

## WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

March 18, 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 February 18, 2025 County Board Proceedings
6. Chair Statement on Public Comments at Open Meetings – Chair Kessler
7. Concerned Citizens
8. Presentation of Certificates to Youth Representatives
9. Sheriff's Jail Report – Gretchen Nielsen
10. Consent Agenda Resolutions
  - a. Approval of Rezone and Amendatory Ordinance – February 2025 – **Minong Township:**  
**James Moorhouse Hager City, WI.** Property: Tax ID#36618-3.01 acres zoned Residential Recreational 2, PT NE NW FRL1/4, in Section 30, Township 42, Range 12W, Town of Minong, to rezone 3.01 acres to Residential Recreational 1, to be able to create 2 parcels for future estate planning.
  - b. Approval of Rezone and Amendatory Ordinance – February 2025 – **Barronett Township:**  
**Carol Pagel, Rosemount MN.** Property: Tax ID#163-40 acres, zoned Commercial, SW NE, in Section 08, Township 37, Range 13W, Town of Barronett, to rezone 40 acres to Agricultural, there is no business on this parcel and she would like to build a dwelling in the future.
  - c. Approval of Rezone and Amendatory Ordinance – February 2025 – **Crystal Township:**  
**Robert Palmer, Springbrook, WI.** Property: Tax ID#12403-25 acres zoned Agricultural, PT SE NE W OF MACKAY CREEK, in Section 13, Township 39, Range 11W, Town of Crystal, to rezone 25 acres to Residential Agricultural to apply to a Conditional Use Permit for a 49 site RV Park/Campground.
  - d. Resolution to Amend Resolution 52-03 Amending Membership on the Washburn County Criminal Justice Coordination Council (CJCC)
  - e. Resolution to Approve 2025 Work Zone Safety Awareness Week in Washburn County
  - f. Resolution Approving ATV Ordinance – CTH D from CTH DD south approximately .30 miles to Hinman Drive
  - g. Resolution Approving ATV Ordinance – CTH DD from CTH D east approximately 1.08 miles to the Sawyer County Line
  - h. Resolution Approving ATV Ordinance – CTH D from CTH T South east approximately 2.0 miles to CTH DD
  - i. Resolution Approving ATV Ordinance – CTH A from Worthy Lane west approximately 2.0 miles to the Burnett County Line
  - j. Resolution Approving ATV Ordinance – CTH BB from the Sawyer County Line west approximately .14 miles to STH 70
  - k. Resolution Approving ATV Ordinance – CTH O from Brook Drive south approximately .77 miles to CTH B

11. Resolutions and Ordinances:

- a. Resolution Directing the Washburn County Treasurer's Office to Refund Interest and Penalty on Real Estate Tax Payment Paid Late Due to Error in Entering Billing Address from Real Estate Transfer Return – Supv. S. Smith
- b. Resolution to Accept Funds From DATCP From the Nutrient Farmer Education Grant into the 2025 Budget – Supv. S. Smith
- c. Resolution to Increase the 2025 Soil and Water Conservation Budget, with Remaining 2024 SWRM Grant Funds – Supv. S. Smith
- d. Resolution to Approve Update to Employee Handbook Section 3.1e On Call Pay – Supv. H. Graber

12. Chair Appointments

- a. Criminal Justice Coordination Council (CJCC) – Removal of: Jocelyn Ford. Appointment of: Deb Nebel and George Cusick
- b. Local Emergency Planning Committee (LEPC) – Removal of: Tim McConnell and David Wilson. Appointment of: Kelly Cupp, Travis Stowe and Jennifer Gilbertson

13. Committee Reports

14. Citizen Comments

15. Chair Comments

16. Next Meeting Date

17. Audit Per Diems

18. Adjourn

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

February 18, 2025

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: (20) George Cusick via zoom, Excused: (1) Travis Odegard. Youth Present: (2) Levi Thornley and Hailey Stariha.
5. Approval of January 21, 2025 County Board Proceedings on motion by Supv. L. Olson, 2<sup>nd</sup> by Supv. J. Ford; MC on Voice Vote.
6. Chair Statement on Public Comments at Open Meetings was read by Chair Kessler.
7. Concerned Citizens - Brian Melton Town of Evergreen, he had hoped he could sit down with everyone to tell his side and will make himself available, if he can be allowed into the first part of the closed session. In the end, he hopes the process is changed.
8. Sheriff's Jail Report – Captain Gretchen Nielsen provided report. She still does not have all of January's numbers. Supv. B. Dryden suggested to allow an extra month before reporting to ensure all numbers are in and can be reviewed.
9. **Consent Agenda Resolutions** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. C. Masterjohn; MC on Voice Vote.
  - a. **Approval of Rezone and Amendatory Ordinance – January 2025 – Long Lake Township: Daniel Tripp, Sarona WI.** Property: Tax ID#17823-40 acres zoned Agricultural, NE NW, in Section 34, Township 37, Range 11W, Town of Long Lake, to rezone 5 acres to Residential Agricultural to create a parcel.
  - b. **Approval of Rezone and Amendatory Ordinance – January 2025 – Beaverbrook Township: Camp Ride LLC, Spooner WI.** Property: Tax ID#36595-17.42 acres zoned Residential Agricultural and Commercial, PT GOV LOT 4 EXC LOT 1, in Section 06, Township 38, Range 12W, to rezone 2 acres to Residential Agricultural to fix dual zoning.
  - c. **Resolution 2025-09 Approval of 2025 DNR Emergency Fire Warden List**
10. **Resolutions and Ordinances:**
  - a. **Resolution 2025-10 Urging Governor Evers and the Wisconsin Legislature to Support the County Courts** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. S. Smith; MC on Voice Vote.
  - b. **Resolution 2025-11 to Increase 2024 ADRC Budget – State of Wisconsin Department of Health Services 2024 Contract Increases and Final Adjustments** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. D. Wilson; Motion to amend to correct the county board meeting date in the resolution to reflect February 18, 2025 by Supv. S. Smtih, 2<sup>nd</sup> by Supv. D. Wilson; MC on Voice Vote. Original motion to approve as amended – Roll Vote: Yes (20), No (0); Excused (1) T. Odegard; Youth: Yes (2); MC.
11. Closed Session under Stat. § 19.85 (1) (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 or is likely to become involved RE: Notice of Claim Brian Melton vs. Washburn County. Motion to go into closed session by Supv. D. Wilson, 2<sup>nd</sup> by Supv. B. Dryden; Roll Call: J. Smith, L. Featherly,



L. Olson, S. Johnson, B. Berg, H. Graber, T. Kessler, M. Macone, B. Olsgard, D. Wilson, C. Masterjohn, G. Cusick, J. Hoy, K. Cupp, J. Ford, K. King, B. Dryden, R. Swanson, S. Smith, C. Stariha. Also include: Bill Johnson and Alicia Swearingen. George Cusick will not go into closed session as he is attending via zoom, youth will not go into closed session; Motion Carried.

12. Reconvene to Open Session and Act on Items from Closed Session if necessary and appropriate, and continue with additional items if necessary. Motion to go into open session by Supv. K. Cupp, 2<sup>nd</sup> by Supv. C. Stariha; MC on Voice Vote.
13. **Resolution 2025-12 Denying a Claim, Brian Melton vs. Washburn County** – Motion to approve by Supv. L. Olson, 2<sup>nd</sup> by Supv. L. Featherly; Motion to amend to correct the county board meeting date in the resolution to reflect February 18, 2025 by Supv. D. Wilson, 2<sup>nd</sup> by Supv. S. Smith; MC on Voice Vote. Roll Call Vote on original motion as amended: Yes (8); No (12) J. Smith, S. Johnson, B. Berg, M. Macone, B. Olsgard, D. Wilson, J. Hoy, K. Cupp, K. King, B. Dryden, R. Swanson, C. Stariha; Excused (1) T. Odegard; Motion Failed. *Cristina Masterjohn was excused to leave after voting.*
14. Chair Appointments – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. B. Olsgard; MC on Voice Vote.
  - a. UW-Extension: Resignation Request from Miles Macone. Appointment of Randi Swanson
  - b. Forestry: Randi Swanson
15. Committee Reports - suspended
16. Citizen Comments - none
17. Chair Comments – Resolutions to be considered for the fall conference need to be sent to WCA in March. Representative Chanz Green will be here in the Board Room on March 21<sup>st</sup> at 1:00 p.m for a listening session where constituents can express their views on certain topics that the WI Legislature might consider.
18. Next Meeting Date and Possible Future Agenda Items – March 18, 2025 at 6:00 p.m.
19. Audit Per Diems on motion by C. Stariha, 2<sup>nd</sup> by J. Smith; MC on Voice Vote
20. Adjourn on motion by C. Stariha, 2<sup>nd</sup> by J. Smith; MC on Voice Vote at 8:37 p.m.



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## **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
1-Jan	\$1,790		2,682	\$449.26	\$0.00	460	\$65.39	0	\$22,750		\$50.00	\$1,138.16	(\$2,349.27)	
1-Feb	\$1,480		1368	\$273.38	\$463.29	1124	\$132.12	\$426.33	\$21,250.00				(\$2,259.08)	
	\$3,270	\$ -		\$722.64	\$463.29		\$197.51	426.33	\$44,000	\$0.00	\$50.00	\$1,138.16	\$ (4,608.35)	\$45,659

## 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 February 25, 2025.

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

**Minong Township: James Moorhouse Hager City, WI.** Property: Tax ID#36618-3.01 acres zoned Residential Recreational 2, PT NE NW FRL1/4, in Section 30, Township 42, Range 12W, Town of Minong, to rezone 3.01 acres to Residential Recreational 1, to be able to create 2 parcels for future estate planning.

The Zoning Committee recommends APPROVAL of the request to rezone 3.01 acres of Residential Recreational 2 to Residential Recreational 1.

Interested persons were given the opportunity to be heard.

Dated \_\_\_\_\_

Bob Olsgard, Chairman  
Washburn County Zoning Committee

Rezonepetition022525



## 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;

**Minong Township: James Moorhouse Hager City, WI.** Property: Tax ID#36618-3.01 acres zoned Residential Recreational 2, PT NE NW FRL1/4, in Section 30, Township 42, Range 12W, Town of Minong, to rezone 3.01 acres to Residential Recreational 1, to be able to create 2 parcels for future estate planning.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_  
rezoning,

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

\_\_\_\_\_  
Dated

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

Washburn County Board of Supervisors

Rezonepetition022525

## 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 February 25, 2025.

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

**Barronett Township: Carol Pagel, Rosemount MN.** Property: Tax ID#163-40 acres, zoned Commercial, SW NE, in Section 08, Township 37, Range 13W, Town of Barronett, to rezone 40 acres to Agricultural, there is no business on this parcel and she would like to build a dwelling in the future.

The Zoning Committee recommends APPROVAL of the request to rezone 40 acres of Commercial to Agricultural.

Interested persons were given the opportunity to be heard.

Dated \_\_\_\_\_

Bob Olsgard, Chairman  
Washburn County Zoning Committee

Rezonepetition022525

## AMENDATORY ORDINANCE

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

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

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

**Barronett Township: Carol Pagel, Rosemount MN.** Property: Tax ID#163-40 acres, zoned Commercial, SW NE, in Section 08, Township 37, Range 13W, Town of Barronett, to rezone 40 acres to Agricultural, there is no business on this parcel and she would like to build a dwelling in the future.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_  
rezoning,

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

\_\_\_\_\_  
Dated

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

Washburn County Board of Supervisors

Rezonepetition022525



## 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 February 25, 2025.

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

**Crystal Township: Robert Palmer, Springbrook, WI.** Property: Tax ID#12403-25 acres zoned Agricultural, PT SE NE W OF MACKAY CREEK, in Section 13, Township 39, Range 11 W, Town of Crystal, to rezone 25 acres to Residential Agricultural to apply for a Conditional Use Permit for a 49 site RV Park/Campground.

The Zoning Committee recommends APPROVAL of the request to rezone 25 acres of Agricultural to Residential Agricultural.

Interested persons were given the opportunity to be heard.

Dated \_\_\_\_\_

Bob Olsgard, Chairman  
Washburn County Zoning Committee

Rezonepetition022525

## 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;

**Crystal Township: Robert Palmer, Springbrook, WI.** Property: Tax ID#12403-25 acres zoned Agricultural, PT SE NE W OF MACKAY CREEK, in Section 13, Township 39, Range 11W, Town of Crystal, to rezone 25 acres to Residential Agricultural to apply for a Conditional Use Permit for a 49 site RV Park/Campground.

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_  
rezoning,

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

\_\_\_\_\_  
Dated

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

Washburn County Board of Supervisors

Rezonepetition022525

**RESOLUTION NO. \_\_\_\_\_**

**Amendment of Resolution NO. 52-03 Amending Membership on the Washburn County  
Criminal Justice Coordination Council (CJCC)**

**WHEREAS**, Washburn County has established a Criminal Justice Coordination Council to advise the County on Matters pertaining to criminal justice concerns; and

**WHEREAS**, the CJCC has met and discussed updating and adding membership to the CJCC committee; and

**WHEREAS**, the group by unanimous vote did move to officially add the HHS Director, Juvenile Justice Intake and the Clerk of Courts; and

**WHEREAS**, the new makeup of the CJCC Committee will be as follows: Circuit Court Judge, District Attorney, Sheriff, Public Defender, Representative of local law enforcement, Representative of State Probation and Parole, Law Enforcement Committee Chair, County Board Chair, HHS Director, Juvenile Justice Intake and Clerk of Courts and one citizen at large (appointed by the County Board Chair for a 2-year term).

**NOW THEREFORE BE IT RESOLVED** that the CJCC Committee membership be amended and be effective upon approval by the Washburn County Board of Supervisors.

FISCAL IMPACT: NONE

Recommended by Adoption by the Washburn County Executive Committee this 11th day of March, 2025 and approved by the Washburn County Board of Supervisors this 18th day of March, 2025.

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

\_\_\_\_\_  
David Wilson 1<sup>st</sup> Vice Chair

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

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

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



**RESOLUTION NO. 52-03**

**Amending Membership on the Washburn County Criminal Justice  
Coordination Council (CJCC)**

**WHEREAS**, Washburn County has established a Criminal Justice Coordination Council to advise the County on matters pertaining to criminal justice concerns, and

**WHEREAS**, the CJCC has met and discussed membership of on CJCC, and

**WHEREAS**, the group by unanimous vote did move to add one citizen at large appointed by the County Board Chair for a 2-year term.

**NOW THEREFORE BE IT RESOLVED** That Washburn County CJCC membership is expanded to include one citizen at-large to server for a 2 year term appointed by the county board chair.

RECOMMENDED FOR ADOPTION ON THIS 21<sup>st</sup> DAY JANUARY 2003 BY THE CJCC.

**Fiscal Impact: \$0**

  
\_\_\_\_\_  
Steve Blaeser CJCC Chair

**Resolution # \_\_\_\_-\_\_\_\_**  
**Washburn County Board of Supervisors**  
**2025 Work Zone Safety Awareness Week in Washburn County**

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

RE: RESOLUTION DESIGNATING THE WEEK OF APRIL 21, 2025 THROUGH APRIL 25, 2025 AS "WORK ZONE SAFETY AWARENESS WEEK" IN WASHBURN COUNTY.

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

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

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

WHEREAS: There has been over 2,000 work zone crashes in Wisconsin in each of the last three years; and

WHEREAS: In 2022, there were 891 fatalities in 774 work zone crashes in the United States; and

WHEREAS: In 2024, Wisconsin suffered nearly 2,174 crashes in road construction and maintenance zones, resulting in over 779 injuries and 10 fatalities; and

WHEREAS: In 2024, there were 347 crashes reported in Washburn County of which 23 occurred within a Work Zone and resulted in 18 injuries as reported through the Wisconsin Traffic Operations and Safety (TOPS) Laboratory; and

WHEREAS: Through their enforcement activities and other participation, the Washburn County Sheriff's Office, Wisconsin State Patrol, and Washburn County Highway Department will work to make Work Zone Safety Awareness Week a success; and

WHEREAS: The Federal Highway Administration has designated April 21 through April 25, 2025 as National Work Zone Safety Awareness Week with this year's theme "Respect the Zone, So We All Get Home.";

NOW, THEREFORE, BE IT RESOLVED, by the Washburn County Board of Supervisors that the week of April 21 through April 25, 2025 be designated as Work Zone Safety Awareness Week in Washburn County.

Recommended for adoption by the Washburn County Highway and Dam Committee this 17<sup>th</sup> day of March, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

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Hank Graber, Chairperson

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Clint Stariha, Vice-Chair

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Sandy Johnson

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George Cusick

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Miles Macone



**Resolution # 2025-\_\_\_\_**  
**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 CTH DD south approximately 0.30 miles to Hinman Drive 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 D from the CTH DD south approximately 0.30 miles to Hinman Drive be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 12<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

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Hank Graber, Chairperson

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Clint Stariha, Vice-Chair

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Sandy Johnson

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George Cusick

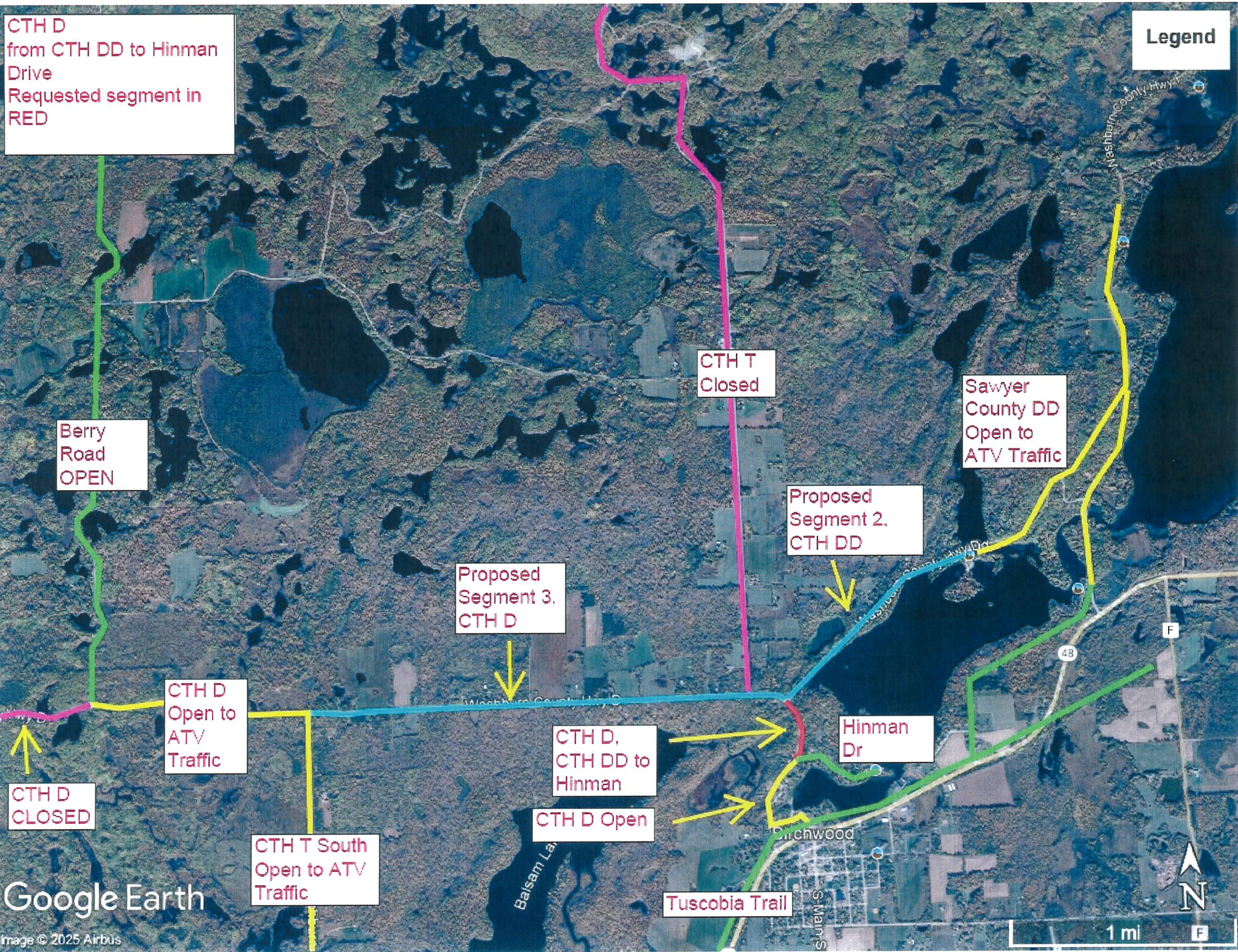
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Miles Macone



CTH D  
from CTH DD to Hinman  
Drive  
Requested segment in  
RED

Legend



Google Earth

Image © 2025 Airbus



1 mi



**Resolution # 2025-\_\_\_\_**  
**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 DD:

WHEREAS: The Highway Committee has made a finding that a portion of CTH DD from CTH D east approximately 1.08 miles to the Sawyer 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 DD from CTH D east approximately 1.08 miles to the Sawyer County Line be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 12<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

---

Hank Graber, Chairperson

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Clint Stariha, Vice-Chair

---

Sandy Johnson

---

George Cusick

---

Miles Macone



CTH DD from  
CTH D to  
Sawyer County Line  
Proposed segment in  
RED

Legend

Berry  
Road  
OPEN

CTH T  
Closed

Sawyer  
County DD  
Open to  
ATV Traffic

CTH DD,  
CTH D to  
Sawyer County

Proposed  
Segment 3,  
CTH D

CTH D  
Open to  
ATV  
Traffic

CTH D  
CLOSED

Proposed  
Segment 1,  
CTH D

Hinman  
Dr

CTH D Open

CTH T South  
Open to ATV  
Traffic

Tuscobia Trail

Google Earth

Image © 2025 Airbus

1 mi





**Resolution # 2025-\_\_\_\_**  
**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 CTH T South east approximately 2.0 miles to CTH DD 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 D from CTH T South east approximately 2.0 miles to CTH DD be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 12<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

\_\_\_\_\_  
Hank Graber, Chairperson

\_\_\_\_\_  
Clint Stariha, Vice-Chair

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

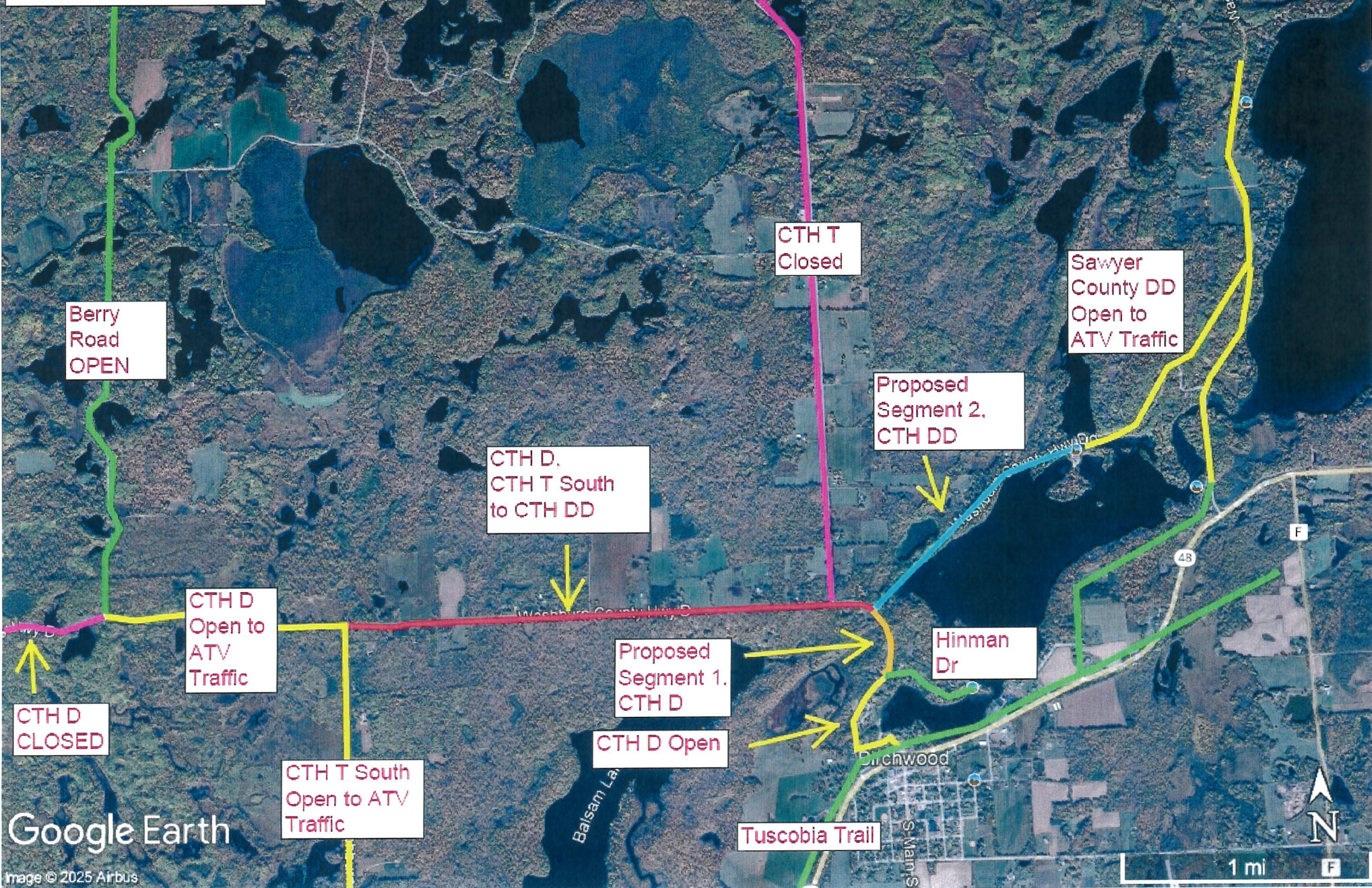
\_\_\_\_\_  
George Cusick

\_\_\_\_\_  
Miles Macone



CTH D from  
CTH T South  
to CTH DD  
Proposed Segment in  
RED

Legend



Google Earth

Image © 2025 Airbus

1 mi





**Resolution # 2025-\_\_\_\_**  
**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 Worthy Lane west approximately 2.0 miles to the Burnett 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 A from Worthy Lane west approximately 2.0 miles to the Burnett County line be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 12<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

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Hank Graber, Chairperson

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Clint Stariha, Vice-Chair

---

Sandy Johnson

---

George Cusick

---

Miles Macone



## SEGMENT 5

CTH A from  
Worthy Lane to  
Burnett County

Legend

Burnett  
County A,  
Open

Little Bass  
Lake Road

County Line  
Road, Open  
to ATV Traffic

CTH A, Worthy  
Lane to Burnett  
County

CTH A,  
Open

CTH A,  
Closed

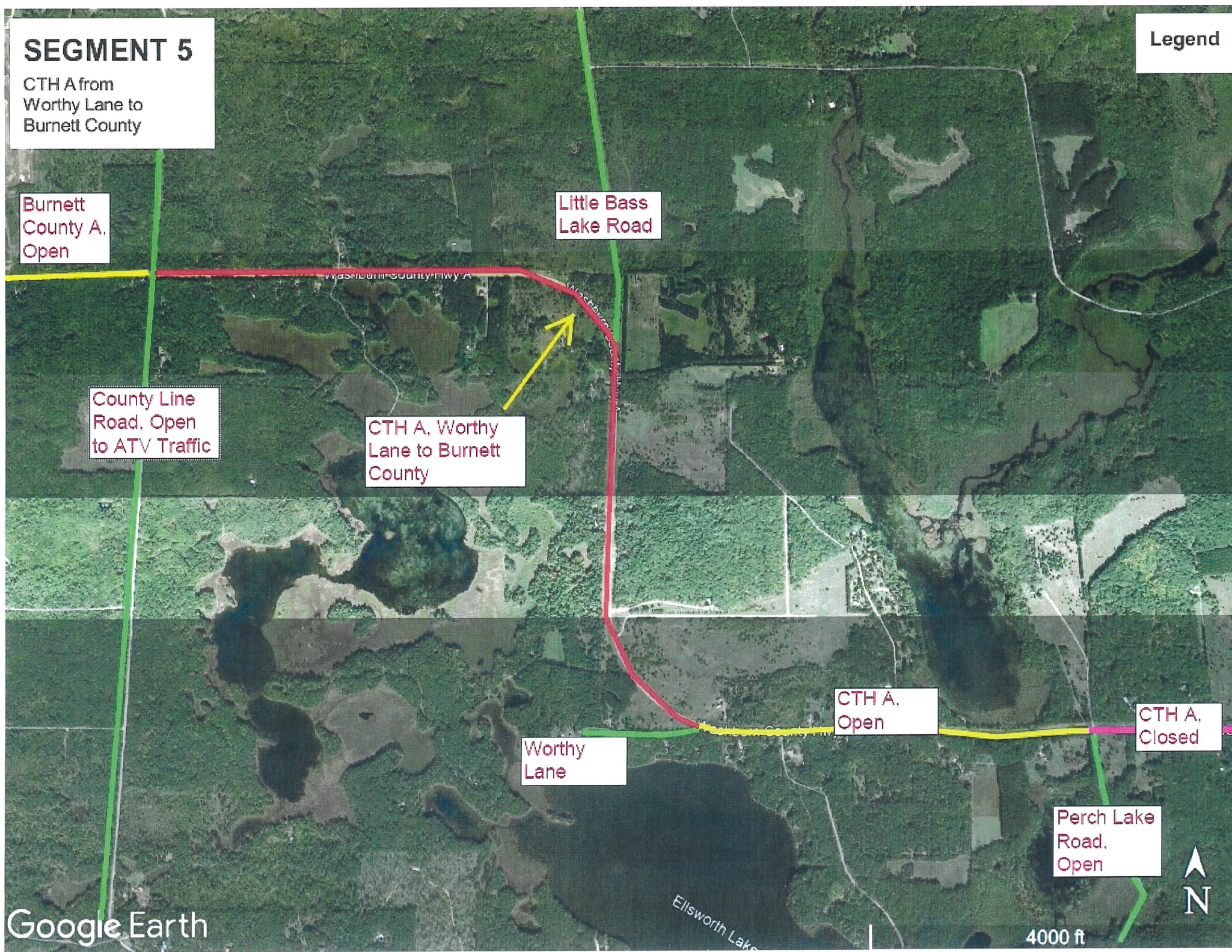
Worthy  
Lane

Perch Lake  
Road,  
Open

Google Earth

Ellsworth Lake

4000 ft





**Resolution # 2025-\_\_\_\_**  
**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 BB:

WHEREAS: The Highway Committee has made a finding that a portion of CTH BB from the Sawyer County Line west approximately 0.14 miles to STH 70 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 BB from the Sawyer County Line west approximately 0.14 miles to STH 70 be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 12<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

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Hank Graber, Chairperson

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Clint Stariha, Vice-Chair

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Sandy Johnson

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George Cusick

---

Miles Macone



## SEGMENT 6

CTH BB from  
Sawyer County to  
STH 70

Legend

All Stone  
Lake  
Road  
OPEN

CTH BB,  
Sawyer  
County to  
STH 70

Open Club Trail  
for crossing  
STH 70

Sawyer  
CTH BB.  
Open

Washburn  
CTH BB.  
OPEN

CTH B  
CLOSED to  
ATV Traffic

Ranch Rd. Open

Google Earth

Image © 2025 Airbus



1 mi



**Resolution # 2025-\_\_\_\_**  
**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 O:

WHEREAS: The Highway Committee has made a finding that a portion of CTH O from Brook Drive south approximately 0.77 miles to CTH B 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 O from Brook Drive south approximately 0.77 miles to CTH B be designated as an ATV route.

Recommended for adoption by the Washburn County Highway and Dam Committee this 12<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18<sup>th</sup> day of March, 2025.

**Highway Committee**

\_\_\_\_\_  
Hank Graber, Chairperson

\_\_\_\_\_  
Clint Stariha, Vice-Chair

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

\_\_\_\_\_  
George Cusick

\_\_\_\_\_  
Miles Macone



## SEGMENT 4

CTH O from  
Brook Drive to CTH B

Legend

CTH O Closed  
to ATV Traffic

Brook Drive,  
Open to ATV  
Traffic

CTH O, Brook  
Drive to CTH B

Sawyer Creek Rd  
Open to ATV  
Traffic

CTH B, Open to  
ATV Traffic

Google Earth

Image © 2025 Airbus

1 mi





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

**RESOLUTION DIRECTING THE WASHBURN COUNTY TREASURER'S  
OFFICE TO REFUND INTEREST AND PENALTY ON REAL ESTATE TAX  
PAYMENT PAID LATE DUE TO ERROR IN ENTERING BILLING ADDRESS  
FROM REAL ESTATE TRANSFER RETURN**

WHEREAS, Washburn County entered the sellers' billing address instead of the buyers' billing address listed on the real estate transfer; and

WHEREAS, this error resulted in the real estate tax bill being sent to the wrong address.

THEREFORE BE IT RESOLVED, that the Washburn County Treasurer's office refund interest and penalty of \$167.17 paid on real estate tax receipt 2025-00297 to Keith and Patricia Granroth.

**FISCAL IMPACT: \$167.17**

Recommended for adoption by the Washburn County Finance Committee this 20<sup>th</sup> day of February, 2025 and approved by the Washburn County Board of Supervisors this 18th day of March, 2025.

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

\_\_\_\_\_  
Linda Featherly, Vice-Chair

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

\_\_\_\_\_  
Joe Hoy, Member

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

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

**“RESOLUTION TO ACCEPT FUNDS FROM DATCP FROM THE NUTRIENT FARMER  
EDUCATION GRANT INTO THE 2025 BUDGET.”**

**WHEREAS**, in 2024, the Washburn County Land and Water Conservation Department applied for a Nutrient Farmer Education (NMFE) Grant from DATP and was awarded a grant in the amount of \$37,000; and,

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

**WHEREAS**, the goal of the grant is optimize economic returns while safeguarding soil health and protecting water quality, through efficient use of fertilizers; and,

**WHEREAS**, implementation measures, include farmer incentives payments for soil and manure testing and training stipends for nutrient management training; and,

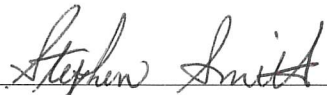
**WHEREAS**, the Washburn County Land Conservation Department will be the fiscal managers of this grant; and,

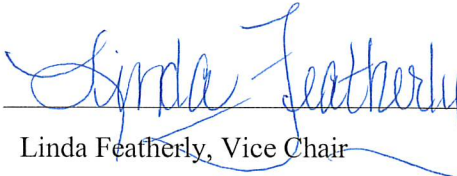
**WHEREAS**, a grant agreement has been created to carry out the project;

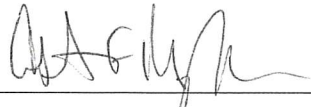
**THEREFORE, BE IT RESOLVED**; that \$37,000 be added to the 2025 NMFE grant Budget expense account 100.56975-50290 and 100.56975-43585 revenue account.

**FISCAL IMPACT: \$37,000**

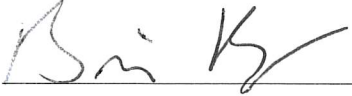
Recommended for adoption by the Washburn County Land Conservation/Land Information Committee on this 19th day of February, 2025 and forward to the Washburn County Finance Committee on the 20th day of February, 2025 and approved by the Washburn County Board of Supervisors on the 18<sup>th</sup> day of March, 2025.

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

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

  
\_\_\_\_\_  
Cristina Masterjohn, member

\_\_\_\_\_  
Joe Hoy, member

  
\_\_\_\_\_  
Brian Berg, member

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

**RESOLUTION TO INCREASE THE 2025 SOIL AND WATER CONSERVATION  
BUDGET, WITH REMAINING 2024 SWRM GRANT FUNDS**

**WHEREAS**, in 2024, the Washburn County Land and Water Conservation Department received its annual allocation for cost sharing from the Department of Trade and Consumer Protection (DATP); and

**WHEREAS**, these funds are used to provide landowners cost sharing to install conservation practices. Those projects that were not able to be completed included six shoreline protection projects and two fencing projects; and

**WHEREAS**, the amount of unused 2024 funds is \$38,866.19; and

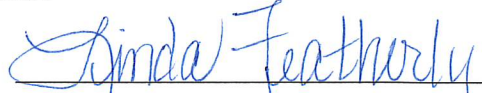
**THEREFORE, BE IT RESOLVED**; that the 2024 remaining funds of \$38,866.19 be added into the Soil and Water Conservation 2025 expense account 100.56970-50290 and 100.56970-43585 revenue account.

**FISCAL IMPACT: \$38,866.19**

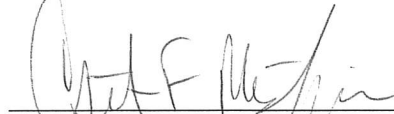
Recommended for adoption by the Washburn County Land Conservation/Land Information Committee on the 19th day of February, 2025 and forwarded to the the Washburn County Finance Committee on this 20th day of February, 2025 and approved by the Washburn County Board of Supervisors on this 18th day of March, 2025.



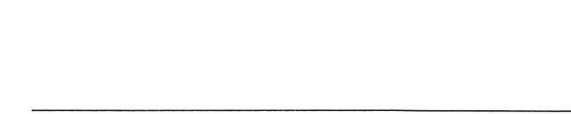
Stephen Smith, Chair



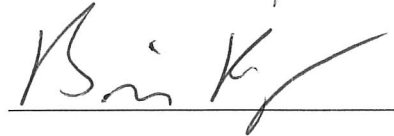
Linda Featherly, Vice Chair



Cristina Masterjohn, Member



Joe Hoy, Member



Brian Berg, Member



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

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK SECTION 3.1e ON  
CALL PAY**

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


**WHEREAS**, the current language under 3.1e – On Call Pay is currently at \$2.00 per hour for both the Health and Human Services Department and the Technology Department, which does not include Crisis Pay or Call Out Pay; and


**WHEREAS**, both the HHS Director and the IT Director have requested this amount to be increased to \$3.00 per hour, beginning on March 24<sup>th</sup>, 2025.

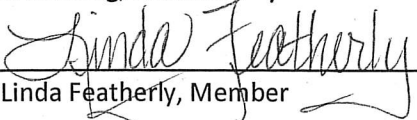
**THEREFORE, BE IT RESOLVED**, the Washburn County Board of Supervisors hereby approve the update to the Employee Handbook, increasing the on-call pay from \$2.00 per hour to \$3.00 per hour, effective on March 24<sup>th</sup>, 2025.

**FISCAL IMPACT:** estimated increase for HHS \$6614 and for IT \$6614 annually – both can be absorbed in current budgets

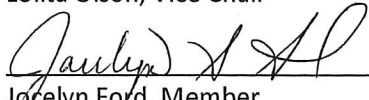
Recommended for adoption by the Personnel Committee on the 12th day of March 2025 and approved by the Washburn County Board of Supervisors this 18th day of March, 2025.

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

  
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Brian Berg, Member

  
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Linda Featherly, Member

  
\_\_\_\_\_  
Lofita Olson, Vice Chair

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

# 1 HOURS OF WORK, OVERTIME, PAID TIME and LEAVES

## 1.1 HOURS OF WORK

To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations. Hours of work may vary as deemed necessary for the effective and efficient operation of each department.

Time worked includes time that an employee is required and authorized to do work and should be recorded to the nearest tenth of an hour. The workweek covers seven consecutive days beginning Monday and ending Sunday. Positions covered under this policy observe 2080 or 1950 hours per year as their regular and normal annual work schedule, depending on position and/or department, resulting in a minimum of 40 or 37.5 hours per week; however, this shall not be construed as a guaranteed workweek. The exact starting and quitting times will be set by the Director, Department Head or Supervisor.

All employees shall complete bi-weekly timesheets recording hours worked; per state requirements, employees must accurately record the following:

- Time of beginning and ending work each day;
- Time of beginning and ending of each meal period; AND
- Total number of hours per day and per week

It is the employee's responsibility to sign his/her timesheet to verify accuracy and provide to his/her Supervisor. The Supervisor will review and sign the timesheet and submit to payroll for processing. In the event of an error in reporting time, the employee should immediately report the problem to their Supervisor and payroll.

Timesheets must be submitted no later than 9:00 a.m. on the Monday following the end of the pay period (including Supervisory signature). Employees failing to submit timesheets timely will not be guaranteed receipt of their payroll check on the established payroll date as the County does not process separate payroll checks as a result of untimely timesheet submission. It is the responsibility of each employee to allow ample time for Supervisory review prior to the submission deadline and to make arrangements if scheduled to be off work and as a result will miss the Monday 9:00 a.m. deadline.

**3.1a Schedule:** The County reserves the right to schedule and/or change all hours and schedules of work as deemed necessary.

**3.1b Time not counted:** Except for holiday, all other Paid Time Off time taken is not counted as time worked. Uninterrupted lunch periods of thirty (30) minutes or more are also unpaid and not counted as time worked.

**3.1c Rest Periods:** All schedules should provide for a maximum of two paid fifteen (15) minute rest periods throughout the day. Rest periods shall be staggered to ensure continuous coverage and operation. It is the employee's responsibility to ensure they receive their rest periods; rest periods do not accumulate if not taken nor are they paid for if not taken. A rest period cannot be taken to extend an employee's lunch period or to allow an employee to report late or leave work early. Highway Employees working

10-hour days will receive one-fifteen minute and two 10-minute paid breaks.

**3.1d Call In Pay:** Employees called back into work outside of their regular work shift shall be paid a minimum of two hours and may be assigned additional tasks to be completed during the two-hour time slot. Jail staff will follow the reasonable call-in pay policy for court appearances after their regular scheduled hours.

**3.1e On Call Pay:** If approved, employees in the Health and Human Services Department and Information Technology Department, who are required by the County to be on call, shall receive ~~\$2.00~~ \$3.00 per hour. On-call pay options available are at the discretion of the Department Heads.

**3.1f Shift Differential:**

- **in general**, part-time/full-time employees (excluding Jail Employees) scheduled to normally work before 6:30 a.m. or after 6:30 p.m. will receive \$.35 per hour shift differential for those hours worked.
- A night time differential for jailer/dispatchers of forty-five (45) cents per hour in addition to regular pay shall be provided by the Employer. The night shift differential shall run from 4:00 p.m. to 4:15 a.m. on any day. Shift differential shall only be paid on hours actually worked.
- Highway employees should consult their Management group for their departments' current shift differential policy.