

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

August 21, 2018

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. D. Masterjohn
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of July 17, 2018 County Board Proceedings
6. Concerned Citizens

7. Consent Agenda

- A. Resolution Adopting Broadband Forward! Community Ordinance

8. Other Resolutions and Ordinances

- A. Resolution Approving 1988 Quit Claim Deed – Village of Minong – Chair Mackie
- B. Resolution to Amend the 2018 Soil & Water Budget – Supv. Sather
- C. Resolution to Increase the 2018 Emergency Government Dept Budget for the Purchase of ICP Storage Canopy – Supv. Sather
- D. Resolution to Approve 911 Capital Improvement Project Addition – Supv. Sather
- E. Resolution to Increase the 2018 Emergency Government Dept Budget – 2018 FEMA Grant – Supv. Sather
- F. Resolution Approving Position of Office Manager – District Attorney’s Office – Supv. Wilson

9. Committee Reports

10. Chair Appointments

11. Citizen Comments

12. Chair Comments

13. Closed Session under Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Review and action on Settlement Proposal.

14. Reconvene to Open Session and Act on Items from Closed Session if necessary and appropriate.

15. Resolution Regarding Transfer of Funds

16. Possible Future Agenda Items

17. Audit Per Diems

18. Adjourn

Respectfully submitted this 15th day of August 2018

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

July 17, 2018

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. C. Masterjohn.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: (18), Excused/Absent: (3) J. Smith, Johnson, Dohm; Youth Present: (1) Tolene.
5. Approval of June 19, 2018 County Board Proceedings on motion by Masterjohn, 2nd by Olsgard; MC.
6. Concerned Citizens – none at this time.
7. Ratification of Ad Hoc Building Committee’s Recommendation re: Architectural Firm – Chair Mackie reported that three different firms were interviewed yesterday with a decision made thereafter by the Ad Hoc Committee. Motion by Thompson, 2nd by Featherly that the Ad Hoc’s recommendation to award the contract to SEH as the architectural firm for the building project be approved by the board. Roll Call: Yes (18), No (0); Youth: Yes (1); MC.
8. **Consent Agenda approval on motion by D. Wilson, 2nd by D. Masterjohn; MC.**
 - A. **Resolution 63-18 to Approve Disaster Proclamation**
 - B. **Resolution 64-18 to Adopt the Dark Stores Resolution to Conduct a County-Wide Advisory Referendum**
 - C. **Resolution 65-18 to Adopt the Transportation “Just Fix It” Resolution**
9. **Other Resolutions and Ordinances**
 - A. **Resolution 66-18 Designating Official Authorized to Declare Official Intent Under Reimbursement Bond Regulations** – Motion to approve by Wilson, 2nd S. Smith; this is to make sure we get reimbursed for any funds expended for the building project prior to financing being in place. Roll Vote: Yes (18); No (0); Youth: Yes (1); MC.
 - B. **Resolution 67-18 to Adopt ATV Route Ordinance – CTH E** – Motion to approve by Thompson, 2nd by Graber; this creates one continuous route instead of several segments. MC on unanimous voice vote.
 - C. **Resolution 68-18 Approving 2019 Budget Request for CLTS Social Worker/CCS Service Facilitator – HHS** – Motion to approve by Wilson, 2nd by Reiter. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
 - D. **Resolution 69-18 Approving 2019 Budget Request for Occupational Therapist – HHS** – Motion to approve by Wilson, 2nd by Masterjohn. Washburn County would be “taking point” in this endeavor. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
 - E. **Resolution 70-18 to Transfer Funds from the 2017 Solid Waste Fund to the 2017 Recycling Fund** – Motion to approve by Sather, 2nd by Quinn. Roll Vote: Yes (18), No (0); Youth: Yes (1); MC.
 - F. **Resolution 71-18 Approving 2018 Request for New Position of Mechanic II – Highway** – Motion to approve by Wilson, 2nd by Radzak. Question by S. Smith regarding savings; less than \$10,000 in new spending; all of which will be covered by budget. Highway Commissioner Scalzo estimated that there may be approximately three county vehicles being worked on per week but that Deputy County Clerk Hauk would have more exact information. Roll Vote: Yes (16), No (2); Youth: Yes (1); MC.
10. Committee Reports – **Finance** – Budgets are due by end of August; **HHS** – new positions coming forward, filling vacancies; **IT** – 911 launch in Sheriff’s dept, broadband survey to go out with taxes; **Personnel** – filling vacancies, interviewing and planning for upcoming resignations; **AG/LCC** meets this month; **Forestry** – campgrounds are going very good, lots of reservations; prices may go up next year for

Totogatic by around \$2.00; Sawmill is more primitive; **Highway** – road projects being worked on; ongoing discussions re: dams; Army Corp of Engineers was not able to assist with grant work with one of the road projects and will need to look at other options; **Law Enforcement** – approved vacancies; tower is up and running, capital improvement requests for 2018 will be requested; **Public Property** – met with Ad Hoc Committee re: building project, had successful land sale with only one property needing to be relisted; **Solid Waste** – transferred dollars per resolution approved tonight, ongoing annual cleanup is \$2200 for this year, received a report from Republic and will be going for a tour at the land fill after the August meeting (all board members are invited); **UW Extension** – another staff member hired (Natural Resources Educator), now at full staff. **Veterans** – river trips coming up, advocacy results in quite a few dollars coming in, working on funding for the Tomb of the Unknown Soldier, military appreciation, encourage more veterans to contact the CVSO for services, interest in a Veteran's Court being presented for discussion at CJCC (Criminal Justice); **Aging/ADRC** – new director will be starting next Monday – Linda Hand – former director of Sawyer County Aging; **Zoning** – zoning administrator is retiring with options to be reviewed by committee again, first plat review of development plat coming up at the next meeting; **Transit** – nothing to report yet, meeting coming up.

11. Chair Appointments – Dennis Wood, Rick Roeser to LCM (Local Monitoring Committee); Beth Esser to be reappointed to GWAAR (Greater Wisconsin Agency on Aging Resources). Motion to approve by Wilson, 2nd by Masterjohn; MC.
12. Citizen Comments – none at this time.
13. Chair Comments – thanked Ad Hoc Committee for due diligence on building project; would like to break ground in the spring if possible.
14. Possible Future Agenda Items – may not have an August meeting to cut board costs.
15. Audit Per Diems on motion by Masterjohn, 2nd by Wilson; MC.
16. Adjourn at 6:42 pm by D. Masterjohn, 2nd by C. Masterjohn; MC.

Respectfully submitted this 18th day of July, 2018
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 # _____

RESOLUTION TO CREATE BROADBAND FORWARD! COMMUNITY
ORDINANCE

WHEREAS, broadband access is increasingly important to our economy, education and daily life, and

WHEREAS, the state as a whole—citizens, governments, providers, schools and businesses—have an interest in expanding broadband access and usage in underserved areas of the state, and

WHEREAS, the Public Service Commission of Wisconsin (Commission) has been authorized to certify communities as being “broadband ready” by issuing a Broadband Forward! Certification that signals a local unit of government has taken steps to reduce obstacles to broadband infrastructure investment, and

WHEREAS, under Wis. Stat. § 196.504(4) a city, village town or county may apply to the Commission for certification as a Broadband Forward! Community, and

WHEREAS, by adopting the Broadband Forward! Community Model Ordinance, which meets the meets the statutory criteria in Wis. Stat. § 196.504(5), Washburn County will be eligible for Broadband Forward! Certification, and

WHEREAS, by obtaining the Broadband Forward! Certification it ensures that Washburn County has streamlined its administrative procedures by appointing a single point of contact for all matters relating to a broadband network project, will adhere to a timely approval process, will charge only reasonable fees for reviewing applications and issuing permits, will impose only reasonable conditions on a permit and will not discriminate between telecommunications service providers.

THEREFORE, BE IT RESOLVED that the Washburn County Board of Supervisors hereby adopts the Broadband Forward! Community Model Ordinance as attached.

FISCAL IMPACT: Unknown

Approved by the Washburn County Board of Supervisors on the 21st day of August, 2018

Thomas Mackie, County Board Chair

Broadband Forward! Community Model Ordinance



Public Service Commission of Wisconsin
610 North Whitney Way
Madison, WI 53705

BROADBAND FORWARD! COMMUNITY ORDINANCE

An ordinance to create Chapter []; relating to approval of broadband network projects.

The County of Washburn does enact as follows:

Chapter 1. Broadband Network Project Applications

SECTION 1. GENERAL PROVISIONS.

1.1 Purpose and policy. The purpose of this chapter is to encourage the development of broadband access in the County of Washburn by reducing administrative obstacles to broadband service providers and coordinating the review of applications to ensure such applications are timely processed. This chapter shall at all times be construed consistent with the aforesaid purpose.

1.2 Definitions. In this chapter:

(1) “Applicant” means a person applying for a permit for a broadband network project.

(2) “Broadband network project” means the construction or deployment of wireline or wireless communications facilities to provide broadband communications services in the County of Washburn.

(3) “Permit” means any local permit, license, certificate, approval, registration, or similar form of approval required by policy, administrative rule, regulation, ordinance, or resolution with respect to a broadband network project.

(4) “Written” or “in writing” means information that is inscribed on a tangible medium or that is stored in an electronic or other intangible medium and is retrievable in perceivable form.

1.3 Point of contact. The County of Washburn shall appoint a single point of contact for all

matters related to a broadband network project. The County of Washburn shall provide on its public website the contact information, including the e-mail address, for the point of contact authorized to receive a broadband network project application.

SECTION 2. ELECTRONIC SUBMISSION OF APPLICATIONS. An applicant may sign and file all forms, applications and documentation related to a broadband network project electronically.

SECTION 3. REVIEW OF APPLICATIONS. Notwithstanding any other provision in the County of Washburn's ordinances, resolutions, regulations, policies or practices to the contrary, the following process shall apply exclusively upon receiving a broadband network project application:

3.1 Completeness review. Upon receiving a broadband network project application the County of Washburn shall:

(1) Determine whether an application is complete and notify the applicant of the determination by the County of Washburn in writing within 10 calendar days of receiving an application. If the County of Washburn does not notify the applicant in writing of its completeness determination within 10 calendar days of receiving the application, the application shall be considered complete.

(2) If the County of Washburn determines that an application is not complete, the written notification to the applicant shall specify in detail the required information that is not complete. The applicant may resubmit an application as often as necessary until the application is complete.

3.2 Approval or denial of complete applications.

(1) Within 60 calendar days of receiving an application that is complete, or considered

complete under sub. (1), the County of Washburn shall approve or deny the application and provide the applicant written notification of the approval or denial. If the County of Washburn does not notify the applicant of its approval or denial within 60 calendar days of receiving a complete application, the application shall be considered approved and any required permit shall be considered issued.

(2) If the County of Washburn denies an application, the written notification of the denial under sub. (1) shall include evidence that the denial is not arbitrary and capricious.

SECTION 4. FEES. Any fee imposed by the County of Washburn to review an application, issue a permit, or perform any other activity related to a broadband network project shall be reasonable. An application fee that exceeds \$100 is unreasonable.

SECTION 5. INITIAL APPLICABILITY. The treatment of this ordinance first applies to applications received by the County of Washburn on or after the effective date of this ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance takes effect on the day after publication.

RESOLUTION # _____

**RESOLUTION TO ACKNOWLEDGE 1988 QUIT CLAIM DEED
FOR VILLAGE OF MINONG**

WHEREAS, a Quit Claim Deed was signed and approved on November 15, 1988 and thereafter recorded on November 18, 1988 as Document #207492 between Washburn County and the Village of Minong, and

WHEREAS, the property transferred was designated as Lots 3 and 4 in Outlot 13 of the Village of Minong, and

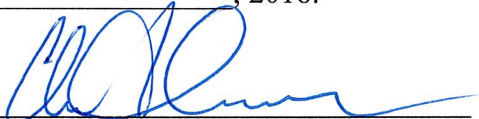
WHEREAS, the Quit Claim Deed indicates that the property would be conveyed back to the County of Washburn if the Village of Minong would no longer have any use for the real estate as Village property, and

WHEREAS, the Quit Claim Deed indicates that there may have been a Resolution drawn up by the County Board at the time of transfer in 1988; however, in extensive research undertaken, such a Resolution has not been found.

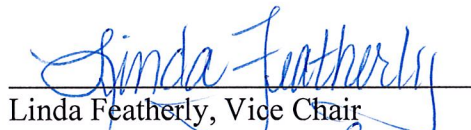
THEREFORE, BE IT RESOLVED, the Washburn County Board of Supervisors hereby commits to record and acknowledges the 1988 Quit Claim Deed recorded as Document #207492, Volume 271, Page 201 with the same parameters as recorded on the document.

FISCAL IMPACT: None

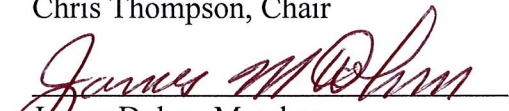
Recommended for adoption by the Washburn County Public Property Committee this 6th day of August, 2018 and approved by the Washburn County Board of Supervisors on the _____ day of _____, 2018.



Chris Thompson, Chair



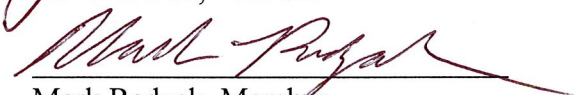
Linda Featherly, Vice Chair



James Dohm, Member



Clint Stariha, Member



Mark Radzak, Member

DOCUMENT NO.
207492

STATE BAR OF WISCONSIN FORM 3 - 1987
QUIT CLAIM DEED

THIS SPACE RESERVED FOR RECORDING DATA

54

COPY

WASHBURN COUNTY

quit-claims to THE VILLAGE OF MINONG,

the following described real estate in Washburn County,
State of Wisconsin:

Lots 3 and 4 of Outlot 13 of the Village
of Minong, Wisconsin.

Registers Office
Washburn Co. Wis. } ss.
Received for record the 18 day of
Nov. AD 19 88 at 11:35
Melock A. M. Recorded in Vol 271
of Records on page 201
Edward A. Melton
Register
By Pd \$4.00 Cash Deputy

RETURN TO Kathryn zumBrunnen
PO Box 96
Spooner, WI 54801

Tax Parcel No:

Pursuant to Resolution of the County Board and under the
power of Section 75.69(2) of the Wisconsin Statutes

In the event that the Village of Minong would no longer have
any use for the said real estate as Village property, then the
same shall be conveyed back to the County of Washburn.

FEE
77.25 (2)
EXEMPT

TRACT RECORDED
GRANTOR
GRANTEE
COMPARED

This is not homestead property.
(is) (is not)
Dated this 15th day of November, 19 88

WASHBURN COUNTY
BY: Hugh Smith, Chairman (SEAL)
* Jack Brown, County Clerk (SEAL)

AUTHENTICATION

Signature(s) Hugh Smith and
Jack Brown
authenticated this 15th day of November, 19 88
Jeffrey Kohler
* Jeffrey Kohler
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, authorized by § 706.06, Wis. Stats.)

ACKNOWLEDGMENT

STATE OF WISCONSIN } ss.
County.
Personally came before me this day of
, 19 the above named
to me known to be the person who executed the
foregoing instrument and acknowledge the same.

THIS INSTRUMENT WAS DRAFTED BY
Kathryn zumBrunnen
Attorney at Law
Spooner, Wisconsin 54801

(Signatures may be authenticated or acknowledged. Both
are not necessary.)

* VOL. 271 PAGE 201
Notary Public County, Wis.
My Commission is permanent. (If not, state expiration
date: , 19...)

COPY

I. GRANTOR:

1. Name Washburn County
2. Full Address - Now address if property transferred was residence Shell Lake, Wisconsin 54871
3. Grantor is Individual Partnership Corporation Other

II. GRANTEE:

4. Name The Village of Minong
5. Full Address Village Hall Minong, Wisconsin 54850
6. Is grantor related to grantee? Yes No
7. Name and address to which tax bills should be sent if different than grantee's address Tax exempt

III. ENERGY

8. Is this property subject to the Rental Weatherization Standards, ILHR677? Yes No Exclusion code W-7 explain

IV. PROPERTY TRANSFERRED

9. City Village Town Minong County Washburn
10. Street address
11. Tax parcel number
12. Lot no.(s) 3 and 4 Blk no.(s) Outlot 13 Plat name Village of Minong
13. Section Township Range
14. Legal Description metes and bounds: (attach 4 copies if necessary)

V. PHYSICAL DESCRIPTION AND PRIMARY USE

15. Kind of property Land only Land and buildings Other (explain)
16. Primary use Residential Single family/condominium Multi-family - # units Time share unit Commercial Manufacturing Agricultural Adjoining land? Other (explain)

VI. TRANSFER

17. Estimated land area and type Lot size Total acres MFL/FC/WTL acres Ft. of water frontage
18. Type of transfer: Sale Gift Exchange Other (explain) Transfer between municipalities
19. Ownership interest transferred: Full Other (explain)
20. Does the grantor retain any of the following rights? Life estate Easement
21. Deed in satisfaction of original land contract? Dated?
22. Points (prepaid interest) paid by seller
23. Value of personal property transferred but excluded from (25)
24. Value of property exempt from local property tax Included on (25)

VII. COMPUTATION OF FEE OR STATEMENT OF EXEMPTION

25. Total value of REAL ESTATE transferred Less than \$ 150.00
26. Transfer fee due (line 25 times .003) \$
27. TRANSFER EXEMPTION NUMBER, sec. 77.25 2
28. Grantee's financing obtained from Seller Assumed existing financing Financial institution / Other 3rd party No financing involved

VIII. FINANCING TERMS (FOR SELLER/ASSUMED FINANCED TRANSACTIONS ONLY)

29. Total down payment \$
30. Amount of mortgage/land contract at purchase
31. Interest rate (stated)
32. Principal and interest paid per payment
33. Frequency of pymts
34. Length of contract
35. Date of any lump sum (balloon) payments
36. Amount of lump sum
37. If the dollar amount paid per payment (32) is scheduled to change (not as a result of a change in the interest rate), fill in the line letter from above. Enter the date of change and the amount it will change to \$

IX. CERTIFICATION

We declare under penalty of law, that this return has been examined by us and to the best of our knowledge and belief it is true, correct and complete.

Table with 4 columns: SIGN HERE, Grantor or agent, Grantee or agent, Agent's telephone number. Includes social security numbers and dates.

Table with 6 columns: Document number, Vol., Page, Date recorded, Date and kind of conveyance, Conv. code. Includes parcel number, classification, and county information.

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE 2018 SOIL AND WATER BUDGET

WHEREAS, the SWRM GRANT revenue increased \$24,000 from \$149,216 to \$173,216.00 and,

WHEREAS, the County levy will decrease \$24,000 from \$93,075.00 to \$69,075.00

THEREFORE IT BE FURTHER RESOLVED the 2018 Soil and Water Conservation Department 100-56970 be amended to reflect the \$24,000 change and keep the overall budget at \$253,291.00.

FISCAL IMPACT: \$24,000

Recommended for adoption by the Washburn County Finance Committee this 2nd day of August, 2018.

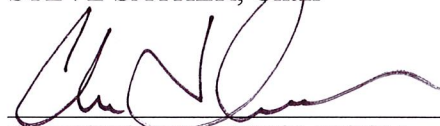
Finance Committee:



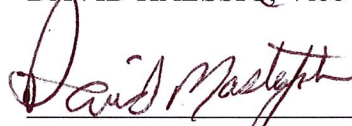
STEVE SATHER, Chair



DAVID HAESSIG, Vice-Chair



CHRISTOPHER THOMPSON



DAVID MASTERJOHN



LINDA FEATHERLY

RESOLUTION # _____

**RESOLUTION TO INCREASE THE
2018 EMERGENCY GOVERNMENT DEPARTMENT BUDGET INCREASE
FOR THE PURCHASE OF STORAGE CANOPY FOR ICP PER –
FISCAL YEAR 2018**

WHEREAS, the Emergency Management Department's Incident Command Post / Communications Trailer (ICP) currently does not have any storage and/or protection from the elements;

WHEREAS, indoor storage was sought for the ICP and is not feasible at this time;

Emergency Management did not budget for the purchase of a Storage Canopy Shelter in the amount of \$3,500.00 for Fiscal Year 2018;

WHEREAS, the funds for purchase of said ICP Storage Canopy Shelter are to be moved from Capital Improvement 400.57141 to Emergency Management Budget 2018;

WHEREAS, the Law Enforcement/Emergency Management Committee met on 7/12/18 and the request to purchase the proposed Storage Canopy Shelter was supported and unanimously voted on and forwarded to Finance;

THEREFORE BE IT RESOLVED; that the 2018 Emergency Government (#52910) budget be increased \$3,500.00 for purchase of ICP Storage Canopy Shelter.

FISCAL IMPACT: ~~Grant~~ \$3,500.00

Recommended for adoption by the Finance Committee this 2nd day of August 2018.



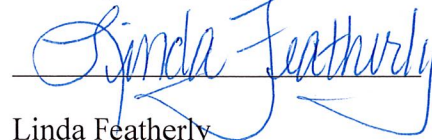
Steven Sather, Chair



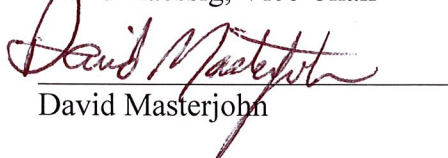
Christopher Thompson



David Haessig, Vice Chair



Linda Featherly



David Masterjohn

RESOLUTION NO. _____

911 Capital Improvement Project Addition

WHEREAS, the Washburn County Sheriff's Office is requesting to upgrade the current 911 Radio/Phone Logger equipment, software, maintenance and expansion needs in the jail;

WHEREAS, the current vendor providing support and maintenance for the 911 Radio/Phone Logger has failed to meet basic standard requirements maintaining the quality of service, equipment, and support;

WHEREAS, Northern Business Systems has been recommended to provide the new equipment, software, maintenance and expansion needs for the 911 system in the jail with a cost of \$15,000.00;

WHEREAS, the Law Enforcement Committee and Finance Committee recognize the need for the upgrade and approves the \$15,000 for the needed equipment, software, maintenance and expansion needs to the 911 system in the jail;

NOW, THEREFORE, BE IT RESOLVED by the Washburn County Finance Committee that Washburn County will approve the \$15,000.00 for the upgrade to the 911 Radio/Phone Logger in the jail.

Fiscal Impact: ~~\$15,000.00~~ ^{\$0} 

Recommended for adoption on this 2nd day of August, 2018.


Steve Sather, Chairperson


David Haessig, Vice Chair


Linda Featherly


Chris Thompson


David Masterjohn

RESOLUTION # _____

**RESOLUTION APPROVING THE CREATION OF THE POSITION OF OFFICE MANAGER
IN THE DISTRICT ATTORNEY'S DEPARTMENT**

WHEREAS, due to the ever increasing workload, mostly due to the methamphetamine and other drug use epidemic, the Washburn County District Attorney is requesting the creating of an Office Manager position, and

WHEREAS, the position is deemed necessary in order to more efficiently serve the citizens of Washburn County and to achieve the goals of the office, and

WHEREAS, the position of Office Manager will report to the District Attorney, delegate duties as directed by the District Attorney to the Victim Witness Coordinator and the Legal Assistants, and

WHEREAS, with the Office Manager being able to examine the overall workflow to make certain the work is being completed in the most timely and sensible manner, this will allow the District Attorney to focus instead on case file preparation, trial preparation, case settlement negotiation and legal research, and

WHEREAS, it is proposed that a Legal Assistant within the department be will be given the additional duties, authority and title as Office Manager, and

WHEREAS, both the Finance Committee and the Personnel Committee have reviewed the options available and have recommended approval of this 2019 budget request.

THEREFORE BE IT RESOLVED; that a new Office Manager position for the District Attorney's Office be approved according to policy by the Washburn County Board of Supervisors, to be effective January 1, 2019.

FISCAL IMPACT: Approximately \$2747.17 increase for 2019

Recommended for adoption by the Washburn County Personnel Committee on this 21st day of August, 2018.

Dave Wilson, Chair

Hank Graber, Vice-Chair

David Masterjohn, Member

Jocelyn Ford, Member

Romaine Quinn, Member

Washburn County Personnel Requisition Form

Date: 7/26/18

New Position

Position Vacancy

Position Change

POSITION INFORMATION:

Position Title: Office Manager

Department: District Attorney

Effective Date: 1-1-2019

Position Type: Full Time Part Time LTE Casual

Duration of employment of requisitioned personnel: 6 Years

Reason for Request: Creation of a District Attorney office manager position is necessary to achieve the goals of achieving justice for the citizens of Washburn county and reacting in a timely and appropriate manner to those committing crimes within our jurisdiction.

An ever increasing workload has meant that all staff are working harder and on individualized projects. What is needed through the creation of an office manager position is a staff member, in addition to the District Attorney, who can supervise the work flow through the office, assist with delegation of duties, ensure timelines are being met, coordinate with other departments and assist the District Attorney in her managerial duties such as attending important county wide meetings. In reality, this means an individual who can keep an eye out to ensure that sensitive victim crimes are being addressed appropriately, scheduling order deadlines are being met, trial preparation is being coordinated well in advance of trial dates, discovery deadlines are being met, requests for additional investigations are being followed up with law enforcement and the District Attorney's office is working for the citizens of Washburn County in a professional and more efficient manner.

Why is position required or why can't present employees complete the work or why can't position be contracted? The ever increasing workload due, mostly to the methamphetamine and other drug use epidemic, has created a dramatic increase in the amount of cases that are being set for trial. The District Attorney's office has been working diligently to address these serious drug charges, and the collateral physical abuse, chips, sexual assault, and property crimes with an appropriate response, in the hopes that those defendants struggling with addictions will be incentivized to seek treatment and achieve meaningful rehabilitation earlier, rather than simply going through the motions creating an ever-revolving door of individuals coming through our criminal justice system. Doing so, however, and pushing for meaningful convictions with appropriate sentences and probationary terms, vs. simple misdemeanor dispositions with fines due often prolongs the time cases flow through the system, resulting in more cases set for trial, with a resulting trial preparation workload.

A manager is needed to assist the District Attorney because although everyone in my office is working diligently, other than the district attorney no one has time or authority to step back and examine the overall workflow to make certain the work is being completed in the most timely, sensible manner.

Authority is needed in a managerial capacity so a clear chain of command is present and the manager has authority to coordinate with the district attorney about department goals and timelines, then see those goals through to implementation. Currently, while the staff is all working extremely hard on their individualized tasks, no one other than the District Attorney has the time or authority to make certain overall goals are being met and quality service is being provided to the community.

In an informal statewide survey (see attached chart) while not all counties that responded had an office manager, the majority of those that did expressed overwhelmingly positive support for creation of a position, mostly indicating that they wouldn't know what to do without an office manager.

Is office space, furniture and office equipment available? Y N

If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
21.24	1950	41,418.00	2775.01	3168.48	77.41	21,511.98	68,950.87	current
22.47	1950	43,816.50	2935.71	3351.96	81.89	21,511.98	71,698.04	proposed
							2747.17	difference
Total cost for other equipment and/or training?								

Is this request budgeted? YES NO List the funding source:

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	71,698.04
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

<p>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?</p>	<p>No. See attached proposed position description.</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>Supervising the overall direction, coordination, and evaluation of the administrative staff in the District Attorney's Office including training, planning, assigning, and directing work; addressing complaints and resolving problems. Supervise and standardize office procedures to improve efficiency, accuracy, and timeliness of office work product. Delegating tasks to the Victim Witness Coordinator. Attend staff, Committee, and Board meetings as directed by the District Attorney. Compile documentation/data for and prepare or assist with preparation of reports for the County, the State Prosecutor's Office or any other reports as directed by the District Attorney. Draft complaints in misdemeanor and felony actions; draft petitions in juvenile actions; draft asset forfeiture documents in civil actions filed by the District Attorney.</p>

<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>High School Diploma & 2 Year Legal Administrative Degree and 2 Years' Experience In the Criminal Justice Field or 2 Years Administrative Experience or a combination of education and experience that provides the equivalent knowledge, skills and abilities.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Ability to read, analyze, and interpret governmental regulations, technical procedures, journals, periodicals; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, and the general public. Ability to complete essential mathematical equations; ability to prepare and interpret bar graphs; ability to apply concepts such as ratios, percentages, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw conclusions; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>The ever increasing general increase in crimes, as reflected by supporting referrals from the 5 agencies that refer crimes to the district attorney, especially the increase in Methamphetamine related crimes, heroin, cocaine and THC related referrals. The office can no longer function with individualized office staff working on individualized tasks as this does not translate into the timely administration of justice in our community. (See attached charts)</p> <p>Creation of a District attorney's office manager would be consistent with the trend across the state and would assist Washburn County in joining those counties which have prioritized the need not only to deal with the crimes within the county, but to do so in the most timely and efficient manner, in the midst of the ever increasing methamphetamine and heroin epidemics.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>Referrals from 5 Washburn County Law Enforcement Agencies as well as referrals from Wisconsin State Patrol and inter-county referrals from surrounding county agencies; referrals from Washburn County Health & Human Services Department; the Public.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>Yes. The work is being performed by a legal assistant with this office, Jerusha Dryden. She has consistently fulfilled the functions identified in this position in addition to fulfilling the required duties of a full time legal assistant.</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>(See Attached Chart)</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>This position will report to the District Attorney and delegate duties as directed by the District Attorney to the Victim Witness Coordinator and the Legal Administrative Assistants, which will allow the District Attorney to focus instead on case file preparation/trial preparation/case settlement negotiation/legal research.</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>The duties of this position would be covered by the other legal assistants and the District Attorney should this employee be on vacation or using sick time.</p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p>No.</p>
<p>What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.</p>	<p>In all honesty, my staff is currently stretched to the limit and I am concerned about employee retention. My office is currently staffed with wonderful, professional employees who take personal pride in the jobs they do and are willing to stay late, often eat at their desks, multi-task</p>

	<p>numerous jobs at once. This level of intensity can only be supported for so long, however, before burnout will occur.</p> <p>If this position is not granted, the District Attorney's office will have to explore other areas in which to achieve efficiency and quality control. Unfortunately, this may be considering what other offices have done, such as re-evaluating which cases to prosecute. For example, currently, our office is prosecuting most worthless check referrals upon request, disorderly conduct complaints and residue methamphetamine cases. While presently these are all high priority cases for our office, without an appropriate staff increase and creation of a managerial position in our office, we may need to follow the approach of other district attorney's offices within the state and consider a "triage" approach where we deal with what cases we can but consider declining prosecution on other types of cases due to the realistic limitations within our office.</p>
<p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>	<p>No.</p>
<p>Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?</p>	<p>Yes. This position is merely a re-classification, and the candidate for the position would continue to utilize the same workspace.</p>
<p>How does this position fit into the long-range and strategic plans of the Department and/or County?</p>	<p>Creation of an office manager position which can assist the district attorney directly with implementation of departmental goal, timelines, and quality assurance protocols fits seamlessly into the Department's long range and strategic plans of meeting the ever increasing workload of the criminal justice head-on.</p> <p>Unfortunately, given the statewide trends, the increase in crimes is not going to stop anytime soon and therefore the need for a manager in our office, to assist the district attorney in dealing with the workload increase is not going to become obsolete. The office manager position is desperately needed to implement the District Attorney's goals to provide assist victims and our community in achieving meaningful justice in a timely and appropriate manner.</p>

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

Re-Classifying one of the Full-Time Legal Assistant Positions to an Office Manager will provide the District Attorney with an assistant who will have the authority to coordinate with the District Attorney about department goals and deadlines and then see those goals to implementation.

This Office Manager employee position will provide the Washburn County District Attorney's office with a staff member who can supervise the work flow and coordinate with other departments to ensure that sensitive victim crimes are being addressed appropriately and timely; that preparation for trials is being coordinated well in advance of any trial date to ensure effective prosecution of crimes; and that this Office is working for Washburn County's citizens in a professional and efficient manner.

Currently this office is staffed with professional, dedicated employees who take pride in their jobs and work diligently on numerous tasks at all times. The unfortunate crime increase being seen in Washburn County is a statewide trend that means the workload for my staff is not going to decrease anytime soon. The number of drug-related cases being set for jury trial also continues to increase, due in part to the fact that the District Attorney's office has been working diligently on felony convictions where appropriate, which can prolong the amount of time it takes each case to flow through the Court system.

In addition, an office manager for the District Attorney would be available to attend important board/committee/law enforcement meetings on behalf of the District Attorney's office when court schedules prevent the District Attorney from attending.

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	8-1-18
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Committee of Jurisdiction:

COMMITTEE:	<input checked="" type="radio"/> Approved <input type="radio"/> Denied	DATE:	8-2-18
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	2019 Budget Request
Comments:			
Human Resources Director:	<i>Jolie Olson</i>	Date:	

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	<input checked="" type="radio"/> Approved <input type="radio"/> Denied	DATE:	8-13-18
	Comments		
COUNTY BOARD (IF NECESSARY)	<input type="radio"/> Approved <input type="radio"/> Denied	DATE:	
	Comments		

	District Attorney offices with an Office manager	District Attorney offices with an Office Manager
Brown	X	
Burnett	X	
Chippewa	X	
Dane	X	
Door	X	
Dunn		X
Eau Claire	x	
Forest		X
Grant		X
Green County	X	
Jefferson	X	
Kenosha	X	
Lafayette		x
Langlade		X
Lincoln		X
Manitowoc	x	
Marathon	X	
Marquette	X	
Monroe	X	
Outagamie	X	
Ozaukee	X	
Pierce	X	
Polk	X	
Portage	X	
Price County		X
Richland		X
Sauk	X	
Sheboygan	X	
Waupaca	x	
Waushara	X	

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POSITION DESCRIPTION	Position#:	Date Revised:
Position Title: Office Manager - DA	FLSA Status: _____	Full or Part-Time: FT
Department: District Attorney	Location: Courthouse	Grade: _____
Reports to: District Attorney		

GENERAL SUMMARY OF DUTIES:

Supervises the administrative staff in the District Attorney’s office and delegates tasks to the Washburn County Victim Witness Coordinator in accordance with Washburn County’s policies and applicable laws in addition to performing a variety of advanced legal administrative duties and performing related work as required.

DISTINGUISHING FEATURES OF THIS CLASS:

Supervises the administrative staff in the District Attorney’s office. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with Washburn County’s policies and applicable laws. These responsibilities include assisting the District Attorney with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Delegates tasks to the Washburn County Victim Witness Coordinator as directed by the District Attorney.

Attend and participate in staff meetings, Committee of Jurisdiction meetings, District Attorney’s Law Enforcement Meetings, and any other meetings at the direction of the District Attorney.

DUTIES AND RESPONSIBILITIES:

- Perform supervisory duties in accordance with Washburn County policy and procedure.
- Plan, assign, and supervise the work of the District Attorney’s office staff.
- Delegate tasks to the Victim Witness Coordinator as directed by the District Attorney.
- Perform a variety of tasks that require individual initiative, decision-making ability, and judgment.
- Perform other duties as assigned by the District Attorney.
- Supervise and standardize office procedures to improve efficiency, accuracy, and timeliness of office work product.
- Interpret policies and regulations affecting office and accounting procedures.
- Supervise the clerical, accounting, and inventory activities of the Washburn County District Attorney’s Office.
- Make recommendations regarding needed revisions to departmental policies and procedures.
- Work with county, state, federal agencies and officials in review of various office projects.
- Inform and take information from the public regarding all programs of the department, with the exception of any criminal cases prior to complete adjudication.
- Maintain a professional relationship with the Judicial departments, Clerk of Courts Office, all Law Enforcement Agencies, Defense Attorney’s, staff, peers, upper management, and citizens.
- Adhere to the District Attorney’s office policy of confidentiality.
- Prepare budget reports for the District Attorney’s office.
- Assist the county’s auditor in performing the annual audit by assimilating records and preparing necessary reports.
- Prepare reports requested by the State Prosecutors Office.
- Assist the public.
- Attend training or staff development activities as needed.
- Back up to other staff within the District Attorney’s office.
- The duties allow discretion within the limits of departmental rules, policies, and procedures; situations outside of these limits are referred to the District Attorney.

- Assist with yearly performance reviews of District Attorney's Office staff.
- Assure BI-weekly time sheets are completed and submitted to the County payroll department in a timely manner.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduation from standard high school curriculum followed by a 2 year administrative or related degree and 2 years of experience working within the criminal justice system as well as supervisory experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have knowledge of legal office procedures and practices. Must have the ability to effectively use office equipment such as computers, typewriters, calculators, copy machines, and fax machines.

LANGUAGE SKILLS:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license and/or have access to transportation when required to attend meetings.

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 required to:

Stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; and talk or hear.

The employee must occasionally:

Lift and/or move up to 25 pounds.

Specific vision abilities required by this job include:

Close vision, and ability to adjust focus.

WORK ENVIROMENT:

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 is occasionally exposed to:

Stressful office environment conditions

The noise level in the work environment is:

Moderate

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests will 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

Supervisor's Signature