CHIPPEWA COUNTY

COUNTY BOARD

REGULAR MEETING

DECEMBER 10, 2024

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/woqWOJjZg6E?feature=share

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3. ROLL CALL

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

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

4. APPROVAL OF AGENDA

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

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

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

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

6. CONSENT AGENDA

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

1. Approval of Minutes

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

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

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

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

7. REPORTS

A. County Administrator Review and Update

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

B. Department Reports

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

C. General Reports

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

8. BUSINESS ITEMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Reconvene to Open Session

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

12. Res. 55 - 24 : Resolution to Authorize Negotiations on a Successor Agreement with the WPPA - Randy Scholz

    Motion to Amend made by Supervisor Flater to take out "remain in place through December 31, 2027" and replace with "end date to be negotiated". Second made by Supervisor Flynn. All Supervisors voted yes.

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

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

    Second reading of the ordinance amendments.

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

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

RESULT:	**FIRST READING**	**Next: 1/14/2025 6:00 PM**

15. New Human Resources Policies - Second Reading - Toni Hohlfelder
    Human Resources Director, Toni Hohlfelder, explained the new policies in the Human Resources Policy Manual.

RESULT:	**FIRST READING**	**Next: 1/14/2025 6:00 PM**

9. COUNTY BOARD CHAIR APPOINTMENTS

10. COUNTY ADMINISTRATOR APPOINTMENTS

1. County Administrator Appointment - Housing Authority Commission

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

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

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

11. AGENDA ITEMS FOR FUTURE CONSIDERATION

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

12. ADJOURN

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

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

CHIPPEWA COUNTY

COUNTY BOARD

BUDGET - PUBLIC HEARING

NOVEMBER 7, 2024

CHIPPEWA COUNTY COURTHOUSE, RM 302

6:00 PM

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I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. ROLL CALL

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

others present in room 302 were Randy Scholz, Traci Bremness, Lori Zwiefelhofer, Andy Bauer, Jennifer Steinmetz, Lynda Schweikert, Brian Kelley, Toni Hohlfelder, Todd Pauls and Jaclyn Sadler

IV. APPROVAL OF AGENDA

Minutes Acceptance: Minutes of Nov 7, 2024 6:00 PM (Consent Agenda)

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

V. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

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

VI. CONSENT AGENDA

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

VII. PUBLIC HEARING - 2025 COUNTY BUDGET AT 6:00 P.M.

The public hearing was called to order at 6:04 pm

1. County Administrator 2025 Proposed Budget - Randy Scholz
   County Administrator, Randy Scholz, presented the 2025 proposed budget and explained the budget hearing process.

2. Public Comment
   There were no members of the public to comment on the 2025 proposed budget.

3. Close Public Hearing
   The public hearing closed at 6:29 pm

VIII. REPORTS

A. County Administrator Review and Update

B. Department Reports

1. Report of Highway Operations - Brian Kelley
   Highway Commissioner, Brian Kelley, presented the annual report of Highway Operations to the County Board.

C. General Reports

IX. BUSINESS ITEMS

Minutes Acceptance: Minutes of Nov 7, 2024 6:00 PM (Consent Agenda)

1. Res. 43 - 24 : Resolution to Approve County Aid for Bridges and Culverts in 2025 - Brian Kelley
   Highway Commissioner, Brian Kelley, was available for any questions from the board. There were no questions.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Hull, Mueller, Guthman, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn
ABSENT:	Flater, Shoebridge, Kempe, Ives

2. Res. 44 - 24 : Resolution to Approve Funding for Highway Projects and Maintenance in 2025 - Brian Kelley
   Highway Commissioner, Brian Kelley, was available for any questions from the board. There were no questions.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	George Rohmeyer, District 17
SECONDER:	Charles Bomar, District 12
AYES:	Hull, Mueller, Guthman, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn
ABSENT:	Flater, Shoebridge, Kempe, Ives

3. Approval of the 2025 Budget - Randy Scholz
   County Administrator, Randy Scholz, was available for any questions from the board. There were no questions.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Lee Hennick, District 15
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Mueller, Guthman, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn
ABSENT:	Flater, Shoebridge, Kempe, Ives

X. COUNTY BOARD CHAIR APPOINTMENTS

XI. COUNTY ADMINISTRATOR APPOINTMENTS

XII. AGENDA ITEMS FOR FUTURE CONSIDERATION

XIII. ADJOURN

Minutes Acceptance: Minutes of Nov 7, 2024 6:00 PM (Consent Agenda)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Ericksen, District 8
SECONDER:	Joseph Roshell, District 13
AYES:	Hull, Mueller, Guthman, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Roshell, Kelly, Hennick, Rohmeyer, Flynn
ABSENT:	Flater, Shoebridge, Kempe, Ives

Minutes Acceptance: Minutes of Nov 7, 2024 6:00 PM (Consent Agenda)

CHIPPEWA COUNTY

COUNTY BOARD

REGULAR MEETING

NOVEMBER 12, 2024

CHIPPEWA COUNTY COURTHOUSE, RM 302

6:00 PM

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Peter Gehring	Chippewa County	District 4	Present	
Darren Kirby	Chippewa County	District 5	Present	
Timothy Goettl	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	
James Ericksen	Chippewa County	District 8	Present	
Joel Seidlitz	Chippewa County	District 9	Present	
Matthew Peterson	Chippewa County	District 10	Absent	
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	

others present in room 302 were Lori Zwiefelhofer, Andy Bauer, Sheriff Hakes, Todd Pauls, Randy Scholz, Traci Bremness, Doug Clary and Jaclyn Sadler

4. APPROVAL OF AGENDA

Minutes Acceptance: Minutes of Nov 12, 2024 6:00 PM (Consent Agenda)

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

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

Paul Holzinger, Eau Claire, informed the board he was at the meeting if they had any questions on the Rezone (AZO: 13-24).

6. CONSENT AGENDA

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

1. Approval of Minutes

   County Board - Regular Meeting - Oct 8, 2024 6:00 PM

2. AZO: 13 - 24 : 2024-0017 Adams Rezone Request

7. REPORTS

A. General Reports

1. West Central WI Regional Planning Commission Report - Scott Allen
   Scott Allen, Director of West Central WI Regional Planning Commission and Tobi LeMahieu Fund Manager of West Central WI Regional Planning Commission provided an annual report to the County Board.

B. County Administrator Review and Update

C. Department Reports

1. Update on Firearms Range Closure Project & Recommendation to Sell Property
   County Administrator Randy Scholz provided an update on the Firearms Range Closure and recommended to the board that the County sell the property.

8. BUSINESS ITEMS

Minutes Acceptance: Minutes of Nov 12, 2024 6:00 PM (Consent Agenda)

1. Res. 45 - 24 : Resolution to Approve 2024 Tax Levy to be Collected in 2025
   County Administrator, Randy Scholz, explained that the board approved the budget last week and now they would need to approve the tax levy that is to be collected in 2025.

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

2. Ord. 17 - 24 : Ordinance to Amend Sections 2-350 and 2-361 of the Chippewa County Code of Ordinances - First Reading
   Finance Director, Lori Zwiefelhofer, explained the amendments to Ordinance 17-24.

RESULT:	**FIRST READING**	**Next: 12/10/2024 6:00 PM**

9. COUNTY BOARD CHAIR APPOINTMENTS

10. COUNTY ADMINISTRATOR APPOINTMENTS

11. AGENDA ITEMS FOR FUTURE CONSIDERATION

12. ADJOURN

Before the meeting adjourned County Board Chair Hull thanked the municipal clerks and county clerk for administering the election last week. He also thanked the veterans on the County Board for their service.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Ericksen, District 8
SECONDER:	Duane Shoebridge, District 3
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Lotts, Bomar, Roshell, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Peterson

Minutes Acceptance: Minutes of Nov 12, 2024 6:00 PM (Consent Agenda)

STATEMENT OF EXPLANATION

Amendatory Zoning Ordinance No. 14 - 24

AZO 14-24: MABEL STEWARD TRUST & TERRY STEWARD REZONE - LAFAYETTE

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

LEGAL DESCRIPTION

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

From: Local Commercial & Residential 2 **To:** Residential 1

Amendatory Zoning Ordinance No. 14 - 24

AZO 14-24: MABEL STEWARD TRUST & TERRY STEWARD REZONE - LAFAYETTE

Zoning Petition No:	2024-1001
Town Board Action:	November 18, 2024
Planning & Zoning Committee Public Hearing:	November 21, 2024
Recommendation from Planning & Zoning Committee:	Approve as Requested

Comments/Conditions: None

The Chippewa County Board of Supervisors does ordain as follows:

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

LEGAL DESCRIPTION

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

From: Local Commercial & Residential 2 **To:** Residential 1

The new map, now dated, December, 2024, and land description are made a part of the Zoning Ordinance. All notations, references and other information shown upon said "zoning map" dated December, 2024, and land description shall be as much a part of this Ordinance as if the matter and things set forth by said map and land description were fully described herein.

This Ordinance shall become effective upon passage.

Dated this **10th** day of **December, 2024**.

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

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

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

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

Rezone Petition: 2024-0016
Petitioner: William & Connie Ryherd
Proposed CSM, which will modify the property lines between parcel number 23008-0323-62530201 and 23008-0323-62530203, which are Lots 1, 2 and 3, Block 2, Hathaway's Cornell Lake, located in the SW ¼ of the NW ¼, Section 3, Township 30 North, Range 08 West. Town of Eagle Point. Physical address: 18615 164th St.
From: Residential 3 **To:** Residential 1

Rezone Petition: 2024-1001
Petitioner: Mabel Steward Trust & Terry Steward **Agent:** Jason Hiess/Hiess-Loken & Associates
Parcel numbers 22808-1132-05010000 and 22808-1132-09250000, which are located in the NW ¼ of the SW ¼, Section 11, Township 28 North, Range 08 West. Town of Lafayette. Property Addresses: 17211 Cty Hwy J, 17223 Cty Hwy J and 17231 Cty Hwy J.
From: Residential 2 and Local Commercial **To:** Residential 1

Conditional Use Permit: 2024-1000
Petitioner: Cole Olynick **Property Owner:** Haas Sons Inc
To allow a non-metallic mine in the Agricultural District in accordance with sections 70-71(b)(2), 70-108 and 70-180 through 70-187 of the Chippewa County Zoning Ordinance on parcel number 22810-2434-00020000, which is located in the SE ¼ of the SW 14, Section 24, Township 28 North, Range 10 West. Town of Wheaton. Physical Address: Vacant.

Conditional Use Request: 2024-1002
Petitioner: Solhawk Dairy, Inc
Agent: Dennis Hawkins and Auth Consulting & Associates, Inc.
To allow the expansion of an existing Livestock Operation in the Agricultural District in accordance with Sections 70-71(b)(16), 70-108 and 70-160 through 70-173 of the Chippewa County Zoning Ordinance. Parcels are located in the N ½ of the NE ¼, Section 20, Township 28 North, Range 09 West. Town of Wheaton. Physical Address: 8777 County Highway X.

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

Dated this **31st** day of **October**, 2024

Douglas Clary, Director
Department of Planning & Zoning
Chippewa County

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Public Notices & Maps (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust &

CHIPPEWA COUNTY
DEPARTMENT OF PLANNING & ZONING

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

Land Management | Land Planning | Land Records & G.I.S. | POWTS & Wells

Date: October 31, 2024

To: Property Owner(s)

From: Douglas Clary, Director

Re: Public Meetings & Public Hearing

Dear Property Owner(s):

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

REZONE PETITION: #2024-1001

Petitioner: Mabel Steward Trust & Terry Steward **Agent:** Jason Hiess/Hiess-Loken & Associates

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

From: Residential 2 & Local Commercial **To:** Residential 1

Lafayette Town Park, Recreation & Land Use Planning Commission (PRLPC):

The PRLPC will **REVIEW** this request on **November 11, 2024** at approximately **7:00 PM**. The PRLPC will make an **ADVISORY** recommendation to the Lafayette Town Board to approve or disapprove. This meeting will be held at the Lafayette Town Hall, 5765 197th Street, Chippewa Falls, Wisconsin 54729.

Lafayette Town Board:

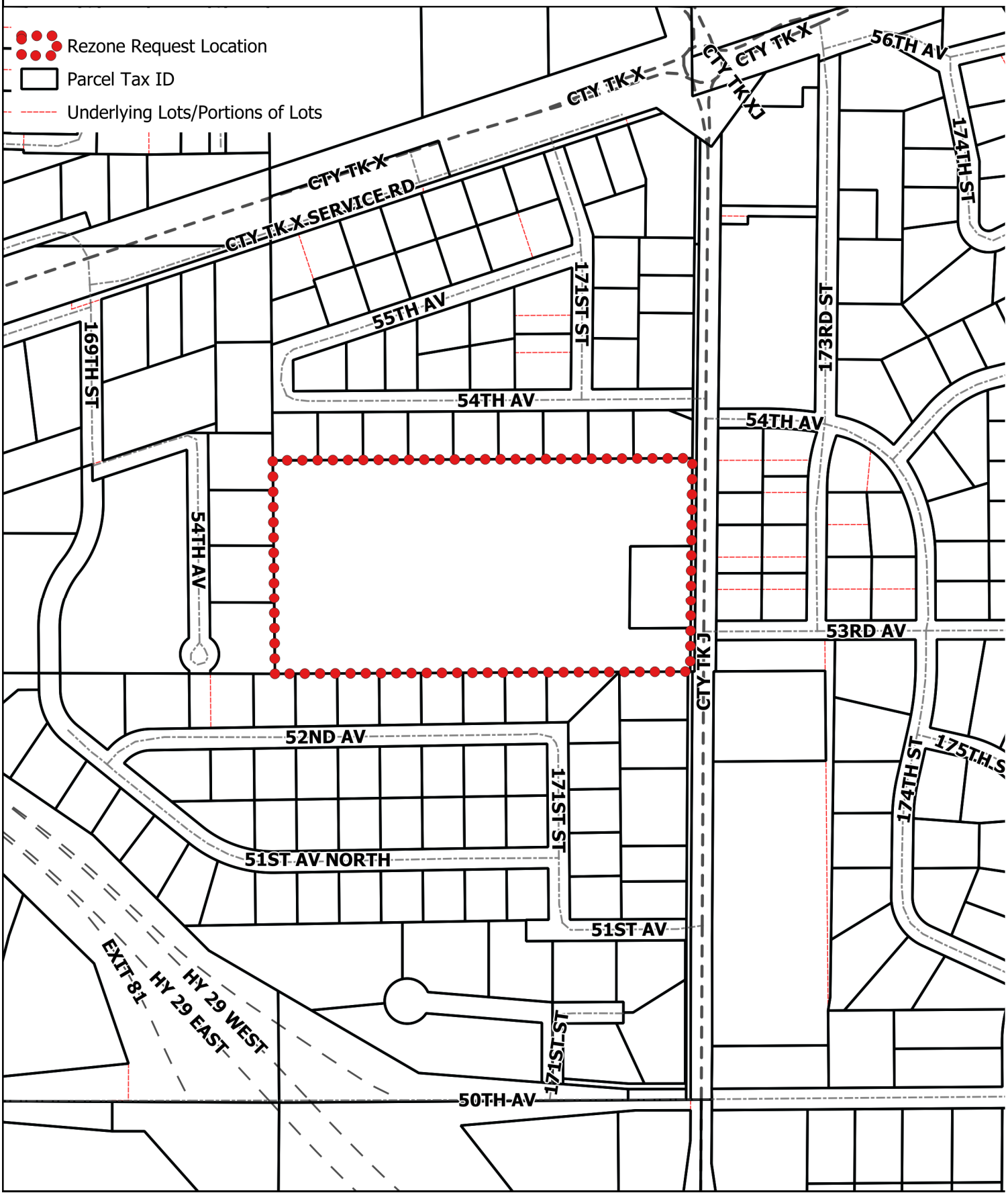
The Town Board will **REVIEW** this request on **November 18, 2024** at approximately **7:00 PM**. The Town Board will forward an **ADVISORY** recommendation to the Chippewa County Planning & Zoning Committee to approve, disapprove or approve with modification(s) and/or condition(s). This meeting will be held at the Lafayette Town Hall, 5765 197th Street, Chippewa Falls, Wisconsin 54729 or via telephone.

Chippewa County Planning & Zoning Committee:

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

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Public Notices & Maps (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust &

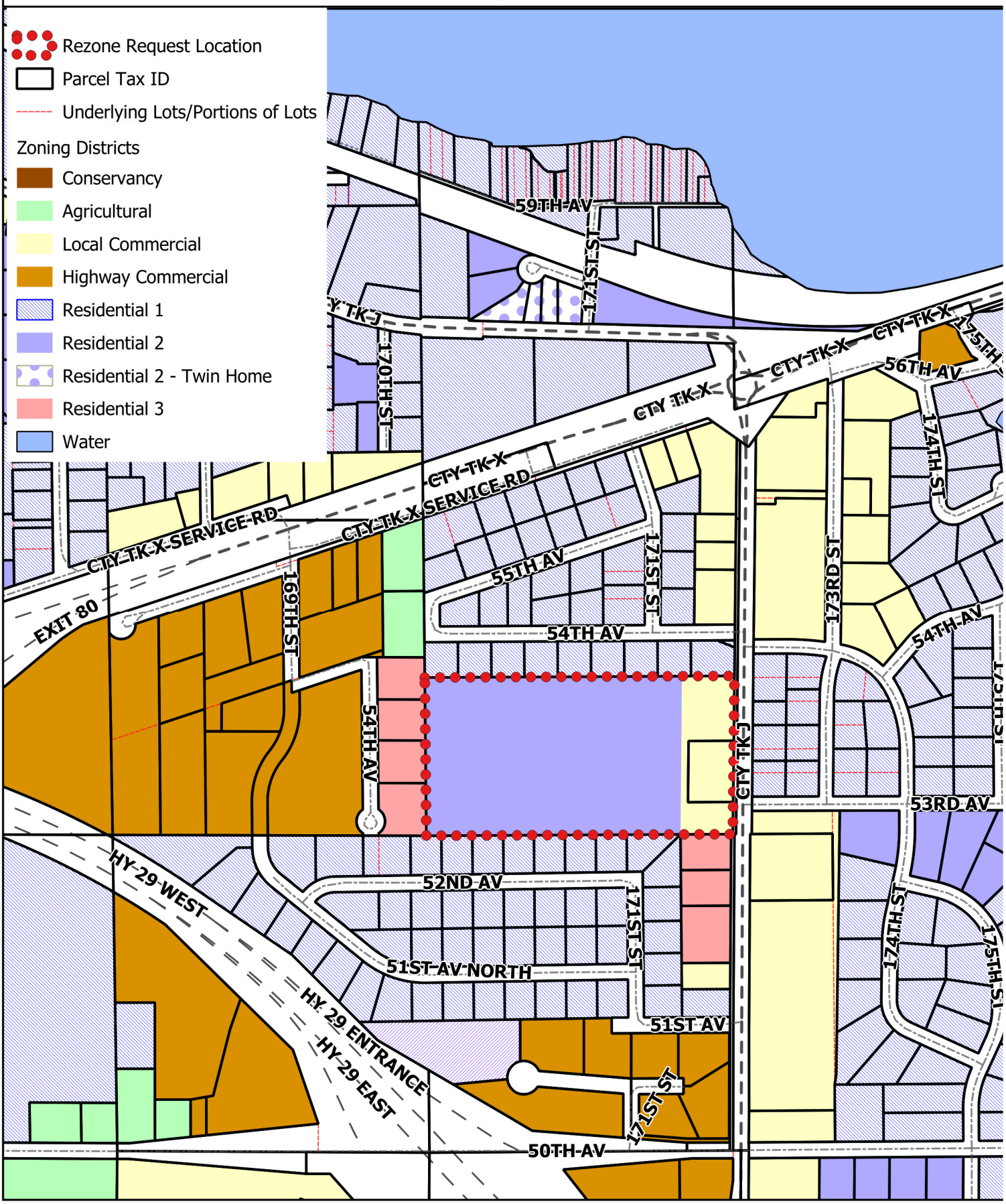
2024-1001 Mabel Steward Trust & Steward Rezone Request
Location Map



Produced on October 30, 2024 by the Chippewa County Department of Planning & Zoning and is for reference purposes only.

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Public Notices & Maps (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust &

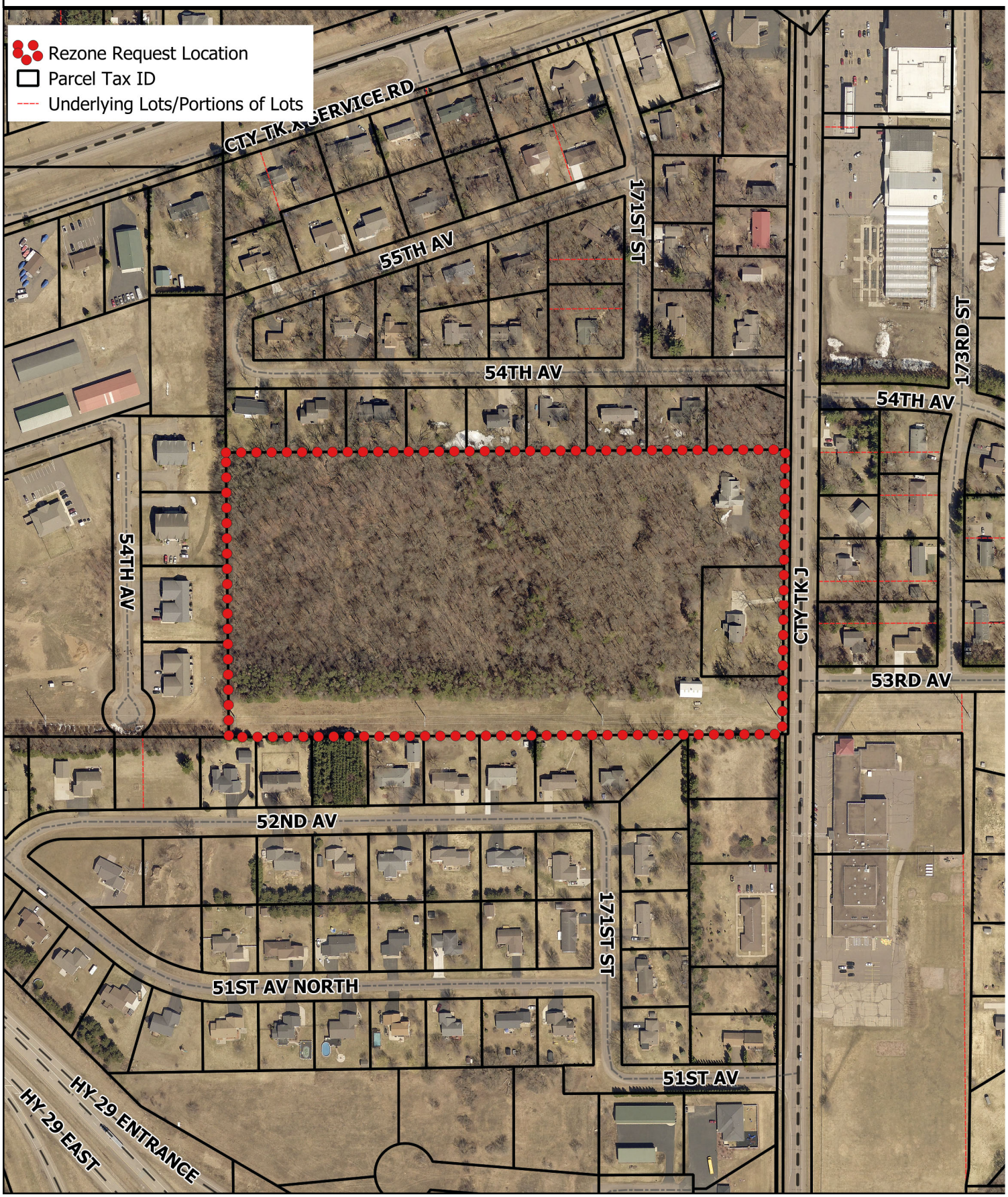
2024-1001 Mabel Steward Trust & Steward Rezone Request
Zoning Districts



Produced on November 1, 2024 by the Chippewa County Department of Planning & Zoning and is for reference purposes only

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Public Notices & Maps (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust &

2024-1001 Mabel Steward Trust & Steward Rezone Request
Aerial (2023)



Produced on November 1, 2024 by the Chippewa County Department of Planning & Zoning and is for reference purposes only.

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Public Notices & Maps (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust &

CHIPPEWA COUNTY

DEPARTMENT OF PLANNING & ZONING

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

2024 Rezone Application



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

SECTION I: Parcel Owner Information			**SECTION II: Agent Information**		
Name: MABEL STEWARD TRUST TERRY STEWARD			Name: JASON HIESS HIESS-LOKEN & ASSOC. LLC		
Mailing Address: 17223 CTH J			Mailing Address: 4905 W. PARK AVE		
City: CHIPPEWA FALLS	State: WI	Zip: 54729	City: CHIPPEWA FALLS	State: WI	Zip: 54729
Telephone: 715-559-6080			Telephone: 715-720-4000		
Email Address (Required): TSTEWARD@WWIB.COM			Email Address (Required): HLSURVEY@SBCGLOBAL.NET		
SECTION III: Parcel Information					
Town of: LAFAYETTE			Property Address: 17223 & 17211 CTH J		
Parcel Number(s): 22808-1132-05010000 22808-1132-09250000			City: CHIPPEWA FALLS	State: WI	Zip: 54729
Existing Zoning District(s): R-2 & LC			Proposed Zoning District(s): R-1		

GENERAL DIRECTIONS:

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

FOR DEPARTMENT OF PLANNING & ZONING STAFF USE:		
Receipt Number:	**Appeal Number:**	**Public Hearing Date:**

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

Chippewa County – 2024 Rezone Application

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

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

(A) As the applicant, do you have legal title to the parcel(s)? If you **do not** have legal title to the property, please have the property owner sign this application.

(B) Identify the parcel(s) that are or will be part of this rezone request. If needed, an additional sheet listing those parcels can be attached.

(C) Describe the present and, if known, any proposed improvements on each parcel of land.

(D) Explain why you are requesting to rezone of each parcel. Please identify the proposed use of each parcel.

(E) Explain the compatibility of your proposed use(s) with the existing use(s) on adjacent parcels and those in the vicinity of this parcel(s).

(F) Discuss any additional issues you feel that supports the consistency of your proposed use with County ordinances and plans as well as any Town ordinances or plans.

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

PART 2: Planning & Zoning Committee Schedule - 2024

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

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

Note: Typically, the Planning & Zoning Committee meetings start at 4:30 PM on the designated dates above.
Note: No Committee meeting in April due to the Spring Election.

PART 3: General Rezoning Process:

(A) The rezone application is filed with the Department of Planning & Zoning. This includes the legal description of the parcels to be rezoned, a written statement addressing the questions as listed in Part 1 and any other information your feel will aid in a decision on this request.

(B) The Town Board will be notified of the rezone application. The Town Board can recommend approval or denial of a rezoning request. If the Town Board denies a rezone request, the Planning & Zoning Committee can only recommend an approval with modification to the rezone request or deny the rezone request.

(C) A Class 2 Public Hearing Notice will be published in the Chippewa Herald detailing the request and the date and time of the Public Hearing.

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

(D) Property owners of the land and those property owners within 400' (or maybe a greater distance) of the requested rezone change are notified directly by mail as well as the Town Board Chair and Town Clerk. The notice to the property owners will generally contain a portion of the public hearing notice and information pertaining to meetings to be held at the Town level (plan commission, town board, etc) as well as the Public Hearing in front of the Planning & Zoning Committee.

(E) General maps (location map, aerial view and existing zoning districts map) will be prepared for the request by the Department.

(F) A department staff report is prepared and sent to the Planning & Zoning Committee, while comments from the general public are solicited.

(G) Following the Public Hearing, the Planning & Zoning Committee will make a motion to either approve, approve with modification or deny the rezoning request. If the rezone request receives an approval or approval with modification an ordinance amendment will be prepared and placed on the next County Board meeting agenda for their approval.

(H) If the County Board approves the rezone and the town board files an objection to the approval, the town board will then have 45 days to veto the rezone request following the applicable state statutes.

(I) If the rezone request receives County Board approval, the final step is the publication of the amendment in the Chippewa Herald. Once published, the zoning district amendment takes effect. The entire process from application deadline to final publication can take two months or more to complete depending upon the scheduling of hearing dates.

PART 4: Applicant Acknowledgement/Signature

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

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

Signed: _____ Date: 10-23-2024

Owner/Agent

PART 5: Planning & Zoning Department Mailing List

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

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

HIESS-LOKEN & ASSOCIATES, LLC

Professional Land Surveying

Established 1977

J. F. Hiess, P.L.S. 1945-2012

OFFICE: 715-720-4000
715-832-3300
hlsurvey@sbcglobal.net
www.hiess-loken.com

4905 WEST PARK AVENUE
CHIPPEWA FALLS, WI 54729

October 23, 2024

Chippewa County
Dept. of Planning and Zoning
Mr. Doug Clary, Director
711 N. Bridge St.
Chippewa Falls, WI 54729
(715)-726-7941
dclary@chippewacountywi.gov

Re: Steward rezoning of parcels: 22808-1132-05010000 & 22808-1132-09250000

Dear Mr. Clary,

On behalf of Terry Steward and the Mabel Louise Steward Trust, Tery Steward, PR, I am submitting this application for rezoning of lands in the Town of Lafayette.

The rezoning of these lands is the first step for the future creation of a 3 lot Certified Survey Map (CSM). A preliminary of the CSM is included with this application.

The eastern portion of the property is currently zoned Local Commercial and has 2 residences on it. The western portion is zoned Residential 2 and is vacant wooded lands. The Stewards wish to rezone all the parcels to Residential 1 in order to both make the zoning congruent with the current usage on the eastern portion and to allow for possible single family ***only*** use of the remaining lands on the western portion.

The change to the Residential 1 zoning will be consistent with the parcels to the north, east and south of the Stewards lands. The lands to the west are zoned Residential 3. Being there are residences in the Local Commercial portion already there is little to no chance that any of these lands will ever be used for the current zoning.

If you have any questions, need additional information or clarification, please feel free to contact me.

Respectfully submitted,

Jason R. Hiess, P.L.S.

encl.

C:\Users\HLSUR\Documents\aaaLETTERS\STEWARD241 REZONING LETTER 10-23-24.docx

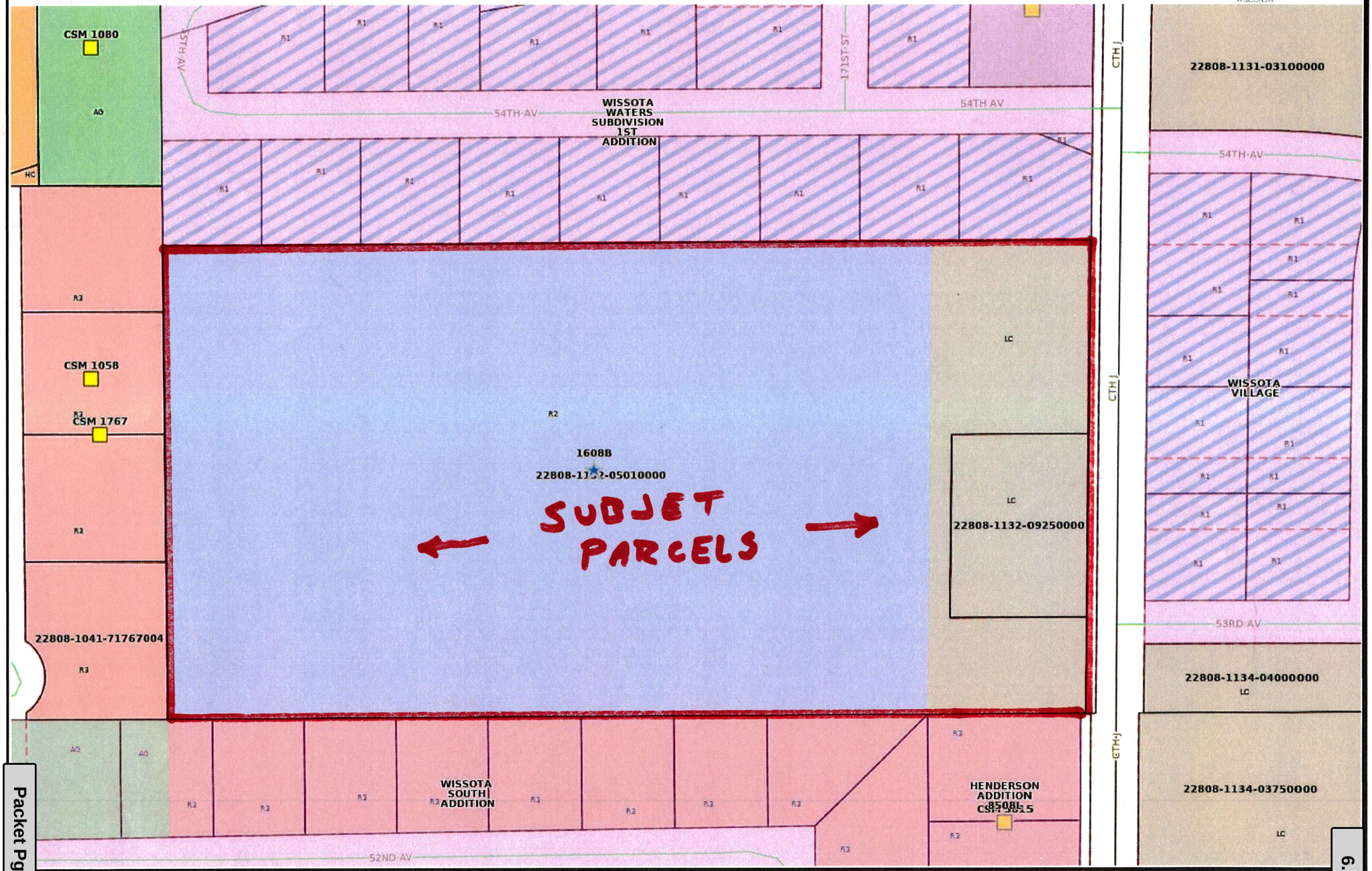
Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

Map

HIESS-LOKEN & ASSOC., LLC
PROFESSIONAL LAND SURVEYING
4905 WEST PARK AVE.
CHIPPEWA FALLS, WI 54729

Printed 07/09/2024 Scale = 1:178'

CHIPPEWACOUNTY
WISCONSIN
N



Disclaimer: This map is a compilation of records as they appear in the Chippewa County Offices



PIN: 22808-1132-09250000 Computer Number: 034-1385.9000
Owner Name: TERRY & CAROL STEWARD
Owner Address: 17223 COUNTY HWY J
Owner Address: CHIPPEWA FALLS WI, 54729
Physical Address: 17223 COUNTY HWY J CHIPPEWA FALLS 54729
GIS Acres: 1.1 Deed Acres: 1.1
School Code: 1092
Assessed Value: 336200 Fair Market Value: 342600
Description: NW SW PCL BEG 23' W & 135' N OF SE COR; N 257', W 190', S 257', E 190' TO POB.

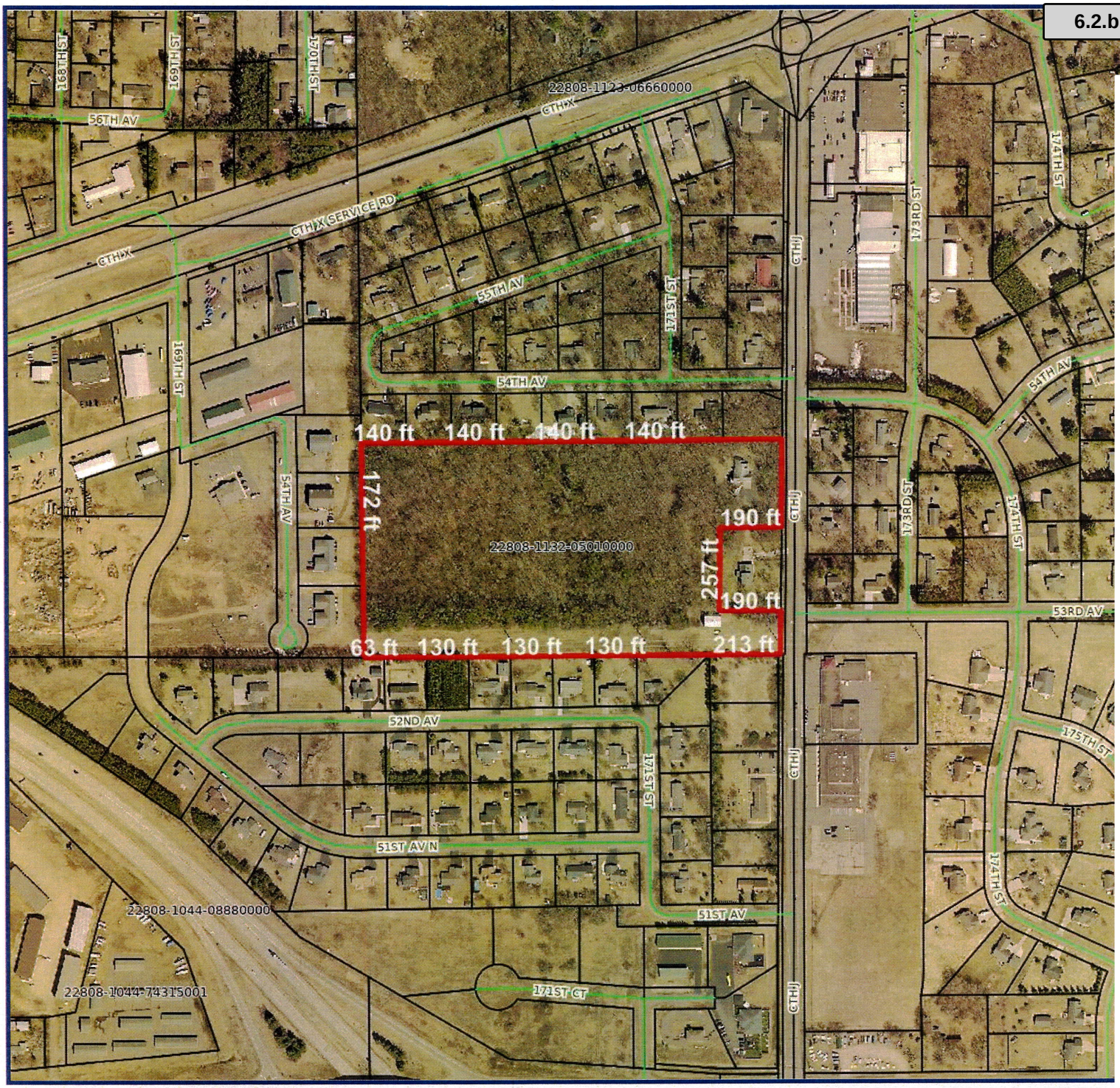
V 782
P 455

N

Scale = 1":72'
Printed 10/01/20

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

Disclaimer: This map is a compilation of records as they appear in the Chippewa County Offices affecting the area shown and is to be used only for reference purposes.



PIN: 22808-1132-05010000 Computer Number: 034-1385
Owner Name: MABEL LOUISE STEWARD TRUST
Owner Address: 17211 COUNTY HWY J
Owner Address: CHIPPEWA FALLS WI, 54729
Physical Address: 17211 COUNTY HWY J CHIPPEWA FALLS 54729
GIS Acres: 18.6 Deed Acres: 18.7
School Code: 1092
Assessed Value: 573800 Fair Market Value: 584700
Description: S 1/2 NW SW EX THE E 14' LYING W OF CTY HWY J SEE COMP #1382 & EX PCL BEG 23' E & 135' N OF SE COR; N 257', W 190', S 257', E 190' TO POB.

V 260
P 623

Scale = 1":434'
Printed 10/01/20

Disclaimer: This map is a compilation of records as they appear in the Chippewa County Offices affecting the area shown and is to be used only for reference purposes.

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

DOCUMENT NO.

510931

STATE BAR OF WISCONSIN FORM 1 — 1982
WARRANTY DEED

INDEXED /

THIS SPACE RESERVED FOR RECORDING DATA

Registers Office } ss.
Chippewa County WI }
Received for Record
the 25 day of Sept
A.D. 1992 at 10 o'clock P m.
and recorded in vol. 325
of Records Page 244
Beatrice M. Roycraft
Register
By Joanne M. Hebert
Deputy

RETURN TO
Charles Norseng
P.O. 370 C.F. 10.00 CHG

Tax Parcel No: .....

This Deed, made between Warren D. Steward and Mabel L. Steward, Husband and Wife, Grantor, and Terry D. Steward and Carol J. Steward, Husband and wife as survivorship marital property, Grantee,

Witnesseth, That the said Grantor, for a valuable consideration of more than one dollar conveys to Grantee the following described real estate in Chippewa County, State of Wisconsin:

A parcel of land in the NW¼ of the SW¼ of Section 11 Township 28 North, Range 8 West described as follows:

Commencing at the Southeast corner of the Northwest ¼ of the Southwest ¼; Thence North 88° 34' 30" West 23.0 feet to the West right of way line of County Trunk "J"; thence North 0° 32' 30" West 135.0 feet to the point of beginning; thence North 0°32' 30" West 257.0 feet along the West right of way line of County Trunk "J"; thence West at right angles 190.0 feet; thence South on a line parallel to the East line of this parcel 257.0 feet; thence East at right angles 190.0 feet to the point of beginning.

TRANSFER FEE
$ 315.00

THIS DEED IS BEING RE RECORDED TO CORRECT A SCRIVENER'S ERROR IN THE DESCRIPTION.

FEE EXEMPT
3

This is (is) (is not) homestead property.

Together with all and singular the hereditaments and appurtenances thereunto belonging;
And Warren D. Steward and Mabel L. Steward warrants that the title is good, indefeasible in fee simple and free and clear of encumbrances except easements, restrictions and reservations of record, if any, and zoning ordinances and regulations

and will warrant and defend the same.

Dated this 21st day of September, 1992

X ..... (SEAL)
* Warren D. Steward

X Mabel L. Steward (SEAL)
* Mabel L. Steward

..... (SEAL)
*

..... (SEAL)
*

AUTHENTICATION

Signature(s) Warren D. Steward and Mabel L. Steward

authenticated this 21st day of Sept., 1992

* Charles G. Norseng
TITLE: MEMBER STATE BAR OF WISCONSIN

(If not, authorized by § 706.06, Wis. Stats.)

THIS INSTRUMENT WAS DRAFTED BY
Charles G. Norseng, Attorney
P. O. Box 370
Chippewa Falls, WI 54729

(Signatures may be authenticated or acknowledged. Both are not necessary.)

ACKNOWLEDGMENT

STATE OF WISCONSIN } ss.
..... County. }

Personally came before me this ..... day of ....., 19..... the above named .....

to me known to be the person ..... who executed the foregoing instrument and acknowledge the same.

*
Notary Public ..... County, Wis.
My Commission is permanent. (If not, state expiration date: ....., 19.....)

*Names of persons signing in any capacity should be typed or printed below their signatures.

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

INDEXED ____

530621

Registers Office
Chippewa County, WI } ss
Received for Record
the 10 day of June
A.D. 1994 at 8:00 o'clock A m.
and recorded in vol. 782
of Records Page 455-456
Beatrice M. Hayecraft
Register

Atty Hiley Hahl

1200 pd

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

UNOFFICIAL COPY

8 4 3 7 8 5 3
Tx:4330976

886071
RECORDED ON
02/01/2019 03:53 PM
MARGE L. GEISSLER
REGISTER OF DEEDS
REC FEE: 30.00
TRANSFER FEE:
FEE EXEMPT: 16
CHIPPEWA COUNTY, WI
PAGES: 2

Document Number

State Bar of Wisconsin Form 3 - 2003
QUIT CLAIM DEED
Document Name

THIS DEED, made between Mabel Louise Steward, a/k/a Mabel L. Steward, a single person ("Grantor," whether one or more), and Mabel Louise Steward, Trustee of the Mabel Louise Steward Revocable Trust Dated January 31, 2019 ("Grantee," whether one or more).

Grantor, quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Chippewa County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

See Attached Addendum A - Legal Description

Recording Area

Name and Return Address
Attorney Heather M. Hunt
Wiley Law S.C.
119½ North Bridge Street
Chippewa Falls, WI 54729

22808-1132-05010000
Parcel Identification Number (PIN)

This is homestead property.
(is) (is not)

Dated January 31, 2019

(SEAL) _____ (SEAL)
* _____ * Mabel Louise Steward

(SEAL) _____ (SEAL)
* _____ * _____

AUTHENTICATION

Signature(s) _____
_____
authenticated on _____.

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:
Attorney Heather M. Hunt, Wiley Law S.C.
Chippewa Falls, Wisconsin

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
CHIPPEWA COUNTY)

Personally came before me on January 31, 2019,
the above-named Mabel Louise Steward
to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

* Heather M. Hunt
Notary Public, State of Wisconsin
My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED — STATE BAR OF WISCONSIN — FORM No. 3-2003

*Type name below signatures.

Wiley Law, 119 1/2 N Bridge St Chippewa Falls WI 54729-2404
B James Colbert
Phone: 715.723.8591 Fax: 715.723.5335
Steward to Steward

Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

ADDENDUM A
TO
QUIT CLAIM DEED

A parcel of land in the Northwest Quarter of the Southwest Quarter of Section 11 in Township 28 North of Range 8 West, further described as follows: Beginning at the southwest corner of the said Northwest Quarter of the Southwest Quarter of Section 11; thence east on the south line of said Northwest Quarter of Southwest Quarter to County Trunk Highway "J"; thence north 20 rods; thence west and parallel with the south line of said Northwest Quarter of Southwest Quarter to the west section line of said Section 11; thence south to the place of beginning.

AND

A parcel of land containing 10 acres, located in Section Eleven (11), Township Twenty Eight (28) North, of Range Eight (8) West, as follows: The North One Half (N½) of the South One Half (S½) of the Northwest Quarter (NW¼) of the Southwest Quarter (SW¼) of said Section Eleven (11).

EXCEPT a strip of land, fourteen (14) feet in width, for road widening purposes, located in the South half of the South half of the Northwest Quarter (S½-S½-NW¼) and in the North half of the Southwest Quarter (N½-SW ¼), Section eleven (11), Township twenty-eight (28) North, Range (8) West, Chippewa County, Wisconsin; which strip of land lies West of and adjacent to the West edge of County Trunk Highway "J", as located on November 1, 1971; which road extends Southerly from the Junction of C.T.H. "X" and C.T.H. "J" to the Southeast corner of the Southwest Quarter of the Southwest Quarter (SW¼-SW¼) of said Section 11.

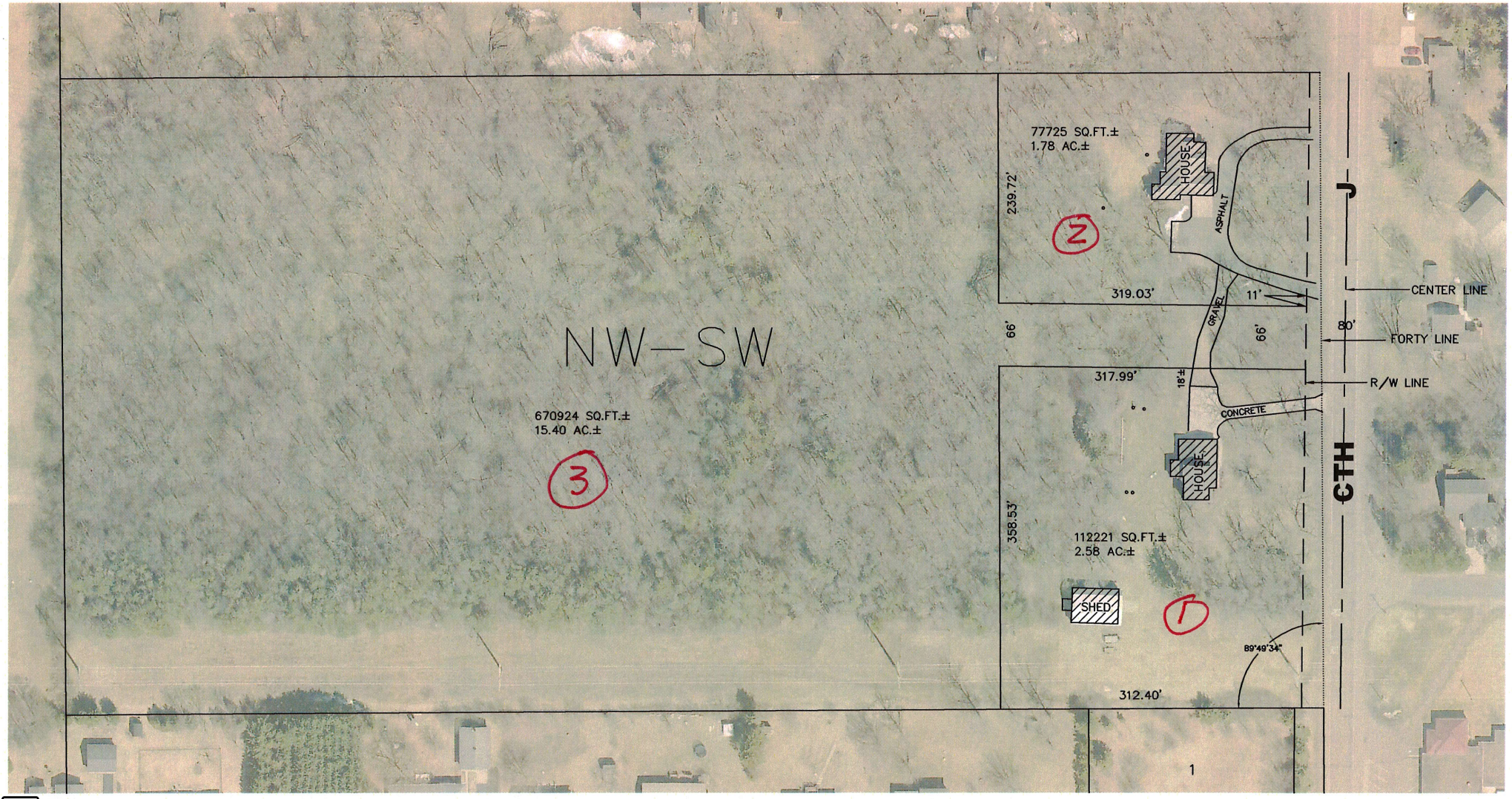
EXCEPT a parcel of land in the NW¼ of the SW¼ of Section 11 Township 28 North, Range 8 West described as follows: Commencing at the Southeast corner of the Northwest ¼ of the Southwest ¼; Thence North 88° 34' 30" West 23.0 feet to the West right of way line of County Trunk "J"; thence North 0° 32' 30" West 135.0 feet to the point of beginning; thence North 0°32' 30" West 257.0 feet along the West right of way line of County Trunk "J"; thence West at right angles 190.0 feet; thence South on a line parallel to the East line of this parcel 257.0 feet; thence East at right angles 190.0 feet to the point of beginning.

Tax Parcel No.: 22808-1132-05010000

Attachment: 2024-1001 Mabel Steward Trust & Steward Rezone - Application (14 - 24 : AZO 14-24: 2024-1001 Mabel Steward Trust & Terry

N 4

HIESS-LOKEN & ASSOC., LLC
PROFESSIONAL LAND SURVEYING
4905 WEST PARK AVE.
CHIPPEWA FALLS, WI 54729



PRELIM #2

Department of Administration

Randy B. Scholz, County Administrator

November 26, 2024

TO: County Board of Supervisors

FR: Randy Scholz

RE: Update on the Status of EMS Services in Chippewa County

Earlier this year the Hospital Sisters Health System (HSHS) decided to close the HSHS Sacred Heart Hospital in Eau Claire and the HSHS St. Joseph's Hospital in Chippewa Falls along with several of the Prevea Health clinics. Since that time, I have attended several task force meetings, met with individuals in the community, state representatives and staff to discuss the various impacts of these closures to our community. Several organizations have stepped up to address many of the needs, which is wonderful. However, one area that is still struggling is EMS services.

The challenges associated with EMS services is something all counties in the State of Wisconsin are struggling with. The Wisconsin Counties Association (WCA) has been working with legislators on this issue. The way EMS services are handled vary from county to county. One of the main challenges is how to fund the services. Municipalities are not allowed to tax outside of their levy limits for these services, but Counties can. Ideally, it would be helpful if legislation was passed to allow municipalities to tax outside of their levy limits. That would provide a much more sustainable solution.

We have been working collaboratively with Chief Patten and others to understand the conversations that have previously been occurring with the Chippewa County EMS Association regarding EMS services in Chippewa County. We have also met with James Small, Rural Outreach Manager with the Office of Wisconsin Rural Health to learn more about the options available to address this issue.

In an effort to better understand the needs and challenges specifically in our area, a survey was developed and sent to all transporting and non-transporting EMS agencies in Chippewa County. On **Wednesday, January 8, 2025**, the Chippewa County EMS Association will be holding an informational meeting to discuss the status of EMS throughout Chippewa County. The purpose of this meeting is informational only and no decisions will be made. It will be an opportunity to share the survey feedback, listen to other concerns, and hear about the statewide approaches to this issue.

It is important for everyone to realize that Chippewa County is NOT taking responsibility for EMS and EMS decisions. Our Emergency Management and Extension staff have offered to help assist with coordination of these meetings and help facilitate the discussions only.

The County Board is welcome to attend the January 8th meeting if you'd like. A copy of the meeting notice is attached.

Sincerely,

Randy Scholz
County Administrator

Attachment

711 N. Bridge Street, Room 106
Chippewa Falls, WI 54729
rscholz@chippewacountywi.gov
Ph: (715)
Fx: (715)

Attachment: CA Memo to CB RE Status of EMS Services 11-26-2024 (8681 : Update on the Status of EMS Services in Chippewa County – Randy

Chippewa County Emergency Medical Services (EMS) Association

Information Gathering Meeting Regarding EMS Status Throughout the County

Meeting Date/Time: Wednesday, January 8, 2025

Meeting Time: 6:00 p.m.

Meeting Location: Cadott High School Auditorium

Requested Attendees: Transporting and Non-transporting EMS agency Service Directors
Agency Medical Directors
Municipal Leaders
Municipal Emergency Management/Risk Management Directors
UW-Extension EMS researcher
Emergency Management
Office of Rural Health

Purpose and Scope:

Staffing for local ambulance services is approaching a crisis level in many communities across the nation and here in Wisconsin. The purpose of this meeting is to discuss the status of EMS in Chippewa County. Working in collaboration with the County Administrator's Office, Emergency Management, the President of the EMS Committee, and UW Extension Researcher Garret Zastoupil, a survey was distributed in November to all EMS services in the county to help us better understand the current challenges and long-term sustainability of our EMS system in Chippewa County. The results of the survey will be discussed.

There are a variety of options to address the current EMS challenges. James Small, the Wisconsin Rural EMS Outreach Manager from the Office of Rural Health, will be presenting information on a variety of approaches used by other communities and counties to help address the challenges.

Because EMS challenges affect citizens across the county, it is critical that the decision makers, municipal leaders, and County Board Supervisors are aware of the challenges that exist and understand that their role is an important part of the solution. From the participant list you will see there are many stakeholders involved who have a part in making EMS in Chippewa County more reliable and cost effective.

Please note, this is only a discussion meeting to share information and ask questions. No decisions will be made at this meeting. It is important for everyone to realize that while Chippewa County Emergency Management and UW Extension has offered to help assist with the coordination of these meetings and help facilitate the discussion, they are NOT taking responsibility for EMS and EMS decisions.

Agenda:

1. Previous meetings and current status
2. Review Feedback from EMS Survey of Transporting and Non-transporting Services
3. Review Statewide approaches to EMS challenges – James Small
4. Questions
5. Adjournment

Attachment: CA Memo to CB RE Status of EMS Services 11-26-2024 (8681 : Update on the Status of EMS Services in Chippewa County – Randy

Finance Update

January-September 2024 (Pre-Audited)

Lori Zwiefelhofer, Finance Director

Executive Committee – December 3, 2024

County Board – December 10, 2024

Definitions

Fund – A fiscal entity that is segregated for the purpose of accounting and budget reporting with a complete set of self balancing accounts to include assets, liabilities, equity/fund balance and revenues and expenditures/expenses

- General – to account for all financial resources used to fund general government operations not accounted for in another fund
- Special Revenue/Purpose – are used to account for the proceeds of a specific revenue sources that are restricted or committed to specified purposes
- Debt Service – to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest
- Capital Projects – to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment
- Proprietary – the category of funds used to account for ongoing activities similar to those also found in the private sector. Uses the accrual basis of accounting
  - Enterprise – to account for operations that are financed and operated similar to private business with the intention that the cost of providing goods or services to the general public is to be financed or recovered primarily through user charges
  - Internal Service – to account for the cost of providing goods or services by one department or agency to another department or agency on a cost-reimbursement basis
- Fiduciary Funds – funds used to report assets held in a trust agency

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

Definitions (cont.)

Fund Balance/Net Assets – The difference between assets and liabilities

- If at the end of the year actual revenues exceed actual expenditures fund balance increases – it decreases if actual expenditures exceed actual revenues
- When budgeting fund balance – you are anticipating that expenditures will exceed revenue by the amount budgeted and the budget plan is to reduce the amount of fund balance available
  - Non-spendable fund balance – amounts that are not in spendable form, such as inventory and prepaid expense.
  - Restricted fund balance – amounts that can be spent only for specific purposes by external providers, such as grant or bondholders as well as through legislation
  - Committed fund balance – amounts that are intended for specific purpose, as expressed by the governing body or authorized official
  - Unassigned fund balance – all amounts not contained in other categories

Definitions (cont.)

Lapsing Fund – The difference between revenues and expenditures is closed out to the fund balance and not carried forward to be used for a specific purpose

Non-Lapsing Fund – The difference between revenues and expenditures is carried forward to be used for a specific purpose

Contingency Fund – A line item in the budget that is for unplanned expenditures

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

January – September 2024 (Pre-Audited) Financial Results

2024 Pre-Audited Financial Results

January – September 2024 (Pre-Audited) Financial Results:

General Fund

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
02	County Board	$ 185,135.00	$ 185,135.00	100.0%	$ 185,135.00	$ 137,652.35	74.4%	$ 47,482.65
03	General County	$ 407,260.00	$ (2,446,264.61)	-600.7%	$ 407,260.00	$ 295,467.45	72.6%	$ (2,741,732.06)
04	Department of Administration	$ 8,222,219.54	$ 7,079,355.39	86.1%	$ 8,222,219.54	$ 4,587,099.56	55.8%	$ 2,492,255.83
05	Insurances	$ 542,400.00	$ 442,206.99	81.5%	$ 542,400.00	$ 121,158.24	22.3%	$ 321,048.75
06	County Clerk	$ 1,336,138.00	$ 1,299,261.63	97.2%	$ 1,336,138.00	$ 1,255,684.75	94.0%	$ 43,576.88
10	County Treasurer	$ 466,292.00	$ 2,101,816.00	450.8%	$ 466,292.00	$ 324,994.69	69.7%	$ 1,776,821.31
11	Register of Deeds	$ 425,873.00	$ 321,931.22	75.6%	$ 425,873.00	$ 358,372.20	84.2%	$ (36,440.98)
12	District Attorney	$ 989,552.00	$ 853,419.85	86.2%	$ 989,552.00	$ 645,612.67	65.2%	$ 207,807.18
14	Clerk of Courts	$ 1,656,021.00	$ 1,593,436.18	96.2%	$ 1,656,021.00	$ 1,288,018.41	77.8%	$ 305,417.77
18	Register in Probate	$ 253,524.00	$ 286,507.32	113.0%	$ 253,524.00	$ 176,137.81	69.5%	$ 110,369.51
20	Child Support	$ 969,667.00	$ 583,959.77	60.2%	$ 969,667.00	$ 660,504.94	68.1%	$ (76,545.17)
24	Sheriff	$ 11,124,377.41	$ 10,047,225.50	90.3%	$ 11,124,377.41	$ 8,204,893.67	73.8%	$ 1,842,331.83
27	Coroner	$ 165,015.00	$ 143,965.00	87.2%	$ 165,015.00	$ 106,377.67	64.5%	$ 37,587.33
42	Housing Authority	$ 1,150.00	$ 1,150.00	100.0%	$ 1,150.00	$ -	0.0%	$ 1,150.00
48	UW - Extension	$ 238,891.00	$ 265,823.09	111.3%	$ 238,891.00	$ 139,636.16	58.5%	$ 126,186.93
50/52	Land Conservation & Forest Mgmt	$ 3,270,510.00	$ 1,515,597.09	46.3%	$ 3,270,510.00	$ 1,425,901.40	43.6%	$ 89,695.69
53/54	Planning & Zoning	$ 1,316,451.00	$ 906,149.47	68.8%	$ 1,316,451.00	$ 682,682.62	51.9%	$ 223,466.85
60	Veterans	$ 218,136.00	$ 223,275.11	102.4%	$ 218,136.00	$ 153,399.11	70.3%	$ 69,876.00
68	Public Health	$ 549,200.00	$ 521,408.56	94.9%	$ 549,200.00	$ 400,907.77	73.0%	$ 120,500.79
100	**General Fund**	**$ 32,337,811.95**	**$ 25,925,358.56**	**80.2%**	**$ 32,337,811.95**	**$ 20,964,501.47**	**64.8%**	**$ 4,960,857.09**

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

January – September 2024 (Pre-Audited)Financial Summary:

General Fund (cont.)

Highlights Include:

- **General County**
  - State Shared Revenues arrive in 4th Quarter (2024 Budgeted = $3,364,089.00)
    (9/13/24 Revised Estimate = $3,335,674.31)
- **County Clerk**
  - The expenses show 94% utilized which is attributed to the annual Libraries allocation (2024 = $953,407)
- **County Treasurer**
  - Interest rates with State Investment Pool are at 5.23%
  - Schwab Investments (See table in the right corner.)
- **Land Conservation & Forest Mgmt**
  - Revenues and expenses are both lower than budget
- **Planning & Zoning**
  - Revenues and expenses are both lower than budget
- **Child Support**
  - State Aid reimbursement revenues received quarterly

Revenues - You will notice that some other departments show revenues at 100% because the tax levy allocation for their department is given at the beginning of the year for the whole year.

Schwab Investments Market Review

	01/01/2024	09/30/2024
Cost Value	$15,689,040.18	$15,799,234.43
Market Adjustment	(1,151,455.51)	(685,393.78)
Net Change in Market Adjustment		**$ 466,061.73**

January – September 2024 (Pre-Audited) Financial Results:

Special Revenue Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
204	**Public Health**	**$ 2,565,886.00**	**$ 1,792,766.48**	**69.9%**	**$ 2,565,886.00**	**$ 1,670,401.59**	**65.1%**	**$ 122,364.89**
205	**ADRC & Aging**	**$ 2,115,589.00**	**$ 1,277,655.83**	**60.4%**	**$ 2,115,589.00**	**$ 1,399,434.68**	**66.1%**	**$ (121,778.85)**
208	**Human Services**	**$ 8,897,179.00**	**$ 6,599,600.29**	**74.2%**	**$ 8,897,179.00**	**$ 4,297,781.74**	**48.3%**	**$ 2,301,818.55**
84	DHS-RWC	$ 3,401,724.00	$ 1,872,327.25	55.0%	$ 3,401,724.00	$ 2,712,682.86	79.7%	$ (840,355.61)
85	RWC-Comprehensive Comm Serv	$ 24,574,705.00	$ 15,830,593.93	64.4%	$ 24,574,705.00	$ 13,907,752.41	56.6%	$ 1,922,841.52
209	**Recovery & Wellness Consortium**	**$ 27,976,429.00**	**$ 17,702,921.18**	**63.3%**	**$ 27,976,429.00**	**$ 16,620,435.27**	**59.4%**	**$ 1,082,485.91**
212	**Crime Prevention Fund**	**$ 4,000.00**	**$ 4,219.38**	**105.5%**	**$ 4,000.00**	**$ 4,100.00**	**102.5%**	**$ 119.38**
213	**Housing CDBG Revolving Loans**	**$ 1,526,150.00**	**$ 1,282,586.20**	**84.0%**	**$ 1,526,150.00**	**$ 1,308,536.07**	**85.7%**	**$ (25,949.87)**
215	**Jail Assessment**	**$ 55,500.00**	**$ 39,295.79**	**70.8%**	**$ 55,500.00**	**$ 48,294.20**	**87.0%**	**$ (8,998.41)**
220	**Land Records**	**$ 243,566.00**	**$ 88,332.00**	**36.3%**	**$ 243,566.00**	**$ -**	**0.0%**	**$ 88,332.00**
226	**County Economic Development**	**$ 1,287.00**	**$ 975.00**	**75.8%**	**$ 1,287.00**	**$ -**	**0.0%**	**$ 975.00**

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

January – September 2024 (Pre-Audited) Financial Results:

Special Revenue Funds (cont.)

Highlights Include:

- **Public Health, ADRC & Aging & DHS**
  - Revenues are received monthly through the state aid system
- **Recovery Wellness Consortium**
  - Medicaid revenue reported with a 2-3 month delay
- **Jail Assessment**
  - Quarterly fees collected on fines low
- **Land Records**
  - Revenues low due to housing market and economy

RWC Working Capital Pool	
Buffalo	$ 133,567.46
Burnett	84,983.38
Dunn	275,775.00
Pepin	109,957.00
Pierce	254,020.00
Polk	446,606.03
Rusk	131,637.46
Washburn	153,032.03
9/30/2024 Balance	**$ 1,589,578.36**

January – September 2024 (Pre-Audited) Financial Results:

Special Revenue Funds - Sales Tax Review

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
230	Sales Tax Property Tax Relief	$ 9,528,903.00	$ 5,051,584.79	53.0%	$ 9,528,903.00	$ 9,528,903.00	100.0%	$ (4,477,318.21)

2024 Sales Tax Review

Year	2019	2020	2021	2022	2023	2024	Change from Previous	(2019-2023) 5 Yr Average
January	364,507.60	412,672.62	397,205.20	549,612.29	491,993.09	603,151.14	22.59%	443,198.16
February	358,875.60	454,060.14	541,612.30	586,365.62	535,237.98	393,070.65	-26.56%	495,230.33
March	500,103.48	420,748.99	722,005.77	513,655.08	669,051.83	887,007.77	32.58%	565,113.03
April	461,263.80	453,068.14	744,469.84	837,971.82	811,205.87	661,570.40	-18.45%	661,595.89
May	538,976.41	658,017.81	600,030.33	692,683.33	664,857.20	678,236.09	2.01%	630,913.02
June	705,994.86	561,287.51	687,048.73	701,937.82	860,858.82	921,258.34	7.02%	703,425.55
Subtotal	**2,929,721.75**	**2,959,855.21**	**3,692,372.17**	**3,882,225.96**	**4,033,204.79**	**4,144,294.39**	**2.75%**	**3,499,475.98**
July	469,074.82	543,813.92	725,584.05	770,343.17	760,741.12	665,158.21	-12.56%	653,911.42
August	632,821.49	641,477.88	690,160.64	692,751.23	689,572.44	689,572.44	0.00%	669,356.74
September	583,429.73	468,174.47	721,266.32	793,515.55	888,055.72	888,055.72	0.00%	690,888.36
October	459,459.89	574,830.83	712,929.94	798,530.04	707,188.24	707,188.24	0.00%	650,587.79
November	541,553.94	532,374.54	527,166.32	541,553.35	462,544.38	462,544.38	0.00%	521,038.51
December	481,481.78	500,998.70	702,937.65	825,979.69	1,029,171.19	1,029,171.19	0.00%	708,113.80
Subtotal	**3,167,821.65**	**3,261,670.34**	**4,080,044.92**	**4,422,673.03**	**4,537,273.09**	**4,441,690.18**	**-2.11%**	**3,893,896.61**
Totals	**6,097,543.40**	**6,221,525.55**	**7,772,417.09**	**8,304,898.99**	**8,570,477.88**	**8,585,984.57**	**0.18%**	**7,393,372.58**
% change	1.94%	2.03%	24.93%	6.85%	3.20%	0.18%		

YTD Interest

$242,132.19

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

January – September 2024 (Pre-Audited) Financial Results:

Special Revenue Funds – **Opioid Abatement Account**

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
233	Opioid Abatement Account	$ 168,258.00	$ 514,424.18	305.7%	$ 168,258.00	$ 57,303.59	34.1%	$ 457,120.59

Revenues:	
Opioid Abatement Revenues	$ 491,358.93
Interest Income	23,065.25
Total Revenues	**$ 514,424.18**

Expenses for Approved Programs/Projects:	
DHS RWC-Peer Support	$ 34,100.34
CJS-Dispense Drug Deactiviation Kits	7,405.05
PH-Overdose Fatality Review	10,518.88
SH-Fentanyl rated gloves	279.32
Staff Training & Misc Expenses	5,000.00
Total Expenses	**$ 57,303.59**

Detailed Opioid Abatement Revenues Received in 2024	
Janssen (Johnson & Johnson)	$ -
Distributors	102,898.75
Retailers	366,209.84
Mallinckrodt Bankruptcy	-
McKinsey & Company Inc	22,250.34
Total Opioid Abatement Revenues	**$ 491,358.93**

January – September 2024 (Pre-Audited) Financial Results:

Special Revenue Funds - **American Rescue Plan Act Funds**

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
235	American Rescue Plan Funds	$ 4,987,587.77	$ 206,984.34	4.1%	$ 4,987,587.77	$ 3,066,919.98	61.5%	$ (2,859,935.64)

YTD Revenues:	
Federal Funds	$ -
Interest Income	206,984.34
Total Revenues	**$ 206,984.34**

Chippewa County received $12,559,059 of ARPA Funds

- We received $6,279,529.50 on May 19, 2021.
- We received $6,279,529.50 on June 9, 2022.

YTD Expenses:	
BB-Ntera (Res 21-21)	$ -
BB-BTC (Res 4-23)	147,616.00
BB-Ntera (Res 5-23)	-
Public Firearms Range	99,068.01
Contaminate Mitigation Wells	142,336.18
Otter Lake Bathroom/Showers	135,613.99
Pine Point Bathroom/Well	158,983.96
Picnic Tables for Parks	11,848.00
Firewood Dispensers	7,159.89
Road Improvements	1,892,672.00
Radio Replacements-SH Dept	190,000.00
Missed Longevity Payments	281,621.95
Contracted Services with Sikich	
Total Expenses	**$ 3,066,919.98**

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

January – September 2024 (Pre-Audited) Financial Results:

Debt Service Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
306	Debt Service-Unfunded Liability	$ -	$ 37,580.68		$ -	$ -		$ 37,580.68
315	2019 CIP Bonds	$ 945,400.00	$ 850,942.11	90.0%	$ 945,400.00	$ 945,400.00	100.0%	$ (94,457.89)
316	2020 CIP Bonds	$ 809,695.00	$ 135,732.00	16.8%	$ 809,695.00	$ 809,694.11	100.0%	$ (673,962.11)
317	2022 CIP Bonds	$ 653,300.00	$ 653,300.00	100%	$ 653,300.00	$ 653,300.00	100.0%	$ -
318	2024 CIP Bonds	$ -	$ -	0%	$ -	$ -	0.0%	$ -

Payment Year	Total Debt Service Principal	Interest	Total	Year-End Outstanding Principal
2024	$ 1,570,000	$ 283,375	$ 1,853,375	$ 10,380,000
2025	$ 1,870,000	$ 360,134	$ 2,230,134	$ 8,510,000
2026	$ 1,880,000	$ 311,900	$ 2,191,900	$ 6,630,000
2027	$ 1,545,000	$ 243,125	$ 1,788,125	$ 5,085,000
2028	$ 1,425,000	$ 187,700	$ 1,612,700	$ 3,660,000
2029	$ 1,310,000	$ 137,275	$ 1,447,275	$ 2,350,000
2030	$ 1,115,000	$ 86,925	$ 1,201,925	$ 1,235,000
2031	$ 600,000	$ 46,750	$ 646,750	$ 635,000
2032	$ 635,000	$ 15,875	$ 650,875	$ -
Total	$ 13,880,000	$ 2,210,834	$ 16,090,834	

Long-Term Bond Financing Plan

Year	Bonding Amount	Projects
2026	$6,500,000	Transportation Projects
2028	$3,500,000	Transportation Projects
2030	$6,500,000	Transportation Projects
2032	$3,500,000	Transportation Projects

January – September 2024 (Pre-Audited) Financial Results:

Capital Project Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
417	2023 CIP for Bonding	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -
418	2025 CIP for Bonding	$ -	$ -	0.0%	$ -	$ -	0.0%	$ -

No bonding funds are being used in 2024 because all $3,000,000 from the 2022 bond issuance was utilized in 2023 for road and bridge construction.

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

January – September 2024 (Pre-Audited) Financial Results:

Internal Service Funds

Fund	Description	Revenue Budget	Revenue Actual	% Collected	Expense Budget	Expense Actual	% Spent	Actuals Net Gain/(Loss)
701	Highway	$ 24,737,077.00	$ 17,547,275.00	70.9%	$ 24,737,077.00	$ 15,208,444.41	61.5%	$ 2,338,830.59
702	Self-Funded Worker's Comp Insurance	$ 938,546.00	$ 813,924.22	86.7%	$ 938,546.00	$ 443,014.68	47.2%	$ 370,909.54
703	Self-Funded Health Insurance	$ 7,833,102.00	$ 6,106,295.80	78.0%	$ 7,833,102.00	$ 7,669,211.77	97.9%	$ (1,562,915.97)
704	Self-Funded Liability Insurance	$ 401,000.00	$ 1,748.45	0.4%	$ 401,000.00	$ 392,396.69	97.9%	$ (390,648.24)
705	Section 125 Payroll Deduction	$ 326,000.00	$ 222,177.07	68.2%	$ 326,000.00	$ 183,874.45	56.4%	$ 38,302.62

Highlights Include:

- **Self-Funded Health Insurance**
  - Revenues are on track but the expenses for claims are high
- **Self-funded Liability Insurance**
  - Annual Insurance Allocation charges to departments will be processed in October/November
  - Paid annual WMMIC premiums $300,671 for Liability and Cyber Liability Premiums

January – September 2024 (Pre-Audited) Financial Results:

Enterprise and Trust Agency Funds

Fund	Description	Revenue Budget	Revenue Actual	% Collected	Expense Budget	Expense Actual	% Spent	Actuals Net Gain/(Loss)
602	Land Development	$ 300,000.00	$ -	0.0%	$ 300,000.00	$ 120,724.21	40.2%	$ (120,724.21)
804	Dog License Fund	$ 56,300.00	$ 3,674.00	6.5%	$ 56,300.00	$ 1,016.96	1.8%	$ 2,657.04

Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

Questions, Comments, or Concerns

January – September 2024 (Pre-Audited) Financial Results



Attachment: Financial Update Qtr3 2024 10-17-2024 (8637 : Financial Update (3rd Quarter) - Lori Zwiefelhofer)

Department of Administration
Human Resources Division

December 5, 2024

TO: County Board Supervisors

FROM: Toni Hohlfelder, Human Resources Director

RE: County Administrator Recruitment

On December 4, 2024, the Executive Committee met and reviewed the County Administrator recruitment process, tentative timeline and the proposals we received from the recruitment firms. An RFP request was sent to five firms and three of them submitted a proposal: MRA, MGT and Public Administration Associates, LLC (PAA). After reviewing all of the information, the Executive committee approved to move forward with PAA to assist us with this process.

Jon Hochkammer, PAA, will be the main consultant handling our recruitment. As part of that initial process, Jon would like to obtain feedback from all County Board Supervisors, Department Heads and Elected Officials on what skills and characteristics you would like to see in our next County Administrator. This information will help him to develop the position profile (brochure) that will be used for the recruitment. I will be sending out the PAA survey yet this week, so please watch for the email so we can gather your valuable input.

Lastly, the Executive Committee wanted to make sure that the full County Board was aware of the tentative / probable timeline. **Please put the 2/18/25 – 2/19/25 interview dates on your calendar**. This will be a two-day event.

On 02/18/2025 during the day the candidates will meet with all Department Heads, Elected Officials and the DOA team. Then in the evening there will be a meet and greet with the County Board. This is an opportunity for all County Board Supervisors to interact with the candidates and provide feedback to the Executive Committee members prior to the official interviews.

On 02/19/2025 the Executive Committee will meet in closed session to conduct the official interviews. County Board Supervisors who are not on the Executive Committee are permitted to attend and listen if you would like. We encourage all of you to participate in the process.

On the following page you will find a summary of the anticipated timeline for the recruitment process.

711 N. Bridge Street, Room 100
Chippewa Falls, WI 54729
HumanResources@chippewacountywi.gov
Ph: (715) 726-7969
Fx: (715) 726-4585

Attachment: HRD Memo to CB re Recruitment PAA selection 12.5.24 (8704 : Update on County Administrator Recruitment - Toni Hohlfelder)

Process	Timeline	Estimated Date	Notes
Sign contract and PAA creates the recruitment brochure and advertising plan	Week 1-2	12/05/24 - 12/16/24	
Meeting with PAA & Executive Committee to finalize the recruitment brochure, advertising plan & overall process	Week 3	12/17/2024	4pm Exec Committee Regular Mtg/Open Session
PAA advertise and perform on-going applicant screening	Week 4-6	12/18/24 - 1/27/25	
PAA firm select 7-10 semi-finalists and:	Week 7-9	Finalize by 01/31/25	
• Semi-finalists complete zoom interview with PAA and essay questions (determined by PAA)	Week 7-9	"	
• Semi-finalists complete an Emotional Intelligence assessment	Week 7-9	"	
• PAA complete semi-finalist background check, references and academic verifications	Week 7-9	"	
PAA meet with Executive Committee to review semi-finalists and select finalists for in person interviews	Week 10	02/04/2025	4pm Exec Committee Regular Mtg/Closed Session
Finalist interviews at County **Day 1:** **Day –** Interviews with DH & Elected Official panels & tour of Courthouse/County **Evening** - Meet and greet with the County Board	Week 12	02/18/2025	Cancel Reg Exec Mtg & have CB Meet/Greet in evening
Finalist interviews at County **Day 2:** **Day** – Interviews with the Executive Committee	Week 12	02/19/2025	Exec Committee *Special Mtg/Closed Session
Make offer and contract negotiations	Week 12	2/20/25 – 2/23/25	
Executive Committee meets to finalize contract and resolution to appoint a new CA	Week 13	03/04/2025	* Exec Committee Regular Mtg/Closed Session
County Board meeting to approve contract and resolution to appoint a new CA	Week 13	03/11/2025	* County Board 6:00 pm Regular Mtg/Open Session
New CA tentative start	Week 18/20	4/14, 4/28, 5/12	

Please do not hesitate contacting me or Traci Bremness at any time throughout this process with questions.

Sincerely,

Toni M. Hohlfelder, SHRM-CP, PHR

711 N. Bridge Street, Room 100
Chippewa Falls, WI 54729
HumanResources@chippewacountywi.gov
Ph: (715) 726-7969
Fx: (715) 726-4585

Attachment: HRD Memo to CB re Recruitment PAA selection 12.5.24 (8704 : Update on County Administrator Recruitment - Toni Hohlfelder)

STATEMENT OF EXPLANATION

Resolution No. 46 - 24

RES. 46-24: RESOLUTION TO FORMALLY SUPPORT NTERA LLC'S GRANT APPLICATION FOR BROADBAND INFRASTRUCTURE FUNDING FROM THE WISCONSIN PUBLIC SERVICE COMMISSION'S BROADBAND EQUITY, ACCESS, & DEVELOPMENT PROGRAM - RYAN HARTZELL

Passage of this resolution will formally express Chippewa County's support for Ntera, LLC's application for grant funding from the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Chippewa County. Ntera, LLC reached out to the County to request the County's support in the application process, which will assist Ntera with qualifying for the grant funding. If the grant application is approved by the Public Service Commission (PSC), Ntera would then use that grant funding to provide broadband infrastructure access to the Chippewa County areas of the eastern side of the county deemed unserved and underserved by the PSC's Broadband Map.

Resolution No. 46 - 24

RES. 46-24: RESOLUTION TO FORMALLY SUPPORT NTERA LLC'S GRANT APPLICATION FOR BROADBAND INFRASTRUCTURE FUNDING FROM THE WISCONSIN PUBLIC SERVICE COMMISSION'S BROADBAND EQUITY, ACCESS, & DEVELOPMENT PROGRAM - RYAN HARTZELL

WHEREAS, Ntera, LLC has requested the County's support in Ntera's application for grant funding from the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Chippewa County; and

WHEREAS, Ntera, LLC has represented to the Chippewa County Board of Supervisors that Ntera, LLC is headquartered in Chippewa County and was founded on cooperative principles and values, and proposes to support technology needs by expanding broadband capability to reach unserved and underserved residents and businesses within Chippewa County where such service is currently unavailable or prohibitively expensive; and

WHEREAS, Ntera, LLC has represented to the Chippewa County Board of Supervisors that Ntera, LLC is owned equally by Chippewa Valley Satellite Corporation, a wholly owned subsidiary of Chippewa Valley Electric Cooperative and Citizens Telephone Cooperative, Inc., that the Partner-Parent companies are Cooperatives and have equal ownership in Ntera, LLC and that since 2017, Ntera, LLC has expanded off Citizens Telephone Cooperative, Inc. robust fiber network and has made capital contributions in updates to its existing network and fiber broadband expansion within surrounding counties to provide state of the art telecommunications and broadband infrastructure access that is affordable for unserved and underserved communities; and

WHEREAS, the Chippewa County Board of Supervisors has not investigated or confirmed the representations made by Ntera, LLC, but acknowledges that Ntera, LLC has delivered in previous transactions with Chippewa County in bringing enhanced connectivity and broadband services to the area; and

WHEREAS, it is the Chippewa County Board of Supervisors' understanding Ntera, LLC is seeking a formal endorsement to assist in the BEAD program deeming Ntera, LLC as a Chippewa County collaborator in broadband construction and infrastructure; and

WHEREAS, it is the Chippewa County Board of Supervisors' understanding that the PSC BEAD grant requests a Letter of Endorsement to support Ntera, LLC's application to provide broadband infrastructure access to the Chippewa County areas of the eastern side of the county deemed unserved and underserved by the PSC's Broadband Map; and

WHEREAS, it is the Chippewa County Board of Supervisors' understanding that fiber broadband connectivity and reliability is critical infrastructure for the health, safety, and quality of life for community residents, including access to telemedicine, expansive economic development and growth, and distance learning education opportunities for all; and

WHEREAS, this Resolution has been supported by Chippewa County Economic Development President/CEO Charlie Walker;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors, by the passage of this Resolution, does hereby endorse and support Ntera, LLC as a BEAD program applicant and Chippewa County broadband provider and supports the construction of unserved and underserved communities in Chippewa County highlighted within the Wisconsin Public Service Commission Broadband Map as part of the BEAD program, as administered by the Wisconsin Public Service Commission, to make Chippewa County fully covered with broadband access as stated.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jason Bergeron, District 7
SECONDER:	Lee Hennick, District 15
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

12/03/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 10/30/2024

Lori Zwiefelhofer, Finance Director 10/30/2024

Randy B. Scholz

Randy B. Scholz, County Administrator 10/30/2024

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STATEMENT OF EXPLANATION

Resolution No. 47 - 24

RES. 47-24: RESOLUTION TO FORMALLY SUPPORT MOSAIC TECHNOLOGIES' GRANT APPLICATION FOR BROADBAND INFRASTRUCTURE FUNDING FROM THE WISCONSIN PUBLIC SERVICE COMMISSION'S BROADBAND EQUITY, ACCESS, & DEVELOPMENT PROGRAM - DE ANNA WESTPHAL

Passage of this resolution will formally express Chippewa County's support for Chibardun Telephone Cooperative, Inc., d/b/a Mosaic Technologies' application for grant funding from the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Chippewa County. Mosaic reached out to the County to request the County's support in the application process, which will assist Mosaic with qualifying for the grant funding. If the grant application is approved by the Public Service Commission (PSC), Mosaic would then use that grant funding to provide broadband infrastructure access to the Chippewa County areas of the eastern side of the county deemed unserved and underserved by the PSC's Broadband Map.

Resolution No. 47 - 24

RES. 47-24: RESOLUTION TO FORMALLY SUPPORT MOSAIC TECHNOLOGIES' GRANT APPLICATION FOR BROADBAND INFRASTRUCTURE FUNDING FROM THE WISCONSIN PUBLIC SERVICE COMMISSION'S BROADBAND EQUITY, ACCESS, & DEVELOPMENT PROGRAM - DE ANNA WESTPHAL

WHEREAS, Chibardun Telephone Cooperative, Inc., d/b/a Mosaic Technologies has requested the County's support in Mosaic's application for grant funding from the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Chippewa County; and

WHEREAS, Mosaic Technologies has represented to the Chippewa County Board of Supervisors that Mosaic Technologies is headquartered in Barron County and was founded on cooperative principles and values, and proposes to support technology needs by expanding broadband capability to reach unserved and underserved residents and businesses within Chippewa County where such service is currently unavailable or prohibitively expensive; and

WHEREAS, Mosaic Technologies has represented to the Chippewa County Board of Supervisors that Mosaic Technologies was founded as the Chibardun Telephone Cooperative including Chippewa County within its name and operating for over 67 years, with its history dating back over 100 years, that it has made significant capital contributions in updates to its existing network and fiber broadband expansion within surrounding counties to provide state of the art telecommunications and broadband infrastructure access that is affordable for unserved and underserved communities; and

WHEREAS, the Chippewa County Board of Supervisors has not investigated or confirmed the representations made by Mosaic Technologies, but acknowledges that Mosaic has delivered in previous transactions with Chippewa County in bringing enhanced connectivity and broadband services to the area; and

WHEREAS, it is the Chippewa County Board of Supervisors' understanding that Mosaic Technologies is seeking a formal endorsement to assist in the BEAD program deeming Mosaic Technologies as a Chippewa County collaborator in broadband construction and infrastructure; and

WHEREAS, it is the Chippewa County Board of Supervisors' understanding that the PSC BEAD grant requests a Letter of Endorsement to support Mosaic Technologies' application to provide broadband infrastructure access to the Chippewa County areas of the eastern side of the county deemed unserved and underserved by the PSC's Broadband Map; and

WHEREAS, it is the Chippewa County Board of Supervisors' understanding that fiber

broadband connectivity and reliability is critical infrastructure for the health, safety, and quality of life for community residents, including access to telemedicine, expansive economic development and growth, and distance learning education opportunities for all; and

WHEREAS, this Resolution has been supported by Chippewa County Economic Development President/CEO Charlie Walker;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors, by the passage of this Resolution, does hereby endorse and support Mosaic Technologies as a BEAD program applicant and Chippewa County broadband provider and supports the construction of broadband infrastructure for the unserved and underserved communities in Chippewa County highlighted within the Wisconsin Public Service Commission Broadband Map as part of the BEAD program, as administered by the Wisconsin Public Service Commission, to make Chippewa County fully covered with broadband access as stated.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Karen Lotts, District 11
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

12/03/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 10/30/2024

Lori Zwiefelhofer, Finance Director 10/30/2024

Randy B. Scholz, County Administrator 10/30/2024

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STATEMENT OF EXPLANATION

Resolution No. 48 - 24

RES. 48-24: RESOLUTION TO FORMALLY SUPPORT CHARTER COMMUNICATION'S GRANT APPLICATION FOR BROADBAND INFRASTRUCTURE FUNDING FROM THE WISCONSIN PUBLIC SERVICE COMMISSION'S BROADBAND EQUITY, ACCESS, & DEVELOPMENT PROGRAM - CHRIS CRAWFORM

Passage of this resolution will formally express Chippewa County's support for the grant application of Spectrum Mid-America, LLC, managed by Charter Communications, Inc. ("Charter"). The Charter application is for grant funding from the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Chippewa County. Charter reached out to the County to request the County's support in the application process, which will assist Charter with qualifying for the grant funding. If the grant application is approved by the Public Service Commission (PSC), Charter would then use that grant funding to provide broadband infrastructure access to areas of Chippewa County deemed unserved and underserved by the PSC's Broadband Map.

Resolution No. 48 - 24

RES. 48-24: RESOLUTION TO FORMALLY SUPPORT CHARTER COMMUNICATION'S GRANT APPLICATION FOR BROADBAND INFRASTRUCTURE FUNDING FROM THE WISCONSIN PUBLIC SERVICE COMMISSION'S BROADBAND EQUITY, ACCESS, & DEVELOPMENT PROGRAM - CHRIS CRAWFORM

WHEREAS, Spectrum Mid-America, LLC, managed by Charter Communications, Inc. ("Charter") has requested the County's support in Charter's application for grant funding from the Wisconsin Public Service Commission's Internet for All: Broadband Equity, Access, and Deployment (BEAD) program for broadband infrastructure for the underserved and unserved households and businesses within Chippewa County; and

WHEREAS, fiber broadband connectivity and reliability is critical infrastructure for the health, safety, and quality of life for community residents, including access to telemedicine, expansive economic development and growth, and distance learning education opportunities for all; and

WHEREAS, Charter is a leading connectivity company in Wisconsin with services available to more than 1.5 million locations across 942 franchised communities in Wisconsin alone, including 16 communities in Chippewa County; and

WHEREAS, Charter has operated in Wisconsin for decades, and Chippewa County has a well-established record with Charter as one of the County's broadband providers; and

WHEREAS, Charter earned the highest national score in Opensignal's new Broadband Reliability Experience report, which is vital to Chippewa County given the importance of reliable broadband; and

WHEREAS, Charter has informed the Wisconsin Public Service Commission (PSC) that the company plans to provide broadband services in BEAD-funded areas almost exclusively using Fiber-to-the-Premises EPON architecture that is designed to achieve 99.9% reliability while offering 1 Gbps symmetrical speeds or higher; and

WHEREAS, Charter is seeking a formal endorsement from Chippewa County in its application to the PSC for BEAD program funding as that endorsement provides up to 7 points out of a possible 100 points in the application scoring process; and

WHEREAS, Charter is a Chippewa County collaborator in broadband construction and infrastructure and Chippewa County supports this BEAD grant funding to provide broadband infrastructure to county residents deemed to be unserved and underserved by the PSC's Broadband Map; and

WHEREAS, this Resolution has been supported by Chippewa County Economic Development President/CEO Charlie Walker;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors, by the passage of this Resolution, does hereby endorse and support Spectrum Mid-America, LLC, managed by Charter Communications, Inc., as a BEAD program applicant and Chippewa County broadband provider and supports the construction of broadband infrastructure for unserved and underserved communities in Chippewa County highlighted within the Wisconsin Public Service Commission Broadband Map, as administered by the Wisconsin Public Service Commission, to make Chippewa County fully covered with broadband access.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Lee Hennick, District 15
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

12/03/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 11/19/2024

Lori Zwiefelhofer, Finance Director 11/19/2024

Randy B. Scholz, County Administrator 11/19/2024

STATEMENT OF EXPLANATION

Resolution No. 49 - 24

RES. 49-24: RESOLUTION TO EXPRESS SUPPORT AND APPRECIATION FOR THE WORK OF THE BROADBAND, EQUITY, ACCESS AND DEPLOYMENT COMMITTEE - RANDY SCHOLZ

On February 21, 2023, the Chippewa County Board of Supervisors approved Resolution 11-23 authorizing participation in the Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Program. As a result, Chippewa County established an Ad Hoc Broadband Committee made up of staff, residents, and business representatives. The members volunteered their time and talent and worked to achieve the objectives of bringing broadband to all residents and businesses of Chippewa County by serving on the Chippewa County Ad Hoc Broadband Committee. Passage of this resolution will formally acknowledge the County Board's support and appreciation for the Committee's hard work in improving the lives of the citizens of Chippewa County.

Resolution No. 49 - 24

RES. 49-24: RESOLUTION TO EXPRESS SUPPORT AND APPRECIATION FOR THE WORK OF THE BROADBAND, EQUITY, ACCESS AND DEPLOYMENT COMMITTEE - RANDY SCHOLZ

WHEREAS, on February 21, 2023, the Chippewa County Board of Supervisors approved Resolution 11-23 authorizing participation in the Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Program; and

WHEREAS, Chippewa County declared that high-speed internet access referred to generically as "broadband" is a critical infrastructure of the 21st century and a modern-day necessity for businesses, individuals, schools, and government; and

WHEREAS, Chippewa County welcomes the opportunity to partner with area internet service providers and telephone cooperatives along with the Governor, Legislature, other local governments, civic leaders, community organizations, employers, educators, and policymakers to encourage adoption and implementation of broadband technology; and

WHEREAS, Chippewa County recognizes that it can impact broadband deployment and adoption in its several local government roles and responsibilities, including as a policy leader, planning body, land use approval agency, purchaser-consumer of communications equipment and information technology, and

WHEREAS, Chippewa County established an Ad Hoc Broadband Committee made up of staff, residents, and business representatives; and

WHEREAS Jerry Clark, Kristen Bruder, Amber Gilles, Gail Huycke, Sami Taylor, Traci Bremness, Lori Zwiefelhofer, Andy Bauer, Lacey Granger, Sarah Lipke, Ron Haas, Julie Bomar, Randy Scholz, Charlie Walker, Dennis Falkenberg, Ryan Hartzell, Travis McFarlane, Brad Schmidtknecht, Ron Haas, Amber Scharenbroch, Mark Leonard, Brittany Beyer, John Parish, Chris Crawford, Garret Zastoupil, and Stacy Martin all volunteered their time and talent and worked to achieve the objectives of bringing broadband to all residents and businesses of Chippewa County by serving on the Chippewa County Ad Hoc Broadband Committee; and

WHEREAS, the citizens noted above are dedicated people that are representative of the entire community that worked to communicate the benefits of broadband access, provided information to the public, helped assess current data for accuracy, identified gaps in broadband availability, identified, current demand through surveys and other means, assessed the current inventory of physical assets, assessed the advantages and challenges presented by Chippewa County's geographic features, assisted in understanding the BEAD program, and championed broadband expansion; and

WHEREAS, the Broadband, Equity, Access and Deployment (BEAD) Program allocates

$1,055,823,573.51 to Wisconsin to ensure all locations in Wisconsin have access to 100 megabits per second download and 20 megabits per second upload or faster internet; and

WHEREAS, Chippewa County clearly and affirmatively endorses Chippewa County BEAD applicants and appreciates the Ad Hoc Committee's involvement in the BEAD process;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby express its appreciation to and support of the Chippewa County Ad Hoc Broadband Committee members for all of the work that they have done for the residents of Chippewa County to improve broadband access across the county.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brian Flynn, District 18
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

12/03/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 11/19/2024

Lori Zwiefelhofer, Finance Director 11/19/2024

Randy B. Scholz, County Administrator 11/19/2024

STATEMENT OF EXPLANATION
Resolution No. 50 - 24

RES. 50-24: RESOLUTION TO APPROVE FURTHER IMPLEMENTATION OF ADDITIONAL SECURITY MEASURES FOR THE CHIPPEWA COUNTY COURTHOUSE - RANDY SCHOLZ

Chippewa County has been working to address security issues in the Courthouse since a study on security was commenced in 2012-2013. As part of this process, many security measures have been implemented to date. On March 12, 2024, the previous County Board approved further security enhancements by approving "Hybrid Option #4", which was to hire another security officer and limit the use and access of the outside doors, without implementing a single point of entry. On June 11, 2024, the County Board renewed its support for the Hybrid Option #4 when it approved a motion to implement that option.

The purpose of this resolution is to provide an update on the progress of security enhancements completed since the June 11, 2024, decision and to outline additional recommendations for implementation of Hybrid Option #4. These improvements are designed to ensure compliance with the County Board's directives, enhance courthouse security, and maintain operational efficiency.

Since the June 11, 2024 decision to implement Hybrid Option #4, several significant security upgrades have been completed:

1. Security upgrades and enhancements, including physical barriers and cameras, were integrated into the remodeling projects for the LCFM and Register in Probate Departments.
2. A new Jailer II position was established per Resolution 16-24, resulting in the hiring of a second Courthouse Security Officer and the creation of a security office on the first floor.
3. Fob access has been installed on numerous courthouse and county facility doors, and work is underway to add fob readers to secure employee breakrooms.
4. A draft ordinance on county building security regarding weapons has been prepared for committee and County Board consideration in early 2025.

Passage of this resolution will provide direction to the County Administrator as to what further steps should be taken to further implement Hybrid Option #4. The resolution sets out the additional measures that could be implemented and the cost of each measure.

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Resolution No. 50 - 24

RES. 50-24: RESOLUTION TO APPROVE FURTHER IMPLEMENTATION OF ADDITIONAL SECURITY MEASURES FOR THE CHIPPEWA COUNTY COURTHOUSE - RANDY SCHOLZ

WHEREAS, the County Board recognizes the importance of courthouse security enhancements to protect county staff, visitors, and the general public; and

WHEREAS, Chippewa County has been working to address security issues in the Courthouse since a study on security was commenced in 2012-2013; and

WHEREAS, as part of this process, many security measures have been implemented to date to meet the recommendations of that study; and

WHEREAS, on March 12, 2024, the previous County Board approved further security enhancements by approving "Hybrid Option #4", which recommended hiring another security officer and limiting the use and access of the outside doors, without implementing a single point of entry; and

WHEREAS, on June 11, 2024, the County Board renewed its support for the Hybrid Option #4 when it approved a motion to implement that option; and

WHEREAS, since June 11, 2024, substantial progress has been made to implement Hybrid Option #4, to include the following:

1. Security upgrades and enhancements, including physical barriers and cameras, were integrated into the remodeling projects for the LCFM and Register in Probate Departments.

2. A new Jailer II position was established per Resolution 16-24, resulting in the hiring of a second Courthouse Security Officer and the creation of a security office on the first floor.

3. Fob access has been installed on numerous courthouse and county facility doors, and work is underway to add fob readers to secure employee breakrooms.

4. A draft ordinance on county building security regarding weapons has been prepared for committee and County Board consideration in early 2025; and

WHEREAS, the County Administrator recommends the following additional security enhancements for successful implementation of Hybrid Option #4, with more specifics and associated costs set out below:

1. Entrance Modifications:
   - Restrict routine public and employee access at Entrances #6, #3, and #2, install alarm monitoring with crash bars, and add signage to designate emergency-only exits.
   - Replace doors on Entrance #3(B2) and Entrance #2 with steel models (no windows), add fob access for employees where appropriate, and improve signage.

2. Camera Upgrades:
   - Add facial recognition capabilities to 64 cameras, install additional cameras in critical areas, and secure a 10-year service plan.

3. Pull Cord/Duress Alarm System Upgrade:
   - Replace the outdated duress system with a modernized alarm system, increasing capacity for future enhancements and improving integration with new security measures.

NOW, THEREFORE, BE IT RESOLVED that the Chippewa County Board of Supervisors approves the continued implementation of Hybrid Option #4 as outlined in the recommendations and directs county staff to proceed with the proposed security enhancements and associated funding requests; and

BE IT FURTHER RESOLVED that the County Board does hereby specifically approve the following recommendations to enhance courthouse security and ensure successful implementation of Hybrid Option #4:

1. Entrance #6 (near Human Resources):
   - Employees and the public will no longer be allowed to use these doors for routine entry into or exit from the building.
   - Signage will be installed to direct the employees and public that it is an “Emergency Exit Only”.
   - Alarm monitoring with crash bars will be installed to notify security personnel if someone exits.
   - Only law enforcement and Facilities & Parks staff will be allowed to enter/exit this door for emergency and maintenance purposes only. Use of fob access by these individuals will disengage the alarm when they exit.
   - Cost Estimate - Install fob access so law enforcement and Facilities & Parks staff can exit, install signage and alarm monitoring with crash bars = $10,000.

2. Entrance #3 (this is the main handicap entrance to the courthouse near Public Health)
   a. Stairwell Door B1 (from the first-floor hallway)
   - This stairwell door will be closed to the public so they can’t immediately go upstairs or downstairs, which will make it easier for the Courthouse Security

Officer to monitor the public entering the building.

- Fob access will be installed on this door so employees can enter and exit this door.
- Signage will be installed on 1st floor indicating "Employee Use Only."

b. Fire Door/Exit Only B2 (from outside)

- Currently this door is used for exit only. There is no alarm, no key fob and no door handle on the outside.
- This will now be designated as “Emergency Exit Only” and equipped with an alarm.
- New steel doors with no windows will be installed to increase security.

c. Cost Estimate for Entrance #3

- Fire Door/Exit Only B2: Current estimate = $20,000
- Door B1 and B2: Current quote for installation of fob readers (entry/exit) for Door B1 and installation of alarm monitoring with crash bars for Door B2 = $18,000.

d. Stairwell Signage

- Signage will be installed on 2nd floor, 3rd floor and the lower level for anyone trying to enter the stairwell. Signage will indicate “Emergency Exit Only”.

3. Entrance #2 (this is located inside the stairwell by the cul-de-sac)

- Currently these doors are used for exit only. The doors have windows, no fob access and no alarm.
- New steel doors without windows and no door handles on the outside will be installed.
- Alarm monitoring with crash bars will be installed along with signage indicating it is an “Emergency Exit Only”.
- Cost Estimate - $20,000

4. Cameras

- Convert 64 cameras to facial recognition capability by installing software with a 10-year service plan.
- This system will also allow authorized users to upload photos for persons of interest to alert law enforcement if they are detected in our building. Camera footage will be stored locally on our servers.
- Install one additional camera in the hallway by Entrance #3 for better visibility.
- Install one additional camera on the 2nd floor in the stairwell on the East end of the building by Entrance #3 (near Public Health).
- Install two additional cameras on 1st floor and 2nd floor in the stairwell by Entrance #2 (by the cul-de-sac)
- Cost Estimate - $66,000

5. Pull Cord/Duress Alarms
   - The Courthouse currently has about four different types of pull cords/switches making it confusing for dispatch and officers when responding to a duress alarm. The current system is also at capacity so it cannot be add to.
   - The recommendation is to upgrade the entire system, add hardware and increase the zones from 30 to 120 capacity, which provides more room for future growth.
   - Note - The new door alarm monitoring being installed will send a notice to both courthouse security officers and dispatch when activated. It will also integrate into the new duress alarm system when emergency exits are activated.
   - Cost Estimate - Current quote = $18,000 - $20,000.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

$152,000–$154,000. The actual fiscal impact will be determined after the projects have been bid out and contracts awarded. $750,000 has been approved in the FY25 budget per Resolution 21-24 to be used towards courthouse security projects.

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Flater, District 1
SECONDER:	Rocky Kempe, District 16
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

12/03/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 11/25/2024

Lori Zwiefelhofer, Finance Director 11/25/2024

Randy B. Scholz, County Administrator 11/26/2024

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Department of Administration

Randy B. Scholz, County Administrator

November 20, 2024

TO: Executive Committee
County Board of Supervisors

FR: Randy Scholz

RE: Courthouse Security – Update on Implementation of Hybrid Option #4

The County Board made the following motion at the June 11, 2024, Chippewa County Board meeting: **"to move forward with Hybrid Option #4 as recommended by the Executive Committee and former County Board. This recommendation includes reducing the use of some entrances, without implementing a single point of entry."** This memo will provide you with an update on the implementation efforts so far.

On May 15, 2024, I provided you with a memo that included some history and it listed a variety of items that have been implemented since 2012 with regards to courthouse security. Outlined below are additional security enhancements that have been completed since the County Board voted on June 11, 2024, as well as recommendations for further improvements to be considered by the County Board. Also included are cost estimates for each recommendation.

Security Enhancements – Completed Since June 2024

- Security upgrades, physical barriers, and cameras have been integrated into the LCFM and Register in Probate Department remodel projects. Both projects are now complete.

- Per Resolution 16-24, which created a new Jailer II position, we hired a second Courthouse Security Officer (Megan Olson) and established a security office on the first floor. This will greatly improve the monitoring capabilities for the Courthouse. Our other Courthouse Security Officer (Mark Hollister) will continue to have an office on second floor located by the courtrooms. As a reminder, both officers report to Lt. Darrin Williams, Investigations Division.

- We installed fob access on numerous doors throughout the courthouse and other county facilities.

- We are currently in the process of adding fob readers to secure access to employee breakrooms in the courthouse.

- A new ordinance has been drafted to address security of county buildings. The ordinance defines what constitutes a weapon, prohibited and required acts, and penalty and enforcement. This will be presented to the Legal & Law Enforcement Committee in January and then to the Executive Committee and County Board in February for consideration.

Security Enhancements – Recommendations to be Considered by the County Board

Listed below are recommendations for additional items needed to successfully implement Hybrid Option #4, as directed by the County Board. Attached to this memo is a floor plan diagram so it's easier to understand which doors I am referring to.

711 N. Bridge Street, Room 106
Chippewa Falls, WI 54729
rscholz@chippewacountywi.gov
Ph: (715) 7
Fx: (715) 7

Attachment: CA Ltr to CB RE Implementation of Hybrid Option #4 FINAL 11-20-2024 (50 - 24 : Resolution to Approve Further Security Measures

1. **Entrance #6** (near Human Resources):
   - Employees and the public will no longer be allowed to use these doors for routine entry into or exit from the building.
   - Signage will be installed to direct the employees and public that it is an "Emergency Exit Only".
   - Alarm monitoring with crash bars will be installed to notify security personnel if someone exits.
   - Only law enforcement and Facilities & Parks staff will be allowed to enter/exit this door for emergency and maintenance purposes only. Use of fob access by these individuals will disengage the alarm when they exit.
   - Cost Estimate – Install fob access so law enforcement and Facilities & Parks staff can exit, install signage and alarm monitoring with crash bars = $10,000

2. **Entrance #3** (near Public Health)
   This is the main handicap entrance to the courthouse.

   a. **Stairwell Door B1** (from the first-floor hallway)
      - This stairwell door will be closed to the public so they can't immediately go upstairs or downstairs, which will make it easier for the Courthouse Security Officer to monitor the public entering the building.
      - Fob access will be installed on this door so employees can enter and exit this door.
      - Signage will be installed on 1st floor indicating "Employee Use Only."

   b. **Fire Door/Exit Only B2** (from outside)
      - Currently this door is used for exit only. There is no alarm, no key fob and no door handle on the outside.
      - This will now be designated as "Emergency Exit Only" and equipped with an alarm.
      - New steel doors with no windows will be installed to increase security.

   c. Cost Estimate for Entrance #3
      - **Fire Door/Exit Only B2**: Current estimate = $20,000
      - **Door B1 and B2**: Current quote for installation of fob readers (entry/exit) for Door B1 and installation of alarm monitoring with crash bars for Door B2 = $18,000.

   d. **Stairwell Signage**
      - Signage will be installed on 2nd floor, 3rd floor and the lower level for anyone trying to enter the stairwell. Signage will indicate "Emergency Exit Only".

3. **Entrance #2** (by the Cul-de-Sac)
   This is located inside the stairwell by the cul-de-sac.
   - Currently these doors are used for exit only. The doors have windows, no fob access and no alarm.
   - New steel doors without windows and no door handles on the outside will be installed.
   - Alarm monitoring with crash bars will be installed along with signage indicating it is an "Emergency Exit Only".
   - Cost Estimate – $20,000

Attachment: CA Ltr to CB RE Implementation of Hybrid Option #4 FINAL 11-20-2024 (50 - 24 : Resolution to Approve Further Security Measures

4. **Cameras**
   - Convert 64 cameras to facial recognition capability by installing software with a 10-year service plan.
   - This system will also allow authorized users to upload photos for persons of interest to alert law enforcement if they are detected in our building. Camera footage will be stored locally on our servers.
   - Install one additional camera in the hallway by Entrance #3 for better visibility.
   - Install one additional camera on 2nd floor in the stairwell on the East end of the building by Entrance #3 (near Public Health).
   - Install two additional cameras on 1st floor and 2nd floor in the stairwell by Entrance #2 (by the cul-de-sac)
   - Cost Estimate – $66,000

5. **Pull Cord/Duress Alarms**
   - We currently have about four different types of pull cords/switches making it confusing for dispatch and officers when responding to a duress alarm. The current system is also at capacity so we cannot add to it.
   - The recommendation is to upgrade the entire system, add hardware and increase the zones from 30 to 120 capacity, which gives us room for future growth.
   - Note – The new door alarm monitoring being installed will send a notice to both courthouse security officers and dispatch when activated. It will also integrate into the new duress alarm system when emergency exits are activated.
   - Cost Estimate – Current quote = $18,000 – $20,000.

I want to thank the workgroup for all of their help with preparing the recommendations above. These recommendations are in line with what the Chippewa County Board directed. Let me know if you have any questions.

Sincerely,

Randy Scholz
County Administrator

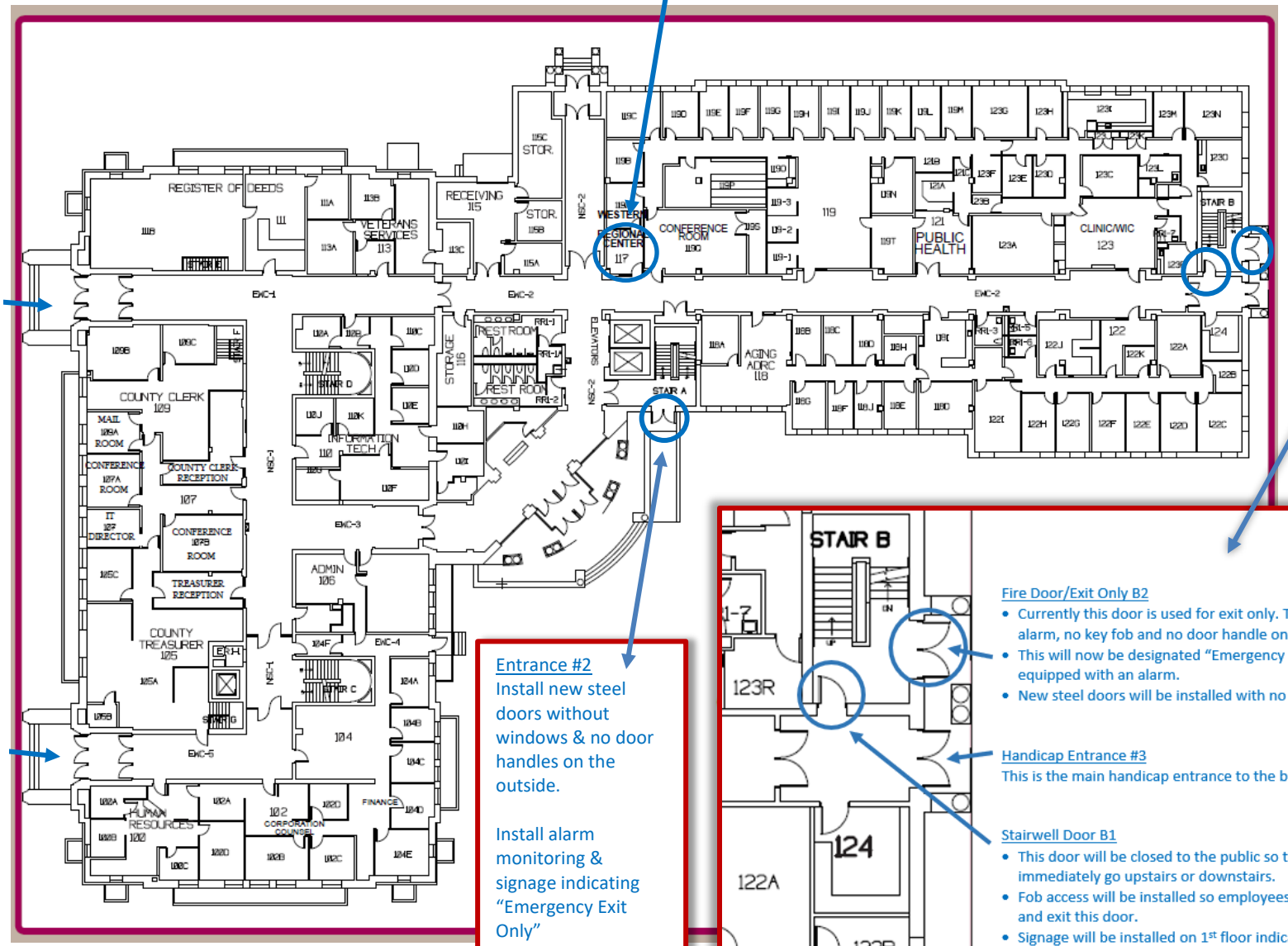
Attachment

Attachment: CA Ltr to CB RE Implementation of Hybrid Option #4 FINAL 11-20-2024 (50 - 24 : Resolution to Approve Further Security Measures

711 N. Bridge Street, Room 106
Chippewa Falls, WI 54729
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Ph: (715)
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Recommendations to Implement Hybrid Option #4

This is where the new 2nd Courthouse Security Officer will be located



Entrance #5
This is the only entrance that meets the requirements needed for a single point of entry per the architects.

Note: At this time the CB does not support implementing a single point of entry.

Entrance #6
Employees & the public will no longer be allowed to use this entrance.

Alarm monitoring will be installed along with signage saying "Emergency Exit Only"

Entrance #2
Install new steel doors without windows & no door handles on the outside.

Install alarm monitoring & signage indicating "Emergency Exit Only"

Entrance #3
See the diagram below for more details on
Fire Door B2
&
Stairwell Door B1

Fire Door/Exit Only B2
- Currently this door is used for exit only. There is no alarm, no key fob and no door handle on the outside.
- This will now be designated "Emergency Exit Only" and equipped with an alarm.
- New steel doors will be installed with no windows.

Handicap Entrance #3
This is the main handicap entrance to the building.

Stairwell Door B1
- This door will be closed to the public so they can't immediately go upstairs or downstairs.
- Fob access will be installed so employees can enter and exit this door.
- Signage will be installed on 1st floor indicating "Employee Use Only".

Attachment: CA Ltr to CB RE Implementation of Hybrid Option #4 FINAL 11-20-2024 (50 - 24 : Resolution

STATEMENT OF EXPLANATION

Resolution No. 51 - 24

RES. 51-24: RESOLUTION AUTHORIZING THE SALE OF THE CHIPPEWA COUNTY PUBLIC FIREARMS RANGE PROPERTY - RANDY SCHOLZ

Approval of this resolution will authorize the sale of the Chippewa County Public Firearms Range property, which has undergone extensive remediation and closure activities following its permanent closure in July 2022. That closure was necessitated by safety concerns and a subsequent settlement between Chippewa County and Rooney Farms, LLC and Steven Jake Rooney, as authorized in Resolution 30-22. The County Board also approved Resolution 31-22, which allocated $1,000,000 from American Rescue Plan Act (ARPA) funds to complete the necessary remediation, including soil and water sampling, lead removal, and site restoration.

With the remediation project now complete, and with no planned future use for the property, it is the County Administrator's recommendation that the County proceed with the sale of the property. The proceeds from the sale will be deposited into the Sale of County Property account, which follows the County's standard procedure for the sale of County-owned property. This resolution also sets the necessary steps for obtaining an appraisal, conducting a sealed-bid bidding process, and granting the Facilities & Parks Committee the authority to oversee the sale.

Resolution No. 51 - 24

RES. 51-24: RESOLUTION AUTHORIZING THE SALE OF THE CHIPPEWA COUNTY PUBLIC FIREARMS RANGE PROPERTY - RANDY SCHOLZ

WHEREAS, the Chippewa County Public Firearms Range & Training Facility, located approximately 7 miles northwest of Chippewa Falls, was permanently closed following the approval of Resolution 30-22 on June 28, 2022, due to safety concerns and subsequent settlement agreement between Chippewa County and Rooney Farms, LLC and Steven Jake Rooney; and

WHEREAS, the County Board allocated $1,000,000 from the American Rescue Plan Act (ARPA) funds for the remediation and closure of the Public Firearms Range, as approved in Resolution 31-22, which has since been effectively utilized for soil and water sampling, lead remediation, and site restoration; and

WHEREAS, in September 2022, Cedar Corporation Engineering was hired to provide professional services to assist the County with the EPA/WI-DNR Range Closure process; and

WHEREAS, in October-December 2022, Cedar Corporation collected soil and water samples; and

WHEREAS, in November 2023, Recoil LLC completed Phase 1 of the lead remediation, which included remediating all lead/hazardous materials from the site and led to the recovery of nearly 22,000 pounds of lead through this process; and

WHEREAS, the total expenditure for Phase I of the project was approximately $275,898; and

WHEREAS, in June 2024, Cedar Corporation completed Phase II of the project, which included removing the old buildings and bullet catchers, as well as leveling the berms, leaving only the Training Building on the property; and

WHEREAS, the total expenditures for Phase II of the project is $104,808.03. For a total expenditures of the project to date of $380,706.03, with remaining outstanding invoices of approximately $7,000, indicating the near completion of all necessary closure activities; and

WHEREAS, the County has no planned future use for the property, and the County Administrator believes it is in the best interest of the County to sell the property in accordance with the standard procedure for the sale of County-owned property; and

NOW, THEREFORE BE IT RESOLVED, the Chippewa County Board of Supervisors does hereby authorize the County Administrator to proceed with the sale of the former Public

Firearms Range property; and

BE IT FURTHER RESOLVED, that the County Administrator is directed to obtain an appraisal to determine the current market value of the property, use the appraised value as the minimum sale price, and conduct a sealed-bid bidding process for the sale of the property; and

BE IT FURTHER RESOLVED, that the Facilities & Parks Committee is authorized to oversee the bidding process, including determining the most appropriate bid, and forward a resolution to the County Board to complete the sale of the property.

Forwarded to the County Board by the Facilities & Parks Committee.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution, aside from the cost of obtaining an appraisal of the property.

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	George Rohmeyer, District 17
SECONDER:	James Flater, District 1
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

11/20/24 Facilities & Parks Committee FORWARD TO COUNTY BOARD
12/03/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 10/29/2024

Lori Zwiefelhofer, Finance Director 10/29/2024

Randy B. Scholz, County Administrator 10/29/2024

Department of Administration

Randy B. Scholz, County Administrator

Attachment: CA Memo to CB RE Firearms Range Closure Project Recommendation to Sell Property 09-04-2024 (51 - 24 : Resolution to

September 4, 2024

TO: County Board Supervisors

FR: Randy Scholz

RE: Update on Public Firearms Range Closure Project and Recommendation to Sell Property

This memo provides a brief overview of the ongoing project to permanently close the Public Firearms Range & Training Facility, which was initiated following approval of Resolution 30-22. The County Board also approved Resolution 31-22 to utilize $1,000,000 of American Rescue Plan Act (ARPA) Funds for this project. This memo will give you an update on the use of those funds, as well as my recommendation on what to do with the property now that it has been remediated and everything is complete.

BACKGROUND / HISTORY

- The Chippewa County Public Firearms Range is located approximately 7 miles Northwest of Chippewa Falls and is managed by the Facilities & Parks Division. Policy oversight is provided by the Facilities & Parks Committee.
- On June 9, 2021, the Public Firearms Range was initially closed to the public for all firearm usage due to a report of bullet holes in a pole shed of a neighboring property.
- In the fall of 2021, two separate outside consultants completed a range evaluation and assessment – MT2 Firing Range Services and Patriot Outdoors.
- On June 28, 2022, the County Board approved Resolution 30-22 to permanently close the Public Firearms Range & Training Facility effective July 1, 2022 and to approve a settlement offer between Chippewa County and Rooney Farms, LLC and Steven Jake Rooney.
- In September 2022, Cedar Corporation Engineering (Matt Taylor) was hired to provide professional services to assist the County with the EPA/WI-DNR Range Closure process.
- On July 12, 2022, the County Board approved Resolution 31-22 to use $1,000,000 of ARPA funds for the Public Firearms Range project.
- In October-December 2022, Cedar Corporation collected soil and water samples.
- In November 2023, Recoil LLC completed Phase 1 of the lead remediation, which included remediating all lead/hazardous materials from the site. They were able to recover nearly 22,000 pounds of lead through this lead remediation exercise. The expenditures for Phase I totaled approximately $275,898.
- In January 2024, Cedar Corporation met with adjacent landowners to review initial construction drawings. In June 2024, Cedar Corporation completed Phase II of the project, which consisted of removing the old buildings and bullet catchers, as well as leveling the berm. The only structure that remains is the Training Building. The total expenditure as of 08/23/2024 is $380,706.03. We still have a few outstanding invoices of approximately $7,000.

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rscholz@chippewacountywi.gov
Ph: (715)
Fx: (715)

RECOMMENDATION

Given that the County has no planned use for this property, my recommendation is that we sell the property and deposit the proceeds into our Sale of County Property (100-03-51405-483010) account. This follows our standard procedure for the sale of County-owned property.

If the County Board approves this course of action, we would proceed by obtaining an appraisal to determine the property's value and use that amount as the minimum price, and then conduct a sealed-bid bidding process.

After receiving direction from the Facilities & Parks Committee, my intent would be to prepare a resolution that outlines this process and also give the Facilities & Parks Committee the authority to award the bid and actual sale of the property.

NEXT STEPS

The Facilities & Parks Committee will meet on October 2, 2024, to review this memo and begin discussion on the next steps. A final recommendation will be forwarded by the Facilities & Parks Committee to the Executive Committee and then to the full County Board for consideration.

Let me know if you have any questions.

Sincerely,

Randy Scholz
County Administrator

cc: Larry Ritzinger, Facilities & Parks Director
Lori Zwiefelhofer, Finance Director
Todd Pauls, Corporation Counsel

Attachment: CA Memo to CB RE Firearms Range Closure Project Recommendation to Sell Property 09-04-2024 (51 - 24 : Resolution to

711 N. Bridge Street, Room 106
Chippewa Falls, WI 54729
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State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
1300 W. Clairemont Ave.
Eau Claire WI 54701

Tony Evers, Governor

Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

WISCONSIN DEPT. OF NATURAL RESOURCES

Attachment: DNR Ltr RE Case Closure Final 11-04-2024 (51 - 24 : Resolution to Authorize the Sale of the Firearms Range)

November 4, 2024

Chippewa County
Attn: Larry Ritzinger
711 N Bridge St
Chippewa Falls, WI 54729

KEEP THIS LEGAL DOCUMENT WITH YOUR PROPERTY RECORDS

SUBJECT: Case Closure
Chippewa County Shooting Range, 10495 130th Ave, Bloomer, WI
DNR BRRTS Activity # 02-09-590852 FID #: 609147440

Dear Mr. Ritzinger:

The Wisconsin Department of Natural Resources (DNR) is pleased to inform you that the Chippewa County Shooting Range case identified above met the requirements of Wisconsin Administrative Code (Wis. Admin. Code) chs. NR 700 to 799 for case closure. No further investigation or remediation is required at this time for the reported hazardous substance discharge and/or environmental pollution.

Provide this letter and all enclosures to anyone who purchases, rents or leases this property from you. You may be required to make a real estate condition report disclosure under Wisconsin Statutes (Wis. Stat.) ch. 709.

This case closure decision is issued under Wis. Admin. Code chs. NR 700 to 799 and is based on information received by the DNR to date. The DNR reviewed the case closure request for compliance with state laws and standards and determined the case closure request met the response action goals of Wis. Admin. Code § NR 726.05(4) and the closure criteria of Wis. Admin. Code §§ NR 726.05, 726.09 and 726.11 and Wis. Admin. Code ch. NR 140.

The Chippewa County Shooting Range site was investigated for a discharge of hazardous substances and/or environmental pollution related to the use of the property as a gun range since approximately 1986. The Site investigation evaluated the rifle and pistol shooting lanes, with the focus on the shooting range berms located on the southern half of the property. Case closure is granted for Resource Conservation Recovery Act (RCRA) metals specifically lead as documented in the case file. The site investigation and/or remedial action addressed soil and groundwater. The remedial action consisted of the excavation and landfill disposal of 788.59 tons of lead impacted soil.

Site, case-related information and DNR contacts can be found online in the Bureau for Remediation and Redevelopment Tracking System (BRRTS) on the Web (BOTW); go to dnr.wi.gov and search "BOTW." Use the BRRTS ID # found at the top of this letter. The site can also be found on the map view, Remediation and Redevelopment Sites Map (RRSM) by searching "RRSM."

Please be aware that the case may be reopened pursuant to Wis. Adm. Code, § NR 727.13 if additional information indicates that contamination on or from the site poses a threat to public health, safety or welfare, or to the environment.

The DNR appreciates your efforts to restore the environment at this site. If you have any questions regarding this this letter, please contact DNR project manager Pete Raymond at (715) 279-3742 or peter.raymond@wisconsin.gov.

Sincerely,



Matt Thompson
West Central Region Team Supervisor
Remediation & Redevelopment Program

cc: Matt Taylor, Cedar Corporation – matt.taylor@cedarcorp.com

Attachment: DNR Ltr RE Case Closure Final 11-04-2024 (51 - 24 : Resolution to Authorize the Sale of the Firearms Range)

STATEMENT OF EXPLANATION

Resolution No. 52 - 24

RES. 52-24: RESOLUTION TO APPROVE THE 2025-2027 PLAN OF THE AGING & DISABILITY RESOURCE CENTER - TIM EASKER

Approval of this resolution will adopt the three-year plan for the Aging & Disability Resource Center Division of the Department of Human Services. This Plan must be approved by the County Board every three years and the current plan was approved on December 14, 2021.

In accordance with the requirements set forth by the Greater Wisconsin Agency on Aging Resources, the Plan identifies goals that enhance programs and values. Program enhancement goals include nutrition, supportive services, evidence-based health promotion and caregiver supports. Advocacy, person centeredness, and equity are values that are also addressed by the plan.

Resolution No. 52 - 24

RES. 52-24: RESOLUTION TO APPROVE THE 2025-2027 PLAN OF THE AGING & DISABILITY RESOURCE CENTER - TIM EASKER

WHEREAS, Wisconsin counties receive federal and state funding through the Greater Wisconsin Agency on Aging Resources and a requirement of this funding is to develop a three-year plan that identifies goals for program and service development, enhancement, and/or expansion; and

WHEREAS, current and future demographic trends demonstrate increases in older adults and persons with disabilities; and

WHEREAS, the Aging & Disability Resource Center Division (ADRC) of the Department of Human Services developed a three-year plan for 2025-2027 with input from older persons and persons with disabilities through surveys, staff identified unmet needs, ADRC Call Reports, stakeholder feedback, 2023 County Health Rankings, and the 2023 Chippewa County Community Health Assessment; and

WHEREAS, the goals set forth in the three-year plan emphasize development of new services, expansion of existing services, reduction of racial and other barriers, enhancement of community input and advocacy, with continued efforts to connect with people before they are in crisis or in need of more long-term care supports; and

WHEREAS, this proposed three-year plan recognizes that promoting dignity and independence requires educating individuals, our communities, stakeholders, and decision-makers about what is needed to meet these goals; and

WHEREAS, the Aging & Disability Resource Center Board reviewed and approved the attached 2025-2027 ADRC Plan on November 14, 2024;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve the attached 2025-2027 Aging & Disability Resource Center Plan.

Forwarded to the County Board by the Health and Human Services Board.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kari Ives, District 21
SECONDER:	Brian Flynn, District 18
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

11/21/24	Health & Human Services Board	FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel 10/30/2024

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director 10/30/2024

Randy B. Scholz
Randy B. Scholz, County Administrator 10/30/2024



Aging Plan
2025–2027

Attachment: 6.2 ADRC 2025-2027 Aging Plan (52 - 24 : Resolution to Approve the 2025-27 ADRC Plan)

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EXECUTIVE SUMMARY

The ADRC of Chippewa County focuses on empowering, advocating with and for individuals to help them secure needed services or benefits in order to promote their dignity, quality of life and maximum independence.

The programs and services we offer through the ADRC are continually being evaluated for effectiveness, efficiency, relevance, and resources.

The ADRC of Chippewa County identified goals for the next three years by collecting citizen and provider feedback through online, mailed and in-person surveys, employee and ADRC Board discussions, and through our ongoing tracking of unmet needs. Feedback was compiled, evaluated and assessed for trends and recurring themes and then incorporated into the 2025-2027 Plan.

The goals emphasize development of new services, expansion of existing services, and enhancing our efforts to connect with people before they are in crisis or in need of more long-term care supports.

Our ADRC continuously evaluates programs and services. In fact, we do this with the idea that if our programs look the same way they did five years ago, then we are not evolving. Nobody truly enjoys constant change, but it is fair to say that the ADRC of Chippewa County is in a perpetual state of change. Admittedly, sometimes our changes reflect a “rationing” of services in an effort to deal with the increasing demands on the agency without the benefit of increased funding. This is not the kind of change we like, but we can’t ignore the obvious and avoid the tough decisions. Quite truthfully it is essential if programs and services are added or expanded.

Changing programs and services means identifying the priorities within our programs and determining how our existing resources can best be used to reach consumers now, within the next three years and beyond that. It is a balancing act that encompasses:

- Balancing consumer choice with taxpayer accountability
- Balancing needs of each community with limited resources
- Balancing prevention activities with “crisis” intervention
- Balancing various contract requirements with staffing limitations
- Balancing evolution with preservation of Older Americans Act objectives

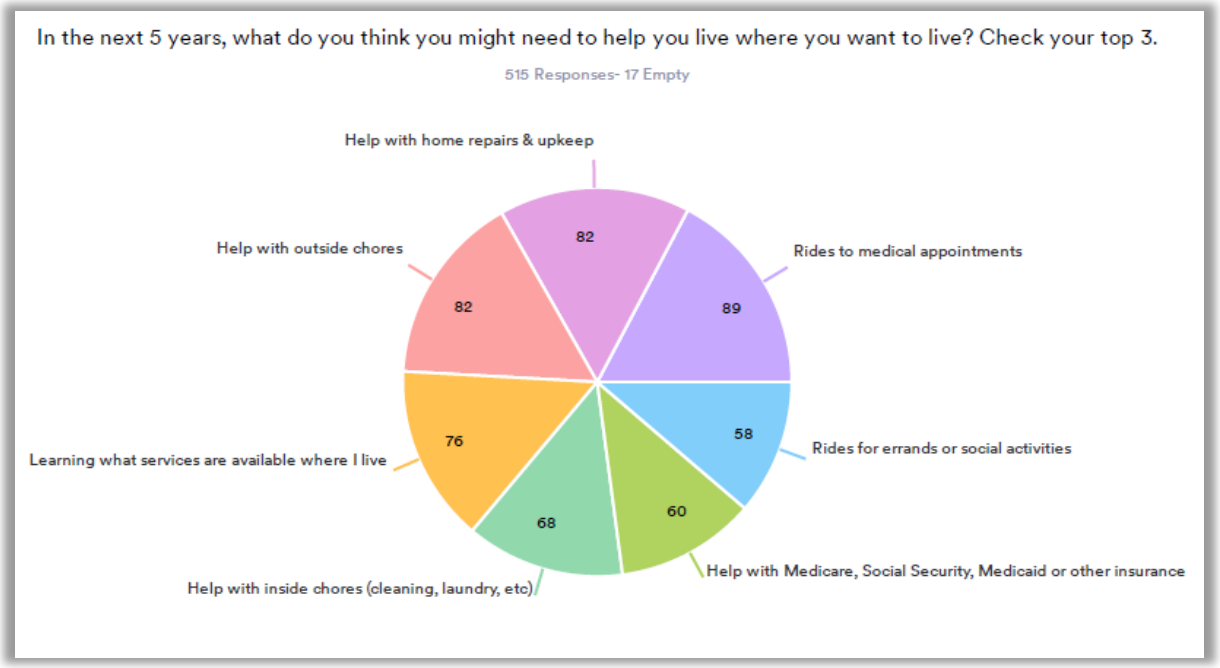
Probably one of the most difficult balancing acts is trying to identify if we as an agency want to provide a little service to many people, or a lot of service to a few. This philosophy is not applied universally across our programs but rather each program must be evaluated on its own merits. These are questions we continuously ask ourselves, our board and our residents as we move toward improving our services, reaching our goals and meeting the needs of an ever-increasing consumer base.

The ADRC of Chippewa County provides many services including Senior Dining, Meals on Wheels, Caregiver Respite and Support, Healthy Living and Health Promotion, Housekeeping Support, Dementia-related programming, Options Counseling, Elder Benefits Counseling,

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Disability Benefits Counseling, Information & Assistance, Public Information & Outreach, monthly newsletter, memory screening, and other services.

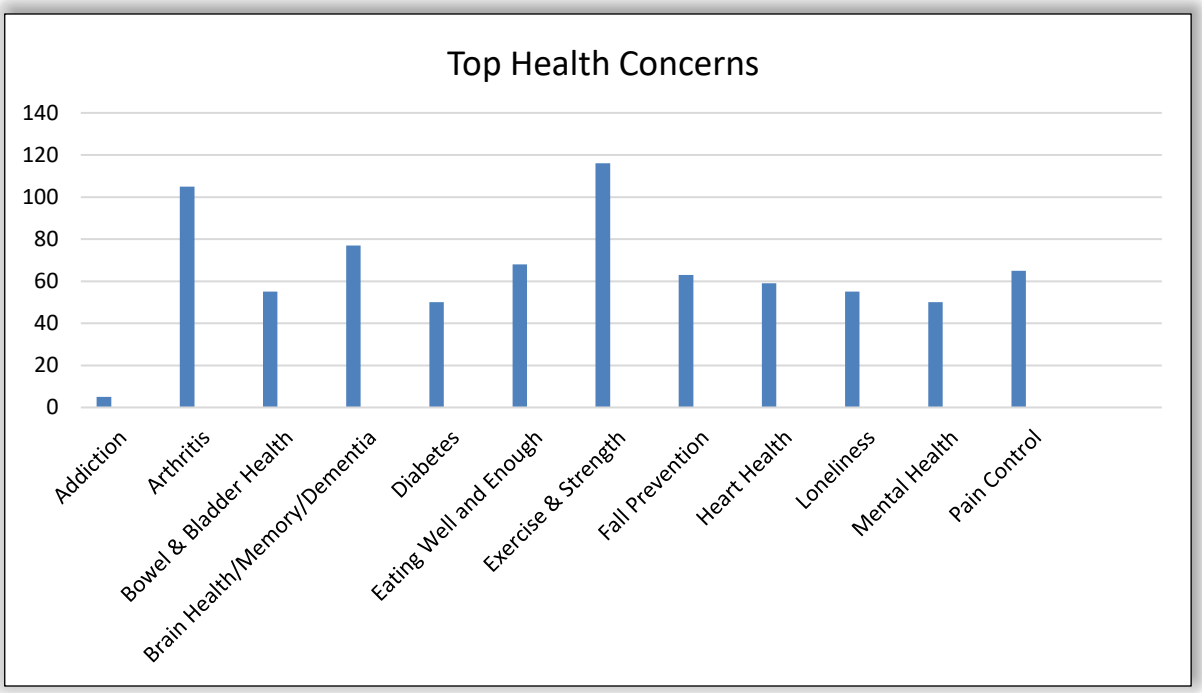
We received 296 responses to our community survey and engagement. While we had hoped for a larger response rate, the results were consistent with the topics we receive calls about. This leads us to believe that a larger sample size would yield the same results. The primary areas of concern that our community members expressed were transportation, help keeping their home clean and in good repair and learning what services are available. Survey takers were asked "Over the next 5 years, what do you think you might need to help you live where you want to live?" They were asked to check their top three.
The following chart shows how people responded.



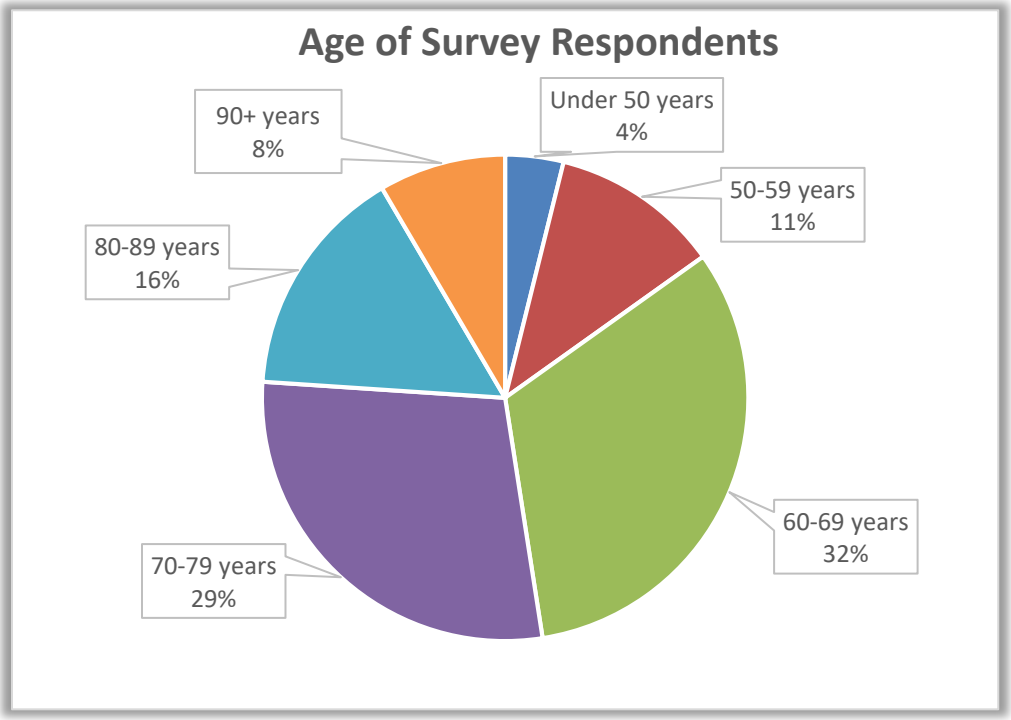
According to our ***SAMS-WellSky Agency Call Reports***, these results are consistent with the reasons people contact our ADRC. The topics that consumers most often request information about include in-home help, transportation, insurance, and potentially changing their living arrangement. This is also consistent with our survey results in preparation for the 2022-2024 plan. While our mission is to try to help people remain in their homes as long as possible, we also know that some areas of the county are very challenged when it comes to the provision of services that can help people remain there.

We also asked community members what their top three health concerns were. Many of the concerns were about prevention and maintaining health which was great to see and reinforces our work in providing health promotion programming.

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We also asked our community members to indicate all of the ways in which they identify themselves. From this, we learned our responses came from a wide range of ages as noted below:



In addition to asking survey-takers to provide their age, we asked them to check all that applied as it relates to various groups that they identify with. Of the 296 respondents:

- 8 identified as LGBTQ+

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- 55 are caregivers for a family member or friend
- 120 live alone
- 84 have a disability
- 115 live in the country
- 166 live in town

Much consideration was given to the issues our survey respondents have as it relates to remaining independent and their overall health concerns. Our goals will be reflective of those elements while also addressing specific needs of Chippewa County residents who are at greatest risk due to other factors that impact health equity.

The 2025-2027 Goals were created using the results of the community engagement surveys as well as data and information from the following sources:

- 2021 United Way ALICE Report for Chippewa County
- 2024 County Health Rankings & Roadmaps
- 2024 Chippewa County Community Health Assessment
- 2023-2026 Chippewa County Community Health Improvement Plan
- SAMS-WellSky Agency Call Reports
- Department of Health Services: Demographics of Aging in Wisconsin
- 2024 Policy Priorities of USAging
- American Community Survey 2018-22 Statewide and County Aging Profiles
- Chippewa Valley Learning In Retirement
- Elder Index
- United States Census Bureau July 1, 2023 Estimates

The ADRC of Chippewa County is an agency that strives for excellence in the development and delivery of services to our residents. Our goals for the 2025-2027 plan reflect our desire to evolve to maintain relevance to those we serve. Striving for excellence is facilitated by the diverse backgrounds of the ADRC Board. As a subcommittee of the Health & Human Services Board, we also have the benefit of their insights as decisions are made. The ADRC Board has seven members, all of whom are age 60 or better.

The 2025-2027 plan will not only rely on the experience of the ADRC staff and board, but also the ideas and excitement of the new ADRC Manager. As an agency with low employee turnover, there is a wealth of professional experience to ensure success with the plan.

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CONTEXT

There are many challenges in meeting the needs of the individual communities within the larger community of Chippewa County. These challenges include but are not limited to:

- Rural nature of the county…62.5% live in low population density areas as defined in the 2024 County Health Rankings and Roadmaps
- Financial status of households age 65+…49% are at or below the ALICE threshold
- Availability of resources especially for those most requested, e.g. transportation and in-home supportive services
- Growing population of the people served by the ADRC, including an increase in the number of marginalized and minority groups
- Recent closure of two hospitals and major health system in the Chippewa Valley

Likewise, we have many strengths that will serve us well when implementing our goals and advancing the mission of our agency. These strengths include but are not limited to:

- Many veteran staff with institutional knowledge
- Many new staff with creative ideas
- Variety of partnerships, both traditional and unique
- Collaborations with neighboring ADRCs to provide expanded services
- County leadership that supports the mission of the ADRC

As an agency, our goal is to assist and empower our folks to secure the services needed to help them remain independent. This goal does not come with the caveat “as long as it is convenient for the ADRC.” As an agency that provides information, assistance, programs and services, we have the responsibility to serve all areas of our county; therefore, our plan includes goals to move us in that direction.

Being a rural county with one significantly larger community (Chippewa Falls) presents challenges in all of our programs. Access to or even the availability of services is less of a problem in Chippewa Falls than it is in Cadott, Cornell, Lake Holcombe, Bloomer, New Auburn, Stanley, and Boyd. Consequently, the ability to deliver services throughout the county can be problematic. However, as is often the case in rural areas, there is vested interest of community members in helping their neighbors. In addition, knowing there are other services available in our largest community allows our agency to concentrate our efforts in areas that are resource-poor.

Educating our remote areas about the availability of services can be challenging. Some of these communities don’t have newspapers and if they do, it is only a weekly publication. In addition, there continues to be a significant portion of potential customers who do not access information through the internet. Of those who completed the survey roughly 22% do not use email, internet or a computer on a regular basis. This could be by choice and it could also be related to accessibility/connectivity. Outreach to these communities requires more staff time, resources and intention to ensure people have the information needed to remain in their home. We continue to look for opportunities to provide outreach in these communities by identifying when and where people are gathering and capitalizing on those events. We also rely on the strength of word of mouth, which, of course, is only as valuable as the quality of the customer service provided.

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Chippewa County is slightly higher than the state percent of persons age 60+ as well as those age 65+, 75+ and 85+. Not surprising, our overall median age is higher than that of the state. This presents problems when you consider that the services needed by our 75+ population typically rely on a younger workforce. The home- and community-based programs are most often accessed by persons age 75+.

Chippewa County is slightly higher than the state percent of persons age 65+ who live alone, and we have several communities that are significantly higher. The cities of Bloomer, Stanley and Chippewa Falls along with the village of New Auburn are all over 47% compared to the state's 28.8%! These four communities together combine for 33% of all age 65+ persons living alone in Chippewa County.

Another challenge is the fact that the median income for households age 65+ for Chippewa County is lower than the state. The communities of Bloomer, Chippewa Falls, Cornell, New Auburn and Stanley are 30-67% lower than the state! The impact this has on service delivery is also profound…many of our programs are supposed to target older adults with low incomes. They are not likely to provide donations for the services they receive. For programs that rely on donations to fund additional services, this contributes to lower financial resources available for expansion. This is also reflected in our ***Sams/Wellsky Agency Call Report,*** that shows over half of the conversations with customers include the topic of public benefits and long-term care supports.

According to the ***Elder Index***, which measures the income older adults need to live independently, a single person can expect to need $2103 - $3,348 per month to remain independent. A couple would need $3,226 - $4,763. This index evaluates the cost of housing, transportation, food, healthcare and miscellaneous expenses while also looking at the relative health of the individuals (poor, good or excellent health) and factors in whether they are homeowners (with or without a mortgage) or renters.

The ***American Community Survey 2018-22 Statewide and County Aging Profiles*** estimates that just shy of one-fourth of all 65+ age households have incomes below $25,000 which is the minimum needed for a healthy single person to remain independent. Over half of all age 65+ households have incomes below $50,000 which is what it would take for a couple in good health, with a mortgage to remain independent. There is a definite gap between available income and income required for Chippewa County older adults to remain independent.

According to the ***Department of Health Services Demographics of Aging in Wisconsin***, Chippewa County's 60+ population will be just shy of 30% of the total population by the year 2040. In 2025, the estimated 60+ population will be over 27% of the total Chippewa County population. With no additional funding and growth of this magnitude, tough decisions will need to be made in order to achieve our goals.

Sometimes the biggest challenges create the greatest opportunity for collaborations. When partners and potential partners understand the problem, they are more likely to participate in the solutions. The best way to achieve all of our goals is by maximizing our community collaborations and creating a network of Chippewa County aging and disability advocates!

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Success with our goals will be intimately connected to our ability to strengthen existing and develop new partnerships.

The ***2024 County Health Rankings & Roadmaps*** indicates that Chippewa County is faring about the same as the average county in Wisconsin for Health Factors and better than the average county in the nation. However, even though the report is dated 2024, the data in many cases is from 2021, thereby limiting some of its usefulness. In 2021, the nation was still dealing with COVID-19 and since that time, the cost of food and availability of healthcare has changed dramatically. The latter of which will likely impact the availability of routine health screenings and other medical services for at least some period of time. This means it will be even more important to initiate a wider array of health promotion programming in the county. Fall prevention, chronic disease management, weight management, exercise, brain health and reduction in social isolation will be imperative as we navigate the new healthcare landscape in the Chippewa Valley.

The ***2023-2026 Chippewa County Health Assessment*** (CHA) surveyed a total of 637 residents, 15% of whom were age 65+. The health areas identified most frequently as a 'major' concern by those taking the survey included Mental Health, Alcohol Misuse, Chronic Disease, Drug Use and Obesity. Issues like availability of resources to meet daily needs, socioeconomic conditions and poverty, and access to health care topped the list of conditions that pose health concerns. These concerns mirror the concerns expressed in the survey used for the development of our Three-Year Plan.

Every day, the staff of the ADRC work with many types of family caregivers. Local, live-in and long-distance caregivers reach out to us for information and assistance. Ironically, just because we identify them as caregivers, they just think of themselves as a good daughter, son, spouse, grandchild, neighbor, etc. Providing support to these caregivers takes many forms and it is our goal to expand these services with evidence-based programs. In addition, we know that many caregivers are accessing information online, at times when it is most convenient. That is precisely why we are continuously working on our Resource Guide and website to ensure its relevancy.

ADRC staff have been trained to provide memory screening to encourage people to identify a baseline, and in some cases, start the conversation with their healthcare provider. Persons with memory problems often rely heavily on family and friends to assist them in remaining in their home. It is important that these folks have the tools they need to better assist their loved ones with the challenges of memory loss while also maintaining their own health and wellbeing. Communication skills are of primary importance in helping caregivers feel effective and less stressed in that role. Our Dementia Care Specialist is a great resource to our community and also to our staff.

Remaining healthy is important for more than just persons who are caregivers. As our population ages and funding for programs remains stagnant, we have a demographic imperative to keep people healthier longer. It is never too late to start a healthy habit, which is why we continually look for evidence-based as well as evidence-informed programs that promote good health. The ***Chippewa Valley Learning in Retirement*** offers hundreds of classes and learning opportunities for this demographic to participate in, many of which relate to nutrition, financial health, and overall physical health. The programs we offer

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complement those offered by other entities in the county thereby increasing the overall opportunities to learn about ways to improve overall health and wellbeing. Even people who are experiencing major health problems can reduce the risk of further decline by

participating in health promotion programs. We are always looking for new partnerships as well as maintain our current partnerships to reach people with these vital programs.

According to the ***2024 Policy Priorities of USAging, "***It is widely known that staying engaged and socially connected has tremendous health benefits. Conversely, social isolation and loneliness among older adults leads to deterioration of a persons' physical and cognitive health, resulting in personal suffering and greater national expense. Federally, social isolation and loneliness cost the Medicare program an estimated $6.7 billion annually- or an added $1,600 per socially isolated beneficiary." It is for this reason we have worked hard to expand our health promotion programs in the last plan period with an intent to continually expand.

Inclusivity. Racial Equity. Health Equity. Person-Centered. These are not buzzwords but rather important aspects of our three-year plan. It is easy for people to think that northern Wisconsin is pretty homogenous with regard to race and ethnicity. Relative to other areas of the state this is certainly true. There are many other factors to consider when looking at inclusivity and health equity. Geographic location, socioeconomic status, age, sensory or physical disability, sexual orientation, gender identity, are just a few of the other ways in which health disparity and exclusion can occur. Our ADRC will continue to work toward finding ways to ensure all feel welcome and supported.

According to the ***United States Census Bureau July 1, 2023 estimates,*** Chippewa County is 94.6% white, non-Hispanic. That means 5.4% of our total population may not be adequately represented in our approach to delivering programs and services. We have been more intentional in identifying outreach opportunities that may provide us with greater opportunities to reach these minority populations. In addition, we don't know how many of these folks are further impacted by other health equity factors mentioned above but it will require us to be ever-vigilant in our staff education around cultural sensitivity.

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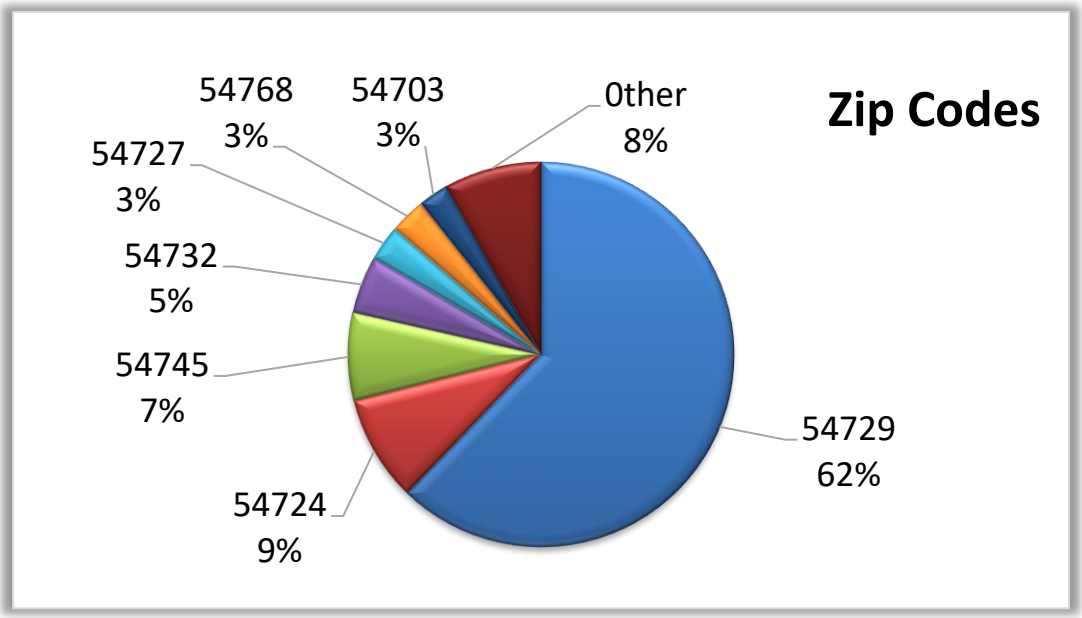
DEVELOPMENT OF THE AGING PLAN

Community engagement

The ADRC of Chippewa County utilized our Board members, partnerships as well as our current customers to obtain input on our plan.

We received 296 responses to our survey and while we had hoped for considerably more, the responses definitely provided a clear picture of current and anticipated needs in our communities.

The number of responses from each community were consistent with the relative population distribution, with one anomaly. Holcombe, probably our second smallest community, actually represented 7% of our responses. This was likely due to the efforts of one of our ADRC champions that lives in that community, as well as asking for feedback from our Camaraderie Club members who are from both Holcombe (54745) and Cornell (54732).



Board members were also involved in distribution of the survey. Some shared it online, while others distributed paper copies of the survey. We also shared links to our survey with our many partners including: Public Health, Senior Centers, Churches, Community Calendars, Community Clubs, Chambers of Commerce, Law Enforcement, Healthcare Providers and more. The survey was also shared on Facebook.



We created a QR code for the survey and while we can't track how many people used it, we do feel it was helpful for those who are comfortable with that technology. One of our most commonly shared Facebook posts was also very simple.

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Even though the issues identified probably wouldn't change much with a larger sample size, it was not our intent to rest on that assumption. As previously mentioned, we utilized many other local surveys/reports in the development of our goals. These included:

- 2021 United Way ALICE Report for Chippewa County
- 2024 County Health Rankings & Roadmaps
- 2023-2026 Chippewa County Community Health Improvement Plan
- SAMS-WellSky Agency Call Reports
- United States Census Bureau July 1, 2023 Estimates

Partners and resources

The ADRC of Chippewa County utilizes a variety of funding streams to operate. It is important that customers, leaders, and boards understand how ADRC's rely on partnerships to provide a variety of programming.

Our Funding

The ADRC receives Federal Title III Older American's Act funds, participant contributions, and community donations to provide:

- Home Delivered Meals and Senior Dining
- Family Caregiver Support
- Respite Services for Caregivers
- Support Groups
- Elder Benefit Counseling
- Healthy Aging Workshops

The ADRC receives Wisconsin Department of Transportation funds to subsidize:

- Transportation for older people and people with disabilities

The ADRC receives State and Federal funds, including Medicaid to provide:

- Information and Assistance
- Functional Screening
- Options Counseling
- Disability Benefit Counseling
- Alzheimer's Family Caregiver Support
- Healthy Aging Workshops
- Dementia Related Services
- Outreach/Marketing/Communications
- Online Resource Guide

Our Partnerships

The ADRC of Chippewa County reaches more customers with community partnerships. The ADRC has built and sustained many partnerships with many agencies and businesses serving older adults.

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Public hearings

The ADRC of Chippewa County collected feedback and comments through a public hearing to improve the four drafted goals on November 11, 2024 at 11:30am. The public hearing occurred in Stanley, Wisconsin, after a SAIL (evidence-based Staying Active and Independent for Life) class was held. There were 11 participants. The ADRC manager reviewed the purpose of the public hearing, the results from the survey completed March through May, and the four goals around supportive services, nutrition, health promotion and caregiver supports. There was a suggestion for the supportive services goal to consider providing Power of Attorney workshops at a variety of locations. The supportive services goal was modified to include this suggestion.

In addition to the public hearing, people could provide feedback through the ADRC website or in-person in the office. Public comments were collected through November 11, 2024.

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GOALS AND STRATEGIES

Older Americans Act Program Area and Aging Network Value

Title III-B Supportive Services – Advocacy

Goal statement

Increase the number of annual Power of Attorney (POA) workshops from 4 to 6 to enhance community awareness and preparation, promoting the ability of consumers to empower others to advocate on their behalf when they cannot advocate for themselves.

Plan or strategy

- Review data collected from previous POA workshops in Chippewa County. Who provided the workshops, where and when did they occur, how many people participated. If available, how many POAs were completed, how many were signed by a notary, were evaluations completed, etc.
- Develop a marketing plan. Review and revise POA marketing materials as needed. Determine audience to share materials with.
- Survey workshop participants. Determine how they learned about the workshop, how helpful the event was, one key take-away that was learned, one improvement that can be made, etc.
- Make improvements to the workshop as needed. Consider providing wallet cards to remind participants that POA documents were completed and where they are located, store documents in bright folders so information can be easily located, have extra copies of forms for participants to take home to families, consider a variety of locations, etc.

Documenting efforts and tools

- POA workshops will be held 6 times annually. The following will be documented: date of workshop, workshop provider/partner, number of participants, number of POA-Healthcare documents completed, and number of POA-Finance documents notarized.
- Marketing materials will be distributed. Marketing to occur in newsletters, social media, community calendar, community partners, website, etc.
- Workshop participants will be surveyed in 2025 to determine a baseline for the percent of participants who complete their POAs by the end of the workshop. Percentage will be increased by 10% each year.
- Participant survey, rating card, and/or testimonials will be used to collect satisfaction.

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Older Americans Act Program Area and Aging Network Value

Title III-C1 and/or IIIC2 Nutrition Program, Person centeredness

Goal statement

Establish or enhance partnerships to fulfill the BADR Nutrition Service Manual quarterly nutrition education requirement.

Plan or strategy

- Research, meet with and better understand priorities of potential partners and local organizations who provide nutrition information. Partners may include the YMCA's, Cardinal Community Learning Center, UW-Extension, UW-Stout, CVTC, local schools, etc.
- Compile a list of existing workshops and nutrition education offerings of potential partners.
- Conduct a survey of community members, current participants, and caregivers to determine top nutrition education topics. (i.e. arthritis was identified as a top health concern, include information about anti-inflammatory foods).
- Receive support and guidance from GWAAR nutrition team and ADRC nutritionist.

Documenting efforts and tools

- Community input survey completed and results analyzed.
- Meeting held with potential partners and list compiled of existing nutrition education offerings of potential partners.
- Quarterly nutrition education plan developed to include at least one community partner annually.
- The number of participants attending a partner class will be documented in Peer Place, 2025 will serve as a baseline and increase 10% annually.
- Participants will be able to state at least one key take-away from the class.
- Participants will express satisfaction with the class of 75% or higher.
- Participant survey, rating card, and/or testimonials will be used to collect satisfaction and usefulness of the workshop.

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Older Americans Act Program Area and Aging Network Value

Evidence-Based Health Promotion – Equity

Goal statement

By 2027, ensure health promotion programming equitably serves Chippewa County residents, especially those from underserved and vulnerable populations.

Plan or strategy

- In 2025 we will:
  - Review demographic data from past health promotions offerings (2022-2024) (general services registration form includes gender, preferred language, race, ethnicity, income status, marital status, and household.)
  - Research demographic make-up of Chippewa County residents, determine underserved populations in Chippewa County.
  - Compare past health promotion offerings with Chippewa County data to learn if/where gaps exist.
  - If gaps, meet with appropriate agencies/groups that represent or work with underserved populations.
  - Meet with identified populations to establish a rapport/build trust and better understand needs and effective outreach methods.
- In 2026 we will:
  - Determine health programming that best aligns with identified needs.
  - Recruit and train leaders/facilitators from the underserved populations.
  - Develop outreach and engagement specific to those populations.
  - Continue to meet with agencies and target populations.
- In 2027 we will:
  - Provide health promotion programming that equitably serves identified underserved and vulnerable populations.
  - Evaluate partners and participants for lessons learned, best practices, and opportunities for growth.

Documenting efforts and tools

- Top three underserved populations are identified.
- At least two meetings held annually with partners and underserved populations.

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- Outreach and programming will be implemented that best reaches underserved populations.
- At least one facilitator/leader will represent the underserved population.
- Demographic data from health promotions offerings will reflect an increase in underserved population(s).
- Review demographic data from HP offering annually to assess % of underserved population members participating.
- Relationships were established and trust increased as evidenced by a feedback via survey, # of meetings, etc.
- Compliments, validation, and/or positive outcomes from class participants.
- Feedback from staff and trained facilitators on how classes have benefited the "underserved" population.

Older Americans Act Program Area and Aging Network Value

Caregiver Supports – Person Centered

Goal statement

By 2027 expand resources available for non-professional caregivers to better prepare them for the skills necessary to provide support.

Plan or strategy

- In 2025,
  - Review at least 3 websites (i.e. ADRC Brown County) for best practices (i.e. what resources are made available and how they engage their audience, etc.)
  - Elicit input from caregivers to assess their experiences to determine their needs, and suggestions for helpful resources.
- In 2026, update the ADRC website for caregivers to include:
  - Information about basic care techniques (bathing, dressing, feeding), health and safety (fall prevention, medication management), and/or communication skills (techniques for effective communication with care recipients).
  - Regional training, events, support groups, & opportunities for respite.
  - Investigate short educational videos about how to care for someone (add a tab on the website)
- In 2027,

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- Create social media posts that drive people back to the updated website.

Work with local media to promote the updated website and feature stories, testimonials and/or caregivers.

Documenting efforts and tools

- Website update completed and resources reviewed annually.
- Social media posts created
- Featured on local media (TV, Radio, Newspapers, newsletters, etc.)
- Increase in calls/inquiries related to caregiver support, or # of people at caregiver support groups/trainings/events increases each year of the plan.
- # of hits on the website or social media will increase annually.
- # of caregivers served will increase annually by x%.

Participant survey, rating card, and/or testimonials will be used to collect satisfaction and usefulness of the resources.

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PROGRAM ADVANCEMENT

Community engagement and public input

Surveys were distributed at various ADRC and partner programs serving our target populations (public health, farmers markers, health promotion programs, civic groups, senior centers, nutrition program participants, etc.) The demographics of respondents revealed a good cross-section of Chippewa County including ages, caregivers, LGBTQ+, etc. It is important to note that in addition to the one public hearing that was held, all of our goals include ongoing evaluation of progress in order to ensure continuous quality improvement.

Title III and Title VI coordination

The estimated number of Chippewa County residents who are Native American/Alaska native alone, not Hispanic is around 300. Approximately 30 of those are age 65+ but it is unknown how many are ages 55-65 years old. This age range is significant because eligibility for Title III programs begins at age 55 for those who are Native American.

When the ADRC of Chippewa County is working with someone who is eligible to receive services through Title III and/or Title VI, the customer remains in control of this decision. In an effort to help the customer decide, and with the expressed permission of the customer, the ADRC will communicate with the appropriate Tribal Aging Unit.

Once the customer has been provided with their options, the ADRC and the Tribal Aging Unit will coordinate all aspects of the service, including the following:
1. Assessment
2. Enrollment
3. Delivery
4. Donation
5. Data collection
6. SAMS/WellSky/PeerPlace recording

The customer can participate in one Title III program while simultaneously participating in a different Title VI program. For example, the customer may be receiving Meals on Wheels as a Tribal Aging Unit funded service while also participating in the National Family Caregiver Support Program through the ADRC.

The goal will always be to keep the customer informed and in charge. It is also recognized that overcomplications can create barriers to participation. Therefore, to the extent possible and acceptable to the customer, the ADRC and Tribal Aging Unit will handle as much as possible “behind the scenes” to not overly burden the customer.

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Aging unit integration and collaboration with the local aging and disability resource center

The Aging and Disability Resource Center of Chippewa County is the single agency that also includes what was formerly referred to as the Commission on Aging or Aging Unit. It is supervised by a single manager, is composed of one budget, serves under one mission statement, adheres to the same agency policies, serves under one name, and one Board. The ADRC is a division of the Department of Human Services and the ADRC Board functions as a subcommittee under the Health and Human Services Board.

Emergency preparedness

The ADRC of Chippewa County is part of the Chippewa County Department of Human Services. During COVID, both the ADRC Manager and DHS Director were part of the Incident Command Structure. Since then, our agency has been involved in various emergency management trainings, with recognition that our agency serves a highly vulnerable population.

Chippewa County has an expansive emergency management plan that utilizes the expertise of our ADRC staff. The ADRC has also been involved in the MARC (multi-agency resource center) following two separate tornado events that occurred in the last six years.

The tornados and COVID taught us that the emergency plan needs to be fluid to deal with the variety of emergencies that can occur. Our programs adjust as needed. For example, during COVID one of our providers had to close for two weeks when all of the staff were quarantined. We secured another provider and only lost one day of meal service. During the tornado recovery we had no interruption in service.

We have a strong partnership with the Chippewa County Emergency Management team and follow Chippewa County's emergency plan to ensure our services and populations are considered and cared for during events.

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ORGANIZATIONAL STRUCTURE AND LEADERSHIP OF THE AGING UNIT

Primary Contact to Respond to Questions About the Aging Plan

Name: Brenda Scheurer

Title: ADRC Manager

County: Chippewa

Organizational Name: Aging & Disability Resource Center of Chippewa County

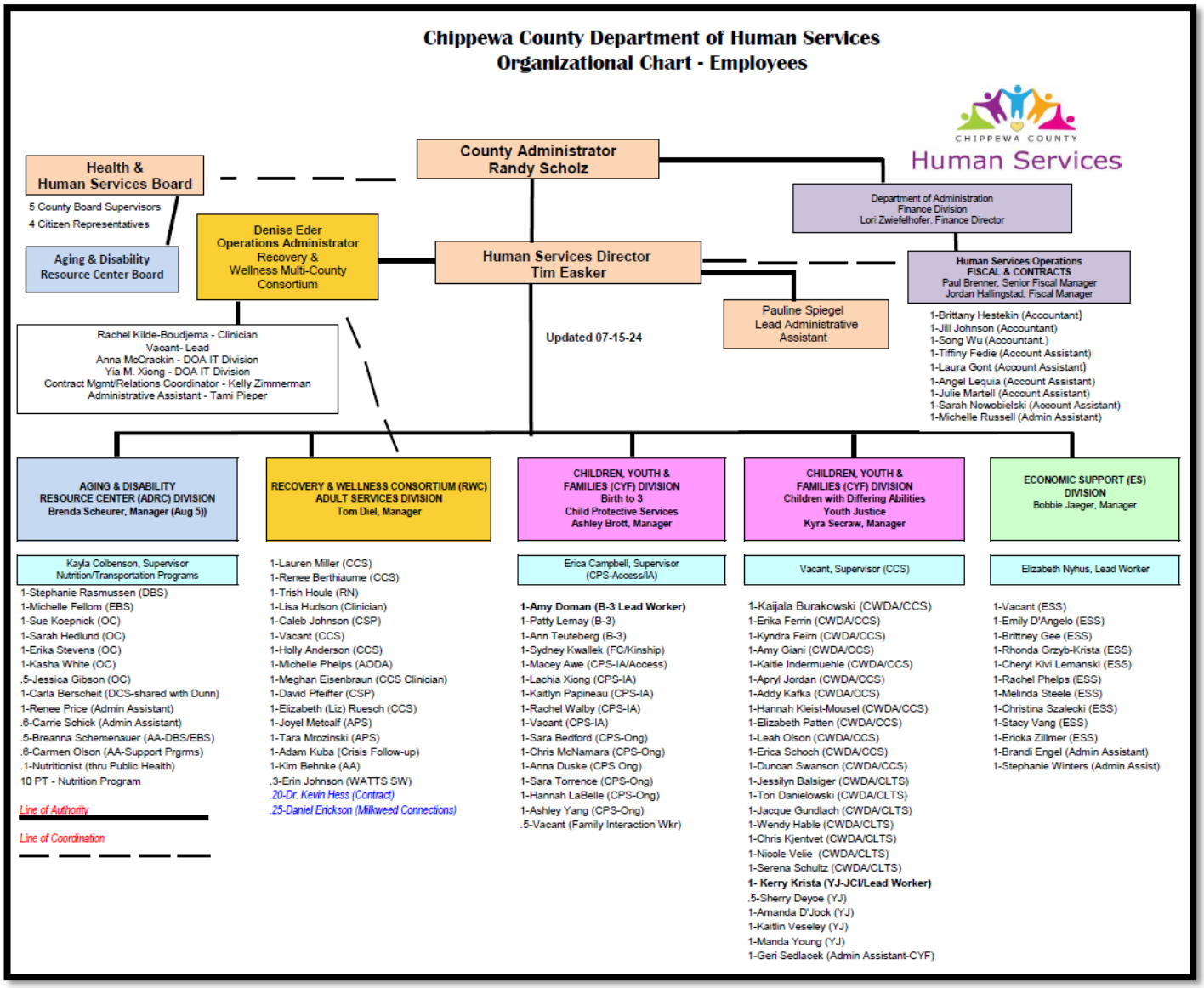
Address: 711 N. Bridge Street, Room 118

City: Chippewa Falls State: WI Zip Code: 54729

Email Address: bscheurer@chippewacountywi.gov Phone (715) 726-7779

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Organizational chart of the aging unit



Aging unit coordination with the Aging and Disability Resource Center

As previously stated, our Aging unit is part of the ADRC in Chippewa County.

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Statutory requirements for the structure of the aging unit

Organizational structure: Choose the option that represents the organizational structure of the aging unit.	**Check one**
(1) An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	☐
(2) A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	☒
(3) A private, nonprofit corporation, as defined in s. 181.0103 (17).	☐
Composition of the policy-making body: Choose the option that represents the composition of the policy-making body.	**Check one**
For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	☒
For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	☐
For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	☐
Full-time aging director: The law requires that the aging unit have a full-time aging director.	**Check one**
The aging unit has a full-time aging director as required by law.	☒
The aging unit does not have a full-time aging director as required by law.	☐

Policy-making body

Official name of the policy-making body: __The ADRC Board_____

Chairperson of the policy-making body: ___Darren Kirby_____

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BUDGET SUMMARY

	Title III Federal Contract Expenses	Other Federal Contract Expenses	Cash Match Expenses	Other Federal Expenses	Other State Expenses	Other Local Expenses	Program Income Expenses	Total Cash Expenses	In-Kind Match Allocations	Grand Total
Supportive Services	$ 69,639.00	$ -	$ 7,738.00	$ -	$ -	$ -	$ -	$ 77,377.00	$ -	$ 77,377.00
Congregate Nutrition Services	$ 112,051.00	$ 2,453.00	$ -	$ -	$ -	$ -	$ 22,044.00	$ 136,548.00	$ 25,000.00	$ 161,548.00
Home Delivered Nutrition Services	$ 156,410.00	$ 12,204.00	$ -	$ -	$ 8,288.00	$ -	$ 159,959.00	$ 336,861.00	$ 70,000.00	$ 406,861.00
Health Promotion Services	$ 6,091.00	$ 9,644.00	$ 1,749.00	$ -	$ -	$ -	$ -	$ 17,484.00	$ -	$ 17,484.00
Caregiver Services - 60+	$ 37,091.00	$ 16,680.00	$ 17,924.00	$ -	$ -	$ -	$ -	$ 71,695.00	$ -	$ 71,695.00
Caregiver Services - Underage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Legal Services (EBS)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Alzheimer's	$ -	$ -	$ -	$ -	$ 38,107.00	$ -	$ -	$ 38,107.00	$ -	$ 38,107.00
Elder Abuse	$ -	$ -	$ -	$ -	$ 24,640.00	$ -	$ -	$ 24,640.00	$ -	$ 24,640.00
Grand Total	**$ 381,282.00**	**$ 40,981.00**	**$ 27,411.00**	**$ -**	**$ 71,035.00**	**$ -**	**$ 182,003.00**	**$ 702,712.00**	**$ 95,000.00**	**$ 797,712.00**

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VERIFICATION OF INTENT

The purpose of the verification of intent is to show that county government has approved the plan. It further signifies the commitment of county government to carry out the plan. Copies of approval documents must be available in the offices of the aging unit. Use the template provided below and insert a signed copy of it in the aging plan.

Signed verification of intent

The person(s) authorized to sign the final plan on behalf of the commission on aging and the county board must sign and indicate their title. This approval must occur before the final plan is submitted to the area agency on aging for approval.

In the case of multi-county aging units, the verification page must be signed by the representatives, board chairpersons, and commission on aging chairpersons, of all participating counties.

We verify that all information contained in this plan is correct.

Signature and Title of the Chairperson of the Commission on Aging Darren Kirby, Chair, ADRC Board	Date
Signature and Title of the Authorized County Board Representative Chuck Hull, Chair, Chippewa County Board of Supervisors	Date

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APPENDICES

Appendix A: Assurances

Compliance with Federal and State Laws and Regulations for 2025–2027

The assurances below often refer to requirements of area agencies on aging (AAAs) and is absent of references to aging units. Wisconsin's structure of AAAs and local county and tribal aging units differs from other states but is recognized in state statue 46.82 and by the federal Administration for Community Living. Therefore, AAAs and county and tribal aging units are required to provide assurances of compliance with federal and state laws in the delivery of Older Americans Act programs and supports.

The structure of AAAs in Wisconsin are as follows:

1. An agency designated as the AAA must subcontract with counties, tribal nations, or providers to carry out Older Americans Act programs. The AAA, in a binding contract with the state, and counties and tribal nations, in a binding contract with the AAA, must support and comply with requirements under the Older Americans Act (Public Law 89-73) [As Amended Through P.L. 116-131, Enacted March 25, 2020] Reference: 45 CFR Part 1321 -Grants to State and Community Programs on Aging as updated in March 2024.

2. A county designated as the AAA must designate a department of local government as the aging unit. The AAA and the county aging unit are bound by a binding contract with the state and must support and comply with requirements under the Older Americans Act (Public Law 89-73) [As Amended Through P.L.116-131, Enacted March 25, 2020] Reference: 45 CFR Part 1321 -Grants to State and Community Programs on Aging as updated in March 2024.

AAAs and aging units are subject to the. requirements in the Wisconsin Elders Act 235, often referenced in Chapter 46.82 of Wisconsin Statutes. Please note: Chapter 46.82 has been updated to reflect changes in programs originally referenced in the Act when passed in 1991.

A signed copy of this statement must accompany the plan. The plan must be signed by the person with the designated authority to enter into a legally binding contract. Most often this is the county board chairperson or tribal governing board chairperson. The assurances agreed to by this signature page must accompany the plan when submitted to the AAA or Bureau of Aging and Disability Resources.

The assurances need not be included with copies of the plan distributed to the public.
Use the template provided below and include as an appendix to the aging plan.

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Compliance with Federal and State Laws and Regulations for 2025-2027

On behalf of the county, we certify

Chippewa County Aging and Disability Resource Center

_____

(Give the full name of the county aging unit)

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2025–2027. We assure that the activities identified in this plan will be carried out to the best of the ability of the county in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2025–2027.

_____

Signature and Title of the Chairperson of the Commission on Aging Date

_____

Signature and Title of the Authorized County Board Representative Date

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The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

   - The applicant must possess legal authority to apply for the grant.
   - A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
   - This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination & Public Information

   - The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.
   - The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.
   - The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.
   - The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.

3. Preference for Older People with Greatest Social and Economic Need

   The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

   The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

5. Contributions for Services

   - The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
   - Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.

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- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentially of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
  (a) Have full access to any information about one's self which is being kept on file;
  (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
  (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
  (a) By court order; or,
  (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:

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(a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,

(b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.

- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated Area Agency on Aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.

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- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

    The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

    The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at http://www.osc.gov/]

12. Fair Labor Standards Act

    The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

    The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

    - The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources Resource's authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
    - The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
    - The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

    - The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
    - The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

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16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

Aging Units, through binding agreement/contract with an Area Agency on Aging must support and comply with following requirements under the Older Americans Act (Public Law 89-73) [As Amended Through P.L. 116-131, Enacted March 25, 2020]
Reference: 45 CFR Part 1321 – Grants to State and Community Programs on Aging.

Sec. 306. (a)

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals at risk for institutional placement residing in such area, and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

(2) provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services-
(A) services associated with access to services (transportation, health services **(**including mental health services**)**, outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);
(B) in-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and

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(C) legal assistance;
and assurances that the Area Agency on Aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded.

(3)(A) designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior centers (including multipurpose senior centers operated by organizations referred to in paragraph (6)(C)) as such focal point; and (B) specify, in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated;

(4)(A)(i)(I) provide assurances that the Area Agency on Aging will—
(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;
(bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and
(II) include proposed methods to achieve the objectives described in items (aa) and (bb) of subclause (I);
(ii) provide assurances that the Area Agency on Aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—
(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;
(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and
(III) meet specific objectives established by the Area Agency on Aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and
(4)(A)(iii) With respect to the fiscal year preceding the fiscal year for which such plan is prepared, each Area Agency on Aging shall--
(I) identify the number of low-income minority older individuals and older individuals residing in rural areas in the planning and service area;
(II) describe the methods used to satisfy the service needs of such minority older individuals; and
(III) provide information on the extent to which the Area Agency on Aging met the objectives described in clause (a)(4)(A)(i).

(4)(B)(i) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on--
(I) older individuals residing in rural areas;
(II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
(III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

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(IV) older individuals with severe disabilities;
(V) older individuals with limited English proficiency;
(VI) older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
(VII) older individuals at risk for institutional placement, specifically including survivors of the Holocaust; and
(4)(C) Each area agency on agency shall provide assurance that the Area Agency on Aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.

(5) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities.

(6)(F) Each area agency will:
in coordination with the State agency and with the State agency responsible for mental health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services (including mental health screenings) provided with funds expended by the Area Agency on Aging with mental health services provided by community health centers and by other public agencies and nonprofit private organizations;

(6)(G) if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, the area agency on aging shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act;

(6)(H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate; and

(9)(A) the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2019 in carrying out such a program under this title; and (Ombudsman programs and services are provided by the Board on Aging and Long Term Care)

(10) provide a grievance procedure for older individuals who are dissatisfied with or denied services under this title;

(11) provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including-

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(A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the Area Agency on Aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;
(B) an assurance that the Area Agency on Aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and
(C) an assurance that the Area Agency on Aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans.

(13) provide assurances that the Area Agency on Aging will

(A) maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.

(B) disclose to the Assistant Secretary and the State agency-

(i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and
(ii) the nature of such contract or such relationship.

(C) demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such non-governmental contracts or such commercial relationships.

(D) demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such non-governmental contracts or commercial relationships.

(E) on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals.

(14) provide assurances that funds received under this title will not be used to pay any part of a cost (including an administrative cost) incurred by the Area Agency on Aging to carry out a contract or commercial relationship that is not carried out to implement this title.

(15) provide assurances that funds received under this title will be used-

(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and
(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

(16) provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care;

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(17) include information detailing how the area agency on aging will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery;

Wisconsin Elders Act

If the applicant is an aging unit, the aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

(1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
(2) A unit, within a county department under s. 46.215, 46.22
(3) or 46.23, with the primary purpose of administering programs of
(4) services for older individuals of the county.
(5) A private corporation that is organized under ch. 181 and
(6) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the Area Agency on Aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) *Duties.* Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.

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2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services,
including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non–English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long–term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community –based long–term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s.
46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

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(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission on Aging.

(a) Appointment.
1. Except as provided under subd. 2., the county board of supervisors in a county that has established a single–county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy–making body to be known as the commission on aging.
2. In any county that has a county executive or county administrator and that has established a single–county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.
A commission on aging, appointed under par. (a) shall be one of the following:
1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.
3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.
Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one–third of the members shall expire each year, and no member may serve more than 2 consecutive 3–year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two–thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.
A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other

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powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit.

Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full–time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and
administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each
county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single–county aging unit, the county executive or county administrator shall make the appointment,
subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.
(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the
county board of supervisors.
(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

Attachment: 6.2 ADRC 2025-2027 Aging Plan (52 - 24 : Resolution to Approve the 2025-27 ADRC Plan)

Appendix B: Community Engagement Reports

Community Engagement Report – 1 of 3

Your County or Tribe: Chippewa	**Date/s of Event or Effort:** May 2024
Target audience(s): Rural, age 60+	**Number of Participants/ Respondents**: 19
Describe the method used including partners and outreach done to solicit responses: A meeting was held with the Comrade Club in Cornell which provided input from 19 Cornell and Holcombe residents. Surveys were distributed.	
Describe how the information collected was used to develop the plan: Surveys were included with the 296 reviewed.	
What were the key takeaways/findings from the outreach? Surveys were collected anonymously.	

Community Engagement Report – 2 of 3

Your County or Tribe: Chippewa	**Date/s of Event or Effort:** March – May 2024
Target audience(s): Participants of Medicare and You workshops	**Number of Participants/ Respondents**: 62
Describe the method used including partners and outreach done to solicit responses: Surveys were provided to Medicare and You workshop participants March – May 2024.	
Describe how the information collected was used to develop the plan: Surveys were included with the 296 reviewed.	
What were the key takeaways/findings from the outreach? Surveys were collected anonymously.	

Community Engagement Report – 3 of 3

Your County or Tribe: Chippewa	**Date/s of Event or Effort:** March 2024
Target audience(s): Workshop participants	**Number of Participants/ Respondents**: 32

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Describe the method used including partners and outreach done to solicit responses: Community education was provided about the health benefits of the Mediterranean Diet. Participants were provided with surveys during this workshop.
Describe how the information collected was used to develop the plan: Surveys were included with the 296 reviewed.
What were the key takeaways/findings from the outreach? Surveys were collected anonymously.

Attachment: 6.2 ADRC 2025-2027 Aging Plan (52 - 24 : Resolution to Approve the 2025-27 ADRC Plan)

Appendix C: Public Hearing Report

Date of Hearing: 11/11/2024	**County or Tribe:** Chippewa
Location of Hearing: Stanley, Wisconsin	**Accessibility of Hearing:** ☒ Location was convenient, accessible & large enough ☒ Provisions were made for hearing/visual impairments ☒ Provisions were made for those who do not speak English ☐ Hearings were held in several locations (at least one in each county your agency serves) ☒ Hearing was not held with board/committee meetings
Address of Hearing: 200 N Broadway Street	
Number of Attendees: 11	

Public Notice:

☒ Official public notification began at least 2 weeks prior?
Date:__10/28/24_____

☒ **Notice must be posted** in a local/online newspaper, nutrition sites and senior centers plus at least one more avenue

- ☒ ***Print/online newspaper** _Stanley Republic, Bridging Chippewa_____
- ☒ ***Nutrition sites**
- ☒ ***Senior centers**
- ☒ Newsletter, radio, TV, social media
- ☒ Sent to partner agencies/individuals
- ☒ **Other**__ADRC webpage_____

☒ Notifications include

- ☒ Date
- ☒ Time
- ☒ Location
- ☒ Subject of hearing
- ☒ Location and hours that the plan is available for examination

☐ Where appropriate, notice was made available in languages other than English

☒ A copy of the notice is included with this report

Attachment: 6.2 ADRC 2025-2027 Aging Plan (52 - 24 : Resolution to Approve the 2025-27 ADRC Plan)

Summary of Comments: Health Promotion – consider B3 Blood Flow Restriction Bands for Muscle Growth programming. Consider providing health promotion programming in a variety of locations including assisted living and nursing homes. Supportive Services – consider offering Power of Attorney workshops at a variety of locations Miscellaneous – Consider providing congregate dining in Stanley. Does Medicare provide financial support for groceries or is the information a scam? Consider serving the newly widowed population.
Changes made to your plan as a result of the input received: Supportive Services will include language to consider providing Power of Attorney workshops at a variety of locations.

Attachment: 6.2 ADRC 2025-2027 Aging Plan (52 - 24 : Resolution to Approve the 2025-27 ADRC Plan)

Appendix D: Public Hearing Notice

The Aging and Disability Resource Center Presents

Unveiling the 3-Year Plan



Attend a local public forum and provide your feedback

The local Public Forum will include:

- Results of the ADRC survey from March through May 2024
- Presentation of goals created from that survey
- Opportunity to share your thoughts and ideas with the ADRC Manager, Brenda Scheurer

ADRC
Aging and Disability Resource Center of Chippewa County

Monday, November 11
11:30am—12:30pm
Refreshments will be served.

Stanley Area Dance Studio
200 N Broadway Street, Stanley, WI

The Public Forum will occur after the SAIL (Stay Active and Independent for Life) class.

If you cannot attend but would like to provide feedback, contact the ADRC at (715) 726-7777 or see the ADRC website for more information.

Attachment: 6.2 ADRC 2025-2027 Aging Plan (52 - 24 : Resolution to Approve the 2025-27 ADRC Plan)

STATEMENT OF EXPLANATION

Resolution No. 53 - 24

RES. 53-24: RESOLUTION TO FORMALLY SUPPORT THE CREATION OF AN INPATIENT PSYCHIATRIC TREATMENT FACILITY IN NORTHERN WISCONSIN - TIM EASKER

Passage of this resolution will formally declare Chippewa County's support for the creation of an inpatient psychiatric facility in northwestern Wisconsin. With the recent closing of Sacred Heart Hospital, as well as the HSHS and Prevea facilities, northern Wisconsin is in dire need of inpatient psychiatric facilities for citizens requiring that level of care to ensure safety. Existing mental health facilities are facing unrealistic burdens due to the increased need for psychiatric services in northwestern Wisconsin and the HSHS and Prevea closings.

The current shortage in inpatient behavioral health facilities in northwestern Wisconsin also places burdens on law enforcement officers and departments. Law enforcement is responsible for transportation of individuals under emergency mental health detentions to appropriate inpatient placement facilities. Law enforcement is seeing increased wait times when the local placement facility does not have beds available as attempts are made to locate appropriate inpatient placement facilities that will accept the detainee. Once these placements are found, law enforcement is often making transports to facilities across the state, such as Winnebago Mental Health Institute. This has placed an additional burden on personnel and budgets. The creation of an inpatient behavioral health facility in northwestern Wisconsin would help address many of the aforementioned issues and would provide another placement facility that is local.

Resolution No. 53 - 24

RES. 53-24: RESOLUTION TO FORMALLY SUPPORT THE CREATION OF AN INPATIENT PSYCHIATRIC TREATMENT FACILITY IN NORTHERN WISCONSIN - TIM EASKER

WHEREAS, northern Wisconsin has limited resources when it comes to inpatient care for individuals with mental illness; and

WHEREAS, recent closures of facilities such as Sacred Heart Hospital and other HSHS and Prevea facilities place a higher burden on the facilities that remain; and

WHEREAS, local law enforcement is tasked with providing transportation of individuals experiencing a mental health crisis and they often spend hours waiting for facilities to respond to requests for inpatient beds; and

WHEREAS, a significant number of individuals experiencing a mental health crisis end up being transported by law enforcement to appropriate inpatient treatment facilities across the state, including Winnebago Mental Health Institute; and

WHEREAS, the great distance traveled puts a financial strain on counties and local municipal law enforcement agencies, not to mention the emotional strain experienced by the individuals being transported for several hours, often in hand cuffs; and

WHEREAS, Chippewa County would like to work with other counties in the northwestern part of Wisconsin to lobby for state funding to establish an inpatient crisis facility to help meet the mental health needs of this underserved area;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby urge the State Legislature and the Governor to provide funding (either for another state facility or subsidies for private, not-for-profit organizations) to establish an inpatient psychiatric facility to serve the counties of northern Wisconsin; and

BE IT FURTHER RESOLVED, that the Chippewa County Board of Supervisors encourages other counties in northern Wisconsin to pass resolutions of support for this initiative and take other action to address the needs of our citizens; and

BE IT FURTHER RESOLVED, that the County Clerk is directed to send this resolution to the Governor, State Legislators, the Wisconsin Counties Association, and the Clerks of the other northern Wisconsin counties.

Forwarded to the County Board by the Health and Human Services Board.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kari Ives, District 21
SECONDER:	George Rohmeyer, District 17
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

11/21/24 Health & Human Services Board FORWARD TO COUNTY BOARD

Approved as to Form:



Todd A. Pauls, Corporation Counsel 10/29/2024



Lori Zwiefelhofer, Finance Director 10/29/2024



Randy B. Scholz, County Administrator 10/29/2024

STATEMENT OF EXPLANATION

Resolution No. 54 - 24

RES. 54-24: RESOLUTION TO SUPPORT FULL FUNDING OF THE CRISIS AND COMMUNITY SUPPORT PROGRAMS BY THE STATE OF WISCONSIN - TIM EASKER

Passage of this resolution is a request by Chippewa County that the state of Wisconsin, in its 2025-27 biennial budget, provide state General Purpose Revenue funding to cover the full non-federal share of Medicaid for the Community Support Program (CSP) and Crisis Services. CSP is a program for adults who have a severe and persistent mental illness. Without CSP services, these individuals often end up in deep end services such as hospitalizations, including at Winnebago Mental Health Institute and other inpatient placements. These inpatient placements are often funded in part by county levy. The Chippewa County CSP 2024 budget is $293,695 and is broken down as follows: $58,368 of levy, state grants of $162,069 and Opioid Settlement funds of $73,258.

Chippewa County currently has a formal waiting list of about 5 individuals for CSP. The need is even greater as there are individuals that are receiving services in other programs such as crisis intervention who would be better served in the CSP. However, due to financial constraints, additional staff cannot be hired to meet those CSP needs.

The Chippewa County Crisis Program is for those individuals who are undergoing a mental health crisis and is available twenty-four hours per day, seven days per week. Services consist of phone, mobile, and linkage and follow-up, the latter of which is provided by Chippewa County staff. The Crisis Program is often the safety net for county citizens and an important component of the county's overall mental health services. The Crisis Program currently costs Chippewa County $120,864 annually which is our maintenance of effort required by the state. By fully funding both of these programs, Chippewa County would likely have over $400,000 to re-invest in other areas.

Resolution No. 54 - 24

RES. 54-24: RESOLUTION TO SUPPORT FULL FUNDING OF THE CRISIS AND COMMUNITY SUPPORT PROGRAMS BY THE STATE OF WISCONSIN - TIM EASKER

WHEREAS, Chippewa County is concerned that the public mental health system in Wisconsin is in need of additional resources to respond appropriately to the needs of individuals with persistent mental illness and those experiencing a mental health crisis; and

WHEREAS, state law designates counties with the responsibility for the well-being, treatment, and care of individuals with mental illness, and serving those without private insurance coverage; and

WHEREAS, the Medical Assistance program (MA) covers an array of mental health services, ranging from office-based therapy to inpatient hospitalization, and many of these services are delivered by counties; and

WHEREAS, the Community Support Program (CSP) offers intensive community-based care for adults whose mental illness and functional limitations might otherwise require them to need institutionalized care; and

WHEREAS, counties use CSP services to keep people out of extended hospitalizations and support people in the community following emergency detentions; and

WHEREAS, counties are required to provide crisis intervention services including an emergency mental health services program to serve persons in crisis situations; and

WHEREAS, those crisis services require, at a minimum, 24-hour crisis telephone service and 24-hour in-person response on an on-call basis; and

WHEREAS, while the state pays the full cost of most MA services, when it comes to county- based CSP and Crisis mental health services, the county finances the cost of the services up front, and receives MA reimbursement for the federal share for that service only; and

WHEREAS, Community Aids funding has not kept pace over the years with increased county costs for services, resulting in counties bearing a disproportionate share of CSP and Crisis service costs from county tax levy; and

WHEREAS, counties are limited in their capacity to use tax levy revenue due to state levy limits, so the lack of increases in Community Aids, combined with strict property tax controls, makes it difficult for counties to maintain Crisis and CSP services; and

WHEREAS, in addition to the costs to county human service departments, counties and

municipalities also incur law enforcement costs to transport and provide security for persons in crisis; and

WHEREAS, the awareness of the 988 National Suicide & Crisis Lifeline has made mental health assessment and referral more readily available, resulting in more demand on the mental health crisis systems; and

WHEREAS, stagnant state funding has resulted in variations in the extent of services available across counties, wait lists for services, and eligible people receiving limited services; and

WHEREAS, the limited state funding for Crisis services makes it difficult for counties to implement new evidence-based services, such as mobile crisis workers that could meet law enforcement officers in the field for crisis calls, that would reduce the need for law enforcement involvement and provide a more trauma-informed response to crisis situations; and

WHEREAS, Wisconsin's counties continue to cover the costs of mental health services for individuals who are not Medicaid eligible; and

WHEREAS, if the State of Wisconsin would provide an increase in the General Purpose Revenue available to the counties to cover the full non-federal share of the costs of CSP and Crisis services, counties would be in a much better position to meet the ever increasing mental health needs of its citizens;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby request that the state of Wisconsin, in its 2025-27 state biennial budget, provide state General Purpose Revenue funding to cover the full non-federal share of Community Support Program and Crisis services; and

BE IT FURTHER RESOLVED, that the Chippewa County Clerk is directed to send a copy of this Resolution to the Governor of the State of Wisconsin, Wisconsin State Legislators that represent Chippewa County, and the Wisconsin Counties Association.

Forwarded to the County Board by the Health and Human Services Board.

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Pamela Guthman, District 2
SECONDER:	Karen Lotts, District 11
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

11/21/24 Health & Human Services Board FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel 10/29/2024

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director 10/29/2024

Randy B. Scholz
Randy B. Scholz, County Administrator 10/29/2024

STATEMENT OF EXPLANATION

Resolution No. 55 - 24

RES. 55-24: RESOLUTION TO AUTHORIZE CHIPPEWA COUNTY TO COMMENCE NEGOTIATIONS ON A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION UNION - RANDY SCHOLZ

The County recently received a request from the Wisconsin Professional Police Association (WPPA) Union (Union), which represents Chippewa County Sheriff's Department law enforcement deputies, to re-open the current Collective Bargaining Agreement (CBA) for the sole purpose of re-negotiating wages. The current CBA is effective from January 1, 2023 to December 31, 2025.

The County has respectfully declined the Union's request to re-negotiate wages under the current CBA. Instead, the County has tentatively proposed that formal bargaining discussions on a successor CBA be commenced now, with the goal of establishing a successor CBA that would be effective from July 1, 2025 through December 31, 2027. The Union has expressed its support for the County's tentative proposal to commence formal negotiations on a successor CBA.

Approval of this resolution will authorize the County to commence negotiations with the Union for a successor CBA upon passage of this resolution. The County's collective bargaining team is prepared to initiate these discussions with the Union and work collaboratively to achieve a positive outcome for both the County and its law enforcement deputies. Any tentative agreement reached by the parties on a successor CBA will require approval from both the Executive Committee and County Board.

Resolution No. 55 - 24

RES. 55-24: RESOLUTION TO AUTHORIZE CHIPPEWA COUNTY TO COMMENCE NEGOTIATIONS ON A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT WITH THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION UNION - RANDY SCHOLZ

WHEREAS, the Wisconsin Professional Police Association Union (Union) represents a collective bargaining unit consisting of Chippewa County Sheriff's Department law enforcement deputies; and

WHEREAS, the Chippewa County Board of Supervisors acknowledges the dedication, professionalism, and invaluable service provided by the Chippewa County Sheriff's Department law enforcement deputies represented by the Union; and

WHEREAS, the current collective bargaining agreement (CBA) between Chippewa County and the Union is effective from January 1, 2023 through December 31, 2025, and both parties have expressed a desire to negotiate a successor CBA; and

WHEREAS, the County has tentatively proposed to the Union that the parties begin formal bargaining discussions on a successor CBA, with the objective of establishing a new CBA that will take effect on July 1, 2025, and would remain in place through December 31, 2027; and

WHEREAS, the County recognizes the importance of beginning these discussions promptly and establishing a clear plan for negotiations in order to reach a fair and mutually beneficial agreement;

NOW, THEREFORE BE IT RESOLVED that the Chippewa County Board of Supervisors does hereby authorize the commencement of contract negotiations with the Union upon passage of this resolution, with the goal of establishing a successor CBA that will take effect on July 1, 2025, and run through December 31, 2027; and

BE IT FURTHER RESOLVED, that the Chippewa County Board of Supervisors hereby directs the County Administrator, in collaboration with the Union, to proceed with the necessary steps to facilitate negotiations in a manner that ensures a schedule and environment conducive to the parties reaching agreement in good faith on a successor CBA.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

This resoluion will authorize the commencement of negotiations with the WPPA on a successor collective bargaining agreement and the total fiscal impact will not be known until an agreement is reached.

12/10/2024	**County Board**
RESULT:	**APPROVED AS AMENDED [UNANIMOUS]**
MOVER:	Karen Lotts, District 11
SECONDER:	Darren Kirby, District 5
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

11/19/24 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 10/29/2024

Lori Zwiefelhofer, Finance Director 10/29/2024

Randy B. Scholz, County Administrator 10/29/2024

STATEMENT OF EXPLANATION

Ordinance No. 17 - 24

ORD. 17-24: ORDINANCE TO AMEND SECTION 2-350 ANNUAL BUDGET AND SECTION 2-361 SALES AND USE TAX OF CHAPTER 2 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES - SECOND READING

The purpose of these ordinance amendments is to enhance the financial management and reporting procedures of the county, ensure compliance with statutory requirements, and improve the efficiency and transparency of financial operations as currently practiced. Below is a summary of the key changes and their purposes:

1. **Section 2-350: Annual Budget**

   - **Preparation and Adoption**: Clarifies that the annual budget is prepared by the administrator on a line-item basis and adopted according to Wis. Stats. § 65.90. The budget will be adopted at the department level and adjusted for non-lapsing funding, grants obtained after budget approval, and excess revenues in flexible budgets.

   - **Overdrafts**: Specifies procedures for handling departmental expenditures exceeding revenues, requiring County Board approval for transfers from the contingency fund and mandates collaboration between the County Administrator and department heads for long-term solutions.

   - **Surpluses**: Details the process for reallocating departmental surpluses, authorizing the County Administrator to transfer unallocated year-end funds to other funds/non-lapsing funds, subject to County Board presentation.

   - **Capital Improvements**: Ensures capital expenditures are used only for designated purchases and outlines approval requirements for surplus funds and progress reporting.

   - **Investments**: Defines the investment responsibilities and priorities, including safety of principal, liquidity, and yield, with specific requirements for collateralization of funds exceeding certain amounts.

- **County Aid Bridge Petitions**: Adjusts the submission deadline for county aid bridge petitions from September 15 to July 1.
- **Facilities Improvements (Readiness) Fund**: Establishes guidelines for using the Facilities Improvements Fund for unanticipated expenses, with authorization levels for the County Administrator and County Board approval for higher amounts.
- **General Fund Unassigned Fund Balance**: Sets a minimum unassigned fund balance range between 30% and 40% of the subsequent year's budgeted general fund expenditures.

2. **Section 2-361: Sales and Use Tax**

- **Prioritizes funding sources:** Prioritizes any projects with multiple funding sources utilization of those funds.
- **Remaining funds**: Once a project is completed and if it was funded with sales tax funding, this amendment requires that the funds are transferred back to the sales tax fund.

These amendments aim to strengthen financial governance, ensure prudent management of county funds, and promote fiscal responsibility and accountability. The changes reflect best practices in governmental financial management and align with statutory requirements.

Ordinance No. 17 - 24

ORD. 17-24: ORDINANCE TO AMEND SECTION 2-350 ANNUAL BUDGET AND SECTION 2-361 SALES AND USE TAX OF CHAPTER 2 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES - SECOND READING

SEE ATTACHMENT

FINANCIAL IMPACT:

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

12/10/2024	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Peter Gehring, District 4
SECONDER:	David Kelly, District 14
AYES:	Hull, Mueller, Flater, Guthman, Shoebridge, Gehring, Kirby, Goettl, Bergeron, Ericksen, Seidlitz, Peterson, Lotts, Bomar, Kelly, Hennick, Kempe, Rohmeyer, Flynn, Ives
ABSENT:	Joseph Roshell

History:

10/15/24 Executive Committee FORWARD TO COUNTY BOARD

11/12/24 County Board FIRST READING

Approved as to Form:

Todd A. Pauls, Corporation Counsel 7/16/2024

Lori Zwiefelhofer, Finance Director 7/16/2024

Randy B. Scholz, County Administrator 7/22/2024

ORDINANCE TO AMEND SECTION 2-350 ANNUAL BUDGET AND SECTION 2-361 SALES AND USE TAX OF CHAPTER 2 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES

1. That Section 2-350 Annual Budget and Section 2-361 Sales and Use Tax of Chapter 2 of the Chippewa County Code of Ordinances are amended as follows:

Chapter 2. GENERAL GOVERNMENT AND ADMINISTRATION

GENERAL GOVERNMENT

ARTICLE II. FINANCE, TAXATION, INSURANCE AND RISK MANAGEMENT

Sec. 2-350. Annual budget.

(a) *Preparation and adoption.* The annual budget for the county shall be prepared by the administrator on a line-item basis and adopted according to the procedures established under Wis. Stats. § 65.90. The adopted budget is adopted at department level. The adopted budget total for any department shall be the bottom-line total budgets approved by the County Board for that department and adjusted for non-lapsing funding, grants obtained after budget approval, and excess revenues in flexible budgets.

(b) *Overdrafts.* Any expenditures exceeding revenues by a department shall be presented to the County Board as part of the Finance Director's quarterly financial presentations and include an explanation for the variance. If the County Administrator deems that additional funding is necessary due to anticipated overdrafts and the overall county financial position, the additional funds shall require a transfer from the contingency fund with County Board approval. The County Administrator shall work in conjunction with the department head to find a long-term financial solution, if applicable.

~~(b) *Overdrafts.* There shall be no overdrafts in any department's legally adopted budget total. The legally adopted budget total for any department shall be the bottom-line total budgets approved for that department by County Board adjusted for non-lapsing funding, grants obtained after budget approval, and excess revenues in flexible budgets. The Finance Director shall not allow a check to be issued when there are no available funds in the budget. Any anticipated overdrafts shall require a transfer from the contingency or general funds with County Board approval. A line-item transfer approved by both the policy committee and the County Administrator is required for any anticipated capital line-item expenditure in excess of $1,000.00 of the amount budgeted. Department heads shall report any deviations from budgeted line items to both the Administrator and their policy committees.~~

(c) *Surpluses*. Any revenues exceeding expenses by a department shall be presented to the County Board as part of the Finance Director's quarterly financial presentations. If the County Administrator deems it necessary to allocate that funding in other areas of the county for projects or any other issues, the County Administrator is authorized to transfer the unallocated year end funds to other fund/non lapsing funds for future year use. The County Administrator's authorized transfers shall be presented to the County Board as part of the Finance Director's 4th quarter financial presentation.

(d~~c~~) *Capital improvements.* Money approved in the budget for capital expenditures shall be used for that designated purchase only. ~~Any surplus must remain unexpended unless approval is received from the Administrator, the Executive Committee and the County Board.~~ An update on the status/progress of capital projects, as approved in the Capital Improvement Program (CIP)

Attachment: Ord to Amend Sec 2-350 Budget and Sec 2-361 Sales Tax - FINAL V2 071024 (17 - 24 : Ord. 17-24: Ordinance to Amend Sections 2-

including the funding status shall be presented annually to the Executive Committee and County Board.

(ed) *Investments.* The County Board ~~Executive Committee~~ shall by separate resolution pursuant to Wis. Stats. § 34.01 designate responsibility for the investments of county funds. County funds shall be invested at the designee's discretion for the term determined by the designee. All county funds shall be invested ~~at the best possible interest rate either by bid or negotiated placement as~~ with first priority given to safety of the principal, then liquidity and finally yield. Permitted investments will be time deposits at the state local government investment pool, a credit union, bank, savings bank, trust company or savings and loan authorized to transact business in this state pursuant to Wis. Stats. § 66.0603. Since the FDIC, FSLIC and Wisconsin Credit Union Savings Insurance Corporation guarantees $250,000.00 ~~$100,000.00~~ and the Wisconsin State Deposit Guarantee Fund guarantees $400,000.00, all county invested funds above $650,000.00 ~~$500,000.00~~ with any given financial institution shall be collateralized by a surety bond, insurance or other government security. The county's demand (checking) deposit account shall be maintained in an interest-bearing account at one of the public depositories designated for use by County Board resolution. All demand deposit fund balances in excess of $650,000.00 ~~$500,000.00~~ shall be collateralized with a surety bond, insurance or government security.

(fe) *County aid bridge petitions.* All county aid bridge petitions shall be submitted to the Chippewa County Highway Commissioner prior to ~~September 15~~ July 1 for inclusion in the budget.

(g) *Facilities Improvements (Readiness) Fund.* The funds shall only be used for unanticipated facilities expenses. The County Administrator has authority to authorize up to $100,000 without County Board approval. Requests exceeding this level must be approved in advance by the County Board. Replenishment of these funds for this account shall be by utilizing year end County Administrator directed funds or with tax levy.

(h) *General Fund unassigned fund balance.* The county shall maintain a minimum unassigned fund balance in its General Fund ranging at a level between 30 and 40% of subsequent year's annual budgeted general fund expenditures.

Sec. 2-361. Sales and use tax.

(a) *Authority and purpose.*

(1) This section is enacted on the authority of subch. V of the Wisconsin Statutes chapter 77 (Wis. Stats. § 77.70 et seq.).

(2) A minimum of $1,000,000.00 of county sales tax generated shall be applied as a property tax credit to the county property tax levy.

(3) Sales tax not applied as a property tax credit to the county property tax levy shall be used as follows:

a. To fund debt service for liabilities incurred as expeditiously as possible, provided funding for those liabilities is individually approved by separate County Board resolution.

Attachment: Ord to Amend Sec 2-350 Budget and Sec 2-361 Sales Tax - FINAL V2 071024 (17 - 24 : Ord. 17-24: Ordinance to Amend Sections 2-

b. To fund the five-year capital improvements program established and updated by the Executive Committee during the annual budget process. Any item financed for the capital improvements program shall meet the following criteria:

1. Shall be a capital asset, defined in the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Blue Book as "Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period", or

2. Must be a capital project, defined in the GAAFR Blue Book as "Major capital acquisition and/or construction of capital assets, usually reported separately from ongoing operating activities to avoid distortion in financial resources trend information, and usually financed through borrowings or contributions.", and

3. Capital asset or project shall have a minimum total cost of $50,000.00, not all of which must come from the sales tax funding.

4. Any spending of the sales tax shall be approved by separate County Board resolution prior to approval of the annual county budget.

5. A capital asset cost pool, which meets the criteria and definitions set forth in subsections 2-361(a)(3)b.1--4 above, may be eligible for sales tax funding.

6. Approved projects with multiple funding sources shall utilize funding in the following priority order: grants along with required matching funds (if applicable), bonding, fund/non-lapsing balances, sales tax and levy.

7. Upon completion of approved projects funded by sales tax, any remaining funds, up to the sales tax amount of funding, shall be transferred back to the Sales Tax Fund, excluding Highway Department road and bridge construction projects and information technology equipment.

(4) All monies collected from the sales and use tax shall be kept separate from the other funds of the county and used only for the purposes set forth in this subsection (a).

(5) Sales tax funding earned in one budget year cannot be expended until the subsequent budget year as documented by the approved annual county budget or County Board resolution.

(b) *Imposition of tax.* There is imposed a county sales and use tax at the rate of one-half percent in the manner and to the extent permitted as set forth in subch. V of Wisconsin Statutes chapter 77 (Wis. Stats. § 77.70 et seq.) which are incorporated herein and acts amendatory thereto.

(c) *Repeal.* This section may be repealed by subsequent ordinance duly enacted by the County Board of Supervisors. In the event of repeal, a certified copy of the repeal ordinance shall be

Attachment: Ord to Amend Sec 2-350 Budget and Sec 2-361 Sales Tax - FINAL V2 071024 (17 - 24 : Ord. 17-24: Ordinance to Amend Sections 2-

delivered to the Secretary of the Department of Revenue of the state at least 60 days before the effective date of repeal.

(Ord. 05-20; 03-10-2020)

2. That these ordinance amendments shall be effective upon passage and publication.

Forwarded to the County Board by the Executive Committee.

Attachment: Ord to Amend Sec 2-350 Budget and Sec 2-361 Sales Tax - FINAL V2 071024 (17 - 24 : Ord. 17-24: Ordinance to Amend Sections 2-

HR Policy Manual – Revisions

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

HR Policy Manual – New Policies

U. Reasonable Accommodation of Individuals' Known Limitations Related to, Affected by, or Arising Out of Pregnancy, Childbirth, or Related Medical Conditions (PWFA)

V. Reasonable Accommodation of Individuals' Religious Beliefs and Practices

W. Artificial Intelligence (AI)

X. Job Descriptions

Y. Children in the Workplace

Z. PTO as a Reward or Prize

Attachment: HR Policy Manual Summary of Changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

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

**** PROPOSED REVISIONS ****

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

2. Breaks and Lunches

a. Purpose

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

b. Lunch Periods

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

c. Break Periods

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

d. Scheduling

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

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

e. Office Closures Over Breaks and Lunches

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

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

4. Paid Time Off (PTO)

a. Purpose

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

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

b. Calculation

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

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

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

c. Accrual Limits (Maximum and Minimum)

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

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

d. Timeframe for Available Use

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

e. Newly-Hired Employees

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

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

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

f. PTO Service Credit at Hire

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

g. Rate of Pay for PTO Bank Hours

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

h. PTO Departmental Scheduling Procedures

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

i. PTO Scheduling Authority

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

j. Scheduled Absences

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

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

k. Unscheduled Absences

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

l. Coordination with FMLA

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

m. Coordination with Workers' Compensation

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

n. Unpaid Time

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

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

1. Unpaid Time for Exempt Employees

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

a). PTO or Compensatory Time has not been requested or has been denied;

b). Accrued PTO or Compensatory Time is exhausted; or

c). The employee is qualified under Wisconsin FMLA leave and specifically chooses to take time off unpaid.

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

o. Part-Time Employee Utilization of PTO

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

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

p. Increments of Time

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

q. Presenteeism

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

r. Restrictions

1. An employee shall not be paid for time at work and receive PTO pay for the same time.

2. An employee may not donate PTO to a third party.

s. Department Transfers

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

t. Optional Annual PTO Payout

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

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

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

u. Separation

1. Definitions

a). A Qualified Separation is defined as follows:

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

1. resignation or retirement from employment with Chippewa County with advanced written notice as defined in Chapter 3, Separation of Employment Section.

2. permanent layoff from employment

3. discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most recent date of hire unless the employee is discharged for misconduct. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.

4. County employee who becomes an elected official for the County.

b). Discharge: Discharge is defined as dismissal from employment for involuntary reasons.

2. PTO Conversion

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

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

a). The County shall make a contribution to a Medical Expense Trust for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries.

b). The County shall make a contribution to a 401(a) qualified deferred compensation plan (as selected by the County in its sole discretion) in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.

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

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

2. An employee who is discharged with less than 3 years of continuous service with the County based on most recent date of hire shall not be eligible for the PTO payout.

3. An employee may not use PTO beyond his/her last day actually worked.

v. Death

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

w. Elected Officials

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

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

9. Leave – Military

a. Purpose

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

b. Length of Leave

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

c. Notification

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

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d. Health, Dental and/or Vision Insurance and Other Benefits While on Military Leave

1. Continuation of Health, Dental and/or Vision Insurance

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

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

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

2. Continuation of Life Insurance

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

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

~~The County's obligation to pay the employer portion of the~~Maintaining health, dental, ~~and/or~~ v~~V~~ision and/or life insurance coverage for up to ~~the first 18~~24 months of leave ~~or life insurance premiums~~ shall stop if and when the following occur:

a). An employee informs the County of intent not to return to work during or at the end of the leave period provided under USERRA; or

b). The employee fails to return to work when the leave entitlement is used up under USERRA; or

c). The employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The County's obligation to maintain health, dental, ~~and/or~~ vision and/or life insurance~~care~~ coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the payment is received before that date. Health, dental, ~~and/or~~ vision, and/or life insurance coverage shall then be dropped retroactively to the

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

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

4. Disability Insurance

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

5. Wisconsin Retirement (WRS)

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

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

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

a). Notify employer of military leave as far in advance as possible. Employee shall be required to provide orders when received.

b). Leave the military under honorable conditions.

c). Return to the same employer within the following time limits depending on length of service:

1. Fewer than 31 days; report on next regular scheduled workday after receiving adequate travel and rest

2. 31-180 days; return within 14 days after completion of service

3. More than 180 days; return within 90 days after completion of service

d). Upon return, provide employer with a copy of your leave and earnings statement or DD-214 showing the date of entry and discharge.

e. PTO

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

f. Holidays

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

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

16. Compensation System

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

a. Position Placement on the Salary Schedule

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

b. Position Titles

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

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

c. Salary Administration

1. New Hires for All Pay Grades

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

a). The new hire has a level of experience or skill set immediately usable upon hire.

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

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

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

2. Salary Schedule Adjustments

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

3. Market Adjustment

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

4. Annual Employee Wage Adjustments

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

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

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

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

d. Promotions

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

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

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

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

1. The employee has a level of experience or skill set immediately usable upon promotion.

2. The market conditions demand a higher Minimum / Starting Wage.

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

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

e. Compression

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

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

f. Demotion

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

Salary Schedule placement for demotions shall be as follows:

1. For demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.

2. For demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, ~~the salary shall be reduced within the new Salary Range to the current placement (For example, an employee at Control Point of Pay Grade J, moving to a Pay Grade I shall be placed at Control Point of the new Salary Range).~~ the employee with the minimum skills and qualifications shall normally be placed at the Minimum / Starting Wage of the new grade on the Salary Schedule. A demoted employee may be placed up to Control Point subject to written approval of the Human Resources Director, under the following conditions:

   ~~b~~a). The employee has a level of experience or skill set immediately usable upon promotion.

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~~c~~b). The market conditions demand a higher Minimum / Starting Wage.

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

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

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

g. Transfer

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

h. Pay Grade Adjustment

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

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

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

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

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

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

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

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

1. If the change in position is current, the effective date shall be the first day of the next pay period following the written determination by the Consultant and shall be prospective only.

2. If the change in position is at a future date, the effective date shall be determined by the Human Resources Director and Department Head for a prospective date.

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

b). Market Analysis

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

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

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

c). Salary Schedule

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

d). Salary Placement

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

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

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

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

19. Additional Compensation

a. Sheriff Department - Field Training

1. Purpose

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

2. Compensation

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

b. Sheriff's Department – Shift Differential

1. Purpose

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

2. Compensation

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

~~3. Exceptions~~

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

c. Clerk of Courts – Jury Bailiffs

1. Purpose

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

2. Compensation

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

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

3. Waiver

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

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

33. Travel, Meal and Lodging Expense Reimbursements

a. Purpose

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

b. Definitions

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

c. General Policy

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

1. Department Heads and Elected Officials are responsible to ensure that all travel expenses shall be budgeted in a department budget in advance of authorization for use.

2. Out-of-state travel at the County's expense by Department Heads, Elected Officials and employees to and from destinations that are located 250 or more miles from Chippewa County shall be approved in advance by the County Administrator. Department Heads and Elected Officials shall submit a request for out-of-state travel to the County Administrator as far in advance of the time of travel as possible.

3. Prior approval to the authorizing party for all expenses is required. Only conventions, seminars, and like meetings which have been approved by the County Administrator and justified in the budget process, shall be allowed.

4. Receipts are required. All expense claims $2.00 and over shall be supported by written receipts.

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5. Use of public transportation is encouraged.

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

d. Transportation

1. Air Travel

a). The maximum allowed for air travel shall be limited to the lesser of the most economical fare available or the standard county mileage allowance. The County Administrator shall have the authority to determine the most economical method after consideration of all per diem costs. The making of a reservation well in advance is recommended so as to ensure the lowest possible air fare is obtained.

b). Unless circumstances do not permit, payment of airfare shall be made upon arrangements with the County Administrator.

c). Flight insurance shall not be reimbursed.

d). Passenger's copy of the airline ticket shall be attached to the voucher.

e). When a favorable price differential exists, round trip tickets shall be provided.

f). Any frequent flyer award, discount or rebate becomes the property of the County.

2. Use of Personal Vehicles for County Business

a). Personal Automobile Insurance

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

b). Not Authorized

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

c). Reimbursement

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

a) a “standard” rate when a county fleet vehicle is not available, and

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b) at a lower "turn down" rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle.~~. (The "turn down" rate is the state approximate cost per mile of operating a vehicle, including maintenance, fuel, insurance, and depreciation expenses.)~~

2. Reimbursement Approval. Management may approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule that shows no vehicles are available. Each manager shall be required to keep a "fleet vehicle reimbursement log" of reimbursed personal trips that shall include the date and time of the trip with a copy of the computer printout.

3. Telecommuting. If an employee has an on-going telecommuting agreement, as defined in the Telecommuting policy, follow the Telecommuting policy for mileage reimbursement.

4. Remote Work Sites. If an employee's job assignment includes providing services in outlying areas of the county where the employee also resides, either the employee's department head or manager can approve standard mileage reimbursement for those service visits if they determine a cost advantage to the County by doing so. An analysis of that cost advantage shall accompany any proposed reimbursement at the standard rate. Here are additional requirements for mileage reimbursement when traveling to or from a remote worksite:

   a) The first one-way trip of the day from home to a remote location for the purpose of paid employment is not reimbursable for mileage or considered work time.

   b) The last trip of the day from remote location for the purpose of paid employment to the home is not reimbursable for mileage or considered work time.

   c) In the event the first trip and/or the last trip of the day is further than the mileage between the employee's onsite work location and the employee's home, the employee shall be reimbursed for the difference in work time and mileage reimbursement. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, the mileage and work time shall not be reimbursable.

   d) Trips between the Chippewa County Courthouse to single or multiple remote worksites shall be paid based upon actual mileage traveled.

5. Traffic violation expenses are not reimbursable.

6. Vehicle parking and storage costs while on authorized county activities shall be allowed in addition to the mileage allowance.

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e. Meals

1. Reimbursement

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

a). If an employee is required to eat more than one meal, the employee shall be allowed the total of the meals with the total being split among the meals at the employees' option.

b). Meal expense claims may only be made for meals purchased outside the county, except in the case of county sanctioned meetings/events.

c). Any amount to be claimed in excess of the maximum shall be accompanied by a full explanation of such expenses and may be allowed by the County Administrator.

d). Detailed receipts for all meals are required.

e). There shall be no reimbursement for alcoholic beverages.

f). Departure and returning time shall be recorded on the travel voucher when submitted.

2. Meal Taxability

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

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

3. Maximum Meal Reimbursement Rates

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

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

f. Lodging

1. Hotel/Motel Registration

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

a). Lodging expenses, including taxes, shall not exceed state standards except with documentation that the rate of the host hotel or motel is greater. The County Administrator may allow higher lodging limits depending on specific circumstances when authorization is granted prior to incurring the expense.

b). Employees traveling together shall, whenever feasible, share lodging accommodations.

1. All lodging expenses shall be supported by written receipt.

2. Expenses for lodging at homes of relatives are not reimbursable.

3. When traveling alone, an employee shall make use of a single room rate.

2. One-Day Authorized Business Travel

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

3. Multiple-Day Authorized Business Travel

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

4. Exception to Lodging

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

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

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

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g. Reimbursements

1. State or third party reimbursements

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

2. Claiming Reimbursement of Authorized Expenditures

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

a). All requests for reimbursement shall be accompanied by an itemized receipt, including tips. Credit card reimbursement requests shall have the itemized slip attached. Room service charges on a hotel bill shall be accompanied by an itemized receipt and shall be treated as a meal expense.

b). When requesting mileage reimbursement, the reimbursement form shall be fully completed, including the total number of miles and the location to which the employee traveled.

c). When requesting meal reimbursement, the date and time leaving and returning shall be fully completed on the reimbursement form.

d). All requests for reimbursement shall be submitted monthly, and should be turned in by the fifth (5th) day of the following month.

e). All requests shall be submitted to the Finance Division by 4:30 p.m. on the second Wednesday of each pay period to be included in that payroll. Any late requests shall be paid on the following payroll.

f). The Authorizing party shall sign the request and verify/record the account number to be charged.

g). All prior year reimbursement requests shall be submitted by the first Wednesday of January of each year. This is necessary to make sure the expense gets charged to the correct year.

3. Miscellaneous Reimbursements

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

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

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

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34. Vehicle Fleet

a. Administration

1. General

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

a). The Highway Department is responsible for the daily administration and management of the non-Highway fleet fund, and for the day to day operation of the non-highway County Vehicle Fleet.

b). The County Clerk's office is responsible for the coordination of vehicle reservations, and for checking vehicles in and out.

2. Vehicle Marking/Identification

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

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

3. Purchasing/Disposal

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

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

4. Maintenance

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

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

5. Vehicle Titles, Registration and Licensing

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

6. Insurance

a). **Insurance Coverage.** The county provides liability and physical damage coverage for all county vehicles. Individuals who are paid mileage for personal use of their own vehicle are required to maintain liability insurance on their vehicles with a minimum limit of $100~~25~~,000/$~~50~~300,000/$100,000 ~~per State insurance guidelines~~. The individual employee's insurance is primary for personal vehicles.

b). **Repairs.** The Corporation Counsel Division shall work with the Highway Department to coordinate repairs.

7. Charge out/Financials

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

8. Accidents or Vehicle Breakdown

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

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

b. Use of Fleet Vehicles

1. Operator Requirements

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a). Only authorized county employees, elected officials, Housing Authority and UW-Extension employees are allowed to operate county vehicles. Independent contractors and volunteers are specifically prohibited from operating county vehicles.

b). No county employee shall be permitted to operate a county vehicle without a valid driver's license applicable to the class of vehicle to be operated. Any operation of a county vehicle with a suspended driver's license shall subject the operator to disciplinary action. If an employee is involved in an accident with a county vehicle and has a suspended license, the employee shall be subject to discharge.

c). All operators of county vehicles shall abide by all traffic laws to include use of seat belts.

d). Payment of parking tickets and/or other traffic violations is the responsibility of the employee and shall not be reimbursed by the county.

e). Smoking shall not be allowed in county fleet vehicles. Smoking in fleet vehicles can impact both the resale value of the fleet vehicle and the comfort of those who check the vehicle out after it has been used by a smoking operator.

f). Pets or animals of any kind are not allowed in county fleet vehicles, with the exception of law enforcement in carrying out their official duties.

g). Operators shall manage their driving environment to minimize distractions that could have an impact on their ability to safely operate the vehicle (i.e. consuming food or beverages, talking to passengers, using cell phones, etc.).

h). Employees transporting children as part of their job responsibilities as authorized by their supervisor shall comply with state regulations regarding the use of child safety restraint systems. (DOT Chapter Trans 310 Child Restraint Standards and Exemptions)

i). When business cargo, materials or tools are being transported, operators are responsible for ensuring that all items are properly secured to prevent spillage or shifting per WI State Statute 346.94(7).

2. Personal Use Prohibited

a). **Personal use of County vehicles is prohibited**. Personal use is defined as any use which is for the benefit or enjoyment of the employee or not in the pursuit of the business or interest of the county. County employees on distant trips may use county vehicles to attain lodging or food without violating this policy.

b). **Essential Personnel**. Certain non-law enforcement, essential personnel are provided the use of county vehicles in order to respond to emergency situations on a 24 hour a day, 7 days a week basis. These essential personnel may use their assigned county vehicle to commute to and from work in the performance of his/her job responsibilities. Personal use, other

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

c). **Law Enforcement Vehicles**. Sheriff's Department Vehicles are governed by internal policies. However, such policies should reflect the spirit of this policy, including those regarding vehicle use by essential personnel.

d). **Commuting Use and Fringe Benefit Valuation.** If an employee is authorized by the Department Head or Elected Official to commute to and from work using a county vehicle as defined in section b). and c). above, the following shall apply:

1. Each authorized employee operating a county vehicle for the purpose of commuting shall have $1.50 each way included in their taxable income as set form in IRS Publication 15-B in the section titled “Commuting Rule”.

2. Each employee authorized to operate county vehicles to commute to and from work shall maintain a log showing all commuting trips by the vehicle. The log shall be maintained on a daily basis and a copy shall be given to the Central Finance Division on or before the fifth day of the ensuing month.

3. The commuting use amount recorded shall be used to calculate the taxable income in the ensuing month and added to the employee’s taxable income.

4. Fringe benefit valuation does not apply to law enforcement vehicles authorized by the Sheriff.

3. Transportation of Non-County Employees

When using fleet vehicles, passengers shall be limited to county employees or travelers engaged in official county business.

4. Use of Personal Vehicles for County Business.

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

1. a “standard” rate when a county fleet vehicle is not available, and

2. at a lower “turn down” rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle. (The “turn down” rate is the state approximate cost per mile of operating a vehicle, including maintenance, fuel, insurance, and depreciation expenses.)

b). **Reimbursement Approval**. Supervisors can approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule before the date of vehicle use that shows no vehicles are available.

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

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

c. Fleet Vehicle Reservation System

1. County-wide Computer Reservation Program

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

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

2. Reservation Process

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

3. Priority Use

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

d. Fleet Vehicle Check Out/In

1. Check Out

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

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

2. Check In

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

3. Maintenance Issues

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

4. Reservation Cancellations

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

e. Fueling Fleet Vehicles

At the end of the workday, users need to ensure that each vehicle is returned with at least a ¾ full tank of gas. Drivers shall fuel vehicles at the Highway Shop. The lone exception is when refueling during a longer trip is necessary to prevent running out of fuel. In these cases only purchase enough fuel to return to the Highway Shop for complete re-fueling.

1. Policy

a). Use only the fuel card assigned to the vehicle that is being fueled.

b). Do not share your employee and personal identification number with others.

c). Input correct and accurate odometer readings.

d). Ensure the vehicle has at least a ¾ full tank of gas after use, and be sure vehicle is full before leaving the County. Try to minimize refueling while outside the county. The fuel is purchased in bulk and the road tax is removed so there are substantial cost savings to fuel using the county system.

2. Fueling Procedure

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a). Each vehicle has a fuel card assigned to it. Use only assigned card for the vehicle.

b). Swipe fuel card at fuel island terminal.

c). When prompted for 2nd card, input your employee number then press enter.

d). When prompt for personal identification number (P.I.N.), input the last 4 digits of your social security number then, enter.

e). When prompt for odometer reading, input the exact odometer reading then, enter.

f). When prompt for pump number, input pump number of correct product then, enter and use pump. Highway shops with fueling stations allow for three (3) attempts before shutting off the fuel access. Contact the Highway Department if the card is locked.

3. Lost and Damaged fuel cards

a). Report lost cards immediately.

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

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

a). Chippewa Falls – 801 East Grand Ave, Chippewa Falls, WI 54729

b). Bloomer – 8837 200th Ave, Bloomer, WI, 54724

c). Boyd – 510 CTH X, Boyd, WI 54726

d). Cornell – 20250 CTH K, Cornell, WI 54732

f. Miscellaneous

1. Cleaning

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

2. Basic Vehicle Equipment

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

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

3. Cold Weather Procedure

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

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

4. Rental Vehicles

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

5. Non-Reimbursable Items

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

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

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

39. Separation from Employment

a. Purpose

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

b. Definitions

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

2. Qualified Separation is defined as follows:

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

b). Permanent layoff from employment

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c). Discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most recent date of hire unless the employee is discharged for misconduct.

3. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.

4. Discharge is defined as dismissal from employment for involuntary reasons.

c. Employee Notice

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

1. Retirement occurs when an employee voluntarily terminates employment with Chippewa County and is eligible for WRS annuity benefits. Eligibility is age 50 for Protective Status employees (Chief Deputy, Field Services Lieutenant, Field Services Sergeants, Patrol Officers and Investigators) and age 55 for all other employees.

2. Resignation occurs when an employee voluntarily terminates employment with Chippewa County and is not eligible for WRS annuity benefits.

3. Working Notice is when the employee shall work their normally scheduled shift the entire required notice period as defined below. If time off is planned and approved during the notice period, the employee's last day of employment shall be extended to provide a working notice equal to the full amount of the notice (2 weeks or 30 days). If an employee takes unscheduled PTO during the notice period and is able to extend their last day to provide a proper qualified separation notice (2 weeks or 30 days), the employee shall not be paid the unscheduled PTO until the working notice is paid on the final paycheck.

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

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

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

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

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d. Layoffs

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

1. Notice of layoff

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

2. Procedure

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

e. Separation Procedures

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

f. County Property

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

g. Last Day of Employment

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

h. Restrictions

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

i. Death of an Employee

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

j. Separation Conversion/Payouts

1. PTO and Holiday Conversion

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

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

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

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

2. Compensatory Time Conversion

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

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

3. Benefit

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

a). The County shall make a contribution to a Medical Expense Trust for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries.

b). The County shall make a contribution to a 401(a) qualified deferred compensation plan (as selected by the County in its sole discretion) in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.

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

CHAPTER 5 – BENEFITS

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

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

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

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

a. Purpose

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

b. Coverage

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

c. Employee Premium Contribution

1. Health Insurance

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

2. Dental and Vision Insurance

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

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

d. Eligibility

1. Health Insurance

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

2. Dental and Vision Insurance

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

e. Enrollment

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

1. Open Enrollment Event

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

2. Section 125 Qualifying Event

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

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

f. Effective Date

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

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

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

g. Dual Coverage Not Permitted

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

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

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

i. Waiver or Cancellation of Coverage

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

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

j. Coverage upon Separation

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

k. Insurance Continuation

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

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

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

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

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

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

l. Retiree Coverage

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

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

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

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

43. Care Navigation Incentive

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

a. Purpose

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

b. Eligibility

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

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

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

c. Incentive Amounts

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

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

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

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

d. Incentive Request

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

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

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

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

e. Payment

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

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

71. Safety and On-The-Job Accidents

a. Purpose

To provide safe working conditions and maintain continuity of employment.

b. Employee Responsibility

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

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

c. Department Head Responsibility

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

d. Safety Workgroup Meetings

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

e. Injuries

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

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

Attachment: HR Policy Manual Ch 1-8 TRACKED changes 11.8.24 (8635 : Human Resources Policy Manual Revisions - Second Reading - Toni

HR Policy Manual – Revisions

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

HR Policy Manual – New Policies

U. Reasonable Accommodation of Individuals' Known Limitations Related to, Affected by, or Arising Out of Pregnancy, Childbirth, or Related Medical Conditions (PWFA)

V. Reasonable Accommodation of Individuals' Religious Beliefs and Practices

W. Artificial Intelligence (AI)

X. Job Descriptions

Y. Children in the Workplace

Z. PTO as a Reward or Prize

Attachment: HR Policy Manual Summary of Changes 11.8.24 (8636 : New Human Resources Policies - Second Reading - Toni Hohlfelder)

Chippewa County
Department of Administration
Human Resources Division



Human Resources Policy Manual

County Board Action/History

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

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

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

** NEW POLICIES **

U. Reasonable Accommodation of Individuals' Known Limitations Related to, Affected by, or Arising Out of Pregnancy, Childbirth, or Related Medical Conditions (PWFA)

V. Reasonable Accommodation of Individuals' Religious Beliefs and Practices

W. Artificial Intelligence (AI)

X. Job Descriptions

Y. Children in the Workplace

Z. PTO as a Reward or Prize

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

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

a. Purpose

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

b. PWFA Request

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

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

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

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

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

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

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

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

a. Purpose

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

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

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

b. Overview

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

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

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

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

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

c. Prior Authorization and Recordkeeping

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

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

d. Requirements

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

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

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

e. Acceptable uses of AI

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

f. Prohibited Uses of AI

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

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

a. Purpose

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

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

b. Job Description Content

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

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

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

c. Review or Changes to Job Description

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

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

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

d. Approval

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

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

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

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

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

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

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

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

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

Attachment: HR Policy Manual - 6 New Proposed Policies 11.8.24 [Revision 1] (8636 : New Human Resources Policies - Second Reading - Toni

STATEMENT OF EXPLANATION
COUNTY ADMINISTRATOR APPOINTMENT - HOUSING AUTHORITY COMMISSION

County Administrator Appointment to Statutory Commissions and Boards

I, Randy B. Scholz, re-appoint, subject to County Board confirmation, Judith Davis, to the Housing Authority Commission. The term will expire December 31, 2029.

Dated this 10th day of December, 2024

Randy Scholz
County Administrator

STATEMENT OF EXPLANATION
CA APPOINTMENT - INSPIRING & FACILITATING LIBRARY SUCCESS (IFLS) BOARD - RANDY SCHOLZ

County Administrator Appointment to Statutory Commissions and Boards

I, Randy Scholz, re-appoint, subject to County Board confirmation, Julie Woodruff, to the Inspiring & Facilitating Library Success (IFLS) Board. The term will expire December 31, 2027.

Dated this 10th day of December, 2024

Randy Scholz
County Administrator