

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

June 20, 2023

6:00 p.m.

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

1. Call Meeting to Order – Chair Wilson
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. L. Featherly
3. Notice of Meeting – County Clerk Swearingen
4. Roll Call – County Clerk Swearingen
5. Approval of May 16, 2023 County Board Proceedings
6. Concerned Citizens
7. Resolution Re: Chapter 38, Division 24 Campgrounds & Resorts Ordinance Amendment
8. Consent Agenda Resolutions:
  - a. Resolution to Appoint Board of Adjustment Members
9. Resolutions and Ordinances:
  - a. Resolution to Increase the Emergency Government Department Budget Adjustment Due to HMEP Grant Award for Fiscal Year 2022 – Supv. S. Smith
  - b. Resolution to Increase the Emergency Government Department Budget Adjustment Due to HMEP Grant Award for Fiscal Year 2023 – Supv. S. Smith
  - c. Increasing the 2023 Forestry Department Budget for Resolving Nitrate Contamination Issues – Supv. S. Smith
  - d. Resolution to Approve the Re-class for Shop Crew Leader and Crew Leader Positions for the HWY Department – Supv. S. Smith and H. Graber
  - e. Resolution to Approve the New .51 LTE Position for Law Enforcement Dispatcher – Supv. S. Smith and H. Graber
  - f. Resolution for the ADRC of Washburn County to Accept the USAging Covid-19 and Influenza Vaccine Uptake Initiative for Older Adults and People with Disabilities Grant and Increase the 2023 ADRC/Aging Budget – Supv. S. Smith and H. Graber
  - g. Resolution to Approve the LTE Vaccine Outreach Coordinator Position (s) for ADRC of Washburn County – Supv. H. Graber
  - h. Resolution to Approve the .33 LTE Site Manager/Cook for the Minong Senior Center – Supv. S. Smith and H. Graber
  - i. Resolution to Approve the 1.0 Support Staff/Admin Asst. for the Personnel/Finance and Emergency Management – Supv. H. Graber and S. Smith
10. Committee Reports
11. Chair Appointments
  - a. Joe Hoy to the Northwest ITBEC Board
12. Citizen Comments
13. Chair Comments
  - a. Opioid Update
  - b. Committee of the Whole, July 12<sup>th</sup> at 11 a.m. - Jail Study Update
14. Next Meeting Date and Possible Future Agenda Items
15. Audit Per Diems
16. Adjourn

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

May 16, 2023

6:00 p.m.

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

1. Meeting Called to Order by Chair Wilson at 6:00 p.m.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. L. Featherly
3. Notice of Meeting was read County Clerk Swearingen
4. Roll Call was done by County Clerk Swearingen. Board members present: (21); Youth: (2)  
Hailey Stariha, Serena Lu
5. Approval of April 18, 2023 County Board Proceedings on motion by Supv. H. Graber, 2<sup>nd</sup> by Supv. J. Ford; MC
6. Concerned Citizens – Linda Zillmer Village of Birchwood; thanked departments and staff involved in putting the full proposed campground ordinance in paper and on the website. Also spoke in favor of a moratorium to allow time for the ordinance to be reviewed. George Cusick; Memorial Day services on May 29th in Birchwood, Minong, Shell Lake and Spooner. Service will also be held on May 27<sup>th</sup> at the State Cemetery at 1:00 p.m.
7. Recognition of Service for Kerri Adams was presented by Chair Wilson and CVSO Joe Schmidt. Kerri served on the Washburn County Veterans Commission for 21 years.
8. Annual Highway Commissioners Report – Brian presented annual highway report. Complete copy of report can be viewed in the County Clerk’s office.
9. Letter of Support to Create Safer ATV/UTV Laws was read by Chair Wilson. Motion by S. Smith, 2<sup>nd</sup> by C. Masterjohn to approve letter and send to state legislation and WCA; MC
10. **Consent Agenda Resolutions:** on motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; MC
  - A. **Resolution 2023-43 Side letter Agreement Between Washburn County and the Wisconsin Professional Police Association, Local 225**
11. **Resolutions and Ordinances:**
  - A. **Resolution 2023-39 to Purchase a 2021 14-Passenger Transit Van in the 2023 Aging/ADRC Budget** on motion to approve by Supv. B. Olsgard, 2<sup>nd</sup> Supv. G. Cusick. Roll Vote: Yes (21), No (0); Youth: Yes (2); MC
  - B. **Resolution 2023-40 to Use Aging/ADRC Fund Balance to Purchase Furnishings, Technology Items, and Equipment Needed for the Spooner Wellness Center 50+** on motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. J. Hoy; Supv. C. Stariha asked why it’s called Spooner Wellness 50+, Linda Hand stated the word Spooner in the title is an error, it’s Washburn County Wellness Center 50+. Motion by Supv. S. Smith to amend this motion to state any time Spooner Wellness Center 50+ is used to have the words Washburn County added before Spooner Wellness Center 50+, including in the title of this resolution, 2<sup>nd</sup> by Supv. C. Stariha. Roll Vote on amendment: Yes (20), No (1) L. Featherly; Youth: Yes (2); MC. Roll Vote on original motion as amended: Yes (21), No (0); Youth: Yes (2); MC.
  - C. **Resolution 2023-41 to Approve the Addition of \$1.00 Per Hour in Compensation for the Staff Member, Who is Not Currently a Sergeant, to Receive When Conducting Field Officer Training for the Jail** on motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. L. Olson. Roll Vote: Yes (21), No (0); Youth: Yes (2); MC
  - D. **Resolution 2023-42 Approving the Creation for Lead Forestry Technician Position and a Reclasp for One Current Employee to Move from Forestry Technician Position to the Lead Forestry Technician Position** on motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. L. Olson. Roll Vote: Yes (21), No (0); Youth: Yes (2); MC
12. Strategic Planning Discussion – Homework Assignment is Due – Chair Wilson updated. We received 9 assignments. This is the starting ground for feedback from Washburn County. The September meeting will need to be rescheduled due to the Annual WCA Conference, we may have a Committee of Whole Meeting in September to discuss the homework.

13. Committee Reports – PUBLIC PROPERTY - meeting regularly; fairgrounds requested to do some repair/maintenance work; Farmers Market will be held in the fairgrounds this year; tax deed process is currently with the court; working on maintenance with aging dept., Building E started at the highway shop location. LAW ENFORCEMENT - had 2<sup>nd</sup> briefing on jail study, retirement and resignation received so hiring for 1FT, 2LTE, we will have 3 retirements in the next 3 years of current deputies. HIGHWAY & DAM - Brian Danielson just gave a great update in the Annual Highway Commissioners Report. FORESTRY – working on youth camp, opening campgrounds, and trail cleanup. AG/LCC – tree sales were a success, healthy lakes grants are available for shore land restoration, and 911 signs have been delivered to Shell Lake and Village of Minong. PERSONNEL – been busy with recruiting, working hard on trying to attract people in new ways which has proven successful. IT – got all new servers and switches, Mosaic got back with numbers. HHS – didn't meet last month. FINANCE – looking forward to first week of Oct, been one of the few counties in the state to ask financial advisors about “what if” there is a federal default. EXECUTIVE –most things that happen at county board go through this committee first. SOLID WASTE – met earlier this week, townships are authorized up to \$2,400 for reimbursements, and all but about 4 participated last year. UW EXT – they gave a presentation last month. VETERANS – All staff in veterans' office now have their cards and are now able to process claims, copier problems and they are working on a resolution, Memorial Day Services are coming up. TRANSIT COMMISSION – operating agreement is in the process of getting renewed. ZONING – Heartwoods Campground was denied due to incomplete application, hearing next Tues on Ad Hoc Ordinance Review Committee's proposed ordinance. AGING – We have a transit van after 2 years, fully staffed, and excited to open Washburn County Wellness Center 50+.
14. Chair Appointments approved on motion by Supv. S. Smith, 2<sup>nd</sup> by Supv. B. Olsgard; MC
  - A. Local Emergency Planning Committee – Elise Anderson, Group 2 & 3
  - B. Re-appointing Joe Hoy and Rick Roeser to Local Monitoring Committee
15. Citizen Comments – Colleen Cook of Spooner thanked everyone for the soon to be open Washburn County Wellness Center 50+. The last meeting Tom Mackie held, she asked if the old senior center could be given to the youth and Tom Mackie said he would take it into consideration.
16. Chair Comments
  - A. Reminder of proper decorum by Chair Wilson - be respectful of each other and follow proper chain of command.
17. Next Meeting Date and Possible Future Agenda Items – June 20, 2023
18. Audit Per Diems on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Bruce; MC
19. Adjourn at 8:14 p.m.

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 # \_\_\_\_\_

**Resolution Amending Washburn County Code of Ordinances, Chapter 38, Article II,  
Division 24 Campgrounds and Resorts**

**Zoning Ordinance Text Amendments 2023**

**WHEREAS**, the Washburn County Zoning Committee held an advertised public hearing on May 23, 2023 to adopt the attached text amendments to the Zoning Ordinance and;

**THEREFORE**, be it resolved that the above mentioned text amendments be brought before the Washburn County Board of Supervisors for action, in accordance with Chapter 59.69 (5)(e)5 of the Wisconsin Statutes.

Recommended for adoption by the Washburn County Zoning Committee this 23<sup>rd</sup> day of May, 2023 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Jocelyn Ford, Chair

\_\_\_\_\_  
Bob Olsgard, Vice Chair

\_\_\_\_\_  
Brian Melton

\_\_\_\_\_  
Jerry Smith

\_\_\_\_\_  
Paul Johnson

Pursuant to Chapter 59.69 (5)(e)5 of the Wisconsin Statutes, the Board's action on the text amendments to Washburn County Code of Ordinances, Chapter 38, Article II, Division 24 Campgrounds and Resorts is:

Approval of the text amendments.

Approval of the text amendments with the following amendments made by the Board:

\_\_\_\_\_.

Denial of the text amendments.

Referral of the text amendments back to the Zoning Committee with instructions to prepare another text amendment for full County Board approval/denial.

\_\_\_\_\_  
David Wilson, Chair-Washburn County Board

\_\_\_\_\_  
Date

**ORIGINAL  
CAMPGROUND  
ORDINANCE**

## *DIVISION 24. CAMPGROUNDS AND RESORTS*

### **Sec. 38-655. Purpose.**

The purpose of this division is to regulate campgrounds and resorts in order to protect the health, safety, and welfare of the citizens, and the natural, historical and cultural resources of the county. These land uses are encouraged by the county because of their importance in providing the general public access to recreational opportunities and the public waters in accordance with the state public trust doctrine. It is also recognized that such land uses promote tourism and contribute to the general economic welfare of the county.

(Code 2000, § 38-560; Res. No. 61-08, 6-17-2008)

### **Sec. 38-656. Applicability.**

- (a) The provisions of this division shall apply to all campgrounds and resorts within the unincorporated areas of the county that are created, expanded, require a new conditional use permit, or require an amendment to an existing conditional use permit after the effective date of this Code.
- (b) All previous requirements contained in this division are hereby repealed after the effective date of this Code.

(Code 2000, § 38-561; Res. No. 61-08, 6-17-2008)

### **Sec. 38-657. Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Campground* means a publicly or privately owned parcel of land that has a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code ch. ATCP 79, if applicable, open to the general public, with or without a daily fee that is used primarily for the purpose of providing camping sites for use by camping units. A campground may also provide resort units containing dwelling units.

*Camping site* means a portion of land within a campground or resort for placing a camping unit. A camping site is classified as a large camping site or a small camping site depending on the size of the camping unit that can be accommodated by the camping site.

*Camping unit* means a portable device or enclosure, no more than 400 square feet in area, including, but not limited to, a tent, camping trailer, bus, van, pick-up truck, park model or other mobile recreational vehicle used for human habitation.

*Density point* means a measure of land that is used, in conjunction with acreage to determine the density of large and small camping sites and dwelling units in campgrounds and resorts.

*Dwelling unit* means a permanent structure or part thereof having one or more rooms and optionally providing bathroom and kitchen facilities designed and constructed as a unit for either temporary or permanent residential occupancy by one family.

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*Large camping site* means a camping site accommodating camping units between 200 and 400 square feet in area. Mobile recreational vehicles, buses, large camping trailers and park models are typical examples of camping units suitable for a large camping site.

*Mobile recreational vehicle* means a recreational vehicle no more than 400 square feet in area that is carried, towed, or self-propelled including, but not limited to, an RV, bus, van, and pickup truck; and is, or may be, licensed for highway use, if registration is required. A mobile recreational vehicle is a camping unit for purposes of this division.

*Primary residence* means the residence, whether owned or rented, is used as a primary dwelling for income and property tax purposes.

*Resort* means a publicly or privately owned parcel of land that has a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code ch. ATPC 79, if applicable, open to the general public, with or without a daily fee, that is used primarily for the purpose of providing resort units and dwelling units. A resort may also provide camping sites.

*Resort unit* means a permanently placed structure (e.g., building or cabin) in a resort or campground used for human habitation. A resort unit contains one or more dwelling units.

*Small camping site* means a camping site accommodating camping units less than 200 square feet in area. Tents, small camping trailers, and pick-up trucks are typical examples of camping units suitable for a small camping site.

(Code 2000, § 38-562; Res. No. 61-08, 6-17-2008; Res. No. 47-17, 6-20-2017)

## **Sec. 38-658. General provisions.**

Campgrounds and resorts shall be subject to the following provisions:

- (1) Nothing in this division shall apply to the placement of mobile homes, which are regulated by federal and state authorities and division 23 of this article.
- (2) A campground or resort shall be allowed only in residential-recreation 1, residential-recreation 2, residential-agriculture, agriculture, and forestry zoning districts by conditional use. An application for a conditional use permit for a campground or resort includes a detailed description of the proposed campground or resort including camping site and dwelling unit densities, resort units, and all accessory structures and facilities (e.g., sheds, decks, sanitary facilities, wash houses, etc.) associated with a campground or resort following the provisions of this division.
- (3) A campground or resort shall have a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code ch. ATPC 79, if applicable.
- (4) A campground or resort may be any combination of camping sites, resort units, and dwelling units.
- (5) Camping sites shall be restricted to permitted campgrounds or resorts.
- (6) All roads in a campground or resort shall be no less than 20 feet wide and have an unobstructed overhead clearance of no less than 15 feet.
- (7) All structures, including camping units, resort units, and accessory structures and facilities (e.g., sheds, decks, sanitary facilities, wash houses, etc.) associated with a campground or resort shall conform to all dimensional and setback requirements of the zoning district in which they are located.
- (8) Land-use permits shall not be required for individual camping units.
- (9) Land-use permits shall be required for all resort units and all accessory structures and facilities (e.g., sheds, decks, sanitary facilities, wash houses, etc.) associated with a campground or resort including

those accessory structures (decks, sheds, etc.) associated with each individual camping site and camping unit.

- (10) A campground or resort abutting navigable waters shall be subject to the additional provisions:
- a. The minimum standards specified in Wis. Admin. Code chs. NR 115 and 116 shall be satisfied.
  - b. Shoreline setbacks for all structures including camping units, resort units, and accessory structures and facilities (e.g., sheds, decks, sanitary facilities, wash houses, etc.) associated with a campground or resort shall conform to the provisions of division 27 of this article.
  - c. The shoreline viewing corridor, the access pathway, and the vegetative protection buffer shall conform to the provisions of division 27 of this article. Multiple access pathways and viewing corridors, depending on the total parcel area and shoreline frontage, may be permitted.
  - d. Campgrounds/resorts created after October 1, 2016, that are located on navigable lakes, rivers, creeks or streams shall comply with the impervious surface provisions of division 27 of this article.
  - e. Small, seasonal items such as benches, chairs, picnic tables, fire rings, etc. in the shoreline setback area, access corridor, and buffer are allowed.

All docks and piers shall conform to the state department of natural resources (DNR) regulations and guidelines for docks and piers.

- (11) Only a permitted campground or resort may permit camping units to be located at a camping site beyond the dates of April 1 to November 30. No camping unit or resort unit may be used as a primary residence. See section 38-659 for provisions for placing camping units outside of a permitted campground or resort.
- (12) All camping units located at camping sites for three or more consecutive weeks shall be served with suitable sanitary facilities in accordance with the county private sewage systems ordinance (chapter 56) and Wis. Admin. Code ch. SPS 383. All proposals for expansion of existing campgrounds and/or resorts includes an inspection and evaluation of the private sewage system. Modifications to existing sanitary systems may be required by the zoning committee as a condition of the conditional use permit.
- (13) A campground or resort shall have a minimum area, and if abutting navigable waters, a minimum shoreline measured at the ordinary highwater mark, according to the following table:

Parameters for Campgrounds and Resorts

| <i>Zoning District</i>     | <i>Minimum Area</i> | <i>Minimum Shoreline</i> | <i>Density Factor</i> |
|----------------------------|---------------------|--------------------------|-----------------------|
| Residential-recreational 1 | 4 acres             | N/A                      | 6                     |
| Residential-recreational 2 | 6 acres             | N/A                      | 10                    |
| Residential agriculture    | 8 acres             | N/A                      | 10                    |
| Agriculture                | 10 acres            | N/A                      | 12                    |
| Forestry                   | 10 acres            | N/A                      | 12                    |



|                            |         |         |    |
|----------------------------|---------|---------|----|
| Navigable lakes            | 5 acres | 300 ft. | 10 |
| Streams, rivers and creeks | 6 acres | 600 ft. | 6  |

- (14) The number of camping sites and dwelling units permitted in a campground or resort shall not exceed, and may be less than by condition of the conditional use permit, the least of that established by the following procedure, Wis. Admin. Code chs. ATCP 79 and NR 115 or 116, if applicable:
- a. Density of large and small camping sites and dwelling units shall be determined by density points.
  - b. The allowable number of density points for a campground or resort shall be determined by multiplying the total acreage by the density factor in table of parameters for campground resorts. Fractional numbers shall be rounded down.
  - c. The allowable density points thusly obtained shall be allocated as follows until the number of density points has been exhausted:
    1. One small camping site, one density point.
    2. One large camping site, two density points.
    3. One dwelling unit, 3½ density points.
    4. Dwelling units may be separate or combined into a single resort unit (for example: one structure, a resort unit, may contain three separate dwelling units for three separate families). Example: A proposed campground or resort contains 12 acres in a Forestry District. Total density points are 12 by 12 equaling 144.
      - (i) Divide the total density points by the number required for each type of usage. Round down fractional numbers. This example campground or resort may contain 144 small camping sites (one point per site), or 72 large camping sites (two points per site), or 41 dwelling units (3.5 points per dwelling unit) as an illustration.
      - (ii) Alternatively, the 144 points may be used in any combination, such as 42 small camping sites (one point per site), 30 large camping sites (two points per site) and 12 dwelling units (3.5 points per dwelling unit) as another illustration.
      - (iii) As an example of the relationship between resort units and dwelling units: One resort unit containing accommodations for four families would be considered four dwelling units and utilize 14 density points.
  - d. For a campground or resort abutting a navigable waterway, the density of resort units, which contain one or more dwelling units, shall conform to the multiunit attached or detached Shorelands Class Development Standards of division 27 of this article.
  - e. The proposed number of camping sites and dwelling units in a new campground or resort, or in the expansion area of an existing campground or resort, established by this procedure shall be verified by the zoning office prior to applying for a conditional use permit or applying to amend an existing conditional use permit.
- (15) When a campground or resort existing before the effective date of the ordinance from which this article is derived wishes to expand (e.g., add camping sites, resort units, dwelling units, or any combination thereof), or change of use within the campground or resort (e.g., convert from camping

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sites to resort units), the number of density points shall be adjusted accordingly. The existing campground or resort and the expansion area will be considered as a whole to determine the allowable density points.

(16) Provisions applicable to condominium ownership:

- a. A new campground or resort created in condominium ownership shall conform to the density standards of this division of this Code and shall be operated with valid state and county permits if the campground or resort contains any camping sites.
- b. Any campground or resort with camping sites regardless of ownership must be operated with valid state and county permits. Any campground or resort that ceases to operate with valid state and county permits shall not be allowed any camping sites and shall be restricted to resort units.

(Code 2000, § 38-563; Res. No. 61-08, 6-17-2008; Res. No. 25-15, 3-24-2015; Res. No. 47-17, 6-20-2017; Res. No. 1-19, 2-19-2019)

### **Sec. 38-659. Camping units outside of permitted campgrounds and resorts.**

Camping units including mobile recreational vehicles located outside of a state-licensed and permitted campground or resort shall be subject to the following provisions:

- (1) A camping unit outside of a permitted campground or resort shall be allowed only in residential, residential mobile, residential-recreational 1, residential-recreational 2, residential-agricultural, agricultural, and forestry zoning districts, unless such unit is being stored in accordance with subsection (8) of this section.
- (2) No more than two camping units shall be allowed on any parcel at the same time, unless authorized by special permit issued by the zoning department in accordance with the conditions described in subsection (9) of this section.
- (3) A camping unit shall not be used as a primary residence.
- (4) The following time limitations shall apply to the use of camping units:
  - a. In areas classified as shoreland, camping units may remain on the property from April 1 through November 30, unless such unit is being stored in accordance with subsection (8) of this section.
  - b. In areas under comprehensive zoning that are non-shoreland, campers may remain on the property indefinitely if authorized by a land use permit issued by the zoning department.

Note: It is presumed that camping units in this situation are being used on parcels that are undeveloped and therefore cannot be stored in accordance with subsection (8) of this section.

- (5) A camping unit shall conform to all dimensional and setback requirements of the zoning district in which it is located.
- (6) A camping unit located on a parcel abutting navigable waters shall conform to shoreline setbacks as specified in division 27 of this article.
- (7) A camping unit occupied for a period of three or more consecutive weeks shall be served with suitable sanitary facilities in accordance with the county private sewage systems ordinance (chapter 74) and Wis. Admin. Code ch. SPS 383.
- (8) A camping unit may be stored within a pole barn, garage, carport, or other similar structure, or in conjunction with a residential dwelling if placed in the rear or side yard area and located in accordance with all applicable setbacks. A conditional use permit shall be required for the storage of more than two mobile recreational vehicles or camping units.

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- (9) More than two camping units may be placed on a parcel for no more than nine consecutive days when authorized by a special event permit issued by the zoning department. Such permit is designed for family reunions and events, etc., and shall be available no more than once in a calendar year per parcel.

(Code 2000, § 38-564; Res. No. 61-08, 6-17-2008; Res. No. 64-10, 7-27-2010; Res. No. 25-15, 3-24-2015; Res. No. 47-17, 6-20-2017)

**Secs. 38-660—38-681. Reserved.**

**AD HOC COMMITTEE  
CHANGES TO  
CAMPGROUND  
ORDINANCE**

## DIVISION 24. CAMPGROUNDS AND RESORTS

New language highlighted in yellow.

UPDATED AS OF 3/21/23

~~Removed language highlighted in red with a line.~~

### Sec. 38-655. Purpose.

The purpose of this division is to regulate campgrounds and resorts in order to protect the health, safety, and welfare of the citizens, and the natural, historical and cultural resources of the county. These land uses are encouraged by the county because of their importance in providing the general public access to recreational opportunities and the public waters in accordance with the state public trust doctrine. It is also recognized that such land uses promote tourism and contribute to the general economic welfare of the county.

(Code 2000, § 38-560; Res. No. 61-08, 6-17-2008)

### Sec. 38-656. Applicability.

- (a) The provisions of this division shall apply to all campgrounds and resorts within the unincorporated areas of the county that are created, expanded, require a new conditional use permit, or require an amendment to an existing conditional use permit after the effective date of this Code.
- (b) All previous requirements contained in this division are hereby repealed after the effective date of this Code.

(Code 2000, § 38-561; Res. No. 61-08, 6-17-2008)

### Sec. 38-657. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Campground* means a publicly or privately owned parcel of land that has a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code Ch. ATCP 79, if applicable, open to the general public, with or without a daily fee that is used primarily for the purpose of providing camping sites for use by camping units. A campground may also provide ~~resort units.~~ **one permanent dwelling unit for the use of the owner or operator of the campground.**  
~~Containing dwelling units.~~

*Camping site* means a portion of land within a campground or resort for placing a camping unit. ~~A camping site is classified as a large camping site or a small camping site depending on the size of the camping unit that can be accommodated by the camping site.~~

~~*Camping unit* means a portable device or enclosure, no more than 400 square feet in area, including, but not limited to, a tent, camping trailer, bus, van, pick-up truck, park model or other mobile recreational vehicle used for human habitation.~~

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The seven definitions listed below are from Burnett County's ordinance.

Camping Type - seasonal means camping where the unit is allowed to be stored on the campsite/parcel during periods when the unit is not occupied or when the campground is not in operation.

Camping Type – temporary means camping where the unit is removed when the unit is not occupied.

Camping Type – rustic/primitive means camping as defined in ATCP 79.27.

Camping Unit – cabin means a building or other structure as defined in ATCP 79.03(4). These are used for temporary living quarters or shelter during periods of recreation, vacation or leisure time.

Camping Unit – mobile means tents, tent trailer, travel trailer, camping trailer (ATCP 79.03(5), pickup camper, motor home (ATCP 79.03(20), or any other portable device or vehicular type structure as may be developed, marketed, or used for temporary living quarters or shelter during periods of recreation, vacation, leisure time or travel.

Camping Unit – park model means a camping unit that is built on a single chassis mounted on wheels that has a gross trailer area of not more than 400 square feet in setup mode, and bears a label, symbol or other identifying mark indicating construction to nationally recognized standards ANSI 119.5 (ATCP 79.03(23). Typically these have if the tongue and wheels are removed after set up and/or is skirted the tongue, wheels and axle must remain on the campground or resort property. ~~not meant to be mobile~~. A park model camping unit is not considered a mobile camping unit due to the fact of its limited mobility. These are used for temporary living quarters or shelter during periods of recreation, vacation or leisure time. These type of camping units are required to be connected to a POWTS; unless it is located at a facility licensed to sell this type of camping unit and only located there for the purpose of sale.

Camping Unit – yurt means a building or other structure as defined in ATCP 79.03(42). These are used for temporary living quarters or shelter during periods of recreations, vacation or leisure time.

Density point means a measure of land that is used, in conjunction with developable acreage to determine the density of ~~large and small camping sites and dwelling~~ units in campgrounds and resorts.

Developable building area means an area suitable for construction which does not include floodways, wetlands, slopes greater than or equal to 20 percent, easement areas which prohibit construction, or the area required for setbacks.

Dwelling unit means a permanent structure or part thereof having one or more rooms and optionally providing bathroom and kitchen facilities designed and constructed as a ~~unit dwelling for either temporary or permanent residential occupancy by one family~~ for the owner or manager.

~~Large camping site means a camping site accommodating camping units between 200 and 400 square feet in area. Mobile recreational vehicles, buses, large camping trailers and park models are typical examples of camping units suitable for a large camping site.~~

~~Mobile recreational vehicle means a recreational vehicle no more than 400 square feet in area that is carried, towed, or self-propelled including, but not limited to, an RV, bus, van, and pickup truck; and is, or may be, licensed for highway use, if registration is required. A mobile recreational vehicle is a camping unit for purposes of this division.~~

~~Primary residence means the residence, whether owned or rented, is used as a primary dwelling for income and property tax purposes.~~

Resort means a publicly or privately owned parcel of land that has a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code Ch. ATCP 79, if applicable, open to the general public, with or without a daily fee, that is used primarily for the purpose of providing resort units. ~~And one permanent dwelling unit for the use of the owner or manager. dwelling units. A resort may also provide camping sites.~~

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*Resort unit* means a permanently placed structure (e.g., building or cabin) in a resort or campground used for human habitation. A resort unit contains one or more dwelling units seasonal or temporary use for 365 days to rent, year not to exceed more than 180 cumulative calendar days per occupancy.

*Small camping site* means a camping site accommodating camping units less than 200 square feet in area. Tents, small camping trailers, and pick-up trucks are typical examples of camping units suitable for a small camping site.

(Code 2000, § 38-562; Res. No. 61-08, 6-17-2008; Res. No. 47-17, 6-20-2017)

## Sec. 38-658. General provisions.

Campgrounds and resorts shall be subject to the following provisions:

- (1) Nothing in this division shall apply to the placement of mobile homes, which are regulated by federal and state authorities and division 23 of this article.
- (2) A campground or resort shall be allowed only in residential-recreation 1, residential-recreation 2, residential-agriculture, agriculture, and forestry zoning districts by conditional use. An application for a conditional use permit for a campground or resort must include a detailed description with a map including the boundaries and roads abutting to the campground or resort, and a plot plan of the with the estimated location of the proposed campground or resort including camping sites and dwelling unit resort units density points, resort units, and all accessory structures and facilities (e.g., sheds, decks, pavilions, shelters, sanitary facilities, wash houses etc.) associated with a of the campground or resort following the provisions of this division.
- (3) A campground or resort shall have a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code Ch. ATCP 79, if applicable.
- (4) A campground or resort may be any combination of camping sites, and resort units. And dwelling units.
- (5) Camping sites shall be restricted to permitted campgrounds or resorts.
- (6) All roads in a campground or resort shall be no less than 20 feet wide and have an unobstructed overhead clearance of no less than 15 feet.
- (7) All structures, including Camping units, resort units, and accessory structures and facilities (e.g., sheds, decks, pavilions, shelters, sanitary facilities, wash houses, etc.) associated with a of the campground or resort shall conform to all dimensional and setback requirements of the zoning district in which they are located, and the setback requirements as indicated in the parameters of the campgrounds and resorts table located under sub paragraph 13 below.
- (8) Land-use permits shall not be required for individual camping units.
- (9) Land-use permits shall be required for (a) all resort units and all accessory structures and facilities (e.g., sheds, decks, pavilions, shelters, sanitary facilities, wash houses, etc.) associated with a of the campground or resort, including those (b) All accessory structures (decks, sheds, etc.) associated with Each individual camping unit, camping site, and or resort unit: 1. One storage shed with 100 square feet maximum, maximum of 12 feet high, and not for human habitation. 2. One deck or patio with 150 square feet maximum and to be open sided without a roof. No shed or deck may be attached to camping unit or resort unit.
- (10) A campground or resort abutting navigable waters shall be subject to the additional provisions:
  - a. The minimum standards specified in Wis. Admin. Code Ch. NR 115 and 116 shall be satisfied.

- b. Shoreline setbacks for all structures including camping units, resort units, and accessory structures and facilities (e.g., sheds, decks, sanitary facilities, wash houses, etc.) associated with a campground or resort shall conform to the provisions of division 27 of this article.
- c. The shoreline viewing corridor, the access pathway, and the vegetative protection buffer shall conform to the provisions of division 27 of this article. ~~Multiple-access Pathways~~ and viewing corridors, depending on the total parcel area and shoreline frontage, may be ~~permitted~~ allowed.
- d. Campgrounds/resorts created after October 1, 2016, that are located ~~within 300 feet~~ ~~on~~ of navigable lakes, rivers, creeks or streams shall comply with the impervious surface provisions of division 27 of this article.
- e. ~~Small, seasonal~~ Temporary items such as benches, chairs, picnic tables, fire rings, etc. in the shoreline setback area, access corridor, ~~and buffer~~ are allowed.

All docks and piers shall conform to the State department of natural resources (DNR) regulations and guidelines for docks and piers.

- (11) Only a permitted campground or resort may permit camping units to be located at a camping site beyond the dates of April 1 to November 30. No camping unit or resort unit may be used as a primary residence. See section 38-659 for provisions for placing camping units outside of a permitted campground or resort.
- (12) All camping units located at camping sites for three or more consecutive weeks shall be served with suitable sanitary facilities in accordance with the county private sewage systems ordinance (chapter 74) and Wis. Admin. Code Ch. SPS 383. All proposals for expansion of existing campgrounds and/or resorts includes an inspection and evaluation of the private sewage system. Modifications to existing sanitary systems may be required by the zoning committee as a condition of the conditional use permit.
- (13) A campground or resort shall have a minimum area, and if abutting navigable waters, a minimum shoreline measured at the ordinary high water mark, according to the following table:

Parameters for Campgrounds and Resorts

| Zoning District.           | Minimum Area Developable Area. | Minimum Shoreline. | Density Factor Point Per Developable Acre.      | Minimum Setbacks From All Lot Lines. |
|----------------------------|--------------------------------|--------------------|---|--------------------------------------|
| Residential-Recreational 1 | 4 acres                        | N/A* See below.    | <del>6</del> 3 Limited to maximum of 75 sites.  | 75 Feet                              |
| Residential-Recreational 2 | 6 acres                        | N/A* See below.    | <del>10</del> 5 Limited to maximum of 75 sites. | 75 Feet                              |
| Residential Agriculture    | 8 acres                        | N/A* See below.    | <del>10</del> 5 Limited to maximum of 75 sites. | 75 Feet                              |



|   |                    |                       |   |         |
|---|--------------------|-----------------------|---|---------|
| Agriculture   | 10<br>20 acres     | N/A*<br>See<br>below. | 12- 6<br>Limited to<br>maximum of<br>100 sites. | 75 Feet |
| Forestry  | 10<br>20 acres     | N/A*<br>See<br>below. | 12- 6<br>Limited to<br>maximum of<br>100 sites. | 75 Feet |
| *<br>Navigable<br>lakes,<br>streams,<br>rivers and<br>creeks. | 5 acres<br>6 acres | 300 ft.<br>600 ft.    | 10- 3<br>Limited to<br>maximum of<br>50 sites.  | 75 Feet |
| Streams,<br>rivers and<br>creeks                              | 6 acres            | 600 ft.               | 6   |         |

(14) The number of camping sites and dwelling units resort units permitted in a campground or resort shall not exceed, and may be less than by condition of the conditional use permit, the least of that established by the following procedure, Wis. Admin. Code Ch. ATCP 79 and NR 115 or 116, if applicable:

- a. Density of large and small camping sites and dwelling resort units shall be determined by density points.
- b. The allowable number of density points for a campground or resort shall be determined by multiplying the total developable acreage by the density factor in table of parameters for campgrounds and resorts. Fractional numbers shall be rounded down.
- c. The density point value for camping sites is 1 and the density point value for resort unit is 1.

~~e-~~ d. The allowable density points thusly obtained shall be allocated as follows until the number of density points has been exhausted.

~~1. One small camping site, one density point.~~

~~2. One large camping site, two density points.~~

~~3. One dwelling unit, 3½ density points.~~

4. 1. ~~Dwelling units may be separate or combined into a single resort unit (for example: one structure, a resort unit, may contain three separate dwelling units for three separate families).~~ Example: A proposed campground or resort contains ~~12~~ 20 acres ~~in a~~ of which 16 acres are developable in Forestry District. The total density points are ~~12~~ 6 by ~~12~~ 16 equaling ~~144~~ 96 sites.

(i) ~~— Divide the total density points by the number required for each type of usage. Round down fractional numbers. This example campground or resort may contain 144 small camping sites (one point per site), or 72 large camping sites (two points per site), or 41 dwelling units (3.5 points per dwelling unit) as an illustration.~~

(ii) ~~— Alternatively, the 144 points may be used in any combination, such as 42 small camping sites (one point per site), 30 large camping sites (two points per site) and 12 dwelling units (3.5 points per dwelling unit) as another illustration.~~

(iii) ~~— As an example of the relationship between resort units and dwelling units: One resort unit containing accommodations for four families would be considered four dwelling units and utilize 14 density points.~~

2. Example: A proposed campground or resort contains 20 acres of which 20 acres are developable in Forest district. The total density points are 6 by 20 equaling 120 sites. However, only a maximum of 100 sites are allowable.

~~d-e.~~ For a campground or resort abutting a navigable waterway, ~~the density~~ the campground or resort of resort units, which contain one or more dwelling units, shall conform to the multiunit attached or detached Shoreland Class Development Standards of division 27 of this article.

~~e-f~~ The proposed number of camping sites and dwelling resort units in a new campground or resort, or in the expansion area of an existing campground or resort, established by this procedure shall be verified by the zoning office prior to applying for a conditional use permit or applying to amend an existing conditional use permit.

(15) When a campground or resort existing before the effective date of the ordinance from which this article is derived wishes to expand (e.g., add camping sites, resort units), ~~7 dwelling units, or any combination thereof), or change of use within the campground or resort (e.g., convert from camping sites to resort units), the number of density points shall be adjusted accordingly.~~ The existing campground or resort and the expansion area will be considered as a whole to determine the allowable density points.

(16) Provisions applicable to condominium ownership:

- a. A new campground or resort created in condominium ownership shall conform to the density standards of this division of this Code and shall be operated with valid state and county permits if the campground or resort contains any camping sites.
- b. Any campground or resort with camping sites regardless of ownership must be operated with valid state and county permits. Any campground or resort that ceases to operate with valid state and county permits shall not be allowed any camping sites and shall be restricted to resort units.

(Code 2000, § 38-563; Res. No. 61-08, 6-17-2008; Res. No. 25-15, 3-24-2015; Res. No. 47-17, 6-20-2017; Res. No. 1-19, 2-19-2019)

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## Sec. 38-659. Camping units outside of permitted campgrounds and resorts.

Camping units including mobile recreational vehicles located outside of a state-licensed and permitted campground or resort shall be subject to the following provisions:

- (1) A camping unit outside of a permitted campground or resort shall be allowed only in residential, residential mobile, residential-recreational 1, residential-recreational 2, residential-agricultural, agricultural, and forestry zoning districts, unless such unit is being stored in accordance with subsection (8) of this section.
- (2) No more than two camping units shall be allowed on any parcel at the same time, ~~unless authorized by special permit issued by the zoning department in accordance with the conditions described in subsection (9) of this section.~~
- (3) A camping unit shall not be used as a primary residence.
- (4) The following time limitations shall apply to the use of camping units:
  - a. ~~In areas classified as shoreland,~~ Camping units may remain on the property from April 1 through November 30, unless such unit is being stored in accordance with subsection (8) of this section.
  - b. ~~In areas under comprehensive zoning that are non-shoreland, campers may remain on the property indefinitely if~~ And must be authorized by a land use permit issued by the zoning department.

~~Note: It is presumed that camping units in this situation are being used on parcels that are undeveloped and therefore cannot be stored in accordance with subsection (8) of this section.~~
- (5) A camping unit shall conform to all dimensional and setback requirements of the zoning district in which it is located.
- (6) A camping unit located on a parcel abutting navigable waters shall conform to shoreline setbacks as specified in division 27 of this article.
- (7) A camping unit occupied for a period of ~~three or more consecutive weeks~~ 9 days or more shall be served with suitable sanitary facilities in accordance with the County private sewage systems ordinance (chapter 74) and Wis. Admin. Code Ch. SPS 383.
- (8) A camping unit may be stored within a pole barn, garage, carport, ~~or other similar structure,~~ or in conjunction with a residential dwelling if placed in the rear or side yard area and located in accordance with all applicable setbacks. A conditional use permit shall be required for the storage of more than two mobile recreational vehicles or camping units.
- (9) ~~More than two camping units may be placed on a parcel for no more than nine consecutive days when authorized by a special event permit issued by the zoning department. Such permit is designed for family reunions and events, etc., and shall be available no more than once in a calendar year per parcel.~~

(Code 2000, § 38-564; Res. No. 61-08, 6-17-2008; Res. No. 64-10, 7-27-2010; Res. No. 25-15, 3-24-2015; Res. No. 47-17, 6-20-2017)

## Secs. 38-660—38-681. Reserved.

**ZONING COMMITTEE  
CHANGES TO  
PROPOSED  
CAMPGROUND  
ORDINANCE FROM  
AD HOC COMMITTEE**

## DIVISION 24. CAMPGROUNDS AND RESORTS

UPDATED AS OF 5/30/23

~~Deleted wording is red with a line through it.~~  
Changed or re-worded is highlighted in yellow.

### Sec. 38-655. Purpose.

The purpose of this division is to regulate campgrounds and resorts in order to protect the health, safety, and welfare of the citizens, and the natural, historical and cultural resources of the county. These land uses are encouraged by the county because of their importance in providing the general public access to recreational opportunities and the public waters in accordance with the state public trust doctrine. It is also recognized that such land uses promote tourism and contribute to the general economic welfare of the county.

(Code 2000, § 38-560; Res. No. 61-08, 6-17-2008)

### Sec. 38-656. Applicability.

(a) The provisions of this division shall apply to all campgrounds and resorts within the unincorporated areas of the county that are created, expanded, require a new conditional use permit, or require an amendment to an existing conditional use permit after the effective date of this Code.

(b) All previous requirements contained in this division are hereby repealed after the effective date of this Code.

(Code 2000, § 38-561; Res. No. 61-08, 6-17-2008)

### Sec. 38-657. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Campground* means a publicly or privately owned parcel of land that has a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code Ch. ATCP 79, and an approved conditional use application by the Washburn County Zoning Committee if applicable, open to the general public, with or without a daily fee that is used primarily for the purpose of providing camping sites for use by camping units. A campground may also provide one permanent dwelling unit for the use of the owner or operator of the campground.

*Camping site* means a portion of land within a campground or resort for placing a camping unit.

*Camping Type - seasonal* means camping where the unit is allowed to be stored on the campsite/parcel during periods when the unit is not occupied or when the campground is not in operation.

*Camping Type - temporary* means camping where the unit is removed when the unit is not occupied.

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Camping Type – rustic/primitive means camping as defined in ATCP 79.27.

Camping Unit – cabin means a building or other structure as defined in ATCP 79.03(4). These are used for temporary living quarters or shelter during periods of recreation, vacation or leisure time.

Camping Unit – mobile means tents, tent trailer, travel trailer, camping trailer (ATCP 79.03(5), pickup camper, motor home (ATCP 79.03(20), or any other portable device or vehicular type structure as may be developed, marketed, or used for temporary living quarters or shelter during periods of recreation, vacation, leisure time or travel.

Camping Unit – park model means a camping unit that is built on a single chassis mounted on wheels that has a gross trailer area of not more than 400 square feet in setup mode, and bears a label, symbol or other identifying mark indicating construction to nationally recognized standards ANSI 119.5 (ATCP 79.03(23). If the tongue and wheels are removed after set up and/or is skirted the tongue, wheels and axle must remain on the campground or resort property. A park model camping unit is not considered a mobile camping unit due to the fact of its limited mobility. These are used for temporary living quarters or shelter during periods of recreation, vacation or leisure time. These type of camping units are required to be connected to a POWTS; unless it is located at a facility licensed to sell this type of camping unit and only located there for the purpose of sale.

Camping Unit – yurt means a building or other structure as defined in ATCP 79.03(42). These are used for temporary seasonal living quarters or shelter during periods of recreations, vacation or leisure time.

Contiguous parcels or tracts of land means - adjoining, touching or unbroken.

Density point means - a measure of land that is used, in conjunction with developable acreage building area to determine the density of units in campgrounds and resorts.

Developable building area means - an area suitable for construction which does not include floodways, wetlands, slopes greater than or equal to 20 percent, easement areas which prohibit construction, or the area required for setbacks.

Dwelling unit means - a permanent structure or part thereof having one or more rooms and providing bathroom and kitchen facilities designed and constructed as a permanent residential occupancy for the owner or manager.

Entity means - a person or organization possessing separate and distinct legal rights, such as an individual, partnership or corporation. An entity can, among other things, own property, engage in business, enter into contracts, pay taxes, sue and be sued. An entity is capable of operating legally, suing and making decisions through agents, e.g. a corporation, a state or an association.

Resort means - a publicly or privately owned parcel of land that has a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code Ch. ATCP 79, and an approved conditional use application by the Washburn County Zoning Committee if applicable, open to the general public, with or without a daily fee that is used primarily for the purpose of providing resort units. And resort may have one permanent dwelling unit for the use of the owner or manager of the resort.

Resort unit means - a permanently placed structure-cabin (e.g., building or cabin) in a resort or campground used for seasonal or temporary use only, for 365 days to rent, year not to exceed more than 180 cumulative calendar days per occupancy.

(Code 2000, § 38-562; Res. No. 61-08, 6-17-2008; Res. No. 47-17, 6-20-2017)

## Sec. 38-658. General provisions.

Campgrounds and resorts shall be subject to the following provisions:

- (1) Nothing in this division shall apply to the placement of mobile homes, which are regulated by federal and state authorities and division 23 of this article.

- 
- (2) A campground or resort shall be allowed only in residential-recreation 1, residential-recreation 2, residential-agriculture, agriculture, and forestry zoning districts by an approved conditional use application by the Washburn County Zoning Committee. An application for a conditional use permit for a campground or resort must include a description with a map including the boundaries of neighboring properties and roads abutting to the campground or resort, and a plot plan with the estimated location of the proposed campground or resort including camping sites and resort units density points, and all accessory structures and facilities (e.g., pavilions, shelters, sanitary facilities, wash houses.) of the campground or resort.
  - (3) A campground or resort shall have a valid permit issued under Wis. Stats. § 97.67 and Wis. Admin. Code Ch. ATCP 79, if applicable and an approved conditional use application by the Washburn County Zoning Committee if applicable.
  - (4) A campground or resort may be any combination of camping sites, and resort units.
  - (5) Camping sites shall be restricted to permitted campgrounds or resorts.
  - (6) All roads in a campground or resort shall be no less than 20 feet wide and have an unobstructed overhead clearance of no less than 15 feet.
  - (7) Camping units, resort units, and accessory structures (e.g., pavilions, shelters, sanitary facilities, wash houses,) of the campground or resort shall conform to all dimensional requirements of the zoning district in which they are located, and the setback requirements as indicated in the parameters of the campgrounds and resorts table located under sub paragraph 13 below.
  - (8) Land-use permits shall not be required for individual camping units.
  - (9) Land-use permits shall be required for (a) all resort units and all accessory structures (e.g., pavilions, shelters, wash houses, of the campground or resort. (b) Each individual camping unit, camping site, or resort unit is allowed 1. One storage shed with 100 square feet maximum, maximum of 12 feet high, and not for human habitation. 2. One deck or patio with 150 square feet maximum and to be open sided without a roof. No shed or deck may be attached to camping unit or resort unit.
  - (10) A campground or resort abutting navigable waters shall be subject to the additional provisions:
    - a. The minimum standards specified in Wis. Admin. Code Ch. NR 115 and 116 shall be satisfied.
    - b. Shoreline land setbacks for all structures including camping units, resort units, and accessory structures and facilities (e.g., sheds, decks, patios, sanitary facilities, wash houses) associated with a campground or resort shall conform to the provisions of division 27 of this article.
    - c. The shoreline viewing corridor, the access pathway, and the vegetative protection buffer shall conform to the provisions of division 27 of this article. Pathways and viewing corridors, depending on the total parcel area and shoreline land frontage, may be allowed.
    - d. ~~Campgrounds/resorts created after October 1, 2016~~, New impervious surfaces that are located within 300 feet of navigable lakes, rivers, creeks or streams shall comply with the impervious surface provisions of division 27 of this article.
    - e. Temporary items such as benches, chairs, picnic tables, fire rings, etc. in the shoreline setback area, access corridor, are allowed.All docks and piers shall conform to the State department of natural resources (DNR) regulations and guidelines for docks and piers.
  - (11) ~~Only a permitted campground or resort may permit camping units to be located at a camping site beyond the dates of April 1 to November 30.~~ No camping unit or resort unit may be used as a primary

residence. ~~See section 38-659 for provisions for placing camping units outside of a permitted campground or resort.~~

- (12) All camping units located at camping sites for three or more consecutive weeks shall be served with suitable sanitary facilities in accordance with the county private sewage systems ordinance (chapter 74) and Wis. Admin. Code Ch. SPS 383. All proposals for expansion of existing campgrounds and/or resorts includes an inspection and evaluation of the private sewage system. Modifications to existing sanitary systems may be required by the zoning committee as a condition of the conditional use permit.
- (13) A campground or resort shall have a minimum area, and if abutting navigable waters, a minimum shoreline measured at the ordinary high water mark, according to the following table:

Parameters for Campgrounds and Resorts

| <i>Zoning District.</i>    | <i>Minimum Area.</i> | <i>Minimum Shoreline.</i> | <i>Density Point Per Developable Acre.</i>         | <i>Minimum Setbacks From All Lot Lines.</i>               |
|----------------------------|----------------------|---------------------------|--|---|
| Residential-Recreational 1 | 4 acres              | *<br>See below.           | 3<br>Limited to maximum of <del>75</del> 25 sites. | <del>75</del> 50 Feet.<br>Buffer to be trees and a fence. |
| Residential-Recreational 2 | 6 acres              | *<br>See below.           | 5<br>Limited to maximum of <del>75</del> 25 sites. | <del>75</del> 50 Feet.<br>Buffer to be trees and a fence. |
| Residential Agriculture    | 8 acres              | *<br>See below.           | 5<br>Limited to maximum of 75 sites.               | <del>75</del> 50 Feet.<br>Buffer to be trees and a fence. |
| Agriculture                | 20 acres             | *<br>See below.           | 6<br>Limited to maximum of 100 sites.              | <del>75</del> 50 Feet.<br>Buffer to be trees and a fence. |
| Forestry                   | 20 acres             | *<br>See below.           | 6<br>Limited to                                    | <del>75</del> 50 Feet.                                    |



|   |   |         |                       |   |
|---|---|---------|-----------------------|---|
|   |   |         | maximum of 100 sites. | Buffer to be trees and a fence.             |
| * | Navigable lakes, streams, rivers and creeks. Shoreland Zoning | 6 acres | 600 ft.               | 3 Limited to maximum of 50 sites.           |
|   |   |         |                       | 75 50 Feet. Buffer to be trees and a fence. |

(14) The number of camping sites and resort units permitted in a campground or resort shall not exceed, and may be less than by condition of the conditional use permit, the least of that established by the following procedure, Wis. Admin. Code Ch. ATCP 79 and NR 115 or 116, if applicable:

- a. Density of camping sites and resort units shall be determined by density points. Listed in the table under subsection 13 above.
- b. The allowable number of density points for a campground or resort shall be determined by multiplying the developable acreage by the density factor in table of parameters for campgrounds and resorts. Fractional numbers shall be rounded down.
- c. The density point value for camping sites is 1 and the density point value for resort unit is 1.

d. The allowable density points thusly obtained shall be allocated as follows until the number of density points has been exhausted.

1. Example: A proposed campground or resort contains 20 acres of which 16 acres are developable in Forestry District. The total density points are 6 by multiplied by 16 equaling 96 sites.

2. Example: A proposed campground or resort contains 20 acres of which 20 acres are developable in Forest district. The total density points are 6 by multiplied by 20 equaling 120 sites. However, only a maximum of 100 sites are allowable.

- e. For a campground or resort abutting a navigable waterway, the campground or resort, shall conform to the Shore land Class Development Standards of division 27 of this article.
- f. The proposed number of camping sites and resort units in a new campground or resort, or in the expansion area of an existing campground or resort, established by this procedure shall be verified by the zoning office prior to applying for a conditional use permit or applying to amend an existing conditional use permit.

(15) When a campground or resort existing before the effective date of the ordinance from which this article is derived wishes to expand (e.g., add camping sites, resort units) the existing campground or resort and the expansion area will be considered as a whole to determine the allowable density points.

(16) Provisions applicable to condominium ownership:

- 
- a. A new campground or resort created in condominium ownership shall conform to the density standards of this division of this Code and shall be operated with valid state and county permits if the campground or resort contains any camping sites.
  - b. Any campground or resort with camping sites regardless of ownership must be operated with valid state and county permits. Any campground or resort that ceases to operate with valid state and county permits shall not be allowed any camping sites **or resort units.** ~~and shall be restricted to resort units.~~

(17) Any contiguous parcels or tracts of land, which are owned, controlled, or managed as a single entity shall be treated as a single parcel or tract for the purpose of this chapter.

(Code 2000, § 38-563; Res. No. 61-08, 6-17-2008; Res. No. 25-15, 3-24-2015; Res. No. 47-17, 6-20-2017; Res. No. 1-19, 2-19-2019)

### **Sec. 38-659. Camping units outside of permitted campgrounds and resorts.**

Camping units including mobile recreational vehicles located outside of a state-licensed and permitted campground or resort shall be subject to the following provisions:

- (1) A camping unit outside of a permitted campground or resort shall be allowed only in residential, residential mobile, residential-recreational 1, residential-recreational 2, residential-agricultural, agricultural, and forestry zoning districts. ~~unless such unit is being stored in accordance with subsection (8) of this section.~~
- (2) No more than two camping units shall be allowed on any parcel at the same time.
- (3) A camping unit shall not be used as a primary residence.
- ~~(4) The following time limitations shall apply to the use of camping units:
  - a. Camping units may remain on the property from April 1 through November 30, unless such unit is being stored in accordance with subsection (8) of this section.And must be authorized by a land use permit issued by the zoning department.~~
- ~~(5)~~ (4) A camping unit shall conform to all dimensional and setback requirements of the zoning district in which it is located.
- (6) (5) A camping unit located on a parcel abutting navigable waters shall conform to shoreland setbacks as specified in division 27 of this article.
- (7) (6) A camping unit occupied for a period of 9 days or more shall be served with suitable sanitary facilities in accordance with the County private sewage systems ordinance (chapter 74) and Wis. Admin. Code Ch. SPS 383.
- ~~(8) A camping unit may be stored within a pole barn, garage, carport, or in conjunction with a residential dwelling if placed in the rear or side yard area and located in accordance with all applicable setbacks. A conditional use permit shall be required for the storage of more than two mobile recreational vehicles or camping units.~~

(Code 2000, § 38-564; Res. No. 61-08, 6-17-2008; Res. No. 64-10, 7-27-2010; Res. No. 25-15, 3-24-2015; Res. No. 47-17, 6-20-2017)

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**Secs. 38-660—38-681. Reserved.**

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

**RESOLUTION TO APPOINT BOARD OF ADJUSTMENT MEMBERS**

**WHEREAS**, the Washburn County Board of Adjustments (BOA) is required to have five (5) members and two (2) alternate members with 3 year term limits; and,

**WHEREAS**, said terms for two members are due to expire on June 30<sup>th</sup>, 2023; and,

**WHEREAS**, the alternate members need to be placed into a 3 year staggered rotation.

**THEREFORE, BE IT RESOLVED**, that the terms of Ruth King and Mike Spafford are determined to be effective July 1, 2023 through June 30, 2026 and that the alternate member terms for Dave Dodge are determined to be effective July 1, 2023 through June 30, 2026; and,

**BE IT FURTHER RESOLVED**, that the Board of Adjustment members, including alternates, shall be qualified to serve as set forth under Wis. Stat. §59.694(1)(c).

**FISCAL IMPACT:** None

Recommended for adoption by the Washburn County Executive Committee this 14<sup>th</sup> day of June, 2023 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
David Wilson, Chair

\_\_\_\_\_  
Linda Featherly, 1st Vice Chair

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

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

\_\_\_\_\_  
Lolita Olson, Member

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

**RESOLUTION TO INCREASE THE  
EMERGENCY GOVERNMENT DEPARTMENT BUDGET ADJUSTMENT DUE  
TO HMEP GRANT AWARD FOR FISCAL YEAR 2022**

**WHEREAS**, the Emergency Management Department received two Hazard Mitigation Emergency Planning (HMEP) Grants as follows:

1. **HMEP – Tabletop Exercise** in the amount of \$5,351.00 to increase local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, and enhance implementation of the Emergency Planning & Community Right-to-Know Act (EPCRA); and, encourage a comprehensive approach to emergency planning by incorporating the unique challenges of responses to transportation situations; and, develop & conduct a regional hazardous materials tabletop emergency preparedness training.
2. **HMEP – Commodity Flow Study** in the amount of \$7,327.10 to increase jurisdictional effectiveness in safely and efficiently handling accidents and incidents related to commercial (ground) transportation of hazardous materials by accessing flow patterns of hazmat transportation; assessment of response capabilities and resources to a transportation hazmat incident; and, general preparedness planning for improvement and implementation of hazmat transportation-related emergency plans.

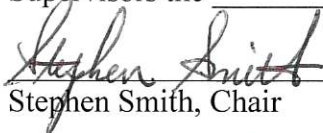
**WHEREAS**, Emergency Management did not budget in the 2022 Budget Process for HMEP grant awards of \$12,678.10;

**WHEREAS**, the Law Enforcement/Emergency Management Committee approved the Emergency Management’s application and receipt of awards of HMEP Grants;

**THEREFORE BE IT RESOLVED;** that the 2022 Emergency Government (#52910) budget be increased \$12,678.10 for this grant award.

**FISCAL IMPACT: Grant \$12,678.10**

Recommended for adoption by the Washburn County Finance Committee this 15<sup>th</sup> day of June 2023, and approved by the Washburn County Board of Supervisors the \_\_\_\_\_ day of June, 2023.

  
Stephen Smith, Chair

  
Sandy Johnson, Member

  
Linda Featherly, Member

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

  
Scott Roppe, Member

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

**RESOLUTION TO INCREASE THE  
EMERGENCY GOVERNMENT DEPARTMENT BUDGET ADJUSTMENT  
DUE TO HMEP GRANT AWARD FOR FISCAL YEAR 2023**

**WHEREAS**, the Emergency Management Department received a Hazard Mitigation Emergency Planning (HMEP) Grant as follows:

1. **HMEP – Functional Exercise** in the amount of \$5,860.72 to increase local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, and enhance implementation of the Emergency Planning & Community Right-to-Know Act (EPCRA); and, encourage a comprehensive approach to emergency planning by incorporating the unique challenges of responses to transportation situations; and, develop & conduct a regional hazardous materials functional emergency preparedness training.

**WHEREAS**, Emergency Management did not budget in the 2023 Budget Process for HMEP grant award of \$5,860.72;

**WHEREAS**, the Washburn County Finance Committee approved the Emergency Management's application and receipt of awards of HMEP Grants;

**THEREFORE BE IT RESOLVED**; that the 2023 Emergency Government (#52910) budget be increased \$5,860.72 for this grant award.

**FISCAL IMPACT: Grant \$5,860.72**

Recommended for adoption by the Washburn County Finance Committee this 1st day of June 2023 and approved by the Washburn County Board of Supervisors, this \_\_\_\_\_ day of June, 2023.

  
Stephen Smith, Chair

  
Sandy Johnson, Member

  
Linda Featherly, Member

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

  
Scott Roppe, Member

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

**Increasing the 2023 Forestry Department Budget for Resolving Nitrate Contamination Issues**

WHEREAS, a main well serving one of the bathroom/shower buildings at Totogatic Park showed nitrate levels over the limit for human consumption in 2022; and

WHEREAS, consecutive tests throughout the summer of 2022 showed continued high nitrate levels, resulting in the need to shut down the well and close the shower building on October 1, 2022; and

WHEREAS, the Department of Natural Resources has issued an enforcement letter requiring a new well to be constructed by August 1, 2023; and

WHEREAS, it has been determined that a cracked and leaking septic tank at this facility is the likely cause of nitrate contamination of the well; and

WHEREAS, funds are not included in the 2023 Forestry Department Budget for septic system repair, well drilling and well reclamation.

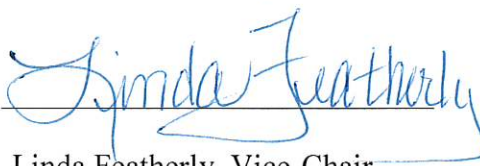
THEREFORE BE IT RESOLVED that the 2023 Forestry Department expenditure account 250.55200.50820 (Parks Capital Improvements) be increased by \$50,000 and the revenue account 250.55200.49310 (timber revenue) be increased by \$50,000 for the purpose of repairing the septic system, drilling a new well and reclaiming an existing well.

**FISCAL IMPACT: \$50,000.00**

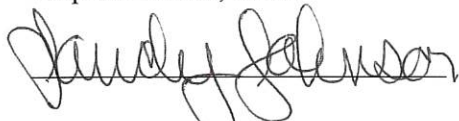
Recommended for adoption by the Washburn County Forestry, Parks and Recreation Committee on the 25<sup>th</sup> day of May, 2023 and approved by the Washburn County Finance Committee on this 1st day of June, 2023 and approved by the Washburn County Board of Supervisors on this \_\_\_\_ day of \_\_\_\_\_, 2023.



Stephen Smith, Chair



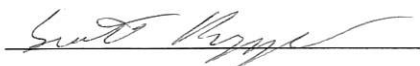
Linda Featherly, Vice-Chair



Scott Roppe, Member



Cristina Masterjohn, Member



Sandy Johnson, Member

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

**RESOLUTION APPROVING THE RECLASS FOR SHOP CREW LEADER AND CREW LEADER POSITIONS FOR THE HWY DEPARTMENT**

**WHEREAS**, currently, the Highway Department has 1 shop crew leader and 3 Crew Leader positions, and;

**WHEREAS**, it is being requested to re-class these positions to have a differential between the crew leaders and the crew;

**WHEREAS**, the position is required to act as a lead worker to coordinate Highway and other staff, and;

**WHEREAS**, it is recommended that the grade for the Shop Crew Leader and Crew Leaders be a Grade 12, in order to remain competitive in the job market and to align the position with the responsibilities that the crew leaders have above other workers;

**WHEREAS**, the increase in wages will be absorbed with current budget.


**THEREFORE BE IT RESOLVED**; that the Shop Crew Leader and the 3 Crew Leaders move from a grade 10 to a grade 12, be approved in accordance to policy by the Washburn County Board of Supervisors, with an effective date of July 3, 2023.

**FISCAL IMPACT: \$5835.06, absorbed by Hwy Budget**

Recommended for adoption by the Washburn County Personnel and Finance Committees this 1st day of June, 2023, and approved by the Washburn County Board of Supervisors this 20th day of June, 2023.

  
\_\_\_\_\_  
Stephen Smith, Chair of Finance

  
\_\_\_\_\_  
Linda Featherly, Vice Chair of Finance

  
\_\_\_\_\_  
Scott Roppe, Member of Finance

\_\_\_\_\_  
Cristina Masterjohn, Member of Finance


  
\_\_\_\_\_  
Sandy Johnson, Member of Finance

  
\_\_\_\_\_  
Hank Graber, Chair of Personnel

  
\_\_\_\_\_  
Lolita Olson, Vice Chair of Personnel

  
\_\_\_\_\_  
Linda Featherly, Member of Personnel

  
\_\_\_\_\_  
Jocelyn Ford, Member of Personnel

  
\_\_\_\_\_  
Brian Berg, Member of Personnel



|                                 |                          |                              |
|---------------------------------|--------------------------|------------------------------|
| <b>POSITION DESCRIPTION</b>     |                          | <b>Position #:</b> 5321.151  |
| <b>Class Title:</b> Crew Leader |                          | <b>Wage Range:</b> P-12-2080 |
| <b>Department:</b> Highway      | <b>Location:</b> Spooner | <b>Updated:</b> June 2023    |

**PURPOSE:**

This position will provide oversight, direction, and necessary record keeping as related to Highway Department programs and activities. Operate a variety of equipment and trucks in all phases of department operations. Perform a variety of skilled and semi-skilled tasks in the maintenance of the highway system. Oversee safety policies set by the Highway Department. Works under the supervision of the Highway Operations Manager.

**ESSENTIAL JOB DUTIES:**

- Responsible for providing leadership and direction on work activities completed in the field and for helping ensure projects are completed per the direction of the Operations Manager and Highway Commissioner.
- Participates in safety and training development procedures and plans as necessary.
- Provides direction to crew members in the field to promote efficiency.
- Assists in safety related policy procedures and form completion.
- Completes material use forms and reports as necessary.
- Operates equipment for various construction duties. Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.
- Provides winter weekend supervision as assigned including rotational weekend on-call duties. Complete winter storm reporting for on-call weekends.
- Monitors highways, roads and right of ways and reports problem areas to supervisors.
- Fills in for Operations Manager if needed.
- Operates trucks and construction or power equipment such as listed below for construction and/or maintenance.
- Performs daily inspection and daily service of assigned equipment.
- Performs/assists with repairs of machines.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Assists in the installing and maintenance of traffic control devices.
- Performs all duties in conformance to appropriate safety and security standards.
- Operate various pieces of equipment associated with snow removal.
- Attends development training that is beyond the standard training that is completed every year.

### **TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including but not limited to, Patrol truck, tar kettle, patch trailer, dump trucks, skid steer, fuel truck, oil distributor truck, paint truck, sweeper, hydro seeder, roller, low boy, steamer, mowers, mulcher, chipper, water truck, (all other units not specified fall into this category until a class determination is made) all equipment listed in the Light Truck Driver position description, mobile radio, phone, hand tools.

### **MINIMUM QUALIFICATIONS:**

- 1.) Graduation from high school or GED equivalent.
- 2.) Possession of a valid Wisconsin Commercial Drivers License with appropriate class and endorsement.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITY:**

- 1.) Considerable knowledge of the proper and safe operation of motorized equipment.
- 2.) Ability and skills required for effective operation of equipment.
- 3.) Working knowledge of the methods and materials used in the construction and maintenance of roads.
- 4.) Ability to follow oral and written instructions.
- 5.) Ability to establish effective working relationships with coworkers and supervisors.
- 6.) Ability to make decisions and changes in the field that produce efficient utilization of resources.

### **PHYSICAL DEMANDS:**

Physical demands of this position vary from day to day and are highly dependent on the physical function being fulfilled on that day. The position requires a high level of mobility and stamina as well as physical flexibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

H – Heavy Work – Exerting 50 to 100 pounds of force occasionally and /or 25 to 50 pounds of force frequently and /or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.

Light duty may be assigned as required by physician.

While performing the duties of this job, the employee is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, and hear. The employee is occasionally required to walk, climb, balance, stoop, kneel, crouch or crawl.

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The employee regularly is exposed to moderate amounts of noise.

The employer will furnish ear, eye, and head protection.

## **ACCOUNTABILITIES SHARED BY ALL EMPLOYEES:**

- Performs job responsibilities in a manner consistent with the County's vision, mission and values.
- Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
- Develops respectful and cooperative working relationships with co-workers.
- Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
- Seeks opportunities for further personal growth and development.
- Represents the County in a professional manner to all internal and external contacts when doing the County's business.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Revision History: 10-19-2020  
06-20-2023

|                                      |                                |                                |                              |
|--------------------------------------|--------------------------------|--------------------------------|------------------------------|
| <b>POSITION DESCRIPTION</b>          |                                | Position #:5321.110.XX         |                              |
| <b>Class Title:</b> Shop Crew Leader |                                | Full Time                      |                              |
| <b>Department:</b> Highway           | <b>Location:</b> Highway Dept. | <b>Pay Range:</b><br>P-12-2080 | <b>Updated:</b><br>June 2023 |

**PURPOSE:**

Supervises, coordinates, and performs the mechanical repair and servicing of the Washburn County Highway department equipment fleet and other related work.

**NATURE OF WORK:**

The Shop Crew Leader is responsible for work planning, scheduling, directing, performing, and evaluating the repair and servicing of county equipment, and vehicles. Work will require the Shop Crew Leader to have significant command of maintenance equipment systems, parts, electrical and mechanical testing equipment, and a variety of hand and power tools. Work will involve considerable contact with county employees and supervisors requesting work on a variety of maintenance and construction equipment and other department vehicles. Work will involve the actual performance of equipment and vehicle repairs and will require the employee of this class to advise, consult, and assist subordinate employees. The Shop Crew Leader will be responsible for equipment repair schedules and records and for the purchase of necessary parts and supplies to accomplish repairs. This position requires knowledge and upkeep of any required computer applications used to support the duties.

Work is normally performed in the Washburn County Highway Facility. Employees of the class may be required to work in adverse weather conditions to repair equipment unable to return to the shop for service.

**SUPERVISION EXERCISED AND RECEIVED:**

Supervision is exercised over all functions and staff of the County Shop. Work is performed under the direct supervision of the Highway Operations Manager who reviews work and operation of the shop.

**Provides winter weekend supervision as assigned including rotational weekend on-call duties and complete winter storm reporting for on-call weekends.**

**EXAMPLES OF DUTIES:**

Supervises and assigns work of skilled subordinates engaged in the repair, maintenance, and servicing of construction, maintenance equipment and all other vehicles.

Reviews daily timecards from shop employees to ensure proper cost allocation.

Establishes deadlines and modifies work schedules to meet deadlines. Provides estimates of materials, costs, and timelines for service and repair activities.

Makes initial inspections in difficult cases and diagnoses malfunctions; inspects work in progress and upon completion; provides technical assistance or advice to subordinates in difficult and unusual problems.

Collects and reviews daily equipment and vehicle inspection forms. **Creates work orders from deficiencies found with daily inspections.**

Inspects shop and building facilities to determine proper utilization, maintenance, and adherence to safety regulations.

Participate in the preparation of specifications for new road maintenance, construction equipment, and vehicles.

Perform computer applications that assist in tracking, record-keeping and decision making relative to the job duties, including monitoring fuel use and ordering.

Supervises tire room operations and participates in weekend coverage during winter months

#### **KNOWLEDGE:**

Knowledge of the operating and repair characteristics of a variety of public works heavy duty equipment, Sheriff Patrol vehicles and all other county vehicles.

Knowledge of the operating principles of gasoline, diesel and small engines.

Knowledge of the standard methods, tools, materials and equipment employed in mechanical repair of light and heavy duty automotive vehicles and heavy duty construction equipment.

Knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of the office record keeping practices associated with an equipment repair shop.

Knowledge of the operation of computers and fleet management systems.

#### **ABILITY:**

Ability to plan, assign and supervise the work of subordinate mechanics and servicing personnel.

Ability to diagnose difficult or unusual vehicle conditions or malfunctions and determine effective corrective measures.

Ability to organize the shop facilities to meet fluctuating and unusual demands.

Ability to prepare accurate reports and maintain repair and service records.

Ability to establish and maintain effective working relationships with subordinates and other employees.

Ability to use and care for tools, equipment and materials of the construction and automotive mechanic trade.

Ability to use computers and fleet management systems used in the tracking of assets and inventory.

#### **EXPERIENCE, EDUCATION AND TRAINING:**

Four (4) years' experience in the skilled mechanical repair of automotive vehicles and related construction maintenance equipment at a level equivalent to Equipment Mechanic;

**OR**

Substituting on a month for month basis, any experience, education or training which would provide the level of knowledge and ability required.

Experience with basic computer application such as Microsoft products, email, etc.

**MANDATORY QUALIFICATIONS:**

Possession of, or ability to obtain, a valid Class A Commercial Drivers License

# Washburn County Personnel Requisition Form

|                     |                                       |  |  |
|---------------------|---------------------------------------|--|--|
| Date:<br>05/25/2023 | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Position Vacancy | <input type="checkbox"/> Position Change |
|---------------------|---------------------------------------|--|--|

**POSITION INFORMATION:**

|  |                     |
|--|---------------------|
| Position Title: Shop Leader and Crew Leaders   | Department: Highway |
| Effective Date: 07/03/2023   |                     |
| Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual |                     |
| Reason for Request: Increase due to re-class   |                     |
| Why is position required or why can't present employees complete the work or why can't position be contracted?<br>Reclassification of positions              |                     |
| Is office space, furniture and office equipment available? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N                                  |                     |
| If not, explain plan to obtain:  |                     |

**WAGES/BENEFITS/FUNDING:**

| Wage/Hr        | Hrs/Yr | Wage/Yr   | WRS     | Taxes   | W/C     | Health, Vision, Dental Insurance      | Total            |
|----------------|--------|-----------|---------|---------|---------|---------------------------------------|------------------|
| Current 31.61  | 2080   | 65,748.80 | 4470.92 | 5029.79 | 2248.61 | 28,575.24                             | 106,073.36       |
| Proposed 32.37 | 2080   | 67,329.60 | 4578.42 | 5150.72 | 2302.67 | 28575.24                              | 107,936.65       |
|                |        |           |         |         |         | Total for 3 employees each            | \$1863.29        |
|                |        |           |         |         |         | <b>Total increase for the 3</b>       | <b>\$5589.87</b> |
| Current 33.00  | 2080   | 68,640.00 | 4667.52 | 5250.96 | 2347.49 | 28575.24                              | \$109,481.21     |
| Proposed 33.10 | 2080   | 68,848.00 | 4681.67 | 5266.88 | 2354.61 | 28575.24                              | \$109,726.40     |
|                |        |           |         |         |         | <b>Total increase for 1</b>           | <b>\$245.19</b>  |
|                |        |           |         |         |         | <b>Total increase for 4 positions</b> | <b>\$5835.06</b> |

Is this request budgeted?     YES     NO    **List the funding source:**

**FISCAL ANALYSIS (from above):**

| CATEGORIES   | BUDGET ESTIMATES (EST.) |
|--|-------------------------|
| Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants) | 0                       |
| Wages and Benefits   | <b>5835.06</b>          |
| 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              |
| <i>Revenues (Use Negative #)</i> | 0              |
| <b>TOTAL:</b>                    | <b>5835.06</b> |

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

|  |  |
|--|--|
| <p>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?</p> |  |
| <p>What are the major functions or examples of work performed of the proposed position?</p>  |  |
| <p>Minimum Educational Requirements and minimum experience for this position?</p>  |  |
| <p>Knowledge Skills and Abilities?</p>   |  |
| <p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>  |  |
| <p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>   |  |
| <p>Is this work currently being performed by someone else? If yes, how and by whom?</p>  |  |
| <p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>  |  |
| <p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>   |  |
| <p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>   |  |
| <p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>   |  |
| <p>What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.</p>  |  |
| <p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>  |  |
| <p>Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?</p>  |  |
| <p>How does this position fit into the long-range and strategic plans of the Department and/or County?</p>   |  |



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

|  |
|--|
|  |
|--|

Approvals:

|                         |   |              |  |
|-------------------------|---|--------------|--|
| <b>DEPARTMENT HEAD:</b> | I hereby certify that the above information is correct. | <b>DATE:</b> |  |
|-------------------------|---|--------------|--|

Committee of Jurisdiction:

|                   |                                      |              |  |
|-------------------|--------------------------------------|--------------|--|
| <b>COMMITTEE:</b> | Approved                      Denied | <b>DATE:</b> |  |
|                   | Comments                             |              |  |

HUMAN RESOURCE DIRECTOR APPROVAL:

|   |
|---|
| Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Comments:   |
| Human Resources Director: _____ Date: _____   |

COMMITTEE APPROVALS:

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

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

**RESOLUTION APPROVING NEW .51 LTE POSITION FOR LAW ENFORCEMENT  
DISPATCHER**

**WHEREAS**, currently the Sheriff's Department has a part-time dispatcher that is on medical leave, and;

**WHEREAS**, this leaves the dispatching department short for scheduling purposes, and;

**WHEREAS**, in order to continue to maintain an appropriate level of services and control overtime costs, it has determined that a .51 LTE position is needed to cover for this medical leave, and;

**WHEREAS**, this has been discussed and approved by the Law Enforcement Committee, the Personnel Committee and the Finance Committee.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the new .51 LTE position for a Law Enforcement Dispatcher as per policy and to be effective immediately.

**FISCAL IMPACT: \$13,018.62**

Recommended for adoption by the Washburn County Finance Committee on June 15<sup>th</sup>, 2023 and the Washburn County Personnel Committee this 20<sup>th</sup> day of June, 2023 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of June, 2023.

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

\_\_\_\_\_  
Hank Graber, Chair

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

\_\_\_\_\_  
Lolita Olson, Vice Chair

\_\_\_\_\_  
Cristina Masterjohn, Member of Finance

\_\_\_\_\_  
Linda Featherly, Member of Personnel

\_\_\_\_\_  
Scott Roppe, Member of Finance

\_\_\_\_\_  
Jocelyn Ford, Member of Personnel

\_\_\_\_\_  
Sandy Johnson, Member of Finance

\_\_\_\_\_  
Brian Berg, Member of Personnel

# Washburn County Personnel Requisition Form

|            |                                       |  |  |
|------------|---------------------------------------|--|--|
| Date:      | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Position Vacancy | <input type="checkbox"/> Position Change |
| 06/05/2023 |                                       |  |  |

**POSITION INFORMATION:**

|   |                      |
|---|----------------------|
| Position Title: Dispatch  | Department: Dispatch |
| Effective Date: 07/13/2023  |                      |
| Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> LTE <input type="checkbox"/> Casual                  |                      |
| Reason for Request: .51 to cover a medical leave  |                      |
| Why is position required or why can't present employees complete the work or why can't position be contracted?<br>Medical leave that may turn into leave of absence in future |                      |
| Is office space, furniture and office equipment available? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N   |                      |
| If not, explain plan to obtain:   |                      |

**WAGES/BENEFITS/FUNDING:**

| Wage/Hr at Step K1 after training | Hrs/Yr  | Wage/Yr   | WRS | Taxes   | W/C    | Health, Vision, Dental Insurance | Total     |
|-----------------------------------|---------|-----------|-----|---------|--------|----------------------------------|-----------|
| 22.54                             | 1060.80 | 23,910.44 |     | 1829.15 | 817.74 | Full year at 51%                 | 26,557.33 |
| 22.54                             | 520     | 11720.80  |     | 896.96  | 400.86 | Little less than 1/2 yr at 51%   | 13,018.62 |

Is this request budgeted?     YES     NO    List the funding source:

**FISCAL ANALYSIS (from above):**

| CATEGORIES   | BUDGET ESTIMATES (EST.) |
|--|-------------------------|
| Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants) | 0                       |
| Wages and Benefits   | 13018.62                |
| 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>13018.62</b>         |

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

|  |  |
|--|--|
| <p>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?</p> |  |
| <p>What are the major functions or examples of work performed of the proposed position?</p>  |  |
| <p>Minimum Educational Requirements and minimum experience for this position?</p>  |  |
| <p>Knowledge Skills and Abilities?</p>   |  |
| <p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>  |  |
| <p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>   |  |
| <p>Is this work currently being performed by someone else? If yes, how and by whom?</p>  |  |
| <p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>  |  |
| <p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>   |  |
| <p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>   |  |
| <p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>   |  |
| <p>What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.</p>  |  |
| <p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>  |  |
| <p>Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?</p>  |  |
| <p>How does this position fit into the long-range and strategic plans of the Department and/or County?</p>   |  |

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

Approvals:

|                  |   |       |  |
|------------------|---|-------|--|
| DEPARTMENT HEAD: | I hereby certify that the above information is correct. | DATE: |  |
|------------------|---|-------|--|

Committee of Jurisdiction:

|            |                 |       |  |
|------------|-----------------|-------|--|
| COMMITTEE: | Approved Denied | DATE: |  |
|            | Comments        |       |  |

HUMAN RESOURCE DIRECTOR APPROVAL:

|   |
|---|
| Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Comments:   |
| Human Resources Director: _____ Date: _____   |

COMMITTEE APPROVALS:

|                             |                 |       |  |
|-----------------------------|-----------------|-------|--|
| PERSONNEL COMMITTEE:        | Approved Denied | DATE: |  |
|                             | Comments        |       |  |
| COUNTY BOARD (IF NECESSARY) | Approved Denied | DATE: |  |
|                             | Comments        |       |  |

**Resolution for the ADRC of Washburn County to Accept the USAging Covid-19 and Influenza Vaccine Uptake Initiative for Older Adults and People with Disabilities Grant and Increase the 2023 ADRC/Aging Budget**

WHEREAS, the ADRC of Washburn County applied for and was awarded the USAging Covid-19 and Influenza Vaccine Uptake Initiative for Older Adults and People with Disabilities Grant; and

WHEREAS, the focus of this grant is for USAging and ADRC's to reach older adults and people with disabilities most at risk of negative health consequences of not being adequately vaccinated. This collaborative will expand the scope of vaccinations in communities through partnerships with local healthcare providers to host vaccine clinics, outreach events, marketing, supportive services, and transportation across the country, and

WHEREAS, the total grant amount awarded is \$262,080; and

WHEREAS, the grant was not previously budgeted in the 2023 ADRC/Aging budget; and

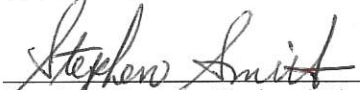
THEREFORE, BE IT RESOLVED, that Washburn County Aging and Disability Services Committee recommend accepting the USAging Covid-19 and Influenza Vaccine Uptake Initiative for Older Adults and People with Disabilities Grant and increase the 2023 ADRC/Aging budget of \$262,080 to be used as specified in the grant application; and

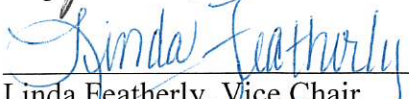
THEREFORE, BE IT RESOLVED, that this Resolution also creates the acceptance of the budgeted position(s) of Vaccine Grant Outreach Coordinator(s), see budget attached.

THEREFORE BE IT FURTHER RESOLVED, that the Washburn County Board of Supervisors approve to accept the USAging Covid-19 and Influenza Vaccine Uptake Initiative for Older Adults and People with Disabilities Grant and increase the 2023 ADRC/Aging budget, using business unit 235.69101, in the amount of \$262,080 to be used as specified in the grant application.

**FISCAL IMPACT: \$262,080.00**

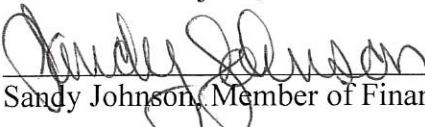
Recommended for adoption by the Washburn County Finance Committee & the Washburn County Personnel Committee this 1st day of June 2023 and approved by the Washburn County Board of Supervisors this 20th day of June 2023.

  
Stephen Smith, Chair of Finance

  
Linda Featherly, Vice Chair

  
Scott Roppe, Member of Finance

\_\_\_\_\_  
Cristina Masterjohn, Member of Finance

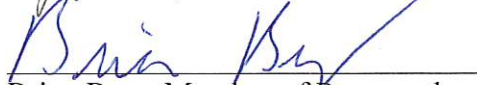
  
Sandy Johnson, Member of Finance

  
Hank Graber, Chair of Personnel

  
Lolita Olson, Vice Chair of Personnel

  
Linda Featherly, Member of Personnel

  
Jocelyn Ford, Member of Personnel

  
Brian Berg, Member of Personnel

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

**Resolution to Approve the LTE Vaccinane Outreach Coordinator Position(s) for the ADRC of Washburn County**

WHEREAS, the ADRC of Washburn County applied for and was awarded the USAging Covid-19 and Influenza Vaccine Uptake Initiative for Older Adults and People with Disabilities Grant; and

WHEREAS, the focus of this grant is for USAging and ADRC's to reach older adults and people with disabilities most at risk of negative health consequences of not being adequately vaccinated. This collaborative will expand the scope of vaccinations in communities through partnerships with local healthcare providers to host vaccine clinics, outreach events, marketing, supportive services, and transportation across the country, and

WHEREAS, the total grant amount awarded is \$262,080; and

WHEREAS, \$57,081 of the awarded grant was budgeted for a LTE Vaccinane Outreach Coordinator position(s);

THEREFORE BE IT FURTHER RESOLVED, that the Washburn County Board of Supervisors approve the LTE position(s) to hire Vaccinane Outreach Coordinator(s) for a total amount not to exceed \$57,081.

**FISCAL IMPACT: \$57,081**  
**(2023 fiscal impact for 2 positions approximately \$24,502.06)**

Recommended for adoption by the Washburn County Personnel Committee this 1st day of June 2023 and approved by the Washburn County Board of Supervisors this 20th day of June 2023.

\_\_\_\_\_  
Hank Graber, Chair of Personnel

\_\_\_\_\_  
Lolita Olson, Vice Chair of Personnel

\_\_\_\_\_  
Linda Featherly, Member

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

\_\_\_\_\_  
Brian Berg, Member

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

**RESOLUTION APPROVING A LTE SITE MANAGER/COOK POSITION AT THE MINONG SENIOR CENTER**

**WHEREAS**, currently the ADRC of Washburn County has a Senior Center located in Minong Wisconsin, and;

**WHEREAS**, the Site Manager/Cook is on medical leave until further notice, and;

**WHEREAS**, meals need to be prepared daily Monday through Friday for community members to dine onsite or receive meals on wheels, and;

**WHEREAS**, there is only one staff member that works at the Minong Senior Center, leaving no additional staff that is able to cover for this medical leave, so additional help is needed until the Site Manager/Cook can resume duties.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the .33 LTE Site Manager/Cook position for the Minong Senior Center.

**FISCAL IMPACT: \$6335.44 - The position is already budgeted so covered by current budget.**

Recommended for adoption by the Washburn County Personnel and Finance Committee this 20<sup>th</sup> day of June, 2023 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Hank Graber, Chair

\_\_\_\_\_  
Lolita Olson, Vice Chair

\_\_\_\_\_  
Linda Featherly, Member

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

\_\_\_\_\_  
Brian Berg, Member



# Washburn County Personnel Requisition Form

|                  |                                       |  |  |
|------------------|---------------------------------------|--|--|
| Date: 06/02/2023 | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Position Vacancy | <input type="checkbox"/> Position Change |
|------------------|---------------------------------------|--|--|

**POSITION INFORMATION:**

|   |   |
|---|---|
| Position Title: Minong Senior Dining<br>Site Manager /Cook LTE  | Department: Washburn County Aging-Nutrition |
| Effective Date: July 2023   |   |
| Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> LTE <input type="checkbox"/> Casual                                      |   |
| Reason for Request: Current staff member out due to injury  |   |
| Why is position required or why can't present employees complete the work or why can't position be contracted?<br>Temporary help until the site manager is able to come back without restrictions |   |
| 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 at Step G.1 | Hrs/Yr | Wage/Yr | WRS | Taxes  | W/C    | Health, Vision, Dental Insurance | Total   |
|---------------------|--------|---------|-----|--------|--------|----------------------------------|---------|
| 14.26               | 400    | 5704.00 |     | 436.36 | 195.08 |                                  | 6335.44 |
|                     |        |         |     |        |        |                                  |         |

Is this request budgeted?     YES     NO    List the funding source:

**FISCAL ANALYSIS (from above):**

| CATEGORIES   | BUDGET ESTIMATES (EST.) |
|--|-------------------------|
| Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants) | 0                       |
| Wages and Benefits   | 6335.44                 |
| 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 ( <b>Use Negative #</b> )   | 0                       |
| <b>TOTAL:</b>  | <b>6335.44</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? |  |
| What are the major functions or examples of work performed of the proposed position?  |  |
| Minimum Educational Requirements and minimum experience for this position?  |  |
| Knowledge Skills and Abilities?   |  |
| What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)  |  |
| What/Who generates the work which is to be done? The public? The department itself? Another department within the County?   |  |
| Is this work currently being performed by someone else? If yes, how and by whom?  |  |
| How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)  |  |
| How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)   |  |
| Who would perform the duties of this position when the incumbent is on vacation or using sick time?   |  |
| Are there alternatives to the services that this individual would provide? If yes, explain.   |  |
| What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.  |  |
| Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.  |  |
| Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?  |  |
| How does this position fit into the long-range and strategic plans of the Department and/or County?   |  |

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

Approvals:

|                         |   |              |  |
|-------------------------|---|--------------|--|
| <b>DEPARTMENT HEAD:</b> | I hereby certify that the above information is correct. | <b>DATE:</b> |  |
|-------------------------|---|--------------|--|

Committee of Jurisdiction:

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>COMMITTEE:</b> | Approved                      Denied<br>Comments | <b>DATE:</b> |  |
|-------------------|--|--------------|--|

HUMAN RESOURCE DIRECTOR APPROVAL:

|   |
|---|
| Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved<br><br>Comments:<br><br>Human Resources Director: _____ Date: _____ |
|---|

COMMITTEE APPROVALS:

|                                    |  |              |  |
|------------------------------------|--|--------------|--|
| <b>PERSONNEL COMMITTEE:</b>        | Approved                      Denied<br>Comments | <b>DATE:</b> |  |
| <b>COUNTY BOARD (IF NECESSARY)</b> | Approved                      Denied<br>Comments | <b>DATE:</b> |  |

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

**RESOLUTION APPROVING 1.0 SUPPORT STAFF/ADMIN ASST. FOR PERSONNEL/FINANCE/EMERGENCY MANAGEMENT**

**WHEREAS**, in 2022, the HR Generalist position in the Personnel Department was eliminated after a resignation and the duties were distributed among the two hourly employees in the office who already had full time positions, and;

**WHEREAS**, the new HR Director was to re-evaluate the workload and decide if an HR Generalist position would be needed, and;

**WHEREAS**, currently the Finance and HR Department have a Payroll/ Accounts Payable Coordinator that does not have a backup, and;

**WHEREAS**, it is recommended that a HR Generalist position is not needed, however, a position is needed that is able to be support to the Personnel and Finance Departments with data entry, answering phones, main window customer service, backup for payroll and accounts payable, as well as admin asst. support to the Emergency Management Department, and;

**WHEREAS**, hiring a Support Staff/Admin Assistant for Personnel/Finance/Emergency Management will fill a much needed position as a backup as well as to help the overall functions of all of the respective departments.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the 1.0 position for a Support Staff/Admin. Assistant to be shared amongst the Personnel/Finance and Emergency Managements Departments. .

**FISCAL IMPACT 37,640.03 being split accordingly: 40% from Personnel, 40% from Finance and 20% from Emergency Management.**

Recommended for adoption by the Washburn County Finance Committee this 15th day of June, 2023, and the Washburn County Personnel Committee on 20<sup>th</sup> day of June, 2023 and approved by the Washburn County Board of Supervisors this 20th day of June, 2023.

\_\_\_\_\_  
Hank Graber, Chair of Personnel

\_\_\_\_\_  
Stephen Smith, Chair of Finance

\_\_\_\_\_  
Lolita Olson, Vice Chair of Personnel

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Linda Featherly, Vice Chair of Finance

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Linda Featherly, Member of Personnel

\_\_\_\_\_  
Scott Roppe, Member of Finance

\_\_\_\_\_  
Jocelyn Ford, Member of Personnel

\_\_\_\_\_  
Cristina Masterjohn, Member of Finance

\_\_\_\_\_  
Brian Berg, Member of Personnel

\_\_\_\_\_  
Sandy Johnson, Member of Finance

# Washburn County Personnel Requisition Form

|                  |  |   |  |
|------------------|--|---|--|
| Date: 01/05/2023 | <input checked="" type="checkbox"/> New Position | <input type="checkbox"/> Position Vacancy | <input type="checkbox"/> Position Change |
|------------------|--|---|--|

**POSITION INFORMATION:**

|  |  |
|--|--|
| Position Title: Support Staff/Admin Asst.  | Department: Personnel/Finance/Emergency Management |
| Effective Date: 07/03/2023   |  |
| Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual   |  |
| Duration of employment of requisitioned personnel: On-going  |  |
| Reason for Request: Needs identified in the office   |  |
| Why is position required or why can't present employees complete the work or why can't position be contracted?<br>Currently, we have a need in this office for a person to have support staff/admin assistant duties. We need someone who can put data into spreadsheets, be the main person for the window and answering of phones, to back up payroll and accounts payable, as well as be an admin assistant for Emergency Management. |  |
| 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 at Step H grade | Hrs/Yr | Wage/Yr     | WRS       | Taxes     | W/C       | Health, Vision, Dental Insurance | Total       |
|-------------------------|--------|-------------|-----------|-----------|-----------|----------------------------------|-------------|
| \$20.32 – full yr       | 1950   | \$39,624.00 | \$2694.44 | \$3031.24 | \$1355.14 | \$28,575.24                      | \$75,280.06 |
| 20.32 – 6 mths          | 975    | \$19,812.00 | \$1347.22 | \$1515.62 | \$677.57  | \$14,287.62                      | \$37,640.03 |

Total cost for other equipment and/or training? \$0

Is this request budgeted?     YES     NO    List the funding source: Contingency

**FISCAL ANALYSIS** (from above):

| CATEGORIES   | BUDGET ESTIMATES (EST.) |
|--|-------------------------|
| Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants) |                         |
| Wages and Benefits   | \$37,640.03             |
| 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>\$37,640.03</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? | Yes, attached   |
| What are the major functions or examples of work performed of the proposed position?  | Please see attached Job Description   |
| Minimum Educational Requirements and minimum experience for this position?  | Please see attached Job Description   |
| Knowledge Skills and Abilities?   | Please see attached Job Description   |
| What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)  | Would be filling position that is being vacated. Position has a full caseload to be transferred.  |
| What/Who generates the work which is to be done? The public? The department itself? Another department within the County?   | Public  |
| Is this work currently being performed by someone else? If yes, how and by whom?  | Yes, full time SW staff with full caseload  |
| How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)  | Under the supervision of the Child and Families Supervisor  |
| How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)   | Position is equal to others on the unit regarding duties, caseload, etc.  |
| Who would perform the duties of this position when the incumbent is on vacation or using sick time?   | Other Social Workers or Supervisor.   |
| 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.  | Caseloads for other workers will increase beyond capacity, leading to overtime pay, burnout, etc.   |
| Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.  | No. Currently budgeted and position carries full caseload.  |
| 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?   | Position will continue to carry full caseload to serve children and/or families, and adults regarding child abuse and neglect, mental health and/or substance abuse issues. Maintaining this position allows for a balanced caseload within the department to effectively serve Washburn County residents in a timely and effective manner. |

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

This position is filling a vacancy that carries a full caseload. Reduction in this position or leaving it vacant would create unmanageable caseloads for other workers, causing potentially delayed services to clients, overtime and burnout for staff.

|  |
|--|
|  |
|--|

Approvals:

|                  |   |       |            |
|------------------|---|-------|------------|
| DEPARTMENT HEAD: | I hereby certify that the above information is correct. | DATE: | 01/05/2023 |
|------------------|---|-------|------------|

Committee of Jurisdiction:

|            |                 |       |  |
|------------|-----------------|-------|--|
| COMMITTEE: | Approved Denied | DATE: |  |
|            | Comments        |       |  |

HUMAN RESOURCE DIRECTOR APPROVAL:

|   |
|---|
| Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Comments:   |
| Human Resources Director: _____ Date: _____   |

COMMITTEE APPROVALS:

|                             |                 |       |  |
|-----------------------------|-----------------|-------|--|
| PERSONNEL COMMITTEE:        | Approved Denied | DATE: |  |
|                             | Comments        |       |  |
| COUNTY BOARD (IF NECESSARY) | Approved Denied | DATE: |  |
|                             | Comments        |       |  |