

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

June 21, 2022

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. Roll Call – County Clerk Olson
5. Approval of May 17, 2022 County Board Proceedings
6. Concerned Citizens

7. **Consent Agenda Resolutions:**
 - A. Rezone Petition and Amendatory Ordinance - May 2022
 - B. Resolution Adopting, Enacting and Republishing the Code of Ordinances for Washburn County
 - C. Resolution to Adopt Chapter 62 Ordinance Changes
 - D. Resolution to Approve Update to Employee Handbook Policy 6.2 Travel Reimbursement
 - E. Resolution Requesting DNR to fill County Forest Liaison Forester Position

8. **Other Resolutions and Ordinances:**
 - A. Resolution to Return a Tax Deeded Land to the Former Owner – Bradley, Jenna & Keira Olson – Supv. Featherly
 - B. Resolution re: County Forest Law Withdrawal for Emergency Communications Tower – Supv. Johnson
 - C. Resolution to Create a Stand-Alone ADRC and Integrated with Unit on Aging – Supv. Olsgard
 - D. Resolution to Approve Ordinance Electing to Proceed under Section 75.521 of the Wisconsin Statutes in Relation to the Enforcement of Collection of Tax Liens – Chair Mackie
 - E. Resolution to Approve New Position of CCS Service Facilitator for 2023 Budget – Supv. Wilson
 - F. Resolution to Approve New Position of CCS/CLTS Service Facilitator for 2023 Budget – Supv. Wilson
 - G. Resolution to Approve New Position of FT Deputy/Bailiff for 2023 Budget – Supv. Wilson
 - H. Resolution to Approve Reclassification of Casual (LTE) Dispatch to FT Dispatch – Supv. Wilson
 - I. Resolution to Approve Reclassification of Corporation Counsel to FT – Supv. Wilson
 - J. Resolution to Approve Reclassification of Corp Counsel Legal Secretary to FT – Supv. Wilson
 - K. Resolution to Approve ARPA Dollars for Law Enforcement Body Scanner and Cameras – Chair Mackie

9. Committee Reports
10. Chair Appointments
11. Chair Comments
12. Possible Future Agenda Items
13. Audit Per Diems
14. 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 MINUTES

May 17, 2022

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. All board members present: (21) Supv. C. Masterjohn appeared via Zoom; Youth present: (1); Lu.
5. Approval of April 19, 2022 County Board Proceedings on motion by Supv. S. Smith, 2nd by Supv. J. Ford; MC on voice vote with no naves.
6. Concerned Citizens – David Haessig, Washburn County citizen and past board member, complimented the new board members and thanked those with whom he served. Jessie Gronning spoke against the county using election machines for this year. Robert Cook and Rebecca Wickman also spoke against using election machines and want paper ballots to be used.
7. **Consent Agenda Resolutions** – motion to approve by Supv. D. Wilson, 2nd by Supv. J. Ford; MC on voice vote with no naves.
 - A. **Rezone Petition and Amendatory Ordinance - April 2022**
 - B. **Resolution 2022-36 To Update Policy A-20 Cash/Check Receipting**
8. **Other Resolutions and Ordinances:**
 - A. **Resolution 2022-37 to Accept the Offer to Purchase from Moria Mining Co., LLC** – motion to approve by Supv. L. Featherly, 2nd by Supv. H. Graber. Craig Solum from Solum & Associates addressed Supv. C. Stariha's concern in regard to moving the sand pile. A letter can be drafted that would be a part of the contract to indicate the sand pile will be moved by next spring. CSM has been filed and is up for approval at the Spooner City Council early June; when approved then Craig can get final closing papers done for an anticipated June 15th closing. Linda Featherly offered thanks to Craig for his services. In response to a question from Supv. S. Smith, Craig indicated that he is serving as a real estate appraisal consultant for the county in this regard which entails being paid on an hourly rate vs a sales commission. Any jurisdictional issues in regard to electrical utilities are being resolved. Role Vote: Yes (21); Youth: Yes (1); MC.
 - B. **Resolution 2022-38 to Accept ADRC Grant of \$5000** – on motion to approve by Supv. S. Smith, 2nd by Supv. B. Olsgard. Role Vote: Yes (21); Youth: Yes (1); MC.
 - C. **Resolution 2022-39 Increasing Disability Benefit Specialist (DBS) Position from .5 to 1.0 FTE, ADRC/Aging** – on motion by Supv. D. Wilson, 2nd by Supv. L. Featherly. Role Vote: Yes (21); Youth: Yes (1); MC.
9. Committee Reports – none at this time.
10. Chair Appointments – none at this time.
11. Chair Comments – Chair Mackie spoke about the letter sent by the Chair in regard to the Spooner Senior Center; we are looking at a few concepts and Public Property will determine the course of the project. Supv. Bob Olsgard spoke in regard to the Barron County Board of Supervisor's vote concerning participation in the ADRC and that next year we will have our own ADRC.
12. Possible Future Agenda Items – the COWS meeting will be tomorrow from 8 to 3:30 at Lakewoods in Cable.
13. Audit Per Diems on motion by Supv. C. Masterjohn, 2nd by Supv. D. Wilson; MC.
14. Adjourn at 6:32 p.m. on motion by Supv. C. Masterjohn, 2nd by Supv. D. Wilson; MC.

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.

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 May 24, 2022.

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

Long Lake Township: James Kleven, Sarona WI. PROPERTY: Tax Id#17143 - 2 acres, PT GOVE LOT 3, in Section 15-37-11, town of Long Lake, to rezone (+-) 2.00 acres from Residential Recreational 2 to Commercial to be updated with the correct use on the parcel.

The Zoning Committee recommends APPROVAL of the request to rezone (+-) 2.00 acres of Residential Recreational 2 to Commercial.

Long Lake Township: James Kleven, Sarona WI. PROPERTY: Tax Id#17142- 2 acres, PT GOV LOT 3, in Section 15-37-11, town of Long Lake, to rezone (+-) 2.00 acres from Residential Recreational 2 to Commercial to be updated with the correct use on the parcel.

The Zoning Committee recommends APPROVAL of the request to rezone (+-) 2.00 acres of Residential Recreational 2 to Commercial.

Long Lake Township: James Kleven, Sarona WI. PROPERTY: Tax Id#17242 - 35 acres, PT SE SE & PT GOV LOT 3, in Section 16-37-11, town of Long Lake, to rezone (+-) 8.12 acres from Residential Agricultural to Residential Recreational 2 to make 2 smaller parcels and sell.

The Zoning Committee recommends APPROVAL of the request to rezone 6 acres of Residential Agricultural to Residential Recreational 2.

Interested persons were given the opportunity to be heard.

Dated

Jocelyn Ford, Chairman
Washburn County Zoning Committee

Rezonepetitions052422

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;

Long Lake Township: James Kleven, Sarona WI. PROPERTY: Tax Id#17143 - 2 acres, PT GOVE LOT 3, in Section 15-37-11, town of Long Lake, to rezone (+-) 2.00 acres from Residential Recreational 2 to Commercial to be updated with the correct use on the parcel.

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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

Rezonepetitions052422

ORDINANCE NO. _____

AN ORDINANCE ADOPTING, ENACTING AND REPUBLISHING THE CODE FOR THE CODE OF ORDINANCES OF WASHBURN COUNTY, WISCONSIN; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF WASHBURN COUNTY, WISCONSIN:

Section 1. The Code entitled "Code of Ordinances of Washburn County, Wisconsin," published by Municode, consisting of chapters 1 through 74, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before October 19, 2021, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine in an amount up to the maximum permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the county board may

pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the county board to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after October 19, 2021, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective upon approval by the Washburn County Board of Supervisors.

Passed and adopted by the Washburn County Board of Supervisors this 21st day of June, 2022.

Thomas J. Mackie, Chairman

ATTEST:

Lolita Olson, County Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the county board, held on the _____ day of _____, ____.

Lolita Olson, County Clerk

RESOLUTION # _____

A RESOLUTION AMENDING THE WASHBURN COUNTY CODE OF ORDINANCES,
CHAPTER 62, SUBDIVISIONS

WHEREAS, Washburn County currently administers a comprehensive Subdivision Control Ordinance pursuant to Wis. Stats. §§ 59.69, 59.692, 66.0113, 703.27(1) and Chapter 236; and,

WHEREAS, Chapter 62 is intended to regulate and control the division and subdivision of land within the areas of Washburn County in order to promote the public health, safety and general welfare and encourage the most orderly development of land. This chapter is also intended to achieve the purposes listed in Wis. Stats. Ch. 236 and the Washburn County Zoning Ordinance; and,

WHEREAS, language therein has been reviewed and several areas were identified as needing to be amended or clarified.

THEREFORE, BE IT RESOLVED, that the attached Chapter 62 Subdivision Control Ordinance be adopted as amended per the attached.

BE IT FURTHER RESOLVED, that said amendments be incorporated in the Washburn County Code of Ordinances, Chapter 62 upon approval of the Washburn County Board of Supervisors.

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Zoning Committee on the 24th day of May, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Jocelyn Ford, Chair

Bob Olsgard, Vice Chair

Brian Vosberg, Member

Jerry Smith, Member

Paul Johnson, Member

REVISION 5/16/22

Delete text

Add text

COUNTY CODE
Chapter 62 SUBDIVISIONS

Chapter 62 SUBDIVISIONS¹

ARTICLE I. IN GENERAL

Sec. 62-1. Title.

This chapter shall be known as the "Washburn County Subdivision Control Ordinance".

(Res. No. 42-09, § 1.1, 5-19-2009)

Sec. 62-2. Intent and purpose.

This chapter is intended to regulate and control the division and subdivision of land within the unincorporated areas of Washburn County in order to promote the public health, safety and general welfare and encourage the most orderly development of land. This chapter is also intended to achieve the purposes listed in Wis. Stats. ch. 236 and the Washburn County Zoning Ordinance [chapter 38 of this Code of Ordinances].

(Res. No. 42-09, § 1.2, 5-19-2009)

Sec. 62-3. Statutory authority.

These regulations are adopted under the authority granted by Wis. Stats. ~~§§ 59.69, 59.692, 59.962, 144.26, 236.12, 236.45~~ 66.0113, and 703.27(1) and Ch. 236.

(Res. No. 42-09, § 1.3, 5-19-2009)

Sec. 62-4. Jurisdiction.

The jurisdiction of this chapter shall include all unincorporated lands within Washburn County, exclusive of those lands held in public trust by the State of Wisconsin or the Federal Government.

(Res. No. 42-09, § 1.4, 5-19-2009)

¹Editor's note(s)—Resolution No. 42-09, adopted May 19, 2009, repealed ch. 62 in its entirety and enacted new provisions to read as herein codified. Former ch. 62 derived from Ord. No. 44; an Ord. of July 18, 1978; and an Ord. of Nov. 13, 1979.

Cross reference(s)—Buildings and building regulations, ch. 14; land development code, ch. 38; utilities, ch. 74.

Sec. 62-5. Definitions.

Applicant. Any person or persons, firm or corporation or any agent thereof, dividing or proposing to divide land as defined by the terms of this chapter.

Certified survey map (CSM). ~~A map prepared by a Wisconsin Professional Land Surveyor registered land surveyor of a land division of up to four lots, such maps shall meet the requirements of Wis. Stats. § 236.34 and of this chapter.~~

Contiguous. Adjoining, touching, unbroken.

Cul-de-sac. A road having one end open to traffic and the other permanently terminated by a vehicular turnaround.

Developable building area. An area suitable for construction which does not include floodways, wetlands, slopes greater than or equal to 20 percent, easement areas which prohibit construction, or the area required for setbacks (see the zoning ordinance [chapter 38 of this Code of Ordinances] for setbacks). The disruption of natural grade to create slopes less than 20 percent will not be approved.

Easement. The legal authorization by a property owner providing for the use by another of a designated portion of this property for a specified purpose.

Flag Lot. A lot where access to the public road system is by way of a narrow strip of land owned as one contiguous parcel.

Land Division. Any recorded document, such as a deed, plat, or certified survey map, which creates a new lot line.

Lot. ~~A parcel of land occupied or capable of being occupied by structures and/or uses consistent with the provisions of this chapter and the Washburn County Zoning Ordinance [chapter 38 of this Code of Ordinances].~~ A parcel of land, often designated on a plat or certified survey map (CSM) which is generally considered suitable for development.

Lot area. The horizontal projection of a parcel of land, measured in square feet or acres.

Lot, width. The shortest horizontal straight line measurement between side lot lines. A lot shall be judged to meet the minimum width requirement for the districts in which it is located, if the district's width dimensions are maintained from the point(s) at which the lot's frontage width is determined (waterfront for shoreline lots and road frontages on all other lots) to the point(s) at which the lot's minimum area requirement has been satisfied.

Outlots. A parcel of land, other than a lot or block, so designated on a plat or certified survey map (CSM), which is generally considered to be unsuitable for development. The creation of outlots shall be for the purposes of: accounting for existing substandard or remnant parcels, to describe a parcel to be conveyed and attached to an adjoining parcel, for the creation of a park (Subdivision Plat), the creation of a private road or alley, highway right-of-way, public utility areas. ~~Outlots are sometimes created as a remnant parcel during a land division or they may be substandard due to parcel area, parcel width, access, poor soil conditions, wetlands, or severe slopes. Note: Two or more contiguous outlots that meet the provisions of this chapter, may be considered a buildable parcel.~~

Parcel. See "Lot". A distinct portion of land.

Plat. A map of subdivision, including local and state plats, prepared in the manner prescribed in Wis. Stats. ch. 236.

~~Planning, land and resource management department (PLRMD). A department created by the Washburn County Board of Supervisors which includes the zoning division, the land information division (county surveyor) and the land and water conservation division.~~

Preliminary map or plat. A map showing the salient features of a proposed land division to an approving authority for purposes of preliminary consideration.

Private road. A route of pedestrian or vehicular travel which has not been dedicated or deeded to the public, or to any public highway authority, and which is used and maintained by parties to the exclusion of the public in general.

Replat. The process of changing the map or plat which changes the boundaries of a recorded plat or part thereof.

Road frontage. The shortest horizontal straight line, which can be established between the point where one side lot line intersects the right-of-way to the other side lot line.

Service road. Streets parallel and adjacent to arterial roads, which provide access to abutting properties and separation from through traffic.

Shoreline measurement. The shortest straight line, which can be established between points on the side lot lines at the ordinary high water mark of a lot or parcel abutting a navigable lake or stream.

Street. Any public way, road, avenue, highway or part thereof.

Surety bond. A bond guaranteeing performance of a contract or obligation through forfeiture of the bond if said contract or obligation is unfulfilled by the applicant.

Subdivision. The division of land, or reconfiguration of existing lots, for any the purpose including of transfer or development which results in the creation or alteration of any parcels of nine acres or less, including remnant parcels.

Wetlands. Areas where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic hydrophilic vegetation and which have soils indicative of wet conditions.

Zoning committee. A committee created by the Washburn County Board of Supervisors under the authorization of the Wisconsin Statutes to perform duties in relationship to subdivisions of land under this chapter. (Res. No. 42-09, § 1.5, 5-19-2009)

Sec. 62-6. Administration.

The administration and enforcement of this chapter shall reside with the zoning administrator and the county surveyor, under the direction of the zoning committee.

(Res. No. 42-09, § 6.1, 5-19-2009)

Sec. 62-7. Compliance.

- (a) No person, firm, or corporation shall divide land for the purpose of sale, transfer, or development without obtaining the approval of Washburn County and without complying with the provisions of this chapter.
- (b) Where applicable, the subdivider shall also comply with the provisions of Wis. Stats. ch. 236; the rules of the ~~state department of commerce~~ Department of Safety and Professional Service SPS 383 as they relate to private sewage systems; the rules of the state department of transportation as they relate to safety of access

and preservation of public interest concerns; and all other laws, regulations or requirements having appropriate authority.

- (c) Should any provision of this chapter conflict with any other law, then the provisions of the more stringent requirement, regulation, restriction or limitation shall prevail.
- (d) No zoning or land use permit shall be issued, nor shall any construction activity commence on any lot requiring approval under this chapter until final lot division approval has been granted and the final maps, ~~plans~~ plats and/or road maintenance agreements have been duly recorded.
- (e) Attempts to circumvent the provisions of this chapter through the transfer of lands to others, at less than current fair market value is expressly prohibited.

(Res. No. 42-09, § 6.2, 5-19-2009)

Sec. 62-8. ~~Exclusions.~~ Exemptions.

The provisions of this chapter shall not apply to:

The following are exempt from Sections 62-22, 62-25, 62.32, and 62-33 of this ordinance unless specifically stated:

- (a) Transfers of land by will, transfer on death or pursuant to court order except when a division of land occurs in said transfer. 236.45(2) (am)1. Minimum lot requirements of the county development code – chapter 38, and of this chapter, will pertain. See OAG-01-14.
- (b) Leases for a term not to exceed ten years, mortgages or easements.
- (c) Cemetery plats and assessor plats made under the provisions of Wis. Stats. ~~§§~~ 157.07 and 70.27.
- (d) Existing parcels converted to condominium ownership. (Fee is applicable – see fee schedule.)
- (e) CSMs being recorded for the combination of existing parcels and/or the exchange of land between owners of adjoining property, if additional lots are not being created and the resulting lot(s) are not reduced below minimum standards. (Fee is applicable - see fee schedule.)

(Res. No. 42-09, § 6.3, 5-19-2009)

Sec. 62-9. Violations and penalties.

- (a) Any violation of the terms of this chapter not corrected on the written order of the zoning committee, zoning administrator or county surveyor, within the time specified shall be referred to the Washburn County corporation council counsel ~~who shall determine the what~~ for further action ~~to shall be taken~~.
- (b) The violation ~~or neglect~~ of any condition attached by the zoning committee, zoning administrator, or county surveyor to a land division approval shall constitute a violation of this chapter.
- (c) Any person or persons, firm or corporation found guilty of violating any provisions of this chapter shall, upon conviction thereof, forfeit not less than \$100.00 or more than \$500.00 and the full cost of prosecution, plus the costs of any compliance required to rectify the violation. Each day of violation shall constitute a separate offense. The fact that a permit was issued shall not constitute a defense, nor shall any error, oversight or dereliction of duty on the part of county ~~zoning department~~ staff constitute a defense.
- (d) Violations of the provisions of this chapter are also subject to the terms of Wis. Stats. Ch. 236 and §66.0113.

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(Supp. No. 25)

(Res. No. 42-09, § 6.4, 5-19-2009)

Sec. 62-10. Severability clause.

The provisions of this chapter shall be deemed to be separable and the invalidity of any portion by a court of competent jurisdiction shall not affect the validity of the remainder.

(Res. No. 42-09, § 6.5, 5-19-2009)

Sec. 62-11. Disclaimer of liability.

Washburn County, its officers, employees and agents shall not be held liable for any damages sustained as result of compliance with or failure to comply with any of the requirements of this chapter or of any approval, permission or denial of approval or permission decided upon by the county under this chapter.

(Res. No. 42-09, § 6.6, 5-19-2009)

Sec. 62-12. Interpretation.

These regulations shall be liberally construed in their interpretation and application to provide for the orderly growth and development of the unincorporated areas of Washburn County, and shall not be deemed as a limitation or repeal of any other power granted by the Wisconsin Statutes.

(Res. No. 42-09, § 6.7, 5-19-2009)

Sec. 62-13. Amendments.

The Washburn County Board of Supervisors may make amendments to this chapter in the manner prescribed by the Wisconsin Statutes.

(Res. No. 42-09, § 6.8, 5-19-2009)

Sec. 62-14. Repeal of previous ordinances.

All previous Washburn County subdivision control ordinances and amendments thereto, are hereby repealed.

(Res. No. 42-09, § 6.9, 5-19-2009)

Sec. 62-15. Appeals.

- (a) Appeals ~~to~~ of the denial of a certified survey map or a county plat by the Washburn County Zoning Committee or whose official decision is in question, shall be made to the ~~district circuit court directly~~. An appeal notice shall be filed with the Zoning Committee or official whose decision is in question, and to the circuit court within 30 days of the decision. ~~This appeal shall be filed within 30 days of decision.~~
- (b) Any person seeking relief from the standards of this chapter that govern access may ~~request an~~ appeal ~~to before~~ the Washburn County Zoning Committee. An appeal notice shall be filed with the zoning department within 30 days of the committee's decision.

(Res. No. 42-09, § 6.10, 5-19-2009)

(Supp. No. 25)

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Sec. 62-16. Right to access.

The zoning committee and its duly authorized staff shall be granted access, with the consent of the property owner or his agent, to any premises during regular business hours for the purpose of performing inspections necessary to assure compliance with this chapter.

(Res. No. 42-09, § 6.12, 5-19-2009)

Sec. 62-17. Vacating and replatting.

Recorded maps or plats may be vacated or altered pursuant to Wis. Stats. §§ 236.36—236.44, which are adopted by reference and applied to all land divisions regulated by this chapter.

(Res. No. 42-09, § 6.13, 5-19-2009)

Secs. 62-18—62-20. Reserved.

ARTICLE II. SURVEY AND RECORDING REQUIREMENTS

Sec. 62-21. Subdivisions not requiring surveys.

- (a) Parcels greater than nine acres in size may be created as long as parcels meet zoning district dimensional standards per chapter 38 and lot standards per chapter 62. Lake bed of non-meandered lakes will not be considered as part of meeting the 9 acre requirement or the dimensional requirements per chapter 38 and lot standards per chapter 62.
- (b) The sale or exchange of parcels between owners of adjoining property is permitted if additional lots are not thereby created and the resulting lots are not reduced below the minimum size required by the Washburn County Zoning Code or other applicable laws or ordinance. Documentation may be necessary by either survey map or deed restriction. If so, the following a comparable statement should shall be included on the map or in the deed:

"The above-described parcel is adjoining to and intended to be considered as a single parcel with the parcel described in document number _____, Volume ____, page ____, which is not to be conveyed or used as an independent parcel."

(Res. No. 42-09, § 2.1, 5-19-2009)

Sec. 62-22. Subdivisions requiring a survey.

- (a) All parcels created ~~of resulting-in-~~nine acres or less, except those created under section 62-21(b), shall require a recordable survey by a Wisconsin Professional registered Land Surveyor.
- (b) Prior to the final approval of land divisions to which this chapter applies, the owner of the land shall have the parcels surveyed by a Wisconsin Professional registered Land Surveyor. The surveyor shall create a certified survey map (CSM) or plat, in the manner prescribed in Wis. Stats. Ch.236-34.
- (c) Any contiguous parcel or tract of land, which is owned, controlled, or managed as a single entity shall be treated as a single parcel or tract for the purpose of this chapter, unless it is divided by an existing dedicated street, fee title public highway, or by meandered navigable water body.

(Supp. No. 25)

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The zoning administrator shall determine whether the proposed subdivision or land division satisfies the above definition and this determination may be reviewed by the zoning committee. Land divisions requiring a survey are classified under this chapter as either:

- (1) Minor subdivision (certified survey map).
 - (2) Local (county) subdivision.
 - (3) State subdivision.
- (d) Subdivisions created under Wis. Stats. § 236.03 shall be subject to all applicable provisions of this chapter.
(Res. No. 42-09, § 2.2, 5-19-2009)

Sec. 62-23. Classifications of subdivisions.

- (a) A Certified Survey Map (CSM) shall be prepared and recorded for land divisions resulting in the creation of no more than eight parcels of nine acres or less within a period of five years. A CSM may not change the original exterior boundary of a state or local subdivision plat, except as provided in Wis. Stats. ch. 236.
- (b) A county plat shall be prepared and recorded for all land divisions resulting in the creation of nine or more parcels of nine acres or less within a period of five years, with no more than four parcels being one and one-half acres or less.
- (c) A state plat shall be prepared and recorded for all land divisions resulting in the creation of five or more parcels of one and one-half acres or less, within a period of five years, as provided in Wis. Stats. § 236.13.

(Res. No. 42-09, § 2.3, 5-19-2009)

Sec. 62-24. Recording requirements.

All CSMs and plats shall be recorded at the office of the Washburn County Register of Deeds, in the manner described in Wis. Stats. ch. 236. This recording shall be within six months of the approval of the CSM or the county plat.

Every CSM or recorded plat shall have the following text within the document:

Approved for filing on ___ by _____, Zoning Administrator. Approval of this minor subdivision does not grant approval of a building site.

(Res. No. 42-09, § 2.4, 5-19-2009)

Sec. 62-25. Fees.

- (a) The applicant shall pay a fee for the review of a CSM or plat. Such fees shall be established by the Washburn County Zoning Committee, and shall be made payable to ~~the zoning division or~~ Washburn County Zoning, ~~Washburn County Surveyor or Surveyor~~ Land Information. Fee shall be paid at the time of submission for review and will be non-refundable. If significant alterations are made to the submission after an initial review, a second review may constitute a new review and therefore incur an additional fee.
- (b) The applicants shall also pay the recording fee as determined by the register of deeds prior to recording a CSM or plat.

~~(c)~~ Illegal subdivisions will be subject to an additional after the fact fee as determined by the zoning committee.

(d) An applicant or subdivider may be required to complete other applications and pay other fees, such as, but not limited to, WISDOT permits, driveway permits, private road signs, and address signs, as required within the Washburn County Code, prior to the final approval, or as a condition of recording which is enforceable through 62-9 of this chapter.

(Res. No. 42-09, § 2.5, 5-19-2009)

Secs. 62-26—62-30. Reserved.

ARTICLE III. PROCEDURE FOR DIVIDING LAND

Sec. 62-31. General information.

Prior to any land division filing a CSM or plat, it is recommended that the applicant consult with the local municipality, the zoning administrator ~~division and/or~~ the county surveyor to obtain advice and assistance. This consultation is intended to provide the applicant with the purpose and objectives of this chapter, to provide assistance in planning of the proposed land division, and to afford the opportunity for the applicant to be informed of any changes, additions or corrections of the proposed land division to comply with state, local, and county ordinances. ~~to expedite formal review procedures.~~ Preliminary approval is not required for a CSM, although it is recommended. The authority to review, approve, reject or conditionally approve preliminary certified survey maps is delegated to the county zoning administrator or the assistant zoning administrator by the Washburn County Zoning Committee by resolution.

The Washburn County Surveyor shall review, approve, reject or conditionally approve certified survey maps and plats for compliance with Wis. Stats. ch. 236, A-E 7 Wis. Admin. Code, and this chapter. To allow for professional judgment, a CSM or plat may not be rejected solely due to differing opinions related to boundary retracement methods. All CSMs and Plat submissions shall be to the Washburn County Surveyor and accompanied with the appropriate fees and shall be held by the County Surveyor or Zoning Administrator through the approval process until it is delivered to the Register of Deeds for recording.

(Res. No. 42-09, § 3.1, 5-19-2009)

Sec. 62-32. Preliminary plat (county and state) approval.

The applicant shall submit to the ~~PLRM~~ Washburn County Surveyor and those having authority to review state plats under Wis. Stats. Ch. 236 or local subdivisions and certified survey maps under Wis. Stats. § 236.45, ~~seven copies of the preliminary plat.~~

- (a) The preliminary layout must clearly indicate the existing condition of the proposed land division. Data must be included on physical features, bodies of water, public access or accesses, wetland areas, existing vegetation, slopes over 20 percent, areas subject to flooding, soil conditions, available community facilities and utilities, structures, recorded easements or covenants, street and road locations and status (public, private), ~~and~~ lot widths, depths and areas, and the developable building area (when lots are found to have marginal developable building area). The proposed layout shall be drawn at a legible scale and shall identify any improvements (road construction, grading, dedication of land, installation of amenities, or any other construction activity), which the applicant proposes to make and shall indicate when these improvements will be provided.
- (b) The zoning committee shall approve, reject, or approve conditionally the preliminary land division within 40 days of receiving the land division application and layout, as provided by statute. Any condition of approval or reason for disapproval shall be described in writing and shall be made a part of

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the file record of the application. An extension of the 40 days may be granted upon agreement of both parties.

- (c) Where the zoning committee finds that the county requires additional information relative to a problem or concern posed by the proposed subdivision, the committee shall have the authority to request such information in writing from the subdivider. Such additional information may include, but is not limited to, the following:
- (1) All lands reserved for future public acquisition.
 - (2) Soil borings conducted by a certified soil tester for all lots not served by a public sewer.
 - (3) Two-foot contour interval topographic mapping in the areas of lots intended to be used for building sites, and the installation of a private onsite wastewater treatment system (POWTS).
 - (4) A stormwater management plan under the provisions of Wis. Admin. Code NR ch. 216, achieving the erosion control performance standards of Wis. Admin. Code NR ch. 151.
 - (5) Regional flood elevation when the property may be indicated as lying within a flood hazard boundary.

~~(D)~~ (d) The preliminary plat / CSM review time starts when the County Surveyor receives a reviewable document and fees, but shall restart if there are any changes or alterations.

(Res. No. 42-09, § 3.2, 5-19-2009)

Sec. 62-33. Final plat (county and state) approval.

- (a) Final state and county plats shall be submitted to the land information and zoning divisions within 12 months of preliminary approval, unless this requirement is waived by the zoning committee supported by written request by applicant. Final maps or plats shall be considered by the zoning committee and accepted or rejected within 90 days of the date of submission.
- (b) The final plat shall conform to the preliminary layout as approved, and to all applicable ordinances and laws. All new roads or easements necessary to serve this land division shall appear on the face of the final map prior to their recording.
- (c) A certificate of approval of the county zoning committee chairperson and the county surveyor shall appear on the face of all final plats prior to their recording.
- (d) Any land division resulting in the creation of a county and/or state plat shall require the review of the local town board and any municipality having extraterritorial plat approval jurisdiction. A certificate of approval of the local town board shall appear on the face of all required plats prior to their recording.
- (e) No lot shall be sold or transferred without fully complying with the terms of this chapter. Any offer or contract to convey may be made if that offer or contract states on its face that it is contingent upon approval of the final land division and shall be void if such approval is not received.
- (f) The Final plat / CSM review time starts when the County Surveyor receives a final, recordable document and fees, but shall restart if there are any changes or alterations.

TABLE 1
LAND DIVISION / SUBDIVISION REVIEW PROCEDURES

	Certified Survey Map	County Plat	State Plat
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	1—4 lots per map each lot being 9 acres or less	9 or more lots of 9 acres or less in size created within the same contiguous parcel within a 5-year period. No more than 4 lots shall be less than 1.5 acres.	5 or more parcels of 1.5 acres each or less created within the same contiguous parcel within a 5-year period.
Preliminary Consultation	Not required <u>recommended</u>	Recommend for county plats—No time limits	Recommend
Preliminary Land Division Approval	Not required	Required by zoning committee. Maximum review time 40 days per Wis. Stats. ch. 236.	Required
Final Land Division Approval	Required map review time is 15 business days	Required by zoning committee. Maximum review time 90 days.	Required by zoning committee. Maximum review time 90 days per Wis. Stats. ch. 236.
Recording of Plat	Must occur within 6 months of approval or CSM or plat is void <u>— a new fee applies.</u>		

(Res. No. 42-09, § 3.3, 5-19-2009)

Secs. 62-34—62-40. Reserved.

ARTICLE IV. DESIGN STANDARDS

Sec. 62-41. Lot standards.

- (a) Lot, outlot, or parcel sizes shall conform to the area and width dimensional requirements outlined in the Washburn County Zoning Ordinance [chapter 38 of this Code of Ordinances]. In any town which has not ratified the Washburn County Zoning Ordinance, the minimum lot size standards of the Residential-Recreation 1 (RR-1) District shall apply. No lot shall be reduced below the minimum size for the zoning district in which it is located.
- (b) Lots abutting navigable water bodies must meet ~~the Washburn County Shorelands Class Development Standards as well as~~ the minimum dimensional requirements of the zoning district in which it lies (chapter 38, division 27, Washburn County Code).
- (c) The minimum lot area must include 10,000 square feet of contiguous "developable building area" (see definition section 62-5). In cases when this requirement cannot be met with a minimum lot size, the size of the proposed lot shall be increased. The county may require that the final certified survey map or plat show graphically the developable building area and the features that limit the developable building area near the minimum.
- (d) When representing lot area, total taxable areas must be shown. This includes the area lying within the rights-of-way of non-fee title roads and unplatted public roads. On meandered parcels, this also includes the area between the meander line and the apparent ordinary high water line on meandered lakes and streams, and between the meander line and the property lines as they fall within the lakebed of non-meandered lakes or streams. ~~On meandered parcels, area should also be shown to the meander line.~~

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- (e) Planned residential developments are subject to division 14 of the Washburn County Zoning Ordinance [chapter 38 of this Code of Ordinances].
 - (f) The location of any existing and visible buildings, septic vents, wells, ~~or other improvements and line fences~~ shall be shown. The improvements shall be on the lot for which they pertain and the setbacks shall be met along the proposed lot lines unless other acceptable alternatives are allowed by ordinance.
 - (g) The length to width ratio on newly created lots shall not exceed 4:1. This requirement may be waived by ~~agreement mutual consent~~ of the County Surveyor and Zoning Administrator when ~~the county surveyor if~~ specific site conditions do not allow for this ratio.
 - (h) Each plat or CSM shall designate whether immediately adjoining land is undivided or, if divided, the CSM or plat by which it has been divided shall be identified with reference to recording information.
 - ~~(i) The overall width of public and private road rights of way and ingress and egress easements shall be graphically shown, with widths noted on both sides of the centerline.~~
 - (i) Flag lots are allowed for access to public roads. However, the access strip shall not be included in the calculation for the minimum lot size or developable building area. The width of the access strip shall be a minimum of 49.5 feet. In general, the access strip shall not be so wide as to allow for improvements within the strip, although where unique site conditions exist, exceptions may be approved or denied agreement of the County Surveyor and Zoning Administrator.
 - (j) A corner lot shall have extra width and area over the minimum requirements to allow for adequate building setbacks from side streets and to meet the 10,000 square feet of developable building area.

(Res. No. 42-09, § 4.1, 5-19-2009)

Sec. 62-42. Surface drainage, stormwater management and erosion control.

Land divisions shall be designed so as to minimize soil erosion and to provide reasonable management of surface water drainage. Development shall be in accordance with the requirements of Wis. Admin. Code NR ch. 216 for construction site stormwater discharge permits, erosion control plans and post-construction stormwater management plans, and shall meet the minimum performance standards of Wis. Admin. Code NR ch. 151.

(Res. No. 42-09, § 4.2, 5-19-2009)

Sec. 62-43. Access.

- (a) Every lot created, and requiring approval under terms of this chapter, shall have access to a public street, road, or highway. This access can be accomplished through the establishment of a shared driveway, a private road or a public road. Shared driveways may serve no more than two parcels, and shall be a minimum of ~~20~~ 33 feet in width, a private road shall be a minimum of three rods, (49½ feet) in width and a public road shall be a minimum of four rods, (66 feet) in width. Road maintenance agreements must be recorded for private roads, and the recording information shall be shown on the face of the certified survey map/plat, or a copy of the recorded agreement shall be presented to the ~~zoning division~~ County Surveyor within 90 days of final approval or 2 weeks from recording. The limits of the access roads shall be shown graphically on the final map or plat. Refer to section 38-481 of the zoning ordinance for roadway access standards.
- (b) Where more than one lot abuts a street, highway or road, a service road or other form of shared access may be required to allow a minimum number of access driveways. Refer to section 38-481 of the zoning ordinance for roadway access standards.

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- (c) All private lake accesses, lake access easements, or outlots, deeded or contractual accesses for the purpose of lake access shall meet the requirements of chapter 38 of the Washburn County Code.
 - (d) Individual towns may require that each lot in a land division be provided with direct access to a public highway, in which event, the local town standard shall control.
 - (e) ~~Land divisions~~ State subdivision plats abutting state highways are subject to Wis. Admin. Code Trans ch. 233. Proposed land divisions abutting state highways may require consultation, pre-approval, or access permits from WISDOT prior to approval.
 - (f) ~~Any created~~ Proposed land divisions ~~parcels and/or developments~~ abutting county highways shall require consultation with, and a the appropriate permit, or permits from the Washburn County Highway Department prior to recording.
 - (g) Existing parcels that are accessed by an easement through the lands of others shall show the access documents by volume and page or document number on the face of the CSM or plat. Land divisions relying on access through the lands of others will be approved if access documents are shown to provide access and have sufficient side and overhead clearances to allow access and turn around for emergency vehicles. The subdivider shall take responsibility for any action or lawsuit that may result from the increased use of said access or easement.

(Res. No. 42-09, § 4.3, 5-19-2009)

Sec. 62-44. Dedication.

- (a) All dedications required by towns or the county or by private or public utilities for rights-of-way and all other dedications required by any plat or CSM approval authority for public parks, grounds or other purposes shall be set forth on the face of the plat or CSM. In addition, it is recommended that each easement specify its purpose and identify the person or entity in whose favor the easement is granted, together with recording information as to preexisting easements, if any.
- (b) Dedication shall be effected as provided in Wis. Stats. § 236.29.
- (c) This section does not apply to road or access dedications. Where open-space land is conveyed in common to each of the owners of lots in a land division, a homeowners association or similar legally constituted body shall be created to maintain such land.

(Res. No. 42-09, § 4.4, 5-19-2009)

Sec. 62-45. Improvements.

- (a) The applicant shall be responsible for the installation of survey monuments in accordance with the requirements of Wis. Stats. § 236.15.
- (b) Unless waived by the zoning committee, the applicant shall be responsible for the construction of all public and private roadways to the standards specified in this chapter (section 62-46).
- (c) The zoning committee may require the applicant to provide other improvements to insure quality land divisions, which fulfill the intent of this chapter. Such required improvements include the construction of sewer and water facilities, utility systems, drainage facilities, sidewalks, culverts, street lighting and signing, and other improvements deemed to be in the public interest.

(Res. No. 42-09, § 4.5, 5-19-2009)

Sec. 62-46. Bonds.

- (a) The zoning committee may require the applicant to file with the county a surety bond in which the applicant enters into a contract agreeing to install all required improvements. This contract and bond shall be subject to the approval of the corporation counsel and may be in the form of a surety bond, certificate of deposit, certified check or other security equal in amount to the estimated cost of improvements.
- (b) Required improvements shall be made by the applicant or his agents not later than one year from the date of final land division approval or at a later date specified by the zoning committee.
- (c) Verification of improvement completion shall be made by ~~PLRMD~~ the Zoning Committee or Zoning Dept. Upon termination of the bonding period, or completion of improvements, the zoning committee shall determine to what extent improvements have been completed and shall return all or a commensurate portion of the bond.

(Res. No. 42-09, § 4.6, 5-19-2009)

Sec. 62-47. Street and roads.

- (a) Construction of public streets and roads shall conform to all applicable town and county standards and shall be consistent with the provisions found in Wis. Stats. chs. 82 and 83.
- (b) Streets and roads shall be located with due regard to topographical conditions, natural features, existing and proposed utilities, land uses, and public safety and convenience. Where practicable, streets shall intersect at right angles to afford maximum visibility.
- (c) The minimum frontage for lots fronting on a cul-de-sac or a curve with a radius less than 300 feet shall be 35 feet, as measured along the chord between the points where the side lot lines intersect the outer edge of the cul-de-sac, or curve as applicable.
- (d) All dead-end public and private roads serving more than two lots will have an improved cul-de-sac at the end. This cul-de-sac shall be a minimum 60-foot radius.
- (e) If a proposed public or private dead-end road will exceed 2,000 feet in length, the county may require that provisions be made for the extension of the dead-end road to the boundary of the subdivision in order to allow for future extensions of roads.
- (f) All new public and private roads shall be named and signed as set forth in chapter 60 of this code. ~~The name must not conflict with any existing road names.~~ See chapter 60-23(d)1 for road name and sign requirements and responsibilities for new subdivisions.

(Res. No. 42-09, § 4.7, 5-19-2009)

Secs. 62-48—62-50. Reserved.

ARTICLE V. CONDOMINIUM OWNERSHIP

Sec. 62-51. General.

Condominiums will be regulated the same as any other Subdivision, however, Washburn County does not regulate a condominium form of ownership. This chapter and the zoning ordinance [chapter 38 of this Code of Ordinances] may not prohibit or impose any requirements upon a condominium that it would not impose if the

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development were under a different form of ownership, pursuant to Wis. Stats. § 703.27. Further, for purposes of practicality, it is recognized that this provision applies to ownership and not the usage of the words "condo" or "condominium" when referring to structures.

(Res. No. 42-09, § 5.1, 5-19-2009)

Sec. 62-52. New developments in condominium ownership.

- (a) New developments to be placed in condominium ownership shall conform to the provisions of this chapter and the zoning ordinance [chapter 38 of this Code of Ordinances] which govern parcel size, lot area, and access and street/road design. Density of new structures shall conform to allowable densities in pertinent zoning districts and/or in the multiunit attached or detached standards in section 38-605 of the zoning ordinance.
- (b) New developments placed in condominium ownership shall be subject to the approval and recording process described in this chapter, relative to preliminary/final platting procedures and fees.

(Res. No. 42-09, § 5.2, 5-19-2009)

Sec. 62-53. Conversion to condominium.

- (a) Existing parcels containing existing structures (principal dwellings, seasonal dwellings, accessory buildings, etc.) may be converted to a condominium form of ownership pursuant to all applicable provisions of Wis. Stats. ch. 703.
- (b) Exclusions.
 - (1) ~~This chapter~~ The portions of this chapter which govern parcel size, lot area, access and street/road design, do does not apply to conversions to condominium ownership if the existing parcel does not change in area, or if no additional lots are created. All proposed construction or structural alterations shall meet Washburn County's zoning ordinance [chapter 38 of this Code of Ordinances], and be so noted on the condominium plat or plat amendments.
 - (2) Conversions to condominium ownership are not subject to ~~the approval provisions 62-32 and 62-33~~ of this chapter prior to recording, if the conditions in subsection (1) above apply. It is required, however, that an individual proposing a conversion meet with the county surveyor and zoning administrator to discuss and document possible issues that would be of interest to potential owners. A review fee shall be charged per 62-25 and a mark of approval shall be placed on the condominium plat by the county surveyor and zoning administrator to document that this condition has been met prior to the conversion to condominium plat recording. ~~and collected by the PLRMD prior to conversion condominium plat approval and recording.~~

(Res. No. 42-09, § 5.3, 5-19-2009)

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK POLICY 6.2
TRAVEL REIMBURSEMENT**

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 Travel Reimbursement policy does not address reimbursement for meals incurred while traveling the day before a meeting or conference; and

WHEREAS, there are several occasions when the meeting location is distant and requires travel the day prior; and

WHEREAS, the Personnel Committee has approved that, if training/meeting requires an overnight stay the night before, the employee would be eligible for the evening meal.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors hereby approve the language change for Handbook Policy 6.2 Travel Reimbursement as reflected above; the entire policy is attached with the language change indicated.

FISCAL IMPACT: None

Recommended for adoption by the Personnel Committee on the 2nd day of June, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Dave Wilson, Chair

Hank Graber, Vice Chair

Mark Radzak, Member

Jocelyn Ford, Member

Linda Featherly, Member

6.2 TRAVEL REIMBURSEMENT

All employees and elected officials shall be compensated for travel expenses under these guidelines. Travel reimbursement requests shall be made on the appropriate county form. Itemized, dated receipts must be shown for all expenses, excluding alcoholic beverages which are not subject to reimbursement. All requests for reimbursement, with supporting documentation, must be submitted within sixty (60) days after the expense is incurred.

Meal Expenses:

31

When employees and elected officials are authorized and required by the employer to travel, the County shall reimburse, providing appropriate receipts are furnished, up to the allowed maximums as provided by the Finance Department. Current maximums are indicated on the reimbursement request form.

If a meal is provided, no additional reimbursement will be made for meals purchased in lieu of the provided meal. No company credit card shall be used to purchase meals. The maximum tip to be eligible for reimbursement consideration shall be 15%; the tip is included in the current maximum meal allowance.

Expenses may be paid in aggregate under the following guidelines:

- To be eligible for the breakfast meal, the County requires the employee to leave home prior to 6:30 a.m.
- To be eligible for the noon meal, the County requires the employee to leave their place of work prior to 10:30 a.m. and return home after 2:30 p.m.
- To be eligible for the dinner meal, the County requires the employee to return home after 7:00 p.m.
- **If training requires an overnight stay the night before, then the employee would be eligible for the evening meal.**

Department Heads are allowed some flexibility from the Meal Reimbursement guidelines on the hour of the day rules.

Lodging:

Lodging will be paid up to the state rate currently in effect or an amount preapproved. When making lodging reservations, consideration should be given to safety, security and proximity to the event. Employees will note on lodging invoices the purpose of the lodging. If the lodging is for training, indicate the title of the training.

Ground Transportation:

The purpose of the ground transportation policy is to provide a clear policy and procedure that is compliant with state and federal regulations, promote safe travel, and allow for reasonable and manageable travel expenses while maintaining the necessary controls and accountability.

Washburn County reimburses employees for ground transportation while travelling on Washburn County business. The most economical mode of ground transportation should be used to and from air, bus, and rail terminals. Travelers may rent a car or take an uber/lyft or taxi at their destination, but public transportation and shuttle services should be considered. Ground transportation expenses shall be reimbursed if approved by the department head, and if appropriate receipts are furnished. The maximum tip eligible for reimbursement shall be 15%.

Mileage:

Employees are eligible for mileage reimbursement for any position related duties and conference or training that they are required and/or allowed to attend. All employees will be required to try to first use a County vehicle for traveling before using personally owned vehicles. If there is not a County vehicle available for use and an employee must use their personally owned vehicle, an employee will be reimbursed for mileage at rates established periodically by the Finance Committee with current proof of insurance at the level recommended by the County's insurance carrier. (Currently \$100K per person/\$300K per Accident/\$50K Property Damage or \$300K combined single limit.) Mileage shall be reimbursed for the shortest distance travelled, whether from home or office.

Other:

Miscellaneous expenses will be paid on a case-by-case basis with itemized, dated receipts.

Resolution No. _____

Request to Department of Natural Resources to fill County Forest Liaison Forester Position

WHEREAS, the Department of Natural Resources assigns Liaison Foresters to County Forest programs in Wisconsin, which are critical components to forestry operations; and

WHEREAS, the DNR Liaison Forester position for Washburn County has been vacant since March, along with 5 other Liaison positions across the state; and

WHEREAS, there are interested individuals within DNR employment that would likely apply for the position through the state's lateral transfer process; and

WHEREAS, the Forestry Department has not been able to secure a timeline or commitment to fill vacant positions through either lateral transfers or open recruitment.

BE IT RESOLVED that the Washburn County Board of Supervisors request immediate action towards filling the vacant Washburn County Forest DNR Liaison Forester position, as well as all vacant Liaison Forester positions statewide; and

BE IT FUTHER RESOLVED that this resolution be forwarded to the DNR Secretary's Office, Chief State Forester and Deputy Forestry Division Administrator

Submitted for adoption this 21st day of June, 2022 by:

Forestry, Parks & Recreation Committee:

FISCAL IMPACT - none anticipated


Sandy Johnson, Chair

Motion for adoption by:
Supervisor _____


Hank Graber, Vice Chair

Seconded by:
Supervisor _____


Jerry Smith


Mark Radzak

Ayes _____, Noes _____, Absent _____


Brian Melton

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on June 21, 2022.

Lolita Olson, County Clerk

Resolution No. _____

**AN ORDINANCE TO RETURN A TAX DEEDED LAND TO THE FORMER OWNERS –
BRADLEY, JENNA & KEIRA OLSON - PURSUANT TO §75.35(2)(e), WIS. STATS.¹**

The Washburn County Board of Supervisors Ordain as Follows:

WHEREAS, Washburn County is the holder of a tax deed to that Part of the Northeast Quarter of the Northeast Quarter (NENE) of Section Sixteen (16), Township Forty-two North (T42N) of Range Thirteen West (13W) in the Town of Minong, Washburn County, Wisconsin, described as the East 581' NE NE S of E/W Tn Rd, recorded April 5, 2022, as Document Number 402025, bearing PIN 65-030-2-42-13-16-1 01-000-005000 containing 5.46 acres;

AND WHEREAS, the Public Property and Land Sale Committee has voted the return of the property to the former owner(s), who are:

Bradley, Jenna & Keira Olson
N13621 Three Mile Road
Minong WI 54859

for the reason that the former owner has brought current all real estate taxes, interest and penalties;

AND WHEREAS, the Public Property and Land Sale recommends to the full county board of supervisors the return of this tax deeded property;

NOW, THEREFORE, BE IT ORDAINED, that pursuant to § 75.25(2)(e), Wis. Stats., the County Clerk and County Board Chair are hereby authorized to execute a quit claim deed in the described property to the previous owners as listed above.

This ordinance shall not be published as a part of the Washburn County code.

FISCAL IMPACT: Return of back taxes owed.

Moved for adoption by the Public Property and Land Sale Committee this 6th day of June 2022:

Linda Featherly, Chair

Mark Radzak, Vice Chair

Clint Stariha

Hank Graber

Stephen Smith

¹ (e) Any county acting either by its board or by delegated authority as provided in this section may sell and convey tax-deeded lands to the former owner or owners thereof and such conveyance shall not operate to revive any tax certificate lien or any other lien whatsoever which was cut off and rendered void by the tax deed, foreclosure of tax certificate, deed in lieu of tax deed, action in rem under s. 75.521 or other means by which the county acquired title to such land, nor shall it revive the lien of any tax certificate or tax dated subsequently to the date on which the county acquired its title. The enactment into statute law of the provisions of this paragraph shall not be deemed an expression of legislative intent that the prior common law of this state was otherwise than as herein provided.

Resolution # _____
Page two

Approved by the Washburn County Board of Supervisors by a vote of _____ (Ayes) to _____ (Nays) this 21st day of June, 2022.

CORRECT ATTEST:

LOLITA OLSON
Washburn County Clerk

Resolution No. _____

County Forest Law Withdrawal for Emergency Communications Tower

WHEREAS, there is an identified need for a new tower to strengthen the emergency communications network in Washburn County; and

WHEREAS, after extensive review, an appropriate site has been identified on Washburn County Forest lands; and

WHEREAS, communication towers are not considered as a use consistent with the County Forest Law and a withdrawal from the program is required in order to build a tower.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors approves application to the Wisconsin Department of Natural Resources for withdrawal of approximately 4.6 acres from the County Forest Law consisting of:

West 500 feet of the north 500 feet of Government Lot 4 Section 4 T38N-R10W

BE IT FURTHER RESOLVED that the tower is intended to provide for public emergency communication frequencies and equipment and the site is to remain under Washburn County Forestry ownership; and

BE IT FUTHER RESOLVED that any portions of the withdrawal area that are not needed for tower purposes are to be returned to the County Forest Law program after completion or if the tower is not constructed.

Submitted for adoption this 21st day of June, 2022 by:

Forestry, Parks & Recreation Committee:

FISCAL IMPACT - none anticipated


Sandy Johnson, Chair

Motion for adoption by:
Supervisor _____


Hank Graber, Vice Chair

Seconded by:
Supervisor _____


Jerry Smith


Mark Radzak

Ayes _____, Noes _____, Absent _____


Brian Melton

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on June 21, 2022.

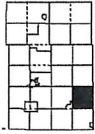
Lolita Olson, County Clerk

Proposed Tower Site Withdrawal
North 500' of West 500' Government Lot 4 Section 4 T38N-R10W



Proposed Tower Site Withdrawal

North 500' of West 500' Government Lot 4 Section 4 T38N-R10W

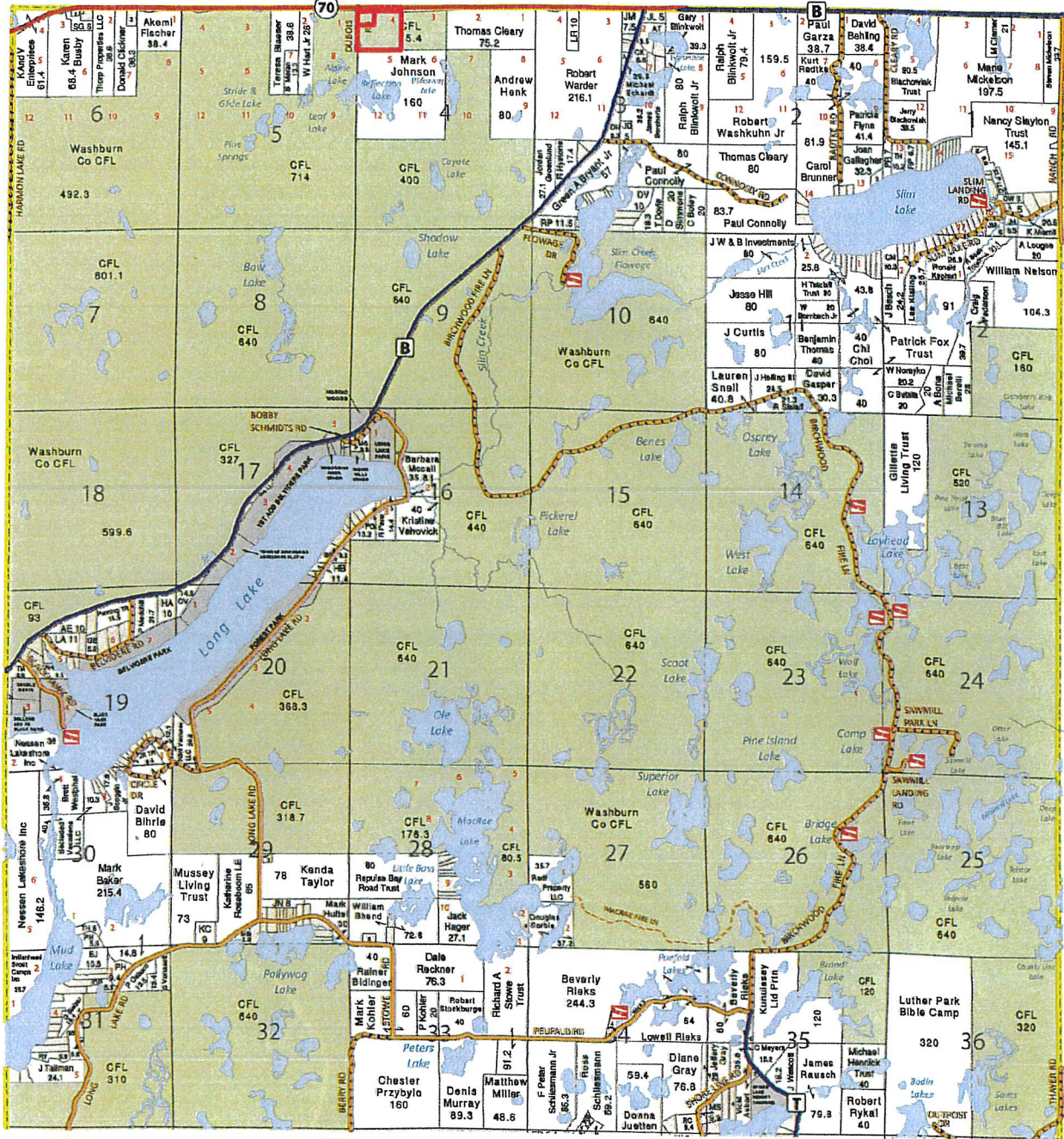


Birchwood (N)

T.38N.-R.10W.

Washburn County Land Information Office Shell Lake, WI 54871

See Page 28



See Page 12

W2500

W2100

W1700

W1300

W0900

W0500

W0100



WGxtreme is utilized by the Washburn County Land Information Department to serve up map data via the internet. The program allows the general public to access the latest mapping and tax/assessment

**Washburn County
Land Information**

R.O. Box 639
10 Fourth Avenue
Shell Lake, WI 54871

Office of the Sheriff

Washburn County

421 Highway 63
P.O. Box 429
Shell Lake WI 54871

Administration 715-468-4700
FAX 715-468-4715

Dispatch/Jail 715-468-4720
FAX 715-468-4729

Dennis Stuart
Sheriff

Steve Pank
Chief Deputy

June 20th, 2022

Washburn County Board
CC: Wisconsin DNR

In February 2020, Washburn County began working on an overview of the Washburn County's Radio Communication system that is utilized by Police, Fire, EMS, Highway, Forestry, Emergency Management, and Washburn County 911. This system is used 24/7 by all of these agencies. It was found that the majority of the County owned equipment was end of life and if any one of the pieces of equipment failed, significant disruptions would occur immediately with no back up equipment in place. It was also found that radio system coverage was lacking and the present system's poor coverage is a life safety risk for public safety users. An Ad Hoc Communications Committee was formed and outlined steps to mitigate these risks and bring equipment to current day radio standards.

A four step plan was implemented and the communications system upgrade is currently about 50% built out. Washburn County went with a simulcast radio system utilizing multiple tower sites for transmit and receive, along with a microwave system providing connectivity to all of the tower sites. To keep costs down and to immediately begin this critical project, Washburn County is utilizing existing county owned towers along with renting space off of other towers.

The radio system is being built out to provide redundancy. In the event one tower site fails, the rest of the system should continue to work with minimal disruptions county-wide. As a part of this redundancy, each tower site needs two network paths to ensure 100% uptime. Washburn County is using a mix of buried fiber and microwaves to achieve this. As a part of our initial plan, it was determined a Stone Lake area site was needed to provide this critical redundancy between the Birchwood and Lampson towers.

There are three tower sites currently in the Stone Lake area that are potential candidates, two cell phone company towers and a railroad tower. It was determined to rent space off of the railroad tower as cell phone companies are charging \$2,000 - \$3,000 a month for tower space. During negotiations with the railroad company, they advised us that they are stopping all new leases and redoing the lease process. This was

estimated to take six months however we are currently at one year without any progress...or price. During this time, Washburn County's radio system began to come online...without the critical second network path between Birchwood and Lampson. Currently, if we lose connectivity with our Shell Lake, Long Lake, or Birchwood towers...it would knock out all three of those sites causing significant disruptions to communications.

At this point, the County's only option is to build our own tower in the Stone Lake Area. A parcel of land owned by Forestry was identified near State Highway 70 and Dubois Road (described as North 500' of West 500' Government Lot 4 Section 4 T38N-R10W). Placing a 180' tower at this location would complete the network "ring" of redundancy between all of our tower sites by providing the critical link between our Birchwood and Lampson tower sites. Voice communication equipment would also be installed on this site to enhance communications in that part of the County.

The Washburn County Sheriff's Department Radio Division is requesting this parcel of land be withdrawn from the County Forest for this communication project. As stated above, there are no other alternatives and without this site, Washburn County risks losing communications to 50% of the county in the event of equipment failure...leaving Police, Fire, EMS, Highway, and Emergency Management unable to communicate.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tucker McCumber', written in a cursive style.

Tucker McCumber, COML/COMT
Radio System Manager
Washburn County Sheriff's Department
421 Highway 63
Shell Lake, WI 54871
Desk: (715) 468-4717
Cell: (715) 645-9038

**RESOLUTION TO CREATE THE STAND-ALONE
AGING AND DISABILITY RESOURCE CENTER (ADRC) OF WASHBURN COUNTY WHICH WILL BE FULLY
INTEGRATED WITH THE WASHBURN COUNTY UNIT ON AGING AS OF THE 1ST DAY OF JANUARY, 2023.**

WHEREAS, an Intergovernmental Agreement was entered into on the 1st day of January, 2009, by and between Barron County, Rusk County, and Washburn County, which were Wisconsin municipalities authorized to enter into this contract pursuant to Wis. Stat. Chapters 59 and 66, et seq. for the purpose of forming a multi-county (ADRC); and

WHEREAS, Barron County Board passed a Resolution on the 16th day of May, 2022, to withdraw from the Aging and Disability Resource Center of Barron, Rusk, and Washburn Counties as of the 31st day of December, 2022; and

WHEREAS, the Wisconsin Department of Health Services Division of Public Health, Bureau of Aging and Disability Resources Self-Assessment for an Integrated Agency states that it must have the following outcome indicators for an agency created with a single structure that integrates both the ADRC Scope of Services and Wisconsin Elders Act requirements for staffing and operations; and

WHEREAS, the Washburn County Unit on Aging and Disability Services Committee has met and recommends the creation of the stand-alone ADRC to be integrated with the Washburn County Unit on Aging.

Required Organizational Structure and Operations:

- The agency will be organized as a single stand-alone agency within county government.
- The organizational chart reflects an integrated agency providing all required ADRC and Aging services, as well as any other services included in the unit, department or agency.
- There is one director that has responsibility for ADRC and Aging Unit requirements. Staff under the director carry-out all the functions of the ADRC and Aging Unit.
- There is sufficient staff to adequately deliver required Aging and ADRC programs and services.
- Access to information is shared in existing systems for the purposes of providing coordinated customer service and continuity of service.
- The agency incorporates the guiding principles articulated in a “Common Identity for the Aging Network” into its operations. This includes: • Individual and organizational advocacy • Seniors really in charge • Core services provided statewide • Statewide expertise in aging services and systems • Consistent quality of services • Focus on community collaboration • Convenient service areas • Volunteers are key to service delivery.

Public Perception and Visibility:

- There is one name for the agency.
- There is one main location with one reception area. Staff members are co-located in the same building in the same space and identify as working for one entity.
- The agency location is convenient, integrated into the community, and welcoming to the public.
- There is one publicized phone number answered by a live person without a series of prompts.
- There is one website and unified brand in marketing materials.

Governance:

- There is one governing body that meets the requirements of the Wisconsin Elders Act and the ADRC Scope of Services for governance. This includes requirements for duties and representation.

Integrated Funding:

- There is a single county budget for the County Aging Unit and ADRC.
- Fiscal structures and processes are streamlined to efficiently utilize available resources for aging and ADRC services.

Location/Physical Plant:

- Locations are accessible by public transportation (if the municipality in which the agency is located has public transportation).
- Public parking is available at no cost to the public.
- Locations are accessible to people with physical, cognitive, hearing and/or visual impairments and meet all ADA Accessibility Guidelines (ADAAG) for Building Facilities.
- Locations have clearly visible signage on both the interior and exterior of the building.

Public Input:

- A County Resolution is in place when changes to the governance of the ADRC and/or Aging Unit are made.
- The agency has a plan for how it will communicate the integration plans with community members.
- Community members have an opportunity to provide feedback on changes to Aging and ADRC services that are part of the integration plan.
- The Aging Unit’s aging plan is updated to reflect changes in governance.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors approves the creation of the stand-alone Aging and Disability Resource Center (ADRC) of Washburn County, which will be fully integrated with the Washburn County Unit on Aging as of the 1st day of January, 2023.

Fiscal Impact: Costs for restructure have not been fully determined as of yet; majority of impact will come from staffing changes.

Submitted for adoption by the Washburn County Aging and Disability Services Committee on the 7th day of June, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Bob Olsgard, Chair

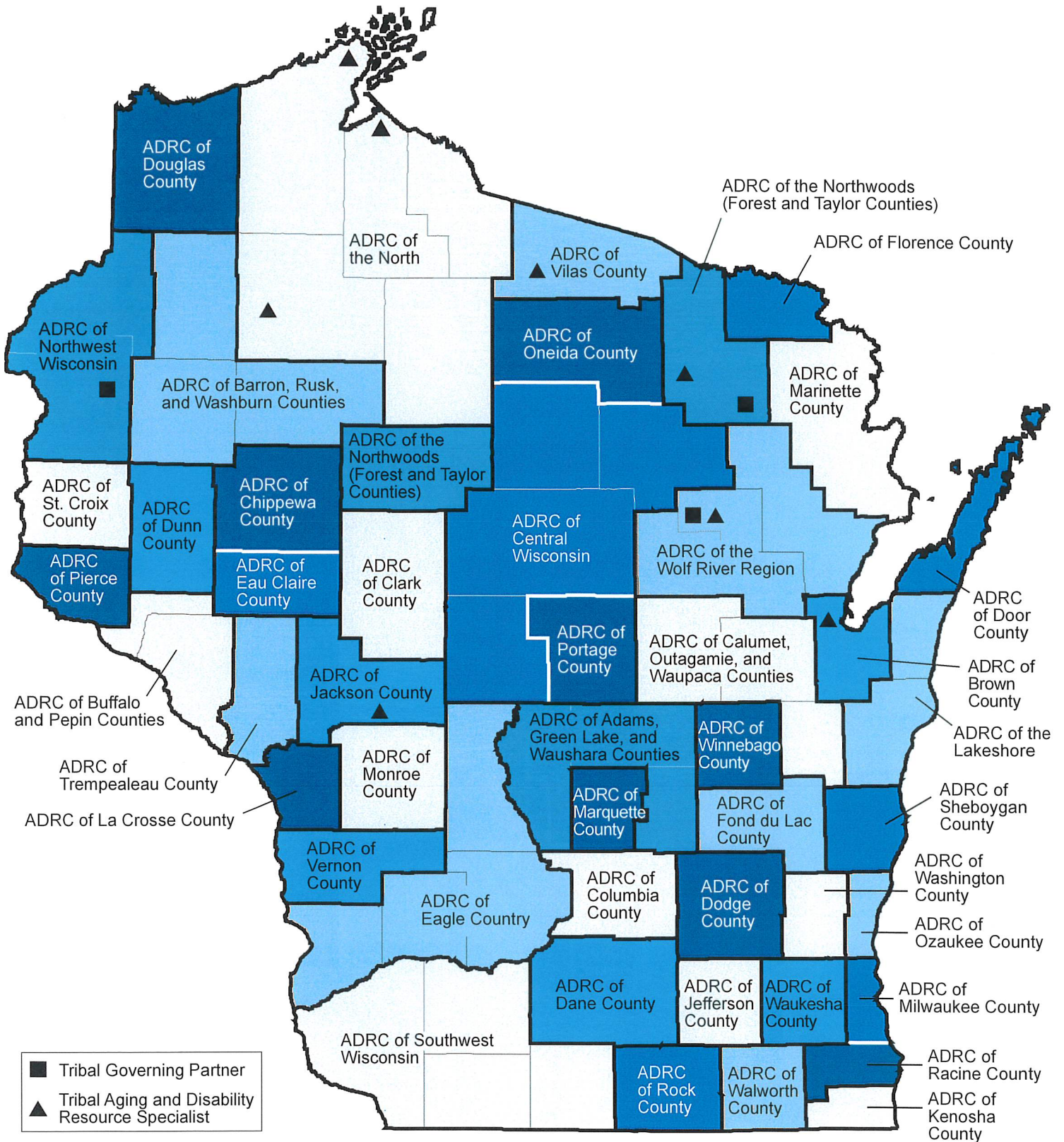
Linda Featherly, Vice Chair

Kasey King, Member

George Cusick, Member

Joe Hoy, Member

Wisconsin's Aging and Disability Resource Centers



RESOLUTION # _____

ORDINANCE ELECTING TO PROCEED UNDER
SECTION 75.521 Wis. Stats. IN RELATION TO
THE ENFORCEMENT OF COLLECTION OF TAX LIENS.

The county board of supervisors of the county of Washburn do ordain as follows:

1. *Definitions.* Wherever used or referred to in this ordinance, unless a different meaning clearly appears from the context:

“County” means Washburn County

“Tax Lien” means the lien or interest evidence by any tax certificate upon which a tax deed may be applied for as provided by law.

“Treasurer” means the Washburn County Treasurer or his/her designee.

2. From and after June 21, 2022, Washburn County elects to adopt the provisions of section 75.521 Wis. Stats. for the purpose of enforcing tax liens in the County in the cases where the procedure provided by section 75.521 is applicable.

Upon the adoption of this ordinance, the provisions of section 75.521 shall be applicable to the County and the Treasurer need not, thereafter, proceed upon its tax certificates in cases where section 75.521 is applicable in any of the other methods provided by chapter 75 or its charter provisions but may do so at the Treasurer's option.

3. *Rescission of election to operate under section 75.521.* The County, after at least one year from the adoption of this ordinance, may rescind such election by an ordinance to such effect, which ordinance shall be adopted in the same manner as the original ordinance. Upon the adoption of a rescinding ordinance, the provisions of section 75.521 shall cease to be applicable to the County.

4. *Saving clause.* Neither the election to adopt section 75.521 through this ordinance nor the election to rescind the same shall affect any action or proceeding for foreclosure of the tax lien commenced prior to such election or rescission and such action or proceeding may be continued in the same manner as though such election or rescission had not been made.
5. *Provisions of in rem method supersede.* The provision of this ordinance shall, with respect to the particular tax liens being collected, supersede the provisions of all general, special or local laws relating to the collection of tax liens by the County in conflict therewith, provided that nothing contained in the section nor any use made of the procedure provided in this section shall prevent the use of other procedures provided for in other sections of the statutes in the collection of other tax liens at the option of the Treasurer.
6. *Effective Date.* This ordinance shall be effective June 21, 2022.
7. *Saving Clause.* If any section, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the remaining portions of this ordinance. The Washburn County Board of Supervisors hereby declares that it would have passed this ordinance and each section, subsection, or phrase thereof, irrespective of the fact that any one or more sections, subsections, clauses or phrases be declared unconstitutional or invalid.

We hereby certify that the above and foregoing ordinance was adopted by the County Board of Washburn County, Wisconsin, by a majority vote, with a quorum present, on the 21st day of June 2022.

Thomas J. Mackie, Chair
Washburn County Board of Supervisors

ATTEST:

Lolita Olson, County Clerk

RESOLUTION # _____

**RESOLUTION APPROVING 2023 BUDGET REQUEST FOR THE CREATION OF A
NEW FT CCS SERVICE FACILITATOR FOR THE HEALTH & HUMAN SERVICES
DEPARTMENT**

WHEREAS, the Health & Human Services (HHS) Department is in need of additional staffing to meet the increasing caseload as the CCS program continues to grow beyond capacity for current staff; and

WHEREAS, the position of CCS Service Facilitator will serve children and adults with Mental Health or AODA issues; and

WHEREAS, this position is expected to be 100% State funded through the CCS program, and

WHEREAS, the expected starting date for this new position is June 1, 2023, and

WHEREAS, both the HHS and Personnel Committees recommend that this position be approved for the 2023 budget.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve authorizing the creation of a new CCS Service Facilitator in the HHS Department and include the position in the 2023 budget; and,

FISCAL IMPACT: \$49,987.63 for 2023; \$85,693.11 annually

Recommended for adoption by the Washburn County Personnel Committee on the 2nd day of June, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June 2022.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Mark Radzak, Member

Jocelyn Ford, Member

Washburn County Personnel Requisition Form

Date: 05/03/2022

New Position

Position Vacancy

Position Change

POSITION INFORMATION:

Position Title: CCS Service Facilitator Department: HHSD

Effective Date: 06/01/2023

Position Type: Full Time Part Time LTE Casual

Duration of employment of requisitioned personnel: On-going

Reason for Request: CCS program continues to grow beyond capacity for caseload for current staff.

Why is position required or why can't present employees complete the work or why can't position be contracted?
This position serves children and adults with Mental Health or AODA issues; workload continues to rise.

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

If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hours/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
\$26.59	1950	\$51,850.50	\$3,370.28	\$3,966.56	\$ 1,866.72	\$24,639.04	\$85,693.11

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

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

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	150
Wages and Benefits	\$85,693
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.)	\$1500
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	-\$87,343
TOTAL:	\$0

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes, attached
What are the major functions or examples of work performed of the proposed position?	Please see attached Job Description
Minimum Educational Requirements and minimum experience for this position?	Please see attached Job Description
Knowledge Skills and Abilities?	Please see attached Job Description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Rise in mental health and AODA clients needing services
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	More of the public is in need of mental health and AODA services
Is this work currently being performed by someone else? If yes, how and by whom?	We have multiple Service Facilitator who have full caseloads
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Under the supervision of the Mental Health & AODA Coordinator
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will be equal to other CCS Service Facilitators and share in the workload
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Other Service Facilitators or Coordinator
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.	Waiting list, which is not allowed in the CCS program and could jeopardize our certification
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No, position involves no levy
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?	CCS is an expansion of mental health and AODA services which is desperately needed in the community, with no negative impact to the tax levy budget.

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

Services to individuals with Mental Health & AODA concerns is identified as a high concern in Washburn County. CCS is a community based program with great success in keeping clients in the community vs. an out of County high cost placement.

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Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	05/03/2022
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Committee of Jurisdiction:

COMMITTEE:	Approved Denied	DATE:	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

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

RESOLUTION # _____

**RESOLUTION APPROVING 2023 BUDGET REQUEST FOR THE CREATION OF A
NEW FT CCS SERVICE FACILITATOR/CLTS SOCIAL WORKER FOR THE
HEALTH & HUMAN SERVICES DEPARTMENT**

WHEREAS, there continues to be increased referrals and eligibility for the CCS/CLTS programs for the Health & Human Services (HHS) Department; and,

WHEREAS, these programs serve youth with mental health diagnoses as well as physical and/or development disabilities; and

WHEREAS, the position of CCS Service Facilitator/CLTS Social Worker is needed to help address the caseload waiting for services as current employees have full caseloads already; and

WHEREAS, this community based program has had great success in keeping clients in the community vs an out of County high cost placement; and

WHEREAS, this position is expected to be 100% State funded through the CLTS and/or CCS programs, and

WHEREAS, the expected starting date for this new position is January 1, 2023, and

WHEREAS, both the HHS and Personnel Committees recommend that this position be approved for the 2023 budget.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve authorizing the creation of a new CCS Service Facilitator/CLTS Social Worker in the HHS Department and include the position in the 2023 budget; and,

FISCAL IMPACT: \$87,343 annually

Recommended for adoption by the Washburn County Personnel Committee this 2nd day of June, 2022 and approved by the Washburn County Board of Supervisor this 21st day of June 2022.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Mark Radzak, Member

Jocelyn Ford, Member

Washburn County Personnel Requisition Form

Date: 01/01/2023	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: CCS/CLTS Service Facilitator	Department: HHSD
Effective Date: 01/01/23	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Duration of employment of requisitioned personnel: On-going	
Reason for Request: There continues to be increased referrals and eligibility for the CCS/CLTS programs. These programs serve youth with mental health diagnoses as well as physical and/or developmental disabilities.	
Why is position required or why can't present employees complete the work or why can't position be contracted? Currently have a caseload waiting for services. Present employees have full caseloads already.	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
\$26.59	1950	\$51,850.50	\$3,370.28	\$3,966.56	\$ 1,866.72	\$24,639.04	\$85,693.11

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

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

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	150
Wages and Benefits	\$85,693
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.)	\$1500
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	-\$87,343
TOTAL:	\$0

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes, attached
What are the major functions or examples of work performed of the proposed position?	Please see attached Job Description
Minimum Educational Requirements and minimum experience for this position?	Please see attached Job Description
Knowledge Skills and Abilities?	Please see attached Job Description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Eligibility requirements expanded by state and thus, more children qualify and need services.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The Public
Is this work currently being performed by someone else? If yes, how and by whom?	We have multiple CCS/CLTS Service Facilitators who have full caseloads
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Under the supervision of the Mental Health & AODA Coordinator/Director
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will be equal to other CCS/CLTS Service Facilitators and share in the workload
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Other Service Facilitators or Coordinator
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.	Waiting list, which is not allowed in the CCS or CLTS programs and could jeopardize our certification
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No, position involves no levy
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?	CCS is an expansion of mental health and AODA services which is desperately needed in the community, with no negative impact to the tax levy budget. CLTS serves children with Physical or Developmental Disabilities and eligibility requirements have expanded, resulting in waitlists for services. Both programs continue to serve youth in their community in efforts to avoid more costly out of home placements, etc.

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

Services to individuals with Mental Health & AODA concerns is identified as a high concern in Washburn County. CCS is a community based program with great success in keeping clients in the community vs. an out of County high cost placement.

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	05/03/2022
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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 Resources Director: _____ Date: _____

COMMITTEE APPROVALS:

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

County
Services Department

ED 2023

Health & Human Services
Board

Director
Marie Schrankel

Deputy Director
Vacant

Mental Health & AODA

Kim Campion (SW)
MH/AODA/APS
Coordinator

Cate Hayman (LPC)
CCS Clinical
Supervisor

Shavon Sutherland (SW)
MH/AODA, CCS
APS

Kayla Bowen (SW)
MH/AODA, CCS
APS

Deb Clark (MS, LPC)
CSP/CSS Therapist

Brookelyn Treichel
CCS/CSP Service
Facilitator

Jacob Melton
CCS Service
Facilitator

Megan Sheehan
CCS/CSP Service
Facilitator

Allie Gronning
Mental Health
Crisis Worker

CLTS/Birth-3

Catherine Maas (SW)
CLTS Waiver

Hillary Thompson (SW)
CLTS Waiver

Julia Hurt (SW)
CLTS Waiver/CCS

Laura Braenne (SW)
CST
CLTS Waiver/CCS

Emily Antczak
CLTS Waiver/CCS

Jordyn Scutkowski
CLTS Waiver/CCS

PROPOSED
CLTS waiver/CCS

PROPOSED
CCS Service
Facilitator

Stephanie Fox
Mental Health
Crisis Worker

Prevention

Julie Bever
AODA Prevention
Specialist

Kayla Woody
Youth Diversion
Specialist

Lindsay Hayden
Drug Free
Communities
(DFC) Prevention
Specialist

Kaylee Orne (ECSE)
Birth-Three
Coordinator

Economic Support

Karla Brunberg
ESS Supervisor

Mary Everett
ESS Worker

April Coyle
ESS Worker

Gwen Bartholomew
ESS Worker

Child Support

Kelly Swan
Child Support
Supervisor

Rozanne Livingston
Child Support Worker

Alyssa Melin
Child Support/Human
Service Aide

Fiscal & Office Support

Debbie Tubbs
Fiscal Supervisor

Ashley Reine
Account Clerk III
Accounting
Purchasing

Heidi Stellrecht
Account Clerk III
Accounting
Vouchers & Purchase
Orders
Payroll

Marissa Sjoquist
Admin Asst I
Receptionist
Department Scanning

RESOLUTION # _____

**RESOLUTION AUTHORIZING THE CREATION OF A NEW FULL TIME POSITION
FOR THE 2023 BUDGET – DEPUTY/BAILIFF – SHERIFF’S DEPARTMENT**

WHEREAS, Law Enforcement has determined the need to create a new position of Deputy/Bailiff due to increased levels of services needed; and

WHEREAS, this position will serve primarily for courthouse/courtroom security as well as backup support for other deputies; and,

WHEREAS, this position will not need the vehicle as previously requested and approved by Law Enforcement at this time; and

WHEREAS, the Law Enforcement and Personnel Committees of Washburn County have recommended the approval of this position as well as having the support of the Honorable Judge Angeline Winton.

THEREFORE BE IT RESOLVED; that the new full time position of Deputy/Bailiff for the Sheriff’s Department be approved for inclusion in the 2023 budget according to policy by the Washburn County Board of Supervisors.

FISCAL IMPACT: Wages & Benefits \$96,409.72; Other Expenses \$9950.00; Total \$106,359.72 for 2023

Recommended for adoption by the Washburn County Personnel Committee on this 2nd day of June 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Dave Wilson, Chair

Hank Graber, Vice-Chair

Linda Featherly, Member

Mark Radzak, Member

Jocelyn Ford, Member

Washburn County Personnel Requisition Form

Date: **New Position** Position Vacancy Position Change

POSITION INFORMATION:
Position Title: Deputy/Bailiff Department: Sheriff's Office
Effective Date: January 2023

Position Type: Full Time Part Time LTE Casual

Reason for Request: See Attached

Why is position required or why can't present employees complete the work or why can't position be contracted?
 This position requires the individual to be a sworn officer, as well as good faith bargaining between Washburn County and the WPPA Union

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

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
28.48	2080	59,238.40	7,108.61	4,531.74	1,609.27	23,921.70	96,409.72	Current
								Proposed

Total cost for other equipment and/or training?

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

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	1,000.00 approximate
Wages and Benefits	96,409.72
Personal Equipment (e.g. tools, uniforms, safety equipment)	See attached estimated itemized costs (7,950.00)
Mileage & Meals	Included in training expenses
Training Expenses (Including memberships)	1,000.00 DOQ of applicant
Computer Equipment (e.g. hardware, software, wiring, squad, etc.)	See attached estimated itemized costs (56,800.00)
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	-\$163,159.72

106,359.72

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	YES
What are the major functions or examples of work performed of the proposed position?	SEE JOB DESCRIPTION
Minimum Educational Requirements and minimum experience for this position?	SEE JOB DESCRIPTION
Knowledge Skills and Abilities?	SEE JOB DESCRIPTION
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	SAFETY AND SECURITY CONCERNS IN COURTHOUSE/COURTROOM, INCREASED WORKLOAD
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	THE PUBLIC, CRIME
Is this work currently being performed by someone else? If yes, how and by whom?	N/A
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	PATROL DIVISION
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	SECURITY FOR COURTHOUSE/COURTROOM, BACKUP SUPPORT FOR OTHER DEPUTIES
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	N/A
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.	SECURITY TO THE COURTHOUSE/COURTROOM, SERVICE TO THE PUBLIC, LOSS OF PATROL COVERAGE AND SERVICES
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	NO
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?	ADDS ANOTHER DEPUTY TO THE ROTATION, PROVIDES SECURITY TO THE COURTHOUSE/COURTROOM

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

SEE ATTACHED JUSTIFICATION

Approvals:

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

COMMITTEE:	Approved Denied Comments	DATE:	
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HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

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

Estimated costs

Vehicle

Vehicle	\$40,000.00
Outfitting vehicle (lights siren)	\$7,000.00 (includes install)
Rifle	\$800.00
Radar	\$1,300.00
Computer (MDC)	\$1,200.00
Graphics	\$700.00
Mobile Radio	\$4,000.00
Modem	\$800.00
Mis equip	\$1,000.00
	\$56,800.00

Deputy

Portable radio	\$2,000.00
Uniforms	\$2,000.00
Vest	\$1,000.00
Handgun	\$450.00
Duty gear(vest carrier included)	\$1,500.00
	\$7,950.00

\$64,750.00 total

POSITION DESCRIPTION		Union: Yes	
Class Title: Deputy Sheriff			
Department: Sheriff	Location: Shell Lake	Wage Range:	Date: Rev 06/01/16

PURPOSE OF POSITION:

Performs general police work to maintain public safety through the enforcement of State, Federal and County laws; does related work as required by the sheriff.

DISTINGUISHING FEATURES OF THIS POSITION:

Employee in this class performs a wide variety of duties connected with law enforcement work. These include investigation, enforcement and various types of assistance to the public. Assigned duties are performed in accordance with State and Federal law and the Sheriff's rules and regulations. General supervision is received from the Sheriff, Chief Deputy and Patrol Sergeant and the deputy is expected to exercise independent judgment and initiative when faced with emergency situations. This work involves an element of danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Enforces the laws of the county and all pertinent local, state and federal laws;
- Patrols an assigned area of the county enforcing all pertinent laws;
- Investigates incidents and accidents;
- Prepares reports and other paperwork in a timely manner;
- Provide first aid to those in need;
- Issue citations and warnings;
- Makes arrests and apprehends suspects;
- Testifies in court and assists with the prosecution of criminal charges;
- Respond to citizens complaints;
- Inspects and maintains issued vehicle and equipment;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Directs traffic.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Graduation from an accredited high school or equivalent. Associate Degree in Police Science or 60 college level credits and certification. **Must meet the minimum requirements of the State Law Enforcement Standards Board and possess a valid motor vehicle driver's license.**

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of law enforcement; ability to communicate well orally and in writing; good knowledge of laws governing law enforcement; good knowledge of county roads and geography; good first aid skills; ability to establish and maintain an effective working relationship with the general public and co-workers; self motivated; ability to understand and carry out complex oral and written directions; ability to prepare clear and concise reports; dependable; have good judgment; integrity and tact.

PHYSICAL REQUIREMENTS:

Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted which frequently requires running, transporting heavy objects and employing sufficient physical force to subdue or restrain individuals in the performance of duties.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, firearms, restraint devices, two-way radio, chemical sprayers.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks and to sustain prolonged visual concentration. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation and/or violence may cause discomfort and where there is a risk of injury. May require long periods of confinement in a motor vehicle or other restrictive environments.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Successful completion of a pre-employment physical including drug/alcohol testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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.

Approval: _____
Administrative Coordinator/
Personnel Director

Employee Signature

Date Signed

Supervisor Signature

Effective Date: 11/00

Revision History: 06/01/16

POSITION DESCRIPTION		Union: Yes
Class Title: Court Security Officer		
Department: Sheriff	Location: Shell Lake	Date: 5/12/2017

GENERAL STATEMENT OF DUTIES

Performs duties associated with monitoring and maintaining security for Washburn County buildings and court proceedings. This position will work closely with Jail Administration, jail staff and the Chief Deputy. Assist when needed with providing back-up for inmate transport, road deputy duties, and other law enforcement duties assigned. This position works under the general supervision of the Chief Deputy.

DISTINGUISHING FEATURES OF THE CLASS

Employee in this class performs a wide variety of duties connected with law enforcement work with primary assignment to court security, and Washburn County buildings. These include investigation, enforcement and various types of assistance to the public. Assigned duties are performed in accordance with State and Federal law and the Sheriff's rules and regulations. General supervision is received from the Sheriff and Chief Deputy and the deputy is expected to exercise independent judgment and initiative when faced with emergency situations. This work involves an element of danger.

An employee of this class is assigned to perform active law enforcement duties and is classified as a protective occupation participant under the Wisconsin Retirement System.

EXAMPLES OF WORK (Illustrative only)

- Monitor and assess activities at all Washburn County buildings to ensure security and order.
- Attend court proceedings to ensure security and order is maintained.
- Testifies in court and assists with the prosecution of criminal charges.
- Assist jail staff in escorting inmates to/from court for court appearances.
- Conduct random screening of visitors to the courthouse for weapons.
- Follow-up on any suspicious behavior observed, or notified of, within county buildings.
- Arrest and escort anyone remanded into custody by the courts.
- Enforce the laws of the county and all pertinent local, state and federal laws.
- Assist Jail Administration in maintaining inmate court records.
- Perform transport services as needed to include maintaining control of inmates and providing safe and secure transports of inmates to/from facilities.
- Perform other specific or special assignments as designated by Administration.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Graduation from an accredited high school or equivalent. Associate Degree in Police Science or 60 college level credits and certification. **Must meet the minimum requirements of the State Law Enforcement Standards Board and possess a valid motor vehicle driver's license.**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the principles and practices of law enforcement; ability to communicate well orally and in writing; good knowledge of laws governing law enforcement; good first aid skills; ability to establish and maintain an effective working relationship with inmates, the general public and co-workers; ability to keep accurate records; self motivated; ability to understand and carry out complex oral and written directions; ability to prepare clear and concise reports; ability to remain alert at all times, and react quickly and calmly in emergency situations; dependable; have good judgment; integrity and tact.

PHYSICAL REQUIREMENTS

Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted which frequently requires running, transporting heavy objects and employing sufficient physical force to subdue or restrain individuals in the performance of duties.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, firearms, restraint devices, two-way radio, chemical sprayers.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks and to sustain prolonged visual concentration. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation and/or violence may cause discomfort and where there is a risk of injury. May require long periods of confinement in a motor vehicle or other restrictive environments.

While performing the duties of this job, the employee may frequently travel between buildings, between floors, and into all areas of the jail, sheriff's department and court system.

The noise level in the office work environment is usually quiet to moderate and occasionally loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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.

Approval: _____
Personnel/Benefits Director

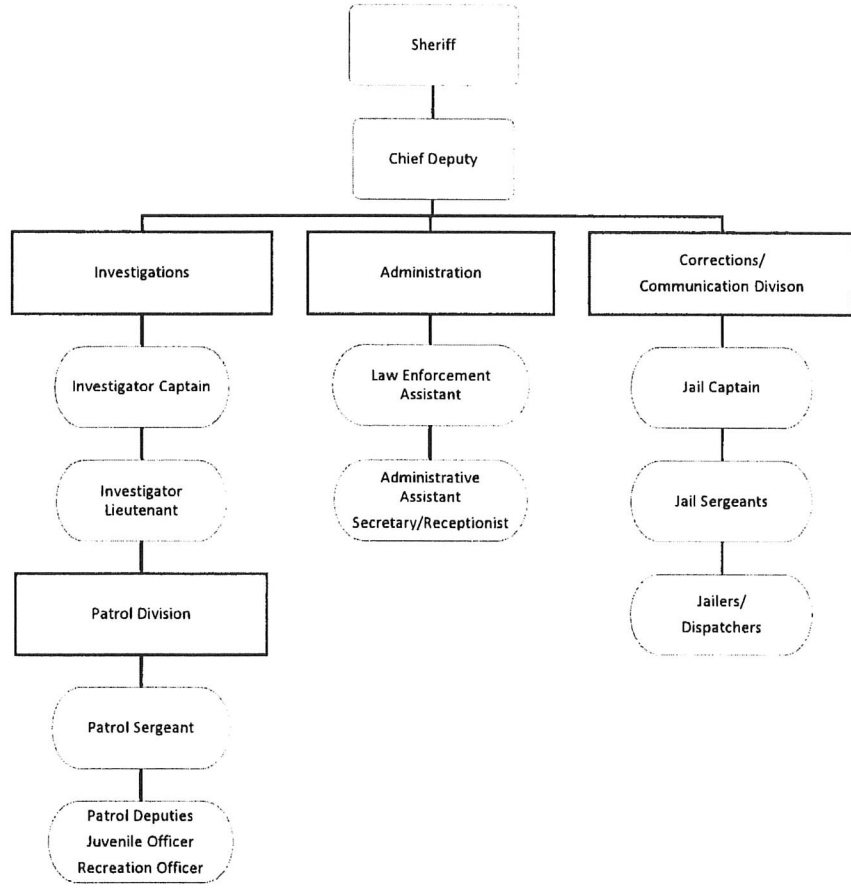
Employee Signature

Date Signed

Supervisor Signature

Effective Date:

Revision History: Draft 05/12/17



RESOLUTION # _____

**RESOLUTION APPROVING A RECLASS FOR CASUAL PART (LTE) CIVILIAN
DISPATCHER TO FULL TIME STATUS**

WHEREAS, Law Enforcement currently has eight dispatchers, two of which are Casual/LTE; and

WHEREAS, currently, Washburn County 911 dispatch hours run from 4 a.m. to 4 p.m. and 4 p.m. to 4 a.m., with two dispatchers per shift due to call volumes, severity of calls and for the safety of the officer; and,

WHEREAS, in order to meet the goal of dispatching 24 hours per day/7 days per week, one of these LTEs has been working full time hours; and

WHEREAS, temporary, casual and part time employees normally working less than 50% generally are not entitled to benefits upon hire; however, these employees may become eligible for benefits upon meeting eligibility requirements; and

WHEREAS, as the LTE has been working full time hours and would meet eligibility requirements in the near future, it has been recommended that this LTE position be reclassified and budgeted as a FT Civilian Dispatcher for 2023; and

WHEREAS, both the Law Enforcement and Personnel Committees have approved the reclass to full time.

THEREFORE BE IT RESOLVED; that the reclass from Casual/LTE to FT Civilian Dispatcher be approved for the 2023 budget in accordance to policy by the Washburn County Board of Supervisors.

FISCAL IMPACT: Health Insurance Benefits of \$24,639.04 annually

Recommended for adoption by the Washburn County Personnel Committee this 2nd day of June 2022, and approved by the Washburn County Board of Supervisors this 21st day of June 2022.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: New Position Position Vacancy Position Change
Reclass to FT

POSITION INFORMATION:

Position Title: CIVILIAN DISPATCHER Department: Law Enforcement

Effective Date: January 2023

Position Type: Full Time Part Time LTE Casual

Reason for Request: Liability Exposure

Why is position required or why can't present employees complete the work or why can't position be contracted? Work currently being completed by present employees

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

If not, explain plan to obtain: *24,639.04*

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance Dental/Vision	Total
22.54	2080	46,883.20	3,047.41	3,586.56	1,273.63	24,639.04	79,429.84

Is this request budgeted? YES NO List the funding source: Levy, Other *(Budgeted as casual/LTE currently)*

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	200
Wages and Benefits	79,429.84
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	79,629.84

5

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes See Attached
What are the major functions or examples of work performed of the proposed position?	Job Description
Minimum Educational Requirements and minimum experience for this position?	High School or GED Equivalent
Knowledge Skills and Abilities?	Job Description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Liability reduction
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public, Department, Municipalities, Crime/Criminals
Is this work currently being performed by someone else? If yes, how and by whom?	LTE Dispatcher
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Attached
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Supervised by existing Sergeants and Captain
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	LTE Dispatcher
Are there alternatives to the services that this individual would provide? If yes, explain.	Yes Continue as is
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Continued Liability Exposure
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	N/A
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Existing Dispatch Station
How does this position fit into the long-range and strategic plans of the Department and/or County?	Attached

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

See Attached

Approvals:

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

COMMITTEE:	Approved Denied	DATE:	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

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

POSITION DESCRIPTION		CSE, PT, FT	Range: 09-2080
Class Title: DISPATCHER		Position # 5270252	
Department: SHERIFF	Location: JAIL SHELL LAKE	Date: 2020	

GENERAL STATEMENT OF DUTIES

Performs a wide variety of responsible duties connected with the county wide communication system and emergency 911 phone system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The employee of this class serves as a Dispatcher taking and relaying messages and dispatching personnel and equipment by radio communication in response to crimes, accidents, fires, medical emergencies, etc. The employee in this class is responsible for the receipt and accurate transcription of messages by radio and telephone and for various clerical functions in the Sheriff's Department. The work is performed within the established guidelines and under the general supervision of the Jail Administrator and Sheriff.

An employee of this class is not assigned to perform active law enforcement duties and is not classified as a protective occupation participant under the Wisconsin Retirement System.

EXAMPLES OF WORK (Illustrative only)

- Operates a radio and telecommunication system with mobile patrols, municipalities and other emergency agencies on a county-wide basis;
- Learns and uses various national and state codes for dispatching;
- Operates teletype equipment to procure needed information;
- Answers incoming calls, dispatching County and Village squads;
- Maintains a log of radio calls as required by the FCC;
- May testify as witness in court proceedings;
- Types and files records and related forms;
- Dispatches officers and other emergency personnel to emergency situations;
- Assists individuals with registration of vehicles and deer kills;
- Monitor bank and private alarms;
- Performs data entry tasks in the computer system;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the operation and maintenance of a wide variety of police communication and information retrieval equipment; good knowledge of public safety functions and procedures; ability to quickly learn assigned duties; ability to establish and maintain an effective working relationship with fellow employees and the public; ability to keep accurate records and complete written reports; ability to type accurately at a reasonable rate of speed; ability to speak clearly and distinctly; ability to remain alert at all times, and react quickly and calmly in emergency situations; dependability, courtesy, tact and good judgment; have and maintain physical condition necessary to perform essential duties.

Knowledge of operating a wide variety of computer hardware and software systems. Enter and maintain all information (some being confidential) received, as required and directed, into the CAD and jail systems.

ACCEPTABLE EXPERIENCE AND TRAINING

Some clerical experience, preferably including work as a Dispatcher or guard and completion of a standard high school course; and preferably supplemented by a related law enforcement, criminology or corrections training; or any equivalent combination of experience and training which provides the

required knowledge, skills and abilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings. Hand-eye coordination is necessary to operate radios, computers, and various other pieces of office equipment.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to finger, handle, feel, or operate objects, and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear.

The employee may occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS

Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computers and peripherals including word processing, spreadsheet, database, standard office equipment including photocopiers, calculator; motor vehicle; telephone; voice mail, radios cleaning equipment and other related equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may frequently travel between buildings, between floors, sheriff's department and court system.

The noise level in the office work environment is usually quiet to moderate and occasionally loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Personnel/Benefits Director

Employee Signature

Revision History: 08/23/02; 3/05; 03/07

RESOLUTION # _____

RESOLUTION APPROVING INCREASE TO FULL TIME FOR CORPORATION COUNSEL

WHEREAS, the Washburn County Board of Supervisors has recently approved increasing the hours for the position of Corporation Counsel from 1365 to 1560 (30 hrs/week); and,

WHEREAS, it is anticipated that additional duties will continue to be added to the workload requiring the position to be full time (37.5 hrs/week); and,

WHEREAS, notice has been given regarding the need to fill the future vacancy of this position due to retirement (November 2022); and,

WHEREAS, the Executive Committee has approved to increase the position of Corporation Counsel to full time and to begin recruitment for the future vacancy in order that we may have some overlapping time for orientation purposes if at all possible.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the increase of hours to full time (1950/year) for the position of Corporation Counsel, to be effective immediately for recruitment purposes, and to be funded by contingency. This increase of hours will not apply to the currently occupied Corporation Counsel position.

FISCAL IMPACT: \$18,655.69 annually (\$1554.64 per month)

Recommended for adoption by the Washburn County Finance and Personnel Committees this 21st day of June, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Stephen Smith, Finance Chair

David Wilson, Personnel Chair & Finance Mbr.

Brian Vosberg, Finance Vice Chair

Hank Graber, Personnel Vice Chair

Cristina Masterjohn, Finance Member

Linda Featherly, Personnel & Finance

Mark Radzak, Personnel Member

Jocelyn Ford, Personnel Member

Washburn County Personnel Requisition Form

Date: 6/16/2022	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input checked="" type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: Corporation Counsel	Department: Corporation Counsel
Effective Date: 11/1/2022	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: Increase in workload causes need for additional personnel time.	
Why is position required or why can't present employees complete the work or why can't position be contracted? The employees of this department are part-time. Workload increase and legally mandated timeframes require additional personnel resources to respond. Specialized skills and knowledge do not allow work to be contracted.	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Med, Dental, Vision & PEHP	Total	
41.84	1560	65,270.40	4242.58	4993.19	116.57	24,639.04	99,261.77	current
41.84	1950	81,588.00	5303.22	6241.48	145.72	24,639.04	117,917.46	proposed
							18,655.69	Fiscal impact

Total cost for other equipment and/or training? No

Is this request budgeted? YES NO List the funding source: The difference in salaries paid and the budget will need to request additional funds if required.

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	0
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0

	TOTAL:	
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DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes.
What are the major functions or examples of work performed of the proposed position?	Representation support of all county departments in legal issues involving enforcement, contracts, litigation, and vulnerable adults.
Minimum Educational Requirements and minimum experience for this position?	Law degree and multiple years of litigation and government law practice.
Knowledge Skills and Abilities?	Specialized knowledge of law, legal and court systems, trial and negotiation skills, .
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Workload increases caused by increased litigation, legal support of new programs, public health related issues, and increased enforcement by other departments.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Work is generated both by external causes, including public needs, and by other county departments requiring legal support for their programs.
Is this work currently being performed by someone else? If yes, how and by whom?	Work is done solely by department personnel.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	There are two part-time positions in the department – Corporation Counsel and Legal Secretary. The Corporation Counsel is the department head, the Legal Secretary provides technical and clerical support for all Corporation Counsel duties and tasks.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Not applicable.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	No change to current functioning.
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.	Legally required work will be delayed and potentially behind required timeframes.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No.
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Workspace would not be affected.
How does this position fit into the long-range and strategic plans of the Department and/or County?	The county's legal work continues to increase. Moving staff to full-time staff should be considered.

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

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Approvals:

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

COMMITTEE:	Approved Denied	DATE:	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

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

RESOLUTION # _____

**RESOLUTION APPROVING INCREASE TO FULL TIME FOR CORPORATION
COUNSEL LEGAL SECRETARY**

WHEREAS, the Washburn County Board of Supervisors has recently approved increasing the hours for the position of Corporation Counsel Legal Secretary from 1560 to 1755 (33.75 hrs/week); and,

WHEREAS, the Board, in another resolution as of this date, will be reviewing the request to make the Corporation Counsel a full time position for future recruitment; and,

WHEREAS, if the Board approves the full time position of Corporation Counsel, additional duties may be added to the position of Legal Secretary to the Corporation Counsel as well, enabling the position to also be full time (37.5 hrs/week).

THEREFORE, BE IT RESOLVED; that the Washburn County Board of Supervisors approve the increase of hours to full time (1950/year) for the position of Corporation Counsel Legal Secretary, to be effective at the time the new Corporation Counsel is hired, and to be funded by contingency.

FISCAL IMPACT: \$5709.51 annually (\$475.79/month)

Recommended for adoption by the Washburn County Finance and Personnel Committees this 21st day of June, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Stephen Smith, Finance Chair

David Wilson, Personnel Chair & Finance Mbr.

Brian Vosberg, Finance Vice Chair

Hank Graber, Personnel Vice Chair

Cristina Masterjohn, Finance Member

Linda Featherly, Personnel & Finance

Mark Radzak, Personnel Member

Jocelyn Ford, Personnel Member

Washburn County Personnel Requisition Form

Date: 6/16/2022	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input checked="" type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: Legal Secretary	Department: Corporation Counsel
Effective Date: 11/1/2022	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: Increase in workload causes need for additional personnel time.	
Why is position required or why can't present employees complete the work or why can't position be contracted? The employees of this department are part-time. Workload increase and legally mandated timeframes require additional personnel resources to respond. Specialized skills and knowledge do not allow work to be contracted.	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health & PEHP Benefits	Total	
25.61	1755	44945.55	2921.46	3438.33	80.27	9708.16	61,093.78	current
25.61	1950	49,939.50	3246.07	3820.37	89.19	9708.16	66,803.29	proposed
							5709.51	

Total cost for other equipment and/or training? No

Is this request budgeted? YES NO List the funding source: The difference in salaries paid and the budget.
Will need to request additional funds if required.

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	0
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

<p>Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?</p>	<p>Yes.</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>Support of Corporation Counsel in legal representation of all county departments in legal issues involving enforcement, contracts, litigation, and vulnerable adults. Involves drafting and filing of legal documents, organizing, prioritizing and following legal timelines and requirements.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Paralegal education, knowledge law and legal systems. Extensive experience working in legal and government systems.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Knowledge of specialized legal requirements of government law. Ability to learn new legal areas and adapt to changing systems.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Workload increases caused by increased county litigation, legal support of new programs, public health related issues, and increased enforcement by other departments.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>Work is generated both by external causes, including public needs, and by other county departments requiring legal support for their programs.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>Work is done solely by department personnel.</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>There are two part-time positions in the department – Corporation Counsel and Legal Secretary. The Corporation Counsel is the department head, the Legal Secretary provides technical and clerical support for all Corporation Counsel duties and tasks.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>Not applicable.</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>No change to current functioning.</p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p>No.</p>
<p>What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.</p>	<p>Legally required work will be delayed and potentially behind required timeframes.</p>
<p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>	<p>No.</p>
<p>Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?</p>	<p>Workspace would not be affected.</p>
<p>How does this position fit into the long-range and strategic plans of the Department and/or County?</p>	<p>The county's legal work continues to increase. Moving staff to full-time should be considered at some point in the future.</p>

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

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Approvals:

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

COMMITTEE:	Approved Denied	DATE:	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

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

RESOLUTION # _____

Resolution Approving Investing ARPA Dollars for Law Enforcement Body Scanner and Cameras

WHEREAS, Washburn County has received both tranches of the American Rescue Plan Act (ARPA) Funds in the total amount of \$1,526,713; and,

WHEREAS, as the ARPA Committee has reviewed and prioritized multiple projects for which use of these Fiscal Recovery Funds are applicable; and,

WHEREAS, under a potential new grant program included in 2021 Wisconsin Act 185, the Department of Justice (DOJ) may award grants to law enforcement agencies who apply for the purchase of worn body cameras, with a required 50% match requirement from the recipient; and,

WHEREAS, Law Enforcement has also brought forward an opportunity to purchase a Full Body Security Scanning System which will help reduce or eliminate the potential for illegal substances and other contraband from being brought into the Jail System; and,

WHEREAS, the ARPA Committee has approved funding \$125,000 for the Full Body Security Scanning System as well as approving Law Enforcement to apply for the grant for Body Cameras once it becomes available; the anticipated cost for 12 Body Cameras would be \$14,944.80.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors approve the investment of \$125,000 for the Full Body Scanning System and \$14,944.80 for 12 Body Cameras.

FISCAL IMPACT: \$139,944.80 of Fiscal Recovery Funds

Recommended for adoption by the Washburn County ARPA Ad Hoc Committee on March 22, 2022 and approved by the Washburn County Board of Supervisors this 21st day of June, 2022.

Thomas J. Mackie, Chair

Lolita Olson, Vice Chair

Linda Featherly, Member

Sandy Johnson, Member

Brian Vosberg, Member

Brian Danielsen, Member

Thomas Frost, Member

Sharon Peterson, Member

Nicole Tims, Member