

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

MAY 4, 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	Present	
Mechele Shipman	Chippewa County	District 9	Excused	
Annette Hunt	Chippewa County	District 13	Remote	

Others Present: Randy Scholz, Traci Bremness, Lori Zwiefelhofer, Deb Blevins, Catherine Emmanuelle, Toni Hohlfelder, Buck Steele, Todd Pauls, Andy Bauer

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, Hunt
EXCUSED:	Shipman

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Apr 6, 2021 4:00 PM

3. Schedule Next Meeting Date - May 18, 2021

5. REPORTS

1. 2022 Budget Process Review - Lori Zwiefelhofer
Zwiefelhofer gave an overview of the 2022 budget process.

Executive Committee

Minutes
Regular Meeting

Webex Conference Call

May 4, 2021
4:00 PM

RESULT:	REVIEWED	Next: 5/11/2021 6:00 PM
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6. BUSINESS ITEMS

1. Resolution to Authorize County Funding to Fill the Vacant Community Development Educator Position in the Extension Department in 2021 – Randy Scholz/Catherine Emmanuelle

Emmanuelle explained this resolution is for the position that was vacated last spring by Joseph Malual. After he resigned they planned to fill the vacancy, but before they were able to the state put a hiring freeze on. During the budget process the County Administrator reviewed this vacancy and because of the hiring freeze, the decision was made to remove the funding from the Extension budget. Since then the state lifted the hiring freeze so she would like to fill the position. She has existing funds in the Extension budget to cover the expenses for 2021 but hopes the County will also fund it for 2022.

Scholz commented that last year he didn't recommend putting levy dollars toward this position due to the hiring freeze. He will work with Emmanuelle when preparing the 2022 budget.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 5/11/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Annette Hunt, District 13	
AYES:	Gullickson, Sikorski, Hull, Hunt	
EXCUSED:	Shipman	

2. Resolution to Allow Claim of David Osborn - Deb Blevins

Blevins gave an overview of the claim and explained that WMMIC, our liability insurance carrier, recommends that we allow the claim.

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

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

1. Remote Meeting Option to End for County Board and Committee Meetings - Dean Gullickson
Gullickson referenced a letter that he plans to share with the County Board. The expectation is that we will follow the ordinance the same way we did pre-COVID. This means that all voting members will need to attend County Board and committee meetings in person. If someone is sick, on vacation, has another conflict, etc, then they will be marked absent. The public is still encouraged to attend the meetings remotely by calling in.

Executive Committee

Minutes
Regular Meeting

Webex Conference Call

May 4, 2021
4:00 PM

RESULT:	REVIEWED	Next: 5/11/2021 6:00 PM
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B. County Administrator Operation Report

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting was adjourned at 4:20 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 2 (Vice-Chair)
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Sikorski, Hull, Hunt
EXCUSED:	Shipman

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

APRIL 6, 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	Present	
Mechele Shipman	Chippewa County	District 9	Present	
Annette Hunt	Chippewa County	District 13	Remote	

Others Present: Randy Scholz, Traci Bremness, Toni Hohlfelder, Deb Blevins, Melanie McManus, Lori Zwiefelhofer, Andy Bauer, Todd Pauls, Buck Steele, Ken Schmitt, Chris Knard, Deb Chilson, Tom Waldusky, Ryan Hartzell, Charlie Walker

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, Hunt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Mar 16, 2021 4:00 PM

3. Schedule Next Meeting Date - May 4, 2021

5. REPORTS

1. Register of Deeds Update on Missed Fees Paid to the State and Chippewa County for Recorded Documents – Melanie McManus

Minutes Acceptance: Minutes of Apr 6, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Webex Conference Call

April 6, 2021
4:00 PM

McManus explained she recently discovered that Chippewa County has not been calculating the amount we owe the State of Wisconsin and the amount the County retains for recording documents in the Register of Deeds. To correct the problem, she prepared addendums for each of the seven years and submitted checks for each year to the state. She hasn't heard back from the state yet. Once they make a determination he indicated he would reach back out to McManus and Clary.

RESULT: DISCUSSED

6. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

B. County Administrator Operation Report

1. COVID-19 Update - Randy Scholz

Scholz gave an operational update related to COVID-19. He is working with Corporation Counsel and Public Health to determine which metrics will need to be met in order to rescind the emergency order. The County is still waiting for more guidance from the US Treasury on how we can spend the \$12.5 million dollars. We don't know yet if it can be used for infrastructure. If we spend any of the funds on non-qualified projects then we need to pay back the funds.

RESULT: REVIEWED

Next: 4/20/2021 6:00 PM

7. BUSINESS ITEMS

1. Resolution to Designate Chippewa County Economic Development Week - Randy Scholz

Scholz explained this is an annual resolution. He thanked Charlie Walker for all of his hard work over the years. Sikorski commented that we have a good economic development program and thanked everyone.

Walker stated they are doing an excellent job and it takes a team. They want to celebrate that we made it through everything in 2020 and create some positive momentum going forward. Waldusky, CCEDC Chair, thanked the county for the support over the years.

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS]

Next: 4/20/2021 6:00 PM

MOVER: Mechele Shipman, District 9

SECONDER: Annette Hunt, District 13

AYES: Gullickson, Sikorski, Hull, Shipman, Hunt

2. Resolution to Allow Claim of Tamee Foldy - Deb Blevins

Blevins explained this claim has been reviewed by WMMIC, our liability insurance carrier, and their recommendation is that we pay the claim.

Minutes Acceptance: Minutes of Apr 6, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Webex Conference Call

April 6, 2021
4:00 PM

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

3. Resolution to Create the Ad Hoc Committee on Chippewa County Groundwater Quality - Randy Scholz
- Scholz explained that Ad Hoc Committees are typically formed by the County Board Chair. They are informal and are designed to try and solve a problem. The LCFM Committee has been reviewing the animal waste ordinance and they looked at nitrates. The resolution includes some objectives for the Ad Hoc Committee. Scholz's role will be to facilitate the meeting. The \$50,000 being requested is from the contingency fund and that requires a 2/3 vote of the County Board to use those funds. Without the funding the committee cannot meet. The funding would be used for outside legal counsel as needed. This is a complicated issue so Scholz would pull in different individuals as needed.

Dean stated the entire County Board was looked at for this committee. This is a very complex area. The people that were selected represent certain areas. Sikorski is the only farmer that is on the County Board and he's been involved with this issue from the beginning. Hull was chosen because this involves a lot of engineering. Steele originally brought his issue to the Health and Human Services Board a while back. McMenamin has expertise of working with state government in multiple functions during his past employment. There are other qualified members that expressed interest but these are the individuals he is recommending.

Scholz talked to the DNR and they indicated that several counties are looking at creating similar committees. They also indicated they would have someone available to serve on this committee in an advisory capacity.

Shipman commented the Chair explained how the individuals were selected to serve on the committee. However, she also received correspondence from several County Board members asking about the equity because there are no females on the committee, and having multiple quorums of other committees as a result of the individuals that were selected. She asked why this is not considered a function of the LCFM Department and asked for clarification if it was addressed in the recent work plan that was just approved. She is concerned there is a quorum of the LCFM and Executive Committees that are putting this committee together. If there are already three LCFM members then why can't that committee address this issue?

Gullickson explained the nature of this issue crosses over to other departments (housing, public health, zoning, etc.) This is bigger than just LCFM. Each of the individuals were selected not just because they are on LCFM; they have other expertise.

Hunt shared the same concerns as Shipman. Also from a parliamentary perspective, it doesn't appear proper for the three Executive Committee members being appointed to vote on the resolution when it directly involves them and there is a financial component to this. Gullickson explained the full County Board will make the final decision of who is on the committee. There is no personal issue so he doesn't see why they would lose their right to vote.

Pauls commented with regard to abstaining from voting, that's up to the member to determine if there is a conflict that would require them to abstain. In situations, for example, when there are nominations for certain positions on the County Board, those individuals are allowed to vote for themselves. He doesn't

Minutes Acceptance: Minutes of Apr 6, 2021 4:00 PM (Consent Agenda)

Executive Committee

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April 6, 2021
4:00 PM

know that there is a parliamentary law that would require them to abstain.

Hull referenced a similar situation after the elections; one of the first actions the committee takes every year is to approve the committee assignments for everyone. All members are allowed to vote then.

Shipman asked if communication was sent to the members that asked to serve and weren't selected. Gullickson responded the selection process was opened to all County Board members. There were some County Board members that talked to him personally about serving and indicated their interest before the email went out. 100% of why they were selected was based on their expertise.

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 4/20/2021 6:00 PM
MOVER:	Glen Sikorski, District 2 (Vice-Chair)	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Sikorski, Hull	
NAYS:	Shipman, Hunt	

4. The Executive Committee will convene in closed session pursuant to Wisconsin State Statute 19.85 (1)(c) – “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” (County Administrator Performance Evaluation)
5. The committee convened to closed session at 4:50 p.m.
The following individuals were present: Dean Gullickson, Glen Sikorski, Chuck Hull, Annette Hunt, Mechele Shipman, Toni Hohlfelder, Randy Scholz, and Buck Steele

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

The Committee will convene to open session.

6. The committee convened to open session at 5:58 p.m.

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

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting adjourned at 5:59 p.m.

Minutes Acceptance: Minutes of Apr 6, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Webex Conference Call

April 6, 2021
4:00 PM

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

Minutes Acceptance: Minutes of Apr 6, 2021 4:00 PM (Consent Agenda)



2022 Budget Process

Lori Zwiefelhofer, Finance Director
Executive Committee May 4, 2021

Table of Contents

- What is the Purpose of a Budget?
- Phases of a Budget
- Definitions
- Calculating Mill/Tax Rate
- Calculating Property Tax Levy
- Roles & Responsibilities – County Administrator, DOA, Department Head, Policy Committee, Executive Committee & County Board
- Budget Timeline Overview and Details
- Adoption of Budget & Levy – 2 County Board Meetings in November

What is the Purpose of a Budget?

- A budget provides a financial plan for the year. It should identify the limits of spending in each budget line, set the levy and identifies approved expenses
 - Embodies the mission, vision and goals of the organization
 - Incorporates the strategic plan of the organization
- A communication device that provides transparency and accountability.
- The budget is the most important policy document the County Board approves
 - A detailed operational guide that provides direction on policy implementation
- Required by Wisconsin State Statutes 65.90
- The County budget is located on the County website under the Finance Division
 - <http://www.co.chippewa.wi.us/government/administration/finance-division>

Phases of a Budget

3 Phases of a Budget

- Department Head Requested

Account Number	Description	2019 Budget	2019 Actual	2020 Budget	06/30/20 Actual	2020 Est. Actual	2021 Request
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- County Administrator Proposed

Account Number	Description	2019 Budget	2019 Actual	2020 Budget	06/30/20 Actual	2020 Est. Actual	2021 Request	2021 Proposed
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- County Board Approved

Account Number	Description	2019 Budget	2019 Actual	2020 Budget	06/30/20 Actual	2020 Est. Actual	2021 Request	2021 Approved
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The final approved budget document includes both the Department Head Requested and County Board Approved columns as the furthest right columns.

Definitions

- **Personnel Cost Report (PCR)** – An annual report prepared by HR and Finance that estimates the next year’s wages and benefits for current employees. This is the starting point for all department budgets.
- **Equalized Value** – Estimated market value of all taxable residential, commercial, manufacturing and personal property in each taxation district, by class, as of January 1st and certified by the Wisconsin Department of Revenue around August 15th of each year
- **Property Tax Levy** – The total amount to be raised by general property taxes for operating and debt service purposes specified in the County Board Adopted Budget. The revenues fund programs and services for the entire county which have no other revenue source. Property taxes are levied in the current year for subsequent year appropriations
- **Maximum Allowable Levy Limit** –The maximum amount in real and personal property taxes it can levy. How much of this amount the organization actually wants to use, is up to the discretion of the organization. The organization can levy up to or at any level below the maximum levy limit amount

Definitions – continued

- **Debt Levy Exemptions** – Debt service due on G.O. debt authorized on or after July 1, 2005 is exempt from the levy limits
- **Tax Rate or Mill rate** – The tax per dollar of assessed value of property. The rate is expressed in “mills”, where one mill is one-tenth of a cent (\$.001)
- **Property Taxes** – A tax that an owner is required to pay on the value of the property being taxed. Property tax can be defined as generally, tax imposed by government upon owners of property within their jurisdiction based on the value of such property
- **Net New Construction** – Amount of new construction reduced by any demolition or destruction of buildings which is determined by the Wisconsin Department of Revenue

Definitions – continued

- **Revenue** – A source of money or funding to help offset the expenses within the budget
 - General Government Revenues – contracts or grant funds mainly from state and/or federal sources
 - Fines and License – funds received as a result of penalties paid by persons having been in violation of state laws and/or county ordinances. Fees received from the sale of county issued license and permits
 - Charge for Services – funds received as payment for services performed by county agencies
 - Interdepartmental Revenues – funds received for payments made or services performed by county agencies for other county agencies
 - Other Revenues – funds received for rents, commissions, and other commercial type income. Also include transfer from other funds and proceeds from borrowing
- **Expense** – Those identified costs for operations, capital projects, debt, or other uses recognized and approved by the governing body

Calculating the Tax Rate or Mill Rate

- **Tax Rate or Mill rate** – The tax per dollar of assessed value of property. The rate is expressed in “mills”, where one mill is one-tenth of a cent (\$.001)

Based on 2021 Adopted Budget

Equalized Value	\$	6,112,557,400
Property Tax Levy	\$	19,953,142
Tax Rate		\$3.26/1,000

Tax Rate = Tax Levy/Equalized Value x \$1,000

$$\frac{19,953,142}{6,112,557,400} = .0032642 \times \$1,000 = \$3.26$$

- Taxes on a \$100,000 home would be \$326.00

Calculating the Property Tax Levy

- **Property Tax Levy** – The total amount to be raised by general property taxes for operating and debt service purposes specified in the County Board Adopted Budget. The revenues fund the programs and services for all of the departments that have no other outside revenue source. Property taxes are levied in the current year for subsequent year appropriations.

- Expenses less Revenues = Tax Levy

Expenses	\$82,162,968
Revenues	\$62,209,826
Tax Levy	\$19,953,142

- Budgeted expenses and revenues are best estimates available

Comparison of Property Tax Rate (per \$1,000 of Value) Levied in 2019, Payable in 2020

10 Lowest Tax Rates	
County	Tax Rate
Ozaukee	1.76
Waukesha	1.88
Oneida	2.35
Washington	2.40
Vilas	2.47
Dane	2.90
Sawyer	3.18
Chippewa	3.43
Racine	3.50
St. Croix	3.51

10 Highest Tax Rates	
County	Tax Rate
Menominee	8.43
Marquette	8.36
Taylor	8.14
Clark	8.04
Crawford	7.48
Richland	7.36
Lafayette	7.24
Rusk	7.15
Dunn	7.10
Kewaunee	7.08

Contiguous Counties	
County	Tax Rate
Barron	4.99
Chippewa	3.43
Clark	8.04
Dunn	7.10
Eau Claire	4.07
Rusk	7.15
Taylor	8.14

Budget Roles & Responsibilities

County Administrator & DOA

County Administrator

- Per Ordinance Sec. 2-361, provide a sales tax plan to County Board for approval
- Per Wis. Stats. § 59.18 and Ordinance Sec. 2-220, provide a balanced proposed budget to the County Board for approval
 - CA provides instructions and guidelines to Department Heads on preparing their budgets
 - County budget is based on input from Department Heads and committees

DOA

- Prepare Personnel Cost reports (PCR) to assist Department Heads in preparing their budgets
 - The personnel costs represent almost half of the overall county budget
- In coordination with the County Clerk, publish budget summary in the official newspaper of the County (Chippewa Herald Telegram).

Budget Roles & Responsibilities

Department Heads & Policy Committees

Department Heads

- Develop requested budgets consistent with the strategic plan and budget instructions provided by the County Administrator
- Meet with Policy Committees to review department requested budget
- Submit required information to the County Administrator and Finance Director on or before the due dates identified in the budget instructions

Policy Committees

- Meet with Department Heads that report to the committee to review Department Head requested budget and recommend any changes to ensure they are within established guidelines and program/service priorities
- Review and make recommendations to the department requested budget and forward to the County Administrator

Budget Roles & Responsibilities

Executive Committee & County Board

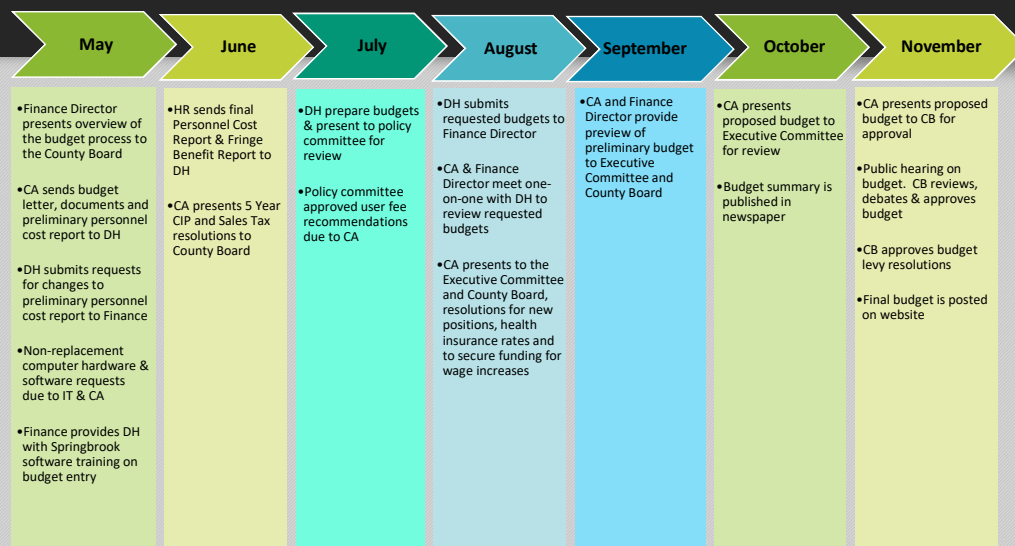
Executive Committee

- Serve as policy committee for the Department of Administration, County Clerk, County Treasurer, Register of Deeds, and Veterans Service. Meet with those Department Heads to review and discuss requested department budgets before sending them to the County Administrator to be incorporated in to the overall County budget.
- Review the County Administrator's proposed budget for Chippewa County and make recommendations before it is published and forwarded to the full County Board for consideration

County Board

- Review and approve resolutions allocating sales tax funds
- Review and debate the Chippewa County budget as proposed by the County Administrator
- Provide final comments or changes to the recommended budget before approval
 - All changes must result in a balanced budget
- Approve resolution adopting tax levy

2022 Operating Budget Timeline Overview



2022 Operating Budget Timeline - May

May

- Finance Director presents an overview of the budget process to the County Board
- County Administrator sends budget letter to Department Heads with guidance on how to prepare their budgets
- DOA sends the Preliminary Personnel Cost Report (PCR) to Department Heads
 - Department Heads submit request to DOA for any changes to the Preliminary PCR
- Non-replacement computer hardware requests and software application requests to IT and County Administrator
- Springbrook software training for budget entry

2022 Operating Budget Timeline – June & July

June

- DOA sends out Final Personnel Cost Report (PCR) to Department Heads to use in preparing their budget
- County Administrator presents 5-year CIP and 2022 Sales Tax resolutions to Executive Committee and County Board

July

- June through July – Departments plan and prepare requested budget and meet with Policy Committees to review requested budget. (Policy Committees do not approve budgets.)
- Any user fee changes must be approved by committees and sent to the County Administrator

2022 Operating Budget Timeline – August & September

August

- Department Heads submit requested budgets to Finance Director as soon as possible but no later than early August
- For two weeks in August – County Administrator, Finance Director, Human Resources Director meet one-on-one with Department Heads to review Department Head requested budget
- County Administrator presents resolutions for new positions, health insurance rates and to secure funding for wage increases

September

- County Administrator provides a preview of preliminary 2022 Budget to Executive Committee and County Board

2022 Operating Budget Timeline – October & November

October

- County Administrator presents proposed budget to Executive Committee
- Budget summary is published in newspaper at least 15 days prior to the Public Hearing

November

- County Administrator presents proposed budget to the County Board
- The Public Hearing for the budget is scheduled for the 1st Thursday. After the Public Hearing, County Board reviews, debates and approves budget as a whole
- On the 2nd Tuesday, the County Board approves the Budget Levy resolution
- By mid-November the adopted budget is posted on the website

Adoption of Budget & Levy – 2 County Board Meetings in November

1st County Board Meeting in November – November 4, 2021

- Public Hearing allows the public to make comments about budget
- County Administrator will present proposed budget to the County Board
 - Changes can be made to the County Administrator proposed budget but must result in a balanced budget (Expenses less Revenues (including tax levy) must equal a net zero)

2nd County Board Meeting in November – November 9, 2021

- Adoption of Tax Levy Resolution

Questions, Comments, or Concerns



**STATEMENT OF EXPLANATION**

Resolution No. 19 - 21

**RESOLUTION TO AUTHORIZE COUNTY FUNDING TO FILL THE VACANT
COMMUNITY DEVELOPMENT EDUCATOR POSITION IN THE EXTENSION
DEPARTMENT IN 2021**

1 Passage of this resolution will authorize the use of funding in the Extension Department
2 to fill the vacant full-time Community Development Educator position, commencing in 2021.

3 This position will be shared with and also funded by both Dunn and Eau Claire counties.

4 In early 2020 the individual that held the position of Community Development Educator
5 resigned, which left the position vacant. Before a recruitment could occur, the State of
6 Wisconsin instituted a hiring freeze and this position was frozen. When the County
7 Administrator prepared the 2021 budget, the decision was made to not fund the vacant
8 position since it was under a hiring freeze. Therefore, \$13,969 was removed from the
9 Extension Department budget and used to fund other areas within the Chippewa County 2021
10 adopted budget.

11 In March 2021, the state removed this position from the hiring freeze and gave the
12 authorization to move forward with filling the vacancy. It is the desire of Catherine
13 Emmanuelle, Area Extension Director for Chippewa, Dunn and Eau Claire Counties, that
14 Chippewa County authorize the use of Department funding to assist with filling the vacancy.
15 The Director believes there will be sufficient funds in the 2021 budget to cover the cost of this
16 position for the remainder of 2021. The Director also understands there is no guarantee of
17 continued funding of this position in 2022 and beyond and will work with the County during the
18 preparation of the 2022 budget.

19 Both Dunn and Eau Claire Counties have indicated that their requisite funding of the
20 position was left in their 2021 budgets and they intend on moving forward with the position
21 now that the freeze has been lifted.

Resolution No. 19 - 21

**RESOLUTION TO AUTHORIZE COUNTY FUNDING TO FILL THE VACANT COMMUNITY
DEVELOPMENT EDUCATOR POSITION IN THE EXTENSION DEPARTMENT IN 2021**

WHEREAS, the Chippewa County Extension Department had a full-time Community Development Educator position that was shared with Dunn and Eau Claire Counties; and

WHEREAS, in early 2020 the individual in that position resigned, which left the position vacant; and

WHEREAS, before a recruitment could occur, the State of Wisconsin instituted a hiring freeze and this position was frozen; and

WHEREAS, when the County Administrator prepared the 2021 budget, the decision was made to not fund the Community Development Educator position since it was under a hiring freeze; and

WHEREAS, since the position remained vacant, the \$13,969 Chippewa County required funding for the position was removed from the Extension Department budget and used to fund other areas within the Chippewa County 2021 adopted budget; and

WHEREAS, in March 2021, the state removed this position from the hiring freeze and gave the authorization to move forward with filling the vacancy; and

WHEREAS, it is the recommendation of the Area Extension Director for Chippewa, Dunn and Eau Claire Counties, and the County Administrator that the Extension Department be authorized to use department funds to facilitate filling the vacant Community Development Educator; and

WHEREAS, this position would continue to be shared with and partially funded by Dunn and Eau Claire Counties; and

WHEREAS, both Dunn County and Eau Claire County have funds available and intend to move forward with funding their portion of the position once the vacancy is filled;

NOW, THEREFORE BE IT RESOLVED, that effective upon passage of this resolution, the Area Extension Director is authorized to use department funds to facilitate filling the vacant Community Development Educator position in the Extension Department; and

BE IT FURTHER RESOLVED, that this position be funded in 2021 using currently available funding in the 2021 Extension Department budget; and

BE IT FURTHER RESOLVED, that funding for this position in 2022 is not guaranteed and will be addressed during the preparation of the County Administrator's 2022 Proposed Budget; and

BE IT FURTHER RESOLVED, that if the County Administrator determines funding is not available for 2022, this position may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

It is anticipated that Chippewa County's share of the position for 2021 will be less than the \$13,969 that was budgeted for 2020. It is unclear what the fiscal impact for 2022, but likely more than the 2020 allocation of \$13,969.

05/4/2021	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 5/11/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Annette Hunt, District 13	
AYES:	Dean Gullickson, Glen Sikorski, Chuck Hull, Annette Hunt	
EXCUSED:	Mechele Shipman	

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

4/6/2021

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

4/6/2021

Randy B. Scholz
Randy B. Scholz, County Administrator

4/6/2021

**STATEMENT OF EXPLANATION**

Resolution No.

RESOLUTION TO ALLOW CLAIM OF DAVID OSBORN

1 David Osborn, filed a formal notice of claim against the County pursuant to Wisconsin
2 Statute § 893.80. Mr. Osborn's insurance provider, State Farm Insurance, is claiming property
3 damage to Mr. Osborn's 1995 GM Yukon. Mr. Osborn's vehicle was damaged when a county
4 employee slid into Mr. Osborn's vehicle with a county vehicle. The damage amount claimed is
5 \$1,348.95.

6 After review of Mr. Osborn's claim by the County's liability insurance company,
7 Wisconsin Municipal Mutual Insurance Company (WMMIC), it is WMMIC's recommendation
8 that the County formally allow and pay the claim in the amount of \$1,348.95. Approval of this
9 resolution will allow the claim pursuant to 2-34(m)(3) of the Chippewa County Code of
10 Ordinances, which provides that the Executive Committee has the authority to settle claims
11 that do not exceed \$10,000.

12

Resolution No.

RESOLUTION TO ALLOW CLAIM OF DAVID OSBORN

WHEREAS, a Notice of Claim was filed on February 22, 2021, with the Chippewa County Clerk's Office; and

WHEREAS, the Notice of Claim stated that David Osborn was claiming property damage to his 1995 GM Yukon after it was damaged when a county employee slid into Mr. Osborn's vehicle with a county vehicle; and

WHEREAS, after review of this claim with the County's liability insurance company, Wisconsin Municipal Mutual Insurance Company (WMMIC), it is WMMIC's recommendation that the County formally allow the claim of \$1,348.95;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Executive Committee does hereby allow the claim of David Osborn, for an amount of \$1,348.95; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant by certified mail, return receipt requested, as Notice of Allowance.

Approved this 4th day of May, 2021 by the Chippewa County Executive Committee.

FINANCIAL IMPACT:

\$1,348.95 to pay the claim.

05/4/2021	Executive Committee
RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 2 (Vice-Chair)
SECONDER:	Chuck Hull, District 14
AYES:	Dean Gullickson, Glen Sikorski, Chuck Hull, Annette Hunt
EXCUSED:	Mechele Shipman

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

4/28/2021

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

4/28/2021

Randy B. Scholz
Randy B. Scholz County Administrator 4/28/2021

RECEIVED
2011

NOTICE OF CLAIM AGAINST CHIPPEWA COUNTY BY: _____

Name: DAVID OSBORN
 Address: PO Box 62 Sheldon WI 54766

Date of Accident/Loss: Jan 18 Time of Day: 10 (a.m./p.m.)

County Department Involved: Chippewa Vehicle #: _____

Photos taken: ☒ Yes ☐ No Weather Conditions: _____

Police called: ☒ Yes ☐ No Date: _____

Agency: _____

Case No.: _____

Type of Claim: ☒ Vehicle ☒ Property ☐ Personal Injury

Dollar Amount of Damages Claimed: \$ 1050.00

Briefly state the facts of the accident/loss (include additional pages, if necessary, along with any supporting documentation/information/photos; **do not staple**):

Radiator \$200 Plus labor small heat on
 Heater \$100 Truck \$65 HR top left
 Ice Heater \$75 side

Ice poles get fix new poles made
 Ice shaver & sawed \$250

Ice Vexion \$300

Head lights \$100

2 Fishing poles 10 ea
 Hood & Fender not get fixes
 But need Radiator n heater fixed and Ice Fish things

Signature: David Osborn Date: 2-10

Submit Claim to: Jaclyn Sadler, Chippewa County Clerk
 Chippewa County Courthouse
 711 N. Bridge Street, Room 109
 Chippewa Falls, WI 54729

Attachment: Notice of Claim (6335 : Resolution to Allow Claim of David Osborn)



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4781 Hayes Road, Suite 201 | Madison, WI 53704 • www.wmmic.com
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

Deborah Blevins, Corporation Counsel Legal Assistant
Chippewa County
711 N. Bridge St. Room 102
Chippewa Falls, WI 54729

March 18, 2021

RE: Claimant: David Osborn
 Date of Loss: 1/18/2020
 Our Claim No: ALCC00000543
 Event No: Event - (EVL002348)

Dear Ms. Blevins,

The above referenced claim was filled with the County Clerk on 3/2/2021. Following a review of the information and an investigation of the facts, it has been determined that Chippewa County is liable for this claim.

Our county vehicle was backing out onto highway slid and struck another vehicle. We are seeking authority to settle this claim for \$1,348.95.

Sincerely,

Brandon Johnson
Claims Representative
Wisconsin Municipal Mutual Insurance Company
(608) 245-6892
bjohnson@wmmic.com

Attachment: WMMIC Letter for Approval of Claim (6335 : Resolution to Allow Claim of David Osborn)



Chippewa County Board

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

April 27, 2021

TO: County Board Supervisors

FR: Dean Gullickson

RE: Remote Meeting Option to End for County Board and Committee Meetings

Dear Fellow County Board Supervisors,

This letter is to remind everyone that we are no longer allowing the option for County Board Supervisors to attend committee and County Board meetings remotely. We will follow our ordinance language just like we did pre-COVID. All voting members shall attend the meetings in person. If you are not able to attend the meeting (sick, vacation, another conflict, etc.), please notify myself and/or the meeting clerk at least three hours prior to the meeting so we are aware and can make other arrangements if needed. You will be marked absent for the meeting. If there is a business item on the agenda and your absence means there could potentially not be a quorum for that meeting, then I have the ability to attend that meeting as an ex-officio member in order to make a quorum and vote on the agenda item.

Sec. 2-52. Attendance, Absences Vacancies and Removal.

- (b) Absences. If a Supervisor or citizen member is unable to attend such meetings, they are expected to notify the County Clerk or the respective Chair of the absence at least three hours prior to the start of the meeting. This will allow time to contact the County Board Chair to attend as the ex officio member in case he/she is needed to secure a quorum. Telephone or video conference appearances shall not be allowed. All absences should be noted in the minutes of the meeting.

At this time, due to limited space in our meeting rooms, we will continue to instruct the public to attend the meetings remotely via Webex. We will continue to monitor and evaluate this requirement so that we may start allowing the public to attend meetings in person again as soon as possible.

If anyone has questions or concerns please contact me directly so we can discuss it.

Sincerely,

Dean Gullickson
County Board Chair