

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

September 21, 2021

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

**PLEASE NOTE: PUBLIC HEARING ON REDISTRICTING BEGINS AT 5:15 P.M.  
COUNTY BOARD MEETING WILL FOLLOW**

## **PUBLIC HEARING ON TENTATIVE SUPERVISORY REDISTRICTING PLAN - 5:15 P.M.**

1. Call Public Hearing to Order - Chair Mackie
2. Presentation of Plan Options and Public Input
3. Adjourn public hearing

## **COUNTY BOARD MEETING – 6:00 P.M.**

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Wilson
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of August 17, 2021 County Board Proceedings
6. Roles & Responsibilities Presentation – Sarah Diedrich-Kasdorf, WCA Deputy Director of Government Affairs
7. Review and Adopt Tentative Redistricting Map
8. Concerned Citizens

## **9. Consent Agenda**

- A. Rezone Petition and Amendatory Ordinance – August 2021
- B. Resolution Approving Update to B-4 Policy – Position Requisition Process
- C. Resolution to Update the Washburn County Code of Ordinances – Chapter 42, Section 42-4 – Sheriff's Fee Schedule

## **10. Other Resolutions and Ordinances**

- A. Resolution Approving New Position of Land Use Specialist – Zoning – Supv. D. Wilson
- B. Resolution Approving New Position of Jail Nurse – Law Enforcement – Supv. D. Wilson
- C. Resolution re Surface Water Budget – Supv. D. Haessig

## **11. Committee Reports**

## **12. Chair Appointments**

## **13. Citizen Comments**

## **14. Chair Comments**

## **15. Closed Session under Wis. Stat. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in regard to the Forestry Carbon Credit project.**

## **16. Reconvene to Open Session and Act on Items from Closed Session, if necessary and appropriate.**

## **17. Possible Future Agenda Items**

## **18. Audit Per Diems**

## **19. Adjourn**

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.

**NOTICE OF PUBLIC HEARING**  
**WASHBURN COUNTY TENTATIVE SUPERVISORY REDISTRICTING PLAN**

PLEASE BE ADVISED, Pursuant to Wis Statutes §59.10(3)(b)1, that a public hearing will be held on the Tentative County Supervisory District Plan before the Washburn County Board of Supervisors on Tuesday, September 21, 2021 at 5:15 p.m. in the County Board Room, Washburn County Government Services Building, 304 2<sup>nd</sup> St, Shell Lake, WI 54871.

The Tentative Plan Option will be available for public inspection in the Washburn County Clerk's Office, Washburn County Courthouse, by Thursday, September 9, 2021 and online at [www.co.washburn.wi.us](http://www.co.washburn.wi.us).

Following the Public Hearing, the County Board will evaluate input received at the Public Hearing and take action concerning adoption of the Tentative Plan for county and municipal redistricting at its regular meeting on Tuesday, September 21, 2021 immediately following the Public Hearing.

If you have any questions or require further information concerning the Public Hearing, or if you are a person who requires special accommodation for the meeting room, please contact Lolita Olson, County Clerk, at 715-468-4600.

Dated this 26<sup>th</sup> day of August, 2021.

s/Lolita Olson  
Washburn County Clerk

***Please publish in the Spooner Advocate on September 2, September 9 and September 16, 2021.***

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

August 17, 2021

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Wilson.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Board members present: (17), Excused/Absent: (4) S. Johnson, H. Graber, J. Carlstrom, S. Sather; Youth present: (1) S. Daniels.
5. Approval of July 20, 2021 County Board Proceedings on motion by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. D. Wood; MC.
6. Innovation Award Presentation – The Wisconsin Aging and Disability Network Innovation Award was earned by the Community of Washburn County in recognition of innovative ideas during COVID-19; presentation was made to Aging/ADRC Director Linda Hand and representatives/board members of Community First.
7. COVID-19 Status and Recommendations – update was given by Jim LeDuc, HHS Director. Resources include the Washburn County Public Health facebook page and the Wisconsin DHS for county-level, state and regional data. Since data was collected for report yesterday we've had a high of 7 cases in a 24 hour period. June averaged 0 or 1 case for the week and starting in mid-July we had 10 positive cases within a week. Models project Washburn County hitting peak positive mid-October. Hospital bed data is reviewed on a regional/Twin Cities basis as that's where people would be transferred; available beds were less than 2% as of last week. Positive cases for Minnesota (99 on June 21<sup>st</sup> and 1324 on August 13<sup>th</sup>) and Wisconsin (67 on June 21<sup>st</sup> and 1201 just recently) were reviewed. Washburn County Public Health also provides guidance to schools and their requirements have been placed online. Overall Washburn County is doing well with 93% of our 65+ population being vaccinated. Those with compromised immune systems will be approved for a 3<sup>rd</sup> booster soon, followed by a booster for others of either vaccine brand. The county will not have the capacity to do the vaccine clinics as we did in the past and people will be referred to their doctors/clinics. Pediatric cases would need to be referred to the Twin Cities or Marshfield, as they are the only ones with a pediatric ICU; kids are hit harder with the Delta strain.
8. American Rescue Plan Act (ARPA) Update given by Chair Mackie - Committee met on August 12<sup>th</sup> to prioritize requests received to date; no final plan has been issued by Treasury yet.
9. Concerned Citizens – Claudia Broz, representing members of the Spooner Senior Center, spoke in support of using the Annex building and gave examples of why the current Spooner Senior Center was inadequate. Jessie Gronning spoke in support of having Washburn County request a forensic audit; spoke against having government mandate vaccination and spoke for individual rights; also expressed concern about taxes, inflation and the effect more county positions that are being requested could have on the taxpayer. Jeff Fox and Ben Barrett handed out Emergency Preparedness Toolkit binders recently prepared by members of the Wisconsin Council on Physical Disabilities. Joe Schmidt, new Washburn County Veterans Service Officer, introduced himself to the board and gave background and history.
10. **Consent Agenda** – motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. J. Ford; Supv. B. Olsgard asked to pull item B. MC on voice vote.
  - A. Rezone Petition and Amendatory Ordinance – June & July 2021
  - B. **Resolution 2021-52 for Recommendation for County Board Size for Redistricting Purposes** – motion to approve was made by Supv. D. Haessig, 2<sup>nd</sup> by L. Featherly. Supv. Olsgard mentioned that changing the size of the board has been discussed several times and felt that we are missing the opportunity. Chair Mackie stated that the board can reduce the size of the board during the census or once mid-term, but



due to compressed timeline with the delayed census it was recommended that no change to board size should be made at this time. Voice vote carries with no naves.

## 11. Other Resolutions and Ordinances

- A. **Resolution 2021-53 to Increase the 2021 Unit on Aging Dept Budget re: Subaru Share the Love Event Award** on motion by Supv. D. Haessig, 2<sup>nd</sup> by Supv. K. Trembath. Roll vote: Yes (17), No (0); Youth: Yes (1); MC.
- B. **Resolution 2021-54 for the Unit on Aging to Accept the In-Kind Food Box Donations received Feb – May 2021 from Farmers to Families** on motion by Supv. D. Haessig, 2<sup>nd</sup> by Supv. D. Wood. Supv. D. Haessig thanked the UOA for getting this set up and getting the food distributed. Voice vote carries with no naves.
- C. **Resolution 2021-55 to Increase the 2021 Unit on Aging Dept Budget re: Meals on Wheels Go Further Building Capacity Grant** on motion by Supv. S. Smith, 2<sup>nd</sup> by Supv. L. Featherly. Roll Vote: Yes (17), No (0); Youth: Yes (1); MC.
- D. **Resolution 2021-56 to Amend Unit on Aging 2021 Budget to Purchase a 14-Passenger Transit Van** on motion by Supv. S. Smith, 2<sup>nd</sup> by Supv. B. Olsgard. Supv. S. Smith asked about the costs indicated on the resolution; it was summarized that the committee was uncertain about cost and we did not want to go over the \$64,978.16 available. Estimate from vendor has been updated for an estimated cost of \$51,265.00 and the county has also been notified recently that we have been awarded a \$10,000 grant from Enbridge that could be used for the purchase. Supv. Jerry Smith questioned the reason to have a 14 passenger van. This will be used for transportation throughout Washburn County; the board approved a driver last month. Roll Vote: Yes (16), No (1) J. Smith; Youth: Yes (1); MC.
- E. **Resolution 2021-57 Allocating Funds to Washburn County Economic Development for Cooperative Investment** on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. D. Haessig. Supv. P. Johnson stated that he thinks it is a great investment and is a good use for the ARPA funds. Supvs. B. Reiter and S. Smith discussed return on investment. Chair Mackie added that Forestry is a very important part of Washburn County's economy; this is in receivership right now, and the county board's commitment will have a positive impact on the process. Roll Vote: Yes (17), No (0); Youth: Yes (1); MC.
- F. **Resolution 2021-58 Approving New Seasonal LTE Campground Manager for 2022 Budget – Forestry** on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. M. Radzak. No tax levy dollars are involved with this as the funds are coming from additional campground revenues. Roll Vote: Yes (17), No (0); Youth: Yes (1); MC.
- G. **Resolution 2021-59 to Approve New Civilian Dispatcher for 2022 Budget – Law Enforcement** on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. D. Wood. It was mentioned that the positions being considered are subject to the passing of the budget and that Finance will be considering this during budget week as well as having final county board approval in November. Supv. T. Kessler asked where are the levy dollars would be coming from on a zero increase; Chair Mackie explained that additional levy dollars come from net new construction, which will be about \$80,000. Roll Vote: Yes (14), No (3) T. Mackie, T. Kessler, C. Stariha; Youth: Yes (1); MC.
- H. **Resolution 2021-60 to Approve Change from PT to FT Birchwood Senior Center Site Manager/Cook (2021)** on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. B. Reiter. Supv. Haessig spoke in favor of both the Birchwood and Shell Lake/Spooner positions being requested. Supv. L. Featherly spoke in support and added that this is a critical need. Supv. Jerry Smith asked if equipment had been received and confirmed that it should be easier to recruit for a FT rather than a PT position. Supv. D. Wilson spoke about the sunset clause which potential candidates will be made aware of. Roll Vote: Yes (17), No (0); Youth: Yes (1); MC.
- I. **Resolution 2021-61 to Approve Change from PT to FT Shell Lake/Spooner Senior Center Site Manager/Cook (2021)** on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. B. Olsgard. Supv. D. Haessig spoke in favor of this move and asked for an update as to where the county was timewise to make this shift. Missy Murley, Nutrition Director, explained that maintenance has started to remodel/revamp the countertops and cabinets to make room for the upgraded stove, which is on order, and the 3 compartment sinks are here and ready to be installed. Roll Vote: Yes (17), No (0); Youth: Yes (1); MC.



- J. **Resolution 2021-62 Approving Position Reclass to Allow for Working Jail/Dispatch Sergeant Positions (2021)** on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. D. Wood. Discussion was held concerning liabilities and the need for supervision on all shifts. Lieutenant G. Nielsen reported that there are mostly two supervisors on the day shift. Roll Vote: Yes (15), No (2) L. Featherly, P. Johnson; Youth: Yes (1); MC.

12. Committee Reports – Chair eliminated committee reports; Judge Winton was recognized as being in attendance and stated that she came to observe and commented on the liability issue for the jail positions.
13. Chair Appointments - none at this time.
14. Citizen Comments – none at this time.
15. Chair Comments – Dealing with the Park Falls Mill is very important to Washburn County and its citizens. He also mentioned that the dedication previously planned for this coming Saturday will be postponed to a later date due to concern with the Delta variant.
16. Possible Future Agenda Items -
17. Audit Per Diems on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. C. Stariha; MC.
18. Adjourn at 7:39 p.m. on motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. C. Stariha; MC.

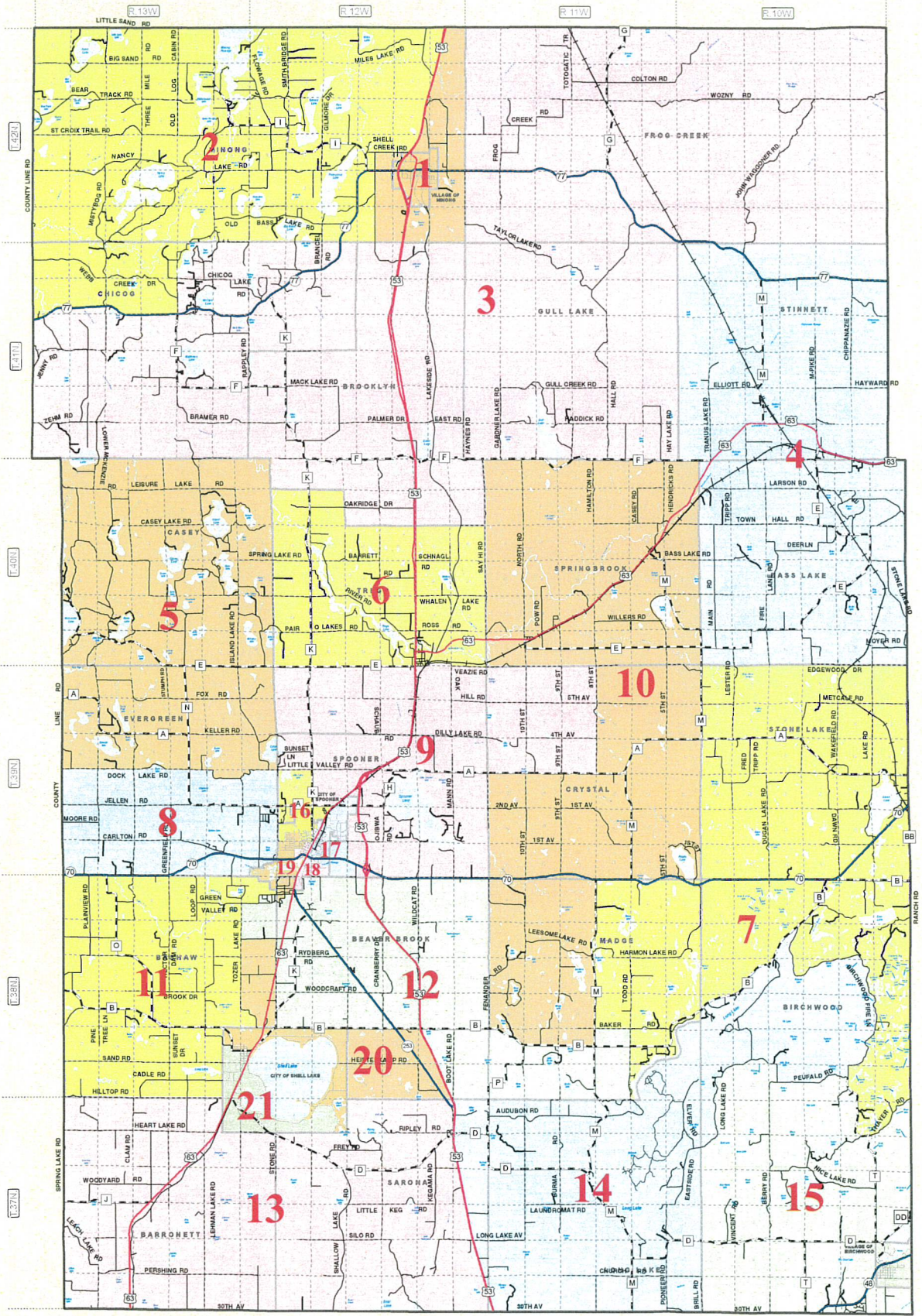
Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's Office at 468-4600 at least 24 hours prior to the meeting.



(current)

WASHBURN COUNTY, WI

SUPERVISORY DISTRICTS

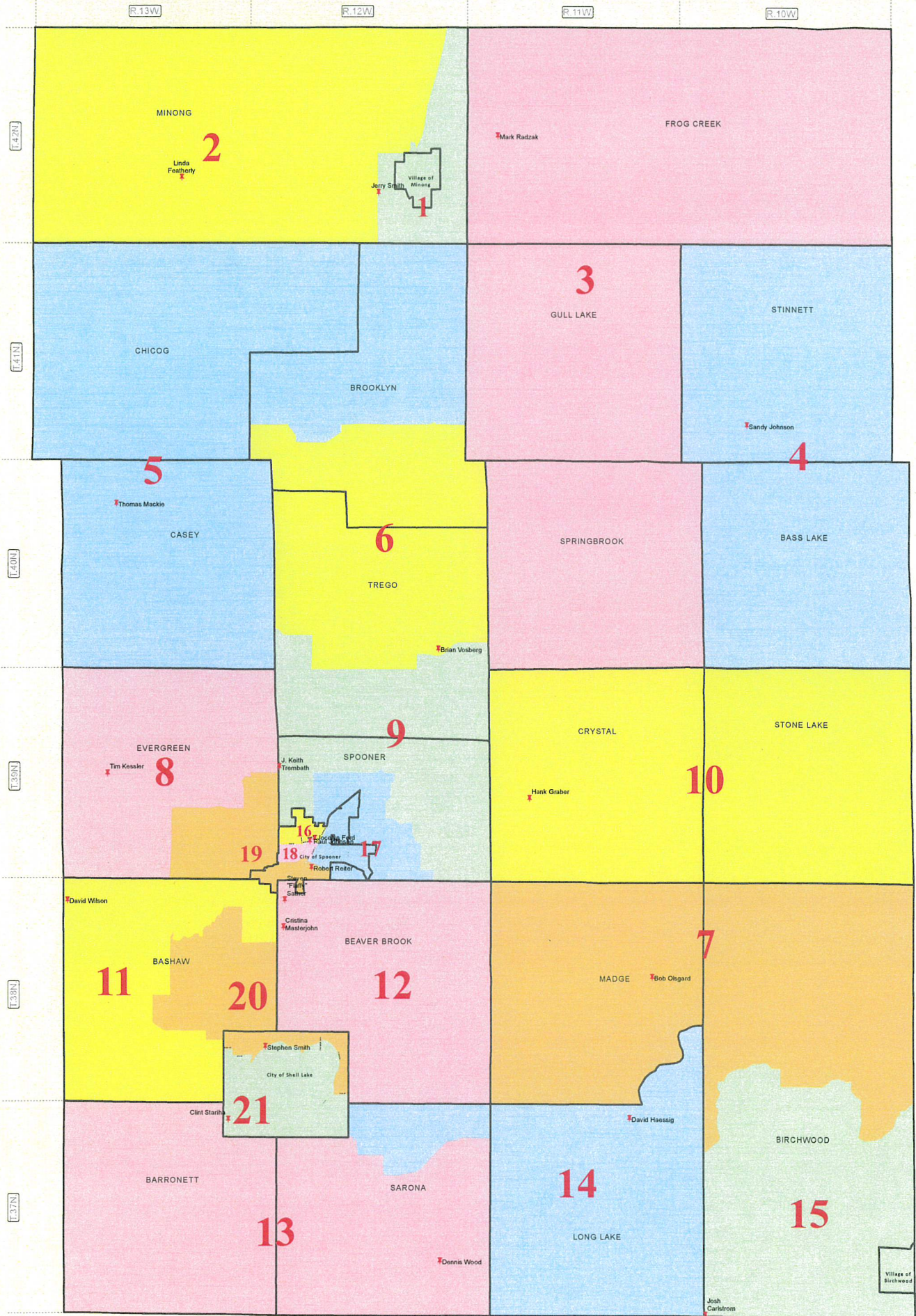


Print Date 9-16-11



WASHBURN COUNTY  
 LAND INFORMATION OFFICE  
 10 4TH AV. PO BOX 839  
 SHELL LAKE, WI 54871  
 715-468-4659





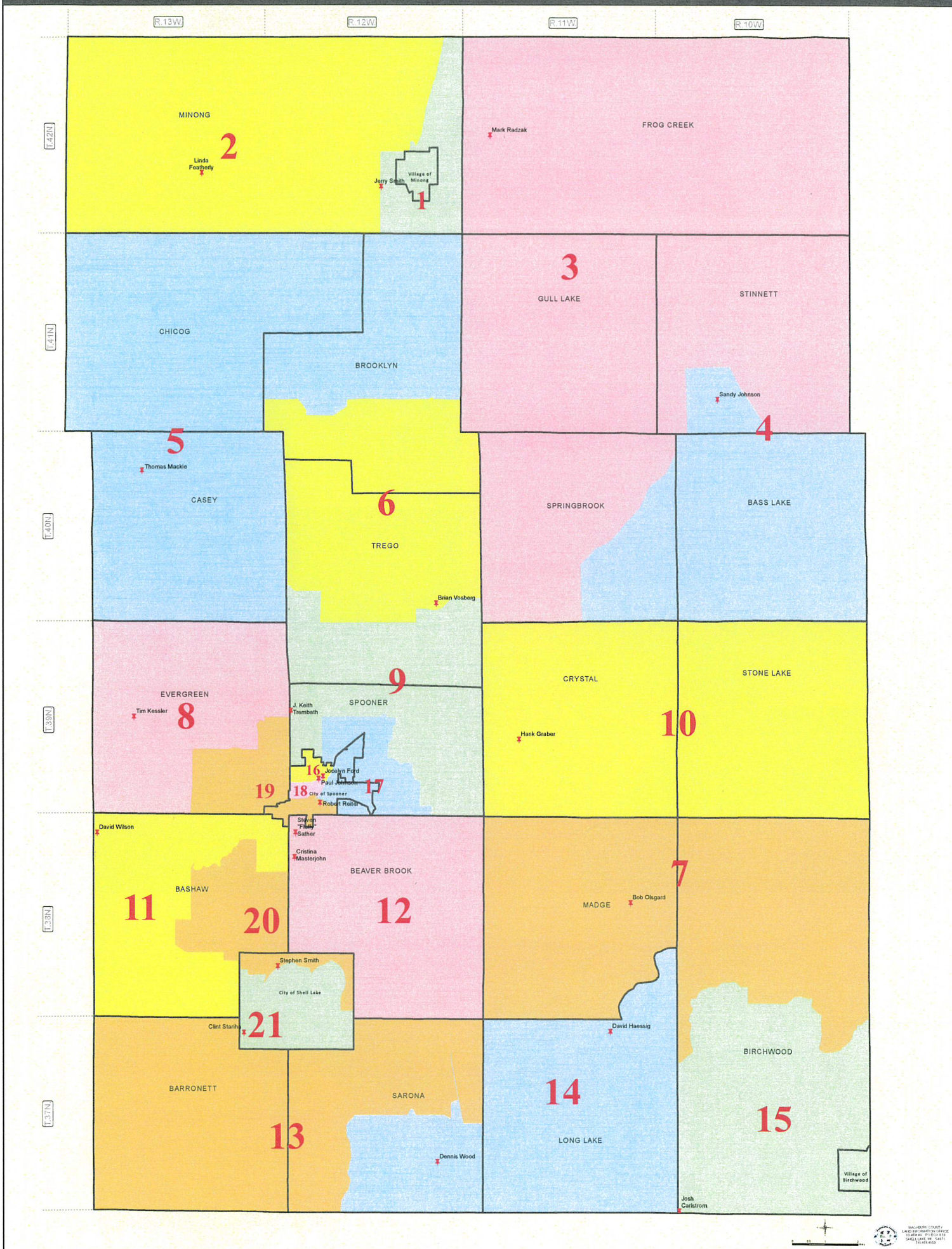


### Tentative Redistricting Plan Option 1

District	Population	Deviation	Deviation Prcnt	Is Contiguous	Compactness	Population18	White	Black	Hispanic	Asian	American Indian	Pacific Islander Or Hawaiian	Other	Multi-Other	
1	758	-34	-4.29%	TRUE	0.45	605	674	7	22	15	25		0	15	0
2	774	-18	-2.27%	TRUE	0.66	705	717	0	13	4	12		1	26	1
3	829	37	4.67%	TRUE	0.49	708	764	3	12	3	40		0	6	1
4	773	-19	-2.40%	TRUE	0.66	627	681	5	8	3	53		0	21	2
5	822	30	3.79%	TRUE	0.51	756	767	6	11	6	19		1	11	1
6	797	5	0.63%	TRUE	0.65	683	746	2	10	4	22		0	12	1
7	795	3	0.38%	TRUE	0.7	656	752	2	8	5	19		0	8	1
8	789	-3	-0.38%	TRUE	0.63	607	745	0	3	0	29		0	11	1
9	775	-17	-2.15%	TRUE	0.36	618	725	5	12	6	19		0	7	1
10	771	-21	-2.65%	TRUE	0.41	678	723	4	11	12	14		0	4	3
11	829	37	4.67%	TRUE	0.34	647	799	2	10	1	4		0	10	3
12	795	3	0.38%	TRUE	0.66	616	735	0	20	5	21		4	10	0
13	755	-37	-4.67%	TRUE	0.56	567	718	2	12	1	15		0	6	1
14	753	-39	-4.92%	TRUE	0.39	650	704	1	10	2	29		0	4	3
15	768	-24	-3.03%	TRUE	0.61	633	721	3	14	1	26		0	2	1
16	831	39	4.92%	TRUE	0.36	639	760	2	17	4	25		2	19	2
17	770	-22	-2.78%	TRUE	0.46	576	690	5	27	6	30		0	9	3
18	826	34	4.29%	TRUE	0.55	664	740	8	24	8	41		0	5	0
19	792	0	0.00%	TRUE	0.33	660	729	4	17	4	15		0	20	3
20	831	39	4.92%	TRUE	0.26	682	752	7	15	2	34		0	18	3
21	790	-2	-0.25%	TRUE	0.59	635	706	0	23	6	27		1	25	2



EXISTING SUPERVISORS TENTATIVE PLAN OPTION 2





## Tentative Redistricting Plan Option 2

District	Population	Deviation	Deviation Prcnt	Is Contiguous	Compactness	Population18	White	Black	Hispanic	Asian	American Indian	Pacific Islander Or Hawaiian	Other	Multi-Other	
1	758	-34	-4.29%	TRUE	0.45	605	674	7	22	15	25		0	15	0
2	774	-18	-2.27%	TRUE	0.66	705	717	0	13	4	12		1	26	1
3	782	-10	-1.26%	TRUE	0.56	658	719	4	14	5	36		0	3	1
4	820	28	3.54%	TRUE	0.63	677	726	4	6	1	57		0	24	2
5	822	30	3.79%	TRUE	0.51	756	767	6	11	6	19		1	11	1
6	797	5	0.63%	TRUE	0.65	683	746	2	10	4	22		0	12	1
7	795	3	0.38%	TRUE	0.7	656	752	2	8	5	19		0	8	1
8	789	-3	-0.38%	TRUE	0.63	607	745	0	3	0	29		0	11	1
9	775	-17	-2.15%	TRUE	0.36	618	725	5	12	6	19		0	7	1
10	771	-21	-2.65%	TRUE	0.41	678	723	4	11	12	14		0	4	3
11	829	37	4.67%	TRUE	0.34	647	799	2	10	1	4		0	10	3
12	795	3	0.38%	TRUE	0.66	616	735	0	20	5	21		4	10	0
13	754	-38	-4.80%	TRUE	0.39	573	716	0	12	1	17		0	7	1
14	754	-38	-4.80%	TRUE	0.38	644	706	3	10	2	27		0	3	3
15	768	-24	-3.03%	TRUE	0.61	633	721	3	14	1	26		0	2	1
16	831	39	4.92%	TRUE	0.36	639	760	2	17	4	25		2	19	2
17	770	-22	-2.78%	TRUE	0.46	576	690	5	27	6	30		0	9	3
18	826	34	4.29%	TRUE	0.55	664	740	8	24	8	41		0	5	0
19	792	0	0.00%	TRUE	0.33	660	729	4	17	4	15		0	20	3
20	831	39	4.92%	TRUE	0.26	682	752	7	15	2	34		0	18	3
21	790	-2	-0.25%	TRUE	0.59	635	706	0	23	6	27		1	25	2



## 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 August 24, 2021.

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

**Minong Township: ML HOLST**, Amery WI. PROPERTY: Tax ID#21072, 40 acres, NE NE, Section 09-42-13, Town of Minong, to rezone approximately 40 acre from Forestry to Residential Agricultural to be able to make 5 acre parcels.

The Zoning Committee recommends APPROVAL of the request to rezone 40 acre of Forestry to Residential Agricultural.

**Spooner Township: Kimberlea Hogle**, Webster WI. PROPERTY: Tax ID#23918, 13.33 acres, PT GOV LOT 3 SW OF TN RD, Section 27-39-12, Town of Spooner, to rezone approximately 13.33 acre from Agricultural to Residential Agricultural to be able to make a 5 acre parcel and 8.33 acre parcel.

The Zoning Committee recommends APPROVAL of the request to rezone 13.33 acre of Agricultural to Residential Agricultural.

Interested persons were given the opportunity to be heard.

---

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions082421

**AMENDATORY ORDINANCE**

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

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

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

**Minong Township: Keys Rothe Living Trust**, Madison WI. PROPERTY: Tax ID#19443, 29.17 acres, PT GOV LOTS 3 & 4, Section 08-42-12, Town of Minong, to rezone approximately 29.17 acre from Residential Recreation 2 to Residential Recreation 1, to be able to subdivide and make consistent with RR1 zoning district.

**Spooner Township: Kimberlea Hogle**, Webster WI. PROPERTY: Tax ID#23918, 13.33 acres, PT GOV LOT 3 SW OF TN RD, Section 27-39-12, Town of Spooner, to rezone approximately 13.33 acre from Agricultural to Residential Agricultural to be able to make a 5 acre parcel and 8.33 acre parcel.

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

Rezonepetitions082421



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

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK POLICY B.4 RE: POSITION JUSTIFICATION & HIRING PROCESS – Position Requisition Process**

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

**WHEREAS**, current policy indicates under #4 that “When reclassifying, or changing a position’s FTE, no action shall occur until the committee of jurisdiction and Personnel Committee have approved the request.”; and,

**WHEREAS**, as most reclassifications and position FTE changes also involve a fiscal impact, the language of the Position Requisition Process will change to include the requirement to present to Finance and County Board as indicated on the attached document.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors hereby approve the language change for the B.4 policy as reflected in the attached.

**FISCAL IMPACT: None**

Recommended for adoption on the 2<sup>nd</sup> Day of September, 2021 by the Personnel Committee and Approved by the Washburn County Board of Supervisors this 21<sup>st</sup> Day of September, 2021.

\_\_\_\_\_  
Dave Wilson, Chair

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

\_\_\_\_\_  
Mark Radzak, Member

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

\_\_\_\_\_  
Linda Featherly, Member

## B-4 SUBJECT: POSITION JUSTIFICATION & HIRING PROCESS

**PURPOSE:** To establish a policy and procedure for the justification of new positions, and the initial hiring process

### STATEMENT OF POLICY

The Personnel Office will administer and coordinate the position justification and hiring process for all position changes or vacancies. It will ensure a careful review of all personnel changes at the department level, fair and equal treatment of all requests at a county wide level, and compliance with contractual, legal, and equal opportunity requirements. All departments will adhere to the following procedures when announcing position vacancies.

### NEPOTISM

Hiring practices will not violate the county's policy on nepotism. For further information see the county's policy on NEPOTISM.

### POSITION REQUISITION PROCESS

1. The Personnel Office will be notified immediately of all potential personnel changes. Once notified, the Personnel Department will work with the Department head to complete a personnel requisition form. The HR Director will assist the Department Head in reviewing all options for eliminating, sharing, consolidating or reassigning job responsibilities as part of the review process.
  - a. The personnel requisition form must be completed for all positions. – Full-Time, Part-Time, Casual, and Temporary positions.
    - Recurring temporary positions that have been budgeted and approved, will not require the completion of additional personnel requisition forms. In subsequent year(s) after approval, it will only be necessary to review the need for the position with the HR Director.
  - b. Once complete, the personnel requisition will be forwarded to the appropriate committee(s) for approval.
2. If the personnel action creates a new position **for next year's budget**, the position must be approved by the following, prior to the close of the Finance Committee budget hearing.
  - a. Approval from the Committee of Jurisdiction
  - b. Approval from the Personnel Committee
  - c. Approval from the County Board by a 2/3 vote.

~~Other new positions can be requested as needed throughout the year, subject to the same process outlined above.~~
3. **If the personnel action creates a new position, reclassifies a position or changes a position's FTE for the current year, the position must be approved by County Board after approval by the Committee of Jurisdiction, Finance and Personnel.**
4. When filling budgeted vacant positions, for which there are no changes, recruitment can begin after notification to the Personnel Office and with pre-approval from the chair of the committee of jurisdiction. No other action shall occur until the committee of jurisdiction has approved the request.
- ~~4. When reclassifying, or changing a position's FTE, no action shall occur until the committee of jurisdiction and Personnel Committee have approved the request.~~
5. Due to budgetary constraints, the County Board may institute either a departmental or county-wide freeze on any personnel action to include approving new positions, reclassifications or position status.



6. Existing full-time and part-time positions and current authorized positions will be considered dropped if they are not funded and filled for twelve months. Such positions will need to be resubmitted and considered new positions.

## **RECRUITMENT**

1. The county may post the position both internally and externally.
2. If external advertisements are deemed appropriate, the ads for local newspapers, trade publications and professional journals will be developed and placed by the Personnel Office. If necessary, the affected department may be asked to assist the Personnel Office, in formulating the job announcement, ad, or in determining special application sources.
3. Applications shall be submitted to the Personnel Office using the County Employment Application. Resumes may be sent in addition to the County Employment Application. The application will be kept on file for at least twelve months and may be used to consider an applicant for all positions for which he or she might be qualified. Internal candidates interested in applying for another position may submit a new application or re-use their original application.
4. The Personnel Office, with the Department representative, will screen active application files for possible candidates. These candidates will be contacted to determine current interest in County employment prior to the closing date of the vacancy.
5. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position may be re-opened and re-advertised.
6. The Personnel Office will screen all applications received to determine qualification for the position vacancy. This will be done in consultation with the department head and/or committee chair. Applications of top candidates will be reviewed with the affected department head, and a list of interview candidates developed.
7. Applicants may be disqualified for consideration for employment when any of the following facts exist:
  - a. They do not possess the qualifications for the job
  - b. They have demonstrated an unsatisfactory employment record as evidenced by information contained on the application form or by the result of a reference check.
  - c. They have made false statements of any material facts or practiced deception in their application.
  - d. They are physically, mentally or otherwise unable to perform the essential elements of the position with reasonable accommodations as required by state or federal disability.
8. If the initial first candidate is chosen in an interview process begins work and then resigns within a short period of time, the Department head will have the option to re-interview the second candidate from the same initial interview process, without another personnel requisition and without another full recruitment, and hire if that second candidate is selected and still otherwise qualified.
9. The Highway Department may create a Hiring Pool to retain qualified candidates for the Equipment

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

**A RESOLUTION AMENDING THE WASHBURN COUNTY CODE OF ORDINANCES,  
CHAPTER 42, SECTION 42-4 – SHERIFF’S FEE SCHEDULE**

**WHEREAS**, a recent review of the Sheriff’s fee schedule has indicated a need for an update to fees assessed; and,

**WHEREAS**, the fees identified are

- 1) Electronic Monitoring, which will change from \$20.00 per day (including tax) to \$25.00 per day (including tax); and,
- 2) Monitor Transfer, which will change from \$379.00 one time to \$400.00 one time; and,

**WHEREAS**, the Law Enforcement Committee approved the change to the Sheriff’s Fee Schedule.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Code of Ordinances, Chapter 42 Section 42-4, Sheriff’s Fee Schedule, be updated to reflect the approved fees; and,

**BE IT FURTHER RESOLVED**, that the Washburn County Board of Supervisors approves of this change to the county code.

**FISCAL IMPACT: Revenue Increase TBD based on number of potential cases**

Recommended for adoption by the Washburn County Law Enforcement/Emergency Management Committee on the 9<sup>th</sup> day of September, 2021 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of September, 2021.

\_\_\_\_\_  
Jocelyn Ford, Chair

\_\_\_\_\_  
Sandy Johnson, Vice Chair

\_\_\_\_\_  
Dennis Wood

\_\_\_\_\_  
Cristina Masterjohn

\_\_\_\_\_  
Josh Carlstrom



Sec. 42-4. - Sheriff's fee schedule.

- (a) *Short name.* This section may be called the "Sheriff's Fee Schedule."
- (b) *Purpose.* The purpose of this section is to authorize the law enforcement committee to establish a fee schedule for fees collected by the Washburn County Sheriff's Office and to collect said fees.
- (c) *Discretion authorized.* The sheriff or his designee shall choose, for each prisoner, whether to seek reimbursement under this section as provided in Wis. Stats. § 302.372(2)(d).
- (d) *Fees assessed.* Fees as established by the committee shall be, after exercise of discretion as authorized, collected by the sheriff who will deposit the collected funds in the county treasury.

(e) *Fee schedule.*

Inmate Service	Fee Assessed	Authority
Huber	\$20.00 per day (includes tax)	Wis. Stats. § 303.08
Huber transfer	\$75.00 one time	Wis. Stats. § 303.08
Daily fee	\$25.00 first day, \$5.00 per day after	Wis. Stats. § 303.372
Electronic monitoring	<del>\$20.00</del> per day (includes tax) \$ 25.00	Wis. Stats. § 302.425
Electronic monitoring (set up fee)	\$25.00 one time	Wis. Stats. § 302.425
Monitor transfer	<del>\$379.00</del> one time \$ 400.00	Wis. Stats. § 302.425

Sheriff Service	Fee Assessed	Authority
Civil Process	\$75.00 each service (includes mileage) \$75.00 for inability (no mileage charge)	Wis. Stats. § 814.70

Foreclosure sales	\$150.00 \$75.00 for posting, \$75.00 for sale	Wis. Stats. § 814.705(2)
Insurance requests	\$5.00 each	Wis. Stats. § 19.35
DVDs/CDs	\$10.00 each	Actual cost
Photos	\$0.50 each	
Miscellaneous reports	\$5.00 each	Wis. Stats. § 19.35
Special events	Actual expenses	
False alarms	On the second false alarm in a 12-month period \$50.00, then fee doubles for each subsequent alarm	Washburn County Code of Ordinances <u>Chapter 18</u> , Article II
Warrant(s)	\$50.00	Wis. Stats. § 814.70

(f) *Sheriff's impound and storage fees.* The Washburn County Sheriff shall charge the following fees for impoundment and storage:

- (1) Ten dollars per day per locked outside storage area, including vehicles.
- (2) Twenty-five dollars per day per locked inside storage area.

Fees are to be assessed from the date any item is in storage through the day removed. Such fees also include towing fees fronted by the sheriff's department. This subsection does not apply to items maintained as evidence in active criminal investigations.

- (3) Failure to claim items held in impound or storage within 30 days of the mailing of a written request for removal will result in the disposal or sale of such property stored. Such disposal does not preclude the sheriff's remedy for a civil lawsuit to collect storage and towing fees.

(Ord. No. 3-01, §§ I—IV, V(3), eff. 1-1-2002; Res. No. 02-04, 4-20-2004; Res. No. 2007-142, 6-18-2007; Res. No. 76-09, 10-20-2009; Am. eff. 1-1-2012)



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

**RESOLUTION APPROVING THE NEW FT POSITION OF LAND USE SPECIALIST**

**WHEREAS**, the Zoning Department has determined the need to create an additional position of a FT Land Use Specialist due to increasing demand for departmental services; and,

**WHEREAS**, by having the additional position, it will ease the workload of the department and also allow the Zoning Administrator to allocate the time needed to accomplish the goals as prescribed by the Zoning Ordinance, especially in the areas of violations and mitigation; and,

**WHEREAS**, this is a position request for the 2022 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review, and

**WHEREAS**, the Zoning, Finance and Personnel Committees of Washburn County have recommended the approval of this position.

**THEREFORE, BE IT RESOLVED**; that the new FT position of Land Use Specialist for Zoning be approved for inclusion in the 2022 budget according to policy by the Washburn County Board of Supervisors.

**FISCAL IMPACT: \$77,412.16**

Recommended for adoption by the Washburn County Personnel Committee this 2<sup>nd</sup> day of September, 2021 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of September, 2021.

\_\_\_\_\_  
Dave Wilson, Chair

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

\_\_\_\_\_  
Linda Featherly, Member

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

\_\_\_\_\_  
Mark Radzak, Member

## Washburn County Personnel Requisition Form

Date:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
-------	--	---	--

**POSITION INFORMATION:**

Position Title: Land Use Specialist	Department: Zoning
Effective Date: 1/1/2022	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request:	
Why is position required or why can't present employees complete the work or why can't position be contracted?	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
23.38	1950	45,591.00	3077.39	3487.71	1764.37	23,491.68	77,412.16

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	
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
<b>TOTAL:</b>	



## 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 style="text-align: center;">Position description attached</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>The Land Use Specialist performs professional work reviewing, interpreting and enforcing zoning applications and codes, provides technical information to the public on zoning and land use matters, and performs other duties as required.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>High School Graduate or equivalent; Graduation from a recognized college or university with a bachelor's degree in planning, architecture, engineering, landscape architecture, geography, or closely related field is required; Zoning Enforcement experience desirable; Specific experiences in this field may be substituted for the degree requirement.</p>
<p>Knowledge Skills and Abilities?</p>	<p>knowledge of applicable laws, codes, and ordinances governing land use planning and zoning; Working knowledge of modern principles and practices of land use planning, zoning, and other related land use issues; Working knowledge of zoning and planning research and investigative techniques; Working knowledge of the principles and practices of cartographic drafting; Working knowledge of the use and application of GIS technology in land use planning; Working knowledge of the principles and practices of cartographic drafting; Ability to analyze and interpret construction plans, maps, and zoning laws, ordinances, and regulations; Ability to secure facts through investigations and inspections and to effectively analyze and interpret them; Ability to maintain accurate and complete records and to prepare clear and detailed oral and written reports; Ability to establish and maintain effective working relationships with state and local agencies and officials, and the public; Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles; Ability to communicate effectively, both verbally and in writing.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p style="text-align: center;"><i>Workload</i></p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p style="text-align: center;"><i>Department it self. Generated By The Public</i></p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p style="text-align: center;"><i>All Staff when Time Permits.</i></p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p style="text-align: center;"><i>Land Use + Zoning.</i></p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p style="text-align: center;"><i>Ease Work Loads.</i></p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p style="text-align: center;"><i>Other Staff + Z.A.</i></p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p style="text-align: center;"><i>Probably Not.</i></p>

What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	<i>Loss of Service To The Public, Violations + Mitigations.</i>
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	<i>No.</i>
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	<i>Yes.</i>
How does this position fit into the long-range and strategic plans of the Department and/or County?	<i>Unknown.</i>

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

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct. <i>[Signature]</i>	DATE:	<i>7-27-2021</i>
------------------	---	-------	------------------

Committee of Jurisdiction:

COMMITTEE:	Approved	Denied	DATE:	
	Comments			

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved  Not Approved

Comments:

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

COMMITTEE APPROVALS:

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



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

**RESOLUTION APPROVING A NEW POSITION OF JAIL NURSE  
(Change from PT Contract to FT)**

**WHEREAS**, there has been a Memorandum of Understanding (MOU) between Health & Human Services (HHS) and the Sheriff for the provision of Jail Nurse services; and,

**WHEREAS**, the MOU describes the provision of 20 hours of jail nurse services per week, which are billed to the Jail by HHS; and,

**WHEREAS**, due to continued COVID issues, the hours provided to the Jail by HHS had been decreased; and

**WHEREAS**, as the MOU had been determined to be non-workable, a 60 day notice had been submitted by HHS to the Sheriff indicating that the MOU would no longer be in effect after November 8, 2021; and,

**WHEREAS**, in order to address the statutory needs for nursing services to be provided to the Jail as indicated through Wisconsin Legislature, Chapter DOC 350, Jail, Correctional Health, options were reviewed and resulted in a recommendation by the Law Enforcement Committee to pursue a FT Jail Nurse; and,

**WHEREAS**, the costs for changing from a contracted PT position to a FT staff position would be offset by 2021 current and anticipated staffing changes.

**THEREFORE BE IT RESOLVED**; that the new FT position of Jail Nurse be approved for inclusion in the 2021 budget and beyond by the Washburn County Board of Supervisors.

**FISCAL IMPACT: \$105,877.62**

Recommended for adoption by the Washburn County Personnel Committee this 20th day of September, 2021 and approved by the Washburn County Board of Supervisors this 21<sup>st</sup> day of September, 2021.

\_\_\_\_\_  
Dave Wilson, Chair

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

\_\_\_\_\_  
Linda Featherly, Member

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

\_\_\_\_\_  
Mark Radzak, Member

# Washburn County Personnel Requisition Form

Date: 09/20/2021	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input checked="" type="checkbox"/> Position Change – 20/hrs per week to FT
------------------	---------------------------------------	---	---

**POSITION INFORMATION:**

Position Title: Jail Nurse	Department: Law Enforcement
Effective Date: TBD/November 2021	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: Current Jail Nurse MOU will expire 11/08/21	
Why is position required or why can't present employees complete the work or why can't position be contracted? See attached justification	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
33.49	2080	69,659.20	4,702.00	5,328.93	2,695.81	23,491.68	105,877.62

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)	DQA
Wages and Benefits	105,877.62
Personal Equipment (e.g. tools, uniforms, safety equipment)	N/A
Mileage & Meals	N/A
Training Expenses (Including memberships)	DQA
Computer Equipment (e.g. hardware, software, wiring, etc.)	N/A
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
<i>Revenues (Use Negative #)</i>	0
<b>TOTAL:</b>	105,877.62



## 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>This position is currently a part time status of 20 hours a week</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>A Jail Nurse is responsible for following WI Legislature; Chapter DOC 350: Jail, Correctional Health. Included in DOC 350 is the provision for an assessment to be completed within (14) days after an individual is incarcerated. The nursing process includes the assessment of the problem, plan the response, implement the plan and evaluate the response of the nursing process. The nurse needs to have a good working relationship with the volunteer Jail Medical Advisor. The nurse reviews all medical intakes from bookings, manages and maintains all inmate medical records, makes medical and dental appointments for inmates, maintains medication logs, reviews all pending medical requests from inmates, completes medical histories/medical records for transports to other facilities, assesses vitals on inmates that are in lock down or on suicide watch. Maintains medical supplies. The nurse provides case management with the inmate's primary medical provider and their pharmacy to continue the current plan of care for the inmate's medical needs and medication regiment. And maintains the jails medical policies and procedures per the directions of the WI Legislature; Chapter DOC 350: Jal Correctional Health.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Wisconsin Licensed Registered Nurse from an accredited school of nursing.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Besides nursing skills a jail nurse has to be organized, able to communicate with inmates and jail staff and be CCHP-RN Certified – this specialty certification for Registered Nurses recognizes CCHP's who have demonstrated the knowledge necessary to deliver specialized nursing care in corrections.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>HHS reducing hours for the jail nurse from (20) hours a week to (6) hours a week and the dissolving of the MOU from HHS in which we will not have a jail nurse after November 8, 2021.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>Inmates medical needs generate the work that is to be done.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>Currently the work is being performed by RN Nickell who falls under Public Health in which the current MOU is going to be dissolved November 8, 2021.</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>Position would fall under the supervision of the Jail Capt. and Jail Lt. in the jail division and is overseen by the Jail Medical Advisor, Dr. Jeffrey Dunham.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>It would be a great resource to the jail staff to have a full time jail nurse to be able to ask questions when they come up. It will also reduce liability on the jail and Sheriff's Office.</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>Historically, the current Jail Nurse does not take much extended time off. During the time that he has, he has always been able to be contacted to give advice and guidance to jail staff. Inmates are transported to the proper</p>

	medical facility for treatment. When on vacation for a long period of time the jail staff is educated on the proper procedure to seek medical care or dental care from the providers in the community.
Are there alternatives to the services that this individual would provide? If yes, explain.	There are counties that contract with medical providers. This has been researched and the services come at a higher cost to the county.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The impact if this position is not approved would be that after November 8, 2021 we would not have a licensed RN in the jail. This would force the county to contract with a medical provider at a higher cost, or transport all inmates to a medical facility which is going to increase medical expenses to the county, and will also decrease services, as a deputy or jail staff would be pulled away from their duties to transport and keep the inmate in custody, which also adds a security risk for escape or items being admitted into the jail.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	An administrative jail staff deputy plans on retiring by the end of the year. This position would be filled internally, and the position cost that is vacated would be transferred to support the Jail Nurse position.
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes, there is currently a secure office for the Jail Nurse within the jail.
How does this position fit into the long-range and strategic plans of the Department and/or County?	This position would dedicate a medical professional to the jail for care of the inmates, reduce liability to the county, and avoid entering into MOU's and contracting employees at a higher cost.

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

See Job Description
---------------------

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 Resources Director: _____ 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>	



<b>POSITION DESCRIPTION</b>		Position #: NEW POSITION	
Position Title: Registered Nurse – County Jail		FLSA Status: non-exempt	Pay Range: 14-2080
Department: Sheriff's Office	Location: LEC	FTE: 1	Date: 9.15.2021

STATEMENT OF DUTIES: Under the general supervision of the department director, the County Jail nurse Performs a variety of professional nursing services for inmates within the County Jail facility related to planning, organizing, monitoring and implementing nursing and medical care services.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Provide inmate health care based on needs assessment and nursing care plan pertaining to mental health status and physical status; may diagnose initial medical complaints.
- Following health assessment, assist in assigning inmates to appropriate housing unit, check inmates on a daily basis or as needed, and continually coordinate inmates' medical information to all others as appropriate.
- Identify treatment(s) for inmate medical needs and perform treatment(s) as deemed necessary.
- When medical needs dictate, determine need for physician or other medical treatment(s), i.e. hospitalization.
- May develop, coordinate, and conduct specialized health care clinics and provide guidance and teaching directed at disease prevention;
- As assigned, may oversee health care duties of LPN, CNA, EMT, or other associated health care workers.
- Perform physical exams to check for special health problems.
- Responsible for the medication and inmate medical records, to include:
  - Proper implementation of physician's orders or prescriptions.
  - Assist in maintaining both an accurate inventory of medication(s) to ensure ample quantities for inmates, and a control process in order to purchase additional medical supplies and prescriptions in a timely manner.
  - Order required medications, and perform the dispensing of medications to inmates.
- In the jail computer database, record and maintain new and revised medications, and record clear, concise, and accurate information pertaining to all treatments performed.
- Responsible for both inmate and jail security and perform other tasks as assigned by supervision, to include but not limited to:
  - Secure all areas when entering and leaving.
  - Provided weekly activity reports on nursing duties related to planning,
  - Organizing, directing, monitoring, and/or implementing nursing and medical care services for the county jail.
- Perform other duties as assigned or required.

EXPERIENCE AND TRAINING REQUIRED: Ability to communicate orally, in writing, and have basic computer skills. Knowledge of Microsoft Word, Excel, medical software packages, and Internet access ability is desirable. Ability to work together with administration, peers, and inmates. Ability to improvise and act independently under sometimes adverse clinical conditions. Ability to remain calm, think clearly and act rapidly in an emergency situation; Ability

to follow precise oral and written medical instructions. Must be willing to maintain a flexible schedule to accommodate additional work time as necessary.

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.

Work is performed in the County Jail. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment such as photocopiers, multi-line telephones, calculator, FAX machine, and printer. Nursing equipment used includes sphygmomanometer, stethoscope, glucometer, syringes, thermometer, and personal protective devices.

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

The employee must occasionally lift and/or move up to 50 pounds or more. The employee must occasionally lift and/or move clients in home settings.

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

Hearing must be acute enough to obtain accurate blood pressure readings.

SPECIAL REQUIREMENTS: Must maintain current CPR training. Recommend professional development through training, seminars, reading and continuing education. Must possess a valid Wisconsin driver's license.

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.

Occasionally this position requires travel to other offices in the county or overnight stays to attend training sessions for public health education or programs.

The employee may come in contact with blood or body fluids which may contain pathogens.

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

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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



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

Revision History: 6/18/04  
7/2009

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

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

2021

THIS IS A RESOLUTION TO AMEND THE SURFACE WATER BUDGET

**WHEREAS**, the Wisconsin Departments of Natural Resources has accepted an amendment request and has awarded \$5,998.50 additional funding to the current 2021 Surface Water Grant; and,

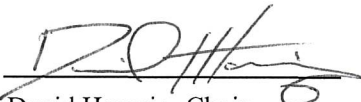
**WHEREAS**, this amendment includes six more landowners to install Healthy Lakes practices on their lakeshore property, and,

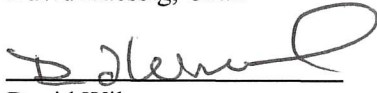
**WHEREAS**, this addition should be reflected in the approved Surface Water Grant Budget by increasing grant revenue account 100.56973.43585 and expense account 100.56973-50290, by \$5998.50;

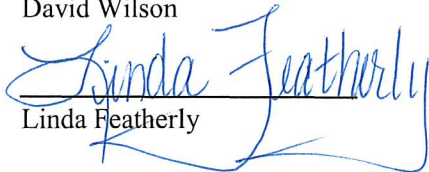
**THEREFORE IT BE FURTHER RESOLVED** the 2021 Surface Water Budget be amended to reflect the \$5998.50 increase in the grant revenue and expenses.

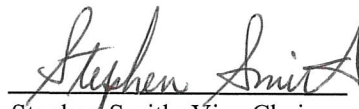
**Fiscal Impact: \$5998.50**

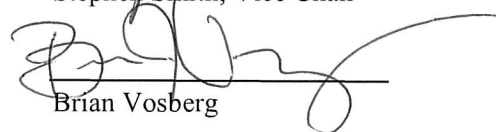
Recommended for adoption by the Washburn County Finance Committee the 2nd day of September 2021.

  
\_\_\_\_\_  
David Haessig, Chair

  
\_\_\_\_\_  
David Wilson

  
\_\_\_\_\_  
Linda Featherly

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

  
\_\_\_\_\_  
Brian Vosberg