

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

April 18, 2023

9:30 a.m.

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

1. Call Meeting to Order – Chair Wilson
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. L. Featherly
3. Notice of Meeting - County Clerk Swearingen
4. Introduction of Youth Representatives and Administration of Oath
5. Roll Call – County Clerk Swearingen
6. Approval of March 21, 2023 County Board Proceedings
7. Disaster Declaration for Flooding on 4/12/2023 in Washburn County
8. Concerned Citizens
9. **Consent Agenda Resolutions:**
  - A. Rezone Petition and Amendatory Ordinance – Chicog - March 2023
  - B. Rezone Petition and Amendatory Ordinance – Long Lake - March 2023
  - C. Resolution Approving ATV Ordinance - CTH A from Chaney's Tavern east approximately 2.3 miles to Crystal Mountain Road
  - D. Resolution Approving ATV Ordinance - CTH D from Stone Road east approximately 3.2 miles to Ripley Spur Road /School House Road
  - E. Resolution Approving ATV Ordinance - CTH D from USH 63 east approximately 1.7 miles to Stone Road
  - F. Resolution Approving ATV Ordinance - CTH H from Spooner Lake Road north approximately 1.1 miles to CTH A
  - G. Resolution Approving ATV Ordinance - CTH J from the Burnett County Line east approximately 2.4 miles to USH 63
  - H. Resolution Approving ATV Ordinance - CTH K from Little Valley Road north approximately 0.35 miles to Sunset
  - I. Resolution Approving ATV Ordinance - CTH P from CTH D north approximately 1.0 miles to the North Sarona Town Line
  - J. Resolution Approving ATV Ordinance - CTH T from CTH D south approximately 2.0 miles to the Barron County Line
  - K. Resolution to Approve Petition for the Establishment of a New At-Glance Railroad Crossing
  - L. Resolution to Commit to a Public/Private Partnership with Mosaic Technologies for Broadband Expansion Projects
10. **Resolutions and Ordinances:**
  - A. Resolution for the Veterans Service Office to Accept Grant Money in Excess of Projection and Amend the 2023 Budget – Supv. S. Smith
  - B. Resolution for the Veterans Service Office to Accept Grant Money in Excess of Projection and Amend the 203 Budget - Supv. S. Smith
  - C. Resolution to Carry Over 2022 Unit on Aging Department Funds to the 2023 Combined Aging/ADRC Budget – Share the Love Event, Pet Grant, Wal-Mart Grant, NextFifty Grant, Health Brains, Farmers to Families - Supv. S. Smith
  - D. Resolution to Increase the 2022 Unit on Aging/ADRC Department Budget – Monetary Contributions, GWAAR 2021 Carryover and 2022 Final Adjustments for Title III, ARPA and Vaccine Activity - Supv. S. Smith
  - E. Resolution Approving New .33 LTE Position for Health and Human Services – CCS/CLTS Service Facilitator - Supv. H. Graber
11. Committee Reports
12. Chair Appointments
13. Citizen Comments

**14. Chair Comments**

**15. Closed Session**

- A.** Closed Session pursuant to Wis. Stat. 19.85 (1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in regards to the findings and recommendation from the March 15, 2023 Executive Committee Closed Session.
- B.** Reconvene to Open Session and Act on Items from Closed Session if necessary and appropriate, and continue with additional agenda items.

**16. Next Meeting Date and Possible Future Agenda Items**

**17. Audit Per Diems**

**18. 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

March 21, 2023

6:00 p.m.

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

1. Call Meeting to Order at 6:00 p.m. by Chair Wilson
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. L. Featherly
3. Notice of Meeting was read by County Clerk Swearingen
4. Roll Call was done by County Clerk Swearingen. Board members present: (20); Excused: (1) Paul Johnson; Youth: (1) Aaron Anderson
5. Approval of February 21, 2023 County Board Proceedings on motion by Supv. S. Smith, 2<sup>nd</sup> by Supv. L. Villella; MC.
6. Recognition of Transition Plan for County Board Chair – Chair Wilson spoke of policy and procedures and how positions will be filled.
7. District 3 Supervisor Resignation – Mark Radzak submitted his letter of resignation to Chair Wilson and Sheriff Stuart.
8. Chair Appointments – Chair Wilson will postpone appointments until after agenda item number 12 is complete. Appointment of Supv. T. Kessler to Executive Committee, Supv. S. Johnson to Finance Committee, Supv. B. Berg to Info Tech Committee and Personnel, Supv. B. Melton to Health and Human Services Committee, Supv. C. Stariha to Veterans Committee, Supv. L. Olson to Executive, Personnel, Forestry and Public Property Committees. Supv. K. King to CDBJ and NWRP, Supv. B. Berg to Economic Development.
9. Oath of Office for District 3 Supervisor was administered by County Clerk Swearingen
10. Oath of Office for District 5 Supervisor was administered by County Clerk Swearingen
11. Election of 2<sup>nd</sup> Vice Chair – Supv. Sandy Johnson nominated Supv. Tim Kessler, 2<sup>nd</sup> by Supv. Cristina Masterjohn. Supv. Stephen Smith nominated Supv. Lolita Olson, 2<sup>nd</sup> by Supv. Kasey King. Supv. Louie Villella nominated Hank Graber, 2<sup>nd</sup> by Supv. Bob Olsgard. Motion by Supv. S. Smith to close nominations, 2<sup>nd</sup> by C. Stariha; MC. Voting was done by secret ballot. Final vote was 11 for Supv. Tim Kessler and 9 for Supv. Lolita Olson. **District 8 Supervisor Tim Kessler is the 2<sup>nd</sup> Vice Chair.**
12. Election of At Large Highway Committee Member – Nominees are; George Cusick, Joe Hoy, Louie Villella and Brian Melton. Motion by Supv. C. Masterjohn to close nominations, 2<sup>nd</sup> by Supv. J. Ford; MC. After a 2/3 majority vote was received by two nominees, voting took place. Final vote was 12 for Supv. Brian Melton and 6 for Louie Villella. **District 19 Supervisor Brian Melton is now a Member at Large for the Highway Committee.**
13. Presentation by Brightspeed – Josh Motzer and Monty Parker presented. They service 20 states, mainly in the Southeast and Midwest. Their fiber and copper network has the capacity to serve more than 6.5 million locations and plan serve more than 3 million over the next 5 years. They have private capital at this time and are not seeking any funding for this current plan. After, it leaves 3.5million not receiving fiber, so they would seek grant applications at that point.
14. Chair Comments – There were several organizations Mr. Mackie was a part of and we will need to fill. Northwest CEP, CLEO, foundation for Rural Housing, Northwest ITBEC, Group Health Trust and Northwest Tech College. If any supervisors are interested, please notify Chair Wilson. Brian Melton asked to discuss a consent agenda item from last meeting regarding Mosaic, he would like to have it reconsidered. Discussion followed. Motion by Supv. B. Melton, 2<sup>nd</sup> by S. Roppe to bring the Mosaic resolution from February back to April County Board for reconsideration. Roll Call Vote: Yes (12), No (7) L. Featherly, L. Olson, B. Berg, B. Olsgard, C. Masterjohn, J. Hoy, S. Smith; Abstain (1) J. Ford; Youth: Yes (1); MC.
15. Concerned Citizens – Linda Zillmer of Birchwood: She supports Tim Kessler being voted in as 2<sup>nd</sup> Vice Chair, he has done a great job with the Highway Committee. She also spoke against rezones being included in the consent agenda category. John and Rebecca Steigerwaldt of Spooner spoke against the current zoning procedure for approving campgrounds.
16. Presentation of Certificates to Youth Representatives – Chair Wilson presented certificate to Aaron Anderson. The other youth not present will have theirs mailed.

**17. Consent Agenda Resolutions:** J. Bruce would like item A to be pulled out for further discussion. Jeanne spoke in regards to the campground currently being considered in Beaverbrook. Complicated documents involved and she wants it brought back to zoning. Tim Kessler, spoke of this issue – everything was already checked with city of spooner prior to it being approved.

\*Motion by C. Masterjohn, 2<sup>nd</sup> by S. Johnson to approve items B & C; MC

- A. Rezone Petition and Amendatory Ordinance – February 2023 . Clint would like this to be tabled until next meeting. S.Smith suggested amending resolution to remove Beaverbrook campground and allow Long Lake rezone to move forward and table Beaverbrook for further discussion at next meeting. Further discussion by several members, if the township was in favor and rules have been met, there is no reason to delay this. Cristina spoke on behalf of beaverbrook, she went to the last several meetings. Concerns from citizens were addressed at town meetings. S. Roppe, if everything has been met, why delay. B. Olsgard spoke of the zoning committee meeting that passed this, everything has been met. Tim Kessler spoke of it deserving further discussion but it does also meet all criteria. J. Bruce spoke allowing the existing property owners to have more rights in regards to putting campgrounds in. Chair asked Bill, do we have a legal reason to say no then it opens a cause for lawsuit. Chair mentioned – in regards to emergency services, services can be provided to these places. Clint will pull his request to table. Motion by S. Smith to approve rezone and amendatory as presented, 2<sup>nd</sup> by H. Graber; Roll Call Vote: Yes (19) , No (1)
- B. Resolution Authorizing Washburn County to Enter Into the Settlement Agreements with Teva Pharmaceutical Industries Ltd., Allegan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and CVS Pharmacy, Inc., Agree to the Terms of the Addendum to the MOU Allocating Settlement Proceeds, and Authorize Entry Into the MOU with the Attorney General
- C. Resolution Designating the Week of April 17, 2023 Through April 21, 2023 as “Work Zone Safety Awareness Week” in Washburn County

**18. Resolutions and Ordinances:**

- A. Resolution to Accept Grant Funds From the Office of Emergency Communications, Department of Military Affairs Into the 2023 Land Information/County Surveyors Budget – Supv. S. Smith on motion by S. Smith, 2<sup>nd</sup> by G. Cusick; Roll Vote Yes 20, No 0
- B. Resolution to Accept Healthy Lakes and Rivers Grant Funds into the 2023 DNR Surface Water Budget – Supv. S. Smith

**19. Committee Reports** – suspended at this time. Louis Villella commented about adhoc, thank the members, had final meeting today and will be forwarded on.

**20. Citizen Comments** - none

**21. Next Meeting Date and Possible Future Agenda Items** – date and time will be determined at next exe agenda

**22. Audit Per Diems** on motion by H. Graber, 2<sup>nd</sup> by C. Masterjohn; MC

**23. Adjourn** at 8:19 pm

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.

## Disaster Declaration

WHEREAS on **April 12, 2023** a disaster, namely **Flooding 4-12-23** struck Washburn County, Wisconsin; and

WHEREAS, because of emergency flooding conditions, the County Board is unable to meet with promptness; and

WHEREAS, it is necessary and expedient for the health, safety, welfare and good order of the county to proclaim that emergency conditions exist; and

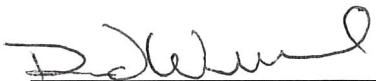
WHEREAS, the disaster has caused the county to expend, commit and exhaust its pertinent available resources; and

WHEREAS, the county requests assistance and advises the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to chapter 59 of the Wisconsin Statutes, as County Board Chairman of Washburn County, Wisconsin, I hereby declare a condition of disaster and proclaim until \_\_\_\_\_, 20 \_\_\_\_ at \_\_\_\_\_ a/p.m. or such earlier time as a quorum of the County Board convenes:

(Check if applicable)

- Curfew, as follows:
- Evacuation, as follows:
- Travel/entry restrictions, as follows:
- Securing of resources, as follows:
- Seizure of equipment, as follows:
- Request Wisconsin National Guard, as follows:
- Request Wisconsin state resources, as follows:
- Suspend permits, as follows:
- Establish price controls, as follows:
- Authorize emergency purchases of goods and materials, as follows:
- Authorize emergency purchases of services, as follows:
- Authorize hiring, as follows:
- Authorize public works contracting in excess of \$20,000 without advertising or bid, as follows:

 Chairman

APRIL 13<sup>th</sup>, 20 23 at 1:37 a/p.m.

## REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on March 28, 2023.

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

**Chicog Township: Ron Crosby, Trego WI.** Property: Tax ID#35640-3.38 acres, PT SW SW, in Section 11-41-13, Town of Chicog, to rezone 3.38 acres from Commercial to Residential Recreational 2 to be able to bring into compliance for the use and sell.

The Zoning Committee recommends APPROVAL of the request to rezone 3.38 acres of Commercial to Residential Recreational 2.

Interested persons were given the opportunity to be heard.

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Dated

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Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions032823

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;

Chicog Township: Ron Crosby, Trego WI. Property: Tax ID#35640-3.38 acres, PT SW SW, in Section 11-41-13, Town of Chicog, to rezone 3.38 acres from Commercial to Residential Recreational 2 to be able to bring into compliance for the use and sell.

Interested persons were given the opportunity to be heard.

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

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

\_\_\_\_\_  
Dated

\_\_\_\_\_  
David Wilson, Chairman

Washburn County Board of Supervisors

Rezonepetitions032823

**REZONING PETITIONS**

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on March 28, 2023.

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

**Long Lake Township: Mary Johnson Trust, St. Charles IL.** Property: Tax ID#16774-PT GOV LOT 1 LOT 25, Tax ID#16775-PT GOVE LOT 1 LOT 24, Tax ID#16776-PT GOV LOT 1 LOT 23, Tax ID#16777-PT GOV LOT 1 LOT 22, all in MAPLE GROVE BEACH, all in Section 09-37-11, Town of Long Lake, to rezone 3.40 acres from Residential to Residential Recreational 2 to be able to combine 4 parcels to make 1 lot and build 2 dwellings.

The Zoning Committee recommends APPROVAL of the request to rezone 3.40 acres of Residential to Residential Recreational 2.

Interested persons were given the opportunity to be heard.

---

Dated

---

Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions032823



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;

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Long Lake Township: Mary Johnson Trust, St. Charles IL. Property: Tax ID#16774-PT GOV LOT 1 LOT 25, Tax ID#16775-PT GOVE LOT 1 LOT 24, Tax ID#16776-PT GOV LOT 1 LOT 23, Tax ID#16777-PT GOV LOT 1 LOT 22, all in MAPLE GROVE BEACH, all in Section 09-37-11, Town of Long Lake, to rezone 3.40 acres from Residential to Residential Recreational 2 to be able to combine 4 parcels to make 1 lot and build 2 dwellings.

Interested persons were given the opportunity to be heard.

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

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

\_\_\_\_\_  
Dated

\_\_\_\_\_  
David Wilson, Chairman

Washburn County Board of Supervisors

Rezonepetitions032823

**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH A:

WHEREAS: The Highway Committee has made a finding that a portion of CTH A from Chaney's Tavern east approximately 2.3 miles to Crystal Mountain Road should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

Now, therefore, be it ordained that CTH A from Chaney's Tavern east approximately 2.3 miles to Crystal Mountain Road be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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

CTH A  
Chaney's Tavern to  
Crystal Mountain Road

Legend

Town Roads open to ATVs

Wild Rivers  
Trail

Blooming Valle  
Road

CTH A  
Open to  
ATV Traffic

Mann Road

CTH A Closed to  
ATV Traffic

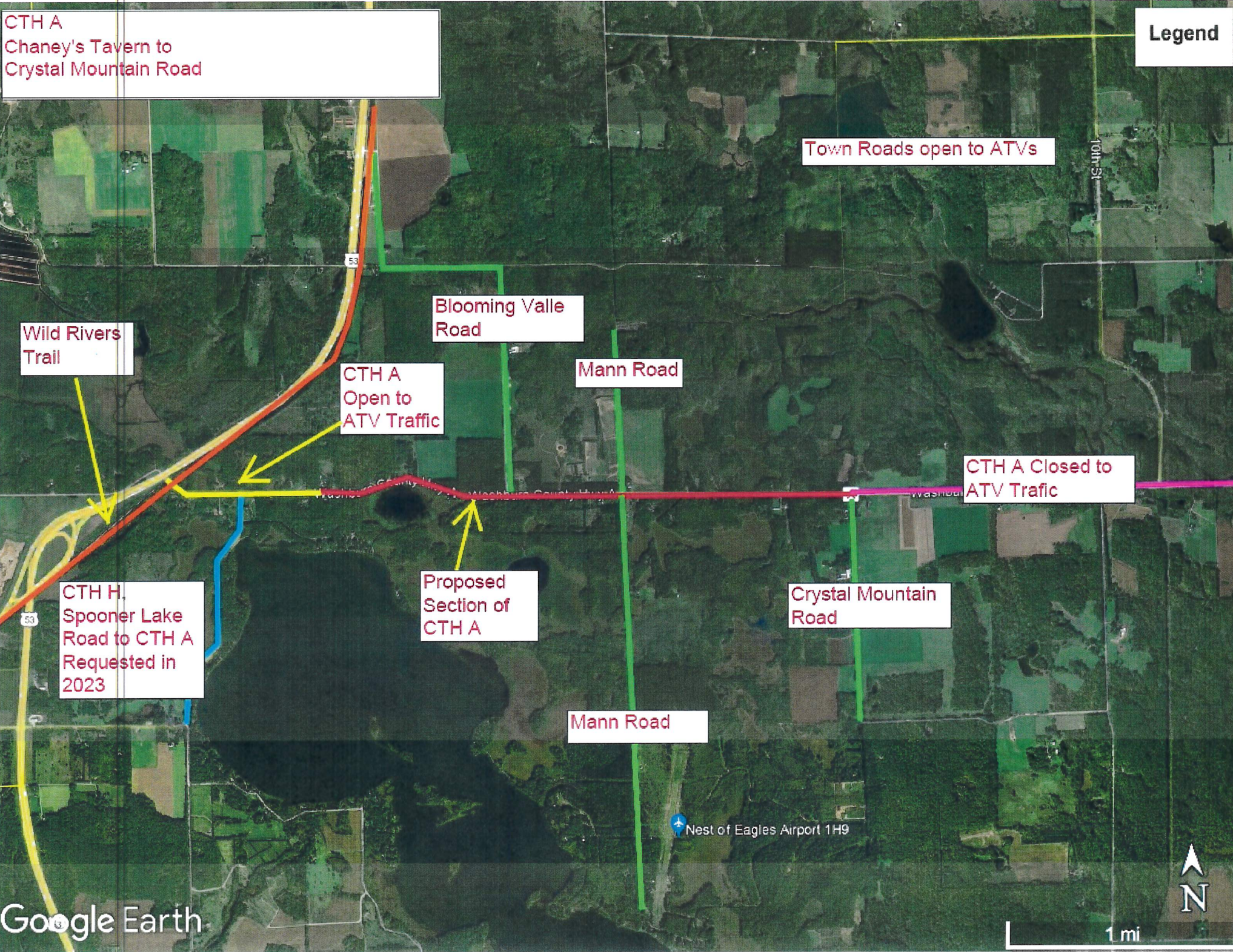
CTH H,  
Spooner Lake  
Road to CTH A  
Requested in  
2023

Proposed  
Section of  
CTH A

Crystal Mountain  
Road

Mann Road

Nest of Eagles Airport 1H9



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH D:

WHEREAS: The Highway Committee has made a finding that a portion of CTH D from Stone Road east approximately 3.2 miles to Ripley Spur Road /School House Road should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

WHEREAS: This resolution's designated ATV route includes the ATV route designation made by Washburn County Board of Supervisors Ordinance 03-09, which designated CTH D from the Getaway to School House Road as an ATV Route.

Now, therefore, be it ordained that CTH D from Stone Road east approximately 3.2 miles to Ripley Spur Road/ School House Road be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

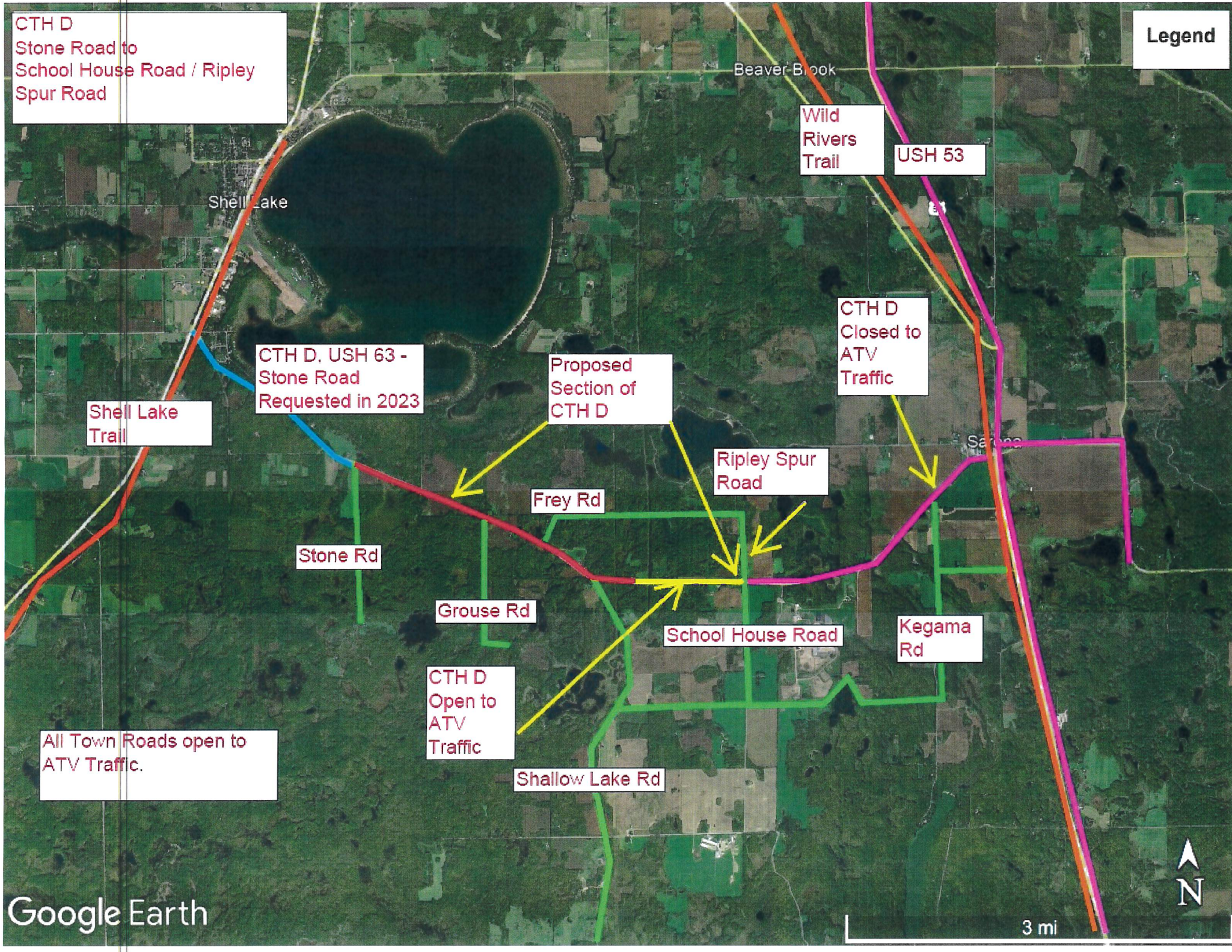
\_\_\_\_\_  
Sandy Johnson

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

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

CTH D  
Stone Road to  
School House Road / Ripley  
Spur Road

Legend



CTH D, USH 63 -  
Stone Road  
Requested in 2023

Proposed  
Section of  
CTH D

CTH D  
Closed to  
ATV  
Traffic

Shell Lake  
Trail

Ripley Spur  
Road

Frey Rd

Stone Rd

Grouse Rd

School House Road

Kegama  
Rd

All Town Roads open to  
ATV Traffic.

CTH D  
Open to  
ATV  
Traffic

Shallow Lake Rd

Google Earth

3 mi



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH D:

WHEREAS: The Highway Committee has made a finding that a portion of CTH D from USH 63 east approximately 1.7 miles to Stone Road should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

WHEREAS: This resolution's designated ATV route includes the ATV route designation made by Washburn County Board of Supervisors Resolution 68-16, which designated CTH D from USH 63 to old CTH D as an ATV Route.

Now, therefore, be it ordained that CTH D from USH 63 east approximately 1.7 miles to Stone Road be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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

CTH D  
USH 63 to  
Stone Road

USH 63 Closed to  
ATV Traffic

All Town and City Roads  
open to ATVs

Legend

OLD CTH D

Proposed Section  
of CTH D

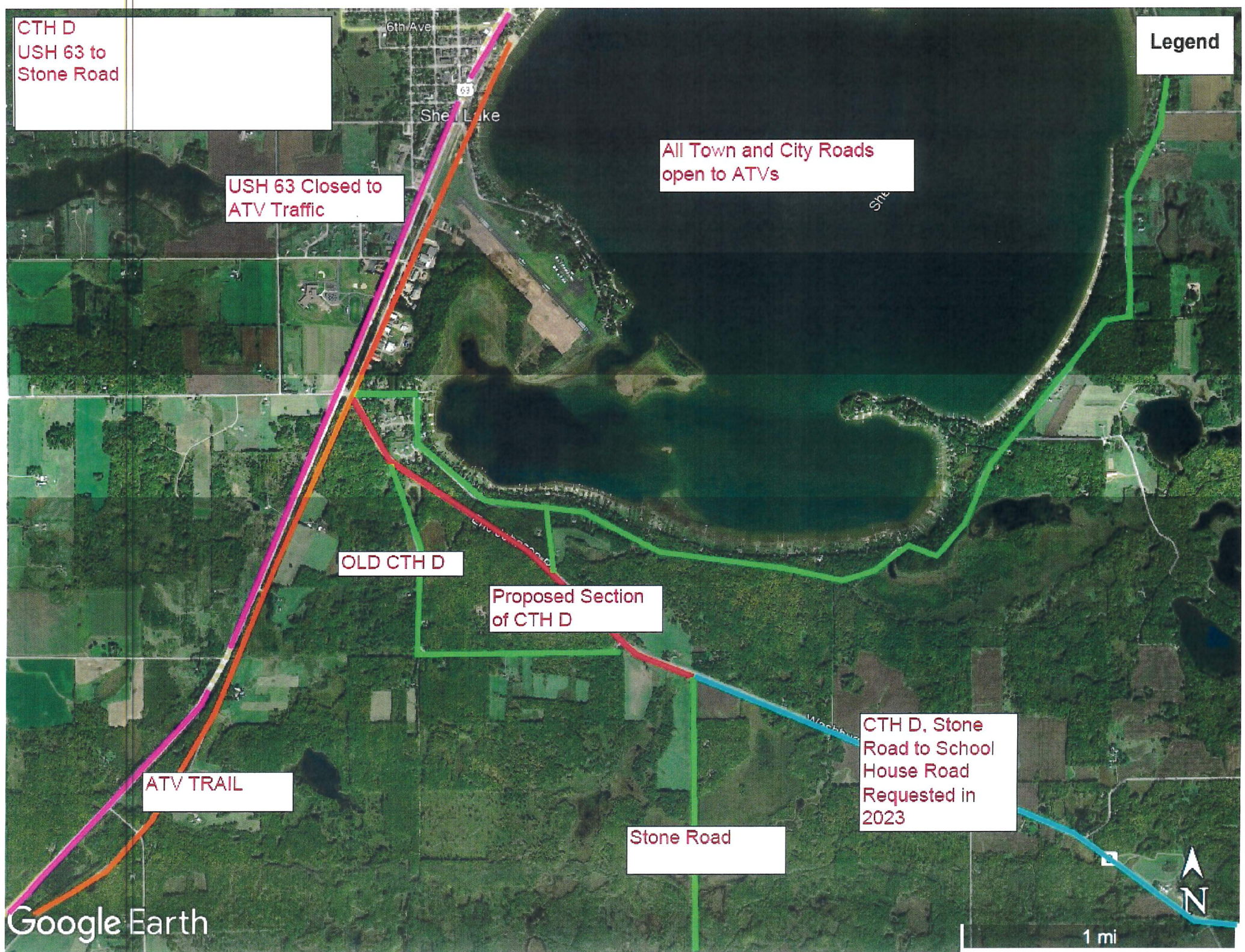
ATV TRAIL

Stone Road

CTH D, Stone  
Road to School  
House Road  
Requested in  
2023

Google Earth

1 mi



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH H:

WHEREAS: The Highway Committee has made a finding that a portion of CTH H from Spooner Lake Road north approximately 1.1 miles to CTH A should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

Now, therefore, be it ordained that CTH A from Spooner Lake Road north approximately 1.1 miles to CTH A be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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



CTH H  
Spoooner Lake Road to  
CTH A

Legend

Blooming Vale Road  
Open to ATVs

CTH A Open to  
ATV Traffic

CTH A, Chaney's to  
Crystal Mountain  
Road Requested in  
2023

Proposed section of  
CTH H

Wild Rivers  
Trail

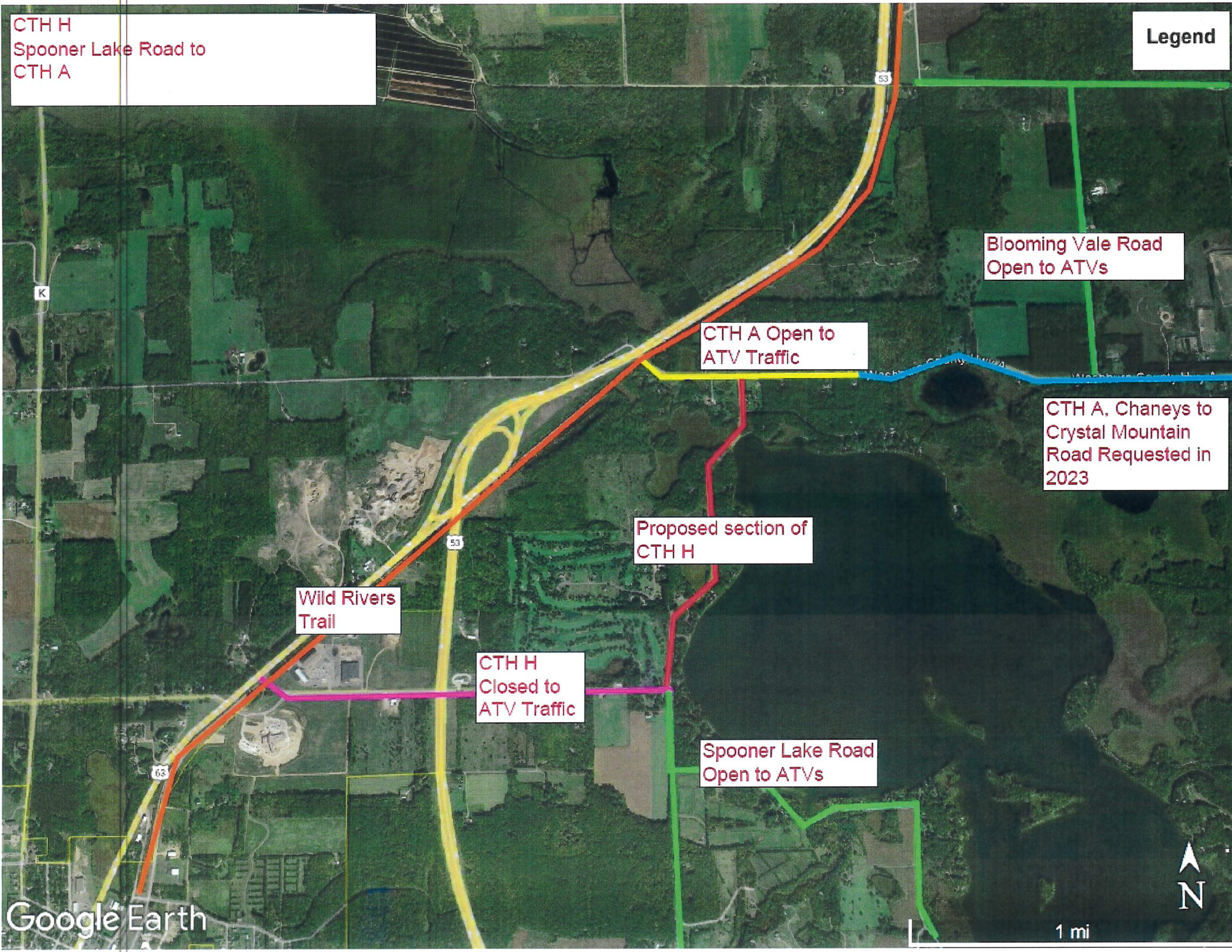
CTH H  
Closed to  
ATV Traffic

Spoooner Lake Road  
Open to ATVs

Google Earth



1 mi



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH J:

WHEREAS: The Highway Committee has made a finding that a portion of CTH J from the Burnett County Line east approximately 2.4 miles to USH 63 should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

Now, therefore, be it ordained that CTH J from the Burnett County Line east approximately 2.4 miles to USH 63 be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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

CTH J  
Burnett County Line  
to USH 63

Legend

Spring Lake  
Road

Woodyard  
Road

USH 63 Closed to  
ATV Traffic

Burnett County J  
Open to ATV Traffic

Proposed  
Section of  
CTH J

Leach Lake  
Road

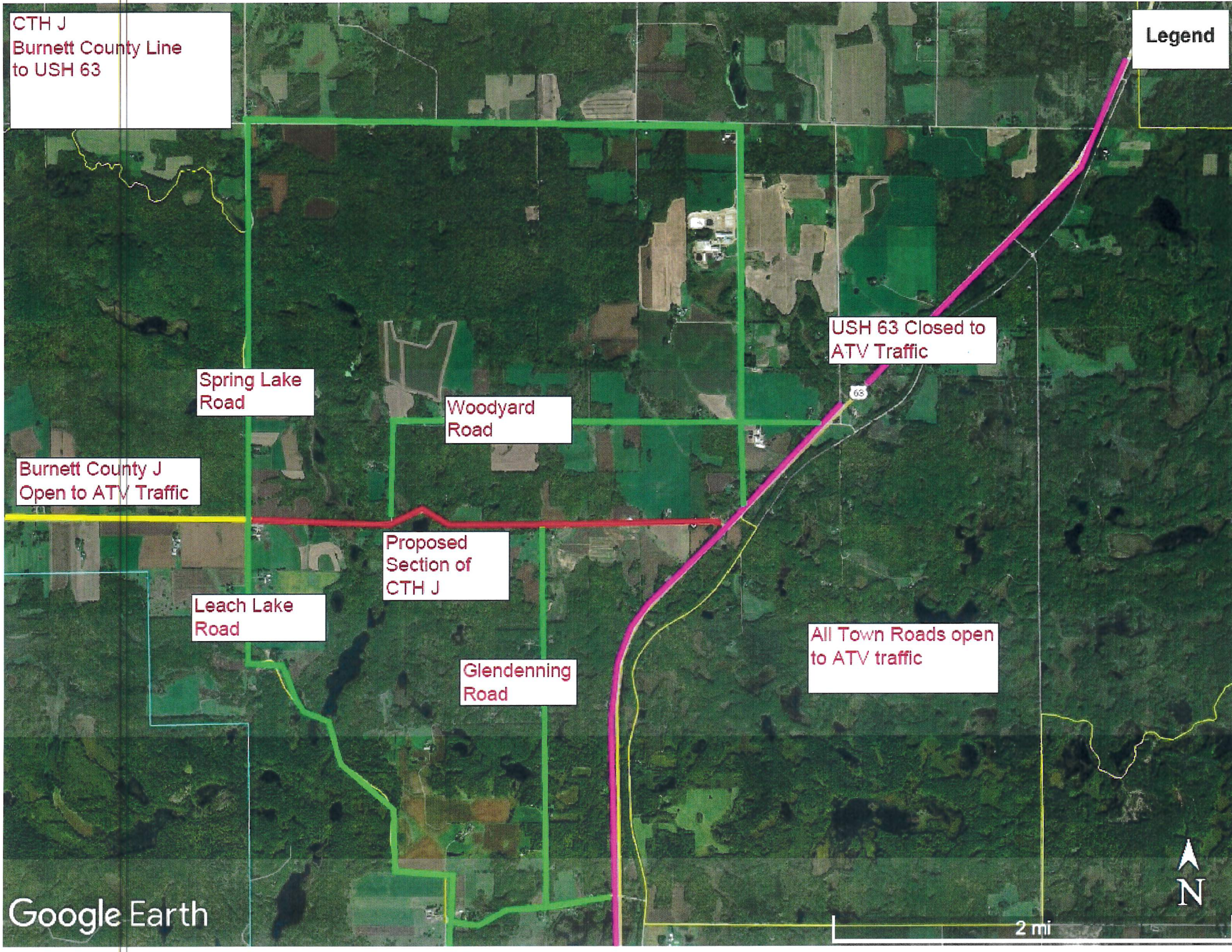
Glendenning  
Road

All Town Roads open  
to ATV traffic

Google Earth



2 mi



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH K:

WHEREAS: The Highway Committee has made a finding that a portion of CTH K from Little Valley Road north approximately 0.35 miles to Sunset should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

Now, therefore, be it ordained that CTH K from Little Valley Road north approximately 0.35 miles to Sunset Lane be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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

CTH K  
Little Valley Road to  
Sunset Lane

Legend

CTH K Closed to  
ATV TRAFFIC

54801  
Sunset Lane  
Open to ATV

Proposed Section of  
CTH K

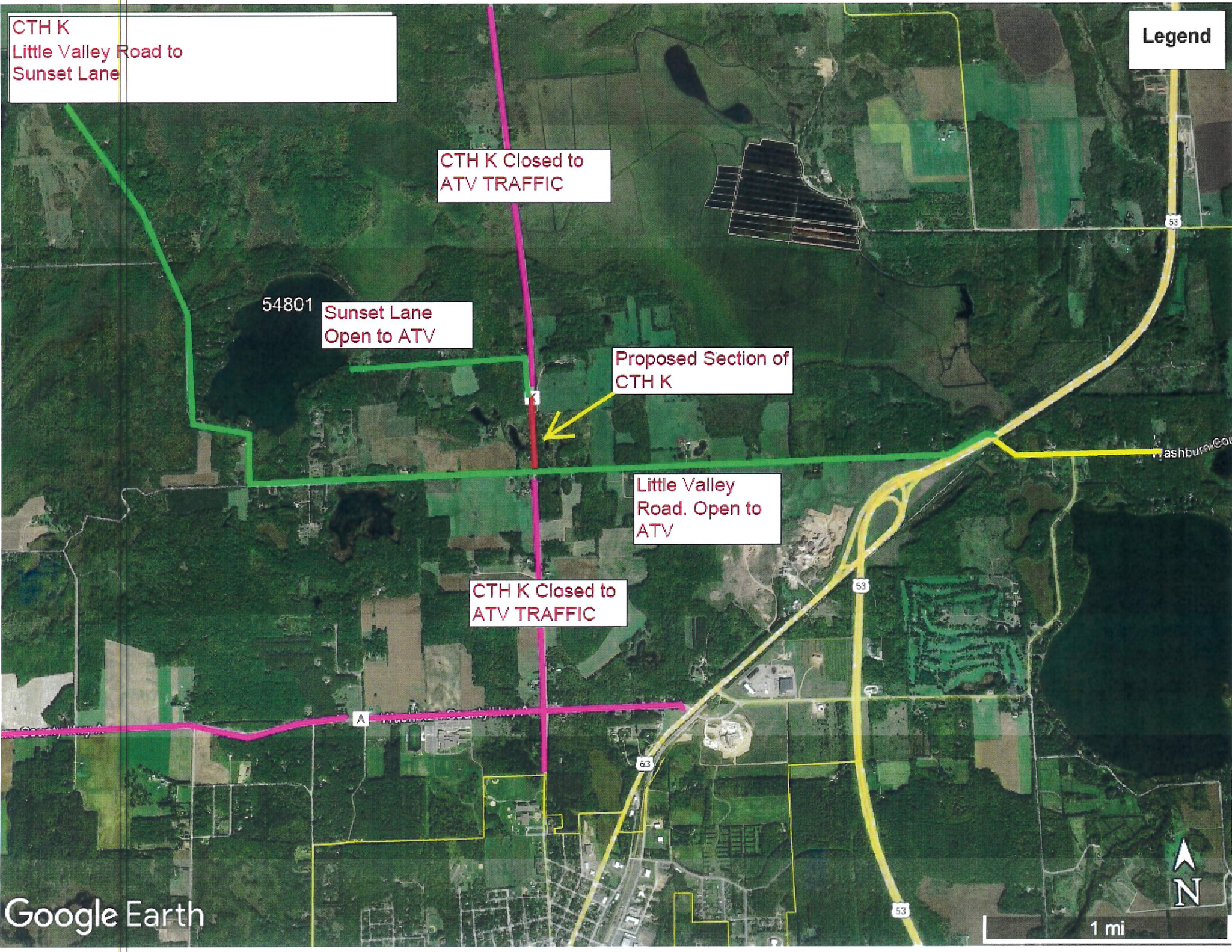
Little Valley  
Road. Open to  
ATV

CTH K Closed to  
ATV TRAFFIC

Google Earth



1 mi



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH P:

WHEREAS: The Highway Committee has made a finding that a portion of CTH P from CTH D north approximately 1.0 miles to the North Sarona Town Line should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

Now, therefore, be it ordained that CTH P from CTH D north approximately 1.0 miles to the North Sarona Town Line be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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

CTH P  
CTH D to  
North Sarona Town Line

Legend

CTH P Closed to ATV  
TRAFFIC

PROPOSED SECTION  
OF CTH P

Audubon Road  
Open to ATV  
Traffic

Sarona

CTH D Closed  
to ATV  
TRAFFIC

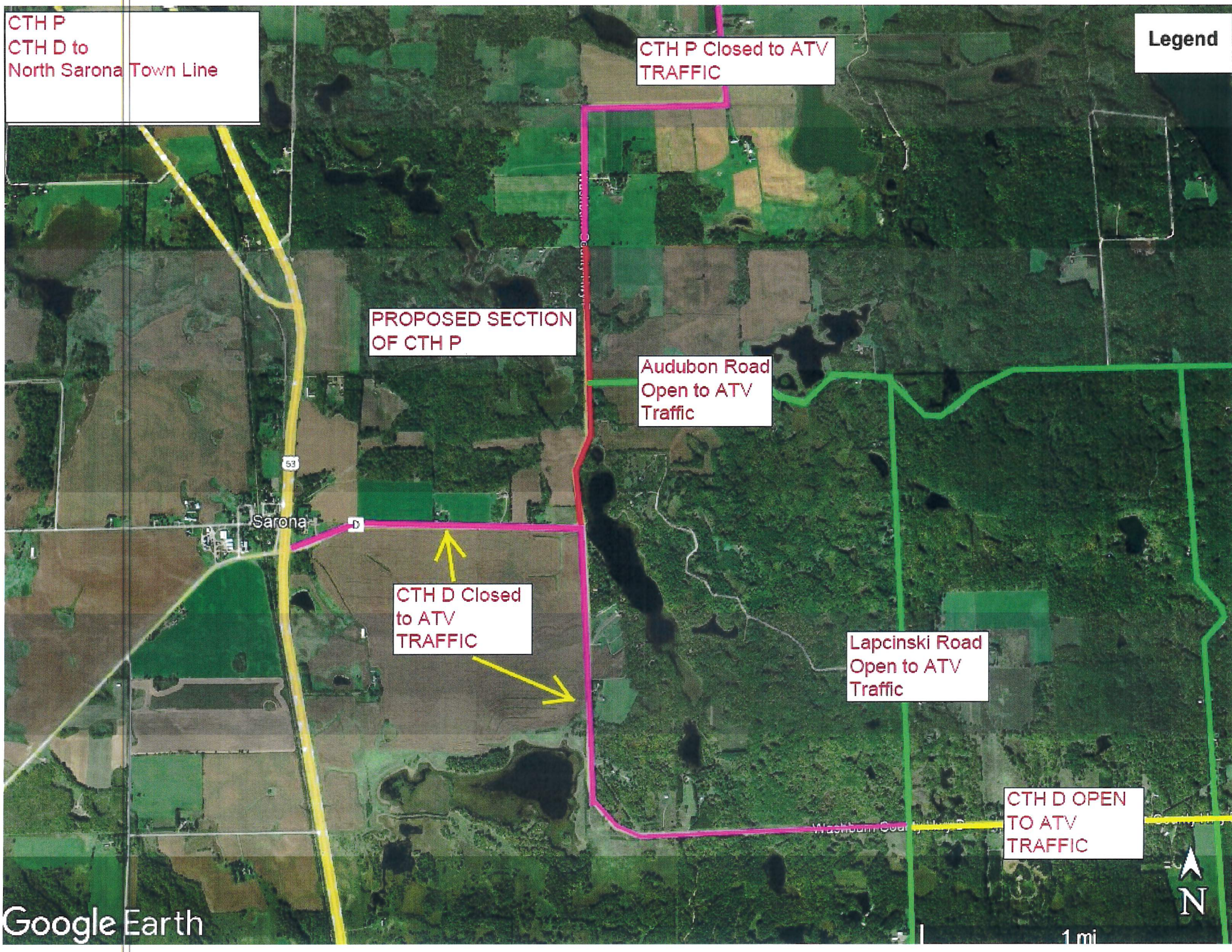
Lapcinski Road  
Open to ATV  
Traffic

CTH D OPEN  
TO ATV  
TRAFFIC

Google Earth



1 mi



**Resolution # 2023-\_\_\_\_**  
**Washburn County Board of Supervisors**

**All-Terrain Vehicle Route Ordinance**

The Washburn County Board of Supervisors adopts the following all-terrain vehicle route for the operation of all-terrain vehicles on CTH T:

WHEREAS: The Highway Committee has made a finding that a portion of CTH T from CTH D south approximately 2.0 miles to the Barron County Line should be designated as an ATV route, and;

WHEREAS: The Highway Department will review this agreement annually and revoke it if issues arise;

Now, therefore, be it ordained that CTH T from CTH D south approximately 2.0 miles to the Barron County Line be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 20<sup>th</sup> day of March, 2023, and approved by the Washburn County Board of Supervisors this \_\_\_\_\_ day of April 2023.

**Highway Committee**

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

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

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

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

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



CTH T  
From CTH D to the  
Barron County Line

Berry Road  
Open to  
ATV Traffic

CTH T  
Closed to  
ATV Traffic

Legend

Vincent Road  
Closed to ATV

CTH D  
Closed to  
ATV Traffic

CTH DD  
Closed to ATV  
Traffic

ATV Trail open  
during Mem.  
Day to End  
October

Proposed Segment  
of CTH T

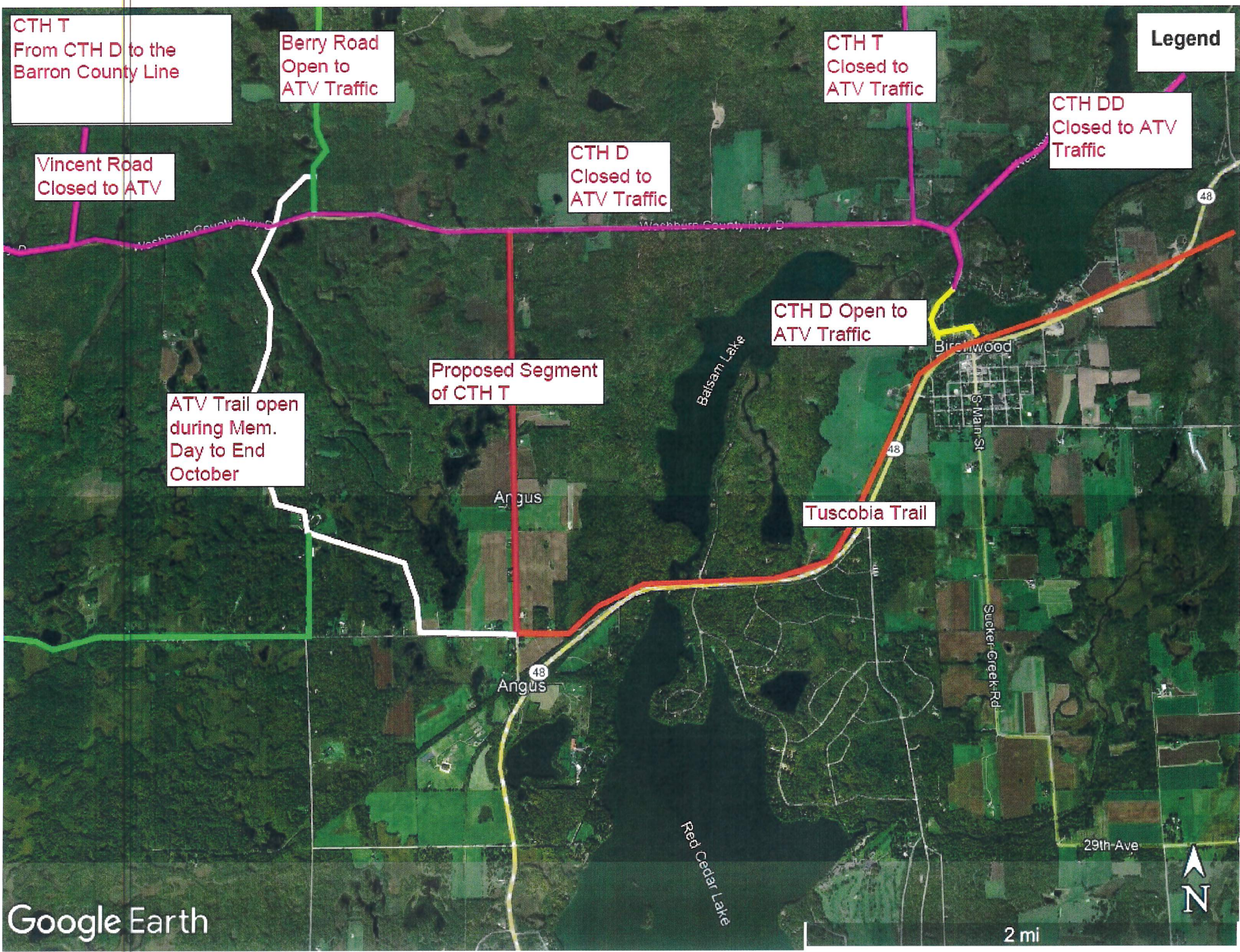
CTH D Open to  
ATV Traffic

Tuscobia Trail

Google Earth



2 mi



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

**Petition for the Establishment of a New At-Grade Railroad Crossing**

WHEREAS, Washburn County proposes to cross the tracks of the Wisconsin Great Northern Railroad at-grade with the Wild River State Trail; and

WHEREAS, the crossing is necessary to promote the public safety and convenience of the Wisconsin Great Northern Railroad by diverting recreational uses of the Wild River Trail to the west side of the railroad tracks and eliminating trail traffic between the Wisconsin Great Northern Railroad depot and the railroad tracks; and

WHEREAS, the establishment of the crossing is advisable under all circumstances; and

WHEREAS, Section 195.59 Wisconsin Statutes authorizes the Office of the Commissioner of Railroads to determine whether the establishment of the crossing is necessary to promote public safety and convenience, and is advisable to determine the necessary warning devise for the crossing, and to apportion all costs for the crossing, including the costs of any warning devices; and

WHEREAS, Washburn County proposes to negotiate any additional costs with Wisconsin Great Northern Railroad under an allocation basis to safely establish the crossing,

THEREFORE BE IT RESOLVED, that the Washburn County Board of Supervisors hereby directs the Washburn County Forestry, Parks and Recreation Committee to take all necessary steps to petition the Office of Commissioner of Railroads for an investigation and order to approve the establishment of the new crossing to determine the necessary warning devices, and to apportion costs for the new crossing of the Wild River State Trail with the tracks of the Wisconsin Great Northern Railroad in the Town of Trego, Washburn County; and

BE IT FURTHER RESOLVED, that Washburn County staff shall comply with Chapter 195 Wisconsin Statutes and RR 1.025, Wisconsin Administrative Code in the filing of the petition.

FISCAL IMPACT Unknown

Submitted for adoption this \_\_\_ day of \_\_\_\_\_, 2023 by:

Forestry, Parks & Recreation Committee:

\_\_\_\_\_  
Sandy Johnson, Chair

Motion for adoption by:  
Supervisor \_\_\_\_\_

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

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

Seconded by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
Lolita Olson

Ayes \_\_\_\_\_, Noes \_\_\_\_\_, Absent \_\_\_\_\_

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

RESOLUTION 2023-12

**WASHBURN COUNTY BOARD OF SUPERVISORS  
RESOLUTION TO COMMIT TO A PUBLIC/PRIVATE PARTNERSHIP WITH MOSAIC  
TECHNOLOGIES FOR BROADBAND EXPANSION PROJECTS**

**WHEREAS**, Washburn County (the "County") continues to strive in the expansion of broadband technology available to its residents and visitors; and,

**WHEREAS**, Mosaic Technologies ("Mosaic") is a not-for-profit local provider of broadband services in and around the County; and,

**WHEREAS**, the County has been certified as a Broadband Forward community by the Public Service Commission (PSC) of Wisconsin, which "distinguishes the county as supportive of increased broadband access by taking steps to reduce obstacles for private and public investment"; and,

**WHEREAS**, since this certification in 2018, Mosaic has been the only provider willing to come forward and work with the County; and,

**WHEREAS**, through various resolutions over the past several years, the County has approved investing in broadband infrastructure as well as committing to a public/private partnership with Mosaic for several recent projects; and,

**WHEREAS**, the County has indicated it prefers a local provider who will guarantee investment of dollars in the County until the projects are done; and,

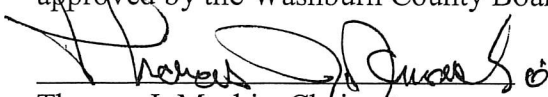
**WHEREAS**, Mosaic has indicated a guarantee of such nature as described, insomuch as they would pay the County back all dollars expended by the County, with interest, if the projects do not get done; and,

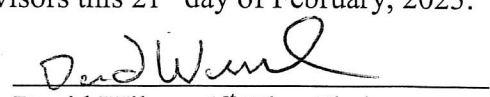
**WHEREAS**, such a commitment will provide for a unified effort so that broadband expansion can move forward faster with more favorable grant opportunities as well.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors hereby approves a continued commitment to a public private partnership with Mosaic Technologies as the preferred provider of broadband services in Washburn County.

**FISCAL IMPACT:** Funding to support the partnership may be done by budgeting of XX dollars/year, TBD, depending on grant requirements.

Recommended for approval by the Executive Committee this 15<sup>th</sup> day of February, 2023 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of February, 2023.


  
Thomas J. Mackie, Chair

  
David Wilson, 1<sup>st</sup> Vice Chair

\_\_\_\_\_  
Linda Featherly, 2<sup>nd</sup> Vice Chair

  
Hank Graber, Member

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

Motion: D. Wilson Second: G. Gussick  
(Voice) (Roll) vote: Yes X No —  
I, Lolita Olson, as County Clerk, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the County of Washburn at the meeting held on: Feb 21 2023 

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

**RESOLUTION FOR THE VETERANS SERVICE OFFICE TO ACCEPT GRANT MONEY IN EXCESS OF PROJECTION AND AMEND THE 2023 BUDGET**

WHEREAS, on NOVEMBER 14, 2022 the Wisconsin Department of Veterans Affairs approved a County Transportation Services Grant for Fiscal Year 2023 for \$18,693.45 to the Veterans Service Office to be used on veterans transportation costs; and

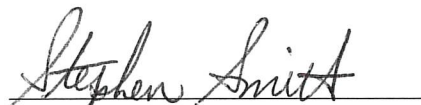
WHEREAS, the projected budgeted amount was set at \$6,000; and

WHEREAS, the grant will affect the 2023 budget in both revenue and expense accounts increasing the accounts by \$12,693.45; and

THEREFORE BE IT RESOLVED that Washburn County and the Veterans Service Office accept the WDVA Transportation Services Grant of \$18,693.45 to support veteran's transportation needs and increase the revenue in account 100.54720-43560 and increase the expenses in account 100.54720-50120.

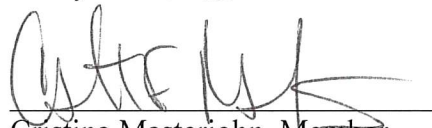
**FISCAL IMPACT: \$12,693.45**

Recommended for adoption by the Washburn County Veterans Service Office Commission on this   5th   day of   April  , 2023 and approved by the Washburn County Finance Committee on this        day of                     , 2023 and approved by the Washburn County Board of Supervisors on this        day of                     , 2023.

  
Stephen Smith, Chair

  
Sandy Johnson, Member

  
Linda Featherly, Member

  
Cristina Masterjohn, Member

  
Scott Roppe, Member

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

**RESOLUTION FOR THE VETERANS SERVICE OFFICE TO ACCEPT GRANT MONEY IN EXCESS OF PROJECTION AND AMEND THE 2023 BUDGET**

WHEREAS, on FEBRUARY 27, 2023 the Wisconsin Department of Veterans Affairs approved a County Veterans Service Office Supplemental Grant for 2023-2024 in the amount of \$14,228 to the Veterans Service Office to be used for enhancing veteran outreach; and

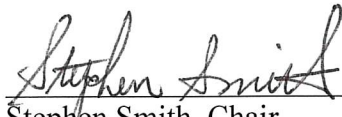
WHEREAS, the projected budgeted amount was set at \$0; and

WHEREAS, the grant will affect the 2023 budget in both revenue and expense accounts.

THEREFORE BE IT RESOLVED that Washburn County and the Veterans Service Office accept the WDVA Supplemental Grant of \$14,228 to support veteran outreach and increase the revenue in account 100.54710-43562 and increase the expenses in account 100.54710-50310.


**FISCAL IMPACT: \$14,228**

Recommended for adoption by the Washburn County Veterans Service Office Commission on this \_\_\_6th\_\_\_ day of \_\_\_ April \_\_\_, 2023 and approved by the Washburn County Finance Committee on this \_\_\_ day of \_\_\_\_\_, 2023 and approved by the Washburn County Board of Supervisors on this \_\_\_ day of \_\_\_\_\_, 2023.

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

  
\_\_\_\_\_  
Sandy Johnson, Member

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

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

  
\_\_\_\_\_  
Scott Roppe, Member

**Resolution to Carry Over 2022 Unit on Aging Department Funds to the 2023 Combined Aging/ADRC Budget - Share the Love Event, Pet Grant, Wal-Mart Grant, NextFifty Grant, Healthy Brains, Farmers to Families**

WHEREAS, the Unit on Aging has 2022 revenue from grants and monetary donations received within the year for the Share the Love Event (which includes the grant plus donations received from local businesses/residents), Meals on Wheels of America Pet Grant, and Wal-Mart Grant. Additionally, there are funds carried over from 2021 to 2022 for the NextFifty Grant, Healthy Brains account, and Farmers to Families account that remain unused; and

WHEREAS, in order to use the revenue as indicated per the grant requirements and requests from specific donors, the ADRC would like to carry over the designated revenue to the combined 2023 Aging/ADRC budget; and

WHEREAS, the total amount requested to be carried over from 2022 to 2023 is \$96,511.18; and

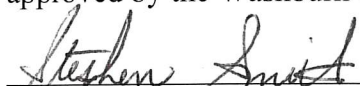
THEREFORE BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends the carryover of Aging funds of \$96,511.18 to the combined 2023 Aging/ADRC budget to be used as indicated per the grant requirements and requests from specific donors;

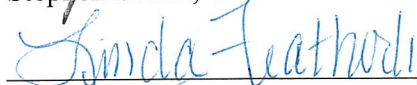
THEREFORE, BE IT FURTHER RESOLVED, that the 2022 Aging funds totaling \$96,511.18 shall be carried over to the combined 2023 Aging/ADRC budget using the revenue and expense accounts in the chart below.

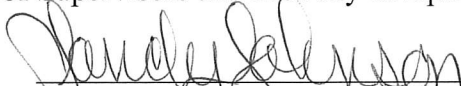
Grant/Account Description	Payment/Funding Description	Carry Over Amount	Revenue Account Number	Expense Account Number
Subaru Share the Love Event Grant/Contributions	For Social Events/HDM & Cong. Operating Expenses	\$14,394.60	235.69101.49301	235.69101.50272 \$1,500 235.69101.50290 \$5,100 235.69101.50340 \$7,794.60
Meals on Wheels of America Pet Grant	For Pet Vaccines	\$7,000.00	235.69101.49301	235.69101.50290
Wal-Mart Grant	For Spooner Annex Furniture/ Equipment	\$2,000.00	235.69101.49301	235.69101.50340
NextFifty Grant	SSC - Annex Bldg upgrades	\$67,478.58	235.69110.49310	235.69110.50299
Healthy Brains Account	For Caregiver Support	\$1,699.00	235.54660.49310	235.54660.50340
Farmers to Families Account	For Social Events/HDM & Cong. Operating Expenses	\$3,939.00	235.69105.49310	235.69105.50340
<b>Total Carryover to 2023</b>		<b>\$96,511.18</b>		

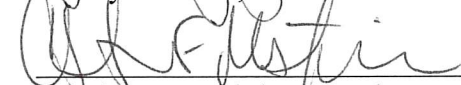
**FISCAL IMPACT: \$96,511.18**

Recommended for adoption by the Washburn County Finance Committee this 6th day of April, 2023 and approved by the Washburn County Board of Supervisors this 18th day of April, 2023.

  
Stephen Smith, Chair

  
Linda Featherly, Member

  
Sandy Johnson, Member

  
Cristina Masterjohn, Member

  
Scott Roppe, Member

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

**RESOLUTION TO INCREASE THE 2022 UNIT ON AGING/ADRC DEPARTMENT  
BUDGET – Monetary Contributions, GWAAR 2021 Carryover and 2022 Final  
Adjustments for Title III, ARPA, and Vaccine Activity**

WHEREAS, the Unit on Aging/ADRC Department receives monetary contributions from businesses and private residents throughout the year for various programs. Some of the monetary contributions are for general use while others are designated by the donor for a specific purpose; and

WHEREAS, the monetary contributions received from businesses and private residents that were not previously budgeted in the 2022 Unit on Aging budget totaled \$18,664.50; and

WHEREAS, the Unit on Aging also receives funding from the State of Wisconsin through the Greater Wisconsin Agency on Aging Resources (GWAAR) for various programs. Throughout the year the State will amend the grant amounts for prior year carryovers as well as current year adjustments to the grant funds and send out a final adjustment contract amendment; and

WHEREAS, the GWAAR adjustments includes the 2021 Title III carryover amounts, 2022 Title III Grant final adjustments, 2022 Vaccine Activity Grant final adjustments, and ARPA grant funds used in 2022; and

WHEREAS, the GWAAR 2021 carryover and 2022 grant adjustments that were not previously budgeted in the 2022 Unit on Aging budget totaled \$65,174; and

THEREFORE BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends increasing the 2022 Unit on Aging budget totaling \$83,838.50. This includes \$18,664.50 for the monetary contributions received from businesses and private residents plus \$65,174 for the GWAAR 2021 Title III carryover amounts, 2022 Title III Grant final adjustments, 2022 Vaccine Activity Grant final adjustments, and ARPA grant funds used in 2022 using the revenue and expense account breakdowns listed below; and

THEREFORE BE IT FURTHER RESOLVED; that the 2022 Unit on Aging budget shall be increased a total of \$83,838.50. This includes \$18,664.50 for the monetary contributions received from businesses and private residents and \$65,174 for the GWAAR 2021 Title III carryover amounts, 2022 Title III Grant final adjustments, 2022 Vaccine Activity Grant final adjustments, and ARPA grant funds used in 2022 using the listed revenue and expense accounts in the tables below.

From	Payment/Funding Description	Original Budgeted by Aging/ADRC	Amount Received	Revenue Account Number	Expense Account Number
Shell Lake State Bank	Senior Social Events	\$0.00	\$250.00	240.69101.48501	240.69101.50290
Anonymous Contribution from Business	Senior Social Events	\$0.00	\$500.00	240.69101.48501	240.69101.50290
Spooner Health	Senior Social Events	\$0.00	\$500.00	240.69101.48501	240.69101.50290
VFW Post 10568, Springbrook	Share the Love / Transportation	\$0.00	\$1,000.00	240.69101.48501	240.69101.50340
Birchwood Senior Center Group	Share the Love / Social Events	\$0.00	\$494.50	240.69101.48501	240.69101.50340
Johnson Bank	Share the Love / Social Events	\$0.00	\$100.00	240.69101.48501	240.69101.50340
Kwik Trip Kares	Share the Love / Social Events	\$0.00	\$500.00	240.69101.48501	240.69101.50340
Anonymous Contributions from Private Residents	Monetary Contributions / Share the Love Event	\$0.00	\$10,300.00	240.69101.48501	240.69101.50340
Anonymous Contributions from Private Residents	Program Income for ADRC Elder Benefits Program	\$0.00	\$5,020.00	238.54630.48501	238.54630.50120
<b>Total Monetary Contributions</b>			<b>\$18,664.50</b>		

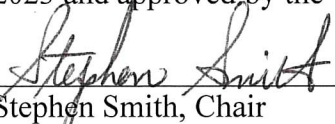
From	Payment/Funding Description	Original Budgeted by Aging	Final Carryover/ Adjustments from GWAAR	Change	Revenue Account Number	Expense Account Number
GWAAR	Title IIIB Supportive Services	\$26,628.00	\$30,336.00	\$3,708.00	240.61110.43563	240.61110.50340
GWAAR	Title IIID Prev. Health	\$2,111.00	\$2,192.00	\$81.00	240.61200.43563	240.61200.50340
GWAAR	Title IIIE Family Caregiver Support	\$10,161.00	\$12,562.00	\$2,401.00	240.61500.43563	240.61500.50340
GWAAR	Alzheimer's Family Caregiver Support	\$10,271.00	\$12,489.00	\$2,218.00	240.61600.43563	240.61600.50295
GWAAR	Title IIIC-2 Home Delivered Meals	\$16,478.00	\$21,111.00	\$4,633.00	240.62555.43563	240.62555.50272
GWAAR	Title IIIC-1 Congregate Meal Program	\$65,229.00	\$66,778.00	\$1,549.00	240.63101.43563 240.64101.43563 240.65101.43563 240.66101.43563	240.63101.50340 \$387.25 240.64101.50340 \$387.25 240.65101.50340 \$387.25 240.66101.50340 \$387.25
GWAAR	Vaccine Activity Grant	\$0.00	\$46,305.00	\$46,305.00	240.61110.43563	240.61110.50313 \$11,933 240.61110.50340 \$34,372
<b>Total GWAAR Adjustments for 2021 Carryovers, 2022 Final and 2022 Vaccine Activity</b>				<b>\$60,895.00</b>		

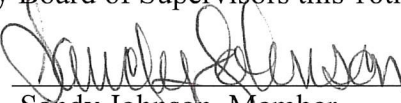


From	Payment/Funding Description	Original Budgeted by Aging for use in 2022	Amount used in 2022	Change	Revenue Account Number	Expense Account Number
GWAAR	ARPA IIIC1 Congregate Meal Program 10/1/21 - 9/30/22	\$18,291.00	\$11,514.00	(\$6,777.00)	240.63101.43563	240.63101.50340
GWAAR	ARPA IIIC2 Home Delivered Meal Program 10/1/21 - 9/30/22	\$5,493.00	\$14,695.00	\$9,202.00	240.62555.43563	240.62555.50272
GWAAR	ARPA IIIC1 Congregate Meal Program 10/1/22 - 9/30/23	\$0.00	\$1,066.00	\$1,066.00	240.63101.43563	240.63101.50340
GWAAR	ARPA IIIC2 Home Delivered Meal Program 10/1/22 - 9/30/23	\$0.00	\$84.00	\$84.00	240.62555.43563	240.62555.50272
GWAAR	ARPA IIID Prev. Health 10/1/22 - 9/30/23	\$0.00	\$108.00	\$108.00	240.61200.43563	240.61200.50340
GWAAR	ARPA IIIE Family Caregiver Support 10/1/22 - 9/30/23	\$0.00	\$596.00	\$596.00	240.61500.43563	240.61500.50805
<b>Total adjustments for GWAAR ARPA funds used in 2022</b>				<b>\$4,279.00</b>		

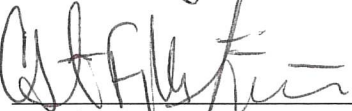
**FISCAL IMPACT: \$83,838.50**

Recommended for adoption by the Washburn County Finance Committee this 6th day of April, 2023 and approved by the Washburn County Board of Supervisors this 18th day of April, 2023.

  
 Stephen Smith, Chair

  
 Sandy Johnson, Member

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

  
 Cristina Masterjohn, Member

  
 Scott Roppe, Member

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

**RESOLUTION APPROVING NEW .33 LTE POSITION FOR HEALTH AND HUMAN SERVICES – CCS/CLTS SERVICE FACILITATOR**

**WHEREAS**, Washburn County Health and Human Services currently employees 5 staff members that serve as CCS/CLTS service facilitators; and,

**WHEREAS**, three of these staff members will be going on maternity leave between May and August, 2023; and,

**WHEREAS**, HHS can normally cover maternity leaves with internal staff, however, with the current caseloads, cannot cover for 3 concurrent leaves; and,

**WHEREAS**, in order to continue to maintain an appropriate level of services, meet deadlines and provide for the health and well-being of our consumers, a .33 LTE position is needed for the period of May through September 2023, not to exceed 700 hours; and,

**WHEREAS**, this has been discussed and approved by the Health and Human Services Committee, the Personnel Committee and the Finance Committee.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the new .33 LTE position for Health and Human Services as per policy and to be effective May 22, 2023.

**FISCAL IMPACT: \$27,282.13 – fully reimbursable.**

Recommended for adoption by the Washburn County Personnel and Finance Committees this 18th day of April, 2023 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of April, 2023.

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

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

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

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

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

<b>POSITION DESCRIPTION</b>		FT- Grade 13	
CLASS TITLE: CCS/CLTS Service Facilitator			
DEPARTMENT: Human Services	Location: Community Programs Building	Date: 01/09/19	

GENERAL DESCRIPTION

This position serves children with behavioral health needs who are eligible for the Children Long Term Support (CLTS) and Comprehensive Community Services (CCS) programs. For this position purposes, the CLTS Waiver Program is a home and community-based program that provides Medicaid funding for children with severe emotional disturbances in their daily activities and need support to remain in their home or community. CCS is a community based behavioral health services program designed with recovery concepts at its foundation. Under supervision, the employee assists children and their families identify, secure and monitor effectiveness of appropriate services in order to meet the child's outcomes. The Service Facilitator will continue to provide support and ensure needs are being met for the duration of our involvement.

SUPERVISION/DIRECTION RECEIVED

Position receives supervision and direction from the Mental Health, AODA & APS Coordinator and/or Clinical Coordinator.

SUPERVISION/DIRECTION EXERCISED

None

TYPICAL DUTIES (Illustrative Only)

Position fulfills requirements of CCS Service Facilitator as outlined in Wisconsin Administrative Code DHS 36

Position completes CLTS Basic Waiver certification requirements

Serves as a member of a multi-disciplinary team serving CCS consumers

Provides services in support of recovery concepts and practices

In collaboration with the consumer and his/her supports, conducts comprehensive, strength-based assessments through interviews, home visits and collecting of collateral information

In collaboration with the consumer and his/her supports, determines the range and type of services needed for preventative or rehabilitative services

Explains the scope of services and discusses consumer's rights and responsibilities in relation to the use of services

Arranges or provides for appropriate services for consumers based on their assessed needs

In collaboration with the consumer, his/her supports, and other providers, assesses ongoing consumer needs while developing and updating service plans to address needs

Prepares correspondence, reports, and records as necessary and appropriate

Provides crisis and short-term intervention for consumers and families

Provides support as necessary for consumers and/or family or significant others in individual or group formats

Works efficiently to achieve treatment objectives without duplication of effort and with maximum effective use of time and resources

Attends and participates in staff meetings, supervision time and other regularly scheduled meetings

Completes and maintains consumer and program related documentation in a concise, thorough and timely manner

Maintains confidentiality of records and information relating to consumer's treatment

Attends continuing education courses, workshops or conferences to stay in compliance with program educational requirements

Performs other duties as assigned

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of HFS 36 and CLTS Waiver program

Knowledge of resources for community mental health and ways in which these resources may be used by consumers

Working knowledge of common psychotropic medications and their intended benefits

Skill in working independently and implementing time management strategies

Ability to work with diverse populations

Ability to participate in and appropriately apply supervision

Ability to establish and maintain effective working relationships with consumers, other employees, contract agencies and the general public

Ability to understand and communicate effectively orally and in writing

Ability to manage high levels of stress

Considerable ability to work and make appropriate decisions independently

#### REQUIRED QUALIFICATIONS

Bachelor's degree in Social Work or related Human Services degree

Previous experience in providing mental health or CLTS case management services (public or private) preferred

Must have access to private transportation at all times for work-related duties. Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

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 and occasionally in the field. Work is largely sedentary. Position may provide services in the office, at consumer's home, or in the community, which requires travel to different locations for performance of work duties. Hand-eye coordination is necessary to operate instruments, equipment, 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, or controls; and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear. The employee must occasionally lift and/or move up to 25 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.

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

Occasionally position may travel to other offices in the county or stay overnight out of town to attend training.

#### TOOLS AND EQUIPMENT USED:

Personal computers, including Microsoft Office, standard equipment of a data processing office, including photocopiers, calculator; motor vehicle; telephone.

#### SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference 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.

***NOTE:*** *Appointment will be conditional upon successful completion of a background check.*

Approval: \_\_\_\_\_/s/\_\_\_\_\_  
Administrative Coordinator/  
Director of Personnel  
(Revised 01/09/19)

# Washburn County Personnel Requisition Form

Date: 04/10/2023       New Position       Position Vacancy       Position Change

**POSITION INFORMATION:**

Position Title: CCS/CLTS Service Facilitator Department: HHSD

Effective Date: 05/22/2023

Position Type:       Full Time       Part Time       LTE       Casual

Duration of employment of requisitioned personnel: 05/22/2023 to 09/30/2023

Reason for Request: The department will have 3 maternity leaves on the CCS/CLTS unit this summer. While we can typically manage one leave, it is not feasible to manage 3 leaves with several overlapping weeks.

Why is position required or why can't present employees complete the work or why can't position be contracted?  
Present employees have full caseloads already and maternity leaves will create too many cases to be covered by current staff.

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

If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr – Grade 13 - 1950 Step W.1	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C 3.42	Health Insurance	Total
\$35.09	700 max	\$24,563		\$1879.07	\$840.06	\$0	\$27,282.13

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)	
Wages and Benefits	\$27,282.13
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 #)	\$27,282.13
<b>TOTAL:</b>	\$0 (no levy)

## 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.)	Multiple maternity leaves on the same unit.
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.	Significant overload for current staff that work with a vulnerable population.
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?	This is a limited term employment to help cover maternity leaves for multiple staff on one unit with overlapping leaves.

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

Typically, we are able to cover a maternity leave for one staff on a unit with other staff. However, with 3 staff on leave with overlapping weeks, the department does not have the capacity to safely cover all the caseloads. This position works



with vulnerable youth (physical/developmental disability or severe emotional disturbance) and requires the ability to respond quickly or adjust to needs of the consumer and their family. It is not reasonable to cover this many youth without additional staff to support them during these maternity leaves.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	04/06/2023
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Committee of Jurisdiction:

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

HUMAN RESOURCE DIRECTOR APPROVAL:

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

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