

# CHIPPEWA COUNTY

## EXECUTIVE COMMITTEE

### REGULAR MEETING

FEBRUARY 1, 2022

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

#### 1. CALL TO ORDER

Chair Gullickson called the meeting to order at 4:00 p.m.

#### 2. ROLL CALL

| Attendee Name   | Organization    | Title                   | Status  | Arrived |
|-----------------|-----------------|-------------------------|---------|---------|
| Dean Gullickson | Chippewa County | District 7 (Chair)      | Present |         |
| Glen Sikorski   | Chippewa County | District 2 (Vice-Chair) | Present |         |
| Chuck Hull      | Chippewa County | District 14             | Present |         |
| Mechele Shipman | Chippewa County | District 9              | Present |         |
| Annette Hunt    | Chippewa County | District 13             | Absent  |         |

Others Present: Randy Scholz, Traci Bremness, Lori Zwiefelhofer, Andy Bauer, Toni Hohlfelder, Todd Pauls, Karen Hepfler, Jim Kowalczyk

#### 3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

#### 4. CONSENT AGENDA

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mechele Shipman, District 9  
**SECONDER:** Chuck Hull, District 14  
**AYES:** Gullickson, Sikorski, Hull, Shipman  
**ABSENT:** Hunt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jan 18, 2022 4:00 PM

3. Schedule Next Meeting Date - March 1, 2022

#### 5. REPORTS

1. CIP Project Update 2020-2022 - Randy Scholz/Lori Zwiefelhofer  
Zwiefelhofer gave an update on the current 2020-2022 CIP projects.

**RESULT:** REVIEWED

**Next: 2/8/2022 6:00 PM**

# Executive Committee

Minutes  
Regular Meeting

Chippewa County Courthouse, Rm 302

February 1, 2022  
4:00 PM

## 6. BUSINESS ITEMS

1. Resolution to Establish the Annual Compensation for the Sheriff, Clerk of Courts, and the Coroner Positions for 2023 through 2026 – Randy Scholz

Scholz explained the only thing that changed from what was presented last month is this resolution will increase the annual salary for the Sheriff by 6% in 2023 and then 2% annually for years 2024, 2025, and 2026. In addition, the \$115 per Coroner call includes the autopsy calls; they are not separate.

|                  |                                            |                               |
|------------------|--------------------------------------------|-------------------------------|
| <b>RESULT:</b>   | <b>FORWARD TO COUNTY BOARD [UNANIMOUS]</b> | <b>Next: 2/8/2022 6:00 PM</b> |
| <b>MOVER:</b>    | Glen Sikorski, District 2 (Vice-Chair)     |                               |
| <b>SECONDER:</b> | Mechele Shipman, District 9                |                               |
| <b>AYES:</b>     | Gullickson, Sikorski, Hull, Shipman        |                               |
| <b>ABSENT:</b>   | Hunt                                       |                               |

2. Resolution to Amend the Guidelines & Procedures for Allocating American Rescue Plan Act of 2021 (ARPA) Funds - Randy Scholz

Scholz explained since the ARPA guidelines and procedures were originally brought forward, we received the final rule from the U.S. Treasury. The new guidance says you can spend the funds on any government service. So if we spend levy dollars on something then we can spend ARPA funds on it.

In addition, after reviewing projects the departments submitted, Scholz realized that it will be much easier to bring the plan forward for approval once. That will allow departments like Highway and Facilities & Parks to have the funding up front and be able to implement them over a couple year time frame. The projects will also be re-evaluated in 2024 and if for some reason the project cannot be completed, then it will allow the County to reallocate the dollars to a different project or transfer the funds to Highway in order to utilize all of the funds within the required time frame. Any dollars that are reallocated will required a separate resolution approved by the County Board.

|                  |                                            |                               |
|------------------|--------------------------------------------|-------------------------------|
| <b>RESULT:</b>   | <b>FORWARD TO COUNTY BOARD [UNANIMOUS]</b> | <b>Next: 2/8/2022 6:00 PM</b> |
| <b>MOVER:</b>    | Chuck Hull, District 14                    |                               |
| <b>SECONDER:</b> | Mechele Shipman, District 9                |                               |
| <b>AYES:</b>     | Gullickson, Sikorski, Hull, Shipman        |                               |
| <b>ABSENT:</b>   | Hunt                                       |                               |

## 7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

### A. County Board Chair Report

### B. County Administrator Operation Report

1. Update on New Economic Development Policy - Randy Scholz

Scholz provided an update on the new Economic Development Policy that will be coming forward to the Economic Development Committee and County Board in February to consider. This new policy would rescind certain economic development resolutions and policies that have been previously adopted so that all information is contained in one new policy. (see memo on file)

# Executive Committee

Minutes  
Regular Meeting

Chippewa County Courthouse, Rm 302

February 1, 2022  
4:00 PM

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

## 8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Gullickson received an email from Judge Gibbs who got an email from the DNR to maintain the wolf management level. This item will be referred to the LCFM and/or Ag & Extension Committee.

## 9. ADJOURN

The meeting adjourned at 4:27 p.m.

|                |                                     |
|----------------|-------------------------------------|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b>         |
| <b>MOVER:</b>  | Glen Sikorski, Mechele Shipman      |
| <b>AYES:</b>   | Gullickson, Sikorski, Hull, Shipman |
| <b>ABSENT:</b> | Hunt                                |

# CHIPPEWA COUNTY

## EXECUTIVE COMMITTEE

### REGULAR MEETING

JANUARY 18, 2022

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

#### 1. CALL TO ORDER

Chair Gullickson called the meeting to order at 4:00 p.m.

#### 2. ROLL CALL

| Attendee Name   | Organization    | Title                   | Status  | Arrived |
|-----------------|-----------------|-------------------------|---------|---------|
| Dean Gullickson | Chippewa County | District 7 (Chair)      | Present |         |
| Glen Sikorski   | Chippewa County | District 2 (Vice-Chair) | Present |         |
| Chuck Hull      | Chippewa County | District 14             | Present |         |
| Mechele Shipman | Chippewa County | District 9              | Present |         |
| Annette Hunt    | Chippewa County | District 13             | Absent  |         |

Others Present: Randy Scholz (via phone), Lisa Merrell, Todd Pauls, Lori Zwiefelhofer, Jim Kowalczyk, Karen Hepfler, Ron Patten, Toni Hohlfelder, Deb Blevins, Buck Steele, Ken Schmitt,

#### 3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

#### 4. CONSENT AGENDA

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mechele Shipman, District 9  
**SECONDER:** Glen Sikorski, District 2 (Vice-Chair)  
**AYES:** Gullickson, Sikorski, Hull, Shipman  
**ABSENT:** Hunt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jan 4, 2022 4:00 PM

3. Schedule Next Meeting Date - February 1, 2022

#### 5. REPORTS

1. Update on Northwest ITBEC - Ken Schmitt

Ken Schmitt is currently appointed as the County Board representative on the Northwest ITBEC Board. He provided an update and indicated that Northwest ITBEC will be taking over organizing the Governor's fishing opener. Gullickson stated that he would put this on the County Board agenda for February.

Minutes Acceptance: Minutes of Jan 18, 2022 4:00 PM (Consent Agenda)

# Executive Committee

Minutes  
Regular Meeting

Chippewa County Courthouse, Rm 302

January 18, 2022  
4:00 PM

RESULT:

REVIEWED

Next: 2/8/2022 6:00 PM

## 6. BUSINESS ITEMS

1. Establish 2023-2026 Elected Official Salaries for Sheriff, Coroner and Clerk of Courts - Randy Scholz  
Scholz indicated the 2023-2026 salaries need to be established for the Sheriff, Coroner and Clerk of Courts by the March 8, 2022 County Board meeting before individuals take out nomination papers. See memo for additional details. Scholz talked to all three elected officials about his proposal. The Coroner requested a \$10 increase in the cremation viewing and autopsy costs.

Kowalczyk provided some history as to why he was given a larger increase for the 2018-2021 term, to get his salary above what his Chief Deputy makes. If they go with the 3%/2%/2%/2% for the next four years, he would be in the same position of making less than his Chief Deputy. Kowalczyk requested that he be treated the same as the other elected officials and be given 6%/2%/2%/2% for the next four years. He would still be making less than the Chief Deputy, but they would be closing the gap.

Motion (Shipman/Hull) to send this back to the County Administrator to make an adjustment to do a 6% wage increase for the first year, and then 2% each year after for all three elected officials, and additionally to do a market analysis on these positions at the same time as other county positions are reviewed.  
Carried 4-0

2. Resolution to Disallow Claim of Justin Thompson - Deb Blevins  
Blevins gave an overview of the claim and explained it is the recommendation of our liability insurance carrier, WMMIC, that we disallow the claim.

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Chuck Hull, District 14                |
| <b>SECONDER:</b> | Glen Sikorski, District 2 (Vice-Chair) |
| <b>AYES:</b>     | Gullickson, Sikorski, Hull, Shipman    |
| <b>ABSENT:</b>   | Hunt                                   |

## 7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

- A. County Board Chair Report
- B. County Administrator Operation Report

## 8. AGENDA ITEMS FOR FUTURE CONSIDERATION

## 9. ADJOURN

The meeting adjourned at 4:35 p.m.

Minutes Acceptance: Minutes of Jan 18, 2022 4:00 PM (Consent Agenda)

## Executive Committee

Minutes  
Regular Meeting

Chippewa County Courthouse, Rm 302

January 18, 2022  
4:00 PM

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Glen Sikorski, District 2 (Vice-Chair) |
| <b>SECONDER:</b> | Mechele Shipman, District 9            |
| <b>AYES:</b>     | Gullickson, Sikorski, Hull, Shipman    |
| <b>ABSENT:</b>   | Hunt                                   |

Minutes Acceptance: Minutes of Jan 18, 2022 4:00 PM (Consent Agenda)



# 2020-2022 CIP PROJECT UPDATE

Capital Improvement Plan (CIP)

Presentation for Executive Committee on February 1, 2022

Presentation for County Board on February 8, 2022

## Overview

- Provide County Board update on status of approved CIP projects 2020-2022 as of 12/31/2021
  - DOA Staff maintains detailed reporting and management protocol for the CIP Program

| Year | Sales Tax Funding | Bonding Funding |
|------|-------------------|-----------------|
| 2020 | \$2,118,400       | \$1,000,000     |
| 2021 | \$2,323,900       | \$1,700,000     |
| 2022 | \$3,025,000       | \$1,300,000     |

## 2018-2019 Projects Previously In Progress

| Year | Project Title                                  | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax   | Borrowing   | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments                                                                                                        |
|------|------------------------------------------------|-----------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|-----------------------------------------------------------------------------------------------------------------|
| 2018 | Highways & Bridges                             | \$6,119,346           | \$4,819,346          | \$1,300,000 |             | \$3,974,874            |                      | In Progress |                                                                                                                 |
| 2018 | Courthouse Painting                            | \$100,000             |                      | \$100,000   |             | \$113,023              | (\$13,023)           | Completed   | 1 <sup>st</sup> and 3 <sup>rd</sup> Floors with project scope increased.                                        |
| 2018 | RMS/CAD/Jail/Civil software – Spillman Project | \$857,153             | \$770,000            | \$87,153    |             | \$745,121              |                      | In Progress | Go Live was March 2019. 1 module is remaining for the DA Protect. This is still awaiting approval from the DOJ. |
| 2019 | Highways & Bridges                             | \$7,363,240           | \$5,063,240          | \$1,300,000 | \$1,000,000 | \$4,652,992            |                      | In Progress |                                                                                                                 |

## 2012-2022 Radio Tower Project

(Budgeted thru 2019)

| Year     | Project Title                               | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax   | Borrowing   | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments |
|----------|---------------------------------------------|-----------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|----------|
| Multiple | Radio System Replacement/Fiber Installation | \$5,145,887           | \$2,200,000          | \$1,300,000 | \$1,645,887 | \$2,966,024            |                      | In Progress |          |

Total Budgeted Amount is based on changes with Res. 39-20 from November 10, 2020 County Board Meeting.

## 2020 Projects

| Year | Project Title                                                              | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax | Borrowing | Expenditure (12-31-21) | Project (Over/Under) | Status    | Comments                                                                                             |
|------|----------------------------------------------------------------------------|-----------------------|----------------------|-----------|-----------|------------------------|----------------------|-----------|------------------------------------------------------------------------------------------------------|
| 2020 | Courthouse Fire System Standpipe                                           | \$50,000              | \$50,000             |           |           | \$72,205               | (\$22,205)           | Completed | Used non-lapsing funds to offset                                                                     |
| 2020 | Resurface 2002 Jail Showers                                                | \$60,000              | \$60,000             |           |           | \$60,000               |                      | Completed | Done in conjunction with 2021 shower project.                                                        |
| 2020 | Park Master Plan – Morris Erickson bathroom project and other improvements | \$161,200             | \$161,200            |           |           | \$112,718              | \$47,282             | Completed |                                                                                                      |
| 2020 | Replace 2002 Jail Chiller                                                  | \$500,000             | \$500,000            |           |           | \$279,003              | \$220,997            | Completed | Budgeted amount includes \$100,000 transferred to Treasurer & Clerk Security Project per Res. 34-20. |
| 2020 | Security Plan-Treas & Co Clerk                                             | \$500,000             | \$500,000            |           |           | \$452,102              | \$47,898             | Completed | Budgeted amount includes \$100,000 transferred from Jail Chiller project with Res. 34-20             |
| 2020 | Snowmobile Bridge                                                          | \$120,000             | \$120,000            |           |           | \$41,394               | \$78,606             | Completed |                                                                                                      |

## 2020 Projects (Cont.)

| Year | Project Title                          | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax   | Borrowing   | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments                                             |
|------|----------------------------------------|-----------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|------------------------------------------------------|
| 2020 | Card Access ADA Door Opener            | \$50,000              | \$50,000             |             |             | \$49,282               | \$718                | Completed   |                                                      |
| 2020 | IT replacement equipment & data center | \$215,000             |                      | \$215,000   |             | \$181,604              | \$33,396             | Completed   |                                                      |
| 2020 | Sound & Video Equip Replacement        | \$89,000              |                      | \$89,000    |             | \$85,080               | \$3,920              | Completed   |                                                      |
| 2020 | Non-Highway Fleet Vehicles             | \$200,000             |                      | \$200,000   |             | \$275,313              | (\$75,313)           | Completed   | Includes replacement of a vehicle paid by insurance. |
| 2020 | Highways & Bridges                     | \$8,473,740           | \$6,173,740          | \$1,300,000 | \$1,000,000 | \$5,229,035            |                      | In Progress |                                                      |
| 2020 | Hwy Machinery Purchases                | \$1,025,000           | \$1,025,000          |             |             | \$670,099              | \$354,901            | Completed   |                                                      |
| 2020 | Hwy Building Improvements              | \$100,000             | \$100,000            |             |             | \$143,906              | (\$43,906)           | Completed   | New Shop Roof. Overage came from machinery fund.     |

## 2020 Projects (Cont.)

| Year | Project Title                     | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax          | Borrowing          | Expenditure (12-31-21) | Project (Over/Under) | Status    | Comments                                                                 |
|------|-----------------------------------|-----------------------|----------------------|--------------------|--------------------|------------------------|----------------------|-----------|--------------------------------------------------------------------------|
| 2020 | Standardized Recycling Containers | \$50,000              | \$50,000             |                    |                    | \$49,495               | \$505                | Completed |                                                                          |
| 2020 | County Stewardship                | \$100,000             | \$85,600             | \$14,400           |                    | \$0                    |                      | Closed    | No projects. Sales Tax funds will be transferred back to sales tax fund. |
| 2020 | Co Forest Acquisitions            | \$300,000             | \$300,000            |                    |                    | \$0                    |                      | Closed    | No projects.                                                             |
| 2020 | Jail Washer/Dryer                 | \$400,000             |                      | \$400,000          |                    | \$439,889              | (\$39,889)           | Completed | Transferred Facilities funds to offset overage.                          |
|      | <b>Total</b>                      | <b>\$12,393,940</b>   | <b>\$9,175,540</b>   | <b>\$2,218,400</b> | <b>\$1,000,000</b> |                        |                      |           |                                                                          |
|      |                                   |                       |                      |                    |                    |                        |                      |           |                                                                          |

## 2021 Projects

| Year | Project Title                                        | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax | Borrowing | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments                                                                                              |
|------|------------------------------------------------------|-----------------------|----------------------|-----------|-----------|------------------------|----------------------|-------------|-------------------------------------------------------------------------------------------------------|
| 2021 | Park Master Plan Implementation                      | \$150,000             | \$150,000            |           |           | \$11,620               |                      | In Progress | Otter Lake Fish Cleaning Facility                                                                     |
| 2021 | Huber Shower Remodel/Maintenance                     | \$50,000              | \$50,000             |           |           | \$8,865                | \$41,135             | Completed   | Project bid and completed in conjunction with 2020 shower project.                                    |
| 2021 | Generator System updates for Courthouse/Sheriff's    | \$50,000              | \$50,000             |           |           | \$0                    |                      | In Progress | Total Budgeted costs are \$100,000 for this project. Funding from 2013 of \$50,000 plus this funding. |
| 2021 | Roof Replacement – 1992 Courthouse Addition (3 of 4) | \$175,000             | \$175,000            |           |           | \$11,877               |                      | In Progress | Signed contract with A&E.                                                                             |
| 2021 | IT Office Remodel                                    | \$137,150             | \$137,150            |           |           | \$14,169               |                      | In Progress | Construction began 4 <sup>th</sup> Qtr 2021                                                           |
| 2021 | WIC/Public Health Remodel                            | \$50,000              | \$50,000             |           |           | \$0                    |                      | In Progress | Project is in the design phase and to be completed in 2022                                            |
| 2021 | Veteran's Department Security Upgrades & Remodel     | \$95,000              | \$95,000             |           |           | \$9,431                |                      | In Progress | Construction began 4 <sup>th</sup> Qtr 2021                                                           |

## 2021 Projects (Cont.)

| Year | Project Title                                     | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax   | Borrowing   | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments                                                   |
|------|---------------------------------------------------|-----------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|------------------------------------------------------------|
| 2021 | Variable Air Volume (VAV) Box Upgrade – Phase 2   | \$240,000             |                      | \$240,000   |             | \$182,324              | \$57,676             | Completed   | Remaining funds will be transferred back to sales tax fund |
| 2021 | 2002 Jail Plumbing – Acorn Valve Replacement      | \$75,000              | \$75,000             |             |             | \$23,224               | \$51,776             | Completed   |                                                            |
| 2021 | Conference Room Remodel (Old Land Records Office) | \$213,000             | \$150,000            | \$63,900    |             | \$20,931               |                      | In Progress | Construction began 4 <sup>th</sup> Qtr 2021                |
| 2021 | Highways & Bridges                                | \$5,621,778           | \$2,621,778          | \$1,300,000 | \$1,700,000 | \$5,588,951            |                      | In Progress |                                                            |
| 2021 | Highway Machinery Purchases                       | \$950,000             | \$950,000            |             |             | \$1,340,410            |                      | In Progress |                                                            |
| 2021 | Highway Building Improvements & Security          | \$325,000             | \$325,000            |             |             | \$90,432               |                      | In Progress | New shop overhead doors and security remodel               |
| 2021 | Non-Highway Fleet Vehicles                        | \$200,000             |                      | \$200,000   |             | \$192,103              |                      | In Progress |                                                            |

## 2021 Projects (Cont.)

| Year | Project Title                          | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax | Borrowing | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments                                                            |
|------|----------------------------------------|-----------------------|----------------------|-----------|-----------|------------------------|----------------------|-------------|---------------------------------------------------------------------|
| 2021 | IT replacement equipment & data center | \$245,000             |                      | \$245,000 |           | \$114,798              |                      | In Progress |                                                                     |
| 2021 | Boundary Waters Project                | \$50,000              |                      | \$50,000  |           | \$0                    |                      | Closed      |                                                                     |
| 2021 | County Stewardship Fund                | \$100,000             | \$100,000            |           |           | \$0                    |                      | Closed      | No projects                                                         |
| 2021 | Snowmobile Bridge                      | \$120,000             | \$120,000            |           |           | \$158                  |                      | In Progress |                                                                     |
| 2021 | LCFM Equipment Replacement             | \$100,000             | \$100,000            |           |           | \$45,683               |                      | Closed      | Has co-purchased a tractor loader with Parks but waiting on invoice |
| 2021 | County Forest & Land Acquisitions      | \$150,000             | \$150,000            |           |           | \$0                    |                      | Closed      | No projects                                                         |
| 2021 | Jail Full Body Scanner                 | \$150,000             |                      | \$150,000 |           | \$121,507              | \$28,493             | Completed   | Remaining funds will be transferred back to sales tax fund          |

## 2021 Projects (Cont.)

| Year | Project Title                  | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax          | Borrowing          | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments                                    |
|------|--------------------------------|-----------------------|----------------------|--------------------|--------------------|------------------------|----------------------|-------------|---------------------------------------------|
| 2021 | Sheriff Clerical Room Redesign | \$75,000              |                      | \$75,000           |                    | \$8,773                |                      | In Progress | Construction began 4 <sup>th</sup> Qtr 2021 |
|      | <b>Total 2021 Projects</b>     | <b>\$9,472,828</b>    | <b>\$2,432,150</b>   | <b>\$2,323,900</b> | <b>\$1,700,000</b> |                        |                      |             |                                             |
|      |                                |                       |                      |                    |                    |                        |                      |             |                                             |
|      |                                |                       |                      |                    |                    |                        |                      |             |                                             |
|      |                                |                       |                      |                    |                    |                        |                      |             |                                             |
|      |                                |                       |                      |                    |                    |                        |                      |             |                                             |
|      |                                |                       |                      |                    |                    |                        |                      |             |                                             |
|      |                                |                       |                      |                    |                    |                        |                      |             |                                             |

## 2022 Projects

| Year | Project Title                    | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax   | Borrowing   | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments |
|------|----------------------------------|-----------------------|----------------------|-------------|-------------|------------------------|----------------------|-------------|----------|
| 2022 | Replacement of Jail Windows      | \$150,000             |                      | \$150,000   |             |                        |                      | In Progress |          |
| 2022 | Roof Replacement                 | \$415,000             |                      | \$415,000   |             |                        |                      | In Progress |          |
| 2022 | Parking Lot Maintenance          | \$50,000              |                      | \$50,000    |             |                        |                      | In Progress |          |
| 2022 | Courthouse Painting/Wallcovering | \$170,000             | \$170,000            |             |             |                        |                      | In Progress |          |
| 2022 | Dump Truck Replacement           | \$120,000             | \$120,000            |             |             |                        |                      | In Progress |          |
| 2022 | Highways & Bridges               | \$7,938,085           | \$5,038,085          | \$1,600,000 | \$1,300,000 |                        |                      | In Progress |          |
| 2022 | Machinery Purchases              | \$1,025,000           | \$1,025,000          |             |             |                        |                      | In Progress |          |

## 2022 Projects (Cont.)

| Year | Project Title                                     | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax | Borrowing | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments |
|------|---------------------------------------------------|-----------------------|----------------------|-----------|-----------|------------------------|----------------------|-------------|----------|
| 2022 | Hwy Building Improvements – Security Phase 2      | \$250,000             | \$250,000            |           |           |                        |                      | In Progress |          |
| 2022 | Non-Highway Vehicle Fleet                         | \$275,000             |                      | \$275,000 |           |                        |                      | In Progress |          |
| 2022 | IT replacement equipment & data center            | \$265,000             |                      | \$265,000 |           |                        |                      | In Progress |          |
| 2022 | Courtroom Audio/Visual Updates                    | \$80,000              |                      | \$80,000  |           |                        |                      | In Progress |          |
| 2022 | Groundwater Quality Well Sampling Project Updates | \$59,000              | \$59,000             |           |           |                        |                      | In Progress |          |
| 2022 | Climate Change Flood Control Buffer               | \$50,000              |                      | \$50,000  |           |                        |                      | In Progress |          |
| 2022 | Forest Dam Drop Structure Replacement             | \$50,000              |                      | \$50,000  |           |                        |                      | In Progress |          |

## 2022 Projects (Cont.)

| Year | Project Title                   | Total Budgeted Amount | Fund Balance/ Grants | Sales Tax          | Borrowing          | Expenditure (12-31-21) | Project (Over/Under) | Status      | Comments |
|------|---------------------------------|-----------------------|----------------------|--------------------|--------------------|------------------------|----------------------|-------------|----------|
| 2022 | County Stewardship Fund         | \$100,000             | \$85,000             | \$15,000           |                    |                        |                      | In Progress |          |
| 2022 | County Forest Land Acquisitions | \$300,000             | \$300,000            |                    |                    |                        |                      | In Progress |          |
| 2022 | Snowmobile Bridge Replacement   | \$120,000             | \$120,000            |                    |                    |                        |                      | In Progress |          |
| 2022 | Field Service Body Cameras      | \$75,000              |                      | \$75,000           |                    |                        |                      | In Progress |          |
|      | <b>Total 2022 Projects</b>      | <b>\$11,542,085</b>   | <b>\$5,434,869</b>   | <b>\$3,025,000</b> | <b>\$1,300,000</b> |                        |                      |             |          |
|      |                                 |                       |                      |                    |                    |                        |                      |             |          |
|      |                                 |                       |                      |                    |                    |                        |                      |             |          |

## Summary

- Acceptable progress has been made on funded CIP projects
  - Highway & Bridge projects will take several years to close due to matching funds/grant timing
- CIP project status update will be provided to Executive Committee and County Board annually (at a minimum)
- The next step...
  - Department Heads received 2023-2027 CIP guidelines and forms in December of 2021
  - CA presents recommended plan to Executive Committee in June for consideration then to the County Board for action

\* American Rescue Plan Act guidelines and forms were emailed to the Department Heads in December of 2021.

## Questions, Comments, or Concerns



**STATEMENT OF EXPLANATION**

Resolution No. 05 - 22

**RESOLUTION TO ESTABLISH THE ANNUAL COMPENSATION FOR THE  
SHERIFF, CLERK OF COURTS, AND THE CORONER POSITIONS FOR 2023  
THROUGH 2026 - RANDY SCHOLZ**

1           Passage of this resolution will establish the annual compensation for the Sheriff, the  
2 Clerk of Courts and the Coroner for 2023 through 2026. Pursuant to Wis. Stat. § 59.22(1), the  
3 total annual compensation must be established by the County Board prior to the earliest date  
4 for which candidates for those elective offices may take out nomination papers. The first day to  
5 take out nomination papers for these three county elective offices is April 15, 2022.

6           It is the recommendation of the Executive Committee that the Sheriff, the Clerk of  
7 Courts and Coroner receive an increase in compensation in years 2023, 2024, 2025 and 2026. If  
8 this resolution is approved, the approved compensation will begin on the first day of the term  
9 of office commencing in January 2023.

10          The recommendation of the Executive Committee for the Sheriff is to increase the  
11 annual salary effective January 1, 2023 by 6% and then 2% annually for years 2024, 2025 and  
12 2026.

13          The recommendation of the Executive Committee for the Clerk of Courts is to increase  
14 the annual salary effective January 1, 2023 by 6% and then 2% annually for years 2024, 2025  
15 and 2026.

16          The recommendation of the Executive Committee for the Coroner is to increase the  
17 annual base salary effective January 1, 2023 by 6% and then 2% annually for years 2024, 2025  
18 and 2026. In addition, the recommendation is to increase the per diem per cremation viewing  
19 for the Coroner and Deputy Coroners from \$50 per call to \$60 per call and to increase the  
20 Coroner and his/or her deputies' pay per call from \$110 per call to \$115 per call.

21          This resolution also sets out the health insurance benefit, the retirement benefit, and  
22 other fringe benefits that will be available to the Sheriff and the Clerk of Courts during the next  
23 term of office. The Coroner is only eligible for the retirement benefit.

24

## Resolution No. 05 - 22

**RESOLUTION TO ESTABLISH THE ANNUAL COMPENSATION FOR THE SHERIFF, CLERK OF COURTS, AND THE CORONER POSITIONS FOR 2023 THROUGH 2026 - RANDY SCHOLZ**

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the County Board must establish the total annual compensation for services to be paid to certain county elected officials prior to the earliest time for filing nomination papers for the county elected office; and

WHEREAS, it is the recommendation of the Executive Committee that the compensation for the Sheriff, the Clerk of Courts and Coroner be set after reviewing wage increases for our general employees over the previous 4 years and adjust the first year of the new term based on what was given to those general employees; and

WHEREAS, it is the recommendation of the Executive Committee to include all elected officials into the market analysis process for general employees and be added to the Salary Schedule during the next market analysis cycle; and

WHEREAS, it is the recommendation of the Executive Committee that the compensation for the Sheriff, the Clerk of Courts and Coroner also be set consistent with the comparable data provided by other Wisconsin counties and municipalities; and

WHEREAS, it is the recommendation of the Executive Committee that the compensation for the Coroner and Deputy Coroners for cremation viewing be increased to more accurately reflect the work and time required from a per diem of \$50 per call to \$60 per call; and

WHEREAS, it is the recommendation of the Executive Committee that the compensation for the Coroner and Deputy Coroners for Coroner call including, autopsy calls, be increased to more accurately reflect the work and time required from a per diem of \$110 per call to \$115 per call; and

WHEREAS, the County Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the County Board and in accordance with state and federal law; and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented department head/management Chippewa

County employees who are not law enforcement managerial employees or non-represented managerial employees described in described in Wis. Stat. § 111.70 (1)(mm)2;

NOW, THEREFORE BE IT RESOLVED, that pursuant to Wis. Stat. § 59.22(1), and effective on the first day of the term of office commencing in January 2023, the Chippewa County Sheriff shall receive total annual compensation in the years 2023 through 2026 as follows:

|                     |
|---------------------|
| 2023 - \$109,563.92 |
| 2024 - \$111,755.20 |
| 2025 - \$113,990.30 |
| 2026 - \$116,270.11 |

BE IT FURTHER RESOLVED, that pursuant to Wis. Stat. § 59.22(1), and effective on the first day of the term of office commencing in January 2023, the Chippewa County Clerk of Courts shall receive total annual compensation in the years 2023 through 2023 as follows:

|                    |
|--------------------|
| 2023 - \$84,139.06 |
| 2024 - \$85,821.84 |
| 2025 - \$87,538.28 |
| 2026 - \$89,289.05 |

BE IT FURTHER RESOLVED, that pursuant to Wis. Stat. § 59.22(1), and effective on the first day of the term of office commencing in January 2023, the Chippewa County Coroner and/or Deputies shall be paid \$115 per Coroner call, including autopsy calls, \$50/day when on call and \$60 per call for cremation viewing and the Coroner shall receive an annual base compensation in the years 2023 through 2026 as follows:

|                    |
|--------------------|
| 2023 - \$16,415.71 |
| 2024 - \$16,744.02 |
| 2025 - \$17,078.90 |
| 2026 - \$17,420.48 |

BE IT FURTHER RESOLVED, that the Sheriff, Clerk of Courts and the Coroner are entitled to participate in the Wisconsin Retirement System ("WRS") in accordance with the law. Each elected official may be required to pay their share of the total WRS required contribution pursuant to Wis. Stats. § 40.05. Chippewa County will pay only its share of the total required WRS contribution by law. It is expressly recognized that these shares may change when the required WRS rate is adjusted as authorized by law. These contributions shall be pre-tax; and

BE IT FURTHER RESOLVED, that the Sheriff and Clerk of Courts are eligible for, and may elect to receive, health insurance through Chippewa County's health insurance plan. This eligibility for health insurance coverage is expressly subject to the same terms and conditions (e.g. premium contribution, deductibles, co-pays, etc.) of the program, which may be modified from time to time, as non-represented department heads/management Chippewa County

employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2; and

BE IT FURTHER RESOLVED, that the Sheriff and Clerk of Courts are eligible for, and may elect to participate in, other fringe benefits, excluding paid time off, subject to the same eligibility, terms and conditions as those benefits provided to non-represented department heads/management Chippewa County employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. §111.70(1)(mm)2. It is recognized that the terms and conditions of these fringe benefits may be modified from time to time.

Recommended for Approval by the Executive Committee.

**FINANCIAL IMPACT:**

The estimated fiscal impact by passage of this resolution is as follows:

2023 Salary and Fringe Benefits - \$14,153 more than was budgeted in 2022 (Plus any health insurance increases)

2023 Coroner call including autopsy and cremation Wages and Fringe Benefits for increases - \$5,998

2024 – 2026 Salary and Fringe Benefits will be built into the individual department budgets.

|                  |                                                             |                               |
|------------------|-------------------------------------------------------------|-------------------------------|
| <b>02/1/2022</b> | <b>Executive Committee</b>                                  |                               |
| <b>RESULT:</b>   | <b>FORWARD TO COUNTY BOARD [UNANIMOUS]</b>                  | <b>Next: 2/8/2022 6:00 PM</b> |
| <b>MOVER:</b>    | Glen Sikorski, District 2 (Vice-Chair)                      |                               |
| <b>SECONDER:</b> | Mechele Shipman, District 9                                 |                               |
| <b>AYES:</b>     | Dean Gullickson, Glen Sikorski, Chuck Hull, Mechele Shipman |                               |
| <b>ABSENT:</b>   | Annette Hunt                                                |                               |

Approved as to Form:

*Todd A. Pauls*  
Todd A. Pauls, Corporation Counsel

1/21/2022

*Lori Zwiefelhofer*  
Lori Zwiefelhofer, Finance Director

1/21/2022

Randy B. Scholz  
Randy B. Scholz County Administrator 1/21/2022

145

# Chippewa County Elected Officials Salaries

Per Resolutions \* 17-06 & 17-08 & 07-10 & 04-12 & 03-14 & 10-16 & 10-18 & 12-20

6.1.a

|                    | 2011      | 2012      | 2013      | 2014      | 2015       | 2016       | 2017       | 2018       | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       | 2025       | 2026       |
|--------------------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| County Clerk       | 61,091.00 | 61,091.00 | 61,701.91 | 62,318.93 | 62,942.12  | 63,571.54  | 65,478.69  | 66,788.26  | 68,124.03  | 69,486.51  | 72,960.84  | 74,420.06  | 75,908.46  | 77,426.63  |            |            |
| County Treasurer   | 61,091.00 | 61,091.00 | 61,701.91 | 62,318.93 | 62,942.12  | 63,571.54  | 65,478.69  | 66,788.26  | 68,124.03  | 69,486.51  | 72,960.84  | 74,420.06  | 75,908.46  | 77,426.63  |            |            |
| Register of Deeds  | 61,091.00 | 61,091.00 | 61,701.91 | 62,318.93 | 62,942.12  | 63,571.54  | 65,478.69  | 66,788.26  | 68,124.03  | 69,486.51  | 72,960.84  | 74,420.06  | 75,908.46  | 77,426.63  |            |            |
| Clerk of Courts    | 62,877.40 | 63,820.56 | 64,777.86 | 65,749.52 | 66,457.25  | 68,450.97  | 70,504.49  | 72,619.63  | 74,798.22  | 76,294.18  | 77,820.07  | 79,376.47  | 84,139.06  | 85,821.84  | 87,538.28  | 89,289.05  |
| Sheriff            | 74,343.72 | 75,458.87 | 76,590.75 | 77,739.61 | 80,109.12  | 82,512.39  | 84,987.77  | 87,537.40  | 91,914.27  | 96,509.98  | 101,335.48 | 103,362.19 | 109,563.92 | 111,755.20 | 113,990.30 | 116,270.11 |
| Coroner (per call) | 92.67     | 94.06     | 95.47     | 96.90     | 13,000.00  | 13,378.30  | 13,767.61  | 14,168.25  | 14,593.30  | 14,885.16  | 15,182.87  | 15,486.52  | 16,415.71  | 16,744.02  | 17,078.90  | 17,420.48  |
|                    |           |           |           |           | + 100/Call | + 100/Call | + 100/Call | + 100/Call | + 110/Call | + 110/Call | + 110/Call | + 110/Call | + 110/Call | + 110/Call | + 110/Call | + 110/Call |

\* Resolution \_\_-22 will provide for a 6% increase in 2023 and 2% increase in 2024, 2025 and 2026 for Clerk of Courts, Sheriff and Coroner and an increase for Coroner and Deputy Coroner to \$60 for cremation viewing calls and \$120 for autopsy calls.

\*Resolution 12-20 provided for 5% increase in 2021 and 2% increases in 2022, 2023 and 2024 for County Clerk, Treasurer and Register of Deeds

\*Resolution 10-18 provided for 5%, 5%, 5% and 2% increase for Sheriff and 3%, 2%, 2% and 2% for Clerk of Courts and Coroner and \$50/day on call and per Cremation call and \$110 per call for Coroner for years 2019-2022

\*Resolution 10-16 provided for 3% increases for County Clerk, Treasurer, Register of Deeds for 2017 and 2% increase for years 2018-2020

\*Resolution 03-14 provided for 3% increases for Sheriff, Clerk of Courts and Coroner and \$100 per call for Coroner for years 2015-2018 plus \$20/day on call pay for Coroner

\*Resolution 04-12 provided for 1% increase each year for County Clerk, Treasurer, Register of Deeds for years 2013-2016

\*Resolution 07-10 provided for 1.5% increase for Sheriff, Clerk of Courts, Coroner for years 2011-2014

\*Resolution 17-08 provided for 0-6.8% increases for County Clerk, Treasurer, Register of Deeds for years 2009-2012

\*Resolution 17-06 provided for 1.44-1.86% increase for County Clerk, Treasurer, Register of Deeds for years 2007-2008 and Clerk of Courts, Sheriff, and Coroner for 2007-2010

Revised 1-2022

Attachment: Elected Official Salaries 2011-2026 (05 - 22 : Resolution to Establish Compensation for

**CONTIGUOUS COUNTY  
COMPARISON**

| County     | 2009 Est. Population |
|------------|----------------------|
| Chippewa   | 60,609               |
| Barron     | 45,591               |
| Clark      | 33,426               |
| Dunn       | 42,968               |
| Eau Claire | 99,409               |
| Rusk       | 14,367               |

**CLERK OF  
COURTS**

| 2022 Salary   | 2022 Salary  | 2022 Salary  |
|---------------|--------------|--------------|
| \$ 103,362.19 | \$ 79,376.47 | \$ 15,486.52 |
| \$ 97,782.95  | \$ 77,905.00 |              |
| \$ 73,942.18  | \$ 61,525.36 | \$ 4,897.10  |
| \$ 99,472.00  | \$ 71,638.00 |              |
| \$ 111,606.00 | \$ 83,555.00 |              |
| \$ 74,305.00  | \$ 60,099.98 |              |

Average Excluding Chippewa Cty

\$ 91,421.63 \$ 70,944.67 \$ 4,897.10

**"TRADITIONAL" PRE-SELECTED  
COUNTY COMPARISON**

| County     | 2009 Est. Population |
|------------|----------------------|
| Chippewa   | 60,609               |
| Barron     | 45,591               |
| Dunn       | 42,968               |
| Eau Claire | 99,409               |
| Rusk       | 14,367               |
| Taylor     | 19,222               |

**CLERK OF  
COURTS**

| 2022 Salary   | 2022 Salary  | 2022 Salary  |
|---------------|--------------|--------------|
| \$ 103,362.19 | \$ 79,376.47 | \$ 15,486.52 |
| \$ 97,782.95  | \$ 77,905.00 |              |
| \$ 99,472.00  | \$ 71,638.00 |              |
| \$ 111,606.00 | \$ 83,555.00 |              |
| \$ 74,305.00  | \$ 60,099.98 |              |
|               |              |              |

Average Excluding Chippewa Cty

\$ 95,791.49 \$ 73,299.50 #DIV/0!

**COUNTY COMPARISON BY EST. 2009  
POPULATION**

| County   | 2009 Est. Population |
|----------|----------------------|
| Chippewa | 60,609               |
| Columbia | 55,170               |
| Grant    | 48,965               |
| Portage  | 69,176               |
| Sauk     | 58,922               |
| Waupaca  | 51,665               |
| Wood     | 73,932               |

**CLERK OF  
COURTS**

| 2022 Salary   | 2022 Salary  | 2022 Salary  |
|---------------|--------------|--------------|
| \$ 103,362.19 | \$ 79,376.47 | \$ 15,486.52 |
|               |              |              |
| \$ 80,528.00  | \$ 66,574.00 |              |
| \$ 103,080.97 | \$ 89,358.21 |              |
|               |              |              |
| \$ 109,096.00 | \$ 82,404.00 |              |
|               |              |              |

Average Excluding Chippewa Cty

\$ 97,568.32 \$ 79,445.40 #DIV/0!

Revised 1.13.22

**STATEMENT OF EXPLANATION**

Resolution No. 04 - 22

**RESOLUTION TO AMEND THE GUIDELINES & PROCEDURES FOR  
ALLOCATING AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUNDS -  
RANDY SCHOLZ**

1           Passage of this resolution will amend the attached *Guidelines & Procedures for*  
2   *Allocating ARPA Funds* that was approved by the County Board on July 20, 2021. These  
3   guidelines and procedures were developed to ensure that the use of American Rescue Plan Act  
4   of 2021 (ARPA) funds is consistent with U. S. Treasury rules on the use of the ARPA funds.  
5   When the *Guidelines & Procedures* were originally approved in July 2021, the U. S. Treasury had  
6   only provided interim rules on the use of ARPA funds. On January 6, 2022, the Treasury issued  
7   the final rules for use of those funds and it has now been determined that the County has some  
8   flexibility as to how the funds are eventually expended. The purpose of these amendments is  
9   to more clearly define the process to expend the funds and to provide the flexibility that the  
10   final rules allow. Chippewa County was allocated \$12,559,059 of ARPA funds and the  
11   *Guidelines & Procedures*, as amended, will provide the internal rules as to how those funds will  
12   be used.

13

## Resolution No. 04 - 22

**RESOLUTION TO AMEND THE GUIDELINES & PROCEDURES FOR ALLOCATING AMERICAN  
RESCUE PLAN ACT OF 2021 (ARPA) FUNDS - RANDY SCHOLZ**

WHEREAS, the American Rescue Pan Act of 2021 is a \$1.9 trillion economic stimulus package that was signed into law by President Biden on March 11, 2021; and

WHEREAS, Chippewa County will receive a total of \$12,559,059 of ARPA funds and the County received approximately one-half of those funds in 2021; and

WHEREAS, the funds must be obligated by December 31, 2024 and spent by December 31, 2026; and

WHEREAS, the County Board approved the *American Rescue Plan Act of 2021 Guidelines & Procedures for Allocating (ARPA) Funds* on July 20, 2021, which set out the process for determining how the County would expend ARPA funds, consistent with the ARPA mandates; and

WHEREAS, when the *Guidelines & Procedures* were approved by the County Board in July 2021, the U. S. Treasury had only issued interim final rules regarding how governmental entities could use their allocated ARPA funds; and

WHEREAS, on January 6, 2022, the Treasury issued the final rules on the use of ARPA funds, which confirm that the County has flexibility in the use of the allocated funds; and

WHEREAS, the purpose of these proposed amendments to the *Guidelines & Procedures* is to more clearly define the process to expend the ARPA funds and to provide the flexibility that the final rules allow; and

WHEREAS, one of the proposed amendments that will provide more flexibility in the use of the County's ARPA funding states as follows:

9. By March 2024, any ARPA funds allocated to a project with an expectation the project may not be completed within the allotted timeframe, those funds may be redirected to other projects. The County Administrator will prepare a resolution to be forwarded to the Executive Committee and County Board for approval before re-allocating any funds.

WHEREAS, the proposed amendments to the *Guidelines & Procedures* are indicated in red in the attached document; and

WHEREAS, it is the recommendation of the County Administrator and the Finance

Director that the proposed amendments to the *American Rescue Plan Act Guidelines & Procedures for Allocating (ARPA) Funds* be approved;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve the attached *American Rescue Plan Act Guidelines & Procedures for Allocating (ARPA) Funds* as amended.

Forwarded to the County Board by the Executive Committee.

**FINANCIAL IMPACT:**

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

|                  |                                                             |                               |
|------------------|-------------------------------------------------------------|-------------------------------|
| <b>02/1/2022</b> | <b>Executive Committee</b>                                  |                               |
| <b>RESULT:</b>   | <b>FORWARD TO COUNTY BOARD [UNANIMOUS]</b>                  | <b>Next: 2/8/2022 6:00 PM</b> |
| <b>MOVER:</b>    | Chuck Hull, District 14                                     |                               |
| <b>SECONDER:</b> | Mechele Shipman, District 9                                 |                               |
| <b>AYES:</b>     | Dean Gullickson, Glen Sikorski, Chuck Hull, Mechele Shipman |                               |
| <b>ABSENT:</b>   | Annette Hunt                                                |                               |

Approved as to Form:

  
Lori Zwiefelhofer, Finance Director

1/25/2022

  
Randy B. Scholz, County Administrator

1/25/2022



# American Rescue Plan Act of 2021

## Guidelines & Procedure for Allocating (ARPA) Funds

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 \$12.5 million.

On May 19, 2021, Chippewa County received the first transaction of \$6,279,529.50. Chippewa County will receive the second half of the funds in May 2022. The funds must be obligated by December 31, 2024 and spent by December 31, 2026.

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.

On May 10, 2021, the U. S. Treasury issued an Interim Final Rule and counties are still waiting for additional guidance on what is considered an “allowable expense”. It is important to note that if the funds are spent on projects that are not considered “allowable expenses” then the funds will need to be repaid.

On January 6, 2022, the U. S. Treasury issued the Final Rule. The County Administrator will work closely with the Wisconsin Counties Association (WCA) in identifying allowable expenses with the different eligible expenditure categories.

### **Purpose of this Policy Document**

The purpose of this document is to have the County Board approve the criteria that Chippewa County will follow for utilizing ARPA funds. The criteria established by the County Board will need to be in compliance with the U. S. Treasury guidelines. The document will also identify the procedures that Chippewa County will use to allocate the funds.

### **Process for Establishing and Approving the Criteria for Utilizing ARPA Funds**

The County Administrator will ensure the criteria complies with U. S. Treasury guidelines and will provide an initial recommendation to the Executive Committee in a report form to review and discuss. The Executive Committee will then provide a recommendation to the County Board to receive additional input. There could be consensus votes taken at both meetings, but nothing will be final, until a resolution is passed by the Executive Committee and ultimately by the County Board.

### **County Administrator's Recommendation on Criteria for Utilizing ARPA Funds**

1. The funds may be allocated for projects that will/could reduce future operational cost.
2. The funds may be allocated for projects that are currently in Chippewa County's five-year Capital Improvement Plan (CIP) or projects that are similar.
3. The funds may be allocated for projects that will promote future economic growth in Chippewa County.
4. The funds should never be allocated in a way that will increase future operational cost.

### **County Administrator's Recommendation on the Procedure to Allocate Funds**

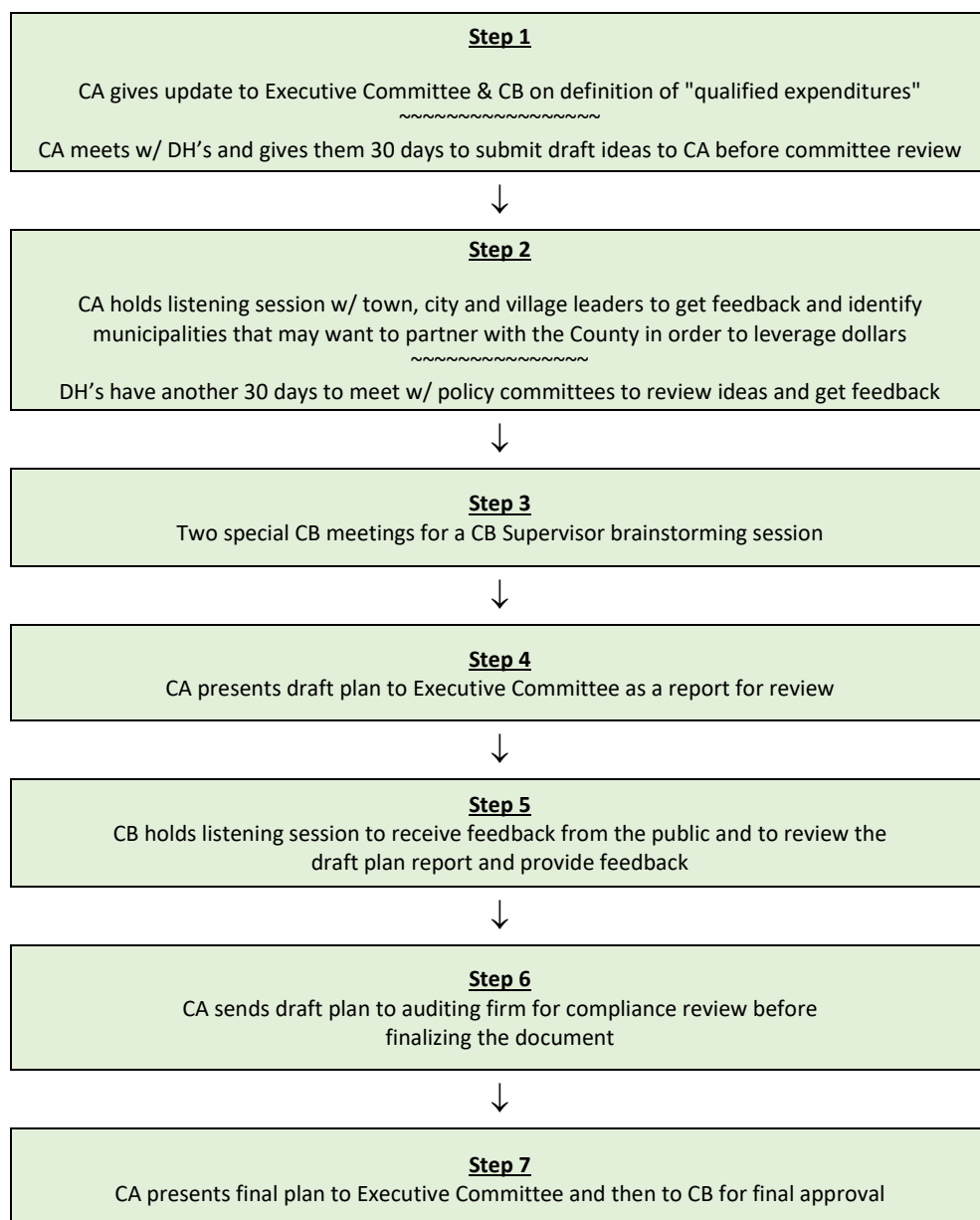
1. As soon as the final rule is released and the County Administrator has a thorough understanding of the definition for "qualified expenditures" the County Administrator will give a report to the Executive Committee and to the full County Board. The report will cover the current understanding of qualified expenditures.

During that same timeframe, the County Administrator will have a meeting with the Department Heads to explain the final rule and definition of qualified expenditures.

- The Department Heads will be given thirty-days (30) to submit draft ideas to the County Administrator via the Chippewa County ARPA Justification Form, before committee review, of potential projects that may be considered qualified expenditures. At this time the ideas only need to be concepts, not complete projects.
2. The County Administrator will hold a listening sessions with town, city and village leaders to review the guidelines and get input and feedback on projects they may be considering, and to identify municipalities that may want to partner with Chippewa County in order to leverage the ARPA dollars. County Board Supervisors will be invited to attend this listening session, but no formal action will be taken.
    - The Department Heads will be given another thirty-days (30) to review ideas with the policy committee for feedback before submitting their final recommendations to the County Administrator.
  3. The County Administrator will request to have a special County Board meeting for a brainstorming session so County Board Supervisors can provide additional feedback regarding items they would like to see the funds spent on. No ideas will be eliminated, unless it is known the ideas do not qualify as acceptable expenditures according to the U. S. Treasury guidelines.
  4. After receiving feedback from everyone, the County Administrator will prepare a draft plan in a format similar to the Capital Improvement Plan and present it to the Executive Committee for review, discussion, and approval to forward the draft plan to the County Board for consideration.
  5. The County Board will hold a listening session to receive feedback from the public and to review the draft plan report and provide feedback. There may be consensus votes taken at the meeting, but nothing is formally approved during this meeting(s).

6. The County Administrator will send the draft plan to the auditing firm for a compliance review before finalizing the document.
7. The County Administrator will present a plan to the Executive Committee and then to the County Board for final approval. This will be done in the form of a resolution.
8. The financial updates for ARPA funds will be included with the County financial reports that are provided by the Finance Director to the County Board on a quarterly basis.
9. By March 2024, any ARPA funds allocated to a project with an expectation the project may not be completed within the allotted timeframe, those funds may be redirected to other projects. The County Administrator will prepare a resolution to be forwarded to the Executive Committee and County Board for approval before re-allocating any funds.

### Procedure to Allocate ARPA Funds





# Department of Administration

Randy B. Scholz, County Administrator

January 26, 2022

TO: County Board Supervisors

FR: Randy Scholz

RE: New Economic Development Policy

Over the years there have been a number of resolutions and policies that were adopted by the County Board which provided guidance for economic development and for the overall development of the Lake Wissota Business Park. However, having the economic development procedures and guidance in different resolutions and policies has caused confusion from time to time. Therefore, the Economic Development Workgroup has worked diligently over the last couple of years to review all existing economic development documents to create a new Economic Development Policy.

The new Economic Development Policy provides standards and guidance for County staff, the Economic Development Committee and businesses regarding the following:

- Economic Development Committee oversight and authority
- Points of contact and flow of information and communication
- Sale of economic development land and related incentives
- Revolving Loan Fund loans and Small Business Disaster Relief Loans

Upon passage, the new Economic Development Policy would become the guiding and controlling document for economic development in Chippewa County.

In order to accomplish this, the Economic Development Committee is set to review the new Economic Development Policy, as well as a resolution to rescind the previous economic development resolutions and policies, at its February 2, 2022 meeting. If the Committee supports the new Economic Development Policy, it would then be forwarded to the County Board on February 8, 2022 and then again on March 8, 2022 for adoption as policies require two readings for approval. In addition, at the March 8, 2022 County Board meeting, the Board would review the resolution to rescind the previous resolutions and policies pertaining to economic development so that there will not be any conflict with the new Economic Development Policy going forward.

I want to thank the Economic Development Workgroup for all of their hard work on this initiative. Having the information in one location moving forward will result in a much more efficient process.

Sincerely,

Randy Scholz  
County Administrator

Attachment – New Economic Development Policy

Attachment: CA Ltr to CB RE New Econ Development Policy 01-26-2022 (6831 : Update on New Economic Development Policy)