



**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, June 18, 2025 at 7:00 pm. 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

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

AGENDA – COUNTY BOARD MEETING

1. Call to Order
2. Pledge of Allegiance
3. Call of the roll
4. Approval of the Minutes: May 21, 2025 Meeting
5. Presentations of Petitions, Memorials, and Other Communications
6. Public Comment
7. Appointments
8. Report of County Manager
 - A. Purchase Orders Over \$40,000
 - B. Report on geothermal/solar, HVAC and Highway changes/prioritization.
9. Reports of Departments: Environmental Services, Health Department, UW Extension
10. Consideration of Reports, Resolutions, and Ordinances to the County Board from the Executive Committee:
 - A. Resolution Adopting 2026-2030 Capital Improvement Plan
 - B. 2025 Budget Amendments – Environmental Services, Health, DHS
 - C. Ordinance Amendment Chapter 2 - Rules of the Board (First Reading)
 - D. Resolution Adopting Appendices A, B & C for Chapter 2 of Dunn County Ordinances (To be Acted upon in conjunction with 10.C.)
 - E. Resolution Appointing Daniel Dunbar as County Manager
11. Consideration of Reports, Resolutions and Ordinances coming to the County Board from the Standing Committees: None
12. Announcements: Next Meeting – July 30, 2025
13. 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

May 21, 2025, SESSION

The County Board of Supervisors of Dunn County met in person and via teleconference on Wednesday, May 21, 2025, at 7:00 p.m. The Board was called to order by Chair McCullough. The County Clerk called the roll. Supervisors Breslin and Stene were excused. All the other supervisors were present in person or online.

APPROVAL OF THE MINUTES

Supervisor Morehouse moved to approve the minutes of the April 16, 2025 County Board meeting, seconded by Supervisor Larry Bjork. Motion carried by a voice vote.

COMMUNICATIONS

Retirements: Ruth Juliot (DHS Behavioral Health) 4/15/25; Jane Hansen (Admin Finance) 5/9/25. Remembrance of Dept of Human Services employee Jennie Haviland's passing on April 19, 2025

PUBLIC COMMENT

There were none.

APPOINTMENTS

There were none.

REPORT OF COUNTY MANAGER

- A. Purchase Orders Over \$40,000 – there were 2 for a total of \$96,056.69
- B. 2026 Budget Calendar
- C. Geothermal/Solar, HVAC and CIP Update – Dan Dunbar
- D. Latest version of Rules of the Board in county board packets for review

REPORTS OF DEPARTMENTS

Dunn County Clerk, Dunn County Criminal Justice Collaborating Division, and Dunn County Child Support Agency all provided their annual reports. Questions were asked from the floor and responded to by each department head.

REPORT NO. 21

Supervisor Morehouse moved to approve Report No.21, Joint Development Agreement for Muddy Creek Solar Project, seconded by Supervisor Bachand. Chair McCullough asked if there were any questions. There were none. Motion carried by a voice vote.

REPORT & RESOLUTION NO. 22

Supervisor Bauer moved to approve resolution No. 22, 2025 Budget Adjustments for Sherrif, Department of Human Services, and Health Department, seconded by Supervisor Gjestson. Chair McCullough asked if there were any questions. There were none. Motion carried by a roll call vote.

RESOLUTION NO. 22

2025 BUDGET ADJUSTMENTS

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

<u>2025 Budget Amendment Requests</u>			<u>Expense</u>	<u>Revenue</u>
Sheriff's Office – First Responder Grants				
1270010900	527075	State Grant-1 st Responder	\$12,398	
1270010900	435000	State-Grants G111000018.2223		\$12,398
Department of Health – Environmental Grants				
1510020900	51000	Salary/Wages	\$5,000	
1510020900	533125	Travel-Conferences & Seminars	\$3,500	
1510020900	437000	Local Grants G151000054.2525		\$8,500
Human Services – Family & Child				
3120030010	539075	Donation-Expense	\$450	
3120030010	485000	Misc-Donations & Contributions		\$450
3120030900	527000	Agency Contracts	\$3,000	
3120030900	435000	State Grant G312000132.2525		\$3,000
Grant Total Carryforward & Budget Adjustment Request			\$24,348	\$24,348

BE IT FURTHER RESOLVED the 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 21st of May 2025, at Menomonie, Wisconsin.

Adopted on: May 21, 2025

OFFERED BY THE EXECUTIVE COMMITTEE:
Kelly McCullough, Chair

ATTEST:

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 **\$24,348**.
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 2025 Budget Amendment and recommends that the Board adopt the carryforward as being in the best interest of the County. The adoption of this resolution has no impact on the current year's tax levy.

Sheriff's Office

The Sheriff's Office is requesting a \$12,989.08 budget amendment. The budget amendment is based on a grant awarded by the Wisconsin Department of Health Services for Emergency Medical Services Funding Assistance.

Department of Health

Our Environmental Health team wrote for a competitive grant from the National Environmental Health Association and received \$8,500. Some funding will support staff time to work on bringing our Retail Food Inspection program in better alignment with the FDA Voluntary Retail Food Standards. The remaining funding will be used to reimburse staff to attend the WEHA/NEHA Region 4 Conference/FDA Regional Seminar in La Crosse September 17-19, 2025.

Human Services

The Human Services Department received the Youth Justice Innovation grant and it was awarded for an additional \$3,000 over what was budgeted. A \$450 donation was awarded from Marshfield Clinic to be used for youth justice gardening.

REPORT & RESOLUTION NO. 23

Supervisor Hagen moved to approve resolution No. 23, Confirming and Ratifying the Authority of Counsel for Dunn County to Add Additional Defendants to Opioid Litigation, Including IN MDL 2804, seconded by Supervisor Stori. Chair McCullough asked if there were any questions. There were none. Motion carried by a voice vote.

RESOLUTION NO. 23 CONFIRMING AND RATIFYING THE AUTHORITY OF COUNSEL FOR DUNN COUNTY TO ADD ADDITIONAL DEFENDANTS TO OPIOID LITIGATION, INCLUDING IN MDL 2804

WHEREAS, the Dunn County Board of Supervisors previously authorized the County to enter into an engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC (the "Law Firms") to pursue litigation against manufacturers, distributors, and retailers, among others, of opioid pharmaceuticals (the "Opioid Defendants") in an effort to hold the Opioid Defendants responsible for the opioid epidemic in the County's community;

WHEREAS, on behalf of the County, the Law Firms filed a lawsuit against the Opioid Defendants;

WHEREAS, the Law Firms filed similar lawsuits on behalf of 66 other Wisconsin counties and all Wisconsin cases were coordinated with thousands of other lawsuits filed against the same or substantially similar parties as the Opioid Defendants in the Northern District of Ohio, captioned *In re: Opioid Litigation*, MDL 2804 (the "Litigation");

WHEREAS, four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and Walworth) hired separate counsel and joined the Litigation;

WHEREAS, since the inception of the Litigation, the Law Firms have coordinated with counsel from around the country (including counsel for Milwaukee, Dane, Waukesha, and Walworth Counties) to prepare the County's case for trial and engage in settlement discussions with the Opioid Defendants;

WHEREAS, to date, through nationwide settlements, the Law Firms have achieved considerable success on behalf of the County in holding the Opioid Defendants responsible for their role in creating or maintaining the opioid epidemic;

WHEREAS, through the course of ongoing discovery and investigation concerning the opioid epidemic and parties potentially responsible therefor, it was determined that meritorious opioid-related claims exist against additional parties, including but not limited to the entities listed on Exhibit A hereto, and that they should be added as defendants in the Litigation;

WHEREAS, the engagement agreement with the Law Firms provides "depending upon the results of initial investigations of the facts and circumstances surrounding the potential claim(s), there may be additional parties sought to be made responsible";

WHEREAS, while the County believes the engagement agreement with the Law Firms provided the Law Firms with adequate authority to add additional parties to be held responsible, the County understands that recently those parties questioned that authority, and therefore, for the avoidance of doubt, the County is adopting this Resolution confirming and ratifying the Law Firms' authority to add additional parties, including but not limited to the entities listed on Exhibit A, as defendants in the Litigation;

WHEREAS, to avoid any confusion surrounding the County's authorization to the Law Firms to amend the pleadings in the Litigation to include additional parties, including but not limited to the entities listed on Exhibit A as named defendants in MDL 2804, this Resolution is intended to serve as confirmation and ratification of such authorization; and

WHEREAS, the County, by this Resolution, intends to confirm and ratify the authority of the Law Firms to amend the pleadings in the Litigation to add additional parties, including but not limited to the entities listed on Exhibit A as defendants in MDL 2804, or to commence appropriate federal or state court proceedings against such entities, and further intends to authorize Corporation Counsel to execute and deliver any and all other and further documents necessary to effectuate the intent of this Resolution;

NOW, THEREFORE, BE IT RESOLVED: the Dunn County Board of Supervisors hereby confirms and ratifies the authority of:

1. The Law Firms to file appropriate pleadings in MDL 2804 or appropriate federal or state court proceedings to add additional parties, including but not limited to the entities listed on Exhibit A as defendants.
2. The Corporation Counsel, Board Chair or other authorized official to execute and deliver any and all other and further documents necessary to effectuate the intent of this Resolution.

BE IT FURTHER RESOLVED that all actions heretofore taken by the Board of Supervisors and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution are hereby ratified, confirmed, and approved.

Dated the 21st of May 2025, at Menomonie, Wisconsin.

Adopted on: May 21, 2025

OFFERED BY THE EXECUTIVE COMMITTEE:
Kelly McCullough, Chair

ATTEST:

Andrew Mercil, County Clerk

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

Budget Impact: This Resolution will not have an impact on the budget.

Background Information: Dunn County is a member of a class action filed against several pharmaceutical companies relating to opioid manufacturers, distributors, and retailers relating to litigation filed due to the opioid epidemic. Dunn County is represented by von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC based on previous Resolutions passed by this Board. The purpose of this Resolution is to close a loophole in the litigation whereby newly added defendants are claiming that the law firms representing the plaintiffs have never been approved to represent the class against newly added defendants.

REPORT NO. 24

Supervisor Kneer moved to approve ordinance No. 24, Matthew and Taylor Hellmann Rezone Petition, seconded by Supervisor Wilsey. Chair McCullough asked if there were any questions. Motion carried by a voice vote.

The Planning, Resources and Development Committee respectfully submits the following report on a request received by the Planning and Land Use Control Division from Matthew and Taylor Hellmann, owners, to rezone the following property described in the Town of Wilson from Primary Agriculture (PA) to General Agriculture (GA):

A parcel of land located in part of the Southwest 1/4 of the Southeast 1/4 and part of the Southeast 1/4 of the Southeast 1/4 of Section 32, Township 31 North, Range 12 West, Town of Wilson, Dunn County, Wisconsin. The parcel is more particularly described as follows:

COMMENCING at a found 3.5" diameter aluminum monument at the South 1/4 Corner of said Section 32; thence, N00°29'18"W, 409.11 feet to a set 1" outside diameter (o.d.) iron pipe at the POINT OF BEGINNING; thence, N00°29'18"W along the West Line of the Southwest 1/4 of the Southeast 1/4 (SW 1/4 - SE 1/4), 907.31 feet to a set 1" o.d. iron pipe; thence, S89°07'17"E along the North Line of said SW 1/4 of the SE 1/4, 1325.60 feet to a set 1" o.d. iron pipe; thence, S00°30'22"E along the East Line of said SW 1/4 of the SE 1/4, 250.00 feet to a set 1" o.d. iron pipe; thence, S83°14'07"E, 127.98 feet to a set 1" o.d. iron pipe; thence, S02°43'59"E, 218.66 feet to a set mag nail; thence, along the Northerly right-of-way line of State Highway 64, Southwesterly, 146.11 feet along the arc of a curve to the left, having a radius of 34,517.46 feet and a long chord which bears S77°34'23"W for a distance of 146.11 feet to a set 1" o.d. iron pipe; thence, continuing along said right-of-way line S59°54'54"W, 200.89 feet to a set 1" o.d. iron pipe; thence, continuing along said right-of-way line, Southwesterly, 363.86 feet along the arc of a curve to the left, having a radius of 34,457.47 feet and a long chord which bears

S76°49'51"W for a distance of 363.86 feet to a set 1" o.d. iron pipe; thence, continuing along said right-of-way line S76°31'42"W, 808.89 feet to the POINT OF BEGINNING. Said parcel contains 1,005,688 square feet or 23.09 acres. Being subject to any easements or reservations of record.

FINDINGS OF FACT AND RECOMMENDATION

A Class II notice was published in the Colfax Messenger on April 2 and April 9, 2025, establishing a public hearing on April 16, 2025. 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 13.2.7.07 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 rural character of the area; (2) It 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 23.09 acres.

Dated this 16th day of April 2025, at Menomonie, Wisconsin.

ORDINANCE NO. 24

AMENDING THE COMPREHENSIVE ZONING ORDINANCE, TOWN OF WILSON

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 PRIMARY AGRICULTURE (PA) to GENERAL AGRICULTURE (GA)

The official zoning map of the Town of Wilson 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 21st day of May 2025, at Menomonie, Wisconsin.

Adopted on: May 21, 2025
Published on: May 28, 2025

ATTEST:
Andrew Mercil, County Clerk

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

OFFERED BY THE PLANNING,
RESOURCES AND DEVELOPMENT
COMMITTEE:
Thomas Quinn, Chair

COUNTERSIGNED:
Kelly McCullough
Dunn County Board of Supervisors

REPORT & RESOLUTION NO. 25

Supervisor Prochnow moved to approve resolution No. 25, Adopting the Dunn County Safety Action Plan, seconded by Supervisor Berndt. Chair McCullough asked if there were any questions. There were none. Motion carried by a voice vote.

RESOLUTION NO. 25
ADOPTING THE DUNN COUNTY SAFETY ACTION PLAN

WHEREAS the Infrastructure Investment and Jobs Act (IIJA), signed into law in 2021, authorized and appropriated funds for the Safe Streets and Roads for All (SS4A) Discretionary Grant Program the purpose of which is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all users; and

WHEREAS Dunn County applied for and successfully received planning funds from the Safe Streets for All (SS4A) program to develop a Safety Action Plan to improve safety on roadways within Dunn County; and

WHEREAS the development of a Safety Action Plan meeting United States Department of Transportation (USDOT) requirements, would enable the County to subsequently qualify for consideration of USDOT SS4A Implementation Discretionary Grants; and

WHEREAS the Safety Action Plan used a data driven approach and best practices to outline specific steps in planning, engineering, policy, enforcement, engagement, and education to reach interim steps toward zero traffic deaths; and

WHEREAS the development of the Safety Action Plan has involved the public and interested stakeholders in an open and transparent process.

WHEREAS the Highway Committee consists of five members and is responsible for developing policy and authorizing direction for the Highway Department;

NOW, THEREFORE, BE IT RESOLVED that the Highway Committee of the Dunn County Board at its regular meeting on May 14, 2025 adopts the Dunn County Safety Action Plan and commits to a vision of zero traffic deaths and serious injuries on county roads with a specific goal to reduce traffic deaths and serious injuries by 50% by 2040.

Offered this 21st day of May 2025, at Menomonie, Wisconsin

Adopted on: May 21, 2025

ATTEST:

Andrew Mercil, County Clerk

OFFERED BY THE HIGHWAY COMMITTEE:
Randy Prochnow, Chair

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

Budget Impact: The SS4A grant is a 20% match which was allocated in the 2025 Highway budget. No additional fund request is anticipated for the 2025 budget.

Background Information: In 2023 the Dunn County Highway Department along with St. Croix & Eau Claire Counties were awarded a federally funded Safe Streets For All Grant (SS4A) to complete a comprehensive traffic safety action plan in each respective county. Historical data, analytics and community support helped determine high crash injury networks of intersections, curves and segments of county roadways within Dunn County. This information was compiled into a safety action plan to identify these high crash areas and provide low-cost effective solutions to improve overall safety. The goal of the safety action plan is to reduce injuries and fatalities on Dunn County highways by 50% by 2040. This highway safety action plan will provide the Highway Department with vital data for long-term planning for infrastructure safety improvements and provide support for future funding & grant opportunities.

Announcements were made from the floor. The Chair declared the meeting adjourned at 8:17p.m.

Respectfully submitted,
ANDREW MERCIL,
DUNN COUNTY CLERK

Purchases Over \$40,000

Department	Vendor	Description	Amount	Comment
Information Technology	Five Star Telecom Inc	Asset-Building	179,336.74	Purchase of the countywide security system, which was part of the 2024 carryforward into 2025.

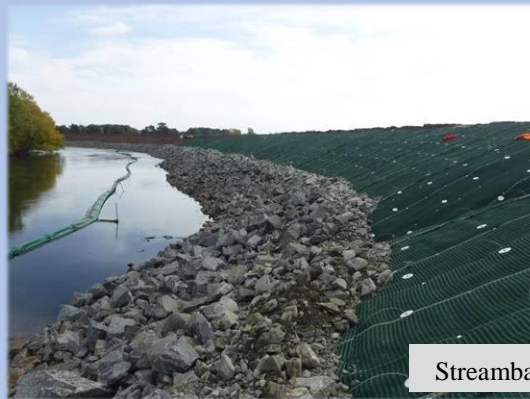
2024 ANNUAL REPORT

DUNN COUNTY ENVIRONMENTAL SERVICES DEPARTMENT

Land & Water Conservation Division Planning & Zoning Division Survey Division



Knight's Creek Dam #4



Streambank Stabilization Project

Manure Storage Structure



Grade Stabilization Structure

Environmental Services - Land & Water Conservation Division

2024 Annual Report

2024 Land Conservation Committee	
Thomas Quinn	County Board Member, Chair
Gary Bjork	County Board Member, Vice Chair
Monica Berrier	County Board Member
Mike Kneer	County Board Member
Diane Morehouse	County Board Member
2024 LWCD Staff	
Chase Cummings	County Conservationist
Janell Newcomb	Program Assistant
Amanda Hanson	Conservation Planner
Bob Kaner	Conservation Planner
Heather Wood	Conservation Planner – Water Resources Specialist
Rick Ingli	Conservation Planner
Tina Barone	Conservation Planner
Travis Drier	Conservation Planner – Nutrient Management Specialist



LWCD staff L to R: Heather Wood, Chase Cummings, Janell Newcomb, Caden Erickson (intern), Tina Barone, Rick Ingli, Bob Kaner, Travis Drier, Amanda Hanson

The mission of the Land and Water Conservation Division is to protect, preserve, and enhance the natural resources of Dunn County. All citizens and visitors of Dunn County depend on healthy natural resources to thrive. The condition of our natural resources impacts the health and economic well-being of our society.

The Land and Water Conservation Division (LWCD) is tasked with the administration and implementation of several programs. Those programs include, but are not limited to: the Land and Water Resource Management Plan including the Wisconsin Administrative Code NR151 (also known as the Agriculture Performance Standards and Prohibitions); the Soil and Water Resource Management Program; the Conservation Aids Program; the Farmland Preservation Program; the Agriculture Performance Standards and Manure Storage and Management Ordinance (Chapter 10); the Nonmetallic Mining Reclamation Ordinance (Chapter 20); the Hay River Farmer-Led Watershed Group; the Red Cedar Conservation Farmers Watershed Group; the Red Cedar Demonstration Farm and the Soil and Water Quality Health Partnership; the Snowmobile Trail Aids Grant; the Wildlife Damage, Abatement and Claims Program; maintaining the PL566 Flood Control structures (also known as the Knights Creek Watershed structures); planning and participating in educational and outreach opportunities and events; and, providing technical and cost-share assistance for conservation practices to enhance soil health and water quality.

The LWCD is also involved with the implementation of the Ad-Hoc Groundwater Committee recommendations; the Livestock Operations Study Group outcomes; the implementation of the Watershed Plan for the Red Cedar River; the Livestock Siting Ordinance; the Land Division Ordinance; and review of sewer and water extension services for the City of Menomonie. In 2024, the LWCD continued a partnership with the DNR and Beaver Creek Reserve for Aquatic Invasive Species services.

The LWCD, in partnership with the Public Health Department (PHD), continued the countywide groundwater testing program in 2024. This program is a continuation of the groundwater testing program started with American Rescue Plan Act (ARPA) funds in 2022. The LWCD and PHD also worked together to submit a summary of the communications aspect of the 2023 project to the Small Communities, Big Challenges competition through the Environmental Protection Agency (EPA) as a means to obtain funding to continue the groundwater sampling efforts beyond the ARPA funding. This submission was selected as a winner, and the LWCD was awarded \$35,000 to continue groundwater efforts. Additionally, LWCD staff connected with groundwater staff from the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) to collaborate groundwater work being completed by the State in Dunn County. Between this partnership, and the new funding from the EPA award, everyone who had signed up with LWCD in early 2024 was able to be sampled by County or State staff, including those who were originally placed on a waitlist. In total, LWCD collected samples from 263 wells and an additional 36 were referred to DATCP. The EPA funding will allow the continuation of this program for a few more years in order to connect with new participants and to better understand groundwater quality trends through repeat testing.

The LWCD continued to partner with two Producer Led Watershed Groups in the County. The Hay River Farmer Led Watershed Council (HRFLW) and the Red Cedar Conservation Farmers (RCCF). Both groups received state funding through the Department of Ag, Trade and Consumer Protection (DATCP) to support their group's work. The RCCF also received additional grant funds through the State's new Nitrogen Optimization Pilot Program (NOPP); and a grant award through The Nature Conservancy (TNC). The NOPP program created statewide research in the use and management of nitrogen, with the goals of maintaining agricultural productivity and protecting our water resources. The TNC grant provided funding assistance to explore the use of additional nitrogen management strategies.

The LWCD participated in the Multi-Discharger Variance (MDV) Program through the Department of Natural Resources in 2024. The goal of this program was to use funds generated from point source facilities to implement eligible conservation practices that reduce nonpoint source nutrient contributions in the Red Cedar River Watershed. MDV funds were spent on grassed waterway projects to reduce erosion on agricultural land. These projects helped stabilized cropland and pasture land. The estimated reduction for these combined stabilization projects is 160.5 tons of soil per year and 39 pounds of phosphorus. Some of the MDV funding was also used for nutrient monitoring of our streams.

The LWCD is tasked with a variety new or different topics in any given year, which can require varying amounts of staff time; however, we were still able to accomplish many of our goals. Table 1 below illustrates the types of practices and programs accomplished in 2024. This list is not all inclusive. Each year brings new projects, some of which require grant assistance. Many of our projects typically take more than one year to complete. For example, the LWCD applied for a Notice of Discharge Grant in the amount of \$796,150 to assist a farm in addressing compliance issues with a failing manure storage structure. While the grant was applied for and awarded in 2022, the construction of the project started in 2023 and finished in early 2024.

In March 2024, Bob Kaner, Conservation Planner, was recognized by the Wisconsin Land and Water Conservation Association with the “Conservation Legacy Award”. Bob began his conservation career with Dunn County in 1985. For 40 years his dedication and hard work has contributed to a legacy of conservation on the Dunn County landscape.



We look forward to the opportunities for additional work in the assessment and tracking of our surface water and groundwater resources, growth within the Farmer-Led Watershed Councils, increased participation in the Farmland Preservation Program, further work in the reduction of phosphorus, nitrate, and sediment to our water resources, and the construction and implementation of sound conservation practices. Finally, we look forward to continuing to build positive and productive relationships with the land users of Dunn County to support the mission of the LWCD.

Table 1: 2022 LWCD Accomplishments and Statistics

Total Cropland (acres) (2022 Census of Agriculture):	275,536
Nutrient Management Plan (NMP) submitted (acres):	68430
Cropland covered by a NMP (%):	25
NMP (new acres cost-shared):	913
NMP (new cost-share \$):	36,520
NMP – CVTC Farmer Trainings (# participants):	12
Total LWRM Conservation Practices (#):	12
Total LWRM Conservation Practices (\$):	840,441
Grassed Waterways (new acres):	2
Concentrated Flow sod establishment (feet):	0
Cover Crops (new acres):	4,476
Full Season Cover Crops (new acres):	0
No-till (new acres):	2,338
Grade Stabilization structures (#):	0
Critical area stabilization (new acres):	0
Barnyard runoff control (#):	0
Manure storage closure (# permits):	7
Stream crossing (#):	0
Livestock fencing (feet):	0
Wells decommissioned (#):	1
CREP-Conservation Reserve Enhancement Program (new feet):	4,194

LWCD assistance on NRCS (EQIP) funded practices (#):	0
LWCD assistance on NRCS (EQIP) funded practices (\$):	NA
Wetland restoration (#):	0
No-till Drill, Tree Planter, Mulcher Rental Program (# participants):	45
Nonmetallic Mine Reclamation permits (#):	20
Nonmetallic Mine Reclamation onsite reviews/inspections (#):	20
Total Farm Evaluations/Inspections (a. – d.) (#):	36
<i>a.) NR151 compliance determinations (#):</i>	2
<i>b.) Farmland Preservation farm reviews (#):</i>	29
<i>c.) Ag Performance Standard Ordinance (Ch.10) (#):</i>	5
<i>d.) Livestock Facility Siting Ordinance (#):</i>	0
Farmland Preservation Program – tax credit eligible (acres):	13,704
Farmland Preservation Program – tax credit eligible landowners (#):	60
Stormwater and construction site erosion control review (Major Subdivisions) (#):	1
Snowmobile Bridges (# new):	2
Snowmobile Trails (grant funded miles):	313
Snowmobile Trail/Bridge grant (\$):	72,000
Private Well Monitoring (# samples):	299

LWCD Partner Agencies and Organizations:

Alliance of Dunn County Conservation and Sports Clubs
 Beaver Creek Reserve
 City of Menomonie
 County Departments/Divisions
 CVTC – Chippewa Valley Technical College
 DATCP – Department of Agriculture, Trade & Consumer Protection
 DNR – Department of Natural Resources
 Hay River Farmer Led-Watershed Council
 HEAT – Healthy Environment Action Team
 Lake Eau Galle Association
 LCIP – Lower Chippewa Invasives Partnership
 Red Cedar Conservation Farmers Watershed Council
 Red Cedar Demonstration Farm
 Red Cedar Water Quality Partnership
 Red Cedar Watershed Conference
 Tainter Lake Rehabilitation District
 Townships
 University of Wisconsin – Division of Extension
 USDA-FSA – Farm Service Agency
 USDA-NRCS – Natural Resources Conservation Service
 UW-Stevens Point Water & Environmental Analysis Lab
 UW-Stout
 Wisconsin Land & Water Conservation Association (WI L+W)
 Wisconsin State Lab of Hygiene

Respectfully submitted,
Chase Cummings, County Conservationist



DUNN COUNTY
Wisconsin

Environmental Services Department

Planning & Land Use Division

2024 Annual Report

2024 Division Staff

Planner/ Zoning Administrator	Anne Wodarczyk (resigned 12/5/2024)
Code Enforcement Officer/Planner	Michelle Hrdlicka
Code Enforcement Officer/Planner	Tracie Albrightson
Code Enforcement Officer/Planner	Tammy Traxler
Seasonal Zoning Specialist	Jacki Drier
Program Assistant	Lillian Glodowski

Board of Adjustment

Mark Dietsche (term ended July)	Crystal Halvorson (Chairperson)
Gerald Porter	David Bartlett (Vice Chair)
Jill Noreen (resigned)	Steve Rasmussen
Jim Tripp (alternate)	Tim Lienau (alternate)

Key Duties

The Planning & Land Use Division is responsible for guiding the orderly growth and development of our county. Our division plays a pivotal role in preserving our community's agricultural character, protecting natural resources, and promoting a sustainable future.

Comprehensive Planning

The cornerstone of our division's work lies in the development and implementation of a comprehensive plan for the county. This plan serves as a strategic guide, setting forth policies, objectives, and strategies to shape land use, transportation, housing, economic development, and environmental stewardship.

Zoning and Land Use Regulation

Our division is responsible for administering and enforcing zoning ordinances and land use regulations. We review and process zoning permits, ensuring that proposed developments comply with established zoning guidelines and align with the goals of the comprehensive plan.

POWTS Permits

(Private Onsite Wastewater Treatment Systems)

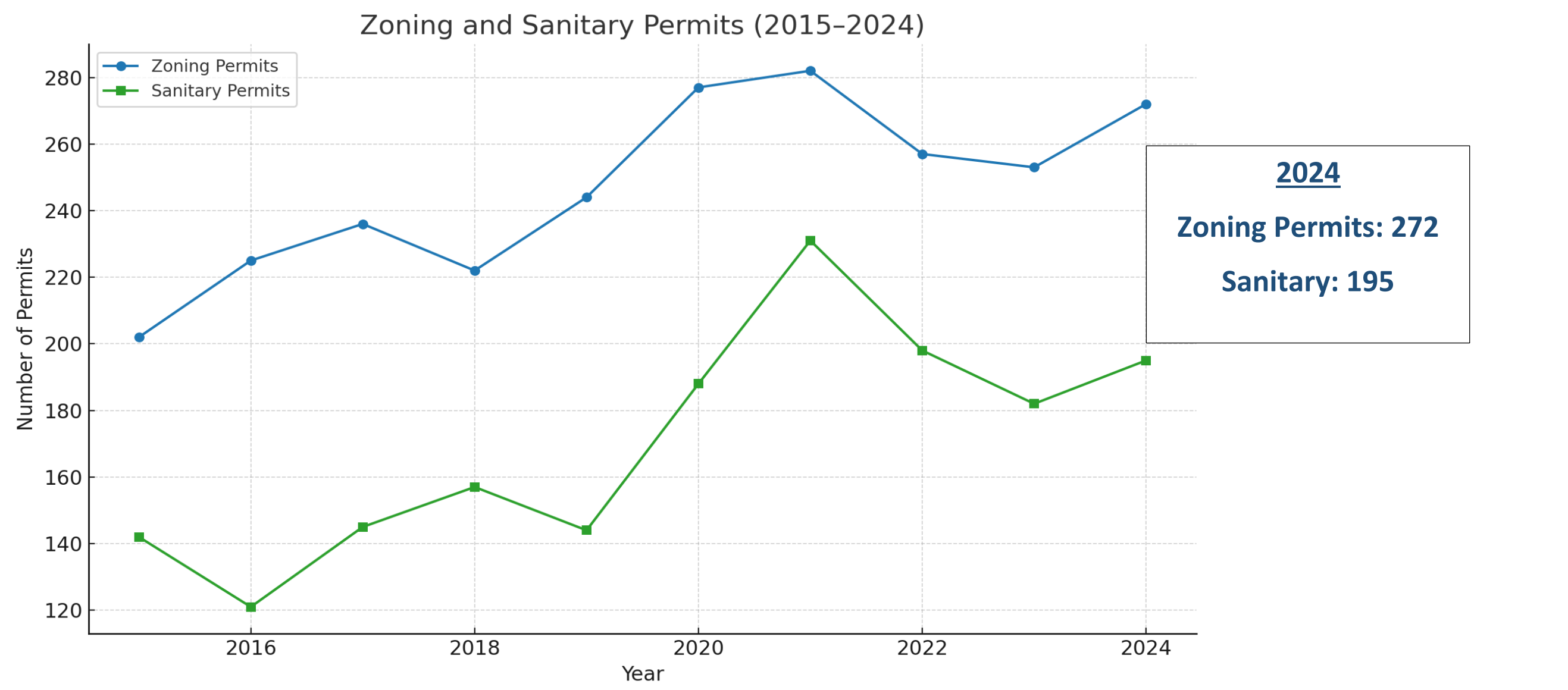
Dunn County issues POWTS permits to regulate the installation, maintenance, and repair of private wastewater treatment systems.

These permits are vital for protecting groundwater and surface water quality, preventing contamination, and minimizing potential health risks associated with inadequate wastewater disposal.

Proper management of POWTS is essential for safeguarding our environment and ensuring a sustainable future for generations to come.



2024 Permit Numbers



2024 Highlights

Accessory Dwelling Unit (ADU) Ordinance:

A major initiative in 2024 was the development and adoption of a new ADU ordinance (Chapter 13). The process involved multiple public hearings, staff reports, and committee discussions from January through August. The ordinance was officially adopted by the County Board on **July 31, 2024**

Comprehensive Plan & Farmland Preservation Plan Update

In partnership with the **West Central Wisconsin Regional Planning Commission (WCWRPC)**, the County began laying the groundwork for a full rewrite of its Comprehensive Plan. A revised scope of work was adopted in summer 2024, with active planning beginning in late 2024.

Housing Workgroup

Anne led a subgroup within the **Dunn County Housing Workgroup** to develop a **Housing Toolkit**, now publicly available online (momentumwest.org/housing). This resource supports residents, developers, and local governments in addressing housing challenges.

Rezones and Variances

Several significant land use decisions were made in 2024, including:

- **6 Rezoning Requests** reviewed and granted, including properties converting from General Agriculture (GA) to R1, R2, and General Commercial (GC).
- **Board of Adjustment (BOA)** reviewed **6** special exception and **3** variance requests:

Board of Adjustment Case Highlight – *Grall Variance (2024–2025)*

In 2024, the Board of Adjustment denied an after-the-fact variance request to reduce the required 30-foot road right-of-way setback to 3.5 feet for an existing detached garage in the Town of Red Cedar. The applicants appealed the denial to Circuit Court via a writ of certiorari.

On January 10, 2025, the Dunn County Circuit Court reversed the Board’s decision, ruling that the denial was arbitrary and not supported by substantial evidence. The court ordered the Board to grant the variance. In March 2025, the Board complied with the court’s directive and issued an order granting the variance.

Compliance & Enforcement

Zoning staff handled an increasing number of **complaints and compliance checks**, involving:

- Camper dwellings, fences and unpermitted structures
- Vegetative buffer and shoreland violations
- Outdoor storage and junk

Technology & Systems

- The division began **transitioning to new permit tracking software (Catalis)** in partnership with the Land Information Division. The new system will improve permit processing, recordkeeping, and property linkages across zoning and sanitation functions. The transition continued into 2025.

Staffing Changes

- Welcomed Program Assistant Sue Brathol in May (departed in June for the County Clerk’s office)
- Welcomed new Program Assistant Lilly Glodowski in July
- Resignation of Planner / Zoning Administrator Anne Wodarczyk
- **Board of Adjustment changes** included new member Steve Rasmussen and the resignations of Jill Noreen and Mark Dietsche.

Professional Development

- Staff attended the **West Central Zoning Administrators (WCZA)** quarterly meeting to discuss trends such as renewable energy, camping, and zoning audits.
 - Tracie Albrightson was re-elected as **WCZA Secretary/Treasurer**.

Final Thoughts

2024 was a transitional year, marked by ordinance modernization, foundational long-range planning work, and steady permit activity. As we move into 2025, the Planning & Land Use Division is focused on improving efficiency, enhancing community engagement, and preparing for future growth and change. With staff development, technology improvements, and stronger interdepartmental coordination underway, the groundwork laid in 2024 is setting the stage for efficient, more responsive land use planning in the years ahead.

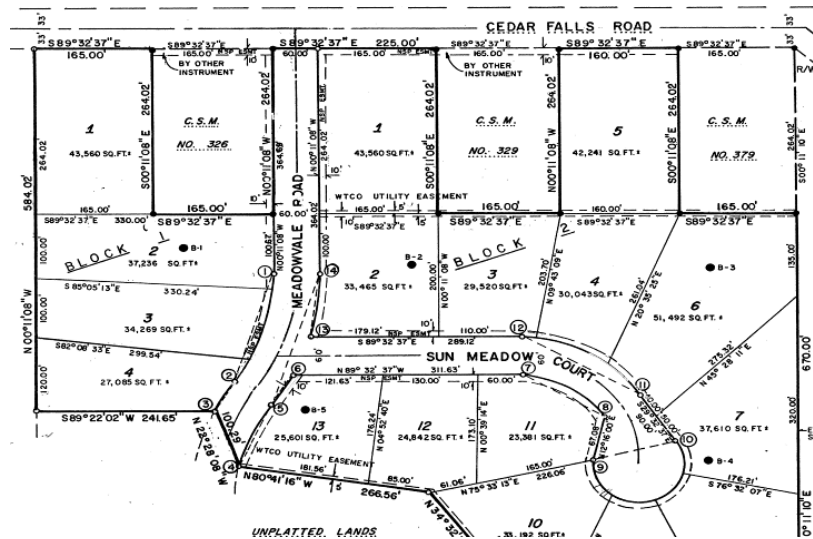
SURVEY DIVISION

2024 SURVEY DIVISION STAFF

Tom CarlsonCounty Surveyor
 Gregg Batzer.....Professional Land Surveyor
 Troy StowellSurvey Technician

Regulated land developments

The Surveyor's Office reviews all land developments submitted to the county for compliance with applicable state statutes, administrative codes and ordinances. Examples of land developments that are reviewed by the Surveyor's Office include State and County Subdivision Plats, Certified Survey Maps and Condominium Plats. In 2024, 95 Certified Survey Maps were reviewed which created 153 new parcels. Land development fees collected in 2024 and forwarded to the Dunn County general fund totaled \$27,900. Exhibits B and C following this report highlight statistical trends for land divisions during the past 5 years.



Dunn County Highway Department projects

The Surveyor's Office completed survey work as directed by the Highway Department that resulted in a cost savings for their department and provided a revenue source for the Surveyor's Office totaling \$7,022.86. The Surveyor's Office assisted with the following projects in 2024:

- **C.T.H. "Z" (Town of Eau Galle)**

Existing right-of-way monuments set on prior surveys of record were researched, searched for and measured, and marked prior to road construction. Disturbed monuments were reset once construction was completed and two survey maps were prepared and filed.

- **C.T.H. “VV”** (*Town of Sheridan*)

Existing right-of-way monuments set on prior surveys of record were researched, searched for and measured, and marked prior to road construction. Disturbed monuments were reset once construction was completed and two survey maps were prepared and filed.

- **C.T.H. “H”** (*Town of Elk Mound*)

Existing right-of-way monuments set on prior surveys of record were researched, searched for and measured, and marked prior to road construction.

- **CTH. “M”** (*Town of Sand Creek*)

Existing right-of-way monuments set on prior surveys of record were researched, searched for and measured, and marked prior to road construction.

Remonumentation of Public Land Survey System corners

There are approximately 2,800 original government corners within Dunn County with numerous additional meander and witness corners. The United States Government Surveyors originally established these corners in the late 1840's and 1850's. These corners are part of the Public Land Survey System (PLSS) and form the basis for most land descriptions within the county. The remonumentation work completed in 2024 resulted in visits to 221 unique PLSS corners, meander corners, witness corners, centers of section, 1/16th (“forty”) corners and government lot corners with 16 of the corners being requested by private land surveyors or landowners. There were 46 corners that involved maintenance due to new road construction. A total of 110 land corner monument record forms were drafted.



Locomotive Axle-Town of Rock Creek



Scribed Survey Stone-Town of Otter Creek

Remonumentation request program

This program allows either an individual landowner or a public entity to make a formal request of the Surveyor's Office for the re-establishment of original government corners required for a particular survey. The program is divided between public and private requests. Public requests originate from other government units such as the Dunn County Highway Department, Wisconsin Department of Transportation, town boards, etc. Private requests are submitted by individual landowners typically through their contracted land surveyor in conjunction with a property survey. The Surveyor's Office reviews each request and evaluates them on a priority basis. Once a request is completed, new monument record forms are prepared and filed and coordinates are provided to the requestor. In 2024, the Surveyor's Office received three private remonumentation requests. Exhibit A illustrates the projected cost savings estimated by the requesting private surveyor for each project. The total project savings now totals \$527,800 over the last 29 years, with an average project savings of approximately \$2,500.



Crankshaft – Town of Otter Creek



Remains of bearing tree scribed in 1849
Town of Peru

Filing and indexing of survey records

This is a duty of the County Surveyor as provided for in Wisconsin State Statute 59.45. Within 60 days after completing any survey, a land surveyor is required to file a true and correct copy of the survey in the office of the County Surveyor. The Surveyor's Office received 180 survey maps for filing in 2024. Each map was indexed, scanned, and filed as part of the public record.



Survey Section Files



Monument Record Forms

Additional items to note:

Staff from the Surveyor's Office attended the Wisconsin Society of Land Surveyors Annual Institute in Wisconsin Dells January 24-26, 2024, which provided valuable continuing education. Staff also attended quarterly meetings of the Wisconsin County Surveyors Association throughout the year and the annual Red Cedar Conference hosted by U.W. Stout.

On December 19, 2024 Troy Stowell, a long term employee of the Surveyor's Office retired. Troy began his employment with Dunn County in March of 1995. His nearly 30 years of service working as a survey technician contributed immensely to the remonumentation and maintenance work performed on the corners of the U.S. Public Land Survey System in the County. His years of experience and knowledge of the County made him a valuable asset to the County Surveyor's Office.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tom Carlson".

Tom Carlson
Dunn County Surveyor

EXHIBIT A – Private remonumentation requests

YEAR	PROJECT SAVINGS	# OF REQUESTS
1996	\$29,950	17
1997	\$29,850	17
1998	\$42,300	15
1999	\$55,450	16
2000	\$33,500	12
2001	\$64,500	27
2002	\$28,600	9
2003	\$41,700	22
2004	\$13,000	7
2005	\$12,300	7
2006	\$6,700	3
2007	\$5,000	3
2008	\$1,000	1
2009	\$11,500	6
2010	\$15,400	5
2011	\$9,500	6
2012	\$0	0
2013	\$1,000	1
2014	\$5,500	2
2015	\$4,700	3
2016	\$6,500	2
2017	\$17,000	9
2018	\$15,000	6
2019	\$48,500	5
2020	\$2,000	1
2021	\$1,200	1
2022	\$2,000	2
2023	\$14,650	2
2024	\$9,500	3
29 Year Total	\$527,800	210

EXHIBIT B – Parcels and acreage by certified survey maps and plats in the last 5 years

2024		
Township	Parcels	Acres
Colfax	9	41.35
Dunn	4	5.36
Eau Galle	7	46.42
Elk Mound	15	87.33
Grant	1	4.30
Hay River	4	51.09
Lucas	5	58.57
Menomonie	16	79.55
New Haven	7	44.05
Otter Creek	8	100.89
Peru	1	22.70
Red Cedar	14	58.71
Rock Creek	0	0.00
Sand Creek	16	166.16
Sheridan	6	42.99
Sherman	5	38.60
Spring Brook	7	78.15
Stanton	4	44.62
Tainter	16	69.93
Tiffany	4	39.73
Weston	0	0.00
Wilson	4	25.63

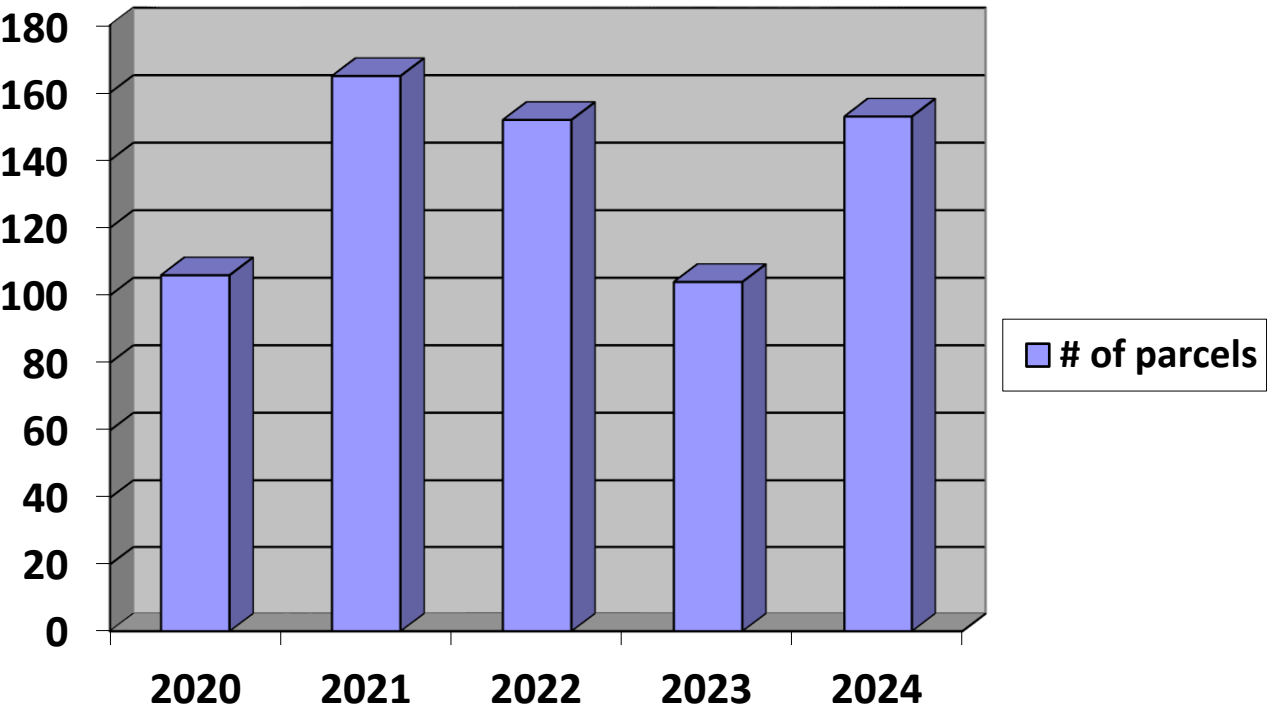
2023		
Township	Parcels	Acres
Colfax	4	53.95
Dunn	10	59.23
Eau Galle	5	9.12
Elk Mound	7	39.49
Grant	2	4.34
Hay River	1	5.20
Lucas	1	2.77
Menomonie	6	53.15
New Haven	5	65.26
Otter Creek	7	60.68
Peru	1	5.34
Red Cedar	12	100.45
Rock Creek	4	24.26
Sand Creek	0	0.00
Sheridan	4	19.12
Sherman	6	50.33
Spring Brook	10	33.73
Stanton	5	30.64
Tainter	5	31.80
Tiffany	3	12.49
Weston	4	15.19
Wilson	2	11.94

2022		
Township	Parcels	Acres
Colfax	3	17.27
Dunn	10	44.54
Eau Galle	2	6.66
Elk Mound	9	28.13
Grant	1	1.80
Hay River	9	61.49
Lucas	2	42.75
Menomonie	40	126.07
New Haven	8	60.58
Otter Creek	5	53.06
Peru	1	6.10
Red Cedar	5	21.69
Rock Creek	4	28.73
Sand Creek	5	14.78
Sheridan	5	44.22
Sherman	6	42.36
Spring Brook	11	44.88
Stanton	3	22.74
Tainter	9	22.07
Tiffany	5	43.87
Weston	7	49.66
Wilson	2	1.88

2021		
Township	Parcels	Acres
Colfax	6	50.35
Dunn	8	31.83
Eau Galle	7	21.22
Elk Mound	19	69.67
Grant	2	8.64
Hay River	4	25.69
Lucas	2	20.73
Menomonie	13	57.11
New Haven	7	16.26
Otter Creek	2	10.52
Peru	0	0.00
Red Cedar	16	77.01
Rock Creek	16	114.55
Sand Creek	3	51.32
Sheridan	3	29.03
Sherman	15	149.63
Spring Brook	9	27.34
Stanton	9	113.19
Tainter	11	65.92
Tiffany	2	2.38
Weston	5	27.21
Wilson	6	26.70

2020		
Township	Parcels	Acres
Colfax	9	55.72
Dunn	6	19.63
Eau Galle	1	3.63
Elk Mound	12	83.13
Grant	1	2.64
Hay River	1	2.56
Lucas	7	47.30
Menomonie	6	41.38
New Haven	3	5.98
Otter Creek	5	38.84
Peru	3	47.50
Red Cedar	9	43.46
Rock Creek	1	3.66
Sand Creek	7	27.65
Sheridan	0	0.00
Sherman	10	106.38
Spring Brook	10	117.09
Stanton	1	4.65
Tainter	4	35.71
Tiffany	3	19.63
Weston	7	63.19
Wilson	0	0.00

EXHIBIT C – Parcels created by certified survey maps and plats in the last 5 years





DUNN COUNTY
HEALTH DEPARTMENT

2024 Annual Report

3001 US Hwy 12 E, Suite 032
Menomonie, WI 54751

Executive Summary

Latest data from the US Census American Community Survey 5 Year Averages
Population Estimate - 45,440



The Median Household
Income is **\$71,785**
(\$69,721) in Dunn County



More than 1 in 10 persons
in Dunn County is living in
poverty **10.7%** (10.8%)



Per Capita Income in the
last 12 months - **\$36,541**
(\$34,615)

Health Department is Funded by

Local tax levy

· **618,174** (625,977)

Program generated revenue

· **\$285,592** (\$261,506)

Grants, including state aids

· **\$736,093** (\$529,818)

Cost per Dunn County Resident

Local Taxes

· \$ 13.60 (\$13.67)

Total Funding

· \$ 36.09 (\$30.95)



Top Ranked Cause of Death in 2024

- | | | |
|------------------|---------------------------------|--|
| 1. Cancer | 3. Chronic Respiratory Diseases | 5. Cerebrovascular Disease (e.g. Stroke) |
| 2. Heart Disease | 4. Accidents | & Alzheimer Disease (tied) |

2024 Board of Health Elected Board Members

Diane Morehouse, Chair
Gary Stene, Vice Chair
Michelle Bachand
Pat Breslin
Andrew Hagen

Appointed Board Members

Dr. Alex Hall
William Lamb
Polly Rudi

County Board of Supervisors Chair:
Kelly McCullough

2024 Health Department Staff

Health Officer

KT Gallagher, MPA, Director

Environmental Health

Amy Arbetan, BS, REHS
Abby Becker, Admin Assistant
Jeff Robb, BS, REHS

Public Health Nutrition Staff

Holly Cseter, BS, Dietetic Tech
Gabrielle Liston, WIC Admin
Grace Poliak, MS, RD

Medical Advisor: Dr. Jennifer Strong

Public Health Nursing

Deb Benoit, RN
Sara Hegeman, BSN, RN
Megan Liddle, BSN, RN
Lisa Raethke, BSN, RN
Kari Quilling, BSN, RN

Public Health Administration Staff

Lindsey Wyatt, MPH, PH Educator
LeeAnn Wold, Admin Assistant
Zoua Yang, BS, Admin Assistant

Please note that 2024 data is listed first, with 2023 equivalent data in parentheses.



Health Dunn Right (HDR)

The 2024 Community Health Assessment (CHA) was part of a tri-county collaborative effort by eight partners to leverage resources, create standard data collection and reduce survey fatigue. The partners included Chippewa County Department of Public Health, Dunn County Health Department, Eau Claire City-County Health Department, Hospital Sisters Health System, Mayo Clinic Health System NWWI, Marshfield Clinic Health System, United Way of the Greater Chippewa Valley and United Way of Dunn County.

TOP FIVE IDENTIFIED ISSUES THAT IMPACT HEALTH IN DUNN COUNTY

- Lack of access to childcare or unaffordable childcare
- Environment or water pollution
- Health care is difficult to access
- Alcohol misuse
- Lack of safe or affordable housing

The data used to identify these top issues were:

- A local community health survey completed by people who live and/or work in Dunn County
- Local data from state and national databases
- Conversations with county groups and individuals
- Meeting with the Health Dunn Right (HDR) coalition

CHA partners learned from members of the public what they thought were the top issues impacting our community's health.

The full report can be found on the health department website or by scanning this QR code.



CHIP Kick-off

On December 6, 2024, more than **65** community members attended the Community Health Improvement Plan (CHIP) Kick-off event to identify goals for HDR to work on in the next three years to improve the top health priorities. The Action Teams will work on crafting CHIP strategies in 2025.

2024 Health Dunn Right Action Teams

- Healthy Environment (HEAT) ● Mental Health and Wellness (MHWAT)
- Housing (HAT) ● Childcare (CAT)

HEAT Educate, increase civic engagement, and leverage existing programs.

MHWAT Collaborate, Advocate, Expand Existing Program Reach

HAT Map Existing Programs, Educate, Data Collection

CAT Identify the resources and opportunities to achieve affordable high-quality childcare in Dunn County.



Communicable Disease Prevention & Control

The local health departments are notified through the Wisconsin Electronic Disease Surveillance System (WEDSS) which connects with CDC reporting. The health department also receives faxes and phone calls from providers with these reports.

Communicable Disease Statistics

The data to the right is a summary of communicable diseases reported to the health department from 2022 to 2024. Electronic reports are received from the WI State Lab of Hygiene, Marshfield Clinic, Mayo Clinic Health Systems, UW-Stout, and other area hospitals and clinics. All cases of reportable communicable diseases are investigated to prevent and control disease spread and protect the public's health. Public Health Nurses plan testing, treatment, and care for folks with communicable diseases. We continue to provide tuberculosis (TB) testing and follow-up in our clinic.

Number of TB skin tests done **240** (81).

Vaccinations for Children program

We work with schools and the medical community to encourage vaccinations. In 2022, we teamed up with a third-party company to send postcards and calls for those under the age of 2 who were due or overdue for recommended childhood immunizations and conducted onsite vaccination clinics for VFC-eligible students at schools.

64% of Dunn County children under 2 were up to date with immunizations.



Influenza Vaccine

In **2024**, Dunn County had a total of **21** (11) **cases** of influenza-associated hospitalizations. Flu vaccination rates are down from the previous year in our county and throughout the state. We encourage the community to be immunized against Vaccine-Preventable Diseases and offer Flu vaccinations in our clinic and in the community.

Infection	2022	2023	2024
Babesiosis	3	0	4
Blastomycosis	1	1	0
Campylobacter	11	15	18
Chlamydia	133	115	111
Cryptosporidium	7	8	5
STEC	9	4	3
Giardiasis	1	6	5
Gonorrhea	21	17	21
Hepatitis A	0	0	0
Hepatitis B	1	2	0
Histoplasmosis	0	1	0
HIV	1	0	0
Influenza-hospital	27	11	21
Legionellosis	3	0	3
Latent TB	9	17	10
Meningitis-V/B	0	0	0
Pertussis	0	0	8
Salmonella	8	9	7
Shigellosis	0	0	0
Invasive Strep (A)	2	6	6
Tuberculosis	1	1	1
Toxoplasmosis	0	0	2
Varicella	0	2	0

Adult Influenza vaccinations 137 (113)

Children's Influenza vaccinations 49 (32)



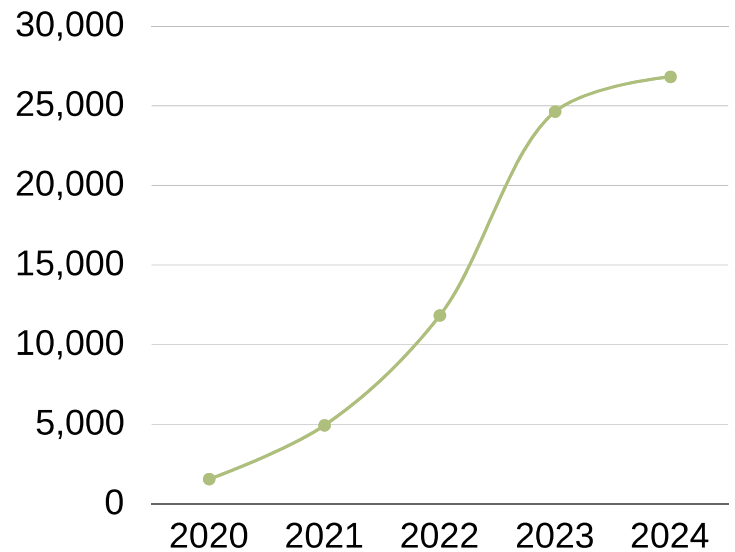
Reproductive & Sexual Health

Two full-time RNs and one part-time support staff provided health screening, info, prevention services, referral, and treatment for people of childbearing age.

After implementing the vaginal self-swab Visby test in clinic in 2023, **40** patients utilized this service and were able to get their results for Gonorrhea, Chlamydia, and Trichomonas within 30 minutes and receive treatment, if indicated, before leaving the clinic.

We continued working with the Trojan company, Wisconsin DHS and the AIDS Healthcare Foundation to provide free condoms to **9** (8) bars and **8** (8) agencies within Dunn County.

Staff helped with medical assistance enrollment. The state program for shared NP services continued and provided physical exams, Pap tests, and long-acting reversible contraception placements and removals for patients.



In 2024, 26,814 **free condoms** were provided to the community.

Number of unduplicated clients
140 (137)

Total client visits
304 (301)

Number of clients who got a pregnancy test - 27 (27)



CONSENT IS COOL!

Community Education

Public Health nurses worked with schools, agencies, and parents to provide education about sexual and reproductive health, healthy relationships, and area resources. This education was given individually or in group settings in the clinic, community or schools.

HIV/STI testing, referral, treatment, and education was available within this program. The HIV follow-up continued to be managed by the regional center at the Eau Claire City-County Health Department.



Public Health Nursing

Maternal & Child Health

Includes Prenatal Care Coordination (PNCC), Nurse-Family Partnership (NFP), WIC, Reproductive Health, and Public Health. These programs include pregnancy testing, individual support services, prenatal care, health and nutrition education, as well as referrals.

Public Health Clinics

Public Health Nurses conducted TB skin tests, immunizations, blood pressure checks, developmental screenings, health education and provided referrals. These clinics are available on-site at the health department. Drop-in consults and appointments are available. The Public Health Nurses do home visits to parents of newborns. We received referrals from hospital organizations within the area for follow-up appointments. **Follow-up referrals 81 (44)**

PNCC and NFP clients

33 moms, 27 babies (30, 20)

95% Babies up-to-date with immunizations at 6, 12, 18 and 24 months old.


100% Babies born at a healthy weight

91% NFP Moms initiated breastfeeding


Harm Reduction

We received funding from the Wisconsin State Opioid Settlement to purchase a harm reduction kiosk. This kiosk provides evidence-based opioid overdose prevention supplies, and other harm reduction items, in a low barrier way to community members. Folks do not need to interact with a staff member or be a reader to get these life-saving supplies.

After significant mechanical challenges, the kiosk was up and running in early 2024. Zip codes are collected when items are distributed. While most of the **345** items were given to Menomonie residents, many other townships in Dunn, Pierce and Eau Claire County were represented in the data.













Have questions?
Ask front desk staff for help
or call 715-232-2388.



Harm Reduction Kiosk

Check out Dunn County Health Department webpage for more resources and information about our Harm Reduction Kiosk.
dunncountywi.gov/healthdepartment
Public Health Harm Reduction

 Nasal Narcan 100, 102, 104, 105  Each bag has a box with two doses of Nasal Narcan and information on how to use it.	 Safer Use Kit 130, 134, 136  Each kit contains fentanyl test strips, band-aids, alcohol wipes, antibiotic ointment, and resources.
 Gun Lock 145  Each bag contains 1 gun lock with keys for safe firearm storage and information about gun safety.	 Deterra Bag 120, 124  Each kit contains 2 pouches to safely dispose of unwanted medications or drugs and local medication disposal information.
 Period Kit 140  Each bag contains tampons and pads.	 Hygiene Kit 142  Each bag contains shampoo, toothbrush, toothpaste, soap bar, sunscreen, lip balm, comb, dental floss pick, deodorant, and lotion.
 Socks 128, 138, 148  Each bag contains 2 pairs of socks.	 Condoms 108, 118  Each bag contains external (male) condoms.

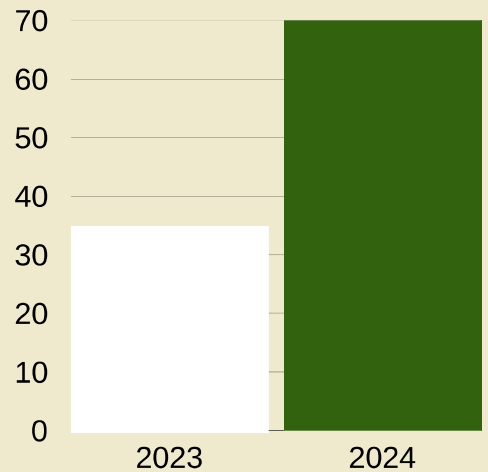


Chronic Disease & Injury Prevention

Health Department staff maintain child safety seat certification and present to groups regarding child seat safety. PH nurses provide 1:1 car seat safety education and install car seats for folks in the community.

WIC and public health nursing provide nutrition and diabetes prevention referrals, education, and counseling. The CDC reports the prevalence of diagnosed diabetes for adults in Dunn County is 8.2% (2021 latest reported year).

We include Back to Sleep information in our parent teaching for SIDS and Shaken Baby risk reduction. We have purchased pack-n-plays and will distribute them to families in our PNCC program or otherwise at risk for unsafe sleep practices.



In 2024, we provided **more** than double the number of carseats than in 2023.

Grant Funding

The Health Department received funding from the Community Foundation of Dunn County for injury prevention. We provided bike helmets and education at National Night Out in August of 2024. During these events, we properly fitted and gave away **49 Bike Helmets** to those who needed one.



Photo Descriptions

Top row: 1. Public Health Nurse, Deb, providing bike helmets at National Night Out. 2. The harm reduction focused kiosk in the public health hallway entry. 3. Public Health Nurse, Deb, providing properly installed car seats at a Birth-to-Three playgroup event. **Bottom row:** A 3 x 5 foot mural created by children at a family event sponsored by Birth-to-Three playgroup and Health Dunn Right.



Women, Infants, and Children (WIC)

WIC provides nutrition education and breastfeeding support for Dunn County families, as well as supplemental food to families at or below the 185% poverty level. For a family of 4, this would be an annual income of less than \$57,720.



WI WIC adopted a hybrid model of services in 2023. This model continues to be embraced by busy families. While physical presence for appointments is encouraged, it can be waived if an in-person appointment is a barrier for a family. When physical presence is waived, we work with families to obtain anthropometric (height/weight) measurements and hematological (hemoglobin/iron) values from recent doctor appointments or encourage them to prioritize regular primary care visits with their provider.

In 2024, WIC again saw some of its highest numbers for breastfeeding and monthly enrollment rates.

Number of individuals served/mo 641 (598)

Women 119

Infants (< 12 Months) 130

Children (1 - 4 years) 392

Breastfeeding Initiation rate 79% (73.3%)



In addition to providing a nutritious monthly supplemental food package, we offer nutrition and breastfeeding education and referral resources to help achieve desired health outcomes.

We regularly assess areas of need for increased education efforts and anticipatory guidance for risk prevention and resolution, identifying referral resource needs, evaluating how well staff are identifying risks, and staff training needs relating to specific risks.

In 2024 we partnered with Bridging Brighter Smiles (BBS) to provide space and public health administrative support to provide families with low barrier access to dental exams, cleanings, fluoride varnish and referrals for treatment (if dental caries were observed by the BBS dental hygienist).



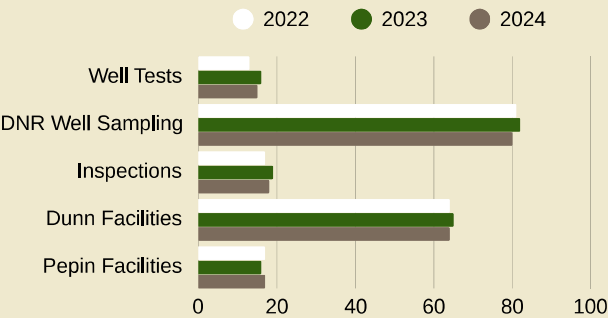
Environmental Health

Water Protection

Our new water testing lab was certified by the DNR and Wisconsin Department of Agriculture and Consumer Protection (DATCP) in late 2024. We are able to test local private well water for nitrate levels and bacterial contamination

We sample and inspect Transient Non-Community water systems due to a contract with the DNR.

We offer a free State Lab of Hygiene testing kit to families with pregnant people or children under 1 year old on private well water.



Radon Information Center



In 2024, **59% of the 205 Radon tests** completed by homeowners **showed elevated levels of Radon.**

Dunn County coordinates the program for Dunn, St. Croix, Pierce, Barron, and Sawyer Counties. We provide testing information and supplies to these counties. Any elevated tests require follow-up by the county's Environmental Health Specialist (EHS).

Lead Poisoning Prevention & Investigation

We have one PHN and one EHS that maintain certification as lead risk assessors. Participating families receive lead poisoning prevention screening, tests, and if any levels are elevated, a lead risk assessment by an EHS and PHN to determine risks and remediation.



514 children were tested for Lead Poisoning in 2024, and **3 Lead investigations were completed.** All 3 homes qualified for Lead Safe Homes grant dollars to support lead removal.

Food Safety and Licensing Program

Our EHS complete risk based inspections per contracts with DATCP and DSPS. An intentional effort was made to locate and license Tourist Rooming Houses in 2024.



Our team responded to 16 **citizen complaints** including Food Service and Human Health Hazards.

Inspections & Licensing

Campgrounds	6 (6)
B & B's	2 (1)
Tourist Rooming Houses	52 (40)
Tattoo/Body Art	5 (6)
Camps	2 (3)
Hotels & Motels	9 (9)
Food & Bev	155 (154)
Retail	99 (96)
Swimming Pools	10 (10)
Hot Tubs	4 (4)
Schools	15 (15)
Temporary Food & Lodging	25 (7)

Rabies Control Program

The EH team follows up with animal bites to investigate and prevent rabies transmission. We encourage proper rabies vaccinations and keeping your distance from wild animals.





Photo Descriptions

Top row: 1. Public Health Nurse, Sheila, assisting with a home lead risk assessment. 2. Reproductive Health Clinic team displaying the donation of condoms from the Trojan Company.

Middle row: 1,2 & 3. Our Environmental Health team getting our new water testing laboratory up and running.

Bottom row: 1. Our PH Nutrition team at the WIC annual conference.



Student & Workforce Development

Over the past year, we have hosted several students in order for them to complete their studies at various universities across the country.

- WIC hosted a Master's Prepared UW-Stout Dietetic Intern for their Community Health rotation, and a UW-Stout Master's student for their 90 hour Community Health Practicum.
- Reproductive health hosted 3 Bachelor of Science Nursing students for their Community Health Rotations.
- Environmental Health hosted a grant funded AHEC intern from the UW- Lacrosse Bachelor of Science program. Jayden used her love for public health, statistics and data analysis on a variety of summer projects.



Photo Descriptions

Public Health Intern, Jayden, 1. assisting with a well inspection and 2. presenting on her internship at the AHEC conference.

This Annual Report is compiled and will be submitted to the WI Department of Health to satisfy the statutory requirement: DHS 140.02(2)(a).

Respectfully submitted:

KT Gallagher, MPA

2025 Director/Health Officer





Extension

UNIVERSITY OF WISCONSIN-MADISON
DUNN COUNTY



ANNUAL REPORT 2024

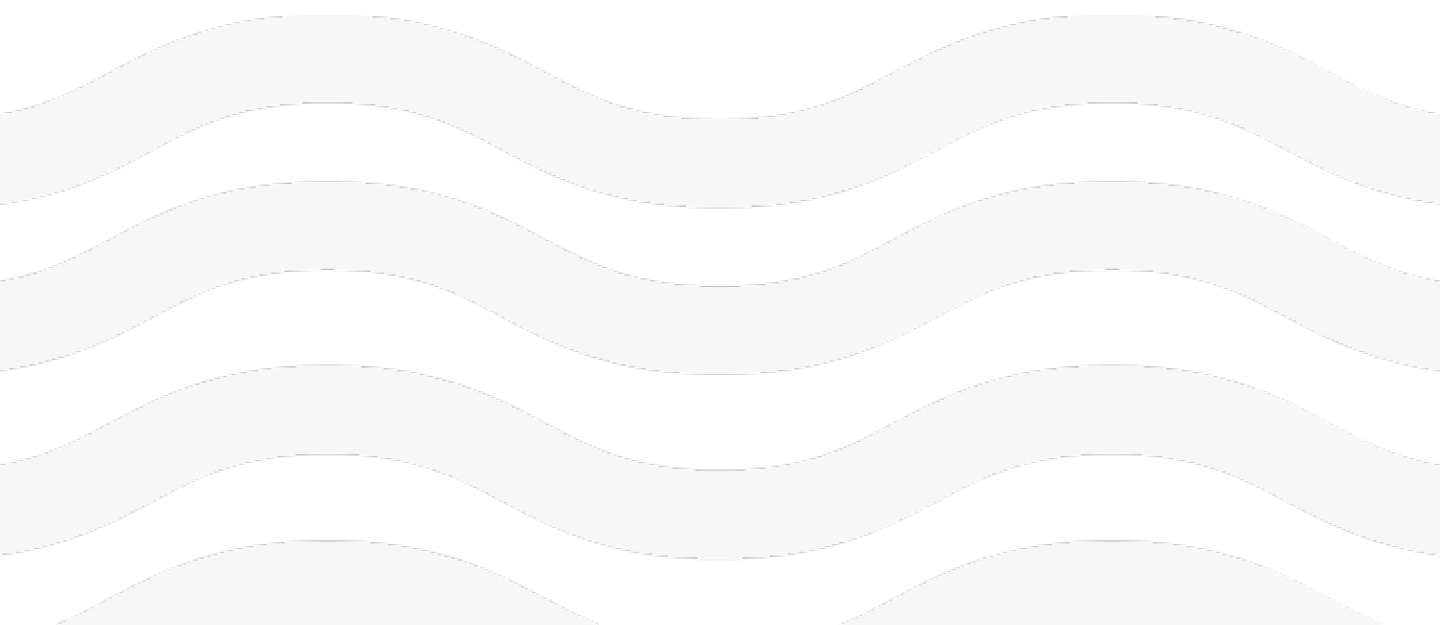


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**Thank you to the 2024 Community Resources & Tourism Committee for
providing oversight for Extension:**

Bob Bauer – Chair, Monica Berrier– Vice Chair, Spencer Berndt, Larry Bjork,&
Thomas Quinn

Thank you for your support and guidance.

University of Wisconsin –Madison Extension Dunn County

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Extension

UNIVERSITY OF WISCONSIN-MADISON

UW-Madison Extension's outreach creates key connection points for families, farms, businesses, nonprofit organizations, government, and more. We support local volunteers and leaders to take action and serve as role models in their communities, and we make sure Wisconsinites have the latest research, best practices, and educational opportunities.



Learn more at
extension.wisc.edu





Kristen Bruder
Area Extension Director
Chippewa, Dunn, and
Eau Claire Counties

"I am so proud to be part of a team that genuinely cares about the people they serve and brings passion and dedication to their work every day. Their commitment continues to make Dunn County an incredible place to live and work."

Over the past year, Extension has continued to evolve to better serve the needs of Dunn County. We have shifted our emphasis from Dairy to Livestock, ensuring broader support for farmers and producers across multiple species. Additionally, our focus has transitioned from Food Systems to Community Development, allowing us to better address local economic growth, leadership development, and civic engagement. Our educators and staff have worked tirelessly to build partnerships, provide research-based programming, and support initiatives that strengthen our community. Through collaboration and innovation, Extension remains committed to making a lasting impact in Dunn County.

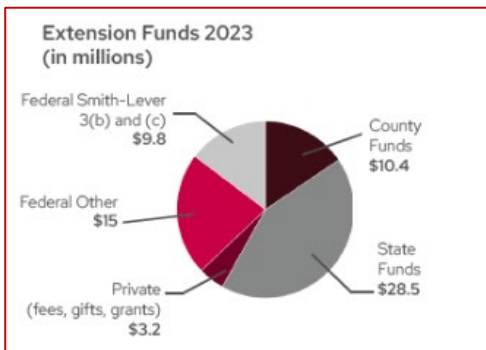
Extension fully invests in Area Extension Directors (AEDs), who serve as key administrators for our county-based programming. AEDs manage partnerships, support staff development, handle financial management, and coordinate programs throughout their designated areas. By regularly engaging with county partners and local educators, AEDs build strong relationships and gain a thorough understanding of local needs and county priorities. They help ensure that Extension's educational programs closely match the community's goals and address specific local challenges.

Leveraging Funding for Greater Impact

Extension's partnership with counties ensures impactful, research-based programming for local communities. By strategically combining county investments with state, federal, and grant funding, we amplify resources to expand education, support economic development, and address local needs.

The graph highlights how Extension maximizes funding to deliver greater value, align with county priorities, and drive measurable impact. Together, we can strengthen communities by making the most of available resources.

The Smith-Lever Act of 1914 established the Cooperative Extension Service. It provides federal funds for Cooperative Extension activities through USDA. The act requires that states provide a 100 percent match from non-federal resources. Wisconsin provides a greater match: a \$3.95 state, county, and tribal funding leverage per \$1 of Smith-Lever funding.



UW–Madison Extension: By the Numbers

Extension is funded through Smith-Lever dollars, which are matched with state and county/tribal funds. Each FY 2023 dollar received under the Smith-Lever 3(b) and (c) appropriation was leveraged by:

\$2.90 in state funding
+ \$1.05 in county/tribal funding
= \$3.95 state and county leverage

CONTACT:

Karl Martin, Dean and Director | UW–Madison Extension
608-263-2775 | karl.martin@wisc.edu



Deanna Wiersgalla
Community Outreach and
Office Operations Associate

I joined Extension Dunn County as the Community Outreach and Office Operations Associate at the very end of 2024 and feel very fortunate to be part of such an amazing team. I support the Extension educators in their programming, and also run the daily operations of the office – there is never a dull moment! A large part of my job consists of connecting the citizens of Dunn County with all the information, research, and resources that Extension has to offer. Nothing brings me more joy than helping others, and this job allows me that opportunity!

UW-MADISON EXTENSION

CONNECTING COMMUNITIES *with* THE UNIVERSITY OF WISCONSIN

Agriculture & Horticulture >>

Our network of researchers, outreach specialists, and local educators are on the leading edge of creating practical solutions for livestock and crop production in addition to farm and labor management. We provide customized guidance, business planning assistance, and industry knowledge for what today's agricultural operations are facing.

Community & Economic Development >>

Businesses, governments, and organizations succeed through development from Extension educators and specialists. We provide education for elected officials to understand their roles and responsibilities in helping communities thrive. We offer businesses the direct technical assistance and connection to support structures they need to help them succeed. Our rural entrepreneurship program identifies ways for businesses to overcome challenges and take advantage of unique opportunities.

Health & Well-Being >>

We're supporting positive change for families through physical and mental health programs in addition to structural improvements needed to make the healthy choice the easy one. Our physical fitness classes and mental health training equips people with the tools they need to lead healthy, active lives. We provide public health resources and tools for community action. We provide guidance on systems changes for food security and food access.

Human Development and Relationships >>

Reinforcing family connections, financial knowledge, and strong relationships is at the heart of Extension's programming. We support learning and emotional bonding by building literacy skills in justice-involved families. We guide community and individual development across lifespans. We teach financial security through rent planning and budget management.

Positive Youth Development & 4-H >>

Community-led 4-H programs deliver quality activities and leadership opportunities that are leading to engaged, energized, and informed young people across the state. 4-H is a movement – in Wisconsin, 98% of our 4-H members are inspired to make positive changes in their communities.

Natural Resources & Conservation - Value Added State Funded Programs >>

We work at the crossroads of communities, natural resources, and agriculture to protect our environmental assets and guide resource management. We support individual and regional water-well testing, along with education to address safe drinking water. We educate farmers, businesses, and communities on safe practices to ensure access to plentiful, sustainably managed sources of food, water, and energy.



Agriculture

Supporting Livestock



The University of Wisconsin-Madison Division of Extension Livestock Program strengthens the industry through statewide education and research. The program has educators and campus-based specialists focused on the following areas: beef cattle, poultry, sheep and goats, swine, and meat science.

The Landscape

304 farms with
5,529 beef cows
that have calved
(breeding stock) in
Dunn County

97%
Percent
Family Farms
(2022 Census of Ag)

67,781 total
head of
cattle
(beef and dairy cattle all
ages)

\$213,747,000 in
total ag sales from
milk, livestock and
poultry products
(2022 Census of Ag)

Achieving More Together



UW-Madison Division of Extension works alongside the people of Wisconsin to deliver practical educational programs where people live and work – on the farm, in schools and throughout urban and rural communities. Early relationship building includes Chippewa Valley Technical College, Western Wisconsin Agricultural Lenders, Wisconsin Farmers Union, and local Farm Bureau chapters.



Ryan Sterry
Regional Livestock Educator

I am the regional Livestock Educator for Chippewa, Dunn, and Eau Claire Counties. I have served as an Extension educator since 2006, and transitioned roles to Regional Livestock Educator for Area 6 in late 2024. I enjoy the variety the job brings, and finding ways to take research based information and make it applicable to our area farms. I am excited to learn more about and serve our producers in the Chippewa Valley.



Agriculture

Supporting Crops and Soils



The Division of Extension UW-Madison Crops and Soils program connects regional educators and statewide specialists to focus on issues and challenges facing today's field, vegetable, fruit, and emerging crop producer. The Crops and Soils Program focuses on Forage and Grain Production and Management, Emerging Crops, Grazing, Pest Management, Soils, Nutrient Management, and Economics of Crop Production.

The Landscape

174,000

Acres of corn and soybeans
planted in 2024

372,774

Acres in farmland

14%

Land under irrigation

\$381.3

Million dollars of market
product sold

Achieving More Together



UW-Madison Division of Extension works alongside the people of Wisconsin to deliver practical educational programs where people live and work – on the farm, in schools and throughout urban and rural communities. Dunn County Demo Farm Committee, FFA Chapters, Chippewa Valley Forage Council, Western Wisconsin Agricultural Lenders, Wisconsin Farmers Union, Dunn County Farm Bureau, Land and Water Conservation Department, Chippewa Valley Technical College, Mayo Clinic Health System Community Action Board, Natural Resources Conservation Service.

Community Impacts In 2024

A part of the Crops and Soils program that brings additional value to the area is localized, on-farm research. Ten different on-farm research projects were conducted in 2024. Grant funding drives these projects as over \$238,000 were secured to implement research projects. Research projects included nitrogen rate applications, spring barley variety and fertility rate trials, winter barley variety and cropping system trials, alfalfa-interseeding with corn silage, and industrial hemp planting date, variety, and nitrogen rate trials. All of these projects serve as a backdrop for educational workshops and field days held throughout the area.



Agriculture

Dunn County Demonstration Farm

The Dunn County Demonstration Farm is a partnership between Dunn County, Land and Water Conservation Division, Chippewa Valley Technical College, Natural Resources Conservation Service, and the Division of Extension UW-Madison. In 2024, an Adaptive Nitrogen Management research project was implemented on the demonstration farm. This research attempted to address the challenges to questions surrounding selection of N fertilizer rate, use of pre-plant nitrate and pre-side dress nitrate tests, crediting nitrogen from manure and other on-farm nutrient sources, and how best to use soil health nutrient tools to improve sustainability of nitrogen management practices. Nitrogen rates applied were 0, 40, 80, 120, 160, and 200 (preplant and sidedress) pounds per acre. Field plots were sampled for pre-plant nitrate soil tests. Yields were collected and compared to nitrogen rates applied within the replicated plots. A field day was held where forty-five participants attended the field day. A post-event evaluation indicated 95% of participants increased their knowledge about nitrogen application and management.

Farm Pulse: Crop Insurance and Grain

Marketing

The Farm Pulse: Crop Insurance and Grain Marketing hybrid course updated and adapted grain marketing curriculum and local data into a format for use in-person, as stand-alone educational videos, online articles, webinars and an online course. Farm Pulse uses numerous interactive teaching methods for participants to apply risk management, grain marketing, and crop insurance concepts with case farms and their own farm business. Farmers enrolled in an online course to build their knowledge of evaluating risk management, calculating cost of production, crop insurance products, and production and price risk management tools for grain marketing. Farmers attending in-person follow-up meetings to reinforce online learning.

Manure and Nutrient Management

Manure applicator training sessions were held for commercial manure applicators and farmers applying their own manure. The objective of the trainings were to provide training on safe manure handling and application practices. Topics covered during the training include dragline safety, rapid transfer safety, road safety, manure gas safety, manure regulations and application, spill response, CAFO regulations, pump and pressure safety, equipment calibration, and public relations. Participants received a certificate of completion at the end of the course. A new Division of Extension Manure Application Workbook 2024 and corresponding presentation materials were created to assist with training delivery. Training sessions were held in Colfax, Barron, and at various statewide locations. Over 350 applicators attend these sessions statewide.



Jerry Clark
Regional Crops &
Soils Educator

I'm the regional Crops and Soils Educator for Chippewa, Dunn, and Eau Claire Counties. I have served as an educator in Extension since 1998 and continue to enjoy the opportunities and challenges that come with serving the agricultural community. I find the variety of tasks most rewarding such as on-farm research, working collaboratively, helping individuals to improve their lives.



Horticulture

Supporting Lawns, Gardens & Landscapes



Horticulture is the connection between people and plants. It supports environmental stewardship, human wellness, and the growing of local food. The program focuses on strategies to mitigate environmental challenges such as pollinator decline and environmental pollution. It offers education on how to grow your own produce to help reduce food costs and aid in nutrition, communicates the physical, mental and social wellness benefits gardening provides, and encourages people of all ages to incorporate gardening into their lifestyle even when space or mobility is limited.

The Landscape

402

Lawn, landscape and gardening questions responded to regionally

90%

Positive rating from end of season survey of regional horticulture advising service

63%

End of season survey respondents who changed or adopted new practices based on guidance received; 51% shared what they learned with others

57

Outreach events, programs and presentations participated in or offered regionally

Achieving More Together



UW-Madison Division of Extension works alongside the people of Wisconsin throughout urban and rural communities to deliver practical educational programs where people live and work. In Dunn County, the horticulture program partnered with several organizations and individuals to offer garden-based educational programs, including Dunn County Facilities and Parks Department, Dunn County Master Gardener Association, University of Wisconsin-Stout, and Boys & Girls Clubs of the Greater Chippewa Valley-Menomonie Center.

Community Impacts In 2024

According to our end of season survey, the top answers for specific actions taken or changes made in response to the information individuals received from the regional horticulture program included:

- I used the UW or other credible resources that were provided
- I shared what I learned with others
- I became more aware of environmental concerns
- I planted for better fit for the site
- I used non-chemical methods to control plant pests/diseases
- I increased areas that can be used for pollinator food, nesting and shelter in my outdoor growing spaces



Horticulture

Gardening with the Boys & Girls Club, Year 3

In 2024, we expanded our program in two ways: we included monthly winter classes and during the regular summer session, we included programs with youth from the Menomonie Middle School. Middle schoolers learned the basics of raised bed vegetable gardening together with how pollinators play a vital role in our gardens. The 2nd and 4th graders enjoyed a variety of garden-based activities while learning about cultural connections to many commonly grown garden plants.



“Extension in the Valley” Newsletter

To increase outreach to the public, I contribute to a tri-county monthly newsletter that focuses on agriculture and horticulture news. My effort is designed to keep participants connected to seasonal gardening topics. Engagement can be on multiple levels such as providing information through garden articles or fact sheets, by inviting people to events and inviting people to connect with their county extension office with landscape and garden questions. Current distribution is 655.

Lawn, Landscape & Garden Questions



The regional horticulture program strives to provide expert service that is efficient and beneficial. Here is what people are saying about assistance on common topics of disease, plant selection and lawn concerns.

Fungal issues with lilacs:

- Margaret's responses were thoroughly researched and answered my questions. She also followed up our phone conversation by sending me an extension brochure about lilac diseases via email
- I appreciate having the extension office to reach out to when I have concerns

Fairy rings on the lawn: Thank you so much for the information! I'm relieved as we were fearful it would be harmful to our beautiful maple tree nearby!

Guidance on plant selection:

- your prompt response and recommendations! I'm sharing this with our Condo Board. We have many trees, all 20 plus years old, so will consider what may be best follow-up.
- pollinator friendly and controls erosion: Thanks so much, This (information) is very helpful and just what we needed.



Margaret Murphy
Horticulture Educator

As Horticulture Educator, I get the perks of cooperative programming with community partners, collaborative work with Extension colleagues regional and statewide, great professional development opportunities and a sense of accomplishment and joy in teaching about the wonders of plants and gardening.

I truly appreciate your support of my program area and welcome your input or questions.



FoodWise

Supporting Healthy Choices & Healthy Lives



FoodWise in Dunn County is federally funded by the Supplemental Nutrition Assistance Program-Education (SNAP-Ed). With local strengths, we support healthy eating habits, active lifestyles and healthy community environments for Wisconsin residents experiencing limited incomes through nutrition education at the individual, community and systems levels.



The Dunn County Landscape

Whether people are healthy or not is affected by systems, policies, and environmental factors.

42%

of children in schools were eligible for free or reduced price meals

9.2%

of county residents (6,211) use SNAP benefits to purchase food for themselves and their families.*

^County Health Rankings
* WIDept of Administration and WIDept of Health Services

Achieving More Together



UW-Madison Division of Extension works alongside the people of Wisconsin throughout urban and rural communities to deliver practical educational programs where people live and work. In Chippewa County, FoodWise partners with schools, after-school programs, senior housing, Public Health, early child care programs, and food pantries to help make the healthy choice the easy choice in our communities.

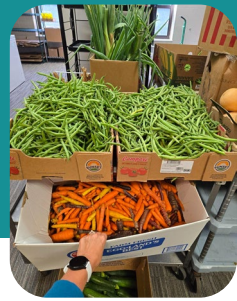


Community Impacts In 2024

- Engaged with 273 learners for 1432 direct educational contacts around nutrition education topics in a variety of settings, including Menomonie Head Start, River Heights and Downsview Elementary schools, Boys and Girls Club, WIC and Northwest Journey.
- Partnered with River Heights to expand the Harvest of the Month campaign, reaching students, parents & caregivers with messages in English & Spanish to promote eating Wisconsin-grown fruits & vegetables.
- Supported EBT program at the Menomonie Farmers Market. This gives community members with limited income access to use their FoodShare dollars when purchasing local food.



FoodWise



Inspiring Collaborations

FoodWise helps WIC and Head Start families learn tips to stretch their food dollars and raise healthy eaters!

We like to start off youth at an early age learning about healthy habits and introduce them to multiple fruits and vegetables. We share stories with multicultural characters and foods along with engaging youth in activities that teach colors, names of fruits and vegetables, and include multiple tastings with positive encouragement.

Guardians are engaged in conversations that get to the root of the issues they face in feeding their families. Parents learn how to save money with menu planning, shopping strategies, and proper storage to reduce food waste. Additionally, parents share experiences and challenges. It is great to see parents supporting each other and celebrating successes.

Multi-Level Program Efforts

FoodWise has been a long time partner with Menomonie Boys and Girls Club. In summer 2024, a 5-lesson series reached 79 elementary youth from 2nd - 5th grades and 10 middle school students in collaboration with Margaret Murphy, Horticulture Educator. Youth engaged in activities around learning the importance of a balanced way of eating that includes adequate fruits and vegetables. Youth were offered multiple fresh tastes! Staff loved the lessons and shared what they noticed from students:

- "Students were completely invested in these lessons...a fun instructor"
- "Members love the program", "They are more knowledgeable about foods"
- "After the lessons, members talk more about healthy alternatives"
- "Students love doing taste tests and seeing what food was brought in"
- "The hands on activities were great to get the students engaged"
- "The kids seem more aware of what foods are good or not for them"



Hillarie Roth
Nutrition Educator



Joy Weisner
Nutrition Educator



Sandy Tarter
Nutrition Coordinator



Jael Wolf
Nutrition Educator



Human Development & Relationships

Supporting Healthy Relationships



The future of our community begins at home. Good relationships are universally important to child and adult well-being. Families do not exist in isolation; they are influenced by surrounding people, institutions, social norms, and policies. Extension programs offer knowledge and support. To see a strong, successful county in 2045, we need to focus on building strong families today.



The Landscape

Top 211 call?

**Housing
(again)**

62 kids' books

were recorded by parents in the Dunn Co. Jail and mailed to their children via Literacy Link and Making Reading Memories

95%

of parents who took our co-parenting classes are now more confident they can keep their child "out of the middle"

**145 volunteers
\$16,000+ value**

14 county and non-profit projects completed via the **United Way Day of Caring Fall of 2024**

Achieving More Together



Local Partners: Arbor Place, Bridge to Hope, Center for Independent Living, Chamber of Commerce, Clerk of Court, Community Foundation, Dunn Co. Housing Workgroup, Dunn Co. Jail, Economic Development, Health Department, Human Services, Human Resources, Housing Action Team, Head Start, Health Dunn Right, Friday Play Group, Literacy Link, Public Library, United Way of St. Croix and Red Cedar Valleys.

Serving on State -wide Extension Teams: Early Childhood Education, Fatherhood, Housing, Co-Parenting, Wisconsin's Children, and Youth Forward Wisconsin

Community Impacts 2024

- ★ Dunn County consistently ranked in the top 4 Wisconsin counties taking Extension parenting classes, statewide
- ★ Community-serving county staffers regularly take classes we offer, especially those focused on mental health and children
- ★ United Way's merger resulted in a huge Day of Caring for Dunn Co. and created new local services (Luisa served on the board through the merger and co-chaired the Day of Caring)



Human Development & Relationships



Raising a Thinking Child

Two 6-week series were offered in 2024 for parents of children ages 4 - 7 to help their children become good problem -solvers and caring, helpful humans. Classes are ongoing and free to Dunn residents.

"I can see my son problem solving more and being able to think things through. I believe I am more open minded and thinking before I react as well." "The program was excellent with a lot of helpful resources, effective tips and strategies and well organized by the two instructors."—Comments from post-class survey (2024)



Dunn's Housing & Childcare Needs

Hundreds of hours were dedicated to education and coalition-building this year, as several county teams, which included the Extension Family Educator, focused their efforts on the local housing crisis. The work will continue into the future as the problem is complicated and no easy answers have arisen.

A summit with local stakeholders (government agencies, non-profits, major employers, health care providers, child care centers, service providers) exposed critical underlying issues in the reliable and affordable provision of childcare in Dunn County. Attendees concluded that "the model is broken," leaving everyone involved worried. A new coalition, via Health Dunn Right, with support from our Extension Community Development Educator, will be working on this issue in the coming years.



It's critical that Dunn County supports family education and outreach. Most of our participants report they have never taken a parenting class before. I am glad to offer reliable Extension resources to help our families thrive.

Luisa Gerasimo
Human Development
and Relationships Educator



Wisconsin 4-H

Supporting Our Youth



4-H is the largest youth development organization in the United States. We build community with county wide projects and events throughout the year. We have project clubs that meet regularly, and volunteer project leaders who are ready to help you on your 4-H journey. Our motto, “Learn by Doing,” is at the heart of everything we do. Through hands-on projects, engaging activities, and the guidance of dedicated adult mentors, 4-H members gain practical experience and develop skills that will serve them throughout their lives.

The Landscape

275

Enrolled Youth
down 0.7% from 2023

61

First Year Members
down 14.1% from 2023

52

adult volunteers

\$64,325.34

value of hours volunteered

Achieving More Together



UW-Madison Division of Extension works alongside the people of Wisconsin to deliver practical educational programs where people live and work – on the farm, in schools and throughout urban and rural communities. In 2023, Dunn County 4-H partnered with Clearwater Trout Unlimited, Red Cedar Speedway, Mabel Tainter Theater, Evolving Colors, Elk Mound School District, Boyceville School District and various townships who host club meetings.

Community Impacts In 2024

- 239 youth participated in the Dunn County fair where they displayed projects and participated in animal shows for the public to view.
- The Youth Activities Council has provided services to 4-H members and the community. They hosted the Battle of the Clubs and a Halloween party for 4-H members, and donated blankets to Bridge to Hope.



Wisconsin 4-H

Stuffed Animal Show

Dunn County 4-H hosted the first Cloverbud Stuffed Animal Show at the Dunn County Fair. This show gave members who are not old enough to show animals a way to practice their showmanship skills. It also encouraged their creativity as they were asked to create a backstory for their animals.

Art U

In collaboration with the UW-Stout Art Education program, we offered a series of art lessons both virtually and in-person, culminating in an art show and celebration. Art education students led these lessons for both members and non-members. Students in grades K-6 participated virtually, while those in grades 7 and up attended in-person sessions. Over 50 youth from Dunn, Chippewa, and Eau Claire County participated.



4-H Summer Camp

Studies indicate that the benefits of camp experiences extend well into adulthood. We recruited and trained 19 high school 4-H members to serve as counselors. These young leaders were instrumental in planning and executing a 4day, 3-night base camp at Kamp Kenwood for 51 campers, as well as an outpost adventure for 16 campers at Lake Wissota State Park.



"Through this activity he learned a lot of responsibility on how to care for his stuffed animal and prepare it for show."
—Stuffed Animal Show Parent



"I've learned how to be a better leader and be in charge of a large group and lead the conversation."



Zachary Rozmiarek
4-H Program Educator

I am continuing to find new experiences for members, while honoring the traditions that are in place. I am excited to find new ways to serve our 4-H youth and the Dunn County community as a whole.



Community Development

Supporting Our Community



In May 2024, we welcomed a new Community and Leadership Development Educator, Garret Zastoupil. This position is focused on Organizational and Leadership Development and Local Government Education. With this new focus, Garret's role is to support local governments and community organizations expand their reach and deepen their impact.

Facilitating Community Conversations

In 2024, Garret collaborated with the Health Dunn Right Coalition to help structure the Health Dunn Right Kick Off in December 2024. Garret connected leadership with the "Strategic Doing" model to structure session.

Achieving More Together



Garret is co-chairing the Childcare Action Team of Health Dunn Right and has met with various community organizations to understand the challenge and build collective capacity to address it.

Building Stronger Relationships

In collaboration with the statewide Local Government Education Program, Garret has worked with the Towns Association and other partners to move forward efforts that strengthen fire and emergency medical services.



Garret Zastoupil
Community Development Educator

I started as the regional Community Development Educator in mid May. I came from Northland College, where I served as an Assistant Professor of Sustainable Rural Economic Development. I completed my PhD at UW-Madison in Human Ecology and am excited to serve the communities of Dunn County.



Extension

UNIVERSITY OF WISCONSIN-MADISON

extension.wisc.edu | info@extension.wisc.edu

**DUNN COUNTY, WISCONSIN
RESOLUTION NO. _____**

ADOPTING A FY 2026- 2030 CAPITAL IMPROVEMENTS PLAN

NOW, THEREFORE, BE IT RESOLVED that the Dunn County Board of Supervisors hereby adopts the attached FY 2026 – 2030 Capital Improvements Plan & Funding

Offered this 18th day of June 2025, at Menomonie, Wisconsin.

Adopted on: _____

OFFERED BY THE EXECUTIVE
COMMITTEE:

ATTEST:

Kelly McCullough, Chair

Andrew Mercil, County Clerk

Approved as to Form and Execution:

Nicholas P. Lange, Corporation Counsel

Budget Impact

Approval of this resolution will have no impact on the adopted 2025 budget. The capital projects planned for 2026 and approved for 2026 and associated funding sources will be incorporated into the FY 2026 budget.

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 needs change, and project dynamics, such as cost, availability, and available technology 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.

PROPOSED FY 2026 CAPITAL IMPROVEMENT PROJECTS

Department / Division	Year	Capital Project / Purchase	CIP Policy Definition	Adopted Funding Source	Proposed Project Cost
Sheriff	2026	Squad Truck (4) & Builds	CIP	Unfunded	325,000
Facilities and Parks	2026	Demolition of old Boiler Room and Stack	CIP	Unfunded	25,000
	2026	HVAC System	CIP	Long-Term Debt	9,500,000
	2026	John Deer 3039 Tractor	One-Time	Unfunded	30,000
	2026	Rec Park Horse Barn Repairs	CIP	Unfunded	30,000
	2026	Pineview Park Sealcoating	CIP	Unfunded	25,000
	2026	Pavement Replacemnt at the Rec Park	CIP	Unfunded	60,000
	2026	GC Rear Parking Lot Sealcoating and Striping	CIP	Unfunded	10,000
Highway	2026	Meno Shop Addition & Truck Wash Design	CIP	Unfunded	756,900
Information Technology	2026	Access Network Switches Replacement	CIP	Unfunded	280,000
Total					11,041,900

Proposed Funding Sources	
General Fund Balance	785,000
HWY Fund Balance	756,900
Long-Term Debt	9,500,000
Total	11,041,900

**Dunn County 2026 - 2030 Capital Project
Requests by Department and Year**

Department / Division	Capital Project / Purchase	Recommended Funding Source	2026	2026 Board Recommended	2027	2028	2029	2030	5-Year Total
Boards & Committees									
	Board Room Audio/Video	Unfunded					\$90,000		
	TOTALS		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$90,000</u>	<u>\$0</u>	<u>\$90,000</u>
Environmental Services									
	Fleet Vehicle Purchase	Unfunded	\$0	\$0		\$60,000			
	GPS Equipment Replacement	Unfunded	\$0	\$0				\$55,000	
	TOTALS		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$60,000</u>	<u>\$0</u>	<u>\$55,000</u>	<u>\$115,000</u>
Clerk of Courts									
	Courtroom Audio and Visual System	Unfunded	\$0	\$0			\$400,000		
	TOTALS		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$400,000</u>	<u>\$0</u>	<u>\$400,000</u>
Emergency Management/Communication									
	Mobile Command Center	Unfunded	\$0	\$0	\$525,000				
	TOTALS		<u>\$0</u>	<u>\$0</u>	<u>\$525,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$525,000</u>
Sheriff									
	Squad Truck (4) & Builds	Unfunded	\$325,000	\$325,000	\$325,000	\$350,000	\$350,000	\$350,000	
	TOTALS		<u>\$325,000</u>	<u>\$325,000</u>	<u>\$325,000</u>	<u>\$350,000</u>	<u>\$350,000</u>	<u>\$350,000</u>	<u>\$1,700,000</u>
Facilities and Parks									
	Demolition of old Boiler Room and Stack	Unfunded	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
	HVAC System	Long-Term Debt	\$9,500,000	\$9,500,000					
	John Deer 3039 Tractor	Unfunded	\$30,000	\$30,000					
	Rec Park Horse Barn Repairs	Unfunded	\$30,000	\$30,000					
	Pineview Park Sealcoating	Unfunded	\$25,000	\$25,000					
	Roof Replacement at Rec Park	Unfunded	\$0	\$0	\$35,000				
	Pavement Replacemnt at the Rec Park	Unfunded	\$60,000	\$60,000					
	GC Rear Parking Lot Sealcoating and Striping	Unfunded	\$10,000	\$10,000					
	GC Front Parking Lot Sealcoating and Striping	Unfunded	\$0	\$0	\$25,000				
	Replace Doors on Rec Park Buildings	Unfunded	\$0	\$0	\$15,000				
	Menomin Park Driveway Upgrade	Unfunded	\$0	\$0	\$25,000				
	Judicial Center Parking Lot Replacement	Unfunded	\$0	\$0	\$350,000				
	Records Storage Building Roof Replacement	Unfunded	\$0	\$0		\$30,000			
	Grandstand Overhead Doors at Rec Park	Unfunded	\$0	\$0		\$30,000			
	Government Center Flooring Replacement	Unfunded	\$0	\$0			\$30,000		
	TOTALS		<u>\$9,680,000</u>	<u>\$9,680,000</u>	<u>\$475,000</u>	<u>\$85,000</u>	<u>\$55,000</u>	<u>\$25,000</u>	<u>\$10,320,000</u>

**Dunn County 2026 - 2030 Capital Project
Requests by Department and Year**

Department / Division	Capital Project / Purchase	Recommended Funding Source	2026	2026 Board Recommended	2027	2028	2029	2030	5-Year Total
Highway	Meno Shop Addition & Truck Wash Design	Unfunded	\$756,900	\$756,900					
	Meno Shop Addition & Truck Wash Constr	Long-Term Debt	\$0	\$0	\$10,885,050				
	Update Radio Communications	Unfunded	\$0	\$0		\$200,000			
	Meno Main Shop/Office Renovations Design	Unfunded	\$0	\$0			\$284,125		
	Meno Main Shop/Office Renovations Const	Long-Term Debt	\$0	\$0				\$4,357,313	
	TOTALS		<u>\$756,900</u>	<u>\$756,900</u>	<u>\$10,885,050</u>	<u>\$200,000</u>	<u>\$284,125</u>	<u>\$4,357,313</u>	<u>\$16,483,388</u>
Information Technology									
	Access Network Switches Replacement	Unfunded	\$280,000	\$280,000					
	Hyperconverged Server Cluster & DR Site	IT Equip Repl Fund			\$62,500				
	Hyperconverged Server Cluster & DR Site	Unfunded			\$297,500				
	Aruba Wireless and Network Access	Unfunded			\$300,000				
	Firewall Replacement	IT Equip Repl Fund				\$90,000			
	Firewall Replacement	Unfunded				\$30,000			
	Backup & Replication Servers	IT Equip Repl Fund					\$62,000		
	Backup & Replication Servers	Unfunded					\$138,000		
	Data Center UPS	Unfunded						\$40,000	
	TOTALS		<u>\$280,000</u>	<u>\$280,000</u>	<u>\$660,000</u>	<u>\$120,000</u>	<u>\$200,000</u>	<u>\$40,000</u>	<u>\$1,300,000</u>
COUNTY-WIDE TOTAL CIP BY YEAR			<u>\$11,041,900</u>	<u>\$11,041,900</u>	<u>\$12,870,050</u>	<u>\$815,000</u>	<u>\$1,379,125</u>	<u>\$4,827,313</u>	<u>\$30,933,388</u>

Total CIP for 2025									
Long-Term Debt	9,500,000	9,500,000	10,885,050	-	-	-	4,357,313		
Land Moderization Fund	-	-	-	-	-	-	-		
Debt	-	-	-	-	-	-	-		
IT Equip Repl Fund	-	-	62,500	90,000	62,000	-	-		
Unfunded	1,541,900	1,541,900	1,922,500	725,000	1,317,125	470,000			
Total	11,041,900	11,041,900	12,870,050	815,000	1,379,125	4,827,313			

**DUNN COUNTY, WISCONSIN
RESOLUTION NO. _____**

APPROVING 2025 BUDGET AMENDMENT

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

2025 Budget Amendment Requests

Environmental Services – Grant

	<u>Expense</u>	<u>Revenue</u>
2100010900 524030 Grounds & Grounds Improvements	\$880,473	
2100010900 435000 State-Grants (New Grant)		\$880,473

Department of Health – Health Dunn Rights Grant

1510070900 511000 Salary/Wages	\$2,644	
1510070900 534330 Operating Supplies	\$2,700	
1510070900 437000 Northwoods Coalition SOR		\$5,144
1510040900 437000 P.E.O. Donation		\$200

Human Services – Behavioral Health- Grant

3120020900 526050 CBRF	\$49,054	
3120020900 435000 State Grant G312000115.2525		\$49,054
Grant Total Carryforward & Budget Adjustment Request	\$934,871	\$934,871

BE IT FURTHER RESOLVED the 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 18th of June 2025, at Menomonie, Wisconsin.

OFFERED BY THE EXECUTIVE COMMITTEE:

Adopted on: _____

ATTEST:

Kelly McCullough, Chair

Approved as to Form and Execution:

Andrew Mercil, County Clerk

James McMenomy, Corporation Counsel

Budget Impact: Adoption of this resolution increases the 2025 adopted budget by **\$934,871**. 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 2025 Budget Amendment and recommends that the Board adopt the carryforward as being in the best interest of the County. The adoption of this resolution has no impact on the current year's tax levy.

Environmental Services

The Land & Water Conservation Division (LWCD) has been working with Triple A Farms to address discharge from stored manure and feed to waters of the state. A new waste storage structure is needed to address resource concerns from feed leachate and runoff. These concerns are not in compliance with Dunn County Ordinance Chapter 10, Environmental Protection and Management, Subchapter I – Agricultural Performance Standards and Manure Storage and Management, and the State Agricultural Performance Standards and Prohibitions within Chapter NR 151 of the Wisconsin Administrative Code. For facilities that were in noncompliance prior to the adoption of the specific Ch. NR 151 standard or prohibition for that type of facility, the state cannot force compliance without extending an offer of cost-share. Notice of Discharge Grants are one type of cost-share option offered by the State to assist in bringing facilities into compliance with Ch. NR 151. These grants are applied for and administered by local governmental entities.

Department of Health

The Health Department was awarded a semi-competitive grant through the Northwoods Coalition to support continued harm reduction education and outreach. The local Menomonie chapter of P.E.O. International was contacted by a staff member requesting a small amount of dedicated funding to support families without access to lice abatement.

Human Services

The Human Services Department received additional funding for the Room & Board (RSUD) Opioid Settlement grant. The Room & Board RSUD (Residential Substance Use Disorder) Opioid Settlement is a targeted initiative in Wisconsin aimed at enhancing access to residential treatment for Medicaid members struggling with opioid use disorder (OUD). This program specifically addresses a significant barrier: the cost of room and board during residential treatment, which Medicaid does not cover due to federal restrictions.

APPENDIX A

The Board shall establish, by ordinance, committees of the Board and shall designate their purposes and prescribe their duties and manner of reporting. The County Board Chairperson shall appoint committees from the membership of the Board in accordance with these Rules of the Board of Supervisors and the Wisconsin Statutes. Except as otherwise specified, the Chairperson will also appoint the Chair and Vice-Chair of all committees and boards. Unless otherwise specified, committees of the Board shall be composed of County Board members.

The Chairperson of the Board shall be an ex officio voting member of all committees. The Chairperson of the Board shall not be counted to determine the number needed for a quorum of any committee, but may be called upon by a committee chair to make a quorum at any committee meeting where necessary.

The Chairperson of the Board may appoint such Ad Hoc or Special Committees as are necessary to properly conduct the business of the Board. All Special Committees shall be automatically dissolved if they do not meet for a period of 24 consecutive months.

1. The **Executive Committee** shall be comprised of the Chairperson and Vice Chairperson of the Board and the Chairperson of each standing committee. It is responsible for the creation and amendment of the annual budget and proposed tax levy for presentation to County Board; handles all other matters not specifically the responsibility of any other committee as determined by the Board Chair and is a part of the Land Information Council pursuant to Wis. Stat. § 59.72(3)(m).
2. The **Committee on Administration** shall consist of five members. It approves county audit reports; supervises county investments; bids county insurance policies; bonding; supplements the appropriations for a particular office, department, or activity from the contingency fund pursuant to Wis. Stat. § 65.90(5)(b); responsible for examining all the claims against the county; audits all monthly bills from county offices except, Highway, The Neighbors of Dunn County, and Human Services. It is responsible for developing policy and authorizing direction in regard to all of these matters.

Except as more specifically provided by Dunn County Ordinance or Resolution, the committee has jurisdiction over all county personnel matters and is responsible for negotiations with unions.

The committee serves as the home committee for the Department of Administration, Corporation Counsel, County Clerk, and the County Treasurer.

3. The **Community Resources and Tourism Committee** The Community Resources and Tourism Committee shall consist of five members; two of whom are also members of the Planning, Resources, and Development Committee. It shall be responsible for developing policy and authorizing direction in regard to funding of outside agencies including libraries, promotion of tourism in Dunn County, developing and recommending policy to the Board of Supervisors related to broadband infrastructure, developing policy and direction in regard to Dunn County public relations communications and shall serve as the agriculture and extension education committee consistent with Wis. Stat. § 59.56 (3)(b).

The Committee serves as the home committee for the University of Wisconsin Madison, Division of Extension Program, and acts as liaison to economic development organizations for promotion of economic development in Dunn County.

4. The **Facilities Committee** shall consist of five members. It is responsible for developing policies, authorizing direction, and acquisition and sale of all county property and facilities except those properties managed by the Highway Division, and for the recruitment and nomination to the County Board of citizen members for the Fair Board.

The committee serves as the home committee for the Facilities and Parks Department and the Fair Board.

5. The **Health and Human Services Board** shall be composed of five (5) County Board members and three (3) citizen members as provided for in Wis. Stat. § 46.23(4) This body also serves as the Dunn County Board of Health pursuant to Wis. Stat. §251.03(1) and 251.04. It shall possess the powers and duties set forth in Wisc. Stat. 46.23(4) and 251.04 and be responsible for: developing policies and authorizing direction for those Departments for which it serves as home committee. For matters not addressed by the statutes cited above, only the votes of the five County Board members are counted in official decisions.

The committee serves as the home committee for the Human Services Department, Public Health Department and Veteran Service Office.

6. The **Neighbors of Dunn County Committee** shall consist of five members. It shall be responsible for developing policies and authorizing direction for The Neighbors of Dunn County.

The committee serves as the home committee for The Neighbors of Dunn County.

7. The **Highway Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction for the Highway Department.

It shall purchase and sell county road machinery; determine whether each piece of county aid construction shall be let by contract or shall be done by day labor; make necessary arrangements for the proper prosecution of the construction and maintenance of highways; direct the expenditure of highway maintenance funds received from the state or provided by county tax; audit all payrolls and material claims and vouchers resulting from the construction of highways. The Highway Department functions pursuant to Wisc. Stat. 83.015(1)(c).

The committee serves as the home committee for the Highway Department and approves the budget of the Transit Commission.

8. The **Judiciary and Law Committee** shall consist of five members. It is responsible for developing policy and authorizing direction for those departments responsible to it. It acts as the Emergency Management Committee per Wisc. Stat. 323.14(1)(a)(3).

The committee serves as the home committee to the offices and departments of the Sheriff, District Attorney, Emergency Management, Clerk of Courts, Child Support, Medical

Examiner, Circuit Court, 911 Communications and Emergency Planning.

- 9, The **Planning Resource and Development Committee** shall consist of five members, two of whom shall be members of the Community Resources and Tourism Committee. The committee is designated the planning and zoning agency pursuant to Wis. Stat. § 59.69(2). It shall function as the development, planning, surveying, zoning, and tax deed lands committee. It shall be responsible for updating and revising the zoning ordinance and comprehensive plan.

The committee is designated as the land conservation committee pursuant to Wis. Stat. § 92.06(1). For issues within the jurisdiction of the land conservation committee, a person engaged in agricultural use as defined under Wis. Stat. § 91.01(2)(a)1-7 shall also be a member.

The committee serves as the home committee for the Environmental Services Department and the Register of Deeds Office.

10. The **Legislative Committee** shall consist of the members of the Executive Committee. The Vice Chairperson of the County Board shall be the Chair of the Legislative Committee. The Chairperson of the County Board shall be the Vice Chair of the Legislative Committee. The Legislative Committee shall be responsible for development of the legislative program and direct its implementation. It shall develop a legislative agenda in consultation with Dunn County departments and committees, review and recommend to the County Board of Supervisors all resolutions that relate to legislative or policy matters in which Dunn County has an interest or that promote the passage of legislation in the best interest of Dunn County. It shall develop a program that could include special legislative meetings, coordination with WCA, other counties, or regions, and other such activities that would serve to promote the legislative agenda.

Special Committees, Boards and Commissions

(a) Aging and Disability Resource Center Advisory Committee.

1. The Aging and Disability Resource Center Advisory Committee is established, pursuant to Wis. Stat. §46.283 and shall be an advisory committee to the Health and Human Services Board.
2. Definitions.
 - (a.) “ADRC Advisory Committee” means the Aging and Disability Resource Center Advisory Committee.
 - (b.) “ADRC” means the Aging and Disability Resource Center.
3. ADRC Advisory Committee composition, appointment and tenure. The ADRC Advisory Committee shall consist of 11 members appointed by the County Board Chair, subject to confirmation by the County Board. The ADRC Advisory Committee shall reflect the ethnic and economic diversity of the geographic area served by the resource center. At least one half of the committee, or 6 of the members, shall be persons age 60 or older, 3 members shall be persons with physical or developmental disabilities or a mental health or substance

abuse issues or their family members, guardians or other advocates. All members shall serve a term of 3 years from the 3rd Tuesday of April until their respective successors are appointed and qualified. No member may serve more than 2 consecutive 3-year terms. No more than 2 members may be elected officials. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment.

4. Members shall be chosen on the basis of recognized ability and demonstrated interest in services for older persons or persons with physical or developmental disabilities, mental illness and substance abuse or their families. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Advisory Committee may have any direct or indirect financial interest in a managed care organization.
5. The ADRC Advisory Committee shall have the duties as prescribed by Wis. Stat. §46.283 (6)(b) and shall serve as the Commission on Aging under Wis. Stat. §46.82 (4) and shall also serve as the long-term support planning committee under Wis. Stat. §46.27(4).

(b) Transportation Coordinating Committee.

1. Membership. Membership of the Transportation Coordinating Committee shall be appointed by the County Board Chair, subject to confirmation of the County Board. It shall consist of 5 to 7 members representing at least the following:
 - (a.) County Board;
 - (b.) County Aging and Disability Resource Center;
 - (c.) County Human Services Department;
 - (d.) County Boards created under Wisc. Stat. 52.42 or 51.437;
 - (e.) Transportation providers – public, proprietary and non-profit;
 - (f.) Elderly and disabled citizen advocates;
 - (g.) Consumer and agency advocates.
2. Appointments. Appointments shall be for a term of 3 years, but of the members first appointed, at least 1/3 shall be appointed for 1 year; at least 1/3 for 2 years; and the remaining for 3 years. Vacancies shall be filled for the residue of the unexpired term in the manner that original appointments are made.
3. Organization.
 - (a.) The transportation Coordinating Committee shall annually elect a chair and vice chair. Meetings shall be held at such time and such places as the Transportation Coordinating Committee may determine.
 - (b.) The Transportation Coordinating Committee shall have the power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with this section.
4. Responsibilities – Duties. It shall be the responsibility of the Transportation Coordinating Committee to act as the coordinator of transportation services for elderly and disabled persons in Dunn County. The Committee shall have at least the duties

prescribed in Trans 2.10, Wisconsin Administrative Code. The Committee shall report to the Commission on Aging and the Health and Human Services Board. ~~(05/16/2007)~~

(c) **Library Planning Committee.**

This Committee shall have the powers and duties as prescribed in Wis. Stat. § 43.11. Membership of this Committee shall consist of the Chair of the Community Resources & Tourism Committee, the two (2) representatives of the County Board appointed to the IFLS Board, and the County Board Supervisor appointed to the Boyceville Public Library Board, the Menomonie Public Library Board, the Colfax Public Library and the Clarella Hackett Johnson Library Board. The Chair and Vice-Chair of this Committee shall be appointed by the Chair of the Dunn County Board of Supervisors.

(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 Land Information Officer, the County Surveyor, the County Director of Emergency Communication, the County 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.

(e) **Transit Commission**

The Commission shall have the powers and duties as described in Wis. Stat. § 59.58(2). Membership of the Committee shall consist of nine (9) members; the five (5) current members of the Dunn County Highway Committee; two (2) members to be appointed by the City of Menomonie and two (2) members of the public to be appointed by the Dunn County Board Chair.

(f) **Housing Authority Commission.**

The Dunn County Housing Authority Commission is established by Resolution 76-139, pursuant to Wisc. Stat. 59.53(22). Its purpose, authority, composition, qualification, appointments, vacancies and removal are governed by section 66.1201, Wis. Stats. The Commission shall be comprised of five members appointed by the County Board Chair, and ~~no~~ more than two members shall be Dunn County Board Supervisors.

(g) **Nutrition Advisory Council.**

1. The Nutrition Advisory Council is established to advise the nutrition director in the Aging and Disability Resource Center (ADRC) on all matters relating to the delivery of nutrition and nutrition supportive services within the program. More than one-half of the Council membership shall consist of adults age 60 and older. Membership will also include persons who are eligible to participate in the meal programs offered in each of the dining centers and the home-delivered meal program. The home-delivered meal program representative may be a home-delivered meal driver, a home-delivered

- meal recipient, or a family member, caregiver, or friend of a home-delivered meal recipient. The remaining Council membership should provide for broad representation from public and private agencies who are knowledgeable and interested in the senior dining and home-delivered-meal program.
2. The Council will consist of 9 members, who shall be appointed by the County Board Chair. Composition of the Council shall be as follows:
 - (a.) 1 home-delivered meal program representative.
 - (b.) 3 dining center recipients from 3 different dining sites.
 - (c.) 2 ADRC citizen members who may participate in congregate meals.
 - (d.) A County Board Supervisor who is a member of the ADRC Advisory Committee.
 - (e.) An employee of the ADRC.
 - (f.) A member of a public or private agency who is knowledgeable and interested in the senior dining and home-delivered meal program.
 3. The County Board Supervisor who is a member of the ADRC Advisory Committee shall serve as the Chair of the Council and will be responsible for reporting back to the ADRC Advisory Committee.
 4. The Council shall have the following roles and responsibilities:
 - (a.) Represent and speak on behalf of the nutrition participants and program.
 - (b.) Advocate on behalf of older adults with community members, governing agencies, and policy makers as well as local, state and federal legislators and lawmakers.
 - (c.) Assist in publicizing the nutrition program and outreach to potential new participants.
 - (d.) Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
 - (e.) Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
 - (f.) Make recommendations to the nutrition director about supportive social services to be conducted at dining centers.
 - (g.) Give support and assistance to the ongoing development of the nutrition program.
 - (h.) Conduct yearly on-site reviews of dining center programs, if requested.
 5. The Council shall meet as often as is useful and practical, but no less than quarterly. Meetings shall provide opportunity for the Council to address participant grievances and complaints.
 6. By-laws and parliamentary procedures should be adopted to govern the conduct of Council business. Meetings shall be open, with notices posted in accordance with the Open Meetings Law. Minutes shall be kept for all Council meetings. Records shall be maintained for at least three years.
 7. Council by-laws should include, without limitation, the following:
 - (a.) An article describing responsibilities of the council;
 - (b.) Provision for specifying number, election, tenure and qualifications of members;
 - (c.) Dates for regular and annual meetings and the manner of giving notice for regular, annual and special meetings;
 - (d.) Provision for hearing participant grievances;
 - (e.) Provisions for amending and updating the by-laws;

8. Members shall be paid a per diem, and shall be paid mileage at the rate established for County Board members attending meetings for the Board.

(h) **Broadband Taskforce**

1. The Dunn County Broadband Taskforce is established to carry out the county's vision for broadband. The vision identified by the Community Resources and Tourism Committee is: All Dunn County citizens should have access to affordable broadband that is reliable, fast, and future proof, to support our seniors, students, businesses, and career professionals to participate in school, work, healthcare, entertainment, and society. Broadband for All will grow the Dunn County economy, educate students, and lead to a healthy, and more fulfilling life. Members of this taskforce are expected to actively participate in the expansion of broadband in Dunn County. Members will attend regional broadband meetings, communicate with municipalities and service providers, pursue funding opportunities, and work with third parties to develop programs to expand broadband.
 2. The Broadband Taskforce will consist of 9 members, who shall be appointed by the County Board Chair. Composition of the Taskforce shall be as follows:
 - (a.) 1 County Board Supervisor who is a member of the Community Resources and Tourism Committee, who shall serve a two-year term. This member shall serve as the Chair and will be responsible for reporting Taskforce actions and activities to the Community Resources and Tourism Committee.
 - (b.) 1 representative from a K-12 School District, who shall serve a two-year term.
 - (c.) 1 representative from Health Care, who shall serve a two-year term.
 - (d.) 1 representative from Town government, who shall serve a two-year term.
 - (e.) 5 at-large seats (at-large seats may be filled by county board supervisors or representatives of the other groups), who shall serve one-year terms.
 3. Vacancies shall be filled with persons appointed by the County Board Chair to fill the unexpired term.
 4. The Taskforce shall have the following roles and responsibilities.
 - (a.) Carry out the Dunn County Broadband plan.
 - (b.) Review and revise the plan at least every 5 years.
 - (c.) Evaluate broadband projects in Dunn County and provide letters of support on behalf of Dunn County for Broadband Grant applicants.
 - (d.) Within the limits of funding appropriated by the Dunn County Board of Supervisors, and pursuant to policy established by the Community Resources and Tourism Committee, approve matching funds for broadband grant applicants.
 - (e.) Engage in, sponsor or co-sponsor projects intended to meet the stated goals of the Broadband Plan.
 5. Members shall be paid a per diem and shall be paid mileage at the rate established for County Board Supervisors attending meetings of the Board.
- (i) The **Dunn County Fair Board** is established to plan, organize, and oversee the annual

Dunn County Fair and related activities. The Board's responsibilities include coordinating exhibitors and vendors, organizing events, ensuring safety, and making recommendations regarding budgetary needs and improvements to the Facilities Committee. The Board shall operate under the oversight of the **Facilities Committee**. The Dunn County Fair Board shall consist of nine members; eight members who are appointed by the Dunn County Board of Supervisors Chair from the general population of Dunn County and one member from the Dunn County Board of Supervisors. The Dunn County Fair Board recommends citizens to serve and the Facilities Committee, upon approval, forwards nominees to the County Board Chair for appointment. The Board will meet as necessary to fulfill its duties.

- (j) The **Dunn County Board of Adjustment** is established pursuant to Wis. Stat. § 59.694 and consists of five (5) members appointed by the Chair of the County Board, subject to approval by the County Board, who serve a three-year term. The Board operates under the "Dunn County Board of Adjustment Rules and Bylaws." It is authorized to hear and decide appeals concerning alleged errors in any order, requirement, decision, or determination made by an administrative official in the enforcement of Wis. Stat. §§ 59.69, 59.692, 87.30, or 281.31, or any County Zoning Ordinance adopted under these statutes. The Board provides specific guidance on the enforcement of Dunn County Ordinances, including Chapter 13 (Comprehensive Zoning Ordinance), Chapter 14 (Shoreland Protection Ordinance), and Chapter 15 (Floodplain Ordinance). The Board is also authorized to hear and decide requests for special exceptions as specified in the Zoning Ordinance and to grant variances upon appeal in certain cases. A variance may be granted when strict enforcement of the Zoning Ordinance would result in unnecessary hardship due to unique circumstances, provided the variance does not conflict with the public interest, respects the spirit of the ordinance, and ensures the public welfare, safety, and justice.
- (k) The **Dunn County Traffic Safety Commission** is established pursuant to Wisc. Stat. § 83.013. Membership on the Commission shall at least include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board chair from each of the disciplines of education, medicine and law and three representatives involved in law enforcement, highways and highway safety designated by the Secretary of Transportation. The Commission shall meet at least quarterly to review accident data from the county and other traffic safety related matters. The purpose of the Commission is to promote the safety of the motoring public on all highways within Dunn County by identifying traffic safety concerns and recommending solutions to local and state officials.

Statutorily Required Committees and Legal References.

Land information council 59.72(3m) -
See section "(d)" of this Appendix.

Agriculture and extension education committee 59.56 (3)(b) -
See section "3" of this Appendix.

Human service board 46.23(4) -

See section “5” of this Appendix.

Local health board 251.03(1) -
See section “5” of this Appendix.

Emergency Management committee 323.14(1) -
See section “8” of this Appendix.

Planning and zoning 59.69(2) -
See section “9” of this Appendix.

Land Conservation Committee 92.06(1)
See section “9” of this Appendix.

Dunn County Traffic Safety Commission 83.013 -
See section “(k)” of this Appendix.

County Highway Committee 83.015(1)(c) –
See section “7” of this Appendix.

Ethics Inquiry Board (19.59) –
See section “4.14” of Chapter 4 – Code of Ethics.

APPENDIX B

County Board Supervisor

Dunn County is a body corporate of the State of Wisconsin. The County Board of Supervisors is the governing body of Dunn County. Dunn County has twenty-nine districts, and the voters in each district elect one Supervisor to serve on the County Board. The term of office is two years. To be elected as a Supervisor, a candidate must be 18 years of age or older and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. The duties, powers and responsibilities of the County Board of Supervisors are defined by the laws of the State of Wisconsin and the Rules of the Board, contained in Chapter 2 of the Dunn County Ordinances.

County Supervisors are expected to individually contribute to a collaborative effort to set strategic mission goals and make broad policy decisions that support the strategic mission and advance the priorities of the County. Examples of such activities, include, but are not limited to:

- Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions enumerated in sections 2.05 and 2.055 of the Rules of the Board, as appointed by the County Board Chairperson;
- Participating in the process of debate and voting on proposed ordinances, resolutions and motions in County Board and Committee meetings;
- Providing oversight and advice to the management of the County regarding delivery of County services while refraining from the delivery, management or administration of daily operations of the County;
- Being responsive to the needs of their constituency through effective communication;
- Establishing priorities for the delivery of County services through the annual budget and tax levy.

Service as a County Supervisor is an honor and a trust which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County.

County Supervisors, being representatives drawn from society at large, are recognized to hold different views, values, and loyalties that may result in personal conflict. Personal integrity, courtesy and a willingness to work toward consensus on commonly accepted goals are essential traits as we acknowledge that the County Board of Supervisors' influence and authority comes from collective action and not from individual action.

County Supervisors:

- Are dedicated to the democratic ideals of honesty, openness and accountability in all matters involving County government;
- Are willing to accept responsibility for decision-making that can affect many;
- Understand the County's mission, priorities, challenges, needs and demographics;
- Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
- Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media, exert a good faith effort to

communicate the full truth about County matters and avoid structuring information to achieve a personal advantage;

- Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
- Are committed to building community partnerships;
- Actively practice and support stewardship of the County's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
- Perform the duties of their office with fairness and impartiality to build public confidence in government;
- Support the principle of equal employment and oppose discrimination in all County operations;
- Strive to seek and consider citizen input; and
- Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

APPENDIX C

ELIGIBILITY FOR PER DIEM

DUNN COUNTY, WISCONSIN

September 3, 2014, Revision

This pamphlet has been compiled to provide a summary of the ordinance provisions, procedures and a list of conditions under which per diem payments will be authorized, with the objective of making the submission, review and payment of claims effective and consistent. There is a sample per diem voucher on the last page for you to follow in filing your claims.

PER DIEM PROCEDURE

1. There must be a published agenda and a copy of the minutes for the meeting on file in the County Manager's Office before the per diem will be authorized. Dates of meetings for per diem must correspond to minutes and agenda. If they do not correspond, no per diem payment will be made.
2. No more than two claims for per diem can be submitted for any one day.
3. All claims for per diem shall be submitted in the time period specified in section 2.21 of the Dunn County Code of Ordinances, "Rules of the Board."
 - The claim period is the day after a County Board meeting to the date of the next County Board.
 - All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends.
 - Claims submitted after the claim period deadline will not be paid.
4. All claims shall be countersigned and approved by the County Board Chairperson. Claims of the County Board Chairperson shall be countersigned and approved by the County Manager.
5. All payment for per diem, reimbursement for expenses, mileage shall be made by direct deposit.
6. If there are special programs (such as exhibitions of tree planting equipment, exhibitions of solid waste to energy, etc.) it is recommended that only one person from the committee who is responsible for that area of government attend the function and then report the results of the exhibition to the committee. Supervisors planning to attend events or functions such as this should obtain prior approval from the County Board Chairperson before attendance.

APPROVED COMMITTEES, COMMISSIONS, BOARDS, COUNCILS, ETC.

Eligibility for per diem payments is approved for the committees, commissions, boards, councils and activities listed below. The County Board Chairperson may authorize per diem for attendance at meetings or events of other organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize.

- *Ad Hoc* Committees of the Dunn County Board of Supervisors
- ADRC Advisory Board
- Area Agency on Aging Board of Directors
- Chamber of Commerce
- Civil Service Rating Committee
- Committee on Administration
- Community Resource & Tourism Committee
- Dunn County Economic Development Corporation
- Dunn County Housing Authority

- Elk Creek Lake Protection and Rehabilitation District
- Emergency Medical Services Committee
- Ethics Inquiry Board
- Ethanol Advisory Committee
- Executive Committee
- Facilities Committee
- Fair Board
- Health and Human Services Board
- Highway Committee
- Historical Society Board of Directors
- Indianhead Federated Library System Board
- Inter County Meetings
- Judiciary and Law Committee
- Land Information Council
- Library Boards
- Library Planning Committee
- Local Emergency Planning Committee
- Neighbors of Dunn County Committee
- Planning, Resources and Development Committee
- Solid Waste/Recycling Management Board
- Traffic Safety Commission
- Transit Commission
- Tainter Menomin Lake Improvement Association
- Transportation Coordinating Committee
- Veteran Service Commission
- West CAP Board
- West Central Association of Land Conservation Committees
- Wisconsin Area Agency on Aging Board
- Wisconsin Association of County Extension Committees
- Wisconsin Association of Land Conservation Committees
- WCA (Wisconsin Counties Association) Conferences
- WCA County Ambassador Program
- WCA Steering Committee
- Wisconsin Counties Utility Tax Association
- Workforce County Consortium Board
- Workforce Resource Inc. Board
- Zoning Board of Adjustment

The following are not eligible for per diem:

- Cooperative Extension Planning Advisory Committee [*per Resolution 84-43*].

EXPENSES AND MILEAGE REIMBURSEMENT

1. Claims for reimbursement of expenses are governed Chapter 7, Subchapter III, of the Dunn County Code of Ordinances and subject to the claim period and submission deadlines contained in section 2.21, Rules of the County Board.
2. Claims for mileage reimbursement are subject to the claim period and submission deadlines

contained in section 2.21 of the Rules of the Board and shall be at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

Approved by the Executive Committee on September 3, 2014.

Made an Appendix to the County Board Rules on October 15, 2014.

Dunn County Board of Supervisors/Committee Per Diem and Expense Form

[illegible]

* Not to exceed state rate	Total	\$	-	\$	-	\$	-
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Payment issued by:	Payroll	Accounts Payable	\$ -	Payroll
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I, _____, a Dunn County Supervisor, or officially appointed member to a Dunn County Committee, do, on _____, 20____, 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) _____, 20____

Created: 4/28/09 Updated: 11/28/12

**DUNN COUNTY, WISCONSIN
ORDINANCE NO. _____**

**AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 2
OF THE DUNN COUNTY CODE OF ORDINANCES**

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

WHEREAS, the County Board of Supervisors of Dunn County finds it necessary and appropriate to update and revise Chapter 2 of the Code of Ordinances; and

WHEREAS, the revised Chapter 2 has been reviewed and approved by the appropriate committee and legal counsel;

NOW, THEREFORE, the County Board of Supervisors of Dunn County does hereby ordain as follows:

SECTION 1. Chapter 2 of the Dunn County Code of Ordinances is hereby repealed in its entirety.

SECTION 2. Chapter 2 of the Dunn County Code of Ordinances is hereby recreated to read as set forth in the “Dunn County Board Rules” which is attached hereto as “Attachment A” and incorporated herein by reference.

SECTION 3. Any and all ordinances, resolutions, or parts thereof in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. This ordinance shall take effect upon passage and publication as provided by law.

Offered this 18th day of June, 2025, in Menomonie, Wisconsin

Enacted on: _____

OFFERED BY THE EXECUTIVE
COMMITTEE:

Published on: _____

ATTEST:

Kelly McCullouch, Chair

Andrew Mercil, County Clerk

COUNTERSIGNED:

Approved as to Form and Execution:

James McMenomy, Corporation Counsel

Kelly McCullouch, Chair
Dunn County Board of Supervisors

Dan Dunbar - Assistant County Manager/CIO

STAFF REPORT

TO: Executive Committee
FROM: Dan Dunbar
Assistant County Manager
DATE: June 11, 2025
SUBJECT: Requested amendment language for county Board Rules

The following is a proposed amendment to section 2.09 of the proposed county board rules relating to seating at the full county board meetings. The last sentence contains the substantive change allowing for two different seating options at the discretion of the chair.

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, County Manager, County Clerk, and Corporation Counsel shall sit at the designated head of the room. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public, or in other special circumstances. At the Chair's discretion, seating may also be arranged alphabetically by last name or assigned using a computer-generated randomization process to ensure impartiality and fairness.

DRD:drd

Appendix A

The Board shall establish, by ordinance, committees of the Board and shall designate their purposes and prescribe their duties and manner of reporting. The County Board Chairperson shall appoint committees from the membership of the Board in accordance with these Rules of the Board of Supervisors and the Wisconsin Statutes. Except as otherwise specified, the Chairperson will also appoint the Chair and Vice-Chair of all committees and boards. Unless otherwise specified, committees of the Board shall be composed of County Board members.

The Chairperson of the Board shall be an ex officio voting member of all committees. The Chairperson of the Board shall not be counted to determine the number needed for a quorum of any committee, but may be called upon by a committee chair to make a quorum at any committee meeting where necessary.

The Chairperson of the Board may appoint such Ad Hoc or Special Committees as are necessary to properly conduct the business of the Board. All Special Committees shall be automatically dissolved if they do not meet for a period of 24 consecutive months.

1. The **Executive Committee** shall be comprised of the Chairperson and Vice Chairperson of the Board and the Chairperson of each standing committee. It is responsible for the creation and amendment of the annual budget and proposed tax levy for presentation to County Board; handles all other matters not specifically the responsibility of any other committee as determined by the Board Chair and is a part of the **Land Information Council pursuant to Wis. Stat. § 59.72(3)(m).**
2. The **Committee on Administration** shall consist of five members. It approves county audit reports; supervises county investments; bids county insurance policies; bonding; supplements the appropriations for a particular office, department, or activity from the contingency fund pursuant to Wis. Stat. § 65.90(5)(b); responsible for examining all the claims against the county; audits all monthly bills from county offices except, Highway, The Neighbors of Dunn County, and Human Services. It is responsible for developing policy and authorizing direction in regard to all of these matters.

Except as more specifically provided by Dunn County Ordinance or Resolution, the committee has jurisdiction over all county personnel matters and is responsible for negotiations with unions.

Added based on Executive Committee feedback.

The committee serves as the home committee for the Department of Administration, Corporation Counsel, County Clerk, and the County Treasurer.

3. The **Community Resources and Tourism Committee** The Community Resources and Tourism Committee shall consist of five members; two of whom are also members of the Planning, Resources, and Development Committee. It shall be responsible for developing policy and authorizing direction in regard to funding of outside agencies including libraries, promotion of tourism in Dunn County, developing and recommending policy to the Board of Supervisors related to broadband infrastructure, developing policy and direction in regard to Dunn County public relations communications and shall serve as the agriculture and extension education committee consistent with Wis. Stat. § 59.56 (3)(b).

The Committee serves as the home committee for the University of Wisconsin Madison, Division of Extension Program, and acts as liaison to economic development organizations for promotion of economic development in Dunn County.

4. The **Facilities Committee** shall consist of five members. It is responsible for developing policies, authorizing direction, and acquisition and sale of all county property and facilities except those properties managed by the Highway Division, and for the recruitment and nomination

to the County Board of citizen members for the Fair Board.

The committee serves as the home committee for the Facilities and Parks Department and the Fair Board.

5. The **Health and Human Services Board** shall be composed of five (5) County Board members and three (3) citizen members as provided for in Wis. Stat. § 46.23(4). This body also serves as the Dunn County Board of Health pursuant to Wis. Stat. §251.03(1) and 251.04. It shall possess the powers and duties set forth in Wisc. Stat. 46.23(4) and 251.04 and be responsible for: developing policies and authorizing direction for those Departments for which it serves as home committee. ~~For matters not addressed by the statutes cited above, only the five County Board members shall be authorized to vote. only the votes of the five County Board members are counted in official decisions.~~

Trying to clarify this issue.

The committee serves as the home committee for the Human Services Department, Public Health Department, and Veteran Service Office.

6. The **Neighbors of Dunn County Committee** shall consist of five members. It shall be responsible for

developing policies and authorizing direction for The Neighbors of Dunn County.

The committee serves as the home committee for The Neighbors of Dunn County.

7. The **Highway Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction for the Highway Department

It shall purchase and sell county road machinery; determine whether each piece of county aid construction shall be let by contract or shall be done by day labor; make necessary arrangements for the proper prosecution of the construction and maintenance of highways; direct the expenditure of highway maintenance funds received from the state or provided by county tax; audit all payrolls and material claims and vouchers resulting from the construction of highways. The Highway Department functions pursuant to Wisc. Stat. § 83.015(1)(c).

The committee serves as the home committee for the Highway Department and approves the budget of the Transit Commission.

8. The **Judiciary and Law Committee** shall consist of five members. It is responsible for developing policy and authorizing direction for those departments responsible to it. It acts as the Emergency

Management Committee per Wisc. Stat. § 323.14(1)(a)(3).

The committee serves as the home committee to the offices and departments of the Sheriff, District Attorney, Emergency Management, Clerk of Courts, Child Support, Medical Examiner, Circuit Court, 911 Communications and Emergency Planning.

- 9, The **Planning Resource and Development Committee** shall consist of five members, two of whom shall be members of the Community Resources and Tourism Committee. The committee is designated the planning and zoning agency pursuant to Wis. Stat. § 59.69(2). It shall function as the development, planning, surveying, zoning, and tax deed lands committee, ~~and through oversight of the Solid Waste and Recycling Management Board, the solid waste committee.~~ It shall be responsible for updating and revising the zoning ordinance and comprehensive plan.

The committee is designated as the land conservation committee pursuant to Wis. Stat. § 92.06(1). For issues within the jurisdiction of the land conservation committee, a person engaged in agricultural use as defined under Wis. Stat. § 91.01(2)(a)1-7 shall also be a member.

The committee serves as the home committee for the Environmental Services Department and the Register of Deeds Office.

10. The **Legislative Committee** shall consist of the members of the Executive Committee. The Vice Chairperson of the County Board shall be the Chair of the Legislative Committee. The Chairperson of the County Board shall be the Vice Chair of the Legislative Committee. The Legislative Committee shall be responsible for development of the legislative program and direct its implementation. It shall develop a legislative agenda in consultation with Dunn County departments and committees, review and recommend to the County Board of Supervisors all resolutions that relate to legislative or policy matters in which Dunn County has an interest or that promote the passage of legislation in the best interest of Dunn County. It shall develop a program that could include, special legislative meetings, coordination with WCA, other counties, or regions, and other such activities that would serve to promote the legislative agenda.

Special Committees, Boards and Commissions

(a) Aging and Disability Resource Center Advisory Committee.

1. The Aging and Disability Resource Center Advisory Committee is established, pursuant to Wis. Stat. §46.283 and shall be an advisory committee to the Health and Human Services Board.
2. Definitions.
 - (a.) “ADRC Advisory Committee” means the Aging and Disability Resource Center Advisory Committee.
 - (b.) “ADRC” means the Aging and Disability Resource Center.
3. ADRC Advisory Committee composition, appointment and tenure. The ADRC Advisory Committee shall consist of 11 members appointed by the County Board Chair, subject to confirmation by the County Board. The ADRC Advisory Committee shall reflect the ethnic and economic diversity of the geographic area served by the resource center. At least one half of the committee, or 6 of the members, shall be persons age 60 or older, 3 members shall be persons with physical or developmental disabilities or a mental health or substance abuse issues or their family members, guardians or other advocates. All members shall serve a term of 3 years from the 3rd Tuesday of April until their respective successors are
- 4.

appointed and qualified. No member may serve more than 2 consecutive 3-year terms. No more than 2 members may be elected officials. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment.

5. Members shall be chosen on the basis of recognized ability and demonstrated interest in services for older persons or persons with physical or developmental disabilities, mental illness and substance abuse or their families. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Advisory Committee may have any direct or indirect financial interest in a managed care organization.
6. The ADRC Advisory Committee shall have the duties as prescribed by Wis. Stat. §46.283 (6)(b) and shall serve as the Commission on Aging under Wis. Stat. §46.82 (4) and shall also serve as the long-term support planning committee under Wis. Stat. §46.27(4).

(b) Transportation Coordinating Committee.

1. Membership. Membership of the Transportation Coordinating Committee shall be appointed by the County Board Chair, subject to confirmation of the County Board. It shall consist of 5 to 7 members representing at least the following:
 - (a.) County Board;

- (b.) County Aging and Disability Resource Center;
- (c.) County Human Services Department;
- (d.) County Boards created under Wisc. Stat. §§ 52.42 or 51.437;
- (e.) Transportation providers – public, proprietary and non-profit;
- (f.) Elderly and disabled citizen advocates;
- (g.) Consumer and agency advocates.

2. Appointments. Appointments shall be for a term of 3 years, but of the members first appointed, at least 1/3 shall be appointed for 1 year; at least 1/3 for 2 years; and the remaining for 3 years. Vacancies shall be filled for the residue of the unexpired term in the manner that original appointments are made.

3. Organization.

- (a.) The transportation Coordinating Committee shall annually elect a chair and vice chair. Meetings shall be held at such time and such places as the Transportation Coordinating Committee may determine.
- (b.) The Transportation Coordinating Committee shall have the power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with this section.

4. Responsibilities – Duties. It shall be the responsibility of the Transportation Coordinating Committee to act as the coordinator of transportation services for elderly and disabled persons in Dunn County. The Committee shall have at least the duties prescribed in Trans 2.10, Wisconsin Administrative Code. The Committee shall report to the Commission on Aging and the Health and Human Services Board.

(c) Library Planning Committee.

This Committee shall have the powers and duties as prescribed in Wis. Stat. § 43.11. Membership of this Committee shall consist of the Chair of the Community Resources & Tourism Committee, the two (2) representatives of the County Board appointed to the IFLS Board, and the County Board Supervisor appointed to the Boyceville Public Library Board, the Menomonie Public Library Board, the Colfax Public Library and the Clarella Hackett Johnson Library Board. The Chair and Vice-Chair of this Committee shall be appointed by the Chair of the Dunn County Board of Supervisors.

(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 Land Information Officer, the

County Surveyor, the County Director of Emergency Communication, the County 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.

(e) Transit Commission

The Commission shall have the powers and duties as described in Wis. Stat. § 59.58(2). Membership of the Committee shall consist of nine (9) members; the five (5) current members of the Dunn County Highway Committee; two (2) members to be appointed by the City of Menomonie and two (2) members of the public to be appointed by the Dunn County Board Chair.

(f) Housing Authority Commission.

The Dunn County Housing Authority Commission is established by Resolution 76-139, pursuant to Wisc. Stat. 59.53(22). Its purpose, authority, composition, qualification, appointments, vacancies and removal are governed by section 66.1201, Wis. Stats. The Commission shall be comprised of five members appointed by the County Board Chair, and no more than two members shall be Dunn County Board Supervisors.

(g) Nutrition Advisory Council.

1. The Nutrition Advisory Council is established to advise the nutrition director in the Aging and Disability Resource Center (ADRC) on all matters relating to the delivery of nutrition and nutrition supportive services within the program. More than one-half of the Council membership shall consist of adults age 60 and older. Membership will also include persons who are eligible to participate in the meal programs offered in each of the dining centers and the home-delivered meal program. The home-delivered meal program representative may be a home-delivered meal driver, a home-delivered meal recipient, or a family member, caregiver, or friend of a home-delivered meal recipient. The remaining Council membership should provide for broad representation from public and private agencies who are knowledgeable and interested in the senior dining and home-delivered-meal program.
2. The Council will consist of 9 members, who shall be appointed by the County Board Chair. Composition of the Council shall be as follows:
 - (a.) 1 home-delivered meal program representative.
 - (b.) 3 dining center recipients from 3 different dining sites.
 - (c.) 2 ADRC citizen members who may participate in congregate meals.
 - (d.) A County Board Supervisor who is a member of the ADRC Advisory Committee.

- (e.) An employee of the ADRC.
- (f.) A member of a public or private agency who is knowledgeable and interested in the senior dining and home-delivered meal program.

4. The County Board Supervisor who is a member of the ADRC Advisory Committee shall serve as the Chair of the Council and will be responsible for reporting back to the ADRC Advisory Committee.

4. The Council shall have the following roles and responsibilities:

- (a.) Represent and speak on behalf of the nutrition participants and program.
- (b.) Advocate on behalf of older adults with community members, governing agencies, and policy makers as well as local, state and federal legislators and lawmakers.
- (c.) Assist in publicizing the nutrition program and outreach to potential new participants.
- (d.) Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
- (e.) Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
- (f.) Make recommendations to the nutrition director about supportive social services to be conducted at dining centers.
- (g.) Give support and assistance to the ongoing development of the nutrition program.
- (h.) Conduct yearly on-site reviews of dining center programs, if requested.

5. The Council shall meet as often as is useful and practical, but no less than quarterly. Meetings shall provide opportunity for the Council to address participant grievances and complaints.
6. By-laws and parliamentary procedures should be adopted to govern the conduct of Council business. Meetings shall be open, with notices posted in accordance with the Open Meetings Law. Minutes shall be kept for all Council meetings. Records shall be maintained for at least three years.
7. Council by-laws should include, without limitation, the following:
 - (a.) An article describing responsibilities of the council;
 - (b.) Provision for specifying number, election, tenure and qualifications of members;
 - (c.) Dates for regular and annual meetings and the manner of giving notice for regular, annual and special meetings;
 - (d.) Provision for hearing participant grievances;
 - (e.) Provisions for amending and updating the by-laws;
7. Members shall be paid a per diem, and shall be paid mileage at the rate established for County Board members attending meetings for the Board.

(h) Broadband Taskforce

1. The Dunn County Broadband Taskforce is established to carry out the county's vision for broadband. The vision identified by the Community Resources and Tourism Committee is: All Dunn County citizens should have access to affordable broadband that is reliable, fast, and future proof, to support our seniors, students, businesses, and career professionals to participate in school, work, healthcare, entertainment, and society. Broadband for All will grow the Dunn County economy, educate students, and lead to a healthy, and more fulfilling life. Members of this taskforce are expected to actively participate in the expansion of broadband in Dunn County. Members will attend regional broadband meetings, communicate with municipalities and service providers, pursue funding opportunities, and work with third parties to develop programs to expand broadband.
2. The Broadband Taskforce will consist of 9 members, who shall be appointed by the County Board Chair. Composition of the Taskforce shall be as follows:
 - (a.) 1 County Board Supervisor who is a member of the Community Resources and Tourism Committee, who shall serve a two-year term. This member shall serve as the Chair and will be responsible for reporting Taskforce actions and activities to the Community Resources and Tourism Committee.

(b.) 1 representative from a K-12 School District, who shall serve a two-year term.

(c.) 1 representative from Health Care, who shall serve a two-year term.

(d.) 1 representative from Town government, who shall serve a two-year term.

(e.) 5 at-large seats (at-large seats may be filled by county board supervisors or representatives of the other groups), who shall serve one-year terms.

3. Vacancies shall be filled with persons appointed by the County Board Chair to fill the unexpired term.

5. The Taskforce shall have the following roles and responsibilities.

(a.) Carry out the Dunn County Broadband plan.

(b.) Review and revise the plan at least every 5 years.

(c.) Evaluate broadband projects in Dunn County and provide letters of support on behalf of Dunn County for Broadband Grant applicants.

(d.) Within the limits of funding appropriated by the Dunn County Board of Supervisors, and pursuant to policy established by the Community Resources and Tourism Committee, approve matching funds for broadband grant applicants.

(e.) Engage in, sponsor or co-sponsor projects intended to meet the stated goals of the Broadband Plan.

6. Members shall be paid a per diem and shall be paid mileage at the rate established for County Board Supervisors attending meetings of the Board.

(i) The **Dunn County Fair Board** is established to plan, organize, and oversee the annual Dunn County Fair and related activities. The Board's responsibilities include coordinating exhibitors and vendors, organizing events, ensuring safety, and making recommendations regarding budgetary needs and improvements to the Facilities Committee. The Board shall operate under the oversight of the **Facilities Committee**. The Dunn County Fair Board shall consist of nine members; eight members who are appointed by the Dunn County Board of Supervisors Chair from the general population of Dunn County and one member from the Dunn County Board of Supervisors. The Dunn County Fair Board recommends citizens to serve and the Facilities Committee, upon approval, forwards nominees to the County Board Chair for appointment. The Board will meet as necessary to fulfill its duties.

(j) The **Dunn County Board of Adjustment** is established pursuant to Wis. Stat. § 59.694 and consists of five (5) members appointed by the Chair of the County Board, subject to approval by the County Board, who serve a three-year term. The Board operates under the "Dunn County Board of Adjustment Rules and Bylaws." It is authorized to hear and decide appeals concerning alleged errors in any order, requirement, decision, or determination

made by an administrative official in the enforcement of Wis. Stat. §§ 59.69, 59.692, 87.30, or 281.31, or any County Zoning Ordinance adopted under these statutes. The Board provides specific guidance on the enforcement of Dunn County Ordinances, including Chapter 13 (Comprehensive Zoning Ordinance), Chapter 14 (Shoreland Protection Ordinance), and Chapter 15 (Floodplain Ordinance). The Board is also authorized to hear and decide requests for special exceptions as specified in the Zoning Ordinance and to grant variances upon appeal in certain cases. A variance may be granted when strict enforcement of the Zoning Ordinance would result in unnecessary hardship due to unique circumstances, provided the variance does not conflict with the public interest, respects the spirit of the ordinance, and ensures the public welfare, safety, and justice.

(k) The **Dunn County Traffic Safety Commission** is established pursuant to Wisc. Stat. § 83.013. Membership on the Commission shall at least include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board chair from each of the disciplines of education, medicine and law and three representatives involved in law enforcement, highways and highway safety designated by the Secretary of Transportation. The Commission shall meet at least quarterly to review accident data from

the county and other traffic safety related matters. The purpose of the Commission is to promote the safety of the motoring public on all highways within Dunn County by identifying traffic safety concerns and recommending solutions to local and state officials.

Statutorily Required Committees and Legal References.

Land information council 59.72(3m) -
See sections 1 and “(d)” of this Appendix.

Agriculture and extension education committee 59.56 (3)(b) -
See section “3” of this Appendix.

Human service board 46.23(4) -
See section “5” of this Appendix.

Local health board 251.03(1) -
See section “5” of this Appendix.

Emergency Management committee 323.14(1) -
See section “8” of this Appendix.

Planning and zoning 59.69(2) -
See section “9” of this Appendix.

Land Conservation Committee 92.06(1)
See section “9” of this Appendix.

Dunn County Traffic Safety Commission 83.013 -
See section “(k)” of this Appendix.

County Highway Committee 83.015(1)(c) –
See section “7” of this Appendix.

Ethics Inquiry Board (19.59) –
See section “4.14” of Chapter 4 – Code of Ethics.

CHAPTER 2 - DUNN COUNTY BOARD RULES

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose.

The Dunn County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Dunn County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation.

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

1.03 Amendments of Appendices.

The appendix or appendices attached to this ordinance may be amended, revised, or updated by a resolution adopted by a simple majority of the members of the County Board of Supervisors present and voting at any duly called meeting. Such amendments shall not require formal amendment of the ordinance itself and only require one reading, provided the amendments do not conflict with or materially alter the substantive provisions of this ordinance.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings.

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1);

3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and
4. The County Board Chairperson shall appoint committees from the membership of the Board in accordance with these Rules of the Board of Supervisors and Wisconsin Statutes.

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and Board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.

(B) The Annual Meeting. The County Board will convene for an annual meeting for the purpose of transacting general business on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes. The meeting will be held beginning at 7 p.m. on the Tuesday after the second Monday of November unless that date is November 11th, in which case the meeting will be held on November 12th.

(C) Regular Meetings. Except as provided in this section, County Board meetings are held on the third Wednesday of each month beginning at 7:00 p.m. The annual meeting will be held in November, beginning at 7:00 p.m. on the Tuesday after the second Monday. On County Board election years, the April County Board meeting will be held at 7:00 p.m. on the third Tuesday of the month. The July meeting will be held on the last Wednesday of the month beginning at 7:00 p.m. There shall be no regularly scheduled meetings in August or December. The date of the October meeting may be changed by the Executive Committee as may be necessary to accommodate publication and public hearing timeline requirements relating to the budget and levy for the upcoming year.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) at the request of a majority vote by the board when included on the agenda for a meeting or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting. Special meetings for purposes of communication of legislative issues to state legislative officials and the conduct of budget workshops may be scheduled by the Executive Committee. See Appendix B “County Board Supervisor” for a listing of possible duties.

2.02 County Board Meeting Agenda Responsibilities.

(A) The Board Chair, in consultation with the County Clerk and the County Manager, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. A supervisor with a co-sponsor may submit to the Clerk or the Clerk's staff a written petition to add an agenda item. The Clerk will notify all board members of the petition within seven business days. If the petition is signed by a majority of board members the item will be added to the next board meeting Agenda. The petition must be complete 14 days prior to the date of the board meeting. A petition for a resolution shall include a written version of the resolution. A petition signed by supervisors prior to the organization meeting will not be valid following the election. The Board Chair may choose to send the item to a committee. If the item is sent to a committee it must come back to the board within 2 regular county board meetings of the petition.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Manager, and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practical. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address.

2.03 County Email Addresses.

The County shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence.

(A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The Chairperson of the Board may appoint such Ad

Hoc or Special Committees as are necessary to properly conduct the business of the Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee's operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as "Committees."

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as "Other Boards and Commissions"). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations. Unless otherwise provided by law, no committee may create subcommittees consisting of committee members for the purpose of subdividing committee work unless approved by the board. Committees may, with the approval of the board chair, designate advisory committees or workgroups, consisting of county staff or other individuals or organizations, for the purpose of conducting research and analysis, and providing information to a committee to assist a committee in fulfilling its responsibilities. Such advisory bodies may also include members from one or more standing committees but may not include a quorum of any committee's members. Members of such advisory bodies, including county supervisor members, shall not be eligible for per diem pay unless approved by the board chair.

(D) Pursuant to Section 3.01 of these Rules, the Board Chair or, in the absence of the Board Chair, the Vice Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals.

(A) At the time of the Organizational Meeting or within one (1) week thereafter, the Board Chair shall appoint members of committees and communicate such appointments to all members of the County Board.

(B) At the time of appointments to Standing Committees, the Board Chair shall designate Chairs and Vice Chairs for each Standing Committee.

(C) The Board Chair, in their sole discretion, may remove any member of any Committee at any time for any reason. The Board Chair, in their sole discretion, may remove the designation as Chair or Vice Chair at any time for any reason.

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities.

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

(D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

2.07 County Board Member Compensation.

(A) County Board Supervisors shall be paid, pursuant to Wis. Stat. § 59.10(1)(c), a per diem for each meeting attended. The County Board Chairperson may authorize per diem for attendance at other events or organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize. The amount of the per diem shall be set by the County Board. (See Appendix C "Eligibility for Per Diem" for additional details).

(B) County Board Supervisors shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties and for mileage driven in the discharge of their duties or for other authorized travel. If the expenses are not reasonable or approved the County Board Chair may deny them.

(C) Claims for per diem and reimbursement for expenses shall be made in accordance with this section. Reimbursement for expenses, excluding mileage reimbursement, shall be in accordance with Chapter 7, Subchapter III, of the Dunn County Code of Ordinances. Mileage reimbursement shall be set at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

(D) County Board Supervisors making claims for per diem or reimbursement of expenses shall be required to sign and obtain approval of their claims. Claims of County Board Supervisors shall be approved by the County Board Chair. Claims of the County Board Chair shall be approved by the County Manager.

(E) The claim period shall be defined as the day after a County Board meeting to the date of the next County Board Meeting. All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends. Claims submitted after the close of the fiscal year shall not be paid.

(F) All payment for per diem and reimbursement for expenses and mileage shall be made by direct deposit.

(G) The County Manager is authorized and directed to develop appropriate

written procedures and forms, to be approved by the Executive Committee and attached to these Rules as an Appendix, and which shall be used by all County Board Supervisors in making claims for per diem and expense reimbursement.

2.08 Meeting Minutes.

(A) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All approved meeting minutes shall be filed with the County Clerk's office immediately after the meeting at which they are approved.

2.09 County Board Meeting Seating Arrangements.

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, County Manager, County Clerk, and Corporation Counsel shall sit at the designated head of the room. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public, or in other special circumstances. At the Chair's discretion, seating may also be arranged alphabetically by last name or assigned using a computer-generated randomization process to ensure impartiality and fairness.

2.10 Board Member Interest Forms.

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair shall so indicate that interest prior to the Organization Meeting on the County Board Chair/Vice Chair candidate answers form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All Board Members shall also complete a Committee/Board/Commission Preference form and a Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Organizational Meeting.

2.11 Board Relationship with the County Manager and Department Heads.

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board recognizes the role of the County Manager. The County Manager shall perform all duties and have such authority as specified in Wis. Stat. § 59.03, 59.18, 59.19 and 59.51, those outlined in Chapter 5 of Dunn County Ordinance, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Manager. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting ~~or~~ from the Committee Chair or from the County Manager or Assistant County Manager.

2.12 Vacancies in Office of County Board Member.

(A) Vacancies – How Caused. Vacancies in the office of Dunn County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. In the event of a vacancy on the County Board of Supervisors, the Chair of the County Board shall appoint a qualified individual to fill the vacancy. The appointee shall serve until the Organizational Meeting, at which time a successor shall be elected. The appointment must be confirmed by a majority vote of the County Board pursuant to Wis. Stat. §59.10.

2.13 Official Statements by Board Members.

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

2.14 Closed Session at Committee Meetings – Attendance.

(A) Committees of the County Board shall limit attendance at closed sessions of their meetings to members of the committee and other individuals necessary to conduct the business of the committee as determined by the Chairperson of the committee.

(B) No County Supervisor who is not a member of a subunit of the County Board (e.g., boards, committees, and commissions) shall be permitted to be present during a closed session of a subunit unless the chair of the subunit gives prior approval.

(C) Discussions held, information presented or obtained, and actions taken during

closed sessions are deemed to be confidential information. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so. Penalties for violation of the secrecy of a legal closed session include discipline, censure, and/or payment of damages resulting from the breach of confidentiality.

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair.

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Chairperson of the Board shall be an ex officio voting member of all committees. The Chairperson of the Board shall not be counted to determine the number needed for a quorum of any committee, but may be called upon by a committee chair to make a quorum at any committee meeting where necessary.

(B) The Board Chair, the County Manager, or the Board Chair's designee, shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of and the Chair of the Executive Committee.

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.02 County Board Vice Chair.

(A) The Vice Chair shall assume all duties and responsibilities of the Board Chair in the event of the Chair's incapacity or inability to serve, and shall also perform any additional duties as outlined in these Board Rules. The Vice Chair shall serve as the Chair should the position become vacant. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Legislative Committee and the Executive Committee. The Vice Chair shall be the Chair of the Legislative Committee.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The vice chair of a Committee shall assume all duties and responsibilities of the Chair of a Committee in the event of the Chair's incapacity or inability to serve, and shall also perform any additional duties as outlined in these Board Rules. A

“Committee” for the purposes of the Rules shall include all special committees and boards.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority.

The latest edition of *Robert’s Rules of Order, Newly Revised* (“RONR”) shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole.

The County Board may convene as a Committee of the Whole at the Board's discretion, in accordance with Rule 2.01(D).

4.03 Remote Attendance at Meetings.

- (A) Electronic meetings and participation by electronic means are permitted and may be used as necessary for the conduct of governmental business. Members who wish to appear electronically at a meeting shall notify the Board Chair or the County Clerk for Board Meetings, or the Committee Chair for Committee meetings, in advance of the meeting. Members may attend via telephone if they do not have an adequate internet connection that allows for synchronous communication.
- (B) All electronic meetings must comply with the requirements of the Wisconsin Open Meetings Law.
 - (1.) Access by the public to open meetings shall be at the anchor location only, except when a meeting is broadcast live. Live broadcasts shall only be utilized where circumstances interfere with use of county facilities as an anchor location.
 - (2.) Measures shall be taken to ensure that access to documents, exhibits, maps, graphs, charts, or other documents is available to members of the public.
- (C) Members attending electronically shall receive a per diem, but shall not be eligible for mileage reimbursement.
- (D) Members attending electronically shall count as a member present for purposes of determining a quorum as if that member was physically present at the anchor location, and shall be entitled to make, second and vote on all motions and participate in discussion as though physically present at the anchor location. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.

If there is a question of whether a member voted, the Clerk may take the member's vote after all other votes have been cast.

- (E) Members appearing electronically shall notify the Chair of their departure from the meeting, whether permanent or temporary, before leaving to ensure that a quorum is maintained.
- (F) If a closed session is on the agenda, all persons who will be included in the closed session and who are participating electronically must ensure that their location is private and others may not overhear the closed session discussion.
- (G) All electronic open meetings of the County Board and Committees shall be recorded. Recordings shall be retained for 120 days after the meeting and shall thereafter be deleted. Closed sessions shall not be recorded.
- (H) Limitations on Electronic Participation. Supervisors are encouraged to always attend meetings in person for the interest of more effective discussion, participation, and voting.
 - (1.) No member of the County Board may attend more than four (4) County Board meetings by electronic means in any calendar year.
 - (2.) No committee member may attend more than four (4) committee meetings in any calendar year via electronic means. This applies separately for each committee assignment. Exceptions may be approved by the Committee Chair for Committee meetings and by the County Board Chair for County Board Meetings in advance for good cause demonstrated by the member.

4.04 Order of Business.

A. County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Call of the roll
4. Approval of the minutes
5. Presentation of petitions, memorials, and other communications
6. Public comments
7. Appointments
8. Report of the County Manager
9. Reports of Departments
10. Consideration of reports, resolutions and ordinances from the Standing Committees

- B. The order of business may be changed by the Board Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

C. Standing Committee Meetings.

The order of business for all meetings of Standing Committees include at least the following:

1. Call to Order
2. Call of the roll
3. Approval of Minutes of (date of last meeting)
4. Public Comments
5. Staff Reports
6. Items Placed at Request of Chair
7. Consideration of Actions to be Taken by the (name) Committee:
 - A.
 - B.
8. Consideration of Reports, Resolutions and Ordinances to the County Board from the (name) Committee:
 - A.
 - B.
9. Reports from the Standing Committees (Executive Committee only)
10. Adjournment

The order of business may be changed by the committee or other board and commission chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

- D. Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.
- E. Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read unless requested by the Board Chair or a majority of the County Board provided such resolution(s) is made available to the Board or Committee members prior to the meeting. Every proposed resolution, report or ordinance submitted to the Board for its consideration shall have endorsed thereon the name of the committee introducing it.

4.05 Personal Electronic Devices.

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings.

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by utilizing the electronic voting system or raising a hand either virtually or in-person. The Board Chair is responsible for determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes per instance on any matter pending before the Board and open for discussion, and no member shall speak a second time until all other members who wish to speak have had the opportunity. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. No member shall speak a second time on a question during any meeting until any other member desiring to speak on the same shall have been heard. No member shall speak more than twice on a question at any one time without first obtaining leave of a majority of the members present. Merely asking or answering questions from the Chair shall not be counted as speaking in debate. Each member shall speak only to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed or utilize the electronic voting system. When conducting roll call votes the use of electronic voting processes is allowed and shall be utilized where possible.

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair may provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment.

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.
3. All comments must be germane to an item on the meeting agenda.
4. Comments should be directed to the Board as a whole and not addressed to individual Board Members.
5. A commenter should refrain from asking questions of the Board or any individual Board Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The Board Chair reserves the right to terminate an individual’s public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.
8. Any public comments submitted online will be disseminated to the Board/Committee Members and will not be read out loud during public comment.
9. Public comment will not be permitted on proposed actions for which a public hearing has previously been held, including amendments of the County zoning ordinance, or for political campaigning. Personnel issues shall not be raised during public comment, but should be directed in writing to the County Manager.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee. Should there be an objection to a nonmember speaking; the issue shall be voted upon without debate. A simple majority vote may override such objection and the nonmember may be heard.

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. Subject to Section 2.14, Board Members are allowed to attend any meeting of a Committee as a member of the public under the same rules as members of the public for that participation. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

4.08 Reconsideration.

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next meeting.

4.09 Resolutions – Form and Introduction.

(A) Form of Resolutions. A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. The County Manager or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
2. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on

the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

- B. Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.
- C. Resolutions. Resolutions proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair may refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.
- D. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.
- E. All motions to amend a pending motion shall be reduced to writing and submitted to the Clerk prior to being seconded and subject to debate.
- F. All ordinances introduced to the Board, except amendatory zoning ordinances which change zoning districts, shall have a first reading and be held over to the next ensuing meeting for a second reading and motion for adoption unless a suspension of this rule is granted. Ordinances shall be read by title only, if County Board members have numbered copies thereof.

4.10 Suspension of and Amendment to Rules.

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members elect provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

APPENDIX A

The Board shall establish, by ordinance, committees of the Board and shall designate their purposes and prescribe their duties and manner of reporting. The County Board Chairperson shall appoint committees from the membership of the Board in accordance with these Rules of the Board of Supervisors and the Wisconsin Statutes. Except as otherwise specified, the Chairperson will also appoint the Chair and Vice-Chair of all committees and boards. Unless otherwise specified, committees of the Board shall be composed of County Board members.

The Chairperson of the Board shall be an ex officio voting member of all committees. The Chairperson of the Board shall not be counted to determine the number needed for a quorum of any committee, but may be called upon by a committee chair to make a quorum at any committee meeting where necessary.

The Chairperson of the Board may appoint such Ad Hoc or Special Committees as are necessary to properly conduct the business of the Board. All Special Committees shall be automatically dissolved if they do not meet for a period of 24 consecutive months.

1. The **Executive Committee** shall be comprised of the Chairperson and Vice Chairperson of the Board and the Chairperson of each standing committee. It is responsible for the creation and amendment of the annual budget and proposed tax levy for presentation to County Board; handles all other matters not specifically the responsibility of any other committee as determined by the Board Chair and is a part of the Land Information Council pursuant to Wis. Stat. § 59.72(3)(m).
2. The **Committee on Administration** shall consist of five members. It approves county audit reports; supervises county investments; bids county insurance policies; bonding; supplements the appropriations for a particular office, department, or activity from the contingency fund pursuant to Wis. Stat. § 65.90(5)(b); responsible for examining all the claims against the county; audits all monthly bills from county offices except, Highway, The Neighbors of Dunn County, and Human Services. It is responsible for developing policy and authorizing direction in regard to all of these matters.

Except as more specifically provided by Dunn County Ordinance or Resolution, the committee has jurisdiction over all county personnel matters and is responsible for negotiations with unions.

The committee serves as the home committee for the Department of Administration, Corporation Counsel, County Clerk, and the County Treasurer.

3. The **Community Resources and Tourism Committee** The Community Resources and Tourism Committee shall consist of five members; two of whom are also members of the Planning, Resources, and Development Committee. It shall be responsible for developing policy and authorizing direction in regard to funding of outside agencies including libraries, promotion of tourism in Dunn County, developing and recommending policy to the Board of Supervisors related to broadband infrastructure, developing policy and direction in regard to Dunn County public relations communications and shall serve as the agriculture and extension education committee consistent with Wis. Stat. § 59.56 (3)(b).

The Committee serves as the home committee for the University of Wisconsin Madison, Division of Extension Program, and acts as liaison to economic development organizations for promotion of economic development in Dunn County.

4. The **Facilities Committee** shall consist of five members. It is responsible for developing policies, authorizing direction, and acquisition and sale of all county property and facilities except those properties managed by the Highway Division, and for the recruitment and nomination to the County Board of citizen members for the Fair Board.

The committee serves as the home committee for the Facilities and Parks Department and the Fair Board.

5. The **Health and Human Services Board** shall be composed of five (5) County Board members and three (3) citizen members as provided for in Wis. Stat. § 46.23(4) This body also serves as the Dunn County Board of Health pursuant to Wis. Stat. §251.03(1) and 251.04. It shall possess the powers and duties set forth in Wisc. Stat. 46.23(4) and 251.04 and be responsible for: developing policies and authorizing direction for those Departments for which it serves as home committee. For matters not addressed by the statutes cited above, only the votes of the five County Board members are counted in official decisions.

The committee serves as the home committee for the Human Services Department, Public Health Department and Veteran Service Office.

6. The **Neighbors of Dunn County Committee** shall consist of five members. It shall be responsible for developing policies and authorizing direction for The Neighbors of Dunn County.

The committee serves as the home committee for The Neighbors of Dunn County.

7. The **Highway Committee** shall consist of five members. It shall be responsible for developing policy and authorizing direction for the Highway Department.

It shall purchase and sell county road machinery; determine whether each piece of county aid construction shall be let by contract or shall be done by day labor; make necessary arrangements for the proper prosecution of the construction and maintenance of highways; direct the expenditure of highway maintenance funds received from the state or provided by county tax; audit all payrolls and material claims and vouchers resulting from the construction of highways. The Highway Department functions pursuant to Wisc. Stat. 83.015(1)(c).

The committee serves as the home committee for the Highway Department and approves the budget of the Transit Commission.

8. The **Judiciary and Law Committee** shall consist of five members. It is responsible for developing policy and authorizing direction for those departments responsible to it. It acts as the Emergency Management Committee per Wisc. Stat. 323.14(1)(a)(3).

The committee serves as the home committee to the offices and departments of the Sheriff, District Attorney, Emergency Management, Clerk of Courts, Child Support, Medical

Examiner, Circuit Court, 911 Communications and Emergency Planning.

- 9, The **Planning Resource and Development Committee** shall consist of five members, two of whom shall be members of the Community Resources and Tourism Committee. The committee is designated the planning and zoning agency pursuant to Wis. Stat. § 59.69(2). It shall function as the development, planning, surveying, zoning, and tax deed lands committee. It shall be responsible for updating and revising the zoning ordinance and comprehensive plan.

The committee is designated as the land conservation committee pursuant to Wis. Stat. § 92.06(1). For issues within the jurisdiction of the land conservation committee, a person engaged in agricultural use as defined under Wis. Stat. § 91.01(2)(a)1-7 shall also be a member.

The committee serves as the home committee for the Environmental Services Department and the Register of Deeds Office.

10. The **Legislative Committee** shall consist of the members of the Executive Committee. The Vice Chairperson of the County Board shall be the Chair of the Legislative Committee. The Chairperson of the County Board shall be the Vice Chair of the Legislative Committee. The Legislative Committee shall be responsible for development of the legislative program and direct its implementation. It shall develop a legislative agenda in consultation with Dunn County departments and committees, review and recommend to the County Board of Supervisors all resolutions that relate to legislative or policy matters in which Dunn County has an interest or that promote the passage of legislation in the best interest of Dunn County. It shall develop a program that could include special legislative meetings, coordination with WCA, other counties, or regions, and other such activities that would serve to promote the legislative agenda.

Special Committees, Boards and Commissions

(a) Aging and Disability Resource Center Advisory Committee.

1. The Aging and Disability Resource Center Advisory Committee is established, pursuant to Wis. Stat. §46.283 and shall be an advisory committee to the Health and Human Services Board.
2. Definitions.
 - (a.) “ADRC Advisory Committee” means the Aging and Disability Resource Center Advisory Committee.
 - (b.) “ADRC” means the Aging and Disability Resource Center.
3. ADRC Advisory Committee composition, appointment and tenure. The ADRC Advisory Committee shall consist of 11 members appointed by the County Board Chair, subject to confirmation by the County Board. The ADRC Advisory Committee shall reflect the ethnic and economic diversity of the geographic area served by the resource center. At least one half of the committee, or 6 of the members, shall be persons age 60 or older, 3 members shall be persons with physical or developmental disabilities or a mental health or substance

abuse issues or their family members, guardians or other advocates. All members shall serve a term of 3 years from the 3rd Tuesday of April until their respective successors are appointed and qualified. No member may serve more than 2 consecutive 3-year terms. No more than 2 members may be elected officials. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment.

4. Members shall be chosen on the basis of recognized ability and demonstrated interest in services for older persons or persons with physical or developmental disabilities, mental illness and substance abuse or their families. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Advisory Committee may have any direct or indirect financial interest in a managed care organization.
5. The ADRC Advisory Committee shall have the duties as prescribed by Wis. Stat. §46.283 (6)(b) and shall serve as the Commission on Aging under Wis. Stat. §46.82 (4) and shall also serve as the long-term support planning committee under Wis. Stat. §46.27(4).

(b) Transportation Coordinating Committee.

1. Membership. Membership of the Transportation Coordinating Committee shall be appointed by the County Board Chair, subject to confirmation of the County Board. It shall consist of 5 to 7 members representing at least the following:
 - (a.) County Board;
 - (b.) County Aging and Disability Resource Center;
 - (c.) County Human Services Department;
 - (d.) County Boards created under Wisc. Stat. 52.42 or 51.437;
 - (e.) Transportation providers – public, proprietary and non-profit;
 - (f.) Elderly and disabled citizen advocates;
 - (g.) Consumer and agency advocates.
2. Appointments. Appointments shall be for a term of 3 years, but of the members first appointed, at least 1/3 shall be appointed for 1 year; at least 1/3 for 2 years; and the remaining for 3 years. Vacancies shall be filled for the residue of the unexpired term in the manner that original appointments are made.
3. Organization.
 - (a.) The transportation Coordinating Committee shall annually elect a chair and vice chair. Meetings shall be held at such time and such places as the Transportation Coordinating Committee may determine.
 - (b.) The Transportation Coordinating Committee shall have the power to adopt, amend and repeal rules and regulations governing its procedures and operations that are not inconsistent with this section.
4. Responsibilities – Duties. It shall be the responsibility of the Transportation Coordinating Committee to act as the coordinator of transportation services for elderly and disabled persons in Dunn County. The Committee shall have at least the duties

prescribed in Trans 2.10, Wisconsin Administrative Code. The Committee shall report to the Commission on Aging and the Health and Human Services Board. ~~(05/16/2007)~~

(c) **Library Planning Committee.**

This Committee shall have the powers and duties as prescribed in Wis. Stat. § 43.11. Membership of this Committee shall consist of the Chair of the Community Resources & Tourism Committee, the two (2) representatives of the County Board appointed to the IFLS Board, and the County Board Supervisor appointed to the Boyceville Public Library Board, the Menomonie Public Library Board, the Colfax Public Library and the Clarella Hackett Johnson Library Board. The Chair and Vice-Chair of this Committee shall be appointed by the Chair of the Dunn County Board of Supervisors.

(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 Land Information Officer, the County Surveyor, the County Director of Emergency Communication, the County 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.

(e) **Transit Commission**

The Commission shall have the powers and duties as described in Wis. Stat. § 59.58(2). Membership of the Committee shall consist of nine (9) members; the five (5) current members of the Dunn County Highway Committee; two (2) members to be appointed by the City of Menomonie and two (2) members of the public to be appointed by the Dunn County Board Chair.

(f) **Housing Authority Commission.**

The Dunn County Housing Authority Commission is established by Resolution 76-139, pursuant to Wisc. Stat. 59.53(22). Its purpose, authority, composition, qualification, appointments, vacancies and removal are governed by section 66.1201, Wis. Stats. The Commission shall be comprised of five members appointed by the County Board Chair, and **no** more than two members shall be Dunn County Board Supervisors.

(g) **Nutrition Advisory Council.**

1. The Nutrition Advisory Council is established to advise the nutrition director in the Aging and Disability Resource Center (ADRC) on all matters relating to the delivery of nutrition and nutrition supportive services within the program. More than one-half of the Council membership shall consist of adults age 60 and older. Membership will also include persons who are eligible to participate in the meal programs offered in each of the dining centers and the home-delivered meal program. The home-delivered meal program representative may be a home-delivered meal driver, a home-delivered

- meal recipient, or a family member, caregiver, or friend of a home-delivered meal recipient. The remaining Council membership should provide for broad representation from public and private agencies who are knowledgeable and interested in the senior dining and home-delivered-meal program.
2. The Council will consist of 9 members, who shall be appointed by the County Board Chair. Composition of the Council shall be as follows:
 - (a.) 1 home-delivered meal program representative.
 - (b.) 3 dining center recipients from 3 different dining sites.
 - (c.) 2 ADRC citizen members who may participate in congregate meals.
 - (d.) A County Board Supervisor who is a member of the ADRC Advisory Committee.
 - (e.) An employee of the ADRC.
 - (f.) A member of a public or private agency who is knowledgeable and interested in the senior dining and home-delivered meal program.
 3. The County Board Supervisor who is a member of the ADRC Advisory Committee shall serve as the Chair of the Council and will be responsible for reporting back to the ADRC Advisory Committee.
 4. The Council shall have the following roles and responsibilities:
 - (a.) Represent and speak on behalf of the nutrition participants and program.
 - (b.) Advocate on behalf of older adults with community members, governing agencies, and policy makers as well as local, state and federal legislators and lawmakers.
 - (c.) Assist in publicizing the nutrition program and outreach to potential new participants.
 - (d.) Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
 - (e.) Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
 - (f.) Make recommendations to the nutrition director about supportive social services to be conducted at dining centers.
 - (g.) Give support and assistance to the ongoing development of the nutrition program.
 - (h.) Conduct yearly on-site reviews of dining center programs, if requested.
 5. The Council shall meet as often as is useful and practical, but no less than quarterly. Meetings shall provide opportunity for the Council to address participant grievances and complaints.
 6. By-laws and parliamentary procedures should be adopted to govern the conduct of Council business. Meetings shall be open, with notices posted in accordance with the Open Meetings Law. Minutes shall be kept for all Council meetings. Records shall be maintained for at least three years.
 7. Council by-laws should include, without limitation, the following:
 - (a.) An article describing responsibilities of the council;
 - (b.) Provision for specifying number, election, tenure and qualifications of members;
 - (c.) Dates for regular and annual meetings and the manner of giving notice for regular, annual and special meetings;
 - (d.) Provision for hearing participant grievances;
 - (e.) Provisions for amending and updating the by-laws;

8. Members shall be paid a per diem, and shall be paid mileage at the rate established for County Board members attending meetings for the Board.

(h) Broadband Taskforce

1. The Dunn County Broadband Taskforce is established to carry out the county's vision for broadband. The vision identified by the Community Resources and Tourism Committee is: All Dunn County citizens should have access to affordable broadband that is reliable, fast, and future proof, to support our seniors, students, businesses, and career professionals to participate in school, work, healthcare, entertainment, and society. Broadband for All will grow the Dunn County economy, educate students, and lead to a healthy, and more fulfilling life. Members of this taskforce are expected to actively participate in the expansion of broadband in Dunn County. Members will attend regional broadband meetings, communicate with municipalities and service providers, pursue funding opportunities, and work with third parties to develop programs to expand broadband.
2. The Broadband Taskforce will consist of 9 members, who shall be appointed by the County Board Chair. Composition of the Taskforce shall be as follows:
 - (a.) 1 County Board Supervisor who is a member of the Community Resources and Tourism Committee, who shall serve a two-year term. This member shall serve as the Chair and will be responsible for reporting Taskforce actions and activities to the Community Resources and Tourism Committee.
 - (b.) 1 representative from a K-12 School District, who shall serve a two-year term.
 - (c.) 1 representative from Health Care, who shall serve a two-year term.
 - (d.) 1 representative from Town government, who shall serve a two-year term.
 - (e.) 5 at-large seats (at-large seats may be filled by county board supervisors or representatives of the other groups), who shall serve one-year terms.
3. Vacancies shall be filled with persons appointed by the County Board Chair to fill the unexpired term.
4. The Taskforce shall have the following roles and responsibilities.
 - (a.) Carry out the Dunn County Broadband plan.
 - (b.) Review and revise the plan at least every 5 years.
 - (c.) Evaluate broadband projects in Dunn County and provide letters of support on behalf of Dunn County for Broadband Grant applicants.
 - (d.) Within the limits of funding appropriated by the Dunn County Board of Supervisors, and pursuant to policy established by the Community Resources and Tourism Committee, approve matching funds for broadband grant applicants.
 - (e.) Engage in, sponsor or co-sponsor projects intended to meet the stated goals of the Broadband Plan.
5. Members shall be paid a per diem and shall be paid mileage at the rate established for County Board Supervisors attending meetings of the Board.

- (i) The **Dunn County Fair Board** is established to plan, organize, and oversee the annual Dunn County Fair and related activities. The Board's responsibilities include coordinating exhibitors and vendors, organizing events, ensuring safety, and making recommendations regarding budgetary needs and improvements to the Facilities Committee. The Board shall operate under the oversight of the **Facilities Committee**. The Dunn County Fair Board shall consist of nine members; eight members who are appointed by the Dunn County Board of Supervisors Chair from the general population of Dunn County and one member from the Dunn County Board of Supervisors. The Dunn County Fair Board recommends citizens to serve and the Facilities Committee, upon approval, forwards nominees to the County Board Chair for appointment. The Board will meet as necessary to fulfill its duties.
- (j) The **Dunn County Board of Adjustment** is established pursuant to Wis. Stat. § 59.694 and consists of five (5) members appointed by the Chair of the County Board, subject to approval by the County Board, who serve a three-year term. The Board operates under the "Dunn County Board of Adjustment Rules and Bylaws." It is authorized to hear and decide appeals concerning alleged errors in any order, requirement, decision, or determination made by an administrative official in the enforcement of Wis. Stat. §§ 59.69, 59.692, 87.30, or 281.31, or any County Zoning Ordinance adopted under these statutes. The Board provides specific guidance on the enforcement of Dunn County Ordinances, including Chapter 13 (Comprehensive Zoning Ordinance), Chapter 14 (Shoreland Protection Ordinance), and Chapter 15 (Floodplain Ordinance). The Board is also authorized to hear and decide requests for special exceptions as specified in the Zoning Ordinance and to grant variances upon appeal in certain cases. A variance may be granted when strict enforcement of the Zoning Ordinance would result in unnecessary hardship due to unique circumstances, provided the variance does not conflict with the public interest, respects the spirit of the ordinance, and ensures the public welfare, safety, and justice.
- (k) The **Dunn County Traffic Safety Commission** is established pursuant to Wisc. Stat. § 83.013. Membership on the Commission shall at least include the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board chair from each of the disciplines of education, medicine and law and three representatives involved in law enforcement, highways and highway safety designated by the Secretary of Transportation. The Commission shall meet at least quarterly to review accident data from the county and other traffic safety related matters. The purpose of the Commission is to promote the safety of the motoring public on all highways within Dunn County by identifying traffic safety concerns and recommending solutions to local and state officials.

Statutorily Required Committees and Legal References.

Land information council 59.72(3m) -
See section "(d)" of this Appendix.

Agriculture and extension education committee 59.56 (3)(b) -
See section "3" of this Appendix.

Human service board 46.23(4) -
See section “5” of this Appendix.

Local health board 251.03(1) -
See section “5” of this Appendix.

Emergency Management committee 323.14(1) -
See section “8” of this Appendix.

Planning and zoning 59.69(2) -
See section “9” of this Appendix.

Land Conservation Committee 92.06(1)
See section “9” of this Appendix.

Dunn County Traffic Safety Commission 83.013 -
See section “(k)” of this Appendix.

County Highway Committee 83.015(1)(c) –
See section “7” of this Appendix.

Ethics Inquiry Board (19.59) –
See section “4.14” of Chapter 4 – Code of Ethics.

APPENDIX B

County Board Supervisor

Dunn County is a body corporate of the State of Wisconsin. The County Board of Supervisors is the governing body of Dunn County. Dunn County has twenty-nine districts, and the voters in each district elect one Supervisor to serve on the County Board. The term of office is two years. To be elected as a Supervisor, a candidate must be 18 years of age or older and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. The duties, powers and responsibilities of the County Board of Supervisors are defined by the laws of the State of Wisconsin and the Rules of the Board, contained in Chapter 2 of the Dunn County Ordinances.

County Supervisors are expected to individually contribute to a collaborative effort to set strategic mission goals and make broad policy decisions that support the strategic mission and advance the priorities of the County. Examples of such activities, include, but are not limited to:

- Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions enumerated in sections 2.05 and 2.055 of the Rules of the Board, as appointed by the County Board Chairperson;
- Participating in the process of debate and voting on proposed ordinances, resolutions and motions in County Board and Committee meetings;
- Providing oversight and advice to the management of the County regarding delivery of County services while refraining from the delivery, management or administration of daily operations of the County;
- Being responsive to the needs of their constituency through effective communication;
- Establishing priorities for the delivery of County services through the annual budget and tax levy.

Service as a County Supervisor is an honor and a trust which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County.

County Supervisors, being representatives drawn from society at large, are recognized to hold different views, values, and loyalties that may result in personal conflict. Personal integrity, courtesy and a willingness to work toward consensus on commonly accepted goals are essential traits as we acknowledge that the County Board of Supervisors' influence and authority comes from collective action and not from individual action.

County Supervisors:

- Are dedicated to the democratic ideals of honesty, openness and accountability in all matters involving County government;
- Are willing to accept responsibility for decision-making that can affect many;
- Understand the County's mission, priorities, challenges, needs and demographics;
- Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
- Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media, exert a good faith effort to

communicate the full truth about County matters and avoid structuring information to achieve a personal advantage;

- Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
- Are committed to building community partnerships;
- Actively practice and support stewardship of the County's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
- Perform the duties of their office with fairness and impartiality to build public confidence in government;
- Support the principle of equal employment and oppose discrimination in all County operations;
- Strive to seek and consider citizen input; and
- Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

APPENDIX C

ELIGIBILITY FOR PER DIEM

DUNN COUNTY, WISCONSIN

September 3, 2014, Revision

This pamphlet has been compiled to provide a summary of the ordinance provisions, procedures and a list of conditions under which per diem payments will be authorized, with the objective of making the submission, review and payment of claims effective and consistent. There is a sample per diem voucher on the last page for you to follow in filing your claims.

PER DIEM PROCEDURE

1. There must be a published agenda and a copy of the minutes for the meeting on file in the County Manager's Office before the per diem will be authorized. Dates of meetings for per diem must correspond to minutes and agenda. If they do not correspond, no per diem payment will be made.
2. No more than two claims for per diem can be submitted for any one day.
3. All claims for per diem shall be submitted in the time period specified in section 2.21 of the Dunn County Code of Ordinances, "Rules of the Board."
 - The claim period is the day after a County Board meeting to the date of the next County Board.
 - All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends.
 - Claims submitted after the claim period deadline will not be paid.
4. All claims shall be countersigned and approved by the County Board Chairperson. Claims of the County Board Chairperson shall be countersigned and approved by the County Manager.
5. All payment for per diem, reimbursement for expenses, mileage shall be made by direct deposit.
6. If there are special programs (such as exhibitions of tree planting equipment, exhibitions of solid waste to energy, etc.) it is recommended that only one person from the committee who is responsible for that area of government attend the function and then report the results of the exhibition to the committee. Supervisors planning to attend events or functions such as this should obtain prior approval from the County Board Chairperson before attendance.

APPROVED COMMITTEES, COMMISSIONS, BOARDS, COUNCILS, ETC.

Eligibility for per diem payments is approved for the committees, commissions, boards, councils and activities listed below. The County Board Chairperson may authorize per diem for attendance at meetings or events of other organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize.

- *Ad Hoc* Committees of the Dunn County Board of Supervisors
- ADRC Advisory Board
- Area Agency on Aging Board of Directors
- Chamber of Commerce
- Civil Service Rating Committee
- Committee on Administration
- Community Resource & Tourism Committee
- Dunn County Economic Development Corporation
- Dunn County Housing Authority
- Elk Creek Lake Protection and Rehabilitation District
- Emergency Medical Services Committee
- Ethics Inquiry Board

- Ethanol Advisory Committee
- Executive Committee
- Facilities Committee
- Fair Board
- Health and Human Services Board
- Highway Committee
- Historical Society Board of Directors
- Indianhead Federated Library System Board
- Inter County Meetings
- Judiciary and Law Committee
- Land Information Council
- Library Boards
- Library Planning Committee
- Local Emergency Planning Committee
- Neighbors of Dunn County Committee
- Planning, Resources and Development Committee
- Solid Waste/Recycling Management Board
- Traffic Safety Commission
- Transit Commission
- Tainter Menomin Lake Improvement Association
- Transportation Coordinating Committee
- Veteran Service Commission
- West CAP Board
- West Central Association of Land Conservation Committees
- Wisconsin Area Agency on Aging Board
- Wisconsin Association of County Extension Committees
- Wisconsin Association of Land Conservation Committees
- WCA (Wisconsin Counties Association) Conferences
- WCA County Ambassador Program
- WCA Steering Committee
- Wisconsin Counties Utility Tax Association
- Workforce County Consortium Board
- Workforce Resource Inc. Board
- Zoning Board of Adjustment

The following are not eligible for per diem:

- Cooperative Extension Planning Advisory Committee [*per Resolution 84-43*].

EXPENSES AND MILEAGE REIMBURSEMENT

1. Claims for reimbursement of expenses are governed Chapter 7, Subchapter III, of the Dunn County Code of Ordinances and subject to the claim period and submission deadlines contained in section 2.21, Rules of the County Board.
2. Claims for mileage reimbursement are subject to the claim period and submission deadlines contained in section 2.21 of the Rules of the Board and shall be at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

Approved by the Executive Committee on September 3, 2014.

Made an Appendix to the County Board Rules on October 15, 2014.

Dunn County Board of Supervisors/Committee Per Diem and Expense Form

[illegible]

* Not to exceed state rate	Total	\$ -	\$ -	\$ -	\$ -
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1

Payment issued by:	Payroll	Accounts Payable	\$	-	Payroll
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I, _____, a Dunn County Supervisor, or officially appointed member to a Dunn County Committee, do, on _____, 20____ 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) _____, 20__

Created: 4/28/09 Updated: 11/28/12

SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Dunn County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Dunn County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

1.03 Amendments of Appendecies

The appendix or appendices attached to this ordinance may be amended, revised, or updated by a resolution adopted by a simple majority of the members of the County Board of Supervisors present and voting at any duly called meeting. Such amendments shall not require formal amendment of the ordinance itself and only require one reading, provided the amendments do not conflict with or materially alter the substantive provisions of this ordinance.

Added to provide an easier mechanism to make alterations in the appendices.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and
4. The County Board Chairperson shall appoint committees from the membership of the Board in accordance with these Rules of the Board of Supervisors and Wisconsin

Statutes.

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and Board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.

(B) The Annual Meeting. The County Board will convene for an annual meeting for the purpose of transacting general business on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes. The meeting will be held beginning at 7 p.m. on the Tuesday after the second Monday of November unless that date is November 11th, in which case the meeting will be held on November 12th.

(C) Regular Meetings. Except as provided in this section, County Board meetings are held on the third Wednesday of each month beginning at 7:00 p.m. The annual meeting will be held in November, beginning at 7:00 p.m. on the Tuesday after the second Monday. On County Board election years, the April County Board meeting will be held at 7:00 p.m. on the third Tuesday of the month. The July meeting will be held on the last Wednesday of the month beginning at 7:00 p.m. There shall be no regularly scheduled meetings in August or December. The date of the October meeting may be changed by the

Executive Committee as may be necessary to accommodate publication and public hearing timeline requirements relating to the budget and levy for the upcoming year.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) at the request of a majority vote by the board when included on the agenda for a meeting or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting. Special meetings for purposes of communication of legislative issues to state legislative officials and the conduct of budget workshops may be scheduled by the Executive Committee. See Appendix B “County Board Supervisor” for a listing of possible duties.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk and the County Manager, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. A supervisor with a co-sponsor may submit to the Clerk or the Clerk's staff a written petition to add an agenda item. The Clerk will notify all board members of the petition within seven business days. If the petition is signed by a majority of board members the item will be added to the next board meeting Agenda. The petition must be complete 14 days prior to the date of the board meeting. A petition for a resolution shall include a written version of the resolution. A petition signed by supervisors prior to the organization meeting will not be valid following the election. The Board Chair may choose to send the item to a committee. If the item is

sent to a committee it must come back to the board within 2 regular county board meetings of the petition.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Manager, and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practical. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address.

2.03 County Email Addresses

The County shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as “Standing Committees”) as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The Chairperson of the Board may appoint such Ad Hoc or Special Committees as are necessary to properly conduct the business of the Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.”

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations. Unless otherwise provided by law, no committee may create subcommittees consisting of committee members for the purpose of subdividing committee work unless approved by the board. Committees may, with the approval of the board chair, designate advisory committees or workgroups, consisting of county staff or other individuals or organizations, for the purpose of conducting research and analysis, and providing information to a committee to assist a committee in fulfilling its responsibilities. Such advisory bodies may also include members from one or more standing committees but may not include a quorum of any committee’s members. Members of such advisory bodies, including county supervisor members, shall not be eligible for per diem pay unless approved by the board chair.

(D) Pursuant to Section 3.01 of these Rules, the Board Chair or, in the absence of the Board Chair, the Vice Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) At the time of the Organizational Meeting or within one (1) week thereafter, the Board Chair shall appoint members of committees and communicate such appointments to all members of the County Board.

(B) At the time of appointments to Standing Committees, the Board Chair shall designate Chairs and Vice Chairs for each Standing Committee.

(C) The Board Chair, in their sole discretion, may remove any member of any Committee at any time for any reason. The Board Chair, in their sole discretion, may remove the designation as Chair or Vice Chair at any time for any reason.

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

(D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

2.07 County Board Member Compensation

(A) County Board Supervisors shall be paid, pursuant to Wis. Stat. § 59.10(1)(c), a per diem for each meeting attended. The County Board Chairperson may authorize per diem for attendance at other events or organizations or, if the County Board Chairperson cannot be contacted, the County Manager may so authorize. The amount of the per diem shall be set by the County Board. (See Appendix C “Eligibility for Per Diem” for additional details).

(B) County Board Supervisors shall be reimbursed for reasonable and necessary expenses actually incurred in the performance of official duties and for mileage driven in the discharge of their duties or for other authorized travel. If the expenses are not reasonable or approved the County Board Chair may deny them.

(C) Claims for per diem and reimbursement for expenses shall be made in accordance with this section. Reimbursement for expenses, excluding mileage reimbursement, shall be in accordance with Chapter 7, Subchapter III, of the Dunn County Code of Ordinances. Mileage reimbursement shall be set at the rate allowed by the Internal Revenue Service in determining business mileage costs unless the Wisconsin Statutes require a different reimbursement amount.

(D) County Board Supervisors making claims for per diem or reimbursement of expenses shall be required to sign and obtain approval of their claims. Claims of County Board Supervisors shall be approved by the County Board Chair. Claims of the

County Board Chair shall be approved by the County Manager.

(E) The claim period shall be defined as the day after a County Board meeting to the date of the next County Board Meeting. All claims for a given claim period shall be submitted no later than the end of the month in which the claim period ends. Claims submitted after the close of the fiscal year shall not be paid.

(F) All payment for per diem and reimbursement for expenses and mileage shall be made by direct deposit.

(G) The County Manager is authorized and directed to develop appropriate written procedures and forms, to be approved by the Executive Committee and attached to these Rules as an Appendix, and which shall be used by all County Board Supervisors in making claims for per diem and expense reimbursement.

2.08 Meeting Minutes

(A) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All approved meeting minutes shall be filed with the County Clerk's office immediately after the meeting at which they are approved.

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, County Manager, County Clerk, and Corporation Counsel shall sit at the designated head of the room. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public, or in other special circumstances. **At the Chair's discretion, seating may also be arranged alphabetically by last name or assigned using a computer-generated randomization process to ensure impartiality and fairness.**

Suggested addition.

2.10 Board Member Interest Forms

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair shall so indicate that interest prior to the Organization Meeting on the County Board Chair/Vice Chair candidate answers form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All Board Members shall also complete a Committee/Board/Commission Preference form and

a Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Organizational Meeting.

2.11 Board Relationship with the County Manager and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board recognizes the role of the County Manager. The County Manager shall perform all duties and have such authority as specified in Wis. Stat. § 59.03, 59.18, 59.19 and 59.51, those outlined in Chapter 5 of Dunn County Ordinance, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Manager. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting ~~or~~ from the Committee Chair or from the County Manager or Assistant County Manager.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of Dunn County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. In the event of a vacancy on the County Board of Supervisors, the Chair of the County Board shall appoint a qualified individual to fill the vacancy. The appointee shall serve until the Organizational Meeting, at which time a successor shall be elected. The appointment must be confirmed by a majority vote of the County Board pursuant to Wis. Stat. §59.10.

2.13 Official Statements by Board Members

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

2.14 Closed Session at Committee Meetings - Attendance

(A) Committees of the County Board shall limit attendance at closed sessions of their meetings to members of the committee and other individuals necessary to conduct the business of the committee as determined by the Chairperson of the committee.

(B) No County Supervisor who is not a member of a subunit of the County Board (e.g., boards, committees, and commissions) shall be permitted to be present during a closed session of a subunit unless the chair of the subunit gives prior approval.

(C) Discussions held, information presented or obtained, and actions taken during closed sessions are deemed to be confidential information. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so. Penalties for violation of the secrecy of a legal closed session include discipline, censure, and/or payment of damages resulting from the breach of confidentiality.

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Chairperson of the Board shall be an ex officio voting member of all committees. The Chairperson of the Board shall not be counted to determine the number needed for a quorum of any committee but may be called upon by a committee chair to make a quorum at any committee meeting where necessary.

(B) The Board Chair, the County Manager, or the Board Chair's designee, shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of and the Chair of the Executive Committee.

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.02 County Board Vice Chair

(A) The Vice Chair shall assume all duties and responsibilities of the Board Chair in the event of the Chair's incapacity or inability to serve, and shall also perform any additional duties as outlined in these Board Rules. The Vice Chair shall serve as the Chair should the position become vacant. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Legislative Committee and the Executive Committee. The Vice Chair shall be the Chair of the Legislative Committee.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The vice chair of a Committee shall assume all duties and responsibilities of the Chair of a Committee in the event of the Chair's incapacity or inability to serve, and shall also perform any additional duties as outlined in these Board Rules. A "Committee" for the purposes of the Rules shall include all special committees and boards.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

The County Board may convene as a Committee of the Whole at the Board's discretion, in accordance with Rule 2.01(D).

4.03 Remote Attendance at Meetings

- (A) Electronic meetings and participation by electronic means are permitted and may be used as necessary for the conduct of governmental business. Members who wish to appear electronically at a meeting shall notify the Board Chair or the County Clerk for Board Meetings, or the Committee Chair for Committee meetings, in advance of the meeting. Members may attend via telephone if they do not have an adequate internet connection that allows for synchronous communication.
- (B) All electronic meetings must comply with the requirements of the Wisconsin Open Meetings Law.
 - (1.) Access by the public to open meetings shall be at the anchor location only, except when a meeting is broadcast live. Live broadcasts shall only be utilized where circumstances interfere with use of county facilities as an anchor location.
 - (2.) Measures shall be taken to ensure that access to documents, exhibits, maps, graphs, charts, or other documents is available to members of the public.
- (C) Members attending electronically shall receive a per diem, but shall not be eligible for mileage reimbursement.
- (D) Members attending electronically shall count as a member present for purposes of determining a quorum as if that member was

physically present at the anchor location, and shall be entitled to make, second and vote on all motions and participate in discussion as though physically present at the anchor location. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. If there is a question of whether a member voted, the Clerk may take the member's vote after all other votes have been cast.

- (E) Members appearing electronically shall notify the Chair of their departure from the meeting, whether permanent or temporary, before leaving to ensure that a quorum is maintained.
- (F) If a closed session is on the agenda, all persons who will be included in the closed session and who are participating electronically must ensure that their location is private and others may not overhear the closed session discussion.
- (G) All electronic open meetings of the County Board and Committees shall be recorded. Recordings shall be retained for 120 days after the meeting and shall thereafter be deleted. Closed sessions shall not be recorded.
- (H) Limitations on Electronic Participation. Supervisors are encouraged to always attend meetings in person for the interest of more

effective discussion, participation, and voting.

- (1.) No member of the County Board may attend more than four (4) County Board meetings by electronic means in any calendar year.
- (2.) No committee member may attend more than four (4) committee meetings in any calendar year via electronic means. This applies separately for each committee assignment. Exceptions may be approved by the Committee Chair for Committee meetings and by the County Board Chair for County Board Meetings in advance for good cause demonstrated by the member.

4.04 Order of Business

A. County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
- 2.-Pledge of Allegiance
- 3.Call of the roll
4. Approval of the minutes
5. Presentation of petitions, memorials,
and other communications
6. Public comments
7. Appointments
8. Report of the County Manager
9. Reports of Departments
10. Consideration of reports, resolutions
and ordinances from the Standing Committees
11. Announcements
12. Adjournment

B. The order of business may be changed by the Board Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

C. Standing Committee Meetings.

The order of business for all meetings of Standing Committees include at least the following:

1. Call to Order
2. Call of the roll
3. Approval of Minutes of the last meeting)
4. Public Comments
5. Staff Reports
6. Items Placed at Request of Chair
7. Consideration of Actions to be Taken

by the (name) Committee:

- A.
- B.

8. Consideration of Reports, Resolutions and Ordinances to the County Board from the (name) Committee:

- A.
- B.

9. Reports from the Standing
Committees (Executive Committee only)

10. Adjournment

The order of business may be changed by the committee or other board and commission chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

- D. Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.
- E. Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read unless requested by the Board Chair or a majority of the County Board provided such resolution(s) is made available to the Board or Committee members prior to the meeting. Every proposed resolution, report or ordinance submitted to the Board for its consideration shall have endorsed thereon the name of the committee introducing it.

4.05 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by utilizing the electronic voting system or raising a hand either virtually or in-person. The Board Chair is responsible for determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes per instance on any matter pending before the Board and open for discussion, and no member shall speak a second time until all other members who wish to speak have had the opportunity. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. No member shall speak a second time on a question during any meeting until any other member desiring to speak on the same shall have been heard. No member shall speak more than twice on a question at any one time without first obtaining leave of a majority of the members present. Merely asking or answering questions from the Chair shall not be counted as speaking in debate. Each member shall

speak only to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed or utilize the electronic voting system. When conducting roll call votes the use of electronic voting processes is allowed and shall be utilized where possible.

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair may provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.

3. All comments must be germane to an item on the meeting agenda.
4. Comments should be directed to the Board as a whole and not addressed to individual Board Members.
5. A commenter should refrain from asking questions of the Board or any individual Board Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The Board Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.
8. Any public comments submitted online will be disseminated to the Board/Committee Members and

will not be read out loud during public comment.

9. Public comment will not be permitted on proposed actions for which a public hearing has previously been held, including amendments of the County zoning ordinance, or for political campaigning. Personnel issues shall not be raised during public comment, but should be directed in writing to the County Manager.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee. Should there be an objection to a nonmember speaking; the issue shall be voted upon without debate. A simple majority vote may override such objection and the nonmember may be heard.

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. Subject to Section 2.14, Board Members are allowed to attend any meeting of a Committee as a member of the public under the same rules as members of the public for that participation. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. The County Manager or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
2. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
3. A space indicating the identity of the Committee(s) that considered the

proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

- B. Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.
- C. Resolutions. Resolutions proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair may refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.

- D. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.
- E. All motions to amend a pending motion shall be reduced to writing and submitted to the Clerk prior to being seconded and subject to debate.
- F. All ordinances introduced to the Board, except amendatory zoning ordinances which change zoning districts, shall have a first reading and be held over to the next ensuing meeting for a second reading and motion for adoption unless a suspension of this rule is granted. Ordinances shall be read by title only, if County Board members have numbered copies thereof.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members elect provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

**DUNN COUNTY, WISCONSIN
RESOLUTION NO. ____**

**ADOPTING APPENDICES A, B, AND C FOR CHAPTER 2 OF THE DUNN COUNTY
CODE OF ORDINANCES**

WHEREAS, Chapter 2 of the Dunn County Code of Ordinances governs the organizational structure, authority, and procedures of the Dunn County Board of Supervisors and its committees; and

WHEREAS, Appendices A, B, and C have been drafted to provide supplemental and clarifying detail regarding:

- **Appendix A:** Committee, Board, and Commission Structure and Membership;
- **Appendix B:** County Board Supervisor; and
- **Appendix C:** Eligibility for Per Diem; and

WHEREAS, the Executive Committee has reviewed and recommended the adoption of Appendices A, B, and C to accompany and support Chapter 2 of the Code of Ordinances; and

WHEREAS, these appendices are intended to promote transparency, consistency, and effective governance in the operation of Dunn County government;

NOW, THEREFORE, BE IT RESOLVED that the Dunn County Board of Supervisors hereby approves and adopts Appendices A, B, and C, attached hereto and incorporated herein by reference, as official appendices to Chapter 2 of the Dunn County Code of Ordinances.

BE IT FURTHER RESOLVED that the County Clerk is authorized and directed to publish and maintain these appendices in conjunction with the Dunn County Code of Ordinances and to ensure their availability to the public.

Offered this 18th day of June, 2025, in Menomonie, Wisconsin

Enacted on: _____

OFFERED BY THE EXECUTIVE
COMMITTEE:

Published on: _____

Kelly McCullouch, Chair

ATTEST:

COUNTERSIGNED:

Andrew Mercil, County Clerk

Kelly McCullouch, Chair
Dunn County Board of Supervisors

Approved as to Form and Execution:

James McMenomy, Corporation Counsel

**DUNN COUNTY, WISCONSIN
RESOLUTION NO. _____**

**APPOINTING DANIEL DUNBAR AS COUNTY MANAGER
EFFECTIVE JULY 7, 2025 AND AUTHORIZING THE COUNTY BOARD CHAIR TO
EXECUTE AN EMPLOYMENT CONTRACT**

NOW, THEREFORE, BE IT RESOLVED that the Dunn County Board of Supervisors appoints Daniel Dunbar as the County Manager effective July 7, 2025.

BE IT FURTHER RESOLVED that County Board Chair is authorized to execute an employment contract with Daniel Dunbar on behalf of Dunn County.

Offered this 18th day of June, 2025, at Menomonie, Wisconsin.

OFFERED BY THE EXECUTIVE COMMITTEE:

Adopted on: _____

ATTEST:

Kelly McCullough, Chair

Approved as to Form and Execution:

Andrew Mercil, County Clerk

James McMenomy, Corporation Counsel

Budget Impact: Salary and benefits for the County Manager are in the budget for the Department of Administration.

Background Information: In March of 2025, the Executive Committee directed the Human Resources Division of the Department of Administration to conduct a recruitment search to replace retiring County Manager Kristin Korpela. After conducting candidate interviews on May 14, 2025, the Executive Committee voted to offer the position to Daniel Dunbar, who is the current Dunn County Assistant County Manager and CIO, and has negotiated terms of an employment contract with Daniel Dunbar.