

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

October 17, 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 September 26, 2023 Public Hearing Minutes and County Board Proceedings
6. Concerned Citizens
7. Update from Mosaic Technologies
8. Presentation by Washburn County Criminal Justice Coordinator – Stephanie Villella
9. Consent Agenda Resolutions:
 - a. Rezone Petition and Amendatory Ordinance – Stinnett – September 2023
 - b. Resolution to Approve Policy A-15 Prohibiting the Carry-In of Alcohol Policy
 - c. Resolution to Approve Broadband Expansion Proposal from Mosaic Technologies
 - d. Resolution in Support of East Central Energy's Broadband Project in Washburn County
 - e. Resolution to Update the Rules of Order of the Washburn County Board of Supervisors and Washburn County Code of Ordinances
10. Resolutions and Ordinances:
 - a. Resolution Approving County Forest Law Withdrawal for Salt Shed – Supv. S. Johnson
 - b. Resolution to Change the Interest and Penalty on Delinquent Taxes – Supv. S. Smith
 - c. Resolution Approving up to 400 hours, LTE Position for the Register of Deeds – Supv. S. Smith
11. Committee Reports
12. Chair Appointments
 - a. Bob Somereyer to Trego Lake District
13. Citizen Comments
14. Chair Comments
15. Next Meeting Date and Possible Future Agenda Items
16. Audit Per Diems
17. Adjourn

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

September 26, 2023

5:45 p.m.

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

PUBLIC HEARING ON ADOPTING WASHBURN COUNTY LIBRARY PLAN FOR 2023-2028

1. Called Public Hearing to Order by Chair Wilson at 5:45 p.m.
2. Roll Call – Board Members Present: (19); Excused: (2) Louis Villella and Paul Johnson; Youth: Present: (0)
3. Presentation of Washburn County Library Plan 2023-2028 was given by Sherry Machones, Angela Bodzislaw and Dawn Dunsmoor. A typo identified on page 5, Vilas County should be Washburn County.
4. Adjourned public hearing at 5:59 p.m. on motion by Supv. K. King, 2nd by Supv. C. Masterjohn; MC

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

September 26, 2023

6:00 p.m.

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

1. Call Meeting to Order at 6:00 p.m. by Chair Wilson
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. L. Featherly
3. Notice of Meeting was read by County Clerk Swearingen
4. Roll Call was done by County Clerk Swearingen Board members present: (19); Excused: (2) Louis Villella and Paul Johnson; Youth Present: (2) Hailey Stariha and Serena Lu
5. Approval of August 15, 2023 County Board Proceedings on motion to approve by Supv. B. Olsgard, 2nd by Supv. J. Ford; MC
6. Concerned Citizens – Linda Zillmer of Birchwood spoke in favor of the library program.
7. **Consent Agenda Resolutions:** on motion to approve by Supv. C. Masterjohn, 2nd by Supv. S. Johnson; Motion to amend the “Vilas” typo to “Washburn” in the library plan on page 5, 2nd by Supv. S. Johnson; MC. Motion to approve consent as amended; MC.
 - a. **Rezone Petition and Amendatory Ordinance – Chicog – August 2023**
 - b. **Rezone Petition and Amendatory Ordinance – Long Lake – August 2023**
 - c. **Resolution 2023-73 to Adopt Washburn County Library Plan for 2023-2028**
8. **Resolutions and Ordinances:**
 - a. **Resolution 2023-74 Approving Absentee Ballot Envelope Subgrant Reimbursement & Amending the 2023 Elections Budget** on motion to approve by Supv. S. Smith, 2nd by Supv. L. Olson; Roll Vote: Yes (19), No (0), Excused (2); Youth: Yes (2), No (0); MC
 - b. **Resolution 2023-75 Approving the Acceptance of Local Assistance and Tribal Consistency Fund Revenue and Increase the 2023 Budget** on motion to approve by Supv. S. Smith, 2nd by Supv. L. Olson; Motion to correct typo from ace to act and separate words government and wide; voice vote on amendment; MC. Roll Vote on original motion as amended: Yes (19), No (0), Excused (2); Youth: Yes (2), No (0); MC.
 - c. **Resolution 2023-76 Approving the Use of the Acceptance of Local Assistance and Tribal Consistency Fund (LATFA) Revenue for the Washburn County “Communications” Project** on motion to approve by Supv. S. Smith, 2nd by Supv. L. Featherly; Roll Vote: Yes (19), No (0), Excused (2); Youth: Yes (2), No (0); MC.
9. Washburn County Past Accomplishments and Future Goals – C. Stariha spoke of the jail project. S. Smith spoke of SWAT, affordable housing, broadband, increase tourism, increase healthcare, younger generation to county board, next generation housing. L. Olson said it’s no cost to utilize our extension office for training. B. Melton spoke of mental health issues being a priority. G. Cusick spoke of needing housing, employment, and connectivity needs to be fixed, food supply, increase income from tourists. J. Ford spoke of not having enough housing for families – new employees coming to the area that do not have a home, look into a developer. S. Roppe spoke of competitive wages for Washburn County employees, there’s too much money being spent on training by not being able to retain employees. H. Graber also spoke of needing to look at wages. B. Olsgard also spoke of housing being important as well as wages and broadband. J. Hoy spoke of the growth market being in tourism. D. Wilson spoke of the housing issue being looked at right now at the fall session, it was passed through by WCA. J. Bruce spoke of involving the Washburn County Housing Authority and involving other partners. She also spoke of transparency with citizens, have board meetings via zoom. Discussion followed regarding zoom. C. Masterjohn spoke of affordable housing, mental health, maintain our transportation infrastructure, SWAT is a great idea, review and update ordinances through committees. D. Wilson spoke of overdose deaths. New jail is coming. Look for federal funding assistance.

10. Committee Reports – suspended

11. Chair Appointments

- a. Lolita Olson to WCFA, Wisconsin County Forest Association on motion to approve by Supv. J. Ford, 2nd by Supv. S. Johnson; MC
- b. Dwight Marquardt to Board of Adjustment – Alternate on motion to approve by Supv. S. Smith, 2nd by Supv. C. Masterjohn; MC

12. Citizen Comments – Colleen Cook of Spooner, Washburn County has made some great accomplishments for the county over the last year. Citizens would like to have a couple town hall meetings.

13. Chair Comments – Spooner Wellness Center 50+ grand opening is Oct. 13th at 9:00 a.m.

- a. WCA Conference – G. Cusick, J. Hoy, S. Smith, L. Olson, S. Roppe and D. Wilson all spoke of sessions they attended. (*C. Masterjohn left meeting at 7:32 p.m.*)

14. Next Meeting Date and Possible Future Agenda Items – October 17th at 6:00 p.m.

15. Audit Per Diems on motion by Supv. G. Cusick, 2nd by Supv. B. Olsgard; MC

16. Adjourned at 7:42 p.m.

REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on September 26, 2023.

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

Stinnett Township: William Cochran, Hayward WI. Property: Tax ID#26145-19.93 acres, S1/2 SW NE, in Section 33-41-10, Town of Stinnett, to rezone 19.93 acres from Agricultural & Residential to Residential Agricultural to bring into compliance and split parcel to sell west ½ and build a Dwelling on the newly created 10 acres.

The Zoning Committee recommends APPROVAL of the request to rezone 19.93 acres of Agricultural & Residential to Residential Agricultural.

Interested persons were given the opportunity to be heard.

Dated

Jocelyn Ford, Chairman
Washburn County Zoning Committee

Rezonepetitions092623

AMENDATORY ORDINANCE

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

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

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

Stinnett Township: William Cochran, Hayward WI. Property: Tax ID#26145-19.93 acres, S1/2 SW NE, in Section 33-41-10, Town of Stinnett, to rezone 19.93 acres from Agricultural & Residential to Residential Agricultural to bring into compliance and split parcel to sell west 1/2 and build a Dwelling on the newly created 10 acres.

Interested persons were given the opportunity to be heard.

Supervisor _____ move to _____ rezonings,
second by _____

Supervisor _____, motion carried.

Dated

David Wilson, Chairman

Washburn County Board of Supervisors

Rezonepetitions92623

RESOLUTION # _____

RESOLUTION TO APPROVE POLICY A-15 PROHIBITING THE CARRY-IN OF ALCOHOL POLICY

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

WHEREAS, Washburn County wants to promote a safe and healthy environment for all attendees at county-sponsored events; and,

WHEREAS, Washburn County is concerned about the liability that can come to the county as a result of allowing the carrying of alcohol by attendees at county-sponsored events.

THEREFORE, BE IT RESOLVED that policy A-15 – Carry-in of Alcohol Policy, as attached, will be effective upon approval by the Washburn County Board of Supervisors.

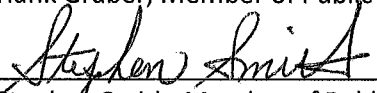
FISCAL IMPACT: NONE

RECOMMENDED FOR ADOPTION BY THE WASHBURN COUNTY PUBLIC PROPERTY COMMITTEE ON THIS 9TH DAY OF OCTOBER 2023, AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 17TH DAY OF OCTOBER, 2023.




Linda Featherly, Chair of Public Property

Hank Graber, Member of Public Property



Stephen Smith, Member of Public Property



Clint Stariha, Member of Public Property



Lolita Olson, Member of Public Property

Policy A-15

PROHIBITING THE CARRY-IN OF ALCOHOL POLICY

PURPOSE: To provide guidance prohibiting attendees from carrying alcoholic beverages into events sponsored by the county or conducted in conjunction with the county department, agency, or entity.

Washburn County promotes a safe and healthy environment for everyone who attends events that are sponsored by the county or conducted in conjunction with the county department, agency, or entity.

In order to promote a safe and healthy environment for our attendees, Washburn County prohibits attendees from carrying alcoholic beverages into events that are sponsored by the county or conducted in conjunction with a county department, agency, or entity.

This policy will not apply to events where the proper license or permit has been obtained to sell or distribute alcohol, however, these events must be approved by the Washburn County Board of Supervisors along with proof that the permits for such events have been secured.

Washburn County Board of Supervisors reserves the right to deny permission for any distribution, sale, or possession of alcohol on any property owned, leased, rented, or utilized by Washburn County.

Adopted on:

Resolution # _____

**RESOLUTION TO APPROVE BROADBAND EXPANSION PROPOSAL FROM
MOSAIC TECHNOLOGIES**

WHEREAS, Washburn County (the "County") strives in the support of fiber optic broadband infrastructure expansion and service available to its residents;

WHEREAS, Mosaic Technologies ("Mosaic") is a provider of broadband services to the area in and around the County;

WHEREAS, Mosaic presented a proposal for the expansion of broadband services within the County area (the "Mosaic Proposal") at a Washburn County Board meeting on October 17, 2023. The Mosaic Proposal shall be part of a Wisconsin Public Service Commission (PSC) Capital Projects Fund (CPF) Broadband Expansion Grant submitted on or before the grant cycle ending November 7th, 2023.

WHEREAS, the County Board reviewed and discussed the contents of this Resolution at its meeting on October 17th, 2023, and the Board determined that it is in the best interest of the County to wholly support and approve the Mosaic Proposal.

NOW, THEREFORE, BE IT RESOLVED, the County Board determines the following:

1. Recitals. The Recitals set forth above are true and correct, and are hereby incorporated into this Resolution.
2. Health, Welfare and Safety. The County's approval of this Resolution and the Mosaic Proposal is beneficial to the health, welfare and safety of the County's residents, taxpayers and visitors.

Recommended for adoption by the Washburn County Board of Supervisors this 17th day of October, 2023.

David Wilson, County Board Chair

Alicia Swearingen, County Clerk (*witness*)

Resolution# _____

**RESOLUTION IN SUPPORT OF EAST CENTRAL ENERGY'S BROADBAND PROJECT
IN WASHBURN COUNTY**

WHEREAS, East Central Energy is working to provide efficient and affordable fiber broadband internet to its service area; and

WHEREAS, the mission is to provide high-speed internet to every home and business, fostering community vitality, affordable and quality health care, equitable education, a strong economy, and efficient government; and

WHEREAS, East Central Energy is applying for the 2023 Wisconsin Capital Project Funds Broadband Infrastructure Grant Program. The Capital Project Funds Grant Program funds the expansion of broadband service to areas of Wisconsin that are unserved or underserved; and

THEREFORE BE IT RESOLVED, that the Washburn County Board of Supervisors, State of Wisconsin, hereby endorses East Central Energy's Broadband Project to provide fiber broadband internet to its service area.

Recommended for adoption by the Washburn County Board of Supervisors this 17th day of October, 2023.

David Wilson, County Board Chair

Alicia Swearingen, County Clerk (*witness*)

10/11/2023

East Central Energy
Board of Directors
PO Box 39
Braham, MN 55006

Dear ECE Board of Directors,

This letter offers support for East Central Energy's fiber broadband project in Washburn County for the Wisconsin Capital Project Funds Broadband Infrastructure grant program.

ECE's efforts will provide access to high-speed internet for many of our community members that currently do not have adequate internet access, or no internet access at all. These residents currently struggle with slow internet speed and poor connectivity—some residents have NO access to broadband—which adversely impacts school, work, and healthcare for these families.

This grant opportunity would greatly improve the quality of life for Washburn County residents. As the pandemic taught us, the unserved and underserved suffer the most in difficult times. This grant would go a long way in addressing the discrepancies rural Wisconsin faces daily.

The COVID-19 pandemic was an eye-opening education to most of the residents of Washburn County. While residents with access to broadband were resilient to the economic and social effects of the pandemic, those without access suffered the most. Without broadband access, these people were unable to attend school remotely. Work from home was not an option. Telehealth was non-existent for these people. By no fault of theirs, these residents became another disadvantaged social class within the County.

For the above reasons, Washburn County supports this project and would appreciate your consideration of the Wisconsin Capital Project Funds Broadband Infrastructure grant application.

Sincerely,

David Wilson
County Board Chair
Washburn County

RESOLUTION TO UPDATE THE RULES OF ORDER OF THE WASHBURN COUNTY BOARD OF SUPERVISORS AND WASHBURN COUNTY CODE OF ORDINANCES

WHEREAS, the rules of Order of the Washburn County Board of Supervisors and the Washburn County Code of Ordinances have been reviewed; and,

WHEREAS, the Washburn County Board of Supervisors elected that Washburn County be a self-organized County with authority to act under, among other statutes, Wis. Stat. § 59.10(1) by Resolution No. 39-20 on April 9, 2020; and,

WHEREAS, it is the desire of the Washburn County Board of Supervisors to express that Washburn County is a self-organized county in the Rules of Order of the Washburn County Board of Supervisors; and,

WHEREAS, it is the desire of the Washburn County Board of Supervisors to express that Washburn County is a self-organized county in the Washburn County Code of Ordinances.

THEREFORE, BE IT RESOLVED, the Rules of Order of the Washburn County Board of Supervisors are hereby updated as indicated in the attached; and,

BE IT FURTHER RESOLVED, that Chapter 2, Article V, Section 2-268, if the Washburn County Code of Ordinances is created as follows:

Sec. 2-268. – Self-Organized County

Washburn County is a self-organized county with authority to act under, among other statutes, Wis. Stat. § 59.10(1).

(Code 2000; Res. No. 39-20, 4-9-2020)

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Executive Committee on the 11th day of October, 2023 and approved by the Washburn County Board of Supervisors this 17th day of October, 2023.

David Wilson, Chair

Linda Featherly, 1st Vice Chair

Tim Kessler, 2nd Vice Chair

Hank Graber, Member

Lolita Olson, Member

RULES OF ORDER OF THE WASHBURN COUNTY BOARD OF SUPERVISORS

WASHBURN COUNTY MISSION STATEMENT

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

SELF-ORGANIZED COUNTY

Washburn County is a self-organized county with authority to act under, among other statutes, Wis. Stat. § 59.10(1).

RULE 1: COUNTY BOARD OF SUPERVISORS

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

RULE 2: TERM OF OFFICE

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

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

RULE 3: ELECTION OF OFFICERS

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

2. Following nominations which need not be seconded, secret ballots shall be used to elect the Chair and Vice Chairs until a majority vote of the members present elects such officers. Only persons nominated may be voted for by ballot. Each position shall be filled by separate ballot. Each nominee may speak for three minutes. If a ballot results in no candidate obtaining a majority vote, the election continues until a majority vote is obtained. A candidate may withdraw

but is never dropped.

RULE 4: DUTIES OF THE CHAIR OF THE BOARD

1. **General Duties** The Chair preserves the order of the Board, and decides all the questions of order and procedure subject to an appeal to the Board. The Chair may speak on points of order in preference to other Supervisors and shall vote on all questions which come before the board. Unless specifically named to a committee by these rules, the Chair shall be an ex officio member of all committees. The Chair shall ensure the Board and individual Board members act consistently with the Board's Rules and Policies. The Chair shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient.

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

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

4. At the Board's request, the Chair, or designee, shall represent the County at events or functions, serves as spokesperson for the County, where not in conflict with other statutory authority, and represents the County upon request of groups or organizations to present County positions or programs.

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

RULE 5: ABSENCE OF OFFICERS OR SUPERVISORS

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

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

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

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

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

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

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

RULE 6: TIME AND PLACE OF MEETINGS; EMERGENCY MEETINGS

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

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

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

RULE 7: QUORUM

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

RULE 8: REIMBURSEMENT FOR SERVICES

1. Supervisors and other County Board Committee members shall receive per diem and mileage compensation for the following service, unless otherwise indicated:

- a. They attend a duly scheduled meeting.
- b. Per diems will be paid for telephonic meetings.
- c. They have been requested to attend the meeting by either the Board Chair or the Chair of the Committee. This request should be included in the minutes of the meeting and such Supervisors shall indicate on their vouchers that they were requested to attend said meeting.
- d. If the Administrative Coordinator or a Department Head requests to meet with a Supervisor, the Supervisor is entitled to compensation for the meeting.
- e. Supervisors shall receive compensation for mileage when requested to sign vouchers only if so authorized by the Board Chair.
- f. Reimbursement for travel to and from meetings shall be for travel by the most usual and direct route.
- g. Supervisors and Committee Members are not entitled to compensation and mileage if they could be reimbursed from another source for attending the meeting.
- h. Per diems for all Board and Committee meetings shall be as set by separate resolution.
- i. All mileage and meals and lodging shall be reimbursed at the rate set by County travel policy.
- j. If a supervisor has two scheduled meetings in a day and there is a layover of two hours or more between meetings, as compensation for the supervisor's lost regular employment time, the supervisor is entitled to mileage for both meetings.

RULE 9: ORGANIZATIONAL MEETING ORDER OF BUSINESS

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

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

- l. Election of Highway Committee
- m. Appointment of two members to the Executive Committee
- n. Additional business
- o. Adjournment

RULE 10: AGENDA FOR REGULAR MEETINGS

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

- a. Call to order
- b. Certification of Legal Notice of Meeting
- c. Roll Call
- d. Pledge of Allegiance
- e. Approval of agenda
- f. Approval of previous board minutes
- g. Public Comments
- h. Administrative report on current issues
- i. Committee of the Whole
- j. Consent Agenda Resolutions
- k. Other Resolutions and Ordinances
- l. Committee reports
- m. The Chair's appointments and report on current issues
- n. Public Comments
- o. Note next meeting date
- p. Closed Session, pursuant to Statute, Chapter 19
- q. Return to Open Session
- r. Action if required from Closed Session.
- s. Adjournment

2. Agendas should include the following statement or equivalent:

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

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

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

RULE 11: VOTING

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

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

RULE 12: COMMITTEES, BOARDS AND COMMISSIONS

1. All committee, board and commission appointments shall be for two year terms unless otherwise set by law.
2. Committees, boards and commissions shall be governed by Board Rules to the extent Board Rules are applicable and the body has not adopted other rules.

RULE 13: COMMITTEE ORGANIZATION AND FUNCTION

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

1. At its first meeting a committee shall elect a chair and a vice chair. The County Clerk shall act as clerk of the county board at the board's regular, special, limited term, and standing committee meetings and shall keep and record the minutes of such meetings in a format chosen by the clerk.
2. In the event the chair leaves the position of chair during the term of office, the vice chair shall assume the chair position and an election shall be held to elect a vice chair for the remaining term.
3. Ex officio members are excluded from the quorum count unless a quorum would not otherwise be present, in which case ex officio members shall be deemed regular members.
4. Each committee shall with the advice of department personnel approve goals and objectives for all programs and activities of the departments that report to it and shall monitor the expenditure of county funds committed to the department or agency.
5. After approval as to purpose and members by the Executive Committee, each committee may create subcommittees.
6. Each committee shall act on all resolutions and ordinances affecting any department or agency that reports to it.
7. The chair of each committee shall report to the Board about committee activities.
8. Each departmental fee which is not set by statute shall be reviewed annually at budget time and set by the department's committee of jurisdiction.

9. Each department which charges fees to the public shall maintain a departmental fee schedule.
10. Fees which should be uniform for the whole County government shall be determined, set and reviewed by the Finance Committee. The County Clerk shall maintain this schedule and distribute it to County departments. The Committee may for cause authorize exceptions to County wide application of this fee schedule. (This rule was amended by Resolution dated Aug. 16, 2005.)

RULE 14: RESOLUTIONS AND ORDINANCES

1. Unless otherwise approved by the Chair, all Resolutions and Ordinances shall be delivered to the County Clerk by the time of the Executive Committee meeting prior to the upcoming Board meeting.
2. Resolutions and Ordinances presented by a Committee of the County Board may be acted on upon their first presentation at a County Board meeting. Resolutions and Ordinances not presented by a Committee may be referred by the Chair to a Committee of the Board.
3. Resolutions and Ordinances presented for consideration at any meeting must be in writing and bear the signature of at least two Supervisors offering the same, or if by a Committee, the signatures of a majority of that Committee.
4. Beginning with each new calendar year, Resolutions and Ordinances, once approved at a County Board meeting, shall be designated by the year followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2004-1 or Ordinance 2004-1.

RULE 15: ADMINISTRATIVE HOME RULE

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

RULE 16: PARLIAMENTARY PROCEDURE

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

2. Each member of the Board shall be issued a current edition of Robert's Rules of Order by the County Clerk following their first Organizational Meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RULE 16C CLOSED SESSIONS

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

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

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

RULE 17: RULE CHANGES

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

RULE 18: DEFINITIONS

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

Foot Notes

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

RULES INDEX

Term	2.1	Conflict Of Interest	11.2
Election	3	Abstain From Voting	11.2
Chair	4	Committees	Part II, 12, 13
Agenda	4.2, 10	Boards And Commissions	12
Committee Chairs	4.4	Administrative Home Rule	15
Absence	5	Resolutions And Ordinances	14
Vacancy	5.8	Parliamentary Procedure	15
Meetings	6	Robert's Rules	15.1
Emergency Meetings	6.3	Consent Agenda	16.13
Special Meetings	6.2	Public May Address Board	16.17,18
Quorum	7.1	Code Of Ethics	16.19
Reimbursement	8	Rule Changes	17
Per Diems	8	Suspend The Rules	17.1
Organizational Meetings	9	Amend The Rules	17.2
Disability	10.2	Definitions	18
Certification Of Notice	10.3	Majority	18.2
Voting	11	Ex Officio Member	4.1, 18.3

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

Mary Ann Swan
Corporate Counsel

Enacted on October 8, 2004
Amended August 16, 2005
Amended March 20, 2018
Amended March 17, 2020

Resolution No. _____

County Forest Law Withdrawal for Salt Shed

WHEREAS, the Town of Chicog has identified a need for additional property to construct a salt shed at the town hall facility; and

WHEREAS, there is not sufficient space on the town hall property to accommodate the expansion; and

WHEREAS, there is sufficient area on Washburn County Forest property adjacent to the town hall to allow for an approximate 1-acre parcel to construct a salt shed building; and

WHEREAS, the use of County Forest Land for such purpose will require withdrawal from County Forest Law and the above described use is likely to meet the withdrawal requirement of a better and higher public use for the property.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors approves application to the Wisconsin Department of Natural Resources for withdrawal of approximately 1 acre from the County in the Section 15 T41N-R13W, in a location deemed most appropriate for the salt shed facility; and

BE IT FURTHER RESOLVED, if the land is successfully withdrawn, the parcel is to be either donated to the Town of Chicog or a long term agreement be executed that permits the facility on County owned lands; and

BE IT FUTHER RESOLVED, that the property shall revert to County Forest if it is not used for the purpose of a salt shed for 5 or more years.

Submitted for adoption this ____ day of _____ by:

Forestry, Parks & Recreation Committee:

FISCAL IMPACT - none anticipated

Sandy Johnson, Chair

Motion for adoption by:
Supervisor _____

Hank Graber, Vice Chair

Seconded by: _____
Supervisor

Jerry Smith

Brian Melton

Ayes _____, Noes _____, Absent _____

Lolita Olson

I, Alicia Swearingen, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on _____.

Alicia Swearingen, County Clerk

RESOLUTION # _____

**RESOLUTION TO CHANGE THE INTEREST AND
PENALTY ON DELINQUENT TAXES**

WHEREAS, Washburn County currently imposes a penalty of 1% per month under s. 74.47(1), Wis. Stats. on overdue or delinquent real estate taxes and special assessments, special charges, and special taxes and personal property taxes; and

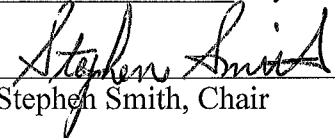
WHEREAS, the Finance Committee recommended an increase of .5% per month on delinquent taxes with authority under s. 74.87 by ordinance on delinquent general property taxes, special assessments, special charges and special taxes included in the tax roll to be effective January 1, 2024; and

WHEREAS, the change in penalty would apply to any general property taxes, special assessments, special charges and special taxes that are delinquent on the effective date of the ordinance; and,

THEREFORE, BE IT RESOLVED that Washburn County, by Ordinance, Chapter 66 - Taxation, Article I – In General, Section 66-2. – Interest Penalty on Delinquent Taxes, changes the imposed penalty to 1.5% on overdue or delinquent real estate taxes and special assessments, special charges, and special taxes and personal property taxes, effective January 1, 2024.

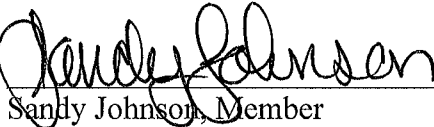
FISCAL IMPACT: Estimated Additional Revenue of \$75,000

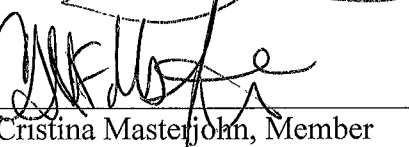
Recommended for adoption by the Washburn County Finance Committee this 5th day of October, 2023 and approved by the Washburn County Board of Supervisors this 17th day of October, 2023.


Stephen Smith, Chair

Scott Roppe, Member


Linda Featherly, Vice Chair


Sandy Johnson, Member


Cristina Masterjohn, Member

RESOLUTION # _____

RESOLUTION APPROVING UP TO 400 HOURS, LTE POSITION FOR THE REGISTER OF DEEDS

WHEREAS, currently, the Register of Deeds office employs two full-time staff members, and one of them is on medical leave until further notice. The second staff member has medical leave appointments and a procedure scheduled that cannot be canceled due to the wellbeing of that employee, and;

WHEREAS, this leaves the Register of Deeds office either short-staffed or unable to be open due to no staff, and;

WHEREAS, an LTE support staff member is needed in order to be able to provide customer service and additional help until both staff members are able to return to work, and;

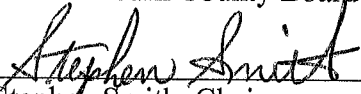
THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the up to 400 hour LTE position for the Register of Deeds as per policy and to be effective immediately, until the end of the 2023 calendar year.

FISCAL IMPACT: \$7,206.70 – funds coming from their existing budget

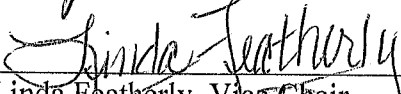
Revenue account: 100-51710-41230

Expense account: 100-51710-50120

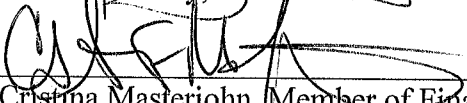
Recommended for adoption by the Washburn County Finance Committee on October 5th, 2023, and the Washburn County Personnel Committee on October 12th, 2023, and approved by the Washburn County Board of Supervisors this 17th day of October 2023.



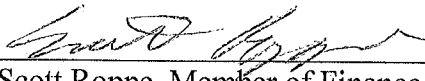
Stephen Smith, Chair



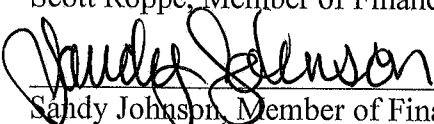
Linda Featherly, Vice Chair



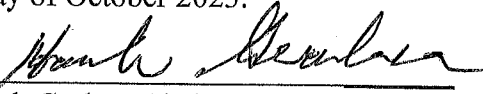
Cristina Masterjohn, Member of Finance



Scott Roppe, Member of Finance



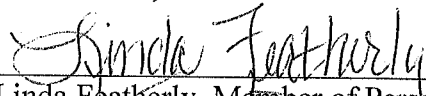
Sandy Johnson, Member of Finance



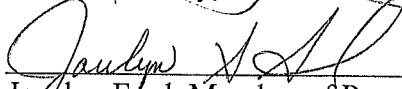
Hank Graber, Chair



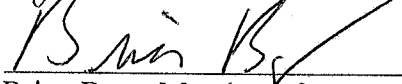
Lolita Olson, Vice Chair



Linda Featherly, Member of Personnel



Jocelyn Ford, Member of Personnel



Brian Berg, Member of Personnel

Washburn County Personnel Requisition Form

Date: 09/28/2023

New Position

Position Vacancy

Position Change

POSITION INFORMATION:

Position Title: LTE support staff Register of Deeds Department: Register of Deeds

Effective Date: 10/17/2023

Position Type: Full Time Part Time LTE Casual

Reason for Request: Due to the medical leave of staff members, the office needs to have staffing. The position is needed until the end of 2023

Why is position required or why can't present employees complete the work or why can't position be contracted?
It would be less expensive to hire an LTE than to contract out through any agency. The position is needed to cover medical leaves through the end of the calendar year.

Is office space, furniture and office equipment available? Y N

If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Wage/Hr at Step H grade 5	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health, Vision, Dental Insurance	Total
\$16.71	Up to 400	\$6684.00		\$511.33	\$11.37	0	\$7206.70

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	\$7206.70
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
TOTAL:	\$7206.70

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
What are the major functions or examples of work performed of the proposed position?	Mainly customer service
Minimum Educational Requirements and minimum experience for this position?	See job description
Knowledge Skills and Abilities?	See job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	2 Medical leaves
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Register of Deeds
Is this work currently being performed by someone else? If yes, how and by whom?	2 staff members. One is out on medical leave until further notice and the other has medical leave appts planned that can't be changed
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.)	Temporary to fill in when others are out on medical leave
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	NA
Are there alternatives to the services that this individual would provide? If yes, explain.	NA
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	NA
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	NA
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?	NA

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

As stated, due to one medical leave until further notice and an additional employee having medical appts, additional help is needed in the office. This is only through the end of this calendar year. If additional help is needed after that, a new request will be submitted.

