

CHIPPEWA COUNTY

COUNTY BOARD

SPECIAL MEETING

APRIL 21, 2022

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://youtu.be/kvA3dz9qqR0>

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

Attendee Name	Organization	Title	Status	Arrived	Departed
Dean Gullickson	Chippewa County	District 5 (Chair)	Present		
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Present		
James Flater	Chippewa County	District 1	Present		
Harold Steele	Chippewa County	District 2	Present		
David Bischel	Chippewa County	District 4	Present		
Glen Sikorski	Chippewa County	District 6	Present		
Jason Bergeron	Chippewa County	District 7	Present		
James Ericksen	Chippewa County	District 8	Present		
Matthew Peterson	Chippewa County	District 10	Present		
Roger Calkins	Chippewa County	District 11	Present		
Charles Bomar	Chippewa County	District 12	Present		
Caden Berg	Chippewa County	District 13	Present		
Robert Teuteberg	Chippewa County	District 14	Present		
David Eisenhuth	Chippewa County	District 15	Present		
Ronald McGill	Chippewa County	District 16	Present		
George Rohmeyer	Chippewa County	District 17	Present		
Annette Hunt	Chippewa County	District 18	Late	7:48 PM	
Chuck Hull	Chippewa County	District 19	Present		6:56 PM
Dean Mueller	Chippewa County	District 20	Present		
Kari Ives	Chippewa County	District 21	Present		

Others present in room 302 - Deb Blevins, Lori Zwiefelhofer, Nicholas Wu, Randy Scholz, Todd Pauls, Charlie Walker, Dean Boes, Sarah Diedrick-Kasdorf and Jaclyn Sadler.

4. **APPROVAL OF AGENDA**

County Board

Minutes
Special Meeting

Chippewa County Courthouse, Rm 302

April 21, 2022
6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Flater, District 1
SECONDER:	Robert Teuteberg, District 14
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Peterson, Calkins, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Hunt

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

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

6. CONSENT AGENDA

Supervisor Hull made a motion to separate the County Board Chair appointments from the County Administrator appointments. Second was made by Supervisor Schmitt.

7 Supervisors voted yes - Flater, Steele, Gullickson, Sikorski, Calkins, Eisenhuth and Mueller

12 Supervisors voted no - Schmitt, Bischel, Bergeron, Ericksen, Peterson, Bomar, Berg, Teuteberg, McGill, Rohmeyer, Hull, Ives

1 Supervisor absent - Hunt

Motion failed.

RESULT:	APPROVED [18 TO 1]
MOVER:	Ronald McGill, District 16
SECONDER:	James Ericksen, District 8
AYES:	Gullickson, Schmitt, Flater, Bischel, Sikorski, Bergeron, Ericksen, Peterson, Calkins, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
NAYS:	Steele
ABSENT:	Hunt

1. County Board Chair Appointments
2. County Administrator Appointments - Randy Scholz

7. COUNTY BOARD ORIENTATION - PHASE TWO

1. Wisconsin Municipal Mutual Insurance Company (WMMIC) - Dean Boes/Deb Blevins
Deb Blevins, Corporation Counsel Legal Assistant, introduced Dean Boes from Wisconsin Municipal Mutual Insurance Company. Mr. Boes explained what WMMIC is and the relationship with Chippewa County. Ms. Blevins explained the claim process to the board.

RESULT:	DISCUSSED
----------------	------------------

2. Overview of Economic Development - Charlie Walker/Randy Scholz
Charlie Walker, CEO of Chippewa County Economic Development Corporation gave a presentation of the Chippewa County Economic Development Corporation.

County Board

Minutes
Special Meeting

Chippewa County Courthouse, Rm 302

April 21, 2022
6:00 PM

RESULT: DISCUSSED

3. WCA Board Roles and Responsibilities - Sarah Diedrick-Kasdorf
Sarah Diedrick-Kasdorf from Wisconsin Counties Association presented on Board Roles and Responsibilities.

RESULT: DISCUSSED

4. Finance Division - Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director, provided an orientation on the Finance Division for the County Board.

RESULT: DISCUSSED

5. County Clerk - Jaclyn Sadler
County Clerk Jaclyn Sadler provided an orientation on the County Clerk Department and the role of the County Clerk in Election Administration.

RESULT: DISCUSSED

6. Open Meetings and Open Records Law Training - Todd Pauls
Motion made by Supervisor Bomar to move Open meetings and Open Records Law Training to the May 10, 2022 County Board Meeting. Second made by Supervisor Berg.

All Supervisors present voted yes. 19 yes, 0 no

RESULT: REVIEWED **Next: 5/10/2022 6:00 PM**

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

RESULT: APPROVED [UNANIMOUS]
MOVER: Annette Hunt, District 18
SECONDER: David Bischel, District 4
AYES: Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Peterson, Calkins, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hunt, Mueller, Ives
ABSENT: Hull



STATEMENT OF EXPLANATION COUNTY BOARD CHAIR APPOINTMENTS

6.1

At the County Board meeting on Thursday, April 21, 2022, we will hand out hard copies of the committee appointments that the County Board Chair is recommending for confirmation by the County Board.

Chippewa County Board

Dean Gullickson, County Board Chair
dgullickson@co.chippewa.wi.us



6.1.a

County Board Chair Appointment to Standing and Special Committees

I, Dean Gullickson, appoint, subject to County Board confirmation, the individuals listed below, to the following standing and special committees. The term of office will expire as indicated.

Agriculture & Extension Committee

Kari Ives, Chair Term expires April 16, 2024
Annette Hunt, Vice-Chair Term expires April 16, 2024
Dave Bischel Term expires April 16, 2024
Matthew Peterson Term expires April 16, 2024

Economic Development Committee

Ron McGill, Chair Term expires April 16, 2024
James Ericksen, Vice-Chair Term expires April 16, 2024
Roger Calkins Term expires April 16, 2024
Charles Bomar Term expires April 16, 2024
Robert Teuteberg Term expires April 16, 2024

Executive Committee

Note: Per Ord. Sec. 2-82(c) the Executive Committee members are elected by the full County Board at the Organizational Meeting so no additional approval is needed. The members are listed here for informational purposes only.

Dean Gullickson, Chair Term expires April 16, 2024
Ken Schmitt, Vice-Chair Term expires April 16, 2024
Harold Steele Term expires April 16, 2024
Glen Sikorski Term expires April 16, 2024
Jason Bergeron Term expires April 16, 2024

Facilities & Parks Committee

Harold Steele, Chair Term expires April 16, 2024
Dave Eisenhuth, Vice-Chair Term expires April 16, 2024
Matthew Peterson Term expires April 16, 2024
Caden Berg Term expires April 16, 2024
Dean Mueller Term expires April 16, 2024

Highway Committee

Glen Sikorski, Chair Term expires April 16, 2024
Roger Calkins, Vice-Chair Term expires April 16, 2024
James Flater Term expires April 16, 2024
Dave Bischel Term expires April 16, 2024
George Rohmeyer, Jr. Term expires April 16, 2024

Legal & Law Enforcement Committee

Robert Teuteberg, Chair Term expires April 16, 2024
Dean Mueller, Vice-Chair Term expires April 16, 2024
Charles Bomar Term expires April 16, 2024
Kari Ives Term expires April 16, 2024

Planning & Zoning Committee

Dave Eisenhuth, Chair Term expires April 16, 2024
 Jason Bergeron, Vice-Chair Term expires April 16, 2024
 Dean Gullickson Term expires April 16, 2024
 Caden Berg.....Term expires April 16, 2024
 Chuck Hull Term expires April 16, 2024

Chippewa County Economic Development Corporation (CCEDC)

Ron McGill (replaced Lee McMenamin) Term expires April 16, 2024
 Deborah Chilson (reappoint) Term expires May 1, 2025

Chippewa County Tourism Council

Harold Steele (reappoint) Term expires April 16, 2024

Chippewa-Eau Claire Metropolitan Planning Organization (MPO)

Dean Mueller (replaced Jim Mickelson) Term expires April 1, 2023

Chippewa Valley Innovation Center (CVIC)

James Ericksen (reappoint) Term expires April 16, 2024

Chippewa Valley Innovation Center (CVIC) Loan Committee

Rebecca Reinhardt (reappoint) Term expires April 16, 2024

Chippewa Valley Regional Airport Commission

Chuck Hull (reappoint).....Term expires April 16, 2024

Court Security Advisory Committee

Dean Gullickson (reappoint) Term expires April 16, 2024

CVTC Hearing and Appointment Committee

Dean Gullickson (reappoint) Term expires April 16, 2024

Mississippi Valley Health Services Commission

Caden Berg (fill the term vacated by Charlene Kervina).....Term expires April 16, 2024

Northern Regional Trail Advisory Committee (NoRTAC)

Dean Gullickson (member) (reappoint) Term expires August 11, 2023
 Glen Sikorski (alternate) (reappoint) Term expires August 11, 2023

Northwest ITBEC (International Trade, Business & Economic Development Council)

Ken Schmitt (reappoint) Term expires April 16, 2024

PACE Wisconsin Commission

Roger Calkins (replaced Don Hauser).....Term expires April 16, 2024

Public Firearms Range Advisory Committee

Dave Eisenhuth (replaced Jim Mickelson) Term expires April 16, 2024
 Steve Gibbs (reappoint) Term expires April 16, 2024
 Don Dukerschein (reappoint) Term expires April 16, 2024
 Jody Olson (reappoint) Term expires April 16, 2024
 Marty Brill (reappoint) Term expires April 16, 2024
 Tom Krista (reappoint) Term expires April 16, 2024

Stanley Correctional Institution Community Relations Board

Matthew Peterson (replaced James Ericksen) Term expires April 16, 2024

West CAP

Kari Ives (reappoint) Term expires April 16, 2024

West Central County Board Chair Consortium

Dean Gullickson (reappoint) Term expires April 16, 2024

WI Counties Utility Tax Association

Roger Calkins (replaced Charlene Kervina) Term expires April 16, 2024

Woodland Enhanced Health Services Consortium (WEHSC)

George Rohmeyer, Jr. (replaced Charlene Kervina) Term expires April 16, 2024

Dated this 21st day of April, 2022


Dean Gullickson, County Board Chair

County Board Committees, Commissions and Boards

Chippewa County has several committee-type organizations that serve county citizens.

- **County Board Standing Committees** are comprised of elected county board supervisors as appointed by the County Board Chair.
- **Statutory Committees, Commissions and Boards** are comprised of both county board supervisors and county citizens and are appointed by the County Administrator.
- **Special Committees** are appointed by the County Board Chair.



All committees, boards and commissions act as policy making bodies that determine the broad outlines and principles governing the administration of programs.

Standing Committees

Appointed by County Board Chair – Dean Gullickson

Agriculture & Extension

Kari Ives, Chair
Annette Hunt, Vice-Chair
Dave Bischel
Matthew Peterson
Vacant

Economic Development

Ron McGill, Chair
James Ericksen, Vice-Chair
Roger Calkins
Charles Bomar
Robert Teuteberg

Executive

Dean Gullickson, Chair
Ken Schmitt, Vice-Chair
Harold Steele
Glen Sikorski
Jason Bergeron

Facilities & Parks

Harold Steele, Chair
Dave Eisenhuth, Vice-Chair
Matthew Peterson
Caden Berg
Dean Mueller

Highway

Glen Sikorski, Chair
Roger Calkins, Vice-Chair
James Flater
Dave Bischel
George Rohmeyer, Jr.

Legal & Law Enforcement

Robert Teuteberg, Chair
Dean Mueller, Vice-Chair
Charles Bomar
Kari Ives
Vacant

Planning & Zoning

Dave Eisenhuth, Chair
Jason Bergeron, Vice-Chair
Dean Gullickson
Caden Berg
Chuck Hull

Statutory Commissions & Boards

Appointed by County Administrator – Randy Scholz

ADRC Board

Kari Ives, Chair
Larry Marquardt, Vice-Chair
Patricia German
Don Hauser
Mary Frasier
Janet Mayer
Glen Howell

Board of Adjustment

Doug Mathews, Voting Member
Roger McFarlane, Voting Member
Jeff Benesch, Voting Member
Larry Marquardt, Voting Member
Julie Geissler, Voting Member
Carolyn Kaiser, Alternate
Dale Shipman, Alternate

County Traffic Safety Commission

Brian Kelley, Highway Commissioner, Chair
Mark Roshell, Emergency Medical Rep, Vice-Chair
Lt. Mark Bauman, Law Enforcement
Russ Bauer, Traffic Safety Coordinator
Jim Sherman, Deputy Corporation Counsel
State Patrol Representative, NW Region
Education Representative
State Transportation Safety Representative
Medical Representative
WI DOT Highway Engineer Representative
Population Center Representative

**Committee for Chapter
980 Placements**

Jim Sherman, Deputy Corporation
Counsel, Chair
Tim Easker, Human Services Director
Doug Clary, Planning & Zoning Director
Local Probation & Parole Representative
(Megan Popenhagen)
WI Department of Health Services
Representative
(Michael Chase)

**Criminal Justice
Collaborating Council (CJCC)**

Steve Gibbs, Chair
Tim Easker, Vice-Chair
Robert Teuteberg
Randy Scholz
Jim Kowalczyk
Curt Dutton
Megan Popenhagen
Kari Kerber
Louie Eslinger
Wade Newell
Kirby Harless
Karen Hepfler
Matt Kelm
Denise Shervey
Geri Segal
John Ailie
Nichole Wallsch

Health & Human Services Board

James Ericksen
Harold Steele
Caden Berg
Dean Mueller
Kari Ives
Jack Halbleib
Nichole Wallsch
Stacey Sperlingas
Marcia Kyes

**Housing Authority
Commission**

Ron McGill
Art Klingenberg
Greg Hoffman
Colleen Danielson
Dave Jankoski

**Inspiring & Facilitating
Library Success (IFLS)**

Marilyn Holte
Vacant

**Land Conservation &
Forest Management Committee**

James Flater
Ken Schmitt
Dave Bischel
Jason Bergeron
Matthew Peterson
Charles Bomar
James Pingel

Land Information Council

Matthew Peterson, Chair
Melanie McManus
Patty Schimmel
Dennis Falkenberg
Russ Bauer
Doug Clary
Sam Wenz
Tracy Bronstad
Bruce Hahoe, Jr.

Library Planning Committee

Joel Seidlitz
Sharon Shepard
Megan Taylor
Joseph Niese
Teri Ouimette
Bonnie Ferstenou
Deb Danielson
Amy Ambelang
Kim Summerfield
John Thompson, Advisor
Marilyn Holte, Advisor
Jaclyn Sadler, Advisor

**Local Emergency Planning
Committee (LEPC)**

John Andersen, Chair
George Rohmeyer
John Bowe
Jerry Clark
Eric Goebel
Rick Bowe
Russell Bauer
Angela Weideman
Travis Klukas
Chuck Daly
Ron Krueger
Tamee Foldy
Marcy Trubshaw

**Lower Long Lake
Protection District Board**

Jim Flater

Nutrition Advisory Council

Angie Walker, Chair
Stephanie Abbe, Vice-Chair
Mary Quinlin
Betty Hable
Patrica German
Judi Gunderman
VACANT

Veterans Service Commission

Dean Mueller
Annette Hunt
Phillip Sarazen
CW King
Richard Vander Molen

**West Central WI Regional
Planning Commission**

George Rohmeyer
Chuck Hull
Vacant

Special Committees

Appointed by County Board Chair – Dean Gullickson

Chippewa County Economic Development Corporation (CCEDC)

Ron McGill
Deborah Chilson
Maureen Carlson
Ryan Hartzell

Chippewa County Tourism Council

Harold Steele

Chippewa-Eau Claire Metropolitan Planning Organization (MPO)

Dean Mueller

Chippewa Valley Correctional Treatment Facility Community Relations Board (Hi-View)

Vacant

Chippewa Valley Innovation Center (CVIC)

James Ericksen

Chippewa Valley Innovation Center (CVIC) Loan Committee

Rebecca Reinhardt

Chippewa Valley Regional Airport Commission

Chuck Hull
Rick Bowe
Scott Francis

Chippewa Valley Technical College (CVTC) Hearing & Appointment Committee

Dean Gullickson

Community Foundation of Chippewa County Advisory Committee

Vacant

Court Security Advisory Committee

Dean Gullickson

Ethics Advisory Board

**** NEW ****
Wait and appoint members later this year

Mississippi Valley Health Services Commission

Caden Berg

Northwest ITBEC

Ken Schmitt

Northern Regional Trail Advisory Committee (NoRTAC)

Dean Gullickson, Member
VACANT, Member
Glen Sikorski, Alternate
VACANT, Alternate

PACE Wisconsin Commission

Roger Calkins

Public Firearms Range Advisory Committee

Dave Eisenhuth
Larry Ritzinger
Mark Bauman
Steve Gibbs
Don Dukerschein
Jody Olson
Marty Brill
Tom Krista

Stanley Correctional Institution Community Relations Board

Matthew Peterson

West Cap

Kari Ives

West Central County Board Chair Consortium

Dean Gullickson

WI Counties Utility Tax Association

Roger Calkins

Woodland Enhanced Health Services Consortium (WEHSC)

George Rohmeyer

Revised: 4/21/2022

Attachment: CB Committees 04-21-2022 CB Reorg (6945 : County Board Chair Committee Appointments)

Redistricting Committee 2021County Board Supervisors

Mechele Shipman, Towns of Lafayette and Hallie, Chair
Ken Schmitt, Towns of Cooks Valley, Woodmohr, Howard and Eagle Point, Vice-Chair
Don Hauser, Towns of Anson, Goetz and Lafayette
Glen Sikorski, Towns of Ruby, Estella, Arthur and Colburn

Municipal Representatives

Henry Shakal, Town of Delmar and the City of Stanley
Ronnie Arts, Town of Birch Creek
Doug Olson, Town of Lake Holcombe
Bridget Givens, City of Chippewa Falls
Lisa Westman, Town of Estella
Wayne Miller, Town of Wheaton
Jim Jerabek, Town of Sampson

Technical Committee 2021

Jackie Sadler, County Clerk (Lead)
Randy Scholz, County Administrator
Traci Bremness, Assistant to the County Administrator
Doug Clary, Planning & Zoning Director
Dennis Falkenberg, GIS Coordinator
James Sherman, Deputy Corporation Counsel

Department of Administration

Randy B. Scholz, County Administrator

April 21, 2022

TO: County Board

FR: Randy Scholz

RE: 2022 – 2024 Committee Assignments

This memo will outline the process used to determine the new committee assignments for the 2022-2024 term.

On April 6, 2022, I mailed a welcome letter to all County Board Supervisors and asked everyone to complete the Committee Assignment Request Form so we knew which committees you wanted to serve on. Thank you all for taking time to submit your requests. Traci compiled the information we received from everyone so we had one complete document to reference during the process. On April 20, 2022, the County Board Chair, Vice-Chair and myself met to establish the new committee assignments. The Assistant to the County Administrator, Corporation Counsel and County Clerk assisted us with the process to help ensure that we are in compliance with our ordinances and statutes and also to eliminate any unintended quorums of other committees. During the process we also tried to balance the number of committee assignments so there is an equal number of member meetings among all County Board Supervisors.

There are some County Board Supervisors that were appointed to a three-year term and those terms are not up yet. Therefore, in those instances if the County Board Supervisor is still on the County Board after the April 2022 election, they will continue to serve on those committees. If the County Board Supervisor is not on the County Board after April 2022, then a different County Board Supervisor will be appointed to fill the remainder of that three-year term. The term length for those committees is established and required under WI State Statute.

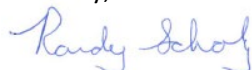
At the County Board meeting on Thursday, April 21, 2022, we will hand out hard copies of the appointments that the County Board Chair and I are recommending for confirmation by the County Board. We will also give everyone a list of all the new committees so you have that to reference. When you see the complete list of committees, you will notice there are several other names (citizens and staff) that are members of the committees. Those individuals have already been confirmed by the County Board and they are completing the terms they were appointed to. In the committee document you will see the committees are broken out into three sections:

- **Standing Committees** – appointed by the County Board Chair
- **Statutory Committees, Commissions and Boards** – appointed by the County Administrator
- **Special Committees** – appointed by the County Board Chair

When the County Board Chair selects the Standing Committee members, the County Board Chair also selects the Chair and Vice for each of those committees. However, for the Statutory Committees, Commissions and Boards the County Administrator only selects the committee members. Then at the first committee meeting, the committee will elect the Chair and Vice. Also at the first committee meeting the committee chair will coordinate with the other committee members to establish a regular meeting date and time with due consideration given to the scheduling conflicts, including working hours of each member.

Throughout this process we work hard to meet the requests of the County Board Supervisors while complying with all of the requirements I indicated above.

Sincerely,



Randy Scholz
County Administrator

Department of Administration

Randy B. Scholz, County Administrator



6.2.b

County Administrator Appointment to Statutory Commissions and Boards

I, Randy B. Scholz, appoint, subject to County Board confirmation, the individuals listed below, to the following statutory commissions and boards. The term of office will expire as indicated.

ADRC Board

Kari Ives (reappoint – fill remainder of term) Term expires April 16, 2024
Donald Hauser (replaced David Alley) Term expires April 15, 2025

Criminal Justice Collaborating Council & Steering Committee

Robert Teuteberg (replaced Lee McMenamin) Term expires April 16, 2024
Geri Segal (reappoint) Term expires April 16, 2024
John Allie (replaced Steve Norlander) Term expires April 16, 2024
Nichole Wallsch (reappoint) Term expires April 16, 2024

Health & Human Services Board

James Ericksen (reappoint – fill remainder of term) Term expires April 16, 2024
Harold Steele (reappoint – fill remainder of term) Term expires April 16, 2024
Caden Berg (fill remainder of term vacated by Charlene Kervina) Term expires April 16, 2024
Dean Mueller (fill term vacated by Don Hauser) Term expires April 16, 2024
Kari Ives (reappoint) Term expires April 15, 2025
John Halbleib (reappoint) Term expires April 15, 2025
Marcia Kyes (replaced Jenny Happel) Term expires April 15, 2025

Housing Authority Commission

Ron McGill (reappoint) Term expires December 31, 2026

Land Conservation & Forest Management Committee

James Flater Term expires April 16, 2024
Ken Schmitt Term expires April 16, 2024
Dave Bischel Term expires April 16, 2024
Jason Bergeron Term expires April 16, 2024
Matthew Peterson Term expires April 16, 2024
Charles Bomar Term expires April 16, 2024

Land Information Council

Matthew Peterson (replaced Dave Eisenhuth) Term expires April 16, 2024
Bruce Hahoe, Jr. (reappoint) Term expires 16, 2024

Local Emergency Planning Committee (LEPC)

George Rohmeyer, Jr. (replaced Chuck Hull) Term expires April 16, 2024

Lower Long Lake Protection District Board

James Flater (replace Harold Steele) Term expires April 16, 2024

Veterans Service Commission

Dean Mueller (replaced Lee McMenamin) Term expires April 15, 2025
 Annette Hunt (reappoint) Term expires April 15, 2025
 Phillip Sarazan (reappoint) Term expires April 15, 2025

West Central Wisconsin Regional Planning Commission

George Rohmeyer, Jr. (replaced Lee McMenamin) Term expires April 16, 2024
 Chuck Hull (replaced Dave Eisenhuth) Term expires April 16, 2024

Dated this 21st day of April, 2022



Randy B. Scholz, County Administrator

Wisconsin Municipal Mutual Insurance Company



Chippewa County

April 21, 2022

WMMIC's history



Structure, Office & Staff



This year we celebrate 34 years in business



Formed for Counties and Cities by Counties and Cities



Chippewa County is one of the Founding Members



All members are Owners of WMMIC

Advantages of Ownership



History of Dividend
Distributions to
Members



Input on WMMIC
Governance &
Strategy via
Committees &
Workgroups



Networking
Opportunities with
Members



Sharing of Best
Practices with
Members



Access to Group
Purchase
Arrangements

WMMIC Strategic Initiatives



Maintain our financial strength.



Continue to improve service to our members.



Continue to foster member participation and member commitment to WMMIC.



Focus on strategic growth for WMMIC.



Create an environment for professional development of WMMIC staff to ensure quality service and long-term retention.



Continue to develop and implement an effective loss control plan.

Insurance Provided to our Members

- ▶ General, Law Enforcement & Jail Liability
- ▶ Auto Liability
- ▶ Public Officials Errors and Omissions
- ▶ Employment Practices Liability (no sub-limits)
- ▶ Cyber Liability (via Beazley)
- ▶ Deadly Weapons Coverage
- ▶ Excess Workers' Compensation (via Robertson & Ryan)
- ▶ Property (via MPIC)
- ▶ Auto Physical Damage (via Integrity)
- ▶ Other Miscellaneous Coverages

Services provided

- ▶ Loss Control Resources
 - **Lexipol Law Enforcement Policies and Procedures** (WMMIC provides on-going funding)
 - Funding for Members to Contract their own Loss Control Training
 - On-Line Training and Videos
 - Tailored On Site Training
 - Training at Quarterly Meetings
- ▶ Actuarial Estimate of Your Annual Retained Losses (necessary for financial statements – liability & WC)
- ▶ Coverage Opinions, Certificates of Insurance and Other Services as Requested
- ▶ **Workers Compensation Claims Administration Services**

Liability Claims Administration

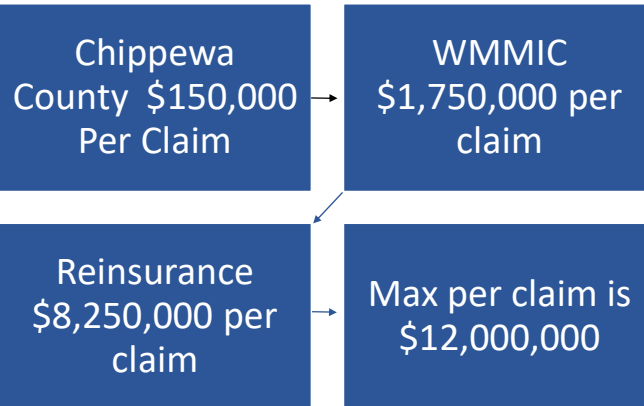
Our Guiding Principles are to:

1. Manage your claims from inception
2. Promptly and fairly pay what is owed
3. Use governmental immunities and tort caps when possible

Liability Claims Administration

- ▶ Reporting Claims
- ▶ Review by WMMIC Adjuster
- ▶ Determine Coverage
- ▶ Report to Reinsurance (if thresholds are met)
- ▶ Defend the County
- ▶ Pay Claim, Mediate or go to Trial

Chippewa County - 2022 Structure



Financial Overview as of 12/31/2021

- ▶ \$4,656,191 Net Premium
- ▶ \$35,233,085 Total Surplus
- ▶ \$55,194,936 Total Assets
- ▶ \$804,687 Total Member Dividends Paid

Current membership of WMMIC

- ▶ Brown County
- ▶ Chippewa County
- ▶ Dane County
- ▶ Dodge County
- ▶ Eau Claire County
- ▶ Jefferson County
- ▶ Kenosha county
- ▶ La Crosse County
- ▶ Manitowoc County
- ▶ Marathon County
- ▶ Outagamie County
- ▶ Rock County
- ▶ St. Croix County
- ▶ Walworth County
- ▶ Waukesha County
- ▶ City of Eau Claire
- ▶ City of La Crosse
- ▶ City of Madison
- ▶ Green Bay Brown County Stadium District
- ▶ Southeast Wisconsin Professional Baseball District

1/3 owner of MPIC



One of 20
Members of GEM



“

Thank you

”

If you have any further questions, please contact

Dean Boes
Executive Director
608-245-6890
dboes@wmmic.com

Danielle Rogacki
Deputy Executive Director
608-242-7215
drogacki@wmmic.com



Update on Liability Insurance and Claims against the County

Deb Blevins, Corporation Counsel Legal Assistant and RFP Coordinator
County Board Orientation
April 21, 2022

Deb Blevins

Corporation Counsel Legal Assistant and RFP Coordinator

In addition to general duties with the Corporation Counsel office:

- Performs RFP coordination and assists with contract and liability claims review.
- Maintain master list of Certificates of Insurance (COI's) on County contracts.
- Completes insurance renewal applications and underwriting questionnaires.
- Process and track all County liability claims and lawsuits.
- Coordinate with WMMIC, and MPIC when necessary, regarding any investigations and documentation.
- Maintain an up-to-date listing of all County properties, highway equipment, and county vehicles for insurance purposes (Statement of Values report and Vehicle inventory from which the annual insurance premium is calculated).
- Attend the Public Firearms Range Committee meetings regularly.
- Member of the Courthouse Safety Committee.
- **Present claims, as necessary, to Executive Committee and/or County Board for either approval or disallowance based on recommendation of WMMIC.**

WMMIC Board of Directors

- Serve as official representative for Chippewa County with WMMIC.
 - Assumed this responsibility July 1, 2019.
 - Previously held by Jim Sherman (November 2014 – July 2019).
- Attend WMMIC's quarterly meetings and yearly board meeting.
 - At the quarterly meetings, all members are present for each committee meeting (Claims, Underwriting, Finance, and Board of Directors), thereby affording everyone a clear understanding of what is happening within WMMIC.
- Member of Claims Committee for WMMIC.

Payment of Claim Against the County

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

- *The Executive Committee is authorized to settle claims not to exceed \$10,000 as provided in Wis. Stats. §59.52(12)(a). The Corporation Counsel is authorized to settle claims not to exceed \$500 as provided for in Wis. Stats. §59.52(12)(b). When any claim against the county is allowed by the Board, it shall be the duty of the clerk to prepare a warrant or order on the treasurer for payment of the claim, such warrant or order to be signed by the clerk and countersigned by the Administrator.*
- **When claims are brought to the Executive Committee/County Board for allowance or disallowance, the matter has been thoroughly investigated by myself and the WMMIC Claim Representative. Discussions on the matter have taken place and relevant state statutes have been reviewed with regard to liability, if any, for the County.**

Questions, Comments, or Concerns





WWW.CHIPPEWA-WI.COM

770 TECHNOLOGY WAY
CHIPPEWA FALLS, WI 54729

April 21, 2022

Foundations

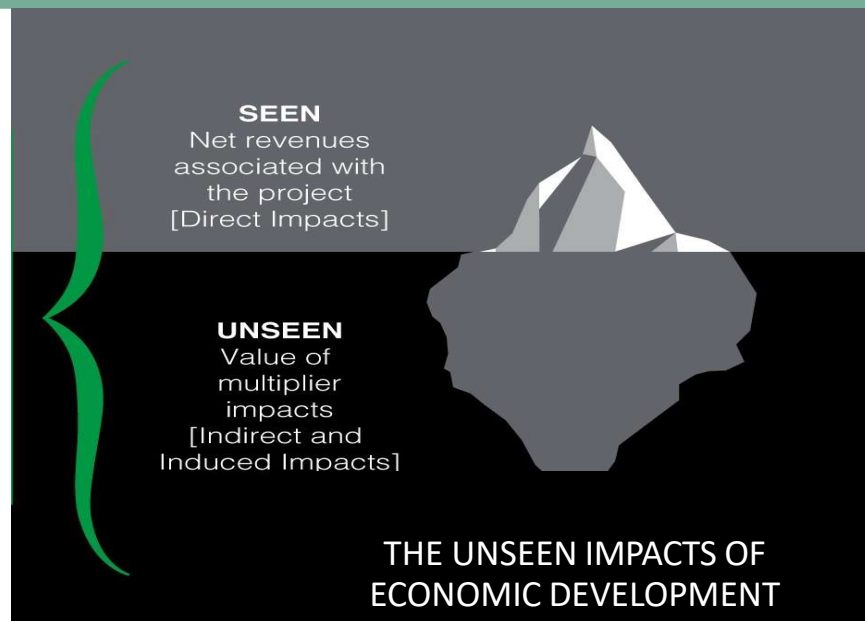
- Chippewa Valley Economic Development Council – 1987
- Chippewa County Economic Development Corporation – 1992
- **1987 Objective:** Unite all the separate economic development efforts that were going on within the cities, villages, and townships of Chippewa County into a regional economic development approach



WWW.CHIPPEWA-WI.COM

770 TECHNOLOGY WAY
CHIPPEWA FALLS, WI 54729

Economic Development Is Mostly Unseen



CEDC Foundation Pillars of Economic Development



**CHIPPEWA
ECONOMIC
DEVELOPMENT
CORPORATION**



WWW.CHIPPEWA-WI.COM
770 TECHNOLOGY WAY
CHIPPEWA FALLS, WI 54729

Every Community Needs a “BEAR”

- Most significant source of new jobs and investment
- Existing companies contribute to the tax base and employ residents
- Builds the local economy from within



Business Expansion and Retention (BEAR)

- Formal process for addressing business needs and concerns
- Get businesses involved in the community
- Facilitate collaboration and joint ventures among firms (clusters)
- Recognize and celebrate existing firms

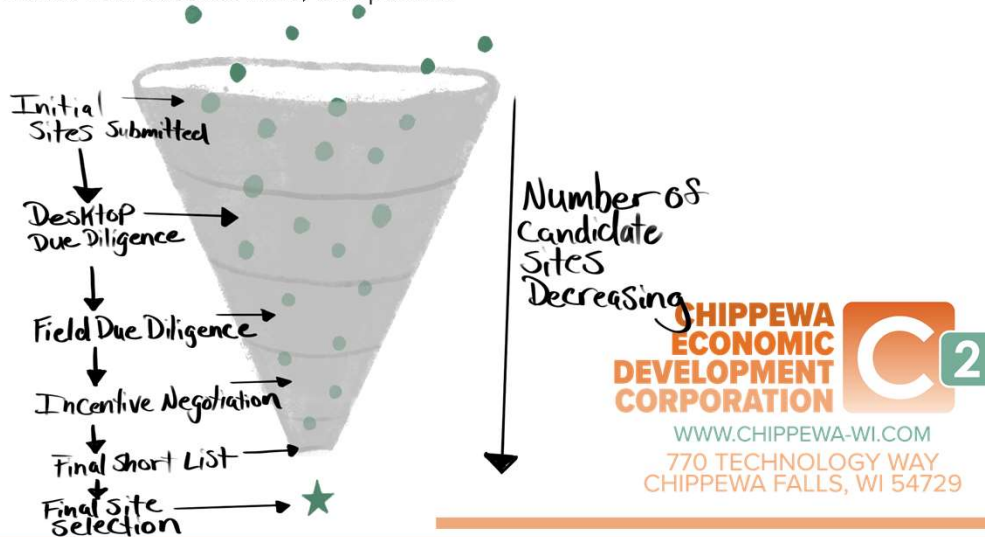




EVENTS EXPORTING
 BUSINESS ATTRACTION
 INVESTMENT PARTNERSHIPS
 BUSINESS EXPANSION AND RETENTION (BEAR)
 TALENT/WORKFORCE
 ENTREPRENEURSHIP
 STARTUP INCUBATION

Business Attraction

- PROS: Image, Good Headlines, Quick Job Creation
- CONS: Low Success Rate, Competitive



EVENTS EXPORTING
BUSINESS ATTRACTION
INVESTMENT PARTNERSHIPS
BUSINESS EXPANSION AND RETENTION (BEAR)
TALENT/WORKFORCE
ENTREPRENEURSHIP
STARTUP INCUBATION

Business Creation

- Entrepreneurship and Startups
- Information brokering (Eagle-I)
- Chippewa Valley Angel Network
- Social Capital
- Networking
- Revolving Loan Fund
- Honeycomb HATCH
- Business Incubators
 - Chippewa Valley Innovation Center (CVIC)



EVENTS EXPORTING
 BUSINESS ATTRACTION
 INVESTMENT PARTNERSHIPS
 BUSINESS EXPANSION AND RETENTION (BEAR)
 TALENT/WORKFORCE
 ENTREPRENEURSHIP
 STARTUP INCUBATION

Talent and Skills

- Creativity and Talent Cultivation
- Critical Core Manufacturing (CCMS)
- Exploring Manufacturing Bootcamp
- Inspire
- Career Events
- STEAM

**CHIPPEWA
 ECONOMIC
 DEVELOPMENT
 CORPORATION**

C²

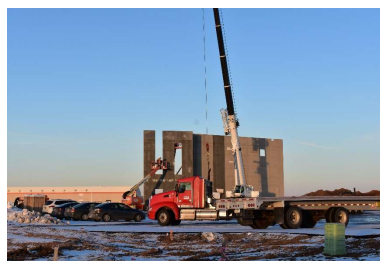
WWW.CHIPPEWA-WI.COM
 770 TECHNOLOGY WAY
 CHIPPEWA FALLS, WI 54729



EVENTS EXPORTING
 BUSINESS ATTRACTION
 INVESTMENT PARTNERSHIPS
 BUSINESS EXPANSION AND RETENTION (BEAR)
 TALENT/WORKFORCE
 ENTREPRENEURSHIP
 STARTUP INCUBATION

Product is a Must

- Place-making
- Business Parks
- Improved streetscapes, wayfinding
- Expanded a façade program to attract businesses
- Improve housing stock for area talent
- Increase high-speed Broadband coverage



WORK FROM HOME STATS

- Around 62% of employees aged 22 to 65 say they work remotely at least occasionally
- Since 2009, the number of people who work from home has risen by 159%
- By 2028, 73% of all departments are expected to have remote workers
- 77% of remote workers say they're more productive when they're working from home
- 75% of people work remotely because there are fewer distractions
- 85% of managers believe that having remote workers will become the new normal for many teams
- 64% of recruiters say that being able to pitch a work-from-home policy helps them find high-quality talent
- 74% of workers say that having a remote work opportunity would make them less likely to leave a company

States with the most Remote Jobs

Since January 1, 2019*

<https://www.flexjobs.com/blog/post/top-states-with-the-most-remote-jobs/>

- › California: 6%
- › Texas: 5.2%
- › New York: 4.5%
- › Florida: 6.2%
- › Illinois: 5.1%
- › Virginia: 5.6%
- › Pennsylvania: 5.1%



ALABAMA

Yellowhammer State



- › [Remote Shoals](#) Program
 - Awards participants \$10,000 to move to the Shoals Area (cities of Florence, Muscle Shoals, Sheffield and Tuscumbia)
 - › Must be full-time remote employee or self-employed as an independent contractor outside Colbert and Lauderdale counties.

<https://remoteshoals.com/>

ARKANSAS

The Natural State

» [Northwest Arkansas Council Talent Incentive](#)

- Offering top remote working talent \$10,000 (Cash or Bitcoin) to relocate to Northwest Arkansas
- Other Benefits: all recipients will be gifted either a bike or a free annual membership to one of our world-class arts and cultural institutions



INDIANA

The Hoosier State

- » Various cities and counties in Indiana are now offering up to \$5,000 cash as well as mix of entertainment, recreational, and cultural passes for those who relocate within the next 6 – 12 months, including
 - Cities including Jasper, Muncie, French Lick, Greensburg
 - Counties including Daviess and Greene County
- » Indiana Economic Development Corporation is also offering \$120,000 matching grants in a first-come, first-serve program for localities who apply
 - Wayne County is one of the localities who are considering the process and currently working with the EDC to potentially create an incentive package as well
- » Indiana EDGE-R
 - Is allowing Indiana statewide remote employees to account for job target in annual compliance



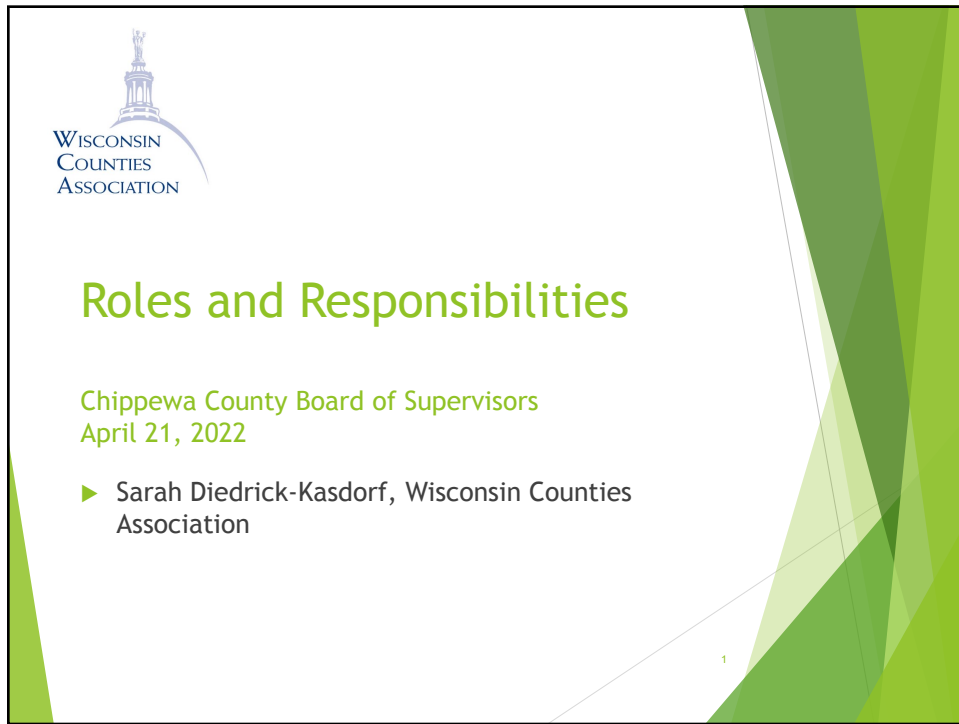
MICHIGAN

The Great Lakes State

- ▶ Michigan Business Development Program allow remote, inner Michigan employees to be included if they meet all program and job requirements
 - Michigan Economic Development Corp is offering flexibility of counting jobs on a statewide basis instead of particular physical location
- ▶ Southwest Michigan
 - Financial incentive for remote employees from outside of Michigan:
 - ▶ Up to \$15,000 for buying a home
 - ▶ Option of choosing any of the following two:
 - Year of car service from local airports, annual local rail pass, annual gym membership, membership to a local economic speaker series, annual membership to local golf course, annual co-working membership, annual local parks access, or two VIP passes to the 2022 KitchenAid Senior PGA Championship

MINNESOTA

- ▶ Bemidji – [218 Relocate](#)
 - Offering incentive package for relocation of remote employees who are moving from at least 60 miles outside the city
 - ▶ Limited reimbursement moving expenses and/or qualifying telecommuter expenses including internet
 - ▶ One year membership to local co-working space
 - ▶ Membership to the Bemidji Area Chamber of Commerce



COUNTY STRUCTURE

- ▶ County authority comes from Chapter 59
 - ▶ Municipal authority comes from the Constitution
- ▶ Counties are a body corporate that can sue and be sued
 - ▶ Does that mean that counties resemble private corporations in business structure?
- ▶ Powers are limited by state statute
 - ▶ Administrative Home Rule
- ▶ Counties are governed by a board of supervisors
 - ▶ Board size ranges from 7 - 38

ADMINISTRATIVE HOME RULE

Sec. 59.03(1) - Every county may exercise any organizational or administrative power, subject only to the constitution and to any enactment of the legislature which is of statewide concern and which uniformly affects every county.

SELF-ORGANIZED COUNTIES

- ▶ Self organization provides more flexibility on the manner in which the board of supervisors may operate
 - ▶ Use of staggered terms
 - ▶ Compensation of supervisors
 - ▶ Filling county supervisor vacancies

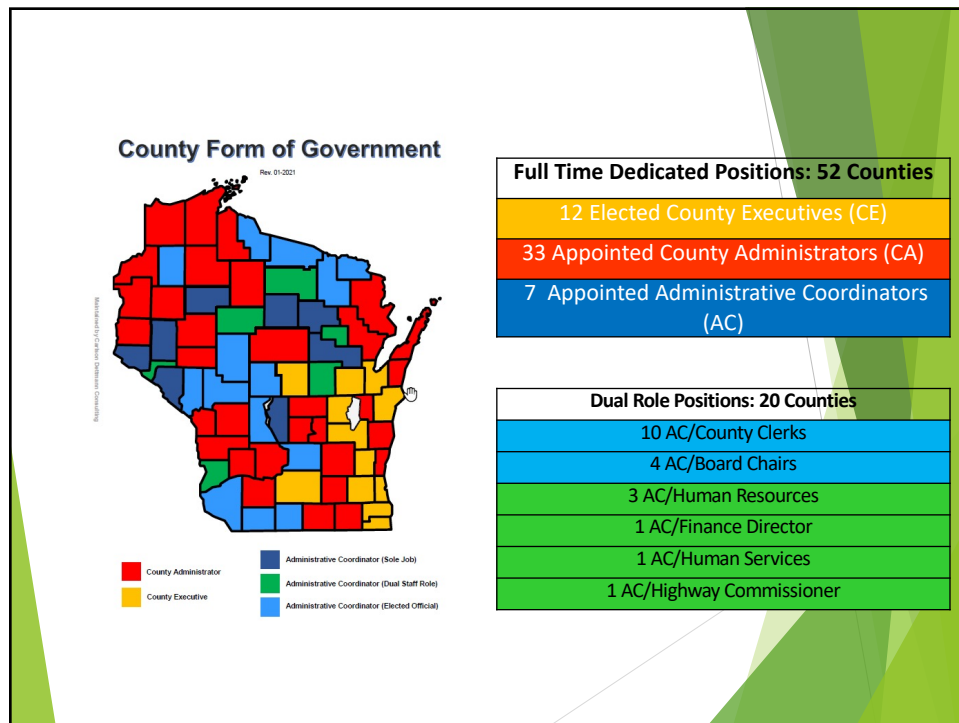
Wis. Stat. 59.10 (1)

5

FORMS OF COUNTY GOVERNMENT

Three types

- ▶ County Executive
- ▶ County Administrator
- ▶ County Administrative Coordinator



COUNTY EXECUTIVE (S. 59.17)

- ▶ Appoints and supervises department heads subject to board confirmation
- ▶ Appoints members to Boards and Commissions
- ▶ Submits an annual budget to the county board
- ▶ Has veto authority
 - may veto ordinances and resolutions
 - has broader veto authority than Governor
 - county board can override veto with 2/3 vote

COUNTY ADMINISTRATOR (S. 59.18)

- ▶ Chief administrator of the county
- ▶ Responsible for coordinating all administrative and management functions not vested by law with other officers
- ▶ Appoints and supervises Department Heads (board confirmation)
- ▶ Appoints members to boards and commissions (board confirmation)
- ▶ Submits annual budget

ADMINISTRATIVE COORDINATOR (S. 59.19)

- ▶ “The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.”
- ▶ Similar to county administrator but does not have appointment authority and coordinates rather than supervises
- ▶ Some counties meet the requirement by appointing an elected official

COUNTY BOARD SUPERVISORS

- ▶ Supervisors serve primarily a legislative function
- ▶ The legislative function is largely limited to policy making, law making, budgetary approval and cooperative decision making
- ▶ No operational control resides with individual supervisors

COUNTY BOARD SUPERVISORS

- ▶ Supervisors authority is collective versus individual
- ▶ When appointed to a committee chair position, a supervisor has the authority to set the agenda for committee meetings, preside at meetings and make reports and recommendations on the committee's behalf
- ▶ So do "supervisors" actually "supervise" anything?
- ▶ Thank you legislature for creating confusion with the name!

BOARD ROLES & RESPONSIBILITIES (DUAL)

County Board

- ▶ Adopts policy
- ▶ Holds staff accountable for implementing policy

Role is that of “visionary”

COUNTY BOARD FUNCTIONS

- ▶ Involve, represent and be accountable to the public
- ▶ Determine services to be provided
- ▶ Adopt budget - levy taxes
- ▶ Regulate within statutory authority
- ▶ Primary function is to ENACT POLICY

COUNTY BOARD CHAIR

- ▶ Presides over meetings of the county board of supervisors
- ▶ Administers oaths
- ▶ Countersigns all ordinances
- ▶ Commonly acts as spokesperson for the county board
- ▶ Provides guidance and direction on moving issues through the board
- ▶ Typically appoints committee members subject to board confirmation (Wis. Stat. 59.13)

▶ Wis. Stat. § 59.12

STANDING COMMITTEE FUNCTIONS

- ▶ Policy oversight for departments, offices and other entities
- ▶ Monitor performance
- ▶ Review and make budget recommendations
- ▶ Draft ordinances and resolutions
- ▶ In other words, assist in POLICY DEVELOPMENT

WHAT IS THE COMMITTEE INVOLVEMENT?

- ▶ Counties are structured so that the committees do much of the preliminary work, and then make recommendations to the full board
- ▶ Committees have the knowledge, expertise and a better perspective of what is needed, what is achievable, how much it would cost (or save) to implement the new strategies and goals
- ▶ Committees know who in the community their departments and programs serve

STAFF ROLES & RESPONSIBILITIES (DUAL)

- ▶ Have an obligation to carry out duties in a manner consistent with the policy direction of the board
- ▶ Make recommendations and give professional advice
- ▶ Do not make policy other than internal as authorized

ADMINISTRATION (DEPARTMENT HEADS & STAFF)

- Implementation of policies and strategies
- Shorter term
- Day to day operations
- Related to smaller functions
- Addresses department or individual issues
- Requires attention to detail
- Requires specialized training

REQUIRED QUALIFICATIONS OF COUNTY STAFF COMPARED TO COUNTY BOARD SUPERVISORS

Staff

Education

Experience

Background checked

Bonded

Professionally current

Professional associations

Board

Elected by people

Local connection

POLICY VS. ADMINISTRATION

- ▶ Policy (Board) = “What” and “Why”
- ▶ Administrative/Operations (Staff) = “Where,” “When” and “How”

POLICY VS. ADMIN/OPS

Policy

- “What” - Will the county establish a hiking trail system?
- “Why” - Will the system benefit the county?

Admin/Ops

- “How” - Who will build and maintain the system?
- “When” - What is the timeframe for implementation?
- “Where” - Where will the system need to be maintained?

LEADERSHIP ROLES

- ▶ Department heads (non-elected) have the leadership role in their departments within the guidelines of the policies and procedures set by the board of supervisors and clarified through directives from the executive or administrator

LEADERSHIP ROLES

- ▶ Individual county board supervisors have no management or leadership role outside of committees and commissions; their authority is collective as a member of the board.

HOW OUR COURTS VIEW THE DISTINCTION BETWEEN POLICY AND ADMINISTRATION

- ▶ The county boards function is primarily policy making and legislative, while the county executive functions as an administrator and manager. *See, e.g.,* 80 Op. Atty Gen. 49 (1991). Policy has been defined as “a high-level overall plan embracing the general goals and acceptable procedures esp. of a governmental body.” *Webster’s New Collegiate Dictionary* 890 (1977). “Legislative power, as distinguished from executive power, is the authority to make laws, but not to enforce them, or appoint the agents charged with the duty of such enforcement.” *See* 2A MCQUILLIN, MUNICIPAL CORPORATIONS § 10.06 at 311 (3d ed. 1996). “The crucial test for determining what is legislative and what is administrative has been said to be whether the ordinance is one making a new law, or one executing a law already in existence.” *Id.*

Schuette v. Van De Hey, 205 Wis.2d 475 (Ct. App. 1996).

What Happens Without Distinction Between Policy and Administration?

- ▶ Time spent on the trivial
- ▶ Reading reams of documents
- ▶ Long-running meetings that accomplish little
- ▶ Committees that are window dressing for what staff want to do
- ▶ Meddling in administration
- ▶ Staff in control of board agendas
- ▶ **Reactivity vs. proactivity**
- ▶ Executive/Administrative Committee serving as the de facto Board
- ▶ Confusion about what is going on
- ▶ Rubber stamping or meddling
- ▶ No incisive way to evaluate the Executive/Administrator/Administrative Coordinator

A Special Case: The County Highway Commissioner

- Due to Wis. Stat. Ch. 83, the county highway commissioner is in a unique position by having greater administrative authority and greater policy-making authority than other department heads

27

A Special Case: The County Highway Commissioner

- Wis. Stat. 83.015(2) - powers and duties of county highway committee

HOWEVER.....

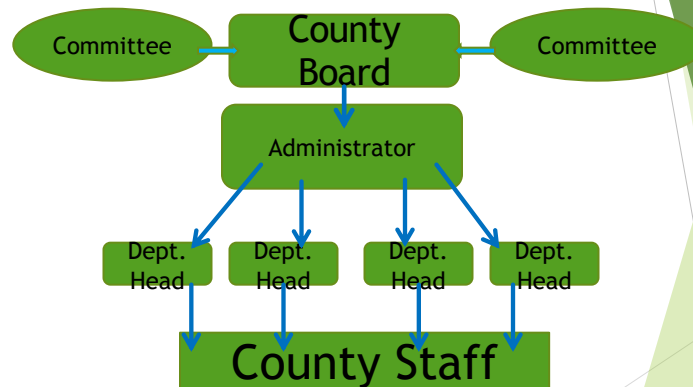
28

A Special Case: The County Highway Commissioner

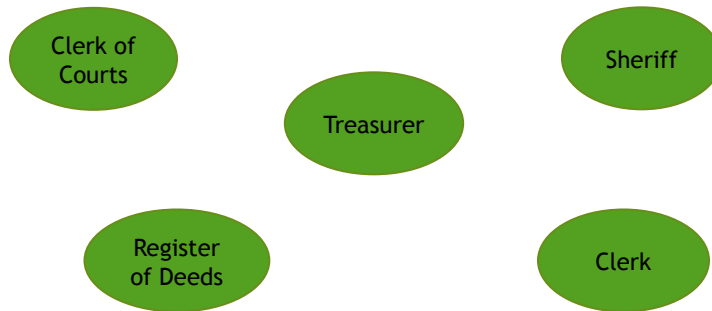
- ▶ In any county with a highway commissioner appointed by a county executive or a county administrator, the county highway committee is a policy-making body only, and determines the broad outlines and principles governing administration
- ▶ The county highway commissioner has the administrative powers and duties prescribed for the county highway committee by statute

29

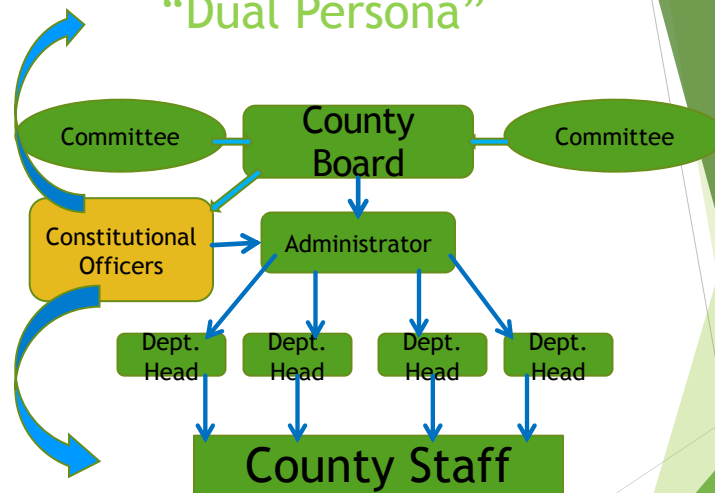
Wisconsin County Organizational Chart (for counties without Exec)



WHERE DO CONSTITUTIONAL OFFICERS FALL ON THE ORG CHART??



The Constitutional Officer “Dual Persona”



Working together as a goal

Between Board Members and the Administrative Team

- Know your job and try not to interfere with that of the administration.
- Devote the time needed to do a good job. Read the background materials the administration prepares.
- Admit what you don't know.
- Do not jump to conclusions; instead, hear and weigh all the facts.

Working together as a goal

Between Board Members and the Administrative Team (cont.)

- Don't make promises outside board meetings, not only for legal reasons, but also out of respect for the ethics of the situation and regard for the other board members, the administration and employees.
- Listen to what your constitutional officers and employees have to offer and let them know you are listening.

Working together as a goal

Between Board Members and the Administrative Team (cont.)

- If someone complains to you about a member of the administration, listen but do not agree. Being supportive of the administration shows that you have confidence in yourself and in the county management team. If the complaint is serious, ask the person to put it in writing and ask the board as a whole to analyze it in light of the appropriate committee structure.

Working together as a goal

- Staff has an obligation to remain “politically neutral” - they should never take a position based on politics
- Supervisors should not assume staff are “taking a side” if the answer they receive on a professional question is not what they hoped for

Key Points To Remember

- ▶ Counties are a creature of the State. Counties can only do what the Statutes and Constitution allow
- ▶ County Boards are to serve as a legislative body which sets policy, approves annual budgets and makes cooperative decisions.
- ▶ County Boards work most effectively when utilizing a strong committee system.
- ▶ County committees do much of the preliminary work prior to making recommendations to the full board. They monitor performance, review and develop budget recommendations, and draft ordinances and resolutions.

Key Points To Remember

- ▶ Individual county supervisors have no management or leadership role outside of county committees or commissions.
- ▶ County administration and department heads are to implement the policies and procedures of the Board.
- ▶ Micromanaging stifles productivity of county operations.
- ▶ The board & administrative team working cohesively & cooperatively provides the best chance of success in meeting the needs of county residents.

Resources

- ▶ UW-Extension Local Government Education
▶ 608-262-9961
- ▶ Attolles Law
▶ 414-644-0391
- ▶ Wisconsin Counties Association
▶ 866-404-2700

Questions? Comments?

Andrew T. Phillips
Attorney
Attolles Law, s.c.
700 W. Virginia Avenue
Suite 307
Milwaukee, WI 53204
414-491-7780
aphillips@attolles.com

Sarah Diedrick-Kasdorf
Director of Outreach & Member
Engagement
Wisconsin Counties Association
22 East Mifflin St.
Suite 900
Madison, WI 53703
866-404-2700
diedrick@wicounties.org



2022 County Board Orientation Finance Division

County Board
Tuesday, April 19, 2022

Overview

- Finance Division Mission Statement
- Finance Responsibilities
- Finance Division Team Members
- 2022 Central Finance Budget Overview
- County Annual Budget Process
- Capital Improvement Program
- Bonding
- American Rescue Plan Act (ARPA) Funding
- BIL/IIJA
- Questions, Comments or Concerns

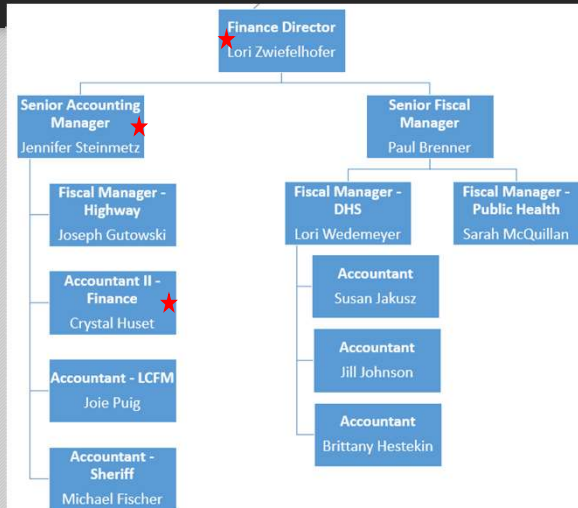
Finance Division Mission Statement

- The mission of the Finance Division of the Chippewa County Department of Administration is to provide efficient and cost effective support to all County departments in establishing and maintaining an effective accounting and financial reporting system in accordance with governmental generally accepted accounting principles and for the benefit of all taxpayers.

Finance Responsibilities

- Performs financial duties for the County, which include:
 - General Accounting
 - Financial Reporting
 - County Budgets
 - Payroll Preparation
 - Tax Reporting and deposits including Affordable Care Act Reporting
 - Wisconsin Retirement System Program and other benefits reconciliations
 - Accounts Payable Preparation and Review
 - Financial Audit Functions
 - Administrative functions for Chippewa County Economic Development Program, including loan applications and reviews.

Finance Division Team Members



There are 3 team members in Central Finance (indicated with a red star) and the rest of the team members are housed in the other dedicated departments but report to the Finance Director.

- 5 team members in Human Services
- 1 team member in Public Health
- 1 team member in Highway
- 1 team member in Land Conservation & Forest Management
- 1 team member in Sheriff's Department

Advantages of having a Centralized Finance approach:

- Transparency, accountability and efficiency
- Education requirements
- Report to a Financial Manager
- Brainstorming with other team members for best financial practices for audit, etc.

2022 Central Finance Budget Overview

Expenses	
Personnel (Salaries, Fringe Benefits, Health Insur)	\$ 320,501
Contracted Services (Audit, Cost Audit, Springbrook)	\$ 75,261
Other (supplies, Cell Phone, Postage, Mileage, etc.)	\$ 32,642
Expenditure Transfer	\$ (19,375)
	\$ 409,029
Less RWC Revenues for Administration	\$ 2,600
Net Tax Levy	\$ 406,429

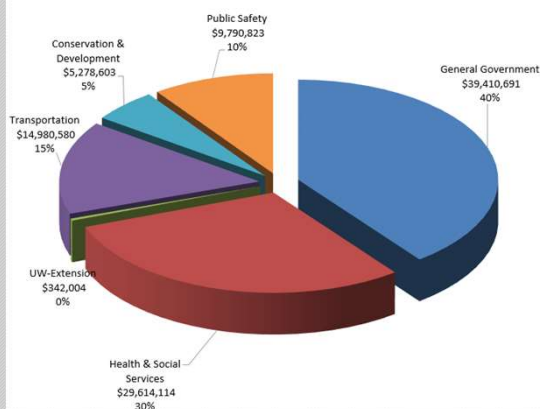
County Annual Budget Process

- Each May, the Finance Director presents the annual budget process to the County Board.
 - This presentation will outline the roles, responsibilities and timelines.
 - The next day the CA emails the budget instructions to DH to start preparing their budgets.
- Each November there will be **two** County Board meetings.
 - The first meeting is always the 1st Thursday of November which is called the Budget Hearing.
 - At this meeting the County Administrator presents the recommended budget, the County Board debates it and then the total balanced budget with revenues, expenses and tax levy is adopted for the next calendar year.
 - The second meeting is held on the following Tuesday (2nd Tuesday of the month).
 - At this meeting the County Board approves the resolution to adopt the Tax Levy which was approved at the Budget Hearing held the previous Thursday.

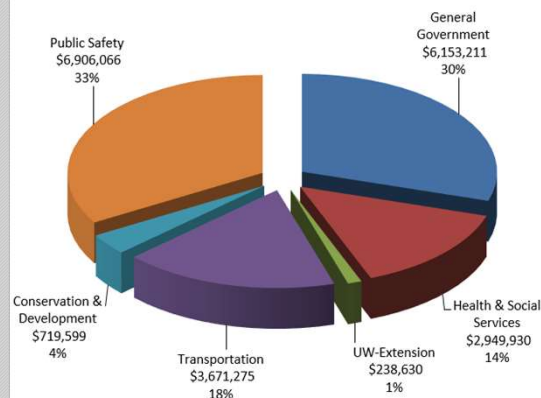
A balanced budget means that revenues (including Tax Levy) equal expenses.

2022 Total Budget & Tax Levy by Functions

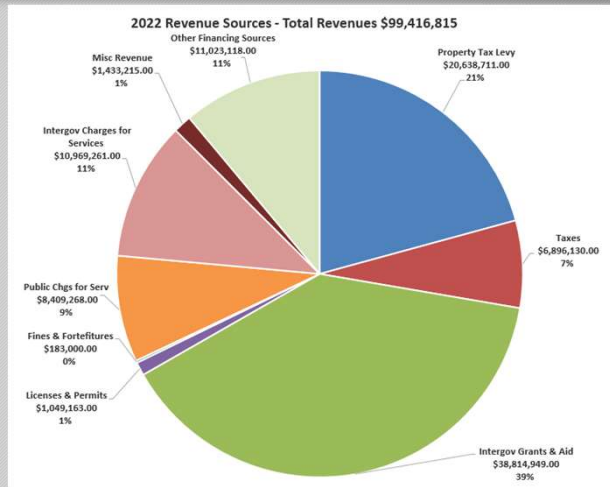
**Total 2022 Budget By Function
\$99,416,815**



**2022 Budget Tax Levy Distribution by Functions
\$20,638,711**

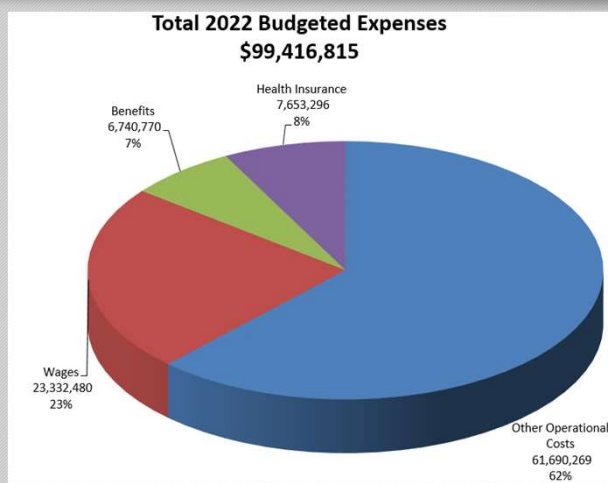


2022 Revenue Sources



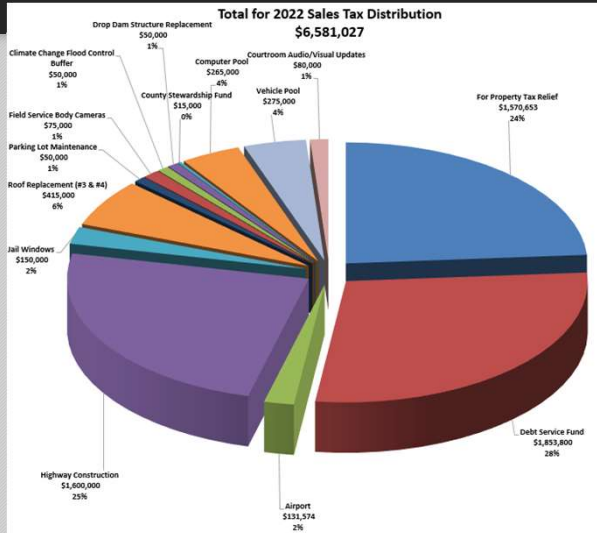
Note that the Total Revenues of \$99,416,815 equals the Total Budget on the 2022 Total Budget slide since we have a balanced budget.

2022 Expenses



Note that the Total Expenses of \$99,416,815 equals the Total Budget on the 2022 Total Budget slide since we have a balanced budget.

2022 Sales Tax Distribution



Sales Tax Facts:

- Sales Tax Ordinance Sec. 2-361
- Property Tax Relief usually increased annually by CPI-U percentage with U.S. Bureau of Labor Statistics each year
- Funds Debt Service Liabilities
- Funds purchase of Capital Assets
- Sales Tax funding earned in one budget year cannot be expended until the subsequent budget year (so what is earned in 2022 can not be used until the 2024 budget year)

2022 Tax Levy & Tax Rate

Levy Limit Review			
Budget Year	Allowable	Approved by County Board	Amount Available
2018	19,241,410	18,728,228	513,182
2019	19,325,692	19,136,194	189,498
2020	19,713,473	19,543,812	169,661
2021	19,956,580	19,953,142	3,438
2022	20,669,806	20,638,711	31,095

Tax Rate Review	
Budget Year	Allowable
2018	\$ 3.69
2019	\$ 3.64
2020	\$ 3.43
2021	\$ 3.26
2022	\$ 3.10

Equalized Valuation Review		
Budget Year	Amount	Change from Previous Year
2018	5,078,001,000	165,340,000
2019	5,251,453,300	173,452,300
2020	5,693,384,000	441,930,700
2021	6,112,557,400	419,173,400
2022	6,662,368,300	549,810,900

Tax Rate Calculation Equation

$$\text{Tax Levy} / (\text{Equalized Value} / 1,000) = \text{Tax Rate}$$

Example for 2022 Budget:

$$20,638,711 / (6,662,368,300 / 1,000) = \$3.10 \text{ Per } \$1,000$$

Capital Improvement Program (CIP)

Capital Improvement Program (CIP) Policy

- Adopted by County Board in June 2012
 - Last Amended in April 2013
- Goal was to give structure and uniformity to the process.
 - Also allows the CB to see the big items needed in the future and allows for prioritization of major projects.
- A 5-year plan is prepared by the CA and presented to the Executive Committee and CB annually.
 - CB only “approves” projects for the next year’s budget cycle. Projects in years 2-5 are placeholders.
 - Each project is approved via a resolution.
 - Having a 5-year plan also helps with maintaining our Aa¹ bond rating.

Capital Project Criteria

- Capital assets or project costs of \$50,000 or more per County Ordinance 2-361(a)(3)b.1-4 (Sales and Use Tax).
- Capital or project assets that have a useful life of more than 3 years or extend the life of existing asset.
- Required by Ordinance 2-361(a)(3), the CIP must be updated during the annual budget process.

Capital Improvement Program (CIP)

- The County Administrator and DOA staff meet regularly and maintain detailed reporting and management protocols for the CIP program
- County Board approved a 5-Year Capital Improvement Program (CIP) for 2020-2022
 - Total sales tax project funding approved for 2020-2022 is \$7,467,300
 - Total borrowing project funding approved for 2020-2022 is \$4,000,000
- Currently in the process of developing the 2023-2027 CIP Plan

2022 Capital Improvement Program

Year	Department	Project	Total Expenditure	Date Committee Reviewed	Fund Balance	Sales Tax	Borrowing	Grants/Other
2022 1st 3 (Res 22-23)	Facilities & Parks	Replacement of 1949 Jail Windows	\$150,000	03/24/21	\$0	\$150,000	\$0	\$0
2022 2nd 3 (Res 22-23)	Facilities & Parks	Roof Replacement (#3 & #4) - Government Center Campus	\$415,000	03/24/21	\$0	\$415,000	\$0	\$0
2022 3rd 3 (Res 22-23)	Facilities & Parks	Parking Lot Maintenance - Government Center Campus	\$50,000	03/24/21	\$0	\$50,000	\$0	\$0
2022 4th 3 (Res 22-23)	Facilities & Parks	Courthouse Paint/Wallcovering - Phase 2 (2nd Floor Hallway, Lower Level Hallway, and Lower Level Breakroom)	\$170,000	03/24/21	\$170,000	\$0	\$0	\$0
2022 5th 3 (Res 22-23)	Facilities & Parks	Dump Truck Replacement	\$120,000	03/24/21	\$120,000	\$0	\$0	\$0
2022 1st 4 (Res 22-23)	Highway	Highways & Bridges	\$7,938,085	02/24/21	\$0	\$1,600,000	\$1,300,000	\$5,038,085
2022 2nd 4 (Res 22-23)	Highway	Machinery Purchases	\$1,025,000	02/24/21	\$1,025,000	\$0	\$0	\$0
2022 3rd 4 (Res 22-23)	Highway	Building Improvements - Buildings & Grounds Projects and Security System Phase 2 (Cameras & Card Readers)	\$250,000	02/24/21	\$175,000	\$0	\$0	\$75,000
2022 4th 4 (Res 22-23)	Highway	Non-Highway Vehicle Fleet	\$275,000	02/24/21	\$0	\$275,000	\$0	\$0
2022 1st 2 (Res 20-21)	Information Technology	Replacement end users devices & data center equipment	\$265,000	03/02/21	\$0	\$265,000	\$0	\$0
2022 2nd 2 (Res 20-21)	Information Technology	Courtroom Audio/Visual Updates	\$80,000	03/02/21	\$0	\$80,000	\$0	\$0
2022 3rd 2 (Res 20-21)	Land Cons & Forest Mgmt	County Groundwater Quality Well Sampling Project Update	\$59,000	03/03/21	\$59,000	\$0	\$0	\$0
2022 4th 2 (Res 20-21)	Land Cons & Forest Mgmt	Climate Change Flood Control Buffer Initiative	\$100,000	03/03/21	\$0	\$50,000	\$0	\$50,000
2022 5th 2 (Res 20-21)	Land Cons & Forest Mgmt	County Forest Dam Drop Structure Replacement	\$50,000	03/03/21	\$0	\$50,000	\$0	\$0
2022 1st 6 (Res 20-21)	Land Cons & Forest Mgmt	County Stewardship Fund	\$100,000	03/03/21	\$85,000	\$15,000	\$0	\$0
2022 2nd 6 (Res 20-21)	Land Cons & Forest Mgmt	County Forest Land Acquisitions	\$300,000	03/03/21	\$150,000	\$0	\$0	\$150,000
2022 3rd 6 (Res 20-21)	Land Cons & Forest Mgmt	Snowmobile Bridge - TBD	\$120,000	03/03/21	\$0	\$0	\$0	\$120,000
2022 4th 6 (Res 20-21)	Sheriff	Field Service Body Cameras	\$75,000	02/15/21	\$0	\$75,000	\$0	\$0
2022 TOTAL	All projects, equipment, etc.		\$11,542,085		\$1,784,000	\$3,025,000	\$1,300,000	\$5,433,085

2023-2027 CIP Budget Timeline

- **December**
 - Guidelines and forms distributed to departments
- **March**
 - Departments submit worksheets to the County Administrator's Assistant to be compiled for review by the Finance Director and County Administrator
- **April**
 - Finance Director reviews and follows up with departments for clarification and/or additional information
- **May**
 - Finance prepares CIP requests for County Administrator review
 - DOA finalize FY23 CIP and Sales Tax resolutions
- **June**
 - County Administrator submits 5-year CIP and FY23 CIP and Sales Tax resolutions to Executive Committee
 - County Board reviews and takes action on recommended plan and supporting resolutions
- **August**
 - Copies of updated CIP budget distributed to departments

Bonding

- Chippewa County currently has a Aa¹ bond rating (second highest possible rating).
 - The higher the rating, the less risky the notes are to the entity borrowing the funds.
 - Having both a 5-year CIP Plan and a general fund balance over 35% allows for a better (lower) interest rate.
 - Chippewa County's general fund balance is 37.1%
- Chippewa County bonds in order to secure funding for CIP projects (considered construction projects) which there is no other funding for.
 - Chippewa County's goal is to bond every two years in order to maintain an annual debt payment of \$1.85 million.
 - Estimated bonding amount between \$3–3.5 million.
- Bond funds typically need to be spent within 3 years of issuance.
- RW Baird serves as Bond Counsel and assists Chippewa County with the bonding process.
 - The initial resolution will come to the Executive Committee and County Board in June 2022 to start the bonding process for the 2023 budget.

2022 & Future Draft Bonding Scenarios

Preliminary

Chippewa County
HYPOTHETICAL ILLUSTRATION

BAIRD

		Current Market Rates +0.75%				Current Market Rates +1.25%				Current Market Rates +1.25%				Current Market Rates +1.25%				NEW DEBT TOTAL	COMBINED DEBT SERVICE	YEAR DUE			
		Example 2022 Borrowing		Example 2024 Borrowing		Example 2026 Borrowing		Example 2028 Borrowing		Example 2026 Borrowing		Example 2028 Borrowing		Example 2026 Borrowing		Example 2028 Borrowing							
		G.O. PROMISSORY NOTES Issued October 1, 2022		G.O. PROMISSORY NOTES Issued October 1, 2024		G.O. PROMISSORY NOTES Issued October 1, 2026		G.O. PROMISSORY NOTES Issued October 1, 2028		G.O. PROMISSORY NOTES Issued October 1, 2026		G.O. PROMISSORY NOTES Issued October 1, 2028		G.O. PROMISSORY NOTES Issued October 1, 2026		G.O. PROMISSORY NOTES Issued October 1, 2028							
LEVY YEAR DUE	EXISTING DEBT SERVICE	PRINCIPAL (2/1)	INTEREST (2/1 & 5/1) (A)	TOTAL (2/1)	PRINCIPAL (2/1)	INTEREST (2/1 & 5/1) (B)	TOTAL (2/1)	PRINCIPAL (2/1)	INTEREST (2/1 & 5/1) (C)	TOTAL (2/1)	PRINCIPAL (2/1)	INTEREST (2/1 & 5/1) (D)	TOTAL (2/1)	PRINCIPAL (2/1)	INTEREST (2/1 & 5/1) (E)	TOTAL (2/1)	PRINCIPAL (2/1)	INTEREST (2/1 & 5/1) (F)	TOTAL (2/1)				
2021	\$1,853,800																	\$0	\$1,853,800	2022			
2022	\$1,853,800	\$270,000	\$92,344	\$360,328														\$308,000	\$1,853,800	2023			
2023	\$1,853,800	\$270,000	\$92,344	\$360,328														\$616,000	\$1,853,800	2024			
2024	\$1,853,800	\$270,000	\$92,344	\$360,328														\$924,000	\$1,853,800	2025			
2025	\$1,853,800	\$270,000	\$92,344	\$360,328														\$1,232,000	\$1,853,800	2026			
2026	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$1,540,000	\$1,853,800	2027			
2027	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$1,848,000	\$1,853,800	2028			
2028	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$2,156,000	\$1,853,800	2029			
2029	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$2,464,000	\$1,853,800	2030			
2030	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$2,772,000	\$1,853,800	2031			
2031	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$3,080,000	\$1,853,800	2032			
2032	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$3,388,000	\$1,853,800	2033			
2033	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$3,696,000	\$1,853,800	2034			
2034	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$4,004,000	\$1,853,800	2035			
2035	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$4,312,000	\$1,853,800	2036			
2036	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$4,620,000	\$1,853,800	2037			
2037	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$4,928,000	\$1,853,800	2038			
2038	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$5,236,000	\$1,853,800	2039			
2039	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$5,544,000	\$1,853,800	2040			
2040	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$5,852,000	\$1,853,800	2041			
2041	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$6,160,000	\$1,853,800	2042			
2042	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$6,468,000	\$1,853,800	2043			
2043	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$6,776,000	\$1,853,800	2044			
2044	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$7,084,000	\$1,853,800	2045			
2045	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$7,392,000	\$1,853,800	2046			
2046	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$7,700,000	\$1,853,800	2047			
2047	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$8,008,000	\$1,853,800	2048			
2048	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$8,316,000	\$1,853,800	2049			
2049	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$8,624,000	\$1,853,800	2050			
2050	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$8,932,000	\$1,853,800	2051			
2051	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$9,240,000	\$1,853,800	2052			
2052	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$9,548,000	\$1,853,800	2053			
2053	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$9,856,000	\$1,853,800	2054			
2054	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$10,164,000	\$1,853,800	2055			
2055	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$10,472,000	\$1,853,800	2056			
2056	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$10,780,000	\$1,853,800	2057			
2057	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$11,088,000	\$1,853,800	2058			
2058	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$11,396,000	\$1,853,800	2059			
2059	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$11,704,000	\$1,853,800	2060			
2060	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$12,012,000	\$1,853,800	2061			
2061	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$12,320,000	\$1,853,800	2062			
2062	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$12,628,000	\$1,853,800	2063			
2063	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$12,936,000	\$1,853,800	2064			
2064	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$13,244,000	\$1,853,800	2065			
2065	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$13,552,000	\$1,853,800	2066			
2066	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$13,860,000	\$1,853,800	2067			
2067	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$14,168,000	\$1,853,800	2068			
2068	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$14,476,000	\$1,853,800	2069			
2069	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$14,784,000	\$1,853,800	2070			
2070	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$15,092,000	\$1,853,800	2071			
2071	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$15,400,000	\$1,853,800	2072			
2072	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$15,708,000	\$1,853,800	2073			
2073	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$16,016,000	\$1,853,800	2074			
2074	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$16,324,000	\$1,853,800	2075			
2075	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$16,632,000	\$1,853,800	2076			
2076	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$16,940,000	\$1,853,800	2077			
2077	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$17,248,000	\$1,853,800	2078			
2078	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$17,556,000	\$1,853,800	2079			
2079	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$17,864,000	\$1,853,800	2080			
2080	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$18,172,000	\$1,853,800	2081			
2081	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230											\$18,480,000	\$1,853,800	2082			
2082	\$1,853,800	\$270,000	\$92,344	\$360,328	\$190,000	\$113,867	\$294,230																

2022 Bonding Timeline (Tentative)

June 2022							July 2022							August 2022							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1						1	2	3	4	5	6			1	2	3				
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
							31																				

Tuesday, June 7, 2022	Executive Committee considers plan of Finance and Initial Resolution.
Tuesday, June 14, 2022	County Board considers Executive Committee recommendation and Initial Resolution.
Monday, July 11, 2022	Request for information sent to the County for the preparation of the Preliminary Official Statement ("POS").
Monday, August 1, 2022	Requested information returned to Baird for the preparation of the POS.
Monday, August 1, 2022	POS numbers due.
Monday, August 8, 2022	Draft POS to Support Banker and Brad Viegut for review. Draft POS sent to Rating Agency for review.
Monday, August 15, 2022	Comments on POS received from Support Banker and Brad Viegut. Draft POS e-mailed to the County and Bond Counsel for review.
Monday, August 22, 2022	Comments on POS received from the County and Bond Counsel.
August 24 or 25, 2022	Conference call scheduled with Rating Agency. (Firm date and time to be determined)
Thursday, September 1, 2022	Due Diligence Call with Baird.
Thursday, September 1, 2022	Rating received from Rating Agency. Final rating report due.
Tuesday, September 6, 2022	Executive Committee reviews draft Award Resolution.
Tuesday, September 6, 2022	POS printed and distributed.
Tuesday, September 13, 2022	Executive Committee considers Award Resolution.
Tuesday, September 13, 2022	County Board considers Award Resolution.
TBD	Closing information- funds wired to the County.

American Rescue Plan Act (ARPA) Funding

The American Rescue Plan Act of 2021 is a \$1.9 trillion Economic Stimulus Package that was signed into law by President Biden on March 11, 2021.

The current estimate for Chippewa County to receive is \$12,559,059.

- We received \$6,279,529.50 on May 19, 2021.
- The second installment is expected in May 2022.

The American Rescue Plan Act (ARPA) has four allowable areas of usage:

"(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

"(B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

"(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or

"(D) to make necessary investments in water, sewer, or broadband infrastructure.

American Rescue Plan Act (ARPA) Funding

Chippewa County may use the funds to cover eligible costs that our organization incurred during the period that begins March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026.

ARPA Planning Process to Date	
01/14/2022	Department Heads submitted draft ideas to the County Administrator for initial review
01/27/2022	County Administrator held listening session with municipalities
02/15/2022	County Board brainstorming session
02/24/2022	County Board brainstorming session

American Rescue Plan Act (ARPA) Funding

Next Steps:

05/17/2022	County Administrator presents draft plan to Executive Committee as a report for review
05/24/2022	Special County Board meeting – listening session to receive feedback from the public and to review the draft plan and provide feedback
05/25/2022	County Administrator sends plan to auditing firm for compliance review before finalizing plan
07/05/2022	County Administrator presents the final plan and supporting resolutions to the Executive Committee for recommendation to the County Board
07/12/2022	County Administrator presents the final plan and supporting resolutions to the County Board for approval
07/15/2022	A copy of the ARPA Plan is posted on the employee portal and county website
11/03/2022	Approved 2023 ARPA projects will be included with the 2023 Budget

Bipartisan Infrastructure Law (BIL) or Investment in Infrastructure Jobs Act (IIJA)

Information provided by WisDOT on February 10, 2022

- Approximately \$1.29B for Wisconsin roads and bridges
- Federal FY2022 Project Solicitation
 - 80/20 Construction funding only
 - Applications were due April 1st, design completion by August, construction must start by October 2023
 - Chippewa County submitted three eligible road projects
 - CTH C (STH 40 – CTH F)
 - CTH O (CTH XX – CTH EE)
 - CTH ZZ (STH 178 – STH 124)
- Federal FY2023-2026 Project Solicitation
 - 80/20 Design and construction funding
 - Additional information expected soon

Questions, Comments, or Concerns



County Board Orientation 2022



County Clerk

Statutory Role of County Clerk's office

By §59.23, the County Clerk's office is responsible for providing 3 major services:

- Election Administration:
Programming election equipment, preparing ballots, canvassing election results & ensuring the integrity of the election process.
- Legislative Support & Administrative Services:
County Clerk's office is responsible for the records of the County along with providing administrative support to the County Board. Delivering of oaths of office to county officials along with apportioning taxes are additional responsibilities of the Clerk's office.
- Licensing:
Marriage licenses, dog licenses and work permits are issued through the County Clerk's office. Along with being an agent to accept passport applications for the Department of State, the County Clerk's office also issues the intent to cut timber notices.

Other Duties of County Clerk's Office

- Notary services
- Minutes and Agendas
 - County Board
 - Economic Development
 - Legal and Law
 - Ag & Extension
 - Back-up for other committees
- Paper ordering and delivery
- County wide incoming and outgoing mail
- Room reservations
- Vehicle reservations
- Copying, laminating, folding services
- DNR licensing services
- Check County Drop box
- Plat book, stamps, movie ticket sales
- Free smiles and laughter

County Clerk Department Staff

- Jaclyn J. Sadler – County Clerk, almost 5 years with the department
- Lisa Merrell – Deputy County Clerk (full time), 31 years with the department
- Amanda Richardson – Deputy County Clerk (part time), 11 years with the County, 10 of those years in the County Clerk department



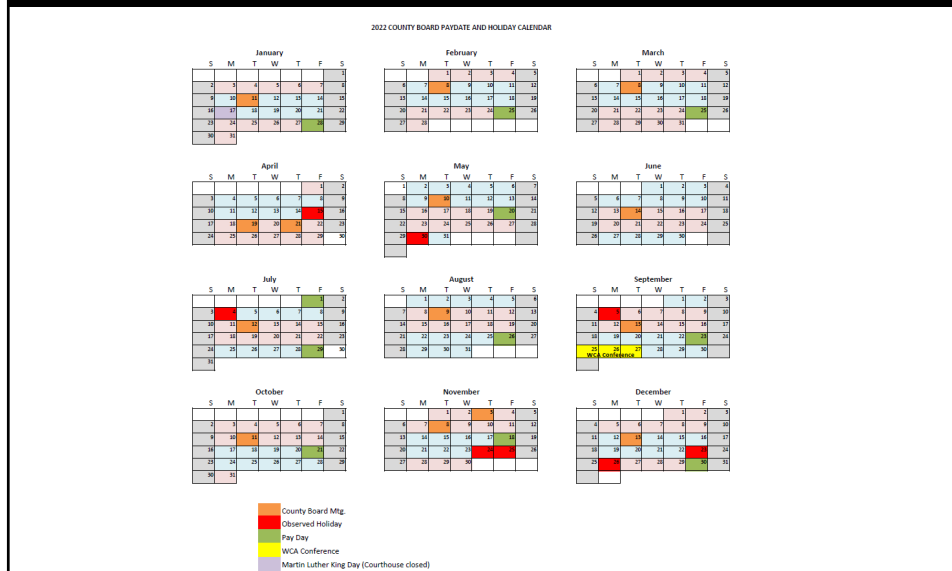
COUNTY BOARD INFORMATION

Supervisor Per Diems & Payroll

(County Code: Sec. 2-468)

- **Payroll:** monthly after the County Board meeting *(see Payroll Calendar)*
 - \$400/month for Chair
 - \$100/month for 1st Vice-Chair
 - \$70/month plus any per diems/mileage
- **Per Diem:** \$35.00/meeting *(See Per Diem slip)*
 - Must be signed by the committee chair or the County Board Chair
 - Per Diem slips that are not completed correctly shall be sent back to the committee chair or the County Board Chair to be reviewed and completed before payment is authorized
 - Individual per diem slips shall be turned in on a monthly basis for reimbursement.
- **Meals, Mileage, Lodging & Registration Reimbursement:** *(see Reimbursement Form)*
 - County Board Chair shall authorize, **prior to**, any meeting outside of any standard committee meetings, a Supervisor may attend as a representative of Chippewa County if reimbursement is anticipated
 - Reimbursement form must be completed in its entirety, along with an agenda of the meeting attending, including all receipts and turned into the County Clerk's office for reimbursement

County Board Payroll Calendar



Per Diem Slip (contact Clerk's office)

County Board Per Diem Authorization Form

Date of Meeting: _____ Start Time: _____ End Time: _____

Check One: ☐ Regular Meeting ☐ Other

Committee/Meeting Title: _____

Charge To: ☐ County Board ☐ DHS ☐ Highway ☐ ADRC



Members	Present	Absent	Miles

Members	Present	Absent	Miles

Other Committee/Supervisors Present	Miles

Signed: _____ Date: _____
County Board Chair or Committee Chair

Revised: 01/23/2020

Vehicle Reservations

- County fleet vehicles can be reserved through the County Clerk's office

Vehicle mileage reimbursement rates:

- If you need to use your own vehicle due to no fleet vehicles being available: **standard state rate = 0.52¢**
- If there is a fleet vehicle available, but you choose to use your own: **turndown rate = 0.35¢**

NOTE: If you need to be reimbursed for mileage, a Meals, Mileage, Lodging & Registration Reimbursement form needs to be completed and turned in to the County Clerk's office.

Conference Registrations

- The County Board Chair will need to approve any non WCA conference registrations
- All conference registrations and hotel reservations are made through the County Clerk office

Conference Registrations

Save the Dates:

- May 11th – County Officials Workshops
 - Eau Claire – Location TBD
 - Topics include: Roles & Responsibilities, Budgeting, Open Meetings Law, Ethics & Conflicts of Interest, Public Records Law, Running Effective Meetings, State & County Issues Update.
- Virtual Option – Mondays in June
- September 18th– 20th –WCA Annual Conference
 - Kalahari Resort, Wisconsin Dells

Reimbursement Form

(contact Clerk's office)

MEALS, MILEAGE, LODGING & REGISTRATION REIMBURSEMENT FORM – CHIPPEWA COUNTY

NAME _____

DEPARTMENT _____

PURPOSE OF TRIP _____

DATE & TIME LEAVING _____

DATE & TIME RETURNING _____

MILEAGE _____ x \$.52

MILEAGE _____ x \$.35 (Vehicle Turndown rate)

REGISTRATION _____

MOTEL _____

MEALS

1st Day\$ _____

2nd Day\$ _____

3rd Day\$ _____

4th Day\$ _____

5th Day\$ _____

TOTAL EXPENSES\$ _____

Charge to Accounts and Detail

_____ \$ _____

_____ \$ _____

Itemized receipts shall be stapled to this form for reimbursement.

Maximum Allowable

Motel \$70.00/night

Breakfast \$8.00 – must leave home before 6 a.m.

Lunch \$10.00 – must leave before 10:30 a.m. and return after 2:30 p.m.

Dinner \$20.00 – must return after 7 p.m.

\$ _____

\$ _____

\$ _____

\$ _____

Total Meals \$ _____

County Board Chair Signature

Attachment: County Clerk 2022 CB Orientation 04-19-2022 (6935 : County Clerk - Jaclyn Sadler)

Packet Pg. 74

Supervisor Mail

- **Mailboxes are located in room 104**
 - You will need to enter through the County Administrator's office
- If you need something printed, there is a desktop computer in Human Resources that you can access and print from.

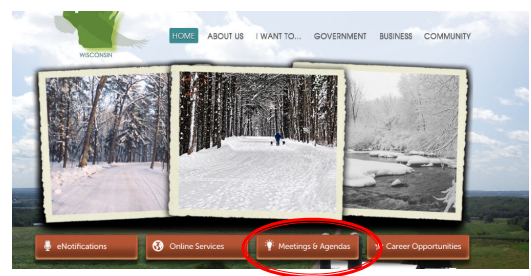
Meetings & Agendas

- All committee and County Board agendas and minutes can be found on the IQM2 web portal.

➤ App on iPad -



➤ County website - www.co.chippewa.wi.us



Attachment: County Clerk 2022 CB Orientation 04-19-2022 (6935 : County Clerk - Jaclyn Sadler)

Meetings & Agendas

The screenshot shows the Chippewa County website's 'Meetings' section. A red circle highlights the 'Meeting Group' dropdown menu, which is currently set to 'County Board'. Another red circle highlights the 'See more...' link under the 'Upcoming Meetings' section. The page lists upcoming meetings for April 2018 and past meetings for March, February, and January 2018. The footer indicates the page is 'Powered by Accela - Legislative Management'.

Chippewa County
Wisconsin

«Back to Main Site | Welcome | Meetings | Notices | Boards+ | Log in | Help | Register

Meeting Group
County Board
Print This Page

County Board

Chippewa County, WI was established in 1848 and has an estimated population of 42,000. Chippewa County is divided into 15 supervisory districts, and each district has a representative on the County Board of Supervisors. Chippewa County government is operated under an administrative form of government and the County Administrator reports to the County Board. The annual County general operating budget is approximately \$64 million. The County Board of Supervisors generally meet at 6:00 p.m. on the 2nd Tuesday in Month 302 of the Chippewa County Courthouse.

Upcoming Meetings
Full Calendar | RSS

April, 2018

Apr 17, 2018 6:00 PM
Reorganizational Meeting - Chippewa County Courthouse, Rm 302

Apr 19, 2018 5:00 PM
Special Meeting - Chippewa County Courthouse, Rm 302

See more...

Past Meetings
Full Calendar | RSS

March, 2018

Mar 13, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet | Minutes Summary | Minutes Packet

February, 2018

Feb 13, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet | Minutes Summary | Minutes Packet

January, 2018

Jan 9, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet | Minutes Summary | Minutes Packet

Jan 8, 2018 12:00 PM
Special Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet

See more...

Powered by Accela - Legislative Management

Meetings & Agendas

This screenshot shows the same Chippewa County website page as the first one, but with a red circle highlighting the 'Apr 15, 2018 9:00 PM' meeting item under the 'Upcoming Meetings' section. The browser's address bar shows the URL 'http://chippewa.wisconsin.gov/2018/04/05/Meetings'. The footer of the browser window shows the date '2018 4/5/2018'.

Chippewa County
Wisconsin

«Back to Main Site | Welcome | Meetings | Notices | Boards+ | Log in | Help | Register

Meeting Group
County Board
Print This Page

County Board

Chippewa County, WI was established in 1848 and has an estimated population of 42,000. Chippewa County is divided into 15 supervisory districts, and each district has a representative on the County Board of Supervisors. Chippewa County government is operated under an administrative form of government and the County Administrator reports to the County Board. The annual County general operating budget is approximately \$64 million. The County Board of Supervisors generally meet at 6:00 p.m. on the 2nd Tuesday in Month 302 of the Chippewa County Courthouse.

Upcoming Meetings
Full Calendar | RSS

April, 2018

Apr 17, 2018 6:00 PM
Reorganizational Meeting - Chippewa County Courthouse, Rm 302

Apr 19, 2018 5:00 PM
Special Meeting - Chippewa County Courthouse, Rm 302

Apr 15, 2018 9:00 PM
Special Meeting - Chippewa County Courthouse, Rm 302

May, 2018

May 8, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302

See more...

Past Meetings
Full Calendar | RSS

March, 2018

Mar 13, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet | Minutes Summary | Minutes Packet

February, 2018

Feb 13, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet | Minutes Summary | Minutes Packet

January, 2018

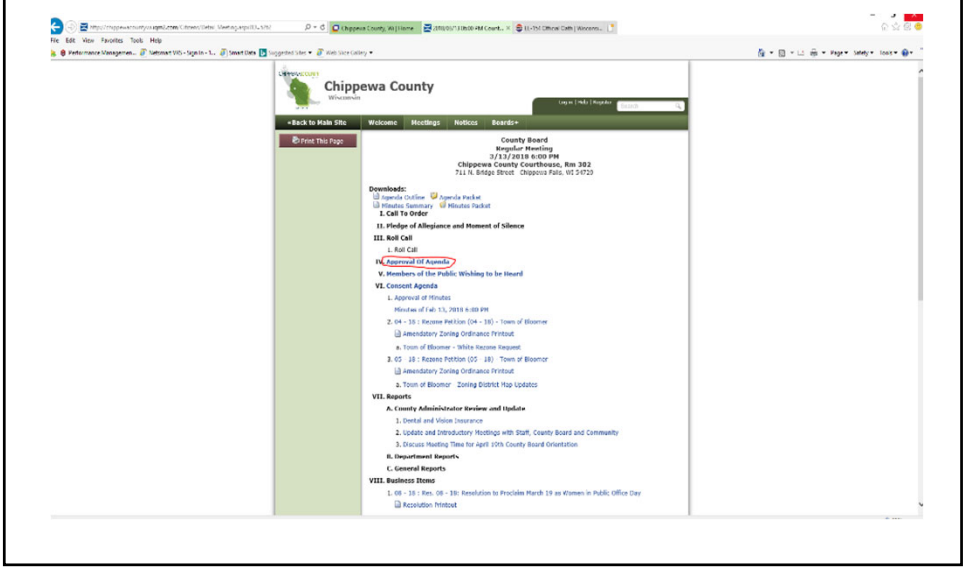
Jan 9, 2018 6:00 PM
Regular Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet | Minutes Summary | Minutes Packet

Jan 8, 2018 12:00 PM
Special Meeting - Chippewa County Courthouse, Rm 302
Agenda Outline | Agenda Packet

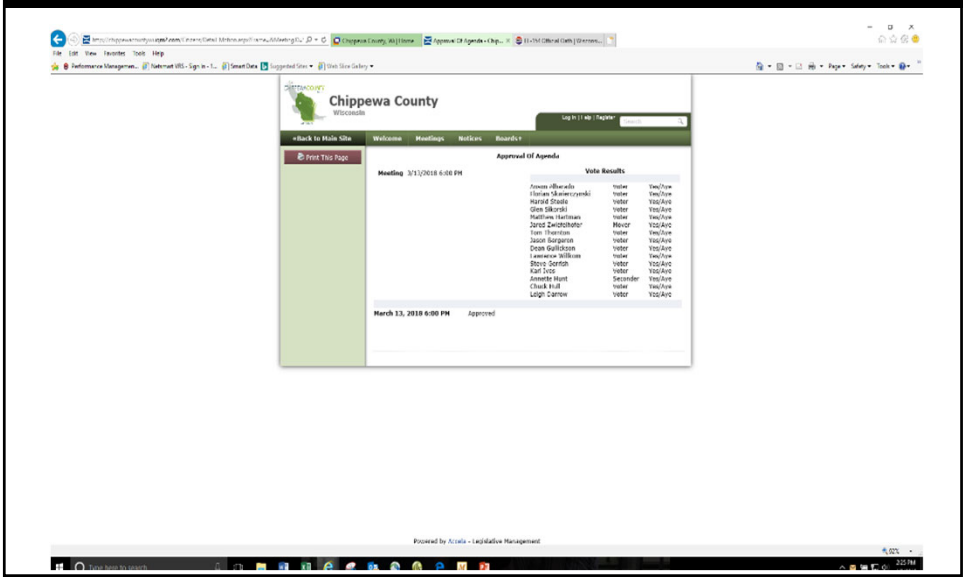
See more...

Attachment: County Clerk 2022 CB Orientation 04-19-2022 (6935 : County Clerk - Jaclyn Sadler)

Meetings & Agendas



Meetings & Agendas



Attachment: County Clerk 2022 CB Orientation 04-19-2022 (6935 : County Clerk - Jaclyn Sadler)

2022 County Board meetings

Meetings are held the second Tuesday of the month in Room 302 at 6:00pm

Month	Day
April	19th (Reorganizational Meeting)
April	21st (Orientation)
May	10 th
May	17th (Special Meeting)
May	24th (Special Meeting)
June	14 th
July	12 th
August	9 th
September	13 th
October	11 th
November	3rd (Approval of Budget)
November	8 th (Adoption of Levy)
December	13 th

ELECTION ADMINISTRATION

Election Administration

- Election Calendar of Events
- Election Notices
- Example:
 - Spring Election – April 5, 2022
 - Spring 2022 Election began November 23, 2021
 - Spring 2022 Election “ends” May 5, 2022 (aside from record retention)
 - Partisan Primary – August 9, 2022
 - Partisan Primary begin April 5, 2022
- Filing Deadlines vs. Ballot Delivery
 - August Primary
 - Filing deadline – June 1, 2022
 - Challenge deadline – June 4, 2022 (technically June 6, 2022)
 - Challenge Response deadline – 3 days after the challenge filed; the latest would be June 9, 2022
 - State certifies candidates on June 10, 2022
 - Programming and ballot creation can’t be finalized until June 10, 2022
 - Ballot order sent to Printer on June 10, 2022
 - Deadline for County Clerk to deliver ballots to municipalities is June 22, 2022

Election Administration

- Election Equipment
 - Purchased ClearBallot equipment in 2019
 - ClearCast
 - ClearAccess
 - ClearDesign
 - ClearCount
 - 8 hours of training for staff on programming and ballot creation
 - Trained over 150 Municipal Clerks, Chief Inspectors and Poll Workers
- Programming and Ballot Creation
- Ballot Orders
 - Ballot Styles and Voter turnout
 - April elections versus November elections

Election Administration

- County Clerk Role vs. Municipal Clerk Role
 - Absentee ballots
 - State Voter Registration System
 - Ballot tracking
 - Voter Participation
 - Voter Records (moved, deceased, etc)
 - Election Day
 - Poll Workers
 - Municipal Clerk Training
 - Filing officers

Election Administration

- Public Test
 - Conducted the week before the election
 - County tests 27 of 34 municipalities
 - Open to the public and live streamed on Facebook
 - What is it?
 - Test each ballot combination to verify that the paper ballots match the results tapes from the machines



Election Administration

- Election Security
 - Training of municipal clerks and chief inspectors
 - Table top exercise
 - Election Security Grant from Federal HAVA (Helping America Vote Act) funds
 - IT upgrades
 - Secure Election Room – remodeled in 2021
 - Equipment Storage for Municipalities
 - Signed agreement

Election Administration

- County Board of Canvass
 - Comprised of County Clerk, 1 Republican (Vickie Wheeler) and 1 Democrat (Al Holle) and minute taker (Amanda Richardson)
 - What is the Board of Canvass?
 - Review the results of the election from each polling location
 - Matching the number of ballots issued, the number of signatures/voter participation from poll books and the number of ballots counted by the tabulator

Election Administration

- Post Election Activities
 - Post-Election Audit
 - Random municipalities
 - Hand tally ballots compare to machine results
 - Voter Participation Entry
 - Election Reconciliation
 - WisVote
 - Absentees
 - Voter Participation
 - Ballots tallied

Questions





Open Meetings & Open Records Law County Board Orientation

Todd Pauls, Corporation Counsel
April 21, 2022

Open Meetings Law – Wis. Stat. §19.81 et al.

- Public Policy Behind Open Meetings . . . Wis. Stat. s. 19.81
 - All meetings shall be publicly held, § 19.81(2), *Wis. Stats*: “To implement and ensure the public policy herein expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.”
 - Liberal construction, § 19.81(4), *Wis. Stats. State ex rel. Lawton v. Town of Barton*, 2005 WI App 16, ¶ 19.
- The purpose of the Open Meeting Law is to give the public the fullest and most complete information concerning the affairs of government. *Martin v Wray*, 473 F. Supp. 1131 (E.D. Wis. 1979).

Open Meetings

Scope of the Law

- Applies to Governmental Bodies, which are defined as:
 - “[A] state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a local exposition district under sub ch. II of ch. 229; a family care district under s. 46.2895; a nonprofit corporation operating the Olympic ice training center under §42.11(3); or a formally constituted subunit of any of the foregoing, but excludes any such body or committee or subunit of such body which is formed for or meeting for the purpose of collective bargaining under Subch. I, IV or V of Ch. 111.”

Open Meetings

What types of meetings are covered?**Definition of meeting**

- “[T]he convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.” § 19.82(2), *Wis. Stats.*

Open Meetings

What types of meetings are covered?

- Judicial and Attorney General interpretation.
- The *Showers* Test – The above definition of a “meeting” applies whenever a convening of members of a governmental body satisfies two requirements: (1) there is a purpose to engage in governmental business; and (2) the number of members present is sufficient to determine the governmental body’s course of action. ***State ex rel. Newspapers v. Showers***, 135 Wis. 2d 77, 398 N.W.2d 154 (1987).

Open Meetings

What types of meetings are covered?**Number of Members Present Requirement**

- It is critical to remember that the power to control a body’s course of action can refer either to the affirmative power to pass a proposal or the negative power to defeat a proposal, *i.e.*, a “negative quorum.”
- The size of a negative quorum is smaller than a majority in situations where a super-majority (2/3 or 3/4) vote is required for a body to pass a measure.

Open Meetings

What types of meetings are covered?**Electronic Mail**

- Communications *via* electronic mail may constitute a “meeting” and be subject to the Open Meetings Law.
- Electronic mail features such as “reply all” and “forward” make it possible for a message to be instantaneously transmitted to a sufficient number of members of the governmental body to determine the body’s course of action on the matter, thus satisfying the definition of a meeting. *DOJ Correspondence*, October 3, 2000.
- While there is no applicable precedent that addresses the use of electronic mail in the context of the Open Meetings Law, members of governmental bodies are strongly discouraged from communicating with each other via electronic mail on matters within the realm of their authority.

Open Meetings

Quorums**Walking Quorums**

- A “walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. *Showers*, 135 Wis. 2d at 92.
- The critical element of a walking quorum is an implied or express agreement to act uniformly.
- Problems with Walking Quorums:
 - The danger is that walking quorums produce a predetermined outcome and may render publicly-held meetings a mere formality. See ***State ex rel. Lynch v Conta***, 71 Wis. 2d 622, 239 N.W. 2d 313 (1976)

Open Meetings

Closed Sessions

Closed Session Exceptions

- Any meeting may convene into closed session under the specific exceptions of Sec. 19.85(1), *Wis. Stats.*
- The exemptions are narrow in focus, should be used sparingly and only when necessary to protect the public interest.
- If there is a need for a closed session, contact Corporation Counsel to confirm the topic meets the statutory requirements to go into closed session and for the correct language to be used on the agenda.

Open Meetings

Closed Sessions

Closed Session Exceptions

1. Wis. Stat. §19.85(1)(a) – Judicial or Quasi-judicial Hearings
2. Wis. Stat. §19.85(1)(b) – Employment and Licensing Matters
3. Wis. Stat. §19.85(1)(c) – Employment
4. Wis. Stat. §19.85(1)(e) – Conducting Business with Competitive or Bargaining Implications
5. Wis. Stat. §19.85(1)(f) – Consideration of Financial Medical, Personal or Social Information
6. Wis. Stat. §19.85(1)(g) – Conferring with Legal Counsel with Respect to Litigation
7. Wis. Stat. §19.85(1)(h) – Request for Ethics Advice

Open Meetings

Closed Sessions, cont.

Closed Session Exceptions

Judicial or Quasi-Judicial Hearings

- Sec. 19.85(1)(a), *Wis. Stats.* Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that government body;

Open Meetings

Closed Sessions, cont.

Closed Session Exceptions

Employment and Licensing Matters

- Sec. 19.85(1)(b), *Wis. Stats.* Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal actions on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held. § 19.85(1)(b), *Wis. Stats.*

Open Meetings

Closed Sessions, cont.

Closed Session Exceptions

Employment

- Sec. 19.85(1)(c), *Wis. Stats.* Considering employment, promotion, compensation or performance valuation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Open Meetings

Closed Sessions, cont.

Closed Session Exceptions

Conducting Business with Competitive or Bargaining Implications

- Sec. 19.85(1)(e), *Wis. Stats.* Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. § 19.85(1)(e), *Wis. Stats.*

Open Meetings

Closed Sessions, cont.**Closed Session Exceptions****Consideration of Financial, Medical, Social or Personal Information**

- Sec. 19.85(1)(f), *Wis. Stats.* Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations. § 19.85 (1)(f), *Wis. Stats.*

Open Meetings

Closed Sessions, cont.**Closed Session Exceptions****Conferring with Legal Counsel with Respect to Litigation**

- Sec. 19.85(1)(g), *Wis. Stats.* Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. § 19.85(1)(g), *Wis. Stats.*

Open Meetings

Closed Sessions, cont.**Closed Session Exceptions****Request for Ethics Advice**

- Sec. 19.85(1)(h), *Wis. Stats.* Consideration of requests for confidential written advice from the ethics board under § 19.46(2), *Wis. Stats.*, or from any local government ethics board. § 19.85(1)(h), *Wis. Stats.*

Open Meetings

Who May Attend Closed Session

- In general, the open meetings law gives wide discretion to a governmental body to admit to a closed session anyone whose presence the body determines is necessary for the consideration of the matter that is the subject of the meeting. *DOJ Correspondence*, December 15, 1988.

Important Note

- Remember from the training presented on parliamentary procedure that a motion to go into closed session must now include the names of all individuals that will be allowed to attend the closed session.
- If the motion is approved, the Chair shall announce in open session the names of those individuals who will be allowed to attend the closed session.
- The minutes from the closed session shall also include the names of those members in attendance.
 - Closed session minutes shall include any motions and votes taken on those motions in closed session.
 - Closed session minutes shall remain confidential until there is no longer a need for them to remain confidential.

Open Meetings

Who May Attend Closed Session**Chippewa County Code of Ordinances Section 2-60(o)**

- (o) *Closed sessions.* The County Board or any committee may go into closed session as part of its meeting agenda pursuant to one of the exceptions listed in Wis. Stats. § 19.85. The County Board or committee shall follow the following procedures when convening into closed session:
 - (1) A supervisor or committee member shall make a motion, consistent with the listed agenda item, to move into closed session. **The motion shall also include the names of all individuals that will be allowed to attend the closed session.** If a second to that motion is made, a roll call vote shall be taken and if a majority of the members present support the motion, the body shall then convene into closed session. **Prior to moving into closed session, the Chair shall announce in open session those individuals that will be allowed to attend the closed session.**
 - (2) **The minutes from the closed session shall include those members in attendance** as well as the time that the County Board or committee convened into closed session and the time that the body convened back into open session. In addition, the minutes shall also include any motions made and the votes taken on those motions.

Open Meetings

Closed Session Considerations

- Body must approve by a majority vote to convene in closed session.
- Chair announces and has it recorded in the minutes the reason for going into closed session. May not just read the statute number.
- Body is limited to discussing only those items specified in the closed session announcement

Open Meetings

Voting in Closed Session**Practical suggestions on voting in closed session**

- Only as needed
- Attorney General advises that a governmental body should vote in open session unless doing so would compromise the need for the closed session. *Wisconsin Open Meetings Law Compliance Guide 18 (March 2018)*.

Open Meetings

Confidentiality of Items Discussed in Closed Session**Importance of Confidentiality**

- Members and all others who participate in a closed session must avoid discussing or disclosing the matters addressed in closed session to anyone who is not a member of the body or otherwise entitled to access the information.

Open Meetings

Confidentiality of Items Discussed in Closed Session, cont.**Important Points**

- Confidentiality of matters discussed in closed session is imperative for the following reasons:
 1. Sensitive matters - 13 statutory exceptions that allow government bodies to meet in closed session all involve matters of a sensitive nature.
 2. Allows members of the body to speak freely and responsibly on sensitive issues. Good governance requires complete and honest communication among members.
 3. Discussion of closed session matters outside of closed session is not in and of itself a violation of the Open Meeting Law but could impact a pending legal proceeding of which the County is a party or violate other laws, depending on the nature of the information disclosed (i.e. FMLA, privacy laws).

Open Meetings

Penalties and Enforcement

- Penalties - § 19.96, *Wis. Stats.*
 - Forfeiture - \$25 to \$300.
- Elements of conviction.
 - Member of a governmental body;
 - Knowingly attends a meeting in violation of Subchapter 19, *Stats.*, or
 - In official capacity otherwise violates Subchapter IV, Chapter 19 by some act or omission.

Open Meetings

Enforcement Proceedings

- Wis. Stat. § 19.97(1)
- District Attorney – initiates on behalf of the State
- Citizen action.
 - Costs of prosecution, including attorney fees, may be awarded.
- NOTE: The limitations period under Wis. Stats. § 893.80 and § 893.82 are inapplicable to actions commenced under Wis. Stat. § 19.97

Open Records Law – Wis. Stat. §19.21 et al.**Public Policy and Purpose**

- All persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.
- Further, providing persons with such information is an essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information
- Wis. Stat. §19.31

Open Records Law

What is a Record?

- “Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.”
 - Wis. Stat. § 19.32(2)
- “Record” includes, but is not limited to, handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved.

Open Records Law

What is not a Record?

- Drafts, notes, and preliminary documents
 - depends on extent and purpose of dissemination
- Purely personal property
- Material with limited access rights, such as copyrights or patents
 - “trade secrets”

Open Records Law

Who Must Keep a Record?

- An “Authority” must keep records.
- “Authority” means any of the following having custody of a record: an elected official...
- “Elected Official” means an individual who holds an office that is regularly filled by vote of the people.
- “Legal custodian” means the individual responsible for maintaining records.

Open Records

Is it a Record?

- Not created by the authority but in the authority’s possession
- Personal email, calls, and documents on an authority’s accounts
- Business email, calls, and documents on personal accounts
- Social media pages and posts
- Contractors’ records

Open Records Law

Is it a Record?**Personal Email, Calls, and Documents on an Authority's Account**

- Email sent and received on an authority's computer system is a record
- Includes purely personal email sent by officers or employees of the authority
- Disclosure generally not required

Schill v. Wisconsin Rapids School District,
2010 WI 86, 327 Wis. 2d 572, 786 N.W.2d 177

Open Records Law

Is it a Record?**Government Business Emails, Calls, and Documents on Private Accounts**

- These materials may be "records"
- Content determines whether something is a "record," not the medium, format, or location
- **Recommendation**: Conduct a careful search of all relevant accounts
- Personal materials on the same private accounts are not subject to disclosure

Open Records Law

Is it a Record?**Social Media**

- 2009 Informal Opinion of WI Atty. General (Wis. Op. Att’y Gen. (I-06-09, December 23, 2009)
- Google Groups website created by town chairperson
- Discussed town business on website
- Access restricted to “friends” of town chairperson
- News reporter made informal request to join group, but was denied
- News reporter made formal request for access to website, which was also denied

Open Records Law

Is it a Record?**Social Media** (cont.)

- 2009 Informal Opinion of WI Atty. General (Wis. Op. Att’y Gen. (I-06-09, December 23, 2009)
- Reporter requested opinion from WI Atty. General as to whether the content of the website is a public record
- Atty. General concluded that website was are probably records subject to open records law because it was created by an “authority” – in this case, the town chairperson and it included discussion of town business

Open Records Law

Is it a Record?**Social Media** (cont.)

- 2009 Informal Opinion of WI Atty. General (Wis. Op. Att’y Gen. (I-06-09, December 23, 2009)
- Test for determining whether website is a public record
 - Whether public resources were used
 - Whether the public authority was acting in a non-public capacity to which the alleged record relates
 - Whether a reasonable member of the public would view the activity as a public function
 - Whether recipients of the record are limited to “personal” contacts
 - Whether alleged record was generated at time, place and manner in which public business is normally conducted; and
 - Purposes for which the document was created, kept, or maintained

Open Records Law

Who Can Request a Record?

- Requester need not state the purpose of the request
- Requester generally need not identify himself or herself
- Motive not relevant, but context appropriately considered

Open Records Law

Is the Request Sufficient?

- Written request or form not required
- Magic words not required
- Reasonably describes the information or record requested
- Reasonably specific as to time and subject matter
- Custodian should not have to guess what records the requester wants

Open Records Law

Does the Record Requested Exist?

- Generally, only records that exist at the time of the request must be produced—to respond, an authority need not create new records
- Continuing requests are not contemplated by the public records law
- Public records law does not require answering questions
- Records retention – Wis. Stat. § 16.61 for state authorities, Wis. Stat. § 19.21 for local authorities (general fallback position is seven (7) years)

Open Records Law Practice Tips

- If you don't want your friends or neighbors reading about it in the newspaper...
- Not everything needs to be in writing – we still have phones!
- Open records requests are to be taken seriously

Questions, Comments, or Concerns

