

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

March 17, 2020

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

IF YOU HAVE A FEVER OR COUGH OR HAVE BEEN TO AN AREA WITH COMMUNITY TRANSMISSION IN THE LAST 14 DAYS, PLEASE DO NOT ATTEND

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Masterjohn
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of February 18, 2020 County Board Proceedings
6. Presentation of Certificates to Youth Representatives – Grace Olson, Adam Robotka
7. **Emergency Declaration for COVID-19 – Chair Mackie**
8. Concerned Citizens

9. Consent Agenda

- A. ~~Approve Proclamation Proclaiming April 1st, 2020 as Washburn County Economic Development Day~~ **REMOVED**
- B. Resolution Updating the Citizen Participation Plan for Washburn County (re: CDBG application)
- C. Resolution To Adopt the Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations (re: CDBG application)
- D. Resolution Adopting a Residential Anti-Displacement and Relocation Assistance Plan (re: CDBG application)
- E. Resolution Approving Update to County Board Rules Parts I
- F. Approve Proclamation Proclaiming March 2020 as 18th Annual March for Meals Month

10. Other Resolutions and Ordinances

- A. Resolution Establishing Parameters for the Sale of Not to Exceed \$6,215,000 General Obligation County Building Bonds, Series 2020A – Chair Mackie
- B. Resolution Approving Salaries and Benefits for Elected Officials – County Clerk, Register of Deeds, Treasurer – Supv. D. Wilson
- C. Resolution to Approve New Position of Deputy Director, Health & Human Services Department - – Supv. D. Wilson
- D. Resolution to Accept Encrypted County Website Protocol Subgrant Funds of \$500 – Supv. D. Haessig
- E. Resolution to Increase the 2020 Emergency Government Dept Budget due to Grant Award for Fiscal 2020 (\$3000 - Cleveland) – Supv. D. Haessig

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

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's office at 468-4600 at least 24 hours prior to the meeting.

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

February 18, 2020

6:00 p.m.

County Board Room – Ed Elliott Building - Shell Lake, Wisconsin

1. Called Meeting to Order at 6:00 p.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Masterjohn.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Members present: (19), absent: (1) Wood, vacant (1) District 19; Youth: (2) Sacco, Scherer.
5. Approval of January 21, 2020 County Board Proceedings on motion by D. Wilson, 2nd by J. Ford; MC.
6. Concerned Citizens – none at this time.
7. Presentation of Certificates to Youth Representatives – certificates were given to the Youth Representatives present, Aaron Sacco and Karson Scherer, by Chair Mackie.
8. **Consent Agenda Resolutions** – motion to approve by C. Stariha, 2nd by D. Masterjohn; MC.
 - A. **Resolution 14-20 Adopting April 20th – 24th as Work Zone Awareness Week**
9. **Other Resolutions and Ordinances:**
 - A. **Resolution 15-20 Providing for the Sale of Not to Exceed \$6,745,000 General Obligation County Building Bonds, Series 2020A** – Chair Mackie presented, motion by D. Wilson to approve, 2nd by R. Reiter. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - B. **Resolution 16-20 Authorizing for the Submission of a Community Development Block Grant (CDBG) Application** – Chair Mackie reviewed history of the CDBG program in that originally \$500,000 was received to help in rebuilding of Bernhard Wood Works and IDA was to oversee the grant and payments from that and to start a revolving loan fund. IDA has basically turned the \$500,000 that was repaid into over \$1 million since that time. In 2006 or 2005, the county applied for another CDBG for Burns Best for a building in Spooner. That CDBG grant became the problem. This last year HUD said that people with CDBG grants that have accounts receivable have to be turned over to the state (the CLOSE program), so in effect, IDA would have to pay back \$1 million, and effectively break the ability to loan out any more dollars to businesses to create/maintain those businesses. Chair Mackie reviewed that we have been in contact with people from the state and there is a way of maintaining the dollars with IDA in the form of a grant. The state has a list of projects that would apply, one of which is CTH M in Springbrook; this is one of the 4 townships within the county that are LMI (low middle income) qualified. The county has already put aside \$1.8 million for that project. The county would need to pay the state the approx. \$1 million and we would be eligible for the grant dollars for the CTH M project plus IDA would be able to keep money for revolving loan purposes. Stephen Smith reviewed defederalization of the dollars and spoke in favor of grant application. Motion by D. Wilson to apply for the grant, 2nd by J. Dohm; Chair Mackie stated that our IDA has been a vital link in financing businesses in Washburn County. Brian Danielsen, Highway Commissioner, reviewed that this grant is only available as part of the CLOSE program and would not be available otherwise. Chair Mackie complimented the State for their help in this program. Roll Call: Yes (19), No (0); Youth: Yes (2); MC.
 - C. **Resolution 17-20 Ordering Issuance of Tax Deeds by the County Clerk to the County for Certain Unredeemed Properties** – Motion to approve by C. Thompson, 2nd by R. Quinn. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - D. **Resolution 18-20 to Increase the 2020 Highway Dept Budget and the Capital Improvements Program Budget** – Motion to approve by C. Thompson, 2nd by H. Graber. Supv. Thompson thanked Brian Danielsen and Sharon Kindle for their work with this matter. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - E. **Resolution 19-20 to Amend Resolution #45-08 Regarding Participation in a Multi-County Aging and Disability Resource Center (ADRC) Grant Project** – Motion to approve by D. Haessig, 2nd by B. Olsgard. Discussed history and current practice. MC on voice vote.
 - F. **Resolution 20-20 Updating Resolution Regarding Juvenile Court Intake Worker for Washburn County 27-85** – Motion to approve by D. Wilson, 2nd by D. Masterjohn. MC on voice vote.

- G. **Resolution 21-20 to Move 2019 Budgeted Funds from the Unit on Aging Dept Budget to the ADRC Budget** – Motion to approve by D. Haessig, 2nd by B. Olsgard. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - H. **Resolution 22-20 to Carry Over 2019 Unit on Aging Dept Funds from the Share the Love Event Award to the 2020 Unit on Aging Dept Budget** – Motion to approve by L. Featherly, 2nd by M. Radzak. Roll Vote: Yes (19), No (0); Youth: Yes (21); MC.
 - I. **Resolution 23-20 to Carry Over 2019 ADRC Funds to the 2020 ADRC Budget – Breakfast for the Brain Program** – Motion to approve by D. Masterjohn, 2nd by C. Masterjohn. Motion by B. Olsgard to remove “a” from first sentence; 2nd by S. Smith. Amendment was retracted. Motion to amend by B. Olsgard to remove the “s” from “sponsor” in the first sentence, 2nd by S. Smith. On amendment, voice vote carried. Roll vote on resolution as amended: Yes (19), No (0); Youth: Yes (2); MC.
 - J. **Resolution 24-20 to Increase the 2019 Unit on Aging Dept Budget – Grant Funding** – Motion to approve by D. Haessig, 2nd by D. Masterjohn. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - K. **Resolution 25-20 to Carry Over 2019 Wisconsin Land Information Program (WLIP) Grant Dollars to the 2020 Surveyor/land Information Budget** – Motion to approve made by D. Masterjohn, 2nd by C. Masterjohn. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - L. **Resolution 26-20 to Accept Funds from the Dept of Agriculture, Trade and Consumer Protection** – Motion to approve by L. Featherly, 2nd by S. Johnson. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
 - M. **Resolution 27-20 to Carry Over Unused Revenue in the 2019 Corp Counsel Budget to the 2020 Corp Counsel Budget** – Motion to approve by D. Haessig, 2nd by R. Quinn. Roll Vote: Yes (19), No (0); Youth: Yes (2); MC.
10. Committee Reports – FINANCE – busy with 2019/2020 budgets, bonding for gov center; next month will be Supv. Haessig’s last meeting – enjoyed being chair of finance; HHS – no mtg; IT – badges were discussed; phone; FCC market modification being worked on; updates from Windows 7; calendar glitches; AG/LCC – no mtg; FORESTRY – will meet tomorrow, purchasing truck; HWY/DAM – leasing discussion, ongoing discussion for Bldg C construction – potential for expansion, Spooner Lake Dam function upgrade, regular maintenance of winter roads; LAW ENF – recruitment for budgeted vacant positions; ongoing discussion re: private road signs; signs ordered for this round of fire numbers; PUB PROP – met in new Senior Ctr last time and toured both new buildings; winter projects; SOLID WASTE - towns have recycling projects done for 2019; UW EXT new leadership as Supv. S. Smith is stepping up to take Supv. D. Haessig’s place; VA – did not meet, reinforced need to encourage any older Veteran/ spouse to obtain benefits, also emphasized need to help out Viet Nam era veterans; AGING/DISABILITY – new run for transportation service is being utilized (Minong/Chicog/northern points); special 5th day of the month rides that are fully booked/popular, thanks to committee, it was worth it; ZONING – has not met this month; also would like to thank Supv. Haessig for his leadership; TRANSIT – tentative meeting in April; ICAA – working very hard to get things corrected; PERSONNEL – reminder that there are 6 outstanding eval forms yet; also received a Carlson Dettmann wage study to review compensation, after review may need to make market adjustments, interviews coming up; recruitment for Zoning Administrator vacancy. Supv. Dohm explained the poster for VISION 2020 – Economic Development Corp Annual Banquet April 1st; as president of IDA thanked the board for their cooperation. Supv. C. Thompson added that there will also be a specific local session set up for EDC the same day. Supv. C. Stariha – talked about evaluations; wants to set up a committee to make them more user friendly; wants to get something done for next year’s evaluation.
11. Chair Appointments – to Ad Hoc Communications Committee: D. Masterjohn, S. Johnson, J. Ford, H. Graber, L. Featherly – (also Darren Vik, Carol Buck, Sheriff Stuart, Tom Boron, Mike Peterson and Cristina Masterjohn as advisory); the 1st mtg will be held after the March LE mtg. D. Wilson moved to accept the appointments, 2nd by C. Masterjohn; MC on voice vote.
12. Citizen Comments – none at this time.
13. Chair Comments – thanked the board for a good meeting.
14. Audit Per Diems – on motion by D. Masterjohn, 2nd by C. Masterjohn; MC.
15. Adjourn at 7:16 p.m on motion by D. Masterjohn, 2nd by C. Masterjohn; MC.

RESOLUTION NO. _____

WHEREAS, in December, 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin; and

WHEREAS, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 12, 2020 the Governor of the State of Wisconsin declared a Health Emergency in the State; and

WHEREAS, Washburn County (the "County") has been working to protect the health and well-being of its residents from the spread of COVID-19, and to prepare for the impacts the disease is likely to have on the County; and

WHEREAS, the County Board (the "Board") has determined that it is necessary to make all possible resources and means available to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.

NOW THEREFORE BE IT RESOLVED that pursuant to Wis. Stat. § 323.11 the Board finds and declares that an emergency exists within the County by reason of an imminent threat of disaster impairing medical care, health, and other critical systems of the County due to the spread of COVID-19; and

BE IT FURTHER RESOLVED that during the period of emergency prescribed by this Resolution, the Board may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the County; and

BE IT FURTHER RESOLVED that the County Administrative Coordinator is hereby authorized and directed by the Board to coordinate and administer the County's emergency management response and to carry out the orders of the Board related thereto.

BE IT FURTHER RESOLVED that the Head of Emergency Management of the County is authorized and directed to carry out her duties under the County's Emergency Management Plan under the supervision and direction of the County Administrative Coordinator and perform such other duties as may be directed by further resolution of the Board.

BE IT FURTHER RESOLVED that Rule #6, Part I of the County Board Rules of Order, is hereby suspended during the period of emergency and the County Supervisors are hereby authorized to attend meetings of the Board remotely, and the Board shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

BE IT FURTHER RESOLVED that, based upon the information available to the Board and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue for sixty (60) days from the effective date of this Resolution unless sooner terminated or extended by further resolution of the Board.

BE IT FURTHER RESOLVED that all actions heretofore taken by the Board and other appropriate public officers and agents of the County with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

FISCAL IMPACT: Unknown

Approved by the Washburn County Board of Supervisors this 17th day of March, 2020.

Thomas J. Mackie, Chair

ATTEST:

Lolita Olson, County Clerk

Proclamation
Announcing April 1, 2020 as
Washburn County Economic Development Day

WHEREAS, economic development has played an integral role in the creation and building of Washburn County, and

WHEREAS, economic development will build the future growth and success of Washburn County, and

WHEREAS, hopes and dreams for the future are a shared common good, and

WHEREAS, the Washburn County Economic Development Corporation tirelessly promotes and supports living in, working in, and growing Washburn County;

NOW, THEREFORE, be it resolved that I, Thomas Mackie, Chair of the Washburn County Board of Supervisors, do hereby proclaim April 1, 2020, Economic Development Day in Washburn County.

FURTHERMORE, I encourage all businesses and community members to take advantage of the resources available from the Washburn County Economic Development Corporation and to celebrate and support economic development by registering to attend one of the April 1, 2020 events aimed at economic growth.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of Washburn County to be herein affixed.



Thomas J. Mackie, Chair

Washburn County Board of Supervisors

RESOLUTION # _____

Resolution to Adopt the Updated Citizen Participation Plan for Washburn County

WHEREAS, the County of Washburn has applied for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the County of Washburn had previously adopted Resolution #28-01 Citizen Participation Plan, Community Development Program; and

WHEREAS, the previously adopted Citizen Participation Plan is in need of having updated language, and

WHEREAS, the plan as attached shows the updated language.

THEREFORE, BE IT RESOLVED, the Washburn County Board of Supervisors officially adopts the updated Citizen Participation Plan.

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Executive Committee on the 10th day of March, 2020 and approved by the Washburn County Board of Supervisors on this _____ day of _____, _____.

Tom Mackie, Chair

David Wilson, Member

David Masterjohn, 1st Vice Chair

Romaine Quinn, Member

David Haessig, 2nd Vice Chair

**Citizen Participation Plan
Community Development Program**

WASHBURN COUNTY

PURPOSE

In order for the Community Development Program to operate effectively, and to address the needs of the citizens of the County of Washburn, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The County of Washburn shall create a Citizen Participation Committee, which members shall be appointed by the Chief Elected Official and confirmed by the County of Washburn County Board of Supervisors. This committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance to the Plan Commission in the preparation of the grant application.

The County of Washburn shall oversee the preparation of the Community Development Block Grant ~~—Emergency Assistance Program~~ grant applications.

2. To insure responsiveness to the needs of its citizens, the County of Washburn shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low and moderate income (LMI).

CITIZEN PARTICIPATION

1. The County of Washburn shall establish a committee composed of persons representative of the county demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the citizen participation plan. All committee members must be residents of the County of Washburn.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Spooner Advocate and the Washburn County Register at least two weeks prior to the hearing. In addition, the

public notice shall be posted at the county municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.

2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where and during what hours information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public Hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the Community Development Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen's views and provide an explanation of:
 - a. Community development needs, objectives and strategies.
 - b. The Community Development Block Grant — ~~Emergency Assistance~~ Program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizen views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The County of Washburn will attempt to have at least one of the public hearings in the ~~target~~ service area (if applicable).

PROGRAM INFORMATION/FILES/ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by County of Washburn staff. A County staff member will meet with citizens on request.
2. The County of Washburn will maintain, in the Courthouse, a record of all citizen participation effort including minutes of meetings, newspaper clippings, and copies of notices and brochures.

3. Citizens will be invite to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes. The County of Washburn staff will respond to all such requests within 15 days after the County of Washburn Citizen Participation Committee has met to discuss the request.

COMPLAINTS

The County of Washburn will handle citizen complaints about the program in a timely manner. The County will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the County Board Chair.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

~~Department of Administration
Division of Housing & Intergovernmental Relations
P.O. Box 8944
Madison, WI 53708-8944~~

Attention: Executive Staff Assistant
Wisconsin Dept of Administration
DEHCR, 9th Floor
PO Box 7970
Madison, WI 53707-7970

NON-ENGLISH SPEAKING PERSONS

The County of Washburn will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizens participation process.

RESOLUTION # _____

Resolution to Adopt the Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations

WHEREAS Section 104 (L) (1) of Title I of the Housing and Community Development Act of 19764 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the County of Washburn to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L) (1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED by the Washburn County Board Chair and the Washburn County Board of Supervisors:

It is **POLICY** of the County of Washburn to prohibit the use of excessive force by law enforcement agencies within the County's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is **POLICY** of the County of Washburn to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within the County's jurisdiction.

The officials and employees of the County of Washburn shall assist in the orderly prevention of all excessive force within the County of Washburn by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The Washburn County Board of Supervisors directs the Washburn County Sheriff to implement this Resolution by amending applicable Washburn County Sheriff's Department procedures.

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Executive Committee on the 10th day of March, 2020 and approved by the Washburn County Board of Supervisors on this _____ day of _____, _____.

Tom Mackie, Chair

David Wilson, Member

David Masterjohn, 1st Vice Chair

Romaine Quinn, Member

David Haessig, 2nd Vice Chair

ATTEST:

Lolita Olson, County Clerk

Date

Residential Anti-Displacement and Relocation Assistance Plan

WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the COUNTY of WASHBURN in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the COUNTY of WASHBURN will take the following steps to minimize the direct and indirect displacement of persons from their homes:

1. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
2. Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
3. If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” as defined in 24 CFR 42.305).
4. Target only those properties deemed essential to the need or success of the project.

(continued on the next page)

¹ CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

Relocation Assistance to Displaced Persons

The COUNTY of WASHBURN will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The COUNTY of WASHBURN will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the COUNTY of WASHBURN to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the COUNTY of WASHBURN will hold a public hearing which will be by public notice in the Spooner Advocate and the Washburn County Register and submit to HUD [the State, under the State CDBG Program] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the COUNTY of WASHBURN will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the COUNTY of WASHBURN may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The Washburn County Finance Department, 715-468-4624, is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Washburn County Finance Department, 715-468-4624, is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

ADOPTED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 17TH DAY OF MARCH, 2020.

Thomas J. Mackie, County Board Chair

ATTEST:

Lolita Olson, County Clerk

RESOLUTION # _____

RESOLUTION TO UPDATE THE RULES OF ORDER OF THE WASHBURN COUNTY BOARD OF SUPERVISORS

WHEREAS, the Rules of Order of the Washburn County Board of Supervisors have been reviewed; and,

WHEREAS, modifications have been proposed by Corporation Counsel as indicated in the attached.

THEREFORE, BE IT RESOLVED, that the updates to the Rules of Order of the Washburn County Board of Supervisors is hereby approved.

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Executive Committee this 11th day of March, 2020 and approved by the Washburn County Board of Supervisors on the 17th day of March 2020.

Thomas Mackie, Chairman

Dave Wilson, 1st Vice Chair

Romaine Quinn, Member

David Masterjohn, 2nd Vice Chair

David Haessig, 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.

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, ~~then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continues~~ until a majority vote is obtained. ~~If a vote is tied between two or more candidates, balloting shall continue until the tie is broken.~~ **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 ~~mail or otherwise~~ 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** ~~and~~ email . Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the County government or its citizens will suffer risk of physical, financial or other harm.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 ~~except as noted~~ for the following service, **unless otherwise indicated**:

- a. They attend a duly scheduled meeting.
- b. No 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 lay over of two hours or more between meetings, as compensation for the supervisor's lost regular employment time, the supervisor is entitled to mileage for both meetings.

RULE 9: ORGANIZATIONAL MEETING ORDER OF BUSINESS

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

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

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

RULE 10: AGENDA FOR REGULAR MEETINGS

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

- a. Call to order
- b. Certification of Legal Notice of Meeting
- c. Roll Call
- d. Pledge of Allegiance
- e. Approval of agenda
- f. Approval of **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 committee chair may appoint a recording secretary.~~ The secretary **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. records and minutes of all committee meetings.**
2. In the event the chair leaves the position of chair during the term of office, the vice chair shall assume the chair position and an election shall be held to elect a vice chair for the remaining term.
3. Ex officio members are excluded from the quorum count unless a quorum would not otherwise be present, in which case exofficio members shall be deemed regular members.
4. Each committee shall with the advice of department personnel approve goals and objectives for all programs and activities of the departments that report to it and shall monitor the expenditure of county funds committed to the department or agency.
5. After approval as to purpose and members by the Executive Committee, each committee may create subcommittees.
6. Each committee shall act on all resolutions and ordinances affecting any department or agency that reports to it.
7. The chair of each committee shall report to the Board about committee activities.
8. Each departmental fee which is not set by statute shall be reviewed annually at budget time and set by the department's committee of jurisdiction.

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

RULE 14: RESOLUTIONS AND ORDINANCES

1. Unless otherwise approved by the Chair, all Resolutions and Ordinances shall be delivered to the County Clerk by the time of the Executive Committee meeting prior to the **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** ~~the April meeting,~~ Resolutions and Ordinances, **once approved at a County Board meeting,** shall be designated by ~~their number,~~ **which number shall be the year of the Organizational Meeting of the County Board then in session** followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2004-1 or Ordinance 2004-1.

RULE 15: ADMINISTRATIVE HOME RULE

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

RULE 16: PARLIAMENTARY PROCEDURE

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

2. Each member of the Board shall be issued a current edition of Robert's Rules of Order ~~upon request to~~ 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 ~~require it~~ 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 ~~or for~~ 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 ~~of all of its sponsors~~ but all motions, amendments, Resolutions or Ordinances shall be entered at large upon the minutes unless withdrawn.

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

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

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

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

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

Mary Ann Hook Swan
Corporation Counsel

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



**A PROCLAMATION PROCLAIMING MARCH 2020 AS THE
18th ANNUAL MARCH FOR MEALS MONTH**

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2020 observance of March for Meals celebrates 18 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, Meals on Wheels programs – both congregate and home-delivered, in Washburn County, Wisconsin have served our communities admirably for many years; and

WHEREAS, volunteers for Meals on Wheels programs in Washburn County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in Washburn County provide nutritious meals to seniors throughout the county that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in Washburn County provide a powerful socialization opportunity for millions of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

WHEREAS, Meals on Wheels programs in Washburn County deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

NOW, THEREFORE, the Washburn County Board of Supervisors do hereby proclaim March 2020 as the 18th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2020 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 17th day of March, 2020

Thomas J. Mackie, Chair, Washburn County Board of Supervisors

Bob Olsgard, Chair, Washburn County Unit on Aging

Linda Featherly, Vice Chair, Washburn County Unit on Aging

Cristina Masterjohn, Committee Member, Washburn County Unit on Aging

Robert Reiter, Committee Member, Washburn County Unit on Aging

Stephen Smith, Committee Member, Washburn County Unit on Aging

RESOLUTION NO. _____

RESOLUTION ESTABLISHING PARAMETERS
FOR THE SALE OF NOT TO EXCEED
\$6,215,000 GENERAL OBLIGATION COUNTY BUILDING BONDS, SERIES 2020A

WHEREAS, on June 18, 2019, the County Board of Supervisors of Washburn County, Wisconsin (the "County") by a vote of at least 3/4 of the members-elect, adopted an initial resolution authorizing the issuance of general obligation bonds in an amount not to exceed \$14,400,000 for the public purpose of financing County building projects, including construction of a new government services building, a senior building and a maintenance building and demolition of existing structures (the "Project") (the above-referenced initial resolution is referred to herein as the "Initial Resolution");

WHEREAS, the County has previously issued bonds authorized by the Initial Resolution in the principal amount of \$7,655,000;

WHEREAS, on February 18, 2020, the County Board of Supervisors of the County adopted a resolution (the "Set Sale Resolution") providing that all or part of the remaining \$6,745,000 in principal amount of the general obligation bonds authorized by the Initial Resolution be issued and sold as a single issue of bonds designated as "General Obligation County Building Bonds, Series 2020A" (the "Bonds") for the purpose of paying costs of the Project;

WHEREAS, it is the finding of the County Board of Supervisors that it is in the best interest of the County to direct its financial advisor, PFM Financial Advisors LLC ("PFM"), to take the steps necessary for the County to offer and sell the Bonds at public sale and to obtain bids for the purchase of the Bonds; and

WHEREAS, in order to facilitate the sale of the Bonds in a timely manner, the County Board of Supervisors hereby finds and determines that it is necessary, desirable and in the best interest of the County to delegate to any one of the Chairperson, County Clerk or Finance Director (each an "Authorized Officer") the authority to accept on behalf of the County the bid for the Bonds that results in the lowest true interest cost for the Bonds (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Authorization and Sale of the Bonds; Parameters. For the purpose of paying costs of the Project, the County is authorized to borrow pursuant to Section 67.04 Wisconsin Statutes, the principal sum of not to exceed SIX MILLION TWO HUNDRED FIFTEEN THOUSAND DOLLARS (\$6,215,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 16 of this Resolution, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser")

for, on behalf of and in the name of the County, Bonds aggregating the principal amount of not to exceed SIX MILLION TWO HUNDRED FIFTEEN THOUSAND DOLLARS (\$6,215,000). The purchase price to be paid to the County for the Bonds shall not be less than 99% nor more than 102% of the principal amount of the Bonds.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation County Building Bonds, Series 2020A"; shall be issued in the aggregate principal amount of up to \$6,215,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity may be increased or decreased by up to \$100,000 per maturity and that the aggregate principal amount of the Bonds shall not exceed \$6,215,000. The schedule below assumes the Bonds are issued in the aggregate principal amount of \$6,215,000.

<u>Date</u>	<u>Principal Amount</u>
03-01-2021	\$805,000
03-01-2022	795,000
03-01-2023	785,000
03-01-2024	620,000
03-01-2025	500,000
03-01-2026	515,000
03-01-2027	525,000
03-01-2028	540,000
03-01-2029	560,000
03-01-2030	570,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2021. The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) will not exceed 4.00%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2020 through 2029 for the payments due in the years 2021 through 2030 in such amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation County Building Bonds, Series 2020A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the County above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes

("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book.

No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 16. Condition on Issuance and Sale of the Bonds. The issuance of the Bonds and the sale of the Bonds to the Purchaser are subject to approval by an Authorized Officer of the principal amount, definitive maturities, interest rates and purchase price for the Bonds, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Bonds shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, any one of the Authorized Officers is authorized to execute a Proposal with the Purchaser providing for the sale of the Bonds to the Purchaser.

Section 17. Official Statement. The County Board of Supervisors hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Bonds and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific

performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 19. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded March 17, 2020.

Thomas J. Mackie
Chairperson

ATTEST:

Lolita Olson
County Clerk

(SEAL)

EXHIBIT A

Approving Certificate

(See Attached)

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT
AND DETAILS OF
GENERAL OBLIGATION COUNTY BUILDING BONDS, SERIES 2020A

The undersigned _____, of Washburn County, Wisconsin (the "County"), hereby certifies that:

1. Resolution. On March 17, 2020, the County Board of Supervisors of the County adopted a resolution (the "Resolution") establishing parameters for the sale of not to exceed \$6,215,000 General Obligation County Building Bonds, Series 2020A of the County (the "Bonds") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Bonds, and to determine the details for the Bonds within the parameters established by the Resolution.

2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Bonds is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

3. Proposal; Terms of the Bonds. On the date hereof, the Bonds were offered for public sale and _____ (the "Purchaser") offered to purchase the Bonds in accordance with the terms set forth in the Proposal attached hereto as Schedule I and incorporated herein by this reference (the "Proposal"). PFM Financial Advisors LLC recommends the County accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Bonds shall be issued in the aggregate principal amount of \$ _____, which is not more than the \$6,215,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal payment due on the Bonds is not more than \$100,000 more or less per maturity than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2021	\$805,000	\$ _____
03-01-2022	795,000	_____
03-01-2023	785,000	_____
03-01-2024	620,000	_____
03-01-2025	500,000	_____
03-01-2026	515,000	_____
03-01-2027	525,000	_____
03-01-2028	540,000	_____
03-01-2029	560,000	_____
03-01-2030	570,000	_____

The true interest cost on the Bonds (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.00%, as required by the Resolution.

4. Purchase Price of the Bonds. The Bonds shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Bonds which is not less than 99% nor more than 102% of the principal amount of the Bonds as required by the Resolution.

5. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same respectively falls due, the full faith, credit and taxing powers of the County have been irrevocably pledged and there has been levied on all of the taxable property in the County, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

6. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates and purchase price for the Bonds and the direct annual irrepealable tax levy to repay the Bonds, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on _____, 2020 pursuant to the authority delegated to me in the Resolution.

Name: _____
Title: _____

RESOLUTION # _____

Resolution Establishing Salaries of County Elected Officials
Pursuant to Wis. Stat. §59.22

WHEREAS, pursuant to Wis. Stat. § 59.22(1)(a), the salaries of Elected County Officials must be established prior to the beginning of a new term; and

WHEREAS, Wis. Stat. § 59.22(1)(a) does not preclude adjustments to fringe benefits during the term of office, pursuant to Cramer v. Eau Claire County, 2013 WI App 67; and

WHEREAS, the County has an interest in establishing the salaries at a level that attracts public interest in attracting candidates to run for the positions; and

WHEREAS, the County has offered health insurance benefits to elected officials under the same terms and conditions as management staff, as may be modified by the County from time to time; and

WHEREAS, the County acknowledges that each Elected County Official must pay the Employee-Required Wisconsin Retirement System (“WRS”)Contribution Rate, as such rate may be adjusted by the Employee Trust Fund Board; and

NOW, THEREFORE, BE IT RESOLVED that the Personnel Committee recommends to the County Board that the Elected County Officials’ salaries be established according to the below schedule for each year of the term and that health insurance be offered to elected officials under the same terms and conditions as offered to management staff, as may be modified by the County from time to time:

Position	2021	2022	2023	2024
County Clerk	\$62,337	\$64,207	\$66,133	\$68,117
Treasurer*	\$65,424	\$67,387	\$69,409	\$71,491
Register of Deeds	\$62,337	\$64,207	\$66,133	\$68,117

*includes a stipend for additional non-constitutional duties

SALARY FISCAL IMPACT:

2021	2022	2023	2024
\$16,180	\$5,703	\$5,874	\$6,050

(These estimated costs include the fiscal impact of salaries only and do not include the fiscal impact of health insurance or any other fringe benefit, such as WRS contribution rates.)

Recommended for adoption by the Personnel Committee this 5th day of March, 2020 and approved by the Washburn County Board of Supervisors this 17th day of March, 2020.

David Wilson, Chair

Hank Graber, Vice Chair

Romaine Quinn, Member

David Masterjohn, Member

Jocelyn Ford, Member

Resolution Creating a Health & Human Services Department Deputy Director Position

WHEREAS, Washburn County Health & Human Services has significantly increased services, programs and staff in recent years; and,

WHEREAS, we have not increased the number of management positions and have exceeded a workable span of control; and,

WHEREAS, more and more residents are in need of services as demonstrated by continual rising caseloads; and,

WHEREAS, future expansion and growth of new programming is not possible without supervision and management; and,

WHEREAS, a Deputy Director Position will provide the necessary back up supervision and be instrumental in developing and executing innovative and cost effective programming; and,

WHEREAS, The Deputy Director is vital for succession planning and will be able to assume the Director's role in his/her absence; and,

WHEREAS, both the Washburn County Personnel Committee and the Health & Human Services Board fully support the creation of a Deputy Director position within the Health & Human Services Department.

NOW THEREFORE BE IT RESOLVED, that the Washburn County Board of Supervisors approve the creation of the Deputy Director position to be funded as a county position starting with the current year budget.

FISCAL IMPACT: approximately \$110,000 (100% paid for with existing or revenue generating funds, no new levy request)

Recommended for adoption by the Washburn County Personnel Committee on the 5th day of March, 2020 and approved by the Washburn County Board of Supervisors this 17th day of March, 2020.

Dave Wilson, Chair

Hank Graber, Vice Chair

David Masterjohn, Member

Romaine Quinn, Member

Jocelyn Ford, Member

Washburn County Personnel Requisition Form

Date: 3/05/20 New Position: Replacing/Changing Position:
Reason position is available: termination transfer
 Retirement resignation death

Why is position required or why can't present employees complete the work or why can't position be contracted?
We are serving more clients than ever and adding staff as a result and need more management personnel to ensure efficient flow of operations. This position will supervise selected staff, provide back-up supervision to unit supervisors, be the ultimate decision maker for cross unit cases, develop new and innovative and efficient programming, become the resource specialist for Department staff and the general public and assist the Director with day to day administrative and personnel management.

POSITION INFORMATION:

Position Title: Deputy Director Department: HHSD
Effective Date: Immediately Union:
Position Type: Full-time Part-time Limited Term Employment
Duration of employment of requisitioned personnel: From: On-going To:
Will this position require 600 (or 1200 *WRS*) hours of work per year? YES NO
If this is for additional staff please state reason: Staffing ratios are becoming unmanageable, limiting our ability to expand and move forward. We are also in need of more management time dedicated to program innovation and efficiencies.
Is office space, furniture and office equipment available? This position will be well accommodated in the new building.

WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? \$110,000
Total cost for other equipment and/or training? \$0
Is this request budgeted? YES NO List the funding source by percent: 60% FSU BCA, 20% MH BCA, 20 AODA BCA
Are funds available to cover said request? YES NO If not, explain plan to fund request:

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	\$110,000
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>	110,000
TOTAL:	\$110,000

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	No, propose Grade 23, 2080 hours
What are the major functions or examples of work performed of the proposed position?	Back up supervision to Unit Supervisors, Assist Director in day to day operations, Supervise staff, develop new, innovate and efficient programs
Minimum Educational Requirements and minimum experience for this position?	See attached job description
Knowledge Skills and Abilities?	See attached job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Adding line staff, need to stay ahead of the curve and create better and efficient programming
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public need, State mandates, need to stay efficient
Is this work currently being performed by someone else? If yes, how and by whom?	Director and Unit Supervisors
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Reports to the Director, above Unit Supervisors
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will directly supervise some staff, will be back-up supervisors for social work units, will be the overall decision maker for cross unit clients, will be the resource specialist for Department staff.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Director, Unit Supervisors
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.	Staff will not get their supervision needs met, programs will not run as efficiently as they could be, no more growth in programming
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	We are not filling a vacant FSU position and we have additional funding from the State that came in at the beginning of the year
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 meet the current as well as long term strategic needs of the Department and County. Position will allow for Director to be more available to the public and other Departments as needed and is ideal for succession planning.

Justification for request or general remarks/comments about the position: Washburn County HHSD continues to expand services to the public but we are at a tipping point and need another management position. This position is the most versatile and allows for continued innovate programs now and into the future.

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	03/05/20
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Committee of Jurisdiction:

COMMITTEE:	Approved	Denied	DATE:
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: Approved Not Approved

Comments:

Human Resource Director: *Kelson* Date: *3-5-2020*

COUNTY ADMINISTRATIVE COORDINATOR APPROVAL:

Filling of position is: Approved Not Approved

Comments:

County Administrator: _____ Date: _____

COMMITTEE APPROVALS: *PRE-*

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

Washburn County Position Description

Name:		Department:	Health & Human Services
Position Title:	Health & Human Services Deputy Director	Pay Grade:	P2019-23-2080
Date:	02/21/2020	Reports To:	Health & Human Services Director
	Revised:		Job Code:

Purpose of Position

The purpose of this position is to assist the Director in planning, organizing and directing all Washburn County Health and Human Services programs as prescribed by Washburn County governing boards and committees. This position will also assist the Director in the implementation of policies dictated by the County board, funding agencies or regulatory bodies. Duties include communicating goals, objectives, resources and programs to Department staff and the general public. Considerable responsibility is given to this position for personnel and community relations matters and for innovative program/project development, implementation and monitoring.

Essential Duties and Responsibilities

The following duties are standard for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists the Director and Fiscal Supervisor in developing financial plans and budgets; maintains fiscal controls and submits required reports. Prepares, administers and monitors annual department operating budget in conjunction with the Director, Fiscal Supervisor and Unit Supervisors.

Researches, develops and reviews agency programs, policies and procedures to ensure compliance with laws, rules, regulations and best practice.

Assesses and responds to community needs by developing innovative strategies including planning, funding, and policies that are mission-based.

Provide additional/back-up or fills in for Unit Supervisors when appropriate.

Directly supervises program and staff serving the Birth-Three, CLTS and AODA Prevention populations.

Monitors the performance of multiple programs and staff and makes necessary program and budgetary recommendation and/or adjustments in conjunction with the Director and/or Unit Supervisor.

With input from Unit Supervisors and staff, reviews and evaluates cases for assignment and ensures adequate caseload coverage; provides consultation and direction in casework, diagnosis, treatment planning and other services in multiple unit cases.

Assists the Director and Unit Supervisors in directing staff in implementing programs. Interprets and ensures implementation of federal, state and county statutes, rules, policies, and procedures for programs. Monitors contracting agency performance in program operations for effectiveness and efficiency.

Assists the Director in reviewing appropriate staffing levels and make necessary adjustments.

Health & Human Services Deputy Director

Directs and participates in personnel practices. Assists in selecting new personnel; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel; approves leave; addresses grievances; maintains standards and evaluates performance.

Assists the Health & Human Services Board in policy-making and community intervention; raises appropriate issues for direction. Prepares recommendations regarding policy, procedures, personnel management and related matters for County Board and committees.

Takes a leadership role in the Mental Health Task Force, Community Alliance for Prevention and other community collaborative. Becomes a resource expert for Department staff and the general community.

Assist the Director in ensuring the coordination of services and programs; assures compliance with state statutes and administrative rules and prepares and provides evidence of compliance with 140 reviews and similar program requirements.

Acts as liaison and maintains effective communications with County Supervisors, departments, the media, the community, service providers and government agencies.

Assists the Director in preparing and presenting annual reports to County and Health & Human Services Boards.

Conducts Department staff meetings in the Director's absence.

Assists the Director and Emergency Government Coordinator in developing and implementing Emergency Government Plan.

Responds to client and community complaints/grievances.

Supports County Core Customer Service values throughout all levels of Department decision making. Develops customer service as an integral part of Department operations.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Coordinates County car maintenance and building maintenance issues.

Oversees training requirements for safety procedures.

Drafts position and job descriptions.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Social Work or a related field with five to seven years of progressively responsible human services administration, program planning and management experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Thorough knowledge of the principles and practices of Human Services programming required. Must possess a valid Wisconsin Driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Health & Human Services Deputy Director

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize consulting and advisory data and information such as financial reports, budgets, vouchers, billing statements, journal entries, service contracts, program plans, job applications, performance appraisals, policy memos, program manuals, ordinances, state statutes, non-routine correspondence, legal briefs, economic analysis, and organizational analysis.

Ability to communicate orally and in writing with clients, Department personnel, Health & Human Services Board, County Supervisors, community groups, advisory boards, professional organizations, other human service directors, medical care providers, state agency personnel and the general public.

Ability to represent the Department well in public speaking venues.

Mathematical Ability

Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation and potential violence may cause discomfort and poses a limited risk of injury.

Health & Human Services Deputy Director

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

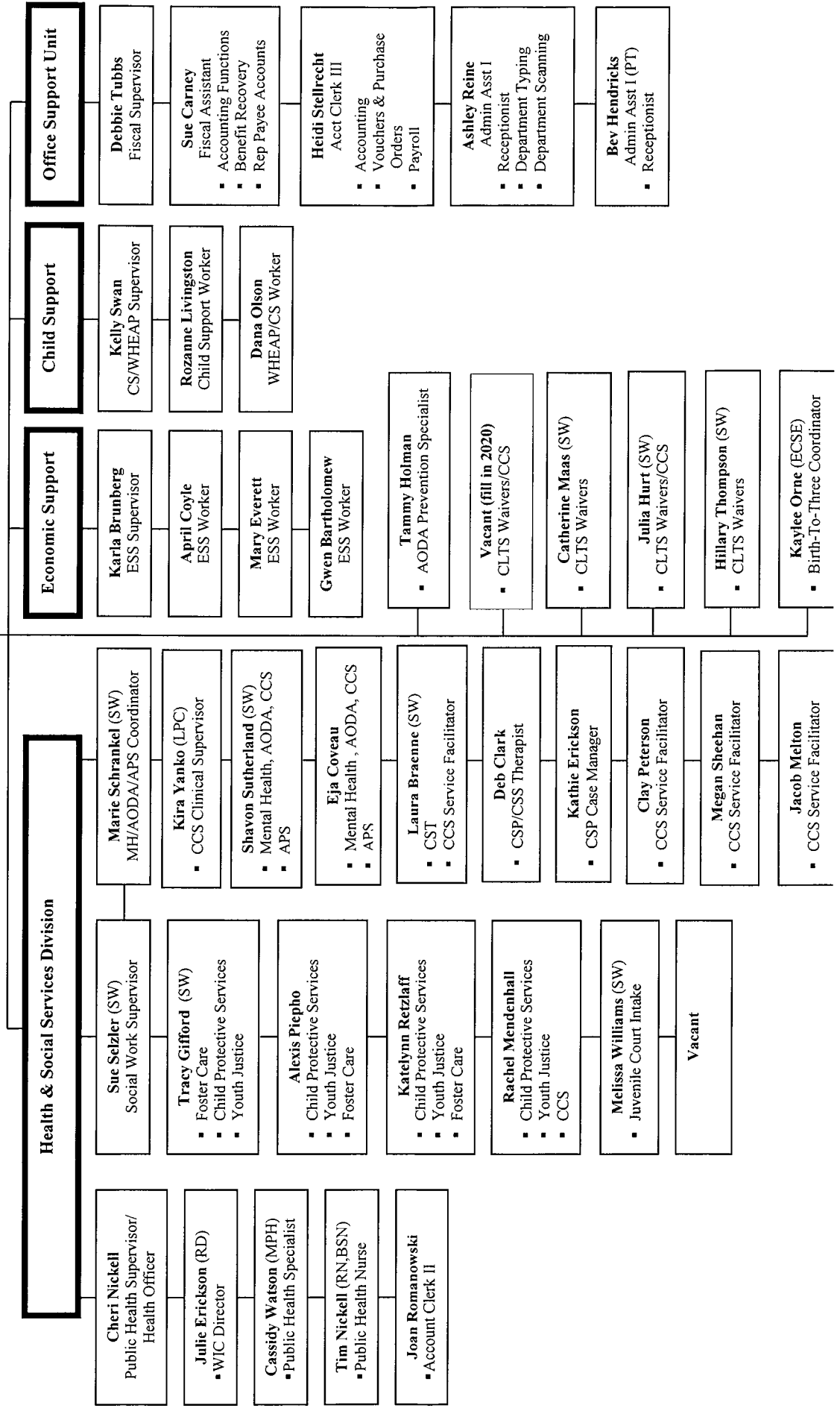
Health & Human Services Board

Washburn County Health & Human Services Department

Draft March 2020

Director
Jim LeDuc

Deputy Director
Vacant



RESOLUTION # _____

RESOLUTION TO Accept Encrypted County Website Protocol Subgrant Fund of \$500

Whereas, the Wisconsin Elections Commission set forth a memorandum of understanding between the Wisconsin Elections Commissions and Washburn County to transition the county's website to an encrypted HTTPS communication protocol with subgrant security funds received by the federal government in the amount of \$500; and

Whereas, the 2020 Information Technology budget did not previously budget these revenues and expenditure; and

Whereas, the 2020 Information Technology budget shall be amended to receive and spend these funds; and

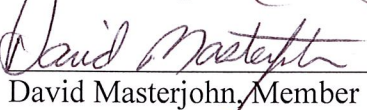
Therefore be it resolved, that the County Board approves the 2020 budget increases in the Information Technology budget for \$500.

Fiscal Impact: \$500.00

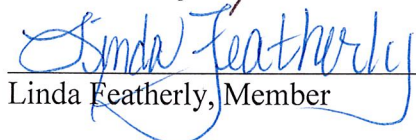
Recommended for adoption this 5th day of March, 2020 by the Washburn County Finance Committee



David Haessig, Chair

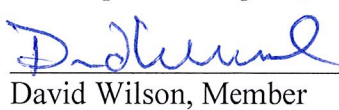


David Masterjohn, Member



Linda Featherly, Member

Christopher Thompson, Vice-Chair



David Wilson, Member

RESOLUTION # _____

**RESOLUTION TO INCREASE THE
2020 EMERGENCY GOVERNMENT DEPARTMENT BUDGET ADJUSTMENT
DUE TO GRANT AWARD FOR FISCAL YEAR 2020**

WHEREAS, the Emergency Management Department has received a donation from David & Carolyn Cleveland – The Cleveland Foundation in the amount of \$3,000.00 towards the purchase of an enclosed trailer to store and transport the Emergency Generator for emergency response and recovery functions; and,

WHEREAS, Emergency Management did not budget for a potential grant award from The Cleveland Foundation in the estimated amount of \$3,000.00 for Fiscal Year 2020;

WHEREAS, the Law Enforcement/Emergency Management Committee approved the Emergency Management's application and receipt of award from The Cleveland Foundation;

THEREFORE BE IT RESOLVED; that the 2020 Emergency Government (#52910) budget be increased \$3,000.00 for this grant award.

FISCAL IMPACT: Grant \$3,000.00

Revenue: 43805

Expense: 50805

Recommended for adoption by the Washburn County Finance Committee this
5th day of March 2020.



David Haessig, Chair

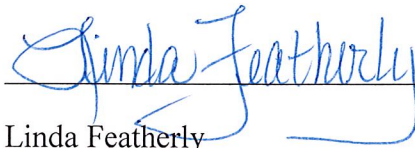


David Masterjohn

Chris Thompson, Vice Chair



David Wilson



Linda Featherly