

**WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA**

**February 20, 2024**

**6:00 p.m.**

**Board Room, Washburn County Services Center, Shell Lake, Wisconsin**

1. Call Meeting to Order – Chair Wilson
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. L. Featherly
3. Notice of Meeting – County Clerk Swearingen
4. Roll Call – County Clerk Swearingen
5. Approval of January 16, 2024 County Board Proceedings
6. Concerned Citizens
7. Consent Agenda Resolutions
  - a. Resolution Calling for a Moratorium on Refugee Resettlement Under the Refugee Act of 1980 (8 U.S.C. 1522) Within Washburn County
  - b. Resolution to Approve Policy A-15 Prohibiting the Carry-In of Alcohol Policy
8. Resolutions and Ordinances:
  - a. Resolution to Carry Over 2023 Wisconsin Land Information Program (WLIP) Grant Dollars to the 2024 Register of Deeds and Land Information/Surveyors Office Budgets and Carryover Proceeds from the Sale of the Surveyors Argo and Trailer to the Land Information/Surveyors Office 2024 Budget – Supv. S. Smith
  - b. Resolution to Amend the 2024 Capital Project Fund Budget for Boiler System Strainers – Maintenance Project – Supv. S. Smith
  - c. Resolution Establishing Annual Compensation for County Elected Officials Pursuant to WIS. STAT. 59.22 – Supv. H. Graber
9. Committee Reports
10. Chair Appointments
11. Citizen Comments
12. Chair Comments
13. Next Meeting Date and Possible Future Agenda Items
14. Audit Per Diems
15. Adjourn

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

January 16, 2024

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Wilson
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. L. Featherly
3. Notice of Meeting was read by County Clerk Swearingen
4. Roll Call was verified by County Clerk Swearingen. Board Members Present: (18); Excused: (3) Bob Olsgard, Kasey King and Paul Johnson. Youth Present: (1) Serena Lu. *Implemented new OpenMeeting Technologies voting system*
5. Approval of December 19, 2024 County Board Proceedings on motion by Supv. L. Featherly, 2<sup>nd</sup> by Supv. G. Cusick; MC
6. Concerned Citizens - none
7. **Consent Agenda Resolutions:** Motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. G. Cusick; Roll Vote: Yes (18); No (0); Excused (3); MC
  - a. **Rezoning Petition and Amending Ordinance – Crystal – December 2023**
  - b. **Resolution 2024-01 in Support of the Shell Lake Arts Center Proposal for the Non-State Grant Program**
  - c. **Resolution 2024-02 Approval of 2024 DNR Emergency Fire Warden List**
  - d. **Resolution 2024-03 to Approve County Forest Law Withdrawal for Salt Shed Revision**
  - e. **Resolution 2024-04 Approving New Certified Survey Map for Washburn County Historical Society in Shell Lake**
8. **Resolutions and Ordinances:**
  - a. **Resolution 2024-05 for the Veterans Service Office to Accept Donations from a Local Veterans Service Organization and Amend the 2023 Budget** on motion to approve by Supv. T. Kessler, 2<sup>nd</sup> by Supv. C. Masterjohn; Roll Vote: Yes (18); No (0); Excused (3); MC
  - b. **Resolution 2024-06 for the Veterans Service Office to Accept Donation and Amend the 2023 Budget** on motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; Roll Vote: Yes (18); No (0); Excused (3); MC
  - c. **Resolution 2024-07 for the Veterans Service Office to Accept Donations from a Local Veterans Service organization and Amend the 2023 Budget** on motion to approve by Supv. G. Cusick, 2<sup>nd</sup> by Supv. J. Ford; Roll Vote: Yes (18); No (0); Excused (3). Youth: Yes (1); MC
  - d. **Resolution 2024-08 to Donate a Used Squad Truck to the Jackson Township Dive Team in Burnett County** on motion to approve by Supv. J. Ford, 2<sup>nd</sup> by Supv. G. Cusick; Roll Vote: Yes (18); No (0); Excused (3). Youth: Yes (1); MC
  - e. **Resolution 2024-09 to Establish County Board Meeting Per Diems and County Board Chair Salary** on motion to approve by Chair Wilson, 2<sup>nd</sup> by Supv. J. Smith – Chair Wilson relinquished chairman position for the remainder of this agenda item. 1<sup>st</sup> Vice L. Featherly took over. Amendment by Supv. J. Hoy to correct the fiscal impact to be approximately \$7,000, 2<sup>nd</sup> by Supv. L. Olson; Roll Vote on Amendment: Yes (18); No (0); Excused (3). Youth: Yes (1); MC. Roll Vote on Original Motion as Amended: Yes (18); No (0); Excused (3). Youth: Yes (1); MC
9. Committee Reports - Transit Commission: Jeanne Bruce updated - Passenger train had its best year, freight is down. Veterans: Tim Kessler - upgraded software for the office which will improve efficiency, working to digitize records, there are still programs out there to assist veterans. Zoning: Jocelyn Ford - meeting next week, deer farms is on the agenda. UW Extension: haven't met. Aging: Linda Featherly - congregate meals have increased. Solid Waste: Joe Hoy – not much to update since last meeting. Public Property: Linda Featherly - youth center cleanup has been discussed, keeping jail ad hoc on the

agenda, discussed historical society building in Shell Lake. Personnel: Hank Graber - busy with interviews. Law Enforcement: Jocelyn Ford - bids on squads, hiring of deputies went well, 2 have accepted positions, Jilek retired and his position was filled from within, jail is a continuing process with the jail/dispatch center. IT: Stephen Smith - in process of hiring a new IT Director, haven't had a meeting recently, changeover with internet service providers, Joe Hoy added to IT update, we are in process of a new website in the next year. IT Director Tom Boron spoke of his last day being March 4th and he thanked everyone for his time here. Chair Wilson thanked him for his service to the county. Highway & Dam: Tim Kessler - only been out 4 times this year vs last year at this time we were out 12. Lots of brushing work, new used grader will be delivered in the next 2 weeks, working with the DNR on dam drawdown deadlines, looking to hire another person, electric dam generating company (RWE) on the Minong Flowage is doing a restructure/remodeling of portfolio. HHS: Sandy Johnson - spoke of Healthy WashCo, several promotions as well as new hires. Forestry: Sandy Johnson - new rec officer, timber bid opening. Finance: Stephen Smith - we review a report from the zoning administrator monthly regarding citations since the new staff member has been added, keeping an eye on the interest we can earn on the money in the bank, we earned over 1 million last year, sales tax collection wasn't as high as in 2022 but still brought in a large amount. Land Conservation/Land Information (Formerly Ag/LCC): Tim Kessler - working on a letter to send to reps regarding wake boats which cause damage to lakeshores and to the bottom of lakes, upcoming meeting on Thursday, GIS proposal coming forward to carry over dollars from a grant from last year for a fly-over that happens every so many years. Executive: Chair Wilson - most of what happens you see comes before you, next month wage will need to be set for elected officials this round, clerk, treasurer, ROD, alcohol policy will be discussed again, refugee resolution will be looked into further, Ad hoc jail requests - please continue to update at different committee meetings.

10. Chair Appointments on motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. L. Olson; MC on Voice Vote.
  - a. Zoning Committee (remainder of term) – Clint Stariha
  - b. Transit Commission (remainder of term) – Louis Villella
  - c. Veteran’s Service Commission (until the second Monday of Dec. 2025 or until replaced) – Blain M. Churchill
11. Citizen Comments – Fred Johnson spoke on behalf of the Shell Lake Arts Center. He thanked the board for approving the letter of support. They have a donor that will match any grants received in January. Chair Wilson spoke of a request that came from Ed Elliot’s daughter, Charlotte Thompson. She has some items to donate that could be displayed in the new board room.
12. Chair Comments
  - a. Legislative Exchange February 6-7, 2024
  - b. Ad Hoc Jail Project Committee meeting tomorrow, anyone is welcome to attend.
13. Next Meeting Date and Possible Future Agenda Items – February 20<sup>th</sup>, 2024 at 6:00 p.m.
14. Audit Per Diems on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. G. Cusick; MC
15. Adjourned at 7:34 p.m.

Resolution # \_\_\_\_\_

**RESOLUTION CALLING FOR A MORATORIUM ON REFUGEE RESETTLEMENT UNDER THE  
REFUGEE ACT OF 1980 (8 U.S.C. 1522) WITHIN WASHBURN COUNTY**

**WHEREAS**, the Refugee Act of 1980 states in 8 U.S.C. 1522(1)(A)(iii) "local voluntary agency activities should be conducted in close cooperation and advance consultation with State and local governments (emphasis added); and

**WHEREAS**, the Refugee Act of 1980 states in 8 U.S.C. 1522(2)(A): "The Director and the Federal agency administering subsection (b)(1), shall consult regularly (not less often than quarterly) with State and local governments and private nonprofit voluntary agencies concerning the sponsorship process and the intended distribution of refugees among the States and localities before their placement in those States and localities" (emphasis added); and

**WHEREAS**, the Refugee Act of 1980 states in 8 U.S.C. 1522(2)(B): "The Director shall develop and implement, in consultation with representatives of voluntary agencies and State and local governments, policies and strategies for the placement and resettlement of refugees within the United States" (emphasis added); and

**WHEREAS**, the Refugee Act of 1980 states in 8 U.S.C. 1522(2)(C)(ii) that the Director of the Office of Refugee Resettlement will "provide for a mechanism whereby representatives of local affiliates of voluntary agencies regularly (not less often than quarterly) meet with representatives of State and local governments to plan and coordinate in advance of their arrival the appropriate placement of refugees among the various States and localities, (emphasis added); and

**WHEREAS**, the overall quality of life for Washburn County residents will be adversely impaired by excessive demands on local resources by the primary resettlement of refugees in Washburn County, and

**NOW THEREFORE BE IT RESOLVED** that Washburn County recommends a moratorium on the placement of refugees through primary resettlement until World Relief demonstrates the following: (1) they are in full compliance with the aforementioned federal statutes; (2) an objective independent economic impact study detailing all costs to taxpayers for refugees has been completed and reviewed by the County Board; and (3) Washburn County is informed how the capacity of primary resettlement of refugees is determined and what matrix is being used to determine resettlement allocations. This moratorium allows time for budget considerations necessary for any primary resettlement of refugees.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Washburn County Clerk provide copies of this resolution to World Relief, the clerks of all municipalities in Washburn County, and all federal, state, and locally elected representatives representing citizens in Washburn County.

Recommended for Approval by the Executive Committee this 14<sup>th</sup> day of February, 2024 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> Day of February 2024.

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David Wilson, Chair

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Linda Featherly, 1<sup>st</sup> Vice Chair

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Tim Kessler, 2<sup>nd</sup> Vice Chair

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Hank Graber, Member

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Lolita Olson, Member

RESOLUTION # \_\_\_\_\_

**RESOLUTION TO APPROVE POLICY A-15 PROHIBITING THE CARRY-IN OF ALCOHOL POLICY**

**WHEREAS**, from time to time, County policies need to be created, revised, or updated to ensure currency with the law, language updates, or best practices; and,

**WHEREAS**, Washburn County wants to promote a safe and healthy environment for all attendees at county-sponsored events; and,

**WHEREAS**, Washburn County is concerned about the liability that can come to the county as a result of allowing the carrying of alcohol by attendees at county-sponsored events.

**THEREFORE, BE IT RESOLVED** that policy A-15 – Carry-in of Alcohol Policy, as attached, will be effective upon approval by the Washburn County Board of Supervisors.

FISCAL IMPACT: NONE

RECOMMENDED FOR ADOPTION BY THE WASHBURN COUNTY PUBLIC PROPERTY COMMITTEE ON THIS 9<sup>TH</sup> DAY OF OCTOBER 2023, AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 20<sup>TH</sup> DAY OF FEBRUARY, 2024.

\_\_\_\_\_  
Linda Featherly, Chair of Public Property

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Hank Graber, Member of Public Property

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Stephen Smith, Member of Public Property

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Clint Stariha, Member of Public Property

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Lolita Olson, Member of Public Property

RESOLUTION # 2023-78

RESOLUTION TO APPROVE POLICY A-15 PROHIBITING THE CARRY-IN OF ALCOHOL POLICY

WHEREAS, from time to time, County policies need to be created, revised, or updated to ensure currency with the law, language updates, or best practices; and,

WHEREAS, Washburn County wants to promote a safe and healthy environment for all attendees at county-sponsored events; and,

WHEREAS, Washburn County is concerned about the liability that can come to the county as a result of allowing the carrying of alcohol by attendees at county-sponsored events.

THEREFORE, BE IT RESOLVED that policy A-15 – Carry-in of Alcohol Policy, as attached, will be effective upon approval by the Washburn County Board of Supervisors.

FISCAL IMPACT: NONE

RECOMMENDED FOR ADOPTION BY THE WASHBURN COUNTY PUBLIC PROPERTY COMMITTEE ON THIS 9<sup>TH</sup> DAY OF OCTOBER 2023, AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 17<sup>TH</sup> DAY OF OCTOBER, 2023.

Linda Featherly  
Linda Featherly, Chair of Public Property

Hank Graber  
Hank Graber, Member of Public Property

Stephen Smith  
Stephen Smith, Member of Public Property

Clint Stariha  
Clint Stariha, Member of Public Property

Lolita Olson  
Lolita Olson, Member of Public Property

\* MOTION TO POSTPONE UNTIL JAN 2024

Motion: S. SMITH Second: C. STARIHA

(Voice) (Roll) vote: Yes 12 No 9 -

I, Alicia Swearingen, as County Clerk, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the County of Washburn at the meeting held on: 10.17.2023

Alicia Swearingen

- L.F.
- S.J.
- T.K.
- D.W.
- C.M.
- G.C.
- K.K.
- P.J.
- C.S.

## **Policy A-15**

### **PROHIBITING THE CARRY-IN OF ALCOHOL POLICY**

**PURPOSE:** To provide guidance prohibiting attendees from carrying alcoholic beverages into events sponsored by the county or conducted in conjunction with the county department, agency, or entity.

Washburn County promotes a safe and healthy environment for everyone who attends events that are sponsored by the county or conducted in conjunction with the county department, agency, or entity.

In order to promote a safe and healthy environment for our attendees, Washburn County prohibits attendees from carrying alcoholic beverages into events that are sponsored by the county or conducted in conjunction with a county department, agency, or entity.

This policy will not apply to events where the proper license or permit has been obtained to sell or distribute alcohol, however, these events must be approved by the Washburn County Board of Supervisors along with proof that the permits for such events have been secured.

Washburn County Board of Supervisors reserves the right to deny permission for any distribution, sale, or possession of alcohol on any property owned, leased, rented, or utilized by Washburn County.

Adopted on:



**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO CARRY OVER 2023 WISCONSIN LAND INFORMATION PROGRAM (WLIP) GRANT DOLLARS TO THE 2024 REGISTER OF DEEDS AND LAND INFORMATION/SURVEYORS OFFICE BUDGETS AND CARRYOVER PROCEEDS FROM THE SALE OF THE SURVEYORS ARGO AND TRAILER TO THE LAND INFORMATION/SURVEYORS OFFICE 2024 BUDGET.**

WHEREAS, Washburn County received 2023 WLIP Strategic Grant dollars from the State of Wisconsin in the amount totaling \$70,000.00; and

WHEREAS, \$53,357.60 of the 2023 WLIP Strategic Grant remain unspent and is intended to be used toward Strategic Grant projects completed in 2024; and

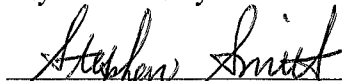
WHEREAS, Washburn County received proceeds from the sale of the County Surveyors Argo and Trailer in 2023 in the amount of \$8,751.00 and will be spent on a purchase of a new 4 wheeler and trailer for the Land Information/Surveyors Office in 2024; and

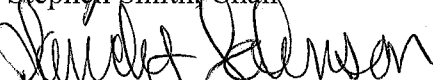
WHEREAS, the total carryover amount of \$62,108.60 will be split between the Surveyors Office in the amount of \$50,646.60, and the Register of Deeds office in the amount of \$11,462.00;

THEREFORE BE IT RESOLVED; that the Land Information/Surveyor's revenue account 100.51720-49310 be increased \$50,646.60 and the Register of Deeds revenue account 100.51710-49310 be increased \$11,462.00 and the Land Information/Surveyor's expense account 100.51720-50290 and 50810 be increased \$50,646.60 and the Register of Deeds expense account 100-51710-50229 be increased \$11,462.00.

**FISCAL IMPACT: State funded \$62,108.60**

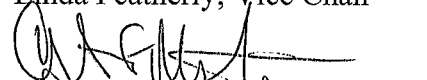
Recommended for adoption by the Washburn County Finance Committee this 1st day of February, 2024 and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of February 2024.

  
\_\_\_\_\_  
Stephen Smith, Chair

  
\_\_\_\_\_  
Sandy Johnson, Member

  
\_\_\_\_\_  
Scott Roppe, Member

\_\_\_\_\_  
Linda Featherly, Vice Chair

  
\_\_\_\_\_  
Cristina Masterjohn, Member

RESOLUTION # \_\_\_\_\_

**RESOLUTION TO AMEND THE 2024 CAPITAL PROJECT FUND BUDGET FOR  
BOILER SYSTEM STRAINERS – MAINTENANCE PROJECT**

WHEREAS, the Washburn County Law Enforcement Center is in need of the installation of two wye strainers with blow down valves and the addition of 2 ½” bypass piping in boiler system; and

WHEREAS, funding for this project has not been budgeted through the 2024 budget; and,

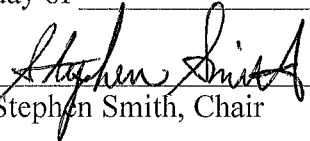
WHEREAS, the Public Property Committee, met, discussed, and approved going forth with the installation on February 5, 2024; and,

WHEREAS, Bartingale Mechanical has provided a Proposal to be performed on a time and materials NTE (not to exceed) cost of \$13,828.00; and,


THEREFORE, BE IT RESOLVED that Capital Project account 400.57141-50247 be increased by \$13,828.00 to accommodate for this boiler system fix (see chart attached).

**FISCAL IMPACT: Not to exceed \$13,828.00**

Recommended for adoption by the Washburn County Finance Committee this 15th day of February 2024 and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

  
Stephen Smith, Chair

  
Scott Roppe, Member

  
Linda Featherly, Vice Chair

  
Sandy Johnson, Member

\_\_\_\_\_  
Cristina Masterjohn, Member

RESOLUTION # \_\_\_\_\_

**RESOLUTION ESTABLISHING ANNUAL COMPENSATION FOR COUNTY ELECTED OFFICIALS PURSUANT TO WIS. STAT. 59.22**

**WHEREAS**, pursuant to Wis. Stat. §59.22(1)(a), the salaries of Elected County Officials must be established prior to the earliest time (*April 15, 2024*) for filing nomination papers for the county elected office; and,

**WHEREAS**, the County has six Elected County Officials each serving a term of four years; the terms of which are staggered so as to elect three officials every two years; and,

**WHEREAS**, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law; and,

**WHEREAS**, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and,

**WHEREAS**, the County has offered health insurance benefits to county elected officials under the same terms and conditions as management staff, as may be modified by the county from time to time; and

**WHEREAS**, the county pays an extra \$2925 annually to the elected officials whose term is renewed on January 1, 2025, for non-constitutional duties that they do in addition to their constitutional duties. Those duties currently being performed are listed on Addendum A. If the elected official were to choose to no longer do non-constitutional duties, the extra \$2925 would not be part of their salary. Any extra non-constitutional duties that are changed or added, must be approved by the HR Director/Administrative Coordinator in order to receive the additional compensation. The additional compensation will be prorated if duties are added or changed after January 1<sup>st</sup>; and

**WHEREAS**, the Personnel Committee has reviewed comparable salaries paid by other counties and in order to establish fair and equitable salaries not only internally but at a level that would also promote public interest in attracting candidates, recommends that constitutional salaries be established according to the schedule below.

**THEREFORE, BE IT RESOLVED BY THE** Washburn County Board of Supervisors, that the annual salaries for the upcoming term for the **elected offices of County Clerk, Treasurer and Register of Deeds** shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution.

ELECTED OFFICIAL Constitutional Duty pay	2022	2023	2024	2025	2026	2027	2028
Sheriff	\$77,994	\$82,674	\$85,154	\$87,708	\$90,340	TBD	TBD
Clerk of Court*	\$61,299	\$63,138	\$65,032	\$66,983	\$68,993	TBD	TBD
Coroner**	\$10,509	\$10,824	\$11,149	\$11,483	\$11,828	TBD	TBD
County Clerk	\$64,207	\$66,133	\$68,117	\$72,204	\$75,814	\$79,605	\$83,585
Treasurer***	\$67,387	\$69,409	\$71,491	\$72,855	\$76,498	\$80,323	\$84,339
Register of Deeds	\$64,207	\$66,133	\$68,117	\$72,204	\$75,814	\$79,605	\$83,585

\* the Clerk of Court also receives a additional compensation of approx. \$3/hour for additional non-constitutional responsibilities which are not reflected here (for duties as Register in Probate)

\*\* the Coroner also receives fees for "per call" services provided in addition to annual salary

\*\*\* the Treasurer's salary for 2022-2023 and 2024 reflects a additional compensation of approx.

\$1.50/hour for

additional non-constitutional duties. The salaries for 2025, 2026, 2027 and 2028 do not have the extra non-constitutional duties included, instead are recognized on the below chart. That amount will be added to the constitutional salaries for a total salary, but removed if the non-constitutional duties cease to be provided by that elected official or their office.

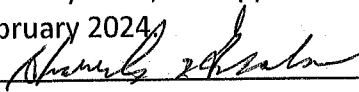
*(Salaries for all six Constitutional Officers are given for reference; only salaries for officers indicated by resolution will need approval at this time; fiscal impact is for upcoming new term only.)*

Elected Official Non-Constitutional Pay See Addendum A for duties	2025	2026	2027	2028
County Clerk	\$2925	\$2925	\$2925	\$2925
Treasurer	\$2925	\$2925	\$2925	\$2925
Register of Deeds	None at this time	None at this time	None at this time	None at this time

(These estimated costs include the fiscal impact of salaries only and do not include the fiscal impact of health insurance or any other fringe benefits, such as WRS contribution rates. )


**FISCAL IMPACT: \$ 15,389 for 2025, \$ 16,713 for 2026, \$17,256 for 2027,  
and \$ 17,827 for 2028**

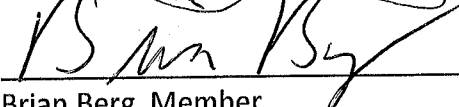
Recommended for adoption by the Washburn County Personnel Committee this 1st day of February 2024, and approved by the Washburn County Board of Supervisors this 20th day of February 2024.

  
Hank Graber, Chair

  
Lolita Olson, Vice Chair

  
Linda Featherly, Member

  
Jocelyn Ford, Member

  
Brian Berg, Member

**ADDENDUM A TO RESOLUTION ESTABLISHING ANNUAL COMPENSATION FOR  
COUNTY ELECTED OFFICIALS PURSUANT TO WIS. STAT. 59.22**

**Non-constitutional duties performed by the County Clerk and/or her office:**

- Central Purchasing
- Printing of forms, envelopes, business cards, etc.
- Stores inventory
- Credit card management
- Vehicle maintenance management
- WI Surplus – selling on auction
- Event Manager for Town Clean-up
- Main phone line for County
- Support for other departments as needed

**Non-constitutional duties performed by the Treasurer and/or her office:**

- Assistance for the Real Property Lister office – tax listing