



**COUNTY OF DUNN  
MENOMONIE, WISCONSIN  
NOTICE OF PUBLIC MEETING**

In accordance with the provisions of Section 19.84, Wisconsin Statutes, notice is hereby given that a public meeting of the **DUNN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, February 19, 2025 at 7:00 p.m.** in **Room 54** of the **Dunn County Government Center**, 3001 US Highway 12 East in Menomonie, Wisconsin. The building entrance for public meetings is on the lower level of the Government Center and will be open 30 minutes ahead of the meeting start time.

A video recording of the meeting will be available for subsequent viewing on the Dunn County YouTube channel at the following link: <https://www.youtube.com/@dunncounty1854>.

Persons wishing to provide public comment may do so at the meeting or may submit written comments by sending an email beforehand to [publiccomment@co.dunn.wi.us](mailto:publiccomment@co.dunn.wi.us)

Items of business to be discussed or acted upon at this meeting are listed below:

**AGENDA - COUNTY BOARD – revised to add 9.A.**

1. Call to Order
2. Pledge of Allegiance
3. Call of the roll
4. Approval of the Minutes from January 15, 2025 Meeting
5. Presentations of Petitions, Memorials, and Other Communications
6. Public Hearing: None
7. Public Comment
8. Appointments
9. Report of County Manager
  - A. Chippewa Valley Rail Update – Scott Rogers
  - B. Priority Based Budgeting Overview
  - C. Purchase Orders over \$40,000
  - D. ERP Procurement Update
  - E. Succession Planning
10. Reports of Departments: Circuit Court, Libraries, Finance
11. Items Placed at the Request of the Chair: Report from Health & Human Services Regarding Refugee Resettlement
11. Consideration of Reports, Resolutions, and Ordinances to the County Board from the Executive Committee:
  - A. 2025 Budget Adjustments - Health Dept & CJC
  - B. 2025 Budget Adjustment – Administration - Contract with Tyler Technologies for Performance Based Budgeting Tool.
12. Consideration of Reports, Resolutions and Ordinances coming to the County Board from the Standing Committees : Committee on Administration - Resolution Revising Inventory of Job Classifications
13. Announcements: Next Meeting, March 19, 2025
14. Adjournment

Kelly McCullough, Chairperson

By: Kristin Korpela  
County Manager

Upon reasonable notice, the County will make efforts to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County Human Resources Manager at 715-232-2429 (Office), 715-232-1324 (FAX) or 715-231-6406 (TDD) or by writing to the Human Resources Manager, Human Resources Department, 3001 US Hwy 12 E, Suite 225, Menomonie, Wisconsin 54751.

**OFFICIAL PROCEEDINGS**  
**Dunn County Board of Supervisors**  
**January 15, 2025 SESSION**

The County Board of Supervisors of Dunn County met in person and via teleconference on Wednesday, January 15, 2025 at 7:00 p.m. The Board was called to order by Vice Chair Gary Stene, serving as Chair of the meeting. The Board recited the Pledge of Allegiance to the Flag. The County Clerk called the roll. Supervisors Gjestson, Calabrese, and Berndt, were excused. All other supervisors were present in person or online.

**APPROVAL OF THE MINUTES**

Supervisor Morehouse moved to approve the minutes of the November 12, 2024 County Board meetings, seconded by Supervisor Hedlund. Motion carried by a voice vote.

**COMMUNICATIONS**

Chair Stene recognized the passing of Jeff Reynolds (17 years with the Dunn County Sheriff's Department of Corrections) and John Smith from the Menomonie Police Department. In addition, the retirements of Nick Lang (30 years in Corporation Counsel office) and Brenda Ausman (37 years at Neighbors of Dunn County)

**PUBLIC COMMENT**

There were none.

**APPOINTMENTS**

**Library Planning Committee**

Clarella Hackett Johnson (Sand Creek) Library  
Term expires April 2026  
Appoint Tim Lauffer to replace Ron Score

Above Chair Appointments need Board Confirmation

**City of Menomonie Sewer & Water Service Area Plan Advisory Committee**

Term expires – when project complete  
Appoint Chase Cummings as the County Representative

**Nutrition Advisory Council**

Term expires November 2026  
Reappoint Gary Stene

**Local Emergency Planning Committee**

Term expires December 2025  
Appoint Jason Spetz to replace Melissa Gilgenbach

**Veteran Service Commission**

Term expires November 2027  
Reappoint Marlin Severson

Above Appointments are the Chair's

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

#### **REPORT OF COUNTY MANAGER**

- A. Retirements of Troy Stowell (30 years, Surveyor's Office) and Vicki Wentz (20 years, Finance Department).
- B. Welcome of Tammy Traxler as the new County Planner/Zoning Administrator
- C. Purchase Orders Over \$40,000. There were four for a total of \$243,465.50
- D. Update on ERP
- E. 2024 County Sales Tax Revenue

#### **REPORTS OF DEPARTMENTS**

Dunn County Transit presented their annual reports. Questions were asked from the floor and responded to by the Transit Manager Austin Witt.

#### **REPORT & RESOLUTION NO. 1**

Supervisor Wilsey moved to approve resolution No. 1, Awarding a Performance Contract for Geothermal and Solar, seconded by Supervisor Vogl. Dan Dunbar provided an overview. Chair Stene asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion to close debate made by Supervisor Hagen, seconded made by Morehouse. Motion carried by a roll call vote. Original Motion to approve carried by a roll call vote.

#### **REPORT NO. 1**

#### **AWARDING A PERFORMANCE CONTRACT FOR GEOTHERMAL AND SOLAR**

**WHEREAS**, the Dunn County Board of Supervisors recognizes the importance of reducing energy consumption and operating costs, conserving water resources, and ensuring compliance with state and local building codes; and

**WHEREAS**, Wisconsin Statute 66.0133 authorizes local governmental units to enter into performance contracts with qualified providers to achieve these goals; and

**WHEREAS**, the County Board has reviewed and evaluated proposals from qualified providers and has determined that Veregy is the most suitable provider for implementing geothermal and solar energy projects;

**NOW, THEREFORE, BE IT RESOLVED**, by the Dunn County Board of Supervisors that:

1. **Authorization:** The County Board authorizes the County Manager to enter into a performance contract with Veregy for the evaluation, recommendation, and implementation of geothermal and solar energy projects.

2. **Scope of Work:** The performance contract shall include the design, engineering, installation, and maintenance of geothermal and solar energy systems to reduce energy consumption and operating costs, conserve water resources, and ensure compliance with state and local building codes.
3. **Guarantee:** The performance contract shall include a guarantee specifying a minimum amount by which energy or operating costs will be reduced as a result of the installation, modification, or remodeling performed by Veregy.
4. **Funding:** The funding for the performance contract shall be derived from General Obligation Bonds that will be paid through the energy savings and grants from the State and Federal government. Veregy will provide additional funding if energy savings minimums are not met.
5. **Reporting:** The County Manager shall provide regular updates to the County Board on the progress of the geothermal and solar energy projects, including any cost savings achieved.

Offered this 15th day of January, 2025, at Menomonie, Wisconsin.

Adopted on: January 15<sup>th</sup>, 2025

OFFERED BY THE FACILITIES COMMITTEE:  
Ann Vogl, Chair

ATTEST:

Andrew Mercil, County Clerk

Approved as to Form and Execution:  
Jim McMenemy, Corporation Counsel

**Budget Impact:** This project will include initial borrowing to build the project. Funds to pay the bonds will come from energy savings the county will realize due to the implementation. The contract will guarantee the energy savings and Veregy will cover additional costs if guaranteed savings are not realized. Additional revenue will be received from State and local grants.

**Background Information:** 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 & RESOLUTION NO. 2**

Supervisor Vogl moved to approve resolution No. 2, Resolution Authorizing the Sale of County-Owned Property on a Sealed Bid Basis, seconded by Supervisor Morehouse. Chair Stene asked if there were any question. Questions were asked from and responded to by county administration. Motion carried by a voice vote.

## **RESOLUTION NO. 2 A RESOLUTION AUTHORIZING THE SALE OF COUNTY-OWNED PROPERTY ON A SEALED BID BASIS**

**WHEREAS**, Dunn County is the owner of certain real property located at E3900 Highway 29, Menomonie, Wisconsin 54751, herein referred to as the “Property.”

**WHEREAS**, it has been determined by the Dunn County Facilities Committee that it is in the best interest of the County to sell the Property, and

**WHEREAS**, pursuant to Wisconsin Statutes, the County is authorized to sell real property through a sealed bid process;

**NOW, THEREFORE, BE IT RESOLVED by the Dunn County Board of Supervisors that:**

1. The County Board hereby authorizes and approves the sale of the Property located at E3900 Highway 29, Menomonie, Wisconsin 54751 by sealed bid, subject to the terms and conditions set forth in the sealed bid process and procedures.
2. The Dunn County Clerk is hereby directed to publish a notice of the sealed bid sale, which notice shall include a description of the Property, the deadline for submitting bids, and any other pertinent terms and conditions.
3. The Dunn County Facilities Committee shall review all bids received and recommend to the County Board the acceptance or rejection of any bid.
4. The County Board reserves the right to reject any and all bids received and may, at its discretion, withdraw the Property from sale at any time before the final acceptance of a bid.
5. The Dunn County Manager or other designated officer is authorized to take any and all actions necessary to facilitate the sale of the Property, including the execution of a sale agreement, deed, and any other documents required to complete the transaction.

Offered this 15th day of January, 2025, at Menomonie, Wisconsin

Adopted on: January 15, 2025

ATTEST:

Andrew Mercil, County Clerk

OFFERED BY THE FACILITIES  
COMMITTEE:

Ann Vogl, Chair

Approved as to Form and Execution:  
Jim McMenemy, Corporation Counsel

**Budget Impact:** The sale of the transfer station will provide revenue to the county and eliminate current costs to maintain the property.

**Background Information:** The Dunn County Transfer station has been vacant since the elimination of the Solid Waste Division. The Facilities Committee has determined sale of the property to be the best course of action and pursued a rezone of the property pending board approval. The property and structure are no longer able to be used for their original purpose and have been unused by the county for three years. With ongoing costs to maintain the property, an aging building, and expressed interest from third parties the committee has decided sale through a sealed bid process is the most appropriate way to move forward.

**REPORT & RESOLUTION NO. 3**

Supervisor Shakleton moved to approve resolution No. 3, Resolution Authorizing the Sale of County-Owned Property, seconded by Supervisor Vogl. Chair Stene asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Supervisor Kneer moved to refer back to the Facilities Committee, seconded by Supervisor Laufer. Discussion commenced from the floor. Supervisor Kneer rescinded the motion to refer back to Committee, agreed to by Supervisor Laufer. Discussion on the original motion to approve resumed. Supervisor Wilsey requested a roll call vote. Motion carried by a roll call vote.

**RESOLUTION NO. 3**  
**A RESOLUTION AUTHORIZING THE SALE OF COUNTY-OWNED PROPERTY**

**WHEREAS**, Dunn County is the owner of certain real property located at:

LOT 2, OF CERTIFIED SURVEY MAP NUMBER 4459, VOLUME 22 PAGE 59 OF  
SURVEYS RECORDED AS DOCUMENT NUMBER 630320 , BEING PART OF THE  
NORTHWEST NORTHWEST AND PART OF THE NORTHEAST NORTHWEST OF  
SECTION 30 AND PART OF THE SOUTHWEST SOUTHWEST AND PART OF THE  
SOUTHEAST SOUTHWEST OF SECTION 19 ALL IN TOWN 28 NORTH RANGE 12 WEST,  
CITY OF MENOMONIE, DUNN COUNTY, WISCONSIN.

herein referred to as the “Property.”

**WHEREAS**, it has been determined by the Dunn County Facilities Committee that it is in the best interest of the County to sell the Property, and

**WHEREAS**, pursuant to Wisconsin Statutes, the County is authorized to sell real property;

**NOW, THEREFORE, BE IT RESOLVED by the Dunn County Board of Supervisors that:**

1. The County Board hereby authorizes and approves the County Manager to negotiate with a developer for the potential sale of the Property, subject to the final approval of the County Board of the terms agreed upon by the parties.
2. The County Manager may negotiate the sale price, terms of sale, and other relevant conditions, and may take such further action as deemed necessary to effectuate the sale.
3. The County Manager shall report regularly to the County Board on the progress of negotiations with the developer, or as otherwise requested by the Board. Any final agreement resulting from the negotiations shall be presented to the County Board for approval prior to the execution of the sale.

Offered this 15th day of January, 2025, at Menomonie, Wisconsin.

Adopted on: January 15, 2025

ATTEST:  
Andrew Mercil, County Clerk

OFFERED BY THE FACILITIES  
COMMITTEE:  
Ann Vogl, Chair

Approved as to Form and Execution:  
Jim McMenemy, Corporation Counsel

**Budget Impact:** The preliminary agreement will not impact the budget, but will dedicate staff time to the project. An eventual sale of the property will result in a on-time revenue to the county and eliminate an annual rent payment paid to the Neighbors of Dunn County of about \$500 a year.

**Background Information:** The parcel in this resolution was developed by the sale of the county land to Prevea Clinic. A developer contacted County administration with interest in developing the parcel. The idea to sell the parcel has been discussed at the facilities committee and appraisal information and negotiation strategies discussed in closed session. The committee is forwarding this resolution to determine if the board has interest in pursuing this sale. This resolution will authorize the county manager to work with a developer to determine the terms of a sale. The final sale will come back to the board once both parties have agreed to terms.

#### **REPORT & RESOLUTION NO. 4**

Supervisor Bauer moved to approve resolution No. 4, Endorsing 24-7 Telcom for BEAD Project Units South of Highway 170, seconded by Supervisor Larry Bjork. An overview was provided by County Administration. Chair Stene asked if there were any questions. There were none. Motion carried by a voice vote.

#### **RESOLUTION NO. 4 ENDORSING 24-7 TELECOM FOR BEAD PROJECT UNITS SOUTH OF HIGHWAY 170**

**WHEREAS**, Broadband, Equity, Access, and Deployment program (BEAD) funding is available for unserved and underserved households and businesses, within Dunn County;

**WHEREAS**, the Broadband Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States;

**WHEREAS**, the BEAD Program aims to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services;

**WHEREAS**, the availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for underserved and unserved households and businesses in Dunn County;



**WHEREAS**, the purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access;

**WHEREAS** The Dunn County Board of Supervisors recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of our society and economy, including access to telemedicine, educational, and economic opportunities.

**WHEREAS**, The Dunn County Board of Supervisors has established a broadband committee in 2022;

**WHEREAS** a countywide survey of broadband needs and issues was conducted in 2016 and 2022 and found large portions of the county were unserved and residents stated affordability was a significant factor to adoption;

**WHEREAS** The Dunn County Board of Supervisor's Broadband Committee has made recommendations for broadband infrastructure, identifying an area north of the Village of Wheeler in the Town of Hay River and an area between the Village of Colfax and The Village of Elk Mound in the Town of Colfax for Fiber Optic Service at an affordable price, and a commitment to serve the residents of the area.

**WHEREAS** 24-7 Telcom is seeking BEAD endorsement for all project units in Dunn County that exist South of Highway 170.

**WHEREAS** 24-7 Telcom is interested in addressing the broadband access and affordability priorities identified by our broadband committee.

**WHEREAS**, 24-7 Telcom has partnered with Dunn County on 21 Grants in the County since 2017.

**WHEREAS**, 24-7 Telcom has a proven record of accomplishments providing broadband in Dunn County for 25 years,

**NOW, THEREFORE, BE IT RESOLVED** that The Dunn County Board of Supervisors endorses 24-7 Telcom's application for BEAD funding for the for all project units in Dunn County that exist South of Highway 170

**BE IT FURTHER RESOLVED**, that Dunn County Board of Supervisors directs its clerk to draft and provide a letter to the Public Service Commission of Wisconsin and the applicant outlining this endorsement and verifying the applicant and geographic location affected, which shall include the minutes from this meeting.

Offered this 15th day of January, 2025, at Menomonie, Wisconsin.

Adopted on: January 15, 2025

ATTEST:  
Andrew Mercil, County Clerk

OFFERED BY THE BROADBAND  
TASKFORCE:  
Robert Bauer, Chair

Approved as to Form and Execution:  
Jim McMenemy, Corporation Counsel

**Budget Impact:** There is no Budget impact for this resolution.

**Background Information:** For many years Broadband connectivity has been a priority of Dunn County. The BEAD grants are a once in a lifetime opportunity to provide broadband to all residents of Dunn County. This endorsement will improve 24-7's ability to provide services to many residents of Dunn County and all residents South of Highway 170.

### **REPORT & RESOLUTION NO. 5**

Supervisor Bauer moved to approve resolution No. 5, Endorsing Mosaic Technologies for BEAD Project units North of Highway 170; seconded by Supervisor Bjork. An overview was provided by County Administration. Chair Stene asked if there were any questions. There were none. Motion carried by a voice vote.

### **RESOLUTION NO. 5 ENDORING MOSAIC TECHNOLOGIES FOR BEAD PROJECT UNITS NORTH OF HIGHWAY 170**

**WHEREAS**, Broadband, Equity, Access, and Deployment program (BEAD) funding is available for unserved and underserved households and businesses, within Dunn County;

**WHEREAS**, the Broadband Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States;

**WHEREAS**, the BEAD Program aims to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services;

**WHEREAS**, the availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for underserved and unserved households and businesses in Dunn County;

**WHEREAS**, the purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access;

**WHEREAS** The Dunn County Board of Supervisors recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all

community residents to participate in the full benefits of our society and economy, including access to telemedicine, educational, and economic opportunities.

**WHEREAS**, The Dunn County Board of Supervisors has established a broadband committee in 2022;

**WHEREAS** a countywide survey of broadband needs and issues was conducted in 2016 and 2022 and found large portions of the county were unserved and residents stated affordability was a significant factor to adoption;

**WHEREAS** The Dunn County Board of Supervisor's Broadband Committee has made recommendations for broadband infrastructure, identifying an area north of the Village of Wheeler in the Town of Hay River and an area between the Village of Colfax and The Village of Elk Mound in the Town of Colfax for Fiber Optic Service at an affordable price, and a commitment to serve the residents of the area.

**WHEREAS** Mosaic Technologies is seeking BEAD endorsement for all project units in Dunn County that exist North of Highway 170.

**WHEREAS** Mosaic Technologies is interested in addressing the broadband access and affordability priorities identified by our broadband committee.

**WHEREAS**, Mosaic Technologies has partnered with Dunn County on Grants for the Town of Otter Creek, Sand Creek, and Grant.

**WHEREAS**, Mosaic Technologies has a proven record of accomplishments in Dunn County for 67 years,

**NOW, THEREFORE, BE IT RESOLVED** that The Dunn County Board of Supervisors endorses Mosaic Technologies' application for BEAD funding for the for all project units in Dunn County that exist North of Highway 170

**BE IT FURTHER RESOLVED**, that Dunn County Board of Supervisors directs its clerk to draft and provide a letter to the Public Service Commission of Wisconsin and the applicant outlining this endorsement and verifying the applicant and geographic location affected, which shall include the minutes from this meeting.

Offered this 15th day of January, 2025, at Menomonie, Wisconsin.

Adopted on: January 15, 2025

ATTEST:

Andrew Mercil, County Clerk

OFFERED BY THE BROADBAND  
TASKFORCE:

Robert Bauer, Chair

Approved as to Form and Execution:  
Jim McMenemy, Corporation Counsel

**Budget Impact:** There is no budget impact for this resolution.

**Background Information:** For many years Broadband connectivity has been a priority of Dunn County. The BEAD grants are a once in a lifetime opportunity to provide broadband to all residents of Dunn County. This endorsement will improve Mosaics ability to provide services to many residents of Dunn County and all residents North of Highway 170.

### **REPORT & ORDINANCE NO. 6**

Supervisor Morehouse moved to approve ordinance No. 6, Amending the Comprehensive Zoning Ordinance, Town of Menomonie, seconded by Supervisor Kneer. Supervisor Quinn provided an overview. Chair Stene stated this was the second reading and asked if there were any questions. There were none. Motion carried by voice vote.

### **REPORT NO. 6**

The Planning, Resource and Development Committee respectfully submits the following report to change the zoning designation of following described 10-acre property owned by Dunn County in the Town of Menomonie from General Agriculture (GA) to General Commercial (GC):

Lot 1 of Certified Survey Map No. 929, recorded in Volume 3, Page 323 as Document No. 389094, being a part of the Southeast One-Quarter of Section 21, Town 28 North, Range 13 West, Town of Menomonie, County of Dunn, State of Wisconsin. Parcel Number: 1701622813213400001. Physical Address: E3900 State Road 29, Menomonie, Wisconsin.

### **FINDINGS OF FACT AND RECOMMENDATION**

A Class II notice was published in the Colfax Messenger and Tribune Press Reporter on September 18 and September 25, 2024, establishing a public hearing on October 2, 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 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.

Dated this 15th day of January 2025, at Menomonie, Wisconsin.

### **ORDINANCE NO. 7**

### **AMENDING THE COMPREHENSIVE ZONING ORDINANCE, TOWN OF MENOMONIE**

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**

**GENERAL COMMERCIAL (GC)**

The official zoning map of the Town of Menomonie 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 15th day of January 2025, at Menomonie, Wisconsin.

Adopted on: January 15, 2025

Published on: January 22, 2025

ATTEST:  
Andrew Mercil, County Clerk

Approved as to Form and Execution:  
Jim McMenemy, Corporation Counsel

OFFERED BY THE BROADBAND  
TASKFORCE:  
Robert Bauer, Chair

COUNTERSIGNED:  
Kelly McCullough, Chair  
Dunn County Board of Supervisors

Announcements were made from the floor. The Chair declared the meeting adjourned at 9:55p.m.

Respectfully submitted,  
ANDREW MERCIL,  
DUNN COUNTY CLERK

**Purchases Over \$40,000**

<b>Department</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	<b>Comment</b>
Information Technology	Vanguard Computers Inc	IT Equipment	98,316.00	Lenovo ThinkPads (Laptops) & docking stations
Circuit Court	Bakke Norman S.C.	Family Court Commissioner	42,500.00	Cost for Family Court Commissioner.



**DUNN COUNTY**  
*Wisconsin*

*Dedication - Professionalism - Ethics - Betterment - Collaboration*

# **2025 ANNUAL REPORT FOR THE DUNN COUNTY CIRCUIT COURTS**



Provided to the  
Dunn County Board of Supervisors  
for the February 19, 2025 County Board Meeting  
By  
Katie M. Schalley, Clerk of Circuit Courts

The Circuit Courts, comprised of the Clerk of Courts office and Judges' office, strive to operate in an effective, efficient and professional manner.

## Clerk of Court's Office Staffing

Katie M. Schalley	Clerk of Circuit Court
Erin Metcalf	Office Manager
Lisa Crouse	Register in Probate/Probate Registrar
Renee McDonald	Deputy Clerk
Paige Taylor	Deputy Clerk
Ashlee Anderson	Deputy Clerk
Sandra Rhead	Deputy Clerk
Jennifer Crowell	Deputy Clerk
Jewel Bergman	Deputy Clerk
Vickie Girard	Deputy Clerk
Amanda Standaert	Deputy Clerk
<i>Vacant</i>	Part-Time Deputy Clerk
Deanna Briesemeister	Jury Bailiff
Alan Boyes	Jury Bailiff
Linda Tylee	Jury Bailiff

## Judge's Office Staffing

### **Branch I**

James M. Peterson	Branch I Circuit Court Judge
Sharesa Campshure	Branch I Court Reporter
Kimberly Wendt	Branch I Judicial Assistant

### **Branch II**

Christina M. Mayer	Branch II Circuit Court Judge
Halle Fischer	Branch II Court Reporter
Jacob Fabish	Branch II Judicial Assistant

### **Branch III**

Luke M. Wagner	Branch III Circuit Court Judge
Kassie Beebe	Branch III Court Reporter
Elizabeth Comer	Branch III Judicial Assistant

### **Family Court Commissioner and Circuit Court Commissioner**

David Schoenberger



## 2024 Highlights

- The Clerk of Courts office hired two new staff members in 2024. Ashlee Anderson was promoted from part-time deputy clerk, to a full time deputy clerk in September. Paige Taylor started in November of 2024 as a deputy clerk. Both new employees are busy training and learning the roles of their positions.
- Training consumed a lot of time in 2024. We were still training in hires from 2023, and then had two new staff members join our team. Staff worked continuously on updating their manuals and revising internal policies that were outdated as questions arose.
- The Judges office hired, Kimberly Wendt in August as the Branch I judicial assistant. Kassie Beebe started in August as the Branch III court reporter. Halle Fischer started in September as the Branch II court reporter. In August, the Branch III Judicial Assistant position changed from full-time to part-time, after re-evaluation of position needs and to save costs to Dunn County.
- Judge Wagner has held restitution review hearings for individuals who are ordered to pay restitution. The review hearings are set to monitor progress of payments to victims.
- I participated and completed a 12-week Professional Development Academy course that was offered by Dunn County.
- Clerk of Courts staffed purged thousands of paper court files from the electronic computer system, as the retention period for the cases has expired.
- Office Manager Erin Metcalf and Clerk of Court Katie Schalley were both part of different ERP workgroups in 2024. This required additional time dedication by both employees throughout the year.
- In July, Deputy Clerk Sandra Rhead, was nominated as President of the Wisconsin Juvenile Court Clerks Association by her peers for 2025-2027. Sandra is an active member in the association on my behalf.
- The Clerk of Courts office staff took the Gallup top 5-strength finder survey. This was educational and very helpful for staff to become more self-aware of themselves and for others in the office to learn more about everyone's strengths. Staff seemed to enjoy this type of educational and sharing event. I will continue to provide educational training opportunities each year going forward for staff as I believe it is important to invest in them and for them to continue to grow.
- In October, I was nominated as Vice President for the Wisconsin Clerks of Circuit Court Association. In December of 2024, I wrapped up my position as the treasurer for the association.
- In November, staff participated in a Court Security training event that was put on by the Dunn County Sheriff's office and Menomonie Fire Department. These hands on educational training events are always beneficial to think of what could happen in an emergency situation.

## 2024 Revenue Collected & Disbursement Summary

Funds Held in Trust as of 12/31/2023	\$428,961.59
Funds Collected	\$3,490,182.75
Revenue Disbursements <i>(State of Wisconsin, Clerk of Courts, Municipalities, Sheriff's Department, Human Services, Treasurer)</i>	(\$2,576,342.04)
Non-Revenue Disbursements <i>Including: Foreclosure Sale Proceeds, Restitution, Refunds, Child Support Purge Payments, etc.</i>	(\$498,460.67)
Funds held in Trust as of 12/31/2024	\$844,341.63



## 2024 Collections by Collection Agency

Tax Intercept Collection	\$68,077.25
State Debt Collection (SDC)	\$344,656.89
State Debt Collection Restitution	\$18,687.56
<b>TOTAL</b>	<b>\$431,421.70</b>

## 2024 Case Filing Summary

<b>Case Types</b>		<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Adoption	AD	7	13	15	12	6
Felony	CF	451	479	464	440	486
Commitment of an Inmate	CI	0	0	0	0	0
Construction Lien	CL	13	5	3	5	3
Misdemeanor	CM	496	534	451	352	487
Condominium Lien	CO	0	0	0	0	0
Criminal Traffic	CT	374	340	322	300	206
Civil	CV	283	309	297	298	234
Complex Forfeitures	CX	2	3	3	2	2
Family	FA	178	178	156	170	203
Foreign Judgments	FJ	5	10	6	2	3
Non-Traffic Ordinance Violation	FO	1053	952	1197	1042	887
Guardianships	GN	38	28	37	39	30
Habitual Traffic Offender	HT	0	0	0	0	0
Incarcerated Person	IP	0	0	0	0	0
Juvenile Adoption	JA	5	0	0	0	0
Juvenile CHIPS	JC	34	39	64	67	62
John Doe	JD	0	0	0	0	0
Juvenile Guardianship	JG	13	22	11	31	13
Juvenile Injunction	JI	3	0	7	2	2
Juvenile Judgments	JJ	0	0	0	0	0
Juvenile Civil Commitment	JM	7	10	6	8	18
Juvenile Civil Law and Ordinance Violations	JO	135	107	104	103	104
Juvenile Delinquency	JV	32	38	27	27	36
Civil Commitment	ME	48	46	59	53	69
Mechanic's Lien	ML	0	0	0	0	0
Other Lien	OL	5	44	56	53	17
Paternity	PA	24	21	46	28	28
Probate	PR	66	70	88	71	59
Small Claims	SC	736	621	516	635	636
Transcript of Judgment	TJ	23	27	38	20	20
Juvenile Termination of Parental Rights	TP	8	13	6	6	15
Traffic Forfeiture	TR	7692	7012	7111	5897	5784
Tax Warrants	TW	139	162	98	74	124
Unemployment Compensation	UC	40	39	64	27	39
Worker's Compensation	WC	28	12	13	6	1
Wills	WL	31	27	42	26	25
<b>TOTALS</b>		<b>11,969</b>	<b>11,161</b>	<b>11307</b>	<b>9,796</b>	<b>9,599</b>

- There was a 53% increase in Notice of Appeals filed from 2023 to 2024.

## Hearings Held

- There were 9,448 hearings held in 2024 by the Judges and Court Commissioner
- There were 7,008 traffic, forfeiture, and juvenile ordinances cases scheduled in 2024.

## Jury Trial Overview

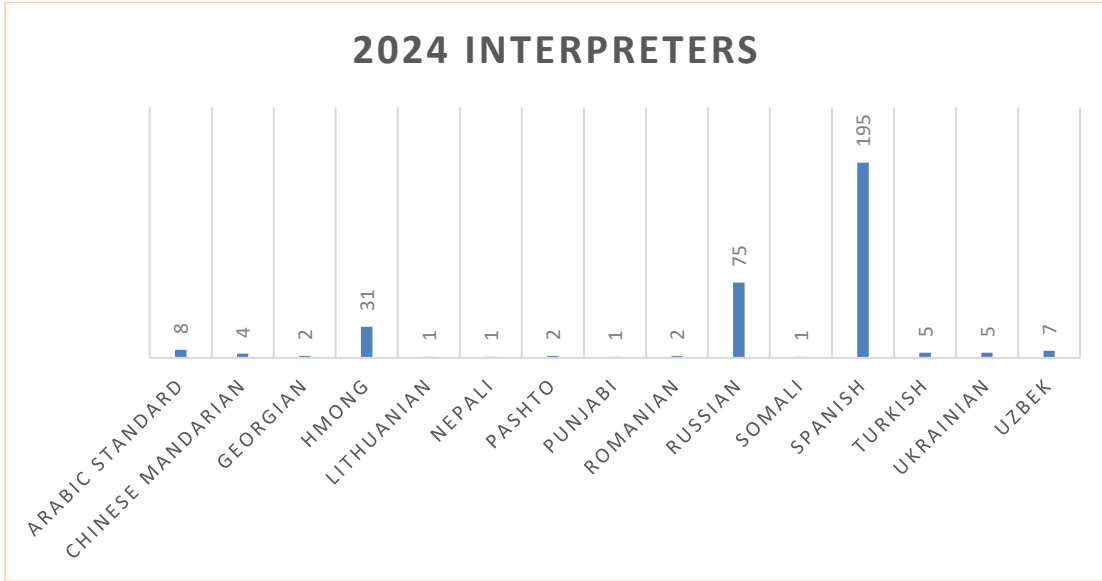
- There were 16-cases that went to jury trial lasting 44 days in 2024.
- This is the highest number of jury trials since 2017.
- Order to show cause hearings were held for jurors who failed to return their jury questionnaire to the Clerk of Courts office in a timely manner.

Jury Questionnaires Sent	1,568
Qualified and Available Jurors for 2024	1,179
Juror Summons Sent	1,093
Available Jurors once Summoned	967
Jurors Reporting in for Jury Duty Service	645
Jurors Questioned During Jury Selection Process	441
Number of Jurors the Served as a Juror	199

## Interpreter Usage

Number of Times an Interpreter was Used	340
Number of Different Languages Used	15

- This was a 36% increase interpreter usage compared to 2023.
- This is the highest interpreter usage for the courts in Dunn County history. In 2024, the Circuit Courts spent \$59,765.50 for interpreters. We received \$16,802.20 from the Director of State Courts office in Wisconsin to help offset interpreter expenses to the county.



## 2024 Budget Overview

### Court Services: Financials Jan - Dec 2024

Acct Type	Total 2023 Actuals	Total 2024 Budget*	YTD 2024 Actuals	Total 2024 Projected*
Revenue: Levy	(948,550)	(948,550)	(948,550)	(948,550)
Revenue: State Grant	(345,243)	(324,000)	(334,350)	(334,350)
Revenue: Public Charges	(267,380)	(280,000)	(343,079)	(363,570)
Revenue: Forfeiture	(233,552)	(242,000)	(256,383)	(277,667)
Revenue: Fund Balance	-	(9,445)	-	(9,445)
Revenue: Other	-	(10,865)	-	(10,865)
Expense: S&F	1,262,333	1,364,495	1,297,874	1,297,874
Expense: Operating	484,104	450,365	502,184	502,184
<b>Grand Total</b>	<b>(48,288)</b>	<b>-</b>	<b>(82,303)</b>	<b>(144,388)</b>

Revenue	1,794,725	1,814,860	1,882,361	1,944,447
Expense	1,746,436	1,814,860	1,800,058	1,800,058
<b>Net</b>	<b>48,288</b>	<b>-</b>	<b>82,303</b>	<b>144,388</b>

### Exceeded Expenditure Line Items

Line Item	Budgeted Amount	Consumed Amount
Guardian ad Litem	\$170,000.00	\$191,332.82
Indigent Attorney Fees	\$30,000.00	\$70,343.25
Interpreter Fees	\$35,000.00	\$59,765.50
Transcripts	\$900.00	\$1,089.35
External Jury Duty	\$27,500.00	\$37,246.65

## 2025 Updates

- Starting January 1, 2025, the Courts will start ordering that parents involved in juvenile CHIPs cases have a court appointed attorney appointed to them during the pendency of the case file. This will increase the amount of court appointed attorneys used in juvenile cases. There is a cost to appointing counsel to parents, although, the goal is to reach a resolution sooner. The Clerk of Courts office has worked with Dunn County Department of Human Services to receive Federal reimbursement for expenses related to the court appointed attorneys to help offset the cost to Dunn County.
- Starting in January of 2025, Judge Wagner took over as the court official for the Dunn County Treatment Court. Judge Peterson previously presided over treatment court.
- We will continue to monitor cases where a court appointed attorney is provided to an individual, and they are required to reimburse the county for the costs of their attorney. In 2024, the expenses for court appointed attorneys was an all-time high. We are working on monitoring these cases to hold the individuals accountable to ensure they are making their monthly payments.
- We will continue to turn debts over to the State Debt Collection program to collect on any outstanding past due debts.
- The Clerk of Courts office will continue to purge paper court files and the electronic court file from our court database once the retention period has expired.
- The Clerk of Courts office will continue to review all paper court files with non-paper exhibits filed in the case. We will offer the exhibit back to the pro-offering party if able to due so, or track and retain the exhibit for the statutory required time.
- We will continue to reduce the number of jurors reporting in for jury duty service, to help reduce the costs for having a jury trial in Dunn County. We will hold order to show cause hearings for jurors failing to complete their jury questionnaire in a timely manner.
- We are reserving a time block on the Judge's calendar for cases that require an interpreter. This will hopefully reduce the number of times each week that we have interpreters appearing on cases for court. Interpreters are appearing for court by Zoom for hearings instead of having the interpreter in person to reduce costs to Dunn County.

The Dunn County Circuit Courts will continue to provide exceptional service to the individuals involved in the court system as well as managing the daily challenges presented to them. Members of the County Board are welcome to visit or contact us with any questions or concerns they may have.

Respectfully submitted,

*Katie M. Schalley*  
Katie M. Schalley  
Clerk of Courts

*Christina M. Mayer*  
Christina M. Mayer  
Circuit Judge, Branch II

*James M. Peterson*  
James M. Peterson  
Circuit Judge, Branch I

*Luke M. Wagner*  
Luke M. Wagner  
Circuit Judge, Branch III



**DUNN COUNTY**  
*Wisconsin*

# Dunn County Board of Supervisors Administration - Finance Division



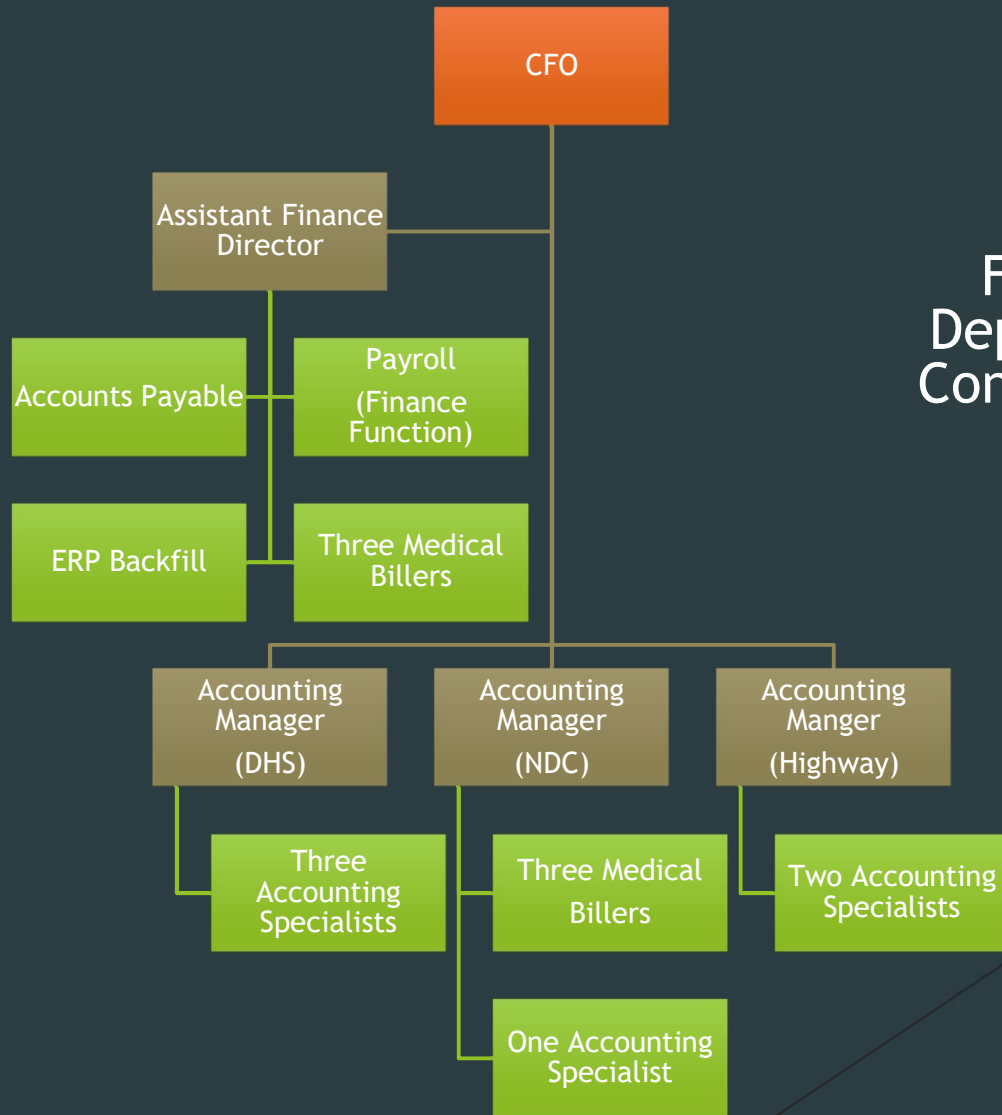
Presented by: Beata Haug, CFO

## Mission & Vision

The purpose of the Finance Division is to provide administrative support to the county board and county departments for payroll functions, accounts payable, accounts receivable, budgeting, accounting, and financial reporting on a timely and accurate basis.



# Finance Structure



Finance Department  
Consist of 21  
Staff

# Key Finance Functions

- ▶ Budgeting & Financial Planning
- ▶ Accounting & Financial Reporting
- ▶ Payroll Processing
- ▶ Accounts Payable & Receivable
- ▶ Grant Management
- ▶ Financial Compliance & Audit

# Budgeting & Financial Planning

- ▶ Annual budget development process
- ▶ 5-Year CIP planning
- ▶ Long-Term financial planning
  - ▶ Debt Issuance
  - ▶ Invest Portfolio (\$26.61M end of 2024)
- ▶ Revenue & expense forecasting

Ensures effective allocation of public resources to meet societal needs. Helps maintain financial stability, achieve County goals, and enhance accountability to citizens.

# Accounting & Financial Reporting

- ▶ General ledger maintenance
- ▶ Monthly and annual financial reporting
- ▶ Compliance with government accounting standards
- ▶ Providing financial information for decision-making by standing committees and the County Board

Transparency, accountability, and efficient management of public resources, compliance with laws, demonstrating stewardship of public funds

# Payroll Processing

- ▶ Employee payroll processing
- ▶ Payroll tax reporting
- ▶ Benefits and retirement contributions management
- ▶ 45% (\$50M) of the 2025 budget

Dunn County HR and Finance work together to adhere to labor laws, union agreements, and tax regulations when processing payroll.

# Accounts Payable

- ▶ The key function is to manage and process Dunn County's outstanding payments to vendors
  - ▶ In 2024 Finance processed and paid 8,600 invoices
- ▶ Vendor Management: Maintaining vendor records including contact details, tax information, and banking details

## Grant & Medical Billing Management

- ▶ Tracking and compliance with state & federal grant
- ▶ Financial reporting for grant-funded programs
  - ▶ Approximately 120 state and federal grants
  - ▶ 20% (\$23M) in 2024
- ▶ Medical/Service Billing: 35% (\$35.6M in 2024)
  - ▶ \$3.8M in DHS/PH
  - ▶ \$17.3M in NDC alone
  - ▶ \$13.1M in Highway \$13M
  - ▶ Others \$1.4M

# Financial Transparency & Reporting

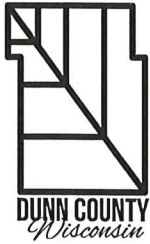
Financial transparency and reporting in the government sector are crucial for ensuring

- ▶ Accountability
- ▶ Building public trust
- ▶ Enabling efficient allocation of resources
  
- ▶ Public access to budget and financial documents
- ▶ County-Wide and Single Audit



# 2025 Goals & Priorities

- ▶ Finance Policies
  - ▶ P-Cards (Completed in Jan 2025)
  - ▶ Carryforwards & Budget Adjustments
  - ▶ Cash Reconciliation
  - ▶ Disbursements
  - ▶ Grant Reporting
  - ▶ Internal Audit
- ▶ ERP (Chart of Accounts)
- ▶ Teambuilding/Culture
- ▶ Finance & Department Collaboration



# OFFICE OF CORPORATION COUNSEL

*Attorneys for the Municipal Corporation of Dunn County*

**Corporation Counsel**

Nicholas P. Lange

**Deputy Corporation Counsel**

James L. McMenemy

**Assistant Corporation Counsel**

Barbara Anne Fagan

## MEMORANDUM

TO: Health and Human Services Board

FROM: Barbara Anne Fagan, Assistant Corporation Counsel *BAF*

DATE: December 4, 2024

RE: Referendums and Resolutions re Refugee Resettlement

It was asked whether the County could bring a referendum or a resolution on the issue of refugee relocation, and if so how. And, further asked if a new executive order were issued by the President, how that would affect the County's ability to have a referendum or resolution on the issue.

### **How would the County bring a referendum?**

The County is precluded from bringing an advisory referendum on the issue as refugee resettlement does not meet the new 2023 criteria for bringing a referendum. Wis. Stat. sec. 59.52 (25) was revised in 2023, in connection with funding changes. Now, under Wis. Stat. sec. 59.52 (25), the board may not conduct a referendum for advisory purposes, except as provided under sec. 66.0305(6), which relates to political subdivision revenue sharing agreements. Because of this limitation, the County could not bring a referendum to the ballot on the refugee resettlement issue.

It was also asked that if another executive order were issued, or the injunction on the previous executive order were lifted, if Dunn would or could issue a refugee relocation injunction. The supremacy clause generally holds that federal law takes precedence over local laws. Further, *HIAS, Inc. v. Trump*, 985 F.3d 309, 322 (2021) held that requiring state and local approval prior to resettlement was unconstitutional; a federal court ruling that remains intact as law. The language within a *potential* executive order is obviously speculative. Although, executive orders, as with any law, have a presumption of validity until struck down by the court, Courts would likely strike an executive order as unconstitutional, based on precedent and the supremacy clause, if the executive order language was same or similar to the previously ruled unconstitutional executive order.

### **How would the County bring a resolution?**

Although an advisory referendum would not be permissible, the County Board could still pursue a resolution. Procedurally, a committee could forward to the County Board a resolution requesting or

December 4, 2024

Page 2

urging the federal government to take a certain action. As the supremacy clause limits the ability of local governments to curtail the action of the federal government, any resolution attempting to restrict the federal government in structuring resettlements would not be binding. However, if a resolution was pursued, it may come forward in committee by a supervisor proposing language and asking that the resolution come to the County Board. As Chair McCullough advised in a memorandum on the issue, it is unclear as to the best-situated committee to take action on the issue as the federal issue is not squarely before any committee.

A response to the request for a refugee pause resolution from the board chair:

When someone brings an issue to the county that they would like to see us address, there are a couple of questions that have to be answered regardless of the underlying merits.

1. Is this an appropriate issue for county government?
2. Do we have any statutory authority to do that which is requested?

I will examine both of these in regards to the pause resolution, but in this case let's start with #2 first, because the answer there is much simpler, and it is pretty clearly, no.

A) Dunn County has no legal authority over what the City or County of Eau Claire decide to do.

B) Dunn County has no legal authority over entities public or private housed in Eau Claire.

C) Dunn County has no authority over the federally controlled issue of immigration and refugee settlement. Immigration and naturalization fall within the enumerated powers of the Federal government. Not only do counties have no authority in this situation, this a clear constitutional separation of powers issue between the federal government and the states.

Anyone taking a close look at the statutes will find this to be the case. This conclusion is also further supported by the various versions of this resolution that have been voted on by various boards to date. A close reading will show that in the matter of deliverables the resolutions lean heavily on language that uses terms like "requests that", and "recommends that." The reason for that is clear to anyone who has experience in drafting and reading county legislation. The writers of those resolutions know that they have no legal authority to direct or demand the things in question and they are aware that attempting to assert legal authority where they have none opens a county to legal risk.

For additional references on the subject and a more thorough examination of the legal authority please see the memo on the subject drafted by Assistant Corporation Counsel Fagan in October of 2024.

The resolutions passed thus far do not direct anyone to do anything because they can't, and this brings us back to the first question: Is this an appropriate issue for county government?

The answer here is a bit murkier, but given the lack of any kind of legal authority on the issue, it is also almost certainly, no.

We will start by addressing the idea of asserting a position in the face of a lack of legal authority. No authority means no enforcement mechanism, which, in this case is probably for the best. Attempting to use the power of county government to compel a result for which it does not have statutory authority is an open invitation for expensive lawsuits directed at the county and one of the responsibilities of the board is to avoid exposing the county to legal risk where

possible. A resolution in this area is moot if we don't attempt to assert some authority over the process, and an invitation for a reversal under the law if we do.

While that alone would probably be sufficient to indicate that this issue is inappropriate for the government of Dunn County to address, it is far from the only available argument on the topic.

Counties in Wisconsin exist as an extension of state government and hold only the authority and responsibilities given to them by state statute. Those state statutes have a very specific, local, and entirely non-partisan vision for the role of the county in Wisconsin. When counties have attempted in the past to step outside that role, the state has not been shy about changing the law to reinforce that role.

The most recent instance of the state stepping in when it felt counties were getting too political and too involved in issues outside their proper remit came with the recent revision of state revenue sharing. As part of that bill the state removed the ability of counties to hold non-binding referendums, and the state did so expressly because it felt that counties were using these as a tool to insert themselves into partisan politics in a way that was inconsistent with the county role as defined by the state.

This happened very shortly after Dunn County held and passed a referendum on health care asking: "Shall Congress and the President of the United States enact into law the creation of a publicly financed, non-profit, national health insurance program that would fully cover medical care costs for all Americans?" That referendum got national media coverage and was part of the conversation at the capital about counties overstepping their defined roles.

Given that the idea for a refugee resolution falls well outside the issues over which the county has statutory authority and that, at the moment, immigration issues are also highly charged and highly partisanized—witness a great deal of the messaging in the political advertisements of the last six months—such a resolution would seem to fall under the same broad category of the county exceeding its assigned role.

A third, and subtler argument for this being an issue outside the purview of what is appropriate for the county to address comes from its failure to have an appropriate venue in any of the standing committees. The clearest expression of how county government works here in Dunn County comes in the remit of the standing committees, where the vast majority of the day to day work of policy and oversight happens. There is no committee designed to exert policy authority or oversight on issues of refugees and immigration because those are the province of the federal government.

Does the issue meet the test of falling within our statutory authority? No, it clearly does not.

Does it meet the test of being appropriate to the defined role of county government as a non-partisan entity with very specific responsibilities and authority? The answer is less clear cut here, but I would argue strongly that it does not.

Refugee Response Memo From The Chair 3 (8/14/24)

A case could be made that the cost issues involved would be almost entirely within the realm of the Health and Human Services Board, though if a resolution were to come forward from that committee on the issue, it would most probably start with accepting our lack of legal authority on the topic and move on to requesting that the state and/or federal government allocate further funds to deal with any possible costs incurred and move from there to Legislative Agenda, as that would be the appropriate venue for a legislative ask.

Alternatively, the Exec Committee, which functions as the de-facto Everything Else committee could examine the issue, but again, failing the legal authority and appropriate issue for county government tests, any such resolution would likely follow the form outlined for HHS above.

One final note. I recognize that this will make some people unhappy and I am sorry for that. As much as I might like to be able to say yes to everyone for everything from funding requests, to special projects, to resolutions, very frequently the job of the chair and other members of this body is to say no. Sometimes it's a resource issue, sometimes it's a facilities issue, and sometimes it is simply that we are being asked to do something that exceeds our authority or mandate.

Kelly McCullough  
Dunn County Board Chair

**DUNN COUNTY, WISCONSIN  
RESOLUTION NO. \_\_\_\_\_**

**2025 BUDGET ADJUSTMENTS**

**NOW, THEREFORE, BE IT RESOLVED** by the Dunn County Board of Supervisors that, effective with the publication of notices required by law, the budget of the County of Dunn for the year beginning January 1, 2025, is amended by the following amounts to the line item account numbers show:

**CJC Council-Grants**

Cost Center # 1110030900, GL # 435000 State Revenue (New Grant) \$100,000  
531005 – Office Supplies \$ 600  
521205 – Drug Testing \$20,000  
533125 – Travel – Conferences Seminars \$13,696  
534330 – Operating Supplies \$16,944  
529005 – Contractual Services \$48,760

**CJC Council-Grants**

Cost Center # 1110030900, GL # 435000 State Revenue (New Grant) \$250,000  
511000 – Salary and Wages \$33,280  
513060 – Employee Benefits \$20,650  
533125 – Travel – Conferences Seminars \$16,104  
531005 – Office Supplies \$15,188  
534330 – Operating Supplies \$3,578  
529005 – Contractual Services \$153,450  
521080 – Support \$7,750

<b><u>Department of Health</u></b>	<b><u>Expense</u></b>	<b><u>Revenue</u></b>
1510030900 – 511000 Salaries/Wages	\$12,000	
1510030900 – 435000 Title X Grant G151000019.2425		\$12,000
1510030900 – 529005 Contractual	\$5,000	
1510030900 – 435000 Grant G15100061.2525		\$5,000

**BE IT FURTHER RESOLVED** that the Department of Administration is authorized 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, these changes are, hereby, adopted.

Offered this 19<sup>th</sup> Day of February 2025, at Menomonie, Wisconsin.

OFFERED BY THE EXECUTIVE COMMITTEE:

Adopted on: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Kelly McCullough, Chair

\_\_\_\_\_  
Andrew Mercil, County Clerk

Approved as to Form and Execution:

\_\_\_\_\_  
Jim McMenemy, Corporation Counsel

**Budget Impact:** Adoption of this resolution increases the 2025 adopted budget by \$367,000. Adoption of this resolution has no impact upon the current year tax levy.

**Background Information:** The Executive Committee has considered the justification for these proposed adjustments to the 2025 budget and recommends that the County 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:

**Administration - Criminal Justice Collaboration Division**

Dunn County Criminal Justice Collaborating Council (DCCJCC) received a State of Wisconsin Treatment Alternatives and Diversion (TAD) grant award of \$100,000 for Treatment Court enhancements for the period of January 1, 2025, to December 31, 2025. Funds will be used for team training, enhanced drug testing, office supplies, program operating costs, and contractual services. Funds will be used to expand and enhance the Dunn County Treatment Court team by contracting dedicated mental health and peer support liaisons to serve on the team. Funds will also be used for peer support service for participants along with evidence-based program materials.

Treatment Court is an evidence-based collaborative justice program that is housed in the CJC Division with oversight from the DCCJCC.

**Administration - Criminal Justice Collaboration Division**

Dunn County Criminal Justice Collaborating Council (DCCJCC) on behalf of the Dunn County Sheriff's Office received a State of Wisconsin Department of Health Services Law Enforcement Opioid Abatement grant award of \$250,000 for law enforcement deflection and diversion activities for the period of July 1, 2024, to June 30, 2025, with yearly renewals. Funds will be used to cover staff wages and benefits of the full time Dunn County Sheriff's Office case manager, training, supplies and program operating costs. Funds will also be used to contract with Kaleidoscope Drop-In Center to expand peer support service hours by 22 hours per week and set up satellite peer support offices throughout Dunn County.

The CJC Division is working closely with the Sheriff's Office and Menomonie Police Department on Project Hope law enforcement deflection and diversion with oversight from the DCCJCC.

**Department of Health**

Dunn County Health Department has received Title X (ten) funding from the Wisconsin DHS for over five years. The funding exclusively supports our reproductive health clinic. We were notified in 2024 that the Wisconsin DHS anticipated decreased Title X funding for the 2025-2026 grant year. However, at the end of the 2024-2025 grant year the State realized that there was unencumbered funding that could be redistributed to Local Health Departments that could use it. As a result we received a one-time additional \$12,000.00 for the 2024-2025 grant year. It will be used before the end of April to support Public Health Nurse salary and fringe.

Due to the anticipated decrease in funding, we have been seeking grants to cover the short fall in reproductive health funding. We were awarded a competitive grant for \$5,000.00 from the United Way of the St. Croix and Red Cedar Valleys. This grant will be used to support contracted Nurse Practitioner time to see clients for services that our Public Health Nurses do not have licensure to complete, such as long-acting reversible contraception.



**DUNN COUNTY, WISCONSIN  
RESOLUTION NO. \_\_\_\_**

**2025 BUDGET ADJUSTMENTS**

**NOW, THEREFORE, BE IT RESOLVED** by the Dunn County Board of Supervisors that, effective with the publication of notices required by law, the budget of the County of Dunn for the year beginning January 1, 2025, is amended by the following amounts to the line item account numbers show:

<u><i>Administration – Finance</i></u>	<u><i>Expense</i></u>	<u><i>Revenue</i></u>
1110040010 - 521075 Maintenance Contracts	\$57,600	
1110040010 - 493000 Fund Balance Applied		\$57,600

**BE IT FURTHER RESOLVED** that the Department of Administration is authorized 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, these changes are, hereby, adopted.

Offered this 19<sup>th</sup> Day of February 2025, at Menomonie, Wisconsin.

OFFERED BY THE EXECUTIVE COMMITTEE:

Adopted on: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Kelly McCullough, Chair

\_\_\_\_\_  
Andrew Mercil, County Clerk

Approved as to Form and Execution:

\_\_\_\_\_  
Jim McMenemy, Corporation Counsel

**Budget Impact:** Adoption of this resolution increases the 2025 adopted budget by \$57,600. Adoption of this resolution has no impact upon the current year tax levy.

**Background Information:** The Executive Committee has considered the justification for these proposed adjustments to the 2025 budget and recommends that the County 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:

In the interest of enhancing the ability to provide in-depth detail regarding program and service costs, staffing and impact, the Department of Administration is seeking to purchase a budgeting tool from Tyler Technologies which will develop a detailed program inventory complete with total staffing, cost and potential insights into ways to improve financial sustainability of the program or service. The goal would be to have this information available for the 2026 budget preparation cycle. The process is called priority based budgeting and the one-time cost of the software for 2025 is \$57,600.

Dan Dunbar - Assistant County Manager/CIO

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**STAFF REPORT**

**TO:** Dunn County Board of Supervisors  
**FROM:** Dan Dunbar  
Assistant County Manager  
**DATE:** February 13, 2025  
**SUBJECT:** Priority Budgeting

As we begin the new year, County Administration is looking at ways to improve transparency and efficiency in the budget process. Over the past few years, there have been many attempts to help Board Supervisors and the public gain a full understanding of our complex budget. Effective decision-making requires an in-depth understanding of the topic area and the impacts of the decisions. County Administration has been investigating the concept of priority-based budgeting for several years. Recent changes have made the transition to this budgeting method more attainable. Therefore, County Administration is requesting a budget adjustment using fund balance to pay for software and services to implement priority budgeting for the 2026 budget process.

The solution will use AI technologies to evaluate our county finances and develop a program inventory, including all the services the county provides. Our current budget process is based on departments, while a program is a specific service that provides an identifiable result. For example, in the County Clerk's Office, the solution will identify services such as marriage and dog licensing, elections, and public records retention. In a department like Human Services, up to a hundred programs may be identified. Once identified, the solution with the assistance of county staff will highlight key attributes for decision-making for each service, including:

- Description of the program
- Total cost
- Revenue sources
  - Percentage subsidized by General Funds
  - External funding sources
  - User fees
- Level of mandate
- Alignment with the directional plan

With a full inventory and additional data on each service, the solution will break down all the programs into a decision-making tool, helping to identify low-hanging fruit and programs that may not require evaluation. The solution will use analytics based on experience with other customers to suggest changes to the services, leveraging best practices and solutions that have worked for others. This will provide the county with a good benchmark for comparing how we provide services relative to other counties in Wisconsin and throughout the country.

The amount of work needed to compile this information manually would not be an effective use of staff time and would compromise our ability to provide services. An investment in this solution will greatly decrease the staff time needed to produce this information. Other Wisconsin counties including Marathon and Washington have been using this solution for the past 8 years. Typical first-time users of the solution identify between 5 and 20 percent cost savings or redistribution in the first year. This solution will provide

County Staff and the Board with valuable information to evaluate our services and make the best decisions for the residents of the county.

DRD:drd

**DUNN COUNTY, WISCONSIN  
RESOLUTION NO. \_\_\_\_\_**

**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 March 1, 2025 and will remain in force until such time as a subsequent action of the Board amends or nullifies this action:

<b><i>Add: Peer Counselor</i></b>
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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 19th day of February, 2025 at Menomonie, Wisconsin.

OFFERED BY THE COMMITTEE ON  
ADMINISTRATION:

Adopted on: \_\_\_\_\_

\_\_\_\_\_  
Vaughn Hedlund, Chair

ATTEST:

Approved as to Form and Execution:

\_\_\_\_\_  
Andrew Mercil, County Clerk

\_\_\_\_\_  
James McMenomy, Corporation Counsel

**Budget Impact:** The Peer Counseling classification would be filled and funded by a grant that is approved through the end of 2025, and will be pursued for renewal on an annual basis. Should the grant not be renewed, the position would be eliminated. The grant requires that a breastfeeding peer counselor is retained as part of the program. Should approval to add the classification not occur, the WIC program would no longer meet the grant program requirements and could subsequently lose funding.

**Background Information:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) of the Health Department has received a grant that provides funding to provide peer counseling services to breastfeeding mothers enrolled in the WIC program. The grant requires a Breastfeeding Peer Counselor position for the program that has been in effect since 2020. Up to this point, the program has hired contracted and limited-term employees to provide the breastfeeding peer counseling services to participants and meet the program requirements. The grant is expected to end through the end of 2025, and would be pursued for renewal on an annual basis. Due to the position expecting to continue for as long as the grant is renewed, it would no longer fall within the definition of a limited-term employee. Therefore, it is being requested for the Peer Counselor classification to be added to the inventory of job classifications. The new classification request has been evaluated for grade placement, and in consideration of the scope of duties and responsibilities, it is the recommendation to place the position in Grade E of the Wage Schedule, which ranges from \$18.90 - \$24.79 in 2025.



Jenalee J. Nutter  
Human Resources Director

Rachel E. Bock  
Human Resources Manager

**STAFF REPORT**

**TO:** Committee on Administration

**FROM:** Jenalee Nutter  
Human Resource Director

**DATE:** January 13, 2025

**SUBJECT:** Request to Amend Inventory of Job Classes to add Peer Counselor

**Introduction:** The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) of the Health Department has received a grant that provides funding to provide peer counseling services to breastfeeding mothers enrolled in the WIC program. The grant requires a Breastfeeding Peer Counselor position for the program that has been in effect since 2020. Up to this point, the program has hired contracted and limited-term employees to provide the breastfeeding peer counseling services to participants and meet the program requirements. The grant is expected to end through the end of 2025, and would be pursued for renewal on an annual basis. Due to the position expecting to continue for as long as the grant is renewed, it would no longer fall within the definition of a limited-term employee. Therefore, it is being requested for the Peer Counselor classification to be added to the inventory of job classifications.

The new position request has been evaluated for grade placement, and in consideration of the scope of duties and responsibilities, it is the recommendation to place the position in Grade E of the Wage Schedule, which ranges from \$18.90 - \$24.79 in 2025. There would be no fiscal impact of this request as the position is funded by a grant. The position would be ended if and when the grant funding is no longer available.

The Committee on Administration is asked to approve the amendment to the Inventory of Job Classes to add the classification of Peer Counselor, contingent on the support by the Health & Human Services Board at their meeting that is taking place on the same day, but after the January Committee on Administration meeting. If the amendment to the Inventory of Job Classes is recommended, a resolution will be forwarded to the County Board.

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# Dunn County Board of Supervisors and Committee Members Per Diem Expense Form

<u>Date</u>	<u>Meeting</u>	<u>Per Diem</u>	<u>Reimbursable Expenses</u>				<u>Acct. #</u> <small>(For Office Use Only.)</small>
			<u>Mileage</u> <small>(\$0.70 X Miles)</small>	<u>Meals</u> <small>(not to exceed state rate per day)</small>	<u>Other</u> <small>(hotels, computer hookup etc.)</small>	<u>Total</u>	

**Total Per Diem =** \_\_\_\_\_

**Total Expenses =** \_\_\_\_\_

I, \_\_\_\_\_, a Dunn County Supervisor, or officially appointed member to a Dunn County Committee, do, on \_\_\_\_\_, 2025, hereby swear that this statement of expenses and Per Diem is correct and true and that the sums charged were actually disbursed to me as stated in the account and that no part of the same has been paid to me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by : (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date) \_\_\_\_\_, 2025

**Return to Andrew Mercil, Dunn County Clerk**