

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA –DRAFT

April 19, 2016

9:00 a.m.

County Board Room – Elliott Bldg. - Shell Lake, Wisconsin

1. Call Meeting to Order– County Clerk Olson
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Mackie
3. Notice of Meeting - County Clerk Olson
4. Certification of Membership – County Clerk Olson
5. Administer Oath of Office – County Clerk Olson
6. Roll Call – County Clerk Olson
7. Review Procedures for Election of Officers – Jeff Kohler, Corp. Counsel
8. Adoption of Rules of Order of the Washburn County Board of Supervisors – Jeff Kohler, Corp Counsel
9. Election of Chairperson
10. Approval of Agenda
11. Election of 1st Vice Chair
12. Election of 2nd Vice Chair
13. Election of Highway Committee
14. Approval of March 15, 2016 County Board Proceedings
15. Presentation of “What are Counties?”
16. Correspondence – Coroner Resignation, Letter from American Legion Post 225
17. Concerned Citizens
18. Administrative Coordinator Report – Lolita Olson
19. Finance Director Report – Jane Dvorak
20. Recess for Executive Committee to Appointment Additional Members, Assign Committees and Hold Committee Caucuses
21. Reconvene
22. Introduction of Youth Representatives
23. Introduction of Department Heads
24. Consent Agenda Resolutions:
 - A. Resolution Authorizing the Request for Legal Loss Prevention Services Coverage from the Wisconsin County Mutual Insurance Corporation
 - B. Resolution Designating Public Depository/Withdrawal for County Accounts: General, Payroll, Flexible Spending, Human Services, CDBG, County Parks
 - C. Resolution Designating Public Depository Accounts – Clerk of Court
25. Other Resolutions and Ordinances:
 - A. Resolution to Increase the 2016 Forestry Department Budget – 2 LTE Parks Staff
 - B. Resolution Approving Additional FT State Funded Equipment Operator – Highway
 - C. Resolution to Increase the 2016 Surveyor Department Budget – Base Budget Grant
 - D. Resolution to Increase the 2016 Surveyor Department Budget for the Wisconsin Land Information Program Training and Education Grant
 - E. Resolution to Carry Forward 2015 Veterans Budget to 2016 – Year End Purchases
 - F. Resolution to Reinstate Funds from the 2013 Soil and Water Conservation Dept Budget to the 2016 Soil and Water Conservation Dept Budget – PRI-RU-TA Grant Award
 - G. Resolution to Carry Over 2015 Funds to the 2016 Maintenance Department Budget – Water Heater
 - H. Resolution to Transfer Funds from Contingency to 2015 Corporation Counsel Budget – Budget Shortfall
 - I. Resolution to Transfer Funds from the 2016 Administration/Finance Budget to the 2016 Administration/County Clerk Budget
26. Committee Reports
27. Chair Appointments
28. Citizen Comments
29. Chair Comments
30. Possible Future Agenda Items
31. Audit Per Diems
32. Adjourn

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk’s office at 468-4600 at least 24 hours prior to the meeting.

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

March 15, 2016

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:03 p.m. by Chair Sather.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. Mackie.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: 19; Excused: 2 (Fiedler, Dohm). Youth Present: 2.
5. Approval of Agenda on motion by Mackie, 2nd by Wilson, MC.
6. Approval of February 16, 2016 County Board Proceedings on motion by Masterjohn, 2nd by Wilson, MC.
7. Concerned Citizens - Ruthe Ann Batulis, Casey Township, is starting as community ambassador for Enbridge and is looking forward to meeting everyone.
8. **Resolution 13-16 for Ratification of Appointment of New Administrative Coordinator/ HR Director** – Motion by Sather, 2nd by Mackie. Roll Call: Yes (19); Youth: Yes (2). MC.
9. Introduction of New Executive Director for Washburn County Economic Development – Teresa Stein – presentation will be postponed until May to allow new board members opportunity to attend.
10. County Forester Annual Report for 2014 – report given by Mike Peterson. Report highlighted revenues, online reservation system, vacancies. Motion to place report on file by Mackie, 2nd by Halverson; MC.
11. **Consent Agenda** approved by Wilson, 2nd by Masterjohn. Request by Haessig to pull 11-B; MC.
 - A. Rezone Petition and Amendatory Ordinance
 - B. **Resolution 14-16 Washburn County’s Commitment to Becoming a Dementia Friendly Business and Supporting Dementia Friendly Initiatives in the County** – motion to approve with amendment to 3rd paragraph by adding the words “Washburn County Unit on Aging” previous to the words “Aging & Disability Resource Center” by Haessig, 2nd by Esser. MC. Unanimous voice vote on amendment; MC. Unanimous voice vote on amended resolution; MC.
 - C. **Resolution 15-16 Updating Washburn County Employee Handbook – Life Insurance Effective Date Revision**
 - D. **Resolution 16-16 Updating Washburn County Employee Handbook – Shift Differential Language Revision**
12. **Other Resolutions and Ordinances**
 - A. **Resolution 17-16 Updating Washburn County Employee Handbook – Tuition Reimbursement Policy Revision** – motion to approve by Waggoner, 2nd by Baier. Discussed. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - B. **Resolution 18-16 Establishing Total Annual Compensation for County Elected Officials** – motion to approve by Waggoner, 2nd by Wilson. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - C. **Resolution 19-16 Approval of Annual Short-Term Financing Request through Bureau of Commissioners of Public Lands (BCL)** – motion by Sather (read by Wilson on Supv. Sather’s behalf), 2nd by Mackie. Keeps debt levy same; budgeted. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - D. **Resolution 20-16 to Carryover 2015 Aging Budget to 2016 Aging Budget – Kitchen Equipment for Washburn County Senior Centers** – motion to approve by Mackie, 2nd by Ricci. Discussed. Roll Vote: Yes (19); Youth: Yes (2); MC.

- E. **Resolution 21-16 for County Forest Land Withdrawal to Satisfy Access-Sun Point Road** – motion to approve by Baier, 2nd by Quinn. Mike Peterson presented information on estimated value of \$2000/acre; committee will review value once the property is out of the county forest land program. Discussed fiscal impact, selling vs granting of easement. Supvs. Bobin and Hansen recommended language to include deed restriction. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - F. **Resolution 22-16 to Approve Purchase/Upgrade Fuel Dispensers and Software – Highway** – motion to approve by Mackie, 2nd by Bobin. Discussed. Roll Vote: Yes (19); Youth: Yes (2); MC
 - G. **Resolution 23-16 to Increase the 2016 Emergency Government Department for Radio Communications/Portable Radio – Award for Fiscal Year 2016** – motion to approve by Mackie, 2nd by Masterjohn. Discussed costs involved, programming, need for better communications. Roll Vote: Yes (10); Youth: Yes (2); MC.
 - H. **Resolution 24-16 to Increase the 2016 Emergency Government Department for Hazardous Materials Training – Award for Fiscal Year 2016** – motion to approve by Mackie, 2nd by Wilson. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - I. **Resolution 25-16 to Increase the 2016 Sheriff’s Budget for Automated External Defibrillator – Award for Fiscal Year 2016** – motion to approve by Mackie, 2nd by Masterjohn. Discussed where units are placed, maintenance of units, liability, need for additional units, first responders. Supv. Esser suggested that follow up of these questions be put on the appropriate committee’s next agenda. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - J. **Resolution 26-16 (Final) Authorizing the Reconstruction of the Long Lake Dam and Creating the Long Lake Dam Special Assessment District Pursuant to §§ 31.38(4) & 66.0703, Wis. Stats.** – motion to approve by Mackie, 2nd by Quinn. Summarization was given by Corp. Counsel Jeffrey Kohler. Discussed addition of telemetry, 2 change orders, calculation of the mill rate, publication and notification to property owners. Supv. Haessig added that the Boy Scout property was assessed; town properties were not assessed since they were landings. Roll Vote: Yes (19); Youth: Yes (2); MC.
- 13. Committee Reports – Motion by Wilson, 2nd by Bobin, to suspend; MC.
 - 14. Chair Appointments: Jane Dvorak to CDBG to replace Mike Keefe; Lori Bina to CCCW for another 2 years. Motion to approve by Mackie, 2nd by Wilson; MC.
 - 15. Citizen Comments – Certificates of Appreciation were given to outgoing County Board Members: Clay Halverson, Dave Wilson, Gregory Krantz, Larry Ford, Tony Baier and Steven “Fluffy” Sather.
 - 16. Chair Comments - None
 - 17. Possible Future Agenda Items – next meeting will be a daytime reorganizational meeting to be held at 9:00 a.m. on Tuesday, April 19, 2016.
 - 18. Audit Per Diems on motion by Mackie, 2nd by Masterjohn; MC.
 - 19. Adjourn at 7:19 p.m. on motion by Wilson, 2nd by Quinn; MC.

ELECTION OF BOARD OF SUPERVISORS CHAIR AND FIRST AND SECOND VICE CHAIR; ELECTION OF HIGHWAY COMMITTEE

Sec. 2-223. Election of officers.

(1) The board shall, on the third Tuesday of April in the even-numbered years, elect by secret ballot a chair, a first vice chair and a second vice chair for a two-year term.

(2) The manner in which the chairs are elected shall be as follows: *Following nominations which need not be seconded, secret ballots shall be used to elect the chair and vice chairs until a majority vote of the members present elects such officers. Only persons nominated may be voted for by ballot. Each position shall be filled by separate ballot. Each nominee may speak for three minutes. If a ballot results in no candidate obtaining a majority vote, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continue until a majority vote is obtained. If a vote is tied between two or more candidates, balloting shall continue until the tie is broken.*

(Res. No. 2006-124, Rule 3, 3-20-2007)

State law references: Secret ballots, Wis. Stats. § 19.88(1).

“Secret ballots,” though not defined by law, may be inferred to mean “unsigned” and is permitted under the state law reference. However, if one member of the board of supervisors requests that a vote under this ordinance be taken in such a manner that the vote of each individual board member be ascertained, then the ballots must be signed. 61 Op.Atty.Gen 108, 113 (1972).

7 HIGHWAY COMMITTEE

1) Membership

A five member committee to be elected at the organizational meeting. For the purpose of this election, the County shall be divided into three districts as follows:

District 1- Supervisory Districts 1,2,3,4,5,6,7 (N1/2 Co.)

District 2 -Supervisory Districts 8, 9, 10, 16, 17, 18, 19 (Ctr)

District 3 -Supervisory District 11,12,13, 14, 15, 20, 21 (S 1/4 Co.)

One member of the committee shall be elected from each district. Each member of the committee shall be elected by a separate vote of the entire Board. The remaining two members of the committee shall be selected at large

Nominations shall be by ballot with the two candidates receiving the highest number of votes in such balloting declared the nominees to be voted upon for election, provided the combined vote received by said nominees amounts to at least two-thirds of the total votes cast. The election of each member shall be by ballot.

The term of each elected member shall run from the day of election and shall be for two years to run concurrently with the Supervisory term.

THIS VOTE IS DONE BY PAPER BALLET AND UNLIKE BOARD OF SUPERVISOR OFFICERS, MUST BE SIGNED.

JEFFREY R KOHLER

Corporation Counsel – Washburn County

RULES OF ORDER OF THE WASHBURN COUNTY BOARD OF SUPERVISORS

WASHBURN COUNTY MISSION STATEMENT

Washburn County Government exists to serve and protect present and future citizens, the environment and quality of life in a fiscally responsible way.

RULE 1: COUNTY BOARD OF SUPERVISORS

1. The governing body shall be known as "the Washburn County Board of Supervisors" and are referenced in these rules as the "board". The Board shall consist of twenty-one Supervisors representing twenty-one Districts.

RULE 2: TERM OF OFFICE

1. Supervisors shall serve a two year term beginning and expiring at the convening of the organizational meeting on the third Tuesday in April in the even numbered years.

2. A supervisor may be removed from office by the county board for cause by a vote of two-thirds of all the supervisors entitled to seats on such board. (See Statutes Sec.17.10. See also Sec. 59.15 Neglect of Duty.)

RULE 3: ELECTION OF OFFICERS

1. The Board shall, on the third Tuesday of April, in the even numbered years, elect, by secret ballot¹, a Chair, a First Vice Chair and a Second Vice Chair for a two year term. The manner in which the -Chairs are elected shall be as follows:

2. Following nominations which need not be seconded, secret ballots shall be used to elect the Chair and Vice Chairs until a majority vote of the members present elects such officers. Only persons nominated may be voted for by ballot. Each position shall be filled by separate ballot. Each nominee may speak for three minutes. If a ballot results in no candidate obtaining a majority vote, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continue until a majority vote is obtained. If a vote is tied between two or more candidates, balloting shall continue until the tie is broken.

RULE 4: DUTIES OF THE CHAIR OF THE BOARD

1. **General Duties** The Chair preserves the order of the Board, and decides all the questions of order and procedure subject to an appeal to the Board. The Chair may speak on points of order in preference to other Supervisors and shall vote on all questions which come before the board. Unless specifically named to a committee by these rules, the Chair shall be an

ex officio member of all committees. The Chair shall ensure the Board and individual Board members act consistently with the Board's Rules and Policies. The Chair shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient.

2. **Agenda, Minutes** The Chair shall ensure the other Board members are informed of current and pending Board issues and processes. The Chair, with the advice of the Executive Committee and the assistance of the Clerk, shall prepare the agenda of all business to come before each Board meeting, and mail or otherwise provide said agenda, proposed legislation and minutes of the preceding Board meeting if not already distributed to Board members at least four calendar days before each regularly scheduled meeting of the Board.

3. **Appointments** The Chair appoints members to committees authorized by the Board.⁴ Officers of such committees are selected by committee members. (See Rule 13.1.) The Chair makes other appointments as authorized by statute.

4. At the Board's request, the Chair, or designee, shall represent the County at ceremonial events or functions and may represent the County upon request of groups or organizations to present County positions or programs.

5. [Rule 4.5 was approved by the Board on Feb. 15, 2005 by Resolution 107-05.] The Board Chair shall chair no standing committees of the County Board except the Executive Committee. The Chair may chair ad hoc and other committees and boards associated with the role of the chairmanship.

RULE 5: ABSENCE OF OFFICERS OR SUPERVISORS

1. The First Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of the office for ninety days or less.

2. The First Vice Chair shall assume the duties of the Chair for the remainder of the Chair's term in the event of a permanent absence of the Chair. A permanent absence is deemed to mean that the Chair will be unable to carry out the duties of office in excess of ninety days. Upon absence of the First Vice Chair, the Second Vice Chair assumes the duties of the absent officer.

3. In the absence of the Chair and the Vice Chairs, the Clerk shall call the Board to order, and the Board shall then elect temporary or permanent officers as appropriate according to the procedure set forth in Rule 3.

4. If a Supervisor cannot attend a regularly scheduled meeting, the Supervisor shall contact the Board Chair or County Clerk before the meeting in question with an explanation of the anticipated absence. The Supervisor shall be entered in the Board minutes as excused. If circumstances render advance notice of absence impossible, the Supervisor shall contact the Chair within one week of the absence. At the next Regular Meeting, the Chair shall enter the excuse statement in the Board minutes.

5. Excessive absenteeism of a supervisor from board meetings may be considered cause for removal. See Rule 2 Term of Office.

6. If a committee member is absent with or without excuse from more than four meetings in a year the committee chair or the subject department head may ask the Board Chair to consider replacing the member.

7. If a vacancy occurs on the Board, the Chair, with the approval of the Board, shall appoint a person who is a qualified elector and resident of the Supervisory District to fill the vacancy for the unexpired portion of the term.

RULE 6: TIME AND PLACE OF MEETINGS; EMERGENCY MEETINGS

1. The Board shall meet in Regular Session on the following dates: (1) The third Tuesday in April in the even numbered years shall be the Organizational Meeting, (2) the Annual Meeting shall be held on the Tuesday after the 2nd Monday in November unless that date is November 11 in which case the meeting shall be held on November 12. (3) the third Tuesday in each month that the Board shall meet unless otherwise designated by a majority vote of the Board.²

2. All Board meetings shall begin at a time previously agreed upon by the Board except the Annual and Organizational Meetings shall begin at 9:00 a.m. The place of the meetings shall be in the County Board Room in the City of Shell Lake, Wisconsin. For good cause the Chair shall call special meetings, and cancel, reschedule or relocate Board meetings. The Chair may not change special meetings called by a majority of Supervisors pursuant to Sec. 59.11 (2) Wis. Statutes.

3. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by telephone and email. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the County government or its citizens will suffer risk of physical, financial or other harm.³

RULE 7: QUORUM

1. A majority of the Supervisors who are entitled to a seat on the Board shall constitute a quorum.

RULE 8: REIMBURSEMENT FOR SERVICES

1. Supervisors and other County Board Committee members shall receive per diem and mileage compensation except as noted for the following service:

- a. They attend a duly scheduled meeting. No per diems will be paid for telephonic meetings.
- b. They have been requested to attend the meeting by either the Board Chair or the Chair of the Committee. This request should be included in the minutes of the meeting and such Supervisors shall indicate on their vouchers that they were requested to attend said meeting.

- c. If the Administrative Coordinator or a Department Head requests to meet with a Supervisor, the Supervisor is entitled to compensation for the meeting.
- d. Supervisors shall receive compensation for mileage when requested to sign vouchers only if so authorized by the Board Chair.
- e. Reimbursement for travel to and from meetings shall be for travel by the most usual and direct route.
- f. Supervisors and Committee Members are not entitled to compensation and mileage if they could be reimbursed from another source for attending the meeting.
- g. Per diems for all Board and Committee meetings shall be as set by separate resolution.
- h. All mileage and meals and lodging shall be reimbursed at the rate set by County travel policy.
- i. If a supervisor has two scheduled meetings in a day and there is a lay over of two hours or more between meetings, as compensation for the supervisor's lost regular employment time the supervisor is entitled to mileage for both meetings.

RULE 9: ORGANIZATIONAL MEETING ORDER OF BUSINESS

1. For the Organizational Meeting, the order of business may be:

- a. Call to order by the Clerk
- b. Certification of Legal Notice of Meeting by Clerk
- c. Reading of Certificate of Membership
- d. Administration of Oath of Office
- e. Call of the Roll
- f. Pledge of Allegiance
- g. Adoption of Rules of Order of the Washburn County Board of Supervisors
- h. Election of Chair (two year term)
- i. Approval of Agenda
- j. Election of First Vice Chair (two year term)
- k. Election of Second Vice Chair (two year term)
- l. Election of Highway Committee
- m. Appointment of two members to the Executive Committee
- n. Additional business
- o. Adjournment

RULE 10: AGENDA FOR REGULAR MEETINGS

1. The order of business for regular meetings may be as follows:

- a. Call to order
- b. Certification of Legal Notice of Meeting
- c. Roll Call
- d. Pledge of Allegiance
- e. Approval of agenda
- f. Approval of minutes

- g. Public Comments
- h. Administrative report on current issues
- i. Committee of the Whole
- j. Consent Agenda Resolutions
- k. Other Resolutions and Ordinances
- l. Committee reports
- m. The Chair's appointments and report on current issues
- n. Public Comments
- o. Note next meeting date
- p. Closed Session, pursuant to Statute, Chapter 19
- q. Return to Open Session
- r. Adjournment

2. Agendas should include the following statement or equivalent:

Any person wishing to attend an open meeting of a County governmental body who, because of a disability, requires special accommodation, should contact the appropriate department in advance of the scheduled meeting time so needed arrangements can be made.

3. Certification of notice of the meeting may be accomplished by the following statement or equivalent:

I have given timely notice to members of this board, to the public, to the news media which have requested notice and to the official news paper as required by Sec. 19.84 of Wisconsin Statutes.

RULE 11: VOTING

1. Voting may be done by voice, by show of hands, but by paper ballot only if the Supervisor's identity may be determined from the ballot. The exception to this rule is that election of Board officers shall be by secret ballot. A vote on any question shall be taken by roll call when called for by any member of the Board. Votes with fiscal impact shall be by roll call. Also see Rule 18-Definitions of Ex Officio Members.

2. A supervisor with a conflict of interest shall not vote and shall prior to the matter being debated seek authority from the Chair to abstain from voting. The Attorney General advises that a supervisor with a conflict of interest should leave the board room during debate and voting.

RULE 12: COMMITTEES, BOARDS AND COMMISSIONS

1. All committee, board and commission appointments shall be for two year terms unless otherwise set by law.

2. Committees, boards and commissions shall be governed by Board Rules to the extent Board Rules are applicable and the body has not adopted other rules.

RULE 13: COMMITTEE ORGANIZATION AND FUNCTION

Committee creation and appointments are described at Rule 4.3. The jurisdiction and composition of each Board committee and other commissions and boards which are appointed or otherwise influenced by the County Board are set forth in Part II of these Rules.

1. At its first meeting a committee shall elect a chair and a vice chair. The committee chair may appoint a recording secretary. The secretary shall keep records and minutes of all committee meetings.
2. In the event the chair leaves the position of chair during the term of office, the vice chair shall assume the chair position and an election shall be held to elect a vice chair for the remaining term.
3. Ex officio members are excluded from the quorum count unless a quorum would not otherwise be present, in which case exofficio members shall be deemed regular members.
4. Each committee shall with the advice of department personnel approve goals and objectives for all programs and activities of the departments that report to it and shall monitor the expenditure of county funds committed to the department or agency.
5. After approval as to purpose and members by the Executive Committee, each committee may create subcommittees.
6. Each committee shall act on all resolutions and ordinances affecting any department or agency that reports to it.
7. The chair of each committee shall report to the Board about committee activities.
8. Each departmental fee which is not set by statute shall be reviewed annually at budget time and set by the department's committee of jurisdiction.
9. Each department which charges fees to the public shall maintain a departmental fee schedule.
10. Fees which should be uniform for the whole County government shall be determined, set and reviewed by the Finance Committee. The County Clerk shall maintain this schedule and distribute it to County departments. The Committee may for cause authorize exceptions to County wide application of this fee schedule. (This rule was amended by Resolution dated Aug. 16, 2005.)

RULE 14: RESOLUTIONS AND ORDINANCES

1. Unless otherwise approved by the Chair, all Resolutions and Ordinances shall be delivered to the County Clerk by the time of the Executive Committee meeting prior to the Board meeting.

2. Resolutions and Ordinances presented by a Committee of the County Board may be acted on upon their first presentation at a County Board meeting. Resolutions and Ordinances not presented by a Committee may be referred by the Chair to a Committee of the Board.

3. Resolutions and Ordinances presented for consideration at any meeting must be in writing and bear the signature of at least two Supervisors offering the same, or if by a Committee, the signatures of a majority of that Committee.

4. Beginning with the April meeting, Resolutions and Ordinances shall be designated by their number, which number shall be the year of the Organizational Meeting of the County Board then in session followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2004-1 or Ordinance 2004-1.

RULE 15: ADMINISTRATIVE HOME RULE

1. To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in Section 59.03(1), these Rules shall be liberally construed in favor of the rights, powers and privileges of the County to exercise any organizational or administrative power not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects every County.

RULE 16: PARLIAMENTARY PROCEDURE

1. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure contained in the latest edition of Robert's Rules of Order shall govern the Board in all cases where applicable.

2. Each member of the Board shall be issued a current edition of Robert's Rules of Order upon request to the County Clerk following the Organizational Meeting.

3. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole Board, and shall vote on all questions.

4. A unanimous voice vote shall be considered and recorded as an affirmative unanimous roll call vote when so directed by the Chair.

5. When a motion is made and seconded, it shall be stated by the Chair or the Chair's designee previous to debate. If a majority of the Supervisors present require it, the motion (except to adjourn, postpone, table or commit), shall be reduced to writing and if a motion contains several points, any Supervisor may require it to be divided.

6. On all questions, it shall be proper to call for a division or for the ayes and nays if made previous to the decision of the Chair. A motion, Resolution or Ordinance may be withdrawn at any time before an amendment or decision upon agreement of all of its sponsors but all motions, amendments, Resolutions or Ordinances shall be entered at large upon the minutes unless withdrawn.

7. Every Supervisor shall vote when a question is put to vote, unless excused by the Chair.

8. Any Supervisor speaking to the Board shall address the Chair, confine remarks to the question under debate, and avoid personality.

9. The Supervisor who shall first address the Chair shall speak first. Where two Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first.

10. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.

11. All questions shall be put in the order in which they were moved except privileged questions.

12. When a question is under debate no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
a. To adjourn	Y	N	Majority
b. To lay on the table	Y	N	Majority
c. For the previous question	Y	N	2/3rds
d. To postpone to a certain day	Y	Y	Majority
e. To commit to a Committee	Y	Y	Majority
f. To amend	Y	Y, if motion to be amended is debatable.	Majority
g. To postpone indefinitely	Y	Y	Majority
h. To reconsider	Y	Y	Majority

All other separate motions shall have precedence in order in which they are named.

13. Any Supervisor may, upon request, require a separate vote on any consent agenda item. Any Supervisor desirous of terminating the debate may call for the previous question. The Chair shall ask if there is any objection to closing the debate. If a member objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded, the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two thirds vote of the Board.

14. A motion to adjourn shall always be in order; a motion to lay on the table shall be decided without debate; but this rule shall not authorize any Supervisor to move for adjournment when another Supervisor has the floor or when the Board is voting.

15. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the Board.

16. If the Chair is participating in debate, the Chair shall, upon the request of any Supervisor, relinquish the gavel to a Vice Chair who is not participating in the debate.

17. Except as otherwise authorized, non supervisors may not participate in board meetings. Any person not a supervisor, desirous of addressing the Board on any subject shall if time permits first obtain permission from the Chair prior to the meeting so the item can be placed on the agenda. Any person may at the request of a supervisor and approval by the Chair address the Board. The Chair shall set time limits for such speeches.

18. The public may address the Board at the portion of the agenda listed as Public Comments. Such persons shall identify themselves, and limit their comments to three minutes unless a supervisor sponsors such person for an additional time period determined by the Chair.

19. All Board Supervisors shall be governed by the Washburn County Code of Ethics.

RULE 16C CLOSED SESSIONS

This rule is intended to be a short restatement of Wisconsin's law on closed meetings. The intent of the law is that government should be as open as possible and that the public needs to know what its governments are doing but that sometimes closed sessions are necessary for government to function.

1. When a closed session is anticipated, that nature of the business and the statutory authority for the closed session shall be set forth on the meeting agenda. See Statutes, Sec. 19.85.
2. Even if the agenda doesn't give notice of a closed session a member who believes that the agenda item under discussion in an open session should be discussed in closed session may make a motion to convene in closed session. (In this situation it would be a good idea to move the item under discussion to the end of the meeting because if a body goes into closed session where no notice of it is given in the agenda that body may come out of closed session only to adjourn.)
3. Commencement of the closed session shall be by roll call vote. (The vote to end the closed session may be by any type of vote.)
4. If a member disagrees with going into closed session (either because the member thinks it is illegal or for public policy reasons) the member should vote against the closed session but should nevertheless attend so that his/her constituency is represented and so that the member will be a witness to any illegality.
5. All supervisors have a right to attend a closed session.
6. The Chair should state which, if any, non supervisors may attend a closed session
7. Substantive votes should not be made in closed session unless voting in closed session is necessary to attain the objective of the closed session.
8. Penalties for violation of the open meeting law include a forfeiture of \$25 or greater, invalidation of the action taken and payment of the complainant's attorney fees.
9. Penalties for violation of the secrecy of a legal closed session include censure by the body and payment of any damages the body suffers by reason of the unlawful breach of secrecy.

[Rule 16C was approved by the Board on Dec. 21, 2004.]

RULE 17: RULE CHANGES

- 1. These Rules may be suspended by a two-thirds (2/3rds) majority vote of the Supervisors present.
- 2. These Rules may be amended by Resolution at any Regular Session of the Board by a two thirds majority vote of all Supervisors of the Board then present.
- 3. Changes to Part II (Committees) will be by majority vote.

RULE 18 : DEFINITIONS

- 1. Pronouns of masculine gender used herein refer to persons of either sex.
- 2. Majority shall mean the majority of the elected or appointed Supervisors in attendance unless otherwise defined by law.
- 3. An ex officio member of a Committee is one who, by reason of his/her office, serves on a Board Committee. Ex officio members do not vote unless specifically authorized by the Committee description to do so. Exception: Ex officio members vote when a quorum would not otherwise be present. In such event all Ex officio members present are counted toward the committee’s standard quorum.

Foot Notes

- 1 according to Wisconsin State Statute 19.88(1)
- 2 (See sec. 59.11 Wis. Stats.)
- 3 This section is intended to comply with Sec. 59.11 (2)a Stats.
- 4 See Sec. 59.13 (1) Wis. Stats.

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I certify that the above Rules of Order reflect the proceedings of the Washburn County Board of Supervisors as of the amendment date set forth above the general title hereof.

Edwin W. Fischer
Corporation Counsel

RESOLUTION # _____

RESOLUTION AUTHORIZING THE REQUEST FOR LEGAL LOSS PREVENTION SERVICES COVERAGE FROM THE WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

WHEREAS, the Wisconsin County Mutual Insurance Corporation offers to provide Legal Loss Prevention Services coverage for matters for which coverage is not otherwise available under the liability policy;

NOW, THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors does hereby authorize the request for coverage under the legal loss prevention services endorsement, per the endorsement form number WCMIC-End 3024 (10/10) from the Wisconsin County Mutual Insurance Corporation to be requested as needed by the County Board Chair or otherwise authorized designee.

BE IT FURTHER RESOLVED that the County Board of Supervisors is designating the following individual(s) to be the authorized designee(s) for requesting coverage under the legal loss prevention services endorsement.

Jeffrey Kohler
Corporation Counsel

Lolita Olson
Administrative Coordinator

Adopted this _____ day of _____, 2016

Steven Sather, Chair

David Wilson, Member

Thomas Mackie, 1st Vice Chair

Terry Leckel, Jr.

Gregory Krantz, 2nd Vice Chair

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR
SCHOOL DISTRICT MONEYS**

(Not for use by City or County of Milwaukee.)

County of Washburn _____, Wisconsin.
(Municipality)

RESOLVED, that Shell Lake State Bank - Main _____ (the "Financial Institution"), qualified as a public depository under Ch. 34, Wis. Stats., is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized, for and on behalf of this Municipality, to sign order checks as provided in §66.0607(3), Wis. Stats., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by the Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution.

Name or Type of Account	Number of Signatures Required	Type or Print Titles of Authorized Persons
1. <u>8038038 - General Account</u>	<u>3</u>	<u>Nicole Tims - Treasurer</u> <u>Lolita Olson - County Clerk</u> <u>- County Board Chairman</u>
2. <u>8038011 - Payroll Account</u>	<u>3</u>	<u>Nicole Tims - Treasurer</u> <u>Lolita Olson - County Clerk</u> <u>- County Board Chairman</u>
3. <u>8038003 - Flexible Spending Account</u>	<u>3</u>	<u>Nicole Tims - Treasurer</u> <u>Lolita Olson - County Clerk</u> <u>- County Board Chairman</u>
4. <u>8038046 - Human Services Account</u>	<u>3</u>	<u>Nicole Tims - Treasurer</u> <u>Lolita Olson - County Clerk</u> <u>- County Board Chairman</u>

This Resolution includes all of the provisions on page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on 4-19-2016 _____, and said resolutions are now in full force and effect.

Signed and sealed this _____ day of _____

(NO)*
SEAL

(Clerk)

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

*(Strike if not applicable)

Title: _____

RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR SCHOOL DISTRICT MONEYS

(Not for use by City or County of Milwaukee.)

County of Washburn (Municipality), Wisconsin.

RESOLVED, that Shell Lake State Bank - Main (the "Financial Institution"), qualified as a public depository under Ch. 34, Wis. Stats., is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized, for and on behalf of this Municipality, to sign order checks as provided in §66.0607(3), Wis. Stats., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by the Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution.

Table with 3 columns: Name or Type of Account, Number of Signatures Required, Type or Print Titles of Authorized Persons. Rows include Super Now 8038038 - General Acct, Super Now 8038011 - Payroll Acct, Super Now 8038003 - Flexible Spending, and Super Now 8038046 - Human Services.

This Resolution includes all of the provisions on page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on 4-19-2016, and said resolutions are now in full force and effect.

Signed and sealed this _____ day of _____

(NO)* SEAL

(Clerk)

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

*(Strike if not applicable)

Title: _____

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
 WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR
 SCHOOL DISTRICT MONEYS**
 (Not for use by City or County of Milwaukee.)

County of Washburn _____, Wisconsin.
 (Municipality)

RESOLVED, that Shell Lake State Bank - Main _____ (the "Financial Institution"), qualified as a public depository under Ch. 34, Wis. Stats., is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized, for and on behalf of this Municipality, to sign order checks as provided in §66.0607(3), Wis. Stats., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by the Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution.

Name or Type of Account	Number of Signatures Required	Type or Print Titles of Authorized Persons
1. <u>Now Acct 8038521 - CDBG</u>	<u>3</u>	<u>Nicole Tims - Treasurer</u> <u>Lolita Olson - County Clerk</u> <u>- County Board Chairman</u>
2. <u>MMIA 8808469 - County Parks Account</u>	<u>3</u>	<u>Nicole Tims - Treasurer</u> <u>Lolita Olson - County Clerk</u> <u>- County Board Chairman</u>
3. _____	_____	_____
4. _____	_____	_____

This Resolution includes all of the provisions on page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on 4-19-2016 _____, and said resolutions are now in full force and effect.

(NO)*
SEAL

Signed and sealed this _____ day of _____

 _____ (Clerk)

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

*(Strike if not applicable)

Title: _____

RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR SCHOOL DISTRICT MONEYS

(Not for use by City or County of Milwaukee.)

County of Washburn - Clerk of Court _____, Wisconsin.
(Municipality)

RESOLVED, that **Shell Lake State Bank - Main** _____ (the "Financial Institution"), qualified as a public depository under Ch. 34, Wis. Stats., is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized, for and on behalf of this Municipality, to sign order checks as provided in §66.0607(3), Wis. Stats., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by the Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution.

Name or Type of Account	Number of Signatures Required	Type or Print Titles of Authorized Persons
1. <u>Super Now Account 8037991</u>	<u>2</u>	<u>Karen Nord - Clerk of Circuit Court</u> <u>Shannon Anderson - Deputy Clerk</u> <u>Tonya Haremza - Deputy Clerk</u>
2. _____	_____	<u>Caitlin Christ - Deputy Clerk</u>
3. _____	_____	_____
4. _____	_____	_____

This Resolution includes all of the provisions on page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on April 19, 2016 _____, and said resolutions are now in full force and effect.

Signed and sealed this _____ day of _____

(NO)*
SEAL

(Clerk)

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

*(Strike if not applicable)

Title: _____

3/31/2016

PUBLIC DEPOSITORY ACCOUNTS
(Use for a County, City, Village, Town or School District.)

Title of Account: County of Washburn - Clerk of Court (Municipality)

To: Shell Lake State Bank - Main (Financial Institution)

2 Manual or Facsimile Signature(s) are necessary to validate each order check.

MANUAL SIGNATURES

FACSIMILE SIGNATURES

<u>Karen Nord</u>	- Karen Nord
<u>Shannon Anderson</u>	- Shannon Anderson
<u>Tonya Haremza</u>	- Tonya Haremza
<u>Caitlin Christ</u>	- Caitlin Christ

The undersigned customer agrees to the Financial Institution's current bylaws, rules, regulations and schedule of service charges governing transactions in its checking department and any additions or revisions thereof. Signatures shown above are the authorized signatures which Financial Institution shall recognize in the payment of funds or the transaction of other business on customer's account. These signatures have been authorized by a resolution adopted by customer's governing body on April 19, 2016.*

Washburn County - Clerk of Circuit Court (SEAL)
Name of Municipality

By Vicki Cariolano
For the Financial Institution

By _____

Date _____

By _____

RESOLUTION # _____

**RESOLUTION TO INCREASE THE 2016 FORESTRY DEPARTMENT BUDGET –
2 LIMITED TERM PARKS STAFF**

WHEREAS, the Forestry, Parks and Recreation Committee has identified the need to hire additional help at Totogatic Campground; and

WHEREAS, these positions are intended to function as campground hosts on certain evenings and during days off scheduled by the Assistant Recreation Administrator; and

WHEREAS, compensation shall be minimum wage in addition to free camping during the summer park season; and

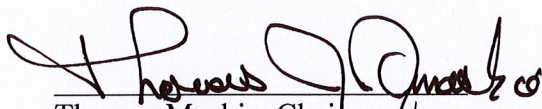
WHEREAS, each position will be allocated approximately 25 hours of work time per week during the summer camping season.

WHEREAS, these funds are not included in the 2016 Forestry Department Budget.

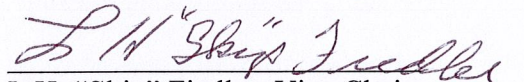
THEREFORE BE IT RESOLVED, that the 2016 Forestry Department Parks Budget account 55200 is increased by \$5,300 for the purpose of limited term parks employees.

FISCAL IMPACT: \$5,300.00

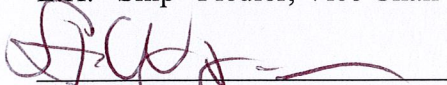
Recommended for adoption by the Washburn County Finance Committee this
____ day of _____ 2016.




Thomas Mackie, Chair



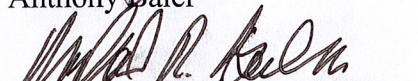
L.H. "Skip" Fiedler, Vice Chair



Steven Waggoner



Anthony Baier



Michael Bobin

Resolution # _____

Resolution Authorizing One Full Time Equivalent State
Funded Equipment Operator Position

WHEREAS, the Highway Department has received a state contract to paint lines on roads and highways both in and outside of Washburn County, and

WHEREAS, this contract also includes 100% funding of an additional equipment operator position whose duties will include those of "striping", and

WHEREAS, the opportunity to provide these services to other entities will generate additional revenue, and

WHEREAS, the Highway Committee has previously budgeted and has purchased the required equipment to accomplish these duties, and

WHEREAS, approval has been received from the Highway Committee and Personnel for the additional position,

THEREFORE BE IT RESOLVED that the additional FTE position be approved for the Highway Department, effective immediately.

FISCAL IMPACT: No Fiscal Impact, 100% State Funded

Recommended for adoption by the Washburn County Personnel Committee this _____ day of _____ 2016.

Steve Waggoner, Chairperson

Dave Wilson, Vice Chair

Romaine Quinn

LH Skip Fiedler

Micheal Bobin

RESOLUTION # _____

RESOLUTION TO INCREASE THE
2016 SURVEYOR DEPARTMENT BUDGET-BASE BUDGET GRANT

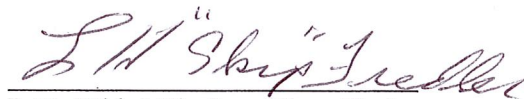
WHEREAS, the Surveyor Department has received the 2016 Base Budget Grant from the State of Wisconsin in the amount of \$63,400; and,

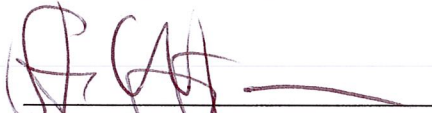
THEREFORE BE IT RESOLVED; that the Surveyor Department budget (#51720) for 2016 be increased \$63,400 for the 2016 Base Budget Grant.

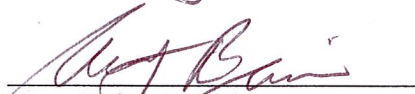
FISCAL IMPACT: State Funded 63,400

Recommended for adoption by the Washburn County Finance Committee this
_____ day of April, 2016.


Thomas Mackie, Chairman


L.H. 'Skip' Fiedler, Vice-Chairman


Steve Waggoner, Member


Tony Baier, Member


Michael Bobin, Member

RESOLUTION # _____

RESOLUTION TO INCREASE THE
2016 SURVEYOR DEPARTMENT BUDGET FOR THE WISCONSIN LAND
INFORMATION PROGRAM TRAINING & EDUCATION GRANT

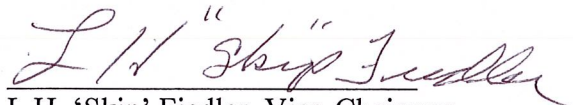
WHEREAS, the Surveyor Department has received the 2016 Wisconsin Land Information Program Training & Education Grant from the State of Wisconsin in the amount of \$1,000; and,

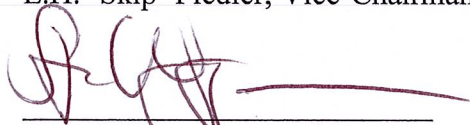
THEREFORE BE IT RESOLVED; that the Surveyor Department budget (#51720) for 2016 be increased \$1,000 for the 2016 Wisconsin Land Information Program Training & Education Grant.

FISCAL IMPACT: State Funded 1,000

Recommended for adoption by the Washburn County Finance Committee this
_____ day of April, 2016.


Thomas Mackie, Chairman


L.H. 'Skip' Fiedler, Vice-Chairman


Steve Waggoner, Member


Tony Baier, Member


Michael Bobin, Member

RESOLUTION # _____

RESOLUTION TO CARRY FORWARD FUNDS FROM THE 2015 VETERAN'S SERVICES DEPARTMENT BUDGET TO THE 2016 VETERAN'S SERVICES DEPARTMENT BUDGET -PURCHASES OF VETERANS ASSISTANCE GIFT CARDS AND OFFICE EQUIPMENT.

WHEREAS, funds remaining in the Veteran's Service 2015 budget were spent at year-end, but the equipment was not received until 2016; and,

WHEREAS, funds remaining in the Veteran's Commission 2015 budget were spent at year-end but the gift cards purchased were not distributed until 2016;

THEREFORE BE IT RESOLVED; that \$1,875 be transferred from the 2015 Veteran's Services Department budget to the 2016 Veteran's Services Department budget for budget line item Veteran's Services - Office Supply (#54710-50310) for \$925.00 and Veteran's Commission-Veteran's Assistance (#54720-50258) for \$950.00.

FISCAL IMPACT: Transfer of Funds \$ 1,875.00

Recommend for adoption by the Washburn County Finance Committee this _____ day of March 2016.

Thomas Mackie Chair

L.H. "Skip" Fiedler, Vice Chair

Steve Waggoner, Member

Tony Baier, Member

Michael Bobin, Member

RESOLUTION # _____

RESOLUTION TO REINSTATE FUNDS FROM THE 2013 SOIL AND WATER CONSERVATION DEPARTMENT BUDGET TO THE 2016 SOIL AND WATER CONSERVATION DEPARTMENT BUDGET – PRI-RU-TA Resource Conservation and Development Council (Price, Rusk, Taylor County) GRANT AWARD

WHEREAS, Washburn County was awarded \$1,250 in September of 2013; and,

WHEREAS, the funds were distributed from the dissolved nine county consortium to be used for land conservation practices; and,

WHEREAS, these funds were allowed to close out to the General Fund Balance at the end of 2013.

THEREFORE BE IT RESOLVED; that \$1,250 be transferred from the 2016 General Fund Balance to the 2016 Soil and Water Conversation Department budget for budget line item Professional Services (#50210).

FISCAL IMPACT: Transfer of Funds \$ 1,250

Recommend for adoption by the Washburn County Finance Committee this _____ day of April 2016.

Thomas Mackie, Chair

L.H. Skip Fiedler, Vice Chair

Steve Waggoner, Member

Tony Baier, Member

Micheal Bobin, Member

RESOLUTION # _____

RESOLUTION TO CARRY OVER 2015 FUNDS TO THE
2016 MAINTENANCE DEPARTMENT BUDGET

WHEREAS, on the evening of March 9, 2016 one of the Courthouse/Law Enforcement Center industrial water heaters failed unexpectedly, and required replacement on an emergency basis.

WHEREAS, the project cost \$7,935 to complete, and this represents a significant portion of the Maintenance Department Buildings Major repair fund for the 2016 budget year.

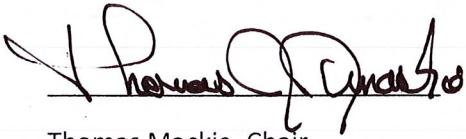
WHEREAS, the Finance Department has helped to identify funds from the Courthouse 2015 heat budget that were under-utilized due to a warmer than usual winter.

THEREFORE BE IT RESOLVED, the Washburn County Public Property Committee recommends the carry over of these funds to the 2016 Maintenance Department Budget to used towards the purchase of the replacement water heater.

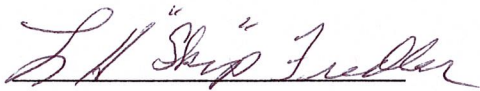
FISCAL IMPACT: \$7,935 to be transferred from 51600-50221 (2015) to 51650-50247 (2016)

Recommended for adoption by the Washburn County Finance Committee

This _____ day of _____, 2016



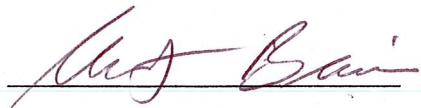
Thomas Mackie, Chair



L.H. "Skip" Fiedler, Vice Chair



Steven Waggoner, Member



Anthony Baier, Member



Micheal Bobin, Member

Resolution No. _____

**RESOLUTION TO TRANSFER FUNDS FROM CONTINGENCY TO 2015
CORPORATION COUNSEL BUDGET**

Before the Finance Committee

The Washburn County Board of Supervisors Resolves as Follows:

WHEREAS, the 2015 budget for the office of corporation counsel experienced a
an additional shortfall in the amount of \$2,116.00 from

- \$2,028.00, under the wages line item; and
- \$88.00, under the printing and duplication line item.

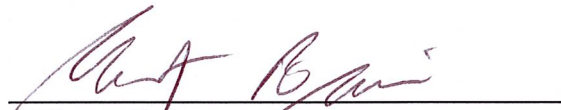
NOW, THEREFORE, BE IT RESOLVED, that amount shall be transferred from
the contingency fund pursuant to §65.90(5)(b), Stats., to close out the 2015 corporation
counsel budget.

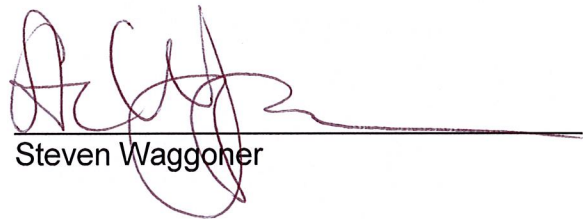
FISCAL IMPACT: \$2,116.00


Moved for adoption by the finance committee on April 7, 2016:


Thomas Mackie, chair


LH Skip Fiedler, vice chair


Anthony Baier


Steven Waggoner


Michael Bobin

Resolved by the Board of Supervisors for Washburn County this 19th day of April,
2016, by a vote of ____ Yes to ____ No.

CORRECT ATTEST:

LOLITA OLSON
Washburn County Clerk

RESOLUTION # _____

RESOLUTION TO TRANSFER FUNDS FROM THE 2016
ADMINISTRATION/FINANCE BUDGET TO THE 2016
ADMINISTRATION/COUNTY CLERK BUDGET

WHEREAS, prior to restructuring of the Administration and Finance Department, a previously approved position of a FT Account Clerk had been approved and staffed to serve in the Administration/Finance Departments; and,

WHEREAS, since the restructuring took place, this position has not been utilized in the Administration or Finance Departments, thereby creating a position that is in reality a floater; and,

WHEREAS, with the final hiring of an Administrative Coordinator/HR Director whose duties are vested in, and additional to, those of the County Clerk; and,

WHEREAS, the County Clerk's Office has demonstrated a need for additional staffing to meet the workload demands of the department and function at a level of service desired of the departments involved; and,

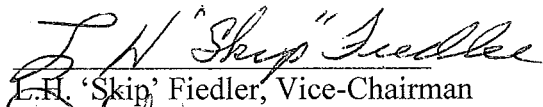
WHEREAS, the Finance Committee recommends transferring the established fulltime Account Clerk position from the Administration/Finance Budget to the Administration/County Clerk budget; and,

THEREFORE BE IT RESOLVED; that a transfer of \$50,000 is made from the Administration/Finance Department budget to the Administration/County Clerk's budget for reallocation of the transferred position.

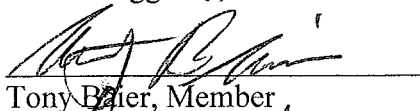
FISCAL IMPACT: No Fiscal Impact

Recommended for adoption by the Washburn County Finance Committee this
_____ day of April, 2016.


Thomas Mackie, Chair


L.H. 'Skip' Fiedler, Vice-Chairman


Steve Waggoner, Member


Tony Baier, Member


Michael Bobin, Member