

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

October 15, 2019

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Masterjohn
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of September 17, 2019 County Board Proceedings
6. Introduction of New Washburn County District Attorney – Aaron Marcoux
7. Concerned Citizens

8. Consent Agenda

- A. Resolution Creating a Census 2020 Complete Count Committee

9. Other Resolutions and Ordinances

- A. Resolution to Expand the Highway Pilot Incentive Program – Supv. Wilson
- B. Resolution to Change the 2019 Highway Dept Budget Due to Change of Funding For CTH D Project – Supv. Haessig

10. Committee Reports
11. Chair Appointments – NoRTAC (Northern Trail Advisory Committee), HHS Board
12. Citizen Comments
13. Chair Comments
14. Possible Future Agenda Items/Next Meeting Date: November 12, 2019 (Daytime Meeting)
15. Audit Per Diems
16. Adjourn

Respectfully submitted this 11th day of October 2019
Lolita Olson, County Clerk

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

September 17, 2019

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. Masterjohn.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: (18), Excused: (2) Olsgard, Dohm; Youth Present: (1) Olson.
5. Approval of July 16, 2019 County Board Proceedings on motion by D. Wilson, 2nd by T. Kessler; MC.
6. Appointment of New District 19 Washburn County Board Representative – Chair Mackie reported that this vacancy has not yet been filled and that we are still in the process of recruiting.
7. Introduction of New Judge, Honorable Angeline Winton – Chair Mackie introduced our new Circuit Court Judge.
8. Presentation of Washburn County Forest 2018 Annual Report – Mike Peterson, Forest Administrator – Annual report given and will be placed on file. Discussion on management of Emerald Ash Borer and research being done. Mike was thanked for his presentation.
9. Concerned Citizens – none at this time.

10. Consent Agenda –motion by D. Masterjohn to approve, 2nd by J. Ford; MC.

- A. Rezone Petition and Amendatory Ordinance (July 23, 2019)
- B. Rezone Petition and Amendatory Ordinance (August 27, 2019)
- C. **Resolution 49-19 Authorizing Designating Public Depository and Authorizing Withdrawals for County Funds** (New Account for Bond Proceeds from Building Project)

11. Other Resolutions and Ordinances

- A. **Resolution 50-19 to Ratify Bid Awards Made for Construction of Government Center** – Chair Mackie presented. Motion to approve by D. Wilson, 2nd by R. Reiter. No elevator bids were received; new RFPs were sent with the due date of 9-19-19 and bids will be opened at Ad Hoc at that time. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
- B. Resolution to Change County Board per Diem Rates – Chair Mackie presented. Motion to approve by D. Wilson, 2nd by D. Haessig. Supv. S. Smith opposed, felt that all board members should be treated the same. Chair Mackie stated that Exec Committee felt that the work the committee chair does should be rewarded; based on a recent per diem survey we are in the middle. Supv. C. Stariha requested that this go back to committee to bring forth a realistic amount. Supv. D. Wilson spoke to the thought process involved; it would have been a poor perception of giving a raise to board members if the board is asking departments to cut back on budget requests. Supv. C. Thompson spoke to the difficulty in finding someone to fill the vacant position and that perhaps more incentives need to be put forth. Roll Vote: Yes (8) Radzak, Mackie, C. Masterjohn, Wilson, D. Masterjohn, Wood, Haessig, Quinn; No (10); Youth: Yes (0), No (1); Motion fails.
- C. **Resolution 51-19 Amending Washburn Code of Ordinances re: Address Sign Policies** – Motion to approve by D. Masterjohn, 2nd by J. Ford. Sheriff's department will be the enforcing entity. Supv. R. Reiter voiced concern regarding tent camping. Carol Buck, Emergency Management Director, explained that the amendment is necessary especially for emergency situations - if we cannot find the property it could put someone's life in jeopardy. Motion carried on voice vote.

- D. **Resolution 52-19 Authorizing Washburn County to Enter Lease for Highway Equipment with Nuss Trucking through CCF Bank** – Motion to approve by D. Haessig, 2nd by R. Quinn. Discussion was held concerning lease vs purchase, amount of trucks being leased for the next five years and previous lease arrangements. Supv. S. Smith questioned payment amounts indicated vs fiscal impact and stated they do not add up. Brian Danielsen, Highway Commissioner, stated that \$1,843,336 was paid to Nuss and that is the amount being financed via a bank-qualified lease from CCF at 2.85%. Additional discussion was held concerning the \$890,000 buy-back, what the five annual lease payments add up to without the buy-back, what the county is responsible for and the potential for budgeting a buy-back at the end of the lease. Brief recess was called by Chair Mackie to allow for review of the contract by Corp. Counsel Swan and Commissioner Danielsen. Meeting was called back from recess and continued discussion was held. Motion by Supv. S. Smith to amend fiscal impact to what the five annual lease payments are (\$1,140,375), 2nd by R. Reiter. Supv. C. Thompson indicated that the county has possession of the trucks and they are in use. Corp. Counsel Swan indicated that there could be an issue if we changed those numbers as the contract has already been entered into. Amendment fails on voice vote. Roll Vote on original resolution – Roll Vote: Yes (15), No (3) J. Smith, S. Smith, Stariha; Youth: Yes (1); MC.
- E. **Resolution 53-19 Increasing 2019 Emergency Dept Budget re: Scholarship Awards for Fiscal 2019** – Motion to approve by D. Haessig, 2nd by D. Masterjohn. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
- F. **Resolution 54-19 Increasing 2019 Emergency Dept Budget re: Grant Award for Fiscal 2019** Motion to approve by D. Haessig, 2nd by L. Featherly. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
- G. **Resolution 55-19 Approving New Judicial Assistant Position - Judge** – Motion to approve by D. Wilson, 2nd by C. Masterjohn. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
- H. **Resolution 56-19 Amending the 2019 Wildlife Damage Budget** – Motion by D. Haessig to approve, 2nd by C. Stariha. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
- I. **Resolution 57-19 Amending the 2019 Register of Deeds Budget** – Motion to approve by D. Haessig, 2nd by R. Quinn. Renee Bell, Register of Deeds, indicated that the \$18,150 was received in February 2019 and went to Land Information’s budget for fire signs; the \$7000 scanning costs will be expensed to retained fees. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
- J. **Resolution 58-19 Approving 2019-2023 Outdoor Recreation Plan** – Motion to approve by R. Quinn, 2nd by H. Graber. Mike Peterson presented information contained in the plan, which he indicated is more of a “wish list”; towns could present an amendment to this plan if requested. Motion carries on voice vote.
- K. **Resolution 59-19 Approving Trails End Road Easement** – Motion to approve by R. Quinn, 2nd by S. Johnson. Mike Peterson explained that this is a dedicated city street – the easement is to match where the roads actually come in (by Forestry Shop property). Motion carries on voice vote.
- L. **Resolution Approving ATV Route Ordinance – CTH M** – Motion to approve by C. Thompson, 2nd by T. Kessler. Discussion was held concerning approvals/signage, concerns about safety. The Town of Stinnett had asked the DOT for Hwy 63 from M to Old Hayward Road to be opened for ATV’s so they could go underneath the railroad bridge – the DOT proposed this route (CTH M to Hwy 77) as an alternate. The DOT’s intention would be to open that part of Hwy 77 for access to Hayward but the DOT wants the request in the form of an ordinance first. Supv. C. Thompson stated that the resolution is only for approving ATV traffic on CTH M to Hwy 77, not on Hwy 77. Voice vote was inconclusive; roll vote was requested and indicates: Yes (9), No (9) J. Smith, L. Featherly, M. Radzak, T. Mackie, D. Wilson, D. Haessig, J. Ford, S. Smith, C. Stariha; Youth: No (1); Motion is tied, therefore defeated.

12. Committee Reports – suspended.

13. Chair Appointments – Wayne Dahlstrom to AG/LCC; for Board of Adjustments - Bob Dawson has resigned, Zach Tranmer will be full time with Harry Sorensen as an alternate, effective today; Jocelyn Ford to CJCC; motion to approve by D. Masterjohn, 2nd by D. Wilson; MC.

14. Citizen Comments – Mike Peterson commented that our Finance Manager, Sharon Kindle, was not able to attend tonight’s meeting as she had a mandatory online class.

15. Chair Comments – Ad Hoc meets at 2:00 pm on 9-19-19 re: Elevator bids; Fencing expected up tomorrow potentially with the heavy equipment coming in after to start the excavation.

16. Possible Future Agenda Items – October 7th start of Hell Week (Budget Week). WCA Conference next week.

17. Audit Per Diems on motion by D. Wilson, 2nd by D. Masterjohn; MC.

18. Adjourn at 7:51 p.m. on motion by D. Wilson, 2nd by D. Masterjohn; MC.

Respectfully submitted this 19th day of September 2019

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.

RESOLUTION # _____

CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE

WHEREAS, April 1, 2020 is Census Day for the United States of America pursuant to Article 1, Section 2 of the U.S. Constitution; and

WHEREAS, an accurate census is essential for the allocation of representatives with the legislative bodies of the U.S. House of Representatives, the Wisconsin State Legislature and within Washburn County; and

WHEREAS, correct apportionment of Federal dollars for health, education, transportation, child and elder care, emergency preparation and response, public and social support programs of all kinds depend on complete and accurate age, population and other ethnic and demographic information gathered every ten years; and

WHEREAS, accurate census information is critical to planning for future growth, development and social needs of Washburn County.

NOW, THEREFORE, BE IT RESOLVED that Washburn County does hereby desire to create the Census 2020 Complete Count Committee for the purpose of planning and conducting local initiatives and promotional activities to increase community participation in the 2020 Census.

The Census 2020 Complete Count Committee Guidelines are as follows:

Section 1. Census 2020 Complete Count Committee. There is hereby created the Washburn County Census 2020 Complete Count Committee, hereinafter referred to as the “Complete Count Committee” which shall consist of up to seven (7) members. The Complete Count Committee shall be appointed by the chair of the Washburn County Board of Supervisors and shall try to include representation from each of the following community groups: Business, Religious Groups, Education, Community Organizations, Media, Minority Groups.

Section 2. Term of Service. The committee chairperson and the committee members shall be appointed to serve for a term to continue through June 2020. For cause stated in writing, the Washburn County Board of Supervisors may remove a member of the Complete Count Committee.

Section 3. Duties and Powers. The Complete Count Committee shall be a working committee charged with the responsibility of planning and conducting local educational initiatives, as well as publicity and promotional activities to increase community participation in the Census. Activities may include, but are not limited to the following:

- Handle the creation, printing and distribution of posters, flyers, handouts and printed material for use by the media and others.
- Prepare materials for public service announcements on radio and television.

- Speak at public forums and meetings, fraternal organizations, business organizations and schools for the purpose of promoting and informing people of the census.
- Create census messages in utility bills, grocery bags, monthly billing statements and payroll checks.

FISCAL IMPACT UNKOWN

Recommended for adoption this 15th day of October, 2019 by the Washburn County Board of Supervisors.

THOMAS J. MACKIE, Chair
Washburn County Board of Supervisors

ATTEST: LOLITA OLSON
County Clerk

RESOLUTION # _____

RESOLUTION TO EXPAND THE HIGHWAY PILOT INCENTIVE PROGRAM

WHEREAS, a Pilot Incentive Program (Employee of the Month) was approved in 2014 by the Highway Committee, the Personnel Committee and the Washburn County Board of Supervisors as Resolution #52-14; and

WHEREAS, this plan was developed and instituted as a pilot within the Highway Committee with the potential to expand to other county employee groups after one year; and

WHEREAS, the pilot program was designed to help boost morale and increase retention and has been successful since its implementation; and

WHEREAS, the Personnel Committee has determined that this program should be expanded to all departments with a renewed purpose of recognizing outstanding accomplishments and/or service by Washburn County Staff as outlined in the documents attached.

THEREFORE BE IT RESOLVED; that the Highway Pilot Incentive Program be discontinued, and in its place, institute the Employee of the Month Program for all departments to be effective January 2020.

FISCAL IMPACT: Approximately \$2000 annually

Recommended for approval by the Washburn County Personnel Committee on the 9th of September 2019 and approved by the Washburn County Board of Supervisors on this 15th day of October, 2019.

Dave Wilson, Chair

Hank Graber, Vice-Chair

David Masterjohn, Member

Jocelyn Ford, Member

Romaine Quinn, Member

EMPLOYEE OF THE MONTH PROGRAM

Purpose: The purpose of the Employee of the Month (EOM) Award is to recognize outstanding accomplishments and/or service by Washburn County Staff

Award Eligibility: All regular full-time and part-time non-exempt employees who normally work 50% FTE or greater are eligible to participate in the EOM program. An employee may be designated as EOM only once during a calendar year.

Procedure:

- The EOM selection process will be performed in March, June, September, and December of each year with 3 winners chosen during each process.
- Recipients of the award will be announced on the fifteenth (15th) day of the following month or the workday closest to this day.
- Nominations may be made by any Washburn County staff member and must be submitted on the official EOM nomination form.
- Nominations for the EOM should be submitted to the Human Resources Department. The Human Resources department will forward the nomination form to the EOM selection committee.
- Selection of the Employees of the Month will be made by the EOM Selection Committee. The EOM Selection committee is comprised of at least 5 members; both management and non-management employees, and one HR representative. The EOM Selection Committee members are selected annually by Human Resources.
- Each EOM committee member will serve on the committee for one (1) year.
- All nomination information must be reviewed by each member of the selection committee.
- Final selection of the recipients is determined by the EOM selection committee based on results from the nomination form and EOM rating sheet.
- The Employee of the Month will receive one day off with pay to be taken within one (1) year.

Nomination Criteria: Employee of the Month evaluation should specifically focus on job related outputs and/or accomplishments in a minimum of one or more of the following:

- Specific incident, project or accomplishment deserving meritorious recognition
- Outstanding job performance – Employee takes initiative and accepts and carries out additional responsibilities beyond regular job assignments
- Innovative or Cost saving Ideas – Developing useful, feasible ideas or suggestions of exceptional creativity or innovation and/or suggesting or implementing an idea that saves County funds and/or makes County government more efficient
- Dedication to excellence in the following areas:
 - Customer service
 - Attitude - Compassion, respect, fairness, patience
 - Integrity, honesty and accountability
 - Collaboration and teamwork
 - Professionalism - Job knowledge and expertise

EMPLOYEE OF THE MONTH NOMINATION FORM

Nominee: _____ Date: _____

Job Title of Nominee: _____ Nominator: _____

Nomination Criteria: Employee of the Month evaluation should specifically focus on job related outputs and/or accomplishments in a minimum of one or more of the following:

- **Specific incident, project or accomplishment deserving meritorious recognition**
- **Outstanding job performance – Employee takes initiative and accepts and carries out additional responsibilities beyond regular job assignments**
- **Innovative or Cost saving Ideas – Developing useful, feasible ideas or suggestions of exceptional creativity or innovation and/or suggesting or implementing an idea that saves County funds and/or makes County government more efficient**
- **Dedication to excellence in the following areas:**
 - **Customer service**
 - **Attitude - Compassion, respect, fairness, patience**
 - **Integrity, honesty and accountability**
 - **Collaboration and teamwork**
 - **Professionalism - Job knowledge and expertise**

Please provide a detailed description of the efforts the nominated employee has made in one or more of the areas above in the space below. Use the back of this form, if necessary, and/or attach additional sheets or documentation of the nominated employee's efforts:

**EMPLOYEE OF THE MONTH
SELECTION COMMITTEE RATING SHEET**

Nominee:	
Date of Nomination:	
Committee Member Name:	
Rate the strength of the examples provided on the nomination form against the fields below. Please refer to the rating definitions for scoring guidance	
	Rating
Specific incident, project or accomplishment deserving meritorious recognition	
Outstanding job performance – Employee takes initiative and accepts and carries out additional responsibilities beyond regular job assignments	
Innovative or Cost saving Ideas – Developing useful, feasible ideas or suggestions of exceptional creativity or innovation and/or suggesting or implementing an idea that saves County funds and/or makes County government more efficient	
Dedication to Excellence in:	
<ul style="list-style-type: none"> • Customer Service – Providing excellent service to internal and/or external customers 	
<ul style="list-style-type: none"> • Attitude – demonstration of compassion, respect, fairness, kindness, and patience 	
<ul style="list-style-type: none"> • Ethics - demonstrating integrity, honesty and accountability 	
<ul style="list-style-type: none"> • Collaboration – cooperative and promotes teamwork 	
<ul style="list-style-type: none"> • Professionalism – Exhibits a high level of competency, expertise, job knowledge 	
TOTAL	

<p>RATING DEFINITIONS</p> <p>4 – Compelling and Extraordinary</p> <p>3 – Above Average and Notable</p> <p>2 – Good Work, but Average in Scope</p> <p>1 – Regular Duty; Anticipated Scope</p> <p>0 – No evidence provided</p>

RESOLUTION # _____

**RESOLUTION TO CHANGE THE 2019 HIGHWAY DEPARTMENT
BUDGET DUE TO CHANGE OF FUNDING FOR CONSTRUCTION PROJECT
CTH D – SHALLOW LAKE ROAD TO USH 63**

Whereas, the Washburn County Highway Department scheduled a 2019 Rural STP project for County Highway D from U. S. Highway 63 to Shallow Lake Road which is 80% federal funded and 20% county funded for a total approximate project cost of \$1,699,594; and

Whereas, the original budget for 2019 for the total project was \$850,000 with the County funded amount being \$170,000 (20%), approved in the capital projects fund; and

Whereas, due to the project coming in over budget at bid, Washburn County's 20% portion of the total project is now \$339,919, whereby that amount is split approximately 60% from Fund 296 Cth D Fund and approximately 40% paid from the capital projects fund; and

Whereas, \$170,000 was already approved in the 2019 capital projects budget leaving the amount of \$169,919 left unbudgeted for 2019; and

Whereas, the approval of spending from Fund 296 is required by the Local Monitoring Committee, for which they did meet and approved an amount up to \$192,000 (which is 56.49%) for the Rural STP project for County Highway D from U. S. Highway 63 to Shallow Lake Road; and

Whereas, the short fall of \$169,919 has not yet been ratified for spending by the County Board for the 2019 budget; and

Therefore be it resolved, that the County Board approves the increased budget and spending of \$169,919.

Fiscal Impact: \$169,919

**Recommended for adoption this ____ day of October 2019 by the Washburn County
Finance Committee**

David Haessig, Chair

Christopher Thompson, Vice-Chair

David Masterjohn, Member

Tom Mackie, Member

Linda Featherly, Member