

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

AUGUST 3, 2021

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 7 (Chair)	Present	
Glen Sikorski	Chippewa County	District 2 (Vice-Chair)	Excused	
Chuck Hull	Chippewa County	District 14	Present	
Mechele Shipman	Chippewa County	District 9	Late	4:02 PM
Annette Hunt	Chippewa County	District 13	Present	

Others Present: Randy Scholz, Traci Bremness, Andy Bauer, Todd Pauls, Lori Zwiefelhofer, Toni Hohlfelder, Jackie Sadler, Melanie McManus, Patty Schimmel, Peter Johnston, Deb Blevins, Doug Clary

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chuck Hull, District 14
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jul 20, 2021 4:00 PM

3. Schedule Next Meeting Date - August 17, 2021

5. REPORTS

6. BUSINESS ITEMS

1. Resolution to Create a Redistricting Committee and Technical Support Committee to Develop a Tentative Redistricting Plan for County Board Approval – Randy Scholz/Dean Gullickson
Supervisor Shipman arrived at 4:02 p.m.

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 3, 2021
4:00 PM

Scholz stated there is no legislative fix to this issue. He reviewed the timeline and explained that it is very aggressive and is based on the fact we receive the information on time. Sadler sent an email to the town clerks to let them know about the tentative timeline. The Technical Committee is made up of staff.

Gullickson commented that every County Board Supervisor that asked to be on the committee is on the committee. He reviewed the other members that he is recommending be on the Redistricting Committee.

Hunt asked how the municipal representatives were selected. Gullickson explained he had Sadler send an email to all of the municipal clerks to see if they were interested or if they knew of anyone who was interested. We took those responses and looked at the map to be sure all areas of the county were represented.

Shipman requested that her name be corrected on lines 82, 102 and 132 of the resolution.

Hunt commented that we should let some people retire. Henry Shakal has served a long time and she thinks there may be a better representative. She thinks there are other people out there that should step up. She will not vote for this resolution if he is on the committee.

RESULT:	FORWARD TO COUNTY BOARD [3 TO 1]	Next: 8/10/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Mechele Shipman, District 9	
AYES:	Gullickson, Hull, Shipman	
NAYS:	Hunt	
EXCUSED:	Sikorski	

2. Resolution to Direct Chippewa County Staff to Prepare a Redistricting Plan Based on a Chippewa County Board Consisting of Twenty-One (21) County Board Supervisors - Randy Scholz/Dean Gullickson

Scholz explained that when he addressed the County Board the last time he explained that it will be difficult to prepare maps for different sizes of the County Board. Now that we have to work under a condensed timeline, it is going to be even more challenging if we don't have a specific number. This resolution is based off the County Board feedback from 2020 and will set the number of County Board Supervisors effective with the 2022 election. This is an opportunity for the County Board to confirm the size or change it if they want to, but we do need a number identified before we move forward with the redistricting process.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Annette Hunt, District 13	
SECONDER:	Mechele Shipman, District 9	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

3. Resolution to Approve Levy for Salary Adjustments in 2022 – Randy Scholz

Scholz explained this is an annual resolution to approve the levy funding to be included in the 2022 budget for across the board wage adjustments on July 1, 2022. A 3% across the board increase is included in the budget. He can reduce that number when preparing the budget, if needed, in order to balance the budget.

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 3, 2021
4:00 PM

Shipman believes the 3% is very important in the market right now for employee retention.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

4. Resolution to Establish Health Insurance Funding for the 2022 Budget - Randy Scholz

Scholz explained this resolution approves the levy funding to be included in the 2022 budget for health insurance. It also allows the County Administrator to make changes to the plan design and employee contribution amounts. Another resolution will come to the County Board in October with the actual premium and plan design recommendations.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Annette Hunt, District 13	
SECONDER:	Mechele Shipman, District 9	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

5. Resolution to Transition from a Fully Funded Health Insurance Plan to a Self-Funded Health Insurance Plan Commencing in 2022 – Randy Scholz

Hohlfelder reviewed the presentation and gave an overview of what it means to be self-funded.

Scholz commented there is more work for staff if we are self-funded but he does think this is the best decision for the County. Being self-funded allows for some exciting opportunities to obtain extra savings. This is something that he has talked to the County Board about since he got here. We currently have about \$1.5 million in reserve for this program.

Hunt asked for clarification on how the taxes go away if we are self-funded. Scholz explained that under ACA there are taxes tied to being fully insured that are not tied to self-funded insurance.

Hull asked for clarification about the estimated administrative fees that are identified in the presentation.

Gullickson asked how many FTEs will be needed to help manage this program. Scholz commented the request that will be coming forward is for an additional 520 hours for HR staff.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Annette Hunt, District 13	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 3, 2021
4:00 PM

6. Resolution to Create a Technical Support Analyst Position in the Information Technology Division of the Department of Administration to Provide Technical Assistance to the Recovery Wellness Consortium – Randy Scholz/Andy Bauer

Bauer explained this position will be dedicated to DHS to assist with the Avatar software program. When the program was first implemented years ago the recommendation was to have a couple of IT staff to help support it. At that time the County didn't add any staff and the current staff handled the workload. One new position was created in the 2020 budget and in January 2020, that position was filled. They were lucky enough to hire someone with experience from another county so that shortened the amount of training time needed. As the consortium continues to grow the need for IT support also grows. Only having one person does not allow time for them to address the system redesign items and implementation strategy for testing.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Mechele Shipman, District 9	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

7. Resolution to Create a Technical Support Analyst Position in the Information Technology Division of the Department of Administration – Randy Scholz/Andy Bauer

Bauer explained that when he started in 2007 the environment was very different. Since then the County has added a significant amount of technology and things continue to evolve. The staff have been diligent on how they do their work and document their processes in order to handle the workload with the current number of employees. He stated the number of IT help desk requests will not go down. One thing that was really significant last year was the approval of an LTE to help with PC deployment. That LTE has worked well. He would like to combine the two LTE's into one FTE and that will allow them to address several of the items that aren't currently being addressed now.

Scholz commented that last year the County Board approved funding for a half of a position and that was the strategy. The ultimate goal was to fund a FTE.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Annette Hunt, District 13	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

8. County Board 2022 Budget Review - Randy Scholz

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Annette Hunt, District 13
SECONDER:	Chuck Hull, District 14
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

9. County Administrator 2022 Budget Review - Randy Scholz

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 3, 2021
4:00 PM

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Chuck Hull, District 14
SECONDER:	Mechele Shipman, District 9
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

10. Corporation Counsel Division 2022 Budget Review - Todd Pauls
Pauls indicated there are a couple typos in his cover memo with regard to the years indicated.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Mechele Shipman, District 9
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

11. Criminal Justice Services Division 2022 Budget Review - Randy Scholz
Baier was out of town so Scholz reviewed the CJS budget.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Annette Hunt, District 13
SECONDER:	Chuck Hull, District 14
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

12. Finance Division 2022 Budget Review - Lori Zwiefelhofer

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Mechele Shipman, District 9
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

13. Human Resources Division 2022 Budget Review - Toni Hohlfelder
Hohlfelder indicated the contracted services line item was increased due to the potential to go self-funded and the increase in staff hours (520 hours) for the potential new position.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Chuck Hull, District 14
SECONDER:	Mechele Shipman, District 9
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 3, 2021
4:00 PM

14. IT Division 2022 Budget Review - Andy Bauer

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [3 TO 0]
MOVER:	Annette Hunt, District 13
SECONDER:	Mechele Shipman, District 9
AYES:	Gullickson, Shipman, Hunt
EXCUSED:	Sikorski
RECUSED:	Hull

15. County Clerk 2022 Budget Review - Jackie Sadler

Sadler indicated there are four elections in 2022. There are several proposed legislative changes so there could be changes.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Chuck Hull, District 14
SECONDER:	Mechele Shipman, District 9
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

16. Register of Deeds 2022 Budget Review - Melanie McManus

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Mechele Shipman, District 9
SECONDER:	Chuck Hull, District 14
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

17. Treasurer 2022 Budget Review - Patty Schimmel

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Annette Hunt, District 13
SECONDER:	Chuck Hull, District 14
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

18. Veterans 2022 Budget Review - Peter Johnston

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Annette Hunt, District 13
SECONDER:	Mechele Shipman, District 9
AYES:	Gullickson, Hull, Shipman, Hunt
EXCUSED:	Sikorski

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 3, 2021
4:00 PM

19. Purchasing Policy Revisions - Randy Scholz/Lori Zwiefelhofer

Zwiefelhofer explained back in 2015 the uniform guidance required Counties to have a purchasing policy in order to continue getting federal funding. At that time the dollar amounts for the small purchasing guidelines were used for our policy. Since then they increased the amount and this policy revision would align with the new guidance. This change will also save Department Heads a lot of time.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Annette Hunt, District 13	
AYES:	Gullickson, Hull, Shipman, Hunt	
EXCUSED:	Sikorski	

7. **UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE**

A. County Board Chair Report

B. County Administrator Operation Report

8. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

9. **ADJOURN**

The meeting adjourned at 5:41 p.m.

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

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

JULY 20, 2021

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

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

Others Present: Randy Scholz, Traci Bremness, Toni Hohlfelder, Ryan Hartzell, Andy Bauer, Todd Pauls, Charlie Walker, Kent Kilma, Jim Sherman, Jim Kusilek

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 - Jul 6, 2021 4:00 PM

3. Schedule Next Meeting Date - August 3, 2021

5. REPORTS

6. BUSINESS ITEMS

1. Resolution to Approve Chippewa County American Rescue Plan Act Guidelines and Procedure for Allocating ARPA Funds – Randy Scholz

Scholz explained this document identifies the procedure that will be used to allocate Chippewa County ARPA funds. This process is similar to the process we use for the CIP Plan. It's important to keep in mind that if we spend money on something that doesn't qualify then we need to pay it back. Funds need to be

Minutes Acceptance: Minutes of Jul 20, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 20, 2021
4:00 PM

allocated by 12/31/2024 and spent by 12/31/2026.

Shipman asked if the criteria is similar to what WCA and other counties are doing. Scholz indicated that the WCA hasn't provided anything and other counties are preparing similar documents and bringing them to their County Boards for approval. Some counties have already spent money without knowing all of the rules.

Hull asked if there is a review process in place to continue monitoring if it is in compliance. Scholz indicated the County will use an outside auditing firm help us monitor that.

Shipman commented that it's important that there is an approval process in place but that we still allow some flexibility. Scholz stated one of the benefits of the CIP process is it allows the County Board to see what is on the radar for the future even though you aren't committing to it; only year by year.

Hunt asked if the tracking software is yet or if we know what it looks like. Scholz indicated the guidelines on what we have to report are not done yet and the software portal is not done yet either. We continue to wait for more guidance from the US Treasury.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]	Next: 7/20/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt	

2. Resolution to Support the Grant Application of 24/7 Telcom, Inc. to Help Qualify for Broadband Expansion Funding from the State of Wisconsin – Randy Scholz/Jim Kusilek

Scholz indicated the companies are responsible for the same reporting requirements with the state and the County. The County will ultimately be responsible for the records. This process has been extremely rushed but the timeline is required in order to meet the July 27th deadline set by the Governor.

Jim Kusilek, West Wisconsin Telcom, explained in 2008 they completed a fiber to home project for all of their subscribers. These ARPA funds are going to be done through 24/7 Telcom, which is their subsidiary. They have been in operation since 1998 and started providing service in 2000. They have been expanding their network since 2000-2008 and continuing since then. They started applying for broadband grants since 2016 to expand their network. With these ARPA projects they have two towns with footprints, Wheaton and Howard. They don't currently service 100% of those towns and this project would allow them to provide 100% service to them. They have gone to both of the towns and they have entered into a cooperative agreement with 24/7. They have committed to \$339,549. Their hope is the County will match that amount. The project will service 609 locations.

Hull asked what percentage of the 609 locations are subscribers. Kilma indicated that 70-75% are currently unserved.

Kilma discussed the application process and stated the announcement was released on 6/1/21. This didn't leave much time as the deadline is 7/27/21. Right now they have the town's commitment and are looking for a commitment from the County. As far as they know right now this is their only opportunity to go after the \$100 million that's currently available.

Gullickson asked what the break-even time is if everything goes as planned. Kilma indicated ideally if they

Minutes Acceptance: Minutes of Jul 20, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 20, 2021
4:00 PM

can pay this back in three years that would be great.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]	Next: 7/20/2021 6:00 PM
MOVER:	Annette Hunt, District 13	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt	

3. Resolution to Support the Grant Application of Ntera, LLC to Help Qualify for Broadband Expansion Funding from the State of Wisconsin – Randy Scholz/Ryan Hartzell

Scholz explained when Ntera LLC submitted their original proposal they had not yet secured the funding or commitment from the towns. We did not realize that so the resolution in the agenda packet was prepared based off their original proposal. Since that time, Ntera has secured commitment from the towns and they provided us with a revised proposal. The revised proposal is included in the agenda packet. The resolution, however, was not updated to reflect the new information. Scholz presented an amended version that shows the revisions to the resolution based off the new request from Ntera LLC (copy on file).

Ryan Hartzell, Ntera, reviewed a map of their existing area and the area they would like to expand to. They started to build out in 2017 and they expanded off their initial build. This project would allow them to serve an additional 481 people in the County. They have secured commitments from Delmar, Edson, Goetz, and Sigel. The towns have committed a total of \$45,000 and they would like the County to contribute \$531,657.06.

Shipman was disappointed to see that several towns would not provide a commitment.

Hunt asked if they have a sense of how much internet usage they have. For example, do the areas that have committed have a larger population of students that need it? Hartzell thinks there is a need everywhere but the towns don't want to commit. Due to the tight timeline it was difficult for Ntera to attend 10 town meetings in order to address the boards and answer their questions.

Scholz responded to a comment from 24/7 who stated they don't know if additional funds are coming. Scholz indicated there are additional funds included in the Governor's budget. Therefore, he anticipates the Telcos will probably come back later to request funds again. Part of the application process includes a point system and the more towns and entities you can get a commitment from gives the Telcos more points.

Hunt believes there is a need everywhere but she is concerned with equity and wants to ensure the towns are all treated fairly. Scholz commented the ARPA process does include a collaboration component with the towns to see if they are interested in partnering.

Shipman asked what the turnaround is once the grants are submitted. Walker indicated they are hoping for the 1st week in November.

Gullickson asked what their recap for investment is. Hartzell indicated 3-5 years.

Minutes Acceptance: Minutes of Jul 20, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 20, 2021
4:00 PM

RESULT:	RECOMMENDED FOR APPROVAL AS AM [UNANIMOUS] Next: 7/20/2021 6:00 PM
MOVER:	Mechele Shipman, District 9
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt

4. Resolution to Support the Grant Application of Bloomer Telephone Company to Help Qualify for Broadband Expansion Funding from the State of Wisconsin – Randy Scholz/Kent Kilma
Kent stated their company has eight employees. Their fiber projects started around 2004. Since then they have been focusing on areas around the Bloomer area that are unserved. Total project is \$3,753,849. They are asking the towns for \$425,000 and the County \$838,750. This project will serve Eagle Point and Tilden. The Highway 124/178 corridors are the bulk of the work. Their expectation for payback is 4-5 years for their own investment. He also noted that around years 7-10 the electronics on the network will need to be updated.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS] Next: 7/20/2021 6:00 PM
MOVER:	Chuck Hull, District 14
SECONDER:	Mechele Shipman, District 9
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

B. County Administrator Operation Report

1. Update on 2022 Health Insurance and Possible Transition to a Self-Funded Health Program - Randy Scholz
Scholz gave an update on the health insurance program and explained the County may transition to a self-funded health plan for 2022 (see memo on file). Scholz also explained there is a need for additional support staff in the Human Resources Division if we transition to self-funded health insurance and the Facilities & Parks Division has a need for additional help to assist with increased workload. Scholz plans to recommend a shared position to assist both divisions but he doesn't know yet if that request will be for a full-time or part-time position. That will be decided once we know for sure if we will transition to self-funded health insurance. The resolution for the new position will come forward at a later meeting.

RESULT:	DISCUSSED
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8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting adjourned at 5:07 p.m.

Minutes Acceptance: Minutes of Jul 20, 2021 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 20, 2021
4:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mechele Shipman, District 9
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt

Minutes Acceptance: Minutes of Jul 20, 2021 4:00 PM (Consent Agenda)



STATEMENT OF EXPLANATION

Resolution No. 29 - 21

RESOLUTION TO CREATE A REDISTRICTING COMMITTEE AND TECHNICAL SUPPORT COMMITTEE TO DEVELOP A TENTATIVE REDISTRICTING PLAN FOR COUNTY BOARD APPROVAL - RANDY SCHOLZ

Chippewa County is required to complete a redistricting plan for supervisory districts of the County Board following each decennial census, pursuant to Wis. Stat. §59.10(3)(b). That redistricting plan must divide the County into a number of districts equal to the number of County Board Supervisors with substantially equal populations in each district. Chippewa County has traditionally created a “Redistricting Committee” made up of various representatives from the County and the municipalities to work with staff to develop a tentative redistricting plan. Passage of this resolution will formally create the Redistricting Committee and further authorize that committee to bring a tentative redistricting plan directly to the County Board rather than going through a policy committee.

Chippewa County has also traditionally formed a “Technical Support Committee” to provide the necessary technical assistance to the Redistricting Committee to develop the tentative redistricting plan. The Technical Support Committee consists of County staff with the appropriate knowledge and experience to begin putting together potential redistricting maps and to assist the Redistricting Committee as needed. Passage of this resolution will also formally create the Technical Support Committee.

The process to prepare a tentative redistricting plan requires a significant amount of staff time to put the eventual tentative plan together. The Wisconsin Statutes provide clear timelines that are to be adhered to when developing a redistricting plan, but due to the COVID-19 pandemic, receipt of the results of the decennial census has been delayed by the United States Government and those results may not be received by Chippewa County until the end of August 2021.

The Wisconsin Counties Association attempted to provide legislation that would have delayed the process of redistricting for one year. The legislation failed to be passed by Governor Evers. As a result, Chippewa County and every municipality in the county will be under very tight time constraints to complete a redistricting plan that can be approved prior to December 1, 2021, the time that County Board Supervisor candidates are eligible to take out papers to run

27 for County Board. A proposed timeline to accomplish approval of a county redistricting plan is
28 attached for reference.

29

Resolution No. 29 - 21

**RESOLUTION TO CREATE A REDISTRICTING COMMITTEE AND TECHNICAL SUPPORT
COMMITTEE TO DEVELOP A TENTATIVE REDISTRICTING PLAN FOR COUNTY BOARD APPROVAL
- RANDY SCHOLZ**

WHEREAS, Chippewa County is required to complete a redistricting plan for supervisory districts of the County Board following each decennial census, pursuant to Wis. Stat. §59.10(3)(b); and

WHEREAS, that redistricting plan must divide the County into a number of districts equal to the number of County Board Supervisors with substantially equal populations in each district; and

WHEREAS, due to the COVID-19 pandemic, receipt of the results of the decennial census has been delayed by the United States Government and those results may not be received by Chippewa County until the end of August 2021; and

WHEREAS, the Wisconsin Counties Association attempted to provide legislation that would have delayed the process of redistricting for one year; and

WHEREAS, the legislation failed to be passed by Governor Evers; and

WHEREAS, as a result of the delay in receiving the results of the decennial census, Chippewa County and every municipality in the county will be under very tight time constraints to complete a redistricting plan that can be approved by the County Board prior to December 1, 2021, the time that County Board Supervisor candidates are eligible to take out papers to run for County Board; and

WHEREAS, compliance with the normal statutory timelines for the completion of the redistricting process is no longer possible in 2021 and therefore each municipality in the State of Wisconsin will be doing everything it can to expedite the process so that a final redistricting plan can be adopted by the counties prior to December 1, 2021; and

WHEREAS, a "*Tentative Redistricting Process and Timeline*" is attached that sets out a plan that County staff put together to meet the tight timelines that the Chippewa County redistricting process will be under in 2021; and

WHEREAS, Chippewa County has traditionally created a "Redistricting Committee" made up of various representatives from the County and the municipalities within the County to work with staff to develop a tentative redistricting plan for review and approval by the County Board; and

WHEREAS, at the direction of the County Board Chair, correspondence was sent to County Board Supervisors on July 14th asking for Supervisors who would be interested in serving on the Redistricting Committee; and

WHEREAS, the following County Board Supervisors stated that they would be interested in serving on the Redistricting Committee:

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

WHEREAS, at the direction of the County Board Chair, the County Clerk also sent out correspondence to the municipal clerks in the County asking for local representatives interested in serving on the Redistricting Committee and received broad interest from across the County; and

WHEREAS, the County has also traditionally formed a “Technical Support Committee” to provide all necessary technical assistance to the Redistricting Committee to develop a tentative redistricting plan; and

WHEREAS, the County Board Chair recommends that the following eleven individuals be appointed to serve on the Redistricting Committee to develop a tentative redistricting plan to be approved by the County Board:

County Board Supervisors

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

Municipal Representatives

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

WHEREAS, authorizing the Redistricting Committee to bring a tentative redistricting plan directly to the County Board rather than going through a standing committee or other statutory

board or committee will help expedite the redistricting process;

NOW, THEREFORE BE IT RESOLVED, that a Redistricting Committee is hereby created to work to develop a tentative redistricting plan consistent with the processes and timelines set out in the attached "*Tentative Redistricting Process and Timeline for 2021*" and to present that tentative redistricting plan to the County Board for approval; and

BE IT FURTHER RESOLVED, that the following individuals are hereby appointed to serve on the Redistricting Committee:

County Board Supervisors

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

Municipal Representatives

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

BE IT FURTHER RESOLVED, that a Technical Support Committee is hereby created to provide all necessary technical assistance to the Redistricting Committee to develop the tentative redistricting plan; and

BE IT FURTHER RESOLVED, that the following individuals are hereby appointed to serve on the Technical Support Committee:

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

BE IT FURTHER RESOLVED, that the Redistricting Committee shall bring a tentative redistricting plan directly to the County Board for approval in November 2021.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

There is no fiscal impact by passage of this resolution, but for the meeting costs such as per diem and mileage.

08/3/2021	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [3 TO 1]	Next: 8/10/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Mechele Shipman, District 9	
AYES:	Dean Gullickson, Chuck Hull, Mechele Shipman	
NAYS:	Annette Hunt	
EXCUSED:	Glen Sikorski	

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/22/2021

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

7/22/2021

Randy B. Scholz

Randy B. Scholz, County Administrator

7/23/2021

DRAFT 07-21-2021 ** SUBJECT TO CHANGE

TENTATIVE REDISTRICTING PROCESS & TIMELINE	
08/03/2021	- Executive Committee reviews resolution to appoint Redistricting and Technical Committees and to authorize the Redistricting Committee to bring recommendations directly to the County Board without needing to go through a policy committee - Executive Committee reviews resolution to confirm the number of County Board Supervisory Districts – Is 21 the number?
08/10/2021	County Board approves resolution to appoint Redistricting and Technical Committees and to authorize the Redistricting Committee to bring recommendations directly to the County Board without needing to go through a policy committee County Board approves resolution to confirm the number of County Board Supervisory Districts – Is 21 the number?
08/16/2021	County begins preliminary work and sends survey to Redistricting Committee to gather feedback on rules for creating supervisory districts. Survey feedback will be compiled and reviewed with the committee at the first meeting.
08/23/2021	- US Census Bureau transmits data to Legislative Technology Services Bureau (LTSB). - The LTSB then enters data into the online software tool. - County publishes/posts Notice of Hearing (3 insertions)
08/25/2021	Redistricting Committee – Initial meeting to review survey results, elect chair, vice-chair, review timeline, set tentative meeting schedule, etc.
09/01/2021	- LTSB releases data and online software tool to counties & municipalities to start using. - County begins drafting the tentative plan.
09/08/2021	Redistricting Committee – Meeting to review tentative plan that will be approved by the County Board on 09/14/2021
09/14/2021	At the regular County Board meeting, the County will hold a Public Hearing and adopt the tentative plan via resolution. - County transmits tentative plan to municipalities – The municipalities then review the plan and adjust ward boundaries. They can change the County redistricting lines but must make a “good faith” effort to accommodate the County plan. The municipalities transmit ward plans back to County by 10/18/2021. Once a municipality enacts a ward plan it cannot be changed.
DATE ?	- P&Z Department will meet with the towns to receive feedback ➤ Identify the number of meetings and locations – possibly week of 9/20, 9/27, 10/4 ????
10/18/2021	- County receives ward plans and adopted ordinance from municipalities. County can only make minor “tweaks” if needed. - County publishes/posts Notice of Hearing (3 insertions)
10/20/2021	- Redistricting Committee – Meet to review information from the municipalities. ➤ This date is assuming P&Z will hold meetings with the municipalities the weeks of Sept. 20, Sept. 27 and Oct. 4
10/27/2021	Redistricting Committee – Meet to review the final plan before it goes to CB on 11/09/2021
11/09/2021	At the regular County Board meeting, the County will hold a Public Hearing and adopt the final County Plan via resolution. County also adopts changes to Chapter 2, Article I of the Code of Ordinance to reflect the new supervisory districts – Will need to waive the 2nd reading.
11/16/2021	- County Clerk sends Type A Notice to Chippewa Herald - County Clerk sends Type A Notice to other municipal newspapers – print date 11/24/21
11/23/2021	Deadline for County and municipal clerks to publish Type A Notice
12/01/2021	Individuals take out papers for the April 2022 election
01/04/2022	Deadline for County Board Supervisors to turn in nomination papers for spring election
02/15/2022	Spring Primary, if needed
04/05/2022	Spring Election
04/19/2022	New County Board Supervisors take office



STATEMENT OF EXPLANATION

Resolution No. 30 - 21

RESOLUTION TO DIRECT CHIPPEWA COUNTY STAFF TO PREPARE A REDISTRICTING PLAN BASED ON A CHIPPEWA COUNTY BOARD CONSISTING OF TWENTY-ONE (21) COUNTY BOARD SUPERVISORS - RANDY SCHOLZ

Chippewa County is required to complete a redistricting plan for supervisory districts of the County Board following each decennial census pursuant to Wis. Stat. §59.10. That redistricting plan must divide the County into a number of districts equal to the number of County Board Supervisors with substantially equal populations in each district. This process of preparing the tentative redistricting plan requires a significant amount of staff time to prepare options for the County Board to consider when reviewing proposed district lines.

Passage of this resolution will formally direct County staff to develop a redistricting plan for the County Board supervisory districts based upon 21 Supervisors. Resolution 31-20 was passed by the County Board on September 8, 2020 to direct staff to “tentatively” begin the redistricting process based on changing the County Board size from 15 to 21. Resolution 31-20 further stated that a formal decision on the size of the County Board would be made once “...the final redistricting maps are presented for approval.” However, due to the COVID-19 pandemic, receipt of the results of the decennial census has been delayed. In addition, legislation to develop an alternative redistricting process for the State of Wisconsin was vetoed, which means that the redistricting process for local governments will be on a very tight timeline to meet statutory mandates. At this point in time, it will be necessary to determine the will of the County Board as to what the number of Supervisors will be commencing in April of 2022 so that staff compiling the redistricting plan are able to focus their efforts on a specific number of supervisory districts while developing the plan. The original plan for the redistricting process was to give the County Board options to determine the ultimate size of the County Board, but due to the delays in the decennial census, that is no longer a reasonable process going forward due to the extreme time constraints.

Note that during the redistricting process, the County may increase or decrease the size of the County Board following the decennial census. In November 2010, Chippewa County voters approved a referendum to reduce the size of the County Board from twenty-nine (29) to fifteen (15) County Board Supervisors, which took effect after the April 2012 election. Since

27 that time, there has been discussion as to whether or not the County Board should continue to
28 have 15 members or whether it should be increased or decreased. Following a survey of
29 County Board Supervisors on that question, 64% of the 14 Supervisors that responded felt that
30 the County Board should be increased in size.

31

Resolution No. 30 - 21

**RESOLUTION TO DIRECT CHIPPEWA COUNTY STAFF TO PREPARE A REDISTRICTING PLAN
BASED ON A CHIPPEWA COUNTY BOARD CONSISTING OF TWENTY-ONE (21) COUNTY BOARD
SUPERVISORS - RANDY SCHOLZ**

WHEREAS, Chippewa County is required to complete a redistricting plan for supervisory districts of the County Board following each decennial census, pursuant to Wis. Stat. §59.10; and

WHEREAS, the redistricting plan must divide the County into a number of districts equal to the number of County Board Supervisors and be substantially equal in population; and

WHEREAS, the process of preparing a tentative redistricting plan will require a significant amount of staff time to prepare options for the County Board to consider when reviewing district lines; and

WHEREAS, the County may increase or decrease the size of the County Board during redistricting following the decennial census; and

WHEREAS, once the County Board determines its size, district lines for the tentative redistricting plan can then be drawn in accordance with traditional redistricting principles and substantial equal population requirements; and

WHEREAS, in November 2010, Chippewa County voters approved a referendum to reduce the size of the County Board from twenty-nine (29) to fifteen (15) County Board Supervisors, which took effect after the April 2012 election; and

WHEREAS, on August 11, 2020, the County Administrator sent a survey to all County Board Supervisors in an effort to assist the Executive Committee in making a recommendation to the County Board regarding a proposed County Board size for purposes of preparing a tentative redistricting plan; and

WHEREAS, among other questions, the survey asked each County Board Supervisor if they feel the size of the County Board should be increased and how many County Board Supervisors they feel should be on the County Board; and

WHEREAS, based on the fourteen (14) responses received, sixty-four percent (64%) of County Board Supervisors feel that the size of the County Board should be increased; and

WHEREAS, based on the survey responses, Resolution 31-20 was approved by the County Board on September 8, 2020, which directed staff to prepare a tentative supervisory redistricting plan based on a tentative County Board size consisting of twenty-one (21) County

76 Board Supervisors; and

77
78 WHEREAS, due to the COVID-19 pandemic, receipt of the results of the decennial census
79 has been delayed; and

80
81 WHEREAS, legislation that was passed by the State Senate and State Assembly to
82 develop an alternative redistricting process for the State of Wisconsin, due to the delays in
83 getting the census results, was vetoed, which means that the redistricting process for local
84 governments will be on a very tight timeline to meet statutory mandates; and

85
86 WHEREAS, the original plan for the redistricting process was to give the County Board
87 options to determine the ultimate size of the County Board, but due to the delays in the
88 decennial census, that is no longer a reasonable process going forward due to the extreme time
89 constraints; and

90
91 WHEREAS, at this point in time, it will be necessary to determine the will of the County
92 Board as to what the number of Supervisors will be commencing in April of 2022 so that staff
93 compiling the redistricting plan are able to focus their efforts on a specific number of
94 supervisory districts while developing a redistricting plan to propose to the County Board; and

95
96 NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors
97 does hereby direct and authorize staff to prepare a supervisory redistricting plan based on a
98 County Board of Supervisors size consisting of twenty-one (21) County Board Supervisors; and

99
100 BE IT FURTHER RESOLVED, that approval of this resolution is not the final official vote to
101 increase the size of the County Board from fifteen (15) to twenty-one (21) County Board
102 Supervisors as that will occur when the redistricting plan is formally approved; and

103
104 BE IT FURTHER RESOLVED, that any increase in the size of the County Board shall be
105 effective with the April 2022 County Board of Supervisors election.

106
107 Forwarded to the County Board by the Executive Committee.

108
109 **FINANCIAL IMPACT:**

110 The financial impact will mainly be seen in the increased meeting and per diem costs for 6
111 additional members to the County Board. Other costs will be in the technology that will need
112 to be purchased for the new supervisors.

114 **08/3/2021 Executive Committee**
 115 **RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/10/2021 6:00 PM**
 116 **MOVER:** Annette Hunt, District 13
 117 **SECONDER:** Mechele Shipman, District 9
 118 **AYES:** Dean Gullickson, Chuck Hull, Mechele Shipman, Annette Hunt
 119 **EXCUSED:** Glen Sikorski

120
121

Approved as to Form:

Todd A. Pauls
 Todd A. Pauls, Corporation Counsel

7/16/2021

Lori Zwiefelhofer
 Lori Zwiefelhofer, Finance Director

7/16/2021

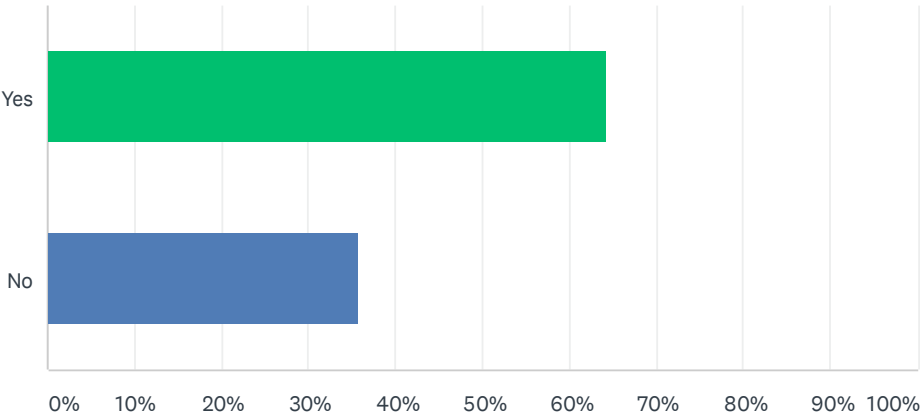
Randy B. Scholz
 Randy B. Scholz, County Administrator

7/16/2021

122

Q1 Do you feel the current size of the Chippewa County Board should be increased?

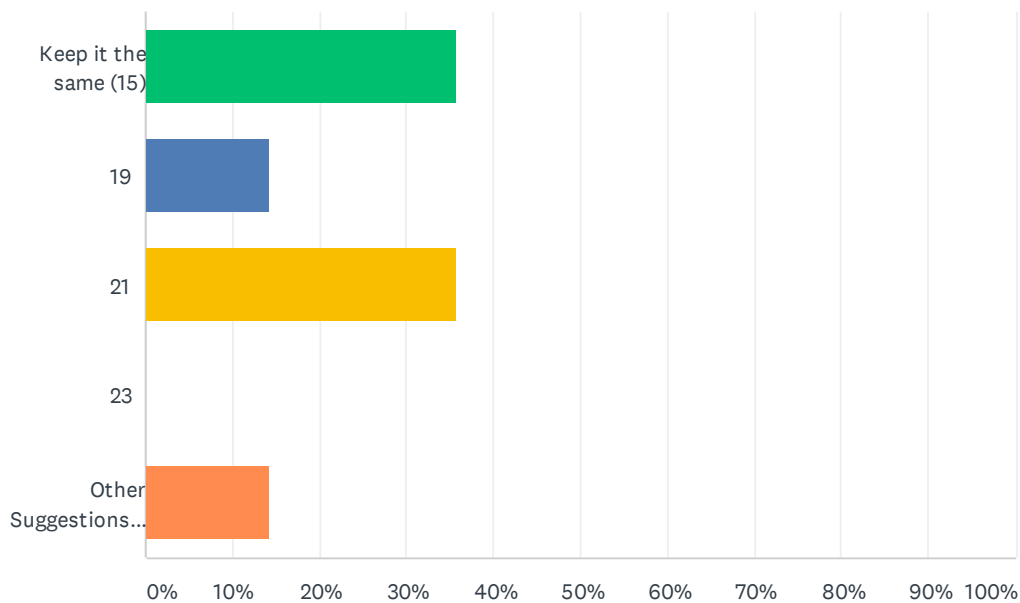
Answered: 14 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	64.29%	9
No	35.71%	5
TOTAL		14

Q2 How many Supervisors do you feel should be on the County Board?

Answered: 14 Skipped: 0



ANSWER CHOICES	RESPONSES	
Keep it the same (15)	35.71%	5
19	14.29%	2
21	35.71%	5
23	0.00%	0
Other Suggestions (specify):	14.29%	2
TOTAL		14

#	OTHER SUGGESTIONS (SPECIFY):	DATE
1	I would suggest 19 or 21, letting population and township and ward lines be factored in.	7/20/2020 6:12 PM
2	25	7/16/2020 3:11 PM

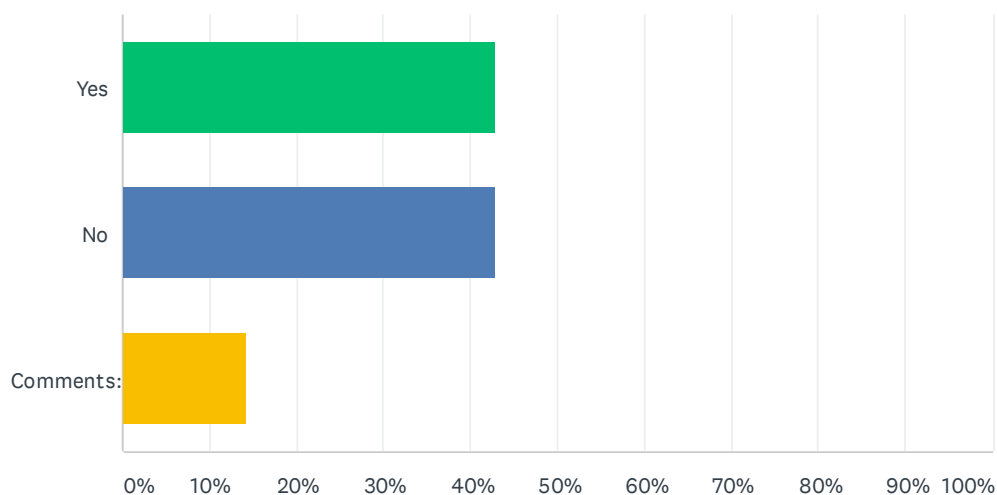
Q3 What do you feel are the advantages and/or disadvantages of increasing the size of the County Board?

Answered: 13 Skipped: 1

#	RESPONSES	DATE
1	Increasing would lessen the meetings for supervisors.	7/29/2020 10:36 AM
2	I think 15 supervisors can get the job done	7/22/2020 7:16 AM
3	Advantages would be more diversity disadvantages at this time would be social distancing	7/21/2020 5:41 PM
4	Spread out the number of meetings between more individuals, allowing those who work full time and or who have families to serve without impacting their work or personal schedule	7/21/2020 3:50 PM
5	Less committee assignments and more rural representation.	7/21/2020 3:01 PM
6	Increasing the size will decrease the population and may reduce the geographic size. Certainly the number of committee assignments may be less, but I'm not sure if that affects the number of people willing to represent their districts.	7/20/2020 6:12 PM
7	More quality time can be spent on fewer committees	7/20/2020 5:18 PM
8	Better representation for citizens, broader view points shared in committee and board decisions.	7/20/2020 5:50 AM
9	Less time commitment and hopefully smaller districts in the more sparsely populated rural areas, currently it is nearly impossible to run any sort of a campaign for election that makes any sense in relation to the pay received for the position.	7/16/2020 11:59 PM
10	Advantages:. Supervisors can focus more on the committees they are on, don't get burned out as much, more insight and research. Disadvantage:. Too many opinions, meetings might take longer, less opportunities	7/16/2020 7:21 PM
11	By increasing the members 1 I think it could work out for more citizens running because of a less of a commitment 2 By increasing the number, the boundaries of the districts Could be configured so Chippewa Falls does not hold the majority of the board.	7/16/2020 4:09 PM
12	The more dispersed the committees are, the more lack of consistently will exist. More Supervisors means more time spent communicating information.	7/16/2020 3:26 PM
13	Better representation. Reduction in number of committees per member. Larger pool of candidates could run for board. Better response and feed back to citizens in districts. Better availability for supervisors to attend their Towns meetings. Better chance to retain Board members for future terms. More continuity of Board from term to term	7/16/2020 3:11 PM

Q4 Do you think the current size of the County Board is hindering people from running for the County Board due to the time commitment?

Answered: 14 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	42.86% 6
No	42.86% 6
Comments:	14.29% 2
TOTAL	14

#	COMMENTS:	DATE
1	Meeting times are the largest deterrent but there is such an artificial options for committees that this has become less of an issue.	7/16/2020 3:26 PM
2	At present levels a working individual would be hard pressed to make committee meetings. People with younger families would be hard pressed to meet attendance requirements.	7/16/2020 3:11 PM

Q5 Any other comments or suggestions?

Answered: 8 Skipped: 6

#	RESPONSES	DATE
1	Unfortunately some people running for the county board have a personal agenda. It is a serious time commitment and most people today are not interested in it.	7/21/2020 3:01 PM
2	Being new to the Board, my opinions are just forming. I will offer the opinion of my predecessor, Jason Bergeron. As an employed younger person active on many committees, Jason supported a modest increase in Board size.	7/20/2020 6:12 PM
3	More basic knowledge of processes and procedures.	7/20/2020 5:18 PM
4	I do think an increase in size of the board will prove to be a wise move.	7/20/2020 5:50 AM
5	I marked 21 for the size of the board, 23 would maybe be better in order to reduce the district size a little further in the rural districts.	7/16/2020 11:59 PM
6	We have a small board in comparison to other counties that are smaller than us. I think it is great to expand even if it was only by 2	7/16/2020 7:21 PM
7	N/a	7/16/2020 4:09 PM
8	We need to have enough members so the Northern part of our County has better representation. At present 2 board members represent the largest portion of Chippewa County.	7/16/2020 3:11 PM



STATEMENT OF EXPLANATION

Resolution No. 33 - 21

RESOLUTION TO APPROVE LEVY FOR SALARY ADJUSTMENTS IN 2022 - RANDY SCHOLZ

1 Passage of this resolution will establish the amount of levy funding to be included in the
2 2022 Chippewa County Operating Budget to be used for across-the-board wage adjustments for
3 Chippewa County employees, excluding those employees covered by the Wisconsin
4 Professional Police Association collective bargaining agreement, elected officials and the
5 County Administrator. Across-the-board wage adjustments would occur on July 1, 2022.

6 Pursuant to the Compensation System policy located in the Human Resources Policy
7 Manual, the County Administrator is required to make a recommendation to the County Board
8 as to the appropriate funding level for across-the-board wage adjustments, market analysis
9 adjustments and salary schedule adjustments as part of the annual budget process. If this
10 resolution is approved, the County Administrator will have the ability to offer a 0-3% across-
11 the-board wage adjustment, not to exceed \$175,000 in levy funding in the 2022 Proposed
12 Chippewa County Budget. The County Administrator does not recommend conducting a market
13 analysis or salary schedule adjustment in 2022. The County Administrator plans to recommend
14 that Chippewa County complete a full market analysis and compensation study to develop a
15 new salary schedule in 2023, where the data will provide information to allow the County
16 Administrator to recommend changes to be effective on January 1, 2024.

17 The County Administrator will include a final recommendation for across-the-board
18 wage adjustments as part of the County Administrator recommended budget that is presented
19 annually in October to the Executive Committee for review and consideration. If the Executive
20 Committee supports the County Administrator's final recommendation for across-the-board
21 wage adjustments, the County Board would review and vote on that recommendation during
22 the public budget hearing in November.

23

Resolution No. 33 - 21

RESOLUTION TO APPROVE LEVY FOR SALARY ADJUSTMENTS IN 2022 - RANDY SCHOLZ

WHEREAS, the Compensation Plan was adopted by the County Board on August 13, 2013; and

WHEREAS, the across-the-board salary adjustment component was adopted by the County Board on November 12, 2019; and

WHEREAS, the approved Compensation System policy has a "Market Analysis" requirement built into the system that states, "The County shall evaluate each position against the market conditions and internal comparable data at least once every four (4) years"; and

WHEREAS, the Compensation System policy states that the across-the-board recommendation will be made via resolution and will include the appropriate funding level for salary schedule adjustments, market analysis adjustments and across-the-board increases; and

WHEREAS, the County Administrator will recommend a funding level that is sustainable under the current levy limit structure; and

WHEREAS, to remain competitive, the salary schedule should be reviewed and adjustments made if necessary, based on market data; and

WHEREAS, the County Administrator recommends that the County not complete a market analysis or develop new salary schedule recommendations in 2022 to be effective in January, 2023; and

WHEREAS, the County Administrator plans to recommend that Chippewa County complete a full market analysis and compensation study to develop new salary schedule recommendations in 2023 to be effective January 1, 2024; and

WHEREAS, the County Administrator has considered the overall financial state of the county and recommends a 0-3% across-the-board wage increase for employees effective July 1, 2022.

WHEREAS, the County Administrator's recommendation of a maximum 3% across-the-board wage increase is equal to \$175,000 in levy to be allocated for 2022; and

WHEREAS, the County Administrator will include a final recommendation for across-the-board wage adjustments as part of the County Administrator recommended budget that is presented annually in October to the Executive Committee for review and consideration; and

WHEREAS, if the Executive Committee supports the County Administrator's final recommendation for across-the-board wage adjustments, the County Board would review and vote on that recommendation during the public budget hearing in November;

NOW, THEREFORE BE IT RESOLVED, that \$175,000 of levy funding is hereby approved to be included in the 2022 Proposed County Budget to be used to cover the costs of across-the-board wage adjustments commencing on July 1, 2022.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Estimated 2022 ATB Costs:

\$350,000	Total Wages and Fringe Benefits Costs
(\$175,000)	Funded by other sources (i.e. grants, fees, etc.)
\$175,000	Estimated 2022 levy needed for across-the-board wage adjustments

08/3/2021	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Chuck Hull, District 14	
AYES:	Dean Gullickson, Chuck Hull, Mechele Shipman, Annette Hunt	
EXCUSED:	Glen Sikorski	

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/6/2021

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

7/6/2021

Randy B. Scholz

Randy B. Scholz, County Administrator

7/6/2021



STATEMENT OF EXPLANATION

Resolution No. 31 - 21

RESOLUTION TO ESTABLISH HEALTH INSURANCE FUNDING FOR THE 2022 BUDGET - RANDY SCHOLZ

1 Passage of this resolution will establish the maximum 2022 health insurance costs and
2 anticipated 2022 health insurance plan design for Chippewa County. Security Health Plan (SHP)
3 is Chippewa County's fully insured health insurance provider. The current SHP health insurance
4 plan design for January - December 2021 consists of a \$5,000/\$10,000 out of pocket health plan
5 with a Health Reimbursement Account (HRA). The current 2021 monthly cost includes the total
6 costs for the medical, ancillary, administrative costs, and HRA funding. Plan participants can
7 elect into one of two networks: Premier and Explore. The Premier Network includes providers
8 such as Marshfield Clinic, Mayo Clinic Health Systems, Prevea, Oak Leaf, Sacred Heart Hospital,
9 St. Joseph's Hospital and more. The Explore Network includes providers outside of the Premier
10 network, in the event an employee needs alternative provider coverage at a higher cost.

11 In May 2021, SHP submitted a 2022 premium renewal for Chippewa County's fully
12 insured health insurance plan equal to a 5.6% premium increase. After a recommendation by
13 both SHP and Chippewa County's benefit broker, Hays Companies, Inc., the County requested
14 that a second premium renewal be provided to the County by August or September of 2021
15 after reviewing and taking into consideration additional health plan costs/claims data. Both
16 SHP and Hays Companies, Inc., expect the second premium renewal to reduce to a 0% - 3%
17 premium increase.

18 The County Administrator and the Department of Administration (DOA) health
19 insurance team supports the recommendation of Hays Companies, Inc., to not lock into the
20 5.6% fully insured premium renewal provided by SHP, but wait for a second renewal offer from
21 SHP in August or September of 2021. The DOA health insurance team's goal is to maintain the
22 same or similar plan design, \$5,000/\$10,000 out of pocket health plan with a Health
23 Reimbursement Account (HRA) while maintaining similar network options as the current SHP
24 Premier and Explore networks provide. The goal is to establish final health insurance rates for
25 2022 equal to a 0% - 3% increase from the County's current 2021 rates. The financial impact
26 detailed in this resolution reflects a maximum cost paid by Chippewa County based on a
27 maximum 3% increase to the SHP 2021 fully insured premium.
28

Resolution No. 31 - 21

RESOLUTION TO ESTABLISH HEALTH INSURANCE FUNDING FOR THE 2022 BUDGET - RANDY SCHOLZ

WHEREAS, Security Health Plan (SHP), the county's current health plan provider, has compared the 2021 plan year's health care costs and in May 2021 submitted a renewal proposal to Chippewa County equal to a 5.6% premium renewal increase over the 2021 plan year rates; and

WHEREAS, SHP agreed to review and take into consideration additional months of 2021 health care costs/claims data and will provide an updated renewal proposal in August or September of 2021; and

WHEREAS, Benefit Estimate Reports were sent to all Chippewa County Department Heads on June 4, 2021 and included the maximum 3% increase on the SHP premium renewal built into the department budgets; and

WHEREAS, a 3% increase on the 2022 SHP premium equals a maximum of \$279,021 increase based on the employee benefit calculations provided in the final Benefit Estimate Reports distributed to Department Heads on June 4, 2021; and

WHEREAS, Chippewa County's benefit broker, Hays Companies Inc., supports the 3% increase on the SHP premium included in the Benefit Estimate Reports and believes that the County will be able to secure a 0% - 3% health insurance premium rate increase for 2022; and

WHEREAS, during 2021, the monthly cost and contribution amounts for the County's Health Program Plans for all full-time employees, excluding public safety employees covered under the WPPA collective bargaining agreement, are as follows in Graph #1:

GRAPH #1 - 2021 ACTIVE EMPLOYEE HEALTH PLAN - Non WPPA employees					
Option #1 - Premier Network	\$2,000/\$4,000 Deductible		Option #2 - Explore Network	\$2,000/\$4,000 Deductible	
	\$5,000/\$10,000 OOP			\$5,000/\$10,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$916	\$2,080
Employee Contribution	\$0	\$0	Employee Contribution	\$31.79	\$80.43
Employer Contribution	\$884	\$1,999	Employer Contribution	\$884.21	\$1999.57

61 WHEREAS, the 2021 monthly health insurance rates include the total costs for the
62 medical claims, ancillary and administrative costs, and Health Reimbursement Account (HRA)
63 funding for the Plan Options; and
64

65 WHEREAS, the Federal Affordable Care Act requires that all Health Reimbursement
66 Account funding continue to be funded by the County; and
67

68 WHEREAS, Hays Companies, Inc., sent out a benefit survey in May of 2020 to all
69 Chippewa County employees with a 70% response rate; and
70

71 WHEREAS, a majority (71%) of the survey respondents ranked health benefits as
72 number 1 or 2 being the most important benefit and a majority (72%) of the survey
73 respondents stated that they were very satisfied or somewhat satisfied with Chippewa County's
74 current health insurance plan; and
75

76 WHEREAS, Chippewa County's health insurance plan design and premiums contribute to
77 the continued success in retention and recruitment and allows the County to compete with
78 higher starting wages in the surrounding Counties; and
79

80 WHEREAS, Hays Companies, Inc., predicts that the County will have estimated total costs
81 for the health insurance plan by September 30, 2021 and actual total costs for the health
82 insurance plan by November 15, 2021;
83

84 NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2022, the total cost and
85 employer contribution amounts for the County's Health Program Plans for all full-time
86 employees and COBRA qualified beneficiaries shall be equal to no more than an overall increase
87 of \$279,021 to the 2022 health insurance budget compared to the 2021 budget, based on the
88 currently approved staffing detailed in the Benefit Estimate Reports provided to the
89 Department Heads on June 4, 2021; and
90

91 BE IT FURTHER RESOLVED, that the County Administrator is authorized to make changes
92 to the plan design and employee contribution amounts to ensure that the employer cost does
93 not increase more than \$279,021 over the 2021 health insurance budget, based on the
94 currently approved staffing detailed in the Benefit Estimate Reports provided to the
95 Department Heads on June 4, 2021; and
96

97 BE IT FURTHER RESOLVED, that the County Administrator shall bring a resolution to the
98 October 12, 2021 County Board meeting with actual employee premium recommendations,
99 actual plan design recommendations and estimated total costs for the health insurance plan;
100 and
101

102 BE IT FURTHER RESOLVED, that by no later than December 14, 2021 the County
103 Administrator will provide a report to the County Board that provides the actual total cost, if
104 different from the October resolution, for the County's Health Program Plans for the 2022

budget year for all full-time employees and COBRA qualified beneficiaries; and

BE IT FURTHER RESOLVED, that all full-time employees and COBRA qualified beneficiaries will receive annual HRA funding in the amount of \$600 per person up to 4 maximum or \$2,400 per family; and

BE IT FURTHER RESOLVED, that all full-time public safety employees represented by the WPPA collective bargaining agreement will receive the same plan design as all full-time employees and COBRA qualified beneficiaries and will receive annual HRA funding in the amount of \$600 per person up to 4 maximum or \$2,400 per family and the premium contribution rates are as set out in the 2020-2022 WPPA collective bargaining agreement; and

BE IT FURTHER RESOLVED, that HRA funds shall be prorated due to mid-year elections, qualifying events, or termination without COBRA continuation with distributions on a quarterly basis; and

BE IT FURTHER RESOLVED, that the monthly retiree contribution amounts for the County's Health Program Plan for retirees new to the plan on and after January 1, 2015 will be calculated once final costs have been determined and reported to the County Board, no later than December 14, 2021.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

2022 maximum Budget - \$7,527,101.00, which is an increase of \$279,021 over the 2021 Health Insurance Budget, based on the currently approved staffing detailed in the Benefit Estimate Reports provided to the Department Heads on June 4, 2021.

08/3/2021	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Annette Hunt, District 13	
SECONDER:	Mechele Shipman, District 9	
AYES:	Dean Gullickson, Chuck Hull, Mechele Shipman, Annette Hunt	
EXCUSED:	Glen Sikorski	

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

7/21/2021

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

7/21/2021

Randy B. Scholz
Randy B. Scholz County Administrator 7/23/2021

141

**STATEMENT OF EXPLANATION**

Resolution No. 32 - 21

**RESOLUTION TO TRANSITION FROM A FULLY FUNDED HEALTH
INSURANCE PLAN TO A SELF-FUNDED HEALTH INSURANCE PLAN
COMMENCING IN 2022 - RANDY SCHOLZ AND TONI HOHLFELDER**

1 Passage of this resolution will authorize the County Administrator and the Department of
2 Administration (DOA) to transition the County's fully insured health insurance plan to a self-funded
3 health insurance plan effective January 1, 2021.

4 Hays Companies, Inc., the County's benefit broker, recommends that Chippewa County start the
5 5 to 6-month long process to transition the County to a self-funded health insurance model to be
6 effective January 1, 2022. The County Administrator and the DOA health insurance team supports the
7 recommendation. The DOA health insurance team's goal is to maintain the same or similar plan design,
8 \$5,000/\$10,000 out of pocket health plan with a Health Reimbursement Account (HRA), while
9 maintaining similar network options as the current fully insured Security Health Plan Premier and
10 Explore networks provide.

11 Moving to self-funding health insurance will require adding hours to the Human Resources
12 Division. The self-funded health plan would contribute an additional \$15,000 towards the added hours.
13 The \$15,000 is included in the requested increase of \$279,021 over the 2021 Budget

Resolution No. 32 - 21

RESOLUTION TO TRANSITION FROM A FULLY FUNDED HEALTH INSURANCE PLAN TO A SELF-FUNDED HEALTH INSURANCE PLAN COMMENCING IN 2022 - RANDY SCHOLZ AND TONI HOHLFELDER

WHEREAS, Chippewa County's health insurance plan is a fully funded plan wherein the County pays monthly premiums to the current health insurance provider, Security Health Plan; and

WHEREAS, the County also has the option of being a self-funded health insurance provider wherein the County would fund the plan; and

WHEREAS, one of the County Administrator's 2020 goals approved by the Executive Committee was to work with the Human Resources Division to determine if the County should move to a self-funded plan and to continue to review creative ideas in the area of benefits that are both cost effective and support recruitment and retention efforts of the County; and

WHEREAS, some of the advantages of transitioning to a self-funded health insurance plan are that the County would have the ability to seek the least expensive or best service for each component, uniform plan designs nationally, better cash flow as the County would retain its own reserves, there would be no margin or premium taxes, the County would have the ability to take advantage of good medical claims experience within the plan year, more plan design flexibility, and access to better claims data; and

WHEREAS, some of the disadvantages to transitioning to a self-funded health insurance plan are that claims may exceed expected levels in poor medical claims experience years and therefore exceed budget, the plan may be more cumbersome to switch administrators due to claims run out issues, and the employer is ultimately the entity with the final say for claims appeals, putting the plan administrator in a sometimes uncomfortable position; and

WHEREAS, Chippewa County's benefit broker, Hays Companies Inc., recommends that Chippewa County start the process now to transition to a self-funded health insurance model effective January 1, 2022, and Hays Companies, Inc., will provide the County with final health insurance rates in November of 2021; and

WHEREAS, the self-funded health plan would contribute an additional \$15,000 towards the added hours needed by the Human Resources Division; and;

WHEREAS, Hays Companies, Inc., predicts that the County will have estimated total costs for the health insurance plan by September 30, 2021 and actual total costs for the health insurance plan by November 15, 2021; and

WHEREAS, it is also the recommendation of the County Administrator that Chippewa County transition to a self-funded health insurance model effective January 1, 2022;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2022, Chippewa County's health insurance plan will transition from a fully insured health insurance plan to a self-funded health insurance plan; and

BE IT FURTHER RESOLVED, the County Administrator is authorized to make changes to the plan design and employee contribution amounts to ensure the employer cost increases no more than \$279,021 over the 2021 health insurance budget, based on the currently approved staffing detailed in the Benefit Estimate Reports provided to the Department Heads on June 4, 2021; and

BE IT FURTHER RESOLVED, that the County Administrator will bring a resolution to the October 12, 2021 County Board meeting with actual employee premium recommendations, actual plan design recommendations, and estimated total costs for the health insurance plan; and

BE IT FURTHER RESOLVED, that by no later than December 14, 2021, the County Administrator will provide a report to the County Board that provides the actual total cost for the County's Health Program Plans, (if it is different than the information provided to the County Board during their October 12, 2021 County Board meeting) beginning January 1, 2022, for all full-time employees and COBRA qualified beneficiaries.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

2022 maximum health insurance plan budget - \$7,527,101.00, which is an increase of \$279,021 over the 2021 Budget, based on the currently approved staffing detailed in the Benefit Estimate Reports provided to the Department Heads on June 4, 2021.

If the County Board approves, via a separate resolution, the new full-time position shared between the Human Resources Division and Facilities & Parks Division both within the Department of Administration, an additional \$15,000 is allocated from the health insurance fund to the Human Resources Division budget for the administration of self-funded health insurance.

08/3/2021 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/10/2021 6:00 PM

MOVER: Mechele Shipman, District 9

SECONDER: Annette Hunt, District 13

AYES: Dean Gullickson, Chuck Hull, Mechele Shipman, Annette Hunt

EXCUSED: Glen Sikorski

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

7/21/2021

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

7/21/2021

Randy B. Scholz
Randy B. Scholz, County Administrator

7/23/2021



Health Insurance Plan Update

Recommendation to Transition to a Self-Funded Model in 2022

Presented by
 Randy Scholz, County Administrator
 Toni Hohlfelder, Human Resources Director
 August 3, 2021 and August 10, 2021

Current 2021 Health Insurance Plan

- Fully Insured
- Provider is Security Health Plan (SHP)
- \$2,000 / \$4,000 Deductible
- \$5,000 / \$10,000 Out-of-Pocket Maximum
- HRA is offered at \$600 per person up to maximum of \$2,400 per year
- Network includes Mayo, Marshfield, Oakleaf, Prevea, St. Joseph's, Sacred Heart and several other providers in the area

2022 Plan to Transition to a Self-funded Health Insurance Model

Hays Companies, Inc., the County's current benefit broker, recommends that the County start the process to transition to a self-funded health insurance model

Self-funded vs. Fully Insured Premium Components



2015 – 2019 Premiums vs. Medical Claims Illustration

Year	Actual Premiums Paid	Actual Medical Claims	Difference	Loss Ratio	Estimated Transplant Carve Out Premiums*	Estimated Savings had we Been Self-funded *
2015	\$ 5,853,181.00	\$ 4,478,073.00	\$ 1,375,108.00	76.51%	\$ 45,000.00	\$ 1,330,108.00
2016	\$ 5,612,355.00	\$ 4,455,937.00	\$ 1,156,418.00	79.40%	\$ 45,000.00	\$ 1,111,418.00
2017	\$ 5,595,166.00	\$ 3,467,428.00	\$ 2,127,738.00	61.97%	\$ 45,000.00	\$ 2,082,738.00
2018	\$ 5,961,917.00	\$ 5,632,779.00	\$ 329,138.00	94.48%	\$ 45,000.00	\$ 284,138.00
2019	\$ 6,244,596.00	\$ 5,997,155.00	\$ 247,441.00	96.04%	\$ 45,000.00	\$ 202,441.00
* These are estimated premiums, fees and savings only						\$ 5,010,843.00

Advantages and Disadvantages of Fully Insured Plans

Advantages

- Level premium regardless of “poor” claims experience for that year
- Easy to switch carriers as reserves are included in the premium paid
- Easy to budget on an annual basis
- Administration usually more simplified (depending on number of locations)

Disadvantages

- Level premium regardless of “good” claims experience for that year
- Subject to state mandates which may make plan more expensive
- Multi-state employers have different plan designs by state
- Bundled and thus unable to interchange “broken” parts (administration, network, etc.)
- Must pay premium taxes and margin on top of administrative and claim expenses
- Less plan design flexibility

Advantages and Disadvantages of Self-Insured Plans

Advantages

- Able to unbundle and seek least expensive/best service for each component (network, administration)
- Uniform plan designs nationally
- Better cash flow as hold own reserves
- No margin or premium taxes
- Able to take advantage of "good" experience within plan year
- More plan design flexibility
- Access to claims data

Disadvantages

- Claims may exceed expected level in a "poor" experience period and may exceed budget if budgeted at "expected" level.
- More cumbersome to switch administrators due to claims run out issues
- Employer is ultimately the "final say" for claims appeals, putting the plan administrator in a sometimes uncomfortable position

Long Term Benefits of Self-funding

1. Greater flexibility and control
2. Data transparency
3. Health Incentives
4. Cost savings
5. Increased control over risk by purchasing stop-loss
6. Less regulated
7. More plan design and clinical outreach options
 - a. On-site / near-site clinics
 - b. Direct contracting
 - c. Pharmacy benefit plan design

Definition:

Stop Loss Insurance

- Stop loss insurance is also known as excess insurance or reinsurance
- Stop Loss insurance provides protection against catastrophic or unpredictable medical expenses. Employers purchase it so that they don't assume 100% of the liability for claims that exceed certain limits. The County will be provided several stop-loss premium quotes at varying deductible levels.
- Specific Stop-Loss vs. Aggregate Stop-Loss:
 - Specific is a form of coverage that provides protection against a high cost claim on any one individual.
 - Aggregate is a form of coverage that provides protection by placing a ceiling (deductible) on the total dollar amount of claims the employer would pay before the insurance carrier would pay.

Definition:

On-site or Near-site Clinic

- An on-site clinic is a clinic that is typically employer sponsored and physically located on the grounds of the business itself. A near-site clinic is an established healthcare clinic that is often used by multiple employers to provide health care benefits to the employees.
- The typical model for an on-site/near-site clinic is for the employer to pay all costs associated with the clinic and the employee or dependent pays either nothing or nominal fee that is less than going to their usual provider. This "steers" the employee to a lower cost service provider. The employee is still permitted to go to their primary doctor, but they will pay the co-pay and/or deductible associated with the visit.
- Cost savings, convenience and access are key factors to increase employee use. Currently, the Chippewa Falls School District has an on-site clinic and has experienced large cost savings by using Reform Medicine to manage their clinic. Reform Medicine is one of the carriers that the County would consider in the future as well. It's also possible for us to request to partner with the Chippewa Falls School District in the future.

Why the delay in final rates?

Late July / early August:

- Hays Companies, Inc. and the DOA team will be meeting to interview self-funding Third Party Administrators (TPA).
- DOA team will meet with Hays Companies, Inc. to determine Rx strategy.

September:

- Hays Companies, Inc and the DOA team will finalize recommendations on TPA and Rx Strategy.
- Projected stop-loss insurance rates will be provided to the County.
- Estimated employee premiums will be established by 9/30/21 based on claims data available to use for Open Enrollment process.

October or November:

- Stop-loss insurance rates will be finalized. They will not provide final premiums until late October or early November.

Summary

- When you are fully insured, the County's cost is equal to the insurance provider's premium that is set, regardless of your claims. They build in term lag, risk margin and taxes.
- When you are self-funded, the County's cost includes a stop-loss insurance premium, administrative fees and the medical claims paid.
- Several of the benefits presented previously can only be added if the County moves to a self-funded health insurance plan due to plan design restrictions by the insurance carrier.
- During the 2019 meetings to evaluate benefit brokers and make a change, every broker we interviewed recommended that the County move to self-funding due to our size.
- The recommendation by both Hays Companies, Inc. and the County Administrator is to continue with the process to transition to self-funding effective January 1, 2022.

Questions, Comments, or Concerns





STATEMENT OF EXPLANATION

Resolution No. 35 - 21

RESOLUTION TO CREATE A TECHNICAL SUPPORT ANALYST POSITION IN THE INFORMATION TECHNOLOGY DIVISION OF THE DEPARTMENT OF ADMINISTRATION TO PROVIDE TECHNICAL ASSISTANCE TO THE RECOVERY WELLNESS CONSORTIUM - ANDY BAUER

1 Passage of this resolution will create one (1) full-time Information Technology (IT)
 2 Technical Support Analyst position to work in the Recovery and Wellness Consortium (RWC),
 3 effective January 1, 2022. This position will rebuild and provide ongoing maintenance for the
 4 consortium as a whole as well as the RWC Core Counties (Buffalo, Pepin and Chippewa) that
 5 utilize AVATAR for all of their mental health Electronic Health Record (EHR) needs.

6 The RWC has been utilizing the AVATAR system since 2014. As the program and
 7 consortium has grown significantly, the data in the system has grown tremendously and the
 8 RWC is at the point where it is difficult to not only maintain, but also difficult to fix issues that
 9 have been occurring over the years due to lack of ongoing capacity to maintain updates and
 10 system breaks. This puts the RWC in a position of financial risk in the event of a Medicaid audit.

11 This full-time position is needed to analyze the system, rebuild it and provide ongoing
 12 maintenance which is required based on system updates and ever changing state requirements.
 13 The current system's core does not accurately communicate data, resulting in duplicative data
 14 entry, inaccurate reports, inability to interface with other systems, unnecessary manual entries,
 15 and significant billing challenges, resulting in loss or delay of funds. Through a thorough
 16 exploration with other counties, as well as other EHR vendors, it has been determined that
 17 when AVATAR is rebuilt, these issues will be greatly minimized pending continual ongoing
 18 maintenance.

19 Chippewa County, as the RWC Lead County, added an Application Analyst position in
 20 2020 to help support the technical needs of the RWC. Due to the continued growth of the
 21 consortium, this additional position is needed to keep up with the current workload.
 22 Rebuilding the existing EHR system to implement efficiencies that will also help with accuracy
 23 are not able to be implemented with the current staffing level. The consortium is at a high level
 24 of risk for a Medicaid audit, which could result in a substantial financial penalty for
 25 noncompliance. Updating the system will not only greatly minimize this risk, but would also
 26 create efficiencies for staff and also the ability to gather data required by the state, which is

27 now done manually, for the most part.

28 The CCS program is a fully reimbursed Medicaid program. Both the federal and state
29 governments continue to add funding to the CCS program in an effort to address mental health
30 and substance abuse issues. This full-time position will support the rebuild and ongoing
31 maintenance of AVATAR for the eight CCS counties as well as the Core Counties' (Chippewa,
32 Pepin and Buffalo) mental health and substance abuse services. Approximately 93% of this
33 position will be fully funded by Medicaid reimbursement through CCS. The remaining seven 7%
34 will be paid for by existing funding within the Chippewa, Pepin and Buffalo County Departments
35 of Human Services.

36 Without this new position to rebuild and provide ongoing maintenance to the 9 county
37 CCS consortium and the 3 Core Mental Health counties, meeting the current EHR needs is not
38 sustainable and is putting all of these counties at significant risk of Medicaid audit pay back.
39 With the ability to do ongoing maintenance, the consortium will be in a position to ensure
40 updates to the system are implemented in a timely manner that aligns the RWC with regulatory
41 compliance.

Resolution No. 35 - 21

RESOLUTION TO CREATE A TECHNICAL SUPPORT ANALYST POSITION IN THE INFORMATION TECHNOLOGY DIVISION OF THE DEPARTMENT OF ADMINISTRATION TO PROVIDE TECHNICAL ASSISTANCE TO THE RECOVERY WELLNESS CONSORTIUM - ANDY BAUER

WHEREAS, the Chippewa County Department of Human Services is the Lead County for the Recovery and Wellness Consortium (RWC) and is responsible for maintaining and sustaining the core infrastructure of the consortium; and

WHEREAS, the Comprehensive Community Services (CCS) program, which provides intervention services for children and adults with mental health and substance abuse issues, is fully reimbursable with federal and state Medicaid funding; and

WHEREAS, CCS services are provided by the RWC to individuals across the lifespan, however the consumer must meet certain functional and financial eligibility requirements, including a determination that the consumer will benefit from CCS services; and

WHEREAS, due to not having the technical capacity to update and maintain the current Electronic Health Record (EHR) system, AVATAR, the RWC is not able to accurately communicate data, resulting in duplicative data entry, inaccurate reports, inability to interface with other systems, and unnecessary manual entries; and

WHEREAS, the current EHR system has duplicate entries of the same information in multiple areas of the system, which equates to errors and time wasted entering data as well as resolving errors once they are found; and

WHEREAS, the current system is cumbersome and the completion of forms for billing is time consuming, in part due to the lack of forms necessary for automatically transferring information internally; and

WHEREAS, these system inefficiencies have, for instance, led to thousands of dollars of reimbursement being missed and/or delayed for travel costs; and

WHEREAS, a rebuild of the AVATAR system would be able to identify these inefficiencies so that reimbursement for costs incurred by the RWC would not be missed or delayed; and

WHEREAS, it is the recommendation of the RWC Operations Administrator, the Director of the Department of Human Services, the IT Director and the County Administrator that one (1) new IT position be created to provide technical support to the RWC for rebuilding and maintaining the EHR system, currently AVATAR; and

WHEREAS, this IT Technical Support Analyst position would be mostly funded through

CCS funding from the state and federal governments as well as existing funds from Chippewa, Buffalo and Pepin Counties; and

WHEREAS without this position, the RWC will continue to have gross inefficiencies as well as be at significant risk for a Medicaid audit pay back; and

WHEREAS, the RWC Leadership Team, comprised of the DHS Directors from all 9 RWC counties, has reviewed and does approve the creation of this IT Program Analyst position to provide the necessary technical support for the RWC;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2022, one (1) Information Technology Program Analyst position is hereby created to provide technical support to the Recovery and Wellness Consortium of the Department of Human Services to rebuild and provide ongoing maintenance for the Electronic Health Record system to reduce inefficiencies and minimize Medicaid audit financial pay back risk; and

BE IT FURTHER RESOLVED, that this position shall be funded by using the Medicaid revenue generated by Comprehensive Community Services program and existing funding within the Buffalo, Pepin and Chippewa County Human Services Departments; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Position Cost: \$97,970 (salary, benefits, travel, technology, training)

CCS Consortium \$91, 014 (100% MA reimbursable)

Core Counties Mental Health programs utilizing AVATAR outside of CCS

\$5,584 Chippewa County (existing DHS funds)

\$686 Buffalo County

\$686 Pepin County

08/3/2021 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/10/2021 6:00 PM

MOVER: Chuck Hull, District 14

SECONDER: Mechele Shipman, District 9

AYES: Dean Gullickson, Chuck Hull, Mechele Shipman, Annette Hunt

EXCUSED: Glen Sikorski

Approved as to Form:



Todd A. Pauls, Corporation Counsel

7/12/2021



Lori Zwiefelhofer, Finance Director

7/12/2021



Randy B. Scholz, County Administrator

7/12/2021



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: DOA Division: IT Division

Current Job Description Title: Technical Support Analyst (RWC) Anticipated Start Date: 1/1/22

Proposed Job Description Title: (if different) _____

Direct Supervisor: Andrew Bauer - IT Director

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

The RWC continues to expand in the number of consumers served, which results in an increase of staff and IT support needed. We hired one FTE of IT support in January 2020. After careful assessment of this position it has been determined a second position is necessary to ensure we are meeting the day to day needs of the consortium as well as the technology growth and development needs.

Bargaining Unit: ☐ LAW-Nurses ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

The volume of daily support needed does not allow for development and building with one position

160 AVATAR users

500 SharePoint users

280 Tickets in 1st three months of utilizing SpiceWorks (low as not all were using it yet and does not include individual emails)

AVATAR NX Required New Version

Pending rebuild to meet RWC needs

Netsmart recommends monthly system updates, we are doing annually based on limited capacity. Prior to Andrea, we were not doing these at all, resulting in major system vulnerabilities in security and system usability.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

Interpersonal skills with both IT minded coworkers as well as those with less IT technical knowledge.

Timely response to completion of tasks

Timely response to email/help desk tickets

Quality work completed, testing, fixing and communicating errors promptly

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

This is a very specialized position and will require training specifically to this program.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

This is a specialized position that will be working in a system specific to our consortium. The need will be ongoing as system upgrades and state requirements occur in the future. We thoroughly explored alternative options: researched alternative systems (none of which would more cost effectively meet our needs), evaluated cost to contract with Netsmart or Joxel (cost was far beyond budget and past experience has been ineffective), contract with La Crosse (they do not have the capacity).

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2088 ☐ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 8 hrs/day, 5 days/week

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences of **not** taking this personnel action?

Daily system support would continue to fall on the Application Analyst position resulting in that position not being able to complete system update and avatar rebuild in a timely manner. Avatar updates are required on an on going basis and not completing them in a timely manner can result in system vulnerabilities.

What is the impact of not filling the position in:

3 months: System updates not completed/Audit Risk

6 months: System updates not completed/Audit Risk

12 months: System updates not completed/Audit Risk

Not at all: As the RWC Lead County we are obligated to meet the consortium's needs. All counties support addition of these positions

For new positions, is there office space available for this position? ☒ Yes ☐ No

Will this require an office move/relocation? ☐ Yes ☒ No

Can the position costs be offset by eliminating or reducing a lower priority function? ☐ Yes ☒ No

Please explain:

This position will focus on daily operations of our technology systems. Without this on going support we are at security risk as well as non compliance within our state certification

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Goal #4 of the RWC 2019-2021 Strategic Plan: The RWC will have a strong internal infrastructure that supports the continual growth of CCS.

In order to support the needs of the RWC as the lead county it is imperative we have an infrastructure suited to meet the needs of the RWC 9 counties, including 500+ county and provider staff utilizing our technology systems and 650+ consumers.

TOTAL FISCAL IMPACT/FUNDING SOURCES

6.6.a

Will be verified by Finance Division

2021 BUDGETED AMOUNT FOR POSITION

_____	+	_____	=	_____
Per Personnel Cost Report		Per Benefit Estimate Report		Total Budgeted for Position

Number of Hours Budgeted for Position per 2021 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: _____
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) \$25.50 of Pay Grade P

\$25.50	X	2088	=	\$53,244
Starting Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Minimum Impact

\$53,244	+	\$9,850.14	+	\$23,988	=	\$87,082.14
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Minimum Fiscal Impact 2021

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) \$27.54 of Pay Grade P

\$27.54	X	2088	=	\$57,503.52
Position Point Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Maximum Impact

\$57,503.52	+	\$10,638.15	+	\$23,988	=	\$92,129.67
Total Wages Position Point Impact		Fringe Benefits* (Use percentage below)		Health Insurance **		Total Maximum Fiscal Impact 2021

* Percentages to Use: General WRS Position: 18.5% Current LTE: 17.9%
 Protective WRS Position: 24% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,589

2021 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____	+	_____	=	_____
Wage Less Overtime		Fringe Benefits Less Overtime		Total YTD Expended for Position

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____ 3,000
Computer equipment	\$ _____ 2,500
Office furniture and supplies	\$ _____ 100
Other operating expenses	\$ _____ 240
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 5,840

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Technical Support Analyst

FLSA: Exempt

Salary Range: P

Reports To: IT Director

**Department: Department of Administration (DOA)
Information Technology Division**

Date: May 2021

JOB SUMMARY

The job duties of the Technical Support Analyst include but are not limited to responding to Help Desk requests for the Chippewa County Information Technology Division and/or the DHS-RWC Division if assigned. This position will also configure, install, and support of personal computers throughout the County facilities; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Technical Support Analyst might be asked to perform. This job description is to incorporate any county ordinances created for the position of Technical Support Analyst. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Provide initial response to Help Desk calls and requests, prioritizing and resolving problems independently, with guidance from other IT personnel as needed.
- Assists with first level troubleshooting
- Prioritizes requests and responds appropriately
- Escalates difficult problems, as necessary, for assistance and guidance
- Provides end-user assistance and training
- Diagnose and resolve operational problems
- Identify, analyze, and resolve user hardware and software problems
- Perform or request hardware maintenance for computer and all attached equipment
- Receive and coordinate the installation of software releases and enhancements for county computerized applications
- Attend training, technical conferences, and seminars; reviews publications to keep current regarding new programming languages, syntax, products, procedures and best practices.

DOA-IT Division specific tasks:

- Configure, install, maintain, and support personal computer, peripherals and software applications.
- Receive, unpack, and inspect equipment deliveries and maintains appropriate inventories
- Perform initial hardware setup
- Strictly adheres to system security operating standards.

DHS-RWC Division specific tasks:

- Maintain SharePoint site for RWC – creation of users, maintain individual site, troubleshoot questions.
- Prepare and presents system design proposals to users and staff.
- Test program control of and interaction with workstations, printers, servers, and other system components.
- Develop reports and/or data exports to meet end user requirements.
- Maintains skills and awareness of state-of-the-art development tools, programming techniques, problem solving techniques, development and project management methodologies, and information technology equipment.
- Provide RWC employees training; includes training in existing applications AVATAR, SharePoint, Crystal Reports, and also new technologies upcoming. This list is not to be construed as exclusive or all-inclusive.

Community Relations Functions:

- Work cooperatively with the City of Chippewa falls, CINC, the State of Wisconsin, and other agencies for shared network and application services, maintenance, and future planning.

Customers:

- All Chippewa County and City of Chippewa Falls employees, managers and directors that the IT Division serves
- RWC Consortium providers/suppliers

Team Members:

- Employees of the IT Division and DOA
- City of Chippewa Falls IT Liaison
- RWC employees and members

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's or Associate's Degree in Information Technology required.
- One or more years of recent IT related work experience required.
- Experience working in the public sector preferred.
- A cell phone is required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to design, develop, create, test, or modify computer systems or programs based on user or system design specifications.
- Ability to Design, documentation, testing, creation, or modification of computer programs related to machine operating systems.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to ensure that projects are completed on time and on budget.
- Ability to establish and maintain effective working relationships with a wide variety of people including departmental staff, supervisors, department heads, elected officials, contractors, vendors, City of Chippewa Falls employees, State of Wisconsin employees, CINC members and technical peers
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Knowledge in application systems analysis techniques and procedures, including consultation with users to determine hardware, software or system function specifications
- Proficiency in Active Directory
- Proficiency in configuration, installation and operational support of personal computers and their operating systems
- Experience with documentation standards and best practices
- Demonstrated ability to work independently and in a team environment to effectively prioritize tasks, identify problems, and propose alternative solutions.
- Workstation security management (virus prevention, desktop management tools, group policy enforcement, etc.)
- Excellent analytical, organizational, verbal and written communication skills are required, plus a strong attention to detail.
- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Ability to use GIS, SCADA systems, CAD, and Library systems.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to apply algebraic and trigonometric formulas, ability to interpret inferential statistical reports, and ability to interpret formulation and equation data.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Install, configure, and support personal computer hardware, software, and peripherals.

- Accept delivery of equipment, unpack and stage accordingly.
- May require lifting equipment from 8 to 76 lbs; obtaining assistance in lifting as necessary.
- Ability to insert components as equipment builds dictate; May require inserting memory, hard drives, media tray, envelop feeders and power supplies weighing .5 lbs to 10 lbs each.
- May require pushing equipment on carts to end user's office location.
- May require bending, crawling, etc underneath user's desk or equipment located in their office.
- May require moving furniture to gain access to data drops.
- May require travel.

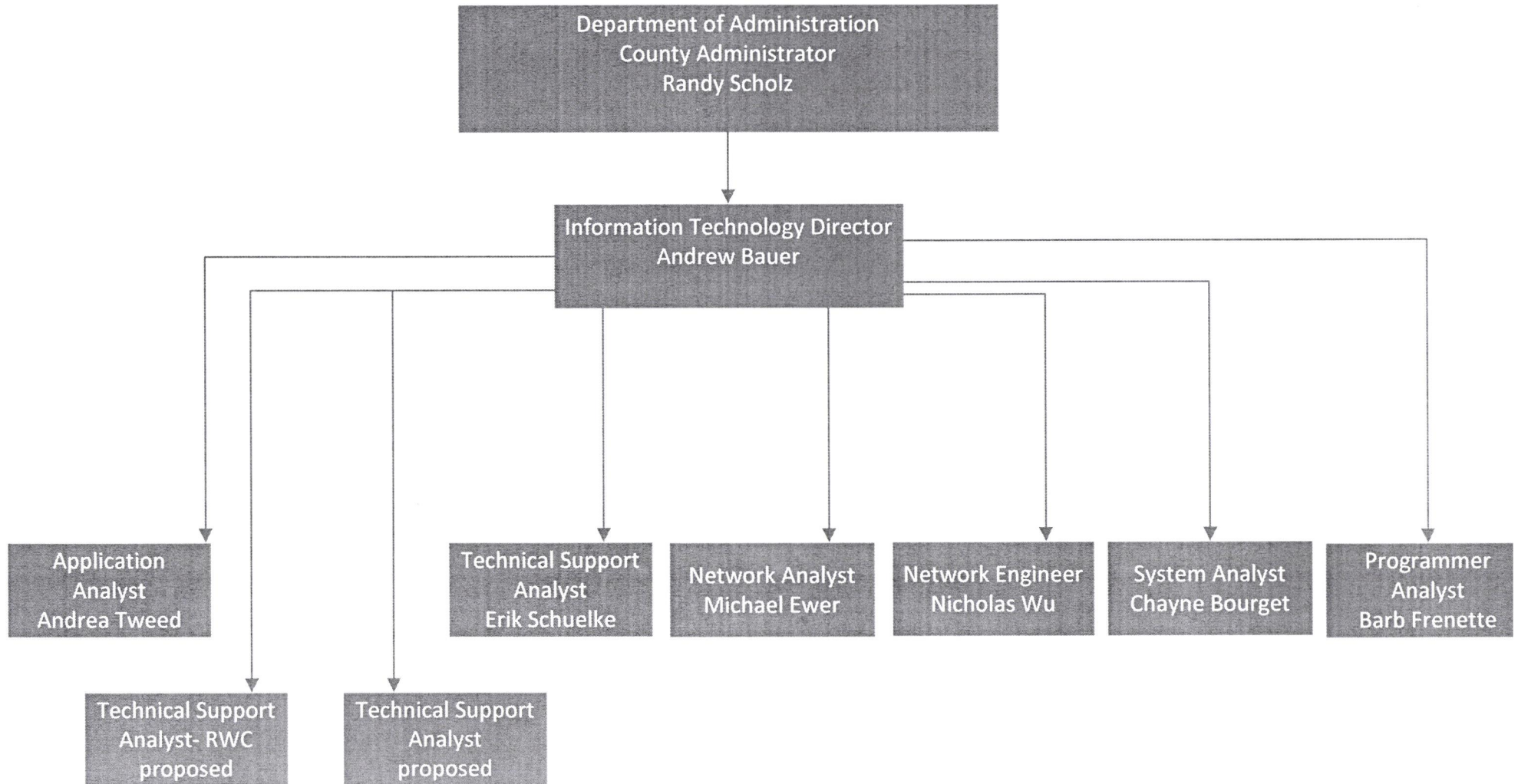
Run and connect network cables, printers and other peripheral equipment and devices.

- May require stringing new cables throughout building.
 - May require use of a ladder.
 - May require work with your arms extended overhead.
 - May require use of various common hand/power tools.
- May require after hours testing to keep end user downtime at a minimal.
- Ability to lift device(s), obtaining help when necessary; Weight of devices may range from 1 lb to 76 lbs.
- May require travel.
- Ability to clean data center; vacuum, dust and remove unnecessary items residing there.

Provide technical and analytical assistance to users in the identification and solution of data communication, Local Area Networks, Wide Area Networks, Mainframe, Servers, and PC problems.

- Respond to calls or complaints as assigned or directed; walk to office or travel to location. Bend stretch, etc to get to equipment to troubleshoot.
- Ability to disburse laptops as reserved by end users.
- May require lifting and carrying laptop, case and supplies to end user location and/or information technology lobby area; weight 8 lbs to 14 lbs.

CHIPPEWA COUNTY
**Department of
Administration**
Information
Technology Division



**STATEMENT OF EXPLANATION**

Resolution No. 34 - 21

**RESOLUTION TO CREATE A TECHNICAL SUPPORT ANALYST POSITION IN
THE INFORMATION TECHNOLOGY DIVISION OF THE DEPARTMENT OF
ADMINISTRATION - RANDY SCHOLZ AND ANDY BAUER**

1 Passage of this resolution will create one full-time Technical Support Analyst position in
2 the Information Technology Division (IT). The IT Division has continued to take on additional
3 responsibilities as the needs for the County continue to grow. These changes and increased
4 responsibilities, along with the demands of projects, system maintenance and county-wide day-
5 to-day IT requests, have left the IT Division in need of additional staff.

6 The IT Help Desk ticket system was implemented to provide employees a way to request
7 IT hardware and software services. The main responsibility of this Technical Support Analyst
8 will be to troubleshoot hardware and software issues as well as deploying new hardware. Over
9 the past couple years the IT Division has seen a steady increase in the number of IT Help Desk
10 ticket requests submitted for assistance. The IT Division received 3,525 tickets in 2019, 4,653 in
11 2020 and 2655 during the first half of 2021. On average, there are approximately 80-90 tickets
12 open in the IT Help Desk system. Each ticket varies in how long it takes to resolve with some
13 taking as little as a couple minutes to some taking weeks to resolve. As a result of the number
14 of requests that the IT Division receives for technical assistance, other IT staff are currently
15 helping to address tickets instead of the tasks that they typically would be focusing on like
16 projects, system maintenance and infrastructure replacements. Other preventative
17 maintenance tasks that should be performed, often times are not able to be completed
18 because staff are working in a reactive mode versus a proactive mode. This creates the
19 potential for more unplanned outages.

20 If this resolution is approved, it will free up other staff time to work on projects, system
21 maintenance, infrastructure replacements and proactive maintenance rather than helping to
22 resolve IT Help Desk tickets. This will also help to reduce the lag time for resolving help desk
23 tickets and will allow departments to have the tools that they need to continue to their job.

24

Resolution No. 34 - 21

RESOLUTION TO CREATE A TECHNICAL SUPPORT ANALYST POSITION IN THE INFORMATION TECHNOLOGY DIVISION OF THE DEPARTMENT OF ADMINISTRATION - RANDY SCHOLZ AND ANDY BAUER

WHEREAS, the Chippewa County Information Technology Division (IT Division) of the Department of Administration oversees and manages all of the Information Systems for Chippewa County; and

WHEREAS, the IT Division and the Department of Administration have identified the need for additional staffing to address technical support issues across the County; and

WHEREAS, over the past couple years, for instance, the IT Division has seen a steady increase in the number of IT Help Desk ticket requests submitted for assistance; and

WHEREAS, the IT Division received 3,525 Help Tickets in 2019, 4,653 in 2020 and 2655 during the first half of 2021 and on average there are approximately 80-90 tickets open in the IT Help Desk system at any one time; and

WHEREAS, it is the recommendation of the County Administrator that a Technical Support Analyst position be created to address staffing needs in the IT Division;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2022, one (1) full-time Technical Support Analyst position is hereby created in the Information Technology Division of the Department of Administration, to provide technical support and equipment deployment to all Chippewa County employees;

BE IT FURTHER RESOLVED, that this position shall be funded using County tax levy.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Maximum Cost of the Position for Salary and Fringes in 2022 = \$96,530 of Tax Levy (Utilizing \$46,386 from Contracted Services/LTE in 2021 Budget.)

08/3/2021	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/10/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Annette Hunt, District 13	
AYES:	Dean Gullickson, Chuck Hull, Mechele Shipman, Annette Hunt	
EXCUSED:	Glen Sikorski	

69

Approved as to Form:



Todd A. Pauls, Corporation Counsel

7/12/2021



Lori Zwiefelhofer, Finance Director

7/12/2021



Randy B. Scholz, County Administrator

7/12/2021

70



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

6.7.a

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: DOA Division: IT Division

Current Job Description Title: Technical Support Analyst Anticipated Start Date: 1/1/22

Proposed Job Description Title: (if different)

Direct Supervisor: Andrew Bauer (IT Director)

Current/Past Employee Name (blank if new position): No. of Years Served in Position:

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

This position is being requested because of the increased demand for IT services over the years. The amount of work has substantially increased over the years as new projects have been implemented and industry focus on security has increased. For each new project that is implemented, there is additional ongoing maintenance and support that remains for as long as the system remains in place. Departments continue to follow the Strategic Plan to become more efficient and this results in increased demands for IT services for new applications, systems, network equipment, and hardware to meet these needs.

Bargaining Unit: ☐ LAW-Nurses ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

This position is needed because of the increased IT demands for new projects as well as maintaining existing systems and devices. The department is constantly trying to streamline processes to make the most efficient use of the time that is available. Over years we have taken on more and more, but at this point, the department is not able to keep up with the demands. Tasks and projects are being prioritized and many of the important preventative maintenance tasks have not been able to be completed.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

Job performance for this position will be measured by the IT ticket system reports, projects completed, and other department head and manager feedback through out the year.

Attachment: PAC Form for IT Technical Support Analyst, 2021 (34 - 21 : Resolution to Create a Technical Support Analyst Position in IT)

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

The need for this position is not temporary and will be needed every year. As projects continue to involve technology, the amount of staff time required to implement and maintain these systems will increase as well. If this isn't approved, LTE positions could be used to help with these tasks but this would result in additional training, potential turnover and scheduling challenges with them working limited hours.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2088 ☐ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 8 hrs/5 days per week

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences of **not** taking this personnel action?

If this position isn't approved, the trend will continue where there isn't time to complete preventative maintenance tasks. This will result more downtime as we reactively fix critical issues after they break. This also opens the county up to the potential for security breaches as a result from updates not being able to be completed for servers and application that have security vulnerabilities. This can also result in compliance issue for things like CJIS and HIPAA.

What is the impact of not filling the position in:

3 months:	<u>planned projects will continue to be delayed due to lack of staff time</u>
6 months:	<u>planned projects will continue to be delayed due to lack of staff time</u>
12 months:	<u>end users will be less efficient and may result in other departments needing additional staff. Also IT staff burn out</u>
Not at all:	<u>the 3-12 month impacts will remain as well as possible security breaches or system downtime due to PMs not being complete</u>

For new positions, is there office space available for this position? ☒ Yes ☐ No

Will this require an office move/relocation? ☐ Yes ☒ No

Can the position costs be offset by eliminating or reducing a lower priority function? ☐ Yes ☒ No

Please explain:

We have evaluated options, but none of the options we looked at were feasible.

How does this position fit into the long-range and strategic plans of the Department and/or the County?

This position fits into the County Strategic Plan by providing and maintaining the technology that is used to provide services. The IT Division works with all of the City and County departments to look at ways to increase there efficiency with the use of technology to better provide services to Chippewa County Citizens. This position will help us to complete tasks and preventative maintenance so that all departments can use technology efficiently and avoid as much unplanned downtime as possible.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

6.7.a

2021 BUDGETED AMOUNT FOR POSITION

0 + 0 = 0
 Per Personnel Cost Report Per Benefit Estimate Report **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2021 Personnel Cost Report: 0

General Ledger Account Number to Charge Salary to: 100-04-51460-511100
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) \$25.50 of Pay Grade P

\$25.50 X 2088 = \$53,244
 Starting Hourly Rate Maximum Hours (2088, 1500, 1044 or 975) Total Wages Minimum Impact

\$53,244 + \$9,850.14 + \$23,988 = \$87,082.14
 Total Wages Minimum Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Minimum Fiscal Impact 2021**

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) \$27.54 of Pay Grade P

\$27.54 X 2088 = \$57,503.52
 Position Point Hourly Rate Maximum Hours (2088, 1500, 1044 or 975) Total Wages Maximum Impact

\$57,503.52 + \$10,638.15 + \$23,988 = \$92,129.67
 Total Wages Position Point Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Maximum Fiscal Impact 2021**

* Percentages to Use: General WRS Position: 18.5% Current LTE: 17.9%
 Protective WRS Position: 24% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,589

2021 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

Wage Less Overtime + Fringe Benefits Less Overtime = Total YTD Expended for Position

Retirement/Resignation Pay out Amount: Budgeted Amount:

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$	
Mileage and meals	\$	
Training expenses (including memberships)	\$	
Computer equipment	\$	2,500
Office furniture and supplies	\$	1,700
Other operating expenses	\$	240
Renovation/relocation costs	\$	
Total Other Costs	\$	4,400

Extended Budgeting

6.8.a

Budget Summary Justification

User: TBremness
 Printed: 6/18/2021 - 3:47 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-02-51110 County Board							
411100	General Property Taxes	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00
Total revenue with property tax:		181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00
511100	Salaries and Wages	16,940.00	16,780.00	16,940.00	8,390.00	16,940.00	16,940.00
514100	Per Diem/Mileage - Committee	36,500.00	25,296.48	36,500.00	13,907.72	36,500.00	36,500.00
515000	Fringe Benefits	5,000.00	4,068.67	5,000.00	2,153.31	5,000.00	5,000.00
521200	Contracted Services	91,002.00	69,676.70	91,002.00	66,252.74	91,002.00	91,002.00
522500	Telephone	200.00	268.43	200.00	56.26	200.00	200.00
531000	Office Supplies	1,000.00	236.69	1,000.00	12.99	1,000.00	1,000.00
531100	Postage	1,000.00	505.36	1,000.00	495.65	1,000.00	1,000.00
531200	Copies/Printing	1,000.00	5.98	1,000.00	0.00	1,000.00	1,000.00
531400	Equipment < \$5,000	0.00	2,813.04	0.00	136.32	0.00	0.00
532400	Memberships & Dues	20,538.00	17,593.05	20,538.00	17,201.50	20,538.00	20,538.00
532601	Publication of Legal Notices	3,500.00	1,511.15	3,500.00	909.84	3,500.00	3,500.00
533500	Conventions & Meetings	5,000.00	179.00	5,000.00	0.00	5,000.00	5,000.00
Total expense:		181,680.00	138,934.55	181,680.00	109,516.33	181,680.00	181,680.00
Revenue - Expense:		0.00	42,745.45	0.00	72,163.67	0.00	0.00

Submitted by: _____ Date _____
 Department/Division Head

Attachment: CB Budget Justification 06-18-2021 (6476 : County Board 2022 Budget Review - Randy

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Property Tax	181,680.00	
	Total 411100 General Property Taxes:		181,68
	Total revenue:		181,68
511100	Salaries and Wages		
	Salaries	16,940.00	
	Total 511100 Salaries and Wages:		16,94
514100	Per Diem/Mileage - Committee		
	Per Diem and Mileage Expenses	36,500.00	
	Total 514100 Per Diem/Mileage - Committee:		36,50
515000	Fringe Benefits		
	FICA (7.65%) and Worker's Compensation (3.5%) for salaries and per diems	5,000.00	
	Total 515000 Fringe Benefits:		5,00
521200	Contracted Services		
	IQM2 Agenda Management Software - Civic Streaming Module (video streaming of CB meetings)	10,000.00	
	West Central Wisconsin Regional Planning	40,102.00	
	IQM2 Agenda Management Software - Digital Boardroom Module (electronic voting)	10,000.00	
	IQM2 Agenda Management Software - Minute Traq Module (agendas and minutes)	12,000.00	
	Other	2,500.00	
	Polycom Renewal - Use for CB meeting overflow (replacement in 2022)	3,200.00	
	Roll Call Pro Software	1,500.00	
	iPad Internet Access for 15 CB Supervisors (iPads will be replaced in April 2024)	7,700.00	
	West Cap	4,000.00	
	Total 521200 Contracted Services:		91,00
522500	Telephone		
		200.00	
	Total 522500 Telephone:		20
531000	Office Supplies		
	Envelopes, paper, binders, clips, name plates, etc.	1,000.00	

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 531000 Office Supplies:	1,00
531100	Postage		
	Postage expense for County Board related correspondence	1,000.00	
		Total 531100 Postage:	1,00
531200	Copies/Printing		
	CB books, agendas, minutes, proceedings of the CB, etc.	1,000.00	
		Total 531200 Copies/Printing:	1,00
532400	Memberships & Dues		
	WI Counties Utility Tax Association	2,800.00	
	Other	900.00	
	WCA Dues	10,238.00	
	Northwest ITBEC	3,000.00	
	NaCO Dues	1,500.00	
	Chippewa Herald Telegram	400.00	
	Chippewa Falls Chamber of Commerce	1,700.00	
		Total 532400 Memberships & Dues:	20,53
532601	Publication of Legal Notices		
	Publishing minutes in the Chippewa Herald Telegram	3,500.00	
	Legal notices including actions of the CB, ordinances, resolutions, amendatory zoning ordinances, etc.	0.00	
		Total 532601 Publication of Legal Notices:	3,50
533500	Conventions & Meetings		
	Mileage and other training and education	5,000.00	
	WCA Conference - 15 County Board Supervisors	0.00	
		Total 533500 Conventions & Meetings:	5,00
		Total expense:	181,68
	Total Account # 100-02-51110 County Board Detail:		

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.8.a
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	
	Grand total revenue with property tax:	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	
	Grand total expense:	181,680.00	138,934.55	181,680.00	109,516.33	181,680.00	181,680.00	
	Grand total revenue - expense:	0.00	42,745.45	0.00	72,163.67	0.00	0.00	

Extended Budgeting

6.9.a

Budget Summary Justification

User: TBremness
 Printed: 6/18/2021 - 4:26 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51412 County Administrator							
435550	State Aid - COVID	0.00	536.10	0.00	0.00	0.00	0.00
473500	Revenue from RWC	2,000.00	2,076.21	2,000.00	511.53	2,000.00	0.00
	Total revenue without property tax:	2,000.00	2,612.31	2,000.00	511.53	2,000.00	0.00
411100	General Property Taxes	327,283.00	327,283.00	332,962.00	332,962.00	332,962.00	343,647.00
	Total revenue with property tax:	329,283.00	329,895.31	334,962.00	333,473.53	334,962.00	343,647.00
511100	Salaries and Wages	193,264.00	194,062.44	200,028.00	87,926.88	200,028.00	205,336.00
515000	Fringe Benefits	35,126.00	35,255.62	37,021.00	16,085.98	37,021.00	38,146.00
515400	Health Insurance Benefit	45,024.00	43,202.00	47,044.00	23,988.00	47,044.00	49,296.00
521200	Contracted Services	65,000.00	25,585.55	60,000.00	2,500.00	60,000.00	60,000.00
522300	Cell Phone Costs	474.00	474.00	474.00	197.50	474.00	474.00
522500	Telephone	200.00	313.16	200.00	115.98	200.00	200.00
531000	Office Supplies	1,000.00	704.45	1,000.00	397.50	1,000.00	1,000.00
531019	COVID-19 Expense	0.00	686.89	0.00	60.09	0.00	0.00
531100	Postage	120.00	7.64	120.00	5.86	120.00	120.00
531200	Copies/Printing	1,000.00	783.88	1,000.00	111.20	1,000.00	1,000.00
531900	Sundry/Miscellaneous	850.00	391.46	850.00	0.00	850.00	850.00
532400	Memberships & Dues	2,100.00	1,442.47	2,100.00	1,267.66	2,100.00	2,100.00
532900	Subscriptions	1,500.00	1,201.06	1,500.00	0.00	1,500.00	1,500.00
533000	Mileage/Travel	500.00	95.74	500.00	0.00	500.00	500.00
533500	Conventions & Meetings	2,500.00	0.00	2,500.00	770.00	2,500.00	2,500.00
595000	Expenditure Transfer	-19,375.00	11,193.29	-19,375.00	0.00	-19,375.00	-19,375.00
	Total expense:	329,283.00	315,399.65	334,962.00	133,426.65	334,962.00	343,647.00
	Revenue - Expense:	0.00	14,495.66	0.00	200,046.88	0.00	0.00

Attachment: CA Budget Justification 06-18-2021 (6475 : County Administrator 2022 Budget Review -

PRELIMINARY

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Property Tax	343,647.00	
	Total 411100 General Property Taxes:		343,64
	Total revenue:		343,64
511100	Salaries and Wages		
	Per Personnel Cost Report	205,336.00	
	Total 511100 Salaries and Wages:		205,33
515000	Fringe Benefits		
	Per Fringe Benefit Report	38,146.00	
	Total 515000 Fringe Benefits:		38,14
515400	Health Insurance Benefit		
	Per Benefit Estimate Report	49,296.00	
	Total 515400 Health Insurance Benefit:		49,29
521200	Contracted Services		
	Legal fees for outside legal counsel (labor negotiations, investigations, etc)	10,000.00	
	HR related services (market analysis, employee engagement, etc)	20,000.00	
	General contracted services, efficiency studies,, etc.	30,000.00	
	Total 521200 Contracted Services:		60,00
522300	Cell Phone Costs		
	CA priority cell \$4.50/month	54.00	
	CA monthly allowance \$35	420.00	
	Total 522300 Cell Phone Costs:		47
522500	Telephone		
	2 telephones x \$50 per extension, plus long distance	200.00	
	Total 522500 Telephone:		20
531000	Office Supplies		
	Pens, pencils, binders, certificates, etc.	1,000.00	
	Total 531000 Office Supplies:		1,00

Attachment: CA Budget Justification 06-18-2021 (6475 : County Administrator 2022 Budget Review -

Account Number	Description	Amount	Total
PRELIMINARY			
531100	Postage	120.00	
		Total 531100 Postage:	12
531200	Copies/Printing		
	Print management and copy paper	1,000.00	
		Total 531200 Copies/Printing:	1,00
531900	Sundry/Miscellaneous		
	One time fees, books, notary bond fee, etc.	850.00	
		Total 531900 Sundry/Miscellaneous:	85
532400	Memberships & Dues		
	NACA - National Association of County Administrators (per CA employment agreement)	125.00	
	Chamber of Commerce - Annual Meeting	40.00	
	WCEA - WI Counties Executives & Administrators (per CA employment agreement)	150.00	
	WCMA - WI City/County Management Association (per CA employment agreement)	300.00	
	ICMA - International City/County Management Association (per CA employment agreement)	1,200.00	
	Other	250.00	
	Chamber of Commerce - Busines After Hours	35.00	
		Total 532400 Memberships & Dues:	2,10
532900	Subscriptions		
	Other	250.00	
	Chippewa Herald Telegram	400.00	
	WI Taxpayers Alliance	100.00	
	Survey Monkey	400.00	
	Eau Claire Leader Telegram	350.00	
		Total 532900 Subscriptions:	1,50
533000	Mileage/Travel		
	Mileage/travel reimbursement	500.00	
		Total 533000 Mileage/Travel:	50
533500	Conventions & Meetings		
	1 State, 1 National Conference (per CA employment agreement)	2,500.00	
	WCA Conference, WCMA Conference, etc.	0.00	
	Education and training for admin staff	0.00	

Account Number

Description

Amount

PRELIMINARY

Total 533500 Conventions & Meetings:

2,50

595000

Expenditure Transfer

Reallocation of health insurance administration

-19,375.00

Total 595000 Expenditure Transfer:

-19,37

Total expense:

343,64

Total Account # 100-04-51412 County Administrator Detail:

Attachment: CA Budget Justification 06-18-2021 (6475 : County Administrator 2022 Budget Review -

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.9.a
PRELIMINARY								
	Grand total revenue without property tax:	2,000.00	2,612.31	2,000.00	511.53	2,000.00	0.00	
	Grand total property tax:	327,283.00	327,283.00	332,962.00	332,962.00	332,962.00	343,647.00	
	Grand total revenue with property tax:	329,283.00	329,895.31	334,962.00	333,473.53	334,962.00	343,647.00	
	Grand total expense:	329,283.00	315,399.65	334,962.00	133,426.65	334,962.00	343,647.00	
	Grand total revenue - expense:	0.00	14,495.66	0.00	200,046.88	0.00	0.00	

Department of Administration Corporation Counsel Division

Todd A. Pauls, Corporation Counsel
James B. Sherman, Deputy Corporation Counsel
Deborah Blevins, Corporation Counsel Legal Assistant

Date: July 20, 2021

To: Randy Scholz, County Administrator

From: Todd Pauls



RE: 2022 Preliminary Budgets Submission

Please find attached a copy of the 2021 Preliminary Budgets for the Corporation Counsel Division of the Department of Administration, which I will present to the Executive Committee on August 3, 2020. Below, I have highlighted the major changes or points of consideration within these budgets:

1. **100-04-53120 – Corporation Counsel**
 - a. \$11,732 Tax levy increase request, which is approximately 84% of the 2021 increase for salaries, fringes and health insurance premiums (\$14,027).
2. **100-05-551931 – MPIC/Integrity – Property Insurance**
 - a. \$25,000 Tax levy increase request to account for continual annual premium increases
3. **704-05-51937 – WMMIC – Liability Insurance**
 - a. No significant changes

Extended Budgeting

Budget Summary Justification

User: tpauls
 Printed: 7/14/2021 - 9:50 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51320 Corporation Counsel							
461005	Guardianship Revenue	3,450.00	2,433.00	3,450.00	519.00	3,450.00	3,450.00
473500	Revenue from RWC	250.00	276.10	250.00	115.96	250.00	250.00
492109	Transfer in - General Fund	0.00	0.00	0.00	0.00	250.00	0.00
	Total revenue without property tax:	3,700.00	2,709.10	3,700.00	634.96	3,950.00	3,700.00
411100	General Property Taxes	314,367.00	314,367.00	328,394.00	328,394.00	328,394.00	340,126.00
	Total revenue with property tax:	318,067.00	317,076.10	332,094.00	329,028.96	332,344.00	343,826.00
511100	Salaries and Wages	264,004.00	274,162.89	276,060.00	121,340.83	276,060.00	283,262.00
511200	Overtime	0.00	127.89	0.00	0.00	0.00	0.00
515000	Fringe Benefits	48,763.00	49,846.04	51,196.00	22,200.91	51,196.00	52,658.00
515400	Health Insurance Benefit	54,600.00	52,457.00	57,088.00	29,292.00	57,088.00	60,156.00
521200	Contracted Services	500.00	0.00	1,450.00	0.00	1,450.00	1,450.00
522500	Telephone	400.00	381.34	400.00	130.84	400.00	400.00
531000	Office Supplies	1,500.00	1,624.76	1,500.00	111.09	1,500.00	1,500.00
531100	Postage	600.00	463.96	600.00	173.32	600.00	600.00
531200	Copies/Printing	1,000.00	2,048.68	1,500.00	927.00	1,500.00	2,000.00
531400	Equipment < \$5,000	0.00	261.14	0.00	0.00	0.00	0.00
532400	Memberships & Dues	0.00	0.00	1,600.00	551.85	1,600.00	1,600.00
532900	Subscriptions	10,000.00	10,927.34	4,900.00	1,655.53	4,900.00	4,900.00
533000	Mileage/Travel	1,800.00	199.41	1,800.00	0.00	1,800.00	1,300.00
533500	Conventions & Meetings	1,500.00	194.00	1,500.00	0.00	1,500.00	1,500.00
595000	Expenditure Transfer	-66,600.00	-55,759.00	-67,500.00	-9,555.00	-67,500.00	-67,500.00
	Total expense:	318,067.00	336,935.45	332,094.00	166,828.37	332,094.00	343,826.00
	Revenue - Expense:	0.00	-19,859.35	0.00	162,200.59	250.00	0.00

Attachment: Corp Counsel 2022 Budget Justification (6532 : Corporation Counsel Division 2022 Budget

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.10.a
PRELIMINARY								
Submitted by: _____ Department/Division Head								

Date								
EB-Budget Summary Justification (7/14/2021 - 9:50 AM)								
Packet Pg. 82								

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Tax Levy needed for operations	340,126.00	
	Total 411100 General Property Taxes:		340,12
461005	Guardianship Revenue		
	Estimated Revenue for Petitioner's Attorney Fees	3,450.00	
	Total 461005 Guardianship Revenue:		3,45
473500	Revenue from RWC		
	Estimated Revenue from RWC for legal work dedicated to program	250.00	
	Total 473500 Revenue from RWC:		25
	Total revenue:		343,82
511100	Salaries and Wages		
	Per Personnel Cost Report	283,262.00	
	Total 511100 Salaries and Wages:		283,26
515000	Fringe Benefits		
	Per Benefit Estimate Report	52,658.00	
	Total 515000 Fringe Benefits:		52,65
515400	Health Insurance Benefit		
	Per Benefit Estimate Report	60,156.00	
	Total 515400 Health Insurance Benefit:		60,15
521200	Contracted Services		
	Legal Consultations	1,450.00	
	Total 521200 Contracted Services:		1,45
522500	Telephone		
	Telephone Cos of 3 lines and Long Distance Costs	400.00	
	Total 522500 Telephone:		40
531000	Office Supplies		
	Office Supplies needed for the office	1,500.00	

Attachment: Corp Counsel 2022 Budget Justification (6532 : Corporation Counsel Division 2022 Budget

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 531000 Office Supplies:	1,50
531100	Postage		
	Postage for mailings	600.00	
		Total 531100 Postage:	60
531200	Copies/Printing		
	Copy and Printing Charges	2,000.00	
		Total 531200 Copies/Printing:	2,00
532400	Memberships & Dues		
	Membership Dues and Attorney Bar Dues	1,600.00	
		Total 532400 Memberships & Dues:	1,60
532900	Subscriptions		
	Westlaw Subscription for the County	4,900.00	
		Total 532900 Subscriptions:	4,90
533000	Mileage/Travel		
	Mileage and Travel for conferences	1,300.00	
		Total 533000 Mileage/Travel:	1,30
533500	Conventions & Meetings		
	Conferences and Training Costs	1,500.00	
		Total 533500 Conventions & Meetings:	1,50
595000	Expenditure Transfer		
	\$31,000 Revenue for Child Support Legal Assistance; \$36,500 Transfer from Property & Liability Insurance for Administration	-67,500.00	
		Total 595000 Expenditure Transfer:	-67,50
		Total expense:	343,82
Total Account # 100-04-51320 Corporation Counsel Detail:			

		2020	2020	2021	06/30/21	2021	2022	6.10.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	3,700.00	2,709.10	3,700.00	634.96	3,950.00	3,700.00	
	Grand total property tax:	314,367.00	314,367.00	328,394.00	328,394.00	328,394.00	340,126.00	
	Grand total revenue with property tax:	318,067.00	317,076.10	332,094.00	329,028.96	332,344.00	343,826.00	
	Grand total expense:	318,067.00	336,935.45	332,094.00	166,828.37	332,094.00	343,826.00	
	Grand total revenue - expense:	0.00	-19,859.35	0.00	162,200.59	250.00	0.00	

Extended Budgeting

6.10.a

Budget Summary Justification

User: tpauls
 Printed: 7/14/2021 - 10:08 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-05-51931 Property & Liability Insurance							
474500	Property & Liability Ins. Reve	63,000.00	64,599.38	63,000.00	0.00	0.00	100,000.00
484000	Insurance Recoveries	30,000.00	5,167.80	30,000.00	0.00	0.00	20,000.00
	Total revenue without property tax:	93,000.00	69,767.18	93,000.00	0.00	0.00	120,000.00
411100	General Property Taxes	216,400.00	216,400.00	216,400.00	216,400.00	0.00	241,400.00
	Total revenue with property tax:	309,400.00	286,167.18	309,400.00	216,400.00	0.00	361,400.00
521100	Insurance Claims Paid	1,000.00	9,523.00	4,500.00	0.00	0.00	4,545.00
521101	Auto Collision Claims Paid	28,096.00	70,827.11	35,145.00	21,559.14	0.00	46,000.00
551000	Insurance Premiums	110,600.00	133,228.10	100,000.00	0.00	0.00	140,000.00
551500	Boiler Insurance	4,792.00	4,792.00	4,792.00	0.00	0.00	4,792.00
551600	Comm Crime-Public Official Bon	8,004.00	7,863.00	7,863.00	7,863.00	0.00	7,863.00
551700	Underground Storage Tank Insur	2,200.00	2,534.00	2,500.00	0.00	0.00	2,600.00
551800	Volunteer Insurance	4,708.00	4,598.00	4,600.00	5,500.00	0.00	5,600.00
551900	Insurance Allocation	150,000.00	150,000.00	150,000.00	0.00	0.00	150,000.00
592999	Transfer Out	0.00	24,930.39	0.00	0.00	0.00	0.00
	Total expense:	309,400.00	408,295.60	309,400.00	34,922.14	0.00	361,400.00
	Revenue - Expense:	0.00	-122,128.42	0.00	181,477.86	0.00	0.00

Submitted by: _____
 Department/Division Head

_____ Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Tax Levy

241,400.00

Total 411100 General Property Taxes:

241,40

474500

Property & Liability Ins. Reve

Revenue received from departments which is allocated by budget percentage

100,000.00

Total 474500 Property & Liability Ins. Reve:

100,00

484000

Insurance Recoveries

Subrogation for damages to County property

20,000.00

Total 484000 Insurance Recoveries:

20,00

Total revenue:

361,40

521100

Insurance Claims Paid

Property damage claims

4,545.00

Total 521100 Insurance Claims Paid:

4,54

521101

Auto Collision Claims Paid

Auto damage claims

46,000.00

Total 521101 Auto Collision Claims Paid:

46,00

551000

Insurance Premiums

475,000 Estimated Comprehensive Insurance with MPIC; \$25,000 Estimated Comprehensive Insurance with Integrity

140,000.00

Total 551000 Insurance Premiums:

140,00

551500

Boiler Insurance

Insurance coverage for boilers and equipment requiring this special coverage

4,792.00

Total 551500 Boiler Insurance:

4,79

551600

Comm Crime-Public Official Bon

Coverage for employee dishonesty and public official blanket bond

7,863.00

Total 551600 Comm Crime-Public Official Bon:

7,86

551700

Underground Storage Tank Insur

Insurance coverage for underground storage tanks

2,600.00

Attachment: Corp Counsel 2022 Budget Justification (6532 : Corporation Counsel Division 2022 Budget

Account Number

Description

Amount

PRELIMINARY

Total 551700 Underground Storage Tank Insur:

2,60

551800

Volunteer Insurance

Coverage for county volunteers to cover unpaid incidental medical claims

5,600.00

Total 551800 Volunteer Insurance:

5,60

551900

Insurance Allocation

Insurance charges for General Fund departments to capture Liability Fund (704) allocation

150,000.00

Total 551900 Insurance Allocation:

150,00

Total expense:**361,40****Total Account # 100-05-51931 Property & Liability Insurance Detail:**

Attachment: Corp Counsel 2022 Budget Justification (6532 : Corporation Counsel Division 2022 Budget

		2020	2020	2021	06/30/21	2021	2022	6.10.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	93,000.00	69,767.18	93,000.00	0.00	0.00	120,000.00	
	Grand total property tax:	216,400.00	216,400.00	216,400.00	216,400.00	0.00	241,400.00	
	Grand total revenue with property tax:	309,400.00	286,167.18	309,400.00	216,400.00	0.00	361,400.00	
	Grand total expense:	309,400.00	408,295.60	309,400.00	34,922.14	0.00	361,400.00	
	Grand total revenue - expense:	0.00	-122,128.42	0.00	181,477.86	0.00	0.00	

Extended Budgeting

6.10.a

Budget Summary Justification

User: tpauls
 Printed: 7/14/2021 - 10:20 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 704-05-51937 Self-Funded Liability Insuranc							
474000	Revenues from Local Department	252,000.00	256,931.70	252,000.00	0.00	252,000.00	260,000.00
481000	Interest Income	4,500.00	4,416.38	5,000.00	1,717.97	5,000.00	5,000.00
484000	Insurance Recoveries	5,000.00	481.39	0.00	0.00	0.00	0.00
484002	Dividends	40,000.00	25,943.00	35,000.00	0.00	35,000.00	35,000.00
Total revenue without property tax:		301,500.00	287,772.47	292,000.00	1,717.97	292,000.00	300,000.00
521100	Insurance Claims Paid	45,250.00	106,276.19	35,400.00	68,682.31	35,400.00	30,500.00
521101	Auto Collision Claims Paid	2,000.00	0.00	1,000.00	6,558.22	6,600.00	1,000.00
521107	Adjustment for YE IBNR	0.00	-3,750.00	0.00	0.00	0.00	0.00
521200	Contracted Services	13,000.00	12,705.40	13,000.00	3,047.76	13,000.00	12,000.00
532400	Memberships & Dues	150.00	0.00	100.00	0.00	100.00	0.00
551000	Insurance Premiums	206,000.00	201,335.00	206,000.00	218,228.00	218,228.00	220,000.00
595000	Expenditure Transfer	35,100.00	35,100.00	36,500.00	0.00	36,500.00	36,500.00
Total expense:		301,500.00	351,666.59	292,000.00	296,516.29	309,828.00	300,000.00
Revenue - Expense:		0.00	-63,894.12	0.00	-294,798.32	-17,828.00	0.00

Submitted by: _____
 Department/Division Head

_____ Date

Account Number	Description	Amount	Total
PRELIMINARY			
474000	Revenues from Local Department		
	\$102,000 Estimated Revenues from other departments (Funds) for insurance allocation	260,000.00	
	Total 474000 Revenues from Local Department:		260,00
481000	Interest Income		
	Interest Income for WMMIC SIRS Account	5,000.00	
	Total 481000 Interest Income:		5,00
484000	Insurance Recoveries		
	Subrogation recovery on damages to the County	0.00	
	Total 484000 Insurance Recoveries:		
484002	Dividends		
	WMMIC Dividend issued for Capital Investment & Operating Experience	35,000.00	
	Total 484002 Dividends:		35,00
	Total revenue:		300,00
521100	Insurance Claims Paid		
	Estimated Claims Paid	30,500.00	
	Total 521100 Insurance Claims Paid:		30,50
521101	Auto Collision Claims Paid		
	Estimated Auto Claims Paid	1,000.00	
	Total 521101 Auto Collision Claims Paid:		1,00
521200	Contracted Services		
	\$8,000 Shredding of confidential items	12,000.00	
	Total 521200 Contracted Services:		12,00
532400	Memberships & Dues		
	PRIMA membership	0.00	
	Total 532400 Memberships & Dues:		
551000	Insurance Premiums		
	Estimated Property & Liability Insurance premiums paid to WMMIC	220,000.00	

Attachment: Corp Counsel 2022 Budget Justification (6532 : Corporation Counsel Division 2022 Budget

Account Number	Description	Amount
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PRELIMINARY

595000	Expenditure Transfer
	\$36,500 Transfer for administration to Corp Counsel budget (CC 10% , LA 30%)

Total 551000 Insurance Premiums:	220,00
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36,500.00

Total 595000 Expenditure Transfer:	36,50
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Total expense:	300,00
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Total Account # 704-05-51937 Self-Funded Liability Insuranc Detail:

Attachment: Corp Counsel 2022 Budget Justification (6532 : Corporation Counsel Division 2022 Budget

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.10.a
PRELIMINARY								Division Counsel Division 2022 Budget
	Grand total revenue without property tax:	301,500.00	287,772.47	292,000.00	1,717.97	292,000.00	300,000.00	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	301,500.00	287,772.47	292,000.00	1,717.97	292,000.00	300,000.00	
	Grand total expense:	301,500.00	351,666.59	292,000.00	296,516.29	309,828.00	300,000.00	
	Grand total revenue - expense:	0.00	-63,894.12	0.00	-294,798.32	-17,828.00	0.00	

Department of Administration Criminal Justice Services Division

Rose Baier, CJS Director



CRIMINAL JUSTICE SERVICES BUDGET TALKING POINTS 2022

The Chippewa County CJCC was formed in 2012 with the goal of working toward greater cooperation among agencies and units of local government within the criminal justice system, to better understand crime and criminal justice problems in our community, and to develop more effective resource allocation along with clearer objectives and priorities as a system. This type of collaboration has proven to meet local justice needs for safer communities, improved outcomes, and harm reduction resulting in a decrease in the ill effects of crime experienced by the community, families of offenders, citizens and offenders themselves.

In 2015 Chippewa County was chosen as one of six counties to be involved in an evidence based decision making initiative with the state of Wisconsin and National Institute of Corrections. During this process, Chippewa County mapped its criminal justice system and chose several change target areas. An area the state and all six counties had in common was the pretrial decision point. In 2018 Chippewa County was chosen to work with the state Department of Justice as a pretrial pilot site and awarded a pretrial grant in this process.

The Criminal Justice Services (CJS) Division within Department of Administration was formed in January 2020 by County Ordinance. The CJCC Coordinator became the CJS Director and continues to oversee the programs within the Department including First Time Offender, THC Diversion, Check Diversion, Recovery Court, Front-End Intervention Treatment, Pretrial Services and drug testing. The CJS Director also serves as the Take a Stand Against Meth Coordinator.

Accomplishments in 2021 include:

Treatment and Diversion (TAD) Grant Continued:

- TAD Grant money funds the Front-end Intervention Treatment (FIT) Program which is a 12-24 month pre-conviction diversion program specifically designed for non-violent offenders for whom substance abuse is a contributing factor in their criminal activity. It allows for diversion of criminal charges, jail or prison time and probation, while receiving treatment and services. It requires a cognitive based thinking program, which has been proven to reduce recidivism and provides intensive case management along with random drug and alcohol testing and treatment programming. Since the program began, we have had **49** people successfully graduate with no recidivism thus far. 36,167.50 prison/jail days have been diverted since program inception.
- FIT is based on a fee for service delivery. Individuals are screened through a fiscal process, provided by the fiscal unit within Department of Human Services, to determine their ability to pay for services.
- **The Diversion Specialist** moved from a contracted position to a county employee in January 2020 and provides:
 - Case management for all FIT participants (20-25 at one time)
 - Completes COMPAS risk assessments for FIT participants to determine risk and need levels (Evidence based practice).
 - Completes intake assessment with prospective participants and screens for appropriateness with the treatment team (made up of Judge, District Attorney, Public

- Defender, CJCC Coordinator, Treatment Provider, law enforcement, public defender, probation, jail deputy, and community member).
- Develops case plans, refers for treatment services, and monitors compliance with the program.
 - Runs evidence based programs for FIT and Recovery Court participants including Moral Reconation Therapy (cognitive based group), Living in Balance, Change Readiness, Coping Skills etc.
 - Runs the First Time Offender Program, which diverts individuals from law enforcement level who are either low risk on the proxy tool or first time offenders. Individuals pay a fee in lieu of a citation or receiving charges to participate in an education session. These cases do not touch the District Attorney's desk and are not entered into the system by the Clerk of Courts office. Since FTO began in the middle of 2015 we have diverted over 700 individuals and collected over \$22,772 in restitution for victims.
 - Current Funding: **\$115,327.89** grant which is renewable through 2021. The grant will again open competitively for 2022-2026.
 - \$69,992 of the grant goes toward the personnel costs for the County Diversion Specialist position.
 - 40 hour a week pre-trial assessor and programmer position (\$67,056) which also does pretrial monitoring and drug testing, contracted through Lutheran Social Services. \$27,747 through TAD grant and the remainder of \$39,309 through the county levy.
 - Remainder of the funding (\$17,588) is used for drug testing supplies, sober links and lab tests, rewards/incentives, training, evidence-based curriculum and other operating expenses.
 - Sustainability of the programs and positions is necessary in order to continue producing the positive outcomes we have seen thus far along with the ability to capitalize on revenue from Comprehensive Community Services (CCS). Sustainability of the Diversion Specialist and Assessor/Programmer positions has been an ongoing goal of both past and current Administrations. The ultimate goal is to have the Assessor/Programmer become a county position. The Diversion Specialist is now trained for CCS, which should be rolled out this fall and may bring revenue into the program.

Pretrial Pilot with the State and NIC:

- As part of the NIC Phase VI initiative the state and 7 counties involved with the EBDM Initiative chose the pretrial area as a change target needing enhancement. Since the 7 counties were already involved in EBDM, they were chosen to participate in the pretrial pilot project.
- The pretrial pilot:
 - Uses risk assessments to assist the Judge in determining release and bond decisions.
 - Sets consistent parameters around who is released pretrial and types of conditions that should be imposed to maximize release, safety and return.
 - Creates risk based supervision and response to violation grids.
 - Tracks performance measurement and feedback.
 - Sets a sequential bail review and review of population being held
 - Provides monitoring for those medium and high risk individuals released. Previously there was no follow-up or tracking in place for these individuals.
- Chippewa County was granted a non-competitive grant from Department of Justice for the remainder of 2019 through the end of 2021, up to four years for **\$86,000**, to fund a full-time Pretrial Specialist Position. It is anticipated this grant will continue into 2022. The pretrial position does the following:
 - Completes COMPAS assessments for entire system
 - Completes pretrial assessments for those individuals held in jail on bond.
 - Runs evidence based programs.
 - Completes observed drug testing for FIT, Recovery Court, and pretrial area. Assures tests are completed and documented in the drug testing system.

- Submits recommendations to the court related to level of monitoring, and assures individuals on pretrial monitoring are following bond conditions.
- Started training for Comprehensive Community Services in June 2021.
- In addition to the full-time position, 20 hours per week of the position described above under the TAD grant are allocated toward pretrial.
- The benefits of this program include reducing the jail population, increasing opportunities for individuals to be successful on release and return for court, and referral for services sooner in the criminal justice process where appropriate, including Comprehensive Community Services.
- This position was hired as a County position in September 2019. The position is currently grant funded and it will be imperative to sustain this position when grant funding is no longer available. Since this program has rolled out in February 2020, the stakeholders including defense counsel, judges, and prosecution, are reportedly very happy with the results and report seeing less Failure to Appear in court. During COVID the program helped assure supervision of individuals in the community that would not have typically been released.

Federal Recovery Court Enhancement Grant:

- This grant for **\$300,000** expired September 30, 2020. The budget for 2022 reflects a decrease in the amount of funding remaining to provide residential and treatment services for participants. 2020 was a strange year with COVID-19. Five people were served in residential treatment with the Federal Grant for \$31,000. The 2022 budget reflects 20,000 for this area, which is less than needed.
- The Recovery Court budget also supports Hope House which was made possible through a partnership with the Chippewa County Housing Authority and provides sober living for up to three participants. Participants are charged a minimal rent on a fee for service basis in order to give them an opportunity to focus on their recovery and paying fines and fees off. Since opening the beginning of 2019, Hope House has served 15 individuals.
- In addition, the Recovery Court budget supports drug testing and monitoring, which is a key component and required for a successful program. CJS provides drug testing for Department of Human Service consumers as well.
- The CJS Director submitted another four-year Federal Enhancement grant May 2021 for \$387,670.00 to support treatment, residential placement, peer mentors and recovery coaches, and support Hope House. However, we will not receive notice on this grant until October 2021.

Take a Stand Against Meth Campaign:

- Over the past two years the CJS Director and other members of the system partnered to bring awareness of the methamphetamine epidemic to the community. Seven town hall meetings were held throughout the county.
- In partnership with several stakeholders in the community and with the assistance of R & R consulting, a Core Team, and six taskforce teams were formed to address the Methamphetamine epidemic in Chippewa County. Innovation teams were formed from the Business, Law Enforcement, Faith, Education, Service Organization and Health and Wellness areas. The campaign has active social media accounts and a web page that is manned by volunteers. The teams continue to work on action plans to address the issue. Despite COVID, the campaign has made progress and was able to create and rollout curriculum in partnership with CESA 10 to all schools in Chippewa County. The campaign has received \$37,000 in donations toward the goals.

The 2022 proposed CJS budget incorporates levy funding supporting a full-time CJS Director, full-time Recovery Court Case Manager, part of the Diversion Specialists position, LTE 15 hour per week Support Professional Position for drug testing, and 20 hours of the Programmer/Assessor position, Medicaid Revenue generated from CCS, and State Aid from the TAD, and Pretrial grants. Many of the programs are fee for service. However, some revenue is collected from the First Time Offender, THC Diversion, and Check Diversion fees as well. The CJS Director has many roles including overseeing the programs above. TAD grant funding will continue as long as outcomes are achieved over the next several years. The pretrial grant is expected to renew until 2022. It is imperative for Chippewa County to be committed to the sustainability of the programs through alternative revenue streams in the future. The programs are advantageous to numerous Departments, reducing case processing, diverting individuals from the criminal justice system, and reducing probation, jail, and prison populations. The First Time Offender Program has yielded positive results with success rates in the 80% range. The current graduates from FIT have not recidivated, and Recovery Court yields a 21% recidivism rate of those graduating the program, meaning 79% are successful 3 years after graduation. The programs also address the methamphetamine epidemic in the county, which is identified as one of the county's biggest challenges.

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: abailey
 Printed: 7/13/2021 - 9:21 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51250 CJS Division							
435106	State Aid - CJS	267,089.00	286,049.45	201,327.00	46,004.34	201,327.00	201,327.00
435110	Medicaid Revenue - CJS	36,000.00	26,913.00	38,000.00	-11,929.90	38,000.00	38,000.00
435550	State Aid - COVID	0.00	5,624.21	0.00	0.00	0.00	0.00
461450	First Time Offender Fees	25,000.00	25,600.00	30,000.00	10,000.00	27,000.00	30,000.00
485000	Donations & Contributions	0.00	17,635.06	0.00	1,419.00	0.00	0.00
Total revenue without property tax:		328,089.00	361,821.72	269,327.00	45,493.44	266,327.00	269,327.00
411100	General Property Taxes	268,507.00	268,507.00	295,606.00	295,606.00	295,606.00	311,553.00
Total revenue with property tax:		596,596.00	630,328.72	564,933.00	341,099.44	561,933.00	580,880.00
511100	Salaries and Wages	252,347.00	256,294.84	259,775.00	111,734.58	245,822.00	266,604.00
514100	Per Diem/Mileage - Committee	200.00	0.00	200.00	0.00	133.00	200.00
515000	Fringe Benefits	43,798.00	45,234.51	47,134.00	19,855.84	44,250.00	49,405.00
515400	Health Insurance Benefit	91,920.00	72,306.87	80,610.00	41,286.00	81,264.00	84,804.00
521200	Contracted Services	2,000.00	16,759.55	2,000.00	11,117.75	2,000.00	2,000.00
521252	Pretrial Grant Expenditures	10,610.00	6,384.77	24,587.00	1,818.12	24,587.00	17,784.00
521260	Contracted Services - TAD	63,687.00	59,197.71	64,405.00	30,250.82	64,405.00	67,057.00
521270	Contracted Services - Drug Ct	76,453.00	47,482.53	45,000.00	4,015.03	45,000.00	45,000.00
522300	Cell Phone Costs	240.00	120.00	240.00	40.00	240.00	240.00
522500	Telephone	1,000.00	0.00	500.00	0.00	500.00	500.00
531000	Office Supplies	700.00	1,391.86	700.00	484.99	833.00	700.00
531019	COVID-19 Expense	0.00	580.42	0.00	400.93	311.00	0.00
531060	Office Supplies - TAD	32,114.00	17,509.97	18,255.00	4,249.44	18,255.00	25,059.00
531070	Office Supplies - Drug Court	2,393.00	1,151.04	2,393.00	632.36	2,393.00	2,393.00
531100	Postage	100.00	276.81	100.00	123.63	100.00	100.00
531200	Copies/Printing	500.00	240.60	500.00	112.70	356.46	500.00
531400	Equipment > \$5,000	0.00	431.65	0.00	0.00	0.00	0.00
533000	Mileage/Travel	2,000.00	254.49	2,000.00	6.12	1,333.00	2,000.00
533060	Mileage/Travel - TAD	3,534.00	330.00	3,534.00	1,252.14	3,534.00	3,534.00
533070	Mileage/Travel - Drug Court	8,000.00	3,156.40	8,000.00	208.86	5,000.00	8,000.00

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
533500	Conventions & Meetings	5,000.00	866.52	5,000.00	463.00	3,551.00	5,000.00	
595000	Expenditure Transfer	0.00	2,000.00	0.00	-2,000.00	0.00	0.00	
	Total expense:	596,596.00	531,970.54	564,933.00	226,052.31	543,867.46	580,880.00	
	Revenue - Expense:	0.00	98,358.18	0.00	115,047.13	18,065.54	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	General Property Taxes	311,553.00	
		Total 411100 General Property Taxes:	311,55
435106	State Aid - CJS		
	TAD	115,327.00	
	Pretrial	86,000.00	
		Total 435106 State Aid - CJS:	201,32
435110	Medicaid Revenue - CJS		
	CCS Medicaid Revenue	38,000.00	
		Total 435110 Medicaid Revenue - CJS:	38,00
461450	First Time Offender Fees		
	Diversion Program Fees	30,000.00	
		Total 461450 First Time Offender Fees:	30,00
		Total revenue:	580,88
511100	Salaries and Wages		
	Per Personnel Cost Report	266,604.00	
		Total 511100 Salaries and Wages:	266,60
514100	Per Diem/Mileage - Committee		
	Per Diem Mileage	200.00	
		Total 514100 Per Diem/Mileage - Committee:	20
515000	Fringe Benefits		
	Per Benefit Estimate Report	49,405.00	
		Total 515000 Fringe Benefits:	49,40
515400	Health Insurance Benefit		
	Per Benefit Estimate Report	84,804.00	
		Total 515400 Health Insurance Benefit:	84,80
521200	Contracted Services		
	Contracted Services	2,000.00	

Attachment: CJS 2022 Budget Justification (6491 : Criminal Justice Services Division 2022 Budget

Account Number

Description

Amount

PRELIMINARY

Total 521200 Contracted Services:

2,00

521252

Pretrial Grant Expenditures

Pretrial Drug Testing Supplies, Incentives, Training

17,784.00

Total 521252 Pretrial Grant Expenditures:

17,78

521260

Contracted Services - TAD

Programmer/Assessor Contract

67,057.00

Total 521260 Contracted Services - TAD:

67,05

521270

Contracted Services - Drug Ct

Drug Testing Supplies

15,000.00

Treatment/Residential

20,000.00

Sober Living House

10,000.00

Total 521270 Contracted Services - Drug Ct:

45,00

522300

Cell Phone Costs

Cell Phone Costs

240.00

Total 522300 Cell Phone Costs:

24

522500

Telephone

Telephone

500.00

Total 522500 Telephone:

50

531000

Office Supplies

Office Supplies

700.00

Total 531000 Office Supplies:

70

531060

Office Supplies - TAD

EB Materials for Groups

2,250.00

Paper, Stationary, Supplies

500.00

Drug Testing Supplies TAD

11,550.00

Drug Testing/Treatment Supplies FIT

10,759.00

Total 531060 Office Supplies - TAD:

25,05

531070

Office Supplies - Drug Court

Rewards, Certificates, Graduation supplies

2,393.00

Attachment: CJS 2022 Budget Justification (6491 : Criminal Justice Services Division 2022 Budget

Account Number

Description

Amount

PRELIMINARY

Total 531070 Office Supplies - Drug Court:

2,39

531100

Postage

Postage

100.00

Total 531100 Postage:

10

531200

Copies/Printing

Copies/Printing

500.00

Total 531200 Copies/Printing:

50

533000

Mileage/Travel

Mileage/Travel

2,000.00

Total 533000 Mileage/Travel:

2,00

533060

Mileage/Travel - TAD

Diversion/Pretrial Training

3,534.00

Total 533060 Mileage/Travel - TAD:

3,53

533070

Mileage/Travel - Drug Court

Ongoing training Recovery Team

8,000.00

Total 533070 Mileage/Travel - Drug Court:

8,00

533500

Conventions & Meetings

Conventions & Meetings

5,000.00

Total 533500 Conventions & Meetings:

5,00

Total expense:

580,88

Total Account # 100-04-51250 CJS Division Detail:

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-04-51251 CJS Division Spec Funds								
485100	Meth Campaign Donations	0.00	3,773.00	0.00	0.00	0.00	0.00	
	Total revenue without property tax:	0.00	3,773.00	0.00	0.00	0.00	0.00	
521270	Contracted Services - Drug Ct	0.00	714.00	0.00	0.00	0.00	0.00	
595000	Expenditure Transfer	0.00	-2,000.00	0.00	2,000.00	0.00	0.00	
	Total expense:	0.00	-1,286.00	0.00	2,000.00	0.00	0.00	
	Revenue - Expense:	0.00	5,059.00	0.00	-2,000.00	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	328,089.00	365,594.72	269,327.00	45,493.44	266,327.00	269,327.00	
Grand total property tax:	268,507.00	268,507.00	295,606.00	295,606.00	295,606.00	311,553.00	
Grand total revenue with property tax:	596,596.00	634,101.72	564,933.00	341,099.44	561,933.00	580,880.00	
Grand total expense:	596,596.00	530,684.54	564,933.00	228,052.31	543,867.46	580,880.00	
Grand total revenue - expense:	0.00	103,417.18	0.00	113,047.13	18,065.54	0.00	

Attachment: CJS 2022 Budget Justification (6491 : Criminal Justice Services Division 2022 Budget



**STATEMENT OF EXPLANATION
FINANCE DIVISION 2022 BUDGET REVIEW - LORI ZWIEFELHOFER**

6.12

Lori Zwiefelhofer, Finance Director will review the following budgets for 2022:

100-03-51405	General Revenues
100-04-51510	Finance
100-04-51512	Independent Auditing
100-04-51513	Special Accounting
100-42-56510	Housing Authority Commission
Fund 213	CDBG (Community Development Block Grants)
Fund 230	Sales Tax
Fund 235	American Rescue Plan Act Funds
Fund 705	Section 125 Payroll Deductions

Extended Budgeting

6.12.a

Budget Summary Justification

User: LZwiefelhofer
 Printed: 6/30/2021 - 10:34 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-03-51405 General Revenues							
411110	Payments In Lieu Of Taxes	27,000.00	28,247.73	27,000.00	31,409.97	27,000.00	28,000.00
411500	Forest Crop Taxes	15,000.00	32,103.05	25,000.00	31,219.22	25,000.00	25,000.00
412200	County Sales Tax Revenue	130.00	145.09	130.00	104.94	130.00	140.00
434100	State Shared Taxes	2,522,437.00	2,551,452.85	2,525,353.00	0.00	2,525,353.00	2,540,000.00
436400	State Aid - Personal Property	131,721.00	131,721.09	101,632.00	101,632.49	101,632.00	101,632.00
436500	State Aid-Computer Prsnl Prope	107,897.00	105,885.61	110,379.00	0.00	110,379.00	110,379.00
481000	P-Card Rebate	57,363.00	73,304.85	57,190.00	44,644.04	57,190.00	75,000.00
482010	Rental/Lease Income	500.00	0.00	0.00	0.00	0.00	0.00
483010	Sale of County Property	100.00	1,094.81	100.00	0.00	100.00	500.00
483030	Tax Deed Sale Proceeds-Type B	500.00	0.00	500.00	240.00	500.00	0.00
489000	Sundry Department Revenues	500.00	14.20	0.00	82.09	0.00	500.00
489100	Refund of Prior Year Exp	0.00	0.00	0.00	-443.00	0.00	0.00
492109	Transfer in - General Fund	0.00	935,288.27	0.00	0.00	0.00	0.00
Total revenue without property tax:		2,863,148.00	3,859,257.55	2,847,284.00	208,889.75	2,847,284.00	2,881,151.00
411100	General Property Taxes	-2,862,648.00	-2,862,648.00	-2,846,784.00	-2,846,784.00	-2,846,784.00	-2,880,651.00
Total revenue with property tax:		500.00	996,609.55	500.00	-2,637,894.25	500.00	500.00
531900	Sundry/Miscellaneous	500.00	178.57	500.00	0.47	500.00	500.00
592999	Transfer Out	0.00	1,500,000.00	0.00	0.00	0.00	0.00
595000	Expenditure Transfer	0.00	-434,748.00	0.00	0.00	0.00	0.00
Total expense:		500.00	1,065,430.57	500.00	0.47	500.00	500.00
Revenue - Expense:		0.00	-68,821.02	0.00	-2,637,894.72	0.00	0.00

Submitted by: _____ Date: _____
 Department/Division Head

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Net Offset for Property Taxes	-2,880,651.00	
	Total 411100 General Property Taxes:		-2,880,65
411110	Payments In Lieu Of Taxes		
	Payments made instead of Property Taxes	28,000.00	
	Total 411110 Payments In Lieu Of Taxes:		28,00
411500	Forest Crop Taxes		
	Counties Share of the Managed Forest Crop	25,000.00	
	Total 411500 Forest Crop Taxes:		25,00
412200	County Sales Tax Revenue		
	Discount received for monthly submission of Sales Taxes Collected by County	140.00	
	Total 412200 County Sales Tax Revenue:		14
434100	State Shared Taxes		
	Estimated waiting for state confirmation	2,540,000.00	
	Total 434100 State Shared Taxes:		2,540,00
436400	State Aid - Personal Property		
	Estimated waiting for state confirmation	101,632.00	
	Total 436400 State Aid - Personal Property:		101,63
436500	State Aid-Computer Prsnl Prope		
	Estimated waiting for state confirmation	110,379.00	
	Total 436500 State Aid-Computer Prsnl Prope:		110,37
481000	P-Card Rebate		
	Rebate with US Bank PCard program	75,000.00	
	Total 481000 P-Card Rebate:		75,00
483010	Sale of County Property		
	Estimated sale of county property	500.00	
	Total 483010 Sale of County Property:		50
489000	Sundry Department Revenues		

Attachment: General Revenues 100-03-51405 Budget Justification (6492 : Finance Division 2022 Budget

Account Number	Description	Amount	Total
PRELIMINARY			
	Miscellaneous Revenues	500.00	
		Total 489000 Sundry Department Revenues:	50
		Total revenue:	50
531900	Sundry/Miscellaneous		
	Miscellaneous Expenses	500.00	
		Total 531900 Sundry/Miscellaneous:	50
		Total expense:	50
		Total Account # 100-03-51405 General Revenues Detail:	

Attachment: General Revenues 100-03-51405 Budget Justification (6492 : Finance Division 2022 Budget

		2020	2020	2021	06/30/21	2021	2022	6.12.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	2,863,148.00	3,859,257.55	2,847,284.00	208,889.75	2,847,284.00	2,881,151.00	
	Grand total property tax:	-2,862,648.00	-2,862,648.00	-2,846,784.00	-2,846,784.00	-2,846,784.00	-2,880,651.00	
	Grand total revenue with property tax:	500.00	996,609.55	500.00	-2,637,894.25	500.00	500.00	
	Grand total expense:	500.00	1,065,430.57	500.00	0.47	500.00	500.00	
	Grand total revenue - expense:	0.00	-68,821.02	0.00	-2,637,894.72	0.00	0.00	

Attachment: General Revenues 100-03-51405 Budget Justification (6492 : Finance Division 2022 Budget

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
 Printed: 6/30/2021 - 10:41 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51510 Finance							
435550	State Aid - COVID	0.00	703.97	0.00	0.00	0.00	0.00
473500	Revenue from RWC	2,600.00	1,769.89	2,600.00	900.77	2,600.00	2,600.00
	Total revenue without property tax:	2,600.00	2,473.86	2,600.00	900.77	2,600.00	2,600.00
411100	General Property Taxes	340,794.00	340,794.00	347,500.00	347,500.00	347,500.00	369,368.00
	Total revenue with property tax:	343,394.00	343,267.86	350,100.00	348,400.77	350,100.00	371,968.00
511100	Salaries and Wages	228,624.00	223,454.22	232,151.00	122,695.94	232,151.00	228,768.00
515000	Fringe Benefits	41,801.00	43,539.83	42,960.00	17,831.82	42,960.00	42,437.00
515400	Health Insurance Benefit	45,024.00	21,690.38	23,522.00	23,988.00	59,970.00	49,296.00
521200	Contracted Services	14,000.00	4,300.00	37,000.00	68,033.56	10,000.00	37,000.00
521218	Contracted Services-Direct Dep	1,150.00	1,011.65	1,150.00	494.04	1,180.00	1,200.00
522300	Cell Phone Costs	420.00	280.00	420.00	70.00	420.00	420.00
522500	Telephone	350.00	408.82	350.00	199.48	502.00	400.00
531000	Office Supplies	3,000.00	1,572.16	3,522.00	1,226.08	3,000.00	3,750.00
531019	COVID-19 Expense	0.00	26.21	0.00	0.00	0.00	0.00
531200	Copies/Printing	2,500.00	2,941.86	2,500.00	626.04	2,500.00	3,100.00
531500	Maintenance/Service Agreements	14,500.00	14,501.64	14,500.00	14,500.00	14,500.00	15,500.00
532400	Memberships & Dues	800.00	833.00	800.00	297.00	650.00	950.00
532900	Subscriptions	600.00	0.00	600.00	0.00	300.00	400.00
533000	Mileage/Travel	3,000.00	74.62	3,000.00	0.00	0.00	2,000.00
533500	Conventions & Meetings	7,000.00	1,320.15	7,000.00	950.00	2,000.00	6,122.00
595000	Expenditure Transfer	-19,375.00	-19,375.00	-19,375.00	0.00	-19,375.00	-19,375.00
	Total expense:	343,394.00	296,579.54	350,100.00	250,911.96	350,758.00	371,968.00
	Revenue - Expense:	0.00	46,688.32	0.00	97,488.81	-658.00	0.00

Attachment: Finance 100-04-51510 Budget Justification (6492 : Finance Division 2022 Budget Review -

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Property Tax Levy	369,368.00	
	Total 411100 General Property Taxes:		369,368.00
473500	Revenue from RWC		
	Revenue for RWC for Payroll, Accounts Payable, PCard, Audit and Meetings	2,600.00	
	Total 473500 Revenue from RWC:		2,600.00
	Total revenue:		371,968.00
511100	Salaries and Wages		
	Per Personnel Cost Report	228,768.00	
	Total 511100 Salaries and Wages:		228,768.00
515000	Fringe Benefits		
	Per Benefits Estimate Report	42,437.00	
	Total 515000 Fringe Benefits:		42,437.00
515400	Health Insurance Benefit		
	Per Benefits Estimate Report	49,296.00	
	Total 515400 Health Insurance Benefit:		49,296.00
521200	Contracted Services		
	Springbrook Server Upgrade and Other Contracted Services	23,000.00	
	Laserfiche and other purchasing from Risk Management	9,500.00	
	OPEB Audit with Key Benefits Concepts	4,500.00	
	Total 521200 Contracted Services:		37,000.00
521218	Contracted Services-Direct Dep		
	Positive Pay Bank Fees	300.00	
	Direct Deposit Fees for Payroll	900.00	
	Total 521218 Contracted Services-Direct Dep:		1,200.00
522300	Cell Phone Costs		
	Cell Phone Allowance fees	420.00	
	Total 522300 Cell Phone Costs:		420.00

Attachment: Finance 100-04-51510 Budget Justification (6492 : Finance Division 2022 Budget Review -

Account Number	Description	Amount	Total
PRELIMINARY			
522500	Telephone		
	Department Telephone 3 Lines x \$50 plus long distance	400.00	
		Total 522500 Telephone:	400.00
531000	Office Supplies		
	Pens, pencils, file folders, binders, paper, etc	3,750.00	
		Total 531000 Office Supplies:	3,750.00
531200	Copies/Printing		
	Estimated Print Management Costs	3,100.00	
		Total 531200 Copies/Printing:	3,100.00
531500	Maintenance/Service Agreements		
	LCFM Share of Springbrook Annual Maintenance	-3,000.00	
	Hwy Share of Springbrook Annual Maintenance	-13,750.00	
	Springbrook Annual Maintenance	46,000.00	
	Human Services Share of Springbrook Annual Maintenance	-13,750.00	
		Total 531500 Maintenance/Service Agreements:	15,500.00
532400	Memberships & Dues		
	GFOA	410.00	
	American Payroll Association	260.00	
	WGFOA	30.00	
	SNUG (Springbrook National User Group)	250.00	
		Total 532400 Memberships & Dues:	950.00
532900	Subscriptions		
	GASB & Payroll Updates	400.00	
		Total 532900 Subscriptions:	400.00
533000	Mileage/Travel		
	Meetings, Trainings and Conferences Mileage	2,000.00	
		Total 533000 Mileage/Travel:	2,000.00
533500	Conventions & Meetings		
	CLA Annual Conference	500.00	
	Payroll APA Year End Meeting	1,000.00	
	Springbrook User Group Meetings	900.00	

Account Number

Description

Amount

PRELIMINARY

Other Trainings

222.00

Springbrook Annual Conference

3,500.00

Total 533500 Conventions & Meetings:

6,12

595000

Expenditure Transfer

Health Insurance Administration Transfer

-19,375.00

Total 595000 Expenditure Transfer:

-19,37

Total expense:

371,96

Total Account # 100-04-51510 Finance Detail:

Attachment: Finance 100-04-51510 Budget Justification (6492 : Finance Division 2022 Budget Review -

		2020	2020	2021	06/30/21	2021	2022	6.12.b
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	2,600.00	2,473.86	2,600.00	900.77	2,600.00	2,600.00	
	Grand total property tax:	340,794.00	340,794.00	347,500.00	347,500.00	347,500.00	369,368.00	
	Grand total revenue with property tax:	343,394.00	343,267.86	350,100.00	348,400.77	350,100.00	371,968.00	
	Grand total expense:	343,394.00	296,579.54	350,100.00	250,911.96	350,758.00	371,968.00	
	Grand total revenue - expense:	0.00	46,688.32	0.00	97,488.81	-658.00	0.00	

Extended Budgeting

6.12.c

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
 Printed: 6/30/2021 - 10:36 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51512 Independent Auditing							
411100	General Property Taxes	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00
	Total revenue with property tax:	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00
521300	Accounting & Auditing Services	29,061.00	26,437.50	29,061.00	12,050.00	29,061.00	29,061.00
	Total expense:	29,061.00	26,437.50	29,061.00	12,050.00	29,061.00	29,061.00
	Revenue - Expense:	0.00	2,623.50	0.00	17,011.00	0.00	0.00

Submitted by: _____
 Department/Division Head

Date

Attachment: Independent Auditing 100-04-51512 Budget Justification (6492 : Finance Division 2022

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

29,061.00

Total 411100 General Property Taxes:

29,06

Total revenue:

29,06

521300

Accounting & Auditing Services

Financial Statements & Audit Allocation

64,580.00

Public Health Audit Allocation

-2,131.00

ADRC Audit Allocation

-2,422.00

Emergency Management Audit Allocation

-953.00

Human Services Audit Allocation

-19,213.00

Forest & Trails Audit Allocation

-859.00

Highway Audit Allocation

-7,749.00

District Attorney Audit Allocation

-400.00

Zoning Audit Allocation

-242.00

Child Support Audit Allocation

-1,550.00

Total 521300 Accounting & Auditing Services:

29,06

Total expense:

29,06

Total Account # 100-04-51512 Independent Auditing Detail:

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	
	Grand total revenue with property tax:	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	
	Grand total expense:	29,061.00	26,437.50	29,061.00	12,050.00	29,061.00	29,061.00	
	Grand total revenue - expense:	0.00	2,623.50	0.00	17,011.00	0.00	0.00	

Attachment: Independent Auditing 100-04-51512 Budget Justification (6492 : Finance Division 2022

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 6/30/2021 - 10:33 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-04-51513 Special Accounting								
411100	General Property Taxes	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
Total revenue with property tax:		8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
521301	Indirect Costs	8,000.00	7,750.00	8,000.00	0.00	7,900.00	8,000.00	
Total expense:		8,000.00	7,750.00	8,000.00	0.00	7,900.00	8,000.00	
Revenue - Expense:		0.00	250.00	0.00	8,000.00	100.00	0.00	
Submitted by: _____								
Department/Division Head			Date					

Attachment: Special Accounting 100-04-51513 Budget Justification (6492 : Finance Division 2022 Budget

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	8,000.00	
	Total 411100 General Property Taxes:		8,00
	Total revenue:		8,00
521301	Indirect Costs		
	Diversified Services Network Indirect Cost Audit Agreement 2019-2023	8,000.00	
	Total 521301 Indirect Costs:		8,00
	Total expense:		8,00
	Total Account # 100-04-51513 Special Accounting Detail:		

Attachment: Special Accounting 100-04-51513 Budget Justification (6492 : Finance Division 2022 Budget

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
Grand total property tax:	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
Grand total revenue with property tax:	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
Grand total expense:	8,000.00	7,750.00	8,000.00	0.00	7,900.00	8,000.00	
Grand total revenue - expense:	0.00	250.00	0.00	8,000.00	100.00	0.00	

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 6/30/2021 - 10:34 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-42-56510 Housing Authority								
411100	General Property Taxes	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
	Total revenue with property tax:	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
530000	Program Expenditures	1,150.00	502.86	1,150.00	0.00	1,150.00	1,150.00	
	Total expense:	1,150.00	502.86	1,150.00	0.00	1,150.00	1,150.00	
	Revenue - Expense:	0.00	647.14	0.00	1,150.00	0.00	0.00	
Submitted by: _____								
	Department/Division Head	Date						

Attachment: Housing Authority Commission Per Diems 100-42-56510 Budget Justification (6492 : Finance

Account Number	Description	Amount	Total
PRELIMINARY 411100	General Property Taxes	1,150.00	
		Total 411100 General Property Taxes:	1,15
		Total revenue:	1,15
530000	Program Expenditures		
	Housing Authority Commission Reimbursement	1,150.00	
		Total 530000 Program Expenditures:	1,15
		Total expense:	1,15
		Total Account # 100-42-56510 Housing Authority Detail:	

Attachment: Housing Authority Commission Per Diems 100-42-56510 Budget Justification (6492 : Finance

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.12.e
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
	Grand total revenue with property tax:	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
	Grand total expense:	1,150.00	502.86	1,150.00	0.00	1,150.00	1,150.00	
	Grand total revenue - expense:	0.00	647.14	0.00	1,150.00	0.00	0.00	

Attachment: Housing Authority Commission Per Diems 100-42-56510 Budget Justification (6492 : Finance

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 6/30/2021 - 10:35 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 213-42-56511 Housing CDBG - Chippewa Co							
481000	Interest Income	3,000.00	806.84	4,500.00	21.01	75.00	1,200.00
486010	Loan Principal Payment-CDBG-Co	100,000.00	210,216.21	125,000.00	65,846.31	200,000.00	125,000.00
486020	Loan Interest Inc-Housing-Co	500.00	1,869.50	1,000.00	720.69	1,500.00	1,000.00
Total revenue without property tax:		103,500.00	212,892.55	130,500.00	66,588.01	201,575.00	127,200.00
521249	Administration Exp of CDBG	9,500.00	23,061.79	15,000.00	21,717.98	50,000.00	25,000.00
530000	Program Expenditures	94,000.00	131,407.00	115,500.00	108,018.00	158,700.00	102,200.00
Total expense:		103,500.00	154,468.79	130,500.00	129,735.98	208,700.00	127,200.00
Revenue - Expense:		0.00	58,423.76	0.00	-63,147.97	-7,125.00	0.00

Submitted by: _____
Department/Division Head Date

Attachment: CDBG Fund 213 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number

Description

Amount

PRELIMINARY

481000

Interest Income

Interest income from checking account - Chippewa County CDBG

1,200.00

Total 481000 Interest Income:

1,200.00

486010

Loan Principal Payment-CDBG-Co

Loan Principal payments from individuals

125,000.00

Total 486010 Loan Principal Payment-CDBG-Co:

125,000.00

486020

Loan Interest Inc-Housing-Co

Interest payments on Installment Loans from individuals

1,000.00

Total 486020 Loan Interest Inc-Housing-Co:

1,000.00

Total revenue:

127,200.00

521249

Administration Exp of CDBG

Housing Authority administration of RLF program

25,000.00

Total 521249 Administration Exp of CDBG:

25,000.00

530000

Program Expenditures

Payments to contractors, etc for individuals remodeling

102,200.00

Total 530000 Program Expenditures:

102,200.00

Total expense:

127,200.00

Total Account # 213-42-56511 Housing CDBG - Chippewa Co Detail:

Attachment: CDBG Fund 213 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 213-42-56512 Housing CDBG - Regional 2013								
435115	State Aid - Housing Authority	500,000.00	1,772,403.30	1,000,000.00	327,305.11	1,298,401.00	1,000,000.00	
486010	Loan Principal Pay-Housing-Reg	180,000.00	229,203.00	264,750.00	117,912.00	194,546.00	250,000.00	
486020	Loan Interest Inc-Housing-Reg	400.00	200.63	250.00	86.47	255.00	250.00	
	Total revenue without property tax:	680,400.00	2,001,806.93	1,265,000.00	445,303.58	1,493,202.00	1,250,250.00	
521249	Administration Exp of CDBG	61,900.00	239,528.08	165,000.00	75,822.35	54,570.00	225,000.00	
530000	Program Expenditures	618,500.00	1,581,189.35	1,100,000.00	554,270.00	1,438,632.00	1,025,250.00	
	Total expense:	680,400.00	1,820,717.43	1,265,000.00	630,092.35	1,493,202.00	1,250,250.00	
	Revenue - Expense:	0.00	181,089.50	0.00	-184,788.77	0.00	0.00	

Submitted by:

Department/Division Head_____
Date

Attachment: CDBG Fund 213 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number

Description

Amount

PRELIMINARY

435115	State Aid - Housing Authority State Grants for Regional CDBG expires 12/31/2022	1,000,000.00	
	Total 435115 State Aid - Housing Authority:		1,000,00
486010	Loan Principal Pay-Housing-Reg Loan Principal payments from individuals	250,000.00	
	Total 486010 Loan Principal Pay-Housing-Reg:		250,00
486020	Loan Interest Inc-Housing-Reg Interest income from working checking account - Regions CDBG	250.00	
	Total 486020 Loan Interest Inc-Housing-Reg:		25
	Total revenue:		1,250,25
521249	Administration Exp of CDBG Housing Authority administration of RLF program	225,000.00	
	Total 521249 Administration Exp of CDBG:		225,00
530000	Program Expenditures Payments to contractors, etc for individuals remodeling	1,025,250.00	
	Total 530000 Program Expenditures:		1,025,25
	Total expense:		1,250,25
	Total Account # 213-42-56512 Housing CDBG - Regional 2013 Detail:		

Attachment: CDBG Fund 213 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 213-42-56514 Housing-Emerg Assistance Prog								
435115	State Aid - Emerg Asst Program	0.00	0.00	0.00	12,084.60	0.00	0.00	
Total revenue without property tax:		0.00	0.00	0.00	12,084.60	0.00	0.00	
521249	Administration Exp of CDBG	0.00	0.00	0.00	1,098.60	0.00	0.00	
530000	Program Expenditures-EAP	0.00	0.00	0.00	10,986.00	0.00	0.00	
Total expense:		0.00	0.00	0.00	12,084.60	0.00	0.00	
Revenue - Expense:		0.00	0.00	0.00	0.00	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 213-42-56515 Barron Habitat for Humanity								
435115	State Aid	0.00	25,280.25	0.00	0.00	0.00	0.00	
Total revenue without property tax:		0.00	25,280.25	0.00	0.00	0.00	0.00	
521249	Administration Expenses	0.00	921.25	0.00	0.00	0.00	0.00	
530000	Program Expenditures	0.00	24,074.00	0.00	0.00	0.00	0.00	
Total expense:		0.00	24,995.25	0.00	0.00	0.00	0.00	
Revenue - Expense:		0.00	285.00	0.00	0.00	0.00	0.00	

Submitted by:

Department/Division Head

Date

		2020	2020	2021	06/30/21	2021	2022	6.12.f
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	783,900.00	2,239,979.73	1,395,500.00	523,976.19	1,694,777.00	1,377,450.00	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	783,900.00	2,239,979.73	1,395,500.00	523,976.19	1,694,777.00	1,377,450.00	
	Grand total expense:	783,900.00	2,000,181.47	1,395,500.00	771,912.93	1,701,902.00	1,377,450.00	
	Grand total revenue - expense:	0.00	239,798.26	0.00	-247,936.74	-7,125.00	0.00	

Extended Budgeting

6.12.g

Budget Summary Justification

User: LZwiefelhofer
 Printed: 6/30/2021 - 10:34 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 230-03-59305 Sales Tax Property Tax Relief							
412200	County Sales Tax Revenue	5,508,540.00	6,221,525.55	5,563,625.00	1,660,823.27	5,563,625.00	6,221,526.00
481000	Interest Income	20,300.00	15,687.46	20,605.00	952.94	20,605.00	15,500.00
492999	Transfer in - Other Funds	0.00	1,100,742.03	0.00	0.00	0.00	0.00
493000	Fund Balance Applied	201,011.00	0.00	220,236.00	0.00	220,236.00	344,001.00
Total revenue without property tax:		5,729,851.00	7,337,955.04	5,804,466.00	1,661,776.21	5,804,466.00	6,581,027.00
592900	Transfer Out-Property Tax	1,514,142.00	1,514,142.00	1,548,967.00	1,548,967.00	1,548,967.00	1,570,653.00
592901	Transfer Out-Highway Fund	1,300,000.00	0.00	1,300,000.00	1,300,000.00	1,300,000.00	1,600,000.00
592902	Transfer Out-Facilities Proj	0.00	0.00	303,900.00	303,900.00	303,900.00	615,000.00
592904	Transfer Out-L/C Stewardship F	14,400.00	14,400.00	0.00	0.00	0.00	15,000.00
592906	Transfer Out-Sheriff Capital I	0.00	0.00	225,000.00	225,000.00	225,000.00	75,000.00
592910	Transfer Out-Debt Service Fund	1,867,038.00	1,867,038.00	1,800,025.00	1,800,025.00	1,800,025.00	1,853,800.00
592912	Transfer Out-Computer Pool Fun	215,000.00	215,000.00	245,000.00	245,000.00	245,000.00	265,000.00
592913	Transfer Out-Vehicle Pool Fund	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	275,000.00
592914	Transfer Out-Airport Debt/Co	130,271.00	130,271.00	131,574.00	131,574.00	131,574.00	131,574.00
592934	Transfer Out-Sound & Video Equ	89,000.00	89,000.00	0.00	0.00	0.00	80,000.00
592935	Transfer Out-Jail Washer/Dryer	400,000.00	400,000.00	0.00	0.00	0.00	0.00
592936	Transfer Out-LCFM	0.00	0.00	50,000.00	50,000.00	50,000.00	100,000.00
Total expense:		5,729,851.00	4,429,851.00	5,804,466.00	5,804,466.00	5,804,466.00	6,581,027.00
Revenue - Expense:		0.00	2,908,104.04	0.00	-4,142,689.79	0.00	0.00

Submitted by: _____
 Department/Division Head Date

Attachment: Sales Tax Fund 230 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number	Description	Amount	Total
PRELIMINARY			
412200	County Sales Tax Revenue		
	2020 Sales Tax Revenues	6,221,526.00	
	Total 412200 County Sales Tax Revenue:		6,221,52
481000	Interest Income		
	Estimated Interest Revenues	15,500.00	
	Total 481000 Interest Income:		15,50
493000	Fund Balance Applied		
		344,001.00	
	Total 493000 Fund Balance Applied:		344,00
	Total revenue:		6,581,02
592900	Transfer Out-Property Tax		
	Transfer Out for Property Tax Relief (CPI Index 1.4)	1,570,653.00	
	Total 592900 Transfer Out-Property Tax:		1,570,65
592901	Transfer Out-Highway Fund		
	Highways & Bridges Construction per 2022-2026 CIP Plan (Res 22-21)	1,600,000.00	
	Total 592901 Transfer Out-Highway Fund:		1,600,00
592902	Transfer Out-Facilities Proj		
	Roof Replacement (#3 & #4) - Government Center Campus per 2022-2026 CIP Plan (Res 23-21)	415,000.00	
	Parking Lot Maintenance - Government Center Campus per 2022-2026 CIP Plan (Res 23-21)	50,000.00	
	Replacement of 1949 Jail Windows per 2022-2026 CIP Plan (Res 23-21)	150,000.00	
	Total 592902 Transfer Out-Facilities Proj:		615,00
592904	Transfer Out-L/C Stewardship F		
	County Stewardship Fund per 2022-2026 CIP Plan (Res 24-21)	15,000.00	
	Total 592904 Transfer Out-L/C Stewardship F:		15,00
592906	Transfer Out-Sheriff Capital I		
	Field Service Body Cameras per 2022-2026 CIP Plan (Res 25-21)	75,000.00	
	Total 592906 Transfer Out-Sheriff Capital I:		75,00
592910	Transfer Out-Debt Service Fund		

Attachment: Sales Tax Fund 230 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number

Description

Amount

PRELIMINARY

Debt Service & Interest Payments for 2018 CIP Bonding per 2022-2026 CIP Plan (Res 28-21) 940,900.00

Debt Service & Interest Payments for 2020 CIP Bonding per 2022-2026 CIP Plan (Res 28-21) 912,900.00

Total 592910 Transfer Out-Debt Service Fund: 1,853,80

592912

Transfer Out-Computer Pool Fun

Replacement Equipment for End Users & Data Center per 2022-2026 CIP Plan (Res 26-21) 265,000.00

Total 592912 Transfer Out-Computer Pool Fun: 265,00

592913

Transfer Out-Vehicle Pool Fund

Non-Highway Fleet Vehicle Purchases per 2022-2026 CIP Plan (Res 22-21) 275,000.00

Total 592913 Transfer Out-Vehicle Pool Fund: 275,00

592914

Transfer Out-Airport Debt/Co

2023-\$132,890 0.00

Airport Contract with Eau Claire County (Res 27-21) 131,574.00

Total 592914 Transfer Out-Airport Debt/Co: 131,57

592934

Transfer Out-Sound & Video Equ

Courtroom Audio/Visual Updates per 2022-2026 CIP Plan (Res 26-21) 80,000.00

Total 592934 Transfer Out-Sound & Video Equ: 80,00

592936

Transfer Out-LCFM

County Forest Dam Drop Structure Replacement per 2022-2026 CIP Plan (Res 24-21) 50,000.00

Climate Change Flood Control Buffer Initiative per 2022-2026 CIP Plan (Res 24-21) 50,000.00

Total 592936 Transfer Out-LCFM: 100,00

Total expense: 6,581,02

Total Account # 230-03-59305 Sales Tax Property Tax Relief Detail:

Attachment: Sales Tax Fund 230 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	5,729,851.00	7,337,955.04	5,804,466.00	1,661,776.21	5,804,466.00	6,581,027.00	
Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
Grand total revenue with property tax:	5,729,851.00	7,337,955.04	5,804,466.00	1,661,776.21	5,804,466.00	6,581,027.00	
Grand total expense:	5,729,851.00	4,429,851.00	5,804,466.00	5,804,466.00	5,804,466.00	6,581,027.00	
Grand total revenue - expense:	0.00	2,908,104.04	0.00	-4,142,689.79	0.00	0.00	

Extended Budgeting

6.12.h

Budget Summary Justification

User: LZwiefelhofer
 Printed: 7/12/2021 - 12:19 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 235-03-56730 American Rescue Plan								
433000	Federal Grants	0.00	0.00	0.00	6,279,529.50	0.00	6,279,529.00	
481000	Interest Income	0.00	0.00	0.00	107.82	0.00	0.00	
	Total revenue without property tax:	0.00	0.00	0.00	6,279,637.32	0.00	6,279,529.00	
521200	Contracted Services	0.00	0.00	0.00	0.00	0.00	25,000.00	
530000	Program Expenditures	0.00	0.00	0.00	0.00	0.00	6,254,529.00	
	Total expense:	0.00	0.00	0.00	0.00	0.00	6,279,529.00	
	Revenue - Expense:	0.00	0.00	0.00	6,279,637.32	0.00	0.00	

Submitted by: _____
 Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

433000

Federal Grants

IRS Treasury for ARPA Project Funds

6,279,529.00

Total 433000 Federal Grants:

6,279,52

Total revenue:

6,279,52

521200

Contracted Services

Contracted Services for Administration of ARPA (i.e. Sikich, etc.)

25,000.00

Total 521200 Contracted Services:

25,00

530000

Program Expenditures

ARPA Projects

6,254,529.00

Total 530000 Program Expenditures:

6,254,52

Total expense:

6,279,52

Total Account # 235-03-56730 American Rescue Plan Detail:

Attachment: ARPA Fund 235 Budget Justification (6492 : Finance Division 2022 Budget Review - Lori

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	0.00	0.00	0.00	6,279,637.32	0.00	6,279,529.00	
Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
Grand total revenue with property tax:	0.00	0.00	0.00	6,279,637.32	0.00	6,279,529.00	
Grand total expense:	0.00	0.00	0.00	0.00	0.00	6,279,529.00	
Grand total revenue - expense:	0.00	0.00	0.00	6,279,637.32	0.00	0.00	

Extended Budgeting

6.12.i

Budget Summary Justification

User: LZwiefelhofer
 Printed: 6/30/2021 - 10:35 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 705-05-51939 Section 125 Payroll Deduction								
474020	Revenue from Employees	275,000.00	291,378.21	265,000.00	117,545.98	279,958.00	279,958.00	
	Total revenue without property tax:	275,000.00	291,378.21	265,000.00	117,545.98	279,958.00	279,958.00	
411100	General Property Taxes	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
	Total revenue with property tax:	281,000.00	297,378.21	271,000.00	123,545.98	285,958.00	285,958.00	
521102	Section 125 Claims Paid	275,000.00	292,908.79	265,000.00	76,559.08	279,958.00	279,958.00	
521900	Administration Expense	6,000.00	6,790.00	6,000.00	3,608.72	9,100.00	6,000.00	
	Total expense:	281,000.00	299,698.79	271,000.00	80,167.80	289,058.00	285,958.00	
	Revenue - Expense:	0.00	-2,320.58	0.00	43,378.18	-3,100.00	0.00	

Submitted by: _____
 Department/Division Head

Date

Attachment: Section 125 Fund 705 Budget Justification (6492 : Finance Division 2022 Budget Review -

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Tax levy for administration expenses with Diversified Benefit Services (DBS)

6,000.00

Total 411100 General Property Taxes:

6,00

474020

Revenue from Employees

Contributions from employees to Flexible Spending Plans

279,958.00

Total 474020 Revenue from Employees:

279,95

Total revenue:**285,95**

521102

Section 125 Claims Paid

Claims paid by Diversified Benefit Services (DBS) for employee claims

279,958.00

Total 521102 Section 125 Claims Paid:

279,95

521900

Administration Expense

Administration expenses for Diversified Benefit Services (DBS) as TPA

6,000.00

Total 521900 Administration Expense:

6,00

Total expense:**285,95****Total Account # 705-05-51939 Section 125 Payroll Deduction Detail:**

Attachment: Section 125 Fund 705 Budget Justification (6492 : Finance Division 2022 Budget Review -

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.12.i
PRELIMINARY								
	Grand total revenue without property tax:	275,000.00	291,378.21	265,000.00	117,545.98	279,958.00	279,958.00	
	Grand total property tax:	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
	Grand total revenue with property tax:	281,000.00	297,378.21	271,000.00	123,545.98	285,958.00	285,958.00	
	Grand total expense:	281,000.00	299,698.79	271,000.00	80,167.80	289,058.00	285,958.00	
	Grand total revenue - expense:	0.00	-2,320.58	0.00	43,378.18	-3,100.00	0.00	

Extended Budgeting

6.13.a

Budget Summary Justification

User: thohlfelder
 Printed: 7/6/2021 - 1:12 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51430 Human Resources							
435550	State Aid - COVID	0.00	250.00	0.00	0.00	0.00	0.00
	Total revenue without property tax:	0.00	250.00	0.00	0.00	0.00	0.00
411100	General Property Taxes	337,538.00	337,538.00	348,793.00	348,793.00	348,793.00	358,123.00
	Total revenue with property tax:	337,538.00	337,788.00	348,793.00	348,793.00	348,793.00	358,123.00
511100	Salaries and Wages	234,314.00	241,753.06	243,045.00	104,454.35	243,045.00	249,460.00
511200	Overtime	0.00	0.00	0.00	54.50	14.00	0.00
515000	Fringe Benefits	41,611.00	42,216.41	43,605.00	17,950.72	43,605.00	43,142.00
515400	Health Insurance Benefit	67,536.00	64,803.00	70,566.00	35,982.00	70,566.00	73,944.00
521200	Contracted Services	20,000.00	14,213.45	11,500.00	7,699.10	9,000.00	26,996.00
522300	Cell Phone Costs	550.00	423.28	550.00	175.00	400.00	550.00
522500	Telephone	500.00	493.98	500.00	237.00	650.00	500.00
525700	Testing	5,000.00	636.50	5,000.00	202.00	3,000.00	5,000.00
531000	Office Supplies	1,500.00	771.57	1,500.00	204.71	1,500.00	1,500.00
531019	COVID-19 Expense	0.00	250.00	0.00	0.00	0.00	0.00
531100	Postage	500.00	325.06	500.00	163.83	500.00	500.00
531200	Copies/Printing	2,079.00	1,631.70	2,079.00	578.09	2,079.00	2,079.00
531500	Maintenance/Service Agreements	0.00	0.00	0.00	-37.20	0.00	0.00
532400	Memberships & Dues	800.00	275.00	800.00	65.00	800.00	800.00
532600	Advertising	20,000.00	8,348.09	17,500.00	4,251.04	12,000.00	17,500.00
533000	Mileage/Travel	1,000.00	163.79	1,000.00	0.00	500.00	1,000.00
533500	Conventions & Meetings	5,420.00	2,923.20	5,420.00	130.68	3,000.00	5,420.00
573100	Employee Assistance/Appreciati	6,700.00	9,980.00	15,200.00	1,000.00	15,200.00	15,200.00
595000	Expenditure Transfer	-69,972.00	-69,972.00	-69,972.00	0.00	-69,972.00	-85,468.00
	Total expense:	337,538.00	319,236.09	348,793.00	173,110.82	335,887.00	358,123.00
	Revenue - Expense:	0.00	18,551.91	0.00	175,682.18	12,906.00	0.00

Attachment: HR 2022 Budget Justification 7.6.2021 (6428 : Human Resources Division 2022 Budget

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	358,123.00	
		Total 411100 General Property Taxes:	358,12
		Total revenue:	358,12
511100	Salaries and Wages per Personnel Cost Report	249,460.00	
		Total 511100 Salaries and Wages:	249,46
515000	Fringe Benefits per Benefit Estimate Report	43,142.00	
		Total 515000 Fringe Benefits:	43,14
515400	Health Insurance Benefit per Benefit Estimate Report	73,944.00	
		Total 515400 Health Insurance Benefit:	73,94
521200	Contracted Services NeoGov Applicant Tracking Annual Fee Grievance or Arbitration Contracted Services Compensation System (Consulting, Survey Fees, etc) Von Briesen Annual Fee (formerly Weld Riley Consulting fee) Self-Funded Health Insurance Staff Time	7,000.00 1,000.00 3,000.00 500.00 15,496.00	
		Total 521200 Contracted Services:	26,99
522300	Cell Phone Costs	550.00	
		Total 522300 Cell Phone Costs:	55
522500	Telephone 6 lines X 55 = 330, plus long distance and other phone charges	500.00	
		Total 522500 Telephone:	50
525700	Testing Pre-employment testing (clerical, state and other dept testing) and Drug & Alcohol Clearing House fees	5,000.00	

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 525700 Testing:	5,00
531000	Office Supplies		
	Pens, paper, envelopes, scanning supplies, etc.	1,500.00	
		Total 531000 Office Supplies:	1,50
531100	Postage		
		500.00	
		Total 531100 Postage:	50
531200	Copies/Printing		
		2,079.00	
		Total 531200 Copies/Printing:	2,07
532400	Memberships & Dues		
	WACPD, Chamber, HRCI, SHRM, CVSHRM, WPELRA	800.00	
		Total 532400 Memberships & Dues:	80
532600	Advertising		
		17,500.00	
		Total 532600 Advertising:	17,50
533000	Mileage/Travel		
		1,000.00	
		Total 533000 Mileage/Travel:	1,00
533500	Conventions & Meetings		
		5,420.00	
		Total 533500 Conventions & Meetings:	5,42
573100	Employee Assistance/Appreciati		
	Employee Engagement Survey Fee and Associated Expenses	15,200.00	
		Total 573100 Employee Assistance/Appreciati:	15,20
595000	Expenditure Transfer		
	Health Insurance Program \$38,750 + Workers Comp Salaries \$46,718	-85,468.00	

Attachment: HR 2022 Budget Justification 7.6.2021 (6428 : Human Resources Division 2022 Budget

Account Number

Description

Amount

PRELIMINARY

Total 595000 Expenditure Transfer:

-85,46

Total expense:

358,12

Total Account # 100-04-51430 Human Resources Detail:

Attachment: HR 2022 Budget Justification 7.6.2021 (6428 : Human Resources Division 2022 Budget

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	0.00	250.00	0.00	0.00	0.00	0.00	
Grand total property tax:	337,538.00	337,538.00	348,793.00	348,793.00	348,793.00	358,123.00	
Grand total revenue with property tax:	337,538.00	337,788.00	348,793.00	348,793.00	348,793.00	358,123.00	
Grand total expense:	337,538.00	319,236.09	348,793.00	173,110.82	335,887.00	358,123.00	
Grand total revenue - expense:	0.00	18,551.91	0.00	175,682.18	12,906.00	0.00	

NameAcct #Page

PRELIMINARY

Human Resources

51430

1

Attachment: HR 2022 Budget Justification 7.6.2021 (6428 : Human Resources Division 2022 Budget

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: thohlfelder
Printed: 6/16/2021 - 1:02 PM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/21

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-04-51434 HRA Administration								
411100	General Property Taxes	1,400.00	1,400.00	1,000.00	1,000.00	1,000.00	800.00	
	Total revenue with property tax:	1,400.00	1,400.00	1,000.00	1,000.00	1,000.00	800.00	
551025	PTO Conversion HRA Admin Fees	1,400.00	1,060.00	1,000.00	0.00	1,000.00	800.00	
	Total expense:	1,400.00	1,060.00	1,000.00	0.00	1,000.00	800.00	
	Revenue - Expense:	0.00	340.00	0.00	1,000.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

800.00

Total 411100 General Property Taxes:

80

Total revenue:

80

551025

PTO Conversion HRA Admin Fees

TPA fees for Mid America HRA

800.00

Total 551025 PTO Conversion HRA Admin Fees:

80

Total expense:

80

Total Account # 100-04-51434 HRA Administration Detail:

Attachment: PTO Conv HRA 2022 Budget Justification 6.16.21 (6428 : Human Resources Division 2022

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.13.b
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	1,400.00	1,400.00	1,000.00	1,000.00	1,000.00	800.00	
	Grand total revenue with property tax:	1,400.00	1,400.00	1,000.00	1,000.00	1,000.00	800.00	
	Grand total expense:	1,400.00	1,060.00	1,000.00	0.00	1,000.00	800.00	
	Grand total revenue - expense:	0.00	340.00	0.00	1,000.00	0.00	0.00	
Attachment: PTO Conv HRA 2022 Budget Justification 6.16.21 (6428 : Human Resources Division 2022								

Extended Budgeting

6.13.c

Budget Summary Justification

User: thohlfelder
 Printed: 6/16/2021 - 1:12 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-05-51934 Employee Health Program							
474010	Premium Revenues	285,000.00	375,213.21	499,000.00	256,681.79	599,000.00	600,000.00
484000	Health Insurance Refund	0.00	75,562.60	0.00	0.00	0.00	0.00
492109	Transfer In - General Fund	0.00	600,000.00	0.00	0.00	0.00	0.00
	Total revenue without property tax:	285,000.00	1,050,775.81	499,000.00	256,681.79	599,000.00	600,000.00
411100	General Property Taxes	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
	Total revenue with property tax:	360,000.00	1,125,775.81	574,000.00	331,681.79	674,000.00	675,000.00
515000	Fringe Benefits	0.00	41.30	0.00	0.00	0.00	0.00
521200	Contracted Services	24,000.00	16,801.84	24,000.00	6,360.37	24,000.00	24,000.00
551010	HDHP-HRA	246,000.00	438,328.50	460,000.00	278,326.50	560,000.00	561,000.00
551020	Health Program Expenses	4,000.00	5,581.39	4,000.00	540.00	4,000.00	4,000.00
551030	Wellness Initiatives	8,500.00	2,674.68	8,500.00	25.00	8,500.00	8,500.00
595000	Expenditure Transfer	77,500.00	77,500.00	77,500.00	0.00	77,500.00	77,500.00
	Total expense:	360,000.00	540,927.71	574,000.00	285,251.87	674,000.00	675,000.00
	Revenue - Expense:	0.00	584,848.10	0.00	46,429.92	0.00	0.00

Submitted by: _____
 Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	75,000.00	
		Total 411100 General Property Taxes:	75,00
474010	Premium Revenues		
	based on 2021 estimated actuals ?? Is this correct?	600,000.00	
		Total 474010 Premium Revenues:	600,00
		Total revenue:	675,00
521200	Contracted Services		
	EAP (REALiving)	20,000.00	
	PH MOU (Nutritionist)	4,000.00	
		Total 521200 Contracted Services:	24,00
551010	HDHP-HRA		
	HRA Payments	551,000.00	
	TPA Fees (Pelion)	10,000.00	
		Total 551010 HDHP-HRA:	561,00
551020	Health Program Expenses		
	COBRA TPA fees (Flyte), Annual PCORI Fee and Ancillary Employee Benefit Fees	4,000.00	
		Total 551020 Health Program Expenses:	4,00
551030	Wellness Initiatives		
	Other Annual Wellness Supplies and/or Events	4,500.00	
	Wellness Training (Lunch & Learns or Speaker Fees)	2,000.00	
	Holiday Luncheon	2,000.00	
		Total 551030 Wellness Initiatives:	8,50
595000	Expenditure Transfer		
	Health Ins Admin allocation - 50% to HR, 25% Fin and 25% to CA	77,500.00	
		Total 595000 Expenditure Transfer:	77,50
		Total expense:	675,00

Attachment: Health Program 2022 Budget Justification 6.16.21 (6428 : Human Resources Division 2022

Account NumberDescription

AmountTotal

PRELIMINARY

Total Account # 100-05-51934 Employee Health Program Detail:

Attachment: Health Program 2022 Budget Justification 6.16.21 (6428 : Human Resources Division 2022

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	285,000.00	1,050,775.81	499,000.00	256,681.79	599,000.00	600,000.00	
Grand total property tax:	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	
Grand total revenue with property tax:	360,000.00	1,125,775.81	574,000.00	331,681.79	674,000.00	675,000.00	
Grand total expense:	360,000.00	540,927.71	574,000.00	285,251.87	674,000.00	675,000.00	
Grand total revenue - expense:	0.00	584,848.10	0.00	46,429.92	0.00	0.00	

Attachment: Health Program 2022 Budget Justification 6.16.21 (6428 : Human Resources Division 2022

Extended Budgeting

6.13.d

Budget Summary Justification

User: thohlfelder
 Printed: 7/6/2021 - 1:16 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 702-05-51933 Workmens Compensation Insuranc							
474000	Revenues from Local Department	769,354.00	776,561.52	788,493.00	344,385.16	788,493.00	807,722.00
481000	Interest Income	1,500.00	2,643.21	1,500.00	142.33	1,500.00	1,500.00
	Total revenue without property tax:	770,854.00	779,204.73	789,993.00	344,527.49	789,993.00	809,222.00
511100	Salaries and Wages	10,000.00	3,301.88	10,000.00	0.00	10,000.00	10,000.00
514020	Safety Program Expenditures	50,000.00	15,074.00	50,000.00	2,899.00	25,000.00	50,000.00
514030	All Employee Training/Safety	13,500.00	4,835.54	16,500.00	565.85	10,000.00	16,500.00
515000	Fringe Benefits	2,000.00	368.17	2,000.00	0.00	2,000.00	2,000.00
515610	Payment to Individuals	540,932.00	128,933.20	554,071.00	134,740.90	400,000.00	550,104.00
521107	Adjustment for YE IBNR	0.00	-215,413.00	0.00	0.00	0.00	0.00
521200	Contracted Services	54,300.00	41,130.83	57,300.00	21,752.00	57,300.00	65,000.00
521230	Legal Services	13,000.00	2,427.50	13,000.00	3,363.50	13,000.00	13,000.00
531000	Office Supplies	2,000.00	1,030.53	2,000.00	136.07	2,000.00	2,000.00
531200	Copies/Printing	150.00	199.38	150.00	83.52	150.00	150.00
531400	Equipment < \$5,000	5,000.00	2,218.78	5,000.00	-260.57	5,000.00	5,000.00
532400	Memberships & Dues	750.00	400.00	750.00	0.00	750.00	750.00
533000	Mileage/Travel	700.00	0.00	700.00	0.00	200.00	700.00
533500	Conventions & Meetings	2,300.00	528.50	2,300.00	0.00	1,500.00	2,300.00
551000	Insurance Premiums	45,000.00	44,077.32	45,000.00	41,525.77	45,000.00	45,000.00
592999	Transfer Out	0.00	718,870.10	0.00	0.00	0.00	0.00
595000	Expenditure Transfer	31,222.00	31,222.00	31,222.00	0.00	31,222.00	46,718.00
	Total expense:	770,854.00	779,204.73	789,993.00	204,806.04	603,122.00	809,222.00
	Revenue - Expense:	0.00	0.00	0.00	139,721.45	186,871.00	0.00

Submitted by: _____
 Department/Division Head

 Date

Account Number	Description	Amount	Total
PRELIMINARY			
474000	Revenues from Local Department		
	Per Benefit Estimate Report (3.5% WC rate assessed to Depts)	807,722.00	
	Total 474000 Revenues from Local Department:		807,72
481000	Interest Income		
	Interest earnings on WC Fund Reserve and Non-lapsing Fund Balance	1,500.00	
	Total 481000 Interest Income:		1,50
	Total revenue:		809,22
511100	Salaries and Wages		
	Estimated wages for employees on light duty working outside of their dept	10,000.00	
	Total 511100 Salaries and Wages:		10,00
514020	Safety Program Expenditures		
	Health Assessments and Flu Shots not covered by insurance	20,000.00	
	Fit for Duty Assessments	2,000.00	
	Misc Safety Program Starter Fees	15,000.00	
	MSDS Online Annual Fee	3,000.00	
	Learning Mgmt System (LMS) Local Gov Annual Fee	10,000.00	
	Total 514020 Safety Program Expenditures:		50,00
514030	All Employee Training/Safety		
	Safety Workgroup or CVTC Safety Training	1,500.00	
	MLK Day Training Inservice	5,000.00	
	Leadership Training	10,000.00	
	Total 514030 All Employee Training/Safety:		16,50
515000	Fringe Benefits		
	Fringe benefits for employees on light duty outside their dept.	2,000.00	
	Total 515000 Fringe Benefits:		2,00
515610	Payment to Individuals		
	Medical services, TTD, TPD and PPD payments to injured employees	550,104.00	
	Total 515610 Payment to Individuals:		550,10
521200	Contracted Services		

Account Number	Description	Amount	Total
PRELIMINARY			
	Keeping Safety Simple / Safety Consultant Annual Fee (HR pays 55% of total bill)	51,700.00	
	Trifecta 1st Report of Injury Report (REALiving)	13,000.00	
	Safety Consultant printing fee	300.00	
	Total 521200 Contracted Services:		65,000
521230	Legal Services		
	WC Legal / Consulting Fees	13,000.00	
	Total 521230 Legal Services:		13,000
531000	Office Supplies		
	Pens, paper, envelopes, ID and Key fob supplies	2,000.00	
	Total 531000 Office Supplies:		2,000
531200	Copies/Printing		
		150.00	
	Total 531200 Copies/Printing:		150
531400	Equipment < \$5,000		
	Ergonomic and ADA Accommodation supplies (foot rests, document trays, keyboard rests, etc.)	5,000.00	
	Total 531400 Equipment < \$5,000:		5,000
532400	Memberships & Dues		
	PRIMA, Chamber, SHRM and CVSHRM	750.00	
	Total 532400 Memberships & Dues:		750
533000	Mileage/Travel		
		700.00	
	Total 533000 Mileage/Travel:		700
533500	Conventions & Meetings		
		2,300.00	
	Total 533500 Conventions & Meetings:		2,300
551000	Insurance Premiums		
	WC Self Funded / Stop Loss Insurance Premium	45,000.00	
	Total 551000 Insurance Premiums:		45,000

Attachment: WC 2022 Budget Justification 7.6.21 (6428 : Human Resources Division 2022 Budget Review

Account NumberDescription

AmountTotal

PRELIMINARY			
595000	Expenditure Transfer		
	Expenditure transfer allocated costs 50% HR	46,718.00	
		Total 595000 Expenditure Transfer:	46,71
		Total expense:	809,22
		Total Account # 702-05-51933 Workmens Compensation Insuranc Detail:	

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	770,854.00	779,204.73	789,993.00	344,527.49	789,993.00	809,222.00	
Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
Grand total revenue with property tax:	770,854.00	779,204.73	789,993.00	344,527.49	789,993.00	809,222.00	
Grand total expense:	770,854.00	779,204.73	789,993.00	204,806.04	603,122.00	809,222.00	
Grand total revenue - expense:	0.00	0.00	0.00	139,721.45	186,871.00	0.00	

Department of Administration

Randy B. Scholz, County Administrator

July 16, 2021

TO: County Board Supervisors

FR: Randy Scholz

RE: Recommendation to Transition to Self-Funded Health Insurance for 2022 and Request for Additional Staff Hours in the Human Resources and Facilities & Parks Divisions

The purpose of this memo is to provide you with an update on the health insurance program and the County Administrator's recommendation to transition to a self-funded health insurance plan for 2022. Additionally, we will also need additional hours in the Human Resources Division if we transition to self-funded health insurance. Also the Facilities & Parks Division is requesting to add additional hours to assist with increased workload in their Division.

TRANSITION TO A SELF-FUNDED HEALTH INSURANCE PLAN

One of my goals, as approved by the Executive Committee, for 2019 was health care reform and one of my 2020 goals was to work with the Human Resources Division to determine if the County should transition to a self-funded health insurance plan. Transitioning to a self-funded health insurance plan will allow the County flexibility in plan design and increased access to data to allow for better cost containment for both employees and the County.

Chippewa County's benefit broker, Hays Companies Inc. recommends that Chippewa County start the process to transition to a self-funded health insurance model. Hays Companies Inc. will not be able to provide the County with final health insurance rates until October or November of 2021.

Every year during the budget process I bring forward a resolution to allocate the dollars for the next year's health insurance program. If the County Board supports that resolution, then I work that amount into the overall County budget. I plan to bring that resolution to the August 3rd Executive Committee meeting and then to the County Board on August 10th. Even though we don't know yet if we will be transitioning to self-funded, the overall budgeted amount allocated to health insurance for 2022 will not change either way.

In addition, I intend to bring a separate resolution to the August 3rd Executive Committee and August 10th County Board meetings to have the County Board vote on whether you support transitioning to self-funded health insurance for 2022.

REQUEST FROM HUMAN RESOURCES DIVISION AND FACILITIES & PARKS DIVISION FOR ADDITIONAL SUPPORT STAFF

During the budget process, the Human Resource Director submitted a request for additional clerical support to assist the Division if the County transitions to self-funded health insurance. The HR Division currently has an LTE position and if we transition health insurance they would like to increase that position to part-time. Also during the budget process, the Facilities & Parks Director submitted a separate request for an LTE clerical support to assist their Division with increased workload.

After taking into consideration both requests, and the potential transition to self-funded health insurance, I am recommending a shared position to assist both Divisions. The official request for this will be done via a separate resolution in September when we know for sure if the County Board supports transitioning the health insurance, as that will determine whether the request will be for a part-time or full-time shared position.

The Facilities & Parks Division has seen a 68% increase in camping reservations since 2013. Camping reservations increased 12.8% from 2018 to 2019 and increased 25.7% from 2019 to 2020, and continue to increase in 2021. As a result, this has increased the workload, as well as revenue for the Division. In 2014, the County purchased and installed a Maintenance Management System (MMS) to assist the Division with work orders and to manage the schedule for preventative maintenance. Since then, they have experienced continued growth and workload in the office, leveling off at approximately 3,900 work orders in 2019 and 2020. The Chippewa County Public Firearms Range has experience continued growth since it opened in 2006. The range had 71 members in 2009 and increased to 539 in 2020 and this has increased workload in the office, as well as revenue for the Division.

The increased hours being requested for the Human Resources Division would be approximately 525 and the increased hours for the Facilities & Parks Division would be 520 hours. If we decide not to go forward with self-funded health insurance, then the hours for the Human Resources Division would not be needed. We would, however still move forward with the additional hours for the Facilities & Parks Division.

If we move forward with the transition to self-funded health insurance and with the increased hours for both Divisions, then the current Human Resources LTE position would be eliminated. The position would be changed to a full-time position shared between the Human Resources Division and the Facilities & Parks Division. As we have talked about many times, it is very difficult to hire and retain LTE positions. The County currently has a similar arrangement with a shared position between the County Clerk and Veterans Services and that concept seems to be working well.

Scenario 1 – Proposed funding if we transition to self-funded health insurance and both Divisions receive the increased hours

One (1) shared full-time employee total annual cost (based on 2088 hours per year):	\$70,967
Human Resources Division cost (75%)	\$53,225
Funded by Self-Funded Health Insurance	(\$15,000)
Funded by reallocation of Workers Comp Transfer	(\$15,496)
Funded by eliminating current HR Assistant LTE	(\$20,351)
Funded by a reduction in advertising	(\$2,378)
Facilities & Parks Division cost (25%)	\$17,742
Funded by increased parks revenues	(\$17,742)

Scenario 2 – Proposed funding if we do not move forward with self-funded health insurance

One (1) shared part-time employee total annual cost (based on 1500 hours per year):	\$32,994
Human Resources Division cost (65%)	\$21,446
Funded already by current HR Assistant LTE position	(\$20,351)
Funded by a reduction in advertising	(\$1,095)
Facilities & Parks Division cost (35%)	\$11,548
Funded by increased parks revenues	(\$11,548)

I am recommending to keep the Workers Comp Transfer reallocation funding the same for both scenarios. After talking with the Human Resources Director, it was determined the position responsible for our Workers Compensation/Safety Program is spending more time than has been previously allocated. Moving forward that position will track their exact time and we will adjust in future budgets. If we do not move forward with self-funded health insurance, then the reallocation of Workers Comp funding will free up some levy in future budgets.

SUMMARY

I understand that this is very complicated and that is why I am providing this letter. I tried to come up with a resolution explaining all of this, but as you can guess, it was even more confusing. I have directed both Divisions to include the funding for the first scenario above in their 2022 budgets when they review them with their Policy Committees. The Divisions can explain in more detail at that time and the Committees can ask them questions if needed.

In summary, there will be two resolutions at the August 3rd Executive Committee and the August 10th County Board meeting. The first resolution will be to approve the 2022 budgeted amount for the health insurance program. The second resolution will be to support moving to self-funded health insurance for 2022. The overall budgeted amount does not change whether we go self-funded or not.

If the decision is made to transition to self-funded health insurance, then it is my intent to bring forward a separate resolution to the Executive Committee and County Board in September to approve either a part-time or full-time shared position between the Human Resources Division and the Facilities & Parks Division effective January 1, 2022.

To help explain the benefits of transitioning to self-funded health insurance, the Human Resources Director will have a presentation attached to the resolution recommending Chippewa County moving to self-funded health insurance.

Sincerely,



Randy Scholz
County Administrator

Department of Administration Information Technology Division

Andrew Bauer, Information Technology Director

Information Technology Division 2022 Budget Summary

Expenses:

Maintenance contracts make up the majority of the IT Division budget excluding wages and benefits. Each year it is a challenge to keep these costs from increasing as typically most maintenance contracts increase a set percentage year after year. During 2021 we were able to make changes to the systems that we use to help reduce some of the maintenance costs that we have. Below is a listing of systems that have had significant increases/decreases in maintenance from 2021 to 2022. The biggest increase for 2022 will be the new VPN solution with multifactor authentication that is crucial for helping keep our environment secure.

<u>Description</u>	<u>2021</u>	<u>2022</u>	<u>Difference</u>
CINC Maintenance and fiber locates	\$17,920	\$12,500	-\$7,220
Cisco Maintenance	\$24,075	\$17,800	-\$6,275
Barracuda (web/load balance/ATP)	\$5,600	\$0	-\$5,600
Transfer CINC maintenance from Tower budget	-\$5,000	-\$8,000	-\$3,000
Microsoft Data Center Licensing	\$9,282	\$7,000	-\$2,282
InfoSec Institute simulated phishing	\$2,500	\$1,500	-\$1,000
Multifactor Authentication	\$0	\$14,000	\$14,000
Fortinet VPN	\$0	\$4,000	\$4,000
Microsoft Windows server CALs	\$3,316	\$4,100	\$784

Revenue:

- City of Chippewa Falls revenue will increase by 5% each year from 2020-2022
- Revenue for RWC will increase from \$1,500 to \$2,000
- Revenue for County/Rock Fest will remain the same

Tax Levy impact:

This budget maintains a 0% increase to tax levy excluding increases from the Personnel Cost Report(PCR) and Benefit Cost Report(BCR). The PCR and BCR will result in estimated tax levy increase of \$20,457 compared to 2021.

Extended Budgeting

6.14.a

Budget Summary Justification

User: abauer
 Printed: 7/13/2021 - 11:34 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-04-51460 Information Technology							
435550	State Aid - COVID	0.00	19,335.36	0.00	0.00	0.00	0.00
461014	Information Systems Revenues	41,017.00	56,859.21	43,043.00	30,886.56	50,833.12	45,170.00
473500	Revenue from RWC	500.00	4,413.24	1,500.00	2,218.61	3,200.00	2,000.00
	Total revenue without property tax:	41,517.00	80,607.81	44,543.00	33,105.17	54,033.12	47,170.00
411100	General Property Taxes	765,456.00	765,456.00	824,703.00	824,703.00	824,703.00	845,160.00
	Total revenue with property tax:	806,973.00	846,063.81	869,246.00	857,808.17	878,736.12	892,330.00
511100	Salaries and Wages	450,695.00	463,205.59	456,117.00	215,692.56	480,900.00	467,750.00
515000	Fringe Benefits	82,378.00	83,075.54	84,299.00	38,415.60	85,500.00	86,677.00
515400	Health Insurance Benefit	122,136.00	107,830.00	127,654.00	65,274.00	130,500.00	134,100.00
521200	Contracted Services	10,000.00	8,455.50	58,786.00	4,023.04	12,400.00	64,386.00
521402	Computer Expense	1,000.00	729.78	1,000.00	253.29	1,000.00	1,000.00
522300	Cell Phone Costs	2,664.00	2,694.41	2,664.00	8,486.41	2,724.00	2,712.00
522500	Telephone	1,000.00	-308.51	1,000.00	2,160.50	1,000.00	1,000.00
531000	Office Supplies	200.00	188.83	200.00	145.82	300.00	300.00
531019	COVID-19 Expense	0.00	9,129.39	0.00	0.00	0.00	0.00
531100	Postage	100.00	169.95	100.00	0.00	100.00	100.00
531200	Copies/Printing	200.00	87.14	200.00	157.42	200.00	300.00
531500	Maintenance/Service Agreements	131,850.00	133,065.97	134,876.00	75,804.91	134,876.00	131,655.00
532400	Memberships & Dues	50.00	50.00	50.00	50.00	50.00	50.00
533000	Mileage/Travel	1,500.00	259.30	1,500.00	204.58	500.00	1,500.00
533500	Conventions & Meetings	8,000.00	-987.77	8,000.00	0.00	4,000.00	8,000.00
595000	Expenditure Transfer	-4,800.00	-4,800.00	-7,200.00	0.00	-7,200.00	-7,200.00
	Total expense:	806,973.00	802,845.12	869,246.00	410,668.13	846,850.00	892,330.00
	Revenue - Expense:	0.00	43,218.69	0.00	447,140.04	31,886.12	0.00

Attachment: IT 2022 Budget Justification (6507 : IT Division 2022 Budget Review - Andy Bauer)

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY
Account # 100-04-51460 Information Technology

Attachment: IT 2022 Budget Justification (6507 : IT Division 2022 Budget Review - Andy Bauer)

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
Account # 100-04-51460 Information Technology			
411100	General Property Taxes		
	2022 Levy	798,774.00	
	Automatic Adjustment	46,386.00	
	Total 411100 General Property Taxes:		845,16
461014	Information Systems Revenues		
	Country/Rock Fest Technical Support	500.00	
	City of Chippewa Falls Technical Support	44,670.00	
	Total 461014 Information Systems Revenues:		45,17
473500	Revenue from RWC		
	RWC revenue	2,000.00	
	Total 473500 Revenue from RWC:		2,00
	Total revenue:		892,33
511100	Salaries and Wages		
	On-Call Pay Per Personnel Cost Report	11,140.00	
	Per Personnel Cost Report	456,610.00	
	Total 511100 Salaries and Wages:		467,75
515000	Fringe Benefits		
	On-Call Per Benefit Estimate Report	2,016.00	
	Retirement Per Benefit Estimate Report	31,734.00	
	FICA Per Benefit Estimate Report	34,931.00	
	Workmans Comp Per Benefit Estimate Report	15,981.00	
	Other Costs Per Benefit Estimate Report	2,015.00	
	Total 515000 Fringe Benefits:		86,67
515400	Health Insurance Benefit		
	Health Insurance Per Benefit Estimate Report	134,100.00	
	Total 515400 Health Insurance Benefit:		134,10
521200	Contracted Services		
	Access Security	2,000.00	
	Heartland Business Systems	10,000.00	
	OPG-3	3,000.00	

Account Number	Description	Amount	Total
PRELIMINARY			
Account # 100-04-51460	Information Technology		
	NetTel	2,000.00	
	Audio Architects	1,000.00	
	Helpdesk services/LTE	46,386.00	
	Total 521200 Contracted Services:		64,386.00
521402	Computer Expense		
	Repairs for equipment	1,000.00	
	Total 521402 Computer Expense:		1,000.00
522300	Cell Phone Costs		
	FirstNet cell phone with hotspot for on-call, exteternal testing and remote connectivity	552.00	
	Staff Stipend for receiving alerts, notifications, etc.	2,160.00	
	Total 522300 Cell Phone Costs:		2,712.00
522500	Telephone		
	IT Phone line expense	1,000.00	
	Total 522500 Telephone:		1,000.00
531000	Office Supplies		
	Office Supplies	300.00	
	Total 531000 Office Supplies:		300.00
531100	Postage		
	Postage	100.00	
	Total 531100 Postage:		100.00
531200	Copies/Printing		
	Copies and print expense.	300.00	
	Total 531200 Copies/Printing:		300.00
531500	Maintenance/Service Agreements		
	ESET antivirus	2,300.00	
	vSphere Enterprise	5,000.00	
	vCenter Standard	1,300.00	
	SSL wildcard certificate	700.00	
	InfoSec Institute simulated phishing system	1,500.00	
	MS Data Center licensing	7,000.00	

Attachment: IT 2022 Budget Justification (6507 : IT Division 2022 Budget Review - Andy Bauer)

Account Number Description

Amount

PRELIMINARY

Account # 100-04-51460 Information Technology

Cisco wireless controllers	3,100.00
Zix email encryption	3,200.00
Veeam Backup	2,500.00
Mitel phone system	16,500.00
WIN/Chippewa County grant fiber locates	4,000.00
City of Chippewa Falls maintenance	-8,068.00
Microsoft Windows server CALs - SA MVL	4,100.00
CINC maintenance and fiber locates	12,982.00
Microsoft Exchange Server CALs - SA MVL	7,700.00
SQL License	1,300.00
MS Exchange Enterprise	2,400.00
Vimeo Pro	300.00
Milestone camera	13,150.00
Cisco Prime	2,500.00
Cisco rack switches	6,700.00
Cisco Core switches	5,500.00
OpenText Dynamic Solutions (fax server)	400.00
Visix	1,200.00
Barracuda Spam 300	1,750.00
Transfer CINC maintenace from Tower budget	-8,000.00
Vision Internet (County website)	10,201.00
Mitel phone system Department reimbursement	-16,500.00
MS Teams	500.00
Warranty Master	1,440.00
Webex accounts	400.00
Laserfiche	26,600.00
Multi Factor Authentication solution	14,000.00
Fortinet VPN solution	4,000.00

Total 531500 Maintenance/Service Agreements:

131,65

532400

Memberships & Dues

GIPAW membership	50.00
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Total 532400 Memberships & Dues:

5

533000

Mileage/Travel

Travel for offsite support, meetings and conferences	1,500.00
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Total 533000 Mileage/Travel:

1,50

533500

Conventions & Meetings

Staff training	6,000.00
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Account Number

Description

Amount

PRELIMINARY

Account # 100-04-51460 Information Technology

Wisnet

500.00

GIPAW

1,500.00

Total 533500 Conventions & Meetings:

8,00

595000

Expenditure Transfer

Salaries changed to tower budget (Division 51607)

-7,200.00

Total 595000 Expenditure Transfer:

-7,20

Total expense:

892,33

Total Account # 100-04-51460 Information Technology Detail:

Attachment: IT 2022 Budget Justification (6507 : IT Division 2022 Budget Review - Andy Bauer)

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Account # 100-04-51461 Computer Outlay

435550	State Aid - COVID	0.00	124,003.98	0.00	0.00	0.00	0.00
461014	Information Systems Revenues	11,476.00	11,475.52	11,476.00	7,550.08	12,100.16	12,735.00
492909	Transfer in - Sales Tax Fund	304,000.00	304,000.00	245,000.00	245,000.00	245,000.00	345,000.00
Total revenue without property tax:		315,476.00	439,479.50	256,476.00	252,550.08	257,100.16	357,735.00
531019	COVID-19 Expense	0.00	124,899.90	0.00	0.00	0.00	0.00
531400	Equipment < \$5,000	90,000.00	79,325.94	115,000.00	77,573.92	115,000.00	144,035.00
531500	Maintenance/Service Agreements	8,700.00	8,700.00	8,700.00	0.00	8,700.00	8,700.00
581000	Capital Equipment > \$5,000	127,776.00	102,278.00	132,776.00	2,895.06	132,776.00	125,000.00
581026	Sound & Video Equip Replacemen	89,000.00	85,080.01	0.00	0.00	0.00	0.00
581038	Courtroom Audio/Visual Updates	0.00	0.00	0.00	0.00	0.00	80,000.00
592999	Transfer Out	0.00	3,919.99	0.00	0.00	0.00	0.00
Total expense:		315,476.00	404,203.84	256,476.00	80,468.98	256,476.00	357,735.00
Revenue - Expense:		0.00	35,275.66	0.00	172,081.10	624.16	0.00

Submitted by:

Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

461014

Information Systems Revenues

Outlay Revenue City of Chippewa Falls

12,735.00

Total 461014 Information Systems Revenues:

12,73

492909

Transfer in - Sales Tax Fund

Computer equipment replacement CIP Res 26-21

345,000.00

Total 492909 Transfer in - Sales Tax Fund:

345,00

Total revenue:

357,73

531400

Equipment < \$5,000

End User Equipment Replacement (desktop, laptops, monitors, projectors, phones)

140,000.00

Automatic Adjustment

4,035.00

Total 531400 Equipment < \$5,000:

144,03

531500

Maintenance/Service Agreements

Wiscnet

8,700.00

Total 531500 Maintenance/Service Agreements:

8,70

581000

Capital Equipment > \$5,000

Data Center Equipment

125,000.00

Total 581000 Capital Equipment > \$5,000:

125,00

581038

Courtroom Audio/Visual Updates

Courtroom/Jail video conference equipment replacement

80,000.00

Total 581038 Courtroom Audio/Visual Updates:

80,00

Total expense:

357,73

Total Account # 100-04-51461 Computer Outlay Detail:

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Grand total revenue without property tax:	356,993.00	520,087.31	301,019.00	285,655.25	311,133.28	404,905.00	
Grand total property tax:	765,456.00	765,456.00	824,703.00	824,703.00	824,703.00	845,160.00	
Grand total revenue with property tax:	1,122,449.00	1,285,543.31	1,125,722.00	1,110,358.25	1,135,836.28	1,250,065.00	
Grand total expense:	1,122,449.00	1,207,048.96	1,125,722.00	491,137.11	1,103,326.00	1,250,065.00	
Grand total revenue - expense:	0.00	78,494.35	0.00	619,221.14	32,510.28	0.00	

County Clerk
Explanation of Changes for 2022 Budget

County Clerk Budget

No significant changes.

Election Budget

No Significant changes. 2022 – 4 scheduled elections and many unknowns as there are several different bills circulating with changes to the election process.

Library Budget

Grants to Public Libraries – the amount to be paid out increased by \$115,820.00 and the increase is due to two main reasons. The library funding plan has a 2% increase each year; however the main reason for the increase is due to the libraries being closed during the Covid-19 pandemic. The operating expenses did not decrease for the libraries but the number of circulations decreased by almost 50%. This caused the price per circulation to increase. For example, the City of Chippewa Falls saw the price per circulation increase from \$4.28 to \$9.38. *Reference: Library Funding Plan; see resolution 11-19 and Wis. Stats. 43-12.*

Extended Budgeting

Budget Summary Justification

User: jsadler
 Printed: 7/8/2021 - 5:04 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-06-51422 County Clerk							
442032	Conservation License Fees	350.00	138.10	350.00	73.95	300.00	350.00
442034	Marriage License Fees	13,000.00	10,840.00	18,000.00	7,005.00	16,000.00	18,000.00
461101	County Clerks Fees	13,000.00	13,105.40	12,720.00	12,373.46	12,475.00	13,000.00
461102	Large Assembly Licenses	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
461103	Passports Revenues	54,500.00	23,940.00	54,500.00	11,340.00	30,000.00	54,500.00
461104	Passport Photo Revenues	14,500.00	5,898.47	17,500.00	3,422.71	8,000.00	17,500.00
Total revenue without property tax:		96,350.00	53,921.97	104,070.00	34,215.12	67,775.00	104,350.00
411100	General Property Taxes	140,636.00	140,636.00	142,837.00	142,837.00	142,837.00	149,601.00
Total revenue with property tax:		236,986.00	194,557.97	246,907.00	177,052.12	210,612.00	253,951.00
511100	Salaries and Wages	143,626.00	150,287.66	149,541.00	67,387.44	149,541.00	153,112.00
511200	Overtime	500.00	3,651.29	1,000.00	175.66	500.00	1,000.00
515000	Fringe Benefits	26,289.00	27,954.75	27,669.00	12,331.43	27,669.00	28,414.00
515400	Health Insurance Benefit	58,531.00	58,209.60	61,157.00	31,284.35	61,157.00	64,085.00
522500	Telephone	500.00	332.09	500.00	170.47	500.00	300.00
531000	Office Supplies	1,800.00	1,440.27	1,800.00	603.90	1,800.00	1,800.00
531100	Postage	2,000.00	1,285.71	2,000.00	833.55	2,000.00	2,000.00
531200	Copies/Printing	1,000.00	1,648.53	1,000.00	640.90	1,000.00	1,000.00
531400	Equipment < \$5,000	750.00	0.00	500.00	0.00	0.00	500.00
531600	Election Expense	0.00	74.88	0.00	0.00	0.00	0.00
531900	Sundry/Miscellaneous	500.00	0.00	250.00	0.00	250.00	250.00
532400	Memberships & Dues	190.00	190.00	190.00	125.00	190.00	190.00
533000	Mileage/Travel	600.00	734.65	600.00	170.85	500.00	600.00
533500	Conventions & Meetings	700.00	61.00	700.00	195.00	700.00	700.00
Total expense:		236,986.00	245,870.43	246,907.00	113,918.55	245,807.00	253,951.00
Revenue - Expense:		0.00	-51,312.46	0.00	63,133.57	-35,195.00	0.00

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Automatic Adjustment	149,596.00	
	Automatic Adjustment	5.00	
	Total 411100 General Property Taxes:		149,60
442032	Conservation License Fees		
	DNR Licenses - hunting, fishing	350.00	
	Total 442032 Conservation License Fees:		35
442034	Marriage License Fees		
	marriage license fee and waiver fee	18,000.00	
	Total 442034 Marriage License Fees:		18,00
461101	County Clerks Fees		
	WisVote Fees	13,000.00	
	Total 461101 County Clerks Fees:		13,00
461102	Large Assembly Licenses		
	Country Fest and Rock Fest	1,000.00	
	Total 461102 Large Assembly Licenses:		1,00
461103	Passports Revenues		
	Passport Fees	54,500.00	
	Total 461103 Passports Revenues:		54,50
461104	Passport Photo Revenues		
	Passport photo fees	17,500.00	
	Total 461104 Passport Photo Revenues:		17,50
	Total revenue:		253,95
511100	Salaries and Wages		
	Per Personnel Cost Report	153,112.00	
	Total 511100 Salaries and Wages:		153,11
511200	Overtime		
	overtime for elections or as needed	1,000.00	

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 511200 Overtime:	1,00
515000	Fringe Benefits		
	Per Benefits Estimate Report	28,414.00	
		Total 515000 Fringe Benefits:	28,41
515400	Health Insurance Benefit		
	Per Benefits Estimate Report	64,085.00	
		Total 515400 Health Insurance Benefit:	64,08
522500	Telephone		
	telephone costs	300.00	
		Total 522500 Telephone:	30
531000	Office Supplies		
	passport supplies (paper, ink, envelopes)	900.00	
	DNR Supplies	55.00	
	misc. supplies (pens, post its, paper clips, etc)	545.00	
	envelopes	300.00	
		Total 531000 Office Supplies:	1,80
531100	Postage		
	Postage	2,000.00	
		Total 531100 Postage:	2,00
531200	Copies/Printing		
	copies	1,000.00	
		Total 531200 Copies/Printing:	1,00
531400	Equipment < \$5,000		
	equipment maintenance	500.00	
		Total 531400 Equipment < \$5,000:	50
531900	Sundry/Miscellaneous		
	Automatic Adjustment	250.00	
		Total 531900 Sundry/Miscellaneous:	25

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
532400	Memberships & Dues		
	WMCA Dues	65.00	
	WCCA Dues	125.00	
	Total 532400 Memberships & Dues:		19
533000	Mileage/Travel		
	mileage for training, meetings and conferences	600.00	
	Total 533000 Mileage/Travel:		60
533500	Conventions & Meetings		
	WCCA March Meeting	100.00	
	Misc. Meetings (Chamber, WCCA, Education)	125.00	
	WCCA Annual Conference (June)	125.00	
	Chamber Annual Meeting	25.00	
	Hotels for Conferences	300.00	
	CCEDC Annual Meeting	25.00	
	Total 533500 Conventions & Meetings:		70
	Total expense:		253,95
	Total Account # 100-06-51422 County Clerk Detail:		

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Account # 100-06-51424 Sundry Department Expenses

411100	General Property Taxes	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00
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Total revenue with property tax:

3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00
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530043	Tax Refund	2,500.00	484.29	2,500.00	0.00	2,500.00	2,500.00
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531900	Sundry/Miscellaneous	200.00	0.00	200.00	0.00	200.00	200.00
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532201	County Directories	600.00	147.40	600.00	124.06	600.00	600.00
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Total expense:

3,300.00	631.69	3,300.00	124.06	3,300.00	3,300.00	3,300.00
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Revenue - Expense:

0.00	2,668.31	0.00	3,175.94	0.00	0.00	0.00
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Submitted by:

Department/Division Head

Date

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Automatic Adjustment

3,300.00

Total 411100 General Property Taxes:

3,30

Total revenue:

3,30

530043

Tax Refund

Automatic Adjustment

2,500.00

Total 530043 Tax Refund:

2,50

531900

Sundry/Miscellaneous

Automatic Adjustment

200.00

Total 531900 Sundry/Miscellaneous:

20

532201

County Directories

Supplies for County Directories

600.00

Total 532201 County Directories:

60

Total expense:

3,30

Total Account # 100-06-51424 Sundry Department Expenses Detail:

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-06-51441 Elections							
435121	State Aid-Elections	0.00	47,700.00	0.00	0.00	0.00	0.00
435550	State Aid - COVID	0.00	35,399.68	0.00	0.00	0.00	0.00
473100	Revenue from Municipalities	10,000.00	8,120.50	10,000.00	30,452.77	14,409.00	10,000.00
	Total revenue without property tax:	10,000.00	91,220.18	10,000.00	30,452.77	14,409.00	10,000.00
411100	General Property Taxes	38,098.00	38,098.00	38,098.00	38,098.00	38,098.00	38,098.00
	Total revenue with property tax:	48,098.00	129,318.18	48,098.00	68,550.77	52,507.00	48,098.00
514300	Board of Canvass	280.00	420.00	280.00	70.00	210.00	280.00
522500	Telephone	68.00	56.37	68.00	29.08	68.00	68.00
526000	Ballots	21,000.00	30,851.89	21,000.00	11,066.66	11,066.00	21,000.00
531000	Office Supplies	3,000.00	315.24	3,000.00	11.37	2,000.00	3,000.00
531019	COVID-19 Expense	0.00	28,559.96	0.00	0.00	0.00	0.00
531100	Postage	150.00	0.00	150.00	0.92	150.00	150.00
531200	Copies/Printing	600.00	192.46	600.00	0.40	0.00	600.00
531600	Election Expense	19,000.00	21,550.38	19,000.00	29,639.52	29,568.66	19,000.00
531601	Election Equipment	0.00	0.00	0.00	47,700.00	0.00	0.00
532601	Publication of Legal Notices	4,000.00	9,657.40	4,000.00	4,234.17	1,500.00	4,000.00
533000	Mileage/Travel	0.00	96.90	0.00	0.00	0.00	0.00
	Total expense:	48,098.00	91,700.60	48,098.00	92,752.12	44,562.66	48,098.00
	Revenue - Expense:	0.00	37,617.58	0.00	-24,201.35	7,944.34	0.00
Submitted by: _____							
Department/Division Head		Date					

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Automatic Adjustment	38,098.00	
	Total 411100 General Property Taxes:		38,09
473100	Revenue from Municipalities		
	election costs from municipalities	10,000.00	
	Total 473100 Revenue from Municipalities:		10,00
	Total revenue:		48,09
514300	Board of Canvas		
	Board of Canvas wages - 4 elections	280.00	
	Total 514300 Board of Canvas:		28
522500	Telephone		
	telephone	68.00	
	Total 522500 Telephone:		6
526000	Ballots		
	printing and shipping of ballots, paper for ballots	21,000.00	
	Total 526000 Ballots:		21,00
531000	Office Supplies		
	envelopes, pens, misc. office supplies	3,000.00	
	Total 531000 Office Supplies:		3,00
531100	Postage		
	election related postage	150.00	
	Total 531100 Postage:		15
531200	Copies/Printing		
	copy costs for election materials for municipalities	600.00	
	Total 531200 Copies/Printing:		60
531600	Election Expense		
	security tabs, absentee envelopes, thermal paper, flash drives	19,000.00	

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	Amount
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PRELIMINARY			
		Total 531600 Election Expense:	19,00
532601	Publication of Legal Notices		
	newspapers notices	4,000.00	
		Total 532601 Publication of Legal Notices:	4,00
		Total expense:	48,09
		Total Account # 100-06-51441 Elections Detail:	

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-06-51490 Copy Machine/Offset/Mail								
474100	Copy Machine Revenues	2,000.00	412.74	3,000.00	7.83	3,000.00	3,000.00	
474110	Offset Machine Revenues	17,600.00	5,111.94	6,600.00	1,956.91	6,600.00	6,600.00	
	Total revenue without property tax:	19,600.00	5,524.68	9,600.00	1,964.74	9,600.00	9,600.00	
531002	Copy/Supply/Offset Paper	12,000.00	1,474.55	2,000.00	744.23	2,000.00	2,000.00	
531201	Copy Machine - Maintenance & S	1,200.00	280.08	1,200.00	95.05	1,200.00	1,200.00	
531202	Offset - Maintenance & Supply	2,500.00	2,961.64	2,500.00	1,623.16	2,500.00	2,500.00	
553201	Box Rent/Presort Mail	900.00	-63.78	900.00	-561.84	900.00	900.00	
553202	Postage Meter Rent/Maintenance	3,000.00	2,830.02	3,000.00	405.17	3,000.00	3,000.00	
	Total expense:	19,600.00	7,482.51	9,600.00	2,305.77	9,600.00	9,600.00	
	Revenue - Expense:	0.00	-1,957.83	0.00	-341.03	0.00	0.00	

Submitted by:

Department/Division Head

Date

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
474100	Copy Machine Revenues copy revenues	3,000.00	
		Total 474100 Copy Machine Revenues:	3,00
474110	Offset Machine Revenues offset revenue	6,600.00	
		Total 474110 Offset Machine Revenues:	6,60
		Total revenue:	9,60
531002	Copy/Supply/Offset Paper copy, supply, offset	2,000.00	
		Total 531002 Copy/Supply/Offset Paper:	2,00
531201	Copy Machine - Maintenance & S maintenance	1,200.00	
		Total 531201 Copy Machine - Maintenance & S:	1,20
531202	Offset - Maintenance & Supply maintenance	2,500.00	
		Total 531202 Offset - Maintenance & Supply:	2,50
553201	Box Rent/Presort Mail box rent/presort mail	900.00	
		Total 553201 Box Rent/Presort Mail:	90
553202	Postage Meter Rent/Maintenance postage meter	3,000.00	
		Total 553202 Postage Meter Rent/Maintenance:	3,00
		Total expense:	9,60
		Total Account # 100-06-51490 Copy Machine/Offset/Mail Detail:	

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
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PRELIMINARY

Account # 100-06-51530 Assessments

411100	General Property Taxes	425.00	425.00	425.00	425.00	425.00	425.00
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Total revenue with property tax:

425.00	425.00	425.00	425.00	425.00	425.00	425.00
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514100	Per Diem/Mileage - Committee	250.00	0.00	250.00	0.00	250.00	250.00
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531100	Postage	50.00	0.00	50.00	0.00	50.00	50.00
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531200	Copies/Printing	125.00	0.00	125.00	0.00	125.00	125.00
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Total expense:

425.00	0.00	425.00	0.00	425.00	425.00	425.00
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Revenue - Expense:

0.00	425.00	0.00	425.00	0.00	0.00	0.00
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Submitted by:

Department/Division Head

Date

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes general property taxes	425.00	
	Total 411100 General Property Taxes:		42
	Total revenue:		42
514100	Per Diem/Mileage - Committee assessor school	250.00	
	Total 514100 Per Diem/Mileage - Committee:		25
531100	Postage postage	50.00	
	Total 531100 Postage:		5
531200	Copies/Printing copies of folders	125.00	
	Total 531200 Copies/Printing:		12
	Total expense:		42
	Total Account # 100-06-51530 Assessments Detail:		

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-06-52220 Fire Suppression							
411100	General Property Taxes	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	Total revenue with property tax:	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
529300	Fire Fighting	5,000.00	-122.50	5,000.00	244.00	244.00	5,000.00
	Total expense:	5,000.00	-122.50	5,000.00	244.00	244.00	5,000.00
	Revenue - Expense:	0.00	5,122.50	0.00	4,756.00	4,756.00	0.00

Submitted by:

Department/Division Head

Date

411100**General Property Taxes**

general property taxes

5,000.00

Total 411100 General Property Taxes:

5,00

Total revenue:**5,00****529300****Fire Fighting**

WI Stat. 60.557

5,000.00

Total 529300 Fire Fighting:

5,00

Total expense:**5,00****Total Account # 100-06-52220 Fire Suppression Detail:**

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-06-55110 Grants To Public Libraries								
411100	General Property Taxes	771,168.00	771,168.00	786,290.00	786,290.00	786,290.00	902,109.00	
	Total revenue with property tax:	771,168.00	771,168.00	786,290.00	786,290.00	786,290.00	902,109.00	
579300	Grants To Public Libraries	771,168.00	771,167.81	786,290.00	786,289.29	786,290.00	902,109.00	
	Total expense:	771,168.00	771,167.81	786,290.00	786,289.29	786,290.00	902,109.00	
	Revenue - Expense:	0.00	0.19	0.00	0.71	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

general property taxes

902,109.00

Total 411100 General Property Taxes:

902,10

Total revenue:

902,10

579300

Grants To Public Libraries

Western Taylor (Gilman)

3,896.00

Altoona

11,594.00

Rusk City/County

10,487.00

Chippewa Falls

464,580.00

Boyceville

115.00

Calhoun

3,550.00

Medford

21.00

Stanley

29,135.00

Cadott

44,204.00

Bloomer

92,067.00

Colfax

5,511.00

Thorp

1,771.00

Owen

165.00

Cumberland (St Angelo Pl)

48.00

Cornell

38,805.00

Menomonie

10,247.00

Rice Lake

2,549.00

Barron

290.00

C.H. Johnson (Sandcreek)

1,888.00

Fall Creek

1,504.00

Bruce Area

54.00

Eau Claire

179,628.00

Total 579300 Grants To Public Libraries:

902,10

Total expense:

902,10

Total Account # 100-06-55110 Grants To Public Libraries Detail:

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 804-06-56230 Dog License Fund							
442011	Dog Licenses	56,300.00	46,500.90	56,300.00	3,258.55	56,300.00	56,300.00
	Total revenue without property tax:	56,300.00	46,500.90	56,300.00	3,258.55	56,300.00	56,300.00
521105	Veterinary Services	500.00	0.00	500.00	0.00	500.00	500.00
521204	Contracted Services-Assessors	500.00	0.00	500.00	0.00	500.00	500.00
531000	Office Supplies	800.00	724.02	800.00	0.00	800.00	800.00
532601	Publication of Legal Notices	0.00	29.86	0.00	57.92	58.00	50.00
573201	Dog Damage Claims	3,500.00	0.00	3,500.00	0.00	3,500.00	3,450.00
579010	Paid To Municipalities	51,000.00	45,747.08	51,000.00	0.00	50,942.00	51,000.00
	Total expense:	56,300.00	46,500.96	56,300.00	57.92	56,300.00	56,300.00
	Revenue - Expense:	0.00	-0.06	0.00	3,200.63	0.00	0.00

Submitted by:

Department/Division Head

Date

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
442011	Dog Licenses		
	Dog License	56,300.00	
	Total 442011 Dog Licenses:		56,300
	Total revenue:		56,300
521105	Veterinary Services		
	Veterinary costs for dog claims	500.00	
	Total 521105 Veterinary Services:		500
521204	Contracted Services-Assessors		
	Automatic Adjustment	500.00	
	Total 521204 Contracted Services-Assessors:		500
531000	Office Supplies		
	office supplies, dog tags	800.00	
	Total 531000 Office Supplies:		800
532601	Publication of Legal Notices		
	newspaper notice	50.00	
	Total 532601 Publication of Legal Notices:		500
573201	Dog Damage Claims		
	cost for dog claims	3,450.00	
	Total 573201 Dog Damage Claims:		3,450
579010	Paid To Municipalities		
	money paid to municipalities	51,000.00	
	Total 579010 Paid To Municipalities:		51,000
	Total expense:		56,300
	Total Account # 804-06-56230 Dog License Fund Detail:		

Attachment: County Clerk 2022 Budget 07-09-2021 (6474 : County Clerk 2022 Budget Review - Jackie

		2020	2020	2021	06/30/21	2021	2022	6.15.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	182,250.00	197,167.73	179,970.00	69,891.18	148,084.00	180,250.00	
	Grand total property tax:	958,627.00	958,627.00	975,950.00	975,950.00	975,950.00	1,098,533.00	
	Grand total revenue with property tax:	1,140,877.00	1,155,794.73	1,155,920.00	1,045,841.18	1,124,034.00	1,278,783.00	
	Grand total expense:	1,140,877.00	1,163,231.50	1,155,920.00	995,691.71	1,146,528.66	1,278,783.00	
	Grand total revenue - expense:	0.00	-7,436.77	0.00	50,149.47	-22,494.66	0.00	

Extended Budgeting

6.16.a

Budget Summary Justification

User: mmcmanus
 Printed: 6/30/2021 - 9:38 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-11-51710 Register Of Deeds							
412300	Real Estate Trans. Fees for Co	160,000.00	238,992.96	170,000.00	93,678.12	204,317.00	173,479.00
435550	State Aid - COVID	0.00	2,216.93	0.00	0.00	0.00	0.00
461301	Register of Deeds Fees	210,000.00	246,053.90	210,000.00	113,569.20	272,657.00	213,000.00
461302	Fidlar Online Fees	70,000.00	135,971.45	95,000.00	65,039.58	147,511.00	95,000.00
Total revenue without property tax:		440,000.00	623,235.24	475,000.00	272,286.90	624,485.00	481,479.00
411100	General Property Taxes	-71,297.00	-71,297.00	-100,733.00	-100,733.00	-100,733.00	-100,733.00
Total revenue with property tax:		368,703.00	551,938.24	374,267.00	171,553.90	523,752.00	380,746.00
511100	Salaries and Wages	207,776.00	213,029.55	217,567.00	98,606.72	232,292.00	213,990.00
515000	Fringe Benefits	37,206.00	35,181.07	39,284.00	15,544.35	39,511.00	39,748.00
515400	Health Insurance Benefit	32,088.00	28,857.00	33,566.00	6,188.00	17,680.00	35,508.00
521401	Software	22,000.00	24,458.07	22,000.00	8,477.78	25,941.00	25,000.00
522500	Telephone	600.00	514.91	500.00	274.52	502.00	500.00
524008	Book Repair	3,000.00	3,548.60	3,000.00	0.00	3,000.00	4,000.00
531000	Office Supplies	5,500.00	3,877.22	5,000.00	1,447.83	4,000.00	5,000.00
531001	Photostat Supplies	1,400.00	2,308.62	0.00	0.00	0.00	0.00
531019	COVID-19 Expense	0.00	267.46	0.00	0.00	0.00	0.00
531100	Postage	5,000.00	4,421.04	4,000.00	1,312.48	4,000.00	4,000.00
531200	Copies/Printing	50.00	0.10	1,550.00	550.22	2,250.00	2,200.00
531500	Maintenance/Service Agreements	48,483.00	55,500.00	45,500.00	45,500.00	45,500.00	48,500.00
532400	Memberships & Dues	500.00	240.00	300.00	125.00	300.00	300.00
533000	Mileage/Travel	1,800.00	284.67	1,000.00	0.00	1,000.00	1,000.00
533500	Conventions & Meetings	3,300.00	799.22	1,000.00	50.00	1,000.00	1,000.00
Total expense:		368,703.00	373,287.53	374,267.00	178,076.90	376,976.00	380,746.00
Revenue - Expense:		0.00	178,650.71	0.00	-6,523.00	146,776.00	0.00

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	6.16.a
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PRELIMINARY
Account # 100-11-51710 Register Of Deeds

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	
PRELIMINARY			
Account # 100-11-51710 Register Of Deeds			
411100	General Property Taxes		
	2022 Property Tax Distribution for General Fund	-100,733.00	
	Total 411100 General Property Taxes:		-100,733.00
412300	Real Estate Trans. Fees for Co		
	DOR Real Estate Transfer Fees collected for County	173,479.00	
	Total 412300 Real Estate Trans. Fees for Co:		173,479.00
461301	Register of Deeds Fees		
	Fees Collected from Real Estate Recordings and Vital Records	213,000.00	
	Total 461301 Register of Deeds Fees:		213,000.00
461302	Fidlar Online Fees		
	Access Fees Generated from Online Real Estate	95,000.00	
	Total 461302 Fidlar Online Fees:		95,000.00
	Total revenue:		380,742.00
511100	Salaries and Wages		
	Per Personnel Cost Report	213,990.00	
	Total 511100 Salaries and Wages:		213,990.00
515000	Fringe Benefits		
	Per Benefit Estimate Report	39,748.00	
	Total 515000 Fringe Benefits:		39,748.00
515400	Health Insurance Benefit		
	Per Benefit Estimate Report	35,508.00	
	Total 515400 Health Insurance Benefit:		35,508.00
521401	Software		
	Revenue Split of Laredo per Fidlar Contract	25,000.00	
	Total 521401 Software:		25,000.00
522500	Telephone		
	Department Phone Usage per IT	500.00	

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

Account Number	Description	Amount	
PRELIMINARY			
Account # 100-11-51710 Register Of Deeds			
		Total 522500 Telephone:	50
524008	Book Repair		
	Repair of damaged Vital Record books	4,000.00	
		Total 524008 Book Repair:	4,000.00
531000	Office Supplies		
	Record Books, Paper, Envelopes & General Office Supplies	5,000.00	
		Total 531000 Office Supplies:	5,000.00
531100	Postage		
	Return Documents and Vital Record Certificates	4,000.00	
		Total 531100 Postage:	4,000.00
531200	Copies/Printing		
	Supplies and Toner, Copies and Printing	2,200.00	
		Total 531200 Copies/Printing:	2,200.00
531500	Maintenance/Service Agreements		
	Adobe Pro License Upgrades (\$300)	0.00	
	Fidlar Software Real Estate Contract (LifeCycle)	45,500.00	
	Microsoft Sequel Licensing (\$3000 - 2023)	3,000.00	
		Total 531500 Maintenance/Service Agreements:	48,500.00
532400	Memberships & Dues		
	Association Dues and Memberships	300.00	
		Total 532400 Memberships & Dues:	300.00
533000	Mileage/Travel		
	Mileage/Travel	1,000.00	
		Total 533000 Mileage/Travel:	1,000.00
533500	Conventions & Meetings		
	WRDA Annual Conference, ROD District Meeting, WCCO Conference & Software Training	1,000.00	
		Total 533500 Conventions & Meetings:	1,000.00

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

Account Number	Description	Amount	6.16.a Total
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PRELIMINARY
Account # 100-11-51710 Register Of Deeds

Total expense: 380,7

Total Account # 100-11-51710 Register Of Deeds Detail:

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-11-51711 Register Of Deeds Carryover								
493000	Fund Balance Applied	183,286.00	0.00	43,013.00	0.00	0.00	45,702.00	
	Total revenue without property tax:	183,286.00	0.00	43,013.00	0.00	0.00	45,702.00	
511100	Salaries and Wages	0.00	35,000.63	38,698.00	2,161.25	38,698.00	38,698.00	
515000	Fringe Benefits	0.00	3,994.85	4,315.00	240.97	4,315.00	7,004.00	
521203	Contracted Services-Imaging St	183,286.00	0.00	0.00	0.00	0.00	0.00	
	Total expense:	183,286.00	38,995.48	43,013.00	2,402.22	43,013.00	45,702.00	
	Revenue - Expense:	0.00	-38,995.48	0.00	-2,402.22	-43,013.00	0.00	

Submitted by:

Department/Division Head_____
Date

Account Number	Description	Amount	
PRELIMINARY			
493000	Fund Balance Applied	45,702.00	
		Total 493000 Fund Balance Applied:	45,702.00
		Total revenue:	45,702.00
511100	Salaries and Wages		
	Per Personnel Cost Report (LTE Project)	38,698.00	
		Total 511100 Salaries and Wages:	38,698.00
515000	Fringe Benefits		
	Per Benefit Estimate Report (LTE Project)	7,004.00	
		Total 515000 Fringe Benefits:	7,004.00
		Total expense:	45,702.00
		Total Account # 100-11-51711 Register Of Deeds Carryover Detail:	

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
	Grand total revenue without property tax:	623,286.00	623,235.24	518,013.00	272,286.90	624,485.00	527,181.00	
	Grand total property tax:	-71,297.00	-71,297.00	-100,733.00	-100,733.00	-100,733.00	-100,733.00	
	Grand total revenue with property tax:	551,989.00	551,938.24	417,280.00	171,553.90	523,752.00	426,448.00	
	Grand total expense:	551,989.00	412,283.01	417,280.00	180,479.12	419,989.00	426,448.00	
	Grand total revenue - expense:	0.00	139,655.23	0.00	-8,925.22	103,763.00	0.00	

Attachment: ROD 2022 Budget Justification (6506 : Register of Deeds 2022 Budget Review - Melanie

CHIPPEWA COUNTY TREASURER

711 N. Bridge Street, Room 105
 Chippewa Falls, WI 54729
 (715) 726-7960
 (715) 720-2504 Fax

CHIPPEWACOUNTY



PATRICIA SCHIMMEL
 County Treasurer

BECKY WESTER
 Deputy Treasurer

PAMELA NEWELL
 Account Assistant

JEAN KRUMENAUER
 Real Property Lister

July 16, 2021

To: Randy Scholz, County Administrator

From: Patricia Schimmel 

RE: 2022 Preliminary Budget Submission

Randy,

Please find attached a copy of the 2022 Preliminary Budget for the County Treasurer, which I will bring before the Executive Committee on August 3, 2021. I have listed below a couple of things to note.

Revenues:

1. 100-10-51520-481000 Interest Income

- a. As you know, interest rates are at their lowest since 2008. While I believe rates will go up, it is very difficult to predict interest revenue for 2022. I have decreased this account from \$300,000 to \$150,000 for the 2022 budget.

Expenses:

Expenses increased \$10,863 from 2021 and of that \$9,272 was due to wages and benefits. The most significant increase other than wages was to:

1. 100-10-51520-531200 Copies/Printing

- a. Increased this expense account by \$2,300 based on the 2020 actual amount. Our office does a lot of printing with tax rolls, assessment rolls, tax bills and receipts.

Please let me know if you have any questions.

Attachment: Treasurer 2022 Budget Justification (6517 : Treasurer 2022 Budget Review - Patty Schimmel)

Extended Budgeting

Budget Summary Justification

User: pschimmel
 Printed: 7/16/2021 - 1:47 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-10-51520 County Treasurer							
418010	Interest on Taxes	210,000.00	203,297.22	210,000.00	122,574.01	205,000.00	210,000.00
435550	State Aid - COVID	0.00	3,005.01	0.00	0.00	0.00	0.00
451000	Convert Ag Land Penalty	5,000.00	3,946.41	5,000.00	0.00	4,000.00	5,000.00
461201	Treasurer's Fees	2,500.00	2,766.19	2,500.00	2,428.83	2,500.00	3,000.00
461202	Returned Check Fees	200.00	100.00	200.00	0.00	200.00	200.00
462100	Miscellaneous Revenues	0.00	63.31	0.00	2.00	0.00	0.00
481000	Interest Income	300,000.00	146,827.39	200,000.00	8,164.78	150,000.00	150,000.00
481001	Long Term Portfolio Interest	200,000.00	274,967.11	200,000.00	66,468.60	200,000.00	200,000.00
481100	Change in Investment Value	0.00	-54,185.67	0.00	0.00	0.00	0.00
483102	Recovery Of Tax Deed Expenditu	5,000.00	450.00	6,000.00	0.00	5,000.00	6,000.00
Total revenue without property tax:		722,700.00	581,236.97	623,700.00	199,638.22	566,700.00	574,200.00
411100	General Property Taxes	-330,270.00	-330,270.00	-219,418.00	-219,418.00	-219,418.00	-159,055.00
Total revenue with property tax:		392,430.00	250,966.97	404,282.00	-19,779.78	347,282.00	415,145.00
511100	Salaries and Wages	217,513.00	215,899.38	225,000.00	97,641.44	225,000.00	228,600.00
515000	Fringe Benefits	39,425.00	38,969.88	41,242.00	17,903.74	41,242.00	42,720.00
515400	Health Insurance Benefit	77,112.00	74,058.00	80,610.00	41,286.00	80,610.00	84,804.00
521200	Contracted Services	24,660.00	17,660.00	25,000.00	22,030.00	20,000.00	23,500.00
522500	Telephone	700.00	485.12	700.00	238.24	700.00	500.00
530041	Illegal Taxes Written Off	0.00	0.00	0.00	0.00	0.00	41.00
530042	Personal Property Chargeback E	500.00	175.53	500.00	11.60	200.00	500.00
531000	Office Supplies	9,500.00	9,885.85	9,700.00	1,299.95	9,700.00	9,800.00
531019	COVID-19 Expense	0.00	381.31	0.00	0.00	0.00	0.00
531100	Postage	11,000.00	10,930.94	10,000.00	5,950.17	10,000.00	11,000.00
531200	Copies/Printing	5,300.00	7,335.01	5,000.00	2,596.85	5,000.00	7,300.00
531400	Equipment < \$5,000	400.00	0.00	0.00	0.00	0.00	0.00
531500	Maintenance/Service Agreements	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	2,500.00
532400	Memberships & Dues	170.00	170.00	180.00	180.00	180.00	180.00
532601	Publication of Legal Notices	2,500.00	0.00	2,800.00	249.26	2,800.00	2,500.00

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
533000	Mileage/Travel	300.00	0.00	300.00	0.00	150.00	400.00
533500	Conventions & Meetings	900.00	0.00	800.00	0.00	400.00	800.00
Total expense:		392,430.00	378,401.02	404,282.00	191,837.25	398,432.00	415,145.00
Revenue - Expense:		0.00	-127,434.05	0.00	-211,617.03	-51,150.00	0.00

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	-159,055.00	
		Total 411100 General Property Taxes:	-159,05
418010	Interest on Taxes		
	Interest from delinquent taxes	210,000.00	
		Total 418010 Interest on Taxes:	210,00
451000	Convert Ag Land Penalty		
	Charge for changing ag land use to residential or commercial	5,000.00	
		Total 451000 Convert Ag Land Penalty:	5,00
461201	Treasurer's Fees		
	Tax reports/files, copies	3,000.00	
		Total 461201 Treasurer's Fees:	3,00
461202	Returned Check Fees		
	Fee for returned checks	200.00	
		Total 461202 Returned Check Fees:	20
481000	Interest Income		
	Interest on short term investments	100,000.00	
	Automatic Adjustment	50,000.00	
		Total 481000 Interest Income:	150,00
481001	Long Term Portfolio Interest		
	Interest on long term investments	200,000.00	
		Total 481001 Long Term Portfolio Interest:	200,00
483102	Recovery Of Tax Deed Expenditu		
	Tax deed legal costs	6,000.00	
		Total 483102 Recovery Of Tax Deed Expenditu:	6,00
		Total revenue:	415,14
511100	Salaries and Wages		
	Per Personnel Cost Report	228,600.00	

Attachment: Treasurer 2022 Budget Justification (6517 : Treasurer 2022 Budget Review - Patty Schimmel)

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 511100 Salaries and Wages:	228,60
515000	Fringe Benefits		
	Per Benefit Estimate Report	42,720.00	
		Total 515000 Fringe Benefits:	42,72
515400	Health Insurance Benefit		
	Per Benefit Estimate Report	84,804.00	
		Total 515400 Health Insurance Benefit:	84,80
521200	Contracted Services		
	GCS/Landnav Annual Support	18,500.00	
	Title search on tax deed parcels	5,000.00	
		Total 521200 Contracted Services:	23,50
522500	Telephone		
	7 Extensions @ \$50 each plus long distance	500.00	
		Total 522500 Telephone:	50
530041	Illegal Taxes Written Off		
	Cancel Tax Certificates over 11 years old	41.00	
		Total 530041 Illegal Taxes Written Off:	4
530042	Personal Property Chargeback E		
	Chargeback of uncollected PP by municipality	500.00	
		Total 530042 Personal Property Chargeback E:	50
531000	Office Supplies		
	Envelopes	3,000.00	
	Tax & Assessment roll binders	600.00	
	Bank fees, fobs & deposit slips	1,000.00	
	Miscellaneous office supplies	500.00	
	Mailing & legal labels	1,500.00	
	A/P check stock	700.00	
	Self-seal tax bill forms	2,500.00	
		Total 531000 Office Supplies:	9,80

Attachment: Treasurer 2022 Budget Justification (6517 : Treasurer 2022 Budget Review - Patty Schimmel)

Account Number	Description	Amount	Total
PRELIMINARY			
531100	Postage		
	Certified Mail	600.00	
	Tax receipts	2,900.00	
	A/P checks & correspondence	3,500.00	
	Mailing postponed & delinquent tax notices	4,000.00	
		Total 531100 Postage:	11,000
531200	Copies/Printing		
	EO Johnson Print Management	7,300.00	
		Total 531200 Copies/Printing:	7,300
531500	Maintenance/Service Agreements		
	Tax bill folder/sealer service contract	2,500.00	
		Total 531500 Maintenance/Service Agreements:	2,500
532400	Memberships & Dues		
	WCTA annual dues	100.00	
	WRPLA annual dues	80.00	
		Total 532400 Memberships & Dues:	180
532601	Publication of Legal Notices		
	Tax Deed In Rem publication	2,200.00	
	Unclaimed funds publication	300.00	
		Total 532601 Publication of Legal Notices:	2,500
533000	Mileage/Travel		
	WCTA & WRPLA Meetings	400.00	
		Total 533000 Mileage/Travel:	400
533500	Conventions & Meetings		
	WCTA & WRPLA Meetings	800.00	
		Total 533500 Conventions & Meetings:	800
		Total expense:	415,140
		Total Account # 100-10-51520 County Treasurer Detail:	

Attachment: Treasurer 2022 Budget Justification (6517 : Treasurer 2022 Budget Review - Patty Schimmel)

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
	Grand total revenue without property tax:	722,700.00	581,236.97	623,700.00	199,638.22	566,700.00	574,200.00	
	Grand total property tax:	-330,270.00	-330,270.00	-219,418.00	-219,418.00	-219,418.00	-159,055.00	
	Grand total revenue with property tax:	392,430.00	250,966.97	404,282.00	-19,779.78	347,282.00	415,145.00	
	Grand total expense:	392,430.00	378,401.02	404,282.00	191,837.25	398,432.00	415,145.00	
	Grand total revenue - expense:	0.00	-127,434.05	0.00	-211,617.03	-51,150.00	0.00	



VETERANS SERVICE OFFICE

711 N Bridge St, Room 113

Chippewa Falls WI 54729

P: 715-726-7990

F: 715-726-7821

Email: veterans@co.chippewa.wi.us

Peter Johnston ~ Service Officer

Rainy Foiles ~ Veteran Services Specialist

Amanda Richardson ~ Administrative Assistant

July 14, 2021

2022 Budget Synopsis

Due prior to 7/21 to Randy and Lori to meet the 8/4 Executive Committee Meeting

Veteran Service Office has four budgets:

- Main budget [#100-60-54700]
 - Line items stayed the same from last year except:
 - *Salaries, Wages, Fringe and health insurance benefits.* Per Personnel Cost Report.
 - General Property Taxes [411100] increased by \$576
 - The Veteran Service Grant [#10-60-54703] increased by \$1,150 adjusting the main budget, which lessen the amount paid into Amanda Richardson's salary and benefits from the main budget.
 - The Personnel Cost Report (PCR) decreased from 2021 to 2022 and the budget stayed the same, so there was a \$576 difference.
 - Conventions & Meetings [533500] stayed at \$4,535. Due to COVID-19, National CVSO Training Conference did not take place in-person. It rescheduled to spring 2022 again in Madison WI. Cost estimates attached.
- Veterans Relief [#100-60-54701]
 - Same amount used as last year
- Care of Veterans Graves [#100-60-54702]
 - Same amount used as last year
- Veteran's Service Grant [#100-60-54703]
 - State Grant increased from \$11,500 to \$12,650
 - Salaries and Wages [511100] increased by \$645 {\$6542 to \$7196}
 - Fringe Benefits [515000] increased by \$121 {\$1212 to \$1333}
 - Health Insurance Benefit [515400] increase by \$345 {\$3447 to \$3792}
 - Copies/Printing [531200] increased by \$30 {\$299 to \$329}

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

Extended Budgeting

6.18.a

Budget Summary Justification

User: pjohnston
 Printed: 7/13/2021 - 3:31 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/21

CHIPPEWA COUNTY

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-60-54700 Veterans Service Officer							
435550	State Aid - COVID	0.00	2,340.34	0.00	0.00	0.00	0.00
	Total revenue without property tax:	0.00	2,340.34	0.00	0.00	0.00	0.00
411100	General Property Taxes	229,043.00	229,043.00	206,267.00	206,267.00	206,267.00	206,843.00
	Total revenue with property tax:	229,043.00	231,383.34	206,267.00	206,267.00	206,267.00	206,843.00
511100	Salaries and Wages	145,203.00	115,226.92	122,732.00	51,851.77	122,732.00	121,201.00
515000	Fringe Benefits	25,493.00	19,540.47	24,408.00	16,667.03	24,408.00	22,514.00
515400	Health Insurance Benefit	52,817.00	39,427.30	51,362.00	26,886.46	51,362.00	55,363.00
522300	Cell Phone Costs	10.00	10.28	10.00	3.92	10.00	10.00
522500	Telephone	420.00	391.87	420.00	168.74	407.00	420.00
531000	Office Supplies	900.00	740.99	900.00	562.80	900.00	900.00
531100	Postage	600.00	679.67	800.00	330.59	612.00	800.00
531200	Copies/Printing	400.00	70.99	400.00	6.00	421.00	400.00
533000	Mileage/Travel	500.00	123.81	700.00	97.72	500.00	700.00
533500	Conventions & Meetings	2,700.00	661.21	4,535.00	1,052.00	2,235.00	4,535.00
	Total expense:	229,043.00	176,873.51	206,267.00	97,627.03	203,587.00	206,843.00
	Revenue - Expense:	0.00	54,509.83	0.00	108,639.97	2,680.00	0.00

Submitted by: _____
 Department/Division Head

Date

Account Number Description

Amount

PRELIMINARY

Account # 100-60-54700 Veterans Service Officer

411100 General Property Taxes

Tax Levy

206,843.00

Total 411100 General Property Taxes:

206,84

Total revenue:

206,84

511100

Salaries and Wages

Per Personnel Cost Report minus WDVA Grant wages

121,201.00

Total 511100 Salaries and Wages:

121,20

515000

Fringe Benefits

Per Benefit Estimate Report minus WDVA Grant

22,514.00

Total 515000 Fringe Benefits:

22,51

515400

Health Insurance Benefit

Per Benefit Estimate Report minus WDVA Grant

55,363.00

Total 515400 Health Insurance Benefit:

55,36

522300

Cell Phone Costs

Used in the DAV van for veterans to use to call for rides when they are returning from their apt at the VAMC, Mpls MN

10.00

Total 522300 Cell Phone Costs:

1

522500

Telephone

Land line to make/receive calls from veterans, state and federal offices

420.00

Total 522500 Telephone:

42

531000

Office Supplies

Envelopes, sticky notes, pens, hand sanitizer, batteries colorered paper, tape, business cards, file folders

900.00

Total 531000 Office Supplies:

90

531100

Postage

Claims sent to veterans, dependent, funeral, cemeteries in finalizing claims

800.00

Total 531100 Postage:

80

531200

Copies/Printing

Needed for filing claims for veterans and dependents

400.00

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

Account Number	Description	Amount	Total
PRELIMINARY			
Account # 100-60-54700 Veterans Service Officer			
		Total 531200 Copies/Printing:	40
533000	Mileage/Travel		
	Homes visits to veterans and dependents for fact gathering to file claims	700.00	
		Total 533000 Mileage/Travel:	700
533500	Conventions & Meetings		
	National Fall Conference	3,790.00	
	WI CVSO Spring Conference	745.00	
		Total 533500 Conventions & Meetings:	4,535
		Total expense:	206,840
Total Account # 100-60-54700 Veterans Service Officer Detail:			

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request
PRELIMINARY							
Account # 100-60-54701 Veterans' Relief							
411100	General Property Taxes	8,137.00	8,137.00	8,137.00	8,137.00	8,137.00	8,137.00
	Total revenue with property tax:	8,137.00	8,137.00	8,137.00	8,137.00	8,137.00	8,137.00
514100	Per Diem/Mileage - Committee	800.00	357.71	800.00	161.61	485.00	800.00
515000	Fringe Benefits	50.00	27.35	50.00	11.73	50.00	50.00
521206	Contracted Services-Drivers	300.00	270.00	300.00	0.00	300.00	300.00
531500	Maintenance/Service Agreements	1,347.00	1,697.00	1,347.00	0.00	1,347.00	1,347.00
533000	Mileage/Travel	1,240.00	316.00	1,240.00	250.00	1,080.00	1,240.00
535201	Vehicle Expenses	400.00	77.00	400.00	0.00	200.00	400.00
570100	Veterans Relief	4,000.00	1,170.00	4,000.00	0.00	4,000.00	4,000.00
595000	Expenditure Transfer	0.00	905.29	0.00	0.00	0.00	0.00
	Total expense:	8,137.00	4,820.35	8,137.00	423.34	7,462.00	8,137.00
	Revenue - Expense:	0.00	3,316.65	0.00	7,713.66	675.00	0.00

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
Account # 100-60-54701 Veterans' Relief			
411100	General Property Taxes		
	Cost Associated with Veteran Office	8,137.00	
	Total 411100 General Property Taxes:		8,13
	Total revenue:		8,13
514100	Per Diem/Mileage - Committee		
	Commission members per diem	800.00	
	Total 514100 Per Diem/Mileage - Committee:		80
515000	Fringe Benefits		
	Veterans Commission members	50.00	
	Total 515000 Fringe Benefits:		5
521206	Contracted Services-Drivers		
	Twice a year the office provides training and up to date information for the volunteer van drivers	300.00	
	Total 521206 Contracted Services-Drivers:		30
531500	Maintenance/Service Agreements		
	VetraSpec cost for the online program used to file claims for Veterans and Dependents	1,347.00	
	Total 531500 Maintenance/Service Agreements:		1,34
533000	Mileage/Travel		
	Volunteer Van Drivers receive \$10 each trip to purchase lunch at the VAMC	1,240.00	
	Total 533000 Mileage/Travel:		1,24
535201	Vehicle Expenses		
	Used to take care of arising issues the cannot wait to get to the VAMC garbage. By waiting may cause a hazered and then are take	400.00	
	Total 535201 Vehicle Expenses:		40
570100	Veterans Relief		
	Needy veterans and dependents that request assistance for rent to avoid eviction, electric to avoid shut off, gas cards	4,000.00	
	Total 570100 Veterans Relief:		4,00

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

Account Number	Description	Amount	Total
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PRELIMINARY			
Account # 100-60-54701 Veterans' Relief			
		Total expense:	8,13
Total Account # 100-60-54701 Veterans' Relief Detail:			

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-60-54702 Care Of Veterans Graves								
411100	General Property Taxes	650.00	650.00	650.00	650.00	650.00	650.00	
	Total revenue with property tax:	650.00	650.00	650.00	650.00	650.00	650.00	
570201	Grave Markers	650.00	642.75	650.00	-50.00	650.00	650.00	
	Total expense:	650.00	642.75	650.00	-50.00	650.00	650.00	
	Revenue - Expense:	0.00	7.25	0.00	700.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

Account Number	Description	Amount	Total
PRELIMINARY			
Account # 100-60-54702 Care Of Veterans Graves			
411100	General Property Taxes		
	Cost Associated with Veteran Office	650.00	
	Total 411100 General Property Taxes:		65
	Total revenue:		65
570201	Grave Markers		
	This is an aluminum holder that sits a flag to memorialize veterans in local cemeteries	650.00	
	Total 570201 Grave Markers:		65
	Total expense:		65
Total Account # 100-60-54702 Care Of Veterans Graves Detail:			

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

Account Number	Description	2020 Budget	2020 Actual	2021 Budget	06/30/21 Actual	2021 Est. Actual	2022 Request	
PRELIMINARY								
Account # 100-60-54703 Veteran's Service Grant								
435501	State Aid - Veterans	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	12,650.00	
	Total revenue without property tax:	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00	12,650.00	
511100	Salaries and Wages	6,542.00	6,924.96	6,542.00	3,050.00	6,542.00	7,196.00	
515000	Fringe Benefits	1,212.00	1,231.94	1,212.00	543.32	1,212.00	1,333.00	
515400	Health Insurance Benefit	3,447.00	3,240.10	3,447.00	1,799.19	3,447.00	3,792.00	
531200	Copies/Printing	299.00	892.75	299.00	404.25	299.00	329.00	
533000	Mileage/Travel	0.00	9.81	0.00	0.00	0.00	0.00	
	Total expense:	11,500.00	12,299.56	11,500.00	5,796.76	11,500.00	12,650.00	
	Revenue - Expense:	0.00	-799.56	0.00	5,703.24	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
435501	State Aid - Veterans State Grant	12,650.00	
	Total 435501 State Aid - Veterans:		12,65
	Total revenue:		12,65
511100	Salaries and Wages Salaries/Wages for part time staff, funds from grant	7,196.00	
	Total 511100 Salaries and Wages:		7,19
515000	Fringe Benefits Fringe Benefits for part time staff, funds from grant	1,333.00	
	Total 515000 Fringe Benefits:		1,33
515400	Health Insurance Benefit Health Benefits for part time staff, funds from grant	3,792.00	
	Total 515400 Health Insurance Benefit:		3,79
531200	Copies/Printing Used in aiding the veteran and dependent to file claims	329.00	
	Total 531200 Copies/Printing:		32
	Total expense:		12,65
	Total Account # 100-60-54703 Veteran's Service Grant Detail:		

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

		2020	2020	2021	06/30/21	2021	2022	6.18.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	11,500.00	13,840.34	11,500.00	11,500.00	11,500.00	12,650.00	
	Grand total property tax:	237,830.00	237,830.00	215,054.00	215,054.00	215,054.00	215,630.00	
	Grand total revenue with property tax:	249,330.00	251,670.34	226,554.00	226,554.00	226,554.00	228,280.00	
	Grand total expense:	249,330.00	194,636.17	226,554.00	103,797.13	223,199.00	228,280.00	
	Grand total revenue - expense:	0.00	57,034.17	0.00	122,756.87	3,355.00	0.00	

Attachment: Veterans 2022 Budget Justification (6518 : Veterans 2022 Budget Review - Peter Johnston)

**** PROPOSED REVISIONS – SEE PAGE 8 ******PURCHASING POLICY****Table of Contents**

SECTION 1: GENERAL	2
Purpose.....	2
Scope	2
Definitions	2
Responsibilities.....	3
1. Department of Administration	4
2. Department Head	4
3. Department Purchasing Agent	5
Ethical Standards.....	5
SECTION 2: CONSIDERATIONS IN PURCHASING.....	5
Energy Consumption	5
Contracting Authority.....	5
Public Works Projects.....	6
Promotional Items.....	6
Computer Purchases	6
Purchase of Legal Services.....	6
End of Year Purchases	6
Highway Department Contracts.....	7
Indefinite Quantity Contracts.....	7
Prohibited Expenditures.....	7
SECTION 3: STANDARD PROCUREMENT PROCEDURE INCLUDING GRANT FUNDED PURCHASES.....	8
All Purchases and Procedures for Competitive Bids	8
1. Micro Purchases (Items Less Than \$3,000)	8
2. Small Purchases (Items Between \$3,000 and \$150,000):	8
3. Large Purchases (Items Greater Than \$150,000):	9
Sole Source (Non-competitive Proposals):.....	10
Invoices.....	11
Change Order	11
Prepayments.....	11
SECTION 4: OTHER PURCHASING PROCESSES.....	11
State Contract.....	12
Cooperative Purchasing.....	12

Standard Contracts.....	12
Petty Cash.....	12
Credit Cards and Purchase Cards	12
Internet Purchasing	12
Lease Agreements	12
Sales Tax Exemption	12
SECTION 5: MISCELLANEOUS PROVISIONS.....	13
Disposal of Surplus Property	13
Certificate of Insurance	13
W-9 Form.....	13

SECTION 1: GENERAL

Purpose

The purpose of this policy is to provide for a fair, accountable, and transparent public procurement system in Chippewa County implemented in compliance with Federal and State laws and regulations and County Board policy, to maximize efficiency in the use of public funds and to establish a consistent public purchasing process that meets high standards of integrity.

Scope

This policy applies to all Chippewa County departments and all organizations for which Chippewa County is the fiscal agency and where not superseded by State or Federal law, rule or regulation or other funding agreements or contractual provisions.

Definitions

For purposes of this policy, the following terms have the meanings given:

1. Business means a corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
2. Certificate of insurance means a document issued by an insurer providing evidence that an insurance policy exists and including information such as insurer, insurance agency, insured, types of insurance, policy numbers, effective dates, limits, certificate holder, cancellation procedure, special provisions (e.g., additional insured), and the name of the representative authorizing the policy.
3. Change order means a written method of modifying a contract (purchase order) after it has been written by way of another purchase order.
4. Contract is written evidence of an agreement between two parties (e.g. the county and a vendor) to perform some act or service. A contract may cover a specific transaction or a series of transactions. A contract is legally enforceable on both parties.

5. Invoice means a document that itemizes charges for materials or services furnished upon which payment is due.
6. A lease means an agreement, whether oral or written, for transfer of possession of real property, or both real and personal property, for a definite period of time.
7. Petty cash means a fund in the form of currency or coin that is advanced by an organization unit from appropriated funds to an authorized employee.
8. Procurement means the entire span of acquisition from determination of need through final disposition, with purchasing being one segment of this cycle.
9. RFP Coordinator refers to the Administrative Assistant IV in the Corporation Counsel Division.
10. Professional services are unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience and/or technical ability to provide services of a specific project nature and predominately intellectual in character.
11. Public works projects are as defined in Wisconsin Statutes section 59.52 (29) as amended from time to time.
12. Purchasing agent means that person entrusted by this policy to represent their department and authorized to initiate purchasing transactions.
13. Quotation means a vendor reply to inquiry, giving terms and conditions of sale, or an offer to sell.
14. Responsible bidder means a business that has the capability in all respects to perform fully the contract requirements, and the experience, integrity, reliability, capacity, facilities, equipment, and credit to provide a good faith performance of the contract.
15. Responsive bidder means a business that has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.
16. Request for proposal means an invitation presented to vendors to submit a proposal to provide a specific commodity or service.
17. Request for quotation means an invitation to vendors to submit a proposal when the specifications of a product or service are already known and when price is the main or only factor in selecting the successful bidder.
18. Vendor means a business with which the County has purchased or may purchase a good or service.
19. W-9 form means a document issued by the United States Internal Revenue Service (IRS) for certain tax purposes.

Responsibilities

The following agencies have the responsibilities assigned to them under this policy in addition to those assigned under other policies, and State and Federal laws and regulations.

1. Department of Administration

Except as otherwise provided in this policy, the purchasing policy shall be implemented and administered by the County Administrator or his/her designee. In so doing, the Administrator or designee shall:

- a. Oversee all bid specifications based on information furnished by the department for which the purchase is to be made, ensuring that the bid specifications fully describe the goods or services to be purchased and clearly differentiate the same from similar goods or services;
- b. Determine the form and required contents of all requests for proposal and requests for quotation;
- c. Ensure compliance with all written policies, administrative practices and procedures as adopted by the County Board;
- d. Ensure the maintenance of the fixed asset inventory;
- e. Periodically review and recommend modifications and changes to purchasing policies, administrative procedures and practices where necessary;
- f. Ensure departments have adequate funds available to undertake a requested purchase and, if not, modify or cancel the purchase to ensure budget compliance;
- g. Review and, as needed, amend the quality and quantity of goods or services requested or otherwise make substitutions;
- h. Ensure all bids are adequately publicized to inform local bidders; and
- i. Maintain oversight over department purchase requests as they relate to need, quality, price, and conformity with County standardization practices

2. Department Head

It is the responsibility of the department head to:

- a. Ensure that there are funds available and budgeted to pay for purchases;
- b. Report to the County Administrator or his/her designee any purchasing deviations from line items budgeted;
- c. Document the receipt of all merchandise or services purchased;
- d. Prepare appropriate invoices for payment including fixed asset form if applicable; and
- e. Properly record purchases made under the proper line item account code.

3. Department Purchasing Agent

It is the responsibility of the purchasing agent to:

- a. Ensure that all relevant County policies and procedures and State and Federal laws are followed;
- b. Prepare all necessary documentation as required by this policy, including requests for proposal and requests for quotation;
- c. Determine the method of purchasing that is the most appropriate;
- d. Conduct the purchasing process; and
- e. Preserve and transmit all required documentation to the department head.

Ethical Standards

Chippewa County employees shall meet the highest standards of integrity in public procurement and failure to do so may be subject to disciplinary action. Accordingly:

1. No county employee or official may solicit, demand, accept or agree to accept from any other person a gratuity in connection with any decision, approval, disapproval or recommendation of a purchase request.
2. Purchases by the county for the personal use of an employee or official are prohibited even if reimbursement is made to the county for the cost of the purchase.
3. Any employee or official who identifies a conflict of interest shall disclose that conflict in writing to the Corporation Counsel Division and remove themselves from the procurement process.
4. No employee may disclose confidential proprietary information from solicitations to other vendors or use that information for personal gain.

Any purchase made contrary to these ethical provisions may be considered a personal liability of the involved employee or official and may lead to further disciplinary action.

SECTION 2: CONSIDERATIONS IN PURCHASING

Energy Consumption

The Chippewa County Board of Supervisors recognizes the importance of energy conservation in cost control and in environmental protection. Accordingly, in purchasing capital equipment that has an energy use of significance, a department shall request energy consumption data from all vendors in any request for proposals and may consider potential energy costs in determining the lowest responsible bidder.

Contracting Authority

All contracts shall be submitted through the contract review process.

Public Works Projects

In accordance with Wisconsin Statutes 66.0901 and 59.52(29), public works contracts for construction, execution, repair, remodeling or improvement of a public work, building or for the furnishing of supplies or materials of any kind over \$25,000 shall be competitively bid and shall be awarded to the lowest responsible, responsive vendor without regard to the vendor's location. The Board shall give a class 1 notice before it contracts for public works contracts estimated to have a cost between \$5,000 and \$25,000 or shall contract with a person qualified as a bidder under Wisconsin Statutes 66.0901(2).

Public Emergencies: The above requirements for public works are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by resolution of the County Board, in which the public health or welfare of the County is endangered. A notice pursuant to Wisconsin Statutes 59.52(29) shall be prepared as required and, in an emergency, the procedure followed as provided in this same section as in effect at any given time. All Highway Department construction projects and equipment purchases of \$150,000 and greater require the approval of the County Board of Supervisors and compliance with federal aid requirements (see Section 3 below).

Promotional Items

Departments may purchase items of negligible value for educational or promotional purposes to be given to members of the public only at events generally open to the public or educational sessions. Such items shall be clearly and permanently marked with the name of the County and the department or agency and funding for these purposes specifically identified in the annual budget.

Computer Purchases

In addition to the approval by the County Administrator, purchase or lease of computer hardware and software, including copiers, shall be managed and authorized for procurement by the Information Technology Division and shall comply with the guidelines established in the Information Technology Policy. The Information Technology Director shall manage and procure all requisitions for computer hardware and software. Technological compatibility shall be a consideration in awarding any contracts for computer hardware and software.

Purchase of Legal Services

No purchasing agent may approve the purchase of legal services without the prior approval of the County Administrator and Corporation Counsel. The Corporation Counsel may establish a procedure for granting such approval.

End of Year Purchases

Unless provided by other policy, State and Federal law, grant or other funding contract, all expenditures for capital assets shall be made so that delivery of that asset occurs on or before December 31 in the year in which the purchase was authorized unless authorized by the County Administrator or his/her designee.

Highway Department Contracts

Pursuant to Wisconsin Statutes section 83.035 as in effect at any given time, the Highway Commissioner, with the approval of the Chippewa County Highway Committee, is authorized to execute contracts for the purpose of enabling the county to construct and maintain streets and highways in cities, villages and towns within the County, with a copy filed with each respective clerk. Maintenance includes the furnishing of any road supplies and equipment to these municipalities. The Highway Department may not undertake construction or maintenance for such municipalities in excess of the county aid authorized by the County Board.

All contracts executed with any municipality for such roadwork shall provide that payment in full and shall be made to Chippewa County within 60 days of the completion of such roadwork. If a municipality fails to make payment in full within this time, the Highway Department may not undertake any further work of any type or furnish any road supplies or equipment for or to this municipality. Further, if a municipality fails to make payment in full within this time, any unpaid balance outstanding bears interest at the rate of 1% per annum until paid. Highway contracts entered into under the authority of this policy shall follow the standard contract approval process as established by County policies and procedures as well as conformity with State law. All Highway Department contracts shall be scanned when executed and available for review by the Department of Administration on the County server or as directed by the County Administrator.

Indefinite Quantity Contracts

Notwithstanding any other provision of this policy, and as permissible under State and Federal law, rules and regulations, the Highway Commissioner may enter into a contract to procure materials for construction, maintenance and repair of highways valid for a period not to exceed one year. For purposes of this section, an indefinite quantity contract means an agreement to procure these materials at a set rate per amount, with the total amount to be purchased estimated only. These contracts shall be competitively bid following the standard procurement procedure appropriate for the estimated dollar cost of materials to be purchased during that year.

Prohibited Expenditures

Unless specifically authorized by the County Board of Supervisors, the following expenditures may not be made using County funds:

1. Entertainment expenditures such as tickets for admission to public entertainment events, theaters, and similar;
2. Alcoholic beverages and tobacco, except in conjunction with a compliance investigation;
3. Charitable contributions made by County employees;
4. Common courtesy expenditures such as flowers or cards for ill county employees or local officials; and
5. Any travel or related expense for an employee's spouse, other family members or for any acquaintances.

SECTION 3: STANDARD PROCUREMENT PROCEDURE INCLUDING GRANT FUNDED PURCHASES

All Purchases and Procedures for Competitive Bids

Departments shall contact the RFP Coordinator and use a bidding process in purchasing unless otherwise provided in this policy and even if not required are encouraged to do so. Awards shall be made to the lowest responsive and responsible bidder. In determining the lowest responsible bidder, the purchasing agent may consider cost of operation over the life of the item. When comparing bids or quotes, the following elements shall be considered: price, conformity with original specifications, warranty, delivery date (if specified), and freight charges. Upon reviewing the bid results, the purchasing agent may elect to solicit additional bids. The Corporation Counsel Division will be the agent of record for purchasing and shall ensure the requirements for competitive bidding have been met.

Except as permitted by the sole source purchase provisions of this policy, all purchasing agents shall follow the procedures as established by the County Administrator based on the amount of the purchase. No purchase of a single good or commodity at the same general time may be divided into separate purchases to qualify for a lower threshold of approval, process or documentation.

Unless specifically prohibited by the granting authority, grants shall be administered through a written contractual agreement between the County and the party providing the service. All purchases made with grant funds shall comply with the terms and conditions of the grant and this policy. If the grant requirements conflict with this policy, the County Administrator may suspend those provisions of this policy only for the specific grant and for the duration of that grant. The department head is responsible to comply with purchases covered by grant funds.

Uniform Grant Guidance issued by the Federal Office of Management and Budget (OMB) outlined the following procurement standards for all dollars applied to federal grant programs and these guidelines shall be used for all purchases:

1. **Micro Purchases (Items Less Than \$103,000)**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (2 CFR §200.67 Micro-purchase). To the extent practicable, the County entity shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the County entity considers the price to be reasonable. Purchases shall be made using the procedures established by the County Administrator.

2. **Small Purchases (Items Between \$103,000 and \$150,000):**

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (less than \$150,000). Purchases above \$50,000 shall be reviewed by the County Administrator to identify if sealed bids would be appropriate. If small purchase procedures are used, price or rate quotations shall be obtained from a minimum of two qualified sources. Purchases shall be made using the procedures established by the County Administrator.

3. Large Purchases (Items Greater Than \$150,000):

All purchases valued at \$150,000 or greater require sealed bids and shall follow the guidelines defined below and shall be made using the procedures established by the County Administrator.

Sealed Bid Guidelines

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- c. Bids shall be solicited from two or more known suppliers, providing them sufficient response time prior to the date set for opening the bids, and for state, local, and tribal governments, the invitation for bids shall be publically advertised;
- d. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
- e. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids shall be opened publicly;
- f. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest; and
- g. Any or all bids may be rejected if there is a sound documented reason.
- h. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be considered to the maximum extent practical;
- i. The County shall have an evaluation matrix of the proposals received and for selecting recipients;
- j. Contracts shall be awarded to the responsible firm with price and other factors considered; and
- k. The County entity may use competitive proposals for qualification based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. A/E professional services are not subject to lowest responsible bidder. This proposal cannot be used to purchase other types of services through A/E firms for projects outside the scope of the original RFP.

Large purchases shall fall into one of two categories as defined below:

Construction Contracts

Note that a federally funded public works project shall follow the lower dollar threshold requirements of Wisconsin Statutes 66.0901 and 59.52(29) outlined in the public works projects section above. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the lowest responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

Competitive Proposals for Non-Construction Contracts

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. This method is generally used when conditions are not appropriate for the use of sealed bids.

Sole Source (Non-competitive Proposals):

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the County entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

It is the expectation of the Chippewa County Board of Supervisors that all purchases will be made under full and open competition except as provided in this section. Justification for other than full and open competition may be established by demonstrating one of the following:

a. Only One Responsible Source

The supplies or services required by the department or agency are available from only one responsible source and no other type of supplies or services will satisfy agency requirements. In the determination of only one responsible source, documentation shall cite specific reasons for such exemption, such as compatibility with existing equipment, professional services that involve specific knowledge or familiarity with County activities not otherwise available, or that only one supplier exists to provide particular goods or services.

b. Funding Specifications

The source of the funding, e.g. granting agency specifies a single source for goods or services. Documentation requesting sole source purchases shall include a copy of those provisions specifying this source.

c. Unusual and Compelling Urgency

The department or agency's need for the supplies or services is of such an unusual and compelling urgency that the County would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals.

Solicitation from as many potential sources as is practicable under the circumstances is required. This urgency may also extend to delays in procurement through other vendors that would be unacceptable to the county. This authority will not be approved if it is determined that the urgency is due to a lack of advance planning by the department or agency.

d. Emergency Purchase

Documentation for an emergency purchase shall include an explanation of the emergency, the financial or operational damage or risk of damage that may occur if needs are not satisfied immediately, why the needs were not or could not be anticipated so that goods or services could not have been purchased following standard procedures.

In all justifications made under this section, the requesting purchasing agent shall list the reason and process used for selecting the vendor and documentation supporting the cost in the absence of directly comparable market data.

Invoices

An invoice shall be itemized and the original provided to the Finance Division before any payment may be authorized. An invoice shall contain:

1. Itemized list of merchandise shipped;
2. Prices, terms, date, quantities and all other pertinent information about the purchase; and
3. All charges for delivery, freight listed separately from the merchandise.

Payment requests sent to the Finance Division shall be accompanied by the original invoice, including any supporting documentation. No payment may be made on pro forma invoices. All invoices shall be made out to Chippewa County with the goods and services shipped to Chippewa County.

Change Order

A written change order may be issued only by the department head with the approval of the Finance Director or his/her designee. Changes made by others in the purchasing process once an initial purchase has been approved are considered invalid and their issuance may be subject to disciplinary action.

Prepayments

No goods or services may be purchased using prepayments without the written authorization of the County Administrator or his/her designee.

SECTION 4: OTHER PURCHASING PROCESSES

State Contract

If so, determined by the department head, the purchasing agent may use existing contracts bid by the State of Wisconsin and bypass the competitive bidding process outlined in this policy for purchases of less than \$15,000. Purchases greater than \$15,000 require prior approval by the County Administrator. For purposes of this policy, any purchase made from the State of Wisconsin cooperative purchase contract constitutes compliance with any competitive bidding requirements. Further, the State contract amount may be used as price comparisons for the purpose of the competitive bidding requirements for identical items.

Cooperative Purchasing

Departments may participate with a network of other governmental agencies for cooperative purchasing up to \$15,000 which will meet the competitive bidding requirements.

Standard Contracts

Notwithstanding other provisions of this policy, if the Finance Director has standardized the purchasing of a good or service and has issued contracts for these goods or services, such goods or services shall be purchased from these vendors.

Petty Cash

The Finance Director shall approve any petty cash fund. Any cash fund shall be reconciled on a monthly basis, and no cash fund may have a balance greater than \$300 without formal approval of the County Administrator. Purchases through the use of petty cash shall comply with all other requirements of this policy.

Credit Cards and Purchase Cards

The Finance Director shall approve any new application or credit limit increase for a Chippewa County issued credit card or purchase card.

Internet Purchasing

Purchasing agents may purchase via the Internet only with County credit cards and only if it can be determined that identical items at the same price cannot be purchased elsewhere. Purchases via the Internet shall comply with all other requirements of this policy.

Lease Agreements

All lease agreements shall follow the purchasing policy and shall be reviewed by the County Administrator via the contract approval process

Sales Tax Exemption

Chippewa County is exempt from Wisconsin State sales tax; employees shall provide sales tax exemption information for lodging when traveling on county business.

SECTION 5: MISCELLANEOUS PROVISIONS

Disposal of Surplus Property

Supplies or equipment no longer serving a useful purpose shall be disposed of according to the Surplus Property policy.

Certificate of Insurance

A certificate of insurance is required by the County when contracts with a vendor for materials, equipment, construction, remodeling, supplies, or services, that vendor's activities and the goods provided create an inherent liability risk to the County. The contractor shall add "County of Chippewa, its officers, employees, and agents" as an additional insured under the commercial general, automobile and contractor's pollution liability and workers' compensation policies.

Certificates are required for contracted service vendors and require receipt of the certificate and continued renewal of the certificate while the contract exists. Internal audit shall periodically sample the service contracts to ensure compliance.

W-9 Form

Vendors doing business with the County shall provide a signed W-9 form to the Finance Division before payment will be authorized.