

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

May 16, 2017

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 April 25, 2017 County Board Proceedings
7. Ratification of Chair Appointment and Welcome to Sandy Johnson as District 4 County Board Representative
8. Concerned Citizens
9. Presentation by Washburn County Tourism, Michelle Martin – Executive Director

## 10. Consent Agenda

## 11. Other Resolutions and Ordinances

- A. Resolution to Return a Tax Deeded Land to the Former Owner – Weatherlock Windows – Supv. Ricci
  - B. Resolution to Return a Tax Deeded Land to the Former Owner – Jean Baker – Supv. Ricci
  - C. Resolution to Increase the 2017 HHS Budget – Purchase of Vehicles – Supv. Fiedler
  - D. Resolution Authorizing the Creation of a FT Intake/Access Worker – HHS – Supv. Fiedler
  - E. Resolution Authorizing the Creation of a FT Natural Resources Technician for 2018 Budget – Forestry – Supv. Esser
  - F. Resolution to Create Article V, Chapter 46, of the Washburn County Ordinance Prohibiting the Carrying of Concealed Weapons – Chair Mackie
12. Committee Reports
  13. Chair Appointments
  14. Citizen Comments
  15. Chair Comments
  16. Personnel matters and complaints involving Departments of Administration/HR and Finance – approval of closed session minutes from May 9, 2017 meeting:  
Closed session pursuant to Wis. Stat. 19.85(1)(c) for consideration of employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority.
  17. Possible Future Agenda Items
  18. Audit Per Diems
  19. Adjourn

Respectfully submitted this 10<sup>th</sup> day of May, 2017; amended 05-12-17  
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

Tuesday, April 25, 2017

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: (20), Vacant: (1); Youth Present: (0), Excused (2).
5. Approval of Agenda on motion by Fiedler, 2<sup>nd</sup> by Masterjohn; MC.
6. Approval of March 21, 2017 County Board Proceedings on motion by Ricci, 2<sup>nd</sup> by Dohm; MC.
7. Concerned Citizens – Anna Marie Brown, Washburn County Co Taxpayer, relayed her concerns regarding agenda item 9C in which both of the insurance contact designees listed are paid staff members (Corporate Council and Administrative Coordinator). Ms. Brown did not agree with having the Administrative Coordinator be listed as a contact.
8. Opioid Awareness Presentation by Tammy Hopke, Program Coordinator for Restorative Justice of Northwest Wisconsin, Inc. and Cara Murden, Law Enforcement Admin. Asst. – A presentation was given regarding the rising use of heroin and abuse of prescription drugs. The presentation reviewed the effects, dangers, addiction rate and costs. Wisconsin is #2 in drug take back initiatives. It was mentioned that the county distributed 63 doses of Narcan, an opiate antidote, in 2016. Two infants were born testing positive for opioids here in Washburn County. Videos were shown. Discussed resources, Narcan administration, home break-ins, prescription medications, effect on future generations; education, prevention and intervention were emphasized. The board thanked Ms. Hopke and Ms. Murden for the presentation.
9. **Consent Agenda** motion to approve by Haessig, 2<sup>nd</sup> by Dohm; Esser requested 9c be pulled for separate vote by Esser; Hoepfner requested 9d be pulled for separate vote; remaining resolutions were approved on voice vote.
  - A. **Resolution 28-17 Designating Public Depository Account – District Attorney**
  - B. **Resolution 29-17 Designating Public Depository Account – Clerk of Court**
  - C. **Resolution 30-17 Updating Authorized Designees for WCMIC Legal Loss Prevention Services** – motion for adoption by Esser, 2<sup>nd</sup> by Haessig; amendment by Esser, 2<sup>nd</sup> by Reiter, to remove the 3<sup>rd</sup> paragraph from the resolution. Esser reviewed her concerns about limited contact with the insurance company. Clerk Olson stated that this is a standard resolution that the insurance company sends out and that the designees in the past have been both the Corporate Counsel and the Administrative Coordinator. The designees are there to serve as the point of contact for the day to day matters and does not limit the ability or the authority of the County Board Chair. Voice vote on the amendment indicates majority of Nays; amendment fails. Voice vote on original resolution passes.
  - D. **Resolution 31-17 Updating Employee Handbook - 5.12 Safety Protection - Shoe/Eyeglass Reimbursement Language** – Hoepfner moved for adoption, 2<sup>nd</sup> by Esser; amendment by Hoepfner, 2<sup>nd</sup> by Ricci, to exclude the policy wording "...excluding the sales tax, which is not subject to reimbursement" and on the resolution to delete the words in the 3<sup>rd</sup> paragraph which state "...and that sales tax is not included in this reimbursement." Discussed whether this was fair to the employee, auditor recommendations, similarity to Sheriff's policy, approved vendors, availability of sales tax number. It was noted that the preferred notification of tax exemption was to have the information listed on county letterhead which would be sent directly to the vendor (versus having the employee carry the number with them). Supv. Thompson added that if it's a hardship, adjustments could be made to make sure employees are taken care of. Voice vote on amendment fails with majority Nays. Voice vote on original resolution passes.

- E. **Resolution 32-17 Updating Employee Handbook - 3.5 Vacation – Dept. Head Vacation Carryover Language**
- F. **Resolution 33-17 Appointing Highway Commissioner Agent – County Highway Register**

#### 10. Other Resolutions and Ordinances

- A. **Resolution 34-17 to Transfer Funds to City of Spooner – Tomb of the Unknown Soldier –** Motion to approve by Fiedler, 2<sup>nd</sup> by Masterjohn. Roll Vote: Yes (20); No (0); MC.
  - B. **Resolution 35-17 to Move 2016 Budgeted Funds from Aging Budget to the ADRC Budget –** Motion to approve by Fiedler, 2<sup>nd</sup> by Haessig. Supv. Haessig reviewed that this is basically clean-up and by doing so allows additional draw down of MA dollars; they are not asking for additional money. Supv. Esser questioned whether these dollars remain with the county or go back to Barron County. Supv. Haessig confirmed that this will stay with Washburn County. Roll Vote: Yes (20); No (0); MC.
  - C. **Resolution 36-17 to Transfer Funds from Contingency to 2016 Corporate Counsel Budget –** Motion to approve by Fiedler, 2<sup>nd</sup> by Reiter. Roll Vote: Yes (20), No (0); MC.
  - D. **Resolution 37-17 to Allocate Timber Revenues to Campground Expansion Project –** Motion to approve by Fiedler, 2<sup>nd</sup> by Hoepfner. Supv. Stoll stated that this would be a very good addition to the county; he added that the campground is always full and that they could use more camp spaces and is run very well. Roll Vote: Yes (20), No (0); MC.
  - E. **Resolution 38-17 Authorizing the Creation of the Birch Lake Dam Special Assessment District –** Motion to approve by Hoepfner, 2<sup>nd</sup> by Ricci. Discussed different formulas used vs what was done in the past due to two different counties involved. Supv. Ricci stated there are about 92 parcels in Washburn County which will be assessed. Roll Vote: Yes (20), No (0); MC.
  - F. **Resolution 39-17 Approving Highway Auction Proceeds to be Used for Equipment Purchase –** Motion to approve by Fiedler, 2<sup>nd</sup> by Masterjohn. Discussed. Roll Vote: Yes (20), No (0); MC.
  - G. **Resolution 40-17 Regarding Funding for Wisconsin Forestry Programs –** Motion to approve by Fiedler, 2<sup>nd</sup> by Stoll. Mike Peterson gave some background on the resolution. Governor's budget proposal eliminates the mill tax which served as segregated funding for forestry. There is language which replaces the mill tax with general purpose revenue = .697 mils shall be placed in that forestry account, but this legislation cannot bind the future. What has happened to the transportation account is similar. Mr. Peterson will be representing forestry at Madison again tomorrow; he emphasized the need for the state to fund core services and cut those that are not forestry related and is asking for the board's support in this. Mr. Peterson reported on his presentation before the Joint Finance Committee in Spooner. MC on voice vote.
  - H. **Resolution 41-17 Regarding County Forest Withdrawal for Additional Highway Department Needs at Minong Facility –** Motion to approve by Fiedler, 2<sup>nd</sup> by Quinn. Mike Peterson reviewed the resolution with the board and mentioned that he is working with our surveyor, Steve Waak, to get a better description of property. Supv. Reiter asked about potential costs; there may be some minor costs such as permit fees. MC on voice vote.
- 11. Committee Reports – motion by Hoepfner, 2<sup>nd</sup> by Masterjohn, to dispense with committee reports; MC on voice vote.
  - 12. Chair Appointments: Washburn County Library Planning Committee – meeting May 4<sup>th</sup> at 9:00 a.m. in the Fishbowl. Sue Hansen and Jim Dohm were originally appointed by previous chair Sather, so appointments are still valid. The members will meet with Sandy Mackie, NWLS, librarians Angie Bodzislav and Amy Stromberg, as well as Jocelyn Ford and Tammy Hopke, county representatives.
  - 13. Citizen Comments – Del Stoll, District 7 Representatives, stated that this is his last meeting as he is resigning; he has also resigned as chair from the Town of Stone Lake. Chair Mackie thanked Mr. Stoll for his services and all members wished him good luck in the future.
  - 14. Chair Comments – WCA has sent out information regarding 911 funding and asked that legislators be contacted. If you are planning on attending the WCA conference in September please contact Ms. Olson ASAP for room reservations at the Kalahari. Two applications have been received for the District #4 vacancy.

15. Possible Future Agenda Items – Consideration for a committee to address the Meth/Opioid issue.
16. Audit Per Diems on motion by Fiedler, 2<sup>nd</sup> by Masterjohn; MC.
17. Adjourn at 7:50 p.m. on motion by Waggoner, 2<sup>nd</sup> by Quinn; MC.

Respectfully submitted this 28<sup>th</sup> day of April, 2017  
Lolita Olson, County Clerk

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

**AN ORDINANCE TO RETURN A TAX DEEDED LAND TO THE FORMER OWNER –  
WEATHERLOCK WINDOWS INC - PURSUANT TO §75.35(2)(e), WIS. STATS.<sup>1</sup>**

**The Washburn County Board of Supervisors Ordain as Follows:**

**WHEREAS**, Washburn County is the holder of a tax deed to Unit 3, Pair O' Lakes Condo of Section Twenty-Five (25), Township Forty North (T40N) of Range Thirteen West (R13W) in the Town of Casey, Washburn County, Wisconsin, bearing PIN 65-014-2-40-13-25-5 16-958-501000;

**AND WHEREAS**, the Public Property and Land Sale Committee has voted the return of the property to the former owner, who is:

WEATHERLOCK WINDOWS  
2136 Ford Parkway # 234  
St Paul, MN 55116,

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

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

**AND WHEREAS**, this ordinance to return the tax deed to the described property to its former owners was approved by the public property and land sale committee on May 1, 2017.

**NOW, THEREFORE, BE IT ORDAINED**, that pursuant to § 75.25(2)(e), Wis. Stats., the County Clerk is 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: none

Moved for adoption by the Public Property and Land Sale Committee this 1<sup>st</sup> day of May, 2017:

\_\_\_\_\_  
Thomas Ricci, chair

\_\_\_\_\_  
James Dohm

\_\_\_\_\_  
Lynn Hoepfner

\_\_\_\_\_  
Steve Waggoner

\_\_\_\_\_  
Karen Baker

<sup>1</sup> (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.

Adopted by the Washburn County board of supervisors by a vote of \_\_\_\_\_ (Ayes) to \_\_\_\_\_ (Nays) this 16<sup>th</sup> day of May, 2017.

CORRECT ATTEST:

---

LOLITA OLSON  
Washburn County Clerk

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

**AN ORDINANCE TO RETURN A TAX DEEDED LAND TO THE FORMER OWNER –  
JEAN M BAKER - PURSUANT TO §75.35(2)(e), WIS. STATS.<sup>1</sup>**

**The Washburn County Board of Supervisors Ordain as Follows:**

**WHEREAS**, Washburn County is the holder of a tax deed to Northeast Quarter of the Southwest Quarter (NE/SW) of Section Twelve (12), Township Thirty-Nine North (T39N) of Range Twelve West (R12W) in the Town of Trego, Washburn County, Wisconsin, bearing PIN 65-042-2-39-12-12-3 01-000-001000;

**AND WHEREAS**, the Public Property and Land Sale Committee has voted the return of the property to the former owner, who is:

JEAN M BAKER  
22 Vernon Street  
Brookline, MA 02446-4908,

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

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

**AND WHEREAS**, this ordinance to return the tax deed to the described property to its former owners was approved by the public property and land sale committee on May 1, 2017.

**NOW, THEREFORE, BE IT ORDAINED**, that pursuant to § 75.25(2)(e), Wis. Stats., the County Clerk is 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: none

Moved for adoption by the Public Property and Land Sale Committee this 1<sup>st</sup> day of May, 2017:

\_\_\_\_\_  
Thomas Ricci, chair

\_\_\_\_\_  
James Dohm

\_\_\_\_\_  
Lynn Hoepfner

\_\_\_\_\_  
Steve Waggoner

\_\_\_\_\_  
Karen Baker

<sup>1</sup> (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.

Adopted by the Washburn County board of supervisors by a vote of \_\_\_\_\_ (Ayes) to \_\_\_\_\_ (Nays) this 16<sup>th</sup> day of May, 2017.

CORRECT ATTEST:

---

LOLITA OLSON  
Washburn County Clerk



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

Resolution to Transfer Up to \$12,000 from the Health & Human Services Department Fund Balance to Purchase Vehicles

WHEREAS, the Washburn County Health & Human Services Department provides many services to the public in the community, which contributes to a high number of miles driven by staff; and,

WHEREAS, it is the policy of Washburn County that staff utilize County vehicles rather than claim reimbursement for using personal vehicles; and,

WHEREAS, there are vehicles in the HHSD fleet that need to be replaced due to unreliability, maintenance cost and high mileage, it has been determined that three new vehicles should be purchased; and,

WHEREAS, the Health & Human Services Department's 2017 budget for vehicles is \$45,000; and,

WHEREAS, purchasing three vehicles is anticipated to cost approximately \$64,000; and,

WHEREAS, the Health & Human Services Board voted to approve purchasing additional vehicles beyond what is in the budget and recommended utilizing the Health & Human Services Department Fund Balance as funding in addition to funding from the sale of outgoing vehicles; and,

THEREFORE, BE IT RESOLVED, that a mid-year transfer is to be made from the Health & Human Services Department Fund Balance account #230.34150 to Health & Human Services account # 230.45562.50810 for the purpose of purchasing vehicles.

FISCAL IMPACT: Up to \$12,000

RECOMMENDED FOR ADOPTION THIS 16<sup>TH</sup> DAY OF MAY, 2017 BY THE WASHBURN COUNTY FINANCE COMMITTEE.

\_\_\_\_\_  
L.H. Skip Fiedler, Committee Chair

\_\_\_\_\_  
Steve Waggoner, Vice Chair

\_\_\_\_\_  
David Masterjohn, Member

\_\_\_\_\_  
Chris Thompson, Member

\_\_\_\_\_  
David Haessig, Member

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

Resolution Authorizing the Creation of a New Full Time Equivalent Position:  
Intake/Access Worker- Social Work Unit, Health & Human Services Department  
and Approval of the Transfer of Funds from HHSD General Public Health to HHSD Adult Services BCA and  
Family Services BCA

WHEREAS, all Children and Families, Children's Long Term Support and Mental Health & AODA social workers are required to staff the Intake/Access phone coverage at least one half day a week (more if not fully staffed) for the purposes of receiving child abuse and neglect referrals, adult protection referrals and mental health/AODA crisis referrals; and,

WHEREAS, the Intake/Access duty requires proficient interviewing skills to ensure all information is collected whereby a supervisor is able to determine what action and timeline, if any, the Department will take in the matter; and,

WHEREAS, the current and foreseeable workload of all social workers is at maximum capacity, primarily due to the increase and complexity of drug use; and,

WHEREAS, by creating the Intake/Access Worker position all social workers would gain a half day or more each week to better serve their clients and the community; and,

WHEREAS, a permanent full-time Public Health Nurse vacancy will exist June 5, 2017 that will not be filled in the foreseeable future; and,

WHEREAS, the creation of an Intake/Access Worker position was pre-approved unanimously by the Personnel Committee on May 8, 2017; and,

WHEREAS, on May 8, 2017 the Health & Human Services Board voted unanimously that creating the Intake/Access position was the best use of available funding to meet the current and future needs of Washburn County.

THEREFORE, BE IT RESOLVED, that the amount of \$37,500 should be split equally (\$18,750) and be transferred from Health & Human Services General Public Health account 210.41110 to Health & Human Services Adult Services BCA account 230.45561 and Health & Human Services Family Services BCA account 230.45562 to reflect the costs/savings involved in the creation of this position, and

THEREFORE, BE IT FURTHER RESOLVED, that the position of Intake/Access Worker be approved and recruitment started.

FISCAL IMPACT: Estimated savings of \$20,000

RECOMMENDED FOR ADOPTION THIS 16<sup>TH</sup> DAY OF MAY, 2017 BY THE WASHBURN COUNTY FINANCE COMMITTEE

\_\_\_\_\_  
L.H. Skip Fiedler, Committee Chair

\_\_\_\_\_  
Steve Waggoner, Vice Chair

\_\_\_\_\_  
David Masterjohn, Member

\_\_\_\_\_  
Chris Thompson, Member

\_\_\_\_\_  
David Haessig, Member

<b>POSITION DESCRIPTION :</b>		Union: No	
Class Title: Intake/Access Worker		FULL or PART Time:	Full-Time
Department: Health & Human Services	Location: ED ELLIOTT	Pay Range: 11	Date: 07/01/2017

**GENERAL STATEMENT OF DUTIES:**

The Intake/Access Worker gathers information from the public and law enforcement of suspected child abuse and/or neglect, mental health or AODA crisis and Adult Protection; creates an encompassing report/referral in the appropriate database so a supervisor can accurately determine what if any action the Department should take in the matter and provides linkage and follow up for all target populations.

**DISTINGUISHING FEATURES OF THE POSITION:**

The Intake/Access worker is the gateway for services for all social work programs so it is critical that the individual has the expertise and skills to gather all pertinent information a client/referent has and has the ability to verbalize and write a thorough report on the subject matter. The worker must also possess excellent interview and customer service skills, be able to operate calmly in stressful situations, multi-task and work well independently and in a team based environment.

**SUPERVISION/DIRECTION RECEIVED**

Position receives supervision and direction from a Social Work Supervisor.

**EXAMPLES OF DUTIES PERFORMED: (Illustrative only)**

Through written documents, in-person or over the phone interviews, this position completes Child Protective Services (CPS) and Adult Protective Services (APS) referrals according to Washburn County, State of Wisconsin (DCF and DHS) regulations, Wisconsin Statutes and pertinent Federal Laws.

Completes background checks and gathers all pertinent background information according to Washburn County, State of Wisconsin (DCF) regulations, Wisconsin Statutes and pertinent Federal Laws.

Provides information and referral to the public and collaborative agencies for all target groups that HHSD serves.

Maintains and updates accurate information in local and state data systems.

Provides linkage and follow-up for mental health and/or AODA crisis calls that occurred after-hours, weekends and holidays.

Provides face-to-face mobile mental health crisis assessments during normal working hours.

Provides follow up and further inquiry for Adult Protection Referrals.

Maintains and updates a Department-wide Resource List.

Serves as a member of a multi-disciplinary social worker unit serving individuals of various target groups.

Attends and participates in staff meetings, supervision time and other regularly scheduled meetings; develops professional knowledge and skills by attending training events, conferences and/or workshops.

Performs other duties as assigned.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to gather and document appropriate and sufficient information at Intake/Access across all the target groups.

Knowledge, skill and ability to provide crisis intervention service.

Considerable ability to establish and maintain effective working relationships with clients, other employees, representatives from community resource groups, contract agencies and the general public.

Ability to understand and direct clients and reporters in person and over the phone.

Ability to comprehend, interpret and prepare a variety of professional or legal documents.

Ability to communicate effectively orally and in writing.

Ability to manage high levels of stress.

Considerable ability to work and make appropriate decisions independently.

Knowledge of available community resources for the target groups.

Knowledge of the impact of mental health, AODA and developmental disabilities has on children, individuals, families and the community.

Knowledge of Wisconsin Statutes/Chapters 46, 48, 51, 55 and 938.

### **REQUIRED QUALIFICATIONS**

Bachelor's degree in a Human Services field and at least two years of experience working in or closely with a County Social/Human Services OR five or more years of experience working in or with County Social/Human Services in a like capacity as described above.

Thorough knowledge of operating a wide variety of computer hardware and software systems, including be able to demonstrate experience and knowledge of MS Office Suite products, windows operating systems, computers and peripheral devices. Skill in operation of various

office equipment, computers, and other peripherals; extensive documented knowledge of a variety of software including MS Office Suite, Windows operating systems, computers and peripheral devices.

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

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Telephone systems; computer including word processing software; copy machine; postage machine; fax machine; calculator.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those 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.

The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

Approval: \_\_\_\_\_  
Personnel/Benefits Director

Created: 05/17



Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues ( <i>Use Negative #</i> )	0
<b>TOTAL:</b>	56,750

## 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?	Newly created
What are the major functions or examples of work performed of the proposed position?	Receive Child Protection and Juvenile Justice reports, provide mental health crisis assessments and follow-up and provide initial activity for Adult Protection referral
Minimum Educational Requirements and minimum experience for this position?	Bachelor's in Human Services field or considerable experience in the field
Knowledge Skills and Abilities?	See attached job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased workload of social workers, primarily due to the rise in drug use and mental health needs of our clients
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	State mandates, public need
Is this work currently being performed by someone else? If yes, how and by whom?	Yes, all of the social workers
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Will report to social work supervisors
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Social workers will gain at least one half day per week to address the needs of their clients
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Social workers
Are there alternatives to the services that this individual would provide? If yes, explain.	Other tasks will be assigned based on work flow
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Social workers will continue to be overloaded and retention may become a bigger issue; adding another social worker position would be more costly than this option.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	This position is being proposed as a result of not filling a much higher paid position
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Limited in the Ed Elliot Building

How does this position fit into the long-range and strategic plans of the Department and/or County?	Meets the need of current and future workload for the entire social work unit.
---	--

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

This is the most cost effective staffing option to address the increased demands of the social work unit.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
-------------------------	---	--------------	--

Committee of Jurisdiction:

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

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved     Not Approved

Comments:

Human Resource Director: \_\_\_\_\_ Date: \_\_\_\_\_

COUNTY ADMINISTRATOR APPROVAL:

Filling of position is:  Approved     Not Approved

Comments:

County Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

COMMITTEE APPROVALS:

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



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

**RESOLUTION TO APPROVE NEW FULL TIME POSITION  
FORESTRY DEPARTMENT - NATURAL RESOURCES TECHNICIAN**

WHEREAS, the Forestry Department is experiencing increased workloads associated with a growing recreation program and also a more labor intensive timber management program; and

WHEREAS, the Forestry, Parks and Recreation Committee has recommended creating a new technician position to be split between recreation and forestry duties; and

WHEREAS, the Personnel Committee has approved creating a Forestry Department Natural Resources Technician Position.

THEREFORE BE IT RESOLVED, that creation of a full time Natural Resources Technician position is approved; and

THEREFORE BE IT FURTHER RESOLVED, that this position is approved for the 2018 budget year, contingent upon approval of funding by the Finance Committee and adoption into the 2018 budget.

**FISCAL IMPACT: Approximately \$80,000.00**

Recommended for adoption by the Washburn County Personnel Committee this 16th day of May, 2017

\_\_\_\_\_  
Beth Esser, Chair

\_\_\_\_\_  
Steven Waggoner, Vice Chair

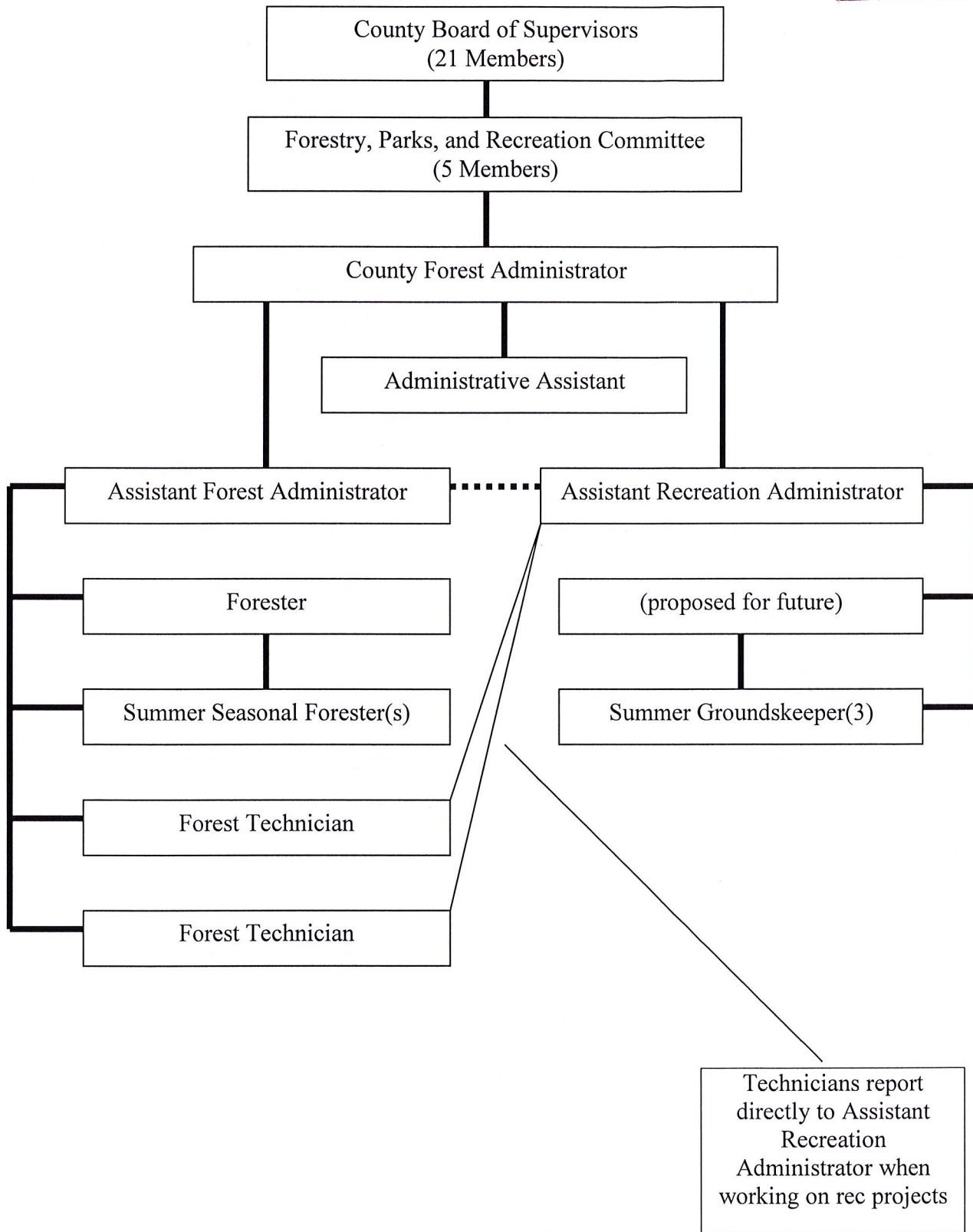
\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
L.H. Skip Fiedler

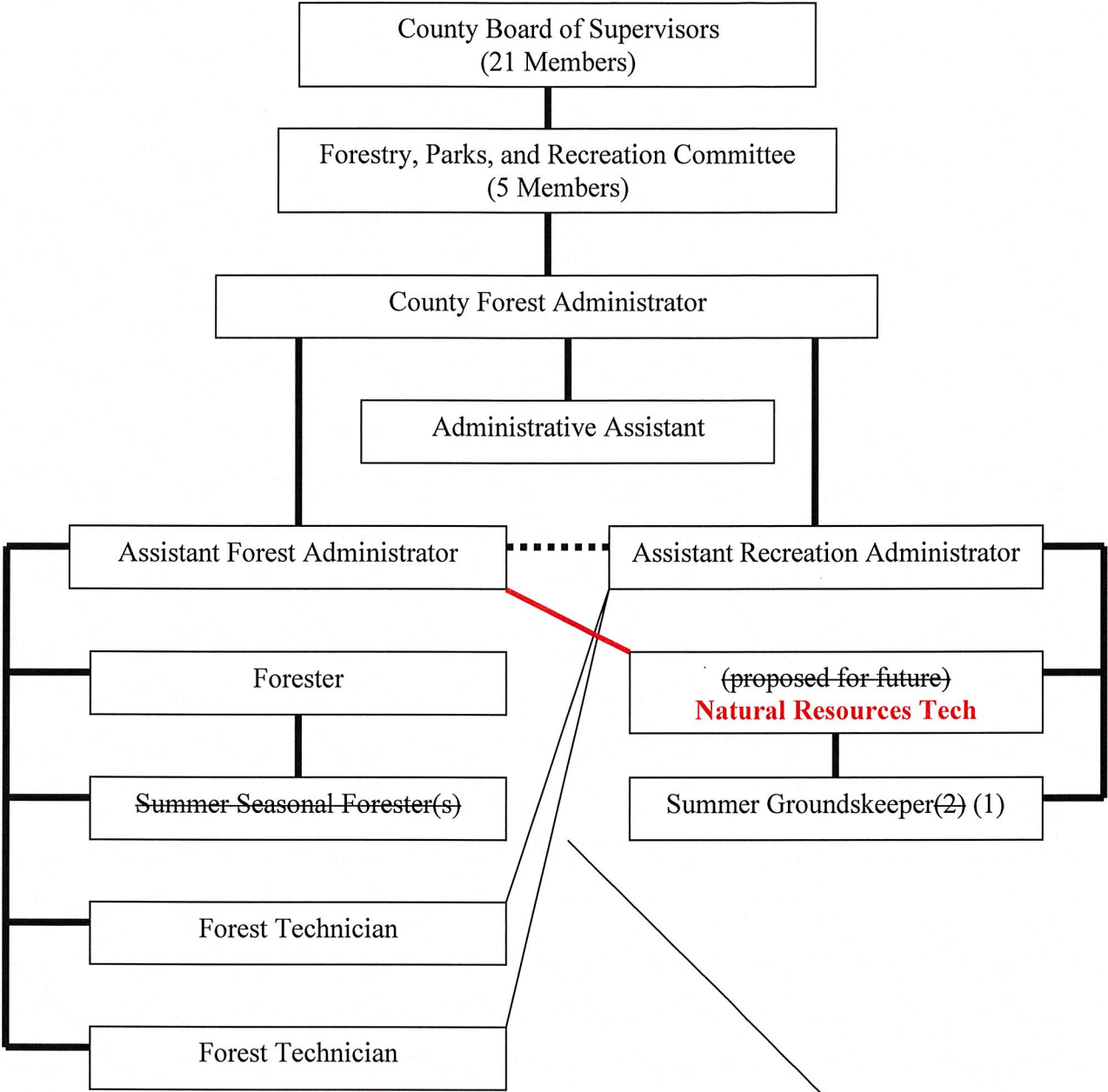
\_\_\_\_\_  
Hank Graber

**WASHBURN COUNTY FOREST  
Staff Organization (Proposed Future Structure)**

*(current)*



**WASHBURN COUNTY FOREST  
Staff Organization (Proposed Future Structure)**



Technicians Report to either Assistant Forest Administrator or Assistant Recreation Administrator depending on work duties assigned.

<b>Position Description : WASHBURN COUNTY</b>		<b>Position #:</b>
Class Title: NATURAL RESOURCES TECHNICIAN		Reports To: Assistant Forest Administrator and/or Assistant Recreation Administrator
DEPARTMENT: FORESTRY DEPARTMENT	Supervisory Responsibilities: None	Wage: P2018-09-2080

**GENERAL STATEMENT OF DUTIES:** Under the general supervision of either the Assistant Forest Administrator or Assistant Recreation Administrator (depending on work assignment), perform duties as the Recreation Technician generally from May 1 to September 30 and as a Forestry Technician generally from October 1 to March 31. Position to assist with all aspects of the timber and recreation programs.

**EXAMPLES OF DUTIES PERFORMED:** (Illustrative only)

***Timber program***

- Assist with timber sale marking, line establishment, boundaries, road layout, scaling, and other timber sale establishment duties.
- Collect forest reconnaissance data
- Assist with tree planting, site preparation, invasive species control and other silvicultural projects.
- Operate dozers, tractors, graders and other equipment in support of silviculture, recreation and other activities
- Operate chain saws, brush saws, atv's, snowmobiles and other equipment.
- Assist with fire control and prescribed burning duties.
- Perform maintenance on equipment, buildings and surrounding grounds
- Assist campground customers with reservations, bookings and campground policies and regulations
- Maintain physical facilities of all recreation areas
- Assist with trail development, rehabilitation and maintenance projects
- Patrol and inspect recreation trail systems
- Act as a backup campground manager at Totogatic Park when needed (may require overnight stays)
- Other duties as assigned.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

- Working knowledge of forest management principles, practices and concepts including silviculture, dendrology and mensuration
- Ability interpret and analyze aerial imagery and GIS maps
- Knowledge of basic fire suppression and prescribed burning methods or ability to acquire basic wildland firefighting qualifications
- Ability to exercise good independent judgement and work without direct day-to-day supervision.
- Ability to communicate effectively with customers and members of the public.
- Ability to work outdoors in all types of weather conditions; work independently or part of a group.
- Ability to operate personal computers, cameras, printers, scanners, copiers and other office equipment.

- Ability to safely operate motorized vehicles and other forestry equipment such as 4 x 4 trucks, ATV's, snowmobiles, chainsaws and others.
- Willingness and ability to work varying shifts and occasional overnight stays at campground facilities.
- Ability to operate heavy equipment such as dozers and tractors.

**EXPERIENCE AND TRAINING REQUIRED:** Graduation from high school. A minimum of a 2 year associate degree in Forestry or related field providing the curriculum include core forestry classes. Experience with forest management, parks and recreation, and/or equipment operation is preferred. Position requires a Wisconsin Commercial Driver's License or the ability to obtain one within 6 months of hire.

(New 01/17)

***Approximate position costs:***

<b><i>Salary, fringe and other expenses:</i></b>	<b><i>\$75,000 (annual)</i></b>
<b><i>Vehicle</i></b>	<b><i>\$22,000</i></b>
<b><i>Miscellaneous startup expenses/gear</i></b>	<b><i>\$5000</i></b>
<b><i>Training</i></b>	<b><i>\$1000</i></b>



## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	In progress – draft form
What are the major functions or examples of work performed of the proposed position?	50% timber sale establishment; 50% parks/trails maintenance
Minimum Educational Requirements and minimum experience for this position?	2 year associate degree in forestry or related field
Knowledge Skills and Abilities?	Forestry, silviculture, parks operation, equipment operation
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increasing demands on timber and recreation programs
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public demand
Is this work currently being performed by someone else? If yes, how and by whom?	Similar work duties performed by other staff, but the Department needs additional staff hours to continue to provide for recreational and timber demands
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Position will report directly to either the Assistant Forest Administrator or Assistant Recreation Administrator depending on work duties assigned.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	No impact other than some additional supervisory duties on 2 managers.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Existing forestry and recreation staff.
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.	Services will need to be reduced, which will result in lost revenues to the County
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?	The Forestry Department long range plan is to hire an additional Forester and an additional recreation staff within the next 5 years. This position is a mixture of both and will allow us to “phase in” the long term need of 2 more full time staff.

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

--

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
-------------------------	---	--------------	--

Committee of Jurisdiction:

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

**HUMAN RESOURCE DIRECTOR APPROVAL:**

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

**COUNTY ADMINISTRATOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  County Administrator: _____ Date: _____
---

**COMMITTEE APPROVALS:**

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



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

**RESOLUTION TO CREATE ARTICLE V, CHAPTER 46, OF THE WASHBURN COUNTY ORDINANCE PROHIBITING THE CARRYING OF CONCEALED WEAPONS**

The Washburn County Board of Supervisors Ordains as Follows:

**WHEREAS**, upon recommendation of the Executive Committee, the Washburn County Board of Supervisors finds and determines that with the passage by the Wisconsin legislature of the new conceal and carry law allowing persons permitted under § 175.60, Wisconsin Statutes, to carry concealed weapons which became effective November 1, 2011, by virtue of 2011 Wisconsin Act 35, there is a need to restrict the possession of firearms in buildings owned or controlled by Washburn County as well as within the context of special events sponsored by the county or upon county premises;

**NOW, THEREFORE, BE IT ORDAINED** that Article V of Chapter 46 of the Washburn County ordinance is created as follows:

Sec. 46-51. Carrying concealed weapons on county premises prohibited.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Deadly Weapon* means a handgun, knife, billy club or electric weapon.

*Handgun* means any weapon designed or redesigned, or made or remade, and intended to be fired while held in one hand and to use the energy of an explosive to expel a projectile through a smooth or rifled bore.

*Special event* means an event that is open to the public, is for a duration of not more than 3 weeks, and either has designated entrances to and from the event that are locked when the event is closed or requires an admission.

- (b) *Concealed Carry Ordinance.* It shall be unlawful for any person to carry a concealed weapon including, but not limited to a handgun, into any buildings owned or leased by Washburn County or any of its agencies. Washburn County shall post appropriate signage on each building or portion of a building now or hereafter owned, leased as lessee, operated, occupied, managed or controlled by Washburn County indicating that the carrying of deadly or concealed weapons

are prohibited in Washburn County buildings nor shall any person so armed remain on the premises. Signs prohibiting the carrying of concealed weapons shall be posted so as to be visible prior to entering the building. Discretion shall be exercised in determining the necessity and appropriate location for other signs posted on the interior of the building.

- (c) *Content of Notice.* The notice on the sign shall read: "Warning: Concealed Weapons Strictly Prohibited. It is a Violation of § 175.60, Wisconsin Statutes, as well as County Ordinance to Carry a Concealed Weapon Into Any County Building." The sign shall be at least five inches by seven inches on a bright contrasting background with large type.
- (d) *Forfeiture.* Violation of such ordinance will result in a forfeiture amount not to exceed \$500.00.
- (e) *Applicability.* This ordinance does not apply to law enforcement officers, enlisted personnel of the armed services when in discharge of their official duties, civil officers of the United States while in the discharge of their official duties, and those specifically authorized by the sheriff, provided such authorization is in writing.
- (f) *Firearms prohibited at special events.* No person carrying a firearm or dangerous weapon, including handguns, may enter or remain at a special event held under the auspices of the county, including, but not limited to the Washburn County Junior Fair, the Spooner Rodeo or any 4-H activities. This subdivision does not apply if the firearm is in a vehicle driven to or parked in the parking facility, of any part of the special event grounds or building used as a parking facility.

**BE IT FURTHER ORDAINED** that this ordinance shall be effective upon its adoption and publication and that publication of this ordinance may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

Moved for adoption by the executive committee on May 10, 2017:

Nay

---

THOMAS J MACKIE, chair

THOMAS RICCI, 1<sup>st</sup> vice chair

FINAL

Absent

---

BETH ESSER, 2<sup>nd</sup> vice chair

LH SKIP FIELDLER

---

CHRISTOPHER THOMPSON