that meets the requirements of sec. 30-101(b) or for any local transportation-related mine issued an automatic permit under sec. 30-105(e). A separate plan review fee shall be paid under this section for any modification to an existing reclamation plan submitted pursuant to sec. 30-131.
- (d) *Expedited plan review fee.* A person who intends to operate a nonmetallic mining site for which a permit application has been submitted under sec. 30-101(c) may obtain expedited reclamation plan review by paying a fee of \$500.00. This expedited plan review process and permit action shall be completed within forty-five (45) days of the permit application. Such fee shall be in addition to that required in subsec. (a) of this section.
- (e) *Relation to annual fee.* Any reclamation plan review fee or expedited reclamation plan review fee collected under this section shall be added to and collected as part of the first annual fee

collected under sec. 30-135.

(Ord. No. 07-01, § 26, 07-10-2001; Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Sec. 30-135. Annual fees.

- (a) *Areas subject to fees, procedures and deadline.* Operators of all nonmetallic mining sites subject to reclamation permits issued under this article shall submit an annual fee to the regulatory authority. Fees paid under this section shall include both a share for the department under subsec. (b) of this section and a share for the regulatory authority under subsec. (c) of this section that equals as closely as possible the costs of examination and approval of nonmetallic mining reclamation plans and the inspection of nonmetallic mining reclamation-sites. Annual fees shall be calculated based on the amount of unreclaimed acres of each site, as defined in Wis. Admin. Code § NR 135.39(1) and according to its provisions. Such fees apply to a calendar year or any part of a year in which nonmetallic mining takes place, until final reclamation is certified as complete under sec. 30-137. Annual fees shall be paid on or before January 31 for the previous year.
- (b) *Department share of fee.* Fees paid under this section shall include a share for the department equal to the amount specified in Wis. Admin. Code § NR 135.39(3). For sites on which no nonmetallic mining has taken place during a calendar year, fees to be paid under this section for the following year shall be the amount specified in the permit fee schedule.
- (c) *The regulatory authority share of fee.* Fees paid under this section shall also include an annual fee due to the regulatory authority, which shall be the amount specified in sec. 30-156.
- (d) *Reduced fee for inactive mines.* Any site on which no nonmetallic mining activity has taken place in a calendar year, and where no activity is planned for the following calendar year, shall be assessed at a reduced fee as specified in sec. 30-156.

(Ord. No. 07-01, § 27, 07-10-2001; Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Sec. 30-136. Regulatory reporting and documentation.

- (a) *Reporting.* The regulatory authority shall send an annual report to the department including the information required by Wis. Admin. Code § NR 135.37.
- (b) *Documentation.* The regulatory authority shall, to the best of its ability, maintain the information set forth in Wis. Admin. Code § NR 135.47(3), and make it available to the department for that agency's audit of the regulatory authority's reclamation program pursuant to Wis. Admin. Code § NR 135.47.

(Ord. No. 07-01, § 28.00, 07-10-2001; Ord. No. 08-12, 03-12-2012; Ord. No. 04-24, 03-12-2024)

Sec. 30-137. Completed reclamation; reporting; certification and effect.

- (a) *Reporting.* The operator of a nonmetallic mining site shall notify the regulatory authority of completion of reclamation for a portion or all of the nonmetallic mining site pursuant to a reclamation plan prepared and approved pursuant to this article and Wis. Admin. Code ch. NR 135.

- (b) *Reporting of interim reclamation.* The operator of a nonmetallic mining site may report completion of interim reclamation as specified in the reclamation plan for the site prepared and approved pursuant to this article and Wis. Admin. Code ch. NR 135. Reporting of interim reclamation shall be done according to the procedures in subsec. (a) of this section.
- (c) *Certification of completed reclamation.* The regulatory authority shall inspect a nonmetallic mining site for which reporting of reclamation or interim reclamation has been submitted pursuant to this section within sixty (60) days of receipt, and make a determination in writing in accordance with Wis. Admin. Code § NR 135.40(7)(c). If it is determined that interim or final reclamation is complete, including revegetation as specified in a plan that conforms with sec. 30-102, the regulatory authority shall issue the mine operator a written certificate of completion.
- (d) *Effect of completed reclamation.* If reclamation is certified by the regulatory authority as complete under subsec. (c) of this section for part or all of a nonmetallic mining site, then:
 - (1) No fee shall be assessed under sec. 30-135 for the area so certified.
 - (2) The financial assurance required by sec. 30-103 shall be released.
 - (3) For sites which are reported as interim reclaimed under subsec. (b) of this section and so certified under subsec. (c) of this section, financial assurance for reclaiming the certified area shall be waived.
- (e) *Effect of inaction following report of completed reclamation.* If no written response as required by subsec. (c) of this section for an area of the mine site reported as reclaimed or interim reclaimed is given within sixty (60) days of receiving such request, any annual fee paid to the regulatory authority for it under sec. 30-135 shall be refunded.

(Ord. No. 07-01, § 29, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Sec. 30-138. Permit termination.

When all final reclamation required by a reclamation plan conforming to sec. 30-102 and required by this article is certified as complete pursuant to sec. 30-136, the regulatory authority shall issue a written statement to the operator of the nonmetallic mining site, thereby terminating the reclamation permit.

(Ord. No. 07-01, § 30, 07-10-2001; Ord. No. 04-24, 03-12-2024)

Secs. 30-139--30-155. Reserved.

DIVISION 6. FEES

Sec. 30-156. Fee schedule.

Fees for the administration of the nonmetallic mining reclamation ordinance shall be set by the Land Conservation and Forest Management Committee and approved by the County Board from time to time. The fee schedule shall be available from the Department of Land Conservation and Forest Management.

(Ord. No. 7-01, 7-10-2001) (Ord. No. 08-12, 03-12-2012)

Secs. 30-157--30-180. Reserved.

ARTICLE III. WELLHEAD PROTECTION

Sec. 30-181. Purpose and authority.

- (a) *Purpose.* The residents of the county depend exclusively on groundwater for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade groundwater quality. The purpose of this article is to institute land use regulations and restrictions protecting the municipal water supplies and to promote the public health, safety and general welfare of the residents of the county.
- (b) *Authority.* Statutory authority of the county to enact these regulations for groundwater protection, is Wis. Stats. §§ 59.70(6) and 62.23(7)(c) to the statutory authorization for county and municipal planning and zoning to protect the public health, safety, and welfare. In addition, under Wis. Stats. § 59.69, the county has the authority to enact this ordinance, effective in the unincorporated areas of the county, to encourage the protection of groundwater resources.

(Code 1980, § 21.01)

Sec. 30-182. Application of regulations.

The regulations specified in this article shall apply to the unincorporated areas of the county that lie within the recharge areas of municipal and sanitary district water supply wells, and are in addition to the requirements in the underlying zoning district, if any. If there is a conflict between this article and chapter 70, the more restrictive provision shall apply.

(Code 1980, § 21.02)

Sec. 30-183. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) *Aquifer* means a saturated, permeable geologic formation that contains and will yield significant quantities of water.
- (2) *Cone of depression* means the area around a well, in which the water level has been lowered at least one-tenth of a foot by the pumping of the well.
- (3) *Five-year time of travel* means the five-year time of travel is the recharge area upgradient of the cone of depression, the outer boundary of which it is determined or estimated that groundwater will take five years to reach a pumping well.
- (4) *Municipal water supply* means the municipal water supplies of the villages, cities, and towns in the county.
- (5) *Person* means an individual, partnership, association, corporation, municipality, state

agency or other legal entity.

- (6) *Recharge area* means the area which encompasses all areas or features that, by surface infiltration of water that reaches the zone of saturation of an aquifer, supplies groundwater to a well.
- (7) *Thirty-day time of travel* means the recharge area upgradient of a well, or its cone of depression, the outer boundary of which it is determined or estimated that groundwater will take 30 days to reach a pumping well.
- (8) *Well field* means a piece of land used primarily for the purpose of locating wells to supply a municipal water system.
- (9) *Zone of saturation* means the saturated zone is the area of unconsolidated, fractured, or porous material that is saturated with water and constitutes groundwater.

(Code 1980, § 21.03)

Cross references: Definitions generally, § 1-3.

Sec. 30-184. Groundwater technical review committee.

- (a) The county groundwater technical review committee shall consist of:
 - (1) The County Planning and Zoning Administrator;
 - (2) The Director of Land Conservation and Forest Management;
 - (3) The County Emergency Management Director;
 - (4) A local representative from the department of commerce with expertise in groundwater or groundwater contamination issues, appointed by their department and approved by the County Board;
 - (5) A local representative from the DNR with expertise in groundwater or groundwater contamination issues, appointed by their department and approved by the County Board;
 - (6) One unpaid member, appointed by the County Board chair, who has at least one of the following qualifications is:
 - a. A hydrologist with a professional engineer license; or
 - b. A certified hydrogeologist or groundwater professional;
 - (7) A local government representative for each unit of local government with a municipal water supply which has a well, or well field, with an established groundwater protection overlay district. The local government representative shall be the municipal water supply manager, administrator or superintendent and shall only participate in the review and recommendation that affect the municipal water supply for their jurisdiction.

- (b) The purpose of the county groundwater technical review committee is to review requests for the adoption of groundwater protection overlay districts and make recommendations to the County Board on those requests, to provide objective and scientific technical review of requests for conditional use permits and make recommendations to grant or deny conditional use permits based upon the facts discovered in that review, to make recommendations on any and all conditions placed on a conditional use permit, and to give advice to the county on matters concerning groundwater.

(Code 1980, § 21.04) (Ord. No. 08-12, 03-12-2012)

Cross references: County Board Statutory Committees, Commissions and Board, § 2-83 et seq.

(Ord. No. 07-18; 08-14-2018)

Sec. 30-185. Administration.

- (a) *Delegation of authority.* The county designates the Planning and Zoning Administrator to administer and enforce this article. The Planning and Zoning Administrator shall seek the technical advice of the groundwater technical review committee in the administration and enforcement of this article.
- (b) *Administration duties.* In the administration of this article, the administrative authority or its designated representative shall:
- (1) Keep an accurate record of all permit applications, wellhead protection facility plans, permits issued, inspections made and other official actions.
 - (2) Accept and review permit applications.
 - (3) Conduct preconstruction on-site investigations and construction and post-construction inspections in accordance with the provisions of this article.
 - (4) After on-site inspection prior to construction, issue preconstruction approval permits if all preconditions and testings have been met.
 - (5) Inspect facility construction to ensure the facility is being constructed according to plan specifications.
 - (6) Upon receipt of permittee's and contractor's certifications that the facility is built as planned and upon approval thereof issue a certificate of compliance.
 - (7) Maintain a current inventory of all point and nonpoint pollution sources, permitted and nonconforming facilities.
 - (8) Investigate complaints relating to compliance with this article.
 - (9) Perform other duties as specified in this article.
- (c) *Inspection authority.* The Planning and Zoning Administrator and designated representatives are authorized to enter upon any lands affected by this article to inspect the land prior to or after

permit issuance to determine compliance with this article. If permission cannot be received from the applicant or permittee, the permit may be denied or entry by the administrative authority shall be in accordance with Wis. Stats. § 66.0119.

(d) *Enforcement authority.*

- (1) The Planning and Zoning Administrator is authorized to post an order stopping work upon land which has had a permit revoked or on land currently undergoing activity in violation of this article. Notice is given by both posting upon the land where the violation occurs, one or more copies of a poster stating the violation, and by mailing a copy of the order by certified mail to the person whose activity is in violation of this article. The order shall specify that the activity must cease or be brought into compliance within five days.
- (2) Any permit revocation or order stopping work shall remain in effect unless retracted by the Planning and Zoning Committee, the administrative authority, or by a court of general jurisdiction or until the activity is brought into compliance with this article. The administrative authority is authorized to refer any violation of this article or of an order stopping work issued pursuant to this article to the corporation counsel for commencement of further legal proceedings.

(Code 1980, § 21.15) (Ord. No. 08-12, 03-12-2012)

Sec. 30-186. Penalties and enforcement.

- (a) *Penalties.* Any person who violates, neglects or refuses to comply with or resists the enforcement of any of the provisions of this article shall be subject to a forfeiture of not less than \$200.00 nor more than \$500.00 plus costs of prosecution for each violation. Any unlawful violation includes failure to comply with any standard of this article or with any condition or qualification attached to the permit. Each day that a violation exists shall be a separate offense.
- (b) *Enforcement of injunction.* As a substitute for or in addition to forfeiture actions, the county may seek enforcement of any part of this article by court actions, seeking injunctions or restraining orders, the cost of which shall be charged to the defendant in such action.
- (c) *Cleanup costs.* As a substitute for, and in addition to any other action, the county may commence legal action against both the person who releases the contaminants and the owner of the facility whereupon the contaminants were released to recover the costs, together with the costs of prosecution. Any person who causes the release of any contaminants which may endanger or contaminate the municipal water supply system associated with a groundwater protection overlay district shall immediately cease such discharge and immediately initiate clean up satisfactory to the county and state and federal regulatory agencies. The person who releases such contaminants and the person who owns the facility where on the contaminants have been released shall be jointly and severally responsible for the costs of cleanup, consultant or other contractor fees, including all administrative costs for oversight, review and documentation, including county employees, equipment and mileage.

(Code 1980, § 21.15)

Sec. 30-187. Appeals.

- (a) *Authority.* Under authority of Wis. Stats. ch. 68, the board of adjustment, created under Wis. Stats. § 59.694, and section 70-35, and as an appeal authority under Wis. Stats. § 59.694(4), is authorized to hear and decide appeals where it is alleged that there is error in any order, requirement, decision or determination by the administrative authority in administering this article.
- (b) *Procedure.* The rules, procedures, duties and powers of the board of adjustment and Wis. Stats. ch. 68 shall apply to this article.
- (c) *Who may appeal.* Appeals may be taken by any person having a substantial interest which is adversely affected by the order, requirement, decision or determination made by the administrative authority.

(Code 1980, § 21.15)

Sec. 30-188. Conflict and interpretation.

If the provisions of the different chapters of this Code conflict with or contravene each other, the provisions of each chapter shall prevail as to all matters and questions arising out of the subject matter of such chapter. In their interpretation and application, the provisions of this article shall be held to be minimum and are not deemed a limitation or repeal of any other power granted by statute. Where any terms or requirements of this article may be inconsistent or conflicting, the more restrictive requirements or interpretations shall apply.

(Code 1980, § 21.16)

Sec. 30-189. Groundwater protection overlay district.

A groundwater protection overlay district may be created to institute land use regulations and restrictions within a defined area which contributes water directly to a municipal water supply and thus promotes public health, safety, and welfare. The groundwater protection overlay district is intended to protect the groundwater recharge area for the existing or future municipal water supply from contamination.

(Code 1980, § 21.05)

Sec. 30-190. Supremacy of overlay district.

The regulations of an overlay district will apply in addition to all other regulations which occupy the same geographic area. The provisions of any zoning districts that underlay this overlay district will apply except when provisions of the groundwater protection overlay district are more stringent.

(Code 1980, § 21.06)

Sec. 30-191. Zones.

The groundwater protection overlay district is divided into Zone 1 and Zone 2 as follows:

- (a) *Zone 1 of groundwater protection overlay district.* Zone 1 of groundwater protection overlay

district is the area of land which contributes water to the well in questions, out to a 30-day time of travel to the well. Time of travel delineations must be based on accepted hydrogeological research as outlined in the *State Wellhead Protection Program Plan for Public Water Utilities, Appendix 2* with zone boundaries normalized to road centerlines, railways, surface water features, and the public land survey lines, one-half, one-quarter, one-eighth, or one-sixteenth section lines.

- (b) *Zone 2 of the groundwater protection overlay district.* Zone 2 of groundwater protection overlay district encompasses the area of land which contributes water to the well starting at the line which delineates the 30-day time of travel and ends at the line delineating the five-year time of travel to the well. Time of travel delineations must be based on accepted hydrogeological research as outlined in the *State Wellhead Protection Program Plan for Public Water Utilities, Appendix 2* with zone boundaries normalized to road centerlines, railways, surface water features, and the public land survey lines, one-half, one-quarter, one-eighth, or one-sixteenth section lines.

(Code 1980, § 21.07)

Sec. 30-192. Groundwater protection overlay districts boundaries.

- (a) The boundaries of the groundwater protection overlay districts shall be shown on the map "Groundwater Protection Districts for Public Water Supply Recharge Areas in Chippewa County". This map will be an overlay of the "Official Zoning Maps of Chippewa County, Wisconsin" as maintained by the county Planning and Zoning Administrator.
- (b) A local unit of government may request that the Board of Supervisors adopt a groundwater protection overlay district for its municipal water supply and create the map, "Groundwater Protection Districts for Public Water Supply Recharge Areas in Chippewa County" to reflect the district. All requests to adopt a groundwater protection overlay district shall be submitted in writing to the county Planning and Zoning Administrator, and shall include:
- (1) A one-inch equals 2,000 feet (1:24,000) or larger scale map showing municipal boundaries of the proposed wellhead protection zones which conform to the provisions in section 30-191.
 - (2) A report describing the background information, research and methodology used to develop the wellhead protection zones which conform to the provisions in section 30-191.
 - (3) A wellhead protection plan, if any, for the well or wells within the proposed wellhead protection zones.
 - (4) An existing wellhead protection ordinance for the well or wells within the proposed wellhead protection zones, effective within the incorporated areas of the proposed wellhead protection zones.
 - (5) A list of tax parcels, any part of which falls within the proposed wellhead protection zone.
 - (6) An inventory of all existing facilities which may cause or threaten to cause environmental pollution as described in requirements for existing facilities which may

cause or threaten to cause environmental pollution which are within the unincorporated area of the proposed wellhead protection zones. The inventory shall include:

- a. The county tax parcel number of each facility and the name and telephone number of a facility contact.
- b. A list of the uses, activities, materials, structures, and facility type which establishes each facility as an existing facility which may cause or threaten to cause environmental pollution.
- (c) The Board of Supervisors may create a groundwater protection overlay district, with the map "Groundwater Protection Districts for Public Water Supply Recharge Areas in Chippewa County" after receipt of recommendations made by the county groundwater technical review committee. In creating a district and map, the County Board may accept, reject or modify the recommendations of the review committee.

(Code 1980, § 21.08) (Ord. No. 08-12, 03-12-2012)

Sec. 30-193. Separation distance requirements and prohibited uses.

- (a) The following permitted uses in Zone 1 are subject to separation and distance requirements and prohibited uses:
 - (1) Public and private parks, playgrounds and beaches, provided there are no on-site wastewater disposal systems or holding tanks.
 - (2) Wildlife and natural and woodland areas.
 - (3) Biking, hiking, skiing, nature, equestrian and fitness trails.
 - (4) Residential which is municipally sewerred.
 - (5) Routine tillage, planting and field management operations in support of agricultural crop production where nutrients from legume, manure and commercial sources are accounted for and credited toward crop nutrient need. The combination of all nitrate sources applied or available on individual fields may not exceed University of Wisconsin soil test recommendations for that field.
- (b) The following permitted uses in Zone 2 are subject to separation district requirements and prohibited uses:
 - (1) All of the uses permitted in Zone 1.
 - (2) Single-family residences on a minimum lot of 20,000 square feet with a private on-site sewage treatment system receiving less than 8,000 gallons per day, which meets the county and state health standards for the effluent and is in conformance with Wis. Admin. Code SPS ch. 383.
 - (3) Commercial establishments which are municipally sewerred.

- (4) Industrial establishments which are municipally sewerer.
- (5) Residential use of aboveground and belowground LP gas tanks for heating not to exceed 1,000 gallons.

(Code 1980, § 21.09) (Ord. No. 08-12, 03-12-2012)

Sec. 30-194. Separation distance requirements.

The following separation distances as specified in Wis. Admin. Code NR 811.16 shall be maintained:

- (a) Fifty feet between a public water supply well and a stormwater sewer main or any sanitary sewer main constructed of water main materials and joints which is pressure tested in place to meet current AWWA 600 specifications.
- (b) Two hundred feet between a public water supply well and any sanitary sewer main not meeting the specifications set forth in this section, any sanitary sewer lift station or single-family residential fuel oil tank.
- (c) Four hundred feet between a public water supply well and a septic system receiving less than 8,000 gallons per day, or a stormwater detention, retention, infiltration or drainage basin.

(Code 1980, § 21.10)

Sec. 30-195. Prohibited uses.

- (a) The following uses are prohibited in Zones 1 and 2:
 - (1) Aboveground and belowground hydrocarbon, petroleum or hazardous chemical storage tanks (Hazardous chemicals are identified by OSHA criteria under 40 CFR 370.); except when allowed as permitted or conditional uses.
 - (2) Cemeteries.
 - (3) Chemical manufacturers (Standard Industrial Classification Major Group 28).
 - (4) Coal storage.
 - (5) Dry cleaners.
 - (6) Storage or processing of extremely hazardous substances, radioactive materials or substances listed in Wis. Admin. Code NR ch. 140 Table 1. (Extremely hazardous substances are identified by SARA/EPCRA criteria under 40 CFR 302 and 355.)
 - (7) Industrial lagoons and pits.
 - (8) Landfills and any other solid waste facility, except postconsumer recycling.
 - (9) Manure and animal waste storage except animal waste storage facilities regulated by

the county.

- (10) Nonmetallic earthen materials extraction, sand and gravel pits.
 - (11) Pesticide and fertilizer dealer, transfer or storage.
 - (12) Railroad yards and maintenance stations.
 - (13) Rendering plants and slaughterhouses.
 - (14) Salt or deicing material storage.
 - (15) Salvage or junkyards.
 - (16) Septage or sludge spreading, storage or treatment.
 - (17) Septage, wastewater or sewage lagoons.
 - (18) Private on-site wastewater treatment systems or holding tanks receiving 8,000 gallons per day or more; unless replacing an existing private on-site wastewater treatment system serving an existing facility as defined in section 30-197.
 - (19) Stockyards and feedlots.
 - (20) Stormwater infiltration basins without pretreatment which is defined to include vegetative filtration and/or temporary detention basins.
 - (21) Motor vehicle services, including filling and service stations, repair, renovation and body work.
 - (22) Wood preserving operations.
- (b) In Zone 1, the conditional uses of subsection 30-196(b) are prohibited. (Code 1980, § 21.11)

Sec. 30-196. Conditional uses.

- (a) Any person may request a conditional use permit for certain uses, activities and structures within Zone 2 of the groundwater protection overlay district not prohibited in section 30-195.
- (b) The uses, activities and structures that may be conditionally allowed within Zone 2 are:
 - (1) Jewelry plating and metal plating.
 - (2) Machine or metal working shops.
 - (3) Commercial establishments utilizing a private on-site wastewater treatment system receiving less than 8,000 gallons per day which are in conformance with Wis. Admin. Code SPS ch. 383.
 - (4) Research labs, universities and hospitals.

- (5) Residential use of unburied fuel oil tanks used for heating, not to exceed 500 gallons.
- (c) All requests for a conditional use permit shall be submitted in writing to the county Planning and Zoning Administrator and shall include:
 - (1) A site plan map with all buildings and structure footprints, driveways, sidewalks, parking lots, stormwater management structures, groundwater monitoring wells and two-foot ground elevation contours.
 - (2) A business plan and/or other documentation which describes in detail the use, activities and structures proposed.
 - (3) An environmental assessment report prepared by a licensed environmental engineer which details the risk to, and potential impact of, the proposed use, activities and structures on groundwater quality.
 - (4) An operational safety plan which details the operational procedures for material processes and containment, best management practices, stormwater runoff management and groundwater monitoring.
 - (5) A contingency plan which addresses in detail the actions that will be taken should a contamination event caused by the proposed use, activities or structures occur.
- (d) The person making the request shall reimburse the county for consultant fees and technical review committee expenses associated with this review at the invoiced amount, plus administrative costs.
- (e) All conditional use permits granted shall be subject to conditions that will include environmental and safety monitoring determined necessary to afford adequate protection of the public water supply. These conditions shall include, but not be limited to:
 - (1) Providing current copies of all federal, state and local facility operation approval or certificates and ongoing environmental monitoring results to the county and the local unit of government with affected municipal water supply.
 - (2) Establishing environmental or safety structures/monitoring to include an operational safety plan, material processes and containment, operations monitoring, best management practices, stormwater runoff management and groundwater monitoring.
 - (3) Replacing equipment or expanding in a manner that improves the environmental and safety technologies being utilized.
 - (4) Preparing, filing and maintaining a current contingency plan which details the response to any emergency which occurs at the facility, including notifying municipal, county and state officials. Provide a current copy to the county and the local unit of government with affected municipal water supply.
- (f) The board of adjustment shall decide upon a request for a conditional use permit after review of the recommendations made by the county groundwater technical review committee. The

conditional use permit, if granted, shall contain the mandatory conditions set forth in subsection (e) of this section and any additional conditions the board shall determine reasonable and necessary. The board of adjustment shall schedule a public hearing prior to granting all permits, with notice to the local unit of government with affected municipal water supply and all property owners within that groundwater protection overlay district. The board of adjustment shall make its determination within 30 days of the public hearing. The determination shall be in writing, containing all conditions required when a conditional use permit is granted, or a written statement as to the reasons for not granting the conditional use permit. The conditional use permit shall be in recordable form and recorded at the office of register of deeds for the county.

(Code 1980, § 21.12) (Ord. No. 08-12, 03-12-2012)

Sec. 30-197. Requirements for existing facilities which may cause or threaten to cause environmental pollution.

- (a) Existing facilities within the groundwater protection overlay district at the time of enactment of such district which may cause or threaten to cause environmental pollution include, but are not limited to, the state DNR draft or current list entitled "Inventory of Sites or Facilities Which May Cause or Threaten to Cause Environmental Pollution", state department of commerce list of underground storage tanks, list of facilities with hazardous solid waste permits, and all other facilities which are considered a prohibited use in section 30-195, or a conditional use in subsections 30-196(b)(1), (2), and (4), all of which are incorporated herein as if fully set forth.
- (b) Such facilities as those mentioned in subsection (a) of this section which exist within the district at the time of enactment of a district shall provide copies of all current, revised or new federal, state and local facility operation approvals, permits or certificates; operational safety plans; and ongoing environmental monitoring results to the county and to the municipality with wells in the wellhead protection district.
- (c) Such facilities as those mentioned in subsection (a) of this section which exist within the district at the time of enactment of a district shall have the responsibility of devising, filing and maintaining with the county a current contingency plan which details how they intend to respond to any emergency which may cause or threaten to cause environmental pollution that occurs at their facility, including notifying municipal, county and state officials.
- (d) Such facilities as provided in subsection (a) of this section cannot engage in or employ a use, activity or structure listed in section 30-195, or in subsections 30-196(b)(1), (2), and (4), which they did not engage in or employ at the time of enactment of a district, and can only expand, replace or rebuild those present uses, activities, equipment or structures on the site or property of record associated with the facility at the time of enactment of a district and in a manner that improves the environmental and safety technologies already being utilized.

(Code 1980, § 21.13) (Ord. No. 08-12, 03-12-2012)

Sec. 30-198. Changing technology.

- (a) The uses prohibited by this district are prohibited based upon the combined pollution experience of many individual uses and the technology generally employed by a particular use considered to be of a high risk for pollution to the groundwater resource. As the technology of other uses change to low or nonrisk materials or methods, upon petition from such use, after conferring with the county groundwater technical review committee or other expert opinion,

and after appropriate public notice and hearing, the county through appropriate procedures and actions may change these provisions to remove from the designated prohibited uses such uses as are demonstrated convincingly that they no longer pose a groundwater pollution hazard.

- (b) In dealing with uses which attempt to become permissible, under the terms of this district, by continuing to utilize pollutant materials but altering their processing, storage and handling, it is not the intention to accept alternate or reduced hazards as the basis for making a use permissible. It is the intention to continue a prohibition on such uses until the technology of the uses removes reliance upon the pollutant materials or processes deemed to be a groundwater hazard.

(Code 1980, § 21.14)



STATEMENT OF EXPLANATION
FACILITY USE POLICY REVISIONS - FIRST READING - SCOTT NABBEFELD

8.6

Director Nabbefeld will review the changes to the Facility Use Policy for approval and forwarding to the County Board.

History:

07/23/25 Facilities & Parks Committee FORWARD TO COUNTY BOARD

*** Proposed Revisions ***

FACILITY USE POLICY

Purpose

Chippewa County facilities are primarily used for official county functions by elected officials and staff. This policy identifies the hours of operations to provide for a fully functioning Courthouse facility and governs the use of public areas within the Government Center Campus.

Definitions

The Government Center Campus includes parking lots A, B, C, D1, D2 and E, along with the courthouse, Sheriff's Department, Jail, 21 E. Spruce Street building, and the maintenance shop at 109 E. Spruce Street, Chippewa Falls.

The Highway Administration Building includes 801 E. Grand Avenue, Chippewa Falls.

Courthouse Hours of Operation

To provide for safety, security and energy efficiency the normal recognized hours of operation for the Chippewa County Courthouse per Ordinance Sec. 2-2 are 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday; closed weekends and holidays. During the normal hours of operation, the Courthouse is fully functioning with all lights, HVAC, electrical and elevator systems activated. During after-hours and weekends the systems are de-activated and not fully functional. The Courthouse does provide for some limited evening hour activities for County Board and committee meetings, and incidental department business.

Primary Use of County Facilities

The primary use of county facilities is to conduct county government business. Consequently, groups that are a part of Chippewa County Government have sole use of most facility space and priority use of meeting rooms and other public facility space.

Access

Unlimited access to the Courthouse is available Monday – Friday, 7:30 a.m. – 5:00 p.m. After-hour entry is limited to the High Street Entrance #3 and Cedar Street Entrance #4. These doors will remain open Monday through Thursday until 6:00 p.m., unless evening meetings are scheduled, and Friday until 5:00 p.m.

- Meetings should not be scheduled before 7:45 a.m. to allow the attendees enough time to gain access to the facility and arrive to the meeting on time.

Priority Use for Public Areas

Priority for use shall be approved based on the type of use/activity as follows from highest to lowest priority:

1. The Chippewa County Board of Supervisors;
2. Formal and standing committees of the Board of Supervisors;
3. The County Administrator;
4. Boards and commissions appointed by the Board of Supervisors or the County Administrator;
5. County staff for purposes of county business;
6. Non-profit entities holding public meetings, or conducting official business related to a county service or program or public purpose activities.

If a scheduling conflict arises between the above groups, the higher priority user will have the reservation priority. Any conflicts will be resolved by the County Administrator.

Only non-profit citizen groups that are located in or do business in Chippewa County are permitted to use public areas in county facilities and county grounds to the extent permitted by law. Such use must not interfere with county government functions, operations and business.

The County reserves the right to implement a user fee for non-profit users if a user does not fully comply with this policy.

Attorneys, mediators and other court related personnel conducting court related functions have open access to the conference rooms identified as attorney conference rooms on the second floor of the Courthouse.

Security

To provide for the security and safety of visitors and staff, County/State personnel and other designated courthouse occupants are issued identification cards which must be worn at all times while in the courthouse. Please see the Identification and Access Card Policy for specific details.

Definition of Terms

A. Courthouse Public Use Areas

- Courthouse Grounds (West Lawn)
- Courthouse Parking Lot A (North)
- Courthouse Parking Lot D-1 (South)
- Courthouse Parking Lot E (West)
- Courthouse Cul-de-Sac Entrance #1
- Courthouse Room 001 – Small Assembly Room
- Courthouse Room 003 – Large Assembly Room
- Courthouse Room 005 – Lower Level Conference Room
- Courthouse Room 016 – Lower Level Conference Room
- Courthouse Room 119Q – First Floor Conference Room
- Courthouse Room 226 – Second Floor Conference Room
- Courthouse Room 227 – Second Floor Conference Room

Note: Other county facilities may have separate public use policies that govern public use of those facilities. Not all County facilities are open for public use. The Highway Department is not generally available for public use unless written approval is received from the Highway Commissioner.

B. Non-profit entity

A non-profit entity is an agency, corporation, partnership or governmental entity, which can provide legal verification of either its non-profit status (including approved IRS non-profit status), or governmental relationship.

C. For-profit entity

A business or other organization whose primary goal is making money (a profit), as opposed to a nonprofit organization which focuses a goal such as helping the community and is concerned with money only as much as necessary to keep the organization operating.

D. Public purpose

An activity in which the action or direction concerns, affects, or is of benefit to the County or the greater County community, not just those affiliated with the group.

Terms of Use

The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Chippewa County Facilities & Parks Committee. This prohibition does not apply to those vendors approved to conduct business by the Department of Administration.

No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities. For additional guidelines related to the Parks or County Forest Lands please reference County ordinance chapters 50 and 16.

Smoking of tobacco products is prohibited in any enclosed building as provided by Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited in any enclosed building and/or on the grounds by Chippewa County Ordinance §48-92(b). For additional guidelines related to the Parks or County Forest Lands please reference County ordinance chapters 50 and 16.

~~Weapons and firearms are prohibited in all county facilities unless possessed by licensed law enforcement professionals on official business. Except as provided in Chippewa County Ordinance §2-462(b)(2), no person shall possess, carry, or bear a weapon, whether concealed or unconcealed, or contraband, or any other prohibited item within any county building.~~

For additional guidelines related to the Parks or County Forest Lands please reference County ordinance chapters 50 and 16.

Functions occurring in county facilities shall not violate any City of Chippewa Falls, Chippewa County, State of Wisconsin or federal applicable laws, ordinances or regulations.

There shall be no partisan political activities, political news conferences, or other events designed to announce or support any candidate for public office regardless of party or non-party affiliation in county

facilities. The County may allow current state representatives to hold listening sessions at the Courthouse if rooms are available.

Permission to use Chippewa County facilities shall not in any way constitute an endorsement by the County of the user group or individual, or their policies and activities and the County assumes no obligation or responsibility for the activities of the user group or individual.

Signs, emblems, banners, pennants, etc. may not be affixed to any building surfaces, steps, walls or light fixtures. User groups may post events on any of the approved bulletin boards, or cork strips available in the Courthouse hallways or meeting rooms by contacting the County Clerk's Office. In addition, users may affix notices no larger than 8½ x 11 inches to the approved sign stands that are located at each entrance and/or in the Cul-De-Sac Entrance #1 closet to direct meeting participants to proper meeting locations. Advertising items that are self-standing may be put into place before the scheduled start of the meeting or event, and must be removed at the conclusion of the meeting. In addition, display space may be available in the Courthouse Cul-de-Sac Entrance #1 for items that non-profit organizations desire to display to courthouse employees and the general public. Displays must fit on a standard folding table that will be provided for use by the County.

Equal Access

This policy shall apply to all groups and individuals that have requested use of the public areas of county facilities and grounds as defined in this policy. No group or individual shall be excluded from equal access to said grounds and facilities because of considerations of gender, race, sexual orientation, religious or political persuasions or views. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.

Liability

Any non-Chippewa County Governmental group using the public use areas of county facilities as defined in this policy shall:

1. Be required to release the county from any liability for damages caused to the user or its property during the times of use.
2. Hold the county harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event.
3. Be liable to the county for any damages to county property or injuries to county employees or agents caused by the group or by a person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident.

The granting of permission to use county facility space does not obligate the county to furnish any applicant with any service or utilities, or to render any support regarding personnel, fixtures, equipment or supplies. The county may furnish such assistance as it, in its sole discretion, determines appropriate.

The county does not warrant that any county facility space, fixtures or equipment is fit for any purpose, and the county shall not be responsible in case of damage or injury to property or person or the loss of individual property which may arise out of, result from, or be in any manner connected with the use thereof.

It is the user entity's responsibility to ensure that adults properly supervise all children.

Indemnification and Liability Insurance

Non-Chippewa County Governmental groups understand and agree that using space, fixtures and equipment may expose user and others to risks. Such users voluntarily agree to assume all such risks, and to release and hold harmless Chippewa County and the county's supervisors, directors, officers, employees, volunteers and agents from and against any and all claims regarding damage to property or injuries to or death of any person(s), and to defend, indemnify and hold harmless Chippewa County and the county's supervisors, directors, officers, employees, volunteers and agents from any and all claims, demands, suits, actions or proceeding of any kind in nature, of or by anyone whatsoever, in any way resulting or arising out of activities, action or inactions of the user group. A representative of all non-Chippewa County Governmental groups shall sign an indemnification release (DOA-103-A) prior to reserving space.

Chippewa County reserves the right to require a public user of county facilities to provide adequate liability insurance prior to the use of county facilities.

Space Arrangement, Equipment, Food, Beverage, Fixtures and Utilities

Tables, chairs, fixtures and other equipment may not be removed from their assigned room without permission.

The Small Assembly Room (001) and Large Assembly Room (003) can be reconfigured to user specifications (see Process for Scheduling Facilities). At the conclusion of the permissible use, the user entity shall arrange the space back to the original configuration and condition.

User entities shall be responsible for any costs of repair or replacement incurred as a result of action or inaction by the user entity during approved use of the space.

No food and only covered beverages are allowed in the County Board Room (302). Food and beverages are allowed in all other courthouse conference rooms. Users shall discard all waste generated during the approved event.

Non-county organizations are prohibited from using the sound system in the Small Assembly Room (001) and Large Assembly Room (003). Guest Wi-Fi is available for visitors to use in the conference rooms.

User entities or their representatives shall not adjust the heating or lighting.

Process for the Scheduling Facilities

A. Interior Space – Courthouse:

Non-county organizations should contact the County Clerk's Office to complete the Facility Use Application.

B. Exterior Space – Government Center Campus:

To schedule an outside parking lot, the courthouse grounds, or the internal Cul de Sac Entrance #1, contact the Facilities and Parks Division to complete the Facility Use Application, which will then be approved or denied.

Cancellation of Permission and Right to Refuse Permission

In the event county government is declared closed due to inclement weather or other reasons, any permission to use the facility or grounds is automatically withdrawn during the closure period. In such an event, the county shall not provide notice of cancellation. Notices of Courthouse closure are generally announced through local radio broadcasts. Users shall be solely responsible for notifying event participants if a closure of the Courthouse or public use grounds occurs.

Notwithstanding the above closure notice, the county reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time. The county further reserves the right to refuse permission to use county facilities.

The County reserves the right to charge user for any costs incurred by County due to use or misuse of space, fixtures, and equipment. **User is expected to ensure space, fixtures, and equipment are left as they were found, in a clean, undamaged, presentable and organized manner.** In the event cleaning, repair or other actions are necessary due to the actions or inactions of user. User may be assessed reasonable costs, and barred from future use of any space at County Facility discretion, for violation of the written Facility Policy of any County Facility. User may not reserve or use any space unless user has paid all costs and amounts due regarding prior usage of any space.

Department of Administration Human Resources Division



8.7.a

June 17, 2025

TO: County Board Supervisors

FR: Toni Hohlfelder

RE: Human Resources Policy Manual – Conceal Carry Policy

On February 11, 2025, Chapter 2, Article IV of the Chippewa County Code of Ordinances was passed by the County Board, creating updated prohibitions regarding the possession of weapons on County property and overall security of County Buildings. The Ordinance identifies what constitutes “County Buildings” for purposes of the prohibition and provides an expansive definition of “Weapons”.

The purpose of the proposed amendment to the Human Resources Policy is to conform the Policy to the updated County Code of Ordinances, most directly conforming the conceal/carry policy. In so doing, the language of the proposed Human Resources Policy is largely the same as the language in Chapter 2, Article IV of the Chippewa County Code of Ordinances.

Please contact me at 715-726-7970 if you have any further questions.

Sincerely,

Toni M. Hohlfelder, SHRM-CP, PHR

Attachment: HR Policy Revisions RE Conceal Carry - Weapons FINAL 04-03-2025 (9006 : HR Policy Manual Revision to Conceal Carry Policy -

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; 01/14/2025

PROPOSED REVISIONS

58. Employee Conduct and Working Environment 2

68. Conceal/Carry 7

CHAPTER 6 – STANDARDS OF EMPLOYEE CONDUCT

58. Employee Conduct and Working Environment

a. Purpose

It is Chippewa County's policy that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees, and is free from all forms of harassment and violence.

To ensure orderly operations and provide the best possible work environment, Chippewa County expects employees to follow rules of conduct that shall protect the interests and safety of all employees and the County.

b. General Conduct

Employees shall conduct themselves at all times in such a manner as to reflect favorably upon themselves, the county, and their department. Whether working or not, employees shall avoid any conduct which brings the county into disrepute. The respective employee shall immediately notify their department head of the occurrence should inappropriate conduct occur.

c. Conduct Towards the Public

The County exists to serve the citizens of Chippewa County. Accordingly, it is the fundamental policy of the County that employees treat all persons with courtesy and respect. Employees shall perform their duties attentively and courteously, avoiding rude, threatening, harsh, insulting, profane, insolent or demeaning language, and they shall maintain a professional bearing regardless of provocation to do otherwise. Employees should also refer to and shall comply with the Mutual Respect and Protection Policy.

d. Conduct Towards County or Employees

1. Employees shall treat supervisors, subordinates, and peers with respect. They shall be courteous and civil at all times in their working relationships with one another and in the presence of others.
2. Employees have a right to conduct their work without disorderly or undue interference from other employees. The County prohibits employees from violating this right of their co-workers. This prohibition includes, but is not limited to acts such as:
 - a). Unprovoked rude or disrespectful behavior on the part of an employee toward fellow employees, County Board Supervisors, visitors, or other members of the public.
 - b). Boisterous or disruptive activity in the workplace or actions that adversely and substantially affect morale, production, or efficiency.
 - c). Sexual or other unlawful unwelcome harassment.
 - d). Engaging in lurid, inappropriate or sexual behavior on County property.

- e). Fighting with or provoking a disturbance among fellow employees that threatens violence in the workplace.
- f). Discrimination against others because of race, color, creed, national origin, political preference, sexual preference, age, sex, disability or any other protected classification.
- g). Making malicious, false, and harmful statements about others.
- h). Publicly disclosing another's private information when not authorized to do so.

e. Unsatisfactory Performance

Unsatisfactory work performance is work-related performance that fails to satisfactorily meet job requirements specified in the employee's job description, work plan or as directed by the supervisor. Employees shall maintain sufficient competency to perform their duties effectively and assume responsibility of their position. Employees shall perform their duties in a manner which maintains efficiency in carrying out the functions and the objectives of the department in a positive and professional manner. Unsatisfactory performance may be demonstrated by a lack of knowledge, an unwillingness or inability to perform assigned tasks, a failure to conform to work standards established for the position, or a failure to take appropriate action when required.

f. Compliance with Policies, Laws and Regulations

Employees shall observe and obey all County policies, ordinances, departmental policies, procedures and rules and state and federal laws, regulations and administrative rules. Violation or disregard of any County Ordinance, County policy, departmental policy, departmental procedure, state or federal Laws, or administrative rules or regulations is prohibited.

g. Unlawful Orders

No Supervisor shall knowingly issue any order that is in violation of any law, ordinance, policy or departmental rule.

h. Compliance with Unlawful Orders

Compliance with an unlawful order is never a defense for an unlawful action; therefore, no employee is required to follow any order that is in violation of federal or state law, or county ordinance. Employees who believe they have received an unlawful order shall promptly bring the matter to the attention of the supervisor, the person issuing the order or the Department Head.

i. Confidential Materials

Employees are responsible for assuring the security of confidential material in their possession and similarly maintaining the security of County-provided equipment. Employees concerned for the security of any work area or equipment shall inform their supervisor of such concerns.

j. Loitering

Chippewa County prohibits loitering, sleeping or engaging in unauthorized personal business on County premises.

k. Use of County Postal Address

Employees are prohibited from using the County Postal Address for any personal or non-work related circumstances, including use as a primary mailing address for the purposes of mail, benefits, deliveries, etc. Use of the County Address shall be for work related activities only.

l. Use of County Property

Employees are prohibited from using County equipment or property for any personal or non-work related events and such equipment or property shall not be removed from the County premises. This provision is not intended to interfere with any other Policy or Ordinance (such as use of county vehicles, IT Policy). Unauthorized, improper, willful or negligent misuse of County equipment or property including facilities, supplies, telephone, mail service, etc., that may or may not lead to damage is prohibited.

m. Unacceptable Conduct

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace and therefore the list of examples below is not all-inclusive.

1. Insubordination, which is defined as an unwillingness, refusal or disregard to carry out a directive from a supervisor. Insubordination is also defined as disrespectful behavior toward a supervisor.
2. Falsification of timekeeping, reports or any other County records.
3. Falsification of information to secure employment with Chippewa County.
4. Leaving the job without permission, or job abandonment.
5. Excessive tardiness, absenteeism or absence without notice.
6. Frequent absences from an employee's work area due to personal conversations, personal visitors or long breaks.
7. Poor management of an employee's Paid Time Off (PTO) bank balance that results in an employee being unpaid without approval by the Department Head and the Human Resources Director.
8. Falsifying or refusing to give testimony when accidents are being investigated.
9. Dishonesty in the performance of duties.
10. Making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of an individual or organization.
11. Theft or destruction of County equipment or property.
12. Unauthorized possession or removal of the County's or another employee's private property.
13. Unauthorized use of County-owned or leased equipment or property.

14. Dissemination or disclosure of confidential material or information, except to persons specifically authorized by law or policy to receive the same.
15. Unauthorized release or disclosure of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations or by County Policy.
- ~~16. Possession of dangerous or unauthorized materials in the workplace, such as explosives, tear gas, or firearms. Possession and use of Pepper spray in a defensive manner and that complies with the laws of the State of Wisconsin and has a safety feature designed to prevent accidental discharge shall be permissible.~~
- ~~167. Carrying and/or use of any object as a weapon on County premises, except for law enforcement personnel or as defined in Wis. Stat. §175.60(15m). Except as provided in Chippewa County Ordinance §2-462(b)(2), no person shall possess, carry, or bear a weapon, whether concealed or unconcealed, or contraband, or any other prohibited item within any county building. County building means the entire building housing the Circuit Court of Chippewa County, located at 711 N. Bridge Street, Chippewa Falls, Wisconsin, or some other temporary location that may be authorized by the court, the buildings housing the Chippewa County Jail and Chippewa County Sheriff's Office, all Chippewa County Highway Department buildings, the building located at 21 E. Spruce Street, and the maintenance shop located at 109 E. Spruce Street.~~
178. Disregard or repeated violations of safety rules and regulations.
189. Negligence in observing fire prevention or safety regulations.
1920. Failure to follow safety requirements, including required protective footwear or safety equipment.
201. Failure to report injuries or unsafe conditions.
212. Illegal, immoral, disruptive or otherwise improper conduct that adversely and substantially injures or brings the County into disrepute.
223. Being arrested or convicted of a crime that is substantially related to the circumstances of the job or licensed activity that the person was hired to perform; or unavailability for work due to incarceration.
234. Performing an act that the employee knows is in excess of his/her lawful authority or that he/she knows is forbidden by law to perform in his/her official capacity.
245. Engaging in unauthorized personal business such as excessive personal telephone calls and/or email/internet use during regularly scheduled work hours.
256. Soliciting, accepting or offering bribes.
267. Failure to obtain and maintain a current license or certification as required by law or the County.
278. Unauthorized use, lending, borrowing, or duplicating of County keys, fobs or ID cards.

- 289. Unauthorized access to records, file cabinets, desks, offices, facilities, or computers.
- 3029. Engaging in work stoppages or work slow-downs.
- 301. Inappropriate dress, grooming and/or appearance inconsistent with the Personal Appearance Policy located in Chapter 8 of the Human Resources Policy Manual or other department procedures.
- 312. Smoking in prohibited areas.
- 323. Manufacturing, possession, distribution, dispensing, sale, transfer, or use of alcohol, a controlled substance or other illegal drugs, while in the workplace, while on duty, or while operating County-owned vehicles or equipment. This does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee.
- 334. Consumption of alcohol or illegal drugs by an employee while on a paid or unpaid lunch period or while recording the time as time worked as defined in Chapter 3 Section 24 of the HR Policy Manual. Time worked includes time in training, at conferences or other County sponsored events for which an employee is recording time as time worked.
- 345. Consumption of alcohol or illegal drugs when using a County vehicle, either on or off duty.
- 356. Reporting to work or remaining on duty when the employee is under the influence or using alcohol, illegal drugs, or any controlled substance, including prescription medications, except when the use is pursuant to the instructions of a licensed health care provider who has advised the employee that the substance does not adversely affect the employee's ability to safely and competently perform his/her job.

n. Right to Search

The County reserves the right to search unlocked and/or publicly used County property at any time without consent. The County may request a search of personal property at the worksite or locked County property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein.

o. Off Duty Conduct

An employee may be disciplined for off-duty conduct when there is a connection between the off-duty conduct and the employee's position. Employees are expected to display appropriate behavior and conduct off-duty. Inappropriate off-duty behavior/conduct can reflect poorly on the County.

(Section 58 adopted by the County Board 12/11/18)

CHAPTER 7 – HEALTH, SAFETY AND SECURITY

68. Conceal/Carry

~~Employees may not, at any time while on any property owned, leased or controlled by Chippewa County, possess or use any weapon, except for law enforcement personnel, and except as provided in Wis. Stat. §175.60(15m). Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.~~

Except as provided in Chippewa County Ordinance §2-462(b)(2), no person shall possess, carry, or bear a weapon, whether concealed or unconcealed, or contraband, or any other prohibited item within any county building.

~~The conceal and carry prohibition policy does not apply to an individual who, within the normal scope of the individual's employment, is required to use a device that is, or would be considered, a weapon and who is authorized to use such a device by the employee's department head or by the department head in which the device is used (i.e. law enforcement or as define in Wis. Stat. §175.60(15m)).~~

(Section 68 adopted by the County Board 1/8/19)

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; 01/14/2025

**** PROPOSED REVISIONS ****

43.	Care Navigation or Preferred Provider Incentive	2
86.	Pets in the Workplace	4

CHAPTER 5 – BENEFITS

43. Care Navigation or Preferred Provider 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 addition, Chippewa County may also offer an additional provider network that includes high value (low cost high quality) providers in and outside of the Chippewa Valley. 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 the employee uses an approved 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 or provider network 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 or provider network and the County's, benefits consultant and Human Resources Director. Not all care navigation medical provider or provider network 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, provider network 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, provider network, 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 or provider network. However, employees will only receive an incentive if an incentive eligible provider is used and the employee completes the Incentive Request process procedure outlined and provided on the Employee Portal.

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 or the provider network 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 or the provider network. For example, if an employee has an MRI in April and Human Resources receives written confirmation from the care navigation service provider or provider network of that service on the June 2nd monthly report, the employee shall receive the cash incentive payment (less payroll taxes) no later than the last paycheck in June.

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

CHAPTER 8 – WORKPLACE POLICIES

86. Pets in the Workplace

a. Purpose

Chippewa County is responsible for assuring the health and safety of all employees. In keeping with this objective, animals, reptiles, birds and employee's pets are prohibited in all County buildings, except as otherwise provided under this policy .

b. Service Animals for Employees

If an employee with a disability requires the assistance of a "service animal" as defined by Wis. State Statute 106.52(1)(fm), an exception may be made after consultation and approval of the Human Resources Director or designee. A service animal may accompany an employee with a disability at work if it is deemed to be an acceptable and reasonable accommodation under the Americans with Disabilities Act (ADA). An emotional support animal and comfort animal that is not trained to work or perform a task in support of a disability does not qualify as a service animal under this policy, and is therefore prohibited.

If the service animal is approved by the Human Resources Director or designee, the employee will be permitted to bring a service animal to the office, provided that the animal's presence does not create any health concerns or is a danger to others. The care of the service animal is solely the responsibility of the employee. Employees are responsible for the following:

1. Keeping service animals under control at all times.
2. Any clean-up or damage to County property by their service animal.
3. Providing documentation proving the animal is up to date on vaccinations.
4. Having comprehensive liability insurance covering potential injuries.
5. Having a way to transport the animal in the event it creates a health concern or is a danger to others at work.

c. Service Animals for Visitors

For visitors of the County, a "service animal" as defined by Wis. State Statute 106.52(a)(fm) is permitted in County buildings. A visitor's service animal may accompany an individual with a disability to all areas of County facility where the public is normally allowed to go. An individual with a disability may not be segregated from other visitors. County employees may not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

It is acceptable for County employees to ask the visitor if the service animal is required to accompany them because of a disability. If the visitor says yes, then it is acceptable to ask what work or task the service animal has been trained to perform to assist with the disability. If the visitor does not have a disability or the animal is not trained to perform a task, the employee is encouraged to explain to the visitor that Chippewa County does not permit pets, comfort

animals or emotional support animals in the building. The employee may instruct the visitor to remove the animal from the County facility before providing them County services.

If it is a service animal, tThe service animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. The owner must ensure the immediate clean up and disposal of animal waste.

A person with a disability may be asked to remove his or her service animal from a County facility if:

1. The service animal is out of control and the owner does not take immediate, and effective action to control it.
2. The service animal's behavior poses a threat to the health or safety of others.
3. The service animal is not housebroken.

If an employee has concerns or problems regarding a service animal, the employee should:

1. Talk to the pet's owner to determine whether the concern or problem can be resolved immediately.
2. Contact his or her manager for assistance.
3. Consult the Human Resources Division.

d. Service Dogs in Training for Visitors

Wisconsin law allows service dogs in training in facilities open to the public. Service dogs in training must wear a harness or leash and special cape and the trainer must present credentials for the dog issued by a school for dog training.

e. Law Enforcement

The Sheriff's Department is permitted to have an animal or the law enforcement K-9 in all County buildings and County vehicles during the time period in which law enforcement is carrying out its official duties.



**STATEMENT OF EXPLANATION
COUNTY BOARD CHAIR APPOINTMENT - DISTRICT 5 SUPERVISOR**

9.1

County Board Chair Appointment

I, Chuck Hull, appoint, subject to County Board confirmation, Dennis Bachman, to the Chippewa County Board of Supervisors for District 5, Ward 3, City of Bloomer, a portion of the Town of Tilden lying north of the following line: County Hwy S east from the Town of Howard line to boundary of the City of Chippewa Falls, then east along the boundary of the City of Chippewa Falls to the east townline of Tilden. Town of Woodmohr lying south and east of a line described as follows: 160th Ave east from the Town of Cooks Valley line to County Hwy F, north along County Hwy F to the boundary of the City of Bloomer, following the boundary of the City of Bloomer east, south and north then east on 180th Ave, then north on County Hwy GG to the town line. That portion of the Town of Eagle Point lying north and west of a line described as follows: 155th Ave east from the Town of Woodmohr line, then south on State Hwy 124, then east on 150th Ave, continuing east along the north line of Section 26 and 27, of T30N R08W, to the northeast corner of the northwest of the northwest of Section 27, then south to the southwest corner of Certified Survey Map 4488, then east along the south line of Certified Survey Map 4488, then north on 175th St, then west on 155th Ave, then north on 170th St, then west on 160th Ave, then north on 167th St, then west on 165th Ave, then north on 163rd St, then north on 165th St, then north on 167th St, then north on 169th St, then north on 171st St to where it curves to the west, then along the west line of the Northeast of the Northwest of Section 02 T30N R08W to the north town line.

Dennis Bachman will fill the seat vacated by Darren Kirby, who resigned June 30, 2025. The term will expire with the April 2026 election.

In addition, Dennis, will be appointed to the committees listed below. The term of office will expire as indicated:

Facilities & Parks Committee

Dennis Bachman, Vice-Chair (replaced Darren Kirby).....Term expires April 21, 2026

Legal & Law Enforcement Committee

Dennis Bachman (replaced Darren Kirby) Term expires April 21, 2026

Northern Regional Trail Advisory Committee (NoRTAC)

Dennis Bachman (replaced Darren Kirby) Term expires August 11, 2027

Dated this 12th day of August, 2025

*Chuck Hull
County Board Chair*



**STATEMENT OF EXPLANATION
COUNTY BOARD CHAIR APPOINTMENT - NORTHERN REGIONAL TRAIL
ADVISORY COMMITTEE (NORTAC)**

County Board Appointment to Standing and Special Committees

I, Chuck Hull, reappoint, subject to County Board confirmation, the following individuals to the Northern Regional Trail Advisory Committee (NoRTAC).

Karen Lotts, Member Term will expire 08/11/2027
Paul Krumenauer, Member Term will expire 08/11/2027

Dated this 12th day of August, 2025

Chuck Hull
County Board Chair



STATEMENT OF EXPLANATION
COUNTY ADMINISTRATOR APPOINTMENT - HIGHWAY COMMISSIONER

10.1

County Administrator Appointment

I, Andy Albarado, appoint, subject to County Board confirmation, Chris Elstran, as Chippewa County Highway Commissioner. Chris will begin employment on August 18, 2025.

Dated this 12th day of August, 2025

Andy Albarado
County Administrator

Department of Administration

Andy Albarado, County Administrator

July 31, 2025

New Highway Commissioner

I am pleased to announce Chris Elstran as the new Chippewa County Highway Commissioner starting on August 18, 2025.

Chris graduated from Chippewa Falls Senior High School and earned an Associate's Degree in Architectural Technology from Dakota County Area Vocational Technical Institute. Chris has over 35 years of experience in transportation and environmental project management. He began his career with Chippewa County more than 26 years ago, serving in multiple key roles including Grade Foreman / Engineering Technician, Patrol Division Superintendent, Construction Manager, and most recently, Deputy Highway Commissioner. He also served for several years on the Wisconsin County Highway Association (WCHA) – Leadership Development Group committee, including two years as committee chair.



Chris is married with two sons, one granddaughter, and another grandchild on the way. In his free time, he enjoys spending time at the family cabin, currently under construction, with family and friends. He is also a longstanding member and officer of both the Wilcox Sportsman Club and the Yellow River Trap League.

Chris is honored to take the next step forward as Highway Commissioner and looks forward to continuing his commitment to serving the citizens of Chippewa County.

Please join me in congratulating Chris and welcoming her to our leadership team.



Andy Albarado
County Administrator



**STATEMENT OF EXPLANATION
COUNTY ADMINISTRATOR APPOINTMENT - HEALTH & HUMAN
SERVICES BOARD**

10.2

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

I, Andy Albarado, appoint, subject to County Board confirmation, Dennis Bachman to the boards and commissions listed below. The term of office will expire as indicated.

Health & Human Services Board

Dennis Bachman (replaced Darren Kirby) Term expires April 18, 2027

Dated this 12th day of August 2025

Andy Albarado
County Administrator