

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

June 21, 2016

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Ricci
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of Agenda
6. Approval of May 17, 2016 County Board Proceedings
7. Concerned Citizens
8. Introduction of and Swearing in of Youth Representatives
9. Ordinance to Return a Tax Deeded Land to the Former Owner – James & Lisa Kirk – Chair Mackie
10. Presentation of Roles & Responsibilities and Running Effective Meetings by Wisconsin Counties Association
11. Financial Director’s Update – Jane Dvorak
- 12. Consent Agenda Resolutions:**
 - A. Rezoning Petitions and Amendatory Ordinance
 - B. Transportation Resolution
 - C. Remove Obsolete Personnel Policy B-29
- 13. Other Resolutions and Ordinances:**
 - A. County Forest Land Withdrawal – Rock Quarry – Supv. Fiedler
 - B. Resolution to Participate in the NACo Live Healthy Prescription Discount Program – Chair Mackie
 - C. Resolution to Approve Summer LTE – Surveyor’s Dept – Supv. Bobin
14. Committee Reports
15. Chair Appointments:
16. Citizen Comments
17. Chair Comments
18. Possible Future Agenda Items
19. Audit Per Diems
20. Adjourn

Respectfully submitted this 17th day of June 2016
Lolita Olson, County Clerk

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk’s office at 468-4600 at least 24 hours prior to the meeting.

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

May 17, 2016

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. Ricci.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: (19); Absent/Excused: (2) Bobin, Sather. Youth Present: (1) Wingle.
5. Approval of Agenda on motion by Fiedler, 2nd by Masterjohn; MC.
6. Approval of April 19, 2016 County Board Proceedings on motion by Dohm, 2nd by Masterjohn; MC.
7. Concerned Citizens – None at this time.
8. Introduction of New Executive Director for Washburn County Economic Development – Teresa Stein – Ms. Stein introduced herself and reviewed purpose of the organization and resources available; thanked the board for their support.
9. Moody's Report - Jane Dvorak, Finance Director – Reviewed financial health of county as reported in Moody's Report; county is rated AAA3 which is very good. Reviewed debt/pension indicator, GASB accounting rules, anticipated schedule for auditors.

10. Consent Agenda

11. Other Resolutions and Ordinances

- A. **Resolution 39-16 Updating Washburn County Employee Handbook – Policy 3.01e On Call Pay** – Motion to approve by Fiedler, 2nd by Masterjohn. Roll Call Vote: Yes (19); Youth: Yes (1); MC.
- B. **Resolution 40-16 to Return a Tax Deeded Land to the Former Owner – William Pfluger** – Motion to approve by Ricci, 2nd by Dohm. Discussed. Roll Call Vote: Yes (19); Youth: Yes (1); MC.
- C. **Resolution 41-16 to Return a Tax Deeded Land to the Former Owner – Judith M. Taylor** – Motion to approve by Fiedler, 2nd by Waggoner. Supv. Ricci referred to the information provided by the treasurer regarding the multi-year tax deed process and spoke against returning the land. Treasurer Nicole Tims stated the only requirement to reverse the tax deed is approval by County Board with the condition that the taxes be made current – not a statutory requirement however. Discussed contacts made, payment process, deadlines missed. Ms. Tims indicated that all taxes plus interest and fees have been paid through 2016 taxes. Reviewed steps taken, types of ownership and properties involved. Motion to amend was made by Hoepfner to add “county board chair” in the last paragraph, 2nd by Masterjohn. MC on unanimous voice vote. Discussed further in regard to due diligence and efforts made in the process. Roll Vote: Yes (16), No (3) Lee, Ricci, Quinn; Youth: Yes (1); MC.
- D. **Resolution 42-16 to Apply County Board Room Sound System Capital Project Funds to the County Board Room Projector Purchase** – Motion to approve by Fiedler, 2nd by Masterjohn. Discussed availability of the remaining \$15,000 budgeted for the sound system. Sound system was reported to work fine if the buttons are utilized correctly. Roll Vote: Yes (19); Youth: Yes (1); MC.
- E. **Resolution 43-16 to Increase the 2016 County Board Training and Travel Budget** – Motion to approve by Fiedler, 2nd by Haessig. Discussed. Roll Vote: Yes (19); Youth: Yes (1); MC.
- F. **Resolution 44-16 to Authorize Lease of Paint Truck** – Motion to approve by Fiedler, 2nd by Masterjohn. Finance Director Jane Dvorak explained the difference between a lease and capital lease (regular lease would involve affect levy). The painting (road striping) was contracted before, but we will be doing the striping for county, state, and other municipalities. Reviewed

generation of revenues, coverage of labor, dollars collected to revert back to capital. Roll Vote:
Yes (18), No (1) Graber; Youth: Yes (1); MC.

12. Committee Reports – Reports were given.
13. Chair Appointments – Appointments are almost complete.
14. Citizen Comments – none at this time.
15. Chair Comments – Chair stated he is happy with the amount of county board members that attended the County Official Workshops; had conversation with WCA and they will assist us with long-range planning.
16. Possible Future Agenda Items – Chair Mackie will hold office hours at the courthouse on Tuesdays from 9:00 a.m. until noon – location is in the previous HR Director's old office.
17. Audit Per Diems on motion by Fiedler, 2nd by Lee; MC.
18. Adjourn at 7:04 pm on motion by Masterjohn, 2nd by Fiedler.

Respectfully submitted this 23rd day of May 2016
Lolita Olson, County Clerk

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's office at 468-4600 at least 24 hours prior to the meeting.

Resolution No. _____

AN ORDINANCE TO RETURN A TAX DEEDED LAND TO THE FORMER OWNER – JAMES C & LISA R KIRK - PURSUANT TO §75.35(2)(e), WIS. STATS.¹

The Washburn County Board of Supervisors Ordain as Follows:

WHEREAS, Washburn County is the holder of a tax deed to that Part of the Northwest Quarter of the Southeast Quarter (NW/SE) of Section Thirty-Four (34), Township Forty North (T40N) of Range Twelve West (R12W) in the Town of Trego, Washburn County, Wisconsin, described as Lot Three (L3), of Certified Survey Map #1868, recorded August 25, 1992, at Volume 8, Page 29, as Document Number 224615 bearing PIN 65-042-2-40-12-34-4 02-000-004000 and containing 2.44 acres±;

AND WHEREAS, the Executive Committee has voted the return of the property to the former owner, who is:

JAMES C AND LISA R KIRK
6812 Cloverdale Av N
Crystal MN 55428

for the reason that the former owner has brought current all real estate taxes;

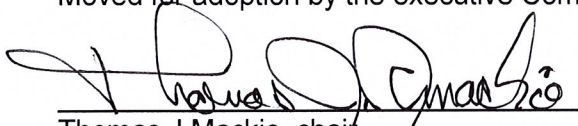
AND WHEREAS, the executive committee recommends the return of this tax deeded property;

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

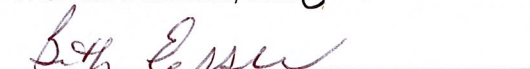
This ordinance shall not be published as a part of the Washburn County code.

FISCAL IMPACT: \$7,420.36 to the county for back taxes owed.


Moved for adoption by the executive Committee this 14th day of June, 2016:




Thomas J Mackie, chair



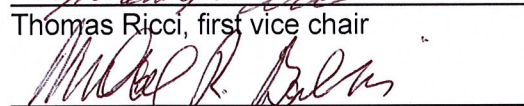
Beth Esser, second vice chair



Chris Thompson



Thomas Ricci, first vice chair



Michael Bobin

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

Passed/Rejected by a vote of ____ ayes to ____ nays this 21st day of June, 2016.

CORRECT ATTEST:

LOLITA OLSON
Washburn County Clerk

RELEVANT FACTS FOR TAX DEED

LISA R KIRK

The relevant facts in the Tax Deed case for Lisa R Kirk are as follows:

1. The Treasurer's Office has a written procedure for taking Tax Deed on a parcel of Tax Delinquent Property.
2. All Mandatory and Non Mandatory procedures were followed in this case. (original copies in folder)
3. On April 13, 2016 a sign was placed on the property that stated "WASHBURN COUNTY TAX DEED PROPERTY – CALL 715-468-4650 – NO TRESPASSING".
4. Ms. Kirk called my office on May 2, 2016 to inquire about the sign on the property and if she still had time to pay the delinquent taxes. She asked me if there was any way to get her property back. The **Certified Mail** sent in November 2015 was delivered and signed for by Ms. Kirk on November 24, 2015. A copy of the USPS electronic return receipt is attached. The address we have for Ms. Kirk is correct. I informed Ms. Kirk that I would contact Mr. Thomas Ricci, chair of the public property committee, about putting her on the agenda for the June meeting, but that by June, the property would already be listed for sale on Wisconsin Surplus Auction website.
5. Mr. Ricci did not put the item on the agenda, stating that the property would already be for sale at that time.
6. Ms. Kirk attended the June 6, 2016 public property committee meeting and spoke during public comments.
7. Jeff Kohler, corporation counsel, stated that Mr. Thomas Mackie, County Board chair could put the item on the county board agenda.
8. Our procedure on Tax Notices sent to all delinquent owners is attached.

Date Produced: 11/30/2015

WALZ GROUP:

The following is the delivery information for Certified Mail™ RRE/RD item number 9369 3699 0430 0017 9430 92. Our records indicate that this item was delivered on 11/24/2015 at 11:36 a.m. in MINNEAPOLIS, MN 55429. The scanned image of the recipient information is provided below.

Signature of Recipient : *Lisa R. Kirk*
LISA R. Kirk

Address of Recipient : *6812 Cloverdale Ave N*
Crystal, MN 55428

Thank you for selecting the Postal Service for your mailing needs. If you require additional assistance, please contact your local post office or Postal Service representative.

Sincerely,
United States Postal Service

Information in this section provided by Walz Group, LLC.

Recipient Information:
LISA R KIRK
6812 CLOVERDALE AVE
CRYSTAL, MN 55428-3540

Reference Number: 28680



WASHBURN COUNTY

Office of

County Treasurer

10 4th Avenue

PO Box 340

Shell Lake, Wisconsin 54871

(715) 468-4650 Fax (715) 468-4699

November 2015

TO ADDRESSEE:

The enclosed information is being sent to you in accordance with the provisions of WI Statute 75.12, which requires that a Notice of Application for Tax Deed shall be served upon one of the owner/occupants who has a 2012 or earlier delinquent tax. Notice must also be given to any renters or non-owner occupants.

If the delinquent 2012 and/or earlier property taxes, interest, and related costs are not paid in full within 90 days of receipt of this notice or publication, Washburn County will proceed with actions to acquire possession of this property through the tax deed process.

To Stop Further Actions Of The Tax Deed Process And Prevent The County From Taking Your Land, You Should:

1. Pay the amount highlighted on the enclosed statement no later than November 30, 2015. Payments after this date will require more interest than is shown on the statement. Only the Highlighted Amount Needs To Be Paid To Stop The Tax Deed Action. Partial payments are accepted provided the TOTAL amount due is paid in full by the proper date.

If The Taxes, Interest, And Costs Are NOT Paid On Or Before MARCH 25, 2016:

1. You will no longer own this property. If you are a renter, any lease you have will be terminated.
2. You will be sent an eviction notice and you will be required to move and/or remove your personal effects from this property.
3. The property will be recorded in the name of Washburn County and sold in the summer of 2016 at the County Land Auction.

STOP THE TAX DEED PROCESS.....PAY YOUR TAXES NOW!

If you have any questions, please contact my office immediately. Thank you.

Sincerely,

Nicole M. Tims, Washburn County Treasurer

**WASHBURN COUNTY
NOTICE OF APPLICATION FOR ISSUE OF TAX DEED**

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28680

(Sec. 75.12, Wisconsin Statutes)

OWNER
JAMES C KIRK
6812 CLOVERDALE AVE N
CRYSTAL MN 55428

TO: LISA R KIRK
6812 CLOVERDALE AVE N
CRYSTAL MN 55428

OWNER
LISA R KIRK
6812 CLOVERDALE AVE N
CRYSTAL MN 55428

YOU ARE HEREBY NOTIFIED That Washburn County is the owner and holder of tax certificate(s) issued by the County Treasurer of Washburn County, State of Wisconsin, upon the sale, for the amounts as set forth below totaling One Thousand Four Hundred Thirty-One Exactly Dollars for the unpaid taxes on the following described lands, situated in said county and state, to-wit:

Description of Property	Year of Tax	Year of Sale	CERTIFICATE		
			Dated	Number	Face of Certificate
PIN: 65-042-2-40-12-34-4 02-000-004000 Tax ID: 28680 34-40-12W PT NW SE L 3 CSM V 8 P 29 V 379 P 257-258 WD LESS FLOWAGE-.90 AC	2012	2013	9/3/2013	1098	\$1,431.00
TOTAL OF ALL CERTIFICATES					\$1,431.00

The above amounts do not include interest and penalty (Contact the County Treasurers Office for the total amount due).

Dated at Shell Lake, WI 54871 this 6th of November, 2015.

WASHBURN COUNTY

And that after the expiration of three (3) months from the date of the service of this notice, a tax deed of the lands described in said certificate(s) will be applied for.

By _____
Nicole M Tims, County Treasurer / Tax Deed Clerk

PROOF OF SERVICE

STATE OF WISCONSIN,

} SS

WASHBURN COUNTY

Nicole M Tims, Treasurer being first duly sworn, on oath says that:

On the 6th of November, 2015, he/she deposited at the post office at Shell Lake, State of Wisconsin, to be carried by certified mail, with a return receipt of the addressee only demanded, a true copy of the within notice, securely enclosed in an envelope, the postage thereon duly prepaid, addressed to LISA R KIRK at the post office of CRYSTAL, State of MINNESOTA, the post office of said OWNER, and said return receipt is hereto annexed (or said envelope containing such notice was returned to affiant by the postal authorities and is hereto annexed.)

He/she knows said LISA R KIRK, so served as aforesaid, to be the identical person named in said notice and to whom the same was addressed and knows said LISA R KIRK to have been the owner (or occupant) of the premises described in said notice at the time of such service thereof upon him/her.

He/she has been unable, with due diligence used for the purpose to locate any owner of record or occupant of the lands described in the within notice upon whom to serve said notice, either personally or by certified mail, and has, therefore, published said notice once a week for three successive weeks in Washburn County Register, a newspaper of general circulation, published in the county wherein said lands are located, and the printer's affidavit of such publication is hereto annexed.

(Continued on page 2)

**WASHBURN COUNTY TAX DEED
PROCEDURE**

2012

<u>Action #</u>	<u>Month/Yr of Action</u>	<u>Procedure Done</u>	<u>Mandatory/Non Mandatory</u>
1	December 2012	Original 2012 tax bill sent by local treasurer	Mandatory
2	February 2013	Local treasurer's turn all delinquent and postponed tax information to County Treasurer	Mandatory
3	March 2013	Tax Statement of delinquent taxes sent to all persons with delinquent taxes	Non Mandatory
4	September 2013	Letter and statement of delinquent taxes sent to all persons with 2012 delinquent taxes	Mandatory
5	December 2013	Box on 2013 tax bill informing owner that there are delinquent taxes on this land is marked with X	Mandatory
6	March 2014	Statement of delinquent taxes sent to all persons with delinquent taxes	Non Mandatory
7	September 2014	Letter and statement of delinquent taxes sent to all persons with 2013 delinquent tax	Mandatory
8	September 2014	Statement sent to those with delinquent 2012 and 2013 tax.	Non Mandatory
9	December 2014	Box on 2014 tax bill informing owner that there are delinquent taxes on this land is marked with X	Mandatory
10	March 2015	Delinquent tax statement sent to all owners with delinquent tax.	Non Mandatory
11	May 2015	Statement of delinquent taxes sent to only persons with delinquent 2012 taxes explaining that if the 2012 tax is not paid in full by end of May 2015, owners name will be published in legal newspaper and a title search will be done on each parcel. The property owner is charged for this.	Non Mandatory
12	June 2015	Redemption notice is published (class II)	Mandatory
13	September 2015	Letter and statement of delinquent taxes sent to all persons with 2014 tax due.	Mandatory
14	September 2015	Letter and statement of delinquent taxes sent to all persons with 2012, 2013, and 2014 delinquent tax.	Non Mandatory
15	September 2015	Letter sent to all owners with delinquent 2012 tax. Special letter is sent explaining what will happen to land if tax is not paid by the 4th Friday of March 2011	Non Mandatory
16	September 2015	White pages are used to help possibly find new addresses of owners	Non Mandatory
17	September 2015	A procedure for gaining occupancy information. All County Board supervisors, town clerks and town treasurer's are asked for help by providing any information they have concerning the parcels in their municipality that have a 2012 delinquent tax.	Non Mandatory
18	October 2015	Notice of Application of Tax Deed is sent to all owners, if mailing information is available, mortgage and/or lien holders, and any one who we can determine from the title searches and occupancy forms should receive this information. Owners notices are sent certified, to addressee only, with return receipt requested. If such letter is returned or card not signed, names are published in the legal paper. Each owner on the deed is sent a notice in case of divorce or separation.	Mandatory
19	no less than 90 days after publication.	Resolution to County Board who authorizes taking tax deed on all parcels who still have unpaid 2012 tax.	Mandatory

20	March 2016	Final statement of delinquent taxes sent only to owners with 2012 delinquent tax. Letter enclosed spelling out details of County taking ownership, their having to vacate land, and the sale of property at June 2016 Land Auction.	Non Mandatory
21	March/April 2016	One week prior to taking the deed, each owner still owing 2012 tax is contacted by phone (if we can find a phone #) reminding them of the deadline date.	Non Mandatory
22	March/April 2016	Real Property lister will put a sign on the property if we have had no contact with them as a way of trying to find the owner.	Non Mandatory
23	April/May 2016	Tax deed recorded showing the County now owns the property.	Mandatory
24	After recording	Notice is sent by certified mail, addressee only and return receipt requested, to person telling them they can claim part of sale price if the parcel was homesteaded and they respond in the proper time limit if such letter is returned or card not signed names are published in legal paper.	Mandatory
25	May 2016	Notice sent to all Municipal Clerks notifying them of the sale of property within their municipality at least three weeks before the sale.	Mandatory
26	June 2016	Parcel is sold to highest bidder at Land Auction	

	A	B	C	D	E	F	G	H
1	Washburn County							
2	January - April 2016							
3	Budget to Actual - Comparison							
4								
5	2016 BUDGET ALLOCATED JAN-APR UNAUDITED				2016 ACTUAL YEAR TO DATE 4/30/2016			INCOME
6								(LOSS)
7	EXPEND.	REVENUES(a)	TAX LEVY		EXPEND.	REVENUES	TAX LEVY	
8								
9	JUSTICE AND PUBLIC SAFETY							
10	\$183,032	\$83,295	\$99,617	CIRCUIT COURT SERVICES	\$160,543	\$89,140	\$99,617	\$28,214
11	\$75,074	\$13,324	\$61,694	DISTRICT ATTORNEY	\$63,886	\$77	\$61,694	(\$2,115)
12	\$14,018	\$4,000	\$9,978	CORONER	\$16,731	\$4,950	\$9,978	(\$1,803)
13	\$1,163,191	\$45,358	\$1,117,721	SHERIFF AND JAIL	\$1,014,274	\$17,425	\$1,117,721	\$120,873
14	<u>\$31,878</u>	<u>\$18,452</u>	<u>\$13,382</u>	EMERGENCY PREPAREDNESS	<u>\$26,767</u>	<u>\$20,613</u>	<u>\$13,382</u>	<u>\$7,228</u>
15								
16	\$1,467,193	\$164,429	\$1,302,392	Subtotal: Justice & Public Safety	\$1,282,201	\$132,206	\$1,302,392	\$152,397
17								
18	HEALTH AND HUMAN SERVICES							
19	\$92,952	\$90,861	(\$2,035)	CHILD SUPPORT	\$67,004	\$52,231	(\$2,035)	(\$16,808)
20	\$82,173	\$82,037		ADRC	\$78,939	\$43,219	\$0	(\$35,720)
21	\$214,956	\$115,087	\$99,637	UNIT ON AGING	\$160,985	\$59,396	\$99,637	(\$1,952)
22	HEALTH & HUMAN SERVICES							
23	\$198,087	\$97,912	\$99,687	Public Health	\$225,619	\$140,417	\$99,687	\$14,485
24	\$1,112,746	\$741,752	\$370,994	Human Services	\$1,023,904	\$531,510	\$370,994	(\$121,400)
25	\$63,893	\$15,434	\$48,379	VETERAN'S SERVICES	\$44,569	\$12,022	\$48,379	\$15,832
26	<u>\$22,244</u>	<u>\$10,852</u>	<u>\$11,392</u>	OTHER	<u>\$31,825</u>	<u>\$3,325</u>	<u>\$11,392</u>	<u>(\$17,108)</u>
27								
28	\$1,787,051	\$1,153,935	\$628,054	Subtotal: Health & Human Services	\$1,632,845	\$842,120	\$628,054	(\$162,671)
29								
30	PARKS, ENVIR, EDUCATION & LAND USE							
31	\$55,100	\$53,672	\$1,364	REGISTER OF DEEDS	\$59,504	\$43,478	\$1,364	(\$14,663)
32	\$27,720	\$3,344	\$24,328	LAND RECORDS	\$32,531	\$1,596	\$24,328	(\$6,607)
33	\$274,919	\$136,612	\$138,083	PLANNING & LAND RES. MGMT.	\$195,091	\$109,907	\$138,083	\$52,899
34	\$66,992	\$1,000	\$65,920	UW-EXTENSION	\$93,398	(\$230)	\$65,920	(\$27,708)
35	\$106,809	\$22,081	\$80,345	ECONOMIC DEVELOPMENT	\$137,318	\$3,357	\$80,345	(\$53,616)
36	\$93,214	\$0	\$93,206	LIBRARY, FAIR & HIST SOCIETY	\$250,010	\$0	\$93,206	(\$156,804)
37	\$35,613	\$35,597	\$0	OTHER	\$416	\$36,643	\$0	\$36,227
38	\$52,873	\$48,344		FORESTRY	\$33,619	\$31,614		

	A	B	C	D	E	F	G	H
39	2016 BUDGET ALLOCATED JAN-APR UNAUDITED				2016 ACTUAL YEAR TO DATE 4/30/2016			
40								INCOME
41	EXPEND.	REVENUES(a)	TAX LEVY		EXPEND.	REVENUES	TAX LEVY	(LOSS)
42	\$161,141	\$159,125	\$0	Forest Land Developed	\$64,681	\$344,556	\$0	\$279,875
43				County Parks				\$0
44				Other	\$0	\$0	\$0	\$0
45								
46	\$874,381	\$459,775	\$403,246	Subtotal: Parks Etc.	\$866,568	\$570,920	\$403,246	\$107,598
47								
48				Continued on next page				
49								
50								
51				PUBLIC WORKS				
52	\$2,597,225	\$2,092,740	\$503,693	HIGHWAY (incl. Road Construction)	\$1,985,454	\$1,075,838	\$503,702	(\$405,914)
53	\$2,236	\$0	\$2,236	AIRPORT	\$0	\$0	\$2,236	\$2,236
54	\$30,336	\$30,336	\$0	RECYCLING	\$8,470	\$14,387	\$0	\$5,917
55	<u>\$11,284</u>	<u>\$31,672</u>	<u>\$118</u>	SOLID WASTE & SEWER GRANTS		<u>\$21,250</u>	<u>\$118</u>	<u>\$21,368</u>
56								
57	\$2,641,081	\$2,154,748	\$506,047	Subtotal: Public Works	\$1,993,924	\$1,111,475	\$506,056	(\$376,393)
58								
59				GENERAL ADMINISTRATION				
60	\$27,519	\$0	\$27,495	COUNTY BOARD	\$26,019	\$0	\$27,495	\$1,476
61	\$50,893	\$0	\$50,853	CORPORATION COUNSEL	\$43,011	\$0	\$50,853	\$7,842
62	\$110,051	\$57,332	\$52,687	COUNTY CLERK	\$50,297	\$472	\$56,687	\$6,863
63	\$93,901	\$9,000	\$88,829	ADMINISTRATION/PERSONNEL	\$58,276	\$113	\$88,829	\$30,666
64	\$75,390	\$30,000	\$41,326	FINANCE DEPARTMENT	\$65,686	\$30,000	\$41,326	\$5,640
65	\$225,750	\$807	\$224,863	INFORMATION TECHNOLOGY	\$273,711	\$0	\$224,863	(\$48,848)
66	\$69,393	\$516,928	(\$447,575)	COUNTY TREASURER	\$59,239	\$416,090	(\$447,575)	(\$90,724)
67	\$200,989	\$12,003	\$188,738	BUILDINGS AND GROUNDS	\$177,232	\$8,362	\$188,438	\$19,569
68	<u>\$607,293</u>	<u>\$236,118</u>	<u>\$327,006</u>	OTHER	<u>\$277,971</u>	<u>\$45,795</u>	<u>\$190,757</u>	<u>(\$41,418)</u>
69								
70	\$1,461,179	\$862,188	\$554,222	Subtotal: General Administration	\$1,031,441	\$500,833	\$421,673	(\$108,936)
71								
72	<u>\$344,140</u>	<u>\$0</u>	<u>\$344,124</u>	DEBT SERVICE	<u>\$1,011,501</u>	<u>\$0</u>	<u>\$344,124</u>	<u>(\$667,377)</u>
73								
74	<u>\$1,822,213</u>	<u>\$1,822,221</u>		CAPITAL PROJECTS	<u>\$171,573</u>	<u>\$69,955</u>	<u>\$0</u>	<u>(\$101,618)</u>
75								
76								
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88								
89								
90	\$10,397,238	\$6,617,296	\$3,738,085	GRAND TOTAL	\$7,990,053	\$3,227,508	\$3,605,545	(\$1,157,000)

REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on May 24, 2016.

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

Beaverbrook Township: James Hubin, Shell Lake WI. PROPERTY: Map# BB 502/Record ID#:4248, to rezone 3 acres of Agricultural to 3 acres Residential Recreation 2, NE SE, Section 21-38-12, to be able to split off 3 acres and sell to son who will build a home.

The Zoning Committee recommends APPROVED AS AMENDED of the request to rezone 5.65 acres of Agriculture to Residential Recreation 2.

Interested persons were given the opportunity to be heard.

Micheal Bobin, Chairman
Washburn County Zoning Committee

Dated

Rezonepetitions052416

AEMNDATORY 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 be and the same are hereby amended and designated as;

Beaverbrook Township: James Hubin, Shell Lake WI. PROPERTY: Map# BB 502/Record ID#:4248, to rezone 3 acres of Agricultural to 3 acres Residential Recreation 2, NE SE, Section 21-38-12, to be able to split off 3 acres and sell to son who will build a home.

Interested persons were given the opportunity to be heard.

Supervisor _____ move to _____ rezonings,
second by Supervisor _____, motion carried.

Dated

Thomas Mackie, Chairman
Washburn County Board of Supervisors

Rezonepetitions052416

Resolution# _____

Transportation Resolution

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, according to "Filling Potholes: A New Look at Funding Local Transportation in Wisconsin", commissioned by the Local Government Institute of Wisconsin (LGI) the condition of Wisconsin's highways is now in the bottom third of the country; and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to "Filling Potholes", municipal transportation spending has declined from \$275 per capita in 2000 to 227 in 2012; and

WHEREAS, Mass Transit Operating Aids and County Elderly and Disabled Transportation assistance programs are funded through the state gas tax and vehicle registration user fee system. These programs are critical to ensuring that transportation services are delivered to vulnerable citizens. Proper funding for these programs helps ensure that all citizens have an opportunity to access the workplace as well as the marketplace; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, Wisconsin's over-reliance on borrowing eats away at the state's segregated funding sources – the state gas tax and vehicle registration fees – which increasingly pay debt service rather than fund transportation needs; and

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and

WHEREAS, the Washburn County Board of Supervisors recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local and state roads need to be properly maintained in order for our economy to grow; and

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

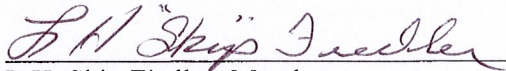
WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of both our state and local roads will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED by the Washburn County Board of Supervisors to urge the Governor and Legislature to Just Fix It and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system. Furthermore, the County Board of Supervisors directs the Clerk to send a copy of this resolution to our State Legislators and to Governor Scott Walker.

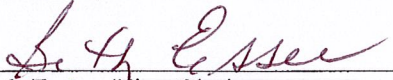
Recommended for adoption by the Washburn County Highway Committee this 23rd day of May, 2016.



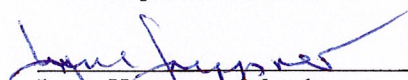
Tom Ricci, Chair




L.H. Skip Fiedler, Member



Beth Esser, Vice Chair



Lynn Hoepfner, Member



Chris Thompson, Member

Adopted by the Washburn County Board of Supervisors by a vote of _____ (Ayes) to _____ (Nays) this 21st day of June, 2016.

CORRECT ATTEST:

Lolita Olson
Washburn County Clerk

Resolution No. _____

Resolution to Remove Obsolete
B-29 – Non-Represented Salary Policies and Procedures

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, since implementation of the Pay for Performance program, Policy B-29 has now become outdated and obsolete,

NOW THEREFORE BE IT RESOLVED, the B-29 Non-Represented Salary Policy as attached to this resolution is hereby eliminated from the list of current policies.

FISCAL IMPACT: \$0

RECOMMENDED FOR ADOPTION THIS 13th DAY OF JUNE 2016 BY THE
PERSONNEL COMMITTEE

Micheal Bobin, Chair

Beth Esser, Vice Chair

Romaine Quinn

L.H. Skip Fiedler

Steve Waggoner

POLICY B-29 NON REPRESENTED SALARY POLICIES AND PROCEDURES

Purpose: To fulfill the Mission Statement of the Personnel Committee, compensation policies are a cornerstone of a fully functioning compensation management program. The plans goals are to provide for: competitive recruitment of qualified management staff, retention of qualified staff and incentive for and recognition of superior employee performance.

1. EXPLANATION OF TERMS

A.) Pay Structure: To facilitate effective administration, a pay structure has been established for all non-represented permanent positions in Table 1. The County Board considers adjustment to this table annually for cost of living.

B.) Pay Ranges: The pay structure consists of a set of levels of responsibility, or pay ranges. A sufficient number of levels have been established to recognize important relative differences in position responsibilities and requirements, from the lowest to the highest-level position in the structure. The current pay range is shown in Table 2.

Assignment of positions to pay ranges is accomplished through the process of job evaluation through a Comprehensive Position Questionnaire (CPQ) as well as consideration of market factors. Job evaluation is a systematic application of job evaluation criteria to document responsibilities in order to create logical relationships between positions based solely upon responsibilities and be independent of individual performance.

Each pay range is intended to be competitive with the market for positions within that grade. Pay range spread is the percentage difference between the minimum salary of the range and the maximum compensation payable within each range. Pay range spread is intended to be sufficient to recognize and reward different levels of performance and experience within each grade. (See section on Performance Objectives)

C.) Step Plan: The pay ranges under the step plan are designed to advance pay within the range by increments of experience, and/or years in position. Each pay range is divided into 10 steps: the Minimum is Step A, the market control point is Step D, and the Maximum is Step J. Employees will get a step each year for the first six years of hire and then will get a step every two years for the next 8 years to reach top of the scale.

The steps are weighted with lower steps having a greater increase value and higher steps having a lesser value. It is generally expected that new employees will be hired in the lower half ranges of the pay plan. Exceptions to this may be made for employees with greater than entry-level experience or for other reasons outlined in this policy. Employees will generally also receive a general economic adjustment equal to that applied to the plan structure to keep it market competitive (see section on Determining Annual Pay Structure Increases).

D.) FLSA Status: All positions in Table 2 are marked as "Exempt" or "Non Exempt" for FLSA purposes.

2. COMPENSATION POLICIES

A.) Compensation Upon Promotion: An employee promoted from one pay range to another, higher pay range is placed at the step of the new range that provides at least a five percent (5%) increase (or to the minimum of the higher pay range, whichever is greater).

B.) Compensation Upon Transfer: Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

C.) Compensation Upon Interim Assignment: Employees who are assigned to an interim classification in a higher pay range for a planned period of at least 60 days, and who are expected to perform a majority of the higher classification's duties and responsibilities, shall receive a base compensation adjustment of eight percent (8%). A base compensation adjustment of greater than eight percent (8%) may be approved by the Personnel Committee and the County Board, provided that substantial reasons are given.

Employees who are assigned to a classification in the same pay range or lower pay range for a planned period of at least 60 days, and who are expected to perform a majority of the interim classification duties and responsibilities, shall receive a base compensation adjustment of five percent (5%) in recognition of the incumbent's additional time being spent performing additional duties. A base compensation adjustment of greater than five percent (5%) may be approved by the Personnel Committee and the County Board, provided that substantial reasons are given.

Upon return to the employee's original classification, the employee's pay shall revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

D.) Compensation Upon Involuntary Demotion: An employee who is demoted for involuntary reasons unrelated to performance will retain his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range at the step closest to their current pay.

E.) Compensation Upon Voluntary Demotion: An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstance.

F.) Pay Range Assignment for New and Reclassified Positions: When new positions are created or existing positions undergo substantial change, the County has established a process to review and assign the new/changed position to the pay structure.

In these situations, the County will document the duties and responsibilities of the new/changed position through a CPQ evaluation. The Personnel Committee will determine, through its compensation consultant, the assignment of the new/changed position to the compensation plan and assign it to a pay range contained in the plan. Considerations for range placement will include internal consistency and market considerations.

The new salary for employees, whose pay range is adjusted as a result of a job reclassification, will follow the guidelines established in this policy for promotions.

G.) Positions Requiring a ‘Market Adjustment’: The County’s compensation program has provided a methodology for determining pay for employees that recognize not only the worth of positions in the market, but also the worth of jobs internally within the organization.

In the future, a circumstance could develop where a position in the County’s compensation plan should be considered for placement at a higher range of pay than that which is established from job evaluation. These are positions that may command higher pay due to unusual market demands. These positions are not permanently placing these positions in a higher pay range because market conditions may fluctuate.

Market adjustments should generally be considered in the future under only *one or more* of the following circumstances:

- The County has documented problems recruiting and/or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants).
- The County has an unacceptable rate of turnover in the position, and exit interview information indicates pay as a significant issue.
- Periodic market surveys conducted by the County show that the midpoint of the pay range is more than 10% less than the average rate of pay shown for the position in the market analysis.

In situations where the market demands higher pay rates, at the County’s discretion, one of two actions will be available:

1. Adjust the employee’s base compensation upward into the existing pay range
2. Move the position into a higher pay range and adjust the base compensation according to the Compensation Upon Promotion guidelines established in this document. However, this is to be done temporarily, only while market conditions are still causing the problem.

The County will utilize the first option whenever possible. However, when the County utilizes the second option, the appropriate pay range will be determined by the County (with consultation from a compensation consultant, if necessary), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay range. The market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

The County recognizes that the allowance of market adjustments does disrupt some of the internal equity in its compensation plan because there are jobs that are of higher internal value that may be paid less than a job of lower internal value. This is why the County intends to utilize market adjustments sparingly.

All market adjustments must be recommended by the Personnel Department to the Personnel Committee for approval. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion will apply in regard to compensation for the affected employee.

H.) Positions Requiring a ‘Compression Adjustment’: Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. In determining whether compression is an issue that must be resolved through a pay increase, the County will look at the differences in total compensation (i.e., direct pay and benefits) between the supervisor and subordinate positions.

Unless the benefit package of the supervisor is determined to compensate for the wage compression, the County will provide an acceptable base pay differential between an exempt supervisory position and the average gross earnings of the top paid position directly supervised. It is generally recommended that this differential generally be a minimum of 10% when the supervisor has been in their position for at least one year.

This adjustment should not, in most cases require a pay grade change in order to use a salary within the assigned grade that provides the recommended differential. In situations where the compression analysis requires a higher base salary than would normally be utilized under the compensation plan, at the County’s discretion, one of two actions will be available:

1. Adjust the employee’s pay upward in the range, or
2. Adjust the position up one pay grade temporarily and only while compression conditions are still causing the problem.

The County will utilize the first option whenever possible, as long as the current pay grade range allows for sufficient earnings growth consistent with the intent and spirit of the compensation plan. However, when the County utilizes the second option, all documents and communications are retained to reflect the temporary assignment of the position. The earnings differential situation should be analyzed every year, and if conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will move back to their correct grade.

The County recognizes that the allowance of compression adjustments does disrupt some of the internal equity in the compensation plan. This is why the County intends to use compression adjustments sparingly.

All compression adjustments must be recommended by the Personnel Department and receive approval by the Personnel Committee. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion will apply in regard to compensation for the affected employee.

I.) Performance Adjustments: As stated in section 1 (c) step plan – each employee will receive a step increase each year for the first 6 years and then a step increase every other year for the next 8 years.

Beginning the January following the completion of probation, the employee and supervisor shall meet to set performance goals for the coming year as part of the annual performance appraisal. Goals should not be part of the employee's normal job, but be above and beyond normal duties. Goals should have a long-term impact on finances or budget or significantly enhance the service in a county program. Goals shall be measurable and attainable. Exceptionally large goals may be broken into more than one year if budget or timing so dictate. Typically no less than two, but no more than three goals should be set for a given year. The employee's supervisor will review goal accomplishment at the next annual evaluation and make a recommendation to the Personnel Committee on award of the goal. Managers are encouraged to meet periodically with subordinates to discuss goal progress.

J.) Determining Pay for New Hires: New employees should be hired between the minimum (Step A) and market control point (Step D) of the pay range for the position with actual pay range step placement to be based on individual qualifications. The Personnel Director along with the Administrative Coordinator has leeway in this range to set a hiring salary and other minor adjustments to facilitate the hiring Committee's selection.

K.) Determining Annual Pay Structure Increases: On an annual basis, the Personnel Director will present the County Board evidence of what comparable counties (as defined in the most recent compensation study) and other competitive employers (such as other governmental units and private industry) are adjusting their pay structures for the same period to maintain their competitive position.

Sources of such information could include:

- Annual published surveys (e.g., “World-at-Work”; formerly American Compensation Association, CDC Planning Survey)
- Surveys of comparable municipalities
- Other commonly published survey sources
- Established economic indicators, such as the Consumer Price Index (CPI)
- Planned or already-negotiated pay structure adjustments with the County’s unions
- The financial condition of the County and the County’s ability to fund increases in pay for the upcoming year

The County Board shall consider this information in determining what, if any, salary structure adjustment is necessary so the County may maintain its competitive position. The annual increase amount for the pay structure shall be applied to the range control points. Adjustments to range minimums and maximums will follow according to standard practices.

Compensation decisions that do not meet these guidelines established herein require the approval of the Personnel Committee and the County Board.

3. POSITION CLASSIFICATION/RECLASSIFICATION REVIEW

The Position classification Review Process provided here is the method for determining, (1) pay range assignment of new positions; (2) reclassification actions involving substantial changes in the duties and responsibilities of an existing position; or (3) appeals of a classification decision in the original study.

A. Classification or Reclassification Consideration: A request for reclassification of a current position may be initiated by either a staff member or a department head. A request for classification of a new position must originate from a department head. Requests for classification of a new position must be submitted to the Administrative Coordinator between July 1 through July 31 in any budget year.

Reclassification consideration for existing positions requires the employee and the department head to document that there have been substantial changes in existing duties since the most recent review. Duty changes may result from substantial, immediate reassignment of duties from reorganization or from a logical and gradual change of responsibilities over a period of time. To be considered for reclassification, changes resulting from logical and gradual change must have been in effect since at least January 1 preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification shall not be considered for temporary changes.

A request for classification or reclassification consideration shall be in writing and include (1) New Position Classification Review Form or an Existing Position Classification Review Form, and (2) a new Comprehensive Position Questionnaire with notes indicating duties which have changed since the last review. The Questionnaire must be completed and signed by the employee and reviewed and signed by the employee’s supervisor, department head, and the Administrative Coordinator. At each level of review, the supervisor, department head, and Administrative Coordinator will verify or comment on the accuracy of responses.

B.) **Review of Requests:** The County will submit the Questionnaire and revised position description to their vendor for evaluation. The vendor will recommend a grade assignment appropriate for the position and a new or revised position description. The vendor may request further information from the County, and may request that other positions affected by the reclassification changes be reviewed as well.

EFFECTIVE: Immediately
APPROVAL:

LAST REVISED: **06/2009**

_____/s/
Michelle Jepson
Personnel Director

(Reserved for Table 1 Insert the Pay grid here)

TABLE 2

Position	Grade	FLSA Status
Appointed Staff		
Administrative Assistant - Administration/Personnel	9	Non Exempt
Law Enforcement Assistant	9	Non Exempt
Office Manager- Hwy	11	Exempt
Fiscal Supervisor - H&HSD	11	Exempt
Personnel Director	19	Exempt
Veterans Service Officer	12	Exempt
Director Emergency Government	12	Exempt
Assist. Forest Administrator	14	Exempt
Supervisor Economic Support	14	Exempt
Maintenance Supervisor	15	Exempt
Patrol Superintendent	19	Exempt
Unit of Aging Director	16	Exempt
Director Child Support	15	Exempt
Shop Superintendent/Maintenance Planner	15	Exempt
Zoning Administrator	17	Exempt
Chief Deputy	18	Exempt
County Surveyor	17	Exempt
Forest Administrator	18	Exempt
Long Term Support Mgr	19	Exempt
Public Health Supervisor	19	Exempt
PLR Director	19	Exempt
Hwy Commissioner	21	Exempt
Y & F Supervisor	19	Exempt
Corporation Counsel	22	Exempt
IT Director	20	Exempt
Director H&HSD	28	Exempt
Admin Coordinator/Finance Director	30	Exempt
Family Court Commissioner	N/A	Exempt
Elected Officers		
Clerk of Courts	14	Elected
Clerk	14	Elected
Treasurer	14	Elected
Register Of Deeds	14	Elected
Sheriff	19	Elected
Coroner	N/A	Elected

RESOLUTION NO. _____

County Forest Land Withdrawal – Rock Quarry

WHEREAS, the Washburn County Forestry, Parks and Recreation Committee granted authorization to the Washburn County Highway Department to extract rock and gravel from County Forest Lands in Section 27 T42N-R11W; and

WHEREAS, extraction of rock and gravel are an allowable use of lands designated under the County Forest Law provided that the materials removed are used only for public works projects; and

WHEREAS, the intention of the allowance for rock and gravel extraction is for a publicly owned and operated facility for public road projects; and

WHEREAS, the Washburn County Highway Department executed a lease with a private party to operate the quarry located on lands designated as County Forest, creating a use inconsistent with the intention of the County Forest Law (s.s. 28.11).

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors authorizes making application to the Wisconsin Department of Natural Resources to withdraw approximately 25.4 acres consisting of that part of the NENW Section 27 lying south of State Highway 77, and the north 10 acres of the SENW Section 27 T42N-R11W from the County Forest Law program (approx.. 35.4 acres total); and

THEREFORE, BE IT FURTHER RESOLVED, that if the withdrawal is approved, the lands identified above shall be transferred to the jurisdiction of the Washburn County Highway Department for the operation of a rock and gravel quarry only; and

THEREFORE, BE IT FURTHER RESOLVED, that upon depletion of desirable materials from the quarry area, the site shall be reclaimed in accordance with any applicable reclamation requirements and to the satisfaction of the Washburn County Forestry Department and re-enrolled into the County Forest Law program.

Fiscal Impact: Undetermined – no fiscal impact anticipated for withdrawal application

Submitted for adoption this 21st day of June, 2016 by:

Forestry, Parks & Recreation Committee:

Motion for adoption by:
Supervisor _____

Lester Fiedler, Chairman

James Dohm, Vice Chair

Seconded by:
Supervisor _____

Hank Graber

Ayes _____, Noes _____, Absent _____

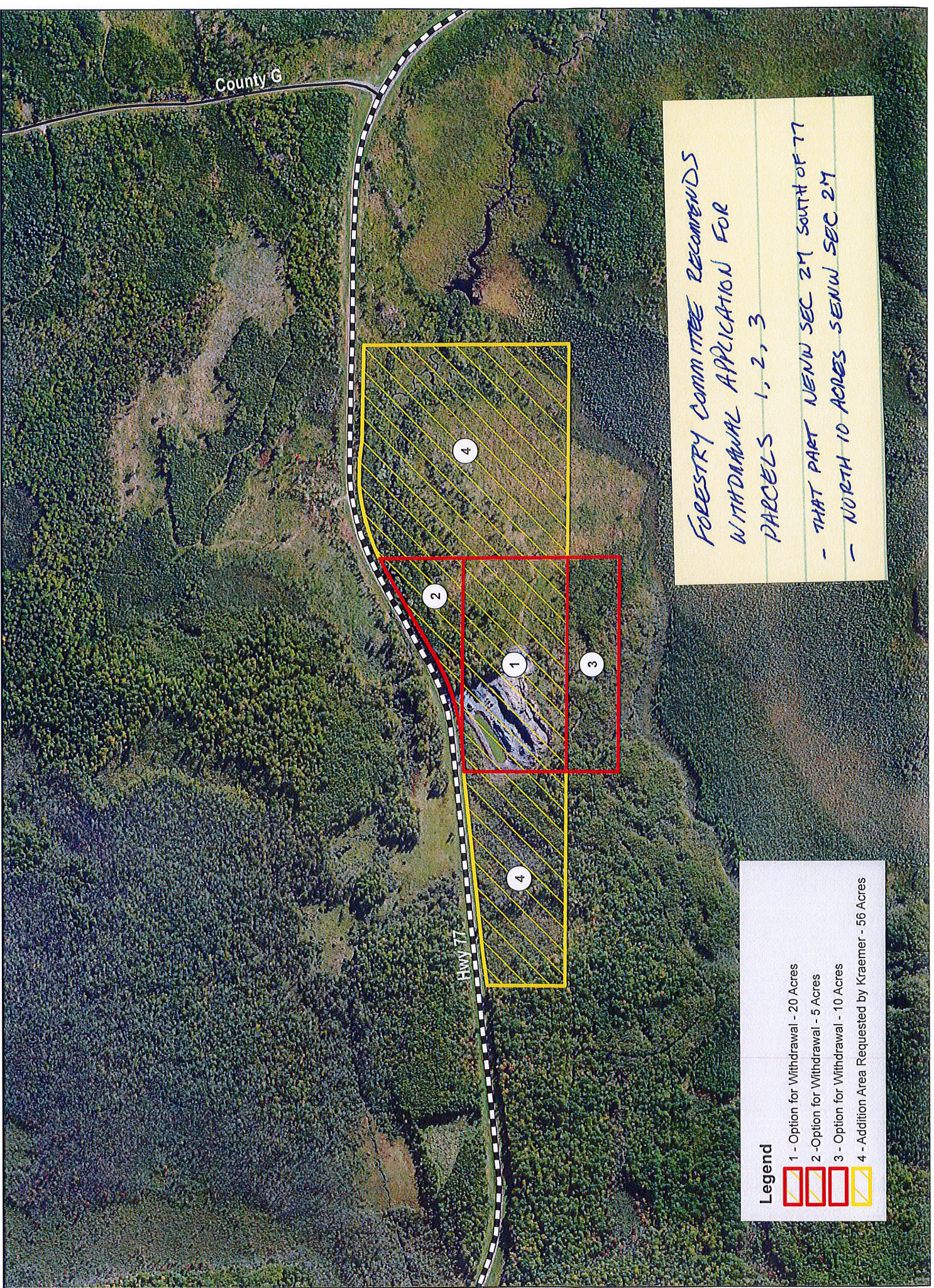
Romaine Quinn

Del Stoll

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at a legal meeting held on June 21, 2016.

Lolita Olson, County Clerk

Rock Quarry/Gravel Pit - CFL Withdrawal Options



FORESTRY COMMITTEE RECOMMENDS
WITHDRAWAL APPLICATION FOR
PARCELS 1, 2, 3
- THAT PART NENW SEC 2M SOUTH OF 77
- NORTH 10 ACRES SENW SEC 2M

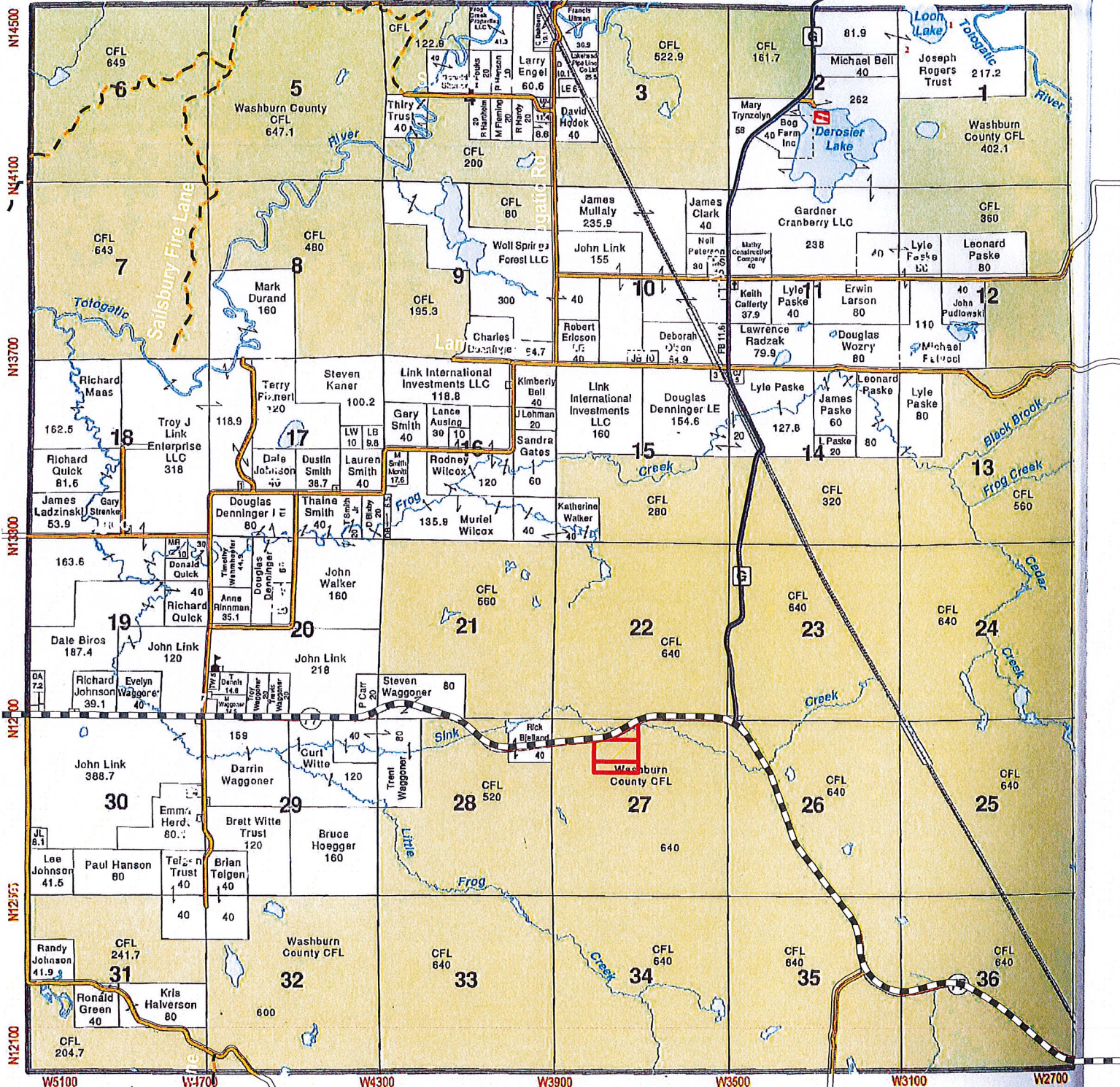
Legend

- 1 - Option for Withdrawal - 20 Acres
- 2 - Option for Withdrawal - 5 Acres
- 3 - Option for Withdrawal - 10 Acres
- 4 - Addition Area Requested by Kraemer - 56 Acres

Frog Creek (W)

T.42N.-R.11W.

Washburn County Land Information Office Shell Lake, WI 54871



See Page 42



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

**Washburn County
Land Information**

P.O. Box 639
10 Fourth Avenue
Shell Lake, WI 54871
715-468-4659

Washburn County, WI

RESOLUTION TO PARTICIPATE IN THE NATIONAL ASSOCIATION OF COUNTIES (NACo) PRESCRIPTION DISCOUNT CARD PROGRAM

WHEREAS, the National Association of Counties (NACo) and WCA, through a partnership with CVA Caremark, provide a free prescription discount card exclusively to NACo member counties;

AND WHEREAS, this card can be made available at no cost to all county residents, regardless of age, income, or existing health coverage; provides discounts on prescriptions for seniors and residents who are uninsured or underinsured; and may be used any time prescriptions are not covered by insurance;

AND WHEREAS, a benefit to the county for overseeing the program is the opportunity to capture an administrative fee of \$1.00 per prescription filled; however, the county does not wish to participate in this reimbursement fee option and would prefer to pass on any additional savings to residents participating in the program;

AND WHEREAS, residents benefit from the program by saving up to 75% off of their prescriptions;

NOW, THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors approve participation in the NACo Live Healthy prescription discount card program.

FISCAL IMPACT: Zero

Recommended for adoption by the Executive Committee on the 14th day of June, 2016.

Thomas Mackie, Chair

Micheal Bobin

Thomas Ricci, 1st Vice Chair

Chris Thompson

Beth Esser, 2nd Vice Chair

Resolved by the Board of Supervisors for Washburn County this 21st day of June, 2016, by a vote of ____ Yes to ____ No.

CORRECT ATTEST:

LOLITA OLSON
Washburn County Clerk

Resolution Approving a Summer LTE Position – Surveyor’s Department

WHEREAS, the Surveyor’s Department has a full time vacancy for a Mapping and Field Technician position which is not currently being filled, and,

WHEREAS, this position is being brought forward as an LTE for this summer to allow the Surveyor’s Department to determine their needs (if any) on a seasonal basis and,

WHEREAS, the Deputy Surveyor is currently working several miles from roads and cell phone service, thereby needing help packing equipment into remote work sites and this position will add needed safety for the work being done, and,

WHEREAS, the position may be requested to revert back to full time status at a future date if the Surveyor deems it a necessity, and,

THEREFORE BE IT RESOLVED that the full time vacant, budgeted Mapping and Field Technician position be utilized as a Summer LTE for 2016 and redetermined on a seasonal basis.

Fiscal Impact: \$3200.00 budgeted – Zero net fiscal impact

RECOMMENDED FOR ADOPTION BY THE PERSONNEL COMMITTEE THIS 13TH DAY OF JUNE 2016.

Micheal Bobin, Chair

Beth Esser, Vice Chair

Romaine Quinn

L. H. Skip Fiedler

Steve Waggoner

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, Range 2, Step A
What are the major functions or examples of work performed of the proposed position?	This position will be utilized 100% as a field assistant to the Deputy County Surveyor.
Minimum Educational Requirements and minimum experience for this position?	There are no specific education requirements, and experience requirements will be limited to a general knowledge of surveying functions.
Knowledge Skills and Abilities?	As above
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Our Mapping and Field Technician transferred to the Tax Lister position.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The State of Wisconsin has determined that individual counties are responsible for the recovery and maintenance of the U.S. Public Land Survey System.
Is this work currently being performed by someone else? If yes, how and by whom?	County alone
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Assists Deputy County Surveyor
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	This position will be supervised by Deputy County Surveyor
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	None
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The Deputy Surveyor will be required to pack all gear several miles into remote areas of Washburn County with no cell phone coverage. This is both an efficiency and a safety issue.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	This position is brought forward as a LTE position to allow us to determine our needs (if any) on a seasonal basis.

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

As stated above, we are currently working several miles from roads and cell phone service. The Deputy Surveyor needs help packing equipment into remote work sites, in addition to the added safety this position will provide.

--

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	
-------------------------	---	--------------	--

Committee of Jurisdiction:

COMMITTEE:	<input checked="" type="checkbox"/> Approved Denied Comments	DATE:	
-------------------	--	--------------	--

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments: Human Resource Director: <i>Kolson</i> Date: <i>6/3/16</i>

COUNTY ADMINISTRATOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments: County Administrator: <i>Kolson</i> Date: <i>6/3/16</i>
--

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	<input checked="" type="checkbox"/> Approved Denied Comments	DATE:	<i>6/3/16</i>
COUNTY BOARD (IF NECESSARY)	<input type="checkbox"/> Approved Denied Comments	DATE:	

POSITION DESCRIPTION		Position #:
Class Title: LTE Field Technician		Wage Range : 2 Step/A
Department: Land Information	Location: Courthouse	Date: 5/16

PURPOSE OF POSITION: The purpose of this position is to assist the County Surveyor with surveying and mapping duties associated with the restoration of the corners of the Public Land Survey System (PLSS).

GENERAL STATEMENT OF DUTIES: This position will assist with field work related to the restoration of corners of the PLSS, and attaining their geographical positions.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Assist with field operations of conventional surveying and G.P.S. equipment.
- Assist in brushing survey lines, excavations for, and the placement of corner monuments, and field note keeping.
- Any other relevant duties assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Candidate should be familiar with basic surveying concepts, surveying equipment.

EDUCATIONAL REQUIREMENTS: N/A

PHYSICAL DEMANDS:

To perform the essential functions of this job, the candidate must possess the ability to carry up to 50 lb. loads of equipment for distances up to 2 miles over uneven terrain. The physical demands described hereon are representative of those that must be met by an employee to successfully perform the duties of the position.

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

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

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Surveying equipment includes total stations, G.P.S. receivers, picks, shovels, and other field equipment; Office equipment including photocopiers, calculator, scanner, plotter, motor vehicle, telephone and voice mail.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee may frequently travel between buildings to work site locations. The employee must be able to negotiate slippery, uneven terrain, and be

able to access precarious places. The employee may periodically work in extreme temperatures and other inhospitable environments.

The employee occasionally works in areas of reduced traction.

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

SELECTION GUIDELINES:

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

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

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

Approval: _____
Administrative Coordinator/
Director of Personnel

Employee Signature

Date

Effective Date:

Revision History: 5/16