

OFFICIAL PROCEEDINGS
Dunn County Board of Supervisors
April 16, 2024 SESSION

The County Board of Supervisors of Dunn County met in person and via teleconference on Tuesday, April 16th, 2024 at 7:00 p.m. The Board was called to order by Chair Kelly McCullough. The Board recited the Pledge of Allegiance to the Flag. The County Clerk called the roll. Supervisor Gjestson was excused. All other supervisors were present in person or via zoom.

INTRODUCTIONS OF THE NEW SUPERVISORS AND OATH OF OFFICE

County Clerk Andrew Mercil administered the oath of office for all Supervisors, with the exception of the Supervisors Gjestson as he was not in attendance.

ELECTION OF A CHAIR OF THE BOARD OF SUPERVISORS

Chair McCullough explained the process to be used for the election of a chair and vice-chair of the County Board. Nominations were cast for Chair via secret ballot and tallied by Supervisor Hedlund and Supervisor Calabrese. Nominations were received and accepted for Supervisor McCullough and Supervisor Larry Bjork. Ballots were cast via secret ballot for Chair of the Board and tallied by Supervisor Hedlund and Supervisor Calabrese. Supervisor McCullough received 20 votes and Supervisor Larry Bjork received 8 votes. Supervisor Kelly McCullough was declared the Chair.

ELECTION OF A VICE-CHAIR OF THE BOARD OF SUPERVISORS

Nominations were cast for Vice Chair via secret ballot and tallied by Supervisor Hedlund and Supervisor Calabrese. Nominations were received and accepted for Supervisor Stene and Supervisor Wilsey. Ballots were cast via secret ballot for Vice Chair of the Board and tallied by Supervisor Hedlund and Supervisor Calabrese. Supervisor Stene received 15 votes, Supervisor Wilsey received 13 votes. Supervisor Gary Stene was declared the Vice Chair.

APPROVAL OF THE MINUTES

Supervisor Stene moved to approve the minutes of the March 20, 2024 County Board meetings, seconded by Supervisor Stori. Motion carried by a voice vote.

PUBLIC COMMENT

Comments were made regarding public records requests.

APPOINTMENTS

West Central Wisconsin Regional Planning Commission

Term expires April 2026

Reappoint Diane Morehouse and Steve Rasmussen

Appoint Carl Vandermeulen

Health & Human Services Board

Term expires April 2027

Reappoint William Lamb and Alex Hall

Above Chair Appointments need Board Confirmation

Committee on Administration

Term expires April 2026
Vaugh Hedlund, Chair
Sheila Stori, Vice Chair
Michelle Bachand
Ann Vogl
Robert Bauer

Highway

Term expires April 2026
Randy Prochnow, Chair
Gary Bjork, Vice Chair
Dustin Shackleton
Mark Thomas
Jerry Joe Hartung

Community Resources & Tourism

Term expires April 2026
Robert Bauer, Chair
Monica Berrier, Vice Chair
Thomas Quinn
Spencer Berndt
Larry Bjork

Judiciary & Law

Term expires April 2026
John Calabrese, Chair
Carl Vandermeulen, Vice Chair
Luke Wilsey
Donald Gjestson
Tom Gilbert

Facilities

Term expires April 2026
Ann Vogl, Chair
Larry Bjork, Vice Chair
Ron Score
Barbara Lyon
Randy Prochnow

Neighbors of Dunn County

Term expires April 2026
Mike Kneer, Chair
Sheila Stori, Vice Chair
Timothy Lauffer
Barbara Lyon
Gordon Wolf

Health & Human Services

Term expires April 2026
Diane Morehouse, Chair
Gary Stene, Vice Chair
Patrick Breslin
Michelle Bachand
Andrew Hagen

Planning, Recourses & Development

Term expires April 2026
Thomas Quinn, Chair
Gary Bjork, Vice Chair
Mike Kneer
Monica Berrier
Diane Morehouse

Above Chair Appointment are the Chairs

Supervisor Stene moved to approve the appointments, seconded by Supervisor Kneer.
Motion carried by a voice vote.

REPORT OF COUNTY MANAGER

- A. Purchase Orders over \$40,000. There were 9 totaling \$2,892,064.19
- B. Capital Improvements Workshop Information
- C. Sales Tax and Investment Updates

REPORTS OF DEPARTMENTS

The Dunn County Register of Deeds, Veterans Services, and UW-Extension departments all presented their annual reports. Questions were asked from the floor and responded to by each department head.

REPORT & RESOLUTION NO. 15

Supervisor Calabrese moved to approve resolution No. 15, Amending the Capital Improvement Plan for 2024 and 2024 ARPA Funded Projects, seconded by Supervisor Quinn. County Manager Korpela provided an overview. Chair McCullough asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion carried by a roll call vote.

RESOLUTION NO. 15 AMENDING THE CAPITAL IMPROVEMENT PLAN FOR 2023 AND 2024 ARPA FUNDED PROJECTS

NOW, THEREFORE, BE IT RESOLVED that the Capital Improvement Plan for 2023 and 2024 be amended to remove \$1,185,002 of approved ARPA funded items or projects (detailed in the background information below) which either cost less than expected or were not purchased and reallocate the funding to the purchase of an integrated surveillance camera and door access system for all county buildings. Any remaining funding would be allocated to purchase or upgrade of the county ERP (Enterprise, Resources, & Planning) system, a project scheduled for late 2024 or early 2025.

BE IT FURTHER RESOLVED that the Department of Administration shall enter the budget amounts relating to these approved changes when they become available, and the County Manager will prepare a budget amendment resolution if one is required.

Offered this 16th day of April, 2024 at Menomonie, Wisconsin.

Adopted on: April 16, 2024

ATTEST:
Andrew Mercil, County Clerk

Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

OFFERED BY THE EXECUTIVE COMMITTEE:
Kelly McCullough, Chair

COUNTERSIGNED:
Kelly McCullough, Chair
Dunn County Board of Supervisors

Budget Impact: Funds for the 2023 and 2024 Capital Improvement Plan items to be funded by ARPA are included in departmental budgets. Unspent 2023 funding was carried forward to 2024. This resolution approves reallocation of that funding to different capital purchases.

Background Information: In the 2023 and 2024 Capital Improvement Plans, the following items or projects were approved in column "Project/Item."

REPORT & RESOLUTION NO. 16

Supervisor Morehouse moved to approve resolution No. 16, 2024 Budget Adjustments, seconded by Supervisor Stene. Chair McCullough asked if there were any questions. There were none. Motion carried by a roll call vote.

**RESOLUTION NO. 16
2024 BUDGET ADJUSTMENTS**

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Dunn, Wisconsin that, effective with the publication of the notices required by law, the budget of the County of Dunn for the year beginning January 1, 2024 is amended by the following amounts to the line item account numbers shown:

<i>Human Services</i>			<i>Expense</i>	<i>Revenue</i>
Economic Support				
3120040900	527005	Agcy Cntrts-Administ	\$66	
3120040900	435000	State Grants G312000004.2424		\$66
3120040900	511005	Attendance Hours	\$2,439	
3120040900	435000	State Grants G312000007.2424		\$2,439
ADRC Grants				
3120050900	51****	Wage and Benefits Accounts	\$71,111	
3120050900	435000	State Grants G312000031.2424		\$71,111
3120050900	525025	Respite	\$2,255	
3120050900	534355	Misc General Expense	\$300	
3120050900	435000	State Grants G312000053.2424		\$2,555
			\$217,30	
3120050900	51****	Wage and Benefits Accounts	0	
3120050900	533080	Travel-Mileage	\$10,000	
3120050900	534330	Operating Supplies	\$7,000	
				\$234,30
3120050900	435000	State Grants G312000131.2424		0
Family & Children				
3120030900	521155	Legal Services	\$4,350	
3120030900	435000	State Grants G312000084.2424		\$4,350
3120030900	521155	Legal Services	\$1,000	
3120030900	435000	State Grants G312000085.2424		\$1,000
Behavioral Heath				
3120020900	534335	Misc General Expense	\$57	
3120020900	435000	State Grants G312000044.2424		\$57
3120020900	521075	Maintenance Contracts	\$2,000	
3120020900	521130	Provider Assessment	\$10,239	
3120020900	435000	State-Grants G312000057.2424		\$12,239

BE IT FURTHER RESOLVED that the County Board authorizes the Department of Administration to enter and maintain the information contained herein in a manner based upon

generally accepted accounting standards and that, effective with the publication of the proceedings of this meeting, the following changes are hereby adopted.

Offered this 16th day of April, 2024 at Menomonie, Wisconsin.

Adopted on: April 16, 2024

OFFERED BY THE EXECUTIVE COMMITTEE:
Kelly McCullough, Chair

ATTEST:

Andrew Mercil, County Clerk

Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

Budget Impact: Adoption of this resolution increases the 2024 adopted budget by a net amount of \$328,117. Adoption of this resolution has no impact upon the current year tax levy.

Background Information:

The Executive Committee has considered the justifications for the proposed 2024 budget adjustments and recommends that the Board adopt the adjustments as being in the best interest of the County.

The following information was provided by departments requesting action in support of this resolution.

Human Services

The Human Services Department received positive adjustments to numerous grants since the 2024 budget was passed. With these adjustments, Human Services may have more resources available to allocate towards supporting and serving the community.

REPORT & RESOLUTION NO. 17

Supervisor Stene moved to approve resolution No. 17, Appointing Lynn Niggemann to the Office of County Treasurer, seconded by Supervisor Hedlund. Supervisor Hedlund provided an overview. Chair McCullough asked if there were any questions. Questions were asked from the floor and answered by County Administration. Lynn Niggemann did an introduction. Motion carried by voice vote.

RESOLUTION NO. 17

APPOINTING LYNN NIGGEMANN TO THE OFFICE OF COUNTY TREASURER

NOW, THEREFORE, BE IT RESOLVED by the Dunn County Board of Supervisors that effective May 28, 2024, Lynn Niggemann is appointed Dunn County Treasurer for the remainder of the unexpired term of office expiring on January 5, 2025.

BE IT FURTHER RESOLVED that the Department of Administration is authorized to take any and all actions necessary for the implementation of this resolution.

Offered this 16th day of April, 2024, at Menomonie, Wisconsin.

Adopted on: April 16th, 2024

ATTEST:
Andrew Mercil, County Clerk

OFFERED BY THE COMMITTEE ON
ADMINISTRATION:
Vaughn Hedlund, Chair

Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

Budget Impact: No budget impact.

Background Information: There is currently a vacancy in the office of County Treasurer due to the resignation of former County Treasurer, A. Sifia Jevne. Deputy Treasurer Angela Wagner has been fulfilling the responsibilities of the Office of County Treasurer, pursuant to state statute. As the oversight committee for the County Treasurer’s Office, the Committee on Administration solicited and interviewed candidates for the vacant office with an objective of recommending a candidate to the County Board of Supervisors for appointment. The Committee is recommending that Lynn Niggemann be appointed Dunn County Treasurer for the remaining term of office, which will expire on January 5, 2025. Pursuant to Wis. Stat. § 59.20(2)(a), the term of office of Treasurer commences on the first Monday of January next succeeding his or her election and continues for 4 years and until his or her successor qualifies.

REPORT & RESOLUTION NO. 18

Supervisor Morehouse moved to approve resolution No. 18, Amending the Inventory of Job Classes, seconded by Supervisor Stori. Human Resources Director Jena Nutter provided an overview. Chair McCullough asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion carried by voice vote.

**RESOLUTION NO. 18
AMENDING THE INVENTORY OF JOB CLASSES**

NOW, THEREFORE, BE IT RESOLVED, that the inventory of job classes adopted by the Dunn County Board of Supervisors is amended as follows effective April 16, 2024 and will remain in force until such time as a subsequent action of the Board amends or nullifies this action:

<i>Add: Occupational Therapist</i>
<i>Add: Physical Therapist</i>
<i>Add: Aging & Transportation Programs Manager</i>
<i>Remove: Nutrition Program Coordinator</i>

FURTHER, BE IT RESOLVED, that the Department of Administration is empowered and directed to create standard operating procedures to regulate and implement this resolution.

Offered this 16th day of April, 2024 at Menomonie, Wisconsin.

Adopted on: April 16th, 2024

ATTEST:
Andrew Mercil, County Clerk

OFFERED BY THE COMMITTEE ON
ADMINISTRATION:
Vaughn Hedlund, Chair

Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

Budget Impact: There would not be a fiscal impact to the budget, as the services provided by the above classifications are grant-funded. The hiring of the Occupational and Physical Therapists would result in a reduction in cost compared to the cost to contract the services from an external provider.

Background Information:

- **Occupational Therapist and Physical Therapist:** Prevea Health, a significant provider in the region, has announced the closure of its Menomonie and all Northwest Wisconsin locations. This closure includes the termination of their contract with Dunn County that provides Physical Therapy (PT) and Occupational Therapy (OT) services for the Birth to Three (B-3) services of the County.

B-3 services are mandated by the State, and it is imperative to continue offering both OT and PT services to the children enrolled in the B-3 services of Dunn County. In response to this situation, extensive research of available options has taken place to ensure the continuity of these crucial services. Among the various alternatives explored, the most viable and cost-effective solution is to directly hire the current Occupational Therapist and Physical Therapist that are currently serving the County through the contract with Prevea. As a result, it is proposed to amend the inventory of job classifications to include two new classifications of Occupational Therapist and Physical Therapist.

In consideration of the scope of duties and responsibilities, it is recommended to place the positions in Grade O of the Dunn County Wage Grid, which is consistent with the level of skill and responsibilities of other classifications placed in Grade O.

- **Aging & Transportation Programs Manager:** Currently, the Aging & Disability Resource Center (ADRC) includes a Nutrition Programs Coordinator position which is responsible for management of the Senior Nutrition Program and supervision of the employees and volunteers that serve that program. The ADRC Manager has requested a reclassification of the position which would result in additional responsibility to the role including management of the Evidence-Based Health Promotion Programming, as well as development and implementation of a Transportation program.

The revised position has been evaluated for compensation placement, and in consideration of the scope of duties and responsibilities, it would be recommended to place the position in Grade N of Dunn County Wage Grid. The recommended title for the position would be Aging & Transportation Programs Manager.

REPORT & RESOLUTION NO. 19

Supervisor Calabrese moved to approve resolution No. 19, Authorizing a One-Time Floating Holiday Payout for Employees Working in the Dunn County Emergency Management

and Communications Department, seconded by Supervisor Bauer. Human Resource Director Jena Nutter provided an overview. Chair McCullough asked if there were any questions. There were none. Motion carried by voice vote.

RESOLUTION NO. 19
AUTHORIZING A ONE-TIME FLOATING HOLIDAY PAYOUT FOR EMPLOYEES
WORKING IN THE DUNN COUNTY EMERGENCY MANAGEMENT AND
COMMUNICATIONS DEPARTMENT

NOW, THEREFORE, BE IT RESOLVED, that the Dunn County Board of Supervisors hereby approves a one-time pay-out of remaining 2023 floating holiday hours to employees working in the Emergency Management and Communications Department.

BE IT FURTHER RESOLVED, that the amount of the one-time payment shall be indexed to the amount of unused floating holiday hours multiplied by the 2023 hourly rate of each applicable employee.

Offered this 16th day of April, 2024, at Menomonie, Wisconsin.

Adopted on: April 16th, 2024

ATTEST:

Andrew Mercil, County Clerk

OFFERED BY THE COMMITTEE ON
ADMINISTRATION:
Vaughn Hedlund, Chair

Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

Budget Impact: The estimated cost for providing this one-time payout is \$5,176.95. There is no budget impact; the Emergency Management and Communications Department will be able to absorb the cost due to the several vacancies within the department.

Background Information: Throughout 2023, Emergency Communications faced significant staffing challenges which resulted in several vacancies within the department. Existing Telecommunicators have continually picked up the extra shifts to ensure there is adequate coverage and staffing for 24 hours per day and 365 days per year. As a result, the staff that are picking up the unfilled shifts have been unable to utilize all of their floating holiday hours throughout the year.

As of December 31, 2023, Telecommunicators in Emergency Communications had a combined total of 184 hours of unused floating holidays. Each impacted employee's unused floating holiday balance was multiplied by their 2023 hourly rate to calculate the total on-time payout cost of \$5,176.95.

The one-time payout is an effort to retain existing staff and recognize their dedication to their department as well as the safety and wellbeing of Dunn County residents.

ANNOUNCEMENTS

Announcements were made from the floor. The Chair declared the meeting adjourned at 9:02pm.

Respectfully submitted,
ANDREW MERCIL,
DUNN COUNTY CLERK