

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA –DRAFT

April 17, 2018

9:00 a.m.

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

PLEASE NOTE THAT THIS IS THE DAYTIME REORGANIZATIONAL MEETING

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. Election of 1<sup>st</sup> Vice Chair
11. Election of 2<sup>nd</sup> Vice Chair
12. Election of Highway Committee
13. Approval of March 20, 2018 County Board Proceedings
14. Concerned Citizens
15. Administrative Coordinator Report – Lolita Olson
16. Recess for Executive Committee to Appointment Additional Members, Assign Committees and Hold Committee Caucuses
17. Introduction of Department Heads
18. Reconvene
19. Introduction of Youth Representatives
20. Consent Agenda Resolutions:
  - A. Rezone Petition and Amendatory Ordinance
  - B. Amended Resolution for Vacation of Public Way – Beaver Lake Public Access
  - C. Resolution to Quitclaim a Tax Deeded Parcel Known as Seacrest Drive to Adjacent Owners
  - D. Resolution to Approve Update to Employee Handbook, Policy 8.1, Level V, Procedure for Corrective Action
21. Other Resolutions and Ordinances:
  - A. Resolution to Increase the 2018 Forestry Department Budget – Forestry Aid Fund Balance
  - B. Resolution to Recognize FEMA Expenses and Revenues in the 2017 Budget - Forestry
  - C. Resolution to Carryover 2017 Funds to the 2018 Highway Department Budget
  - D. Resolution to Carry Forward Unspent Funds from 2017 Special Projects-Building Project to 2018 Budget
  - E. Resolution for LTE Office Assistant – Clerk of Courts
  - F. Resolution for CPT Support Staff – Administration/Human Resources
22. Committee Reports
23. Chair Appointments
24. Citizen Comments
25. Chair Comments
26. Possible Future Agenda Items
27. Audit Per Diems
28. 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.

STATE OF WISCONSIN



WASHBURN COUNTY  
CERTIFICATE OF ELECTION

To All to Whom it May Concern, Greeting:

*This is to Certify*, that a Spring Election held in the various Supervisory Districts in the County of Washburn, State of Wisconsin, on the 3rd day of April, 2018, the following persons, by the greatest number of votes, were duly Elected to the Office of County Board Supervisor in and for said District; for the term of Two Years, from the 17th day of April, 2018, as appears from the Certificate of the County Board of Canvassers on file in my office.

**District 1 – Jerry Smith**

**District 2 – Linda Featherly**

**District 3 - Steven Waggoner**

**District 4 – Sandy Johnson**

**District 5 - Thomas J. Mackie**

**District 6 – Cristina Masterjohn**

**District 7 – Bob Olsgard**

**District 8 – Tim Kessler**

**District 9 – Christopher G. Thompson**

**District 10 – Hank Graber**

**District 11 – Dave Wilson**

**District 12 - David Masterjohn**

**District 13 – Dennis A. Wood**

**District 14 - David Haessig**

**District 15 - Romaine Quinn**

**District 16 - James Dohm**

**District 17 – Jocelyn T. Ford**

**District 18 – Robert Reiter**

**District 19 - Steven "Fluffy" Sather**

**District 20 – Steven Smith**

**District 21 – Clint Stariha**

Terms Commence Third Tuesday, April 2018, Expire Third Tuesday, April 2020.

Given under my hand, in the City of Shell Lake, Washburn County, this 10th day of April, 2018.

A handwritten signature in cursive script, reading 'Lolita Olson', written over a horizontal line.

Lolita Olson, County Clerk

## 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 ballot<sup>1</sup>, 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.<sup>4</sup> 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 events or functions, serves as spokesperson for the County, where not in conflict with other statutory authority, and represents 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.<sup>2</sup>

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.<sup>3</sup>

## **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

Enacted on October 8, 2004  
Amended August 16, 2005  
Amended March 20, 2018

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

March 20, 2018

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. Ricci
3. Notice of Meeting was read by County Clerk Olson
4. Roll Call was done by County Clerk Olson. Present: (18), Excused/Absent: (2) Dohm, Sather, Vacant (1); Youth Present: (2), Tolene, Schunck.
5. Approval of Agenda on motion by Masterjohn, 2<sup>nd</sup> by Quinn; MC.
6. Approval of February 20, 2018 County Board Proceedings on motion by Esser, 2<sup>nd</sup> Reiter; MC.
7. Presentation of Certificate of Appreciation to Youth Representatives, Cora Tolene & Sydney Schunck – Chair Mackie presented the certificates and thanked the youth members for their participation.
8. Highway Annual Plan Presentation – Frank Scalzo, Washburn County Highway Commissioner – The 2018 Commissioner’s Report to County Board was presented. Items reviewed included PASER ratings (Pavement Surface Evaluation and Rating), WISLR (Wisconsin Information System for Local Roads), 5 year road plan, GTA (General Transportation Aid), 2011 Wind Damage Claims, FEMA update, CTH M-D Long Lake Phase II Feasibility Study and WI DOT updates (including information on the Just Fix It Campaign – LRIP/CHIP, local bridge aid, winter availability rates and STP rural projects.) Frank was thanked for his presentation.
9. 2017 Preliminary Financial Report – Sharon Kindle, Finance Department – A power point presentation was given; items reviewed included expenses by fund, revenue sources, budget vs actual and multi-year capital projects. Board thanked Sharon for the presentation.
10. Concerned Citizens – none at this time.
11. **Consent Agenda**, motion to approve by Masterjohn, 2<sup>nd</sup> by Hoepfner; item 11D was requested to be pulled by Esser; MC.

- A. Rezone Petition and Amendatory Ordinance
- B. **Resolution 30-18 Designating the Week of April 9-13, 2018 as “Work Zone Awareness Week” in Washburn County**
- C. **Resolution 31-18 Approving Update to County Board Rules regarding Chair Duties**
- D. **Resolution 32-18 Supporting an AODA Prevention and Resource Specialist** – motion to approve by Supv. Hansen, 2<sup>nd</sup> by Reiter. Supv. Esser offered an amendment to change the wording on the final paragraph from “within” to “...under the direction of ...”, 2<sup>nd</sup> by Haessig; voice vote on amendment carried unanimously. Voice vote on amended resolution carried unanimously.
- E. **Resolution 33-18 Updating Employee Handbook Policy 5.12 Safety Protection**

## 12. Other Resolutions and Ordinances

- A. **Resolution 34-18 Approving Salaries and Benefits for Elected Officials – Clerk of Circuit Court, Coroner, Sheriff** – Motion to approve by Esser, 2<sup>nd</sup> by Ford. Chair Mackie pointed out that the first year shows a higher fiscal impact due to bringing the sheriff’s salary up to a more comparable level. Roll Vote: Yes (18), No (0); Youth: Yes (2); MC.
- B. **Resolution 35-18 to Transfer Funds from Contingency to 2017 Administration/HR Budget** – Supv. Esser, 2<sup>nd</sup> by Graber. Motion by Esser to amend that the resolution be clarified that the \$42,000 be transferred from the 2017 contingency fund, 2<sup>nd</sup> by Haessig. Voice vote on amendment; all ayes. Roll Vote on amended resolution: Yes (18), No (0); Youth: Yes (2); MC.
- C. **Resolution 36-18 Funding an AODA Prevention and Resource Specialist** – Motion to approve by Hopke, 2<sup>nd</sup> by Reiter. Motion by Esser to amend wording in the 5<sup>th</sup> paragraph to strike the word “specialist” and to state that the “program is to be under the direction of the HHS” and also



in the 6<sup>th</sup> paragraph that the words “housing this position” is struck and replaced by “directing this program”, 2<sup>nd</sup> by Reiter. This is a pilot program and the decision has not been made regarding whether this will be contracted or an employee. Supv. Reiter stated that five CB supervisors and a county resident did a lot of a research on this recommendation and that HHS does have a plan for hiring a consultant for this pilot program. Supv. Hopke also commended Cara Burden for her amount of work done with this committee. Supv. Olsgard spoke regarding the wording differences in the wording of “specialist” vs “program”, and proposed that we change back the wording from “directing this program” to “approving and housing the specialist”, 2<sup>nd</sup> by Hopke. Voice vote on last amendment carried. Voice vote on 1st proposed amendment by Esser did not carry. Roll vote: Yes (18), No (0); Youth: Yes (2); MC.

- D. **Resolution 37-18 Approving a New Position of CLTS Waiver Social Worker** – Motion to approve by Esser, 2<sup>nd</sup> by Reiter. Voice vote carried unanimously. Short recess taken for Chair to consult with Finance Chair Waggoner and Corp. Counsel Kohler on parliamentary procedure.
- E. **Amendment Resolution 38-18 to Reconsider Resolution 12C** by Waggoner, 2<sup>nd</sup> by Featherly. As the Finance Committee has just met to approve the fiscal impact of the resolution just approved, amendment resolution offered by Waggoner to add ... “Therefore be it further resolved that the finance committee approves the preapproved HHS Board’s resolution funding an AODA Prevention and Resource Specialist as a pilot project, to be reviewed during the 2019 budget process; funding to come from 2018 contingency fund”, 2<sup>nd</sup> by Reiter. Voice vote carries unanimously.
- F. **Resolution 39-18 for Position Change from Veterans Office Assistant to Assistant County Veterans Service Officer** – Motion by Quinn, 2<sup>nd</sup> by Ricci to approve. Roll Vote: Yes (18), No (0); Youth: Yes (2); MC.
- G. **Resolution 40-18 Approving County Forest Land Acquisition Grant Application** – Motion to approve by Quinn, 2<sup>nd</sup> by Masterjohn. Mike Peterson explained that this is the investigation part of the stewardship grant program which requires a specific resolution for each phase. The property is completely surrounded by county forest; Mike added that this is an example of what the land acquisition is for and makes it easier for the public to use. MC carries on unanimous voice vote.
- H. **Resolution 41-18 Approving Maintaining the Novus Consortium** – Motion to approve by Esser, 2<sup>nd</sup> by Masterjohn. Reviewed time schedule. Tom Boron, IT Director stated that both the off shore and the salary portion are budgeted through 2020 and stressed the need to actively start looking for a replacement now. Roll Vote: Yes (18), No (0); Youth: Yes (2); MC.
13. Committee Reports – Finance: getting ready for 2019 budget; HHS – resolution supporting the AODA specialist, also spoke re: collaboration & services provided by EMBRACE; IT – NOVUS program, continuing to look at broadband expansion and talking with Joel Zimmerman; Personnel – completed Forestry Tech interviews, Social Worker interviews on Friday, appreciated all the good work the Personnel Committee has done; AG/LCC – reorg in Surveyor/Land Info Dept, remonumentation, fight continues against the zebra mussels; Forestry – looking at plans for the new office bldg; timber sale extensions; HWY – had 5 year report; LE – discussion on future needs of jail/sheriff’s dept, NextGen 911, need to move cable and hope to be operational by June; Public Property – Kiko is working on design for Spooner Senior Center, next step for Shell Lake building project is acquisition of the properties; Solid Waste – no changes; UWEXT – position of Natural Resources Ext Educator/Community Educator is being advertised and looking forward to interviews in April; new Youth & Families Ext person Danette Hopke; VET – thanked members for passing resolution for Asst CVSO; on March 25<sup>th</sup> having a meat raffle in VFW in Springbrook; on 29<sup>th</sup> is Vietnam Veteran’s Day; veteran’s drivers will be helping out in the office during times of the office being down; Aging/ADRC – kitchen upgrade in Spooner; need to replace a cook in Birchwood; Haessig mentioned he is terming out as far as the state is concerned; one of the most rewarding committees he’s served on in helping these residents; Zoning – rezone request coming up and expect 40-50 people being there; one of the most important zoning hearings they have had in a while; Transit Commission – no news.
14. Chair Appointments – appointments to LEPC include Mark Mirecki, Ken Collins, Tucker McCumber; motion to approve by Masterjohn, 2<sup>nd</sup> by Wood; MC.
15. Citizen Comments – none at this time.
16. Chair Comments – Mr. Mackie stated that for certain individuals this is their last meeting and asked for their comments: Lynn Hoepfner - will be camping; Terri Reiter – very tough decision, has lots of obligations; hopes to return at some point. Susan Hansen – appreciate the experience and hard work that happens here. Tammy

Hopke – appreciated the opportunity to serve and thanked Tom Mackie for stepping up and doing something about the AODA position.

17. Possible Future Agenda Items

18. Audit Per Diems on motion by Masterjohn, 2<sup>nd</sup> by Quinn; MC.

19. Adjourn at 8:00 p.m. on motion by Hoepner, 2<sup>nd</sup> by Quinn; MC.

Respectfully submitted this 12<sup>th</sup> day of April 2018

Lolita Olson, County Clerk

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.

**REZONING PETITIONS**

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on March 27<sup>th</sup>, 2018 .

The Zoning Committee did conduct the public hearings, considered the following and recommend as:

BIRCHWOOD TOWNSHIP John Geilfuss Bainbridge Island, WA. PROPERTY: 70.24 acres; Map# BI556/Tax Id# 5344 – 13.68 acres, S 494.1’ GOV LOT 3 and Map ID# BI570/Tax id#5416- 45.45 acres, PT GOVE LOT 6, in Section 34-37-10, to rezone 59.13 acres of the property described above from Forestry & Residential Recreational 2 to Residential Recreational 2 & Residential Recreational 1, and Map ID# BI567/Tax id#5357- 11.11 acres, PT GOVE Lot 4, in Section 34-37-10, to rezone 11.11 acres from Residential Recreation 2 to Residential Recreation 1, to develop lots.

The Zoning Committee recommends **GRANTED THE REZONE IN PART, APPROVING ONLY THE** request to change Forestry to Residential Recreation 2.

Interested persons were given the opportunity to be heard.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
David Haessig, Chairman  
Washburn County Zoning Committee

**AMENDATORY ORDINANCE**

**WHEREAS**, the Washburn County Board of Supervisors has heretofore been petitioned to amend the Washburn County Zoning Ordinance and Maps; and

**WHEREAS**, the rezoning petitions have been referred to the zoning district boundaries, pursuant to Wisconsin Statute Chapter 59.69, and;

**THEREFORE BE IT RESOLVED** that the Washburn County Zoning Ordinance and maps, adopted in 1977 be and the same are hereby amended and designated as;

BIRCHWOOD TOWNSHIP John Geilfuss Bainbridge Island, WA. PROPERTY: 70.24 acres; Map# BI556/Tax Id# 5344 – 13.68 acres, S 494.1’ GOV LOT 3 and Map ID# BI570/Tax id#5416- 45.45 acres, PT GOVE LOT 6, in Section 34-37-10, to rezone 59.13 acres of the property described above from Forestry & Residential Recreational 2 to Residential Recreational 2 & Residential Recreational 1, and Map ID# BI567/Tax id#5357- 11.11 acres, PT GOVE Lot 4, in Section 34-37-10, to rezone 11.11 acres from Residential Recreation 2 to Residential Recreation 1, to develop lots.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_ rezonings,  
second by \_\_\_\_\_

Supervisor \_\_\_\_\_, motion carried

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Thomas Mackie , Chairman  
Washburn County Board of Supervisors

Rezonepetitions032718

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

AMENDED RESOLUTION FOR VACATION OF PUBLIC WAY  
PURSUANT TO WIS. STAT. §§ 236.43 & 236.445

**WHEREAS**, Petitioners Todd Droessler, Rex Droessler and Geri Cuskey (Droessler) and Randolph James Lucas II have petitioned the Washburn County Board seeking its support of a proposed Chapter 236 Wis. Stats. Partial plat vacation with respect to a designated public access to Beaver Lake, shown on the plat of Land-O-Cabins, Town of Bass Lake, and

**WHEREAS**, a procedure exists under Section 236.43, Wis. Stats., to seek vacation by Court order of public ways shown on a plat if the plat was (1) recorded over 40 years in the past, (2) if the public way has never been improved and (3) if the area is not needed for access to reach other platted property, subject to all the owners of all of the land in the plat, or part thereof, sought to be vacated, together with the governing body of the city, village, or town in which the public way is located joining the application to the Court seeking vacation; and

**WHEREAS**, Chapter 236.445, Wis. Stats., authorizes the Washburn County Board to act in place of the Town Board for the Town of Bass Lake in joining in the petition under Section 236.43, Wis. Stats.

**WHEREAS**, the owners in the plat, or part thereof, sought to be vacated are Todd Droessler, Rex Droessler, Geri Cuskey (Droessler), Randolph James II and Washburn County.

**WHEREAS**, most of the criteria under Chapter 236.43, Wis. Stats., have been satisfied, with Todd Droessler, Rex Droessler, Geri Cuskey (Droessler), Randolph James Lucas II executing the Petition for Vacation dated January 3, 2018, and Washburn County passing Resolution No. 6-18 on January 16, 2018 consenting to the partial vacation.

**WHEREAS**, the vacation of public rights-of-way that provide access to and from navigable waters require the approval of the State of Wisconsin, Department of Natural Resources under Chapter 66.1006, Wis. Stats., before any resolution of the County Board approving of such discontinuance and vacation of a public right-of-way that provides navigable access may take effect.

**WHEREAS**, Resolution No.6-18 was presented to the State of Wisconsin, Department of Natural Resources on January 18, 2018.

**WHEREAS**, pursuant to letter dated March 7, 2018, the State of Wisconsin, Department of Natural Resources made a preliminary determination that subject access way sought to be abandoned, does contribute to the quantity of public access to the lake, as legal public access points will be reduced by one if this platted road is converted to private property. For that reason, the State of Wisconsin, Department of Natural Resources has made the preliminary conclusion that a replacement proposal is required as and for the replacement of the public way sought to be vacated.

**WHEREAS**, because the public way sought to be vacated is property dedicated to the public, the State of Wisconsin, Department of Natural Resources, requires that any replacement continue in perpetuity. Moreover, because the public way is subject to County regulation, the State of Wisconsin, Department of Natural Resources requires that any replacement proposal be presented to the Department of Natural Resources by Washburn County, and not Todd Droessler, Rex Droessler, Geri Cuskey (Droessler) and/or Randolph James Lucas, II.

**WHEREAS**, per its March 7, 2018 letter, the State of Wisconsin, Department of Natural Resources is willing to discuss *any* options the County may wish to offer for replacement. Informally, the State of Wisconsin, Department of Natural Resources has suggested an acceptable replacement proposal would include the development of a brushed path, with signage, on one of the other public ways providing access to Beaver Lake.

**WHEREAS**, there currently exists a total of 13 public ways around Beaver Lake.

**WHEREAS**, the public way lying east of Tax Parcel No. 2653 consists of an already improved road leading to the public beach and boat landing.

**WHEREAS**, the public way lying between Tax ID No. 2621 & 2681 already has a brushed trail extending from Lakeshore Drive to Beaver Lake.

**WHEREAS**, the five (5) public ways lying between Tax ID No. 2339 & 2351, 2351 & 2371, 2481 & 2505, 2522 & 2541, and 2586 & 2638 lead directly into low lying swamp land. The Department of Natural Resources has stated it is not interested in an improved public way unless it directly connects to open water.

**WHEREAS**, the two (2) public ways lying between Tax ID No. 2400 & 2406 and 2422 & 2428 consist of steep banks extending from Lakeshore Drive to Beaver Lake. The State of Wisconsin, Department of Natural Resources has previously stated that it is not interested in an improved public way located on a steep bank.

**WHEREAS**, the public ways located between Tax ID No. 2536 & 2575 and 2558 & 2610 lead to open water but are located on a portion of the road that contains numerous sharp turns, several residences and has no off-road parking, thus raising potential safety concerns.

**WHEREAS**, there exists to the east of the Droessler property, (Tax ID 2454) another public access way which begins at the shoreline of Beaver Lake but does not fully extend to Lakeshore Drive. This public way is separated from Lakeshore Drive by an approximately .17 acre parcel of real estate owned by Washburn County Beaver Lake Property which is identified by Tax ID 35333.

**WHEREAS**, Tax ID 35333 was previously removed from Washburn County Forest Land for the purpose of resolving property line issues around Beaver Lake. Tax ID 35333 is not subject to Wisconsin forest laws and could be conveyed immediately, with no fiscal impact to the County.

**WHEREAS**, Petitioners propose the County convey Tax ID 35333 to Todd Droessler, Rex Droessler and Geri Cuskey (Droessler), subject to a public dedication of a 15 foot wide strip of land connecting the public access way lying east of Parcel ID No. 2454 to Lakeshore Drive.

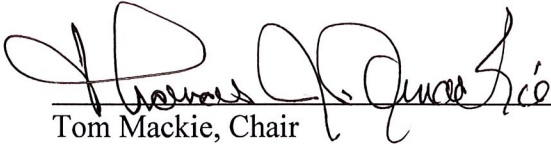
**WHEREAS**, Petitioners propose, to undertake on behalf of the County, at Petitioner's own expense, the development and maintenance of a brushed and signed path on this public way for the purpose of satisfying the State of Wisconsin, Department of Natural Resources requirement for a replacement site.

**NOW, THEREFORE, the Washburn County Board of Supervisors resolves as follows:**

1. That a public access strip to Beaver Lake exists on the face of the plat of Land-O-Cabins to the Town of Bass Lake and that no public need exists for the improvement and actual opening of a public way to and from the lakeshore, utilizing the strip of land in question, which strip lies immediately to the west of Lots 1-25, Block 6, Land-O-Cabins plat. The public access strip has never been developed or used for the purpose of affording public access to the lake.
2. That Washburn County Board, by this Amended Resolution, consents to the abandonment/discontinuance of any interest it or the Town of Bass Lake, may have in this particular strip of land shown in Land-O-Cabins Plat.
3. That Washburn County Board, by this Amended Resolution, consents to the conveyance of Tax ID 35333 to Todd Droessler, Rex Droessler and Geri Cuskey (Droessler), subject to a public dedication of a 15 foot wide strip of land, which connects the public access way lying east of Parcel ID No. 2454 to Lakeshore Drive.
4. That Washburn County Board, by this Amended Resolution, consents to the development and maintenance of a brushed and signed path on the public way lying east of Parcel ID No. 2454, which extends from Beaver Lake to Lakeshore Drive.
5. That Washburn County Board, by this Amended Resolution, requires that Petitioners develop and maintain the brushed and signed public way, at their own expense.
6. That subject the foregoing, Washburn County will join in a petition to Washburn County Circuit Court to seek partial vacation of the plat of Land-O-Cabins to vacate the public right and interest in that portion thereof lying immediately to the west of Lots 1-25, Block 6, Land-O-Cabins plat which is the subject of this Resolution.

**FISCAL IMPACT: NONE**

Moved for adoption by the Executive Committee on April \_\_\_\_, 2018.

  
Tom Mackie, Chair

  
Steve Waggoner, Member

  
Tom Ricci, 1<sup>st</sup> Vice Chair

  
Chris Thompson, Member

  
Beth Esser, 2<sup>nd</sup> Vice Chair



Resolution No. \_\_\_\_\_

**A RESOLUTION TO QUITCLAIM A TAX DEEDED PARCEL KNOWN AS SEACREST DRIVE  
TO ADJACENT OWNERS**

**The Washburn County Board of Supervisors Ordain as Follows:**

**WHEREAS**, Washburn County is the holder of a tax deed to the following described parcel:

That part of a 50 foot wide easement road described in Volume 466, Pages 342-343, located within Government Lot 3, Section 26, Township 39 North, Range 12 West, Town of Spooner, Washburn County, Wisconsin, more fully described as follows;

Commencing at the East Quarter corner of Section 26; Thence South 43° 42' 25" West 46.06 feet to the south right-of-way of Park Place, a town road; Thence South 89° 27' 58" West along said right-of-way 842.33 feet to the northwest corner of Lot 1, CSM No. 1939, Volume 8, page 100, being the Point of Beginning;

Thence South 03° 32' 25" East along the east line of said CSM No. 1939 a distance of 614.56 feet; Thence South 71° 40' 35" West 307.61 feet; Thence South 11° 12' 20" West 419.30 feet; Thence South 44° 45' 05" West 624.30 feet; Thence along a curve to the right with a radius of 50 feet and whose chord bears South 44° 47' 32" West 86.64 feet; Thence continuing along said curve to the right with a radius of 50 feet and whose chord bears North 39° 19' 01" West 58.57 feet; Thence continuing along said curve to the right with a radius of 50 feet and whose chord bears North 50° 38' 31" East 81.02 feet; Thence North 44° 05' 05" East 609.23 feet; Thence North 11° 12' 20" East 433.38 feet; Thence North 71° 40' 35" East 298.23 feet; Thence North 03° 31' 25" West 578.67 feet to said south right-of-way of Park Place; Thence North 89° 27' 58" East 50 feet back to the Point of Beginning.

Said parcel containing (0.83 acres), more or less.

Subject to any easements, restrictions or reservations of record.

PIN 65-034-2-39-12-26-5 05-003-004000

**AND WHEREAS**, this parcel is owned by Washburn County pursuant to tax deed recorded on April 23, 2010, as Document Number 342226, and consists of a right-of-way servicing several lake lots adjacent to Spooner Lake and has no value whatever to the county;

**AND WHEREAS**, the adjacent owners wish to form a maintenance agreement regarding this parcel to ensure their access to their properties;

**AND WHEREAS**, the adjacent property owners have elected that the following owners shall take title as tenants in common to the parcel for purposes of forming a maintenance agreement:

1. Paul F. Schilling and Tonya R. Schilling; and
2. Darin J. Stair and Michelle R. Stair;

**AND WHEREAS**, the committee recommends the donation of this tax deeded property as in the public interest and give ease to the title of the respective owners;


FISCAL IMPACT: none

Moved for adoption by the Public Property and Land Sale Committee this 2<sup>nd</sup> day of April, 2018:

  
\_\_\_\_\_  
Thomas Ricci, chair

\_\_\_\_\_  
Linda Featherly

\_\_\_\_\_  
Lynn Hoepfner

  
\_\_\_\_\_  
Steve Waggoner

\_\_\_\_\_  
James Dohm (absent)

Adopted by the Washburn County board of supervisors by a vote of \_\_\_\_\_ (Ayes) to \_\_\_\_\_ (Nays) this 17<sup>th</sup> day of April, 2018.

CORRECT ATTEST:

\_\_\_\_\_  
LOLITA OLSON  
Washburn County Clerk

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

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK**

**POLICY 8.1, LEVEL V, PROCEDURE FOR CORRECTIVE ACTION**

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

WHEREAS, Level V of the Corrective Action Policy indicates that the recommendations of the Administrative Coordinator/ HR Director for discipline/termination of non-elected department heads is referred to the Personnel Committee to determine the appropriate avenue for disposition, and

WHEREAS, clarification of wording is needed to indicate the avenue that will be taken on disciplinary and termination decisions for staff below the Department Head level, and

WHEREAS, a sentence will be added to the Level V paragraph which states:

“Disciplinary or termination decisions for staff below the Department Head level will be made by the Department Head in conjunction with the Human Resources Director.”

THEREFORE, BE IT RESOLVED, that the revised 8.1 Corrective Action Policy, Level V language as attached will be effective upon approval by the Washburn County Board of Supervisors.

**FISCAL IMPACT: None**

RECOMMENDED FOR ADOPTION, THIS 9<sup>TH</sup> DAY OF APRIL, 2018 BY THE PERSONNEL COMMITTEE.

\_\_\_\_\_  
Beth Esser, Chair

\_\_\_\_\_  
Steve Waggoner, Vice Chair

\_\_\_\_\_  
Romaine Quinn, Member

\_\_\_\_\_  
Jocelyn Ford, Member

\_\_\_\_\_  
Hank Graber, Member

Level V:

Recommendations for ~~dismissal~~ discipline or termination for non-elected department heads will be referred to the Personnel Committee through the Administrative Coordinator/Human Resources Director to determine the appropriate avenue for disposition. Disciplinary or termination decisions for staff below the Department Head level will be made by the Department Head in conjunction with the Human Resources Director.

Whether disciplinary actions against employees are taken or not taken by County management, it shall in no way abrogate the right of Washburn County to discharge an employee from employment at any time, for any reason or no reason, with or without prior notice. It is impossible to categorically state when or if disciplinary measures or termination of the employment relationship will be appropriate action. The degree of discipline administered will depend on the nature and severity of the infraction, employee's prior record and shall be in accordance with County policies and procedures as well as local, state or federal laws and regulations.

At the sole discretion of the County, various types of employee discipline may be imposed which include but are not limited to the following: verbal warning, written warning and/or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Employees who violate policies and procedures, whether expressed or implied, or who have unsatisfactory work performance are subject to disciplinary action, up to and including discharge from employment. It is the responsibility of each Supervisor and/or Department Head with the assistance of the Human Resources Director to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline. The employer may repeat disciplinary action.

Non-disciplinary action, including letters of expectations and job deficiencies as well as performance improvement plans may also be utilized at the discretion of the County based on the potential infraction.

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

RESOLUTION TO INCREASE THE 2018 FORESTRY DEPARTMENT BUDGET – FORESTRY AID FUND BALANCE

WHEREAS, the Forestry Committee, Public Property Committee and Finance Committee have approved retaining an architectural firm to develop state approved plans for a new Forestry Department office building; and

WHEREAS, funds to construct the office building will be included in the 2019 Forestry Department budget request using cost estimates that will be included in the architectural plans; and

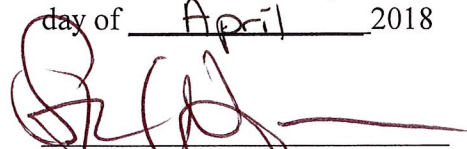
WHEREAS, a portion of the necessary funding will be available within the 2018 Forestry Aid account budget due to lower than expected contract services costs; and

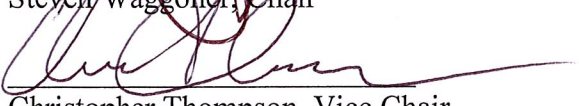
WHEREAS, there are sufficient funds available within the Forestry Aid Account fund balance for the remainder of the costs.

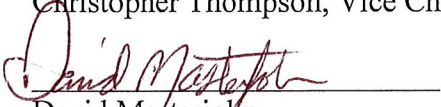
THEREFORE BE IT RESOLVED, that \$12,000 be transferred from Forestry Department fund balance to the 2018 Forestry Department Forestry Aid budget account 56930.50340 (Contract Services).

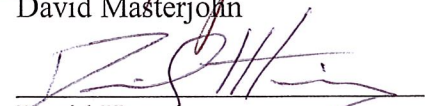
**FISCAL IMPACT: \$12,000.00 fund balance transfer (\$29,600 total project)**

Recommended for adoption by the Washburn County Finance Committee this 5<sup>th</sup> day of April 2018

  
\_\_\_\_\_  
Steven Waggoner, Chair

  
\_\_\_\_\_  
Christopher Thompson, Vice Chair

  
\_\_\_\_\_  
David Masterjohn

  
\_\_\_\_\_  
David Haessig

\_\_\_\_\_  
Steven Sather



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

RESOLUTION TO RECOGNIZE FEMA EXPENSES AND REVENUES IN THE 2017 BUDGET

WHEREAS, the Forestry Department incurred significant damages to roads and trails during the July 11, 2016 flooding event; and

WHEREAS, FEMA made a disaster declaration for the area and funds were awarded to Washburn County Forestry on 7 project sites based on an initial estimate of \$767,190.15; and

WHEREAS, repairs began in 2016 and a majority of the work was completed by the end of 2017; and

WHEREAS, these FEMA awards are made on a reimbursement basis with the first payment of \$76,260.20 received on April 3, 2018 with remaining funds expected to be received in 2018; and

WHEREAS, reimbursements are paid on a 75% cost share basis from FEMA and a 12.5% cost share basis from Wisconsin Emergency Management; and


WHEREAS, the exact revenues will not be known until Wisconsin Emergency Management audits the documentation submitted and determines final eligible values.

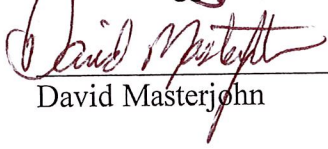
THEREFORE BE IT RESOLVED that the Washburn County Board of Supervisors recognizes approximately \$712,883 in FEMA expenses, \$76,260 in FEMA revenues received and approximately \$631,168 in revenues to be received into the 2018 Forestry FEMA budget account 250.56111.

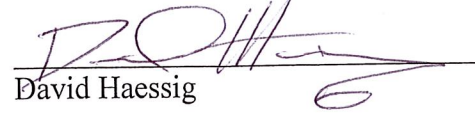
**FISCAL IMPACT: Approximately \$712,883 expenses, \$683,616 revenues**

Recommended for adoption by the Washburn County Finance Committee this 5<sup>th</sup> day of April 2018

  
\_\_\_\_\_  
Steven Waggoner, Chair

  
\_\_\_\_\_  
Christopher Thompson, Vice Chair

  
\_\_\_\_\_  
David Masterjohn

  
\_\_\_\_\_  
David Haessig

\_\_\_\_\_  
Steven Sather

Forestry Department - FEMA Expenses/Revenues Recognition  
Washburn County Finance Committee

Forestry experienced significant damages resulting from the 7/16/18 flooding.  
FEMA awarded funds and costs were incurred from 2016 to current, with some expenditures remaining

<b>7 FEMA projects awarded with total grant value of:</b> (FEMA pays 75%, WEM 12.5%, County 12.5%)	<b>\$767,190.15</b>
Expenses Incurred in 2016 (receivables established)	<b>\$254,575.74</b>
Expenses Reimbursed in 2016	<b>-\$17,500.00</b>
Expenses Incurred in 2017	<b>\$475,807.49</b>
<i>Total Estimated Expenses</i>	<b><i>\$712,883.23</i></b>
Revenues Received in 2017	<b>\$0.00</b>
Revenues Received to date 2018 (partial on 2 projects)	<b>\$76,260.20</b>
Estimated Remaining FEMA Revenues to be Received 2018**	<b>\$607,355.35</b>
<i>Total Estimated Revenues</i>	<b><i>\$683,615.55</i></b>
Estimated Net Value****	<b>-\$29,267.68</b>

\*Calculations based on actual expenditures matching estimated value

\*\*Revenues are an estimate based on how FEMA awards payments. There's conflicting information on whether small projects will be paid on actual costs or initial award, and also whether overrun costs will be approved on 1 large project. Estimates are conservative and revenues could be higher

\*\*\*ATV/Snowmobile grant reimbursement will vary on 2 of the projects depending on FEMA payment values

\*\*\*\*Please note that the expenses include \$69,837.40 in value of our own equipment used. This value is considered part of the County's 12.5% required match. Forestry also invoiced labor against these projects, leaving a surplus in our wage and fringe accounts. \$56,096.99 in labor was expensed in 2017, which could be made available to balance shortfall

Revenue/Expense Forestry Department FEMA Projects

Reimbursement is based on 75% FEMA, 12.5% WEM, 12.5% County Match

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00030 - Snow Trails (PW 1)	\$60,951.68	\$55,761.11	\$8,273.08	\$39,597.47	\$7,890.56	Complete	None	\$48,790.97
2016 Expenses		\$28,400.18	\$5,237.43	\$18,144.90	\$5,017.85			
2017 Expenses		\$27,360.93	\$3,035.65	\$21,452.57	\$2,872.71			

FEMA small project. There are indications that reimbursement will be based on 87.5% of FEMA award value.

Expected reimbursement value ranges from \$48,790.97 if based on actual costs to \$63,332.72 if based on award

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00049 - ATV Trails (PW 2)	\$129,545.54	\$67,973.86	\$10,566.71	\$49,865.18	\$7,541.97	Incomplete	None	\$113,352.35
2016 Expenses		\$28,069.17	\$4,091.27	\$20,403.89	\$3,574.01			
2017 Expenses		\$39,904.69	\$6,475.44	\$29,461.29	\$3,967.96			
2018 Estimated Expense		\$61,571.68						

FEMA large project. These are supposed to be reimbursed based on actual costs, including options for overruns.

Project has not been completed. An extension has been granted and work is expected to be done by 8/31/18

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00081 - Casey/Chicog (PW 3)	\$302,106.34	\$357,352.34	\$35,973.27	\$294,925.02	\$26,454.05	Complete	None	\$312,683.30
2016 Expenses		\$121,834.02	\$11,887.62	\$98,547.68	\$11,398.72			
2017 Expenses		\$235,518.32	\$24,085.65	\$196,377.34	\$15,055.33			

FEMA large project. Large projects are supposed to be reimbursed based on actual costs, including options for overrun, which occurred.

Expected reimbursement ranges from \$264,343.05 if based on award to \$312,683.30 if based on actual costs

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00084 - Gull Lake/Stinnett/ Minong (PW4)	\$155,407.12	\$147,019.99	\$19,523.08	\$111,238.98	\$16,257.93	Complete	None	\$128,642.49
2016 Expenses		\$26,193.74	\$2,504.89	\$21,148.73	\$2,540.12			
2017 Expenses		\$120,826.25	\$17,018.19	\$90,090.25	\$13,717.81			

FEMA large project. Large projects are supposed to be reimbursed based on actual costs.

Reimbursement is expected to be \$128,642.49

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00084 - Springbrook (PW 5)	\$87,427.19	\$79,379.01	\$8,335.95	\$63,231.53	\$7,811.53	Complete	\$65,570.39	\$3,886.24
2016 Expenses		\$27,181.71	\$2,853.89	\$22,136.78	\$2,191.04			
2017 Expenses		\$52,197.30	\$5,482.06	\$41,094.75	\$5,620.49			

FEMA small project. There are indications that reimbursement will be based on 87.5% of FEMA award value.

Expected reimbursement value ranges from \$69,456.63 if based on actual costs to \$76,498.79 if based on award

Payment received on 4/3/18 represents FEMA 75% share of award (12.5% from WEM)

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00104 - Park/Range (PW 6)	\$14,252.28	\$5,396.92	\$1,875.06	\$1,828.00	\$1,693.86	Complete	\$10,689.81	\$0.00
2016 Expenses		\$5,396.92	\$1,875.06	\$1,828.00	\$1,693.86			
2017 Expenses		\$0.00	\$0.00	\$0.00	\$0.00			

Fema Project	FEMA Award	Total Expenses	Wages	Contract Services	In Kind Equipment	Project Status	Payments Received	Expected Revenue
00151 - CN Bridge (PW 7)	\$17,500.00	\$17,500.00	\$0.00	\$15,312.50	\$2,187.50	Complete	\$15,312.50	\$0.00
2016 Expenses		\$17,500.00	\$0.00	\$17,500.00	\$0.00			
2017 Expenses		\$0.00	\$0.00	\$0.00	\$0.00			



	<u>Total</u>	<u>Contract</u>	<u>In Kind</u>	<u>Project</u>	<u>Payments</u>	<u>Expected</u>
	<u>Expenses</u>	<u>Wages</u>	<u>Services</u>	<u>Equipment</u>	<u>Received</u>	<u>Revenue</u>
<b>FEMA Totals</b>	<b>\$730,383.23</b>	\$84,547.15	\$575,998.68	\$69,837.40		
		\$56,096.99				
2016 Expenses	<b>\$254,575.74</b>	<i>- receivables were established for revenues to 2016 accounts</i>				
2017 Expenses	<b>\$475,807.49</b>					
2018 Estimated Expenses	<b>\$61,571.68</b>					
<b>Total Estimated Expenses</b>	<b>\$791,954.91</b>					
2016 Revenues	<b>\$17,500.00</b>					
2017 Revenues	<b>\$0.00</b>					
2018 Revenues	<b>\$76,259.60</b>					
2018 Expected Rev.	<b>\$607,355.35</b>	<i>- \$254,575.74 allocated to 2016 receivables?</i>				
2018 Snow Aids	<b>\$7,618.96</b>					
2018 Atv Aids	<b>\$16,193.19</b>					
<b>Total Estimated Revenues</b>	<b>\$724,927.10</b>					
<b>Expected Balance</b>	<b>-\$67,027.81</b>					

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

RESOLUTION TO CARRYOVER 2017 FUNDS TO THE 2018 HIGHWAY DEPARTMENT BUDGET

WHEREAS, the 2017 Highway Department budget included approved funds for the purchase of one field supervisor patrol truck by Resolution 79-17 (State PBM Over Recovery Dollars); and

WHEREAS, the one field supervisor truck was contracted through a purchase agreement in 2017 through Nelson Auto of Fergus Falls, MN; and


WHEREAS, the truck was not delivered on site to the Highway Department until calendar year 2018;

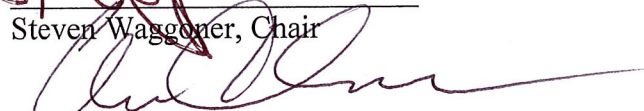
WHEREAS, the funds were not spent in 2017;

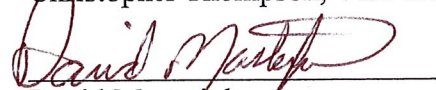
THEREFORE BE IT RESOLVED, that \$25,000 be re-appropriated from the 2017 Highway Department budget (#53242) to the 2018 Highway Department budget (#53242) to pay for the one field supervisor truck.

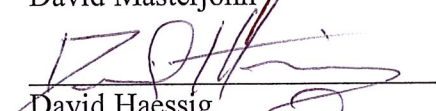
**FISCAL IMPACT: Carryover of Funds \$25,000**

Recommended for adoption by the Washburn County Finance Committee this 5<sup>th</sup> day of 2018

  
\_\_\_\_\_  
Steven Waggoner, Chair

  
\_\_\_\_\_  
Christopher Thompson, Vice Chair

  
\_\_\_\_\_  
David Masterjohn

  
\_\_\_\_\_  
David Haessig

\_\_\_\_\_  
Steven Sather

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

RESOLUTION TO CARRY FORWARD UNSPENT FUNDS FROM  
THE 2017 SPECIAL PROJECT BUSINESS UNIT FOR  
BUILDING PROJECT TO 2018 BUDGET

WHEREAS, the 2017 Special Projects (100.51492) has unspent funds of \$15,324.50 designated for the Building Project; and

WHEREAS, the Public Property Committee approved to start the property acquisition/valuation process for the Building Project; and

WHEREAS, this was not budgeted previously in the 2018 budget;


THEREFORE BE IT RESOLVED, that \$15,324.50 be carried forward from the 2017 Special Project budget to the 2018 Special Project budget.

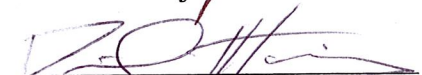
**FISCAL IMPACT: Carryover of Funds 15,234.50**

Recommended for adoption by the Washburn County Finance Committee this 5<sup>th</sup> day of 2018

  
\_\_\_\_\_  
Steven Waggoner, Chair

Christopher Thompson, Vice Chair

  
\_\_\_\_\_  
David Masterjohn

  
\_\_\_\_\_  
David Haessig

\_\_\_\_\_  
Steven Sather

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

**RESOLUTION APPROVING THE CREATION OF A POSITION (LTE) IN  
THE CLERK OF COURTS OFFICE**

WHEREAS, the Washburn County Clerk of Circuit Court office typically has three full time support staff (one Chief Deputy and two Deputy Clerks), and

WHEREAS, a vacancy has recently occurred for a Deputy Clerk position for which approval to fill has been obtained, and

WHEREAS, with the increase in files being retained electronically and a position being vacated unexpectedly, the remaining staff is not able to keep up with the current schedule, and

WHEREAS, the limited term employee could help with general office work while the new deputy clerk would be trained, and

WHEREAS, funds are available from the consolidation of the Register in Probate and Clerk of Court positions, and

WHEREAS, both Finance and Personnel have approved the new LTE position.

THEREFORE BE IT RESOLVED; that a new LTE position for Office Assistant – Clerk of Court be approved according to policy by the Washburn County Board of Supervisors to be effectively immediately.

**FISCAL IMPACT: Approximately \$5041.72**

Recommended for adoption by the Washburn County Personnel Committee this  
\_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Beth Esser, Chair

\_\_\_\_\_  
Steve Waggoner, Vice-Chairman

\_\_\_\_\_  
Romaine Quinn, Member

\_\_\_\_\_  
Jocelyn Ford, Member

\_\_\_\_\_  
Hank Graber, Member

# Washburn County Personnel Requisition Form

Date: 4.9.2018	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Office Assistant	Department: Clerk of Court
Effective Date: 5/1/2018	
Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> LTE <input type="checkbox"/> Casual	
Duration of employment of requisitioned personnel: 3-4 months	
Reason for Request: To help with a large project of back-scanning files and record retention as our office converts all file case types to electronic as well as assist general office tasks while training a new deputy clerk	
Why is position required or why can't present employees complete the work or why can't position be contracted? With the increase in files being retained electronically and a position being vacated unexpectedly, we are not able to keep up with the current schedule, and believe our office would greatly benefit from an LTE to help with record retention. Also the LTE could help with general office work while the new deputy clerk would be trained.	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
13.32	351	4675.32	n/a	357.66	8.74	n/a	5041.72

Total cost for other equipment and/or training?

Is this request budgeted?     YES     NO    List the funding source by percent: We could use funds from the current RIP position we are eliminating at the end of this year due to consolidation of RIP and COC

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	5041.72
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	<b>5041.72</b>

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	No.
What are the major functions or examples of work performed of the proposed position?	Customer service – counter and telephone, records management – shredding, scanning, and verifying documents are properly retained
Minimum Educational Requirements and minimum experience for this position?	High School Diploma
Knowledge Skills and Abilities?	computer knowledge, efficient communication skills, able to work in a team setting, attention to detail
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	State Court System converting all case type files to electronic retention.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public, State Department, Sheriffs Department, Corporation Counsel, District Attorneys Office, Municipalities
Is this work currently being performed by someone else? If yes, how and by whom?	We currently share this amongst clerks, however, with the increase in case files being converted to electronic filing and training a new deputy we will fall behind schedule
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	LTE Office Assistant – Records Management
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	No supervisor duties, fill temporary need
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Other clerks will pick up some time sensitive duties
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Due to current caseload and vacant position, clerks would not have time to back scan documents for electronic retention
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	We have consolidated the RIP position with the Clerk of Courts and will plan to eliminate the position at the end of 2018, creating a short term position to help with record retention will help keep that plan on track.
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	This position will assist in our long term plan to convert all current open files, along with permanent retained documents, to electronic format.

Justification for request or general remarks/comments about the position:

Our office has decreased the budgets in 2017 and 2018 and eliminated a position at the end of 2018. With a deputy clerk vacancy, we will need time to train for the position. We would use this position to help expedite the need for files to be retained electronically as our state-wide court system converts all case types to mandatory e-filing in both Clerk of Courts and Register in Probate by September 1.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct. Electronically signed by Shannon Anderson.	<b>DATE:</b>	04/04/2018
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved Comments	Denied	<b>DATE:</b>	4-5-18
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved  Not Approved

Comments:

Human Resources Director: *Rolson* Date: *4-6-18*

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved Comments	Denied	<b>DATE:</b>	4-9-18
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved Comments	Denied	<b>DATE:</b>	

*Not budgeted position - needs board approval.  
(New position)*

<b>POSITION DESCRIPTION</b>	FLSA Status – Non-exempt	Position #:
Position Title: Administrative Assistant	LTE	Grade: 03-1950
Department: varies as needed	Location: varies as needed	Date: 11.2017

**GENERAL STATEMENT OF DUTIES:** Performs a variety of basic administrative, clerical, typing, computer data entry, and record keeping tasks for Washburn County departments; does related work as required.

**DISTINGUISHED FEATURES OF THE POSITION:** This position is responsible for varied administrative duties and related tasks. This work involves the application of prescribed procedures and methods on routine matters. Work is performed under the general supervision of the Department manager.

**EXAMPLES OF DUTIES PERFORMED:** (Illustrative only)

- Answer phones, greet public, give information, direct to appropriate staff
- Process ingoing and outgoing mail
- Type memos, letters, forms, reports
- Filing
- data entry
- scanning, copying
- Maintain mailing lists, logs, and directories as assigned.
- Prepare, organize, and maintain files
- Enter appointments into calendar
- Transcribe audio recordings
- Take and type meeting minutes
- Assist department employees in various duties
- Backup other staff as assigned
- Demonstrate professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations;

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge and ability to implement modern office practices and administrative procedures; knowledge of business English, spelling, and basic arithmetic; ability to transcribe from taped recordings; skill in operation of basic office machines, such as calculator, photocopier, computer, and printer; Good organizational skills; ability to positively communicate with staff and the general public; good judgment; ability to carry out oral and written instructions and perform tasks with a minimum amount of direct supervision.

**EXPERIENCE AND TRAINING REQUIRED:** Experience in administrative work which shall include computer data entry, knowledge of a variety of software including MS-WORD, Excel, Access, email, and internet; and in the operation of office machines. High School diploma or equivalent required; Postsecondary training preferred; or combination of experience and training which provides the required knowledge, skills and abilities to perform the job duties.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.



The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in office settings. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer including MS Office software; copy machine; postage machine; fax machine; calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Administrative Coordinator/HR Director

\_\_\_\_\_  
Employee Signature

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

\_\_\_\_\_  
Supervisor's Signature

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

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

**RESOLUTION APPROVING THE CREATION OF A POSITION (CPT) IN  
THE ADMINISTRATION/HUMAN RESOURCES OFFICE**

WHEREAS, the Washburn County Office of Administration/HR has one director and an assistant, and

WHEREAS, the current staff requires assistance to keep up with the increased workload, in part due to federal and state mandates/deadlines, and

WHEREAS, the Director and HR Assistant currently will work overtime and forego vacation/sick time to complete the work, and

WHEREAS, the casual part-time employee could help with general and confidential work, and

WHEREAS, current budget should be able to accommodate the additional cost for the remainder of this year, and

WHEREAS, Personnel has approved the new CPT position.

THEREFORE BE IT RESOLVED; that a new CPT position for Support Staff in the Administration/HR Department be approved according to policy by the Washburn County Board of Supervisors, to be effectively immediately.

**FISCAL IMPACT: Approximately \$5166.36 for remainder of 2018**

Recommended for adoption by the Washburn County Personnel Committee this  
\_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Beth Esser, Chair

\_\_\_\_\_  
Steve Waggoner, Vice-Chairman

\_\_\_\_\_  
Romaine Quinn, Member

\_\_\_\_\_  
Jocelyn Ford, Member

\_\_\_\_\_  
Hank Graber, Member



## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	See enclosed
What are the major functions or examples of work performed of the proposed position?	See Enclosed job description
Minimum Educational Requirements and minimum experience for this position?	High School diploma or equivalent required; Postsecondary training preferred; or combination of experience and training which provides the required knowledge, skills and abilities to perform the job duties.
Knowledge Skills and Abilities?	Knowledge and ability to implement modern office practices and administrative procedures; knowledge of business English, spelling, and basic arithmetic; skill in operation of basic office machines, such as calculator, photocopier, computer, and printer; Good organizational skills; ability to positively communicate with staff and the general public; good judgment; ability to carry out oral and written instructions and perform tasks with a minimum amount of direct supervision
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Employees, CB members and HR Department, Federal/state mandates/deadlines
Is this work currently being performed by someone else? If yes, how and by whom?	HR Assistant
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Enclosed
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Subordinate to Director and HR Assistant
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Director and HR Assistant
Are there alternatives to the services that this individual would provide? If yes, explain.	The Director and Assistant would work overtime and forego vacation/sick time to complete work
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Increased workload for Director and HR Assistant
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes, HR office
How does this position fit into the long-range and strategic plans of the Department and/or County?	If created, this position will be in direct support of Washburn County's core values of prompt, respectful and accurate communication as well as our value of providing competent and well-trained service by enabling all staff in the HR Department to efficiently and thoroughly complete tasks, ensuring accurate and timely performance.

Justification for request or general remarks/comments about the position:

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Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct. <i>Louisa Olson</i>	<b>DATE:</b>	<i>4-6-18</i>
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	<b>DATE:</b>	<i>4-9-18</i>
	Comments			

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resources Director: <i>Olson</i> Date: <i>4-9-18</i>

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	<b>DATE:</b>	<i>4-9-18</i>
	Comments			
<b>COUNTY BOARD (IF NECESSARY)</b>	<input type="radio"/> Approved	<input type="radio"/> Denied	<b>DATE:</b>	
	Comments			

New position - will need County Board's approval.

<b>POSITION DESCRIPTION</b>	<b>FLSA Status – Non-exempt</b>	<b>Position #:</b>
Position Title: Support Staff – Admin/HR	PT	Grade: 03-2080
Department: Administration/HR	Location: Courthouse	Date: 5.2018

**GENERAL STATEMENT OF DUTIES:** Performs a variety of basic administrative, clerical, typing, computer data entry, record keeping tasks for the Washburn County Administration/HR Department; performs other duties as requested and assigned..

**DISTINGUISHED FEATURES OF THE POSITION:** This position is responsible for varied administrative duties and related tasks. This work involves the application of prescribed procedures and methods on routine matters. Provides confidential support to Administration/HR office staff.

**EXAMPLES OF DUTIES PERFORMED:** (Illustrative only)

- Answer phones, provide assistance and/or route calls to appropriate staff
- Process ingoing and outgoing mail
- Maintains spreadsheets, create reports, forms, documents and PowerPoints as directed
- Assists with the storing, organizing and maintaining of personnel files
- General clerical duties including photocopying, scanning, and faxing
- Maintain mailing lists, logs, and directories as assigned.
- Enters appointments into calendar
- Maintains supplies inventory of Admin/HR office by checking stock to determine inventory level; anticipating needed supplies; communicates order to purchasing department
- Performs other duties as requested and assigned.
- Demonstrate professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations;

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge and ability to implement modern office practices and administrative procedures; knowledge of business English, spelling, and basic arithmetic; skill in operation of basic office machines, such as calculator, photocopier, computer, and printer; Good organizational skills; ability to positively communicate with staff and the general public; good judgment; ability to carry out oral and written instructions and perform tasks with a minimum amount of direct supervision.

**EXPERIENCE AND TRAINING REQUIRED:** Experience in administrative work which shall include computer data entry, knowledge of a variety of software including MS Word, Excel, PowerPoint, email, and internet; and in the operation of office machines. High School diploma or equivalent required; Postsecondary training preferred; or combination of experience and training which provides the required knowledge, skills and abilities to perform the job duties.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in office settings. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer including MS Office software; copy machine; postage machine; fax machine; calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Administrative Coordinator/HR Director

\_\_\_\_\_  
Employee Signature

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

\_\_\_\_\_  
Supervisor's Signature

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