

**OFFICIAL PROCEEDINGS**  
**Dunn County Board of Supervisors**  
**September 18, 2024 SESSION**

The County Board of Supervisors of Dunn County met in person and via teleconference on Wednesday, September 18, 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 Hartung was excused. All remaining supervisors were present in person or virtually.

**APPROVAL OF THE MINUTES**

Supervisor Stene moved to approve the minutes of the July 31 and August 28, 2024 County Board meetings, seconded by Supervisor Berndt. Motion carried by a voice vote.

**COMMUNICATIONS**

A petition was circulated to hold a special meeting of the Dunn County Board of Supervisors on Wednesday, December 18<sup>th</sup> at 7pm to discuss the broadband grants.

**PUBLIC COMMENT**

Members of the public spoke on the events of the Dunn County Historical Society.

**APPOINTMENTS**

There were none.

**REPORT OF COUNTY MANAGER**

- A. 2023 Audit Report from Kerber Rose
- B. Introduction of Adam Accola – Greater Dunn County Economic Development Director
- C. Purchase Orders Over \$40,000. There were 4 for a total of \$1,144,191.31
- D. Update on 2025 Budget Development
- E. Identifying County Services Scenario

**REPORTS OF DEPARTMENTS**

The District Attorney and Treasurer presented their annual reports. Questions were asked from the floor and responded to by each department head.

**REPORT & RESOLUTION NO. 38**

Supervisor Stene moved to approve resolution No. 38, 2024 Budget Adjustments, seconded by Supervisor Bauer. Chair McCullough asked if there were any questions. There were none. Motion carried by a roll call vote.

**REPORT NO. 38**  
**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:

<u><i>Environmental Services Department</i></u>	<u><i>Expense</i></u>	<u><i>Revenue</i></u>
<b>Miscellaneous Donations – Small Communities-Big Challenges Award</b>		
2100010020 – 534330 – Operating supplies	\$35,000	
2100010020 – 485040 – Misc-Donations		\$35,000
<u><i>Sheriff's Office</i></u>	<u><i>Expense</i></u>	<u><i>Revenue</i></u>
Sheriff CAPEX 2025		
1270990010– 581400 – Asset-Vehicles & Equipment	\$310,000	
1270990010 – 435000 – ARPA Funding		\$310,000
<u><i>Network Core Replacement</i></u>	<u><i>Expense</i></u>	<u><i>Revenue</i></u>
1110060900 – 521075 Core Network Upgrade	\$350,000	
1110060900 – 432000 G111000011.2124		\$350,000
<u><i>CJC Council - Grants</i></u>		
1110030900 – 435000 State Revenue – New Grant		\$103,654
1110030900 – 533125 Travel Conferences & Seminars	\$994.00	
1130030900 – 534330 Operating Supplies	\$102,660	

<u><i>Human Services</i></u>		<u><i>Expense</i></u>	<u><i>Revenue</i></u>
<b>ADRC</b>			
3120050020	539075	Donations-Expense	\$250
3120050020	485000	Misc Donations & Con	\$250
3120050900	534335	Misc General Expense	\$1,164
3120050900	435000	State Grants G312000036.2424	\$1,164
3120050900	511005	Attendance Hours	\$24,137
3120050900	515005	Federal-ER Social Security	\$1,751
3120050900	515010	Federal-ER Medicare	\$410
3120050900	513030	Retirement Expense	\$1,949
3120050900	435000	State Grants G312000131.2424	\$28,247

**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.

Dated the 18<sup>th</sup> day of September 2024, at Menomonie, Wisconsin.

Adopted on: September 18, 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 Environmental Services portion of this resolution increases the 2024 adopted budget by a net amount of \$35,000. Adoption of this resolution will have no impact on the current year tax levy. Adoption of the Sheriff's Dept portion of this resolution has no impact on the current year tax levy but does increase the 2024 budget by \$310,000. Adoption of the IT and CJC portion of this resolution increases the 2024 adopted budget by a net amount of \$350,000 for IT and \$103,654 for CJC. Adoption of DHS portion of this resolution increases the 2024 adopted budget by a net amount of \$29,661. Adoption of this resolution has no impact upon the current year tax levy.

**Background Information:**

**ENS**

The Environment Services Department, Land and Water Conservation Division (LWCD), have received additional funds from the Environmental Protection Agency's Small Communities – Big Challenges competition. The Land and Water Conservation Division (LWCD) collaborated with the Public Health Department (PH) to submit an entry into the competition. That entry was based on the private well monitoring program the LWCD and PH conducted in 2023 and 2024. The LWCD received the award in the amount of \$35,000 and will continue the private well monitoring program into the future.

**Sheriff's Office:**

The Sheriff's Office 2025 budget included ARPA funds dedicated to the purchase of four new squads and a transport van. The price per squad is \$65,000 including build costs. The price for a Transport Van is \$50,000. Two 2024 Ford Utility Interceptor Squads were available for immediate purchase at the same price as prior purchases and plan on completing the purchase of the two additional squads by the end of 2024. A Transport van replacement has been located for purchase also. The Sheriff's Office request that the CIP funds approved for expenditure in 2025 be spent in 2024 for these purchases.

**IT**

The County IT department plans to replace the core network infrastructure in 2024 rather than 2025. Installed in 2017, the current infrastructure is approaching the end of its recommended 5 to 7 year hardware lifecycle. Replacement was planned and approved for 2025. With the requirement for ARPA funds to be committed in 2024 a purchase order was to be submitted in 2024 with delivery in 2025. The IT department in consultation with the supplier has determined it would work best to purchase and receive the equipment in 2024.

**CJC**

Is requesting the recognition of additional funds from the State of Wisconsin Department of Health Services (DHS) for Non-Narcotic, Non-Addictive Injectable (NNAI) Medication-Assisted Treatment (MAT) Service within the Jail Setting grant of \$103,654 awarded to Dunn County Criminal Justice Collaborating Council (DCCJCC). Funds will be used for staff training and operating supplies for the Jail MAT Program.

Specifically, these additional funds will be used to purchase medications to administer to eligible inmates as a component of their MAT prior to and post-release from jail. Grant funding will be used to cover operating supplies. The CJC Division is working closely with the Sheriff's Office on this project with oversight from the DCCJCC. Project funding is from July 1, 2024, through June 30, 2025.

**Human Services**

The Human Services Department received adjusted grant balances since the 2024 budget was passed. With these adjustments, Human Services may have more resources available to allocate towards supporting and serving the community. Human Services is also hosting Elephant in the Room: Understanding Palliative Care & Hospice, an education event that donations will be made to cover the hosting of the event.

### **REPORT & RESOLUTION NO. 39**

Supervisor Stene moved to approve resolution No. 39, Appointing James McMenemy as Corporation Counsel, seconded by Supervisor Morehouse. Chair McCullough asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion carried by a voice vote.

### **RESOLUTION NO. 39**

**NOW, THEREFORE, BE IT RESOLVED** by the Dunn County Board of Supervisors that effective September 23, 2024, James McMenemy is appointed as Corporation Counsel designee, with appointment to the Corporation Counsel position to be effective upon the retirement of Corporation Counsel, Nicholas P. Lange, on or about January 10, 2025. In the interim period, James McMenemy shall be employed by Dunn County as a regular, full-time employee in the Corporation Counsel Office.

**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 18th day of September 2024, at Menomonie, Wisconsin.

Adopted on: September 18, 2024  
ATTEST:  
Andrew Mercil, County Clerk

OFFERED BY THE EXECUTIVE  
COMMITTEE:  
Kelly McCullough, Chair

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

**Budget Impact:** No budget impact.

**Background Information:** Current Corporation Counsel Nicholas Lange has submitted his intent to retire in January 2025. The Executive Committee solicited and interviewed candidates to fill the position with an objective of recommending a candidate to the County Board for appointment pursuant to §59.42 Wisconsin Statutes. The Executive Committee is recommending that James McMenemy be appointed as Corporation Counsel effective 9/23/24. There is a current Assistant Corporation Counsel vacancy and having Mr. McMenemy begin in September will allow for coverage of some of the duties of the vacancy as well as an overlap for orientation and transfer of leadership between Mr. Lange and Mr. McMenemy.

### **REPORT & ORDINANCE NO. 40**

Supervisor Berndt moved to approve ordinance No. 40, Amending Section 2.055(d) of the Code of Ordinances, seconded by Supervisor Morehouse. Chair McCullough stated this would be brought back at the next meeting.

**ORDINANCE NO. 40**  
**Amending Section 2.055(d) of the Code of Ordinances**

The Board of Supervisors of the County of Dunn does hereby ordain as follows:

**Section 1.** Section 2.055(d) of the Code of Ordinances is amended as follows:

**(d) Land Information Council.**

The Council shall have the powers and duties described in Wis. Stat. § 59.72(3m)(b). The Council shall consist of the Executive Committee of the Board of Supervisors and the Register of Deeds, the Treasurer, the County Chief Land Information Officer of Dunn County, a Dunn County Realtor to be appointed by the Dunn County Board of Supervisors, the County Surveyor, the Dunn County Director of Emergency Communication, the Dunn County Land Assessment Coordinator Real Property Lister, and a Dunn County Realtor to be appointed by the Dunn County Board of Supervisors. The Realtor member of the Council shall be appointed to serve for a two-year term, without limitation in successive terms, commencing on the date of appointment.

**Section 2.** This Ordinance shall become effective upon adoption and publication as required by law. (This section shall not be codified.)

Offered this 18<sup>th</sup> day of September 2024, at Menomonie, Wisconsin

Adopted on:

ATTEST:

Andrew Mercil, County Clerk

OFFERED BY THE EXECUTIVE  
COMMITTEE:

Kelly McCullough, Chair

Approved as to Form and Execution:

Nicholas P. Lange, Corporation Counsel

**Background Information**

The amendments to Section 2.055(d) are being proposed to reflect the historical composition and needs of the Land Information Council. When the Land Information Office and Council were first established in Dunn County, the Chief Information Officer was also the designated Land Information Officer, and only the title of Land Assessment Coordinator existed as a job classification. Since then, the job classification of Land Information Officer was established as a separate position, for the purposes of coordinating land information modernization efforts in Dunn County and leading the land information office. Additionally, the title of Land Assessment Coordinator was replaced with Real Property Lister to align with State statute. Lastly, a term is being proposed for the Dunn County Realtor member position to provide a regular opportunity for Dunn County Realtors to participate in the council.

**REPORT & RESOLUTION NO. 41**

Supervisor Vogl moved to approve resolution No. 41, Adopting FY 2025-2029 Capital Improvements Plan, seconded by Supervisor Stene. Chair McCullough stated this was a first reading and asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion carried by a voice vote.

**RESOLUTION NO. 41**  
**Adopting a FY 2025- 2029 Capital Improvements Plan**

**NOW, THEREFORE, BE IT RESOLVED** that the Dunn County Board of Supervisors hereby amends the attached FY 2025 – 2029 Capital Improvements Plan & Funding adding a geothermal system for the Judicial Center and solar energy system for the main Campus. Decreasing the expense for Judicial Carpet and corresponding ARPA funding utilizing the funding as follows:

<b><u>Funding Sources</u></b>	
*Energy Debt	\$11,000,000
Debt Service Fund	\$360,632
ARPA	\$660,000
Fund Balance	\$181,138
Hwy Equip Replace Fund	\$1,500,000
Fees	\$75,000
<b>Total</b>	<b>\$13,776,770</b>

1. Unspent Debt Service Fund \$360,632 (2022 Audit) & ARPA \$660,000
2. US Department of Treasury: ARPA funds must be committed by 12/31/2024 and cash spent by 12/31/2026.
3. Energy Debt is new Debt that will be taken out in coordination with a performance based contract.

Offered this 18th day of September 2024, at Menomonie, Wisconsin.

Adopted on: September 18, 2024

ATTEST:  
Andrew Mercil, County Clerk

OFFERED BY THE EXECUTIVE  
COMMITTEE:

Kelly McCullough, Chair

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

**Budget Impact**

Approval of this resolution will have no impact on the adopted 2024 budget. The capital projects planned for 2025 and approved for 2025 and associated funding sources will be incorporated into the FY 2025 budget. The addition of Energy Debt and the Solar and Geothermal projects will be funded by the energy saving they provide over a 20 year lifecycle.

**Background Information**

**Capital Improvement Plan**

In March 2020, the Dunn County Board of Supervisors approved a policy of adopting a rolling five-year Capital Improvement Program (CIP), to be reviewed, evaluated, prioritized, and updated on an annual basis in conjunction with the operating budget cycle. The CIP includes a schedule of capital improvement projects, including the estimated total cost and potential funding sources for each project.

Capital projects typically involve construction, improvement, or repair of buildings and equipment, and purchase of large assets, but can include non-recurring projects that enhance the services available to the community and/or improve service delivery. Capital projects do not include regular operational costs or salaries.

Projects within the CIP are subject to change or removal as priorities and need change and project dynamics, such as cost, availability, and available technologies change.

### **Review and Planning Process**

The CIP Review and Planning Process begins with a request to county departments for modifications, updates, additions, or deletions from the previous CIP in advance of the budget process. Department heads are responsible for identifying and submitting capital projects for consideration for inclusion in the CIP. Each project must identify funding source(s) available for the project. The Finance Division works with departments during the submission process to assist with planning and confirm the accuracy of costing and prioritization of projects.

The Finance Division incorporates the identified capital projects into an annual five-year capital improvement plan, which is then presented and discussed by the County Board of Supervisors at a workshop meeting held each year in March or April. The County Board of Supervisors reviews and prioritizes projects and funding sources and gives direction to the Finance Division for the preparation of a five-year CIP plan to be subsequently submitted to the County Board for final approval. The County Board of Supervisors adopts the five-year capital improvement plan each year by resolution.

### **Amendment**

Growing concerns for the existing Heating, Ventilation Air Conditioning system in the Judicial center led to studies of the efficiency of the system and options to fund and replace the system. The studies recommended the implementation of a new Geothermal system for the Judicial Center and solar panels for the main campus. The addition of these new systems will provide energy savings equal to or better than the annual debt service payment. Additional credits from energy programs will be in excess of 3 million dollars. This solution will replace the existing HVAC system, result in no additional tax burden on residents, and provide future savings.

### **REPORT NO. 42**

Supervisor Quinn moved to approve ordinance No. 42, Friedenfels Rezon Petition, Town of Dunn, seconded by Supervisor Morehouse. Chair McCullough stated this was a first reading and asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion carried by a voice vote.

The Planning, Resource and Development Committee respectfully submits the following report on a request received by the Planning and Land Use Control Office from property owners John and Joan Friedenfels to rezone the following described property in the Town of Dunn from General Agriculture (GA) to Residential 1 (R1).

Lot 1 of Certified Survey Map No. 4059, recorded in Volume 19, Page 169 as Document No. 599657, located in the Southeast Quarter of the Southeast Quarter of Section 27, T.27N., R.13W., Town of Dunn, Dunn County, Wisconsin.

**FINDINGS OF FACT AND RECOMMENDATION**

A Class II notice was published in the Dunn County News on July 24 and July 31, 2024, establishing a public hearing on August 7, 2024. Based on the evidence received in the public hearing and the testimony from the petitioner, and in consideration of the factors set forth in Section 13.2.6.07 of the Dunn County Comprehensive Zoning Ordinance the committee concluded to recommend to the County Board of Supervisors said request for amendment be approved, for the following reasons: (1) The proposal fits the neighborhood’s development pattern; (2) The proposal is not detrimental to wetlands, floodplain, or the County’s Farmland Preservation Plan; and (3) The rezoning and proposed use is consistent with Dunn County’s Comprehensive Plan.

The area of the parcel is approximately 2.41 acres.

Dated this 18th day of September 2024, at Menomonie, Wisconsin.

**ORDINANCE NO. 42  
AMENDING THE COMPREHENSIVE ZONING ORDINANCE,  
TOWN OF DUNN**

The Dunn County Board of Supervisors does hereby ordain as follows:

The Comprehensive Zoning Ordinance for the County of Dunn, Wisconsin is hereby amended by rezoning the above-described property:

**FROM  
GENERAL AGRICULTURE (GA)  
to  
RESIDENTIAL 1 (R1)**

The official zoning map of the Town of Dunn on file in the Environmental Services Department shall be amended in accordance with this ordinance.

This ordinance shall be effective upon passage and publication as provided in Section 59.14 of the Wisconsin Statutes. This ordinance shall not be codified.

Offered this 18th day of September 2024, at Menomonie, Wisconsin.

Adopted on: September 18, 2024

OFFERED BY THE PLANNING,  
RESOURCES AND DEVELOPMENT  
COMMITTEE:

ATTEST:  
Andrew Mercil, County Clerk

Thomas Quinn, Chair

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

COUNTERSIGNED:  
Kelly McCullough, Chair  
Dunn County Board of Supervisors

**ANNOUNCEMENTS**

Announcements were made from the floor. The Chair declared the meeting adjourned at 8:45p.m.

Respectfully submitted,



ANDREW MERCIL,  
DUNN COUNTY CLERK