

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

April 27, 2021

6:00 p.m.

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

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Wilson
3. Notice of Meeting - County Clerk Olson
4. Introduction of District 12 and District 15 Supervisors and Administration of Oath
5. Introduction of Youth Representatives and Administration of Oath
6. Roll Call – County Clerk Olson
7. Approval of March 16, 2021 County Board Proceedings
8. Concerned Citizens
9. COVID-19 Update

## 10. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance – March 2021
- B. Amendment to County Ordinance 38-481 re: Highway Driveway Permits
- C. Update to Personnel Policy B-4 re: Requisition Process
- D. Adoption of Slim Creek Dam Failure Analysis
- E. 2021 Work Zone Awareness Week - Highway

## 11. Other Resolutions and Ordinances

- A. Resolution to Accept Healthy Lakes and Rivers Grant Funds into the 2021 DNR Surface Water Budget – Supv. D. Haessig
- B. Resolution to Amend the 2021 Capital Project Fund Budget for Professional Services for Building Addition – Supv. D. Haessig
- C. Resolution to Carry Over FY2020 Funds to the FY 2021 Emergency Management Budget and to Purchase a Mobile Telescoping Tower – Supv. D. Haessig

12. Strategic Planning Discussion – Homework Assignment is Due
13. Committee Reports
14. Chair Appointments
15. Citizen Comments
16. Chair Comments
17. Possible Future Agenda Items
18. Audit Per Diems
19. 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.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

## WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES - DRAFT

March 16, 2021

6:00 p.m.

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

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Wilson.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: 17 (Haessig via Webex); Excused: 2 (Olsgard, Sather); Vacant: 2 (Districts 12 & 15); Youth Present: 2 (Gunderson, Olson).
5. Election of 2<sup>nd</sup> Vice Chair were done by secret ballot (Supv. Haessig did not vote due to participating virtually). Nominations for Tim Kessler and Linda Featherly were made and seconded by Supvs. Stariha/Ford and Supvs. Wilson/S. Smith, respectively. There being no other nominations, nominations were closed. Ballots were gathered twice with ties both times. Both candidates were afforded the opportunity to speak and the third and final vote count was 7 for Tim Kessler, 9 for Linda Featherly. Linda Featherly is now the 2<sup>nd</sup> Vice Chair of the Washburn County Board.
6. Approval of February 16, 2021 County Board Proceedings on motion by D. Wilson, 2<sup>nd</sup> by J. Ford, MC.
7. Concerned Citizens – Colleen Cook, Spooner – spoke against items G & H; Bob Wanek, Spooner – spoke against the LTE position in item H.
8. Presentation of Certificates to Youth Representatives – certificates were presented to the youth present.
9. COVID-19 Update – Chair Mackie read the letter from Governor Ever’s office in response to our previous letter concerning vaccines. Updates were given.

**10. Consent Agenda** approved on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. H. Graber; MC.

- A. Rezone Petition and Amendatory Ordinance – February 2021

### **11. Other Resolutions and Ordinances**

- A. **Resolution 2021-18 Authorizing the Sale of Certain ROW Lands Lying Along CTH D in the Town of Birchwood to the Gene M. Thompson Trust** – Supv. Kessler gave a history on ROW lands. Motion to approve was made by Supv. T. Kessler, 2<sup>nd</sup> by Supv. C. Stariha. Supv. S. Smith asked about the price originally paid per square ft/appraisal fees in that he felt that the price paid for the acquisition by the Thompson Trust should be the same as what the county paid for it originally. Supv. Kessler stated that the county has been in the practice of selling back unused portions of land at the current value and that the buyer is paying for the appraisal costs. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.
- B. **Resolution 2021-19 to Carry Over Unused Revenue from the 2020 to the 2021 Corporation Counsel Budget** – Motion to approve made by Supv. S. Smith, 2<sup>nd</sup> by Supv. D. Wilson. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.
- C. **Resolution 2021-20 to Accept Funds from the Dept of Agricultural Trade and Consumer Protection** – Motion to approve made by Supv. L. Featherly, 2<sup>nd</sup> by Supv. B. Reiter. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.
- D. **Resolution 2021-21 to Increase the 2021 Development Fund for Church Property Demo Specifications** – Motion to approve made by Supv. D. Wilson, 2<sup>nd</sup> by Supv. S. Smith. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.
- E. **Resolution 2021-22 to Carry Over 2020 Aging Dept DOT Transportation Funds to the 2021 Aging DOT Transportation Budget to Purchase Upgraded Scheduling & Volunteer Software and**

**Associated Operating Supplies** – Motion to approve made by Supv. S. Smith, 2<sup>nd</sup> by Supv. L. Featherly. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.

- F. **Resolution 2021-23 Approving the Washburn County Senior Center Reopening Plan** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. B. Reiter. Supv. Jerry Smith asked how we are going to monitor hand washing, etc. Linda Hand, Aging Director, stated there will be limited capacity and probably no more than 10 people at each center to start with and is working with Kiko Murphy, Facilities Director, re: sq ft space; this is where the LTE position is important so they can make sure we are following CDC/public health guidelines. Supv. C. Stariha asked about playing cards. Linda Hand stated that they are working on several activities that can be done such as bingo and cooking classes and several people have given suggestions through the surveys. UW Extension is willing to help with education and accessing of facebook portals and virtual games, so seniors would be able to play this way. Supv. Jerry Smith asked if the seniors at Minong could play cards, since the seniors there own the building. Linda Hand has been in contact with Minong Center board and they have already agreed that they would not enter the kitchen at any time and while we are renting they would not do the activities (county staff are there during meal prep Mon-Fri). Supv. D. Wilson asked that if there is any fiscal impact for this resolution that he would request that information, as it currently states “unknown”. Supv. P. Johnson felt that the concerns citizens spoke about during public comment were valid. Both Linda Hand and Kiko Murphy went to the Spooner Center and had addressed the request for a new carpet and spoke of other work done on the air conditioning/furnace duct work – this is not part of the reopening plan being considered. Voice vote: MC with one naye – Jerry Smith.
- G. **Resolution 2021-24 to Increase the 2021 Aging Dept Budget Using Unspent Revenue from 2020 to Fund an LTE Senior Activity Facilitator/Monitor** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. B. Vosberg. Discussed the position and timeline as well as facility issues such as asbestos and having senior participation more than one day per week. Supv. Wilson stated that the dollars in this resolution are specifically earmarked for COVID relief and can only be used for specific items. Supv. D. Haessig stated that this is a relatively small amount of money to get our senior centers open and that we’ll always have facility issues. Roll Vote: Yes (15), No (2) J. Smith, P. Johnson; Youth: Yes (2); MC.
- H. **Resolution 2021-25 Approving the New Position of LTE Senior Activity Facilitator/Monitor** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. L. Featherly. Roll Vote: Yes (15), No (2); Youth: Yes (2); MC.
- I. **Resolution 2021-26 to Increase the 2021 Forestry Dept Budget re: Consulting Fees for Carbon Credit Storage Project** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. D. Wilson. Explanation of the project was given by Forest Administrator Mike Peterson. Credits are purchased by companies needing to go greener. These credits would allow us to continue to manage timber as we’ve done in the past and now this would be one more product coming out of our forest. Projects are very complex and the potential payments are significant. Supv. S. Smith asked about if the county forest was insurable. Issue was discussed. Projections would have to encompass the 40 year commitment even though most of the activity will happen in the beginning. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.
- J. **Resolution 2021-27 Upgrading the Washburn County Public Safety Radio Communications System** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. J. Ford. Supv. Kessler asked where the money was coming from and if we’re cancelling any other projects; Chair Mackie stated that we are not cancelling any projects. Supv. P. Johnson asked about costs for future phases. We will reassess after the backbone has been put in place per Emergency Management Director Carol Buck. The last tower was placed in Long Lake – this tower would be part of the critical backbone structure. Lampson Tower is owned by the State Patrol/DOT. Supv. C. Stariha asked about unassigned dollars from capital improvement; it was stated that projects that were obligated from 2018, 2019, 2020, 2021 will continue. Reviewed potential eligibility for grants. Supv. D. Wood stated that the Long Lake Tower has potential for rental dollars. Supv. J. Ford stated that what we have in place right now is too old, we don’t know when it’s going to fail, we have a lot of people depending on that equipment, we need it. Supv. J. Smith asked about the timeline, with Carol Buck responding that the RFP is ready to go and we can start tomorrow. Supv. D. Wilson added that this is a long-term commitment and is a lot of money but is pale compared to a wrongful death/lawsuit due to an inability to communicate. Supv. D. Haessig –

thanked David Masterjohn who spent a lot of time on this work; we've put many patches on our communication system, we now have a plan to move forward and we should do so. Chair Mackie thanked the board for their foresight for things we need to get done. Roll Vote: Yes (17), No (0); Youth: Yes (2); MC.

- K. **Resolution 2021-28 Approving the Creation of a .49 CPT Position for Public Safety Technology Specialist** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. J. Ford - amended resolution to include fiscal impact amount by S. Smith, D. Wilson (no amount indicated on original). The fiscal impact is included in the "up to \$700,000" on the previous resolution, however, this resolution is to approve the position itself. On amendment to include fiscal impact, voice vote taken, MC. Roll Vote on amended resolution to include fiscal impact of \$26,065.51 for the cost of the position: Yes – (17), No (0); Youth: Yes (2); MC. Supv. D. Wilson thanked the folks involved with radio communications - first responders, EMTs, Fire Department, Law Enforcement, etc., who came to this meeting and have put a lot of hours in for this project.

12. Committee Reports – dispensed.

13. Chair Appointments – To Veterans Service Commission - Blaine Churchill to replace Ellory Medor; to BOA – Paul Zollver to replace David Dodge; to LEPC – Gary Kneisel, Ken Collins, Mark Makala, David Wilson (*spelling to be verified yet for LEPC appointments*); to EDC - Stephen Smith; to NWRPC as alternate – Linda Featherly. Supv. D. Wilson approved the appointments, 2<sup>nd</sup> by Supv. C. Stariha; MC.

14. Citizen Comments – none at this time. Tim Kessler thanked the board members for nominating him for the Vice Chair position and appreciates the support shown.

15. Chair Comments – The reopening of our Senior Centers is the right step; the approval of the Communications Study for the Radio System upgrade is a giant step.

16. Possible Future Agenda Items – special board meeting, this Thursday at 6:00 pm.

17. Audit Per Diems on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. S. Smith; MC.

18. Adjourn at 7:48 p.m. on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. S. Smith; MC.

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## REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on March 23, 2021.

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

**Barronett Township: Kim Odden/Mosaic**, Shell Lake WI. PROPERTY: Tax ID#375,40 acres, SW SE, Section 17-37-13 Town of Baronett, to rezone approximately 20,000 square feet from Agricultural to Commercial, to be able to own the land the tower is on.

The Zoning Committee recommends APPROVAL of the request to rezone 20,000 square feet of Agricultural to Commercial.

Interested persons were given the opportunity to be heard.

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Dated

Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions032321

**AMENDATORY ORDINANCE**

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

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

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

**Barronett Township: Kim Odden/Mosaic**, Shell Lake WI. PROPERTY: Tax ID#375,40 acres, SW SE, Section 17-37-13 Town of Baronett, to rezone approximately 20,000 square feet from Agricultural to Commercial, to be able to own the land the tower is on.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_ rezonings,  
second by \_\_\_\_\_

Supervisor \_\_\_\_\_, motion carried.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Thomas Mackie , Chairman  
Washburn County Board of Supervisors

Rezonedpetitions032321

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

**A Resolution amending the Washburn County Code of Ordinances,  
Chapter 38 – Land Development Code, Article IV – Zoning Regulations,  
Division 16 – Highway Access Vision & Setbacks, Sec. 3-481 – Vision Triangles**

**WHEREAS**, the Washburn County Highway Commissioner addressed the need for an updated Driveway Permit/Policy Ordinance, and,

**WHEREAS**, these changes pertain to justified safety reasons, and,

**WHEREAS**, prior to changes being finalized, two sections of Section 38-481 of the county code of ordinances will need to be modified, and,

**WHEREAS**, Section 38 is governed by the Zoning Department, and

**WHEREAS**, both the Zoning Committee and the Highway and Dam Committee have met and approved the amendments as indicated on the draft copy attached.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors amend Section 3-481 of Chapter 38, Article IV, Division. 16 of the Washburn County Code of Ordinances as per the attached language; and,

**BE IT FURTHER RESOLVED THAT** this ordinance shall be effective upon its adoption and publication and that publication of this ordinance may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

**FISCAL IMPACT:** None

Recommended for adoption by the Washburn County Highway and Dam Committee on the 22<sup>nd</sup> day of February, 2021, by the Zoning committee on the 23<sup>rd</sup> day of March, 2021 and approved by the Washburn County Board of Supervisors this 27<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Jocelyn Ford, Zoning Committee Chair

\_\_\_\_\_  
David Haessig, Vice Chair

\_\_\_\_\_  
Bob Olsgard, Member

\_\_\_\_\_  
Jerry Smith, Member

\_\_\_\_\_  
Paul Johnson, Member

Sec. 38-481. - Vision triangles.

In each quadrant of every public street intersection there shall be a visual clearance triangle bounded by the street center lines and a line connection point on them 300 feet from a Class A or Class B highway intersection 200 feet from a Class C, D, or E highway intersection.

Nothing shall block the vision triangle from two and one-half feet above the ground to ten feet above the ground. Open fences, telephone, telegraph, and power transmission poles, field and forest crops excepted.

- (1) *At highway intersections with transitional widening.* At all intersections of highways with other highways provided with transitional widening of pavement or surfacing, such transitional widening shall be considered as additional width and the setback lines on the side which is widened shall be increased by an amount equal to the width of the additional pavement.
- (2) *Access driveways and road spacing.*
  - a. Access driveways to highways from abutting properties shall comply with the following requirements:
    1. *Class A highway:* No access driveways are allowed.
    2. *Class B highway:* A recommended minimum distance of 500 feet spacing of highway frontage between access driveways for separate land uses. A minimum distance of 500 feet spacing access driveways may be located to the right-of-way line of an intersecting highway. Discretion shall be granted to the D.O.T. to permit driveway at a lesser setback for safety reasons. Also subject to Wis. Admin. Code Trans. 233.
    3. *Class C highway:* A recommended minimum of 300 feet spacing between access driveways; adjoining driveways permitted to accomplish same. A minimum distance of 300 feet spacing between access driveways and the right-of-way line of an intersecting highway. Discretion shall be granted to the Washburn County Highway Department to permit driveway at a lesser setback if justified by safety reasons.
    4. *Class D and E highways:* A recommended minimum of 200 feet spacing between access driveways; adjoining driveways permitted. To accomplish same, minimum distance of 200 feet spacing between access driveways and the right-of-way line of an intersecting Class A, B, or C highway, otherwise the spacing is the same as between two driveways. Discretion is granted to the towns to permit driveways at a lesser setback for safety reasons.
  - b. Where there are two or more lots in less than 500 feet of frontage on a Class B highway, a service road of not less than 66 feet of right-of-way shall be provided across the entire frontage of each lot.
  - c. The maximum number and width of access driveways to highways and service roads shall be as follows:
    1. Commercial and industrial land use driveways: A maximum of two access driveways with a maximum of 35 feet of width.
    2. Other land use driveways: ~~A maximum of one~~ One access driveway with a maximum of 24 feet of width. Discretion shall be granted to the Washburn County Highway and Dam Committee to permit two driveways on a single property with 600' minimum frontage on a Class C Highway.
    3. Driveways shall be at least a minimum of 20 feet wide, unobstructed into the driveway to a height of 15 feet.
    4. Driveways shall have a turn around 20 feet wide and 40 feet long or equivalent, within 100 feet of the building.



5. Driveways are described as serving no more than two residential or commercial buildings. All driveways which serve new residential or commercial buildings that are greater than 100 feet from a public or private road shall meet the following within 60 days of zoning permit issuance:
  - (i) Driveways shall have a clearance of no less than 20 feet in width. Any curves in driveways must not be less than 100-foot radius.
  - (ii) Overhead clearance shall be established at a minimum height of 15 feet.
  - (iii) Driveways exceeding 150 feet in length must provide an adequate turnaround area that will accommodate a 30-foot long fire truck.
  - (iv) Existing driveways shall be brought into compliance with this section as a condition of approval of issuance of a zoning permit when an addition or improvements to an existing dwelling exceeding a 25 percent increase in enclosed living space is constructed, or an attached or detached garage is constructed.
  - (v) The turnaround space can be provided by one of the following methods and shall be within 100 feet of the principal building:
    - A. If a circle drive is constructed, it must have a radius of no less than 35 feet to the centerline; or
    - B. A turnaround space free of trees and other obstructions may be provided if it has the dimensions of not less than 60 feet by 50 feet; or
    - C. A turnout may be provided with the following dimensions: The length shall be a minimum of 30 feet. The width at the entrance shall also be a minimum of 30 feet. The turnout may be trapezoidal in shape, thereby tapering down to a minimum of 20 feet at the rear. In addition, a minimum of 40 feet of driveway must be provided between the building and the turnout to allow enough room to back a 30-foot fire truck into the turnout.

Exemptions from the provisions of this article would include:

1. New buildings that are 100 feet or less from a public road or a private road.
  2. Those portions of both private roads and driveways which are restricted by an existing easement of less than 20 feet in width.
- d. Where crossovers in median strips have been provided, access driveways shall be directly opposite these crossovers.
  - e. In addition to the above standards, a permit E-M-04-68 or its subsequent revision must be filed with the Wisconsin State Department of Transportation for access to all state highways. Approval must be given by the above agency before the county will consider and give approval to the applicant's request. Access to county highways must be approved by the Washburn County Highway Department prior to construction of a driveway connecting to a county highway.
  - f. Private roads are described as those serving more than two residential or commercial buildings. All private roads serving multiple buildings, constructed after the enactment of this article, shall be a minimum width of two rods, four-rod easements are recommended.
  - g. Where crossovers in median strips have been provided, access driveways shall be directly opposite these crossovers.
  - h. In addition to the above standards, a permit E-M-04-68 or its subsequent revision must be filed with the Wisconsin State Department of Transportation for access to all state highways. Approval must be given by the above agency before the county will consider and give approval to the applicant's request.

(Ord. of 3-19-2002, Art. XVI, § 161; Res. No. 2006-111, § 7, 1-23-2007)

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK POLICY B.4 RE:  
POSITION JUSTIFICATION & HIRING PROCESS – Requisition Process**

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

**WHEREAS**, the current policy indicates that “When filling budgeted vacant positions, no action shall occur until the committee of jurisdiction has approved the request.”, and

**WHEREAS**, this means that no recruitment efforts can be undertaken, including internal posting, until the entire committee has approved the budgeted vacancy, and

**WHEREAS**, on many occasions, a resignation has been received right after the committee of jurisdiction has met, and

**WHEREAS**, recruitment efforts are delayed until the next regular or a special committee meeting is held (which may require an additional per diem and time consideration by the committee members), and

**WHEREAS**, the Personnel Committee has met and approved changing the language to allow for expedited recruitment efforts, with the changes as indicated:

“3. When filling budgeted vacant positions, **for which there are no changes, recruitment can begin after notification to the Personnel Office and with pre-approval from the chair of the committee of jurisdiction.** ~~¶~~**No other** action shall occur until the committee of jurisdiction has approved the request.”

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors hereby approve the language change for the B.4 policy as reflected above; the entire policy is attached with the language change indicated.

**FISCAL IMPACT: None**

RECOMMENDED FOR ADOPTION ON THE 1<sup>ST</sup> DAY OF APRIL, 2021 BY THE PERSONNEL COMMITTEE AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 27<sup>TH</sup> DAY OF APRIL, 2021.

\_\_\_\_\_  
Dave Wilson, Chair

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

\_\_\_\_\_  
Mark Radzak, Member

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

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

## **SUBJECT: POSITION JUSTIFICATION & HIRING PROCESS**

**PURPOSE:** To establish a policy and procedure for the justification of new positions, and the initial hiring process

### **STATEMENT OF POLICY**

The Personnel Office will administer and coordinate the position justification and hiring process for all position changes or vacancies. It will ensure a careful review of all personnel changes at the department level, fair and equal treatment of all requests at a county wide level, and compliance with contractual, legal, and equal opportunity requirements. All departments will adhere to the following procedures when announcing position vacancies.

### **NEPOTISM**

Hiring practices will not violate the county's policy on nepotism. For further information see the county's policy on NEPOTISM.

### **POSITION REQUISITION PROCESS**

1. The Personnel Office will be notified immediately of all potential personnel changes. Once notified, the Personnel Department will work with the Department head to complete a personnel requisition form. The HR Director will assist the Department Head in reviewing all options for eliminating, sharing, consolidating or reassigning job responsibilities as part of the review process.
  - a. The personnel requisition form must be completed for all positions. – Full-Time, Part-Time, Casual, and Temporary positions.
    - Recurring temporary positions that have been budgeted and approved, will not require the completion of additional personnel requisition forms. In subsequent year(s) after approval, it will only be necessary to review the need for the position with the HR Director.
  - b. Once complete, the personnel requisition will be forwarded to the appropriate committee(s) for approval.
2. If the personnel action creates a new position, the position must be approved by the following, prior to the close of the Finance Committee budget hearing.
  - a. Approval from the Committee of Jurisdiction
  - b. Approval from the Personnel Committee
  - c. Approval from the County Board by a 2/3 vote.Other new positions can be requested as needed throughout the year, subject to the same process outlined above.
3. When filling budgeted vacant positions, for which there are no changes, recruitment can begin after notification to the Personnel Office and with pre-approval from the chair of the committee of jurisdiction. No other action shall occur until the committee of jurisdiction has approved the request.
4. When reclassifying, or changing a position's FTE, no action shall occur until the committee of jurisdiction and Personnel Committee have approved the request.
5. Due to budgetary constraints, the County Board may institute either a departmental or county-wide freeze on any personnel action to include approving new positions, reclassifications or position status.

6. Existing full-time and part-time positions and current authorized positions will be considered dropped if they are not funded and filled for twelve months. Such positions will need to be resubmitted and considered new positions.

## **RECRUITMENT**

1. The county may post the position both internally and externally.
2. If external advertisements are deemed appropriate, the ads for local newspapers, trade publications and professional journals will be developed and placed by the Personnel Office. If necessary, the affected department may be asked to assist the Personnel Office, in formulating the job announcement, ad, or in determining special application sources.
3. Applications shall be submitted to the Personnel Office using the County Employment Application. Resumes may be sent in addition to the County Employment Application. The application will be kept on file for at least twelve months and may be used to consider an applicant for all positions for which he or she might be qualified. Internal candidates interested in applying for another position may submit a new application or re-use their original application.
4. The Personnel Office, with the Department representative, will screen active application files for possible candidates. These candidates will be contacted to determine current interest in County employment prior to the closing date of the vacancy.
5. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position may be re-opened and re-advertised.
6. The Personnel Office will screen all applications received to determine qualification for the position vacancy. This will be done in consultation with the department head and/or committee chair. Applications of top candidates will be reviewed with the affected department head, and a list of interview candidates developed.
7. Applicants may be disqualified for consideration for employment when any of the following facts exist:
  - a. They do not possess the qualifications for the job
  - b. They have demonstrated an unsatisfactory employment record as evidenced by information contained on the application form or by the result of a reference check.
  - c. They have made false statements of any material facts or practiced deception in their application.
  - d. They are physically, mentally or otherwise unable to perform the essential elements of the position with reasonable accommodations as required by state or federal disability.
8. If the initial first candidate is chosen in an interview process begins work and then resigns within a short period of time, the Department head will have the option to re-interview the second candidate from the same initial interview process, without another personnel requisition and without another full recruitment, and hire if that second candidate is selected and still otherwise qualified.
9. The Highway Department may create a Hiring Pool to retain qualified candidates for the Equipment

B – 4

Operator position. Said pool is to be in existence for a 12-month period of time from the date the pool is created. Only the committee of jurisdiction approval is necessary to access a pool candidate for hire. No further committee approval is needed to replenish the pool and keep it adequately maintained.

10. The Personnel Department may create a Hiring Pool to retain qualified candidates for Administrative Assistant positions, which all other departments may access. Said pool is to be in existence for a 12-month period of time, from the date the pool is created. Only the committee of jurisdiction approval is necessary to access a pool candidate for hire. No further committee approval is needed to replenish the pool and keep it adequately maintained.

## **INTERNAL PROMOTION**

1. If a position vacancy has been approved by the committee of jurisdiction, if the HR Director has been notified, and if the Department Head has a temporary, casual, or regular status employee currently employed by that Department within the County, who is qualified for the position vacancy, the Department Head will be given the authority to approve the temporary, casual,\* or the regular status employee for the position vacancy without a full recruitment. (\*Provided that the temporary or casual employee has previously undergone a full interview; if not, a full interview as indicated in the interview process should be scheduled prior to approval.)

## **TEMPORARY HELP**

1. After an initial position justification for any temporary, seasonal, or contracted employee has been approved by the Personnel Committee and the committee of jurisdiction, the Personnel Office will coordinate the hiring of the position with the assistance of the requesting department by accomplishing the following guidelines:
  - a. The Personnel Office will review the active general application file for potential candidates for the vacant position.
  - b. Those applications that best meet the needs of the vacant position will be selected and reviewed with the requesting Department Supervisor.
  - c. Once the Department Supervisor and Personnel Office have examined all potential applications and determined the top 2-3 candidates for the position(s), the Personnel Office or the Department Head will call the potential candidate to discuss with them the temporary, seasonal and/or contracted position(s) duties and the specified amount of hours available for the positions to determine if they are interested in the position.
  - d. If the potential candidate is interested in the position, the Department Supervisor will then either complete a phone or face-to-face interview with the potential candidate.
  - e. Once all interviews have been completed and the department supervisor has made a decision on whom they would like hired, the potential candidate will be contacted and offered the position.
2. If there are no current qualified applications on file, the positions will be advertised as a Temporary, Seasonal, or Contracted position and all applications will be managed in the Personnel Office and then the process will continue along the same steps as allowed above.

The Personnel Office may also request assistance from a local temporary staffing agency.

## **TESTING**

1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available.
2. The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities (KSA's) for the position.
3. The examination contents are developed or acquired by the Personnel Office with assistance provided by the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
4. The Personnel Office will administer the testing process unless otherwise designated to the affected department.
5. The Personnel Office shall ensure that all testing is based on bonafide occupational qualifications.
6. The Personnel Office shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner for a person with a disability. The following are ways in which the County may accommodate an applicant with a disability: replace written tests with on-the-job tests or verbal testing, enlarge print in exams, magnification, amplification devices, and interpreters.

The Personnel Office shall inquire in testing announcements whether the applicant requires an accommodation.

## **INTERVIEW PROCESS**

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

1. The Personnel Office shall coordinate the interview process, including selection of panel members, scheduling candidates, development of interview questions, etc.
2. The interview panel will be selected and confirmed by the Personnel Office with input by the affected Committee. Generally no more than five individuals will serve on the interview panel. The composition of the interview panel for general positions shall generally consist of the HR director (or designee), one County Board Member of either the current committee of jurisdiction, or the Personnel committee, the Department Head, and the Department Supervisor, if applicable. The composition of the interview panel for department head

vacancies shall generally consist of one member of the committee of jurisdiction, Personnel Committee Chair, HR Director, Administrative Coordinator & County Board Chair. A subject matter expert may be included if the Personnel Director determines it to be appropriate. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be excluded from serving on the panel.

Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.

3. Personnel Office and the Department Head of the department in which the position vacancy exists (the Administrative Coordinator in vacancies involving department head openings) shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and based on the analysis described in paragraph 1 above. Questions will be designed to measure job knowledge, experience, and education or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or marital status or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with state and federal law.
4. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
5. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate reasonably to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries which would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.
6. The Personnel office will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will be provided to the interview panel members, along with proposed interview questions. A representative of the Personnel Office will meet with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively.
7. Each rater scores the candidates independently.
8. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to the Personnel Office. The panel shall decide if the position should be offered to more than the top ranked candidate in the event the top ranked candidate declines the position.
9. Negotiation of salaried staff will be done in conjunction with the Administrative Coordinator/HR Director



### **REFERENCE CHECK/PRE-EMPLOYMENT DRUG TEST**

Before the Personnel Office extends any offer of employment, the Personnel Office conducts a reference check and drug test on the final candidate.

1. The reference check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Parts of the reference check may be delegated to the affected department.
2. No reference check or background investigation will be conducted without first notifying the applicant of the investigation.
3. Results of the reference check, background check, and/or drug test will help determine the applicant's fitness for the position.

### **APPLICANT NOTIFICATION**

1. After a final decision has been reached, references are verified, and successful drug test results have been received, the Personnel Office notifies the candidate of his/her selection, makes an employment offer, and requests that the offer be accepted or rejected within a set number of days.
2. Once a candidate accepts the employment offer, all other candidates are notified in writing that they were not selected for the position.

### **APPOINTMENT**

1. For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and mailed by the Personnel Office in cooperation with the affected department.
2. For new hires whose position is covered by a collective bargaining agreement, a copy of the accepted employment letter will be forwarded to the appropriate union official.

### **APPLICANT EXPENSES**

The County does not reimburse any applicant for travel costs in conjunction with the hiring process.

EFFECTIVE: 11/10/98

REVISION DATE: 10/09/07, 09/20/16, 3/13/17, 1/2018, 9/2018, 4/2021

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

**A Resolution Adopting the Slim Creek Dam Failure Analysis**

**WHEREAS**, the Washburn County Highway Department is required to submit a dam failure analysis to the Wisconsin Department of Natural Resources (WDNR) for the Slim Creek Dam located in the Town of Birchwood, and

**WHEREAS**, the dam failure analysis for Slim Creek Dam was revised October 10, 2018, and

**WHEREAS**, the WDNR approved the dam failure analysis on November 15, 2018, and

**WHEREAS**, the Washburn County Zoning Committee, at an appropriately noticed public hearing, adopted the Slim Creek Dam Failure Analysis on December 15, 2020, and

**WHEREAS**, the Town of Birchwood formally adopted the Slim Creek Dam Failure Analysis into the floodplain zoning ordinance on January 11, 2021, and

**WHEREAS**, per Sec. 38-176 (b) of the Washburn County Code of Ordinances states: "...All data pertaining to DNR and FEMA approved floodplain studies and/or a dam failure analysis studies, shall be made part of this article and included in the appendix as approved." , and

**WHEREAS**, a copy of the Slim Creek Dam Failure Analysis will be on file in the Zoning Department office.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors approve the adoption of the Slim Creek Dam Failure Analysis; this does not require an ordinance amendment or publication.

**FISCAL IMPACT:** None

Recommended for adoption by the Washburn County Board of Supervisors this 27<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Jocelyn Ford, Zoning Committee Chair

\_\_\_\_\_  
David Haessig, Vice Chair

\_\_\_\_\_  
Bob Olsgard, Member

\_\_\_\_\_  
Jerry Smith, Member

\_\_\_\_\_  
Paul Johnson, Member

**Resolution # \_\_\_ - \_\_\_**  
**Washburn County Board of Supervisors**  
**2021 Work Zone Awareness Week**

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE WASHBURN COUNTY BOARD OF SUPERVISORS:

RE: RESOLUTION DESIGNATING THE WEEK OF APRIL 26, 2021 THROUGH APRIL 30, 2021 AS "WORK ZONE AWARENESS WEEK" IN WASHBURN COUNTY.

WHEREAS: In 1999, the Federal Highway Administration partnered with the American Association of State Highway Officials and more recently the American Traffic Safety Services Association to create the National Work Zone Safety Awareness campaign which is held annually in April prior to construction season in much of the nation and;

WHEREAS: The Wisconsin County Highway Association is asking all seventy-two counties in the state to unite and kick off "Work Zone Safety Awareness Week" with a resolution and campaign to raise awareness for its workers, the travelling public, public safety workers, and those of various highway contractors performing work for the counties; and

WHEREAS: Construction and maintenance activities on our streets and highways periodically require that work zones be established; and

WHEREAS: there has been over 1,800 work zone crashes in Wisconsin in each of the last three years; and

WHEREAS: In 2020, Wisconsin suffered from nearly 1,800 crashes in road construction and maintenance zones, resulting in almost 700 injuries and 17 fatalities; and

WHEREAS: Between 2015 and 2020, there were 72 fatalities recorded as a result of crashes in Wisconsin work zones including three Wisconsin County Highway workers which were killed in work zones in 2015; and

WHEREAS: Through their enforcement activities and other participation, the Washburn County Sheriff's Office, Wisconsin State Patrol, and Washburn County Highway Department are committed to working together in 2021 to make Work Zone Awareness Week a success;

WHEREAS: The Federal Highway Administration has designated April 26 through April 30, 2021 as National Work Zone Awareness Week;

NOW, THEREFORE, BE IT RESOLVED, by the Washburn County Board of Supervisors that the week of April 26 through April 30, 2021 be designated as Work Zone Awareness Week in Washburn County.

Recommended for adoption this \_\_\_\_ day of \_\_\_\_\_ 2021.

**Highway Committee**

\_\_\_\_\_  
Tim Kessler, Chairperson

\_\_\_\_\_  
Hank Graber, Vice-Chair

\_\_\_\_\_  
Sandy Johnson

\_\_\_\_\_  
Mark Radzak

\_\_\_\_\_  
Clint Stariha

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

**RESOLUTION TO ACCEPT HEALTHY LAKES AND RIVERS GRANT FUNDS INTO THE  
2021 DNR SURFACE WATER BUDGET**

WHEREAS, the Wisconsin Departments of Natural Resources has awarded grant funds to Washburn County to protect surface waters in the state; the grant is called the Surface Water Grant – Healthy Lakes and Rivers; and,

WHEREAS, the goal of the County's Land and Water Resource Management Plan adopted in 2018, is to protect the surface waters of the county using available grant funds; and

WHEREAS, the goal of the grant is to protect the surface waters of the state by paying up to \$1000 per shoreline owner to establish a shoreline restoration composed of native plants ; and,

WHEREAS, this is a matching fund grant where the landowner pays the 25% with labor costs to install the restoration and the costs beyond the grant will be encumbered by the landowners and have no fiscal impact on the County; and,

WHEREAS, the Washburn County Land Conservation Department will be the fiscal managers of this grant; and,

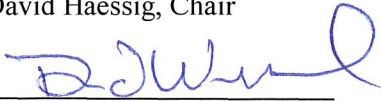
WHEREAS, a grant agreement has been created to carry out the project;

THEREFORE, BE IT RESOLVED that the 2021 DNR Surface Water Budget, accounts 100.56973-50290 (expense) and 100.56973-43585 (revenue), be increased by \$2891.00.

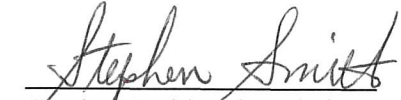
**Fiscal Impact: \$2891.00**

Recommended for adoption by the Washburn County Finance Committee 1st day of April, 2021.

\_\_\_\_\_  
David Haessig, Chair

  
\_\_\_\_\_  
David Wilson

  
\_\_\_\_\_  
Linda Featherly

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

  
\_\_\_\_\_  
Brian Vosberg

**A RESOLUTION TO AMEND THE 2021 CAPITAL PROJECT FUND BUDGET  
FOR PROFESSIONAL SERVICES FOR BUILDING ADDITION**

**WHEREAS**, the Sheriff and Emergency Management Department has a need for heated storage for their equipment (including sensitive radio communications in the Incident Command Post, increased Evidence Storage, etc.); and,

**WHEREAS**, neither the Emergency Management or the Sheriff's Department has a 2021 budget that would support the funding of a new building or an addition to an existing building and Professional Services; and,

**WHEREAS**, the conversation has been started again regarding an addition to Building B at the Highway Department and has been discussed through the Law Enforcement/Emergency Management Committee, Highway, Public Property and Finance Committees in the past; and,

**WHEREAS**, an addition to Building B would require Professional Services to help provide a design and estimate for budgeting purposes for a 2022 Capital Improvement Project Proposal; and,

**THEREFORE, BE IT RESOLVED** that SEH provide an estimate for professional services and material not to exceed \$2,500.00.

**FISCAL IMPACT: Not to Exceed \$2,500.00**

Recommended for adoption by the Finance Committee this 1st day of April, 2021.

*(Preapproval pending Public Property on 4/15/21) SK*

\_\_\_\_\_  
DAVID HASESSIG, Chair

*Stephen Smith*  
\_\_\_\_\_  
STEPHEN SMITH, Vice Chair

*Linda Featherly*  
\_\_\_\_\_  
LINDA FEATHERLY

*David Wilson*  
\_\_\_\_\_  
DAVID WILSON

*Brian Vosberg*  
\_\_\_\_\_  
BRIAN VOSBERG

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

**RESOLUTION TO CARRY OVER FY 2020 FUNDS TO THE FY 2021  
EMERGENCY MANAGEMENT DEPARTMENT BUDGET AND TO  
PURCHASE A MOBILE TELESCOPING TOWER**

**WHEREAS**, the 2020 Emergency Management's Revenue budget was increased due to reimbursement funding through the Routes to Recovery – COVID19 Grant (Resolution #2021-2) in the amount of \$34,246.91; and,

**WHEREAS**, Emergency Management would like to request to carry over the remaining \$13,897.77 from FY2020 into FY2021; and,

**WHEREAS**, With the support of the Ad Hoc Communications Committee and the Law Enforcement/Emergency Management Committee, Emergency Management has been actively seeking to purchase a Mobile Telescoping Tower for some time now; and,

**WHEREAS**, the cost of a new Mobile Telescoping Tower ranges from \$50,000 to \$60,000; and

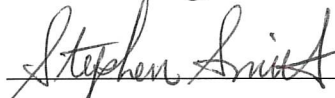
**WHEREAS**, a used Mobile Telescoping Tower was found by Emergency Management in California and the maximum cost of the Mobile Telescoping Tower would be \$14,000; and

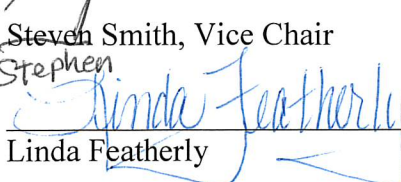
**THEREFORE, BE IT RESOLVED** that the Routes to Recovery remaining 2020 dollars in the amount of \$13,897.77 be brought forward to the 2021 Emergency Government Budget by increasing the revenue line 100.52910-49310 and by increasing the expense line of 100.52910-50810 by \$14,000.00 for the purchase of a Mobile Telescoping Tower Project.


**FISCAL IMPACT: Carryover of Funds, up to \$13,897.77**

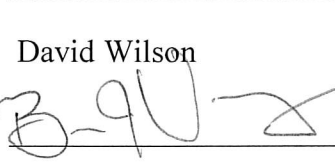
Recommended for adoption by the Washburn County Finance Committee this 1st day of April, 2021.

\_\_\_\_\_  
David Haessig, Chair

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

  
\_\_\_\_\_  
Linda Featherly

  
\_\_\_\_\_  
David Wilson

  
\_\_\_\_\_  
Brian Vosberg