

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

May 22, 2018

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

**PLEASE NOTE THAT THIS MEETING HAS BEEN MOVED
FROM MAY 15TH TO MAY 22ND**

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Waggoner
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of April 17, 2017 County Board Proceedings
6. Concerned Citizens
7. Introduction of New Washburn County Corporate Counsel – Mary Ann Hook Swan
8. Presentation – Dementia 101 - Trisha Witham, Dementia Care Specialist, Aging, Disability & Resource Center of Barron, Rusk & Washburn Counties (ADRC)
9. Building Project Update and Resolution to Purchase Property for Shell Lake Building Project

10. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance
- B. Resolution Updating Washburn County Employee Handbook – Discipline Policy

11. Other Resolutions and Ordinances

- A. Resolution to Return a Tax Deeded Land to the Former Owner – Robert O. Abbott – Supv. Waggoner
- B. Resolution to Approve Application to the Bureau of Commissioners of Public Lands (BCPL) for Loan – Chair Mackie
- C. Resolution to Approve Theodore Smith Dog Damage Claim – Chair Mackie

12. Committee Reports
13. Chair Appointments
14. Citizen Comments
15. Chair Comments
16. Possible Future Agenda Items
17. Audit Per Diems
18. Adjourn

Respectfully submitted this 16th day of May 2018
Lolita Olson, County Clerk

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WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES –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 at 9:00 a.m. by County Clerk Olson
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. Mackie
3. Notice of Meeting was read by County Clerk Olson
4. Certification of Membership was read by County Clerk Olson. Members, in order of district, are: Jerry Smith (1), Linda Featherly (2), Steve Waggoner (3), Sandy Johnson (4), Tom Mackie (5), Cristina Masterjohn (6), Bob Olsgard (7), Tim Kessler (8), Chris Thompson (9), Hank Graber (10), Dave Wilson (11), David Masterjohn (12), Dennis Wood (13), David Haessig (14), Romaine Quinn (15), James Dohm (16), Jocelyn Ford (17), Bob Reiter (18), Steve Sather (19), Stephen Smith (20), Clint Stariha (21).
5. Oath of Office was administered by County Clerk Olson
6. Roll Call was done by County Clerk Olson. Present: (20), Absent: (1) Wood; Youth Present: (1), Cora Tolene
7. Review Procedures for Election of Officers - Jeff Kohler, Corp. Counsel, reviewed the procedures with the board
8. Adoption of Rules of Order of the Washburn County Board of Supervisors - Jeff Kohler, Corp Counsel, explained that these rules are on the county website and also in the binders given to each board member.
9. Election of Chairperson – Nominations were made by Supvs. Haessig, D. Masterjohn, Graber for Mackie, D. Masterjohn and Waggoner, respectively. Secret ballots were done per county board rules. Final result indicates Mackie 14 to D. Masterjohn 6; Thomas Mackie is County Board Chair.
10. Election of 1st Vice Chair – Nominations were made by Quinn, J. Smith, C. Masterjohn for Haessig, Waggoner and D. Masterjohn, respectively. Secret ballots were done per county board rules. Final result indicates Waggoner 14 to D. Masterjohn 6; Steve Waggoner is 1st Vice Chair.
11. Election of 2nd Vice Chair – Nominations were made by Reiter, Waggoner, Wilson for Haessig, Sather, D. Masterjohn. Secret ballots were done per county board rules. Final result indicates D. Masterjohn 12 to Haessig 8; David Masterjohn is 2nd Vice Chair.
12. Election of Highway Committee – District 1 – Sandy Johnson. Sandy Johnson is District 1 member. District 2 – Kessler, Thompson, Graber nominees. Final initialed ballot results indicate Thompson 13 to Kessler 5 and Graber 2. Chris Thompson is District 2 member. District 3 – S. Smith, Quinn nominees. Final initialed ballot results indicate Quinn 12 to S. Smith 8; Romaine Quinn is District 3 member. First of two At Large Members: J. Smith, Kessler, Graber, S. Smith nominees. Final initialed ballot results indicate Graber 11 to S. Smith 9; Hank Graber is 1st At Large Member. Second of two At Large Members: Kessler, S. Smith nominees. Final initialed ballot results indicate Kessler 13 to S. Smith 7; Tim Kessler is the 2nd At Large Member.
13. Approval of March 20, 2018 County Board Proceedings on motion by Haessig, 2nd by Quinn; MC.
14. Concerned Citizens – Tim Plaza, Birchwood, regarding zoning of property to RR2, asked board to concur with township and zoning committee’s decision. Linda Zillmer – V of Birchwood – regarding same zoning issue, also opposed to forestry rezone to RR 2 and asked to concur with zoning to deny and oppose forestry rezone.
15. Administrative Coordinator Report was given by Lolita Olson.
16. Recess for Executive Committee to Appointment Additional Members, Assign Committees and Hold Committee Caucuses; Chair Mackie asked Lolita Olson to continue the meeting while in recess.
17. Introduction of Department Heads – Department heads were introduced and gave a brief synopsis of their department: Frank Scalzo, Highway Commissioner; Stephanie Villella – Criminal Justice & Drug Court Case Manager; Jim LeDuc – Health & Human Services Director; Mike Peterson, Forest Administrator; Shannon Anderson – Clerk of Courts/Register in Probate; Tom Boron - IT Director; Lisa Powers – CVSO, Veterans Committee/Commission; Anna Marie Brown – Information & Assistance Specialist – Unit on Aging/ADRC; Web Macomber – Zoning

Administrator; Steve Waak – Surveyor/Land Information Department; Nicole Tims – County Treasurer; Kiko Murphy – Facilities Operations Manager; Lolita Olson – County Clerk, Administrative Coordinator/HR Director. Several other department heads were not available at this time.

18. Reconvene at 11:17 a.m.
19. Introduction of Youth Representatives – Cora Tolene was welcomed; she is the only youth representative for this coming year.
20. Consent Agenda Resolutions by Masterjohn, 2nd by Haessig. Request by Ford to pull D; MC.
 - A. Rezone Petition and Amendatory Ordinance
 - B. Resolution 42-18 Amended Resolution for Vacation of Public Way – Beaver Lake Public Access**
 - C. Resolution 43-18 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 on motion by Waggoner, 2nd by Graber. Waggoner explained the update. Supvs. S. Smith and Stariha questioned the policy. Motion by Stariha, 2nd by S. Smith to table until the next board meeting. Voice vote passed with majority ayes.
21. Other Resolutions and Ordinances:
 - A. **Resolution 44-18 to Increase the 2018 Forestry Department Budget – Forestry Aid Fund Balance** - motion to approve by Waggoner, 2nd by Dohm. Three committees have looked at this per Supv. Dohm. Roll Vote: Yes (20), Absent (1); Youth: Yes (1); MC.
 - B. **Resolution 45-18 to Recognize FEMA Expenses and Revenues in the 2017 Budget – Forestry** – motion to approve by Waggoner, 2nd by Masterjohn. Discussed. Roll Vote: Yes (20), Absent (1); Youth: Yes (1); MC.
 - C. **Resolution 46-18 to Carryover 2017 Funds to the 2018 Highway Department Budget** – motion to approve by Waggoner, 2nd by Johnson. Roll Vote: Yes (20), Absent (1); Youth: Yes (1); MC.
 - D. **Resolution 47-18 to Carry Forward Unspent Funds from 2017 Special Projects-Building Project to 2018 Budget** – motion to approve by Waggoner, 2nd by Haessig. Roll Vote: Yes (20), Absent (1); Youth: Yes (1); MC.
 - E. **Resolution 48-18 for LTE Office Assistant – Clerk of Courts** – motion to approve by Waggoner, 2nd by Masterjohn. Discussed. Roll Vote: Yes (20), Absent (1); Youth: Yes (1); MC.
 - F. **Resolution 49-18 for CPT Support Staff – Administration/Human Resources** – motion to approve by Waggoner, 2nd by Featherly. Reviewed the difference between CPT (casual part time) and LTE (limited part time). Roll Vote: Yes (20), Absent (1); Youth: Yes (1); MC.
22. Committee Reports – Chair Mackie stated that the newly formed committee will set the date/time of meetings and will elect a chair/vice chair at their first meeting. Veterans will have a 5 person committee instead of only 3. Supv. Haessig explained that the majority of the work is done at committee and they do the homework, then brought to full board. Supv. Dohm – thanked Mike Peterson and his staff for FEMA work done. Certificates of Appreciation were given out.
23. Chair Appointments – additional appointments will be made for other committees.
24. Citizen Comments – Linda Zillmer – thanked CB members; talked about consent agenda items and asked that all items for committee level be posted to website.
25. Chair Comments – Chair Mackie welcomed everyone to the board and encouraged members to ask questions as they learn about the board processes.
26. Possible Future Agenda Items -
27. Audit Per Diems on motion by D. Masterjohn, 2nd by Wilson; MC.
28. Adjourn at 11:50 a.m. on motion by Wilson, 2nd by Masterjohn; MC.

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RESOLUTION # _____

RESOLUTION TO PURCHASE PROPERTY FOR SHELL LAKE BUILDING PROJECT

WHEREAS, it is the responsibility of Washburn County Government to have proper stewardship, foresight and conceptualization of strategic planning goals and ideals, and

WHEREAS, ideas and concepts were identified and reviewed by the Committee of the Whole for both the long and short term goals of Washburn County, and

WHEREAS, during the strategic planning process, a major need was identified to have a new building to provide a “one stop shop”, and

WHEREAS, Washburn County had approved the services of BKV Group, an architectural firm, to do the concept design, needs assessment and building cost estimate, and

WHEREAS, an opportunity had been presented for the potential of a campus-oriented plan which would allow Washburn County to partner with the City of Shell Lake, Indianhead Medical Center and the Shell Lake Clinic, and

WHEREAS, Washburn County has received recommendations and advice concerning the financial feasibility of pursuing such a project through strategic planning efforts by the county auditor as well as a financial advisory firm, and

WHEREAS, the Public Property Committee, Executive Committee and the Washburn County Board of Supervisors have recommended the Shell Lake site, and

WHEREAS, Public Property has requested invitational bids to be sent out for the next phase of the project, which is to obtain services of an architect/civil engineer to do the final design and construction administration of the project, and

WHEREAS, all property owners residing on the proposed Shell Lake site have given their written approval to negotiate a selling price, and

WHEREAS, Washburn County has contracted with Solum & Associates for the negotiation and purchase process with the property owners.

THEREFORE BE IT RESOLVED, that the Washburn County Board of Supervisors offers their continued commitment to the building needs identified in the Strategic Planning Process and hereby approves the purchase of the properties involved in order to proceed with the Shell Lake Building Project.

FISCAL IMPACT: Initial Cost Estimate Range is \$10 million to \$14 million

**RECOMMENDED FOR ADOPTION THIS 22ND DAY OF MAY, 2018 BY THE EXECUTIVE COMMITTEE OF THE
WASHBURN COUNTY BOARD OF SUPERVISORS**

Thomas Mackie, Chair

Steve Waggoner, 1st Vice Chair

David Masterjohn, 2nd Vice Chair

David Wilson, Member

David Haessig, Member

TIMELINE FOR WASHBURN COUNTY BUILDING PROJECT

The following is a summary of the various committee meetings held in regard to the building needs identified in the County's strategic planning process and the steps undertaken.

August 3, 2016 – Committee of the Whole

- Discussion/review of strategic planning for long and short term goals; ideas presented, (list attached)

June 14, 2017 – Executive Committee

- Chair Mackie indicated that there is approximately \$47,000 budgeted for the planning of a new building. Process was referred to Public Property with the goal to make the new building a “one stop shop” with more cost effective use of staff.

July 10, 2017 – Public Property

- Strategic Planning for Office Space Needs: sample RFP reviewed; motion approved to begin phase one requesting an RFP for a facility study & concept design

August 7, 2017 – Public Property

- Strategic Planning: Draft RFP was reviewed and approved by committee; plan to open sealed bids next month

September 11, 2017 – Public Property

- Four bids received and opened.

September 18, 2017 – Public Property

- All bids were reviewed and discussed. Motion to award bid to BKV Group.

October 2, 2017 – Public Property

- Henry Pittner of BKV, explained the process of touring all of the buildings to assess fixing them up vs building new, assessing work flow and interviews with department supervisors to gather information on space/program needs.

November 8, 2017 – Joint Meeting of Public Property and Executive Committees

- Andrew Eiche, City of Shell Lake Administrator, requested that the City of Shell Lake be considered a possible location of a new government building. Discussed options regarding the current location of the Elliott Building and renovations that the City will be doing to the streets surrounding the Elliott Building. Discussed that HHS is vital to Shell Lake's economy.
- An interim update was given by Henry Pittner of BKV Group. Henry discussed the four fold process of gathering information for the building program. This included:
 - 1) Review the four buildings (Elliott, Dunbar, Annex and Public Health) for facility conditions and to develop building programs.
 - 2) Produce a facility conditions assessment report: Public Health building needs to be replaced, Elliott and Annex need replacement in the next 5-7 years and the Dunbar building needs more space in the long term.
 - 3) Will be developing a concept of department space and staffing needs, with preliminary estimate of square footage around 53,000.
 - 4) Final process will be next steps of reviewing tentative programs, making changes and figuring pricing for the finalized report.

December 4, 2017 – Public Property

- A presentation was made by the City of Shell Lake regarding the proposed building project. Andy Eiche stated he talked with owners on west block behind courthouse and said there was an overwhelming support of a building site there. The City is offering reconstruction of 3rd Ave, 4th Ave and 1st Street if the County chooses this location for the building site. Kevin and Shannon Jack, representing the hospital/clinic, stated that they are looking at building a clinic and pharmacy where the pharmacy is located now, building a new helicopter pad and they would be willing to donate a portion of the property they own west of 2nd street to build a new senior center. Ken Schultz owns property in the west block location and stated he could donate it to the county if they would build in that location.
- A presentation was also made by Bill Marx of the City of Spooner in which he stated that the City would like to see the land on County Hwy H used as a commercial site instead of a public site, but would work with the County if the chosen location for a building site would be on Hwy H.

- In light of the new information concerning the Shell Lake potential, it was discussed that the study being done on the new building project needed to be expanded. Motion to approve an expansion of BKV's original contract was made. Henry Pittner gave a presentation of the potential building options and costs.

December 18, 2017 – Public Property

- Discussed building project recommendations/options: Shell Lake investigation of office space and needs current draft showed Forestry department included in the new project. Mike Peterson spoke of putting the office building by their shop on Round House Road and it was decided to exclude Forestry from the current draft (will be addressed separately). Shell Lake Senior center proposal will be addressed in the future. A new draft study will be requested of BKV to incorporate these changes.

January 16, 2018 – County Board

- Kiko Murphy gave an update to county board members regarding the building project and the two locations that were being looked at. Options and the study will be reviewed at the next Public Property meeting.

February 12, 2018 – Public Property

- Henry Pittner of BKV presented the committee with 5 options for a new building project which would consolidate several departments into one location. Options of two building sites are County Hwy H, Spooner next to the Highway shop or within the block between 3rd and 4th Avenue in the City of Shell Lake. The three building costs options of good, better and best ranged from \$11 million to \$14 million. It was decided to forward this on to Executive Committee with a recommendation of the City of Shell Lake location for the building site option.

February 20, 2018 – County Board

- The building project update and recommendations were presented by Kiko Murphy (Henry Pittner was not able to be in attendance). The purpose of the new government building is to consolidate the various buildings/locations of services that are scattered between Spooner and Shell Lake into a "one stop shop". BKV's initial plan was for the Spooner location by the Highway Building and since then representatives from both the city and the hospital have indicated their interest for a Shell Lake location. BKV was then instructed to include an option for the Shell Lake location. Representatives from Spooner had been invited to a meeting and had indicated that, while they would assist us if the Spooner location was chosen, they preferred to have a taxable base. Options shown by Kiko included both

Spoooner and Shell Lake locations. Public Property's recommendation was to build in Shell Lake, the Executive Committee also recommended the Shell Lake Building site and recommended option 5. Questions were answered concerning a 2 story building vs a 1 story; parking space required. Discussed elevator/stairwell space vs more corridors in a single floor; cost of elevator is about \$100,000. Discussed that while option 5 was a recommendation, these are concepts only. Chair Mackie stated that the next steps will include the need to hire an architect, etc., but we needed to determine the location first so that the hospital and city can set their plans as well. Discussion continued with questions regarding consideration of a basement, length of walking if on one floor. Site prep is included in the cost and is considered part of the process. Motion was made by Chair Mackie that the board approve the Shell Lake site for the future building.

March 5, 2018 – Public Property

- The next step in the process is concerning property acquisition. Jeff Kohler drafted a letter which was sent to the owners of the 9th block in the City of Shell Lake. The letter was to see how many of the property owners are willing to enter into negotiations with the County on selling their property.

March 14, 2018 – Executive Committee

- Committee discussed: Next Step re: Building Project – all individuals to whom letters had been sent are willing to enter negotiations for purchase of the properties. Kiko Murphy updated the committee; next steps, including obtaining appraisals, will be discussed at the next Public Property meeting. Brock Geyen will be discussing the financial timeline with the Finance committee tomorrow.

March 15, 2018 – Finance Committee

- Committee reviewed the Strategic Financial Plan - Working meeting with Brock Geyen, CliftonLarsonAllen LLP – Geyen distributed updated Strategic Financial Plan and displayed it for the audience via PowerPoint. Discussion was held on debt service, facility project options, funding sources/interim financing, borrowing rate and timeline, utilizing existing funds, prior expense/revenue trends, mill rates, levy and equalized values. Geyen recommends not utilizing the General Fund reserves for the facility project and the Committee agreed. Mackie told the Committee that all property owners, being affected by the facility project, have agreed to negotiate with the County. Based on Geyen's presentation it was determined by the Committee that we can responsibly commit to the facility project and that it can move forward through the Public Property Committee. The Committee feels that this project can begin construction in 2019 once the County comes to a resolution with the property owners.
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- Citizen Comments – Andy Eiche spoke on behalf the City of Shell Lake's position and is in support of the facility project and states the City's portion of this project is already in their 2019 budget. Murphy gave insight on the facility project.

April 2, 2018 – Public Property

- Property Acquisition/Valuation Process was explained by Craig Solum of Solum & Associates. Jeff Kohler stated that he received all signed letters from owners stating that they would be willing to negotiate on selling their property. Motion was made to authorize Craig Solum to do a feasibility prospectus and preliminary evaluation analysis and then forward this on to the Finance Committee.
- Discussed the next steps to take regarding the architectural/construction services. Motion was made to have an RFP to include the architectural final design and construction administration.

April 5, 2018 – Finance Committee

- Discussion on Bonding through Bonding Agent – Kristin Hanson of PFM Financial Advisors, LLC presented “Financing Considerations for a New Government Services Building” – Ms. Hanson spoke to the Committee at length regarding the funding option general obligation bonding & the need to rate the bonds. She provided examples based on the lowest/highest borrowing amounts while maintaining our current County debt levy. She highlighted the steps/actions in the finance process and explained the different Resolutions needed to issue bonds as well as the need for Bond Counsel

April 8, 2018 – Public Property

- Craig Solum explained the Feasibility Prospectus & Preliminary Evaluation Analysis Report to the committee and informed the committee of the Relocation Act/Statute 32. There will be a fee that needs to be paid to the tenants to have their belongings moved out. Craig will contact all of the property owners to begin the process. Motion was made to approve hiring Solum & Associates to do the valuation and not to exceed the \$28,750 per the study.

May 7, 2018 – Public Property

- Craig Solum updated the committee about the relocation costs requirements. These requirements are different if only county money is utilized for the project vs having potential Federal grants being awarded. Discussed potential for Federal grants and committee felt it was more cost effective to not pursue these potential grants. Motion was made for Solum & Associates to proceed as indicated without the relocation assistance portion as discussed.
- Discussed contracting with BKV for the final design & construction administration for the next phase of architectural services. Theresa Anderson of MSA and Paul LaPree of Miron Construction reviewed services available from their firms. Committee decided to send out invitational bids to several firms for the final design and construction administration of the building project and motion was made to this intent.

May 22, 2018 – County Board

- With one-third of the county board being new as of April 17th, it was decided to present an update to the entire board on the building project and to obtain a commitment of all members for the ongoing process of this project.

★ Generated by COTW - August 3, 2016

DISCUSSED FACILITY/SPACE, PROGRAM, STAFFING & FINANCIAL NEEDS:

- Have good facilities – need jobs
- County buildings are getting older; ~~over and under-utilized~~ -----
- Look at renting space or combining depts. (HHS, Public Health, Aging) – old clinic building possibility?
- Population is getting older – need to suit older population
- Is HVAC appropriate re: temp? energy management? Eliminate space heaters re: energy consumption (need policy) Kiko – central heat pump systems currently used are efficient.
- Short spaced with several depts.; look at leasing instead of remodeling or building (HHS, Public Health, Aging) – old clinic building possible?
- Own 30 acres by highway shop – would like to see a one-stop shop where everything is together; too many buildings and they're all scattered; buildings are getting older; do it and get it over with
- Highway Shop was an issue at the time; now it's "medium sized"
- County is getting older – get more involved with schools; no one knows what the county does or who is representing them (younger people); youth does not really know what's going on – MARKET BETTER
- All buildings should be in one spot; would eliminate drive time, less vehicles, less employees (more efficient use of personnel)
- Courtroom need? Have to have one available for HHS, etc. who have a court date so they don't have to drive. County seat has to stay here, certain elected officials/depts. have to stay at county seat.
- Law Enforcement has to be brought up to date with per capita of LE's population, seems to be falling behind with hours worked, crime is increasing
- Hard to keep kids here, lack of jobs, nothing here for them to do
- Buildings are getting older and need to look at nursing agency, lease a larger building and combine the HHS, Public Health, mental health programs, aging, etc.
- Not a lot of opportunities for young people
- If we bring in tax base, who will build those buildings that may be needed; may need to increase levy; we want people to come and stay, not just visit and leave; need things for kids to do. Leasing is good.
- Efficiency of highway shop re: snowplowing, etc. is vastly improved over old highway shop; we should see efficiency in building a building by the county shop as well. Drawbridge theory in regard to zoning. Everybody's ideas are valuable. Everything comes back to money.
- If we present ideas properly may be able to do it; keep people informed.

- Need to increase levy. Mfg/businesses – county would need to help towns with infrastructure. Need to inform people.
- Wants/needs? Have to increase income; be flexible with opportunities; tax breaks offered, etc. Need funding.
- Agrees with building structure, keep personnel together; economies of scale will be there in time. Better service, more efficient, less cost. Need income stream.
- Zoning – permits are up; 2nd tier development is being seen. Increase levy – increase new construction or do referendum; pass?
- How do we pay new/additional staff that are needed? Need to trade/combine offices in one central area – would be possible long term; short term leases no.
- Why not try a referendum? Need to progress.
- Forest/Extension to move to Shell Lake and get like services together (HHS, health, etc.)
- Have municipalities work with together with county; gain efficiencies.
- Less meetings? How about less county board supervisors/less on each committee?
- Highway shop debt levy being retired will not change debt levy; should not be that big a deal to finance
- Five year plan to build?
- Cost of funds needs to be looked at; this will change soon most likely.
- Job creation – qualify workers; companies will let schools know what type of training/schooling they need.
- Referendums – fail a high percentage of times but it shows that the need is there; make sure people are informed. Washburn County has good workers/work ethic. New companies would do inhouse training.
- NWRP has dollars available for businesses to borrow; can't find anybody to come; companies aren't looking to come in right now. Money is there for qualified companies.
- New EDC coordinator hired and will work on training, etc. opportunities for area.
- New board members with fresh ideas; utilize knowledge and area of expertise; improve services and coordination with depts. at a low cost
- Need to talk to dept heads/employees – input is needed; this is a long range project
- M. Peterson – job creation; 105m is going elsewhere; timber coming off of the county land; economic development doesn't always match well with what our land supports; need trained staff for jobs that are available. No courses available where there is timber (where it's needed). Type of business needed. Capture value-added business here instead of shipping out.
- Tourism is a very important part of economy; the lakes is where the value of much of the property is at; have to be careful not to damage why people are coming here
- Zoning exists to protect what we have now
- Primitive campgrounds – need to be marketed more? Other parks are doing well.

- Shorter term goal is to work with public – get broadband expanded; would entice businesses and other individuals to relocate.
- Broadband 98% coverage in Iron County;
- Totogatic Park is out of spaces; turning folks away; looking at expanding
- Facility problem – how do we solve it? Narrow it down, focus on facilities; programs for the elderly; need jobs/employment, livable wage; 2% growth (preliminary number received from Wis DOR) equals about \$77,000.
- Referendum can be done for operational/construction.
- Look into doing a referendum; will be charged to Exec to pursue; timing.
- Need to be flexible: businesses, broadband, bring in revenue.
- Reliable internet connections – how do we increase this?
- Not many youth activities – so get involved with underaged drinking, drugs; trickle down to less LE needed.
- Building vs leasing; what about nursing home? Space is available for 5/10 year leases; looking at amenities; could supply space for senior citizen center there M-F, do meals, meals on wheels; fitness center for rehab; assisted living in upstairs of hospital.
- Need numbers. What is it costing us for these buildings (Annex, Public Health, etc) – vs lease vs building.
- J. Leduc – HHS has more immediate space needs to hit the target populations discussed (mental health/AODA). Proposing no increase to the levy with leased options/staffing. Ready to add these services January 1, need for immediate space.
- Demographics/mental health services
- Drug use/abuse
- Alzheimers
- Broadband has to be expanded first to attract people who could work from home; tourists may stay longer if we had better broadband
- Share resources with other counties
- Embrace technology
- Law Enforcement programs
- Motor pool (access to all depts. – leasing would be a good idea)
- One stop shop for all residents (clinic, nursing agency, etc.)
- Service building/motor pool in re: to aging/adrc – progressing but out of space; aging Veterans, Aging, ADRC, Nursing all go to different buildings – need to be together; immediate need – needs to be addressed soon; aging population needs to be addressed (drug/mental health/etc separate)
- Need to help our residents with services (mission statement)

- Elderly programs needing oomph: add funds as needed, nothing new being seen but nothing is cut as of yet; funding should be level for next few years. Meeting needs but need to do more (ADRC staffing, more room needed).
- Actively pursue job creation (through EDC, consultants, out of area businesses that are looking to expand) – sell some unproductive land we have?
- Retain employees and get new ones; keep younger adults in area
- Alzheimers caregivers
- Pay a living wage; attract people;
- Have to keep staff that we have
- Cut back on meetings where possible, cuts down on travel, etc to save \$
- Bring in companies that bring in more jobs – larger tax base so we don't have to cut back on jobs/heat, etc. – make effort to bring in jobs
- Share resources with counties
- Cross train staff; slow down on replacements
- Interaction class for employees
- Better training/raise the bar for employees
- Follow the chain of command; micro-management?
- Pursue lean government (small things lead to big savings)
- Better productivity – measure performance better for management (measurable expectations)
- Cross training with similar departments, instead of hiring LTE's, utilize a floater
- Long shifts for LE can't be good for population but needs to be financed
- More education so personnel base is better prepared for workforce and is employable
- Why? We have a levy limit – we cannot afford to do any of the things that need to be done.
- Problem is money; need to build a consolidated building in Spooner (roads, infrastructure); should be able to find a way to do this; possibly retiring debt/maintaining debt level needed. What kind of building do we need, where, etc. and use the debt, borrow, etc. to provide for future needs.
- Forestry base is key for economics
- Promote business with private base
- Extra funding for mental health/drug addiction
- Cut outside contracts; lean government – be efficient
- Cut all travel outside of the county unless they use county cars
- Look at leasing vehicles instead of buying
- Look at leasing vs building buildings
- Look at Zero-Based Budgeting vs Base line budget; has to be justified

- Build Economic Development – EDC Director needed
- Tax base – help with getting businesses in
- Dollars needed for LE's squads – have it available for others to use?
- Hold departments accountable for budgets; hours and staff should be managed better;

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 April 24th, 2018.

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

Bass Lake Township Barbara Dennis Pinedale WY. PROPERTY: 1.78 acres, Map ID#BL20/Tax Id#2023 – PT E FRL1/2 NE FRL1/4, Section 02-40-10, in the Town of Bass Lake, to rezone the property described above from Commercial to Residential to be able to renovate to a home.

The Zoning Committee recommends APPROVAL of the request to rezone 1.78 acres of Commercial to Residential.

Bashaw Township Arthur Hoekstra, Shell Lake WI. PROPERTY: 40 acres, Map Id#BW505/Tax ID#1739 – SW NE, Section 28-38-13, in the Town of Bashaw, to rezone 5 acres from the property described above from Agricultural to Residential Agricultural, to be able to split off home and sell remaining acreage.

The Zoning Committee recommends APPROVAL of the request to rezone 5 acres of Agricultural to Residential Agriculture.

Stone Lake Township Edward Seifert, Stone Lake, WI. PROPERTY: 40 acres, Map ID#SL653/Tax Id#27259- SE SE, Section 33-39-10, in the town of Stone Lake, to rezone 5 acres from the property described above from Agricultural to Residential Agricultural to be able to split off house & garage and sell to family.

The Zoning Committee recommends APPROVAL of the request to rezone 5 acres of Agricultural to Residential Agriculture.

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;

Bass Lake Township Barbara Dennis Pinedale WY. PROPERTY: 1.78 acres, Map ID#BL20/Tax Id#2023 – PT E FRL1/2 NE FRL1/4, Section 02-40-10, in the Town of Bass Lake, to rezone the property described above from Commercial to Residential to be able to renovate to a home.

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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

Rezonepetitons042418

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 9TH DAY OF APRIL, 2018 BY THE PERSONNEL COMMITTEE.

Beth Esser, Chair

Steve Waggoner, Vice Chair

Romaine Quinn, Member

Jocelyn Ford, Member

Hank Graber, Member

Olson, Lolita

To: Olson, Lolita
Subject: FW: Handbook Question
Attachments: Washburn Handbook Amendment -- discipline.docx

Correspondence from Attorney Re: 

From: Mindy Dale [mailto:mdale@weldriley.com]
Sent: Friday, April 06, 2018 11:00 AM
To: Olson, Lolita <lolson@co.washburn.wi.us>
Cc: Wyberg, Elly <ewyberg@co.washburn.wi.us>
Subject: RE: Handbook Question

Hi, Lolita

See my suggested changes attached. Sorry, I don't know how to change the color of text, so my changes are in strike out and underline format.

Having discipline or termination recommendations for department heads decisions go to the Personnel Committee is fine – as long as everyone is clear that “disposition” means analyzing who has the authority to remove and coordinating. The Personnel Committee may not always be the appropriate entity for taking action on the recommendation. I made this tweak.

Disciplinary and termination decisions below the department head leave should be made by the Department Head with consultation with HR. Your change says “recommendations” which seems to imply that someone else has the ultimate authority – so I changed that.

Let me know if you have any additional questions.

Mindy

Mindy K. Dale, Attorney
Weld Riley, S.C.
Phone: 715-839-7786
Mobile: 715-829-2356
Fax: 715-839-8609
E-mail: mdale@weldriley.com

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CLIENTS SHOULD NOT FORWARD THIS E-MAIL TO OTHERS. DOING SO RISKS LOSS OF ATTORNEY-CLIENT PRIVILEGE FOR THESE COMMUNICATIONS.

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 recommendations 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.

— This is the entire policy —

8 DISCIPLINE AND GRIEVANCE PROCEDURE

8.1 CORRECTIVE ACTION

It shall be the policy of the County to administer discipline fairly, reasonably, impartially, and in a clear, uniform, and consistent manner. When appropriate, discipline will be corrective in nature. The best disciplinary measure is the one that does not have to be implemented and comes from good leadership and supervision, and good work performance and self-discipline.

The goal of any corrective action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Action against employees may be taken by Washburn County for violations of any personnel or departmental policies, procedures set forth herein, for unsatisfactory work performance or violation of County ordinance.

The following is a list of examples of behavior which would normally justify disciplinary action and/or termination of employment:

1. Fraud in securing employment
2. Unauthorized absences, repeated absences, tardiness or improper use or abuse of leave;
3. Willful falsification of a time card;
4. Leaving job without permission;
5. Sleeping while on duty;
6. Negligence, incompetence or inefficiency in the performance of duties;
7. Dishonesty in performance of duties or failure to provide complete, accurate and truthful information when requested or required;
8. Insubordination or failure to perform duties as instructed or willful misconduct;
9. Failure to maintain effective working relationships with other employees or the public, or discourteous treatment of the public or fellow employees — insulting, abusive or inflammatory conduct toward the public, employer or fellow employees;
10. Engaging in illegal discrimination of the public, employer or fellow employee;
11. Failure to obtain and maintain a current license or certification as required by law/employer;
12. Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed;
13. Assuming duties while under the influence of controlled substances or intoxicants; or possession of, distribution/dispensing of use of intoxicants or controlled substances during working hours;
14. Sexual or other unlawful harassment;
15. Workplace violence;
16. Violation of any lawful order, directive, policy, or work rule;
17. Violations of County or Departmental policies or work rules;
18. Misuse, carelessness, negligence or theft in the handling or control of, the willful damage to County property or the unauthorized appropriation of property for their own use;
19. Misuse or abuse of the authority of their position within Washburn County;

20. Soliciting, accepting or offering bribes;
21. Unauthorized release of information required to be kept confidential by Federal Law, State Law, administrative rules or regulations or by County policy.

This list is not intended to be all inclusive, as it is impractical to list all the forms of behavior that are unacceptable in the workplace.

Procedure for Corrective Action

Outlined below are the steps of Washburn County's progressive discipline policy and procedure. The County reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Level I:

Level I is an informal meeting between the employee and his/her supervisor. The supervisor clearly specifies the nature of the concern for the employee's performance/conduct and why the supervisor feels expectations have not been met and/or why corrective action by the employee is necessary. The supervisor also clearly states the specific expectation(s)/corrective action(s) required and the time frames in which the expectation(s)/corrective action(s) must occur. The supervisor documents the meeting in writing, identifying the specific employee conduct/performance issues and the specific required expectation and/or corrective action plan.

Level II:

Level II is an oral warning. In consult with the Administrative Coordinator/Human Resources Director, the supervisor clearly informs the employee that he/she is being orally warned. Verbally, the supervisor informs the employee of specifically what has been done wrong and the corrective action or expectation(s) required. The employee is also verbally informed that if corrective action is not taken or expectations not met, further corrective and/or disciplinary steps up to and including suspension and/or termination may occur. The oral warning is documented by the supervisor in writing which the employee must sign, acknowledging receipt of the written oral warning. A copy of the written oral warning must be provided to the employee and the Personnel Committee with a copy placed in the employee's personal file.

Level III:

Level III is a written warning. In conjunction with the Administrative Coordinator/Human Resources Director, a written warning can be provided to an employee for whom there is a performance deficiency or conduct issue that needs to be corrected. The written warning must state specifically the conduct or performance deficiency that must be corrected. If applicable, a specific corrective action plan shall be outlined and a time frame at the end of which the corrective action plan must be completed. The employee is informed that if the corrective action plan is not completed or adhered to, expectations are not met, or additional violations occur, further corrective and/or

disciplinary steps may be taken up to and including suspension and/or termination. The employee must sign the written warning, acknowledging receipt.

Level IV:

Level IV is a suspension with or without pay. A suspension is a serious step, since the next step may be dismissal if corrective action does not occur, expectations are not met or additional violations occur. The supervisor, in conjunction with the Administrative Coordinator/Human Resources Director will issue the notice of suspension. The suspension notice will specifically identify the date the suspension begins and ends and the conduct or performance deficiency for which the suspension is being given. If applicable, the notice will also specifically describe the corrective action that is required of the employee to perform and the time frames for doing so. The employee must also be informed that if corrective action does not occur, or expectations are not met, further corrective and/or disciplinary action may be taken up to and including suspension and/or termination. The employee will sign the notice of suspension acknowledging receipt of the notice.

Level V:

Recommendations for dismissal or termination will be referred to the Personnel Committee through the Administrative Coordinator/Human Resources Director for disposition.

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 Resource 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.

Documentation: All steps taken under this procedure, including informal meetings, shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. The employee must sign written warnings and notices of suspension acknowledging receipt of the notice.

Resolution No. _____

**AN ORDINANCE TO RETURN A TAX DEEDED LAND TO THE FORMER OWNER –
ROBERT O ABBOTT - PURSUANT TO §75.35(2)(e), WIS. STATS.¹**

The Washburn County Board of Supervisors Ordain as Follows:

WHEREAS, Washburn County is the holder of a tax deed to Lot Seven (L7), Block Four (B4) of the Original Plat of the City of Shell Lake, recorded April 3, 2018, as Document Number 280657, bearing PIN 65-282-2-38-13-25-5 15-530-521500;

AND WHEREAS, the public property and land sale committee has voted the return of the property to the former owner, who is:

ROBERT O ABBOTT
202 5th Av
Shell Lake WI 54871

for the reason that the former owner has brought current all real estate taxes, interest and penalties;

AND WHEREAS, the public property and land sale committee recommends to the full county board of supervisors the return of this tax deeded property;

NOW, THEREFORE, BE IT ORDAINED, that pursuant to § 75.25(2)(e), Wis. Stats., the County Clerk and County Board Chair are hereby authorized to execute a quit claim deed in the described property to the previous owner as listed above.

This ordinance shall not be published as a part of the Washburn County code.

FISCAL IMPACT: Return of back taxes owed.

Moved for adoption by the public property and land sale committee this 7th day of May, 2018:

Steven Waggoner, chair

Christopher Thompson, vice chair

Clint Stariha

Linda Featherly

James Dohm

¹ (e) Any county acting either by its board or by delegated authority as provided in this section may sell and convey tax-deeded lands to the former owner or owners thereof and such conveyance shall not operate to revive any tax certificate lien or any other lien whatsoever which was cut off and rendered void by the tax deed, foreclosure of tax certificate, deed in lieu of tax deed, action in rem under s. 75.521 or other means by which the county acquired title to such land, nor shall it revive the lien of any tax certificate or tax dated subsequently to the date on which the county acquired its title. The enactment into statute law of the provisions of this paragraph shall not be deemed an expression of legislative intent that the prior common law of this state was otherwise than as herein provided.

Passed/Rejected by a vote of ____ ayes to ____ nays this 19th day of May, 2018.

CORRECT ATTEST:

LOLITA OLSON
Washburn County Clerk

**STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN
COUNTY - 20 YEAR MAXIMUM**

Chapter 24 Wisconsin Statutes

WASHBURN COUNTY

Date sent: April 17, 2018

Received and filed in Madison, Wisconsin:

ID # 05604869

VMH

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY.

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned chairman and clerk of the County of **Washburn**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Seven Hundred Fifty Five Thousand And 00/100 Dollars (\$755,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing road projects**.

The loan is to be continued for a term of **2** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **4.00** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the County with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the supervisors of the County of **Washburn** Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the 22nd day of May, 2018.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the board of supervisors approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Seven Hundred Fifty Five Thousand And 00/100 Dollars (\$755,000.00)** from the Trust Funds of the State of Wisconsin to the County of **Washburn**, Wisconsin, for the purpose of **financing road projects**. That at the same time and place, the board of supervisors of the County of **Washburn** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the county, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the County of **Washburn** certified to by the clerk, accompanies this application.

Given under our hands in the County of **Washburn**, Wisconsin, this 22nd day of May, 2018.

Chairman, County of **Washburn**

Clerk, County of **Washburn**

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY.

RESOLUTION # _____

FORM OF RECORD

The following preamble and resolutions were presented by Supervisor _____ and were read to the meeting.

By the provisions of Sec.24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the County of **Washburn**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Seven Hundred Fifty Five Thousand And 00/100 Dollars (\$755,000.00)** for the purpose of **financing road projects** and for no other purpose.

The loan is to be payable within **2** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **4.00** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the County of **Washburn**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the County of **Washburn** by such loan from the state be applied or paid out for any purpose except **financing road projects** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the County of **Washburn**, Wisconsin, are authorized and empowered, in the name of the county to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the county pursuant to this resolution. The chairman and clerk of the county will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this county forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY.

Supervisor _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- 1. Supervisor Jerry Smith voted _____
- 2. Supervisor Linda Featherly voted _____
- 3. Supervisor Steven Waggoner voted _____
- 4. Supervisor Sandy Johnson voted _____
- 5. Supervisor Thomas Mackie voted _____
- 6. Supervisor Cristina Masterjohn voted _____
- 7. Supervisor Bob Olsgard voted _____
- 8. Supervisor Tim Kessler voted _____
- 9. Supervisor Chris Thompson voted _____
- 10. Supervisor Hank Graber voted _____
- 11. Supervisor David Wilson voted _____
- 12. Supervisor David Masterjohn voted _____
- 13. Supervisor Dennis Wood voted _____
- 14. Supervisor David Haessig voted _____
- 15. Supervisor Romaine Quinn voted _____
- 16. Supervisor James Dohm voted _____
- 17. Supervisor Jocelyn Ford voted _____
- 18. Supervisor Robert Reiter voted _____
- 19. Supervisor Steven Sather voted _____
- 20. Supervisor Stephen Smith voted _____
- 21. Supervisor Clint Stariha voted _____
- 22. Supervisor _____ voted _____
- 23. Supervisor _____ voted _____

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY.

STATE OF WISCONSIN

County of **Washburn**

I, Lolita Olson, Clerk of the County of **Washburn**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the board of supervisors of the County of **Washburn** at a meeting held on the ____ day of _____, 20____, relating to a loan from the State Trust Funds. I further certify that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the board of supervisors of the County of **Washburn** is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the board of supervisors by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the county.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the County of **Washburn** this ____ day of _____, 20_____.

Clerk (Signature)

Lolita Olson

Clerk (Print or Type Name)

County of **Washburn**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY.

STATE OF WISCONSIN
COUNTY OF **WASHBURN**
TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, Lolita Olson, Clerk of the County of **Washburn**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the County of **Washburn** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20 16 * \$ 2,396,151,200
* Latest year available

I further certify that the whole existing indebtedness of the County of **Washburn**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
Bankers Bank - General Obligation Refunding Bonds - Series 2016	\$ 1,055,000
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL INDEBTEDNESS:	\$ <u>1,055,000</u>

Clerk (Signature)

Lolita Olson
Clerk (Print or Type Name)

County of **Washburn**

State of Wisconsin

_____, 20____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY.

Resolution No _____

Resolution Pursuant to § 174.11, Wis. Stats: Theodore Smith Dog Damage Claim

WHEREAS, a claim for dog damage has been submitted to the common council of the Town of Crystal for dog damage to ducks and roosters belonging to Theodore Smith of the Town of Crystal pursuant to § 174.11, Wis. Stats., and;

WHEREAS, § 174.11(1), Wis. Stats., reads:

“Upon presentation of a claim the supervisors of the town...or a committee appointed for that purpose by the supervisors...shall promptly investigate the claim and may subpoena witnesses, administer oaths, and take testimony relative to the claim and shall within 30 days after the filing of the claim make, certify, and return to the county clerk...a report of the investigation, the testimony taken, and the amount of damages suffered by the owner of a domestic animal.”
Section 174.11(1), Wis. Stats.

WHEREAS, on May 10, 2018, the supervisors of the Town of Crystal determined the fair market value of Mr. Smith’s losses to be \$290.00, and;

WHEREAS, § 174.11(2), Wis. Stats., provides that:

“...[T]he county clerk shall submit to the county board at its first meeting, following the receipt of any such claim, all claims filed and reported, and the claims shall be determined and acted upon. ...[T]he amount of damages filed and reported to the county clerk shall be prima facie proof of the actual damages sustained, but evidence may be taken before the county board relative to the claims as in other cases, and appeals from the action of the county board shall lie as in other cases.”

WHEREAS, § 174.11(3), Wis. Stats., states that: “The claims shall be solely against the dog license fund and shall create no other liability on the part of the county.”

NOW, THEREFORE, BE IT RESOLVED; that the dog damage claim of Theodore Smith in the amount of \$290.00, be paid from the county dog license fund.

Fiscal Impact - \$290.

Recommended for adoption by the Washburn County Executive Committee this 22nd day of May, 2018.

Thomas Mackie, Chair

David Wilson, Member

Steven Waggoner, 1st Vice Chair

David Haessig, Member

David Masterjohn, 2nd Vice Chair

Owner's Claim for Damages to Animals
- AND -
Report of Investigation by Supervisors, Board or Committee
Under provisions of Wisconsin Dog Law Chapter 174, Wisconsin Statutes

STATE OF WISCONSIN, }
Washburn COUNTY, } ss. AFFIDAVIT OF OWNER

I, Theodore L. Smith
being first duly sworn on oath depose and say that I am the legal owner of certain domestic animals located in
the CRYSTAL of WASHBURN and County as aforesaid.

That on the 14 day of MARCH 2018
I RETURNED HOME TO FIND 13 CALL DUCKS
AND 2 LARGE ROOSTERS Dead in my
YARD AND CHICKEN COOP
met with death (or injuries) resulting from and directly caused by a dog or dogs
(owned by UNKNOWN TO ME of)
or (the owner thereof being unknown to me).

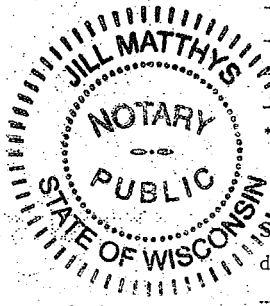
That upon or before the discovery of the death (or injury) of said animals I observed the following:
LARGE DOG TRACKS AROUND MY YARD
AND BIRDS AND FEATHERS SCATTERED AROUND
MY BUILDINGS AND IN MY COOP

That by reason of these facts I claim that the death (or injury) of said animals is due to the work of some dog or
dogs. And I therefore assess the fair and reasonable market value of said animals herein described, as follows:
5 CALL DUCK FEMALES @ \$30.00 ea.
8 CALL DUCK DRAKES @ \$15.00 ea
2 LARGE ROOSTERS @ \$10.00 ea

Have you paid the current dog tax on all dogs owned by you? NO DOG (Yes or No)

(Owner) Theodore L. Smith

Subscribed and sworn to before me this 20th day of MARCH 2018 Address W4531 FURCHTENICHT RD TREGO, WI 54888



Jill Matthys
Justice of Peace (or) Notary Public.

STATE OF WISCONSIN, }
Washburn COUNTY, } ss. AFFIDAVIT OF INVESTIGATING COMMITTEE.

We, Town Board of Crystal

being individually first duly sworn on oath depose and say that we have investigated the claim of Theodore Smith
for damages, as aforesaid,
to ascertain and determine whether, in fact, said damages was caused by some dog or dogs. That we have dili-
gently investigated said claim and now find the facts to be as follows:

Stated by Theodore Smith above and
Supervisor Kenneth Rhinehart talked to Mr. Smith
and the Sheriff Dept.

That by reason of the facts as aforesaid we further find, either (a) that said damage was caused by some dog or
dogs, or (b) that said damage was not caused by some dog or dogs.

**And we further find that the assessed value of said animals at last assessment was _____
dollars (\$ _____); that their fair and reasonable
market value is two hundred ninety dollars (\$290.00);

Subscribed and sworn to before me this 10th day of May 2018
Jill G. Schulz, Clerk
Justice of Peace (or) Notary Public.

Frank Winkler
H. Sommer
K. Rhinehart
Supervisors, Board or Committee.

(OVER)

**WASHBURN COUNTY SHERIFF DEPT.
STATEMENT OF NON-PERMISSION/NON-CONSENT**

NAME OF BUSINESS _____
 NAME Theodore Smith
 D.O.B. 10/19/48 AGE 69
 ADDRESS W4531 FURCHTENICHT RD
 CITY TREGO STATE WI ZIP 54888
 HOME PH. 715 635-7401 BUS. PH. _____

INCIDENT # WB501800459
 TITLE Animal case

I DID NOT GIVE MY PERMISSION OR CONSENT (NEITHER EXPRESSED NOR IMPLIED TO _____

OR TO ANYONE ELSE TO COMMIT THE FOLLOWING ACT(S): _____

One or more dogs killed my ducks and chickens

STATEMENT OF DAMAGE/LOSS

IF YOU WISH TO SUBMIT A CLAIM FOR DAMAGE AND/OR LOSS, COMPLETE FORM BELOW AND SEND TO WASHBURN COUNTY SHERIFF DEPT. RECEIPTS, BILLS OR ESTIMATES ARE REQUIRED TO SUBSTANTIATE CLAIMS.

DESCRIPTION OF ITEMS STOLEN/DAMAGED (BRAND - MODEL - COLOR - SERIAL NO.)	A	DAMAGE	B	STOLEN	C	TOTAL LOSS	D	RECOVERED	E	NET LOSS
	\$		\$		\$		\$		\$	
<u>5 call duck hens @ \$30.00 ea.</u>						<u>\$150.00</u>				<u>\$150.00</u>
<u>8 call duck chicks @ \$15.00 ea</u>						<u>\$120.00</u>				<u>\$120.00</u>
<u>2 large roosters at \$10.00 ea.</u>						<u>\$20.00</u>				<u>\$20.00</u>
PRELIMINARY TOTALS (COL. A + B = C)										
LESS ITEMS RECOVERED (COL. D)										
NET LOSS (COL. C MINUS COL. D)										<u>\$290.00</u>

INSURANCE COMPANY/AGENT American Family Insurance CLAIM FILED: YES _____ NO
\$1,000.00 deductible. Claim does not apply.

UNDER PENALTY OF PERJURY, I DECLARE THE ABOVE STATEMENT(S) ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT I MAY BE REQUIRED TO TESTIFY IN A COURT OF LAW.

DATED THIS 3/18/18 DAY OF March, 19 18

WITNESS _____ SIGNATURE Theodore Smith

ANY FURTHER COMMENT OR INFORMATION — USE REVERSE SIDE.

NOTE: THIS FORM MUST BE SUBMITTED TO THE WASHBURN COUNTY SHERIFF'S DEPT. WITHIN SEVEN (7) DAYS OF THE DAMAGE OR LOSS. SEAL PROPERLY AS THE BACKSIDE IS PRE-ADDRESSED. PLACE FIRST CLASS POSTAGE AND YOUR RETURN ADDRESS IN THE GRAPES PROVIDED.

ADDED COMMENT OR INFORMATION:

Call ducks are expensive in the Spring. I incubate the duck eggs so spring is our breeding season. I have had call ducks for 30 years. My estimates of value are conservative because I have sold calls in the spring for \$45.00 to \$75.00 a pair. I don't think that I will be able to find good quality ducks for sale this spring. I might have to wait until fall for replacements. There's a huge demand for these friendly beautiful little ducks..

(Fold On This Line and Staple)

First
Class
Postage

WASHBURN COUNTY SHERIFF'S DEPT.
P.O. BOX 429
SHELL LAKE, WI 54871

(Fold On This Line and Staple)

(Fold This Portion Last)