

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

FEBRUARY 2, 2021

WEBEX CONFERENCE CALL

4:00 PM

DUE TO THE COVID-19 PANDEMIC THIS MEETING WAS HELD VIA CONFERENCE CALL TO COMPLY WITH THE SOCIAL DISTANCING GUIDELINES.

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	Remote	
Mechele Shipman	Chippewa County	District 9	Remote	
Annette Hunt	Chippewa County	District 13	Late	4:11 PM

Others Present: Randy Scholz, Traci Bremness, Lori Zwiefelhofer, Melanie McManus, Toni Hohlfelder, Jessica Oleson Bue, Todd Pauls, Jackie Sadler, Andy Bauer, Buck Steele, Lee McMenamin, Doug Clary, Dan Masterpole, Mike Cohoon

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 5, 2021 4:00 PM

3. Schedule Next Meeting Date - February 16, 2021

5. REPORTS

1. Introduction of New Register of Deeds Melanie McManus - Randy Scholz

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Scholz introduced Melanie McManus. Melanie started with Chippewa County on January 4, 2021 as the new Register of Deeds.

RESULT:	DISCUSSED
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6. BUSINESS ITEMS

1. Resolution to Support an Application for a Community Development Block Grant for the Development of a Tiny House Community in Chippewa Falls to Provide Housing for the Homeless in Chippewa County
Oleson Bue explained the City of Chippewa Falls is sponsoring a CDBG block grant in partnership with Hope Village. Hope Village is a local non-profit organization that helps the homeless in the community by providing tiny homes.

Hope Village has purchased two lots. This funding would provide for the conversion of a dental facility into a community center with bathrooms, showers, a shared kitchen, laundry, meeting room, office, etc. The funding will also support infrastructure for 10 tiny houses to be located on the property. The final part of the funding would provide 85 motel vouchers for homeless households who cannot be housed in the Tiny House. They are asking that Chippewa County signs a letter of support since the program will provide support for homeless throughout the county and not just Chippewa Falls.

The City has approved submission of the grant application. The City has also approved a planned development agreement and rezoning. There is a second public hearing tonight for a special use permit.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 2/9/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Sikorski, Hull, Shipman	
ABSENT:	Hunt	

2. Resolution to Authorize Continuation of the Self-Funded Workers Compensation Insurance Program - Randy Scholz
Scholz explained that we are required to pass this every three years since we are self-funded.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 2/9/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)	
AYES:	Gullickson, Sikorski, Hull, Shipman	
ABSENT:	Hunt	

3. Discuss the Process and Timeline for the County Administrator's Annual Performance Review – Toni Hohlfelder
Supervisor Hunt joined the meeting at 4:11 p.m.

Hohlfelder gave an overview of the process used to conduct the County Administrator's performance review. The only change this year based on the pandemic is the language in red that provides two options

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for timelines to complete this. The timing will depend on when the committee feels comfortable meeting in person for the closed session.

Sikorski and Shipman expressed concerns with pushing this out too far as it won't leave much time for the County Administrator to address the 2021 goals. Hunt would prefer to push the timeline out a little so she can receive a vaccine before meeting in person.

Gullickson clarified the committee is comfortable with meeting in person on March 16th for the closed session and allow Hunt the option of attending remotely.

Motion (Shipman/Sikorski) to follow the option 1 timeline as presented with the first closed session on March 16, 2021. Carried 5-0.

Motion (Hull/Sikorski to approve the process as presented. Carried 5-0.

Hohlfelder reviewed the questions that will be used for the performance review and explained that the survey feedback will be compiled in separate groups to identify the feedback from the County Board, Department Heads and public.

Shipman questioned the competency rating scale. She finds them confusing and would like them to be changed so they are clearer and possibly use either a 5 or 10 point scale. She would also like to change NA to NO (not observed).

Hull clarified the ratings that we are using are the same ones that have been used for years. He would prefer to leave the ratings as they currently are.

Shipman will submit some options for rating changes to consider for the next evaluation cycle.

Motion (Shipman/Hull) to change "Not Applicable" to "Not Observed". Carried 5-0

Motion (Glen/Hunt) to approve the questions as presented. Carried 5-0.

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

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

1. Update on District 15 County Board Supervisor Vacancy - Dean Gullickson
Gullickson reported that we received four applications. One candidate withdrew their name for consideration. He interviewed the other three candidates this week and plans to bring a recommendation to the County Board next week for confirmation.

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RESULT: **DISCUSSED**

2. Ad Hoc Committee on Chippewa County Groundwater Quality – Dean Gullickson
Gullickson stated that he wanted to bring everyone up to speed with this item. The LCFM Committee has been reviewing the water quality report and the increase in nitrates. There are multiple agencies within the county that will have interest in this. They are discussing whether to form an Ad Hoc Committee to review this issue. If that is the decision then it will come back to the Executive Committee and County Board for approval to create the committee and appoint the members.

B. County Administrator Operation Report

1. Update on Operational Efforts Related to the COVID-19 Pandemic – Randy Scholz
Scholz gave a financial update on COVID-19. The outside doors of the courthouse will be unlocked February 15th for the public. Scholz thanked the staff for all their hard work and being so flexible and understanding during the pandemic. Shipman commended Scholz and staff for all of the hard work and the different contingency plans that everyone has put in place in order to continue providing services to the public.

RESULT: **REVIEWED** **Next: 2/9/2021 6:00 PM**

2. Update on 2018-2021 Capital Improvement Projects – Randy Scholz
Zwiefelhofer gave an update on the status of 2018-2021 Capital Improvement Projects. The County Administrator will bring the 2022-2026 CIP Plan to the Executive Committee and County Board in June for consideration. Scholz explained he plans to reduce the number of projects for Facilities & Parks in 2022 so they can get caught up on some of the projects that have already been approved.

RESULT: **REVIEWED** **Next: 2/9/2021 6:00 PM**

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Hunt requested an update on redistricting.

9. ADJOURN

The meeting adjourned at 5:18 p.m.

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

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

JANUARY 5, 2021

WEBEX CONFERENCE CALL

4:00 PM

DUE TO THE COVID-19 PANDEMIC THIS MEETING WAS HELD VIA CONFERENCE CALL TO COMPLY WITH THE SOCIAL DISTANCING GUIDELINES.

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)	Remote	
Chuck Hull	Chippewa County	District 14	Remote	
Mechele Shipman	Chippewa County	District 9	Late	4:07 PM
Annette Hunt	Chippewa County	District 13	Excused	

Others Present: Randy Scholz, Traci Bremness, Denise Shervey, Dennis Brown, Toni Hohlfelder, Deb Blevins, Todd Pauls, Lori Zwiefelhofer, Andy Bauer, Buck Steele

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

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

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Dec 1, 2020 4:00 PM

3. Schedule Next Meeting Date - January 19, 2021

5. REPORTS

6. BUSINESS ITEMS

Minutes Acceptance: Minutes of Jan 5, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Webex Conference Call

January 5, 2021
4:00 PM

1. Resolution to Approve an Update of the Natural Hazards Mitigation Plan for Chippewa County - Dennis Brown
Brown explained there is no fiscal impact with approving the plan. This is a five year update and evaluation of risk. It's a federal requirement in order for us to participate in different FEMA mitigation grants.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 1/12/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)	
AYES:	Gullickson, Sikorski, Hull	
ABSENT:	Shipman, Hunt	

2. Resolution to Support Increased Funding for County Child Support Agencies - Denise Shervey
Shervey explained that this resolution would typically have been brought to the Legal and Law Enforcement Committee but they didn't have a meeting schedule. So the decision was made to bring it to the Executive Committee in order to get it to the County Board and meet the required timeline. Counties are trying to get these resolutions to the Governor as soon as possible.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 1/12/2021 6:00 PM
MOVER:	Glen Sikorski, District 2 (Vice-Chair)	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Sikorski, Hull	
ABSENT:	Shipman, Hunt	

3. Resolution to Encourage the Governor to Provide Increased State Funding To Counties and Municipalities Through the use of a More Equitable Return of Utility Tax Collections As Utility Aid - Randy Scholz
Supervisor Shipman joined the meeting at 4:07 p.m.

Scholz explained that we receive money in lieu of taxes. The Wisconsin Counties Utility Tax Association is working on this issue. Supervisor Kervina is our representative for that organization. They originally requested that we bring forward a resolution and then they ultimately decided that they wanted us to bring forward a letter of support instead. The letter is attached to this resolution. The resolution and letter asks the Governor to include an inflationary increase built into the utility aid formula for the 2021-2023 budget.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 1/12/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)	
AYES:	Gullickson, Sikorski, Hull, Shipman	
ABSENT:	Hunt	

4. Resolution to Disallow Claim of Melissa Huff - Deb Blevins
Blevins gave an overview of the claim and explained that it's the recommendation of WMMIC, our insurance carrier, that we disallow the claim.

Minutes Acceptance: Minutes of Jan 5, 2021 4:00 PM (Consent Agenda)

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

5. Resolution to Disallow Claim of Michael B. Olson - Deb Blevins
Blevins gave an overview of the claim and explained that it's the recommendation of our WMMIC, our insurance carrier, that we disallow the claim.

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

6. Resolution to Authorize up to 100 Days of Compensation for Committee Meetings - Randy Scholz
Scholz explained this an annual resolution that comes before the committee and County Board and is required by statute.

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] **Next: 1/12/2021 6:00 PM**
MOVER: Chuck Hull, District 14
SECONDER: Mechele Shipman, District 9
AYES: Gullickson, Sikorski, Hull, Shipman
ABSENT: Hunt

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

B. County Administrator Operation Report

1. Update on Employee Engagement – Randy Scholz/Toni Hohlfelder
Hohlfelder explained the County finished the second year of working with Carlson Dettman to conduct an Employee Engagement Survey. She review the survey results. The participation in 2019 was 76% and for 2020 it increased to 78%. Also in 2019 the overall results showed that 35% of employees were engaged and in 2020 we increased to 45% of employees engaged. The departments are currently in the process of sharing those results with their employees and developing action plans based on the results.

Shipman commended them on the hard work and hopes the county sticks with this.

Scholz commented that this has been the goal of the Department Heads. A lot of hard work has been put into this and he's proud of everyone for engaging in this initiative.

Minutes Acceptance: Minutes of Jan 5, 2021 4:00 PM (Consent Agenda)

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4:00 PM

RESULT:

REVIEWED

Next: 1/12/2021 6:00 PM

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting adjourned at 4:43 p.m.

RESULT:

APPROVED [UNANIMOUS]

MOVER:

Glen Sikorski, District 2 (Vice-Chair)

SECONDER:

Chuck Hull, District 14

AYES:

Gullickson, Sikorski, Hull, Shipman

ABSENT:

Hunt

Minutes Acceptance: Minutes of Jan 5, 2021 4:00 PM (Consent Agenda)

Department of Administration

Randy B. Scholz, County Administrator

January 4, 2021

New Register of Deeds

I am pleased to announce Melanie McManus as the new Chippewa County Register of Deeds starting on January 4, 2021.

Melanie McManus was previously employed and served as a Deputy Register of Deeds for Eau Claire County. She assisted citizens by accepting documents for recording and filing and ensuring that documents were accurately indexed for searching purposes. Melanie enjoyed working directly with citizens to provide timely service for their birth, marriage, or death certificates.

Melanie began her career in the real estate field as a title examiner after graduating from Chippewa Valley Technical College with an Associate's Degree in Paralegal in 1992.



During her time as an examiner, she gained valuable experience which included tracing legal descriptions, searching real estate titles, and examining real estate abstracts. Melanie continued her examining experience at Chippewa County Abstract & Title Co., Inc. where she became familiar with Chippewa County property. As a closing agent, she personally handled refinance closings and sale transactions for residents of Chippewa County.

She expanded her experience at Wiley Law SC in Chippewa Falls. As a legal assistant of eight years, she prepared real estate documents and became familiar with recording procedures. She worked directly with the Chippewa County Register of Deeds staff.

Melanie looks forward to working hard to serve the residents of Chippewa County as their Register of Deeds.

Please join me in welcoming Melanie to our team.



Randy Scholz
County Administrator



STATEMENT OF EXPLANATION

Resolution No. 11 - 21

RES. 11-21: RESOLUTION TO SUPPORT AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE DEVELOPMENT OF A TINY HOUSE COMMUNITY IN CHIPPEWA FALLS TO PROVIDE HOUSING FOR THE HOMELESS IN CHIPPEWA COUNTY

1 Passage of this resolution will express support for a Community Development Block
2 Grant for the development of a tiny house community in the City of Chippewa Falls to provide
3 housing for the homeless of Chippewa County. The City of Chippewa Falls, in partnership with
4 Hope Village, the Career Development Center - Outreach Office, and the Chippewa County
5 Housing Authority, has been invited to submit a full application for a Community Development
6 Block Grant - Coronavirus Response grant from the State of Wisconsin Department of
7 Administration. Since the tiny house community will provide homeless services to all of
8 Chippewa County, the County has been requested to sign a letter of support for the grant.
9 Passage of this resolution will also authorize the County Administrator to sign the letter of
10 support that is attached.
11

Resolution No. 11 - 21

**RES. 11-21: RESOLUTION TO SUPPORT AN APPLICATION FOR A COMMUNITY DEVELOPMENT
BLOCK GRANT FOR THE DEVELOPMENT OF A TINY HOUSE COMMUNITY IN CHIPPEWA FALLS
TO PROVIDE HOUSING FOR THE HOMELESS IN CHIPPEWA COUNTY**

WHEREAS, Chippewa County is currently experiencing a homeless crisis, in part due to the COVID-19 pandemic, and developing housing options for the homeless population is needed to address; and

WHEREAS, the Chippewa County Housing Authority is working with the City of Chippewa Falls and Hope Village, a private non-profit agency that provides temporary shelter and supportive services for homeless households, to develop a tiny house community; and

WHEREAS, Hope Village plans to build the community around a renovated dental office that would serve as a community center for the tiny houses; and

WHEREAS, the community center would have bathrooms with showers, a shared kitchen, a living room with a school study space, meeting room, and laundry facilities; and

WHEREAS, the City of Chippewa Falls, in partnership with Hope Village, the Career Development Center - Outreach Office, and the Chippewa County Housing Authority, has been invited to submit a full application for a Community Development Block Grant - Coronavirus Response grant that would be used to develop the tiny house community, including the development of the community center; and

WHEREAS, although the City of Chippewa Falls would be the grantee, the homeless services provided would be for all Chippewa County residents experiencing homelessness; and

WHEREAS, because these homeless services would be available to residents of Chippewa County, the County has been requested to sign a letter of support for the grant, a copy of which is attached; and

WHEREAS, it is the recommendation of the County Administrator that Chippewa County support the application for a Community Development Block Grant - Coronavirus Response grant;

NOW, THEREFORE BE IT RESOLVED, that the County Board does hereby support the application of the City of Chippewa Falls for a Community Development Block Grant - Coronavirus Response Grant for the development of a tiny house community; and

BE IT FURTHER RESOLVED, that the County Administrator is authorized to sign the attached letter of support for the grant to formally support the application by the City of

Chippewa Falls.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

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

02/2/2021	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 2/9/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Chuck Hull, District 14	
AYES:	Dean Gullickson, Glen Sikorski, Chuck Hull, Mechele Shipman	
ABSENT:	Annette Hunt	

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

1/11/2021

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

1/11/2021

Randy B. Scholz

Randy B. Scholz, County Administrator

1/11/2021



Department of Administration

Randy B. Scholz, County Administrator

January 5, 2021

Department of Administration
Division of Energy, Housing, and Community Resources
P.O. Box 7970
Madison, WI 53707-7970

RE: Letter of Support – CDBG COVID-19 Response

To Whom It May Concern:

Chippewa County is in full support of the grant proposal “Community Development Block Grant (CDBG) COVID-19 Response” in partnership with the City of Chippewa Falls, Hope Village, the Career Development Center (CDC) – Outreach Office, and the Chippewa County Housing Authority. It is our mutual concern that effective and efficient services be provided to individuals and families who are in need of housing assistance, especially those who are experiencing a housing crisis and/or homelessness during the COVID-19 pandemic. The risk level for COVID-19 in Chippewa County is “Severe” and we are continuing to see new positive cases on a daily basis. Residents who are experiencing homelessness are at greater risk of contracting and spreading COVID-19 to others, so it is critical that shelter services are provided to these families.

With no emergency shelter in Chippewa County, Hope Village and the CDC – Outreach Office have filled a vital role in providing shelter to County residents. The proposed project will ensure that individuals and families experiencing homelessness will have access to basic needs services, such as shelter, showering, and laundry facilities.

Chippewa County fully supports the project as described in the grant proposal.

Sincerely,

Randy Scholz
County Administrator



DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Susan Brown, Division Administrator

COMMUNITY DEVELOPMENT BLOCK GRANT
COVID-19 response (CDBG-CV) Intent to Apply

Eligibility: Applicants must have identified a project that prevents, prepares for or responds to COVID-19.

Applicant Information:

Applicant: City of Chippewa Falls
(Town, Village, City or County)
Address: 30 West Central St., Chippewa Falls, WI 54729
E-Mail Address:
Contact Person: Telephone:
Region: West Central Region

Project Area/National Objective: (Town, Village, City, County, Census Tract, etc.)
Please be as specific as possible and include estimated number of people that will benefit from the project and what national objective you will meet:

The project will be located in the City of Chippewa Falls but will serve households from anywhere in Chippewa County. The national objective we will meet will be homeless persons as all of the households served will be homeless.

Based on our past services and experience we expect to serve 188 homeless households during the 17-month grant period (June 2021 to December 2022) in the following ways:

- We will house 35 homeless households in the 10 Tiny Houses to be located on the property. These households will have access to the Hope Village Center for bathrooms and showers, laundry facility and a shared kitchen for preparing individual household meals and/or congregate meals. The length of stay in a Tiny House varies greatly by the guest, but the average over the last four years has been 121 days. There is a seven-day turnaround time when a guest moves out for volunteers to attend to cleaning, restocking and completing any maintenance or repairs needed.
- We will serve 68 households by offering showering and laundry services for those households who are homeless but do not reside in one of the Tiny Houses.
- We will provide motel vouchers to 85 homeless households who cannot be housed in in a Tiny House.

Proposed Activity: Describe the activities to be funded through the CDBG-CV including how the activities prevent, prepare for, or responds to COVID-19. Please identify who will administer the federal CDBG regulations or assist in delivery of the project.

Activities to be funded through the CDBG-CV Grant:

1. Conversion/renovation of an existing dental office building to serve as a community center that will serve homeless households living in the Tiny Houses and other homeless households as described above. The center would include bathrooms with showers, a shared kitchen, living room/school study space, office space, meeting room, and laundry facilities. Preliminary drawings have been completed and a copy is attached to this application.
2. Acquisition of appliances for the shared kitchen and laundry area.

3. Infrastructure to a property adjacent to the community center including a driveway, 10 concrete pads for setting the Tiny Houses, electrical hook-ups and sidewalks. Preliminary drawings have been completed and a copy is attached to this application.
4. Installation of the infrastructure to the property adjacent to the center including of water/Sewer laterals, electricity, phone and cable for the eventual construction of apartments for low income households who are homeless or transitioning from a Tiny House. Preliminary drawings have been completed and a copy is attached to this application.
5. Motel vouchers to be used to house homeless households who cannot be housed in a Tiny House due to full capacity of the Tiny Houses or the household is not eligible for a Tiny House.

Activities 1-4

The proposed activities 1-4 are in collaboration with Hope Village, a private non-profit agency that provides temporary shelter and supportive services for homeless households. Hope Village was established in 2016. Currently there are nine (9) Tiny Houses located at five different churches. Hope Village intends to build an additional home that will be completed by 12/31/21. Once grant activities 1 and 2 are completed we would move the Tiny Houses that location.

Tiny Houses are a cost-effective way of sheltering homeless households as an alternative to using local motels/hotels. Hope Village was created in 2016 when the only homeless shelter in Chippewa County closed. Hope Village has a 12-person board and over 70 active volunteers who are dedicated to providing shelter for homeless households by using Tiny Houses instead of motel rooms whenever possible. Tiny Houses are licensed by the WI DOT as homemade campers. Each home is built on a trailer and has the ability to be moved by towing it behind a truck. Each Tiny House (sizes 8' x 12' or 8' x 20') has a living space and a small bathroom (3 ft. x 3 ft.) with a portable toilet. They have electric heat and air conditioning. They are stocked with beds. Bed number and size varies by house so houses can sleep from one to six people. Each has a small kitchenette space/counter which holds refrigerator, microwave, portable water container. Homes are stocked with a crock pot, electric fry pan and coffee pot. It is stocked with dishes/silverware, bedding, linens, curtains, broom/dust pan, cleaning supplies, etc. There is also a small table and chairs or stools. Hope Village accepts new or gently used donations for furnishings when they are available and purchases them new when required.

Hope Village contracts with the L,E Phillips Career Development Center's Resource Center (Resource Center) for the services of a Navigator for 24 hrs/week. The Navigator provides intake and screening for admission to a Tiny House as well as supportive services to aid the guests to obtain financial stability, access to health care and to secure permanent housing. The Navigator meets with the guest weekly and together they develop a secure living plan to accomplish those three goals. The Secure Living Plan establishes the tasks needed to resolve the issues that lead to the housing crisis so they can overcome their barriers to securing permanent housing. They address and repair such items as poor credit, poor rental references, insufficient income, health issues or outstanding criminal charges. The Navigator and the guest review the plan every two weeks and the tasks are revised as needed. Each household is also assigned two volunteer mentors who support and assist the guest in completing their tasks by providing things such as transportation, guidance in completing applications, making and accompanying them to appointments, housing search, securing household things for moving into permanent housing etc. The mentors develop a relationship with the guests and provide feedback to the navigator. Our records indicate that 66% of our guests move to permanent housing when they leave their Tiny House

The length of stay in a Tiny House varies greatly depending on the circumstances of the household and the number of barriers they must overcome, but the current average is 121 days. Hope Village has developed its vision for a "Village" that would serve as a comprehensive approach to reducing homelessness in Chippewa County. There is no homeless shelter in Chippewa County so the Tiny Houses are the only emergency housing resource besides motel vouchers. The Hope Village vision includes more than just housing households. We see the need for personal support and assistance for these households so that they can become less isolated and reunited with their community. The vision is to create a planned development with a variety of housing units and other resources. Preliminary drawings have been completed and a copy is attached to this application.

Future plans include the construction of five duplexes that would provide 10 one bedroom handicapped accessible units, and three multi-family (three story) buildings that would provide six two-bedroom units each for a total of 28 low income one and two bedroom rental units. These units would be available to any low-income person, but also for those Tiny House guests who are not ready for open market rental units because they need more time to improve their credit score or need to have a good rental reference. Renting from Hope Village will provide time for them to rectify and reduce or eliminate these barriers. Moving them to the Hope Village apartments would in turn would free up tiny homes for new homeless guests. In addition to the rental units Hope Village plans to build a "Re-store" both as an income source, but also where guests can have the opportunity to gain work experience. We plan for a workshop that has carpentry tools and welding equipment where outside professionals can help them

learn trades. The workshop can also be a place for guests to work on their hobbies. There would be a greenhouse for recreational pastime and a way to save money on groceries. The local master gardeners could provide workshops and training on vegetable and flower gardening. There will also be a pavilion and a playground for guests and tenants. We also plan to use the shared kitchen to provide workshops cooking on a budget and sharing on recipes.

The Tiny House guests will participate in the maintenance and upkeep of the community center and the village to promote the concept of “paying it forward” and also to establish a sense of community and the value of contributing your skills for the good of others.

Hope Village will raise the funds for these future projects. It intends to apply for certification as a Community Housing Development Organization through the State of Wisconsin. Work on the application for certification has begun. Once certified (goal of 1/31/21) Hope Village will apply for funds for the construction of the rental units shown on the architectural drawings that were submitted with this application. Construction would be done in stages as funds are available.

Hope Village will continue its relationship with the five churches that currently provide space for the Tiny Houses placed there. Moving the current houses to the new location would allow Hope Village to continue to build new Tiny Houses in the future that could then be placed at the churches. This would expand the number of households served and provide the options for the size of the Tiny House needed.

Activity 5

The motel vouchers (activity #5) will be collaborated with the Resource Center as mentioned above. This is a sub-division of a non-profit agency (L.E. Phillips Career Development Center) that provides homeless intake and services for Chippewa County. The Resource Center currently serves as an initial intake agency for those experiencing a housing crisis. They provide a variety of emergency housing services, but rely on grant funds and donations to provide monetary assistance. They already provide motel vouchers when they have funds to do so, but they do not always have funds available. They are a collaborative partner with Hope Village as they currently provide the applicant screening and Navigator services.

There are times when all the Tiny Houses are occupied, or the Tiny House that’s available is too small for the applicant household. There are some homeless applicants who are not eligible for a Tiny House. Reasons include criminal history of violence, outstanding arrest warrants for felony or drug related activity, active use of illegal drugs or alcohol, those registered on the sexual offenders list (state or national) or untreated/unacknowledged mental illness. Hope Village needs to consider the safety of the churches, other guests and volunteers, but these households still deserve a safe place to stay while they seek stable permanent housing. The motel vouchers can be used to house any of these households with these circumstances. The motel vouchers will average a 21 day stay and those served will be required to comply with the motel’s expectations and work towards permanent housing. Resource Center staff monitor and assist these individuals towards permanent housing.

How the activities prevent, prepare for, or responds to COVID-19:

Chippewa County has been hard hit by Covid-19. The County has been identified as “severe” status by the Department of Public Health. Chippewa County has a 55% positivity rate during the week ending 11/13/20. There has been a steady increase in cases especially from August to November with over 100+ new cases on a daily basis. Half of the schools in the county have been forced to go to all virtual classes due to covid cases and quarantine restriction for both students and staff. Businesses are announcing closures due to employee infection and quarantine requirements of employees. Parents of young children are struggling to maintain employment while their children are at home. They, along with other non-children households are losing wages while businesses close. The strain financially and loss or reduction of the unemployment supplement causes households to make difficult decisions. Pay rent? Put gas in your car? Pay electric bill? Buy food? Paying your rent late by half or not at all eventually is leading to evictions. There is no longer a no-eviction federal or state order in place. The CARES funds awarded earlier in the year to the CAP agencies to assist with rent payments have already been disbursed.

- Since the Covid-19 pandemic (3/1/20 to 10/31/20) Hope Village has had a 109% increase in requests for emergency housing assistance. See the chart below showing the steady increase in requests for assistance by month. This data was collected by members of the Chippewa County Council for Homelessness and Hunger which includes Hope Village, Chippewa County Housing Authority, Resource Center, West-CAP and area churches. Many of the households seeking assistance were households who were evicted because they lost employment when businesses had to shut down or reduce services. Federal and State programs to assist these households are soon ending and the funds awarded to serve Chippewa County have been depleted. Having the center and the infrastructure for future construction of apartments would allow Hope Village and the Resource Center to expand housing opportunities for homeless households.

Month	April	May	June	July	August	September	October
# of Requests	116	150	176	181	177	236	258

- The Tiny House guests currently use the YMCA for showering. When the YMCA closed due to Covid-19 there were no other public resources for showers and volunteers graciously offered their homes. This no longer meets the social distancing recommendations for our county.
- Several of the tiny home guests have school age children, and when the schools converted to virtual school in the spring and again now in November. Home schooling children in a Tiny House is extremely difficult. Other alternatives were limited due to the social distancing restrictions. Having a community center would provide a place for the children to participate in virtual school and better access to internet.
- The Tiny House guests were using a local laundry program called “Lighten Your Load” which is sponsored by the Mission Coalition. The Mission Coalition is an organization formed by 17 area churches who work together on various local, national and international missions. Lighten Your Load offers funds and personal support four days per month for households to go to a local laundromat to do their laundry. During Covid-19 the Laundromat closed and use has been restricted since then due to social distancing restrictions. Even when the Laundromat is open Lighten Your Load has been overwhelmed with the requests for assistance and their funds have been stretched or at times depleted. Having a new resource for those living in Tiny Houses will allow Lighten Your Load the resources to assist more of the non-homeless, but still covid-19 affected households.
- The Resource Center will be able to make referrals of additional homeless households not living in Tiny Houses by offering access to the Hope Village Center showers, bathrooms and laundry facility something that is not possible through the current arrangement with the YMCA. We will be providing those households a safe and clean facility for personal hygienic needs, something all human beings deserve.

Who will administer the federal CDBG regulations or assist in delivery of the project:

The City of Chippewa Falls designated Chippewa County Housing Authority (CCHA) as its Public Housing Authority on 8/7/84. The City uses CCHA for the administration of its CDBG Housing Programs. CCHA has extensive experience in administering CDBG programs including the West Central CDBG Region and more than 20 municipal revolving loan programs. The administration of this grant with approval by the State would be set up similar to the way that they are set up for the City’s CDBG Revolving Loan Program and the West Central Region and Chippewa County. The City of Chippewa Falls would maintain the financial accounts necessary for requesting funds and making payments. City representatives would serve as signatories on the financial accounts. CCHA would complete the paperwork associated with those activities as well as the accounting and record keeping required by the State. Both Hope Village and the Resource Center collaborate with CCHA as members of the Chippewa County Homeless and Hunger Council. The Resource Center collaborates with the Housing Authority on other programs as well.

Budget Narrative: Please include information on whether additional funding including local funds will be required and the status of that funding commitment.

Hope Village has invested its own funds for the following costs from the budget chart below:

- Construction of nine tiny houses plus the funding available for the tenth Tiny House to be built in 2021.
- Paid for the architectural conceptual drawings used for developing our vision and this application.
- We have secured funding from a local lender to purchase the lot with the building. A copy of the commitment is attached to this application
- We have purchased the two adjacent lots to the lot with the building.

Use of Funds	Total Cost	CDBG-CV Funds	Other Funds	Source of other Funding	Secured Y or N
Tiny House Construction	\$68,880		\$68,880	Hope Village	Yes, paid cash
Architectural Drawings	\$600		\$600	Hope Village	Yes, paid cash
Purchase of the Building	\$230,000		\$230,000	Hope Village	Yes, bank loan
Purchase of the adjacent land	\$34,000		\$34,000	Hope Village	Yes, paid cash
Conversion/Renovation of building	\$220,000	\$220,000			
Equipment/Appliances	\$24,000		\$24,000	Hope Village	No, Will Fund Raise
Infrastructure on adjacent land	\$400,000	\$400,000			
Architectural work, surveys, permits, inspections, etc.	\$20,000	\$20,000			
Motel vouchers	\$124,950	\$124,950			
Activity Totals	\$1,122,430	\$764,950	\$357,480		
Administration	\$99,444.00	\$99,444.00			
Total Costs	\$1,221,874	\$864,394	\$357,480		

Additional funding will be sought over the next five years to complete the Community Village and continue the services we provide for our guests. Hope Village has developed a Business Plan which includes identifying seven additional sources of revenue to be developed/secured.

- We have relied on donations for a majority of our fund raising to date, but have also secured several grants from foundations and service organizations. We plan to apply to the United Way of the Greater Chippewa Valley for a three-year grant that will help with operational and staffing costs.
- Mentioned earlier in the application is our intent to apply for certification from the State of Wisconsin as a Community Housing Development Organization. This would allow us to apply for funds for the development and construction of the rental units.
- Once constructed, our rental properties will provide revenue to support operations and staffing.
- We have approached the Community Foundation for Chippewa County with the hope of establishing a Hope Village endowment fund that could provide ongoing annual support for our operations.
- We have a seedling program operated by a small group of volunteers that collects material donations and sells them on a local "Sold for You" auction site. We plan to expand this operation and eventually convert it to a Re-Store that would provide a training site for guests along with revenue for operations.
- We plan to organize a capital fund that would pay off the mortgage for the purchase of the building and also jump start our endowment fund.
- We have been the benefactor of several special events in the Community and plan to identify one event as our annual signature event both to bring community awareness of homelessness and to raise funds for our endowment fund.

Please list the funds being requested for each activity. You may apply for one or more program activities. Add more lines if necessary

PROJECT COMPONENT(S)		CDBG-CV	\$	AMOUNT
1.	Hope Village Community Center		\$	640,000.00
2.	Motel Vouchers		\$	124,950.00
3.	Administration, up to 13% of project cost		\$	99,444.00
TOTAL CDBG-CV PROJECT BUDGET			\$	864,394.00

Time Table:

What is the anticipated time frame in which you will complete the proposed activities/project?

Date	Activity
Already Completed	• Nine tiny homes completed and in use • Adjacent Land has been purchased with zoning approval by the City in process. • Accepted offer on the dental building with zoning approval by the City in process. • Accepted offer on the lot with the building. • Preliminary approval for bank financing.
1/31/21	• Building purchased.
2/26/21	• Submit full CDBG-CV application.
4/30/21	• Submit documents required for executing the grant contract • Prepare specifications for obtaining bids for the renovation and infrastructure work
6/30/21	• Construction contracts awarded • Begin issuing motel vouchers 7/1/21
9/30/21	• Continue issuing motel vouchers (9 for a total of 9)
12/31/21	• Exterior construction completed • Interior conversion work completed • Complete construction of the 10th Tiny House • Tiny Houses moved to the property • Continue issuing motel vouchers (24 for a total of 33)
3/31/22	• Continue issuing motel vouchers (24 for a total of 57)
6/30/22	• Continue issuing motel vouchers (21 for a total of 78)
9/30/22	• Finish issuing motel vouchers (7 for a total of 85)
12/31/22	• Grant closed all final reports submitted.

Grantee Representative:

(Signature)

(Title)

(Date)

Please submit this completed form via email to: CDBGCV@Wisconsin.gov

Enter the following on the subject line: "County/City/Village/Town of (Blank) CDBG-CV Intent to Apply".

**STATEMENT OF EXPLANATION**

Resolution No. 12 - 21

RES. 12-21: RESOLUTION TO AUTHORIZE CONTINUATION OF THE SELF-FUNDED WORKERS COMPENSATION INSURANCE PROGRAM

1 The State of Wisconsin requires that all employers with more than two (2) employees
2 and with a payroll of more than \$500 in a quarter provide worker's compensation coverage to
3 their employees. Worker's compensation covers both mental and physical injury from either
4 accidents or occupational diseases that occur on the job, during the course of employment.
5 The rules and regulations are defined and spelled out in Wisconsin State Statutes Chapter 102
6 and various administrative rules.

7 Employers can choose to purchase insurance or self-fund this liability. If an employer
8 chooses to self-fund workers compensation, the employer thereby agrees to abide by and
9 follow the state statutes and worker's compensation rules and regulations.

10 As a self-insured political subdivision of the state, every three years Chippewa County is
11 required to provide the Department of Workforce Development, Worker's Compensation
12 Division (DWDWC), with a resolution passed by the County Board that states our intent and
13 agreement to self-insure. This resolution, when passed by the County Board and submitted to
14 the DWDWC along with the required forms, will fulfill this requirement.

15

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Resolution No. 12 - 21

**RES. 12-21: RESOLUTION TO AUTHORIZE CONTINUATION OF THE SELF-FUNDED WORKERS
COMPENSATION INSURANCE PROGRAM**

WHEREAS, Chippewa County is a qualified political subdivision of the State of Wisconsin;
and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with a worker's compensation insurance carrier authorized to do business in Wisconsin, or be exempted from insuring liabilities with a carrier (self-insured) and thereby assume the responsibility for its own worker's compensation risk;
and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to faithfully report all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Executive Committee at its January 19, 2021 meeting reviewed the recommendation to continue the County's self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3) and Chapter 102 of the Wisconsin Statutes;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby resolve that Chippewa County will continue the self-insured worker's compensation program that is currently in effect and follow the requirements of Wisconsin Administrative Code DWD 80.60(3) and Chapter 102 of the Wisconsin Statutes; and

BE IT FURTHER RESOLVED, that the County Administrator is authorized to forward certified copies of this resolution to the Worker's Compensation Division of the Wisconsin Department of Workforce Development and to take all steps necessary to insure that this program is in compliance with all state statutes, rules and regulations of the Workers Compensation program.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

There will be no additional fiscal impact for 2021 by passage of this resolution as the funding for the self-funded Workers Compensation program is included in the current budget for 2021.

02/2/2021 **Executive Committee**
RESULT: **FORWARD TO COUNTY BOARD [UNANIMOUS]** **Next: 2/9/2021 6:00 PM**
MOVER: Chuck Hull, District 14
SECONDER: Glen Sikorski, District 2 (Vice-Chair)
AYES: Dean Gullickson, Glen Sikorski, Chuck Hull, Mechele Shipman
ABSENT: Annette Hunt

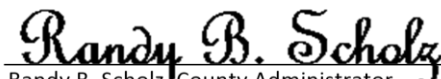
Approved as to Form:


 Todd A. Pauls, Corporation Counsel

1/5/2021


 Lori Zwiefelhofer, Finance Director

1/5/2021


 Randy B. Scholz, County Administrator

1/5/2021

Department of Administration Human Resources Division

Toni Hohlfelder, Human Resources Director

County Administrator (CA) Annual Performance Review Process

1. In November each year, the HR Director will draft a memo to go to the Executive Committee regarding the CA performance review process. The memo will give an overview of the process and timeline (sample below). The HR Director will send the final memo to the Assistant to the CA to include in the agenda packet for the first committee meeting in December. **On December 1, 2020, due to the pandemic, the Executive Committee approved to postpone the review until everyone was comfortable meeting in person during closed session. Below are two timeline options for the committee to review on February 2, 2021.**

Option 1 Tentative Timeline:

County Administrator Annual Evaluation Timeline-2020 Evaluation	
2/2	Executive Committee ➤ Open session – review process and finalize timeline
2/15	Send out 360 Surveys using Survey Monkey ➤ Due 3/1/20 – Then compile data for review at 3/16/21 Exec meeting
3/16	Executive Committee ➤ Closed session – develop CA 2020 annual evaluation and meet with CA to discuss 2020 goals and create 2021 goals
4/6	Executive Committee ➤ Closed session – conduct the CA 2020 annual evaluation and finalize 2021 goals

Option 2 Tentative Timeline:

County Administrator Annual Evaluation Timeline-2020 Evaluation	
2/2	Executive Committee ➤ Open session – review process and finalize timeline
3/1	Send out 360 Surveys using Survey Monkey ➤ Due 3/15/20 – Then compile data for review at 4/6/21 Exec meeting
4/6	Executive Committee ➤ Closed session – develop CA 2020 annual evaluation and meet with CA to discuss 2020 goals and create 2021 goals
4/20	Executive Committee ➤ Closed session – conduct the CA 2020 annual evaluation and finalize 2021 goals

Attachment: CA Performance Review Process Draft 1.22.21 (6168 : Discuss the Process and Timeline for the CA Eval)

2. At the first Executive Committee meeting in December each year the committee will begin discussing the CA eval in open session. The following items are typically covered:
 - a. The HR Director will review the memo that outlines the process and timeline.
 - b. The HR Director explains to the committee that the survey results are compiled into four separate groups as follows:
 - 1) County Board Supervisors
 - 2) Department Heads and Direct Reports
 - 3) Elected Officials
 - 4) External members
 - c. The CA and Executive Committee discuss, agree, and identify external members of the community, whom have a professional relationship with the CA, that will be invited to participate in the feedback survey.
 - In the past, the external members have been from organizations the County provides funding to. For example: City Planner, CCEDC Director, CF Mayor, Chamber of Commerce, Airport Director, City of Chippewa Falls, Tourism Council, Area Extension Director, etc.
 - d. Upon review and agreement of the process, timeline and who to survey, the Executive Committee will make a motion to endorse the process, timeline and who to survey.
 - e. The HR Director will provide the committee with an overview of the survey process using Survey Monkey and the performance review form using a fillable PDF. All CB Supervisors will receive an email that includes a Survey Monkey link to complete the survey.
2. Typically, by end of the first week of December, the HR Director will send an email notification to all survey groups with instructions on how to complete the survey, timeline and due dates. The feedback is compiled and no individual comments or feedback is shared with anyone. In addition, an email will be sent out with a Survey Monkey link to the survey. The due date is typically 2-3 weeks out and must be prior to the Christmas holiday. The HR Director will send 2-3 reminder emails to all survey participants to increase the response rate.
3. After the due date, the HR Director will review the survey data and draft a summary memo of the results.
4. The HR Director emails a copy of the compiled results to the CA for review.
5. The Executive Committee will meet in closed session to start the review process at the first meeting in January.
 - a. The HR Director and Corporation Counsel (if needed) will meet with the committee regarding the following items:
 - 1) Review the summary memo of the results of all the surveys.
 - 2) Review the specific results of all surveys, including comments.
 - 3) Review the CA self-evaluation.
 - 4) Review the goal status from the previous year's goal.
 - 5) Have additional discussions with the Executive Committee regarding the review or the previous year's performance.
 - 6) Draft the review using a fillable PDF form.

- 7) Discuss possible goals for the upcoming year.
- b. The CA will be offered time before the final review to meet with the Executive Committee regarding the following items:
 - 1) Discuss the survey feedback.
 - 2) Review the success of goals from the previous year.
 - 3) Discuss possible goals for the upcoming year.
 - 4) Discuss feedback from the Executive Committee.
- c. If the review isn't completed by the end of the first Executive Committee meeting in January, it will be finalized at the next Executive Committee meeting during closed session before the committee reviews it with the CA.
6. Once the evaluation is complete, the Executive Committee will meet during the next meeting in closed session with the CA to conduct the evaluation and finalize goals for the upcoming year. Note: if it's not complete, this meeting will be used to complete it and the review with the CA will be conducted at the next meeting. The goal is to have the final meeting with the CA no later than February.
 - a. The County Board Chair may request the HR Director and Corporation Counsel to be present while the evaluation is conducted.
 - b. The Executive Committee may request the County Board Chair meet one-on-one with the CA or the entire Executive Committee may decide to meet with the CA to review.
7. County Board Supervisors who are not members of the Executive Committee may sit in on the review and listen. The County Board Chair has the discretion to recognize them or not during the review meeting.
8. Documents to be distributed or not:
 - a. Compiled survey results are confidential documents and not distributed. They are to be used by the Executive Committee and the CA to assist in the completion of the performance review.
 - b. If hard copies are provided to the Executive Committee or any other County Board Supervisor present during the review process, it is for ease in discussing the review only. Documents must be returned to the HR Director upon completion of the Executive Committee meeting.
 - c. Documents will not be distributed to anyone other than the County Board Chair and CA during the review meeting. However, the review will be displayed on the projector for the meeting attendees to follow along. All copies of the review must be returned to the HR Director after the conclusion of the meeting.
 - d. A copy of the final performance review is placed into the CA personnel file.
9. After the conclusion of the evaluation, the CA will email all County Board Supervisors with the goals for the following year. County Board Supervisors may request to view the evaluation. The CA will schedule a meeting in the CA office with no more than 2 members at a time to review the evaluation as requested.

County Administrator

2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Leadership

- 1 Demonstrates behavior that sets a clear example of hard work, sound judgment, focus, and sound ethics
- 2 Demonstrates professionalism, respect, and fairness in his interactions with others
- 3 Demonstrates and promotes mutual respect and healthy work environment
- 4 Demonstrates ethical standards in daily operations
- 5 Builds commitment from departments for achieving the Board’s vision and strategic plans
- 6 Ensures that department heads have clear goals and responsibilities
- 7 Provides support to department heads to accomplish the actions of the Board
- 8 Encourages collaborative thinking
- 9 Encourages a positive atmosphere for feedback and constructive criticism
- 10 Firmly and promptly addresses performance issues
- 11 Accepts responsibility for decisions, actions and results
- 12 Has credibility and is respected by others

Final Rating

0 Overall Score

Competency Ratings Options:

- Below Expectations
- Below Expectations +
- Meets Expectations
- Meets Expectations +
- Exceeds Expectations
- Exceeds Expectations +

Leadership Comments:

Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

County Administrator
2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Strategic Vision

- 1** Accepts and understands the priorities of the Board
- 2** Identifies future threats and opportunities where the current trends will lead, how those trends may influence the County's direction. Informs the Board supervisors of necessary changes/recommendations
- 3** Ensures the correct people are in the correct job to ensure success of organizational strategies
- 4** Develops and proposes long term strategy for the County based on analysis of the strengths and weaknesses of the County

Final Rating

0 Overall Score

Competency Ratings Options:

Below Expectations

Below Expectations +

Meets Expectations

Meets Expectations +

Exceeds Expectations

Exceeds Expectations +

Strategic Vision Comments:

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Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

County Administrator
2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Communication

- 1 Verbally communicates clearly and concisely, and in an organized manner
- 2 Communicates effectively with people at all levels of the organizations
- 3 Conveys a positive image of him/her self and the County through communication
- 4 Is an effective public speaker
- 5 Listens actively and carefully and avoids speaking over others
- 6 Makes effective presentations appropriate to the needs of the audience
- 7 Expresses ideas clearly and concisely in writing

Final Rating

0 Overall Score

Competency Ratings Options:

Below Expectations

Below Expectations +

Meets Expectations

Meets Expectations +

Exceeds Expectations

Exceeds Expectations +

Communication Comments:

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Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

County Administrator
2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Relationship to the Board

- 1 Keeps the Board informed of county activities, progress, projects, and issues
- 2 Communicates clearly the expectations of the Board
- 3 Makes sound recommendations to the Board for action
- 4 Responds to Board requests in a timely manner
- 5 Accepts and carries out the decisions of the Board
- 6 Maintains respectful and professional demeanor with Board Supervisors
- 7 Maintains a sound working relationship with the County Board Chair

Final Rating

0 Overall Score

Competency Ratings Options:

- Below Expectations
- Below Expectations +
- Meets Expectations
- Meets Expectations +
- Exceeds Expectations
- Exceeds Expectations +

1

2

3

4

5

6

Relationship to the Board Comments:

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Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

County Administrator
2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Judgement

- 1 Gathers appropriate information when making decisions
- 2 Ability to make decisions quickly based on available information
- 3 Adapts to change quickly and easily
- 4 Evaluates situations effectively and makes appropriate decisions to deal with them
- 5 Has a sense of self awareness about how his/her actions impact the Board and the County
- 6 Recognizes problems and deals with them effectively
- 7 Takes calculated risks when prudent

Final Rating

0 Overall Score

Competency Ratings Options:

- Below Expectations
- Below Expectations +
- Meets Expectations
- Meets Expectations +
- Exceeds Expectations
- Exceeds Expectations +

1

2

3

4

5

6

Judgement Comments:

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Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

County Administrator

2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Fiscal Management

- 1 Proposes to the Board financial items that will contribute to the efficiency, productivity, and overall improvement of County operations
- 2 Proposes to the Board financial items that can be considered to minimize the amount of tax levy necessary for County operations
- 3 Executes the adopted budget, insuring that all expenditures are made in compliance with Board's intent/ direction

Final Rating

0 Overall Score

Competency Ratings Options:

Below Expectations

Below Expectations +

Meets Expectations

Meets Expectations +

Exceeds Expectations

Exceeds Expectations +

Fiscal Management Comments:

Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

County Administrator
2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

Feedback / Comments

- 1** Please offer your perspective on what you see as the County Administrator's greatest strengths

- 2** Please offer any suggestions on areas that, in your opinion, need strengthening

County Administrator

2020 Annual Review – 1/1/2020 to 12/31/2020

6.3.b

2020 Goals

- 1 Meth epidemic -Continue to work on the Meth epidemic throughout the county
- 2 Meet with members of the Chippewa County community – Continue to meet local community members focusing on local government / elected office
- 3 Economic development – Work with the Economic Development Committee and Economic Development team members to replace current Economic Development policies. Continue development of the new industrial park if approved by the County Board
- 4 Employee Engagement – Work with the Human Resources Director to complete a second employee engagement survey with Chippewa County employees and report the progress to the County Board
- 5 Leadership Training – Continue leadership training for self and all managers in the County
- 6 Highway Operations – Continue to work with the Highway Commissioner to review highway operations, discuss innovative ideas and develop a long-range plan for sustainability of highway operations
- 7 Health care - Work with the HR Division to determine if the County should move to a self-funded plan. Continue to review creative ideas in the area of benefits that are both cost effective and support recruitment and retention efforts of the County

Final Rating

Competency Ratings Options:

Did Not Achieve

Partially Achieved Goal -
Some

Partiall Achieved Goal -
Most

Achieved Goal

Unable to Answer

n/a

Attachment: 2020 County Administrator Review Questions (6168 : Discuss the Process and Timeline for

0 Overall Score

2021 Goals

1	
2	
3	
4	
5	

Summary Comments

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Chippewa County Board

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

January 27, 2021

TO: County Board Supervisors

FR: Dean Gullickson, County Board Chair

RE: Update on District 15 Vacancy

Dear Fellow County Board Supervisors,

I wanted to give you all an update on the District 15 County Board Supervisor vacancy. I apologize that this process has been delayed and appreciate your patience and understanding. However, due to the increased COVID activity in our county the decision was made to wait until after the holidays so that we could safely meet face-to-face with the candidates.

We originally received four applications for the vacant seat. Unfortunately one of the candidates recently withdrew their name for consideration. In addition, we have reached out to the third candidate multiple times and have not received a return phone call and/or email. We will continue to contact them and try to schedule a time to meet with them.

We have arranged a time for the candidates to come in on Tuesday, February 2, 2021, so we can meet them and have a face-to-face discussion. I have asked Vice-Chair Glen Sikorski and County Administrator Randy Scholz to join me for those meetings.

My goal is to bring a recommendation to the County Board on February 9, 2021 for confirmation. The appointment will be placed at the end of the County Board agenda and you will be asked to vote and confirm the appointment. If the appointment is successful then the County Clerk will administer the oath of office to the new County Board Supervisor.

As a reminder, per Ordinance Sec. 2-52 (c)(2) the person appointed will also serve the remainder of the unexpired terms on the committees indicated below. Those recommendations will also come to the County Board for consideration and approval.

- Economic Development Committee
- Planning & Zoning Committee
- Chippewa Valley Regional Airport Commission
- Housing Authority Commission

If you have any questions or concerns don't hesitate to contact me.

Sincerely,

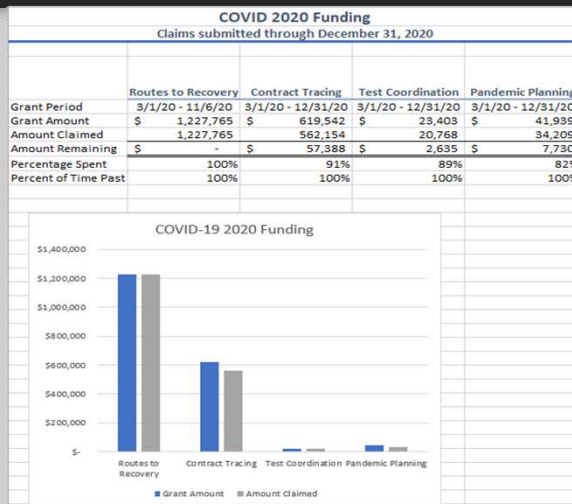
Dean Gullickson
County Board Chair



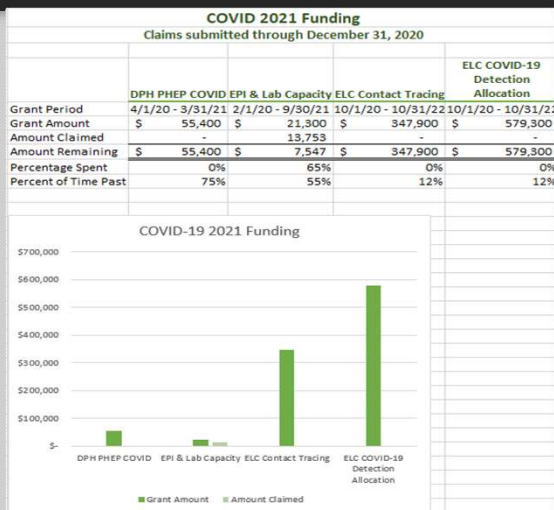
COVID-19 Update

Randy Scholz, County Administrator
Presentation for Executive Committee on February 2, 2021
Presentation for County Board on February 9, 2021

2020 COVID-19 Relief Funding



2021 COVID-19 Relief Funding



Fiscal Review

Cash Analysis			
Department	2018 & 2019 Average (November)	2020 Actual (November)	Difference
Co Admin	214,469	290,678	76,209
General	1,907,166	(386,517)	(2,293,683)
Finance	21,393	64,154	42,761
CICC	23,124	74,254	51,130
Corp	(238,389)	(94,325)	144,064
HR	352,771	467,737	114,967
IT	139,049	123,824	(15,226)
Fac & Main	108,123	(181,786)	(289,909)
Clerk	194,669	42,716	(151,952)
Treas	304,111	(54,607)	(358,718)
Deeds	61,190	163,653	102,462
DA	50,871	62,326	11,456
Courts	222,308	141,330	(80,978)
Probate	20,854	25,865	5,011
CS	(64,340)	(25,941)	38,399
Sheriff	912,645	765,891	(146,754)
Emer	(36,150)	(46,678)	(10,527)
Coroner	(729)	34,198	34,927
Ekt	44,359	44,852	493
LCPM	(256,472)	(112,048)	184,424
Zoning	(5,407)	279,707	285,114
Vet	30,931	79,459	48,527
PH	(202,774)	101,250	304,025
DHS	(4,313,591)	(6,215,381)	(1,901,790)
HWY	539,894	916,598	376,705
	(9,924)	(3,438,789)	(3,428,864)

- Items in **Red** indicate that we have more expenses than revenues
- Items in **Black** indicate that we have more revenues than expenses

Sales Tax Review

Year	2015	2016	2017	2018	2019	2020	Change from Previous Year	5 Yr Average
January	318,799.07	320,975.63	354,102.19	364,493.73	364,507.60	412,672.62	13.2%	326,504.48
February	423,402.20	417,795.31	332,465.19	286,199.33	358,875.60	454,060.14	26.5%	365,694.83
March	417,948.57	345,566.99	397,026.66	533,439.22	500,103.48	420,748.99	-15.9%	419,337.01
April	350,697.35	490,711.84	488,626.19	534,863.65	461,263.80	453,068.14	-1.8%	440,348.17
May	452,936.11	445,235.34	413,559.61	442,521.41	538,976.41	658,017.81	22.1%	442,664.88
June	472,900.33	426,464.21	552,063.91	723,863.22	705,994.86	561,287.51	-20.5%	555,404.22
Subtotal	2,436,683.63	2,446,749.32	2,537,843.75	2,885,380.56	2,929,721.75	2,959,855.21	1.03%	2,453,664.68
July	444,592.85	471,082.07	523,682.52	399,173.73	469,074.82	543,813.92	15.9%	449,120.44
August	467,682.77	451,079.87	440,906.42	568,733.82	632,821.49	641,477.88	1.4%	491,893.24
September	359,476.59	468,619.67	526,900.44	676,879.59	583,429.73	468,174.47	-19.8%	485,721.26
October	458,172.68	413,688.87	485,200.30	412,677.84	459,459.89	574,830.83	25.1%	438,913.74
November	380,833.36	330,583.39	335,030.41	452,141.21	541,553.94	541,553.94	0.0%	382,588.40
December	343,600.52	468,095.13	542,448.02	586,754.26	481,481.78	481,481.78	0.0%	456,786.89
Totals	4,891,042.40	5,049,898.32	5,392,011.86	5,981,741.01	6,097,543.40	6,211,188.03	1.86%	5,023,277.05
% change	-1.39%	3.25%	10.24%	10.94%	1.94%	1.86%		

- Sales Tax up 1.86% through October (Received from WisDOR March – December)

Questions, Comments, or Concerns





2018-2021 CIP PROJECT UPDATE

Capital Improvement Plan (CIP)

Presentation for Executive Committee on February 2, 2021

Presentation for County Board on February 9, 2021

Overview

- Provide County Board update on status of approved CIP projects 2018-2021
 - DOA Staff maintains detailed reporting and management protocol for the CIP Program
 - Sales Tax Funding
 - 2019 \$2,790,000
 - 2020 \$2,118,400
 - 2021 \$2,323,900
 - Bonding Funding
 - 2019 \$5,000,000
 - 2020 \$1,000,000
 - 2021 \$1,700,000

2018 Projects

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2018	County Stewardship Fund	\$200,000	\$200,000			\$0		Closed	No projects.
2018	Highways & Bridges	\$6,119,346	\$4,819,346	\$1,300,000		\$3,974,874		In Progress	
2018	Courthouse Painting	\$100,000		\$100,000		\$91,401		In Progress	Waiting for final invoice.
2018	RMS/CAD/Jail/Civil software – Spillman Project	\$857,153	\$770,000	\$87,153		\$745,121		In Progress	Go Live was March 2019. There are 3 modules to be completed yet.

2019 Projects

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2019	Upgrade County Wide Election Equipment	\$400,000		\$400,000		\$400,000	\$0	Completed	
2019	County Stewardship Fund	\$100,000	\$100,000			\$0		Closed	No projects.
2019	Roger Creek (Town of Edson)	\$62,200	\$62,200			\$0		Closed	Rebid in 2020 with 2020 CIP Request
2019	Replacement Cty Forest/Flowage	\$70,000	\$70,000			\$24,729	\$45,271	Completed	
2019	County Land Acquisition	\$300,000	\$300,000			\$51,754	\$248,246	Completed	
2019	Highways & Bridges	\$7,363,240	\$5,063,240	\$1,300,000	\$1,000,000	\$4,652,992		In Progress	
2019	Park Master Plan Playground, Equip, Bathrooms, Docks	\$160,000	\$160,000			\$112,924	\$47,076	Completed	\$15,000 grant not obtained. Otter Creek bathroom installation
2019	Cooling Tower Replacement	\$200,000		\$200,000		\$210,393	(\$10,393)	Completed	Used Facilities Non-Lapsing funds to cover overage.
2019	Courthouse Security – P&Z	\$300,000	\$300,000			\$320,019	(\$20,019)	Completed	P&Z transferred funds to cover overage

2020 Projects

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2020	Courthouse Fire System Standpipe	\$50,000	\$50,000			\$4,080		In Progress	Waiting on Final Invoices. Finished in late December.
2020	Resurface 2002 Jail Showers	\$60,000	\$60,000			\$0		In Progress	Doing in conjunction with 2021 shower project. Expected completion in February 2021.
2020	Park Master Plan – Morris Erickson bathroom project	\$161,200	\$161,200			\$94,489		In Progress	Waiting on delivery of doors and floor painting. \$20,000 grant not obtained.
2020	Replace 2002 Jail Chiller	\$600,000	\$600,000			\$279,003	\$320,997	Completed	Transferred \$100,000 to Treasurer & Clerk Security Project
2020	Security Plan-Treas & Co Clerk	\$400,000	\$400,000			\$39,972		In Progress	Transferred \$100,000 from Jail Chiller project. Project started mid-November.
2020	Snowmobile Bridge	\$120,000	\$120,000			\$394		In Progress	Roger Creek Bridge work is completed. Waiting for finalization and invoice.

2020 Projects (Cont.)

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2020	Card Access ADA Door Opener	\$50,000	\$50,000			\$0		In Progress	Judges Chamber, WIC entrance & 305 reception area.
2020	IT replacement equipment & data center	\$215,000		\$215,000		\$180,813	\$34,187	Completed	
2020	Sound & Video Equip Replacement	\$89,000		\$89,000		\$85,080	\$3,920	Completed	
2020	Non-Highway Fleet Vehicles	\$200,000		\$200,000		\$227,236		In Progress	
2020	Highways & Bridges	\$8,473,740	\$6,173,740	\$1,300,000	\$1,000,000	\$5,211,357		In Progress	
2020	Hwy Machinery Purchases	\$1,025,000	\$1,025,000			\$657,054		In Progress	
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 (to date)	Project (Over/Under)	Status	Comments
2020	Standardized Recycling Containers	\$50,000	\$50,000			\$0		In Progress	Containers delivered in mid-December. Waiting for final invoice.
2020	County Stewardship	\$100,000	\$85,600	\$14,400		\$0		Closed	No projects.
2020	Co Forest Acquisitions	\$300,000	\$300,000			\$0		Closed	No projects.
2020	Jail Washer/Dryer	\$400,000		\$400,000		\$345,024		In Progress	Waiting on final invoice and change order.
	Total	\$12,393,940	\$9,175,540	\$2,218,400	\$1,000,000				

2021 Projects

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2021	Park Master Plan Implementation	\$150,000	\$150,000			\$0		In Progress	Upgrades at Pine Point and Otter Lake Parks
2021	Huber Shower Remodel/Maintenance	\$50,000	\$50,000			\$0		In Progress	Project in conjunction with 2020 shower project. Expected completion in February 2021.
2021	Generator System updates for Courthouse/Sheriff's	\$50,000	\$50,000			\$0		In Progress	
2021	Roof Replacement – 1992 Courthouse Addition (3 of 4)	\$175,000	\$175,000			\$0		In Progress	Signed contract with A&E.
2021	IT Office Remodel	\$137,150	\$137,150			\$0		In Progress	Construction expected to begin in 4 th Qtr 2021.
2021	WIC/Public Health Remodel	\$50,000	\$50,000			\$0		In Progress	
2021	Veteran's Department Security Upgrades & Remodel	\$95,000	\$95,000			\$0		In Progress	Construction expected to begin in 4 th Qtr 2021.

2021 Projects (Cont.)

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2021	Variable Air Volume (VAV) Box Upgrade – Phase 2	\$240,000		\$240,000		\$0		In Progress	
2021	2002 Jail Plumbing – Acorn Valve Replacement	\$75,000	\$75,000			\$0		In Progress	
2021	Conference Room Remodel (Old Land Records Office)	\$213,000	\$150,000	\$63,900		\$0		In Progress	Construction expected to begin in 4 th Qtr 2021.
2021	Highways & Bridges	\$5,621,778	\$2,621,778	\$1,300,000	\$1,700,000	\$14,643		In Progress	
2021	Highway Machinery Purchases	\$950,000	\$950,000			\$0		In Progress	
2021	Highway Building Improvements & Security	\$325,000	\$325,000			\$0		In Progress	
2021	Non-Highway Fleet Vehicles	\$200,000		\$200,000		\$0		In Progress	

2021 Projects (Cont.)

Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2021	IT replacement equipment & data center	\$245,000		\$245,000		\$0		In Progress	
2021	Boundary Waters Project	\$50,000		\$50,000		\$0		In Progress	
2021	County Stewardship Fund	\$100,000	\$100,000			\$0		In Progress	
2021	Snowmobile Bridge	\$120,000	\$120,000			\$0		In Progress	
2021	LCFM Equipment Replacement	\$100,000	\$100,000			\$0		In Progress	
2021	County Forest & Land Acquisitions	\$150,000	\$150,000			\$0		In Progress	
2021	Jail Full Body Scanner	\$150,000		\$150,000		\$0		In Progress	

2021 Projects (Cont.)									
Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
2021	Sheriff Clerical Room Redesign	\$75,000		\$75,000		\$0		In Progress	Construction expected to begin in 4 th Qtr 2021.
	Total	\$9,472,828	\$2,432,150	\$2,323,900	\$1,700,000				

2012-2021 Radio Tower Project (Budgeted thru 2019)									
Year	Project Title	Total Budgeted Amount	Fund Balance/ Grants	Sales Tax	Borrowing	Expenditure (to date)	Project (Over/Under)	Status	Comments
Multiple	Radio System Replacement/Fiber Installation	\$5,145,887	\$2,200,000	\$1,300,000	\$1,645,887	\$2,157,319		In Progress	Expected completion in March, 2021
Total Budgeted Amount is based on November 10, 2020 County Board Meeting with Resolution 39-20.									

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 2022-2026 CIP guidelines and forms in December of 2020
 - CA presents recommended plan to Executive Committee in June for consideration then to the County Board for action

Questions, Comments, or Concerns

