

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

September 19, 2017

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. – 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 July 18 2017 County Board Proceedings
6. Concerned Citizens
7. Introduction of Lori Baltrusis, Univ of Wis Extension, Area Extension Director
8. Presentation by John Will, Wis Indianhead Tech College, Exec Director
9. Presentation by Joel Zimmerman, Economic Development Corp, Exec Director

10. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance
- B. Agreement Between the Northwest Regional Planning Commission and Washburn County
- C. Resolution to Approve Update to Employee Handbook Policy 9.4 – Tobacco Use and to Update Sec. 31-4 of the Washburn County Code of Ordinances regarding same

11. Other Resolutions and Ordinances

- A. Resolution for ATV Route Request for CTY Hwy T from Peufald Rd to Shoreline Rd – Supv. Ricci
- B. Resolution to Approve New Recreation Officer Position – Forestry/Law Enforcement – Supv. Esser
- C. Resolution to Amend Emergency Management 2017 Budget due to Enbridge Grant Award – Supv. Fiedler

12. Committee Reports

13. Chair Appointments – Reappointment of Jack Starr to Housing Authority Board of Washburn County; appointment of J. Keith Trembath to the Housing Authority to fill last year of Doris Washburn’s term due to resignation; Appointment of Mark Schultz to serve on the Spooner Lake District Board of Commissioners for the term ending at the 2020 District annual meeting

14. Citizen Comments

15. Chair Comments

16. Possible Future Agenda Items/Next Meeting Date: October 17, 2017

17. Audit Per Diems

18. Adjourn

Respectfully submitted this 13th day of September 2017
Lolita Olson, County Clerk

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

July 18 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. Board members present: (20), Absent/Excused: (1) Ford; Youth Present: (0).
5. Approval of June 20, 2017 County Board Proceedings on motion by Hoepfner, Masterjohn, MC.
6. Presentation of Award to Washburn County 911 Communication Center was presented by Chair Mackie; Sheriff Dryden accepted on behalf of the employees.
7. Concerned Citizens – Danielle Danford expressed concern about one sentence in the Admin Coord/HR Director job description regarding large projects; stated that the entire board or executive committee should be the one to address this section of the job description, not just the chair as their role should be collective, not individual.
8. **Consent Agenda** – motion to approve by Masterjohn, 2nd by Quinn, Hansen requested to pull B; Hopke requested to pull D; MC on voice vote.
 - A. Rezone Petition and Amendatory Ordinance
 - B. **Resolution 55-17 Amending One Section of the Washburn County Code of Ordinances, Chapter 38, Article IV, Zoning Regulations** – Motion by David Haessig, 2nd by Ricci. Motion by Hansen, 2nd by Hopke, to insert into Item K “and within the area maintained by the county” regarding the right of way. Discussed. Voice vote on amendment fails. Voice vote on original motion carries.
 - C. **Resolution 56-17 Requesting Backfill for Lost Revenues if the Personal Property Tax is Repealed**
 - D. **Resolution 57-17 Approval of Updated Job Description – Administrative Coordinator/HR Director** – Motion by Esser, 2nd by Waggoner to approve. Motion by Hopke, 2nd by Hansen to strike the 2nd paragraph, 2nd page, under “Essential Duties and Responsibilities: Human Resources/Benefits”. Esser explained that the previous job description did not have any reference concerning corrective action for department heads. Discussed clarity of duties and reference to employee handbook policy on progressive corrective action. Voice vote on amendment fails. Motion on job description as presented carries on voice vote.
9. **Other Resolutions and Ordinances**
 - A. Resolution to Transfer Funds from the 2016 Solid Waste General Fund to the 2017 Capital Improvement Fund – Pulled by Chair Mackie and sent back to Solid Waste Committee for clarification.
 - B. **Resolution 58-17 to Approve Short-Term Financing Request through Bureau of Commissioners of Public Lands** – Motion to approve by Waggoner, 2nd by Fiedler. Interest rate of 3% was confirmed. Roll vote: Yes (20); No (0); MC.
 - C. Request for FT Deputy Sheriff (Recreation Officer) – 2018 Budget – Chair Mackie explained that the positions being requested are per county board rules to be presented by/before the July meeting; there is no surety that these will be approved for funding for 2018 during budget week. Esser described the deputy sheriff/recreation officer position. Motion to approve by Esser, 2nd by Waggoner. Discussed the proposed position requirements, discrepancy on job description and need for clarification. Motion to postpone until the next meeting by Quinn, 2nd by Ricci. A motion to suspend the rules would be needed at that meeting. Voice vote approved postponing until next meeting.

- D. **Resolution 59-17 Request for FT Deputy Sheriff (Juvenile Officer) – 2018 Budget** – Esser stated that this position reinstates the deputy/juvenile officer position which has not been filled for over a year. Motion to approve by Masterjohn, 2nd by Haessig. Discussed scheduling. Amendment by Waggoner to change position title to Deputy Juvenile Officer, 2nd by Haessig. Discussed duties and funding. On amendment, MC on voice vote. On proposed position, MC on voice vote.
 - E. **Request 60-17 for FT CCS Service Facilitator (Health & Human Services) – 2018 Budget** – Esser explained that this position is fully funded by mental health AODA grants and will only be used if the case load warrants having this position and also if grant/funding is available through the state. Motion to approve by Reiter, 2nd by Hansen. MC on voice vote.
 - F. **Request 61-17 for FT Assistant Deputy (Register of Deeds) – 2018 Budget** – Esser stated this position was approved at personnel as an LTE through end of 2017. Register of Deeds Renee Bell, reviewed need for position due to the modernization projects in the office, history of staffing levels; discussed difference between LTE and deputized position; potential for county “floater” to be built-in to this position. Haessig reviewed potential funding sources. Motion to approve by Hansen, 2nd by Hoepfner; MC on voice vote.
10. **Committee Reports** were given. Finance - budgets are being worked on. HHS - did not meet. IT - did not meet. Personnel - approved positions, also looking at safety policies & procedures. Ag/LCC – invitation extended for event put on by Friends of the Railroad Park; tree & shrub sale going on. Forestry – revenue slowed due to weather, FEMA projects. Highway & Dam – public hearing in Birchwood re: Birch Lake Dam. Law Enforcement – approved two positions; working on covering budget shortage for Birchwood Tower expenses. Public Property – developing an RFP for the design/concept phase of building project and will award the bid in September; received \$424,000 for land sale tax deeds so far plus additional properties are currently listed; one of the properties was a featured property in a Wis Surplus publication. Solid Waste – questions on resolution to be resolved. Veterans & Military Affairs – another stone was placed. Aging/ADRC – approved PT DBS position, grant received in the form of a consultant who will be working with us for the next six months to help in the food preparation/delivery systems, will be remodeling Spooner Senior Center. Zoning – quite a few rezones/CUPs; floater position would help with periodic staffing needs. Transit – next meeting will be in August, have not received payments for some time, over 4000 ties have been put in and they’re trying to move cars off of the track and put into storage. Ad Hoc Committee – trying to round up members. UWExtension – meeting next week, now have a full committee again, Lori Baltrusis has been chosen as the director for the five county area.
11. **Chair Appointments** – Appointment for Historical Society – Sandy Johnson; motion to approve by Dohm, 2nd by Quinn; MC.
12. **Citizen Comments** – Ruthe Batulis – Enbridge Representative, stated that there is no construction pipeline project going on in Wisconsin; continue to support municipalities. Recent activities included a tabletop disaster scenario in Sawyer County; pump tour – great way to understand to how it works; next tour is September. Mike Peterson commented that there will have a better package on the Recreational Officer for the next meeting.
13. **Chair Comments** – none at this time.
14. **Possible Future Agenda Items** – Recreation Officer.
15. **Audit Per Diems** on motion by Ricci, 2nd by Fiedler; MC.
16. **Adjourn** at 7:18 p.m. on motion by Masterjohn, 2nd by Hoepfner.

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 July 25, 2017.

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

Long Lake Township Timothy Bakken, Coon Rapids MN. PROPERTY: PT GOV LOT 2, Section 15-37-11, to rezone 3.01 acres from Residential Recreational 2 to Residential Recreational 1, Map ID#LL249E/17127, in the Town of Long Lake to be able to split off 1 acre and sell.

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

Interested persons were given the opportunity to be heard.

Dated

David Haessig, Chairman
Washburn County Zoning Committee

Rezonepetitions072517

AMENDATORY ORDINANCE

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

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

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

Long Lake Township Timothy Bakken, Coon Rapids MN. PROPERTY: PT GOV LOT 2, Section 15-37-11, to rezone 3.01 acres from Residential Recreational 2 to Residential Recreational 1, Map ID#LL249E/17127, in the Town of Long Lake to be able to split off 1 acre and sell.

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

Rezonepetitions072517



**Northwest Regional
Planning Commission**
an economic development district

Serving communities within and counties of
**ASHLAND • BAYFIELD • BURNETT
DOUGLAS • IRON • PRICE • RUSK
SAWYER • TAYLOR • WASHBURN**
And the Tribal Nations of
**BAD RIVER • LAC COURTE OREILLES
LAC DU FLAMBEAU • RED CLIFF • ST. CROIX**

**AGREEMENT
BETWEEN THE
NORTHWEST REGIONAL PLANNING COMMISSION
AND WASHBURN COUNTY**

WHEREAS, The Northwest Regional Planning Commission is a legally constituted regional planning agency created pursuant to the statutes of the State of Wisconsin and its own adopted by-laws; and

WHEREAS, Further pursuant to the statutes of the State of Wisconsin and the Commission's by-laws, the Commission has been granted the power to enter into contracts with any local unit of government within the region for the purpose of providing technical assistance on planning and development matters; and

WHEREAS, Washburn County is a local unit of government within the region; and

WHEREAS, Washburn County has requested technical assistance from the Commission as outlined in the Scope of Services.

NOW, THEREFORE BE IT RESOLVED, that the Northwest Regional Planning Commission and Washburn County agree as follows:

This Agreement entered into on the ____ day of _____, 2017, by the Northwest Regional Planning Commission, party of the first part, hereinafter referred to as the "Commission", and Washburn County, Wisconsin, party of the second part, hereinafter referred to as the "County."

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto, legally intending to be bound hereby, do covenant and agree for themselves and their respective successors and assigns, as follows:

SCOPE OF SERVICES:

The Commission will provide technical assistance services in the administration of the Washburn County housing rehabilitation revolving loan fund utilizing the approved State Implementation Handbook, Washburn County Housing Procedures Manual and other applicable rules and regulations. Activities associated with the Revolving Loan Fund Administration include:

1. conduct client intake and application;
2. advertise availability of funds for low to moderate income families in local publications (when applicable);
3. verify client (income, ownership) eligibility;
4. maintain individual project files;
5. maintain financial management files;
6. maintain environmental review records;
7. comply with State and Federal rules regarding lead based paint;
8. consult with the Wisconsin Historical Society (when necessary);
9. comply with conflict of interest regulations;
10. obtain Housing Committee approval and loan commitment for each project;
11. maintain minutes and rehab reports from all housing committee meetings;
12. prepare technical specification and project scope of work;
13. prepare and record real estate mortgages in County's name;
14. coordinate housing quality standard (HQS) inspections, asbestos testing, lead-based paint clearance, and homebuyer education;
15. prepare payment requests to enable the County to pay contractors when work is completed;
16. prepare revolving loan fund annual activity reports; and
17. provide reports to appropriate County committees.

COST:

This agreement shall commence on August 1, 2017 and end on December 31, 2020. The County will pay the Commission a 15 percent administration fee from the CDBG RLF Housing Administration Fund based on each approved and completed rehabilitation or down payment/closing cost projects.

IN WITNESS THEREOF, we the undersigned agree to the terms of this Agreement.

 Douglas Finn, Chairman
 Northwest Regional Planning Commission

 Thomas Mackie, Chairman
 Washburn County

Witness

Witness

Date

Date

**Washburn County
CDBG Housing Rehabilitation Project Fees
CY 2017-2020**

Fixed Loan Processing Fees (included in the client CDBG loan amount)		
Individual Project Fees	Vendor	Approximate Amount
Title Search Fee	Abstract/Title Company	75.00
Housing Quality Standard (HQS) – Initial	NWRPC	325.00
HQS – Interim Payment Request (if necessary)	NWRPC	275.00
HQS – Final Project Completion	NWRPC	275.00
Mortgage Recording Fee	Register of Deeds	30.00
<p>Asbestos, Lead-Based Paint, and Risk Assessment Project Fees (no cost to the homeowner as this is granted through the housing rehabilitation funds) <i>Not all projects will require asbestos, lead, or risk assessment related activities. Lead and Risk Assessments, when required, performed on homes pre-dating 1978.</i></p>		
Individual Project Fees	Vendor	Approximate Amount
Asbestos Material Collection and Report Documentation	NWRPC Asbestos Certified Inspector	125.00
Asbestos Sample	EMSL Analytical	\$8 to \$12 per sample
Lead Clearance Inspection and Report Documentation	NWRPC Lead Certified Staff	125.00
Lead Clearance Sample	EMSL Analytical	\$8 to \$12 per sample
Limited Lead Assessment	NWRPC Risk Assessor	275.00
Lead Risk Assessment	NWRPC Risk Assessor	475.00

RESOLUTION # _____

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK POLICY - 9.4 TOBACCO USE
AND TO UPDATE SEC. 31-4 OF THE WASHBURN COUNTY CODE OF ORDINANCES – SMOKING
ON CERTAIN COUNTY PROPERTY PROHIBITED**

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

WHEREAS, smoking areas are being provided for at various county-owned buildings, and

WHEREAS, the statutes have been reviewed regarding smoking, in specific Wis. Stat. §101.123 (2) (4m) which defines local authority, and

WHEREAS, this statute states that “...Such ordinance may not define the term “reasonable distance” or set any specified measured distance as being a “reasonable distance”.

THEREFORE, BE IT RESOLVED, that the revised 9.4 Tobacco Use policy as attached will be effective upon approval by the Washburn County Board of Supervisors and that Sec. 31-4 of the Washburn County Code of Ordinances be updated and published as required.

FISCAL IMPACT: None

RECOMMENDED FOR ADOPTION, THIS 19th DAY OF SEPTEMBER, 2017 BY THE PERSONNEL AND EXECUTIVE COMMITTEES

Thomas Mackie, Executive Committee Chair

Beth Esser, Personnel Committee Chair and 2nd
Vice Chair, Exec

Tom Ricci, 1st Vice Chair Exec

Steve Waggoner, Vice Chair Personnel

Chris Thompson, Member Exec

Romaine, Member Personnel

L.H. Skip Fiedler, Member Exec

Hank Graber, Member Personnel

Jocelyn Ford, Member Personnel

9.4 TOBACCO USE

Washburn County maintains a tobacco-free environment. The use of tobacco products, including but not limited to cigarettes, cigars, pipes and smokeless tobacco is prohibited inside all County facilities and vehicles. Through passage of a resolution, smoking in any and all areas of any County-owned buildings and vehicles is prohibited. Smoking is only allowed ~~25 feet~~ in areas that are a reasonable distance from the entrances of any building.

- **Sec. 31-4. - Smoking on certain county property prohibited.**

Smoking is prohibited in all county owned or leased buildings and vehicles and in all county programs. Smoking on county grounds is **only allowed in areas that are a reasonable distance from the entrances of any building.** ~~not prohibited except that smoking is prohibited within 25 feet of at least one main entrance of each public building as designated by the property committee pursuant to ADA requirements.~~

(Res. No. 33-04, 3-8-2004)

Resolution # _____

Washburn County Board of Supervisors

All - Terrain Vehicle Route Ordinance

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

WHEREAS: The Highway Committee has made a finding that a portion of CTH T (North) from Peufald south 1500 feet to Shoreline Drive be designated as an ATV Route, and;

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

NOW THEREFORE, BE IT ORDAINED that CTH T (North) from Peufald Road to Shoreline Drive be designated as an ATV route.

Recommended for adoption this _____ day of _____ 2017

Highway Committee

Thomas Ricci, Chairperson

Beth Esser, Vice-Chair

L.H. "Skip" Fielder

Christopher G. Thompson

Lynn Hoepfner

RESOLUTION # _____

**RESOLUTION AUTHORIZING THE CREATION OF A NEW FULL TIME EQUIVALENT POSITION FOR THE
2018 BUDGET – RECREATION OFFICER – FORESTRY/SHERIFF'S DEPARTMENT**

WHEREAS, Forestry and Law Enforcement have determined the need to reinstate the Recreation Officer Position due to increased levels of services needed and expected per the additional duties as listed on the enclosed job description; and

WHEREAS, this is a position request for the 2018 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review; and

WHEREAS, the Forestry, Law Enforcement and Personnel Committees of Washburn County have recommended the approval of this position;

THEREFORE, BE IT RESOLVED, that the new full time position of Recreation Officer for the Forestry/ Sheriff's Department be approved for inclusion in the 2018 budget.

FISCAL IMPACT: \$140,665 for 2018 Budget

Recommended for adoption by the Personnel Committee this 19th day of September, 2017.

Beth Esser, Chair

Steve Waggoner, Vice Chair

Romaine Quinn

Hank Graber

Jocelyn Ford

Washburn County Personnel Requisition Form

Date: **July 2017** New Position: **XX** Replacing/Changing Position:

Why is position required or why can't present employees complete the work or why can't position be contracted?
This position is to fill a new position. This position requires the individual to be a sworn officer, as well as good faith bargaining between Washburn County and the WPPA Union.

POSITION INFORMATION:

Position Title: **Deputy Sheriff/
Recreational Officer** Department: **Sheriff**
 Effective Date: **January 2018** Union: **Yes**
 Position Type: **Full-time** Part-time Limited Term Employment
 Duration of employment of requisitioned personnel: From: **Present** To: **Permanent**
 Will this position require 600 hours of work per year? **YES** **NO**
 If this is for additional staff please state reason: **To reinstate the Deputy/Recreational Officer position**
 Is office space, furniture and office equipment available? **Yes** If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? **\$84,665.87**
 Total cost for other equipment and/or training? **Approximately \$47,000**
 Is this request budgeted? **YES** **NO** List the funding source by percent: **100% Timber Revenue**
 Are funds available to cover said request? **YES** **NO** If not, explain plan to fund request: **Budget for 2018**

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$2,000.00 (estimate)
Wages and Benefits	\$84,665
Personal Equipment (e.g. tools, uniforms, safety equipment, vehicle)	\$47,000
Mileage & Meals	Included w/training expense
Training Expenses (Including memberships)	\$3,000 (estimate) Depending on qualifications of applicant
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$4,000 (MDC)
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	\$140,665

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
What are the major functions or examples of work performed of the proposed position?	Yes – job description
Minimum Educational Requirements and minimum experience for this position?	Yes – job description
Knowledge Skills and Abilities?	Yes – job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased Workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The public, crime
Is this work currently being performed by someone else? If yes, how and by whom?	Full time deputies
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Needed for security and safety reasons
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Back up support for other deputies, 24/7 coverage
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	LTE or overtime
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.	Service to the public through loss of patrol coverage and services; Officer safety; Overtime
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?	It is a necessary position

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

<p>See Attached</p>

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Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	
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Committee of Jurisdiction:

COMMITTEE:	Approved Denied	DATE:	
	Comments		

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:

PERSONNEL COMMITTEE:	Approved Denied	DATE:	
	Comments		
COUNTY BOARD (IF NECESSARY)	Approved Denied	DATE:	
	Comments		

POSITION DESCRIPTION		Union: Yes	
Class Title: Deputy Sheriff/Recreation Officer		FT OR PT: Full-Time	
Department: Sheriff	Location: Washburn County	Wage Range:	Date: 07/01/17

PURPOSE OF POSITION:

Performs general police work to maintain public safety through the enforcement of State, Federal and County laws; does related work as required by the sheriff. However, this position will be assigned by the Sheriff to work as a Liaison to the Washburn County Forestry Department under the program direction of the Forest Administrator. The position is to assist in the development and management of the County Campground/Parks system regulations, ordinance enforcement, patrol maintenance, inspection of motorized and non-motorized trail systems, enforcement of Chapter 50 Washburn County Code, County winter recreation and County forest programs; performs as community contact for Public Relations and safety related topics and performs related work as required.

DISTINGUISHING FEATURES OF THIS POSITION:

RECREATION OFFICER: Employee must utilize learned knowledge and acquired skills in the following areas: Campground disputes, disturbances and regulation enforcement, Patrol of County Forest and trail systems for ATV/UTV/Snowmobile violations and enforcement of ordinances regarding deer stands, illegal trails, and other violations, i.e. State Statutes under ATV/UTV and Snowmobile programs (noise, registration, speed, and roadway operation.) The employee will be expected to exercise independent judgment, decisiveness and discretion in dealing with unusual circumstances.

DEPUTY SHERIFF Employee in this class performs a wide variety of duties connected with law enforcement work. These include investigation, enforcement and the various types of assistance. Assigned duties are performed in accordance with State and Federal law and the Sheriff's rules and regulations. General supervision is received from the Sheriff, Chief Deputy and Patrol Sergeant and the deputy is expected to exercise independent judgment and initiative when faced with emergency situations. This work involves an element of danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

RECREATION OFFICER the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned or required.

- Investigate campground disputes, disturbances and supervise regulation enforcement
- Patrol County Forest and trail systems for ATV violations and safety;
- Enforce ordinances regarding deer stands, illegal trails, gathering permits and other violations;
- Enforce State Statute under ATV/UTV and Snowmobile programs (noise, registration, speed, and roadway operation);
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Perform other duties as required.

DEPUTY SHERIFF the following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned or required.

- Enforces the laws of the county and all pertinent local, state and federal laws;
- Patrols an assigned area of the county enforcing all pertinent laws;
- Investigates accidents;
- Prepare reports and other paperwork in a timely manner;
- Provide first aid to those in need;
- Issue citations and warnings;
- Makes arrests and apprehends suspects;
- Testifies in court;
- Respond to citizens complaints;
- Inspects and maintains issued vehicle and equipment;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values
- Directs traffic;

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Graduation from an accredited high school or equivalent. Associate Degree in Police Science or 60 college level credits and certification. A Degree in Recreation or Natural Resources is preferred but not required. Experience in parks, recreation or a minimum of two (2) years related field that provides the essential knowledge, skills and abilities is required. Position requires a valid motor vehicle operator's license. **Must meet the minimum requirements of the State Law Enforcement Standards Board and possess a valid motor vehicle driver's license.**

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

RECREATION OFFICER Knowledge of methods and practices used in parks and recreation management; ability to communicate effectively with the general public not only in public relations matters but in conflict resolution and confrontational situations; ability to work under adverse weather conditions; ability to understand and follow oral and written instructions and to carry out projects and assignments with limited supervision; ability to operate ATV/UTV, snowmobiles, and law enforcement equipment; physical condition necessary to perform the duties of the position.

DEPUTY SHERIFF Good knowledge of the principles and practices of law enforcement; good knowledge of laws governing law enforcement; good knowledge of county roads and geography; good first aid skills; ability to establish and maintain an effective working relationship with the general public, co-workers; ability to understand and carry out complex oral and written directions; ability to prepare clear and precise reports; dependable; have good judgment; integrity and tact.

PHYSICAL REQUIREMENTS:

Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted which frequently requires running, transporting heavy objects and employing sufficient physical force to subdue or restrain individuals in the performance of duties.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, firearms, restraint devices, two-way radio, chemical sprayers.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Ability to operate a variety of office equipment including, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, dictation equipment and photocopiers.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks and to sustain prolonged visual concentration. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation and/or violence may cause discomfort and where there is a risk of injury.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Successful completion of a pre-employment physical including drug/alcohol testing.

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.

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: _____
Personnel/Benefits Director

_____ Date

Employee Signature

_____ Date Signed

Supervisor Signature

_____ Date Signed

Effective Date: 8/05

Revision History: 12/22/05

2/2008 07/2017

RESOLUTION # _____

**RESOLUTION TO INCREASE THE
2017 EMERGENCY GOVERNMENT DEPARTMENT BUDGET ADJUSTMENT
DUE TO GRANT AWARD FOR FISCAL YEAR 2017**

WHEREAS, the Emergency Management Department has received an Enbridge Community Preparedness grant funding in the amount of \$2,000.00 towards a purchase of radio equipment for use in emergency preparedness & response functions; and,

WHEREAS, Emergency Management budgeted for a potential grant award from Enbridge in the estimated amount of \$750.00 for Fiscal Year 2017;

WHEREAS, Emergency Management was awarded \$1,250.00 more than budgeted in the approved 2017 Budget Process;

WHEREAS, the Law Enforcement/Emergency Management Committee approved the Emergency Management's application and receipt of award from Enbridge;

THEREFORE BE IT RESOLVED; that the 2017 Emergency Government (#52910) budget be increased \$1,250.00 for this grant award.

FISCAL IMPACT: Grant \$1,250.00

Recommended for adoption by the Washburn County Law Enforcement/Emergency Management Committee this 7th day of September 2017.

Lester "Skip" Fiedler, Vice Chair

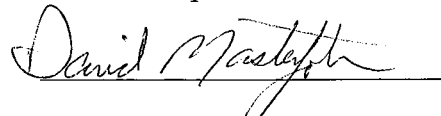


Steven Waggoner, Vice Chair

David Haessig



Chris Thompson



David Masterjohn