

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

January 21, 2025

6:00 p.m.

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

1. Call Meeting to Order – Chair Kessler
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Wilson
3. Notice of Meeting – County Clerk Swearingen
4. Roll Call – County Clerk Swearingen
5. Approval of December 17, 2024 County Board Proceedings
6. Chair Statement on Public Comments at Open Meetings – Chair Kessler
7. Concerned Citizens
8. Introduction of District 19 Candidate
9. Ratification of District 19 Supervisor Appointment
10. Oath of Office for District 19 Supervisor
11. Election of Highway Committee Member for District 2
12. Sheriff's Jail Report – Gretchen Nielsen
13. Consent Agenda Resolutions
  - a. Approval of Rezone and Amendatory Ordinance – December 2024 – Long Lake Township: Indianhead Scout Camp Inc., Birchwood WI. Property: to rezone 2.0 acres in Tax ID#34130-21.96 acres zoned Forestry, PT GOV LOT 2, and to rezone 1.3 acres in Tax ID#16944-51.38 acres zoned Forestry, GOV LOT 1, all in Section 12, Township 37, Range 11W, all in the Town of Long Lake, to exchange land.
  - b. Approval of Rezone and Amendatory Ordinance – December 2024 – Gull Lake Township: James Scheffler, Chippewa Falls WI. Property: Tax ID#16167-40 acres, zoned Agricultural, SE SW, in Section 29, Township 41, Range 11W Town of Gull Lake, to rezone 40 acres to Residential Agriculture, to create parcels.
  - c. Resolution to Appoint Board of Adjustment Member
14. Resolutions and Ordinances:
  - a. Resolution Denying a Claim, Brian Melton vs. Washburn County – Supv. L. Olson
  - b. Resolution to Transfer Funds to Restricted Paver Purchase Fund (705-34130.PAVER) – Supv. S. Smith
  - c. Resolution for the Veterans Service Office to Accept Donations From a Local Veterans Service Organization and Amend the 2024 Budget – Supv. S. Smith
  - d. Resolution for the Veterans Service Office to Accept Donations From a Local Veterans Service Organization and Amend the 2024 Budget – Supv. S. Smith
  - e. Resolution Authorizing the Creation of a Pool of Adult Employees to Work at the Oak Youth Center – Supv. H. Graber
  - f. Resolution to Accept Funds from the Department of Agricultural Trade and Consumer Protection DATCP into the 2025 Soil and Water Conservation Budget – Supv. S. Smith
  - g. Resolution to Increase the Fee Schedule for the Land Information Office – Supv. S. Smith
  - h. Resolution to Authorize the Sale of .04 Acres of Washburn County Land – Supv. L. Featherly
15. Chair Appointments
16. Committee Reports
17. Citizen Comments
18. Chair Comments
19. Next Meeting Date and Possible Future Agenda Items
20. Audit Per Diems
21. Adjourn

**WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES**

**December 17, 2024**

**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 Kessler
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Wilson
3. Notice of Meeting was read by County Clerk Swearingen
4. Roll Call was verified by County Clerk Swearingen. Board Members Present: (19), Excused: (1) Ben Dryden. Vacant: (1) District 19. Youth Present: (3) Serena Lu, Levi Thornley and Hailey Stariha
5. Approval of November 12, 2024 County Board Proceedings on motion by Supv. L. Olson, 2<sup>nd</sup> by J. Ford; MC.
6. Chair Statement on Public Comments at Open Meetings was read by Chair Kessler
7. Concerned Citizens – Linda Zillmer, Village of Birchwood spoke in regards to item 10f regarding the west end of the Wellness Center 50+ and also spoke against contributing to the EDC. She asked that rezones be pulled from Consent, they should not be in that section. Brian Melton, Town of Evergreen spoke in regards to why he resigned from the County Board following a complaint. He feels our policy regarding complaints needs to be looked into. Supv. D. Wilson and J. Hoy each sponsored Brian for an additional 3 minutes to finish speaking. Colleen Cook, Town of Evergreen spoke in regards to the West end of the Wellness Center 50+, she likes that the scheduling will be through the County Clerk’s Office. She also asked if a door could be put back in the hallway near the West end to help block out noise. Colleen liked having Brian Melton represent her district before resigning.
8. Sheriff’s Jail Report – Captain Gretchen Nielsen went over report. \$15,750 was spent in November to house inmates out of county. The total from Sept, Oct and Nov is \$31,650. Discussion followed in regards to the amount of inmates and classification codes.
9. **Consent Agenda Resolutions** – Supv. S. Smith called point of order in regards to the rezone items based on citizen comment. Motion to pull item 9b by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. D. Wilson; MC. Motion to approve items: a, c and d, by Supv. S. Smith, 2<sup>nd</sup> by C. Masterjohn; MC
  - a. **Rezone and Amendatory Ordinance – November 2024 – Madge**
  - b. **Rezone and Amendatory Ordinance – November 2024 – Minong** – Motion by Supv. D. Wilson to refer this back to the Zoning Committee for further review, 2<sup>nd</sup> by Supv. L. Olson. Discussion followed in regards to sending it back. The Township denied and the Zoning Committee approved. Further research has provided information that suggests it should go back to the Zoning Committee for further review. MC.
  - c. **Resolution 2024-69 for Endorsement of the Safe Streets for All Initiative, an Aspirational Initiative to Achieve Zero Traffic-Related Deaths or Serious Injuries in Washburn County**
  - d. **Resolution 2024-70 to Amend Sec. 2-1 of the Washburn County Code of Ordinances Regarding Prohibited Business in the Register of Deeds Office**
10. **Resolutions and Ordinances:**

- a. **Resolution 2024-71 to Amend the 2025 Capital Projects Budget** – Motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. G. Cusick; Roll Vote: Yes (19), No (0); Excused (1) B. Dryden; Vacant (1) District 19; Youth: Yes (3), No (0); MC.
  - b. **Resolution 2024-72 to Increase the 2024 Aging/ADRC Budget – Wisconsin Department of Health Services (DHS) ADRC Marketing and Outreach Grant** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. J. Ford; Roll Vote: Yes (19), No (0); Excused (1) B. Dryden; Vacant (1) District 19; Youth: Yes (3), No (0); MC.
  - c. **Resolution 2024-73 for the Veterans Service Office to Accept Donations from a Local Veterans Service Organization and Amend the 2024 Budget** – Motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. C. Stariha; Roll Vote: Yes (19), No (0); Excused (1) B. Dryden; Vacant (1) District 19; Youth: Yes (3), No (0); MC.
  - d. **Resolution 2024-74 to Ratify the Sheriff Deputies Local 225 Labor Agreement for 2025-2026** – Motion to approve by Supv. H. Graber, 2<sup>nd</sup> by Supv. L. Olson; Roll Vote: Yes (19), No (0); Excused (1) B. Dryden; Vacant (1) District 19; Youth: Yes (3), No (0); MC.
  - e. **Resolution 2024-75 for the 2025 County Forest Work Plan** – Motion to approve by Supv. S. Johnson, 2<sup>nd</sup> by Supv. H. Graber; Roll Vote: Yes (19), No (0); Excused (1) B. Dryden; Vacant (1) District 19; Youth: Yes (3), No (0); MC.
  - f. **Resolution 2024-76 Amending Resolution #2022-90 Regarding Scheduling of Use of Conference Room and Office Spaces in the West End of the Washburn County Wellness center 50+ (Formerly Spooner Annex)** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. L. Olson; Roll Vote: Yes (19), No (0); Excused (1) B. Dryden; Vacant (1) District 19; Youth: Yes (3), No (0); MC.
11. Chair Appointments – Motion to approve by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. L. Featherly; MC
    - a. Transit Commission - Nick Koverman
    - b. “EDC”, Economic Development Corporation - Stephen Smith and Miles Macone
    - c. “CAP”, County Ambassador Program - Jocelyn Ford
  12. Committee Reports - suspended
  13. Citizen Comments – Linda Zillmer, Village of Birchwood, thanked the board for taking the recommendation she gave earlier and commented on the board packet not being easily found on the website.
  14. Chair Comments – Chair Kessler went over the process for filling the District 19 Supervisor position and shared the ad that will go in the paper. Letters of interest are due by Jan. 3<sup>rd</sup> to the County Clerk. They will be reviewed at the Jan. Exec meeting and an appointment will be made at the Jan. County Board Meeting. That meeting will also have the Highway Committee election and appointments to the other committees with vacancies. Youth Supervisor, Serena Lu has been awarded the Voice of Democracy award that was sponsored by the Springbrook VFW. Springbrook VFW forwarded it to the District and if it goes to the state she could potentially win a \$30,000 scholarship. Congratulations and Good Luck, Serena. Chair Kessler wished everyone a Merry Christmas and a Happy New Year.
  15. Next Meeting Date and Possible Future Agenda Items – January 21, 2025 at 6:00 p.m.
  16. Audit Per Diems on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. G. Cusick; MC
  17. Adjourned at 7:16 p.m.

## **CHAIR STATEMENT ON PUBLIC COMMENTS AT OPEN MEETINGS**

Thank you for taking the time to attend our meeting today. We welcome your participation and your comments during public comment times on the meeting's agenda. If you wish to speak we ask you to sign in on the sign-up sheet provided. That list will help the Chair call on speakers in turn. Copies of our complete public comments policy is available in writing on the table next to the sign-up sheet and on the Washburn County website. If you have a problem comprehending this information in writing please ask for assistance.

Before you speak we also ask that you identify yourself by stating your name, township, county and state of residence.

While you may speak to any topic of public concern, your comments are most helpful when they address items on our agenda, suggestions for future agendas, or county services.

In the interest of time your comment is limited to three minutes. Please let the Chair know if you need more time and it may be possible for a supervisor to sponsor additional time.

If you are here with a group and you have a spokesperson we would appreciate it if all of you could stand or raise your hands.

Lastly, comments that are personal attacks, threatening, obscene, insulting, or relating to job performance of County personnel will not be allowed.

Thank you for participating in Washburn County government.

Month	Wage Regular	Wage OT	Miles Suv	\$ Gas	Maintance	Miles Van	\$ Gas	Maintance	Housed out of cty	Contract Tran.	Medical	Commisary	Meals cost sa	Total
24-Sep	\$1,749	\$ 269.12	1,484	\$417.07	\$58.89	630	\$56.11		\$1,250			\$37.30	(\$306.00)	
24-Oct	\$433	\$ 195.72	450	\$147.48		90	\$60.91		\$14,650.00			\$608.91	(\$1,309.50)	
24-Nov	\$3,225	\$2,471.89	1,797	\$415.74	\$0	562	\$97.49	\$0	\$15,750.00	\$3,696.75	\$60.00	\$328.79	(\$1,719.00)	
Dec-24	\$3,315.41	\$3,744.08	1,987	\$665.03	\$58.89	559	\$220.32		\$21,450.00		\$85.00	\$425.45	(\$2,192.69)	
	\$8,723	\$ 6,680.81		\$1,645.32	\$117.78		\$434.83		\$53,100	\$3,696.75	\$145.00	\$1,400.45	\$ (5,527.19)	\$70,416

**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 December 17, 2024.

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

**Long Lake Township: Indianhead Scout Camp Inc., Birchwood WI.** Property: to rezone 2.0 acres in Tax ID#34130-21.96 acres zoned Forestry, PT GOV LOT 2, and to rezone 1.3 acres in Tax ID#16944-51.38 acres zoned Forestry, GOV LOT 1, all in Section 12, Township 37, Range 11W, all in the Town of Long Lake, to exchange land.

The Zoning Committee recommends APPROVAL of the request to rezone 3.3(+/-) acres of Agricultural to Residential Agricultural.

Interested persons were given the opportunity to be heard.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Bob Olsgard, Chairman  
Washburn County Zoning Committee

Rezonepetitions121724

**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: Indianhead Scout Camp Inc., Birchwood WI.** Property: to rezone 2.0 acres in Tax ID#34130-21.96 acres zoned Forestry, PT GOV LOT 2, and to rezone 1.3 acres in Tax ID#16944-51.38 acres zoned Forestry, GOV LOT 1, all in Section 12, Township 37, Range 11W, all in the Town of Long Lake, to exchange land.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_ rezonings,

second by Supervisor \_\_\_\_\_, motion carried.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Tim Kessler, Chairman

Washburn County Board of Supervisors

Rezonepetitions121724

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

**Gull Lake Township: James Scheffler, Chippewa Falls WI.** Property: Tax ID#16167-40 acres, zoned Agricultural, SE SW, in Section 29, Township 41, Range 11W Town of Gull Lake, to rezone 40 acres to Residential Agriculture, to create parcels.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_ rezonings,

second by Supervisor \_\_\_\_\_, motion carried.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Tim Kessler, Chairman

Washburn County Board of Supervisors

Rezonepetitions121724



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

**RESOLUTION TO APPOINT BOARD OF ADJUSTMENT MEMBER**

**WHEREAS**, the Washburn County Board of Adjustments is required to have five (5) members and two (2) alternate members with 3 year term limits; and,

**WHEREAS**, full time member, Gene Bethel has resigned from Board of Adjustment; and,

**WHEREAS**, the alternate member Dave Dodge has agreed to become a full time member for the remainder of the term which is July 1, 2024 – June 30, 2027;

**AND WHEREAS**, a new alternate member will be appointed at a later date; and

**THEREFORE, BE IT RESOLVED**, that Dave Dodge shall be appointed as a full time Board of Adjustment member, effective immediately for the remainder of the term expiring June 30, 2027; and,

**BE IT FURTHER RESOLVED**, that the Board of Adjustment members, including alternates, shall be qualified to serve as set forth under Wis. Stat. §59.694(1)(c).

**FISCAL IMPACT:** None

Recommended for adoption by the Washburn County Executive Committee this 14<sup>th</sup> day of January, 2025 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of January, 2025.

\_\_\_\_\_  
Tim Kessler, Chair

\_\_\_\_\_  
David Wilson, 1st Vice Chair

\_\_\_\_\_  
Lolita Olson, 2<sup>nd</sup> Vice Chair

\_\_\_\_\_  
Hank Graber, Member

\_\_\_\_\_  
Stephen Smith, Member

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

**A RESOLUTION DENYING A CLAIM**

**BRIAN MELTON –vs- WASHBURN COUNTY**

**WHEREAS**, Brian Melton served the Washburn County Clerk with the attached Notice of Claim pursuant to Wis. Stat. § 893.80(1d)(a), on December 23, 2024; and

**WHEREAS**, the matter has been submitted to the County’s insurance company, Aegis/Wisconsin County Mutual Ins. Corporation who, after consultation with the Washburn County Corporation counsel, recommends that the claim be denied.

**THEREFORE, BE IT RESOLVED**, that the claim of Brian Melton is denied.

**THEREFORE, BE IT FURTHER RESOLVED**, that the attached Notice of Disallowance be signed by the Washburn County Clerk and served on the claimants by certified mail pursuant to Wis. Stat. §893.80(1g).

**FISCAL IMPACT:** None

The foregoing resolution was recommended for approval by the Washburn County Executive Committee at its meeting on January 14, 2025 and approved by the Washburn County Board of Supervisors on this 21<sup>st</sup> day of January, 2025.

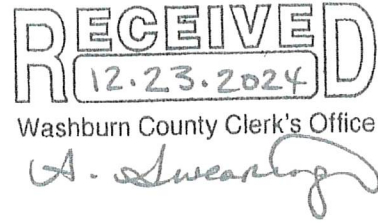
\_\_\_\_\_  
Tim Kessler, Chair

\_\_\_\_\_  
David Wilson, 1st Vice Chair

\_\_\_\_\_  
Lolita Olson, 2<sup>nd</sup> Vice Chair

\_\_\_\_\_  
Hank Graber, Member

\_\_\_\_\_  
Stephen Smith, Member



NOTICE OF CLAIM

TO:

COUNTY OF WASHBURN

10 4<sup>th</sup> Ave.

Shell Lake, WI 54871

NOTICE IS HEREBY GIVEN, pursuant to section 893.80, Wisconsin Statutes, to the County of Washburn, of this claim for damages resulting from the following when I was performing my duties as District 19 Washburn County Supervisor and chair of the zoning committee:

1. Damages including necessary attorney fees resulting from the complaint filed on August 29, 2024, by Darci Peckman-Krueger, Administrative Coordinator/Human Resource Director.
2. Damages including necessary attorney fees resulting from when I was subpoenaed to testify, because of comments I had heard from Zoning Administrator Dale Beers in the Zoning Office, in Case No. 2024 CV 96 Dale H Beers JR., Petitioner vs. John D Ripley, Respondent at the Washburn County Courthouse before the Honorable MONICA M. ISHAM Circuit Court presiding in the Washburn County Courthouse 10 Fourth Avenue Shell Lake October 1, 2024.
3. Damages including necessary attorney fees resulting from my response to rebut the "complaint" as allowed under an open records request from Mr. Dale Beers, received to me on December 9<sup>th</sup>, 2024, written by Darci Peckman-Krueger.

I required legal advice for this entire process, as it was not given to me when asked and because other correspondence, I had submitted has been used against me. Furthermore, I believe anything I submit will be subject to be released and will potentially cause more injury to me.

THE CLAIM

I request the following monetary relief of 9,321.20 for attorney's fees not provided by Washburn County while I was performing my duties as a District 19 Washburn County Supervisor, as per WI Statutes. See attached statements from Attorney Kyle Torvinen. I have other documents that may be given upon request.

Respectfully Submitted,

Brian Melton

# TORVINEN, JONES & SAUNDERS, S.C.

A Limited Liability Service Corporation

## ATTORNEYS

Kyle H. Torvinen\*

Parrish J. Jones\*

Lukas J. Saunders\*

\*Also admitted in Minnesota

823 Belknap Street, Suite 222

Superior, WI 54880

Telephone: 715-394-7751

Facsimile: 715-395-0923

E-Mail: reception@superiorlawoffices.com

Website: www.superiorlawoffices.com

December 20, 2024

Brian Melton  
N5401 Gould Drive  
Spooner, WI 54801

Account No. 20443

Statement No. 2

**PLEASE RETURN THIS PAGE WITH YOUR PAYMENT TO:  
TORVINEN, JONES & SAUNDERS, S.C.**

Balance

20443- Employment Grievance

\$1,800.00

County Corruption

Pd ck# 3160

Dec 22 2024

**PAYMENTS MADE BY CREDIT CARD WILL INCUR A 3% SURCHARGE.**

**PAYMENTS MADE BY DEBIT CARD, BANK TRANSFER, CASH OR CHECK WILL NOT INCUR A SURCHARGE.**

**PAY BY CREDIT/DEBIT CARD OR BY OPENING SMARTPHONE CAMERA AND SCANNING THIS QR CODE:**

Please Charge \$ \_\_\_\_\_ on the following:

Visa       MasterCard       Discover       American Express

Card Number

Exp. Date (required)

Card Holder Signature

CVV (required)

# TORVINEN, JONES & SAUNDERS, S.C.

A Limited Liability Service Corporation

## ATTORNEYS

Kyle H. Torvinen\*

Parrish J. Jones\*

Lukas J. Saunders\*

\*Also admitted in Minnesota

823 Belknap Street, Suite 222

Superior, WI 54880

Telephone: 715-394-7751

Facsimile: 715-395-0923

E-Mail: reception@superiorlawoffices.com

Website: www.superiorlawoffices.com

Brian Melton  
N5401 Gould Drive  
Spooner, WI 54801

November 12, 2024

Account No. 20443

Statement No. 1

**PLEASE RETURN THIS PAGE WITH YOUR PAYMENT TO:  
TORVINEN, JONES & SAUNDERS, S.C.**

Balance

20443- Employment Grievance

\$7,521.20

- County Corruption

*pd CK # 3158  
Nov 19 2024*

**PAYMENTS MADE BY CREDIT CARD WILL INCUR A 3% SURCHARGE.**

**PAYMENTS MADE BY DEBIT CARD, BANK TRANSFER, CASH OR CHECK WILL NOT INCUR A SURCHARGE.**

**PAY BY CREDIT/DEBIT CARD OR BY OPENING SMARTPHONE CAMERA AND SCANNING THIS QR CODE:**

Please Charge \$ \_\_\_\_\_ on the following:

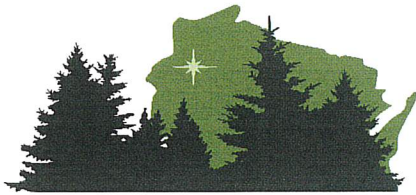
Visa       MasterCard       Discover       American Express

Card Number

Exp. Date (required)

Card Holder Signature

CVV (required)



**WASHBURN COUNTY**

WISCONSIN

**WASHBURN COUNTY CLERK**

P.O. Box 639 --- 10 4<sup>th</sup> Avenue

Shell Lake, Wisconsin 54871

(715) 468-4600 Fax (715) 468-4725

[www.co.washburn.wi.us](http://www.co.washburn.wi.us)

DATE: January 21, 2025

**REGISTERED MAIL  
RETURN RECEIPT  
REQUESTED**

Brian Melton  
N5401 Gould Drive  
Superior, WI 54801

RE: **NOTICE OF DISALLOWANCE**  
DATE OF NOTICE OF CLAIM: DECEMBER 23, 2024

Dear Brian Melton,

Please take notice that Washburn County has voted on January 21, 2025 to disallow in its entirety your Notice of Claim received by the Washburn County Clerk's office on December 23, 2024. Enclosed is a copy of the Resolution disallowing the claim.

Please be advised that no action on this claim may be brought against Washburn County after six months from the date of service of this notice pursuant to section 893.80 of the Wisconsin Statutes.

Sincerely,

---

Alicia Swearingen  
Washburn County Clerk

Encl.

CC w. Encl.: Aegis Corporation  
18550 West Capital Drive  
Brookfield, WI 53045-1925

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

**RESOLUTION TO TRANSFER FUNDS TO RESTRICTED  
PAVER PURCHASE FUND (705-34130.PAVER)**

**Whereas**, currently the Highway Department paves asphalt on the County and local roadway systems in Washburn County, and

**Whereas**, having the County pave County and local roadways results in a savings for all municipalities compared to bidding work out, and

**Whereas**, owning and operating an asphalt paver is required for the Highway Department to continue paving County and local roadways, and

**Whereas**, the Highway Departments current asphalt paver is getting close to the end of its useful life, and

**Whereas**, the cost for a replacement paver has significantly increased with replacement costs expected to be well over \$600,000.00, and

**Whereas**, the Highway Department has established a restricted fund, 705.34130.PAVER, to be used exclusively towards the purchase of a new paver, and

**Whereas**, the Highway Department had a savings in fund 705.53242-50810 of \$29,877.46 for budget year 2024 from savings of purchased equipment, and

**Therefore be it resolved**, that \$29,877.46 be placed in fund 705-34130.PAVER for budget year 2024 to be used exclusively towards the purchase of a new paver.

**Fiscal Impact: \$29,877.46**


**Recommended for adoption by the Washburn County Finance Committee this 2<sup>nd</sup> day of January, 2025 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of January 2025.**



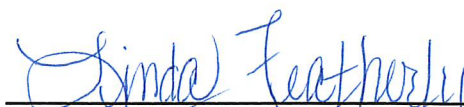
Stephen Smith, Chair




Christina Masterjohn



Joe Hoy



Linda Featherly, Vice-Chair



Brian Berg

**RESOLUTION FOR THE VETERANS SERVICE OFFICE TO ACCEPT DONATIONS FROM A LOCAL VETERANS SERVICE ORGANIZATION AND AMEND THE 2024 BUDGET**

WHEREAS, in December 2024 representatives from VFW Post 10568 from Springbrook, Wisconsin donated \$2500.00 to the Veterans Service Office to be distributed to Veterans and their families whom may be in need during the holiday season; and

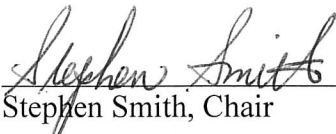
WHEREAS, the Veterans Service Office identified and designated 10 families in need and distributed \$250 to each family; and

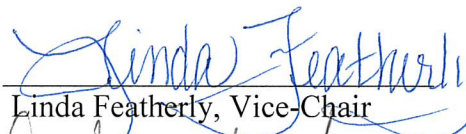
WHEREAS, the total donation received in December 2024 is \$2,500.00 and will affect the 2024 budget in both revenue and expense accounts.

THEREFORE BE IT RESOLVED, that Washburn County and the Veterans Service Office accept the monetary donation of \$2,500.00 donated from the Springbrook VFW Post 10568 to support veterans in need and increase the revenue account 100.54720-48501 and increase the expense account 100.54720-50258.

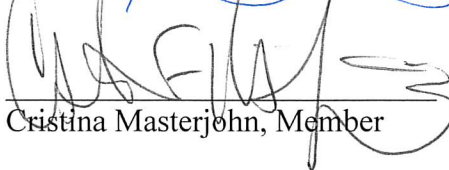
**FISCAL IMPACT: \$2500.00**

Recommended for adoption by the Washburn County Veterans Service Office Commission on this 12<sup>th</sup> day of December, 2024 and approved by the Washburn County Finance Committee on this 2<sup>nd</sup> day of January 2025 and approved by the Washburn County Board of Supervisors on this 21<sup>st</sup> day of January, 2025.

  
Stephen Smith, Chair

  
Linda Featherly, Vice-Chair

  
Joe Hoy, Member

  
Cristina Masterjohn, Member

  
Brian Berg, Member



**RESOLUTION FOR THE VETERANS SERVICE OFFICE TO ACCEPT DONATIONS FROM A LOCAL VETERANS SERVICE ORGANIZATION AND AMEND THE 2024 BUDGET**

WHEREAS, in November 2024 representatives from American Legion Post 12 Auxiliary, Spooner, Wisconsin donated \$500.00 to the Veterans Service Office to be distributed to Veterans and their families whom may be in need during the holiday season; and

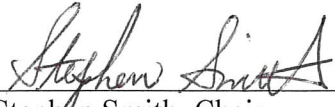
WHEREAS, the Veterans Service Office identified and designated 2 families in need and distributed \$250 to each family; and

WHEREAS, the total donation received in November 2024 is \$500.00 and will affect the 2024 budget in both revenue and expense accounts.

THEREFORE BE IT RESOLVED, that Washburn County and the Veterans Service Office accept the monetary donation of \$500.00 donated from the American Legion Post 12 Auxiliary to support veterans in need and increase the revenue account 100.54720-48501 and increase the expense account 100.54720-50258.


**FISCAL IMPACT: \$500.00**

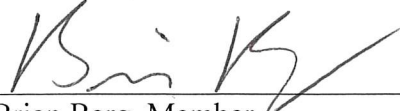
Recommended for adoption by the Washburn County Veterans Service Office Commission on this 12<sup>th</sup> day of December, 2024 and approved by the Washburn County Finance Committee on this 2<sup>nd</sup> day of January, 2025 and approved by the Washburn County Board of Supervisors on this 21<sup>st</sup> day of January, 2025.

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

  
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Linda Featherly, Vice-Chair

  
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Joe Hoy, Member

  
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Cristina Masterjohn, Member

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

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

**RESOLUTION AUTHORIZING THE CREATION OF A POOL OF ADULT EMPLOYEES TO WORK AT THE OAK YOUTH CENTER**

**WHEREAS**, The Oak Youth Center has continued to see a steady increase in attendance, averaging 15 to 20 students most evenings; and

**WHEREAS**, In order to continue to provide quality programming and supervision, additional adult staff are needed; and

**WHEREAS**, These positions will serve as additional staff support at The Oak Youth Center on an as needed basis; and,

**WHEREAS**, in order to have several adult staff available as needed, able to rotate, and be able to work in these positions, a pool of workers will be created, with the total hours of the pool not to exceed 850 hours per year; and


**WHEREAS**, the Health and Human Services Committee and Personnel Committees of Washburn County have recommended the approval of these positions.

**THEREFORE BE IT RESOLVED**; that the pool of employees will be created for adult workers to share the position of Oak Support Staff for The Oak Youth Center be approved according to policy by the Washburn County Board of Supervisors.

**FISCAL IMPACT: \$ 18,359.64**


**from the Strategic Prevention Framework-Partnerships for Success grant**

Recommended for adoption by the Washburn County Personnel Committee this 8<sup>th</sup> day of January, 2025, and approved by the Washburn County Board of Supervisors this 21st day of January, 2025.

  
Hank Graber, Chair of Personnel

  
Lolita Olson, Vice Chair of Personnel

  
Linda Featherly, Member of Personnel

  
Jocelyn Ford, Member of Personnel

  
Brian Berg, Member of Personnel

# Washburn County Personnel Requisition Form

Date: 12/04/2024	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Youth Programs Specialist	Department: HHSD
Effective Date: 01/02/2025	
Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input checked="" type="checkbox"/> Casual	
Duration of employment of requisitioned personnel: On-going	
Reason for Request: Increased number of youth at The Oak Youth Center	
Why is position required or why can't present employees complete the work or why can't position be contracted? Present employees have full workloads and have been helping out some, however, this is not sustainable. In addition, typical operating hours are outside normal business hours, making it more difficult for current staff to fulfill current duties with the addition of supervision at The Oak. This role would be a pool of staff that can work 3 to 5 hour shifts as needed based on volume of youth at The Oak.	
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 at Grade 3	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health, Vision, Dental Insurance	Total
17.07	980	16728.60		1279.74	351.30		18,359.64

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

Is this request budgeted?     YES     NO    List the funding source: Partnerships 2 Success Grant

**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 #)	(\$)
<b>TOTAL:</b>	<b>\$18,359.64</b>

## 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 job description
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.)	Supervision and programming for youth at The Oak Youth Center
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public
Is this work currently being performed by someone else? If yes, how and by whom?	Yes, being filled by current staff, which deters from their current duties and contracted staff from another agency, which has not been consistent.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Under the supervision of the Prevention Coordinator, daily guidance by the Youth Programs Specialist
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	This casual pool of workers will support programming at The Oak as directed by the Youth Programs Specialist
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	NA- hopefully will have a pool of casual workers to fill gaps
Are there alternatives to the services that this individual would provide? If yes, explain.	No. May need to limit youth served at The Oak if appropriate supervision is not provided.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	May need to limit youth coming into The Oak if appropriate supervision is not provided.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	Fully funded by grant dollars.
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes. Work station at The Oak.
How does this position fit into the long-range and strategic plans of the Department and/or County?	Human Services and it's board, as well as the County board have been supportive of efforts to support youth in the community. This role will continue to support those efforts and make it possible to continue to provide the level of supervision and programming currently happening at The Oak.

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

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Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	<b>12/04/2024</b>
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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: _____

COMMITTEE APPROVALS:

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

## **POSITION DESCRIPTION**

### **Oak Support Staff**

#### GENERAL DESCRIPTION

Oak Support Staff will work with various prevention department staff and be in the direct supervision of the Youth Programs Specialist. Oak Support Staff will manage the milieu of The Oak Youth Center, develop relationships with youth utilizing the facility, engage youth in activities and planned programming, act as a Support Staff and support youth in developing their interpersonal and life skills. The Oak Youth Center serves all students age 11-17 in Washburn County. It is not uncommon that youth with behavioral, social emotional and substance challenges utilize the facility to improve their social network. Oak Support Staff are encouraged to seek out this position if they are pursuing a career in the HEAL (health, education, administration and literacy) fields or a youth serving profession.

#### SUPERVISION/DIRECTION RECEIVED

Formal oversight by the Prevention Coordinator, daily supervision with the Youth Programs Specialist and review the programming schedule. The Youth Programs Specialist will support Oak Support Staff in developing planned programming schedules and activities. The Youth Programs Specialist will provide in the moment feedback. Oak Support Staff will work in partnership with the Oak Mentor, who is the acting lead staff person after business hours.

#### SUPERVISION/DIRECTION EXERCISED

None

#### TYPICAL DUTIES

Oak Support Staff will shadow, assist with and/or perform some of the following duties as part of their position. The level of independence will be determined by their demonstrated abilities and willingness along with the approval of the Youth Programs Specialist. All duties listed may not occur, dependent on program initiatives.

- Create and maintain a structured and safe environment for youth as they participate in youth center programs and activities.
- Plan and implement scheduled programming.
- Support the Oak Mentor with evening programming and implementation.
- Recognize and adjust communication to meet youth needs. Provide feedback that is clear, specific, timely, and respectful.
- Maintain a prosocial youth center culture by addressing unsafe or disrespectful language and/or behaviors.
- Attend all staff meetings, trainings, and educational classes as required.
- Maintain a clean, orderly and safe environment.
- Understand and follow basic facility policy and norms.

## KNOWLEDGE, SKILLS AND ABILITIES

Oak Support Staff will have knowledge of operating a wide variety of computer hardware and software systems, including being able to demonstrate experience and knowledge of MS Office Suite products, windows operating systems, computers and peripheral devices. Oak Support Staff will have skill or willingness to learn the operation of various office equipment and other peripherals. Oak Support Staff will also have a basic understanding and the ability to grow in the following areas:

- Demonstrate the ability to develop rapport and interact appropriately with young people.
- Considerable ability to establish and maintain effective working relationships with youth, other employees, representatives from community resource groups, contract agencies and the general public.
- Maintain a positive, optimistic, upbeat demeanor.
- Experience in working with youth in group settings and individually.
- Ability to communicate effectively orally and in writing.
- Considerable ability to make appropriate decisions independently and with guidance from Support Staffs/supervisors.
- Willingness to learn availability of community resources for the target groups.
- Ability to self-analyze areas of strengths and weaknesses and the determination to work on both.
- Be able to identify and set clear boundaries and ethical practice.

## REQUIRED QUALIFICATIONS

High School diploma or equivalent. Previous experience with youth preferred. Can demonstrate basic knowledge of youth management and current issues facing youth in the community.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of an average day employed as an Oak Support Staff at The Oak Youth Center. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an open milieu that is representative of a small community center. Work is largely low impact – sitting and standing with limited physical activity. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

## TOOLS AND EQUIPMENT USED

Oak Support Staff will have access to onsite technology, including Microsoft Office software, photocopiers, calculators, telephones and voicemail.

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

**RESOLUTION TO ACCEPT FUNDS FROM THE DEPARTMENT OF AGRICULTURAL  
TRADE AND CONSUMER PROTECTION (DATCP) INTO THE 2025 SOIL & WATER  
CONSERVATION BUDGET**

**WHEREAS**, in 2024, the Washburn County Land and Water Conservation Department applied for the Producer Led – Watershed Protection Grant from DATCP for the Shell Lake - Yellow River Farmer-Led Watershed Council and was awarded a grant in the amount of \$17,600; and,

**WHEREAS**, this grant that runs from January 1, 2025 and terminates December 31, 2025; and

**WHEREAS**, the goal of the grant is to improve Washburn County’s soil and water quality by encouraging producer-led conservation decision making; and,

**WHEREAS**, these funds will be used by the council to provide educational workshops, pasture walks, field days, and demonstration projects that highlight conservation practice along with the farmers utilizing them; and,

**WHEREAS**, additionally these funds may be used by the council to provide incentive payments to producers for implementing conservation practices, such as rotational grazing, soil testing, cover crops, nutrient and manure management planning, no-till, buffer strips, grassed waterways; and,

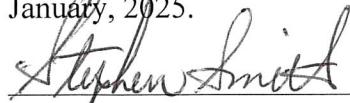
**WHEREAS**, this is a matching fund grant where the match must be at least equal to the requested grant fund amount, with 50% of the match being composed of a farmer’s contribution based on the cost of planting cover crops and the other 50% composed of contributed hours set at a rate of \$25 per hour; and,

**WHEREAS**, it is a collaborative effort with technical support group consisting of staff from UW Extension, Wisconsin DNR, Washburn & Burnett County Land and Water Conservation Departments, Natural Resource Conservation Service and Northwest Graziers, whose hours along with that of the council members and participating farmers will be utilized as match; and,


**THEREFORE, BE IT RESOLVED;** that \$17,600 will be added to the Soil and Water Conservation 2025 expense account 100.56970-50290 and 100.56970-43585 revenue account.

**FISCAL IMPACT: \$ 17,600**

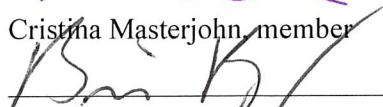
Recommended for adoption by the Washburn County AG/LCC Committee on this 15th day of January, 2025 and forward to the Washburn County Finance Committee on the 16<sup>th</sup> day of January, 2025 and approve by the Washburn County Board of Supervisors on the 21<sup>st</sup> day of January, 2025.

  
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Stephen Smith, Chair

  
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Cristina Masterjohn, member

  
\_\_\_\_\_

Brian Berg, member

  
\_\_\_\_\_

Linda Featherly, Vice Chair

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Joe Hoy, member



Resolution # \_\_\_\_\_

**RESOLUTION TO INCREASE THE FEE SCHEDULE FOR THE  
LAND INFORMATION OFFICE**

WHEREAS, the Washburn County Land Information Office generates various documents of multiple sizes for members of the public; and,

WHEREAS, the fees and hourly rate to generate these documents have not been adjusted in quite some time; and,

WHEREAS, the attached fee schedule reflects more up to date printing charges and the hourly rate to produce documents that are not readily available; and,

WHEREAS, the fiscal effect to the Land Information Office revenues is unknown at this time, but it can be assumed there will be an increase in revenues from adjusting the fee schedule.

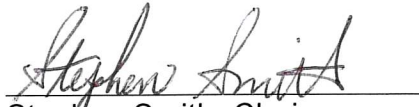
THEREFORE BE IT RESOLVED, that the fee schedule be updated to reflect the below listed amounts and will take effect February 1, 2025.

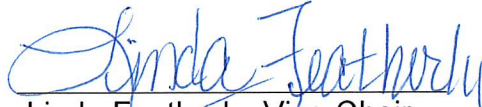
<b>HARD COPY PRINTS</b>	<b>Letter/Legal size</b>	<b>Up to 24x24</b>	<b>Up to 36X36</b>
Copy of survey, tie sheets, parcel report, color prints of text or lines	\$0.25	\$5	\$10
Full coverage map, ortho, color shading...	\$1	\$10	\$20
Custom processing, buffers, mailing label export, analytics, mapping,...	\$60 / hr + printing costs		
The Washburn County Land Information Department will not draft, draw, or design, any campgrounds, advertising material, plats, plans, or create any material, copy or print any material, or provide any service that is outside the scope of Land Records.			

Any total order below \$1.00 is waived.


FISCAL IMPACT: UNKNOWN AT THIS TIME


Recommended for adoption by the Washburn County Land Conservation/Land Information Committee on December 17, 2024 and approved by the Washburn County Finance Committee on January 16, 2025 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> Day of January 2025.

  
Stephen Smith, Chair

  
Linda Featherly, Vice-Chair

  
Joe Hoy, Member

  
Cristina Masterjohn, Member

  
Brian Berg, Member



WASHBURN COUNTY LAND INFORMATION DEPARTMENT  
 Court House, PO Box 639, 10 Fourth Avenue  
 Shell Lake, Wisconsin 54871

**Fee Schedule for Copies and Prints**  
 Effective 02-01-2025

HARD COPY PRINTS	Letter/Legal size	Up to 24x24	Up to 36X36
Copy of survey, tie sheets, parcel report, color prints of text or lines	\$0.25	\$5	\$10
Full coverage map, ortho, color shading...	\$1	\$10	\$20
Custom processing, buffers, mailing label export, analytics, mapping,...	\$60 / hr + printing costs		
The Washburn County Land Information Department will not draft, draw, or design, any campgrounds, advertising material, plats, plans, or create any material, copy or print any material, or provide any service that is outside the scope of Land Records.			

Any total order below \$1.00 is waived.

**FOR COMMITTEE CONSIDERATION AND REVIEW**



GIS Fee Schedule  
 Washburn County Land Information Office  
 10 4<sup>th</sup> Ave.; PO Box 639  
 Shell Lake, WI 54871  
 Phone (715) 468-4659 Fax (715) 468-4640



Hard Copy Prints	8 1/2" x 11"	18" x 24" or 24" x 24"	36" x 36"
Drawing and Aerial Photos	\$3.00	\$10.00	\$20.00
Custom Processing	\$30.00 HR		

\*Please visit Washburn County's [GIS Data Portal](#) to access GIS DATA

2012?

Current



Proposed

WASHBURN COUNTY LAND INFORMATION DEPARTMENT  
 Court House, PO Box 639, 10 Fourth Avenue  
 Shell Lake, Wisconsin 54871

**Fee Schedule for Copies and Prints**  
 Effective 01-01-2025

HARD COPY PRINTS	Letter size	Up to 24x24	Up to 36X36
Copy of survey, tie sheets, parcel report, color prints of text or lines	\$0.25	\$5	\$10
Full coverage map, ortho, color shading...	\$2	\$10	\$20
Custom processing, buffers, mailing label export, analytics, mapping,...	\$60 / hr + printing costs		
Washburn County Land Information Department will not draft, draw, or design campgrounds, advertising material, plats, plans, or create any material, copy or print any material, or provide any service that is outside the scope of Land Records.			

Any total order of \$2.00 or less is waived.

Resolution # \_\_\_\_\_

**RESOLUTION TO AUTHORIZE THE SALE OF .04 ACRES OF WASHBURN COUNTY LAND**

**WHEREAS**, Brian and Becky White have contacted the Washburn County Public Property Committee requesting to purchase .04 acres of land, Tax ID 20819, owned Washburn County; and,

**WHEREAS**, the legal description of the .04 acres of land is attached to this resolution; and;

**WHEREAS**, a map showing the location of the .04 acres of land is attached to this resolution; and,

**WHEREAS**, the owner of the land adjoining Tax ID 20819 does not want to purchase the .04 acres of land has no issue with the .04 acres of land being purchased by Brian and Becky White; and,

**WHEREAS**, the .04 acres of land is not being used by Washburn County; and,

**WHEREAS**, Solum & Associates has prepared a fair market estimate for the .04 acres of land and the Public Property Committee recommended selling the .04 acres of land for \$1,400.00 plus the \$250.00 and \$337.50 costs for the fair market estimates.

**THEREFORE, BE IT RESOLVED** that for the consideration of \$1,987.50, the Washburn County Clerk is authorized to extend this offer to Brian and Becky White to purchase the .04 acres of land, Tax ID 20819, and execute a quit claim deed if the offer is accepted.

All recording fees, taxes and any and all other closing costs shall be paid for by Brian and Becky White

**FISCAL IMPACT: \$1,987.50**

Recommended for Approval by the Washburn County Public Property Committee this 6<sup>th</sup> day of January, 2025 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of January, 2025.

\_\_\_\_\_  
Linda Featherly, Chair

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Hank Graber, Vice Chair

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Lolita Olson, Member

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Stephen Smith, Member

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Kelly Cupp, Member