

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

November 10, 2020

9:15 a.m.

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

PLEASE NOTE THAT THIS IS A DAYTIME MEETING

Federal and State Guidelines will be followed for Social Distancing and Number of Attendees

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 October 20, 2020 County Board Proceedings
6. Concerned Citizens
7. Resolution for 2020 Tax Levy and 2021 Budget – Supv. Haessig
8. CVSO Annual Report – Lisa Powers, Veterans Service Officer
9. Economic Development Committee Report – Joel Zimmerman, Executive Director
10. Tourism Annual Report – Michelle Martin, Executive Director

11. Consent Agenda

- A. Rezone Petitions and Amendatory Ordinance
- B. Resolution Amending Chapter 70 of the Washburn County Code of Ordinances re: ATV/UTV Use
- C. Resolution to Grant Waiver of Policy Requirement re: Vacation Carryover Limitation
- D. Resolution Approving the 2021-2022 WPPA Local 225 Deputies Labor Agreement
- E. Resolution to Approve Annual Update to Employee Handbook
- F. Resolution Designating Public Depository and Authorizing Withdrawal of County Moneys – New Banking Contract
- G. Resolution to Ratify UW-Extension Agreement
- H. Resolution to Declare the Annex and Public Health Buildings as “Surplus Property”

12. Other Resolutions and Ordinances

- A. Resolution to Approve Adding Another Equipment Operator Position for Highway due to Elimination of the Field Supervisor Position – Supv. Wilson
- B. Resolution Authorizing the Creation of a New Position of Youth Justice Diversion Prevention Specialist – Supv. Wilson
- C. Resolution to Increase Several 2020 Budgets re: Routes to Recovery Grant Funding for COVID-19 – Supv. Haessig
- D. Resolution to Increase the 2020 ADRC Budget – EBS Business Donation – Supv. Haessig
- E. Resolution for the Unit on Aging to Accept the In-Kind Food Box Donation from Farmers to Families – Supv. Haessig
- F. Resolution to Approve the 2021 County Forest Work Plan – Supv. S. Johnson
- G. Resolution re: 2021 County Forest Variable Share Payments – Supv. S. Johnson
- H. Resolution to Approve the Telecommuter Forward Resolution – Supv. Olsgard
- I. Resolution to Approve the Mosaic Technologies – EDA Grant Resolution – Supv. Olsgard

13. Committee Reports

14. Chair Appointments – Ellory Medor to the Veteran’s Service Commission for a 3 year appointment
15. Citizen Comments
16. Chair Comments
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.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

RESOLUTION #

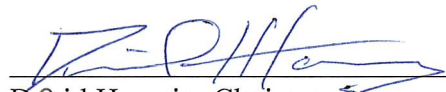
Resolution for 2020 Tax Levy & 2021 Budget

BE IT RESOLVED, by the Washburn County Board of Supervisors, in regular annual session assembled, that there be and hereby is levied against all taxable property of the County of Washburn the sum of \$10,978,177 for County purposes as specifically enumerated in the 2020 Budget.

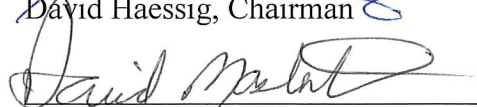
COUNTY FISCAL IMPACT: \$10,978,177

County mill rate: 4.106 per \$1,000.00 of equalized valuation; Equalized Value of \$2,673,627,500.

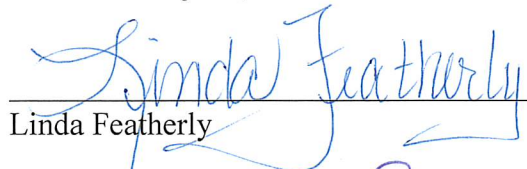
Recommended for adoption by the Washburn County Finance Committee this 8th day of October, 2020.



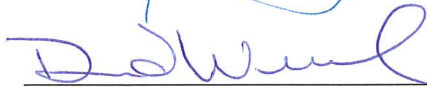
David Haessig, Chairman



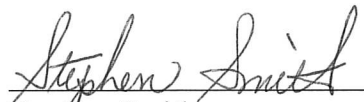
David Masterjohn, Vice-Chair



Linda Featherly



David Wilson



Stephen Smith

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 October 27, 2020.

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

Frog Creek Township: Larry Radzak, Minong WI. PROPERTY: Tax ID#15149- 39.94 acres, PT SW SW, Section 11-42-11, Town of Frog Creek, to rezone approximately 10 acres from Agricultural to Residential Agricultural, to be able to build a dwelling & garage.

The Zoning Committee recommends APPROVAL of the request to rezone 10 acres of Agricultural to Residential Agricultural.

Interested persons were given the opportunity to be heard.

Dated

Rezonepetitions10272020

Jocelyn Ford, Chairman
Washburn County Zoning Committee

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;

Frog Creek Township: Larry Radzak, Minong WI. PROPERTY: Tax ID#15149- 39.94 acres, PT SW SW, Section 11-42-11, Town of Frog Creek, to rezone approximately 10 acres from Agricultural to Residential Agricultural, to be able to build a dwelling & garage.

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

Rezonepetitions10272020

RESOLUTION # _____

**A Resolution amending the Washburn County Code of Ordinances, Chapter 70 –
TRAFFIC AND VEHICLES re: ATV/UTV Use**

WHEREAS, the Washburn County Highway Commissioner addressed the need for a county-wide ATV policy in regard to who is allowed to operate on the open sections of roadway, what requirements shall be placed on operators/machines and what criteria should be used for accepting routes; and

WHEREAS, Chapter 70 currently addresses statutes, traffic devices and business signs on county trunk highway right of way which will be indicated as Article I; and,

WHEREAS, additional language will be added as “Article II – All-Terrain Vehicle and Utility Terrain Vehicle Routes and Operation on County Highways”; and,

WHEREAS, the proposed language was reviewed in consultation with the County Recreation Officer, Corporate Counsel and Administrative Coordinator; and

WHEREAS, the final draft, as attached in its entirety, has been reviewed and approved by the Washburn County Highway and Dam Committee.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors amend Chapter 70 of the Washburn County Code of Ordinances as per the attached language; and,

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

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Highway and Dam Committee this 19th day of October, 2020 and approved by the Washburn County Board of Supervisors this 10th day of November, 2020.

Tim Kessler, Committee Chair

Hank Graber, Vice Chair

Sandy Johnson, Member

Clint Stariha, Member

Mark Radzak, Member

ARTICLE I. ADDRESSING STATUTES, TRAFFIC DEVICES, AND BUSINESS SIGNS ON COUNTY TRUNK HIGHWAY RIGHT OF WAY.

Sec 70-1. – Statutes adopted.

The applicable provisions of Wis. Stats. chs. 340—348, inclusive, are adopted by reference in this section as if fully set forth; and a violation of any such provisions shall constitute a violation of this section; and the penalty shall consist of a forfeiture only.

Sec 70-2. - Traffic devices ratified.

All traffic control signs, signals, devices and markings in place on the date of adoption of this Code are expressly ratified and confirmed.

Sec 70-3. - Business signs on county trunk highway rights-of-way prohibited.

- (1) In this section, "business entity" has the meaning given in Wis. Stats. § 13.62(5), but does not include any real estate broker or salesperson licensed under Wis. Stats. ch. 452 or any other individual selling real estate or personal property owned by the individual.
- (2) Subject to Wis. Stats. §§ 86.191(1) and (4) and 86.19, and except as provided in subsection (4), no business entity may place, or cause to be placed, within a county trunk highway right-of-way any sign that advertises or promotes a business identified on the sign or a business whose telephone number or Internet web site address appears on the sign.
- (3) If a sign described in subsection (2) has been placed within a highway right-of-way and the business identified on the sign or whose telephone number or Internet web site address appears on the sign had the sign made, there is a rebuttable presumption that this business caused the sign to be placed in violation of subsection (2).
- (4) This subsection does not apply to any of the following:
 - (a) Any sign placed with the permission of an official charged with the maintenance of the highway and reviewed by the highway committee.
 - (b) Any sign authorized under Wis. Stats. § 60.23(17m), 66.0429, 84.01(30)(g), 84.30, 86.195, or 86.196.
 - (c) The name of a newspaper on a newspaper tube or receptacle.
 - (d) Any sign advertising a yard sale, garage sale, rummage sale, or similar event.
 - (e) Any sign advertising an event associated with a church or school.

(5) Any business entity violating this subsection is subject to a forfeiture of not more than \$50.00 for each offense. Each sign placed in violation of subsection (2) constitutes a separate offense.

(Res. No. 73-10, 8-23-2010)

Secs. 70-4 – 70-9. – Reserved

ARTICLE II. - ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE ROUTES AND OPERATION ON COUNTY HIGHWAYS

Sec. 70-10. - Intent

Following due consideration of the recreational and economic value to access businesses and residences and to make trail connections and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, this ordinance has been created pursuant to County Board authority under Wis. Statutes 59.02, 23.33(11)(am) and 23.33(8)(b) as amended.

Sec. 70-11. - Definitions

The following words, terms and phrases, when used in this article, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) *All-Terrain Vehicle (ATV)* – A commercially designed and manufactured motor-driven device that has a weight, without fluids, of 900 pounds or less, and has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator and on 3 or more low-pressure or non-pneumatic tires.

(b) *Utility-Terrain Vehicle (UTV)* – Means any of the following:

1. A commercially designed and manufactured motor driven device that does not meet federal motor vehicle safety standards in effect on July 1, 2012, that is not a golf cart, low speed vehicle, dune buggy, mini-truck, or tracked vehicle, that is designed to be used primarily off of a highway, and that has, and was originally manufactured with all of the following: A net weight, without fluids, of 2,000 pounds or less. Four or more low pressure or non-pneumatic tires. A steering wheel.

Sec. 70-12. -. ATV/UTV route designation

County Trunk Highways designated as ATV/UTV routes shall be established and approved by the Highway and Dam Committee and Washburn County Board of Supervisors. The Highway and Dam Committee shall develop policies and procedures for designation of ATV/UTV routes. Any modification to a designated ATV/UTV route shall be approved by the Highway and Dam Committee.

(a) All requests for new or revised ATV/UTV route designations shall first be submitted to the Washburn County Highway Department for review prior to the last Thursday in January for any request to be considered for the calendar year. All requests must be submitted by the local jurisdiction (City/Village/Town) to be considered. A copy of approved local jurisdiction minutes must accompany the request. The Highway Department shall review such requests for County Trunk Highway route designations and make a recommendation to the Washburn County Highway and Dam Committee. The Highway and Dam Committee shall review the ATV/UTV route request, including appropriate criteria for making a designation and make a recommendation to the

Washburn County Board of Supervisors.

(b) Safety of the travelling public is of great concern for Washburn County. Below is a list of factors that shall be considered by the County in determining if a section of County Trunk Highway should be designated as an ATV/UTV route. This list is not exhaustive, and as every county highway has unique features additional factors may be considered:

1. ADT (Average Daily Traffic)
2. Washburn County Sheriff Department Concerns
3. Accident History within proposed route.
4. Verification that all other route options have been considered.
5. Presence of school zones or other special consideration areas.
6. Will the requested route connect segments of other ATV/UTV trail network?
7. Vertical/Horizontal highway alignment issues.
8. Sight distance issues at the posted highway speed.
9. Pavement Width.
10. Commercial heavy truck volumes.
11. Environmental hazards.

(c) After the enactment of this ordinance, the Highway and Dam Committee may by resolution close or restrict any specific county highway or segment of county highway to ATV/UTV use. Closed or restricted highways or segments of highway will be signed in accordance with Section VI(A) of this ordinance and a copy of closed or restricted ATV/UTV routes, along with a map showing their location, shall be kept on file at the Highway Department.

(d) The Washburn County Highway Department has the authority to close or restrict ATV/UTV use on any of the highways under its jurisdiction if damage to the highway results or where public safety is adversely affected as a result of ATV/UTV use. Actions under this section may be reviewed by the Highway and Dam Committee.

(e) The Highway and Dam Committee shall review this ordinance annually with the Highway Department giving a report on highway damage and the Sheriff's Department giving a report on ATV/UTV violations, crashes and safety concerns.

(f) The Washburn County Highway Commissioner shall have the authority to temporarily close or terminate any ATV/UTV route enacted under this Chapter for a period of up to ninety (90) days due to an emergency situation or condition. Closures for duration of greater than ninety (90) days shall be approved by the Washburn County Highway and Dam Committee.

Sec. 70-13. ATV/UTV routes only on roadway

All ATV's and UTV's shall operate only on the paved portion of the roadway. Operation on the gravel shoulders, grassy in-slope, ditches, or other highway right-of-way is prohibited and

illegal.

Sec. 70-14. - Operation of ATVS/UTVS on county highways

- (a) ATV/UTV operation shall be subject to all provisions of WI Stats. 23.33, which is adopted as part of this ordinance by reference.
- (b) No person may operate an ATV or UTV on county highways unless the owner or operator has in effect a liability insurance policy providing coverage consistent with the liability insurance required for automobile operators by the State of Wisconsin and has in his or her immediate possession proof that he or she is in compliance.
- (c) Persons 16 years of age or older must possess a valid driver's license to operate an ATV or UTV on a county highway.
- (d) Persons that hold a Class A or Class B disabled hunting permit may operate an ATV/UTV on county highways if they are travelling for the purposes of hunting that are allowed by the permit.
- (e) No persons under the age of 16 may operate an ATV or UTV on county highways during the hours between sunset and sunrise.
- (f) No one under 12 years of age is allowed to operate an ATV or UTV on a county highway.
- (g) All operators born after January 1, 1988, are required to be in possession of an ATV Safety Certificate issued by either the Wisconsin DNR or an ATV Safety Certificate from the operator's State of residence.
- (h) No person under 16 years of age may operate an ATV or UTV on a county highway unless the person is accompanied by his or her parent or guardian or by a person who is at least 18 years of age who is designated by the parent or guardian. Anyone accompanying those under 16 years of age must possess a valid driver's license.
- (i) No person may operate or be a passenger on an ATV or UTV without wearing protective headgear of the type required in section 347.485(1)(a), Wi Statutes unless the person is at least 18 years of age.
- (j) All ATVs and UTVs shall display either a current Wisconsin registration or a Nonresident Wisconsin Trail Pass while operating on county highways.
- (k) All ATV/UTV operators shall operate at a speed of 35 miles per hour (MPH), or the posted speed limit, whichever is lower.
- (l) All ATV/UTV operators shall ride in single file on the right hand side of the paved portion of the highway.
- (m) All ATV/UTV operators are required to display a lighted headlamp and tail lamp while operating on a county highway.

- (n) No ATV/UTV may be operated on any designated route between the hours of 1:00 AM and 5:00 AM Daily.
- (o) All occupants riding in, or operating a UTV, shall be required to wear a seatbelt when travelling on any Washburn County highway.
- (p) It shall be unlawful for any person to possess any bottle or receptacle containing alcohol beverages if the bottle or receptacle has been opened, the seal has been broken, or the contents of the receptacle have been partially removed, while operating or as a passenger on an ATV or UTV when travelling on any Washburn County highway.

SEC. 70-15. – Signage of all-terrain and utility-terrain vehicle routes

- (a) The Washburn County Highway Department has sole responsibility for ATV/UTV signage on county highways. Highways shall be marked with uniform all-terrain vehicle route signs in accordance with s. NR 64.12(7), Wisconsin Administrative Code and installed on the county highways at the following locations:
 - 1. At all intersecting State highways;
 - 2. At the borders of adjacent counties, the City of Spooner, the City of Shell Lake, the Village of Minong, and the Village of Birchwood.
 - 3. Other locations deemed necessary by the Washburn County Highway Commissioner.
- (b) ATV/UTV operation shall be subject to all provisions of WI Stats. 23.33, which is adopted as part of this ordinance by reference. Pursuant to Wisconsin Statutes 23.33(8)(f), No person may do any of the following in regard to signs marking all-terrain vehicle routes:
 - 1. Intentionally remove, damage, deface, move, or obstruct any uniform all-terrain vehicle route or trail sign or standard or intentionally interfere with the effective operation of any uniform all-terrain vehicle route or trail sign.
 - 2. Possess any uniform all-terrain vehicle route or trail sign or standard of the type established by the department for the warning, instruction or information of the public, unless he or she obtained the uniform all-terrain vehicle route or trail sign or standard in a lawful manner. Possession of a uniform all-terrain vehicle route or trail sign or standard creates a rebuttable presumption of illegal possession.

SEC. 70-16. - Enforcement

This ordinance shall be enforced by any officer employed by the Washburn County Sheriff's Department or any other law enforcement official as set forth in Wisconsin Statute 23.33(12).

SEC. 70-17. – Violations/penalty

The penalty for operating an ATV/UTV off the roadway of a designated ATV/UTV route (i.e., the gravel shoulder, grassy in-slope, ditch, or other highway right-of-way) or violating any other provision of this ordinance shall result in a forfeiture of \$200.00, plus court costs per violation.

SEC. 70-18. – Severability

Should any sub-section, clause, or provision of this ordinance be declared by the Court to be invalid, the same shall not affect the validity of the section as a whole or any part thereof, other than the part so declared to be invalid.

SEC. 70-19. - Maintenance.

- (a) Designation of segments of the Washburn County Highway System as ATV/UTV routes does not impose upon the Washburn County Highway Department a greater duty of care or responsibility for maintenance of those segments than for any other segment of county highway.
- (b) Operators and passengers of ATV's/UTV's on county highways assume all the usual and normal risks of ATV/UTV operation.

PLACEHOLDER FOR:

RESOLUTION TO GRANT WAIVER OF POLICY REQUIREMENT RE: VACATION
CARRYOVER LIMITATION

RESOLUTION # _____

**RESOLUTION TO RATIFY THE SHERIFF DEPUTIES LOCAL 225 LABOR
AGREEMENT FOR 2021- 2022**

WHEREAS, the Personnel/Negotiating Committee and the Sheriff Deputies Local #225 have reached a tentative labor agreement for 2021-2022; and,

WHEREAS, Local #225 ratified this same tentative agreement;

THEREFORE BE IT RESOLVED; that the tentative agreement for 2020-2022 be ratified and incorporated in the agreement.

FISCAL IMPACT:

Recommended for adoption by the Washburn County Personnel Committee this 9th day of November, 2020 and approved by the Washburn County Board of Supervisors this 10th day of November, 2020.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Mark Radzak, Member

Jocelyn Ford, Member

Labor Agreement

between

Washburn County

and

Wisconsin Professional Police Association

Local 225 - DEPUTIES

2021-2022

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AGREEMENT STATEMENT

This agreement made and entered into by and between Washburn County, Wisconsin, hereinafter referred to as the "County" or "Employer," and the Washburn County Law Enforcement Department Employees, Local 225, Wisconsin Professional Police Association/Law Enforcement Employee Relations Division, referred to hereinafter as the "Union," is as follows:

ARTICLE 1 – RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for all regular full-time and regular part-time deputy/patrol employees of the Washburn County Law Enforcement Department, but excluding the Sheriff, the Sheriff's wife, managerial, supervisory, confidential and all other employees for the purpose of engaging in conferences and negotiations on questions of wages, hours and conditions of employment.

ARTICLE 2 – MANAGEMENT RIGHTS

The County possesses the sole right to operate the County and all management rights repose in it, subject to the provisions of this Agreement and applicable law. These rights include but are not limited to the following:

- A. To direct all operations of the County;
- B. To establish reasonable work rules;
- C. To hire, promote, transfer, schedule and assign employees in positions within the County;
- D. To suspend, demote, discharge and take other disciplinary action against employees for just cause;
- E. To relieve employees from their duties because of lack of work or lack of funds;
- F. To maintain efficiency of County operations;
- G. To introduce new or improved methods or facilities;
- H. To change existing methods or facilities;
- I. To determine the kinds and amounts of services to be performed pertaining to County operations as well as the number of positions and kinds of classifications to perform such services;
- J. To contract for goods or services provided such action shall not result in the layoff of bargaining unit personnel;
- K. To determine the methods, means and personnel by which County operations are to be conducted;
- L. To take whatever action is necessary to carry out the functions of the County in situations of emergency.

Whether or not the Employer has been reasonable in the exercise of these management rights shall be subject to the grievance procedure.

ARTICLE 3 – PROBATIONARY PERIOD

- A. Duration: Newly hired employees shall serve a one (1) year probationary period. During the probationary period, the employees shall be subject to discipline and discharge without recourse to the grievance procedure.
- B. Benefits: Upon satisfactory completion of the probationary period, employees shall receive all rights and privileges under the working agreement computed from their starting date of employment and may be disciplined or discharged for just cause only with full recourse through the grievance procedure of the Agreement.
- C. Residency Requirement: To ensure greater exposure of law enforcement personnel throughout Washburn County all newly-hired (as of January 1, 2007) employees will need to reside within fifteen (15) miles of the boundaries of Washburn County, or within fifteen (15) miles of the boundaries of the geographic areas within Washburn County (city, village or town) to which they have been assigned, allowing them to commence and end their assigned duties from their residence and thus be available for emergencies and services in the area they reside. Newly-hired employees will have a period of six (6) months after the end of their probation to move within fifteen (15) miles of the Washburn County boundaries.

ARTICLE 4 – SENIORITY

- A. Definition: The seniority of all employees covered by the terms of this Agreement shall consist of the total calendar time elapsed since the date of original employment; however, no time prior to a discharge or quit shall be included and provided that seniority shall not be diminished by temporary layoff or leaves of absence or contingencies beyond the control of the parties to the Agreement, subject to the provisions in Section B. Part-time employees shall accrue seniority as of their date of hire as a regular part-time employee.
- B. Termination of Seniority: Seniority shall be deemed to have been terminated when:
 - 1. An employee who is able to work fails to do so for three (3) days or more unless due to circumstances beyond his or her control;
 - 2. A laid off employee fails to report to work within one (1) week of being notified by certified mail to do so;
 - 3. An employee resigns;
 - 4. An employee is not employed for two (2) years after having been laid off;
 - 5. An employee is discharged for just cause;
 - 6. An employee, on leave of absence for personal or health reasons, accepts other employment without permission of the County;
 - 7. An employee retires;
 - 8. An employee fails to report for work at the termination of a leave of absence unless there are extenuating circumstances.

- C. Promoted Employees: Any employee who is promoted to a position in the department that is outside of the bargaining unit shall not lose any seniority he or she has accumulated to the time of such promotion. An employee who leaves the bargaining unit for reasons of promotion to a position not covered by the terms and conditions of this agreement, with the Washburn County Sheriff's Department, shall have seniority frozen at the point he or she left the bargaining unit. Except that an employee who returns to the bargaining unit within six (6) months shall continue to accumulate seniority during the period out of the unit. If an employee changes classification within the collective bargaining unit, he or she shall maintain his or her total seniority from date of hire as it relates to accrual of vacation days and sick days. However, all other seniority rights shall accrue from the date of change into the new classification. The Chief Deputy position, when vacant, may be filled from the ranks of the bargaining unit.
- D. Seniority List: A seniority list shall be posted on the bulletin board and kept current by the Employer. A copy of this current seniority list shall be furnished to the Union upon request.

ARTICLE 5 – LAYOFF

- A. Procedure: Whenever it becomes necessary to lay off employees for reasons not related to their performance on the job, they shall be laid off within the following categories in the inverse order of their length of service in such categories and no full-time employee shall be laid off until all part-time employees are laid off:

1. Sworn Deputies

- B. Rehiring: Whenever it becomes necessary to employ additional workers, either in vacancies or new positions, former qualified employees who have been laid off within two (2) years prior thereto shall be entitled to be re-employed in such vacancies or new positions in preference to all other persons.

ARTICLE 6 – JOB POSTING, TRANSFER AND PROMOTIONS

- A. Vacancy Defined: A vacancy shall be defined as a job opening within the bargaining unit, not previously existing or a job created by the termination of employment, promotion, or transfer of existing personnel when the Employer decides the need for such a job continues to exist.
- B. Posting Procedure: Whenever a vacancy occurs or a new job is created, it shall be posted on a bulletin board for a period of ten (10) calendar days. Each employee interested in applying for the job shall sign the notice in the space provided or shall authorize his or her designee to sign the posting. At the end of ten (10) calendar days, the notice shall be removed and the applicant shall be selected within ten (10) calendar days. The notice shall state the prerequisites for the position to be filled and said prerequisites shall be consistent with the requirements of the job classification. The employee with the greatest seniority who is able and qualified shall be given the job. If there is any difference of opinion as to the qualifications of an employee, the employee may seek adjustment under the grievance procedure. The Employer may administer valid and appropriate tests and exams to determine ability and qualifications. The parties agree that vacancies shall be offered to all interested and qualified employees covered by the terms and conditions of this agreement before other applicants are considered for the vacancy. Internal applicants must meet all criteria for the posting before they

shall be considered for the position. Unsuccessful internal candidates shall receive a written notice stating the reasons they were not considered for the position.

- C. Trial Period: Employees who receive a posted job shall be considered on trial for a period of one (1) year. During this trial period, the employee shall receive quarterly evaluations of his or her progress. Should the employee not qualify, and/or if the employee should desire, he or she shall be reassigned to his or her former position without loss of seniority. Such reassignment may occur at any point during the trial period. The parties mutually agree that employees on entry-level probation shall not be allowed to post for vacant bargaining unit positions.

Regular part-time employees, who have successfully passed entry level probation as regular part-time employees, who apply for and receive a regular full-time position which is in the same classification as their current regular part-time position, shall be required to serve a trial period as a result of their appointment to a regular full-time position.

ARTICLE 7 – GRIEVANCE PROCEDURE

- A. Definition of Grievance: A grievance shall mean any dispute concerning the interpretation or application of this contract.
- B. Subject Matter: Only one subject matter shall be covered in any one grievance. A written grievance shall contain the name and position of the grievant, a clear and concise statement of the grievance, the issue involved and the relief sought, the date the incident or violation took place, the specific section of the Agreement alleged to have been violated, the signature of the grievant and date. Employees and their Union representative filing written grievances agree to make a good faith effort to comply with the requirements of this paragraph, but their failure to do so will not invalidate their written grievance.
- C. Time Limitations: If it is impossible to comply with the time limits specified in the procedure because of work schedules, illness, vacation, etc., these limits may be extended by mutual agreement.
- D. Settlement of Grievance: Any grievance shall be considered settled at the completion of any step in the procedure if all parties concerned are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.
- E. Steps in Procedure:

Step 1: The employee, alone or with his or her Union representative, shall orally explain his or her Grievance to the Sheriff no later than five (5) working days after he or she knew or should have known, of the cause of such grievance. In the event of a grievance, the employee shall perform his or her assigned work task and grieve his or her complaint later. The Sheriff shall within five (5) working days, orally inform the employee and the representative, where applicable, of his or her decision.

Step 2: If the grievance is not settled at the first step, the employee and/or his or her representative shall prepare and file a written grievance, on forms supplied by the Union, with the Sheriff within five (5) working days of the decision in Step 1. The Sheriff will further investigate the grievance and submit his or her decision to the employee and his or her representative in writing within five (5) working days after receiving written notice of the grievance.

Step 3: If the grievance is not settled at the second step, the employee and/or his or her representative may appeal the written grievance to the Personnel Committee within ten (10) working days after receipt of the written decision of the Sheriff. The Personnel Committee shall discuss the grievance with the employee and the Union representative shall be afforded the opportunity to be present at the conference. Following said conference, the Personnel Committee shall respond within ten (10) working days in writing to the employee and his or her representative.

F. Grievance Arbitration:

1. Time Limit: If a satisfactory settlement is not reached in Step 3, the Union must notify the Personnel Committee in writing within ten (10) working days after receipt of the Personnel Committee decision that they intend to process the grievance to arbitration.
2. Arbitrator: Any grievance which cannot be settled through the above procedures may be submitted to an arbitrator. The County and the Union shall agree on the selection of an arbitrator from the Wisconsin Employee Relations Commission (WERC) staff. If the parties are unable to agree within fourteen (14) calendar days, either party may request the WERC to provide an impartial arbitrator from its staff.
3. Arbitration Hearing: The arbitrator appointed shall meet with the parties at a mutually agreeable date to review the evidence and hear testimony relating to the grievance. Upon completion of this review and hearing the arbitrator shall render a written decision to both the County and the Union which shall be final and binding upon both parties.
4. Decision of the Arbitrator: The arbitrator shall not modify, add to or delete from the express terms of the Agreement and the decision of the arbitrator shall be limited to the subject matter of the grievance.
5. Costs: Any costs that may be incurred through the process of arbitration shall be shared equally by the parties to this Agreement. However, each party shall bear its own costs of preparation and presentation of any arbitration case, including possible attorney's fees. The grievant and the Union president or designee shall lose no pay if the hearing is scheduled during their assigned shift. However, the Union president, if not needed to provide testimony, shall make every reasonable effort to switch shifts. Other employees shall suffer no loss in pay during the period of time their attendance at the hearing is necessary.
6. Transcript: In the event a transcript is requested by one of the parties, the party shall bear the full cost of said transcript. In the event a transcript is requested by both parties or if the arbitrator requests a transcript or a copy of a transcript, the cost shall be shared equally by both parties.

ARTICLE 8 – SICK LEAVE

A. Accrual: Regular full-time employees shall be granted sick leave for illness or injury by reason of accident not connected with employment, as follows:

1. Each employee shall earn sick leave at the rate of one (1) day for each month of employment beginning with the starting date of employment.

- a. For deputies and recreational officer(s), "one (1) day" shall mean eight and one-half (8 ½) hours for accrual purposes, with the employee drawing from the accrual for use at ten (10) hours per day.
 - b. For investigators and juvenile officers, "one (1) day" shall mean eight (8) hours for accrual purposes, with the employee drawing from the accrual for use at eight (8) hours per day.
2. Unused sick leave shall be carried over and added to the next year's accumulation until a maximum of 807.50 hours for deputies and recreation officer(s) and 760 hours for investigators and the juvenile officers have been accumulated.
 3. For every day an employee exceeds the contractual cap for sick leave accumulation of 807.50 hours for deputies and recreation officer(s) and 760 hours for investigators and the juvenile officers, four (4) hours will be deposited in the employee's PEHP account.
- B. Verification: In the event that the Sheriff feels that any employee is abusing the sick leave privilege, a doctor's certificate as proof of illness may be requested after three (3) consecutive days of illness.
- C. Abuse: In the event that the Employer feels that any employee is abusing the sick leave privilege, a doctor's certificate as proof of illness may be requested.
- D. Notice: Any employee absent because of sickness or injury shall notify his or her supervisor of that fact prior to the employee's normal starting time.
- E. Newly Hired Employees: Newly hired employees shall not be allowed to use sick leave during the initial probationary period. However, at the completion of their initial probation period, newly hired employees shall be credited with sick leave computed from their starting date of employment.
- F. Termination: Upon termination of employment by retirement, disability or death after 10 years of employment, all unused sick leave remaining in the employee's account shall be paid to the Post Employment Health Plan. In the event an employee voluntarily terminates, retires, or resigns his or her employment during the first ten (10) years of employment, he or she shall not receive any pay for unused sick leave. If such voluntary termination occurs after the employee has been employed by the Employer for a period of ten (10) years, then all unused sick leave remaining at the time of such termination shall be paid to the Post Employment Health Plan. Any employee discharged for cause will not be entitled to termination pay under this provision. For those employees who retire due to disability caused by a duty related injury or illness, the first ten (10) years of employment exclusion requirement shall not apply.
- G. Advance Notification: In the event that an employee is aware in advance that sick leave benefits will be needed or due, it shall be the duty of the employee to notify the Sheriff as far in advance as possible in writing of the anticipated time and duration of such sick leave and the reason for requesting sick leave. Employees will be required to begin using sick leave on the date after which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the Sheriff at the earliest possible time of the anticipated date on which the employee will be able to resume his or her normal duties. The Sheriff may require a doctor's certificate that the employee is medically unable to perform his or her normal duties. Sick leave

benefits under this provision shall be paid to the employee on sick leave only for the actual work days missed due to medical inability to perform his or her normal duties.

- H. Extension: In the event that an employee exhausts his or her accumulated sick leave and is not medically able to resume his or her normal duties, he or she may be placed on an unpaid leave pursuant to Article 13, Section A, for a period not to exceed six (6) months.

ARTICLE 9 – EMERGENCY LEAVE WITH PAY

- A. Funeral Leave: Employees shall be entitled to emergency leave with pay in the event of death in the employee's immediate family. Immediate family shall include husband, wife, children, step-children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents and grandchildren. Said leave shall be for a period of up to three (3) days.
- B. Serious Illness in Family: The parties agree to abide by the provisions of the Wisconsin Family Medical Leave Act.
- C. Pallbearer or Military Funeral: Employees shall be allowed a one day leave of absence with pay to serve as a pallbearer or to participate in a military funeral as a member of the firing squad or standard bearer for all funerals that occur outside of Washburn County and four and one-half (4 ½) hour leave for all funerals that occur within Washburn County.
- D. For the purposes of this Article:
 - 1. For deputies and recreation officers, employees will be compensated for ten (10) hours per day.
 - 2. For investigators and the juvenile officers, employees will be compensated for eight (8) hours per day.

ARTICLE 10 – UNION ACTIVITY

- A. Union Business: Union business, where possible, shall be transacted outside the normal working hours. This article shall not operate to prevent a steward or officer from the proper conduct of any grievance in accordance with the procedures outlined in this Agreement, nor to prevent routine business such as the posting of Union notices and bulletins. Grievances may be processed by an employee during normal working hours, provided consent has been obtained from the employee's immediate supervisor. Business agents or representatives of the Union may confer with such officers or members during the course of the work day for a reasonable time, provided permission is first obtained from the supervisor immediately in charge of Union officers or members. However, Union activity shall not unreasonably interrupt the operation of the County. The Employer agrees not to deduct from the pay of any employee for reasonable time spent on grievance processing and routine Union business such as posting of Union notices and bulletins.
- B. Bulletin Boards: The County agrees to provide bulletin board space for the Union's use. The bulletin boards are to be used for notices of the following: Union meetings, Union elections, Union appointments, Union recreational and social events, unemployment compensation information and other materials of non-political, non-controversial nature.

- C. Union Officials: The Union agrees to provide written notification to the County within fifteen (15) working days following election or selection of Union representatives, stewards or other Union officials to enforce the contract. The County agrees to notify the Union of any change in County officials responsible for processing grievances within fifteen (15) days of such change.

ARTICLE 11 – NO STRIKE AGREEMENT

Neither the Union nor any of its officers, agents or individual members will instigate, promote, encourage, sponsor, engage in or condone any strike picketing (except informational picketing), slowdown, concerted work stoppage or any other intentional interruption of work during the term of this Agreement.

ARTICLE 12 – UNION DUES

- A. Amount: The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.
- B. Change in Dues: Changes in the amount of dues to be deducted shall be certified by WPPA/LEER thirty (30) days before the effective date of the change.
- C. Authorization: It shall be WPPA/LEER's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.
- D. New Hires: The employer shall notify the WPPA of all new hires of the bargaining unit within 30 days of their start date. As to new employees, dues shall be made from the first paycheck following the County's receipt of the dues authorization form.
- E. Remittance: The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum each month.
- F. Revocation: Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.
- G. Representation and Non-Discrimination: No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

H. Indemnification: It is expressly understood and agreed that WPPA/LEER will refund to the employer or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the employer harmless against any and all claims, demands, suits, order, judgments or any other forms of liability against Employer which may arise out of employer's compliance with this Article.

ARTICLE 13 – LEAVE OF ABSENCE

Leave without Pay: A leave of absence without pay may be granted by approval of the Personnel Committee for a period of up to six (6) months. However, no leave shall be unreasonably denied. Whenever possible, a written application for such leave shall be made to the Sheriff who will then forward it immediately to the Personnel Committee, with a copy to the Union at least fifteen (15) calendar days before the commencement of the leave of absence. An employee may be required to give five-(5) calendar day's notice of anticipated return to employment. No employee shall accrue or receive benefits of any kind while on leave of absence, except that such authorized leave shall not interrupt the employee's seniority standing. No leave of absence will be allowed for employees to be employed or seek employment elsewhere. Should the unpaid leave be granted for reasons of disability, medical certification, as set forth in Article 8, Section C, shall be required at the County's discretion.

Note: The County has repudiated any past practice that may have existed which allowed employees to accrue or receive benefits while on an unpaid leave of absence, including, but not limited to employees on FMLA, workers' compensation, or military leave.

ARTICLE 14 – MILITARY LEAVE

Employees who are members of the National Guard or military reserves or other military service organization shall be granted temporary leave for tours of duty. The employee shall be paid the difference between his or her regular earnings and his or her service pay for such period, not to exceed two (2) weeks per year for reserve training or emergency duty. Any employee called out for active duty with the Armed Forces of the United States of America shall be granted a military leave of absence, and his or her seniority shall continue to accumulate during such leave, however, such employee must return to duty within ninety (90) days from the day of release from such active duty or as such time may be extended if the employee is hospitalized for, or convalescing from, an injury occurring in, or aggravated during, the performance of service, as set forth in the Regulations under the Uniformed Services Employment and Reemployment Rights Act of 1994, as may be amended, in order to be reemployed with such continued service status, or as otherwise may be required pursuant to current state or federal law.

ARTICLE 15 – REIMBURSEMENT FOR COSTS OF TRAINING AND EDUCATION

A. Non-required: Upon receiving prior approval of the Employer, any full time employee desiring to further his or her education related to police science shall be reimbursed by Washburn County for the cost of tuition, books and reasonable cost of room and board and related expenses, including mileage, up to a limit of Three Thousand dollars (\$3,000.00) annually and upon proof of satisfactory completion of the aforementioned expenses through the normal reimbursement procedures of the County.

- B. Required: The Employer will assume all costs, including salary at the regular rate of pay, for all educational courses required by Washburn County.
- C. Travel Expense: When employees are authorized and required by the Employer to travel outside Washburn County, the County shall reimburse, providing appropriate receipts are furnished, up to the following amounts per individual:

Breakfast	\$ 7.25
Lunch	\$ 8.15
Dinner	\$15.30

or at the current rate established by the County Board if higher. If the County Board approved policy for meal reimbursement is more generous, the County Board policy shall be applied.

Expenses for meals may be paid in aggregate under the following guidelines:

- To be eligible for the breakfast meal the department requires the employee to leave home prior to 6:30 a.m.
- To be eligible for the noon meal the department requires the employee to leave their place of work prior to 11:00 a.m. and return after 2:00 p.m.
- To be eligible for the dinner meal the department requires the employee to return home after 7:00 p.m.

By way of example: If an employee departs to training at 6:15 a.m. and returns at 4:30 p.m., the employee can spend a combined limit of \$14.70 for breakfast and lunch.

Lodging shall be reimbursed up to the state rate currently in effect or an amount pre-approved by the Department Head.

Employees required to use their personally owned automobiles as a condition of employment shall receive the State of Wisconsin rate for miles traveled. Employees will furnish the County with proof of insurance at the County recommended level.

ARTICLE 16 – UNIFORM ALLOWANCE

The Employer shall purchase all necessary uniforms and equipment for employees and replace them as needed due to normal wear or if damaged, ripped or torn in the line of duty. The replacement of eyeglasses shall be allowed if broken in the line of duty and reported by inclusion in the official report of the incident. The County agrees to provide a footwear allowance of up to two hundred dollars (\$200.00) per year to all employees subject to the Employer's expense reimbursement policy and procedures, including the use of Employer's tax exempt number for making the purchase if applicable. If the Employer's tax exempt number is not used, the employee will not be reimbursed for any sales tax paid. The Employer shall not be responsible for the repair or replacement of any employee owned equipment not specifically approved for use by the Sheriff.

ARTICLE 17 – HOLIDAYS

- A. All regular full-time employees shall choose to be compensated for twelve (12) holidays or eleven (11) holidays. If the employee chooses to be compensated for eleven (11) holidays, he or she shall be entitled to one day off sometime during the year upon at least a one (1) week notice and the approval of the Sheriff. Investigators shall be given the option to take a holiday off or work the holiday and receive regular pay plus holiday pay. If the holiday falls on a Saturday, the preceding Friday shall be the observed holiday and if the holiday falls on a Sunday, the following Monday shall be the observed holiday.
- B. In lieu of time off, each employee shall receive pay for the holidays two times each year. Pay for holidays occurring prior to June 30 of any year shall be paid on the payday before that date. Pay for holidays occurring after June 30 shall be paid on the payday before Christmas. This provision shall apply to regular part-time employees covered under the terms and conditions of this Agreement. Holiday compensation for regular part-time employees shall be on a pro rata basis, calculating the hours worked in the applicable six- month period to determine the percentage of holiday compensation.
- C. For deputies and recreation officer(s), each holiday shall be paid out at ten (10) hours each. Employees who choose to take a floating holiday as one day off, will be compensated for the day at ten (10) hours.

For Investigators and Juvenile officers, each holiday shall be paid out at eight (8) hours.

ARTICLE 18 – VACATION

- A. Schedule: All regular full-time employees in the bargaining unit shall receive the following vacation with pay:
1. During the employee's first year of service, he or she shall earn, but not take, seven (7) work days of vacation. Thereafter, all vacations will be taken on an anniversary year basis.
 2. From two (2) through five (5) years: twelve (12) working days of vacation;
 3. From five (5) through ten (10) years: seventeen (17) working days of vacation;
 4. From ten (10) through twenty (20) years: twenty (20) working days of vacation;
 5. After twenty (20) years of service, employees shall receive an additional day of vacation with pay for each additional year of service, not to exceed a maximum of twenty-five (25) days.
 - a. Effective January 1, 2008, the maximum shall not exceed twenty-six (26) days.

For deputies and recreation officer(s), “one (1) day” shall mean ten (10) hours for accrual purposes, with the employee drawing from the accrual for use at ten (10) hours per day.

For investigators, and Juvenile officers, “one (1) day” shall mean eight (8) hours for accrual purposes, with the employee drawing from the accrual for use at eight (8) hours per day.

B. Scheduling:

Employees will be allowed to use vacation credited for that anniversary year during the same anniversary year subject to Department scheduling and normal County operations. For every vacation period of five (5) or more consecutive work days an employee must notify the Sheriff at least thirty (30) days in advance of his or her intent to take earned vacation and each request must be approved by the Sheriff, such approval to be strictly governed by the need for public service. Seniority shall prevail in the event of a dispute as to the number of employees allowed off at any particular time of the year due to the need for public service. One employee from the Patrol Division, per shift, shall be allowed off at the same time.

Employees shall be allowed to pick one week of their vacation by December 31 for the next calendar year by seniority within classifications on a rotational basis. Choices will be subject to bumping by more senior employees if done by January 7 of the next year.

All other vacation shall be subject to the requirement of thirty (30) days' advance notice to the Sheriff, except for requests of less than five (5) working days which, however, shall be subject to approval by the Sheriff, such approval governed by the need for public service.

Any vacation unused shall be paid out in cash with the first pay period of the next anniversary year.

Any disputes between employees as to vacations shall be resolved by seniority within classification.

- C. Termination: Upon termination of employment, all vacation periods for the current year of service will be prorated to the date of termination for pay purposes. Any unearned vacation that has been used shall be recovered by the County through payroll deduction and/or direct payment by the employee to the County.

ARTICLE 19 – WORK DAY, WORK WEEK, OVERTIME

A. Work Day:

The work day shall be as follows: Deputies shall work a five (5) on four (4) off at ten (10) hours per day. The recreation officer shall work a schedule as assigned by the Sheriff or his/her designee. The recreation officer's work day shall not be longer than ten (10) hours per day unless approved by the Sheriff or his/her designee. The recreation officer shall work a schedule to amount to 2080 annually. Regular investigators and juvenile officers shall work eight (8) hours per day on a schedule assigned by the Sheriff and part time employees shall work a schedule as assigned by the Sheriff.

The Sheriff reserves the right to change any schedules as necessary to meet public service requirements.

The parties mutually agree that no schedule changes will be made prior to collective bargaining over the impact of any schedule change.

- B. Breaks: The work shift shall include a one-half (½) hour lunch period and two (2) fifteen (15) minute rest breaks.

- C. Work Schedules: Work schedules shall be drawn up by the Sheriff and shall be posted one (1) month in advance. Upon request, employees may check the work schedules further in advance. If changes in the posted schedule are necessary, employees shall be notified as far in advance as possible, but in no event less than eight (8) hours in advance, except in cases of sickness or emergency.
- D. Overtime: Overtime shall be paid for all time worked outside of the work schedule, at the rate of one and one-half (1 ½) times the hours rate for actual time worked in excess of the work day, work week, as provided in Section A above. All hours paid shall be considered hours worked for overtime calculations. All shift trades must be with the consent of the Sheriff and shall not result in overtime being paid to any employee. All shifts must be traded back within twelve (12) months.
- E. Call-In: In the event off-duty employees are called to work or to appear in court, the employee shall receive a minimum of two (2) hours pay at time and one-half (1 ½). Minimum call-in pay does not apply when called in early for a regular shift or when an employee is required to stay after a regular shift.
- F. Compensatory time: Employees may accrue compensatory time up to a maximum of 90 hours in each calendar year. Compensatory time shall not be taken in less than four (4) hour increments and not without forty-eight (48) hours advance notice and at the discretion of the Sheriff. Any hours remaining of the 90 as of December 31 will be mandatorily transferred to the PEHP plan. Any hours in excess of 90 shall be paid out in cash as overtime pay as set forth above.

An employee working for another employee off on compensatory time must take compensation in cash only, but if they are working for them for any other reason the employee may take compensation time in lieu of payment.

- G. It is agreed that the County shall not schedule in the same pay period short day hours succeeding a previous day's daily overtime.
- H. Overtime shall be divided as equally as possible. The Sheriff or designee shall determine if a shift is to be made available for overtime. Overtime opportunity shall be offered by division according to the following criteria:
 - 1. An open shift shall be defined as any shift vacated for any reason by a regular, full-time Patrol deputy. If the Sheriff or designee determines the open shift shall be filled, the open shifts shall be offered as set forth below.
 - 2. The Sheriff may use limited term or other non-bargaining unit employees, part-time, and seasonal employees for 50% of the overtime shifts. Deputy Sheriff's providing work as investigators, juvenile and recreation officers shall also be included in the same rotation as patrol division Deputy Sheriff's for patrol division open shifts. Open shifts shall be offered by department seniority within the bargaining unit by rotation: starting with the more senior employee and working to the least senior bargaining unit employee, then the cycle shall repeat itself.
 - a. **Scheduled Open Shifts:** Regular, full-time bargaining unit members shall be offered the first selection of fifty percent (50%) of all scheduled open shifts. The remaining fifty percent (50%) may be offered to part-time, limited term employees or other non-bargaining unit members. If there are scheduled open shift remaining due to the unavailability of part-time,

limited term employees or other non-bargaining unit members, the shift(s) shall be offered back to the regular, full-time bargaining unit members.

- i. During open shift selection, two (2) deputies may agree to split a shift with the approval of the Sheriff or his/her designee.
 - ii. During the selection of remaining open shifts, deputies may extend their regular scheduled shift with the approval of the Sheriff or his/her designee.
 - b. **Unscheduled Open Shifts:** The unscheduled open shifts shall be offered to the part-time, limited term employees or other non-bargaining unit members. If there are open shifts remaining due to the unavailability of part-time, limited term employees or other non-bargaining unit members, the open shift(s) shall be offered back to the regular, full-time bargaining unit members.
 - c. A full-time bargaining unit member may only sign up to work a double shift in the case of emergencies or the need for public service as approved by the Sheriff or as otherwise authorized by the Sheriff.
 - d. Full time bargaining unit employees may work extended shifts/hours in the case of emergencies or the need for public service as approved by the Sheriff or as otherwise authorized by the Sheriff.
3. Each employee shall provide to the Sheriff or designee one telephone number for which to be contacted for open shifts in the patrol division.
 4. If an employee does not respond within five minutes at their designated telephone number for vacant shift opportunity, the employer can go to the next bargaining unit member on the seniority roster. Any non-contact or refusal to work a vacant shift shall be deemed as worked for vacant shift opportunity requirements.
 5. In the event available bargaining unit members cannot be contacted or refused to perform the available vacant shift opportunity the Employer can then order in a limited term or other non-bargaining unit employee, part-time, seasonal, or full-time employee at the Sheriff's discretion. In the event no other employee can fill the vacant hours, full time deputies who are available will be ordered into work by reverse seniority.
 6. If a bargaining unit member is on approved leave of absence inclusive of Family Medical Leaves of more than nine (9) consecutive employee's work days in duration, the Employer can fill vacant shifts with non-bargaining unit employees for the duration of the leave of absence.
 7. In the event a non-bargaining unit employee agrees to work a vacant shift and then reneges for whatever reason, the shift at issue shall be made available to limited term or other non-bargaining unit employees, part-time or seasonal employees prior to being made available to regular, full-time bargaining unit employees.

8. The Sheriff or his designee may refuse deputies' requested day(s) off, vacation day(s) or comp day(s) if no other limited term or other non-bargaining unit employee, part-time, seasonal, or full-time employee is available to work the open shift(s). The Sheriff may at his/her discretion permit a full-time employee to work a double shift to fill the open shift.
- I. On or before about December 1 of each calendar year, at the request of the Union, the Sheriff or designee shall conduct an inventory to ascertain that each bargaining unit employee had equal opportunity to perform available overtime work. Refusals to perform available overtime, or inability to be contacted within a reasonable period of time shall be considered an overtime opportunity.

If the Sheriff or designee determines that any bargaining unit member has not had equal opportunity, every effort will be made to equal overtime opportunity during the month of December of each calendar year.

In the event a bargaining unit member does not want to be called for available overtime, he/she must inform the sheriff or designee, in writing on or before December 31st for the succeeding calendar year.
 - J. Canine Officer: The Canine Officer shall be compensated one-half (1/2) hour per day for all care, feeding, grooming, exercising and related services concerning the County's police dog which is placed under the Canine Officer's charge. The Canine Officer's regular work schedule may be reduced to account for these hours.

ARTICLE 20 – RETIREMENT

All bargaining unit employees shall be required to contribute the employee's contribution share toward the Wisconsin Retirement System ("WRS").

ARTICLE 21 – WORKERS' COMPENSATION

- A. Coverage: All employees shall be covered by Workers' Compensation insurance. In the event an employee suffers a compensable injury or illness in the course of performing his or her duties, he or she shall be paid the difference between any payment under workers' compensation and his or her regular pay. Time paid in this Section shall not be charged to sick leave.
- B. Duration: Payment to employees under this Article shall continue only while temporary total disability paychecks are being received or one hundred eighty (180) calendar days, whichever is shorter.
- C. After one hundred eighty (180) calendar days, an employee may utilize accrued, but unused paid benefit time (sick, vacation or comp time) to receive the difference between any payment under workers' compensation and his or her regular pay.
- D. Contested Cases: In the event that a workers' compensation claim is contested, full pay for the County shall be held until the claim is settled or an award made by the Commission at which time the employee shall be entitled to receive a lump sum which represents the difference between any award or settlement relating to temporary total disability and his or her regular pay accumulated since the

date of injury and such sum shall not exceed said employee's full salary or wages for one hundred eighty (180) calendar days.

ARTICLE 22 – JURY DUTY

In the event it is necessary for an employee to serve on a jury, the employee shall be paid their regular wages and shall turn over to Personnel/Administration any moneys, excluding mileage allowance that they receive for such service. If the employee is released from jury duty prior to the end of his or her regular work period, he or she shall immediately notify the Sheriff and make himself or herself available for work.

ARTICLE 23 – DISCIPLINE

- A. Standard: The employees recognize the authority of the Employer to initiate disciplinary action against employees for just cause.
- B. Procedure: The Employer recognizes the principle of progressive discipline when applicable to the nature of misconduct giving rise to disciplinary action.
- C. Appeal: Any employee shall be entitled to appeal any disciplinary action through the grievance procedure.
- D. Notice: In the event of any disciplinary action other than oral reprimand, both the employee and the Union shall receive copies of the disciplinary action.
- E. An employee shall have the right to inspect his or her personnel file per the provisions of §103.13, Wis. Stats.

ARTICLE 24 – HEALTH INSURANCE

- A. The Employer agrees to pay 86.5% of the single or family premium for the employee's group health plan beginning January 1, 2019 and 85% beginning January 1, 2020.
- B. Retirees: Retired employees will be allowed to stay in the group health insurance plan until such time as they are covered under Medicare. Retired employees will be required to pay the monthly insurance premiums on the required date every month to the Plan Administrator.
- C. Eligibility: In order to be eligible for this insurance benefit, the employee must participate in the group plan for Washburn County law enforcement employees.
- D. Regular part-time employees hired after January 1, 1989 will have their insurance benefits prorated based on hours worked in the previous three (3) months for either the single or family plan. Effective January 1, 2012, newly hired part-time employees shall be eligible the first of the month following hire to participate in the employer's group health insurance plan. The first three (3) months of premium shall be calculated on the hours normally scheduled for their position. Thereafter, the health

insurance benefit shall be calculated on a pro rata basis using the hours worked in the previous three (3) months.

- F. The Employer agrees to implement a Section 125 medical reimbursement plan effective January 1, 1996 or as soon after as practicable.
- G. Post Employment Health Plan: Washburn County agrees to participate in the Post Employment Health Plan for Collectively Bargained Public Employees ("Plan") in accordance with the terms and conditions of the Plan's Participation Agreement. The Employer agrees to contribute to the Plan on behalf of the following category of eligible employees:

All regular full time and regular part time employees

For the term of this Agreement, the Employer shall contribute for each Eligible Employee, the amount of sixty dollars (\$60) per year. The local agrees that each member will contribute the remainder of the minimum contribution. Additionally, upon termination 100% of the Eligible Employee's accumulated sick leave balance would otherwise have been paid to the Eligible Employee had the Employer not participated in the Plan shall be contributed to the Plan.

- H. Vision insurance. If the County offers vision insurance, employees may elect to participate in the program by paying 50% of the premium costs or whatever employee contribution level has been set by the County.

ARTICLE 25 – SALARY SCHEDULE

- A. All employees covered by the terms of this Agreement shall be paid according to the salary schedule continued hereinafter as Appendix A.
- B. In the event a new position is created or the duties and responsibilities of an existing position are changed substantially, the parties to this Agreement shall jointly negotiate a salary for the position.
- C. In addition to the regular pay, a shift differential of forty-five (45) cents per hour shall be paid to deputies/investigators assigned to work week night shifts for the hours worked between 6:00 PM to 8:00 AM or deputies/investigators assigned to work weekend shifts for the hours worked 6:00 p.m. Friday to 8:00 a.m. Monday. For the purposes of this paragraph, "week night shifts" encompass shifts which begin at 2:00 p.m. or later.

Deputies/Investigators who perform work outside of their normally scheduled work week shall also be paid the shift differential for the hours worked between 6:00 p.m. to 8:00 a.m. on weeknights or for the hours worked between 6:00 p.m. Friday through 8:00 a.m. Monday on the weekends.

Shift differential shall only be paid on hours actually worked.

- (1) The County agrees to provide longevity payments in the amount of five (5) cents per hour for all employees with five (5) or more years of service with the County; an additional five (5) cents per hour for all employees with ten (10) or more years of service with the County; an additional five (5) cents per hour for all employees with fifteen (15) or more years of service with the County. And an additional five (5) cents per hour for all employees with twenty (20) or more years of

service with the County. Said longevity pay to be in addition to the base rate shown in Appendix A.

a. The longevity payment will increase to \$.07 cents per hour for every five year increment effective January 1, 2008.

(2) Employer shall institute direct deposit for all employees for which participation is mandatory.

(3) The labor agreement shall designate for those employees who have 7(K) exemption under the Fair Labor Standards Act (FLSA) shall have the work period defined as 9 days.

D. The payroll period shall run from Monday to Sunday pay schedule. Employees shall be compensated for hours actually worked, including overtime, and for any paid benefit time applicable during each payroll period.

E. Deputies who serve as Field Training Officers shall receive an additional \$1.00 per hour while performing these duties.

ARTICLE 26 – SELF-TERMINATION

Regular full-time and regular part-time employees who have completed probation who self-terminate employment with Washburn County must give and satisfactorily complete two (2) weeks written notice to be eligible for any termination benefits for termination associated with unused and/or accrued leave of any type. The County may waive this option, at its sole discretion, paying the employee for regular time scheduled to work.

ARTICLE 27 – SAVINGS CLAUSE

If any article or section of this Agreement or any addenda thereto shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and Appendix shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 28 – ENTIRE MEMORANDUM OF AGREEMENT

This Agreement constitutes the entire Agreement between the parties and no verbal statement shall supersede any of its provisions. Any amendment supplement hereto shall not be binding upon either party unless executed in writing by the parties hereto. Waiver or any breach of this Agreement by either party shall not constitute a waiver of any breach of this Agreement.

ARTICLE 29 – DURATION, NEGOTIATION and REOPENER PROCEDURES

A. Duration: This Agreement shall become effective as of January 1, 2021, and shall remain in full force and effect through December 31, 2022, and shall renew itself for additional one-year periods

thereafter, unless either party, pursuant to this Article, has notified the other party in writing, on or before August 1st in the year the contract is due to expire that it desires to alter or amend this Agreement at the end of the contract period. Wage rate changes shall take place on the first day of the pay period closest to the effective date.

- B. Bargaining Procedures: Between September 1 and September 30, 2022, the Union and the County shall meet and mutually exchange bargaining requests. This meeting shall serve as the opening session of bargaining.

ARTICLE 30 – MAINTENANCE OF BENEFITS

Any benefit presently in effect, specifically referenced in this Agreement or not specifically referenced in this Agreement, shall remain in effect for the duration of this Agreement.

ARTICLE 31 – AMERICANS WITH DISABILITIES ACT


The parties agree to use the statutory dispute resolution procedure as outlined in Wisconsin Statutes 111.70 and 111.77 for any matter deemed to pertain to wages, hours and conditions of employment.

Dated this ____ day of _____, 2020.

FOR THE EMPLOYER:

FOR THE UNION:

Chairperson



President

Drafted by:
vonBriesen & Roper
10 East Doty Street
Madison, WI 53703
(608)441-0300

APPENDIX A – WAGES

	<u>POSITION</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>
1/1/2021	(2.5%)			
	Deputy	27.79	28.36	28.87
	Deputy/Park Ranger	27.79	28.36	28.87
	Investigator & Patrol Sergeant	30.20	30.74	31.21
1/1/2022	(2.5%)			
	Deputy	28.48	29.07	29.59
	Deputy/Park Ranger	28.48	29.07	29.59
	Investigator & Patrol Sergeant	30.96	31.51	31.99

PLACEHOLDER FOR:

RESOLUTION TO APPROVE ANNUAL UPDATE TO EMPLOYEE HANDBOOK

PLACE HOLDER FOR:

RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF COUNTY MONEYS – NEW BANKING CONTRACT

**Contract Between Washburn County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between **Washburn** County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2021 through December 31, 2021, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated

(i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.

3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
 - a. Pay to Extension the County share of up to \$ 118,692 for the period of January 1, 2021 through December 31, 2021 as allocated below.

Positions	Fee	FTE	Total
Positive Youth Development Extension Educator	\$42,330	0.8	\$33,864
Natural Resources Extension Educator	\$42,330	0.8	\$33,864
Human Development and Relationships Extension Educator	\$42,330	1.0	\$42,330
Agriculture Extension Educator	\$42,330	0.33	\$13,969
First Educator Discount			(\$10,000)
Subtotal			\$114,027
Professional Development	\$500	3.33	\$1,665
Travel and Operations for Agriculture Educator	\$3,000	1.0	\$3,000
Final Total			\$118,692

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.

4. **General Conditions** This contract is established under the following conditions:
 - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-

mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.

- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2021 through December 31, 2021, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance

program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: David A. Flood Date: 11/4/20 By: _____ Date: _____
County Representative County Representative

By: Stephen Smith Date: 11-4-2020 By: B. J. [Signature] Date: 11/04/2020
County Representative County Representative

By: _____ Date: _____ By: _____ Date: _____
Area Extension Director County Representative
UW-Madison, Division of Extension

By: _____ Date: _____ By: _____ Date: _____
Director of Financial Services On Behalf of Board of Regents of
UW-Madison, Division of Extension The University of Wisconsin System

RESOLUTION # _____

**RESOLUTION TO DECLARE THE ANNEX AND PUBLIC HEALTH BUILDINGS
AS “SURPLUS PROPERTY”**

WHEREAS, construction of the Washburn County Services Center (WCSC) in Shell Lake has been finalized; and,

WHEREAS, the WCSC now houses the Departments of Health & Human Services, Public Health, UW-Extension, ADRC/Aging, Veterans, as well as the office of the Coroner, the County Board Chair and the new County Board Room; and,

WHEREAS, the Annex building located at 850 West Beaver Brook Avenue, Spooner, WI and the Public Health building located at 222 Oak Street, Spooner, WI are now vacant; and,

WHEREAS, Public Property has met and is recommending that these properties be deemed as “Surplus Property” and that the decision for final disposition should come back to the Public Property Committee.

THEREFORE, BE IT RESOLVED, that the Annex and Public Health properties are deemed “Surplus Property” by the Washburn County Board of Supervisors and that approval is given to the Public Property Committee to determine final disposition.

FISCAL IMPACT: Unknown/Dependent on Real Estate Market

Recommended for adoption by the Washburn County Public Property Committee this 2nd day of November, 2020 and approved by the Washburn County Board of Supervisors this 10th day of November, 2020.

Linda Featherly, Committee Chair

Clint Stariha, Vice Chair

Mark Radzak, Member

Steve Sather, Member

Hank Graber, Member

RESOLUTION # _____

RESOLUTION APPROVING ADDITIONAL POSITION OF HIGHWAY EQUIPMENT OPERATOR

WHEREAS, due to the recent restructuring of several positions in the Washburn County Highway Department due to retirements, the position of Field Supervisor has been eliminated; and

WHEREAS, management duties of the Field Supervisor have been spread out between the Crew Leads, the Highway Technician, the Operations Manager and the Highway Commissioner; and,

WHEREAS, the Field Supervisor position also plowed snow and operated equipment/drove truck during the summer construction season; and,

WHEREAS, there are also many times in the year when construction operations are not completed due to not having enough staff; and,

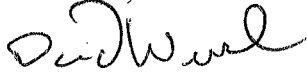
WHEREAS, by eliminating the Field Supervisor position and replacing the position with an operator will result in a cost savings to the Department and still provide the same or better level of service to the public; and,

WHEREAS, both the Washburn County Highway and Dam and Personnel Committees approve of the restructuring to increase efficiencies.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the elimination of the position of Field Supervisor and authorizing the additional position of Highway Equipment Operator with funding coming from current budget.

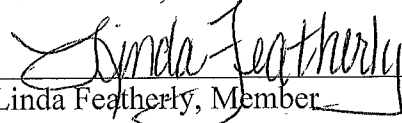
FISCAL IMPACT: approximate cost savings of \$10,000

Recommended for adoption by the Washburn County Personnel Committee this 9th day of November, 2020 and approved by the Washburn County Board of Supervisors this 10th day of November, 2020.



Dave Wilson, Chair

Hank Graber, Vice Chair



Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: 10-19-2020	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: Equipment Operator	Department: Highway
Effective Date: As soon as approval is granted.	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: The Field Supervisor position is being eliminated. The field supervisor plowed snow and drove truck in the summer. Looking to replace the position with a full time equipment operator. Management duties have been spread out between Crew Leads, Highway Tech, Operations Manager, and Highway Commissioner.	
Why is position required or why can't present employees complete the work or why can't position be contracted? Field supervisor used to plow one of the winter plow routes and operated equipment/drove truck during summer construction season. There are also many times in the year, when construction operations are not completed due to not having enough staff. (Ex. Mowing is not done due to lack of employees.) This position will fill the void with the lost labor from elimination of the Field Supervisor position and allow more efficient operation of the crew.	
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
20.92	2080	43513.60	2937.17	3328.79	1539.08	23491.68	74810.31

Is this request budgeted? YES NO List the funding source: Field supervisor position is being eliminated. 20

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	1000
Wages and Benefits	74810.31
Personal Equipment (e.g. tools, uniforms, safety equipment)	500
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:	76310
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DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

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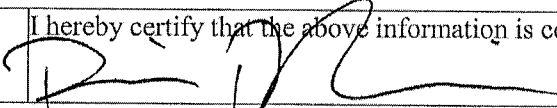
Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	YES.
What are the major functions or examples of work performed of the proposed position?	Operate Equipment, Drive Truck, Plow Snow, Landscaping, Brushing.
Minimum Educational Requirements and minimum experience for this position?	High School Degree
Knowledge Skills and Abilities?	Safe operation of motorized equipment, knowledge of methods and materials for construction, ability to follow oral and written instruction, ability to read plans, maps, etc, ability to plow snow.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Change in management structure eliminated a Field Supervisor position. Operator will backfill workload and allow crew to be more efficient with an additional operator.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Work is generated by the State for State maintenance/plowing, The County for County maintenance/plowing, and Townships for Town Maintenance/plowing. (Estimated work distribution = 5% equipment maintenance, 12% winter maintenance, 24% capital construction projects, 30% general county maintenance, 1.5% stockpiles, 3% buildings and grounds, 1% work for other counties, 3% Inter county departments, 0.1% Schools, 0.1% DNR/NW Regional Planning, 20.1% Townships, 0.2% 50/50 Bridge.)
Is this work currently being performed by someone else? If yes, how and by whom?	Field Supervisor, Rick Buchman. Retired on 10-15-2020.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Adds one more operator that would fit in with the rest of the crew.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	No significant change. One additional member on the crew to use for plowing, backup plowing, regular worker on the crew during the summer.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Any of the other equipment operators on the crew.
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The highway department will be short an operator, especially during the winter snow plowing season. The field supervisor plowed one of the routes. There would be a chance that the plow routes would not get plowed.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	Replacing a more expensive field supervisor with an operator. Operator will also not take a vehicle home at night as the Field Supervisor previously did.

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 will be a truck or grader designated to the operator in the winter. There is room in the crew room once we can go back after COVID-19.
How does this position fit into the long-range and strategic plans of the Department and/or County?	Eliminating a Field Supervisor position and replacing the position with an operator will result in a cost savings to the Department, and still provide the same or better level of service to the public for the services provided.

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

This position is needed to backfill all operating work done by the Field Supervisor, while maintaining a high level of service to the State, County, and Townships Served.

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct. 	DATE:	10-26-2020
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Committee of Jurisdiction:

COMMITTEE:	<input checked="" type="radio"/> Approved X Denied Comments	DATE:	10-19-2020
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resources Director: _____ Date: 11-9-2020

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	<input checked="" type="radio"/> Approved Denied Comments	DATE:	11-9-2020
COUNTY BOARD (IF NECESSARY)	<input type="radio"/> Approved Denied Comments	DATE:	

POSITION DESCRIPTION	Range: P2015-10-2080	
Class Title: Equipment Operator	Position #: 5321.150	
Department: Highway	Location: Highway Department	Date: 12/30/2013

GENERAL PURPOSE:

Operates a variety of equipment and trucks utilized in snow removal operations, highway construction, highway maintenance and repair activities. Performs a variety of skilled tasks in the maintenance and construction of the Washburn County highway system.

SUPERVISION RECEIVED:

Works under the close supervision of the Highway Operations Manager, Field Supervisor, and/or Lead Operators

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates equipment for various construction and maintenance duties. Operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.
- Operates trucks and construction or power equipment such as listed below for snow removal operations, highway construction and/or maintenance.
- Performs daily inspection and daily service of assigned equipment.
- Completes daily written records including, but not limited to, timesheets, daily equipment inspection report and daily vehicle inspection report.
- Performs/assists with repairs of machines.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Assists in the installing and maintenance of traffic control devices.
- Performs all duties in conformance to appropriate safety and security standards.
- Operate various pieces of equipment associated with snow removal.
- Performs preventative maintenance and cleaning of equipment
- Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.
- May work all or part of the night shift December 1 through March 31
- Perform related duties as required

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including, motor graders, scrapers, dozers, front end loaders, shouldering machine, chip spreader, backhoe, pavement grinder/reclaimer, loader/backhoe, mobile radio, phone, patrol truck, tar kettle, patch trailer, dump trucks, skid steer, fuel truck, oil distributor truck, sweeper, hydro seeder, roller, low boy, steamer, mowers, mulcher, chipper, water truck, snow removal equipment, (all other units listed in the master equipment list that are not specified fall into this category)

QUALIFICATIONS:

- 1.) Graduation from high school or GED equivalent.
- 2.) Possession of a valid Wisconsin Commercial Driver's License - classes A, B, C, D and N endorsement
- 3.) Thorough knowledge of and the ability to operate assigned vehicles and equipment in a safe manner according to public traffic laws and regulations. Good knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials. Good knowledge of techniques utilized in shaping road ditches, installing drainage structures and excavation operations. General knowledge of construction practices utilized in the building and maintaining of roads and drainage structures.

Necessary Knowledge, Skills and Abilities:

- 1.) Considerable knowledge of the proper and safe operation of motorized equipment.
- 2.) Ability and skills required for effective operation of equipment.

- 3.) Working knowledge of the methods and materials used in the construction and maintenance of roads.
- 4.) Ability to follow oral and written instructions.
- 5.) Ability to establish effective working relationships with coworkers and supervisors.
- 6.) Ability to read, analyze, and interpret maps, maintenance manuals and similar type documents.
- 7.) Abilities to effectively write periodic work reports, fill out log books, document facts.
- 8.) Ability to calculate figures and amounts such as fill heights, lengths of pipe, volumes of concrete.
- 9.) Ability to estimate mileage, distances, and locations with respect to maps and landmarks.
- 10.) Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- 11.) Ability to apply safety practices and procedures to all situations.

PHYSICAL DEMANDS:

Physical demands of this position vary from day to day and are highly dependent on the physical function being fulfilled on that day. The position requires high to very high physical strength. The position requires a high level of mobility and stamina as well as physical flexibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

H – Heavy Work – Exerting 50 to 100 pounds of force occasionally and /or 25 to 50 pounds of force frequently and /or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.

V – Very Heavy Work – Exerting in excess of 100 pounds of force occasionally and /or in excess of 50 pounds of force frequently and /or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work.

Light duty may be assigned as required by physician.

While performing the duties of this job, the employee is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, sit, and hear. The employee is occasionally required to walk, climb, balance, stoop, kneel, crouch or crawl.

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

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The employee regularly is exposed to moderate amounts of noise.

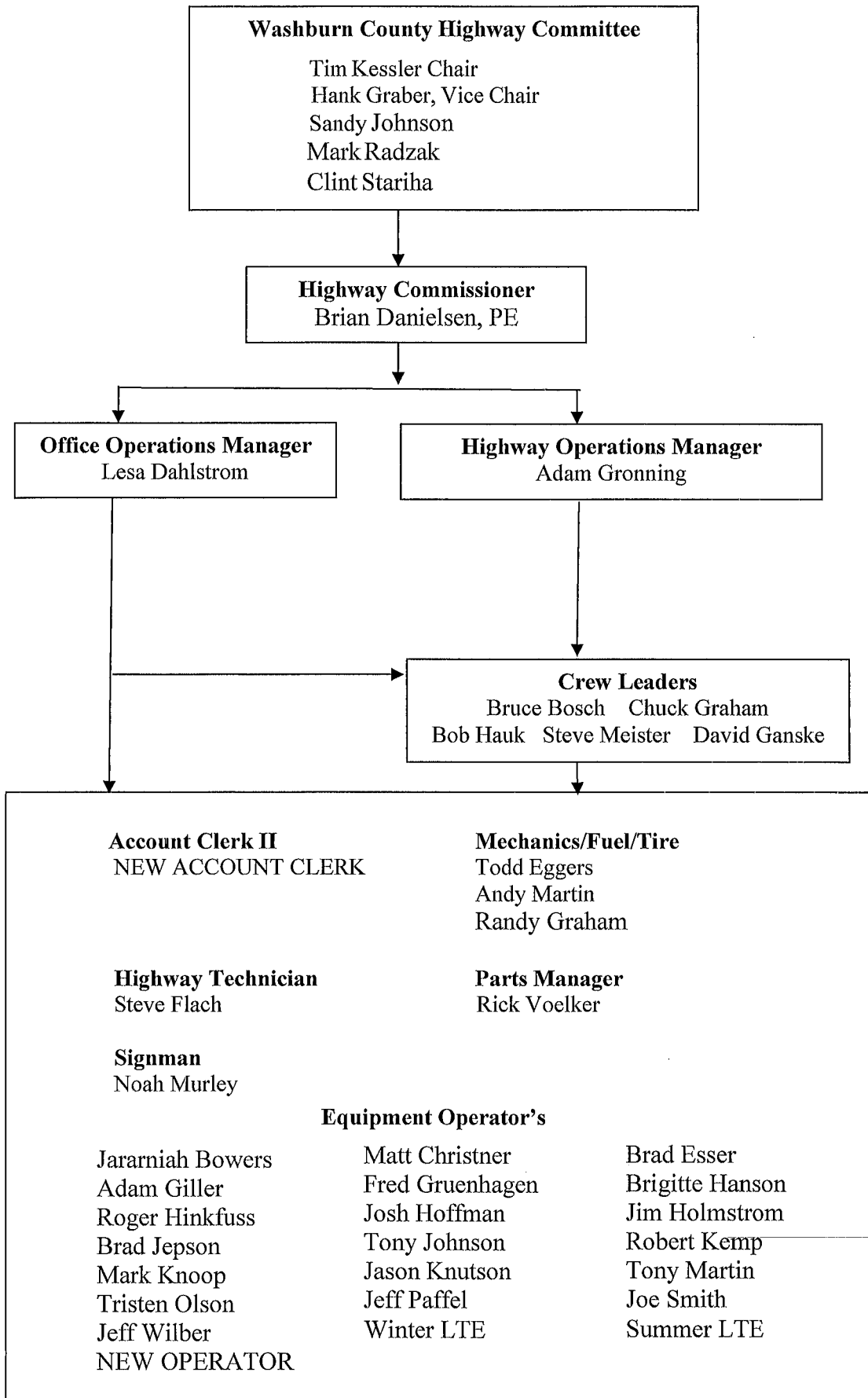
The employer will furnish ear, eye and head protection.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Approval: _____/s/_____
Administrative Coordinator/Human Resources Director

Revision History:

WASHBURN COUNTY HIGHWAY DEPARTMENT CHAIN OF COMMAND



RESOLUTION # _____

**Resolution Authorizing the Creation of a New Full Time Equivalent Position:
Youth Diversion Specialist- Health & Human Services Department**

WHEREAS, Health and Human Services has received a five year grant in the amount of \$77,097 from the WI Department of Health Services to divert youth from Youth Justice (delinquency) legal system; and,

WHEREAS, efforts were made by the Health & Human Services to contract this position through two recruitments and three offers to qualified candidates and declined due to lack of benefits; and,

WHEREAS, there is no formal prevention programming currently in place to serve youth prior to a Youth Justice referral to Health & Human Services; and,

WHEREAS, in 2019, Washburn County HHSD received 82 Youth Justice referrals on 69 youth; and,

WHEREAS, continued delinquent acts increase costs (some significant) in services and out of home placements; and,

WHEREAS, in addition to fully funding the Youth Diversion Specialist position, the grant also pays for overhead and indirect costs currently paid in part by levy; and,

WHEREAS, this position is needed to address youth demonstrating at-risk/public safety acts in the community to provide community based services and case management to youth and families to decrease risk of high cost services and out of home placements; and,

WHEREAS, if the Youth Diversion Specialist Position is not created, grant funding will be forfeited back to the State and programming will not occur; and

WHEREAS, on November 9, 2020, the Health & Human Services Board voted in favor of creating the Youth Diversion Specialist position as it is the best use of available funding to meet the current and future needs of Washburn County; and,

WHEREAS, the creation of a Youth Diversion Specialist position was approved by the Personnel Committee on November 9, 2020; and,

THEREFORE, BE IT RESOLVED, that the Community Partnership for Diversion from Youth Justice grant issued by the WI DHS should be utilized to support the position of Youth Diversion Specialist within the Health & Human Services Department, and

THEREFORE, BE IT FURTHER RESOLVED, that the position of Youth Diversion Specialist be approved and created as a regular full time position for 2021-2024 budget years, subject to board approval thereafter.

FISCAL IMPACT: \$85,601 (\$0 levy)

Resolution Authorizing the Creation of a New Full Time Equivalent Position:
Youth Diversion Specialist- Health & Human Services Department

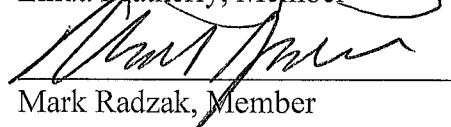
RECOMMENDED FOR ADOPTION THIS 9TH DAY OF NOVEMBER, 2020 BY THE
WASHBURN COUNTY PERSONNEL COMMITTEE:



David Wilson, Committee Chair



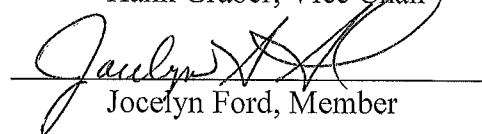
Linda Featherly, Member



Mark Radzak, Member



Hank Graber, Vice Chair



Jocelyn Ford, Member

Washburn County Personnel Requisition Form

Date: 11/02/2020

New Position

Position Vacancy

Position Change

POSITION INFORMATION:

Position Title: Youth Diversion Specialist

Department: Health and Human Services

Effective Date: 01/02/2021

Position Type:

Full Time

Part Time

LTE

Casual

Reason for Request: The goal of this program is to divert youth from formal legal processes related to Youth Justice. Currently, this population is underserved in Washburn County as typically youth do not have contact with the Department until a formal referral is made. This program would fall under prevention efforts to discourage negative behaviors earlier. Furthermore, the Youth Diversion Specialist would work with other prevention staff to develop a Youth Leadership Academy to encourage pro-social and leadership skills in youth referred.

Why is position required or why can't present employees complete the work or why can't position be contracted?

As stated above, this population is underserved and this position is designed to reduce high intensity youth delinquency referrals/costs. For the next 5 years, this position is funded through grant dollars. The Department did attempt to contract for this position through 2 recruitments and offered to 3 different candidates which were declined due to lack of benefits.

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	
27.80	1950	54,210.00	3659.18	4,147.07	92.70	23,491.68	85,600.62	Proposed

Total cost for other equipment and/or training? Covered by grant funding.

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

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	85,600.62
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

<i>Revenues (Use Negative #)</i>	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 style="text-align: center;">Propose grade 13. See attached draft job description.</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p style="text-align: center;">Case Management of youth referred through early intervention/initial juvenile justice referrals. Work with schools, Juvenile Officer and Prevention staff.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p style="text-align: center;">Bachelors in Social Work or related field.</p>
<p>Knowledge Skills and Abilities?</p>	<p style="text-align: center;">See job description</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;">Serving early intervention population, which has not been served previously in this capacity.</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;">The Public- youth that have not been previously served through this referral process from schools, law enforcement, etc.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p style="text-align: center;">No. New funding became available.</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;">Position will fall under Prevention efforts.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p style="text-align: center;">Reports to the Deputy Director.</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;">No one.</p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p style="text-align: center;">Program would not be able to operate without this position.</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 style="text-align: center;">Currently, this population is not adequately served which can often lead to high risk/high cost referrals.</p>
<p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>	<p style="text-align: center;">Fully funded through grant dollars.</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 style="text-align: center;">Yes. Vacant office available.</p>
<p>How does this position fit into the long-range and strategic plans of the Department and/or County?</p>	<p style="text-align: center;">This position will address delinquent behaviors early and address behaviors prior to becoming out of control, resulting in reducing high cost services/placements.</p>

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

This position will be fully funded by grant dollars (5 years). No new levy will be requested to support this position. The Department did attempt to contract out the position, however, it was declined by 3 well-qualified candidates due to lack of benefits.

Approvals:

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

COMMITTEE:	Approved Denied Comments	DATE:	
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HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

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

POSITION DESCRIPTION	FT- Grade 13
CLASS TITLE: Youth Diversion Specialist	Non-exempt
DEPARTMENT: Health and Human Services	11/02/2020

GENERAL DESCRIPTION

Youth Diversion Specialist provides case management to youth experiencing social/emotional challenges, presenting with delinquent behavior, truancy issues, and/or substance use. Considerable independent judgment and discretion are required in working with individuals, families, providers, and community agencies. Responsibilities include, but are not limited to, assessing client eligibility and their needs, developing individualized diversion plans, referring clients to established evidence based interventions, supporting clients through incentives and empowering activities, tracking and reporting client and program progress and developing youth leadership programming in collaboration with other youth development professionals.

SUPERVISION/DIRECTION RECEIVED

Reports to and receives primary direction from the Health & Human Services Department Deputy Director. Position will also receive input and direction from the Youth Diversion Grant Leadership Work Group.

SUPERVISION/DIRECTION EXERCISED

None.

TYPICAL DUTIES (Illustrative Only)

With the support of the Leadership Work Group members; plan, develop, implement and evaluate youth diversion programming within Washburn County.

Conducts assessments in face-to-face interviews with individuals in their homes or in the community.

Identifies, through case management and/or intake services, the full range of individual needs which include medical, psychosocial, vocational, familial and daily living spheres.

Assesses and develops goal oriented and time limited service plans to address identified needs.

Secures, coordinates and monitors necessary services for individuals involving appropriate professional and paraprofessional staff in programs, through provider agencies, and other community resources.

Provides support as necessary for individuals and/or family conjoining and group formats.

Documents contacts and services, maintains files and data for reporting purposes.

Serves as an advocate for clients within the community.

Seek funding for prevention and awareness programming through federal, state, local and foundation grants. Oversees and maintains grant compliance necessary to fulfill grant outcomes, including data collection and other reporting requirements.

Assist in the development of a case management database/Electronic Health Records (EHR) system. Regularly collects and maintains data pertinent to youth justice and prevention activities.

Design and implement youth diversion prevention and awareness programs for the public including: schools, community groups, businesses, parents, local government and the recovery community; serves as a community consultant.

Research contemporary practices and techniques in the field of youth diversion and creates/edits/maintains training manuals/literature on the topic which are made available to the general public.

Assist in the development of a Youth Leadership Academy or like program.

Performs other duties as assigned.

Some in-State and out of the State travel required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and ability to provide case management across identified target groups and their system of delivery.

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

Experience in working with youth populations.

Knowledge of youth development and family systems.

Knowledge and skills in de-escalation techniques.

Knowledge of available community resources for the target groups.

Considerable ability to establish and maintain effective working relationships.

Ability to communicate effectively orally and in writing, individually and in public settings.

Ability to multitask and meet identified deadlines.

Ability to manage high levels of stress.

Knowledge of the physiology and psychology of Alcohol and Drug Abuse and the continuum of treatment care.

Grant writing, maintenance and compliance reporting.

Ability to communicate effectively orally and in writing.

Considerable ability to work and make appropriate decisions independently.

REQUIRED QUALIFICATIONS

Bachelor's degree in Social Work or Criminal Justice preferred, closely related Human Services degree will be considered. Experience providing mental health services or program management of mental health or prevention programs preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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 office settings and occasionally in the field. Work is largely sedentary. Position provides services in the office, at client's homes, or in the community, which requires travel to different locations for performance of work duties. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to finger, handle, feel, or operate objects, or controls; and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the office work environment is usually quiet to moderate.

Occasionally position may travel to other offices in the county or stay overnight out of town to attend training.

TOOLS AND EQUIPMENT USED:

Personal computers, including Microsoft Office, standard equipment of a data processing office, including photocopiers, calculator; motor vehicle; telephone; voice mail.

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.

NOTE: *Appointment will be conditional upon successful completion of a background check.*

Approval: _____/s/_____
Administrative Coordinator/
Director of Personnel
(Revised 04/11/16)

Washburn County
 Health & Human Services Department
 September 2020

Health & Human Services
 Board

Director
 Jim LeDuc

Deputy Director
 Marie Schrankel

Health & Social Services Division

Cheri Nickell
 Public Health Supervisor/
 Health Officer

Julie Erickson (RD)
 ▪ WIC Director

Cassidy Watson (MPH)
 ▪ Public Health Specialist

Tim Nickell (RN,BSN)
 ▪ Public Health Nurse

Tim Reeber (RN, BSN)
 ▪ LTE COVID Nurse

Joan Romanowski
 ▪ Account Clerk II

Sue Selzler (SW)
 Social Work Supervisor

Vacant
 ▪ Foster Care
 ▪ Child Protective Services
 ▪ Youth Justice

Alexis Piepho
 ▪ Child Protective Services
 ▪ Youth Justice
 ▪ Foster Care

Katelynn Retzlaff (SW)
 ▪ Child Protective Services
 ▪ Youth Justice
 ▪ Foster Care

Rachel Mendenhall (SW)
 ▪ Child Protective Services
 ▪ Youth Justice
 ▪ CCS

Melissa Williams (SW)
 ▪ Juvenile Court Intake

Vacant
 ▪ FSU Social Work

Kim Campion (SW)
 MH/AODA/APS Coordinator

Vacant
 ▪ CCS Clinical Supervisor

Shavon Sutherland (SW)
 ▪ Mental Health, AODA, CCS
 ▪ APS

Megan Sheehan
 ▪ Mental Health, AODA, CCS
 ▪ APS

Laura Braenne (SW)
 ▪ CST
 ▪ CCS Service Facilitator

Deb Clark
 ▪ CSP/CSS Therapist

Vacant
 ▪ CSP Case Manager

Clay Peterson
 ▪ CCS Service Facilitator

Jordyn Scutkowski
 ▪ CCS Service Facilitator

Jacob Melton
 ▪ CCS Service Facilitator

Economic Support

Karla Brunberg
 ESS Supervisor

April Coyle
 ESS Worker

Mary Everett
 ESS Worker

Gwen Bartholomew
 ESS Worker

Kaylee Orne (ECSE)
 ▪ Birth-Three Coordinator

Vacant
 ▪ CLTS Waivers/CCS

Catherine Maas (SW)
 ▪ CLTS Waivers

Julia Hurt (SW)
 ▪ CLTS Waivers/CCS

Hillary Thompson (SW)
 ▪ CLTS Waiver

PROPOSED POSITION
 ▪ Youth Diversion Specialist

Julie Bever
 ▪ AODA Prevention Specialist

Child Support

Kelly Swan
 CS/WHEAP Supervisor

Rozanne Livingston
 Child Support Worker

Dana Olson
 WHEAP/CS Worker

Office Support Unit

Debbie Tubbs
 Fiscal Supervisor

Sue Carney
 Fiscal Assistant
 ▪ Accounting Functions
 ▪ Benefit Recovery
 ▪ Rep Payee Accounts

Heidi Stellrecht
 Acct Clerk III
 ▪ Accounting
 ▪ Vouchers & Purchase Orders
 ▪ Payroll

Ashley Reine
 Admin Asst I
 ▪ Receptionist
 ▪ Department Typing
 ▪ Department Scanning

Vacant
 Admin Asst I (PT)
 ▪ Receptionist

Brianne Novy
 ▪ AmeriCorps Recovery

RESOLUTION # _____

Resolution to Increase Several 2020 County Budgets Due to Receiving Additional COVID-19 Funding from the Routes to Recovery Grant

WHEREAS, several departments have incurred expenses related to COVID-19 which were unbudgeted; and

WHEREAS, the Finance Director applied for and received a portion of the Routes to Recovery Grant funds for the second quarter of 2020 in the amount of \$35,527.04 which were unbudgeted; and

WHEREAS, these expenses and revenues need to be accounted for in the 2020 budgets; and,

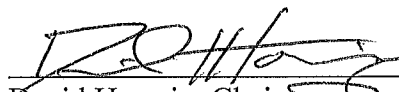
WHEREAS, the following unbudgeted COVID-19 funds for each department is itemized below:

\$498.86 - 100.51270 Coroner	\$2780.52 - 100.51440 Elections
\$2747.65 - 100.52910 Emergency Government	\$2154.26 - 250.56100 Forestry
\$485.03 - 705.53315 Highway	\$55.94 - 100.54710 Veterans
\$3799.92 - 100.51450 Information Technology	\$10,653.06 - 100.51210 Judge
\$104.31 - 100.51220 Clerk of Courts	\$549.92 - 230.45002 HHS
\$195.98 - 100.51550 Purchasing	\$339.00 - 100.51492 Special Projects
\$4756.88 - 100.51600 Maintenance	\$91.65 - 240.61200 Aging
\$1191.58 - 100.51610 Maintenance	\$91.66 - 240.61110 Aging
\$1214.25 - 100.51620 Maintenance	\$274.96 - 240.68101 Aging
\$1158.02 - 100.51630 Maintenance	\$91.65 - 238.54600 ADRC
\$1158.01 - 100.51640 Maintenance	
\$1133.93 - 100.51655 Maintenance	

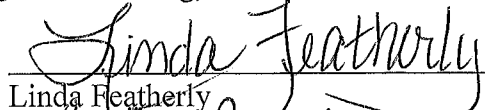
THEREFORE, BE IT RESOLVED that the above departments' 2020 budgets be increased the specific amounts in revenue account 43395 and an expense account as listed above for a total addition of \$35,527.04.

FISCAL IMPACT: \$35,527.04

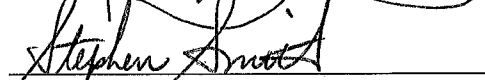
RECOMMENDED FOR ADOPTION THIS 9th DAY OF November, 2020 BY THE WASHBURN COUNTY FINANCE COMMITTEE.



David Haessig, Chair




Linda Featherly



Stephen Smith

David Masterjohn, Vice Chair



Dave Wilson

RESOLUTION # _____

**RESOLUTION TO INCREASE THE 2020 ADRC BUDGET – EBS
BUSINESS DONATION**

WHEREAS, the Aging and Disability Resource Center Elder Benefit Specialist has received a monetary donation of \$2,000.00 with a request to be applied where most as needed within the ADRC; and

WHEREAS, the donation was not previously budgeted in the 2020 ADRC budget; and

WHEREAS, the unexpected donation may not be fully utilized in 2020; and

WHEREAS, any remaining balance, not to exceed \$2,000.00 would be carried over to 2021; and

WHEREAS, the donation in the amount of \$2,000.00 was receipted in the ADRC EBS business donation revenue account 238.54630.48501 and will be expended for Wages using account 238.54630.50120.

THEREFORE BE IT RESOLVED, that the 2020 ADRC EBS budget be increased \$2,000.00 in the two above revenue and expense accounts for the additional monetary donation and any remaining balance not to exceed \$2,000 would be carried over to 2021.

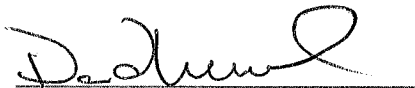
FISCAL IMPACT: \$2,000.00

Recommended for adoption by the Washburn County Finance Committee

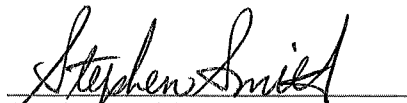
this 9th day of November, 2020.


David Haessig, Chair

David Masterjohn, Vice-Chair


David Wilson, Member


Linda Featherly, Member


Stephen Smith, Member

RESOLUTION # _____

**RESOLUTION FOR THE UNIT ON AGING TO ACCEPT THE IN-KIND
FOOD BOX DONATION FROM FARMERS TO FAMILIES –
(No Fiscal Impact)**

WHEREAS, part of the Coronavirus Food Assistance Program, Secretary Perdue announced on April 17, 2020, that the USDA exercised authority under the Families First Coronavirus Response Act to purchase and distribute agricultural products to those in need. The USDA partnered with national, regional, and local distributors, whose workforces have been significantly impacted by the closure of restaurants, hotels, and other foodservice businesses, to purchase fresh produce, dairy, and meat products from American producers of all sizes. Distributors have packaged these products into family-sized boxes and transported them to food banks, community and faith-based organizations, and other non-profits serving Americans in need; and

WHEREAS, of October 5, 2020, 101.7 Million Food Boxes have been invoiced through three phases of distribution - 35.6 million food boxes invoiced in round one (May 15-June 30), 50 million food boxes invoiced in round two (July 1-August 31) with 15 million food boxes invoiced in round two extensions (September 1 - September 18), and 1,018,464 food boxes invoiced in BOA Contracts (September 22 - October 31); and

WHEREAS, one of these contracts was awarded to Perfect Pact, who will deliver a specific number of boxes for the USDA Farms to Families for Phase III in 6 states: Florida, Illinois, Iowa, Kentucky, Minnesota, Mississippi, Missouri, North Carolina, North Dakota, South Carolina, South Dakota, Washington, and Wisconsin. As of September 1, 2020, Perfect Pact has distributed over 2,000,000 boxes of produce (42,000,000 pounds) to feed those impacted by the economic hardships of COVID-19; and

WHEREAS, the Unit on Aging has been approved to receive two deliveries at the Washburn County Highway Department on October 11th and 28th of the Farmers to Families Food Boxes to support the COVID-19 emergency relief effort. Each food box is valued at \$55.00 and each delivery will consist of 1,200 boxes. The food boxes will be delivered to Home Delivered Meal participants and a community pick-up area will be set up at the Highway Department to distribute the remaining boxes; and

WHEREAS, the total Farmers to Families COVID-19 in-kind food box donation is valued at \$132,000 and will have no fiscal impact to the County or the Unit on Aging.

THEREFORE BE IT RESOLVED, that Washburn County and the Unit on Aging accepts the in-kind food box donation valued at \$132,000 from Farmers to Families to support the COVID-19 emergency relief effort.

FISCAL IMPACT: \$0.00

Recommended for adoption by the Washburn County Finance Committee

this 9th day of November, 2020.



David Haessig, Chair

David Masterjohn, Vice-Chair



David Wilson, Member



Linda Featherly, Member



Stephen Smith, Member

Resolution No. _____

County Forest Variable Share Payments

WHEREAS, Counties having lands entered as "County Forest Lands" under the provisions of S.S. 28.11 (4) (b) of the Wisconsin Statutes, annually receive from the state as a non-interest bearing loan, in an amount not to exceed 50 cents for each acre so entered to be used for the purchase, development, preservation, and maintenance of such lands, and

WHEREAS, said loan monies are repaid through a 20% severance tax on timber sales revenue coming from County Forest Lands unless a higher rate is mutually agreed to by the County and the Department;

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors in consideration of meeting the needs identified in the County Forest Comprehensive Land Use Plan hereby request the Department of Natural Resources to provide the 2021 payment to the County under S.S. 28.11 (8) (b) a, on the basis of 50 cents for each acre of our County Forest Lands.

BE IT FURTHER RESOLVED that the Clerk has hereby authorized and directed to file this request with the Department of Natural Resources prior to December 31st preceding the year in which said payment is being requested to be made.

Submitted for adoption this 10th day of November, 2020 by:

Forestry, Parks & Recreation Committee:

FISCAL IMPACT \$74,737.00

Sandy Johnson, Chair

Motion for adoption by:
Supervisor _____

Hank Graber, Vice Chair

Seconded by:
Supervisor _____

Jerry Smith

Mark Radzak

Ayes _____, Noes _____, Absent _____

Paul Johnson

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on November 10, 2020.

Lolita Olson, County Clerk

Resolution No. _____

2021 County Forest Work Plan

WHEREAS, Counties having lands entered as "County Forest Lands" under the provisions of S.S. 28.11 (5m) of the Wisconsin Statutes, may annually receive from the state a grant of up to 50% of the County Forest Administrator's wage and fringe, and

WHEREAS, an annual county forest work plan must be approved by and on file with the Wisconsin Department of Natural Resources in order to qualify for the County Forest Administrator Grants, and

WHEREAS, the 2021 Annual Work Plan has been presented to the Washburn County Board of Supervisors.

THEREFORE, BE IT RESOLVED, that we the Washburn County Board of Supervisors hereby approve the 2021 Annual Work Plan and participation in the County Forest Administrator Grant program.

Submitted for adoption this 10th day of November, 2020 by:

Forestry, Parks & Recreation Committee:

FISCAL IMPACT \$60,000.00

Sandy Johnson, Chair

Motion for adoption by:
Supervisor _____

Hank Graber, Vice Chair

Seconded by:
Supervisor _____

Jerry Smith

Mark Radzak

Ayes_____, Noes_____, Absent_____

Paul Johnson

I, Lolita Olson, County Clerk, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on November 10th, 2020.

Lolita Olson, County Clerk

WASHBURN COUNTY FOREST

ANNUAL WORK PLAN 2021

TO: THE HONORABLE WASHBURN COUNTY BOARD OF SUPERVISORS

Following is the proposed Washburn County Forest work plan for the year 2021. The plan gives direction and meaning to the proposed County Forest budget. The plan further defines and supplements the County Forest Comprehensive Land Use Plan and emphasizes the current needs of the County Forest and recreational system.

I. FOREST MANAGEMENT / SILVICULTURE

A. TIMBER SALES

Timber harvests are not only important for the economic well being of Washburn County, but also for the health and vigor of the forest. This includes all aspects of the forest including wildlife, watershed protection, air quality, recreation, and many other noncommercial values. Professional implementation of proper forest management and harvest techniques is essential. The timber management goal is to produce sustained yields of forest products by scheduling timber sales as close as possible to achieve the average annual allowable cut. Compartment reconnaissance information from the Wisconsin Forest Reconnaissance System (WisFIRS) will be used to determine stands where timber cutting is needed. Washburn County Forest plans to offer for sale approximately 3,197 acres of new timber sales (excluding salvage operations due to unknown occurrences and re-advertising of defaulted timber sale contracts) in the following timber types in 2021.*

	<i>Annual Goal</i>	<i>Carry Over</i>	<i>Total</i>
Aspen	900 acres	146 acres	<u>1,046 acres</u>
Jack Pine	150 acres	0 acres	<u>150 acres</u>
Red Pine	400 acres	12 acres	<u>412 acres</u>
Red Pine – Regeneration	50 acres	-42 acres	<u>8 acres</u>
Northern Hardwoods	450 acres	157 acres	<u>607 acres</u>
Northern Hardwoods – Regeneration	50 acres	-8 acres	<u>42 acres</u>
Red Oak	600 acres	3 acres	<u>603 acres</u>
Red Oak – Regeneration	50 acres	-1 acre	<u>49 acres</u>
White Spruce & Balsam Fir	80 acres	0 acres	<u>80 acres</u>
Swamp Hardwood	100 acres	0 acres	<u>100 acres</u>
White Birch	50 acres	0 acres	<u>50 acres</u>
Other	50 acres	0 acres	<u>50 acres</u>

* Timber sale establishment will exceed these acreages in order to build a timber sale “bank”

B. REFORESTATION

1. As markets permit, attempt to sell jack pine sales associated with the 1980 Oak Lake Fire. As part of this, look for opportunities to post sale scarify approximately 50 acres of jack pine to promote regeneration.
2. Evaluate jack pine regeneration sites. Supplemental seed up to 50 acres as necessary.
3. Chemical and mechanical site preparation was conducted on 215 acres of red pine regeneration sites. These 215 acres are to be hand planted to containerized red pine stock in 2021.
4. Evaluate oak regeneration sites and conduct prescribed burns, as weather permits, on approximately 50 acres to release young oak from competition.

C. TIMBER STAND IMPROVEMENT

1. Depending on Covid-19 impacts into 2021, and availability of the Gordon Prison Crew, release up to 50 acres of young red pine plantation by hand cutting competing vegetation.
2. Evaluate northern hardwood sites for regeneration issues and mow up to 50 acres to reduce ironwood competition and promote hardwood regeneration.

D. HABITAT/ECOSYSTEM PROJECTS

1. Continue efforts to establish difficult to regenerate forest types. Focus on regenerating jack pine, white birch, balsam, red oak, and other intolerant timber types, through planting, scarification, prescribed burning, and other silvicultural harvest methods. These forest types are declining across the region and a focused effort to retain them on the County Forest is important.
2. Attempt to increase levels of prescribed burning, with a focus on releasing oak seedlings from competition on oak regeneration sites.
3. Continue to finalize, modify and adapt the northern hardwood management matrix to aid in decisions on silvicultural prescriptions on sites where traditional methods have failed. Establish even aged harvests, in conjunction with site preparation where necessary, to regenerate hardwood on sites with poor quality timber.
4. Continue evaluating older red pine plantation growth rates and thinning response. Conduct final harvest on those older plantations where growth does not exceed mortality. Target these areas for site preparation and replanting after harvests are complete.
5. Refine annual allowable harvest projections for northern hardwood and red pine sites to adjust for even aged management and site regenerations.
6. Maintain procedure for entering aspen stands with second rotation harvest as part of annual allowable allotment for the species.

II. FOREST RESOURCE PROTECTION

A. FOREST FIRE PROTECTION

1. Maintain and improve fire lane system (gas tax roads)
2. Conduct annual partnership meetings to evaluate planning and operations
3. Consult with DNR during periods of high fire danger in order to modify timber sale activity during certain periods to reduce risk of ignition.
4. Support DNR wildfire suppression efforts where needed and in accordance with the Fire Control MOU. Assistance will be focused primarily on protecting Washburn County Forest, and adjacent, resources, with a secondary goal of providing assistance to other lands within the County. Staff resources will be allocated outside of the County only in cases of large project fires or in support of suppression on neighboring County Forest.
5. Continue focus of using Forestry Technicians as heavy equipment operators within DNR fire suppression operations.
6. Continue spring ATV closure

B. INSECTS AND DISEASE

1. Oak Wilt
 - Contract with DNR to conduct monitoring flights at least once during late summer to attempt

to detect new oak wilt infestations. Consider multiple flights as needed to provide coverage over all oak resources on the County Forest.

- Aggressively treat any infestations with “frill/girdle” method using chemical and subsequent removal of infected trees and healthy trees within the buffer zone.
 - Continue to assist private landowners, where practical, in treating and removing oak wilt infections that have the potential to impact County Forest. As oak wilt continues to move across the county, efforts should be focused on lands directly adjacent to county forest.
2. Emerald Ash Borer
 - Attempt to increase levels of black ash management as markets and weather conditions dictate. Focus on trying to convert primary stand types to swamp hardwood species other than ash.
 - Work to include white ash as a high priority of removal when managing northern hardwood stands. The goal is not to remove all ash, but rather pre-salvage as many high value trees as possible. Retain pole timber and small sawlog sized ash that are of good quality and vigorous in a way that are scattered across the stand.
 - Monitor for possible infestations.
 3. Other – continue to monitor for jack pine budworm, two-lined chestnut borer, and other potential pathogens and evaluate for management response.

C. INVASIVE SPECIES

1. Buckthorn
 - Continue to look for buckthorn infestations
 - Aggressively treat smaller patches, with internal staff using hand sprayers
 - Staff will carry chemical and sprayers in their vehicles during the time of year when basal stem treatment is effective and spot treat scattered patches/individuals when they are found.
 - The location and boundaries of larger patches will be submitted to the Forest Administrator for consideration of contract applications.
 - Continue to search for outside funding sources.
2. Honeysuckle – scattered patches are present and they will be treated in a similar manner as buckthorn.
3. Garlic mustard – there are no known infestations but monitoring will continue.

III. RECREATION

A. PARKS AND CAMPGROUNDS

1. Totogatic Park
 - Complete any remaining construction components of the park expansion project, including boat launch parking area
 - Upgrade online reservation system to make it more compatible with current needs
 - Consider changing reservation restrictions to allow for longer booking windows within the rolling 11 month restriction on site reservation.
 - Upgrade electrical service in the southeast portion of the park.
 - Continue to allocate time from the Natural Resources Technician position during summer camping season to assist with parks operation and maintenance.
 - Add an additional Assistant Campground Manager position to work the new expansion area. Increase hours of existing position and look for opportunities to transfer daily, routine operational tasks to these 2 positions along with the Campground Host. This will allow for the Assistant Recreation Administrator to take a more active role as a manager rather than investing all of his energies and time into operational aspects.
2. Sawmill Park
 - Replace/repair broken hand pumps
 - Seek funding sources to replace pavilion

- Seek funding sources to replace dock system
 - Clean brush and debris remaining after oak wilt control efforts / tree removal in 2019
 - Continue to operate and maintain facility
3. Leisure Lake Youth Camp
- Develop a comprehensive plan to renovate the facility including a new kitchen, lodge floor, electrical upgrades, cabin repairs/replacements and possible addition of flush toilets and shower building
 - Look for funding sources to renovate the entire facility including an updated fee schedule
 - Develop a plan to implement renovations/upgrades with a goal of initiating project work in calendar year 2021.
 - Continue to operate and maintain facility
4. Dugan and Harmon Equestrian Campsites
- Evaluate Harmon Lake for sanitary dump station
 - Repair electrical service at Harmon
 - Consider eliminating camping at the Dugan Run facility and converting to day-use only.
 - Continue to monitor use by campers not associated with horse trail riding and consider additional restrictions as need arises.

B. MOTORIZED RECREATION TRAILS

1. Snowmobile Trail System

- Continue to maintain snow trails program using maintenance grant program,
- Apply for grant funding for any necessary bridge repairs/replacements and other trail improvements
- Continue evaluating all bridges within the system with a goal of upgrading older bridges with engineer designed bridges.

2. ATV Trail System

- Continue to operate and maintain the official ATV/UTV trail system using maintenance grant programs.
- Continue to operate and maintain bathroom and parking facilities at Trego, Sarona, Berry Road, and Hall Road.
- Grade the entire trail system at least once during the season with County staff and equipment, including those sections of County Forest Roads that are trail connectors.
- Re-deck the Hay Creek Bridge if treated timber materials are readily available and at a reasonable cost.
- Construct the Casey Loop Rest Area project
- Fund the Casey Creek culvert extension project on the Casey Loop
- Rehabilitate portions of the Trail 39N and Stony Brook Trail east using grant funding
- Relocate the Wild River Trail from Dilly Lake Road to Trego using grant funding'
- Apply for grant funding for any necessary bridge repairs/replacements and other trail improvements
- Continue evaluating all bridges within the system with a goal of upgrading older bridges with engineer designed bridges.
- Continue to work legislatively to push DNR to resume the state ATV/UTV trail standards project.
- Continue to work legislatively to resolve conflicting program goals on trail rehabilitation and development standards that exist between county forest trail managers and the Off-Road Vehicle Advisory Council. The moratorium on new trail miles shall remain in place until a more collaborative relationship can be established.
- Participate in legislative efforts to increase maintenance funding to help accommodate the influx of larger UTV's
- Participate in legislative efforts to increase funding into ATV trail enforcement aids

- Participate in legislative efforts to prevent increasing statutory width definitions of UTV's
- Make efforts to resolve the statutory issues with the proximity of the Tuscobia Trail to State Highway 48. If this issue is resolved, the option of the county acquiring an easement from DNR to operate and maintain that portion of the Tuscobia Trail in Washburn County should be revisited.

3. Other

- Continue to prevent efforts to allow 2-wheeled motorized trail systems
- Continue to prevent efforts to allow winter UTV use on snowmobile trails other than the Wild River Trail and Shell Lake Grade.

C. NON-MOTORIZED RECREATION TRAILS

1. Ski Trails

- Evaluate both the Nordic and Totogatic Ski trails for touch up needs resulting from timber sale activities in 2019 and 2020. Reshape and repair as necessary.
- Look for opportunities to recruit volunteer labor, likely through the formation of a local club, to assist with trail maintenance.
- Continue to groom and maintain trails.

2. Wildcat Bike Trails

- Continue to facilitate local volunteer efforts to operate and maintain trail. Look for specific opportunities to partner with and assist the newly formed Rails on Trails club.
- Apply for DOT directional signage on Highway 70
- Plan for adding a bathroom, shelter and other amenities at the trailhead if funding is available.
- Continue to push DNR for approval of the bike trail proposal running adjacent to the Wild River Trail from Spooner to the Beaverbrook ATV trail. Assist the club in construction efforts where needed.

3. Dugan Run Horse Trails

- Look for opportunities to recruit volunteer labor, likely through the formation of a local club, to assist with trail maintenance.
- Evaluate usage to determine feasibility of long term operations
- Mow trail system annually in late summer or early fall.
- Monitor trail areas for invasive species

D. OTHER RECREATION

1. Continue to operate and maintain Minong Rifle Range
2. Seek funding to repair Big McKenzie Lake boat landing

IV. WILDLIFE RELATED PROJECTS

A. FLOWAGES

1. Continue planning efforts to remove/restore Black Brook Flowage. Discussions with DNR wildlife and DNR engineers in 2020 led to potential options to remove the structure without requiring intensive engineering plans. Continue discussions and develop a plan for removal in 2021. Seek grant funding, and as part of this, research options for creating a wetland mitigation bank.
2. Vandalism/tampering of the structure at Casey Creek Flowage resulted in significant damage to the spillway structure. Discussions with DNR staff have led to a general agreement that the best option is to remove the structure. As with Black Brook, look for opportunities to remove the structure in the most cost effective manner possible.
3. Continue efforts to develop a wetland mitigation bank as part of the Wolf Springs Dam #4 removal. This project was initiated in 2020 and it appears promising that conversion from open water habitat, back to wetland could provide for a wetland bank. Transfer the project to the Highway Department at such point as it appears to be a viable project.
4. As part of the Wolf Springs Dam #4 removal, and potential wetland bank, look for funding

- options to bring Dam #3 into compliance.
- 5. Complete any necessary inspections or engineering on the Davis Flowage Structure.
- B. WILDLIFE OPENINGS
 - 1. Work with DNR Wildlife to evaluate the wildlife openings program. Priorities these openings and eliminate those with minimal benefit.
 - 2. Purchase herbicide for wildlife openings treatment
 - 3. Assist DNR with mowing where feasible.
- C. OTHER WILDLIFE HABITAT RELATED PROJECTS
 - 1. Continue to promote jack pine habitats
 - 2. Continue to promote red oak, white birch and other declining species
 - 3. Maintain gates
 - 4. Seed logging trails where necessary.

V. FOREST ROADS

- A. COUNTY FOREST ROADS
 - 1. Grade entire 94 mile system and evaluate/repair trouble spots.
 - 2. Prioritize mowing needs, mow approximately 10 miles.
 - 3. Gravel north half of Shingle Camp Fire Lane
 - 4. Use any remaining funds to begin gravelling those roads in used for ATV connections as part of the Casey Loop ATV Trail.
- B. FOREST/LOGGING ROADS
 - 1. Continue to implement Road and Access Plan
 - 2. Plan all road expansions to minimize road density
 - 3. Monitor for illegal use.

VI. FACILITIES, EQUIPMENT, STAFF/PERSONNEL

- A. FACILITIES
 - 1. Continue to operate and maintain shop facility
 - 2. Replace at least one overhead door in the shop.
 - 3. Continue to operate park model mobile home at Totogatic but consider transitioning from residence use to office.
 - 4. Consider adapting the yet to be constructed maintenance building at Totogatic Park to include an office. This would require relocating the structure to a more centralized location.
 - 5. Complete remaining landscaping at the new Forestry Office.
- B. EQUIPMENT
 - 1. Continue to operate and maintain existing fleet
 - 2. Purchase replacement 4 x 4 vehicle for Recreation Officer
 - 3. Purchase replacement semi-trail to replace aging/deteriorating unit.
 - 4. Repair transmission on dump truck
 - 5. Repair dozer undercarriage as planned maintenance.
 - 6. Purchase drone using Sustainable Forestry Grant award.
- C. PERSONNEL
 - 1. Provide training opportunities to the newer employees (Technicians)
 - 2. Continue to utilize Recreation Officer
 - 3. Replace any positions if they become vacant.
 - 4. Restructure campground operations with day to day tasks handled by Assistant Campground Managers/Host positions
 - 5. Attempt to add an additional Assistant Campground Manager position to handle the expansion area.
- D. Wisconsin Department of Natural Resources Time Standards
 - 1. Coordinate with Washburn Team Leader to consolidate as many time standard hours into a minimum number of DNR staff in order to create efficiencies.

2. Focus time standards hours primarily on timber sale establishment. The Liaison Forester or County Forest staff will act as lead forester on these projects.
3. Heavy equipment hours on scarification and other site preparation duties will be conducted at the discretion of the County Forest Administrator

VII. OTHER

A. LAW ENFORCEMENT

1. Continue to fund and utilize Recreation Officer Position
2. Continue to focus law enforcement efforts on ATV/UTV, permanent deer stands, and violations of Road and Access Plan and other violations of Chapter 50 of the Washburn County Municipal Code.
3. Continue to utilize ATV and Snowmobile Law Enforcement grant aids.

B. LEGISLATIVE ISSUES

1. Work with Wisconsin County Forest Association via the Legislative/Certification Committee in engaging the state legislature and other offices to help protect forestry funding in the upcoming budget.
2. Participate in legislative efforts to re-authorize the County Forest Land Acquisition sub-program of the Knowles-Nelson Stewardship program. Attempt lobbying efforts to expand eligibility under this sub-program to include recreational development projects.

C. COUNTY FOREST PLAN

1. The Forestry Department opted to delay the final drafting of the County Forest Comprehensive Land Use Plan due to Covid-19.
2. Finish drafting any remaining plan components in 2021, including public input and final approval by County Board.

D. TIMBER MARKETS

1. Continue to monitor market conditions and offer annual allowable harvest acreage as planned, while attempting to offer sales with higher likelihood of sale (older versus younger red pine, sales with aspen, etc.)
2. Look for opportunities to start discussions with county economic development staff to attempt to promote local value added industries.
3. Remain involved and up to date on a statewide "multi-stakeholder cooperative" effort that is focused either on purchasing the paper mill operations in Wisconsin Rapids, or developing a new kraft pulp, or wet lap pulp facility in Wisconsin. Investigate opportunities for Washburn County to invest in a multi-stakeholder cooperative.

E. FOREST CERTIFICATION

1. Continue to participate in SFI and FSC forest certification programs
2. Continue to evaluate cost/benefit of participation
3. The U.S. FSC standard is currently under revision to incorporate what are called International Generic Indicators. The draft of these revisions includes numerous changes that have potential to require much more intensive workload to remain certified, as well as significant acreage removed from the active management. Remain involved in efforts to prevent standards revisions as drafted. Numerous state agencies are involved in this effort as well. If the new standards are adopted as drafted, it will likely become too burdensome to remain certified under the FSC program.

F. LAND ACQUISITION

1. Follow the direction of the County Forest Comprehensive Land Use Plan
2. Evaluate land trades and/or purchases presented to the Committee for possible County Board approval
3. Seek grant funding options for any proposals that the Committee approves pursuing.
4. There are no specific projects planned for 2021.

**RESOLUTION IN SUPPORT OF TELECOMMUTING OPPORTUNITIES AND
TELECOMMUTER FORWARD CERTIFICATION**

WHEREAS, the Washburn County Board of Supervisors supports and commits to promote the availability of telecommuting options;

WHEREAS, the Washburn County Board of Supervisors hereby appoints the Washburn County Information Technology (IT) Director as the single point of contact for coordinating telecommuting opportunities within Washburn County including the following responsibilities:

1. Coordination and partnership with broadband providers, realtors, economic development professionals, employers, employees, and other telecommuting stakeholders.
2. Collaboration with broadband providers and employers to identify, develop, and market telecommuter-capable broadband packages.
3. Communication and partnership with broadband providers and economic development professionals to develop common goals.
4. Promotion of telecommuter-friendly workspaces, such as business incubators with telecommuting spaces, if such a workspace has been established in Washburn County at the time Washburn County adopts the resolution.
5. Familiarity with broadband mapping tools and other state-level resources.
6. Maintaining regular communication with the state broadband office.
7. Making regular reports to the IT Committee of Washburn County.

THEREFORE, BE IT RESOLVED THAT Washburn County Board of Supervisors support telecommuting opportunities for Washburn County in its application for Telecommuter Forward! Community certification

FISCAL IMPACT: Unknown

Recommended for adoption by the Washburn County IT Committee this 27th day of October, 2020, and approved by the Washburn County Board of Supervisors this 10th day of November, 2020.

Bob Olsgard, Chair

Steve Smith, Vice Chair

Steve Sather, Member

Sandy Johnson, Member

Brian Vosberg, Member

Resolution Supporting Mosaic Technologies, Inc. Federal Economic Development Grant Application

WHEREAS, Mosaic Technologies, Inc., (Mosaic), located in Cameron, Wi., is interested in applying for and receiving Federal Economic Development Grant dollars to develop a broadband infrastructure high-speed fiber line in Barron and Washburn Counties; and

WHEREAS, Mosaic has been in business for more than 100 years and currently provides a multi-faceted array of quality telecommunications products and services; and

WHEREAS, if Mosaic is successful in receiving this EDA grant broadband infrastructure will be improved to 226 businesses in Barron and Washburn Counties; and

WHEREAS, this expansion of connectivity and reliability is a matter of economic development which is critical to business expansion and which the Washburn County Board of Supervisor supports; and

WHEREAS, the drafting of this resolution has the support of Washburn County Economic Development Executive Director Joel Zimmerman.

NOW, THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors does by passage of this Resolution fully support Mosaic Technologies grant application and award of a Federal Economic Development Grant supporting broadband infrastructure improvements in Barron and Washburn County, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that this resolution be distributed to the appropriate Federal and State Officials as necessary, and

BE IT FURTHER RESOLVED, that publication of this resolution may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

FISCAL IMPACT: None

Recommended for adoption by the Washburn County IT Committee this 27th day of October, 2020 and approved by the Washburn County Board of Supervisors this 10th day of November, 2020.

Bob Olsgard, Chair

Steve Smith, Vice Chair

Steve Sather, Member

Sandy Johnson, Member

Brian Vosberg, Member