

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

DECEMBER 17, 2024

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Chuck Hull	Chippewa County	District 19, Chair	Present	
Dean Mueller	Chippewa County	District 20, Vice-Chair	Present	
Peter Gehring	Chippewa County	District 4	Present	
Jason Bergeron	Chippewa County	District 7	Present	
Joel Seidlitz	Chippewa County	District 9	Present	

Others Present: Randy Scholz, Traci Bremness, Andy Bauer, Lori Zwiefelhofer, Jessica Mudgett, Jon Hochkammer, Dave Bretl

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Joel Seidlitz, District 9
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Dec 3, 2024 4:00 PM

Executive Committee - Special Meeting - Dec 4, 2024 4:00 PM

3. Schedule Next Meeting Date - January 7, 2025

5. REPORTS

6. BUSINESS ITEMS

- Resolution to Approve up to \$2,628,217.00 to be Added to Grant Contract No. HSG 24-07 Between the State of Wisconsin and Chippewa County to be Utilized by Hope Village to be Used for a Conversion Project to Create Additional Affordable Housing – Jessica Mudgett

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Mudgett explained this request will replace the prior request approved via Resolution 39-24 which authorized \$1,500,000. That amount was never added to the existing grant. The total project cost is \$2,628,217 and, if approved, that will be added to the existing regional grant. There is now an accepted offer on the Indianhead Motel. The funds need to be spent by 2026 but the state would like the funds spent by 2025. They are tentatively shooting for a December 2025 end date. The closing on the property will happen in March then the RFP will be put out for the contractors. There are 27 units that will be converted. Each unit will have a kitchenette and other items will be updated (heating, windows, sprinkler system, removal of lead paint, siding, windows, etc.).

Motion (Seidlitz/Bergeron) to amend the title to say "...approve up to \$2,628,217.00 to be added...".
Carried 5-0

RESULT:	FORWARD TO COUNTY BOARD [4 TO 1]	Next: 1/14/2025 6:00 PM
MOVER:	Joel Seidlitz, District 9	
SECONDER:	Peter Gehring, District 4	
AYES:	Hull, Gehring, Bergeron, Seidlitz	
NAYS:	Mueller	

2. Resolution to Allow Claim of Motorist Commercial Mutual Insurance Company on Behalf of Dorn Construction LLC – Deb Blevins
Blevins explained it is the recommendation from WMMIC to allow this claim.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dean Mueller, District 20, Vice-Chair
SECONDER:	Peter Gehring, District 4
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz

3. Review County Administrator's 2024 Performance Goals - Randy Scholz
Scholz reviewed the status of his 2024 performance goals. He commented when setting new goals for the next County Administrator, try and keep in mind they shouldn't become staff goals (i.e. financial software implementation). Scholz reviewed some suggested goals for the new County Administrator.

Gehring reiterated goal #1 recommended from Randy. The new person needs to do things that follow our policies and not how they used to do it.

Hull thanked Scholz for the update.

RESULT:	DISCUSSED
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4. County Administrator Recruitment - Toni Hohlfelder
Dave Bretl and Jon Hochkammer, consultants with PAA, appeared via zoom.

Bretl stated there are four County Administrator openings state-wide. He explained the goal today is to discuss the process, timeline/dates and then start advertising tomorrow. When the recruitment closes, a report will go to Executive Committee that includes everyone who applied along with feedback on which

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candidates are not recommended to move forward. They will also give recommendations for the ones that should move forward to the final interviews.

PAA does not recommend any changes to our existing ordinance which outlines the role of the County Administrator. Hochkammer reviewed the assessment feedback and overall budget development and capital planning were the highest ranked skills. Under the personal qualities section, leadership skills ranked as the #1 priority.

The committee discussed the requirements for the position and agreed on a few changes to make it easier to understand what qualifications are required versus preferred. The committee also agreed to remove the reference to ICMA qualifications as Scholz felt that wasn't important because it focuses more on cities than counties.

The committee supported setting the salary range at \$155,000 - \$170,000.

Hochkammer explained that law enforcement doesn't like to do background checks so they contract with a company out of MN to do the background checks and have had a lot of success with that.

On February 4th PAA will be here in person for a closed session to select the finalist candidates for in person interviews. At this meeting the committee will review the resumes and watch a recorded zoom interview between the candidates and PAA (appx 10-15 minutes each). Then the finalists will be asked to complete an emotional intelligence test. Supervisor Gehring will be out of town for this meeting.

On Tuesday, February 18th during the day the finalists will interview with the DOA staff and Department Heads. They will have some time to meet with the media. Then in the evening there will be a meet and greet with the full County Board. This is an opportunity for the members not on the Executive Committee to give their feedback to the Executive Committee so they have that information prior to the formal interviews.

On Wednesday, February 19th the Executive Committee will conduct the formal interviews. The candidates will also be asked to complete a written exercise and then given a tour of the county. PAA will then take care of negotiations with the finalist.

On March 4th the Executive Committee will finalize a resolution and contract that will be forwarded to the County Board for confirmation.

RESULT:	DISCUSSED
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7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

B. County Administrator Operation Report

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

Executive Committee

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The meeting adjourned at 6:17 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joel Seidlitz, District 9
SECONDER:	Dean Mueller, District 20, Vice-Chair
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz

CHIPPEWA COUNTY
EXECUTIVE COMMITTEE
REGULAR MEETING
DECEMBER 3, 2024
CHIPPEWA COUNTY COURTHOUSE, RM 302
4:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Chuck Hull	Chippewa County	District 19, Chair	Present	
Dean Mueller	Chippewa County	District 20, Vice-Chair	Present	
Peter Gehring	Chippewa County	District 4	Present	
Jason Bergeron	Chippewa County	District 7	Present	
Joel Seidlitz	Chippewa County	District 9	Present	

Others Present: Randy Scholz, Traci Bremness, Toni Hohlfelder, Lori Zwiefelhofer, De Anna Westphal, Todd Pauls, George Rohmeyer, Travis Hakes, Larry Ritzinger

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Gehring, District 4
SECONDER:	Jason Bergeron, District 7
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Nov 19, 2024 4:00 PM

3. Schedule Next Meeting Date

Special Meeting - December 4, 2024

Regular Meeting - December 17, 2024

5. REPORTS

1. Financial Update (3rd Quarter) - Lori Zwiefelhofer

Zwiefelhofer reviewed the 3rd quarter financials and overall feels we are in a good year end financial situation. She briefly discussed a couple areas where we may have some issues in the future. Some of

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them include needing to allocate about \$150,000 for the juvenile we are required to house while the court case is pending. We are experiencing high cost claims this year with our self-funded health insurance program so we may want to allocate some year-end dollars to that fund balance to ensure sustainability of the program. Another issue is the Highway M bridge. The project is estimated to cost \$15 million and we may only be able to get \$10 million from different outside funding sources, so we will need to come up with about \$5 million for that project. Another challenge is the CTH T 4-lane Corridor Expansion Project. That project includes Chippewa County, Eau Claire County and Eau Claire City and the total cost is estimated at about \$35-40 million before any engineering estimates. Chippewa County will need to come up with about \$8-9 million for the first phase of CTH T and M Bridge.

Scholz indicated they are working on a multi-year funding plan for the Highway projects and in January, the Highway Commissioner will be providing a report and resolution to the County Board on these two items.

RESULT:	REVIEWED	Next: 12/10/2024 6:00 PM
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6. BUSINESS ITEMS

1. Resolution to Formally Support Ntera LLC's Grant Application for Broadband Infrastructure Funding from the Wisconsin Public Service Commission's Broadband Equity, Access, & Development Program - Ryan Hartzell

Scholz explained all three of the resolutions are part of BEAD. If the broadband companies get a resolution of support, it gives them more points when they submit their grant application.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/10/2024 6:00 PM
MOVER:	Joel Seidlitz, District 9	
SECONDER:	Dean Mueller, District 20, Vice-Chair	
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz	

2. Resolution to Formally Support Mosaic Technologies' Grant Application for Broadband Infrastructure Funding from the Wisconsin Public Service Commission's Broadband Equity, Access, & Development Program – De Anna Westphal

Westphal gave an overview of their project and explained they will start on the East side with Clark County, then Chippewa and Eau Claire County so they don't have to cross over other ISP areas. Their project includes 291 estimated miles of mainline fiber and 1,712 estimated locations. They will mainly focus on the East side of the Chippewa River and down Highway 27 to the county line. All BEAD funds need to be allocated by July 2025 and exhausted by 2030.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/10/2024 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Joel Seidlitz, District 9	
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz	

3. Resolution to Formally Support Charter Communication's Grant Application for Broadband Infrastructure Funding from the Wisconsin Public Service Commission's Broadband Equity, Access, & Development Program – Chris Crawford

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Crawford gave an overview of their BEAD project.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/10/2024 6:00 PM
MOVER:	Joel Seidlitz, District 9	
SECONDER:	Dean Mueller, District 20, Vice-Chair	
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz	

4. Resolution to Express Support and Appreciation for the Work of the Broadband, Equity, Access and Deployment Committee - Randy Scholz/Charlie Walker

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/10/2024 6:00 PM
MOVER:	Peter Gehring, District 4	
SECONDER:	Jason Bergeron, District 7	
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz	

5. Resolution to Approve Further Implementation of Additional Security Measures for the Chippewa County Courthouse – Randy Scholz
Scholz reviewed the recommendations for items that will need to be approved in order to implement Hybrid Option #4 as directed by the County Board.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/10/2024 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Joel Seidlitz, District 9	
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz	

6. Resolution Authorizing the Sale of the Chippewa County Public Firearms Range Property - Randy Scholz
Scholz reviewed his recommendation to sell the property. The County would obtain an appraisal to determine the current market value of the property, use the appraised value as the minimum sale price and conduct a sealed-bidding process for the sale. The Facilities & Parks Committee would be authorized to oversee the bidding process, including determining the most appropriate bid and then forwarding a resolution to the County Board for approval.

Scholz explained if we don't get a minimum bid then the County can set a new minimum bid and rebid it.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/10/2024 6:00 PM
MOVER:	Joel Seidlitz, District 9	
SECONDER:	Dean Mueller, District 20, Vice-Chair	
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz	

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

Minutes Acceptance: Minutes of Dec 3, 2024 4:00 PM (Consent Agenda)

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A. County Board Chair Report

B. County Administrator Operation Report

1. Update on the Status of EMS Services in Chippewa County – Randy Scholz

Scholz explained this has been an ongoing issue and it really came to light after the hospital closures. The County doesn't want to take over EMS services in the county. There can be a county-wide EMS without the County being in charge of EMS. One of the main challenges is how to fund the services. Municipalities are not allowed to tax outside of their levy limit for these services, but Counties can. There is some legislation that will hopefully be addressed soon and if approved, it will exempt the municipalities from levy limits.

There will be an information gathering meeting on Wednesday, January 8th at 6:00 p.m. at the Cadott High School. No decisions will be made at that meeting. It is only a discussion and opportunity to share information and ask questions.

RESULT:

REVIEWED

Next: 12/10/2024 6:00 PM

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting adjourned at 5:28 p.m.

Minutes Acceptance: Minutes of Dec 3, 2024 4:00 PM (Consent Agenda)

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

SPECIAL MEETING

DECEMBER 4, 2024

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Chuck Hull	Chippewa County	District 19, Chair	Present	
Dean Mueller	Chippewa County	District 20, Vice-Chair	Present	
Peter Gehring	Chippewa County	District 4	Present	
Jason Bergeron	Chippewa County	District 7	Present	
Joel Seidlitz	Chippewa County	District 9	Excused	

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Jason Bergeron, District 7
SECONDER: Dean Mueller, District 20, Vice-Chair
AYES: Hull, Mueller, Gehring, Bergeron
EXCUSED: Seidlitz

1. Approve the Agenda
2. Schedule Next Meeting Date - December 17, 2024

5. REPORTS

6. BUSINESS ITEMS

1. Review the Process and Timeline for County Administrator's Annual Performance Evaluation - Toni Hohlfelder
Hohlfelder explained the Executive Committee is responsible for conducting the County Administrator's annual performance evaluation. The committee discussed whether to conduct the evaluation considering Scholz will be retiring in March. The committee agreed it is important to review the goals to determine if they were met or not to help determine if any of them should carry over.

Scholz will review his 2024 goals and identify whether the goal is met or not and then review that with the committee.

Minutes Acceptance: Minutes of Dec 4, 2024 4:00 PM (Consent Agenda)

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4:00 PM

Motion (Bergeron/Gehring) to not conduct a full performance evaluation of Scholz for 2024, but still review the goals that were established for 2024 to determine if they were met or not and if any of them should carry over to the new County Administrator. Carried 4-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Peter Gehring, District 4
AYES:	Hull, Mueller, Gehring, Bergeron
EXCUSED:	Seidlitz

2. Discuss County Administrator Recruitment - Toni Hohlfelder

Scholz commented the recruitment process that was used the last time was really good. It gives a lot of opportunities for the County Board and the candidates to evaluate each other during the process. It's intense, but good. Scholz explained it's a tough position so the county will need to pay accordingly in order to attract good candidates and they may need to relocate their families for positions like this.

Hull also commented that he receives positive feedback on Chippewa County's reputation so he is optimistic we will get some strong candidates.

Hohlfelder explained we received three proposals from consultants interested in handling our recruitment. She reviewed the differences in the proposals.

Motion (Gehring/Bergeron) to select Public Administration Associates, LLC (PAA) as the consulting firm and authorize the Human Resources Director to sign a contract for their services. Carried 4-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Peter Gehring, District 4
SECONDER:	Jason Bergeron, District 7
AYES:	Hull, Mueller, Gehring, Bergeron
EXCUSED:	Seidlitz

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

A. County Board Chair Report

B. County Administrator Operation Report

8. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

9. **ADJOURN**

The meeting adjourned at 4:57 p.m.

Minutes Acceptance: Minutes of Dec 4, 2024 4:00 PM (Consent Agenda)

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4:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Dean Mueller, District 20, Vice-Chair
AYES:	Hull, Mueller, Gehring, Bergeron
EXCUSED:	Seidlitz

Minutes Acceptance: Minutes of Dec 4, 2024 4:00 PM (Consent Agenda)



STATEMENT OF EXPLANATION

Resolution No.

RESOLUTION TO APPROVE UP TO \$2,628,217.00 TO BE ADDED TO GRANT CONTRACT NO. HSG 24-07 BETWEEN THE STATE OF WISCONSIN AND CHIPPEWA COUNTY TO BE UTILIZED BY HOPE VILLAGE TO BE USED FOR A CONVERSION PROJECT TO CREATE ADDITIONAL AFFORDABLE HOUSING

1 Passage of this resolution will assist the non-profit organization, Hope Village in
 2 converting an existing motel in Chippewa Falls into affordable housing. The funds will be used
 3 for acquisition and conversion/rehabilitation as well as administration. Conversion projects are
 4 an eligible activity under the CDBG Regional Housing Contract. The State of Wisconsin, Division
 5 of Energy, Housing, and Community (DEHCR) resources has advised Chippewa County, who is
 6 the lead county for the West Central Wisconsin CDBG Region, that the county may request
 7 additional funds to assist in conversion projects. DEHCR has proposed amending the existing
 8 Chippewa County CDBG Regional contract adding these funds to specifically be utilized for one
 9 project through Hope Village to convert an existing motel into affordable housing. The State of
 10 Wisconsin indicates that amending the existing contract to include the specific funding for Hope
 11 Village is the best way to assist with this project.

12 Hope Village has indicated an interest in assisting their clients living in tiny homes who
 13 struggle to find affordable and open units upon exiting their program. Hope Village would
 14 convert motel rooms into single room occupancy rental units by adding a kitchenette to each
 15 room. They would also complete all necessary repairs, such as upgrading electric and plumbing
 16 to meet code, and any other health and safety concerns found.

17 On September 10, 2024, the County Board approved Resolution 39-24, which authorized
 18 the Chippewa County Housing Authority to request that the CDBG Regional contract with
 19 DEHCR be amended to include an additional \$1,500,000 of grant funding to be used to assist
 20 Hope Village with this conversion project as set out above. Since that resolution was approved,
 21 the DEHCR has informed the Housing Authority that they want to adjust the amount of grant
 22 funds to allow Hope Village to convert all units of the motel they are purchasing. Assuming that
 23 the DEHCR is able to fully fund this conversion project, the total amount for the grant would
 24 increase to approximately \$2,628,217.00, instead of the \$1,500,000.00 that the County Board
 25 already approved.

26 This addition to the Regional CDBG grant will provide 27 additional housing units in
27 Chippewa Falls that will not only be utilized both by Hope Village clients, but also by others in
28 the community needing one level, efficiency units that are affordable.
29

Resolution No.

RESOLUTION TO APPROVE UP TO \$2,628,217.00 TO BE ADDED TO GRANT CONTRACT NO. HSG 24-07 BETWEEN THE STATE OF WISCONSIN AND CHIPPEWA COUNTY TO BE UTILIZED BY HOPE VILLAGE TO BE USED FOR A CONVERSION PROJECT TO CREATE ADDITIONAL AFFORDABLE HOUSING

WHEREAS, the West Central Wisconsin Community Development Block Grant Region was formed in 2012 to administer Community Development Block Grant (CDBG) funds on a regional basis; and

WHEREAS, Chippewa County is the lead county in the West Central Region for administration of the CDBG contract with the State of Wisconsin and the Chippewa County Housing Authority is the agent for Chippewa County for administration of the CDBG funds across the Region; and

WHEREAS, on September 10, 2024, the Chippewa County Board of Supervisors approved Resolution 39-24, which authorized adding an additional \$1,500,000 of CDBG funding for the West Central Region to be utilized by Hope Village for an affordable housing conversion project to convert motel rooms to affordable housing units; and

WHEREAS, to receive the additional grant funding, Resolution 39-24 authorized amending the current CDBG Grant Contract No. HSG 24-07 with the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources (DEHCR) to increase the amount of CDBG funding by \$1,500,000 to assist Hope Village with the conversion project; and

WHEREAS, the DEHCR has now advised the Chippewa County Housing Authority that after the previous addition of \$1,500,000 to the West Central Region's grant, there are still additional funds available that could assist Hope Village in converting all 27 units of the motel into housing; and

WHEREAS, that additional funding could again be provided by amending the existing CDBG Grant Contract No. HSG 24-07 to increase the amount of the housing conversion grant funding to \$2,628,217.00; and

WHEREAS, this addition to the Regional CDBG grant would provide 27 additional affordable housing units in Chippewa Falls that will not only be utilized both by Hope Village clients, but also others in the community in need of one level, efficiency units that are affordable; and

WHEREAS, to effectuate receipt of this additional grant funding from DEHCR for this conversion project, the County Board must approve the preparation and filing of an

amendment to the current West Central Region CDBG contract;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve and authorize the Chippewa County Housing Authority to prepare an application to amend the Grant Contract No. HSG 24-07 to receive additional CDBG funding up to \$2,628,217.00 (inclusive of the \$1,500,000, previously approved in Resolution 39-24) to be used by Hope Village for the conversion project as set out above and in Resolution 39-24; and

BE IT FURTHER RESOLVED, that the County Board Chair is hereby authorized to sign all necessary documents on behalf of the County to effectuate the amendment to Grant Contract No. HSG 24-07 to receive total additional funding up to \$2,628,217 (inclusive of the \$1,500,000, previously approved in Resolution 39-24) to be used by Hope Village to convert motel rooms into affordable housing units.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

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

12/17/2024 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [4 TO 1] Next: 1/14/2025 6:00 PM

MOVER: Joel Seidlitz, District 9

SECONDER: Peter Gehring, District 4

AYES: Chuck Hull, Peter Gehring, Jason Bergeron, Joel Seidlitz

NAYS: Dean Mueller

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

12/3/2024

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

12/4/2024

Randy B. Scholz
Randy B. Scholz, County Administrator

12/4/2024

**STATEMENT OF EXPLANATION**

Resolution No.

**RESOLUTION TO ALLOW CLAIM OF MOTORIST COMMERCIAL MUTUAL
INSURANCE COMPANY ON BEHALF OF DORN CONSTRUCTION LLC**

On September 23, 2024, Motorist Commercial Mutual Insurance Company, on behalf of their insured Dorn Construction LLC, filed a formal notice of claim against the County pursuant to Wisconsin Statute § 893.80. Motorist Commercial Mutual Insurance Company is claiming property damage to Dorn Construction's 2013 Ford F150. Dorn Construction's vehicle was damaged when the Deputy Coroner failed to yield while proceeding through a flashing yellow light and rear-ended the claimant vehicle, which had stopped for oncoming traffic. The damage amount claimed is \$1,950.70.

After review of the Motorist Commercial Mutual Insurance Company/Dorn Construction LLC claim by the County's liability insurance company, Wisconsin Municipal Mutual Insurance Company (WMMIC), it is WMMIC's recommendation that the County formally allow and pay the claim in the amount of \$1,950.70. Approval of this resolution will allow the claim pursuant to 2-34(m)(3) of the Chippewa County Code of Ordinances, which provides that the Executive Committee has the authority to settle claims that do not exceed \$10,000.

Resolution No.

**RESOLUTION TO ALLOW CLAIM OF MOTORIST COMMERCIAL MUTUAL INSURANCE COMPANY
ON BEHALF OF DORN CONSTRUCTION LLC**

WHEREAS, a Notice of Claim was filed on September 23, 2024, with the Chippewa County Clerk's Office; and

WHEREAS, the Notice of Claim stated that Motorist Commercial Mutual Insurance Company, on behalf of their insured, Dorn Construction LLC, was claiming property damage to Dorn Construction's 2013 Ford F150, after it was damaged when the Deputy Coroner failed to yield while proceeding through a flashing yellow light and rear-ended the claimant vehicle, which had stopped for oncoming traffic; and

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

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Executive Committee does hereby allow the claim of Motorist Commercial Mutual Insurance Company, on behalf of Dorn Construction LLC, for an amount of \$1,950.70; and

BE IT FURTHER RESOLVED, that as soon as is reasonably possible, the Chippewa County Finance Director shall remit payment to Motorist Commercial Mutual Insurance Company in the amount of \$1,950.70 for full and complete settlement of the claim; and

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

Approved this 17th day of December, 2024 by the Chippewa County Executive Committee.

FINANCIAL IMPACT:

Payment of the allowed claim in the amount of \$1,950.70.

12/17/2024	Executive Committee
RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dean Mueller, District 20, Vice-Chair
SECONDER:	Peter Gehring, District 4
AYES:	Hull, Mueller, Gehring, Bergeron, Seidlitz

Approved as to Form:



Todd A. Pauls, Corporation Counsel

12/3/2024



Lori Zwiefelhofer, Finance Director

12/4/2024



Randy B. Scholz, County Administrator

12/4/2024



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

November 26, 2024

RE:	Claimant:	Motorist Commercial Mutual Ins Co a/s/o Dorn Construction LLC
	Date of Loss:	8/28/2024
	Our Claim No:	ALCC00001301
	Event No:	Event - (EVL006070)

Dear Deb Blevins, et al,

The above referenced claim was filed with the County Clerk on November 18, 2024. Following a review of the information and an investigation of the facts, it has been determined that Chippewa County is liable for this claim.

The Medical Examiner failed to yield while proceeding through a flashing yellow light and rear-ended the claimant vehicle who had stopped for oncoming traffic. We are seeking authority to settle this claim for \$1,950.70. No supplements are expected for this minor damage and the claimant did not incur storage, towing or rental fees.

Sincerely,

Samantha McWilliams, CPC-A
Liability Claim Representative
Wisconsin Municipal Mutual Insurance Company
(608) 721-7189
smcwilliams@wmmic.com

Attachment: Settlement letter for Chippewa County Company (8701 : Resolution to Allow Claim of Dorn Construction LLC)



P: 800.313.5169 210 Landmark Dr.
F: 800.313.5179 Normal, IL 61761

CHIPPEWA COUNTY
DEB BLEVINS
711 N BRIDGE ST
CORPORATION COUNSEL
CHIPPEWA FALLS, WI 54729

September 23, 2024

Our Client: MOTORISTS COMMERCIAL MUTUAL INSURANCE COMPANY
Client Claim: 50000085387
Wilber File: 30650822
Our Insured: DORN CONSTRUCTION LLC
Subrogation Amount: \$1950.70
Loss Date: 08/28/2024

Dear DEB BLEVINS:

This matter requires your immediate attention.

Be advised that our client's claim has been referred to our office. Our client had to compensate their insured for the loss which occurred on the above referenced date, wherein CHIPPEWA COUNTY HIGHWAY DEPT was determined to be at fault for this loss.

We would like to discuss this matter with the appropriate representative at your office. If a particular person or department is handling this matter, please provide us with their contact information.

Attached are the documents to support our demand for payment. If you need any additional information to issue the payment, please advise what is still required. Please note our payment instructions below:

1. Make the check payable to our client, MOTORISTS COMMERCIAL MUTUAL INSURANCE COMPANY
2. Reference the Wilber file number, 30650822 , on the check; and
3. Mail your check to Wilber at the address noted below.

Thank you,

Nicole Messamore

Wilber

210 Landmark Drive

Normal, IL 61761

800-313-5169 ext. 3209

NMessamore@wilbergroup.com

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)



P: 800.313.5169 210 Landmark Dr.
F: 800.313.5179 Normal, IL 61761

NOTICE OF CLAIM

DATE/TIME OF LOSS: 08/28/2024 4:28 PM

LOSS LOCATION: ON RAMP USH53 SB ALTOONA, WISCONSIN

AMOUNT CLAIMED: \$1,950.70

DESCRIPTION OF LOSS:

YOUR INSURED, MARK D ROSHELL, DRIVER OF THE CHIPPEWA COUNTY HIGHWAY DEPARTMENT VEHICLE, FAILED TO GIVE FULL TIME AND ATTENTION TO TRAFFIC, THEREFORE REAR-ENDING OUR INSURED, JONATHAN DORNS' VEHICLE, CAUSING DAMAGES.

OUR CLIENT'S INSURED'S VEHICLE OR PROPERTY:

2013 FORD F150 TAG #: VK1111/WI; OWNER/INSURED: JONATHAN DORN/DORN CONSTRUCTION LLC

YOUR VEHICLE OR PROPERTY:

MARK D ROSHELL DRIVER OF THE 2018 DODGE GRAND CARAVAN TAG #: 98783/WI; OWNER: CHIPPEWA COUNTY HIGHWAY DEPARTMENT

STATE OF ILLINOIS

COUNTY OF MCLEAN

SIGNED THIS 23 DAY OF SEPTEMBER, 2024 AT NORMAL, ILLINOIS.

CLAIMANT SIGNATURE

Nicole Messamore

NOTARY PUBLIC

Gabrielle E Janis

My

Commission Expires:

9-16-2026



Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Quickserve ClaimCenter® Desktop Claim (500-00-065387) Search													
Pub: 5000043312 Ins: Dorn Construction LLC Dpt: 08/28/2024 Adj: Pam Souders (Recovery Services A)													
Actions													
Summary													
Workplan													
Loss Details													
Exposures													
Parties Involved													
Policy													
Financials													
Summary													
Transactions													
Checks													
Financials: Transactions													
Payments													
Scheduled Send Date Issue Date Amount Exposure Coverage Coverage Subtype Cost Type Cost Category Line Category Status Pmt Type Check Number Pay To													
09/16/2024 09/16/2024 \$1,450.70 1 Collision CA (Truck/Tractor/T... Loss Other Final Payment Submitted Final 0000155859 Trubolt Auto Body & Dor...													

Trubilt Collision Center

"The Choice of the Chippewa Valley Since 1949"
1631 Harding Ave, Eau Claire, WI 54701
Phone: (715) 834-6617
FAX: (715) 834-3504

Workfile ID: fa3d9
PartsShare: 87wcVh
Federal ID: 39-1154113
State ID: WI
Resale Number: 456-0000300630-03
Federal EPA: 0
State EPA: 0

6.2.b

Supplement of Record 1 with Summary

Customer: Dorn Construction LLC

Written By: Tony Perkovich, P6210107406005, 9/9/2024 9:13:21 AM
Adjuster: CHAVEZ, ALIX, (614) 225-8211 Business

Insured: Dorn Construction LLC Policy #: 5000043312 Claim #: 500-00-085387INSD7835
Type of Loss: vehcoll - Collision Date of Loss: 8/28/2024 12:01 AM Days to Repair: 0
Point of Impact: 06 Rear

Owner:	Inspection Location:	Insurance Company:
Dorn Construction LLC	Trubilt Collision Center	ENCOVA INSURANCE
3437 BRIARCREST DR	1631 Harding Ave	ATLANTIC
EAU CLAIRE, WI 54701-8288	Eau Claire, WI 54701	MONROEVILLE
(715) 577-6605 Business	Repair Facility	
	(715) 834-6617 Business	

VEHICLE

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

VIN: 1FTFX1ET5DFA87802	Interior Color:	Mileage In: 181,835	Vehicle Out:
License:	Exterior Color: Silver	Mileage Out:	
State: WI	Production Date:	Condition: Good	Job #:

TRANSMISSION

Automatic Transmission
Overdrive
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors

DECOR

Dual Mirrors
Privacy Glass

Overhead Console

CONVENIENCE

Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Keyless Entry
Alarm
Message Center
Steering Wheel Touch Controls

RADIO

AM Radio
FM Radio

Stereo

Search/Seek
CD Player
Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags

Hands Free Device

SEATS

Cloth Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Fog Lamps

TRUCK

Rear Step Bumper

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Estimate was prepared by photos only- possible hidden damage		1			
2	#	Rpr Estimate prepared w/o OE documents, ppages & Calibrations					
3	REAR BUMPER						
4		O/H rear bumper				1.8	
5	**	S01 Repl A/M CAPA Reinforcement w/class III hitch	9L3Z17D826B	1	1,564.00	Incl.	
Note: standard duty, chrome with park with sensors. complete assembly. lkq/keystone 8008225555 quote 13424611							
6	VEHICLE DIAGNOSTICS						
7	*	Rpr Pre-repair scan				m 0.5	M
8	*	Rpr Post-repair scan				m 0.5	M
SUBTOTALS					1,564.00	2.8	0.0

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,564.00
Body Labor	1.8 hrs @	\$ 70.00 /hr	126.00
Mechanical Labor	1.0 hrs @	\$ 159.00 /hr	159.00
Subtotal			1,849.00
Sales Tax	\$ 1,849.00 @	5.5000 %	101.70
Grand Total			1,950.70
Deductible			500.00
CUSTOMER PAY			500.00
INSURANCE PAY			1,450.70

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

SUPPLEMENT SUMMARY

Line		Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
Changed Items								
5	**	Repl	A/M CAPA Reinforcement w/class III hitch	9L3Z17D826B	1	-1,564.00	Incl.	
5	**	S01 Repl	A/M CAPA Reinforcement w/class III hitch	9L3Z17D826B	1	1,564.00	Incl.	
NOTE: standard duty, chrome with park with sensors. complete assembly. lkq/keystone 8008225555 quote 13424611								
SUBTOTALS						0.00	0.0	0.0

RATE CHANGES

Body Labor (Est) 1.8 hrs @ \$ -15.00 /hr (85.00 to 70.00) = -27.00

TOTALS SUMMARY

Category	Basis	Rate	Cost \$
Parts			0.00
Additional Supplement Labor			-27.00
Subtotal			-27.00
Sales Tax	\$ -27.00 @	5.5000 %	-1.49
Additional Supplement Taxes			0.01
Total Supplement Amount			-28.48
NET COST OF SUPPLEMENT			-28.48

CUMULATIVE EFFECTS OF SUPPLEMENT(S)

Estimate	1,979.18	Tony Perkovich
Supplement S01	-28.48	Tony Perkovich
Job Total:	\$ 1,950.70	
CUSTOMER PAY:	\$ 500.00	
INSURANCE PAY:	\$ 1,450.70	

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

Now that I've completed my visual inspection I can write an initial estimate for you. Part of my responsibility is to find more information from the manufacturer that is specific to your vehicle and your repair. This will take me some time but I will add this specific information to complete a comprehensive estimate and will be happy to share with you.

RUST REPAIRS DO NOT CARRY ANY WARRANTY

1.) Trubilt guarantees its repair and refinishing work for the lifetime of the vehicle under the original customer's ownership. This guarantee does not apply to exterior or interior rusting, paint chipping or areas damaged by collision or abrasion. This also excludes damage caused by owner neglect, abuse, gasoline exposure, etc.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

MOTOR VEHICLE REPAIR PRACTICES ARE REGULATED BY CHAPTER ATPC 132, WIS. ADM. CODE, ADMINISTERED BY THE BUREAU OF CONSUMER PROTECTION, WISCONSIN DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION, P.O. BOX 8911, MADISON, WISCONSIN 53708-8911.

Our initial estimate has been completed without OE procedures and will be done once the vehicle is scheduled. This will be done before it is submitted to the insurance company.

Wisconsin Statue: 628.46 Timely payment of claims. (1) Unless otherwise provided by law, an insurer shall promptly pay every insurance claim. A claim shall be overdue if not paid within 30 days after the insurer is furnished written notice of the fact of a covered loss and of the amount of the loss. If such written notice is not furnished to the insurer as to the entire claim, any partial amount supported by written notice is overdue if not paid within 30 days after such written notice is furnished to the insurer. Any part or all the remainder of the claim that is subsequently supported by written notice is overdue if not paid within 30 days after written notice is furnished to the insurer. Any payment shall not be deemed overdue when the insurer has reasonable proof to establish that the insurer is not responsible for the payment, notwithstanding that written notice has been furnished to the insurer. For the purpose of calculating the extent to which any claim is overdue, payment shall be treated as being made on the date a draft or other valid instrument which is equivalent to payment was placed in the U.S. mail in a properly addressed, postpaid envelope, or, if not so posted, on the date of delivery. All overdue payments shall bear simple interest at the rate of 7.5 percent per year. (2) Notwithstanding sub. (1), the payment of a claim shall not be overdue until 30 days after the insurer receives the proof of loss required under the policy or equivalent evidence of such loss. The payment of a claim shall not be overdue during any period in which the insurer is unable to pay such claim because there is no recipient who is legally able to give a valid release for such payment, or in which the insurer is unable to determine who is entitled to receive such payment, if the insurer has promptly notified the claimant of such inability and has offered in good faith to promptly pay said claim upon determination of who is entitled to receive such payment.

MOTOR VEHICLE REPAIR PRACTICES ARE REGULATED BY CHAPTER ATPC 132, WIS. ADM. CODE, ADMINISTERED BY THE BUREAU OF CONSUMER PROTECTION, WISCONSIN DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION, P.O. BOX 8911, MADISON, WISCONSIN 53708-8911.

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2MA09, CCC Data Date 08/09/2024, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. CFC=Carbon Fiber. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. STS=Stainless Steel. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
5	Keystone, Inc 60 51ST WAY NE FRIDLEY MN 55421 (612) 789-1919	#FO1103162DSC A/M CAPA Reinforcement w/class III hitch Quote: 2640679806 Expires: 10/14/24	\$ 1,564.00

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

ALTERNATE PARTS USAGE

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

VIN: 1FTFX1ET5DFA87802 Interior Color: Mileage In: 181,835 Vehicle Out:
License: Exterior Color: Silver Mileage Out:
State: WI Production Date: Condition: Good Job #:

Alternate Part Type	Selection Method	# Of Times Notified Of Available Parts	# Of Parts Selected
Aftermarket	Automatically List	9	1
Optional OEM	Automatically List	0	0
Reconditioned	Automatically List	0	0
Recycled	N/A	0	0

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)

Customer: Dorn Construction LLC

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

RECALL INFO

2013 FORD F-150 XLT Supercab 145" WB 4WD 4D P/U 6-3.5L Turbocharged Gasoline Direct Injection Silver

VIN: 1FTFX1ET5DFA87802	Interior Color:	Mileage In: 181,835	Vehicle Out:
License:	Exterior Color: Silver	Mileage Out:	
State: WI	Production Date:	Condition: Good	Job #:

The National Highway Transportation and Safety Administration (NHTSA) has issued 3 safety-related recall notice(s) that may apply to the selected vehicle.

NHTSA ID: 19V433000 **Issued: Jun 6, 19** **Number of Vehicles: 00107857**

POWER TRAIN Ford Motor Company (Ford) is recalling certain 2013 F-150 vehicles equipped with 5.0L or 6.2L gasoline engines, that previously had the powertrain control module (PCM) software reprogrammed under recall 19V-075. The software used to reprogram the PCM did not have the necessary updates to prevent the transmission from unexpectedly downshifting into first gear, regardless of vehicle speed. Unexpectedly downshifting into first gear may result in a loss of vehicle control, increasing the risk of a crash. Ford will notify owners, and dealers will reprogram the powertrain control module, free of charge. The recall is expected to begin June 24, 2019. Owners may contact Ford customer service at 1-866-436-7332. Ford's number for this recall is 19S19.

NHTSA ID: 19V075000 **Issued: Feb 2, 19** **Number of Vehicles: 01263051**

POWER TRAIN Ford Motor Company (Ford) is recalling certain 2011-2013 F-150 vehicles equipped with a 6-speed automatic transmission. The transmission may unexpectedly downshift into first gear, regardless of vehicle speed. Unexpectedly downshifting into first gear may result in a loss of vehicle control, increasing the risk of a crash. Ford will notify owners, and dealers will reprogram the powertrain control module, free of charge. The recall is expected to begin March 4, 2019. Owners may contact Ford customer service at 1-866-436-7332. Ford's number for this recall is 19S07.

NHTSA ID: 16V345000 **Issued: May 5, 16** **Number of Vehicles: 00225012**

SERVICE BRAKES, HYDRAULIC Ford Motor Company (Ford) is recalling certain model year 2013-2014 F-150 vehicles manufactured August 1, 2013, to August 31, 2014 equipped with 3.5L engines. The master cylinder rear cup seal may roll, resulting in brake fluid leakage from the primary reservoir into the brake booster. Loss of brake fluid from the primary reservoir results in a complete loss of front brake function, increasing the risk of a crash. Ford will notify owners, and dealers will replace the brake master cylinder and, if necessary, the brake booster, free of charge. The recall is expected to begin on July 11, 2016. Owners may contact Ford customer service at 1-866-436-7332. Ford's number for this recall is 16S24.

Attachment: Notice of Claim with Attachments (8701 : Resolution to Allow Claim of Dorn Construction LLC)



Claim Number	: 500-00-086387/INSD7835
Version	: E01
Image FileName	: PHOTO4
Image Label	: Rear
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO21
Image Label	: Left QP
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387/INSD7835
Version	: E01
Image FileName	: PHOTO15
Image Label	: Left Rear
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387/INSD7835
Version	: E01
Image FileName	: PHOTO17
Image Label	: Right QP
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO11
Image Label	: Right Rear
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO6
Image Label	: Photo 04
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387/INSD7835
Version	: E01
Image FileName	: PHOTO22
Image Label	: Photo 05
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387/INSD7835
Version	: E01
Image FileName	: PHOTO9
Image Label	: Photo 02
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO20
Image Label	: Photo 01
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO19
Image Label	: Photo 03
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO23
Image Label	: Photo 06
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO3
Image Label	: Photo 08
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024



Claim Number	: 500-00-086387INSD7835
Version	: E01
Image FileName	: PHOTO14
Image Label	: Photo 07
Insured	: Dorn Construction LLC
Policy Number	: 5000043312
Claimant	: Dorn Construction LLC
Year	: 2013
Make	: Ford
Model	: F-150 XLT Supercab 145" WB 4WD
VIN	: 1FTFX1ET5DFA87802
Loss Date	: 08/28/2024
Appraiser	: TRUBILT COLLISION CENTER
Photo Added Date	: 08/30/2024

09/10/2024

CHIPPEWA COUNTY COURT HOUSE ATTN: DEB
711 N BRIDGE ST
CHIPPEWA FALLS, WI 54729-1802

Our Claim Number : 500-00-085387
Our Insured : Dorn Construction LLC
Date of Loss : 08/28/2024
Your Claim Number :
Your Insured : Mark Roshell

Please accept this letter as notice of our recovery rights. The provision for our rights to recovery is set forth under coverage of our insured's policy.

When we have concluded our payments, we will forward our supporting papers.

Please be sure to reference the Claim Number, 500-00-085387, on all correspondence to ensure proper routing.

Motorists Commercial Mutual Insurance Company, a member of Encova Mutual Insurance Group

Alix Chavez
Claims Resolution Specialist
Primary Phone: (614) 629-3497
Email: claims@encova.com

Enclosure(s)

CC: Mark Roshell

Attachment: Additional Claim information from Claimant (8701 : Resolution to Allow Claim of Dorn Construction LLC)



For Customer Support refer to the appropriate platform below:

Police Records Retrieval

800-934-9698

PoliceRecords.support@lexisnexisrisk.com

Accurint for Insurance

866-277-8407

Accurint.support@lexisnexisrisk.com

For tips on ordering visit:

statetips.lexisnexisrisk.com

PAGE COUNT: 7

CLIENT: 6311
DIVISION: COLUMBUS
ADJUSTER: ALIX.CHAVEZ@ENCOVA.C
CLAIM: 500-00-085387

TRANSACTION #: 2799385953

DATE: 09/10/2024

DATE OF LOSS: 08/28/2024

TIME OF LOSS: 2024-08-28T0

STREET: HWY 53 SB CLAIRMONT AVE

CITY: EAU CLAIRE

COUNTY: EAU CLAIRE

STATE: WI

INVESTIGATING AGENCY: ALTOONA PD

REPORT NUMBER: 24AL02517

REPORT TYPE: AUTOACCIDENT

PARTY1: JON DORN

PARTY2: UNKNOWN CLAIMANT DRIVER

PARTY3:

CAR: F150 MAKE: FORD YEAR: 2013

TAG: DL5168

ADDITIONAL INFO:

NOTE:

THANK YOU FOR YOUR ORDER!

Attachment: Additional Claim information from Claimant (8701 : Resolution to Allow Claim of Dorn Construction LLC)

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24AL02517

WISCONSIN MOTOR VEHICLE CRASH REPORT

ALTOONA POLICE DEPARTMENT
1904 SPOONER AVENUE
ALTOONA, WI 54720
(715) 839-6090

1VL1J2PGHW

Document Number Override		Primary Crash Document #		Agency Crash Number 1VL1J2PGHW		Investigating Officer/Deputy OFFICER JOSEPH KRANIG	
Crash Date 08/28/2024		Crash Time 04:28 PM		Date Arrived 08/29/2024		Time Arrived 04:35 PM	
Date Notified 08/28/2024		Time Notified 04:30 PM		Total Units 02		Total Injured 00	Total Killed 00
On Emergency	Hit and Run	Lane Closure	Work Zone	Trailer or Towed	Reporting Threshold		
Government Property	Active School Zone	School Bus Related NO		Tags			
☒ Reportable		Crash Type DT4000 (STANDARD CRASH)			Amended		Secondary Crash

Description

Diagram		Reconstruction By	
Diagram W/B USH 12 not to scale offramp from S/B 53 freeway to W/B USH 12		Photos By KRANIG	
		Additional Information PHOTOS, OTHER DOCUMENTS	
☒ I, a sworn law enforcement officer, agree that I have not added any CJIS data in this report.			
UNIT 1 AND UNIT 2 WERE IN THE OFFRAMP LANE TO GO FROM SOUTHBOUND 53 FREEWAY TO WESTBOUND USH 12/CLAIREMONT AVE. THERE WAS A FLASHING YELLOW LIGHT. UNIT 2 STARTED TO GO THEN STOPPED FOR TRAFFIC. UNIT 1 STARTED TO GO AFTER UNIT 2 STARTED TO GO. UNIT 1 THEN STRUCK UNIT 2 WHEN UNIT 2 STOPPED.			

1VL1J2PGHW
24AL02517

WISCONSIN MOTOR VEHICLE CRASH REPORT

ALTOONA POLICE DEPARTMENT
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ALTOONA, WI 54720
(715) 839-6090

Location

ON RAMP USH53 SB 221 FT E OF USH12 WB IN THE CITY OF ALTOONA IN EAU CLAIRE COUNTY	Latitude	Longitude
	44.795310033	-91.45674864
	X Coordinate	Y Coordinate
	147488.8125	4969882
Structure Type		
NO STRUCTURE		

Crash Scene

First Harmful Event	First Harmful Event Location	
MOTOR VEH IN TRANSPORT	ON ROADWAY	
Manner of Collision	Light Condition	
03 - FRONT TO REAR	DAYLIGHT	
Road Surface Condition(s)	Roadway Factor(s)	
DRY	NONE	
Environment Factor(s)		
NONE		
Weather Condition(s)	Relation To Trafficway	
CLOUDY	TRAFFICWAY - ON ROAD	
Animal Type	Crash Classification - Jurisdiction	
	NO SPECIAL JURISDICTION	
Crash Classification - Location	Access Control	Special Study
PUBLIC PROPERTY	FULL CONTROL	
Tribal Land		
Within Interchange Area	Junction Location	Intersection Type
YES	EXIT RAMP	NOT AN INTERSECTION

Unit Summary

UNIT 01	Unit Status	Vehicle Operating As Classification			Unit Type
	IN TRANSIT	D CLASS			AUTOMOBILE
	Vehicle Type	Operating As Endorsements			
	PASSENGER VAN				
	Total Occs	Train/Bus # Recorded	Total # Citations Issued	Total Trailers	Total HazMat Types
	1		1	0	0
	Insurance?	Direction Of Travel	Pre Crash Tire Mark	Speed Limit	Total Lanes
	YES	SOUTHBOUND		45	1
	Most Harmful Event: Collision With	Special Function	Emergency Motor Vehicle Use		
	MOTOR VEH IN TRANSPORT	NO SPECIAL FUNCTION	NOT APPLICABLE		
Traffic Way	Traffic Control	Traffic Control Inoperative/Missing			
ONE-WAY TRAFFIC	TRAFFIC SIGNAL FLASH	NO			
Surface Type	Road Curvature	Road Grade			
CONCRETE	CURVE RIGHT	UPHILL			
Truck Bus or HazMat					
NO					

Vehicle

UNIT 01 VEHICLE	License Plate Number	Plate Type	St	Country of Issuance
	98783	MUN - MUNICIPAL	WI	UNITED STATES
	Vehicle Identification Number	Make	Year	Model
	2C4RDGBG8JR251127	DODGE	2018	GRAND CARA
	Color	Body Style	Bus Use	
	GRY - GRAY	VN - VAN		
	Initial Contact Point	Vehicle Damage		
12 - FRONT	01 - RIGHT FRONT CORNER			
Extent Of Damage				
DISABLING DAMAGE				



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24AL02517

WISCONSIN MOTOR VEHICLE CRASH REPORT

ALTOONA POLICE DEPARTMENT
1904 SPOONER AVENUE
ALTOONA, WI 54720
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UNIT VEHICLE	Towed Due To Damage TOWED DUE TO DISABLING DAMAGE		Vehicle Removed By STEVES	
	What Driver Was Doing RIGHT TURN		Vehicle Factors	
	Driver Prior Action Other		NOT APPLICABLE	
	Driver Actions FOLLOWING TOO CLOSE			
01	01	Owner Name CHIPPEWA COUNTY HIGHWAY DEPT		Owner Address 801 E GRAND AVE CHIPPEWA FALLS, WI 54729 , US
Sequence Of Events				
UNIT INDIVIDUAL	01	Event MOTOR VEH IN TRANSPORT		
	02	Event		
	03	Event		
	04	Event		
Policy Holder				
	Insurance Company WISCONSIN-MUNICIPAL-MUTUAL-INS-CO		GOVERNMENT CHIPPEWA COUNTY HIGHWAY DEPT	
Individual				
	DRIVER MARK D ROSHELL (715) 202-0822		Citations Issued 1	Sex MALE
			Date of Birth 09/11/1967	Race WHITE
	Address 27345 110TH AVE. CADOTT, WI 54727 , US		Driver License Number R2405446733107 STATE: WISCONSIN COUNTRY: UNITED STATES	
UNIT 001	Safety Equipment		On Duty Crash	
			Safety Equipment	
	Row 01 - FRONT ROW	Seat Position 07 - LEFT	SHOULDER & LAP BELT	
	Helmet Use		Helmet Compliance	
	Eye Protection		Tint Compliance	
	Injury	Injury Severity NO APPARENT INJURY	Airbag DEPLOYED-FRONT	
	Ejected NOT EJECTED	Ejection Path NOT EJECTED/NOT APPLICABLE	Trapped/Extricated NOT TRAPPED	
	Medical Transport NOT TRANSPORTED		EMS Agency Identifier	EMS Run #
	Hospital		Date of Death	Time of Death
	Distracted By		Distracted By Source NOT APPLICABLE (NOT DISTRACTED)	
Distracted By Action NOT DISTRACTED				

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24AL02517

WISCONSIN MOTOR VEHICLE CRASH REPORT

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UNIT INDIVIDUAL	Non Motorist	Striking Unit #	Location	
	Prior Action			
	Action			
	Action Other			To/From School
01 001	Drug & Alcohol	Suspected Alcohol Use NO	Suspected Drug Use NO	
	Alcohol Test Given TEST NOT GIVEN	Alcohol Test Type		Alcohol Test Results
	Drug Test Given TEST NOT GIVEN	Drug Test Type	Drug Test Results	
	Drug Type			
	Individual Condition			
	APPEARED NORMAL			
01	Violations			
	UTC Number BH6007396	Issue To? 001	Statute Number 346.14(1m)	Description AUTOMOBILE FOLLOWING TOO CLOSELY

Unit Summary

UNIT 02	Unit Status IN TRANSIT	Vehicle Operating As Classification D CLASS		Unit Type TRUCK	
	Vehicle Type UTILITY TRUCK/PICKUP TRUCK			Operating As Endorsements	
	Total Occs 1	Train/Bus # Recorded	Total # Citations Issued 0	Total Trailers 0	Total HazMat Types 0
	Insurance? YES	Direction Of Travel WESTBOUND	Pre Crash Tire Mark	Speed Limit 45	Total Lanes 1
	Most Harmful Event: Collision With MOTOR VEH IN TRANSPORT		Special Function NO SPECIAL FUNCTION		Emergency Motor Vehicle Use NOT APPLICABLE
	Traffic Way ONE-WAY TRAFFIC		Traffic Control TRAFFIC SIGNAL		Traffic Control Inoperative/Missing NO
	Surface Type CONCRETE		Road Curvature CURVE RIGHT		Road Grade UPHILL
	Truck Bus or HazMat NO				

Vehicle

02 02	License Plate Number VK1111	Plate Type LTK - LIGHT TRUCK	St WI	Country of Issuance UNITED STATES
	Vehicle Identification Number 1FTFX1ET5DFA87802	Make FORD	Year 2013	Model F150
	Color GRY - GRAY	Body Style PK - PICKUP		Bus Use
	Initial Contact Point 06 - REAR			



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WISCONSIN MOTOR VEHICLE CRASH REPORT

ALTOONA POLICE DEPARTMENT
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ALTOONA, WI 54720
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UNIT VEHICLE	Vehicle Damage	
	Extent Of Damage FUNCTIONAL DAMAGE	06 - REAR
	Towed Due To Damage NOT TOWED	Vehicle Removed By OPERATOR
	What Driver Was Doing RIGHT TURN	Vehicle Factors
UNIT VEHICLE	Driver Prior Action Other	NOT APPLICABLE
	Driver Actions NO CONTRIBUTING ACTION	
	Owner Name JONATHAN ALLEN DORN (715) 577-6605	Owner Address 3437 BRIARCREST DR EAU CLAIRE, WI 54701 , US
	Sequence Of Events	
UNIT VEHICLE	01 Event MOTOR VEH IN TRANSPORT	
	02 Event	
	03 Event	
	04 Event	
UNIT VEHICLE	Policy Holder	
	Insurance Company ENCOVA	INDIVIDUAL JONATHAN DORN
UNIT INDIVIDUAL	Individual	
	DRIVER JONATHAN ALLEN DORN	Citations Issued 0
		Sex MALE
		Date of Birth 10/21/1980
UNIT INDIVIDUAL	Address 3437 BRIARCREST DR EAU CLAIRE, WI 54701 , US	Driver License Number D6504218038104 STATE: WISCONSIN COUNTRY: UNITED STATES
	Safety Equipment	
	On Duty Crash	Safety Equipment
	Row 01 - FRONT ROW	Seat Position 07 - LEFT
UNIT INDIVIDUAL	Helmet Use	Helmet Compliance
	Eye Protection	Tint Compliance
	Injury	Airbag
	Injury Severity NO APPARENT INJURY	NON DEPLOYED
UNIT INDIVIDUAL	Ejected NOT EJECTED	Ejection Path NOT EJECTED/NOT APPLICABLE
	Trapped/Extricated NOT TRAPPED	
	Medical Transport NOT TRANSPORTED	EMS Agency Identifier
	Hospital	Date of Death
UNIT INDIVIDUAL	EMS Run #	Time of Death

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24AL02517

WISCONSIN MOTOR VEHICLE CRASH REPORT

ALTOONA POLICE DEPARTMENT
1904 SPOONER AVENUE
ALTOONA, WI 54720
(715) 839-6090

UNIT INDIVIDUAL	Distracted By	Distracted By Source NOT APPLICABLE (NOT DISTRACTED)		
	Distracted By Action NOT DISTRACTED			
	Non Motorist	Striking Unit #	Location	
	Prior Action			
	Action			
	Action Other			To/From School
02 002	Drug & Alcohol	Suspected Alcohol Use NO	Suspected Drug Use NO	
	Alcohol Test Given TEST NOT GIVEN	Alcohol Test Type		Alcohol Test Results
	Drug Test Given TEST NOT GIVEN	Drug Test Type	Drug Test Results	
	Drug Type			
	Individual Condition APPEARED NORMAL			

Attachment: Additional Claim information from Claimant (8701 : Resolution to Allow Claim of Dorn Construction LLC)



Process for Handling Claims Against the County

WMMIC – Wisconsin Municipal Mutual Insurance Company

- Chippewa County is part owner of the insurance company, Wisconsin Municipal Mutual Insurance Company (WMMIC), which provides liability protection to the county. This includes general liability, auto and public official's errors and omissions coverage along with actions such as employment practices, auto accidents, law enforcement liability, ministerial and discretionary acts completed by our employees and elected officials.
- Chippewa County has been a founding member since WMMIC was formed in 1988.

Deborah Blevins – Corporation Counsel Legal Assistant

- In addition to general duties with the Corporation Counsel office, Blevins manages the liability insurance for Chippewa County.
- Since 2019, Blevins serves as Chippewa County's official representative with WMMIC and serves as a member of the WMMIC Claims Committee.
 - Attends WMMIC's quarterly meetings and yearly board meetings.
 - At the quarterly meetings, all members are present for each committee meeting (Claims, Underwriting, Finance, and Board of Directors), thereby affording everyone a clear understanding of what is happening within WMMIC.
- Processes and administers all claims (personal injury, vehicle, volunteer, etc.) for County (except workers comp)
- Drafts/Presents resolutions for allowance/disallowance of claims to Executive Committee and County Board
- Works with insurance carriers to recover funds for damages caused by third parties (prepare small claims actions).

Chippewa County Ordinance

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

- Payment of claim against county. The Executive Committee is authorized to settle claims not to exceed \$10,000 as provided in Wis. Stats. §59.52(12)(a). The Corporation Counsel is authorized to settle claims not to exceed \$500 as provided for in Wis. Stats. §59.52(12)(b). When any claim against the county is allowed by the Board, it shall be the duty of the clerk to prepare a warrant or order on the treasurer for payment of the claim, such warrant or order to be signed by the clerk and countersigned by the Administrator.

Resolutions to Allow or Disallow a Claim

- When claims are brought to the Executive Committee/County Board for allowance or disallowance, the matter has been thoroughly investigated by Blevins and the WMMIC Claim Representative. Discussions on the matter have taken place and relevant state statutes have been reviewed with regard to liability, if any, for the County.
- Notice of claims are presented to the County Clerk who then forwards them to Blevins. From there Blevins enters the claim into the system for the insurance company who then assigns an adjuster. WMMIC will then research it and provide a recommendation.
- If the County Board approves disallowing a claim, that simply limits the amount of time the claimant has to file a lawsuit, it does not otherwise prohibit the claimant from filing a lawsuit. The timeline for filing a lawsuit reduces from the time allowed under the applicable statute of limitations for the particular claim down to 6 months.

Risk/Consequences of Not Following WMMIC's Recommendation

If Chippewa County does not follow the recommendations of the Wisconsin Municipal Mutual Insurance Company (WMMIC), several concerns could arise:

- **Increased Financial Exposure:** Failure to comply with WMMIC's recommendations may leave the county vulnerable to costly lawsuits and liability claims. This could significantly increase the county's financial burden, as WMMIC may not cover claims if the county is found to have neglected risk management advice.
- **Loss of Liability Coverage:** If Chippewa County repeatedly ignores WMMIC's advice, there is a risk that the county could lose its coverage or face higher premiums, affecting its ability to secure adequate insurance in the future.
- **Potential Legal Consequences:** Ignoring WMMIC's guidance could result in non-compliance with state laws or regulations, exposing the county to legal penalties or sanctions.
- **Strain on County Resources:** Without proper coverage or by facing more claims, the county's resources could be diverted away from other important services to handle litigation or pay for damages out of pocket.

It is essential that Chippewa County maintain alignment with WMMIC's recommendations to mitigate these risks and protect both the county and its employees.

Department of Administration

Randy B. Scholz, County Administrator

December 11, 2024

TO: Executive Committee
FR: Randy Scholz
RE: Status of County Administrator 2024 Performance Goals

The Executive Committee is responsible for the evaluation of the County Administrator on behalf of the County Board. Part of this responsibility also includes working with the County Administrator to develop performance goals that will be reviewed during the evaluation process as indicated in my employment agreement.

At the December 3rd Executive Committee meeting we discussed how to proceed with this since I will be retiring on March 7, 2025. The Committee agreed to not conduct a full performance review but asked that I provide an update on the status of my 2024 goals. This will assist the Committee with determining what goals, if any, should carry over to the next County Administrator. Listed below are the approved goals for 2024 along with my notes on the status of each one.

1. **Economic Development**

Continue to review, analyze and implement the Business Park Feasibility Study that was adopted by the County Board in March 2020. In addition, continue to review other economic development opportunities across the county, focusing both on attracting new businesses as well as supporting existing businesses.

- **STATUS UPDATE** – The County Board met in closed session on June 16, 2024 to discuss potential site location(s) for a future business park. Since then, the County has been moving forward with the next steps as presented to the County Board. Additionally, Charlie Walker is actively managing several projects across the county.

2. **Budget**

- Continue to review and analyze out of home placements to ensure sustainability of DHS operations.
- Continue to review and analyze a long-range plan for sustainability of Highway operations.
- Continue to review, analyze and implement employee benefits that are both cost effective and support recruitment and retention efforts of the County

STATUS UPDATE – The Administrator's goals should prioritize achieving the County's budget objectives while specific focus areas may evolve over time.

- For example, while out-of-home placements are not a pressing concern as we approach the 2026 budget, this could shift unexpectedly and will require ongoing monitoring.
- Highway infrastructure, on the other hand, remains a persistent challenge. I plan to propose additional funding to address the current situation, though it remains uncertain whether there is sufficient political support to advance this initiative.
- Significant progress has been made on employee benefits, but it will always require ongoing assessment and adjustments to ensure its effectiveness and alignment with the County's evolving needs.

3. **Chippewa County Public Firearms Range Closure**

Carry out the direction of the Chippewa County Board as indicated in Resolution 30-22, "The County Administrator is further directed to take all steps necessary to accomplish the dismantling of the Firearms Range." This may include steps to sell the property the Chippewa County Public Firearms Range is located in. Survey surrounding municipalities to determine the need for future law enforcement certified range for use by both the public and law enforcement.

- **STATUS UPDATE** – This should be completed before I leave. On 12/10/2024 the County Board approved Resolution 51-24 to move forward with selling the property. We will proceed with obtaining an appraisal, conduct a sealed-bid bidding process and bring a resolution back to the County Board to complete the sale of the property.

Attachment: CA Ltr to Exec RE Status of 2024 Goals FINAL 12-11-2024(2) (8720 : Review County Administrator's 2024 Performance Goals)

4. **American Rescue Plan Act (ARPA) Allocating Funding**

Manage implementation, completion and required reporting of ARPA projects that have been approved by the Chippewa County Board to ensure completion within the required timeline. By March 2024, any ARPA funds allocated to a project with an expectation the project may not be completed within the allotted timeframe, those funds may be redirected to other projects.

- **STATUS UPDATE** – Completed

5. **Courthouse Security**

As directed by the County Board on 06/20/2023, review and analyze options for implementing a single point of entry to the courthouse. Present analysis, including pros, cons, and estimated financial impact to the County Board for consideration.

- **STATUS UPDATE** – Completed. On 12/10/2024 the County Board approved the recommendations identified in Resolution 50-24 to successfully implement Hybrid Option #4 as directed by the County Board.

6. **County Board Orientation**

Prepare and provide an orientation for the County Board after the April 2024 election/reorganization.

- **STATUS UPDATE** – Completed

7. **County Financial Software Conversion**

Continue to implement the Springbrook financial software conversion/upgrade from an on-premise solution to a cloud version. Develop and educate County Board Supervisors and staff on the new format for budget documents and processes.

- **STATUS UPDATE** – Completed.

Recommended Goals for the Next Administrator

1. Learn the ordinances, policies, procedures and Strategic Plan for Chippewa County.
2. Retain goal #1 and #2 outlined above, with a modification to the second goal:
 - Replace the first bullet point under the second goal with:
 - ~~Continue to review and analyze out of home placements to ensure sustainability of DHS operations.~~
 - *Continue to review and analyze health insurance costs in the region and for the Chippewa County health insurance plan to ensure sustainability of the self-funded program.*
3. Engage with local officials, community leaders, and county employees:
 - Focus on building strong relationships with these stakeholders to establish trust and promote collaboration.
4. Network with other County leaders:
 - Proactively connect with County Administrators, Administrative Coordinators, and Executives from neighboring counties and across the state. Developing these relationships will enhance knowledge-sharing, foster collaboration, and contribute to the County Administrator's success.

We can discuss the status of these goals more at the December 17, 2024 Executive Committee meeting.

Sincerely,



Randy Scholz
County Administrator



Department of Administration Human Resources Division

December 10, 2024

TO: Executive Committee
FROM: Toni Hohlfelder, Human Resources Director
RE: County Administrator Recruitment

At the December 17, 2024 Executive Committee Jon Hochkammer of Public Administration Associates, LLC will appear remotely and review the following items with the committee:

- Review and approve the position description, salary range, position profile and advertising plan.
- Discuss preferences on what separates an ideal or highly qualified candidate from someone who meets the minimum qualifications.
- Finalize recruitment time (summary below).

Process	Timeline	Estimated Date	Notes
PAA advertise and perform on-going applicant screening	Week 4-6	12/18/24 - 1/27/25	
PAA firm select 7-10 semi-finalists and:	Week 7-9	Finalize by 01/31/25	
• Semi-finalists complete zoom interview with PAA, EI assessment, essay questions and background check	Week 7-9	"	
PAA meet with Executive Committee to review semi-finalists and select finalists for in person interviews	Week 10	02/04/2025	4pm Exec Committee Regular Mtg/Closed Session
Finalist interviews at County Day 1: Day – Interviews with DH & Elected Official panels & tour of Courthouse/County Evening - Meet and greet with the County Board	Week 12	02/18/2025	Cancel Reg Exec Mtg & have CB Meet/Greet in evening
Finalist interviews at County Day 2: Day – Interviews with the Executive Committee	Week 12	02/19/2025	Exec Committee *Special Mtg/Closed Session
Make offer and contract negotiations	Week 12	2/20/25 – 2/23/25	
Executive Committee meets to finalize contract and resolution to appoint a new CA	Week 13	03/04/2025	* Exec Committee Regular Mtg/Closed Session
County Board meeting to approve contract and resolution to appoint a new CA	Week 13	03/11/2025	* County Board 6:00 pm Regular Mtg/Open Session
New CA tentative start	Week 18/20	4/14, 4/28, 5/12	

Sincerely,

Toni M. Hohlfelder, SHRM-CP, PHR



Public Administration Associates, LLC

To: Executive Committee

From: Dave Bretl 
Jon Hochkammer

Re: County Administrator Recruitment

Date: December 16, 2024

The purpose of this memo is to provide you with background for our December 17 meeting. We are hoping to gain your final approval on several documents before we begin advertising this position. We have attached the following:

1. Position description (2-220 Chippewa County Code);
2. Memo regarding assessment results;
3. Draft position announcement;
4. Memo regarding compensation for the position;
5. Marketing Plan;
6. Updated recruitment plan.

1. Position description. We understand that there is no officially adopted job description for the County Administrator position. However, section 2-220 of the Chippewa County Code of Ordinances explains the position's duties and authority in significant detail. We have reviewed the ordinance and are not suggesting any changes to it. We would ask that you review it, however, and let us know if you have any concerns.

2. The assessment memo (Attachment 2) summarizes the results of a questionnaire previously distributed to Supervisors and management team members. The position profile and announcements were drafted to reflect the preferences indicated in the survey.

3. Draft position announcement (Attachment 3). If you are comfortable with the job duties set forth in the Code, you must make two additional decisions before we begin advertising: A. What are the minimum qualifications for the positions? and B. What should the position be paid?

- A. Minimum qualifications. The ordinance is silent on qualifications for the position. When you last recruited for this position in 2017, you included the following minimum requirements:

Bachelor's degree from an accredited college or university in Public Administration, Business

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Wh

Packet Pg. 58

Attachment: PAA Ltr RE Recruitment Packet 12-16-2024 (8718 : County Administrator Recruitment - Toni Hohlfelder)

Administration, Finance, or related field, Master's Degree preferred, with considerable experience in a responsible management or executive administrative position in a complex organization, preferably in government administration.

We would suggest that you consider the following modified text:

Requires a Bachelor's Degree in public or business administration, finance, or a related field, with a Master's degree preferred. A combination of education or experience may be substituted for the specific degree major. Significant experience in the administration of a complex organization with a minimum of four years in upper-level management required. International City/County Manager Association Credentialed Manager certification is a plus, as is a thorough knowledge of local government. Private sector and military candidates who have led comparably sized, complex organizations are encouraged to apply.

The reasons for these suggested changes are summarized below:

Change	Rationale
Allowing education or experience to be substituted for a specific degree major.	From time to time, candidates who possess significant county management experience but have degrees in health and human services or engineering apply. The suggested language provides flexibility.
More specifically defining what "considerable experience in management" means.	There are always gray areas in terms of interpreting words like "significant" or "considerable." We often see counties attempt to get a bit more specific, however and include a certain minimum number of years in a top management position.
ICMA Certification	This is purely optional. It can attract the attention of those administrators who are certified by the International City/County Management Association.
Private sector and military candidates	Compensation is often a deterrent for private sector prospects. Individuals with military backgrounds, however, are applying for these types of jobs with some frequency and have had success in these positions.

- B. You do need to specify a salary range for the position. You undoubtedly have your own thoughts on this subject. Ours are attached to this memo (Attachment 4).



The draft position announcement (Attachment 3) will be used in the recruitment. Please review it. We drafted these anticipating the change to the minimum requirements for the position. We are happy to modify this document as you see fit.

4. We have attached our most recent recruiting schedule. We want to confirm these dates with you. If you have any thoughts on the final assessment (final interview currently scheduled for February 18/19), please share them at our meeting). It isn't necessary to complete every detail of that assessment right now. The earlier we can determine what the final process will look like, however, the more time we will have for planning. We recommend that final assessment activities include a tour of county facilities. If you have some tour guides in mind, we can reach out to them so they can reserve the dates on their calendar. As for activities and evaluators, each county approaches the matter differently. There is typically a formal interview with the hiring committee, but often a "meet and greet" activity with the Board, a meeting with the management team, and panels of community members, among other activities.

5. Marketing plan. We have included a list of how we intend to market the position once the recruitment documents are approved as Attachment 5.

We are looking forward to meeting with you on Tuesday. Please reach out to me at (414) 350-3328 with any questions or concerns that you might have.



- (a) *Election and term.* The County Treasurer shall be elected for a four-year term at the November presidential general election.
- (b) *Eligibility.* No person holding the office of Sheriff, Circuit Judge, District Attorney, Clerk of the Circuit Court, County Clerk or member of the County Board shall be eligible for the office of County Treasurer or Deputy County Treasurer.
- (c) *Applicable statutes.* For applicable statutes regarding the County Treasurer see Wis. Stats. §§59.21 and 59.25.

Secs. 2-216—219. Reserved.

DIVISION III. APPOINTED OFFICIALS ENUMERATED.

The following are the county appointed officials who are appointed in the manner and for the term indicated and all positions appointed by the Administrator are subject to County Board confirmation:

TABLE INSET:

	Official	How Appointed	Term
(1)	County Administrator	County Board	Indef.
(2)	Child Support Director	County Administrator	Indef.
(3)	Corporation Counsel	County Administrator	Indef.
(4)	County Health Officer/ Public Health Director	County Administrator	Indef.
(5)	Criminal Justice Services Director	County Administrator	Indef.
(6)	Director of Land Conservation and Forest Management	County Administrator	Indef.
(7)	Facilities and Parks Director	County Administrator	Indef.
(8)	Family Court Commissioner	Circuit Court Judges	1 year
(9)	Finance Director	County Administrator	Indef.
(10)	Highway Commissioner	County Administrator	Indef.
(11)	Human Resources Director	County Administrator	Indef.
(12)	Human Services Director	County Administrator	Indef.
(13)	Information Technology Director	County Administrator	Indef.
(14)	Planning and Zoning Administrator / Land Information Officer	County Administrator	Indef.
(15)	Register in Probate	Circuit Court Judges (subject to County Board confirmation)	Indef.
(16)	Veteran's Service Officer	County Administrator	Indef.

(Ord. No. 11-19, 11-12-2019; Ord. No. 01-23, 02-14-2023)

Sec. 2-220. County Administrator.

- (a) *Appointment and Term.* Pursuant to Wis. Stats. § 59.18, the position of County Administrator is created. The Administrator shall be appointed by a majority vote of the County Board of Supervisors.
- (b) *Powers and duties.*
 - (1) The County Administrator shall be the chief administrative officer of the county, and ensure that every county ordinance and state or federal law is observed, enforced and administered within the county if the ordinance or law is subject to enforcement by the

County Administrator or any other person supervised by the County Administrator. The duties and powers of the County Administrator shall be as outlined in Wis. Stats § 59.18.

- (2) Subject only to policies adopted or directions given by official actions of the board of supervisors, the County Administrator shall be responsible for the general supervision, direction, administration and coordination of all the affairs of the county except those conducted by the other elected officials of the county. The County Administrator shall:
- a. Interpret and execute the policies of the board of supervisors, and promulgate rules and regulations as necessary to implement those policies;
 - b. Be responsible for the daily operations of county government under the general supervision of the Board of Supervisors, including the direction supervision and administration of the county departments, agencies and offices;
 - c. Present policy alternatives and recommendations to the Board of Supervisors for action;
 - d. Review all agendas for meetings of the Board of Supervisors, and all agendas for committee, board or commission meetings; evaluate departmental and other requests to determine if such requests should be submitted to the board, and make recommendations to the board on agenda items as warranted;
 - e. Attend all meetings of the County Board, except when excused;
 - f. Attend and participate in all committee meetings unless significant events make such attendance unworkable;
 - g. Approve all request for proposals (RFPs) to be submitted on behalf of the county or a department of the county;
 - h. Investigate the use of funds appropriated by the Board of Supervisors and used by any person or group and report the findings to the board;
 - i. Hear and investigate inquiries and complaints from county citizens involving the operation of county government and report the findings to the board and/or the supervisor from the district in which the inquiry or complaint originated.
 - k. In conjunction with the office of Corporation Counsel and other relevant county officers and employees, negotiate and/or supervise the negotiation of all county contractual agreements, including but not limited to all agreements between the county and any third party to acquire, buy, sell, borrow, loan, or encumber real or personal property, including county surplus property, and all collective bargaining agreements with county employee representative bargaining units. Further, to execute on behalf of the board, subject to the limitation and procedures established by state law and the board, all county agreements and to administer and enforce said agreements on behalf of the county;
 - l. Maintain or supervise the maintenance of inventories of all of the county's real and personal property, and undertake activities to prevent the misuse, loss, theft or damage of county property.
 - m. Prepare an annual county budget and exercise continuous budgetary control after the adoption of the budget. All requests for appropriations and transfers

shall be reviewed by the Administrator prior to submission to the board or a committee. The Administrator may at any time recommend to the board such budgetary and other expenditure controls that the Administrator believes to be necessary and desirable.

- n. Serve as the executive manager of all appointed departments;
- o. Evaluate all proposed departmental programs and recommend those to the board that should be approved or modified; periodically evaluate existing departmental programs and recommend changes to the board as required;
- p. Evaluate departmental organization on a continual basis, initiate changes in interdepartmental organization, structure, duties, or responsibilities when warranted, including authorizing the transfer of equipment or personnel between departments; assign space to county departments in county facilities, recommend to the board the consolidation or combining of county offices, departments, or units;
- q. Appoint, discipline, transfer and dismiss all non-elected department heads in accordance with any applicable procedures provided by state or federal law or by any personnel ordinances, resolutions, handbooks, or memorandum of understanding duly adopted by the board. In any case where final action by the Board of Supervisors is mandated by applicable state law, actions by the County Administrator shall not be effective unless and until ratified by the board;
- r. Review and approve all requests to fill, or reclassify, permanent, limited-term personnel and contracted positions to ensure that the position is required and that salary funds are available; approve all requests for new positions prior to County Board action;
- s. Supervise the administration of employee relations, classifications, recruitment and selection, affirmative action and management, employee training, personnel policies and procedures and other performance programs;
- t. Serve as the county's chief media spokesperson and handle all public relations for the county; prepare for board approval and administer a county media policy;
- u. Prepare for board approval, and maintain a county administrative policy manual which defines the operating policies and procedures of the county;
- v. Provide administrative staff support to the County Board Chair;
- w. Coordinate and provide orientation and annual training to all County Board Supervisors. The training shall include open meetings and public records, parliamentary procedures, the role of the County Board Supervisors, current issues facing the County Board, and per diem and mileage reimbursement.
- x. The County Administrator and the Chair shall be the joint initial contact for the County for purposes of the provision of notice to the County by the Director of the Office of Refugee Resettlement and voluntary agencies of resettlement of refugees under the Refugee Act of 1980 (8 U.S.C. 1522).

- (c) The County Administrator may serve as the head of one (1) or more departments, agencies or offices of the county for a period not to exceed 120 days, absent County Board approval, and may appoint one (1) person as the director of two (2) or more departments, agencies or offices;
- (d) The County Administrator shall have such other duties and responsibilities as are reasonably necessary for the efficient administration of the county and as may be authorized by the board.
- (e) No individual member of the Board of Supervisors shall give orders, instruct or interfere, publicly or privately, with any employee under the supervision of the county administrator except through the County Administrator. The Board of Supervisors and its members have delegated administrative responsibilities over county governmental activities to the County Administrator and shall, except for the purposes of normal inquiry, not intervene or detract from this delegation.

(Ord. No. 07-24, 03-12-2024)

Sec. 2-221. Child Support Director.

- (a) *Appointment and term.* The Child Support Director shall be appointed by the County Administrator for an indefinite term, subject to County Board confirmation.
- (b) *Powers and duties.* The Child Support Director shall have the powers and duties as set out in state statutes.

Sec. 2-222. Corporation Counsel.

- (a) *County legal services.* The Corporation Counsel for the county shall be appointed by the Administrator for an indefinite term subject to County Board confirmation and shall perform all statutory duties under Wis. Stat. §59.42 as well as the following duties:
 - (1) Serve as legal advisor and parliamentarian to the County Board and attend meetings of the Board.
 - (2) Serve as legal advisor to all county departments, agencies, committees, boards and officers and attend such meetings of those bodies as may be requested.
 - (3) Perform all legal duties in connection with court proceedings under Wis. Stats. ch. 48 and Wis. Stats. § 938.13.
 - (4) Perform all duties in connection with court proceedings under Wis. Stats. chs. 51, 54 and 55 (commitment, guardianship and protective placement and protective services).
 - (5) The Corporation Counsel is authorized to appoint an Assistant Corporation Counsel.

Sec. 2-223. County Health Officer / Public Health Director.

- (a) *Appointment and term.* The County Health Officer / Public Health Director shall be appointed by the Administrator for an indefinite term subject to County Board confirmation and shall possess the necessary qualifications as set forth in Wis. Stats. § 251.06. The County Health Officer / Public Health Director shall serve for an indefinite term.



Public Administration Associates, LLC

To: Chippewa County Executive Committee

From: Jon Hochkammer

Re: County Administrator Recruitment – Assessment Results

Date: December 16, 2024

Thank you to everyone who responded to our request for input into the County Administrator selection process by completing an assessment survey. We received a total of fourteen surveys from county board supervisors, four surveys from department heads, four from DOA employees, and four from other elected officials. Respondents ranked the various skills and attributes on a scale of 1 to 5 in terms of importance.

Dave Bretl and I especially want to thank HR Director, Toni Hohlfelder for assisting with the distribution, collection and tabulating of the survey. Her efforts helped us immensely.

The purpose of the survey was to gain a high-level understanding of the skills and attributes that are valued by the Chippewa County stakeholders. In this respect, we have received useful feedback. Respondents can interpret the descriptions differently and the distinction between a “2” and “3” rating may not be that significant. While it is not a perfect survey tool, we have found it to be useful for the purpose it serves in the recruitment. Please keep in mind that although not all of your personal priorities may have risen to the top, this survey is just the start of our process. We urge you to look at the big picture as we advertise this position; what are the highest rated skills and attributes identified by the majority of stakeholders.

The survey results are important in two respects. First, they allow us to target those candidates with the skills and characteristics that are the best fit for Chippewa County. Second, they serve as a reminder at various points during the selection process as to what the organization’s priorities were at the start of the search. This can serve as an important tie-breaking function when it comes to final selection. The results of this exercise tell us that Chippewa County officials desire to recruit an individual who has solid leadership skills, is approachable, is a good collaborator, possesses extensive budget and capital improvement (CIP) development experience, and has experience in employee engagement leading towards a positive culture in the workplace.

There are numerous ways to analyze the data. We aggregated all the responses. Where top “vote-getters” were tied, we favored those skills and attributes that received lower rankings (meaning respondents placed a higher value on the skill or attribute.)

Jon Hochkammer
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jonhochkammer@gmail.com

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Whitewater, WI 53190

Packet Pg. 65

Attachment: PAA Ltr RE Recruitment Packet 12-16-2024 (8718 : County Administrator Recruitment - Toni Hohlfelder)

Recall that we asked for input in two broad areas: “Skills” and “Personal Qualities.” In terms of your county administrator’s experience, the following priorities emerged.

Respondents were asked about the “Skills” that would be important in the next County Administrator recruitment. Twenty-three different dimensions were surveyed.

Budget development emerges as the highest priority for the county.

Every respondent rated budget development in their top five ranking. Budget development received more number 1 or number 2 desired skills than any other dimension. This dimension was ranked very important by almost all respondents.

Capital improvement planning and execution finished second.

All but one respondent had capital improvement planning and execution in their top five ranking. This dimension was ranked important by almost all respondents. Clearly budget development, and capital improvement planning and execution are high priorities based on results of the survey.

Employee engagement/leading towards a positive organizational culture finished third as an organizational priority.

Employee engagement/leading towards a positive organizational culture finished as the third highest ranked dimension. Not all respondents included this dimension in their top five ranking, however three county employees and two county board supervisors had ranked this as their number 1 priority.

A few other “skill” related dimensions receiving top five votes, but not ranked as high as above were Continuous Improvement and LEAN Concepts, contract/project management, debt financing, governmental accounting, and strategic planning.

Summary Table – Skills

Desired Skill	Average rating on a 1-5 scale with 1 being the highest ranking
Budget development	1.25
Capital improvement planning and execution	2.5
Employee engagement/leading towards a positive organizational culture	2.6

Respondents were also asked about “Personal Qualities” that would be important in the next County Administrator. Nineteen different dimensions were surveyed.

Leadership skills emerges as the highest priority in the “Personal Qualities” dimension.

Leadership skills was ranked the highest of all dimensions. Not all respondents included leadership skills in their top five ranking. The department heads and DOA respondents ranked leadership skills higher than the county board supervisors or other elected officials ranked them.

Approachable finished a close second.

Approachable finished a close second in the rankings. Not all respondents included this dimension in their top five ranking, however, most did and considered this personal quality very important.

Collaborative style working with others finished third highest in the rankings.

A collaborative management style with others finished third in the rankings. Eighteen of the twenty-four respondents included this dimension in their top five ranking. However, it was not ranked as high as leadership skills or being approachable. County board supervisors ranked this dimension of higher importance than did the other respondents.

A few other “personal qualities” related dimensions receiving top five votes, but not ranked as high as above were commitment to public services, coachable, has the ability and willingness to learn, open and transparent communication, public speaking/strong communication skills, and vision/strategic planning skills.

The results are tabulated in the table below.

Summary Table – Personal Attributes

Desired Personal Qualities	Average rating on a 1-5 scale with 1 being the highest ranking
Leadership skills	1.66
Approachable	1.66
Collaborative style in working with others	3.33

In addition to the above-stated ratings, all respondents provided written comments identifying some key challenges and opportunities for the county and the new county administrator. We are providing examples of some of the more common themes that were identified. We appreciate all of the detailed responses and thoughtful comments that were received. This information will be very valuable as we move forward in this process.

What do you believe are the most important issues facing Chippewa County today?

- Access to medical care, and healthcare related services
- Aging infrastructure
- Aging population
- Attracting a young and skilled workforce to meet the ongoing needs of the county
- Budget constraints
- Changing population and need to remain attractive to employers and employees
- Economic development initiatives to increase the tax base and create additional revenue
- Employee recruitment and retention
- Employees with long tenure retiring causing a gap in leadership
- Filling the County Administrator position with a highly qualified individual



- Healthcare and Human Services needs (such as mental health, behavioral healthcare and treatment and AODA services)
- Hospital employee retention
- Increasing cost of health insurance
- Inflation increasing more rapidly than revenues
- Keep tax levy increases to a minimum
- Lack of available housing and transportation services
- Levy limits
- Loss of institutional knowledge due to retirements and staff turnover
- Maintenance and cost related to improving deteriorating road conditions
- Need for a strong economy
- Need to address ground and surface water issues
- Ongoing county budget management
- Preserving agricultural lands
- Prioritizing the limited funding necessary to meet the needs of the county
- Providing competitive compensation and benefits for county employees
- Publics expectation of increased services without adding staff
- Retirement of employees with long tenure in the county
- Safety and security
- Shortage of available county staff required to meet the service needs of the county (due to lack of available funding)
- Shortage of people willing to work in police, fire and EMS services
- Struggles in the Sheriff's Department causing high turnover

What challenges and opportunities face the County in the next five years?

- Access to beautiful natural resources in the county
- Aging population growing rapidly
- Attracting new businesses and working to retain existing businesses to keep the county competitive
- Become proactive rather than reactive
- Budget constraints and labor market shortages
- Economic development and tourism opportunities to increase the tax base and create additional revenue
- Challenge to keep Chippewa County on the front page in a positive light
- Committed county board of supervisors and wonderful talented staff
- Competitive salaries and benefits to match the cost of living and inflation
- Contamination of air and water
- Economic development and tourism opportunities to increase the tax base and create additional revenue
- Employee recruitment and retention
- Farmland sustainability due to increase in solar farms
- Increased efficiencies through advancements in technology allowing for reallocation of funds needed elsewhere



- Lack of ability to provide Family Assistance programs
- Lack of affordable housing
- Lack of available daycare, childcare, foster care/ drug/alcohol/behavioral treatment centers
- Loss of institutional knowledge due to retirements and staff turnover
- Maintaining adequate county staffing as we face a declining workforce
- Major bridge and highway expansion
- Mental health issues
- Police, fire and EMS services funding and staffing
- Potential reductions in services for human services programs which could ultimately increase overall costs
- Public health issues
- Promote the county's good community, good schools, good infrastructure and good access to a major metro area

Describe the leadership and management characteristics you would like to see in the next County Administrator.

- Allows departments to do their job without micromanaging
- Approachable
- Creative innovator
- Data driven decision maker
- Decisive, fair and generally interested in the position and Chippewa County
- Experienced in government/business finance and management
- Experienced, of sound mind and still willing to learn
- Learns what is going on in each department and understands the challenges in each department
- Open and honest communications with the county board, department heads and employees
- Open to new ideas
- Possesses a firm commitment to public service
- Possesses a passion for achieving the county's goals
- Possesses strong communications, collaboration and leadership skills
- Possesses the ability to be a great delegator
- Possesses the ability to earn trust and trust others
- Possesses the ability to inspire others around him/her to work together with enthusiasm and passion
- Possesses the ability to promote leadership across county staff
- Ready to accept direction from the county board
- Someone with strong leadership skills including vision, integrity, emotional intelligence, decisiveness, communication, adaptability, confidence, empowerment, resilience and accountability
- Someone who is understanding and empathetic
- Someone who has a strong leadership character, is professional, honest and holds his/her managers accountable to high ethical and character standards and hard working
- Someone who has an open-door policy for county board supervisors and department heads
- Someone who is selfless
- Someone who understands the role of the county administrator and embraces the role and authority that goes along with the position, preferably someone who already served as a county administrator



- Someone who worked their way up as an employee prior to being an administrator
- Strategic planning skills
- Strong background in governmental financing
- Team builder
- Transparent and social
- Willingness to encourage and support the hard-working county employees
- Willingness to share the hard facts and trends so the county board can make informed decisions
- Willingness to support department heads

Please provide any additional comments that would be helpful as PAA develops the recruitment brochure and works to recruit the next County Administrator.

- Desire someone from an area and culture similar to Chippewa County
- Desire someone who is truly committed to Chippewa County and willing to put down roots in the community
- Desire someone who will come in and take time to see how things are working before initiating changes
- Someone with experience in a managerial or administrative leadership role
- Someone who is flexible and able to delegate
- Someone who understands that the county administrator works for the county board
- Someone who understands the demographics of Chippewa County and uses those as tools for the prosperity of the county
- Someone who possesses honesty and humility
- Some who values county employees and willing to be their voice



**County Administrator
Chippewa County, WI (Population 67,801)**

Chippewa County, Wisconsin seeks a proven leader to serve as its next County Administrator. Located in beautiful west central Wisconsin, Chippewa County offers the best of both worlds: a small-town quality of life, within minutes of Eau Claire, Wisconsin, and a ninety-minute drive to Minneapolis. Chippewa County's many peaceful communities offer a variety of housing options, quality schools, growing businesses and job opportunities. Chippewa County boasts year-round recreational activities, including canoeing, kayaking, and fishing on its many rivers and streams. Thousands of acres of parks and public land are available for hiking, biking, cross-country skiing, and hunting, with trails for snowmobiling and ATVs. The County's total land area of 1,041 square miles is organized into five cities, four villages, and 23 towns. The County seat is Chippewa Falls (population 14,985). Learn more about Chippewa County by visiting its [website](#).

The County Administrator is the County's chief administrative officer and carries out the duties and responsibilities set forth in Section 59.18 of the Wisconsin Statutes. The Administrator is appointed by and reports to a 21-member nonpartisan Board of Supervisors. A \$124 M general fund expense budget supports approximately 425 full-time equivalent positions.

Immediate priorities for the new County Administrator include recruiting and retaining quality employees in a challenging labor market and maintaining quality services in light of strict statutory levy limits. A proven track record of engaging and developing employees and maintaining a positive workplace culture is critical.

Desire a strong finance background including a sound knowledge of budget development and capital improvement planning. The successful candidate will possess exceptional strategic planning and project management skills. The County seeks a collaborative leader, an approachable teambuilder who can be decisive when necessary. The ability to foster cooperation through open and positive communication is essential.

The salary range for this position is \$xxx,xxx to \$xxx,xxx DOQ, plus excellent benefits.

Requires a Bachelor's Degree in public or business administration, finance, or a related field, with a Master's degree preferred. A combination of education or experience may be substituted for the specific degree major. Significant experience in the administration of a complex organization with a minimum of four years in upper-level management required. International City/County Manager Association Credentialed Manager certification is a plus, as is a thorough knowledge of local government. Private sector and military candidates who have led comparably sized, complex organizations are encouraged to apply.

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at jonhochkammer@gmail.com. Include Chippewa County, WI Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is January 27, 2025.

Confidentiality must be requested but cannot be provided for those selected as final candidates. Chippewa County is an equal-opportunity employer.



Public Administration Associates, LLC

To: Executive Committee

From: Dave Bretl

Jon Hochkammer

Re: County Administrator Recruitment

Date: December 16, 2024

The purpose of this memo is to provide you with our thoughts regarding compensation. Our recommendation is to advertise a hiring range for this position of \$148,000 to \$165,000.

Ultimately, you have to be comfortable with the range you advertise. Not only will prospective candidates be looking at your range, but other employees and your constituents will, as well. If you can picture a Venn diagram in your mind's eye, the range you establish should be the intersection of the following three "circles:"

1. High enough to attract quality candidates.
2. Found to be reasonable or at least tolerable by other Supervisors and members of the public.
3. Minimizes disruptions to internal equity.

Each of the above-stated questions has its own subset of issues. While not representative of the norm, some communities decide to pay significantly more than their peers, for example, under the theory that they will attract the "best and the brightest." Others are more bargain-minded and post a low range with the idea of saving money.

We make four general comments before passing our proposed pay range through the above-stated "filters." First, finding comparables is not as simple as just looking for counties with similar populations. At any given time, only 34 counties, or so, operate under the County Administrator system. At least four of those positions (including yours) are vacant or may become vacant in the near future.) The position of County Administrator differs significantly from County Executive and Administrative Coordinator. There is a certain level of complexity attendant to all Wisconsin counties. A county with a relatively small population but which operates a large nursing home or children with disabilities education board (CDEB) may have more "moving parts" to deal with than a more populous county. Moreover, you will not just be competing against other Wisconsin counties. Strong applicants for your job will also likely be in other municipal recruitments. Finally, the salary for County Administrator positions is as likely to be Our second observation is don't advertise a range that you are unwilling to pay. This just wastes time. Third, don't start the range too low. Some clients fix an appropriate range maximum. However, they feel that they might stumble upon a bargain in the search process, so they start the range very low. This tends to deter

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Packet Pg. 72

Attachment: PAA Ltr RE Recruitment Packet 12-16-2024 (8718 : County Administrator Recruitment - Toni Hohlfelder)

applicants. We consistently hear that if the bottom of the range is very low, candidates don't believe that the organization is serious about paying closer to the top of the range. Fourth, your incumbent Administrator is currently earning \$158,702. We understand that the position is not included in your class-comp plan. We recommend that you consider including the position in future plans. A properly conducted class-comp study would be the best evidence of what the position should be paid. Finally, in our experience, counties with County Administrators seem to fall into three main groups: those with a top range of \$200,000 +/-, those that top out in the \$160,000 range, and those with a maximum pay of \$135,000 to \$140,000.

1. As to the first factor, attracting candidates, our advice is, generally, the higher, the better. While this is not always the case, in general, we see more applicants and more qualified applicants applying for higher-paying jobs. If this were the only factor that you were to consider we would recommend a top range of \$200,000. For a variety of different reasons, there is a tier of Wisconsin counties, such as St. Croix, Dodge, and Jefferson, that top out near or above \$200,000.
2. A second factor to consider is how your established range will be viewed by fellow board members and the public. Here, there is safety in numbers. Being able to point to peer organizations as a reference for the range you establish is one way to demonstrate its reasonableness. Using this lens, a top range of \$200,000 may be difficult to justify to the community. The counties mentioned above are all larger than Chippewa. Here we would direct your attention to the lower end of the pay spectrum. Another group of counties (including Grant, with a population of 52,000) top out in the \$135,000 to \$140,000 range. For a variety of reasons we feel this range is too low. Here, we see a range maximum of \$160,000 +/- as meriting your consideration. While a number of counties that pay at this rate are larger than Chippewa (such as Rock, Marathon, and Sheboygan, we also see counties like Trempealeau, Dunn, and Bayfield, with considerably smaller populations paying, posting or adopting this range for their top administrator.
3. The third filter to consider is how the Administrator's pay impacts your organization. Other employees, especially in lean budget times, look at how much the Administrator earns. Paying the Administrator significantly more than other key management employees can create hard feelings from the start. It appears that your highest pay range tops out at \$132,475. In systems where the position of Administrator is included in compensation plans, we typically see at least two steps that separate the Administrator from the next highest classification. Using this measure, the top of the range would be about \$150,000. While you could leave this as your maximum, we feel you would get a more competitive field of candidates in the \$160,000 to \$165,000 range without significantly violating internal equity.

Attachment 5. Marketing Plan

Chippewa County Administrator Marketing Plan

International City/County Management Association (ICMA) with NACA (National Association of County Administrators), social media and Women Leading Government options
National Association of Counties (NACo) With diversity and e-mail blast
Wisconsin Government Finance Association Officers
Wisconsin Counties Association (WCA)
League of Wisconsin Municipalities
Michigan Association of Counties
Minnesota Association of Counties
Wisconsin City/County Management Association (WCMA)
Illinois City/County Management Association (ILCMA)
Wisconsin Towns Association Jobs Board
Iowa League of Cities
Strategic Government Resources
PAA website
Linked In
Handshake (Career network with 1,400+ higher ed. institutions)
In addition, PAA will personally reach out to well-qualified candidates.

Chippewa County Administrator Recruitment Plan

Date	Milestone	Remarks
December 5	Meeting with staff.	This meeting was conducted virtually
December 17 Approval of recruiting documents.	Executive Committee meeting Approval of: - Recruitment plan - Position Description - Position Announcement - Position Profile	This meeting will take 1 ½ to 2 hours. It will be conducted virtually
December 18 The day after the documents are approved.	Ads are placed; recruitment is open	
January 27	Recruitment closes	
January 31 .	Candidate Report provided to the County for distribution to the Executive Committee	
February 4	Executive Committee meeting. - Selection of final candidates; - Final assessment details are approved	This meeting will take approximately 2- 3 hours in closed session. This meeting will be “in person.”
February 18/19	Executive Committee meeting. Final Assessment is conducted. The committee deliberates and directs negotiations with its selected candidate.	Details of assessment to be determined.
March 4	Assuming successful employment contract negotiations, the Executive Committee can meet and forward a contract and appoint a resolution to the Board.	

March 11	County Board Meeting. Board approves contract and confirms candidate.	
Mid-April to early May	Estimated start date of new Administrator	Candidates typically don't resign previous employment until County is satisfied with background/testing/exams.



CHIPPEWA COUNTY
Est. 1848



COUNTY ADMINISTRATOR RECRUITMENT CHIPPEWA COUNTY, WISCONSIN

POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC

THE COMMUNITY

Quality of Life

Located in scenic west central Wisconsin, Chippewa County offers the best of both worlds: a small-town quality of life within minutes of Eau Claire, Wisconsin, and a ninety-minute drive to Minneapolis. Chippewa County's many peaceful communities offer a variety of housing options, quality schools, growing businesses and job opportunities. Chippewa County boasts year-round recreational activities, including canoeing, kayaking and fishing on its many rivers and streams. Thousands of acres of parks and public land are available for hiking, biking, cross-country skiing, and hunting, with trails for snowmobiling and ATVs. The County's total land area of 1,041 square miles is organized into five cities, four villages and 23 towns. The County seat is Chippewa Falls (population 14,985). Learn more about Chippewa County by visiting its [website](#).

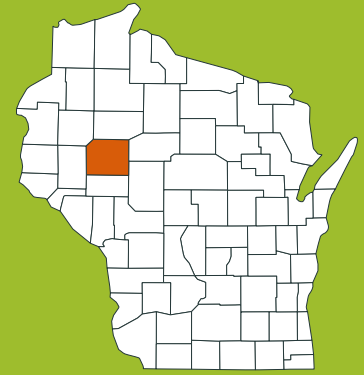
TOP FIVE MOST POPULOUS JURISDICTIONS

City of Chippewa Falls.....	14,985
Village of Lake Hallie.....	7,429
Town of Lafayette.....	6,553
City of Stanley.....	3,772
City of Bloomer.....	3,724

There are activities to suit all interests in Chippewa County. Local retail orchards and farmers markets offer locally grown produce. Museums, such as the Bloomer Historical Society Museum recount the region's rich history. Local festivals include the renowned Hoofbeat Country Music Fest, the largest three-day music and camping event in the U.S.



Cultural and recreational activities abound in Chippewa County. The Chippewa Area History Center (shown above) features exhibits on a variety of subjects, including lumbering, agriculture, and the area's early inhabitants.



Created when the Territorial Legislature of Wisconsin divided Crawford County in 1849, Chippewa County was organized in 1853. Its name derives from its earliest inhabitants, the Chippewa people, also known as the Ojibwe. The County has a total area of 1,041 square miles, including 33 square miles of water.



Miles of rivers and streams, including the Chippewa and its tributaries, make Chippewa County a paradise for canoeists and kayakers. The County boasts 449 lakes. Prominent lakes include Wissota (6,024 acres) and Long Lake (1,089 acres). The Chippewa Flowage, Wisconsin's largest wilderness lake, home to many fish species, including walleye, northern pike, and smallmouth bass. Outdoor activities are not limited to the summer months. An extensive trail system offers opportunities for snowmobilers, skiers, and dog sled enthusiasts to enjoy the winter beauty of Chippewa County.



THE ECONOMY

Chippewa County enjoys a diverse economy featuring a strong manufacturing base, as shown in the following chart.



CHIPPEWA COUNTY EMPLOYMENT

Trade, Transportation and Utilities	23.9%
Manufacturing	21.2%
Education & Health Services	19.7%
Leisure & Hospitality	8.5%
Public Administration	7.2%
All Other Sectors.	19.5%

Agricultural products comprise an important part of the County's economy. According to a study by UW-Extension, agriculture accounts for over 4,000 jobs and \$750M in total economic activity.

EDUCATION

Eight quality school districts serve the county, providing students a variety of educational options. County residents are also served by the Chippewa Valley Technical College System. The system is based in Eau Claire and serves eleven area counties from four campuses, including its Chippewa Falls campus. In 2021, Chippewa Valley Tech was one of only 150 two-year institutions eligible to compete for the Aspen Prize for community college excellence. Four four-year universities including the University of Wisconsin-Eau Claire, UW-Stout, UW-River Falls and Lakeland University are within an hour's drive of the County.



Chippewa Falls High School, or "Chi Hi" as it is known to locals, has an enrollment of approximately 1,400 students. It is ranked in the top 5 among Eau Claire area high schools according to [U.S. News & World Report](#).



Several iconic companies were founded in Chippewa County, including Cray, Inc. and the Jacob Leinenkugel Brewing Company.

Originally founded as Cray Research, Inc. by Seymore Cray in 1972, the company built some of the world's fastest supercomputers. Hewlett Packard Enterprises now owns the Chippewa Falls facility and continues to manufacture computer parts.

Leinenkugel's was founded in Chippewa Falls in 1867. Its parent company, Molson-Coors, announced earlier this year that production of Leinenkugel's would move to Milwaukee. Beer will continue to be brewed at the company's popular "Leine Lodge" (left), which will remain open as an event venue and tourist destination.



CHIPPEWA COUNTY GOVERNMENT

Chippewa County government provides a diverse range of services in areas including public safety, health and human services, land use, and highway maintenance, among many others. A \$124M total annual (2025 expense) budget supports approximately 425 full-time, equivalent employees. Chippewa County is governed by a twenty-one-member, nonpartisan Board of Supervisors, elected from districts every two years. The County Board Chair is elected by the Board. The County Administrator is appointed by the Board and reports to the Executive Committee. The County Board is organized into seven major standing committees and 17 “statutory” committees that provide policy oversight of County programs. “Ad hoc” committees are formed from time to time to work on specific projects. These committees conduct much of the work of the County Board.

Chippewa County’s officers and employees are organized into 18 different departments. Elected officials manage six of these departments, including the County Clerk, Clerk of Circuit Court, Coroner, Sheriff, Register of Deeds, and Treasurer. The District Attorney is an elected position. The D.A. and his or her assistant attorneys are state employees; however, administrative support is the county’s responsibility. The Register in Probate Office is under the direction of the judges.

Wisconsin counties have historically been governed by large boards. State law permits a county as populous as Chippewa to have as many as 39 Supervisors. In 2010, following the trend of a number of Wisconsin counties, voters passed a referendum downsizing the Board from 29 to 15 Supervisors, effective in 2012. In 2022 the Board was expanded to its current 21-member size.



FINANCES

Like all Wisconsin Counties, Chippewa County relies heavily on property taxes to fund operations. Charges for services are also a key revenue source that support the annual budget. Since 1991, the County has collected a 1/2 cent sales tax on many purchases (*The amount of sales tax that a county may impose is fixed by State law*). Wisconsin counties administer many state programs; as a result, state grants and reimbursements comprise a major source of revenue. State funding is not spread equally among the departments, however. Health and human service programs receive the “lion’s share” of state funding, while other programs, such as the Sheriff’s Office rely much more heavily on the property tax levy. Major categories of expenses are shown below.

CHIPPEWA COUNTY GOVERNMENTAL FUND EXPENSES/EXPENDITURES CATEGORIES BUDGET YEAR 2025



Expense/Expenditure Cat.	Percent
Health and Human Services	36%
General Government	33%
Transportation	17%
Public Safety	10%
All Other	4%

One challenge facing all Wisconsin counties is a state-imposed tax levy cap. A county’s ability to increase the tax levy is limited to the value of new construction (“*net new construction*”) that occurred during the previous year. Operating expenses often rise at a faster rate than net new construction. For example, in 2024, net new construction accounted for 2.34 percent of the growth of equalized value in the County.

To proactively address this challenge, it will be important for the next Administrator to have strong financial and planning skills as well as the ability to “think outside of the box” in terms of funding operations. Financial skills, including accounting, budgeting, and capital improvement planning, were identified by County stakeholders as being key to the success of the next Administrator.

Lake Wissota State Park is northeast of Chippewa Falls and offers secluded campsites, hiking, biking, and horseback riding trails, picnic and playground areas, and a swimming beach on a 6,300-acre man-made lake.

MAJOR SERVICES AND PROGRAMS

Chippewa County provides a wide range of services, from assisting veterans to overseeing elections. The following are some major services provided by the County, but they are by no means a complete list. For a complete overview of the names and functions of the County's departments, visit its [website](#).

Public Safety

The County provides law enforcement and emergency services through the Sheriff's Office, the District Attorney's office, the Coroner's office, and Emergency Management Services.

Human Services

With its mission of "strengthening our community through partnerships and services to promote dignity, increase resilience, and provide hope," the Department provides resources for basic human and family needs such as food, fuel, shelter, and medical services. The Department achieves this through a wide variety of programs in areas including aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, child abuse, and neglect.

Courts

Chippewa County's three circuit court judges are elected by County voters to six-year terms and paid by the State. Support of Court operations, however, is the responsibility of County, led by the elected Clerk of Circuit Court and his staff.

Highway Department

The Highway Department is responsible for year-round maintenance of an extensive system of State and County highways.



Administration

The County Administrator leads the Department of Administration, which consists of the following divisions: Corporation Counsel, Criminal Justice Services, Finance, Information Technology, Facilities & Parks, and Human Resources.

Planning & Zoning

The Planning and Zoning Department administers and enforces the County's land use ordinances as well as applicable provisions of Wisconsin law covering general zoning, shoreland zoning, floodplain zoning and land division.

Public Health

The mission of the County's Health Department is to protect, promote, and preserve the health of the Chippewa County community. Its many roles include investigating and diagnosing community health problems and hazards, providing education, and providing emergency preparedness.

Land Conservation and Forest Management

The County Land Conservation and Forest Management Department provides services that allow County landowners, residents, and cooperating municipalities to conserve and manage natural resources. In addition to managing stormwater and non-metallic mining, the Department is responsible for managing the production, use, and conservation of the Chippewa County Forest.

Wisconsin has implemented a unique partnership with its counties seen in only one other state (Minnesota). Under the arrangement, counties are responsible for maintaining not only county trunk highways but also state roads under a reimbursement system. The Chippewa County Highway Department maintains the fourth largest combined County Trunk and State Trunk system in Wisconsin. In addition to being responsible for maintaining 1,663 lane miles of state and county highways, the Department maintains 1,333 land miles of local roads under contracts with other units of government. Highway Department personnel are pictured (left).

THE POSITION

POSITION SUMMARY

The County Administrator is the chief administrative officer of the County under section 59.18 of the Wisconsin statutes, appointed by and accountable to the County Board. The County Administrator is responsible for performing all statutory responsibilities as well as duties assigned by the County Board. Major statutory duties of the position include appointing and supervising the heads of all departments of the county except those elected by the people or where the statutes provide that the appointment shall be made by elected officers. Duties also include “recommending such matters to the board for its consideration as the county administrator deems expedient” and submitting the annual budget to the Board.

COMPENSATION

The salary for the position is \$xxx,xxx to \$xxx,xxx plus excellent benefits.

Under Wisconsin law, the administration of county government is to be provided in one of three ways:

- Elected County Executive
- Appointed County Administrator
- Appointed Administrative Coordinator.

The difference between the Administrator and the Administrative Coordinator is that the former position has additional responsibilities and authority established by state law. The statutory charge of the County Administrator is set forth in section 59.18 of the Wisconsin statutes. In Wisconsin counties that operate under a County Administrator system, oversight committees take on a policy-making role while the County Administrator is responsible for day-to-day operations.

The incumbent County Administrator is retiring after serving seven years in the position. This will be the County's third administrator since the position was created.

ESSENTIAL FUNCTIONS

THE FOLLOWING DUTIES ARE NORMAL FOR THE POSITION:

- Fulfills the duties of the County Administrator as set forth in Wisconsin state statutes.
- Oversees daily operations of county government under the general supervision of the Board of Supervisors, including the direction, supervision, and administration of the county departments, agencies, and offices.
- Ensures that every County ordinance and state or federal law is observed, enforced and administered within the county if the ordinance or law is subject to enforcement by the County Administrator or any other person supervised by the County Administrator.
- Interprets and executes policies of the Board of Supervisors and promulgate rules and regulations as necessary to implement those policies. Advises department heads concerning said policies, directives and expectations.
- In consultation with the county board chair, prepares the agenda for County Board and executive committee.
- Investigates the use of funds appropriated by the Board of Supervisors and used by any person or group and reports the findings to the Board.
- Attends all meetings of the County Board and committees unless excused.
- Provides professional consultation and staff support to assist the County Board in making informed decisions regarding key policy matters. Presents policy alternatives and recommendations to the Board of Supervisors for deliberation/action.
- Reviews all agendas for meetings of the Board of Supervisors and all agendas for committee, board, or commission meetings; evaluates departmental and other requests to determine if such requests should be submitted to the board and makes recommendations to the board on agenda items as warranted.

These are representative duties of the position. The full position description is available to candidates upon request. Candidates are directed to section 59.18 of the Wisconsin Statutes for additional information.

THE IDEAL CANDIDATE

The ideal candidate for the Chippewa County Administrator position will be an approachable leader with a proven track record of building high-quality teams and maintaining an excellent workplace culture. The County seeks a collaborative problem-solver, with exceptional listening and communication skills. The ability to cultivate productive relationships with staff, citizens, county board supervisors, and other units of government will be critical to success.

SKILLS & EXPERIENCE

A strong finance background, including a sound knowledge of budget development and capital improvement planning, is essential. The successful candidate will possess exceptional strategic planning and project management skills. Immediate priorities include employee recruitment and retention and maintaining excellent services in light of statutory budget caps.

QUALIFICATIONS

Requires a Bachelor's Degree in public or business administration or finance or a related field, with a Master's degree preferred. A combination of education or experience may be substituted for the specific degree major. Significant experience in the administration of a complex organization with a minimum of four years in upper-level management required. ICMA Credentialed Manager certification is a plus as is a thorough knowledge of local government. Private sector and military candidates who have led comparably-sized, complex organizations are encouraged to apply.

The 33,000-acre Chippewa County Forest offers a wide range of outdoor recreation opportunities. Much of the forest is located within the glaciated terminal moraine created by the former Wisconsin Glacier. It consists of Oak, Aspen, and hardwood trees, with wetlands and lakes in the low-lying areas. The rolling topography offers some excellent terrain for a variety of recreational trails. The Hickory Ridge and River Road Trails offer over 12 miles for cross-country skiing, mountain biking, and hiking. Over half of the Ice Age Hiking Trail in Chippewa County is located within the County Forest. In addition, many miles of old logging trails offer hiking opportunities. Snowmobile trails wind through the forest with over 19 miles of ATV Trails. There are over 22 miles of horse trails.



HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at jonhochkammer@gmail.com. Include Chippewa County, WI Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is January 27, 2025.

Confidentiality must be requested by applicant and cannot be provided for finalists.