



Vilas County Board of Supervisors

330 Court Street • Eagle River, WI 54521
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Vilas County Board
of Supervisors

Ronald De Bruyne
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Vice-Chairman

Steven Doyen
2nd Vice-Chairman

Kenneth Anderson

Alden Bauman

Wallace Beversdorf

Mary Kim Black

Edward Bluthardt, Jr

Gerald Burkett

Rocco Caffarella

Charles Hayes

Paul Hennes

Arthur Kunde

Walter Maciag

William Otterpohl

Charles Rayala, Jr.

Carolyn Ritter

Kim Simac

Erwin Teichmiller

Vernon Wiggerhauser

Racquel Zortman-Bell

REGULAR EVENING MEETING OF THE VILAS COUNTY BOARD OF SUPERVISORS AND PUBLIC HEARING FOR THE 2015 VILAS COUNTY BUDGET, 6:30 P.M., TUESDAY, OCTOBER 28, 2014 IN THE VILAS COUNTY COURTHOUSE CONFERENCE ROOMS, 330 COURT STREET, EAGLE RIVER, WISCONSIN

NOTICE: This meeting may be recessed to a later date by action of the Board Chairman or the County Board, prior to all of the items on the agendas listed below being considered for action. If recessed, the County Board will reconvene at 9:00 A.M., Thursday, October 30, 2014 in the County Board conference rooms, to conclude any unfinished business.

Public meeting notice requirements were fulfilled by posting a notice of this meeting on bulletin boards located in the Vilas County Courthouse, Olson Memorial Library and Eagle River City Hall. Notice of this meeting was posted to the Vilas County Government website. All media outlets and members of the public requesting notification of this meeting were notified on October 17, 2014 more than twenty-four hours prior to the meeting. **The Chair requests that all cell phones and pagers be silenced for the duration of the meeting.**

AGENDA

1. Call to Order – Affirmation of Public Meeting Notice
2. Pledge of Allegiance
3. Roll call
4. Approval of the agenda to be discussed in any order at the Chair’s discretion
5. Approval of the minutes of the September 23, 2014 meeting
6. Omit public reading of all resolutions and ordinances unless requested
7. Resolutions and ordinances received after the 10 day deadline, but received in time to properly post to the public – None
8. Chairman’s report
9. Committee reports
10. Resolutions and ordinances tabled or postponed to a day certain - none
11. Introduce and act upon all posted resolutions and ordinances

Ord 2014-09A Chapter 1 – General Government – Amending Section 1.01 Elected Offices – Abolish the Office of the Coroner and Create The Office of Medical Examiner

Res 2014-70 Commemorating the 100th Anniversary of Wisconsin 4-H Youth Development

Res 2014-71 Approval of Tower Lease Renewal with Heartland Communications and Transfer of Money from General Fund

Res 2014-72 Vilas County Forest Land Acquisition – Town of Conover

Res 2014-73 Hire One Full Time Administrative Secretary A in Zoning Department

Res 2014-74 Create New Position of Deputy Sheriff-Recreation Patrol Officer FY2015
Res 2014-75 Highway/Parks & Recreation Split Position
Res 2014-76 2014 Contract for Vilas County Social Workers Association
Res 2014-77 Budget Amendment – Board of Health

12. Chair’s appointments

Vilas County Board of Adjustment

- Marvin Anderson – Town of St. Germain – regular member term ending July 2015
- Stephen Favorite – Town of Cloverland – regular member term ending Oct. 2017
- Ralph Sitzberger – Town of Land O’ Lakes – alternate member term ending Feb. 2017

Transit Commission – County Board representatives

- Chuck Hayes
- Erv Teichmiller

13. Accept Department Reports

- Social Services Department

14. Letters and communications

15. Recess County Board meeting for purposes of conducting the 2015 Vilas County Budget public hearing

THE PUBLIC HEARING FOR THE 2015 VILAS COUNTY BUDGET WILL BEGIN IMMEDIATELY AFTER THE BOARD CONCLUDES THE BUSINESS LISTED ABOVE

2015 BUDGET PUBLIC HEARING AGENDA

- a. Call to order
 - b. Roll Call
 - c. Certification by the County Clerk of the publishing of the proposed 2015 Vilas County Budget
 - d. Presentation to the public of the proposed 2015 Vilas County Budget – Finance Director
 - e. Open Public Hearing - call for public comment
 - f. Close Public Hearing
16. Reconvene regular County Board meeting for the purpose of taking action on the 2015 Vilas County Budget

Res 2014-78 2015 Budget and Authorization for 2014 Property Tax Levy

17. Next meeting date – Wednesday, November 12 at 9:00 A.M.
18. Authorize payment of mileage and per diem for this meeting
19. Adjournment

Please note: If you have any special needs, or require special accommodations, please call 715-479-3600 or write to: Vilas County Board of Supervisors, 330 Court Street, Eagle River, WI 54521 or email the Vilas County Clerk at: daalle@co.vilas.wi.us

This regular meeting of the Vilas County Board of Supervisors was held in the Vilas County Courthouse conference rooms, 330 Court Street, Eagle River, WI 54521

CALL TO ORDER

Vilas County Board Chairman Ronald De Bruyne called the assembly to order at 9:02 P.M. and instructed the Clerk to read aloud and insert into the minutes the following notification: Public meeting notice requirements were fulfilled by posting a notice of this meeting on bulletin boards located in the Vilas County Courthouse, Olson Memorial Library and Eagle River City Hall. Notice of this meeting was posted to the Vilas County Government website. All media outlets and members of the public requesting notification of this meeting were notified on September 19, 2014, more than twenty-four hours prior to the meeting. The Clerk requested that all present silence their cell phones and pagers for the duration of the meeting.

PLEDGE OF ALLEGIANCE

The Chairman asked all in attendance to stand for the Pledge of Allegiance.

ROLL CALL

Roll call found the following members in attendance: Kenneth Anderson, Alden Bauman, Mary Kim Black, Edward Bluthardt, Jr., Rocco Caffarella, Ronald De Bruyne, Steven Doyen, Charles Hayes, Paul Hennes, Arthur Kunde, Walt Maciag, William Otterpohl, Charles Rayala, Jr., Carolyn Ritter, Mark Rogacki, Erwin Teichmiller and Kim Simac. Wallace Beversdorf, Gerald Burkett, Vernon Wiggenhauser and Racquel Zortman-Bell were excused. The Clerk reported 17 Supervisors in attendance, constituting a quorum of the County Board.

APPROVAL OF THE AGENDA TO BE DISCUSSED IN ANY ORDER AT THE CHAIR'S DISCRETION

Motion by S. Doyen, seconded by A. Bauman to approve the agenda, with the order of discussion to be at the Chair's discretion. All voted aye. Carried.

APPROVAL OF THE MINUTES OF THE AUGUST 26, 2014 MEETING

Motion by C. Rayala, seconded by M. Black to approve the minutes of the August 26, 2014 meeting as presented. All voted aye. Carried.

OMIT PUBLIC READING OF ALL RESOLUTIONS AND ORDINANCES UNLESS REQUESTED

Motion by S. Doyen, seconded by W. Otterpohl to omit the reading of all resolutions and ordinances by the Clerk, unless requested from the floor. All voted aye. Carried.

RESOLUTIONS AND ORDINANCES RECEIVED AFTER THE 10 DAY DEADLINE, BUT RECEIVED IN TIME TO PROPERLY POST TO THE PUBLIC

Motion by S. Doyen, seconded by C. Rayala to allow resolution 2014-69, which was received after the ten day submittal deadline, to come before the Board for consideration. 16 voted aye. 1 voted no: K. Anderson

CHAIRMAN'S REPORT

Chairman De Bruyne spoke to the Board in regards to board member absences from committee and County Board meetings. A number of these absences have been unexcused. He directed the Board members to inform their committee chairperson or the County Clerk when an absence was

unavoidable. He also reported on his and C. Rayala's attendance at the recently held WCA Fall Conference.

COMMITTEE REPORTS

WCA Fall Conference: C. Rayala reported his attendance at a breakout session focused on the need for counties to engage in long range planning. He urged the appointment of a Long Range Planning Committee.

Finance & Budget Committee: M. Rogacki reported on 2015 budget deliberations. He asked that Departments identify additional budget cuts as one means of lowering the projected budget deficit.

Legislative & Judicial Committee: M. Rogacki reported that this committee continued to monitor legislative issues at the state level. The committee's focus is on issues pertaining to the northern counties in general and Vilas County in particular.

Zoning & Planning Committee: K. Anderson reported an increase in zoning permits issued year to date. He described the department as understaffed.

Recreational Trails Safety Committee: R. Caffarella reported on the initial meeting of this recently re-named committee. Committee membership was increased to include representatives from all current types of recreational trail users.

Public Property Committee: R. Caffarella reported that he toured the Social Services wing and found the building deficient in several areas.

Public Property Committee: P. Hennes reported that he toured the County Jail. He also urged the other members to tour that facility. He reported the need to dispose of surplus equipment and office furniture stored in the POD.

Public Property Committee: R. De Bruyne also suggested that Board members tour the County Jail. He further recommended that members take part in ride-a-long programs offered by the Sheriff's Department and the Highway Department.

Commission on Aging/ADRC: E. Teichmiller reported his attendance at a recent conference sponsored by the Greater Wisconsin Agency on Aging Resources (GWAAR). By 2050, senior citizens will encompass 50% of the state population.

PRESENTATION BY THE VILAS COUNTY ECONOMIC DEVELOPMENT CORPORATION

Bob Egan began this presentation at 9:20 A.M. by introducing VCEDC Board Members Dick Leinenkugel, Barry McLeane and Carl Ruedebusch. Each person spoke concerning Vilas County economic development efforts and recent successes. A question and answer period followed.

2015 BUDGET – PRELIMINARY REPORT

At 10:06 A.M., Finance & Budget Committee Chairman M. Rogacki and Finance Director Jason Hilger reported on 2015 budget issues. The County Board will deliberate upon the 2015 Budget at their October 28, 2014 meeting.

CHAIR'S APPOINTMENTS

At 10:18 A.M. the Chairman permitted Vilas County Civil Service Commission Chairman Wally Obermann to address the board concerning Commission appointments. He introduced prospective member Daniel Overbey. Mr. Overbey spoke to the members about his qualifications to serve on the Civil Service Commission. Additionally, Mr. Obermann recommended the re-appointment of James Sherwood to the Commission. Motion by C. Ritter, seconded by K. Anderson to approve the Chair's re-appointment of James Sherwood and the

Chair's appointment of Daniel Overbey to three-year terms on the Vilas County Civil Service Commission. All voted aye. Carried.

At 10:24 A.M. the Chairman called for a brief recess. The Board returned to order at 10:34 A.M.

COUNTY BOARD ROLES & RESPONSIBILITIES – WCA SPONSORED PRESENTATION BY PHILLIPS/BOROWSKI SC

Dan Borowski presented this training, focusing on the legislative role of elected county board members. Supervisor A. Bauman was excused at 11:30 A.M. 16 Supervisors remained at the meeting. The training session ended at 11:47 A.M.

ALL RESOLUTIONS AND ORDINANCES, IN THEIR ENTIRETY, ARE ON FILE IN THE COUNTY CLERK'S OFFICE.

Resolutions and Ordinances are posted in the order in which they were acted upon.

RESOLUTION 2014 - 57

As amended by the Vilas County Board

Re: Support for a Second Circuit Court Judge for Vilas County

WHEREAS, the Director of State Courts of the Wisconsin Supreme Court has informed the Vilas County Board of Supervisors that the Vilas County Circuit Court caseload, based on the 2013 weighted caseload study, indicates a current need for two (2) judges in Vilas County; and

WHEREAS, Vilas County is currently authorized for one circuit court judge, while the rate of growth of case filings in Vilas County has consistently warranted two judges for at least the past 4 years; and

WHEREAS, the Director of State Courts has indicated to the Chief Judge of the Ninth Judicial District that it is anticipated that a bill will be introduced in the State Legislature to allocate additional judgeships; and

WHEREAS, Vilas County's judge need has been identified one of the highest in the state; and

WHEREAS, an additional judgeship is in the best interests of the citizens of Vilas County in order to provide an effective and efficient judiciary.

NOW, THEREFORE BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that we hereby request the Director of State Courts to request the Wisconsin State Legislature to allocate a second judgeship for Vilas County.

BE IT FURTHER RESOLVED that Vilas County will support both space and personnel requirements as deemed necessary for support of a second circuit judge and as set forth in the attached fiscal impact statement.

BE IT FURTHER RESOLVED that if Vilas County is included in the judgeship bill we request a one-year delay in the implementation, in order to adequately plan for space and personnel requirements.

SUBMITTED BY: Personnel Committee

s/ Edward Bluthardt, Chair

s/ Charles Hayes

s/ Walt Maciag

Jerry Burkett

Art Kunde

SUBMITTED BY: Finance & Budget Committee

s/ Mark Rogacki, Chair

s/ Mary Kim Black

s/ Erv Teichmiller

s/ Kim Simac

Vernon Wiggerhauser

Motion by E. Teichmiller, seconded by C. Ritter to adopt. Discussion. Motion by M. Rogacki, seconded by W. Otterpohl to amend the resolution by revising the language as follows:

Beginning at line # 18 **BE IT FURTHER RESOLVED** that Vilas County will ~~support~~ examine both space and personnel requirements as deemed necessary for support of a second circuit judge and as set forth in the attached fiscal impact statement through the establishment of a special five-person ad hoc committee appointed by the County Board Chair.

Discussion. 4 voted aye to amend: R. De Bruyne, W. Otterpohl, M. Rogacki and K. Simac. 12 voted no. Motion to amend failed. Discussion. Motion by E. Teichmiller, seconded by K. Anderson to amend the resolution by the addition of language as follows:

Beginning after line # 20: **BE IT FURTHER RESOLVED** that if Vilas County is included in the judgeship bill we request a one-year delay in the implementation, in order to adequately plan for space and personnel requirements.

Discussion. 14 voted aye to amend. 2 voted no: R. Caffarella and C. Ritter. Motion to amend carried. 15 voted aye to adopt the resolution as amended. 1 voted no: R. Caffarella. Carried.

RESOLUTION 2014 – 55**Re: Formation of Transit Commission**

WHEREAS, Vilas County along with the Counties of Forest and Oneida have commissioned an effort to form a Transit Commission serving those counties and other areas of Northern Wisconsin; and

WHEREAS, other local governments and Native American Tribes have also expressed interest in forming a Transit Commission; and

WHEREAS, it is believed that the formation of a Transit Commission will allow the expansion of transportation services in the Vilas County area without increasing the amount of county and local funds currently being used for transportation purposes; and

WHEREAS, the formation of a Transit Commission to provide transportation services in calendar year 2015 must be approved by October 1, 2014 to enable application by the Commission for state and federal transportation funds; and

WHEREAS, the formation of a Transit Commission of which Vilas County is a member shall not reduce the amount of transportation service being provided by the County on July 1, 2014, unless state and federal funding for current services being performed on that date is reduced or eliminated; and

WHEREAS, the Vilas County Board of Supervisors reserves the right to accept or reject the Charter of the Transit Commission and to determine when that Charter is finalized if membership in the Commission is in the best interest of Vilas County.

NOW, THEREFORE, BE IT RESOLVED that the Vilas County Board of Supervisors in session this 23rd day of September, 2014, does hereby express its intent to become a member of the Northwoods Transit Commission, and directs the County Board Chair to appoint no more than two County Board members to the Transit Commission.

SUBMITTED BY: Commission on Aging

s/ Mary Kim Black, Chair

s/ Chuck Hayes
s/ Edward Bluthardt
s/ Merton Jensen
s/ Kris Main
s/ Ken Mitchell
Fred Radtke
s/ Audrey Stearns
Sharon Thompson
s/ Chris Wise

Motion by E. Bluthardt, seconded by M. Rogacki to adopt. The Chairman allowed transportation consultant David Low to address the Board. Discussion. All voted aye. Carried.

RESOLUTIONS TABLED OR POSTPONED TO A DAY CERTAIN – ORD. 2014-07A

General Code of Vilas County ORDINANCE 2014 – 07A

Re: Chapter 16 – Forest & Land Ordinance

WHEREAS, the Legislative & Judicial Committee recommends that section 16.06(8)(d) and 16.08(10) of the Forest & Land Ordinance be amended as described below:

16.06(8)(d) Off Road Vehicles. No person shall operate or park any unlicensed or licensed motor vehicle within the County Forest Lands except where such use is specifically designated and approved by the Vilas County Forestry, Land Recreation and Land Reereation Committee. All designated trails must adhere to the Vilas County Forest 15 Year Comprehensive Land Use Plan, Vilas County Outdoor Recreation Plan and the Vilas County Trail Policy. “Motor Vehicle” includes but is not limited to trail bikes, motorcycles, mini-bikes, and all-terrain vehicles.

16.08(10) Off Road Vehicles. No person shall operate or park any unlicensed or licensed motor vehicle within the County Forest Lands and recreational areas except where such use is specifically designated and approved by the Vilas County Forestry, Recreation and Land Committee. All designated trails must adhere to the Vilas County Forest 15 Year Comprehensive Land Use Plan, Vilas County Outdoor Recreation Plan and the Vilas County Trail Policy. “Motor Vehicle” includes but is not limited to trail bikes, motorcycles, mini-bikes and all-terrain vehicles.

NOW, THEREFORE, THE VILAS COUNTY BOARD OF SUPERVISORS IN SESSION THIS 23rd DAY OF SEPTEMBER, 2014, DOES ORDAIN AS FOLLOWS:

Section 1: Any existing ordinances, codes, resolutions, or portions thereof that are in conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

Section 2: This ordinance shall take effect upon passage and publication as provided by law.

Section 3: If any claims, provisions, or portions of this ordinance are adjudged invalid or unconstitutional by a court of competent jurisdiction, then the remainder of this ordinance shall not be affected thereby.

Section 4: Section 16.06(8)(d) and 16.08(10) of Chapter 16 of the Forest and Land Ordinance are hereby amended as set forth above.

SUBMITTED BY: Legislative & Judicial Committee

s/ Mark Rogacki, Chair

s/ Rocky Caffarella

s/ Walt Maciag

Carolyn Ritter

Erv Teichmiller

Motion by S. Doyen, seconded by M. Rogacki to adopt. No discussion. Motion by S. Doyen, seconded by K. Anderson to postpone adoption indefinitely. All voted aye to postpone indefinitely. Carried.

RESOLUTION 2014 - 56**RE: Appointment of Humane Officer**

WHEREAS, the governing body of any political subdivision may appoint one or more humane officers, pursuant to Wis. Stat. §173.03; and

WHEREAS, Vilas County has been without a Humane Officer since May 1, 2014 and

WHEREAS, Melissa Klessig has the requisite experience and education necessary to fulfill the duties of Humane Officer, including state certification through the Department of Agriculture, Trade and Consumer Protection; and

WHEREAS, the attached Purchase of Services contract provides compensation of the Humane Officer on an annual basis in the amount of \$6,000 per year, and there is money within the Public Health Department's 2014 budget to cover the anticipated expenses associated with this contract; and

WHEREAS, the Public Health Board respectfully recommends that Melissa Klessig be appointed as Humane Officer for Vilas County.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014, that Melissa Klessig is appointed as Humane Officer for Vilas County and the attached Purchase of Services Contract is approved.

BE IT FURTHER RESOLVED that the Public Health Department send a certified copy of this resolution to the Department of Agriculture, Trade and Consumer Protection, Division of Animal Health.

SUBMITTED BY: Public Health Board

s/ Erv Teichmiller, Chair

Wally Beversdorf

s/ Walt Maciag

Racquel Zortman-Bell

s/ Paul Hennes

Motion by C. Rayala, seconded by E. Teichmiller to adopt. Discussion. All voted aye. Carried.

RESOLUTION 2014 - 58**Re: Town of St. Germain Zoning Ordinance Changes – Setbacks, Dimensional and Special Requirements**

WHEREAS, the attached amendments to the Town of Saint Germain Zoning Ordinance Chapter 1 were adopted as final by the St. Germain Town Board on the 25th day of August, 2014, after a public hearing that was held before the St. Germain Planning & Zoning Committee on the 3rd day of March, 2014; and

WHEREAS, the Vilas County Board of Supervisors must approve these amendments prior to them taking effect and Wis. Stat. §60.62(3) provides for such procedure; and

WHEREAS, the Vilas County Zoning & Planning Committee has reviewed these amendments for conformity with all applicable Vilas County Ordinances and recommends approval of the attached amendments.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that the attached amendments to the Town of St. Germain Zoning Ordinance are approved pursuant to Wis. Stat. §60.62(3).

SUBMITTED BY: Zoning & Planning Committee

s/ Ken Anderson, Chair

s/ Chuck Hayes

s/ Steve Doyen

Carolyn Ritter

Vernon Wiggenhauser

Motion by M. Rogacki, seconded by C. Hayes to adopt. Discussion. All voted aye. Carried.

RESOLUTION 2014 – 59

Re: County Aid Culverts – Boulder Junction and Conover

WHEREAS, culverts located on the roadways listed below and within the Town of Boulder Junction and the Town of Conover have been deemed a traffic hazard by the respective Town Boards and the Vilas County Highway Commissioner:

High Pines Road – Town of Boulder Junction

Deer Lake Road – Town of Conover

Monheim Road – Town of Conover

Muskrat Creek Road – Town of Conover

; and

WHEREAS, the Town Boards of Boulder Junction and Conover and the Vilas County Highway Commissioner have deemed it necessary to replace the culverts; and

WHEREAS, the Town Boards of Boulder Junction and Conover hereby submit the actual cost of replacing these culverts in the amount of \$36,825.04; and

WHEREAS, pursuant to Wis. Stat. §82.08(3) SHARED COST, the Town and County shall each pay one-half of the cost of construction or repair.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that the Vilas County Highway Department pay the amount of \$18,412.52 to defray its share of such culvert repair, and charge it to the County Aid Bridge Fund.

SUBMITTED BY: Vilas County Highway Committee

s/ Charles Rayala, Jr., Chair

s/ Alden Bauman

Ronald De Bruyne

s/ Vernon Wiggenhauser

s/ Willy Otterpohl

Motion by C. Rayala, seconded by S. Doyen to adopt. Discussion. All voted aye. Carried.

RESOLUTION 2014 - 60

Re: Plan of Public Participation for the Farmland Preservation Plan

WHEREAS, Vilas County is required to prepare and adopt a Farmland Preservation Plan as outlined in Wis. Stat. §91.10; and

WHEREAS, Vilas County Land and Water Conservation Department staff, in cooperation with staff from the North Central Regional Planning Commission, are currently developing the County's Farmland Preservation plan; and

WHEREAS, the County recognizes the need to encourage and engage the general public to participate in the development of a sound plan; and

WHEREAS, it is necessary for the County Board of Supervisors to approve a "Public Participation Plan" (attached) to formally involve the public in the Farmland Preservation planning process by providing open discussion, communication programs, information services, public meetings for which advance notice has been provided, and at least one public hearing.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that, we approve and authorize the attached Public Participation Plan as attached.

BE IT FURTHER RESOLVED that the Land and Water Conservation Committee / Department will meet any obligations set forth in the Public Participation Plan.

SUBMITTED BY: Land & Water Conservation Committee

s/ Wally Beversdorf, Chair

Art Kunde

s/ Mary Kim Black

s/ Kim Simac

s/ Paul Hennes

Motion by S. Doyen, seconded by C. Ritter to adopt. Discussion. All voted aye. Carried

RESOLUTION 2014 - 61

As amended by the Vilas County Board

Re: Sizeable Appropriation - Vilas County Justice Center Camera Upgrade

WHEREAS, the Vilas County Sheriff has identified the need to upgrade the security camera system at the Vilas County Justice Center by replacing 86 analog cameras with new Axis IP P33 Series high definition cameras, which includes the electrical installation and CAT 6 cabling for the new cameras and reduces the cost of a head end upgrade to replace 3 DVR's; and

WHEREAS, upgrading the current server and associated hardware from the existing Pelco/Integral Technologies server to the existing Virtual Server provided by Vilas County is in the best interest of Vilas County, as the current system is antiquated and not all recording components are in proper working condition; and

WHEREAS, the Vilas County Sheriff's Office has existing equipment in good working order allowing full integration of future projects such as the control panel upgrade; and

WHEREAS, the project includes three new HP workstations at Dispatch, POD and Master Control which will control new high definition monitors in each area in which dispatch will retain the existing Vizio 42" monitors and no new monitors will be added; and

WHEREAS, the existing (4) XMUX switchers, (2) Phillips switchers and (1) Intergral Technologies server will be replaced, while the existing Nexsan ATAbay storage array and the rack holding these existing switchers for the new network switches will be reused; and

WHEREAS, the Dispatch, POD and Master Control workstations can connect up to 4, 4

and 8 monitors respectively; and

WHEREAS, four (4) 24-port POE switches have to be added to the project; and

WHEREAS, the net cost for this upgrade is as follows:

Camera Upgrade:	\$83,521.00
Setup Labor:	\$18,606.00
Camera Install:	\$58,829.00
Workstations & Monitors:	\$19,154.00
POE Switches:	\$10,000.00
<u>Contingency</u>	<u>\$10,000.00</u>
Total	\$200,105.00

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 26th day of September, 2014 that the purchase of the Vilas County Justice Center Camera Upgrade from a qualified vendor, at a cost not to exceed \$200,105.00, shall be included in the proposed 2015 budget as a capital outlay.

BE IT FURTHER RESOLVED that this 2015 appropriation is contingent upon full Board approval at the October 2014 County Board Budget meeting.

SUBMITTED BY: Law Enforcement & Emergency Management Committee

s/ Gerald Burkett, Chair

s/ Ed Bluthardt

s/ Mary Kim Black

Art Kunde

Mark Rogacki

Motion by E. Bluthardt, seconded by R. De Bruyne to adopt. Discussion. Motion by M Black, seconded by E. Bluthardt to amend the resolution by revising the language as follows:

Revising lines #9 through #11 to read as follows: **WHEREAS**, the Vilas County Sheriff's Office has ~~an existing service contract with Simplex Grinnell enabling the use of~~ existing equipment ~~that is~~ in good working order ~~and~~ allowing for full integration of future projects such as the control panel upgrade; and

Adding an additional line under line #26 that states: Contingency \$10,000.00

Revising the total amount in line #27 to read: \$200,105.00

Revising lines #30 and #31 to read: ...Camera Upgrade from ~~Simplex Grinnell~~ a qualified vendor, at a cost not to exceed \$200,105.00, shall be included in the proposed 2015 budget as a capital outlay.

Discussion. 15 voted aye on the motion to amend. 1 voted no: K. Anderson. Discussion. Motion by M. Rogacki, seconded by P. Hennes to postpone further consideration of the amended resolution until the October 28, 2014 County Board meeting. Discussion. 3 voted aye to postpone: R. Caffarella, P. Hennes and M. Rogacki. 13 voted no. Motion to postpone failed. 10 voted aye to adopt the resolution as amended. 6 voted no: K. Anderson, R. Caffarella, P. Hennes, W. Maciag, M. Rogacki and K. Simac. Carried.

RESOLUTION 2014 - 62

Re: 2015 Fleet Vehicle Purchase - Sheriff's Office (3 Patrol Vehicles FY2015)

WHEREAS, the Vilas County Sheriff has identified the need to purchase three (3) new patrol vehicles to allow the Sheriff's Office to adequately perform its duties. These three vehicles will replace three vehicles within the fleet that have high mileage in 2015; and

WHEREAS, the State of Wisconsin has awarded Ewald Automotive Group, LLC the State Bid pricing for the 2015 Dodge Charger Police Package patrol vehicles and 2015 Ford Explorer Utility Police Interceptor patrol vehicles; and

WHEREAS, the Sheriff recommends the purchase of one (1) 2015 Dodge Charger AWD at \$26,000.00 per vehicle, and two (2) 2015 Ford Explorer Utility Police Interceptor AWD at \$27,057.00 per vehicle including delivery, for a total cost \$80,114.00; and

WHEREAS, the Vilas County Law Enforcement and Emergency Management Committee recommends approval of the purchase of one (1) 2015 Dodge Charger Police Package patrol vehicle and two (2) 2015 Ford Explorer Utility Police Interceptor patrol vehicles from Ewald Automotive Group, LLC under the current State of Wisconsin Bid for a total cost \$80,114.00; and

WHEREAS, this resolution shall be presented to the County Board at the September meeting in order to include said appropriations in the proposed FY2015 budget of the Sheriff's Office; and

WHEREAS, the Sheriff has agreed to compromise for FY2015 concerning the patrol fleet. This is a reduction in the number of patrol vehicles purchased in a regular fleet management rotation.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that the Sheriff is authorized to order three (3) new patrol vehicles from Ewald Automotive Group before the October 31, 2014 deadline, at current state bid price not to exceed \$80,114.00, to be paid from the FY2015 budget.

BE IT FURTHER RESOLVED that this 2015 appropriation is contingent upon full Board approval at the October 2014 County Board of Supervisors Budget meeting.

SUBMITTED BY: Law Enforcement and Emergency Management Committee

s/ Jerry Burkett, Chair

s/ Ed Bluthardt

s/ Mary Kim Black

Mark Rogacki

s/ Art Kunde

Motion by E. Bluthardt, seconded by C. Ritter to adopt. Discussion. Motion by C. Ritter, seconded by K. Anderson to amend the resolution by revising the language as follows:

Line #19 Session the 23rd day of September, 2014 that the Sheriff is authorized to order ~~three~~ ~~(3)~~ six (6) new patrol....

Line # 21 not to exceed ~~\$80,114.00~~ \$165,000.00, to be paid from the FY2015 budget.

A roll call vote on the motion to amend returned the following results: 8 voted aye: K. Anderson, M. Black, E. Bluthardt, C. Hayes, A. Kunde, W. Maciag, C. Ritter and E. Teichmiller. 8 voted no: R. Caffarella, R. De Bruyne, S. Doyen, P. Hennes, W. Otterpohl, C. Rayala, M. Rogacki and K. Simac. Tie vote, motion to amend failed. Discussion. 14 voted aye. 2 voted no: K. Anderson and E. Teichmiller. Carried.

RESOLUTION 2014 - 63

Re: Reinstating One Full Time Law Enforcement Clerk from One Part-time Law Enforcement Clerk

WHEREAS, in 2013 the Sheriff's Office records division had been reduced from four law enforcement clerks to two due to a resignation and a retirement. The Vilas County Sheriff's Office received authorization to replace a vacant full time law enforcement clerk in 2013 with a part-time law enforcement clerk due to workload in the records division. The Finance Committee

and Personnel Committee asked the Sheriff to try and do the best that we could with two and a half law enforcement clerks; and

WHEREAS, the workload has increased with reduced staffing for 2014. This has created an increase in overtime for the records division to stay current with the daily workload. The Sheriff's Office has been trying to stay current with the records division duties and we believe that it will be more efficient to reinstate a full time position from the part-time position moving forward; and

WHEREAS, the adjustment cost to reinstate a full time position from the part-time position in FY2015 is \$16,650.40 in wages and \$24,062.18 in fringe benefits for a total added adjustment of **\$40,712.59**. The total full-time law enforcement clerk 2015 wages will be \$33,300.80 and total fringe benefits will be \$26,513.13, for a total wages and benefits of **\$59,813.93**; and

WHEREAS, this resolution shall be presented to the County Board at the September meeting in order to include said appropriations in the proposed FY2015 budget of the Sheriff's Office; and

WHEREAS, a three-fourths (3/4) majority vote of the Board of Supervisors is necessary for reinstating this position to full time in the Sheriff's Office.

NOW, THEREFORE BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that the part-time law enforcement clerk position be reinstated to full time status January 1, 2015, and the full-time wages and benefits of \$59,813.93 be included in the FY2015 budget for the Sheriff's Office.

BE IT FURTHER RESOLVED that this 2015 appropriation is contingent upon full Board approval at the October 2014 County Board of Supervisors Budget meeting.

SUBMITTED BY: Law Enforcement and Emergency and Management Committee

s/ Gerald Burkett, Chair

s/ Ed Bluthardt

s/ Mary Kim Black

s/ Art Kunde

Mark Rogacki

SUBMITTED BY: Personnel Committee

s/ Ed Bluthardt, Chair

s/ Chuck Hayes

s/ Gerald Burkett

Art Kunde

Walt Maciag

Motion by E. Bluthardt, seconded by P. Hennes to adopt. Discussion. 15 voted aye. 1 voted no: M. Rogacki. Carried.

RESOLUTION 2014 - 64

As amended by the Vilas County Board

Re: Amendment of Standing Rules for Vilas County

WHEREAS, the Extension, Education & Community Development Committee and the Economic Development Committee met in joint session on August 19, 2014 and took joint action to recommend that the Extension, Education & Community Development Committee and the Economic Development Committee be combined, and that the Standing Rules & Committee Duties governing the two committees be amended accordingly as follows; and

Standing Rules below as currently in force

III. ECONOMIC DEVELOPMENT

1. It shall oversee all economic development issues affecting Vilas County and make appropriate recommendations to the County Board.

V. EXTENSION EDUCATION AND COMMUNITY DEVELOPMENT

1. It shall perform duties as prescribed by the County Board and §59.56, Wisconsin Statutes. Pursuant to these statutes, this Committee shall sign contracts and hire University faculty and academic staff in conjunction with the University of Wisconsin-Extension.
2. It shall promote economic and resource development, youth development, and family living education in the County.
3. It shall cooperate with all federal, state and local agencies and officials in establishing any long range planning programs.

Standing Rules below as proposed to be amended

EXTENSION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

1. This committee shall be comprised of 5 County Board members appointed by the County Board Chairperson.
2. It shall perform duties as prescribed by the County Board and §59.56, Wisconsin Statutes. Pursuant to these statutes, this Committee shall sign contracts and hire University faculty and academic staff in conjunction with the University of Wisconsin-Extension.
3. It shall cooperate with all federal, state and local agencies and officials in establishing any educational and/or economic development related programs in Vilas County.
4. It shall promote economic and resource development, youth development, and family living education in the County, and shall oversee all such issues affecting Vilas County and make appropriate recommendations to the County Board.
5. The UW-Extension department shall report to this committee.
6. Vilas County Economic Development Corporation shall advise this committee on any Economic Development issues.

WHEREAS, the Legislative and Judicial Committee recommends the adoption of the proposed amendments to the Standing Rules and Committee Duties, and;

WHEREAS, a two-thirds (2/3) vote of the Board of Supervisors is necessary to amend the Standing Rules and Committee Duties.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23th day of September, 2014 that the changes to the Standing Rules and Committee Duties as set forth be adopted effective immediately.

BE IT FURTHER RESOLVED, that any resolutions adopted by the County Board in the past governing the subject matter of this resolution are hereby rescinded and repealed.

SUBMITTED BY: Legislative & Judicial Committee

Mark Rogacki, Chair

s/ Rocco Caffarella

s/ Walt Maciag

s/ Carolyn Ritter

Erv Teichmiller

Motion by C. Rayala, seconded by C. Ritter to adopt. Discussion. Motion by A. Kunde, seconded by R. Caffarella to amend the resolution by revising the Standing Rules language as follows:

Line #22 This committee shall be comprised of 7 5 County Board members appointed by....

Discussion: 11 voted aye on the motion to amend. 5 voted no: M. Black, S. Doyen, W. Maciag, W. Otterpohl and M. Rogacki. Motion to amend carried. All voted aye on the resolution as amended. Carried.

RESOLUTION 2014 - 65

As amended by the Vilas County Board

Re: Amendment of Standing Rules for Vilas County

WHEREAS, the Finance & Budget Committee has re-evaluated the Standing Rules as pertains to certain budgeting and purchasing policies and the Committee Duties governing the Finance & Budget Committee in force at the present, and deems it necessary to further revise them as follows:

THE DUTIES OF VILAS COUNTY COMMITTEES

- 5a. Any department, committee or individual Board member that desires to propose any new expenditure in a subsequent year budget in excess of \$5,000, shall first submit the proposed expenditure to the Finance Director and the Finance & Budget Committee, in order that the proposed expenditure may be included in all budget deliberations
- 5b. Upon inclusion in the approved County budget all expenditures, purchases and projects will be entered into without additional County Board approval, unless the purpose has changed or the cost has increased. In that case additional approval will be required from the Finance & Budget Committee. New projects or major improvements to existing services, equipment or facilities which would require sizeable appropriations and thus have a major effect on the budget for the following year, shall present these by resolution to the County Board on or before the September meeting in order to include said appropriations in their proposed budget. "Sizeable appropriation" shall mean any amount equal to or greater than 10% of a department's annual budget or \$20,000, whichever is less.
- 5c. All committees and departments shall prepare preliminary budgets and submit them to the Finance Director by the date set annually by the Finance & Budget Committee. The Finance & Budget Committee will prepare a proposed budget for all committees and departments not meeting the stated deadline.

FINANCE AND BUDGET

1. It shall supervise all financial matters of the County for the purposes of keeping expenditures under control and within the budget adopted by the County Board.
2. It shall establish and administer financial policy and processes in conformity with established and recognized fiscal procedures.
3. It shall be the duty of this committee to draft or have submitted to it, all resolutions for non-budgeted expenditures of money and make recommendations thereon to the Board.
4. The County Board delegates to this committee pursuant to §66.0603, Wisconsin Statutes, the authority to temporarily invest any unused county funds and to arrange for the safekeeping, sale, reinvestment or redemption of securities as they may deem proper.
5. Unless directed otherwise by specific County Board Resolution, it may transfer funds between budgeted items of an individual county office or department, but only if such budgeted items have been separately appropriated, and only if first approved by the appropriate committee.
6. It shall act upon and verify all demands for the Cancellation of Illegal Tax Certificates and Deeds and related matters and then submit their actions to the County Board for approval
7. It shall check the sufficiency of the sureties of all bonds of County officials and employees as set forth in §59.21(2), Wisconsin Statutes, and report to the County Board their action thereon on a yearly basis.
8. The Finance Director shall report to this Committee.
9. It shall be the oversight committee for the Clerk of Court, Coroner, County Clerk, District Attorney, Register of Deeds, Surveyor, and Treasurer's Offices.

and;

WHEREAS, the Legislative and Judicial Committee recommends the adoption of the proposed amendments to the Standing Rules and Committee Duties, and;

WHEREAS, a two-thirds (2/3) vote of the Board of Supervisors is necessary to amend the Standing Rules.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23th day of September, 2014 that the changes to the Standing Rules and

Committee Duties set forth above be adopted effective immediately.

BE IT FURTHER RESOLVED, that any resolutions adopted by the County Board in the past governing the subject matter of this resolution are hereby rescinded and repealed.

SUBMITTED BY: Legislative & Judicial Committee

Mark Rogacki, Chair
 s/ Rocco Caffarella
 s/ Walt Maciag
 s/ Carolyn Ritter
 Erv Teichmiller

Motion by R. De Bruyne, seconded by W. Otterpohl to adopt. Discussion. Motion by W. Maciag, seconded by C. Rayala to amend the resolution by revising the Standing Rules language as follows:

Lines #9 and #10 to the Finance Director and the Finance & Budget Committee, in order that the proposed expenditure ~~may~~ will be included in all budget deliberations.

All voted aye on the motion to amend. Carried. Discussion. Motion by C. Ritter, seconded by E. Bluthardt to amend the resolution by revising the Standing Rules language as follows:

Beginning at line #10: New projects or major improvements to existing services, equipment or facilities which would require sizeable appropriations and thus have a major effect on the budget for the following year, shall present these by resolution to the County Board on or before the September meeting in order to include said appropriations in their proposed budget. "Sizeable appropriation" shall mean any amount equal to or greater than 10% of a department's annual budget or \$20,000, whichever is less.

All voted aye on the motion to amend. Carried. All voted aye on the resolution as amended. Carried.

RESOLUTION 2014 - 66

Re: Budget Amendment – UW Extension

WHEREAS, the UW Extension has been authorized to make grants available to Vilas County; and

WHEREAS, the UW Extension has increased funding to the Vilas County UW Extension for programs and services; and

WHEREAS, the Vilas County UW Extension Committee recommends that the 2014 budget be amended to allow for the increased revenue and to authorize a corresponding increase in expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	100.31.48319	Digital Leader Grant	\$2,500.00
Expense	100.31.55620.0330	Comm. Res Agent-Travel	\$1,500.00
Expense	100.31.55620.0209	Community Resource Agent	\$1,000.00

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23th day of September, 2014 that the 2014 budget is amended by the amount of the funds to be received, and the Finance Director is instructed to record such information in the official books of the County for the year ending December 31, 2014.

BE IT FURTHER RESOLVED that the County Clerk is instructed to publish a Class 1 notice within 10 days of these amendments informing the public of these particular changes.

SUBMITTED BY: UW Extension Committee

s/ Chuck Hayes, Chair

Wally Beversdorf
s/ Carolyn Ritter
s/ Kim Simac

Racquel Zortman-Bell

Motion by C. Hayes, seconded by E. Bluthardt to adopt. Discussion. All voted aye. Carried.

RESOLUTION 2014 - 67

Re: Budget Amendment – Commission on Aging

WHEREAS, the Greater Wisconsin Agency on Aging Resources, GWAAR, has been authorized to make funds available to the Vilas County Commission on Aging through Title III Grants; and

WHEREAS, the Agency has allocated to Vilas County an increase of \$84.00 for Nutrition Services Incentive Program (NSIP); and

WHEREAS, the Vilas County Commission on Aging recommends that the 2014 budget be amended to allow for the increase in revenue and to authorize a corresponding increase in expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	260.51.43544	Aging, USDA C1 (Fed)	\$84.00
Expense	260.51.54612.0906	USDA-C1	\$84.00

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that the 2014 budget is amended by the amount of the funds received, and the Finance Director is directed to record such information in the official books of the County for the year ending December 31, 2014.

BE IT FURTHER RESOLVED that the County Clerk is instructed to publish a Class 1 notice within 10 days of these amendments informing the public of these particular changes.

SUBMITTED BY: Vilas County Supervisor

s/ Mary Kim Black

Motion by E. Teichmiller, seconded by M. Black to adopt. Discussion. All voted aye. Carried.

RESOLUTION 2014 - 68

Re: Budget Amendment – Board of Health

WHEREAS, the Wisconsin Department of Health has been authorized to make grants available to Vilas County Public Health Department; and

WHEREAS, the Wisconsin Department of Health has decreased funding to the Vilas County Public Health Department for programs and services; and

WHEREAS, the Vilas County Public Health Board recommends that the 2014 budget be amended to allow for the decreased revenue and to authorize a corresponding decrease in expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	100.28.43656	WIC Grant	-\$1,566.00
Expense	100.28.54100.0703	WIC Grant	-\$1,566.00

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014 that the 2014 budget is amended by the amounts as indicated above, and the Finance Director is instructed to record such information in the official books of the County for the year ending December 31, 2014.

BE IT FURTHER RESOLVED that the County Clerk is instructed to publish a Class 1 notice within 10 days of these amendments informing the public of these particular changes.

SUBMITTED BY: **Public Health Board**

Erv Teichmiller
Wally Beversdorf
Paul Hennes
Walt Maciag
Racquel Zortman-Bell

This resolution was not acted upon by the submitting committee and could not come before the Board for their consideration.

RESOLUTION 2014 - 69

Re: Authorization to Lease/Purchase Equipment for Highway Department

WHEREAS, the Vilas County Highway Department has indicated the need to lease/purchase two (2) new wheel loaders and one (1) new backhoe loader in the year 2015 to allow the Highway Department to perform its duties adequately; and

WHEREAS, the Vilas County Highway Department received and accepted a proposal from Fabco Equipment Company for \$414,900.00 for two (2) new Caterpillar wheel loaders and one (1) new Caterpillar backhoe loader; and

WHEREAS, the term of the lease will be for 12 months with the purchase occurring in 2015 and charged to Highway Department account 200.18510 and paid from the pooled cash account 200.11101; and

WHEREAS, the Vilas County Highway Department deems that it would be cost effective to trade in equipment not being utilized for necessary equipment to perform its duties efficiently; and

WHEREAS, the total cost of the above lease/purchase will be offset by the following trade-ins totaling \$201,000.00: \$62,000.00 for two (2) John Deere Loaders, \$59,000.00 for one (1) Caterpillar Loader, \$36,000.00 for one (1) Volvo Excavator, \$16,500.00 for one (1) Case Dozer, \$21,000.00 for one (1) Cedar Rapids Paver and \$6,500.00 for one (1) Dresser Roller.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 23rd day of September, 2014, that the Vilas County Highway Department is hereby authorized to lease/purchase in 2015 two (2) new Caterpillar wheel loaders and one (1) new Caterpillar backhoe loader for the amount of \$213,900.00, charged to Highway Department account 200.18510 and paid from the pooled cash account 200.11101.

SUBMITTED BY: **Vilas County Supervisor**

s/ Charles Rayala, Jr.

Motion by C. Rayala, seconded by R. De Bruyne to adopt. Discussion. All voted aye. Carried.

CHAIR'S APPOINTMENTS

Recreational Trails Ad Hoc Committee

- Ken Anderson, Ad Hoc Committee Chair - County Board member
- Art Kunde, Ad Hoc Committee Vice Chair – County Board member
- Dale Mayo – Parks & Recreation Administrator
- John Gagnon – Forest Administrator
- Mike Robillard (Vilas County Area Silent Sports Assoc.) - Bike/Pedestrian user group representative
- Roger Flaherty (Landover ATV Club) ATV/ UTV user group representative

- Holly Tomlanovich (Vilas County Snowmobile Alliance) - Snowmobile user group representative
- Mary Rasmussen – Equestrian user group representative
- Krista Van Bree (Conover Energy Mart) – Area business representative

Motion by S. Doyen, seconded by R. Caffarella to approve all of the Chair's appointments to the Recreational Trails Ad Hoc Committee. 13 voted aye. 3 voted no: E. Bluthardt, C. Hayes and E. Teichmiller. Carried.

Family Care Adhoc Committee

- Jerry Burkett, Ad Hoc Committee Chair – County Board member
- Erv Teichmiller, Ad Hoc Committee Vice-Chair – County Board member
- Mark Rogacki – County Board member

Motion by C. Rayala, seconded by C. Ritter to approve all of the Chair's appointments to the Family Care Ad Hoc Committee. All voted aye. Carried.

LETTERS AND COMMUNICATIONS

K. Anderson announced that the first meeting of the Vilas County Deer Herd Advisory Committee would be held the evening of September 25, 2014 in Boulder Junction. He invited the Board members to attend.

R. De Bruyne announced that the 6th Grader Youth Expo would be held tomorrow, September 25, in St. Germain. He invited the Board members to attend. He also announced that on September 27, 2014 Ted Ritter would present a ten-year recap of efforts to combat invasive species in Vilas County. The Chairman also congratulated the twelve new Board members on the six-month anniversary of their election to office.

NEXT MEETING DATE

The next County Board meeting is scheduled for 6:30 P.M, Tuesday, October 28, 2014 in a location to be determined at a later time.

PAY MILEAGE AND PER DIEM

Motion by S. Doyen, seconded by C. Hayes pay mileage and per diem for this meeting. All voted aye. Carried. Contact the County Clerk's office for mileage and per diem payment information.

ADJOURNMENT

The Chairman adjourned the meeting at 3:12 P.M.

Prepared and submitted by:

David R. Alleman, Vilas County Clerk

Minutes reflect the recorder's notations and are subject to future revision and approval by the Vilas County Board.

**NOTICE OF 2015 BUDGET HEARING
FOR VILAS COUNTY, WISCONSIN**

The Vilas County Board of Supervisors will hold a public hearing on the budget to be adopted for said County for the calendar year 2015.

Said hearing will be held in conjunction with the October 2014 regular evening County Board meeting, which will be held in the Vilas County Courthouse conference rooms, 330 Court Street, Eagle River, WI on Tuesday, the 28th day of October 2014, beginning at 6:30 P.M.

2015 BUDGET SUMMARY FOR VILAS COUNTY

	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Proposed</u>	<u>% Change</u>
General Government	\$ 4,859,079	\$ 5,075,876	\$ 4,827,267	-5%
Public Safety	\$ 6,799,897	\$ 7,161,425	\$ 6,888,990	-4%
Health & Human Services	\$ 6,071,156	\$ 6,742,459	\$ 6,575,134	-2%
Education & Recreation	\$ 925,961	\$ 1,291,649	\$ 1,223,730	-5%
Conservation & Development	\$ 1,338,140	\$ 1,442,229	\$ 1,453,700	1%
Public Works	\$ 5,645,887	\$ 5,559,669	\$ 6,829,600	23%
Debt Service	\$ 1,266,701	\$ 1,258,541	\$ 861,050	-32%
Capital Projects	\$ 775,639	\$ 412,235	\$ -	-100%
Outlay	\$ 74,239	\$ 446,300	\$ 285,105	-36%
Agency Funds	\$ 3,032,679	\$ 2,957,026	\$ 2,943,613	0%
Contingency, Transfers and Other Financing Uses (Sources)	\$ 439,144	\$ 84,000	\$ 563,000	570%
Total Expenditures	\$ 31,228,522	\$ 32,431,409	\$ 32,451,189	0%
Less All Revenues	\$ 18,067,095	\$ 17,187,201	\$ 18,183,730	6%
Less Applied Funds	\$ 1,587,831	\$ 1,530,853	\$ 1,405,430	-8%
Less Tax Levy	\$ 13,143,711	\$ 13,713,355	\$ 12,862,029	-6%
Net expense (revenue)	\$ (1,570,115)	\$ -	\$ -	

<u>Levy Year</u>	<u>Budget Year</u>	<u>Levy Amount</u>	<u>Equalized Value</u>	<u>Tax Rate/M</u>
2012	2013	\$ 13,143,711	\$ 6,993,368,600	\$ 1.88
2013	2014	\$ 13,713,355	\$ 6,666,485,900	\$ 2.06
2014 proposed	2015	\$ 12,862,029	\$ 6,830,023,600	\$ 1.88

Said budget, in detail, is available for public inspection at the Office of the County Clerk, at the Vilas County Courthouse, 330 Court Street, Eagle River, Wisconsin, 54521.

In Witness Whereof, I have herunto set my hand and affixed the seal of the Vilas County Board of Supervisors, at my office in the Vilas County Courthouse, 330 Court Street, Eagle River, Wisconsin, this 6th day of October, 2014.

David R. Alleman
Vilas County Clerk

Executive Summary – 2015 Salary Contingency Fund

The Human Resources Department has proposed a 2015 salary contingency fund in order to provide for merit increase in accordance with the County's compensation administration policy. Below is an explanation of compensation in general.

Total Compensation

Total compensation is the combination of salaries and paid benefits. Those include the following:

- Employer paid health insurance premiums
- Employer paid dental insurance premiums
- Employer paid short-term disability insurance premiums
- Employer Paid long-term disability insurance premiums
- 9 Paid holidays each year
- Employer paid 20% administration fees of basic life insurance premium
- Uniform Allowances – annual allocations
- Employer paid worker's compensation insurance
- Employer paid FICA taxes
- Vacation or PTO
- Sick Leave – (union contract employees)
- Employer paid - WRS-Retirement Contribution – 7% - 9.5%
- Longevity Pay

Public Employers & Total Compensation-Past & Present

Past

- Offered lower wages
- Offer higher level of benefits – vacation, sick leave, fully paid health insurance, pension plans with 100% employer contribution, longevity pay

Present

- Wages have not kept up with the market
- Employees percentage of insurance premiums has increased over the years
- Employees are mandated to contribute dollars into their retirement account
- Employees take home pay is less than it was 3+ years ago

Over a period of time, shifting occurred between public and private employers to a point that many public employers are below private industry in compensation and benefits are comparable to the private sector.

This shifting will continue if the County does not offer salaries that are comparable and at market. In addition, it is expected that it would be more difficult to attract and retain quality candidates and employees.

Vilas County Compensation Objectives

- Recognize the value each position and employee brings to Vilas County
- Pay salaries that are equitable for the work being performed
- Be equitable in pay across departmental lines
- Attract and retain fully qualified employees
- Increase employee’s understanding of pay administration

Merit increases are intended to ensure that performance is recognized and that equity is achieved and maintained. Merit increases will be based on individual performance and their current rate within the range.

Comp Ratio is the relativity of a person’s rate of pay to the mid-point of the salary range.

The table below is just an example of how the distribution would be allocated. The percentages will change dependent on the overall increase to all salaries.

LEVEL OF PERFORMANCE	QUINTILES				
	1 st (80-87%)	2 nd (88-95%)	3 rd (96-104%)	4 th (105-112%)	5 th (113-120%)
Exceeds Expectations	4.0%	2.5%	1.75%	.75%	.75%
Meets Expectations	3.5%	2.0%	1.5%	.5%	.5%
Needs Improvement	0%	0%	0%	0%	0%

After review and analysis, the contingency fund can be reduced from \$250K to \$150K.

Deb Bohn
HR Manager

GENERAL CODE OF VILAS COUNTY
ORDINANCE 2014 – 09A

Re: Chapter 1 – General Government – Amending Section 1.01 Elected Offices - Abolish the Office of the Coroner and Create the Office of Medical Examiner

1 **WHEREAS**, Wis. Stat. Section 59.20, creates a four year term for an elected Coroner,
2 which position was last elected in November 2010 to a term ending in January 2015; and

3 **WHEREAS**, Wis. Stat. Sections 59.34 and 59.38 allow a County Board to abolish the
4 office of elected Coroner and create the office of Medical Examiner to perform the same duties
5 as a Coroner; and

6 **WHEREAS**, the Finance Committee has reviewed the options and recommends
7 abolishing the office of elected Coroner and creating the office of Medical Examiner; and

8 **WHEREAS**, the Finance Committee recommends entering into an intergovernmental
9 agreement with Oneida County for the provision of Medical Examiner services effective
10 January 1, 2015.

11 **NOW, THEREFORE, THE VILAS COUNTY BOARD OF SUPERVISORS IN**
12 **SESSION THIS 28th DAY OF OCTOBER, 2014 DOES ORDAIN AS FOLLOWS:**

13 **Section 1:** Any existing ordinances, codes, resolutions, or portions thereof that are in
14 conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

15 **Section 2:** This ordinance shall take effect upon passage and publication as provided by law.

16 **Section 3:** If any claims, provisions, or portions of this ordinance are adjudged invalid or
17 unconstitutional by a court of competent jurisdiction, then the remainder of this ordinance shall
18 not be affected thereby.

19 **Section 4:** Section 1.01 of Chapter 1 of the General Government Ordinance is hereby
20 amended as set forth on the attached document.

Fiscal Impact Statement:

- Included within Resolution
 See Attached
 Not applicable

Finance Director

H. R. REVIEW

- Approved
 See Attached
 Not applicable

Human Resources Director

APPROVED AS TO FORM

Corporation Counsel

SUBMITTED BY:
Finance & Budget Committee

Mark Rogacki, Chair

Vernon Wiggerhauser

Mary Kim Black

Kim Simac

Erv Teichmiller

Finance Director Fiscal Comment - When hired, I was directed to find financial efficiencies for Vilas County. To help identify efficiencies, I compared many Vilas County departments and services against other counties' departments and services. Tax levy information for benchmarked counties is listed below for coroner/medical examiner services and indicates that Vilas County has outspent each of the benchmarked counties in the years identified. I believe that contracting for these services will provide a cost savings for Vilas County.

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Bayfield	\$ 22,218	\$ 15,357	\$ 21,667
Sawyer	\$ 26,189	\$ 22,322	\$ 24,560
Lincoln	\$ 34,654	\$ 35,455	\$ 41,047
Langlade	\$ 43,085	\$ 49,618	\$ 49,935
Oneida	\$ 69,525	\$ 57,156	\$ 62,852
Door	\$ 96,962	\$ 103,534	\$ 102,944
Vilas	\$ 131,551	\$ 128,674	\$ 105,915

* Vilas was \$111,792 and \$126,808 for 2009 and 2010, respectively.

ATTACHMENT TO ORDINANCE AMENDMENT 2014-___

Vilas County General Code of Ordinances
Chapter 1 – General Government
SUBCHAPTER I
ELECTED OFFICIALS AND OTHER EMPLOYEES

1.01 Officials. (1) ELECTED. The elected officials of the County shall be the County Clerk, County Treasurer, Register of Deeds, Clerk of Court, Sheriff, Surveyor, ~~Coroner~~ and twenty-one (21) County Board Supervisors.

(2) DUTIES. Except as otherwise provided in this Code, all elected officials shall perform duties as authorized and in compliance with Chapter 59, Wis. Stats., and other applicable laws and regulations.

(3) MEDICAL EXAMINER. (a) The office of elected Coroner is hereby abolished at the end of the current incumbent's term, which is January 1, 2015.

(b) At the end of the current term of the elected Coroner, the office of Medical Examiner is created.

(c) Vilas County shall enter into an agreement with Oneida County for the provision of Medical Examiner services for the year 2015.

(d) The Finance Committee shall continue to address policy for the new position as it had the position of the Coroner until further addressed by the Board.

(e) The compensation for Medical Examiner shall be established through an intergovernmental agreement, not to exceed \$90,000 for the year 2015 and thereafter said cost to be included within the County's yearly budget.

(f) This section shall be effective after passage and publication as provided by law.

(Cr. October 28, 2014 Amendment 2014 - ___)

RESOLUTION 2014 - 70

Re: Commemorating the 100th Anniversary of Wisconsin 4-H Youth Development

1 **WHEREAS**, Thomas L. Bewick was appointed Wisconsin’s first State leader of Boys’
2 and Girls’ 4-H Club Work with the new Cooperative Extension Service in July 1914 and
3 organized the first 4-H club under Cooperative Extension in Walworth County in October 1914;
4 and

5 **WHEREAS**, 2014 marks the 100th anniversary of this unique partnership between the
6 counties of the state, the University of Wisconsin-Extension and Wisconsin 4-H Youth
7 Development; and

8 **WHEREAS**, this partnership of University of Wisconsin campuses, the University of
9 Wisconsin-Extension and county-based 4-H Youth Development programs embodies the true
10 meaning of the “Wisconsin Idea” – that the resources of the university shall be extended to the
11 people of the state where they live and work; and

12 **WHEREAS**, Wisconsin 4-H Youth Development’s purpose is to help youth learn
13 leadership, citizenship and life skills, develop new skills, become leaders and help shape their
14 communities; and

15 **WHEREAS**, the vitality of today’s Wisconsin 4-H Youth Development program as well
16 as 4-H’s national reputation as the largest out-of-school educational organization can be credited
17 to the men and women of vision who accepted the challenge in 1914 to help grow 100 years of
18 Wisconsin leaders; and

19 **NOW, THEREFORE, BE IT RESOLVED** that the Vilas County Board of Supervisors,
20 in session this 28th day of October, 2014 hereby commends Wisconsin 4-H Youth Development
21 and its local 4-H Youth Development Extension educators for their leadership, cooperation and
22 support, which allows the youth and families of the Vilas County and all of Wisconsin to apply
23 the research and knowledge of the University of Wisconsin to their lives, homes and
24 communities and help build strong leaders for tomorrow .

FISCAL COMMENT:

- Included within Resolution
- See Attached Comment
- Not applicable

**SUBMITTED BY: Extension, Education and
Economic Development Committee**

Finance Director

Chuck Hayes

H. R. REVIEW

- Approved
- See Attached Comment
- Not applicable

Human Resources Director

Wally Beversdorf

Paul Hennes

Carolyn Ritter

Kim Simac

APPROVED AS TO FORM

/s/ Martha Milanowski
Corporation Counsel

RESOLUTION 2014 - 71

Re: Approval of Tower Lease Renewal with Heartland Communications and Transfer of Money from General Fund

1 **WHEREAS**, Vilas County has an existing lease with Heartland Communications for
2 placement of its public safety communications equipment in Land O'Lakes, Wisconsin, and said
3 lease provides for a \$1,000.00 per year rent payment paid by the County to Heartland
4 Communications; and

5 **WHEREAS**, this tower lease expires on November 30, 2014 and allows for a renewal
6 term, subject to a new rent to be negotiated by the parties; and

7 **WHEREAS**, the County has no other alternative at this time for location of the public
8 safety communications equipment subject to this lease, as it plays a critical role in providing
9 access to public safety emergency services throughout northern Vilas County; and

10 **WHEREAS**, Vilas County has participated in negotiations with Heartland
11 Communications for a renewal of its present lease, and Heartland's final offer for rent is
12 \$2,000.00 per month, for a total of \$24,000.00 per year, which represents market rate; and

13 **WHEREAS**, the present lease requires payment to be made by December 1 of the lease
14 year, and Heartland Communications has not agreed to amend the lease to allow for January
15 payment; and

16 **WHEREAS**, there are not sufficient funds in the 2014 Communications budget to
17 accommodate this increased rent payment, as only \$1,500 is presently budgeted; and

18 **WHEREAS**, a two-thirds vote of the County Board of Supervisors is necessary for a
19 transfer of money from the General Fund.

20 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
21 in session this 28th day of October, 2014 that the Communications Committee is authorized to
22 renew the County's tower lease with Heartland Communications with a new annual rent payment
23 of \$24,000.00.

24 **BE IT FURTHER RESOLVED** that \$22,500.00 is authorized to be transferred from the
25 General Fund into the Communications 2014 budget, line item 100.27.52800.0530 for purposes
26 of paying for this lease renewal by December 1, 2014.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

Finance Director

H. R. REVIEW

- Approved
- Not applicable

Human Resources Director

APPROVED AS TO FORM

Corporation Counsel

SUBMITTED BY:

Finance & Budget Committee

Mark Rogacki, Chair

Mary Kim Black

Erv Teichmiller

Kim Simac

Vernon Wiggerhauser

RESOLUTION 2014 - 72

Re: Vilas County Forest Land Acquisition – Town of Conover

1 **WHEREAS**, the Vilas County Forest is managed to protect its natural resources on a
2 sustainable basis to satisfy the sociological and socioeconomic values and needs of present and
3 future generations under multiple use concepts through the integration of forestry, recreation,
4 wildlife, water, soil, and endangered resources management practices; and

5 **WHEREAS**, the Forestry, Recreation, and Land Committee desires to purchase the
6 following described lands consisting of approximately 39.9 acres within Vilas County:

- 7 a. East 1/3, SENW, Section 32, T.41N. – R.10N., Twp of Conover: 13.30-acres
- 8 b. Center 1/3, SENW, Section 32, T.41N. – R.10N., Twp of Conover: 13.30-acres
- 9 c. West 1/3, SENW, Section 32, T.41N. – R.10N., Twp of Conover: 13.30-acres; and

10 **WHEREAS**, the County Board has the authority to acquire said properties for the
11 purpose of establishing County Forest Land pursuant to §28.10 Wis. Stats.; and

12 **WHEREAS**, the acquisition policy and boundaries are outlined and defined in Chapter
13 400 of the Vilas County Forest Comprehensive Land Use Plan as approved and adopted for the
14 years 2006-2020 by the Vilas County Board of Supervisors on 20 March, 2007 by Resolution
15 No. 2007-28; and

16 **WHEREAS**, the purpose of acquiring lands is to perpetually provide forest products to
17 our local economy, revenues to the County, outdoor recreation opportunities to the public, and
18 provide for the most efficient administration of the Forest by consolidating and blocking lands
19 within established County Forest boundaries; and

20 **WHEREAS**, the Forestry, Recreation and Land Committee has determined the
21 acquisition of these lands would benefit the public by providing periodic revenue to the County,
22 and recreational opportunities and protection of water, soil, and wildlife resources; and

23 **WHEREAS**, the Forestry, Recreation, and Land Committee has negotiated a total
24 purchase price of \$57,000.00 (\$19,000.00 per parcel) to be funded by the Segregated Land Fund;
25 and

26 **WHEREAS**, the Segregated Land Fund was established by the Vilas County Boards of
27 Supervisors in 1982 for the purpose of purchasing lands within the County Forest Block; and

28 **WHEREAS**, the appraised value of said described properties is \$57,000.00, with an
29 estimated volume of timber resources of approximately 895 cord equivalents having an estimated
30 appraised stumpage value of \$29,800.00, a portion of which could be harvested to offset the
31 purchase price of the properties (see attached proposed harvest schedule); and

32 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
33 in session this 28th day of October, 2014 that the Forestry, Recreation & Land Committee is
34 authorized to proceed with the acquisition of the above-described land parcels and take all
35 necessary action to complete said acquisition.

36 **BE IT FURTHER RESOLVED** that the purchase price to acquire the above described
37 land parcels will not exceed \$57,000.00 and will be charged to County Land Sale Fund account
38 250.50.51560.0599 and paid from pooled cash account 250.11101.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

Finance Director

H. R. REVIEW

- Approved
- Not applicable

Human Resources Director

APPROVED AS TO FORM

Corporation Counsel

SUBMITTED BY:

Forestry, Recreation and Land Committee

Steve Doyen, Chair

Rocky Caffarella, Vice Chair

Ken Anderson

Art Kunde

Willy Otterpohl

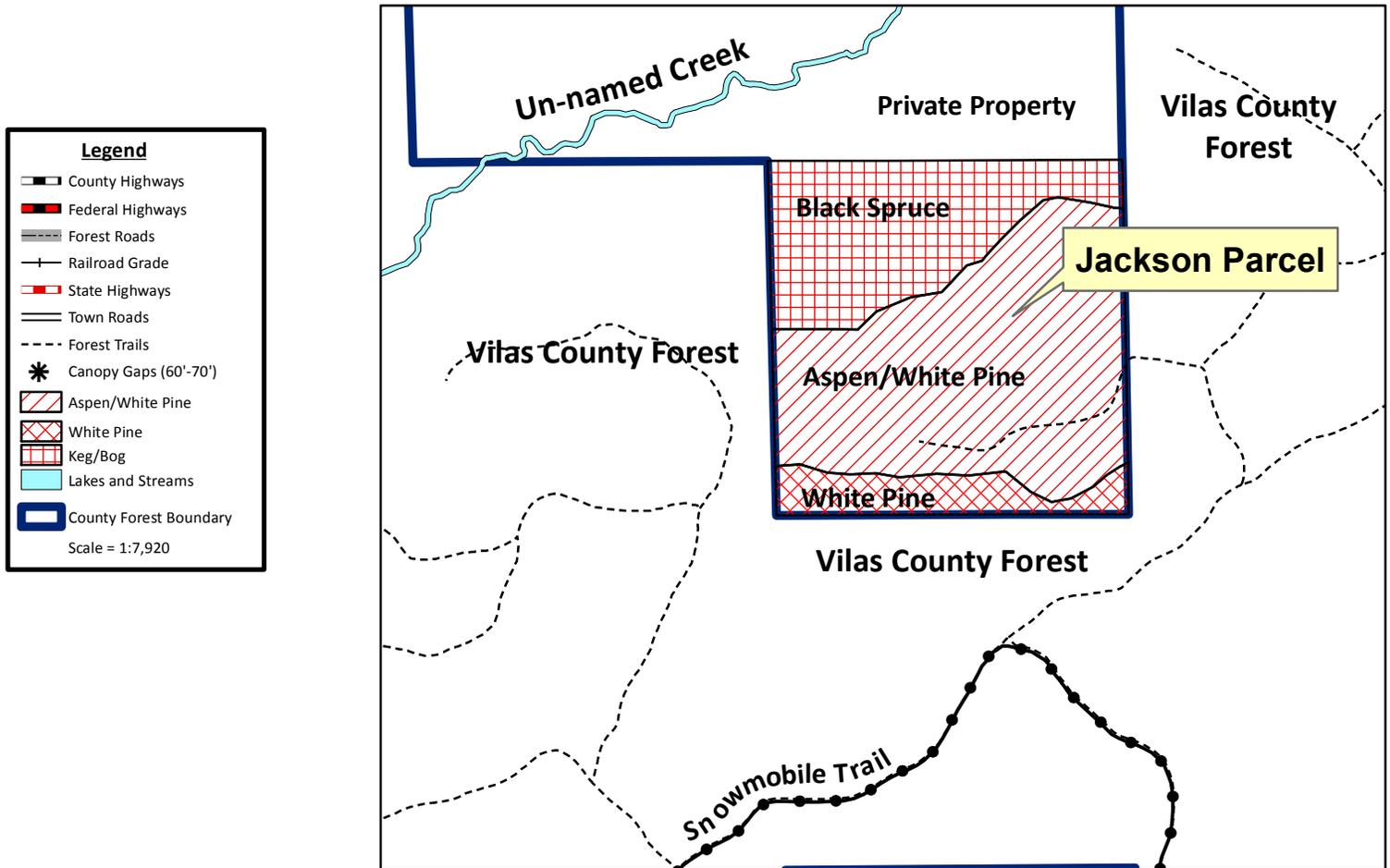
Vilas County Forest - Jackson Property Acquisition

Proposed Harvest Schedule - Legal Description: SENW, Section 32, T.41N., R.10E.; Acres: 40

CoverType - Aspen/White Pine; Harvest Year - 2016; Acres - 23; Estimmed Harvest Value - \$10,000

Cover Type - White Pine; Harvest Year - 2027; Acres - 4; Estimated Harvest Value - \$6,600

Cover Type - Black Spruce; Harvest Year 2030; Acres - 13; Estimated Harvest Value - \$8,000



Estimated Volume/Appraised Stumpage Value of 40-acre Parcel:

Aspen	200 Cords	\$35.00/cord = \$7000.00
White Birch	25 Cords	\$37.30/cord = \$ 93.25
Spruce	185 Cords	\$36.00/cord = \$6660.00
Balsam Fir	110 Cords	\$14.15/cord = \$1556.50
White Pine	130 Cords	\$37.80/cord = \$4914.00
Red Pine	30 Cords	\$40.50/cord = \$1215.00
Tamarack	30 Cords	\$22.00/cord = \$ 660.00
Cedar	60 Cords	\$5.00/ cord = \$ 300.00

White Pine Sawtimber 33 MBF \$145.00/MBF = \$4785.00

Red Pine Sawtimber 18 MBF \$145.00/MBF = \$2610.00

Total Appraised Stumpage Value: \$29,793.75

RESOLUTION 2014 – 73

Re: Hire One Full Time Administrative Secretary A in Zoning Department

1 **WHEREAS**, since 2010, the Vilas County Zoning Office staff has been reduced from 11
2 full-time employees to its current staffing level of six full-time employees; and

3 **WHEREAS**, the Zoning office has additional administrative support during the summer
4 months, but it's determined that additional support is needed due to the increase in volume and
5 an improving economy, as see in attached documents; and

6 **WHEREAS**, the Zoning Administrator, Human Resources Director and Personnel
7 Committee recommend the creation of an additional Administrative Secretary A position with an
8 approximate start date of April 15, 2015; and

9 **WHEREAS**, the hourly wage shall be \$14.02 to \$17.53 per hour, and the annual cost for
10 2015 wages and benefits will be \$43,817.73 to \$49,382.59; and

11 **WHEREAS**, a ¾ majority vote of the County Board is required to approve of any new
12 position.

13 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
14 in session this 28th day of October, 2014 that the Personnel Committee is authorized to create an
15 additional Administrative Secretary A position in the Zoning Department.

Fiscal Comment:

- Included within Resolution
- See Attached Comment
- Not applicable

Finance Director

HR Review:

- Approved
- See Attached Comment
- Not applicable

Human Resources Director

APPROVED AS TO FORM

s/ **Martha Milanowski**
Corporation Counsel

SUBMITTED BY: Personnel Committee

Ed Bluthardt, Chair

Gerald Burkett

Chuck Hayes

Art Kunde

Walt Maciag

Finance Director Fiscal Comment – I want to advise the County Board that this fiscal comment was attached after this resolution was approved by the Personnel Committee. I was not presented with a copy of this resolution until after committee action was taken.

I recall that Supervisor Anderson reported at the September 23rd County Board that there were 1,444 permits issued by the Zoning Department year-to-date compared to 1,310 for the same period last year. This represents a 10% increase. I am not certain that this increase warrants a new full-time position. I have not been informed of any abnormal delays in the issuance of zoning permits, nor has there been a request from the Zoning Department to budget for any overtime.

Please be aware that Line #10 only indicates wage and benefit costs beginning April 15, 2014 through the end of 2015. Actual wage and benefit costs in 2016 and after will range between \$52,953 and \$60,805.

In 2013, the County took necessary steps to reduce wage and benefit costs. Levy limits mandated by the State of Wisconsin make staff additions very difficult to finance. Therefore, I would recommend we explore other options before putting more employees on the Vilas County payroll.

Fiscal Impact-2015
Administrative Secretary A Position

Range	Wages	Fica	Wis. Retire.	Health Ins. **	Short-term/ Long-Term Disability	Workers Comp.	Total Fringe Benefits	Total Wages & Fringes
\$ 14.02	\$ 19,375.64	\$ 1,482.24	\$ 1,317.54	\$ 21,356.00	\$ 234.00	\$ 52.31	\$ 24,442.09	\$ 43,817.73
\$ 17.53	\$ 24,226.46	\$ 1,853.32	\$ 1,647.40	\$ 21,356.00	\$ 234.00	\$ 65.41	\$ 25,156.13	\$ 49,382.59

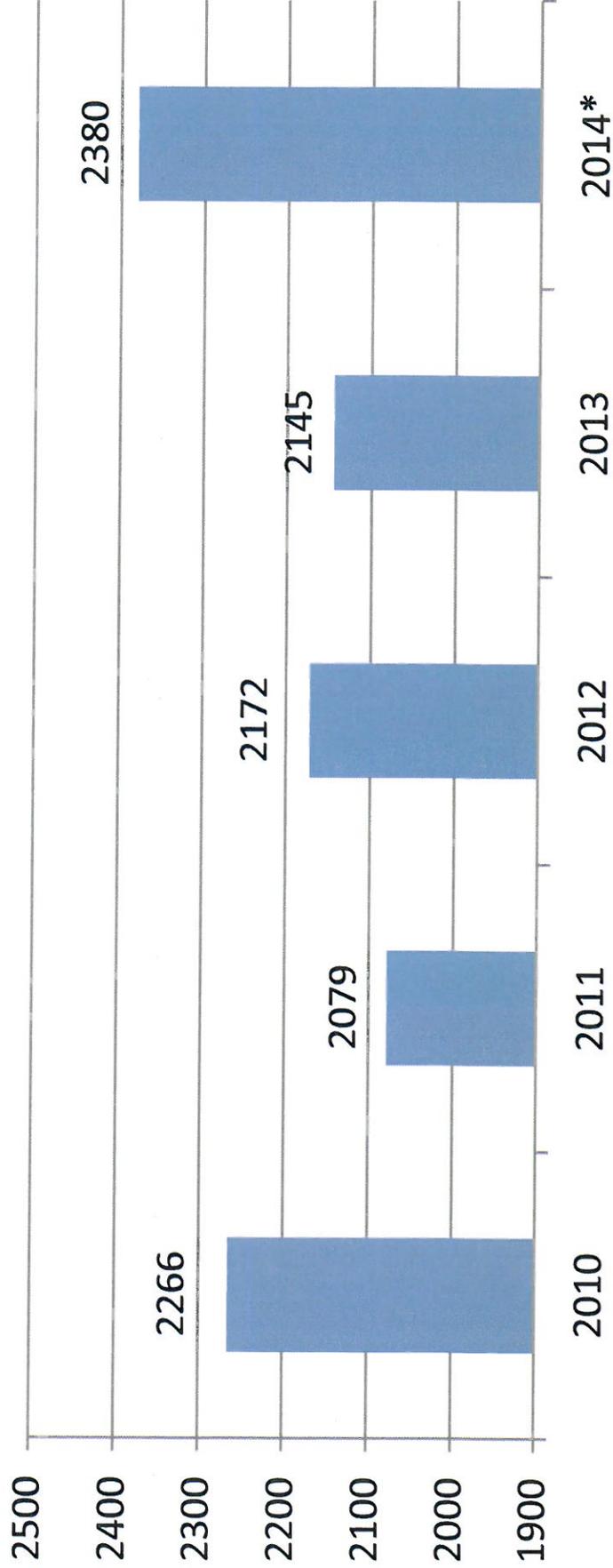
Figures above are based on April 15 - December 31, 2015

Fiscal Impact-2016 & Furture Years
Administrative Secretary A Position

Range	Wages	Fica	Wis. Retire.	Health Ins. **	Short-term/ Long-Term Disability	Workers Comp.	Total Fringe Benefits	Total Wages & Fringes
\$ 14.02	\$ 27,339.00	\$ 2,091.43	\$ 1,859.05	\$ 21,356.00	\$ 234.00	\$ 73.82	\$ 25,614.30	\$ 52,953.30
\$ 17.53	\$ 34,183.50	\$ 2,615.04	\$ 2,324.48	\$ 21,356.00	\$ 234.00	\$ 92.30	\$ 26,621.81	\$ 60,805.31

** Note the fiscal impacts above assumes that employee selects family health insurance coverage.

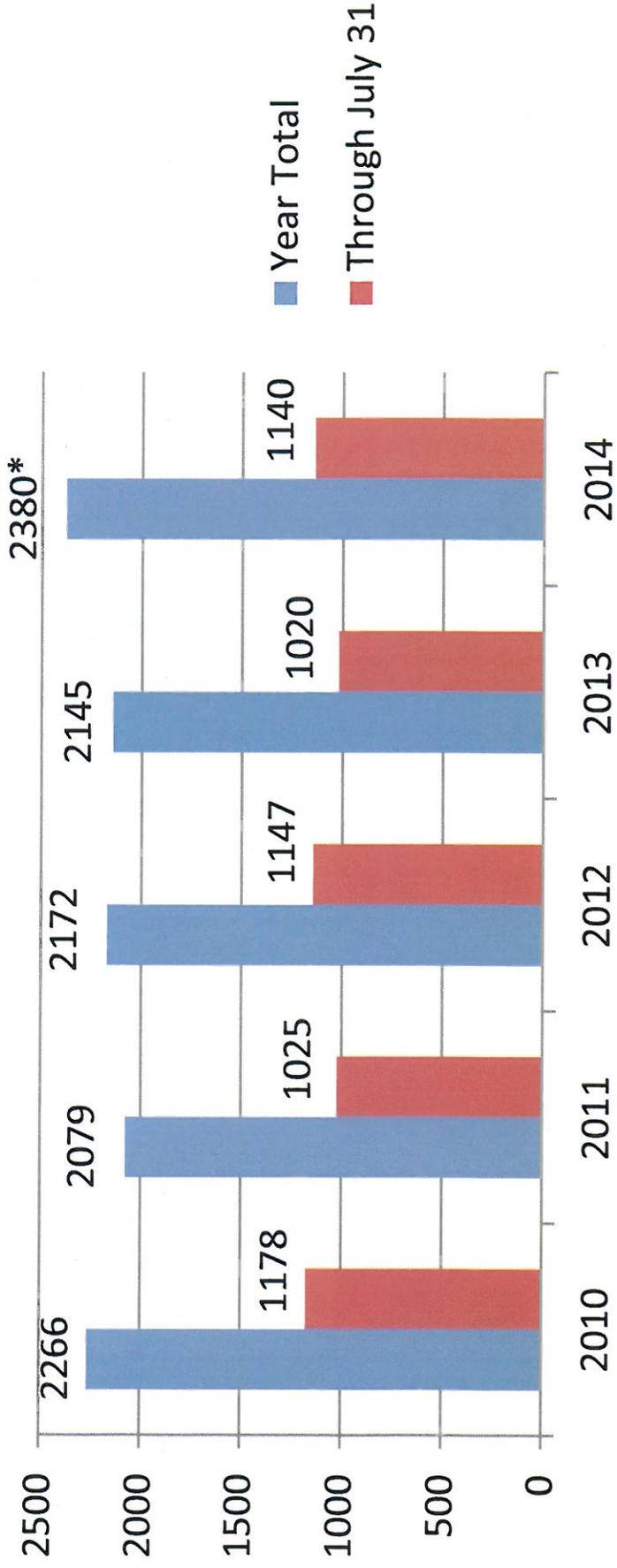
Total Permits Per Year (2010-2014*)
Vilas County Zoning & Planning
***Projected**



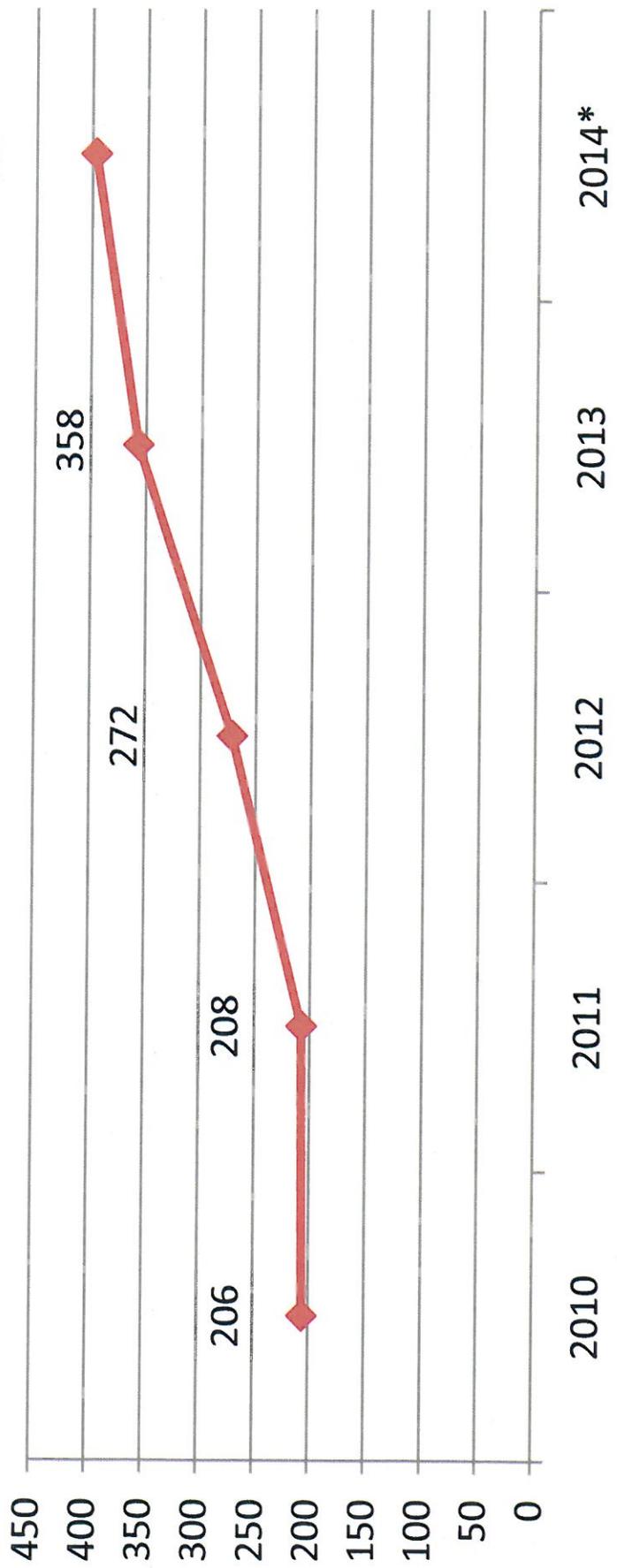
Total Permits Per Year (2010-2014*)

Vilas County Zoning & Planning

*Projected



Permits Per Zoning Staff Member Per Year (2010-2014*) *Projected



Vilas County Zoning & Planning Department

July 2014 Monthly Statistics

Vilas County PERMIT SUMMARY	2013		2014	
	July	Year To Date	July	Year To Date
Single Family Dwelling	19	58	14	60
Multiple Family Dwelling	0	0	0	0
Commercial	0	5	1	6
Garage	49	133	40	155
Addition	11	55	13	54
Assessory Structure	8	33	13	40
Mobile Home	0	1	1	2
All Other	59	216	76	284
Sanitary	69	214	67	233
Shoreland Alteration	30	88	17	80
Mitigation	26	66	17	64
Erosion Control	6	14	2	10
Stormwater	2	2	1	3
Conditional Use	0	2	1	2
Board of Adjustment	0	0	0	1
Violation	48	133	3	146
Total Permits	327	1020	266	1140

Vilas County ADDITIONAL INFO	2013		2014	
	July	Year To Date	July	Year To Date
Subdivision	0	2	0	0
Condominium	1	6	0	5
Rezone	0	1	1	3
Committee Meeting	1	7	1	8
Comp Plan Amendment	0	0	0	0
Conditional Use Permit	0	2	1	1

Vilas County	2013	2014
Total Fees Collected	\$39,441.28	\$43,165.95
YTD Fees Collected	\$132,820.37	\$168,755.40

Town PERMIT SUMMARY	2014	
	July	Year To Date
Arbor Vitae	20	113
Boulder Junction	21	80
Cloverland	7	37
Conover	18	69
Lac du Flambeau	30	176
Land O'Lakes	14	47
Lincoln	28	88
Manitowish Waters	15	75
Phelps	21	102
Plum Lake	6	27
Presque Isle	15	80
St. Germain	29	106
Washington	26	83
Winchester	16	57
City of Eagle River	0	0
Total Permits	266	1140

Additional July Information					
Subdivision	Condo	Rezone	CUP	BOA	Violation
		1			
					2
			1		
					1



Vilas County Zoning & Planning

330 Court Street • Eagle River, WI 54521

715-479-3620 • Fax: 715-479-3752 • zoning@co.vilas.wi.us • www.vilascounty zoning.com

September 25, 2014

Attention: Personnel Committee

Re: Request for FY2015 Reinstating One Full-time Secretary A in the Zoning and Planning Office from One Part-time Secretary A in the Zoning and Planning Office

ZONING OFFICE Extra Duties Since 2012

Zoning Deputy

1. We had 6 Deputies to split up permits:

5 Year Chart

Year	Lori	Sue	Jean	Gayle	Tammy	Jim	Dave	Total Permits Per Year	Permits per deputy
2009	402	330	349	333	424	281		2,119	353
2010	393	380	354	405	356	367		2,255	375.83
2011	378	315	372	382	355	364		2,166	361
2012				533	714	502	200	1,949	487.25
2013				562	840	480	267	2,149	537.25

2. Response time on violations is 2-3 weeks, when it was within a day or two before.
3. Inspection times are cut, average is 30 minutes, and things can get missed!
4. **We do not always do "holding tank inspections" or "mound plows" even though "they are required by the state" because "time does not allow" we are just too busy. (We have a 24 hour window according to code).**
 Driving time from 10 minutes to 1 hour & 15 minutes, one way, a minimum of 30 minute inspection. A Septic system in Winchester can take 3-3 ½ hours on a good day.
5. **Added duties since 2012:**
 - Sanitary Permit review and issuance**
 - Flood Plain Permits**
 - Sanitary Maintenance Program Enforcement – Citations & follow up**
 - Ordinary High watermark determinations**
6. I became the back up for every position in the office. Which leaves not much time for Administrative work. With replacement time for:
 - Vacations
 - Sick days

- c. Inspections
- d. Funerals
- e. Doctor & dentist app. Etc.

Events of 2012 Loss of Staff

1. Dave Sadenwasser Deputy Zoning Administrator became a Deputy in February of 2012.
2. He had been a Secretary A (Zoning Secretary).
3. I choose at that time, not to add all of the additional duties to the existing deputies.
4. I did not want to train the deputies who were already overwhelmed with additional work load from losing 2 deputies, with more additional duties.
5. Since Dave had just left the Secretary A position, I:
 - a. Lightened his deputy district responsibilities
 - b. Increased the existing deputies district responsibilities
 - c. Kept Dave with the most managerial of the secretarial duties
 - d. **And spread the rest out within the office**

When in the office Deputies Are:

1. Spending time on the phone
2. Working with clients
3. Catching up on paperwork (if time allows)
4. Research for paperwork (if time allows)

Each Deputy has a day at the Office Desk so people can walk in and get a permit or have questions answered or appointments can be made if someone wants to speak with a certain person.

One Secretary A, (Sanitary Secretary)

1. Schedule sanitary inspection appointments for deputies
2. Receive; receipt and process sanitary permit for review
 - a. (10-15 min receipt in)
 - b. (15-25 min Process out)
 - c. We issued 471 last year
3. Faxing, e-mail, mailing, copying, calling in person customer service
4. Verify Permits, parcel data, property owner,
5. Process Emergency Installations
6. Receive Soil Tests and Soil borings for review and filing
7. Route phone calls to office personnel and other departments
8. Correct errors in paper files
9. Respond to Sanitary Maintenance Requests
10. Enter sanitary permits, soil boring and soil tests into the data base
11. Act as custodian for all original forms and memos
12. **Mail 1st & 2nd mailings and receive and enter into the system all maintenance cards for maintenance of septic systems in Vilas County (7,200 per year 1st mailing 2,500-2,500 second mailing)**
13. **File and retrieve soil test, sanitary permits and soil borings**
14. **Retrieves date stamps and distributes incoming mail**
15. **Delivers outgoing mail to County Clerk for delivery to post office**
16. Pass out WI Fund information
17. Verify credential expiration dates of all personnel we work with

18. Fill out State permit submittal; fill out invoice for check to state
19. Process WI Fund paper work for review and file request and keep track of grant during the year
20. Participate and prepare files for yearly state sanitary audit
21. Participate in yearly Vilas County Education Update, Certification for plumbers, soil testers pumpers P.O.W.T.S. maintainers
22. Remind Deputies of WI Fund Mid-January deadline
23. Work with the plumber and Pumpers on a daily basis
24. Research files for information to customers
25. Run the sanitary department. More of an Office manager.
26. **Runs the Sanitary Maintenance program (Septic Pumping)**
27. Hand out packets for privy permits and alternate systems eg: electric toilets

These are the duties that are spread out and would be expected by the Secretary A Position (Zoning)
Some of these are performed by Dave Sadenwasser

1. Answer Zoning Office main line telephone – six extensions -----
2. Route phone calls to office personnel and other departments
3. Take messages
4. Provide walk in customer service
5. Respond to client e-mail
6. Correct errors in paper & data entry files
7. Assist the Zoning Administrator with projects and research
8. Answer requests from Title companies, and realtors
9. Type, Record, and Track effective Date for Resolutions and Amendments Presented to County Board
10. Maintain Town Rezone, Condominium and Subdivisions lists
11. Check and make copies of all final recorded plats, condominiums and subdivisions
12. **Scanning files for online access**
13. **Handing out & Processing recycling Vouchers**
15. Order and stock all office supplies
16. Enter all zoning permits into computer database
17. Review all zoning permits for completeness and correctness when entering in data files and return to Deputy Zoning Administrator if missing data
18. **File all Telecommunication Tower permits**
19. Receive Subdivisions and receipt and deposit checks, sends out approval letter
20. Receive Condominiums and receipt and deposit checks
21. Notification to Town Clerk and Town Supervisor, and send approval letter to surveyor
22. Receive Conditional Use Permit Application, deposit check, notify adjacent property owners
23. Receive Rezone Permit Application, deposit check, notify adjacent property owners
24. Receive request for Ordinance Amendments and process upon completion, receipt and deposit checks,
25. Notify adjacent property owners, receipt and deposit checks n information
26. File and keep records of and for office and monthly / annual reports
27. Maintain fax account, copy accounts, for faxes and copies / Process payments for fax and copy accounts
28. Send permit copies to Towns and Assessors
29. Make monthly deposit
30. Reserve Space for Zoning Committee Meeting, take minutes, Type, mail, and send out agenda packets to committee members, attend meeting
31. Notify all pertinent members of press and media and any others listed on agenda with agenda notice
32. Set up file bin for monthly meeting agenda items
33. Reserve space for all Committee meeting and public hearings
34. Type, distribute, and publish public hearing notices per

If Dave was freed up:

1. There would be less stress on the other deputies
2. Dave would absorb more of the territories and share more of the permits.
3. There would be less phone interruptions
4. Less time spent making copies
5. Less face to face client time for basic requests
6. Less fax requests
7. Less research time
8. More time to work on permits and inspections

PERMITS & REVENUE ARE UP 35%

Revenue

1.	2013	1/1/31	thru	8/31/2013	\$177,392.81
2.	2014	1/31/	thru	8/31/2014	\$218,943.45
				<u>Total</u>	\$41,550.64

Attached is a 71 County survey of office staff a field staff associated with zoning related activities concurrent with Vilas County.

Submitted with all due respect,



Dawn M. Schmidt

Vilas County Zoning Administrator

Number of Zoning Office Staff of Wisconsin Counties vs Permits Issued

Wisconsin County	Zoning Administrator	Number of Zoning / Sanitary Field Staff	Number of Office Support Staff	Total of Zoning Staff	Total Number of 2013 Zoning Permits	Total Number of 2013 Sanitary Permits	Total Number of 2013 Permits	Permits per Staff	Permits per Field Staff
Adams	1	2	2	5	285	294	579	115.8	289.5
Ashland	1		½	1 & ½	220	65	285	190	285
Barron	1	1	1	3	303	171	474	158	474
Bayfield	1	2	2	5	430	144	574	114.8	287
Brown	1	2	2	5	145	198	343	68.6	171.5
Buffalo	1	1	1	3	85	72	157	52.0	157
Burnett	1	1	1	3	352	172	524	174.66	524
Calumet	1	2	1	4	94	99	193	48.25	96.5
Chippewa	1	3	1	5	489	305	794	158.8	264.66
Clark	1	1	1	3	26	93	119	39.66	119
Columbia	1	4	1 & ½	6 & ½	354	117	471	72.46	117.75
Crawford	1		½	1 & ½	5	65	70	46.6	70
*Dane	1	9	2	12	1,000	327	1,326	110.5	147.66
Dodge	1	2	1	4	343	96	439	109.75	219.5
*Door	1	6	2 & ½	9 & 1/2	649	377	1,026	108	171
Douglas	1	2	2 & ½	5 & ½	670	132	802	145.81	401
Dunn	1	2	1	4	214	147	361	90.25	180.5
*Eau Claire	1	5	2	8	350	152	502	62.75	100.4
Florence	1	1		2	111	47	158	79	158
Fond du Lac	1	3	2	6	71	135	206	34.33	68.66
Forest	1	2		3	190	233	423	141	211.5
Grant	1	2	1	4	55	100	155	38.75	77.5
Green	1	2		3	359	79	438	146	219
Green Lake	1	2	1	4	135	77	212	53	106
Iowa	1	1		2	202	98	300	150	300
Iron	1	1		2	318	57	375	187.5	375
Jackson	1	1	1	3	185	99	284	94.66	284
Jefferson	1	2	2 & ½	5 & ½	438	91	529	96.18	264.5
Juneau	1		1	2	21	133	154	77	154
Kenosha	1	3	1	5	297	101	398	79.6	132.66
Kewaunee	1		1	2	16	168	184	92	184
*La Crosse	1	5	2	8	366	146	512	64	102.4
Lafayette	1		¼	1 & ¼	52	80	132	105.6	132
Langlade	1	2	2	5	181	112	293	58.6	146.5
Lincoln	1	3	1	5	239	162	401	80.2	133.66
Manitowoc	1	4	1	6	333	232	565	94.16	141.25
Marathon	1	4	3	8	528	351	877	109.62	219.25
Marinette	½	2	0	2 & ½	110	250	360	144	180

Wisconsin County	Zoning Administrator	Number of Zoning / Sanitary Field Staff	Number of Secretarial/Office Support	Total of Zoning Employees	Total Number of 2013 Zoning Permits	Total Number of 2013 Sanitary Permits	Total Number of 2013 Permits	Permits per Staff	Permits per Field Staff
Marquette	1	1	1	3	204	176	380	126.66	380
Menominee	1			1	62	30	92	92	92
Monroe	1	1	1 & ¼	3 & ¼	232	166	398	122.46	398
Oconto	1	4	2	7	706	267	973	108.11	243.25
Oneida	1	6 & ½	3	10 & ½	1,094	527	1,621	154.38	249.38
Outagamie	1	3	1	5	225	233	458	91.6	152.66
Ozaukee	1	2	1	4	48	128	176	44	88
Pepin	1	1	0	2	29	23	52	26	52
Pierce	1	2	2 & ½	5 & ½	237	105	342	62.18	171
Polk	1	2	1	4	597	169	766	191.5	383
Portage	1	3	2	6	403	169	572	95.3	190.66
Price	1	1	1	3	375	85	460	153.3	460
*Racine	1	4	1	6	620	110	730	121.66	182.5
Richland	1	1	1	3	114	144	258	86	258
*Rock	1	5	2	8	78	120	189	24.75	37.8
Rusk	1	1		2	162	122	284	142	284
St. Croix	1	5	2	8	172	490	662	82.75	132.4
Sauk	1	4	2	7	287	157	444	63.42	111
Sawyer	1	4	2	7	412	250	601	85.85	150.25
Shawano	1	3	1	5	278	184	462	92.4	154
Sheboygan	1	3	1	5	90	163	253	101.2	84.33
Taylor	1		1 & ½	2 & ½	29	57	86	34.4	86
Trempealeau	1	4	2	7	224	99	323	46.14	80.75
Vernon	1			1	1	103	104	104	104
Vilas	1	4	1	6	1,678	471	2,149	358.16	537.25
Walworth	1	4	2	7	734	296	1,030	147.14	257.5
Washburn	1	1	1	3	304	164	468	156	468
Washington	1	3	1	5	116	231	347	69.4	115.66
*Waukesha	1	4	2 & ½	7 & ½	450	425	875	116.6	218.75
Waupaca	1	4	1	6	421	150	571	95.16	142.75
Waushara	1	3	2	6	421	149	570	95	190
Winnebago	1	3	1	5	531	106	637	127.4	212.33
Wood	1	2	2	4	54	202	256	64	128
Average of all 71 County (Excluding Milwaukee) permits per staff & field staff								102.43	203.67

* Means - these are Counties where the sanitary inspectors are a part of the Health Department.
All other counties do Zoning and Sanitary inspections.

The number of sanitary field staff from these counties were added to the zoning staff of these counties to reflect what typical zoning office duties are. The issued sanitary permits were also added to the total number to keep numbers relevant.

RESOLUTION 2014 – 74

Re: Create New Position of Deputy Sheriff-Recreation Patrol Officer FY2015

1 **WHEREAS**, the Vilas County Forestry Committee and the Vilas County Snowmobile
2 Safety Committee have made a recommendation to the Law Enforcement & Emergency
3 Management Committee to create a Deputy Sheriff-Recreation Officer in FY2015; and

4 **WHEREAS**, the Recreation Officer will be assigned to boat patrol duties, snowmobile
5 patrol duties, county forest patrol duties, U.S. Forest patrol duties; all of which are either
6 partially or fully funded programs through the State of Wisconsin, County Forestry Office and
7 United States Forest Service ; and

8 **WHEREAS**, the Recreation Officer will also receive training and instructor certification
9 as a boating safety instructor, snowmobile safety instructor, hunter safety instructor and ATV
10 safety instructor, allowing the Sheriff’s Office to become involved in safety training programs
11 throughout Vilas County; and

12 **WHEREAS**, current Sheriff's Office staffing will not allow for a dedicated position to
13 work these assignments and expand services to the community. The Forestry and Snowmobile
14 Safety Committees have identified a significant need for these types of enforcement and safety
15 focus in Vilas County; and

16 **WHEREAS**, the total annual cost for wages and benefits is \$74,034 (salary of \$43,389
17 and \$30,646 in fringe benefits); and

18 **WHEREAS**, a ¾ majority vote of the County Board is required to approve any new
19 position.

20 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
21 in session this 28th day of October, 2014 that the Sheriff is authorized to add one full time
22 Deputy Sheriff-Recreation Officer to his staff in FY 2015.

Fiscal Impact Statement:

- Included within Resolution
- See Attached Comment
- Not applicable

APPROVED AS TO FORM

Finance Manager

SUBMITTED BY:
**Law Enforcement & Emergency Management
Committee**

Gerald Burkett, Chair

Ed Bluthardt, Vice Chair

Mary Kim Black

- Included within Resolution
- See Attached Comment
- Not applicable

Art Kunde

Human Resources Manager

Mark Rogacki

Reviewed and approved:
APPROVED AS TO FORM

Corporation Counsel

Finance Director Fiscal Comment – It may be beneficial to employ a full-time officer dedicated to perform the services indicated in the resolution. However, I am concerned that the levy limits imposed by the State of Wisconsin do not allow for the expansion of services or an increase in the number of Vilas County employees. I am also concerned that the wage and benefit package is only a fraction of the costs the county will be liable for as the costs to equip, train and employ an individual in this capacity are much greater than the wages and benefits identified in this resolution.

Fiscal Impact for New Deputy Sheriff-Recreation Officer

Fiscal Impact-2015	Annual Wages	Social Security	WRS	Health Ins.	Workers Comp	Total Fringe	Total Wages & Fringes
Deputy Sheriff							
2080 hrs.	\$ 43,389	\$3319	\$4,286	\$21,356	\$1,683	\$ 30,645	\$ 74,034

Deputy Sheriff (Patrol Officer)

Summary

Maintains law and order, and serves legal processes of courts by performing the following duties.

Essential Duties and Responsibilities

- 1) Patrols assigned area to enforce law; prevent, discover and investigate crimes; and maintain order
- 2) Drives vehicle through assigned area, observing traffic violations and issuing citations
- 3) Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations and peace disturbances.
- 4) Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents.
- 5) Investigates illegal or suspicious activities of persons, quells disturbances and arrests law violators
- 6) Interviews and questions victims, witnesses and suspects
- 7) Gathers and preserves evidence
- 8) Locates and takes persons into custody on arrest warrants.
- 9) Transports or escorts prisoners between courtrooms, prison and medical facilities
- 10) Serves subpoenas and summonses and keeps record of dispositions
- 11) Keeps order in courtroom
- 12) Operates radio communication and computer equipment to obtain, disseminate and report information
- 13) Searches and assists in locating missing persons or bodies
- 14) Attends community meetings to discuss crime prevention activities and crime problems
- 15) Writes detailed incident, investigation, activity and other reports
- 16) Testifies in court to present evidence by describing conditions, situations and actions
- 17) Responsible for any other assignment as instructed by a supervisor

Qualifications

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

Education and Experience

A minimum of 60 college credits and certifiable in the state of Wisconsin

Language Skills

Must possess strong written and verbal communication skills

Certificates, Licenses, Registration

Must possess a valid Wisconsin driver's license

Physical Demands

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

*This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of persons so classified and is subject to change by the County without notice.

RESOLUTION 2014 - 75

Re: Highway/Parks & Recreation Split Position

1 **WHEREAS**, the Forestry, Recreation and Land Department has a need for a two-thirds
2 (2/3) time (spring, summer, fall) Parks & Recreation Technician position; and

3 **WHEREAS**, the Highway Department has a one-third (1/3) time (winter) need in the
4 Highway Patrolman position due to staff reductions from 26 to 20 positions in the last five (5)
5 years; and

6 **WHEREAS**, both positions provide a needed public service; and

7 **WHEREAS**, currently the Forestry, Recreation & Land Department must rely on
8 Highway Department personnel with a Commercial Driver’s License to transport equipment; and

9 **WHEREAS**, the hourly starting wage is \$16.48/hour and total annual cost for wages and
10 benefits is \$60,914 (including fringe benefits), and this position would replace two (2) LTEs
11 currently costing \$28,782 in wages and all of which is included in the proposed 2015 Department
12 Budget; one-third of the cost will be in the Highway Department and two-thirds of the cost will
13 be in the Forestry, Recreation and Land Department with a Wisconsin DOT reimbursement to
14 the County for approximately \$20,000 with a remaining net cost of \$40,914 and

15 **WHEREAS**, a three-fourths (3/4) majority vote of the Board of Supervisors is necessary
16 for creating a new position in the department.

17 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
18 in session this 28th day of October 2014, that the Human Resources Manager is authorized to hire
19 an individual for the joint Highway/Parks & Recreation position.

SUBMITTED BY: Personnel Committee

**SUBMITTED BY: Forestry, Recreation
& Land Committee**

Edward Bluthardt, Chair

Steve Doyen, Chair

Gerald Burkett

Rocco Caffarella

Walt Maciag

Art Kunde

Charles Hayes

Kenneth Anderson

Art Kunde

William Otterpohl

FISCAL COMMENT:

- Included within Resolution
- See Attached Comment
- Not applicable

Finance Director

APPROVED AS TO FORM

Corporation Counsel

H. R. REVIEW

- Approved
- See Attached Comment
- Not applicable

Human Resources Director

Finance Director Fiscal Comment:							
Prior members of the county board and management worked through large budget deficits and made dedicated efforts to reduce the head count and associated costs of personnel employed by Vilas County. Therefore, I support the continued use of limited term employees to satisfy the need for services at a lower cost to Vilas County taxpayers. The impact to the levy in this case is somewhat mitigated by the ability of the Vilas County Highway Department to invoice other governmental entities for the cost of these services; however, the proposed increase to the budget is worthy of debate as the costs of continuing employee relationships tend to increase over time.							
The financial impact is:							
				Total	Highway	Parks	
Wages and benefits of new split position				\$ 60,914	\$ 20,305	\$ 40,609	
Wages and benefits currently in proposed 2015 budgets							
which will be eliminated				(28,782)	(11,862)	(16,920)	
Increase to Wisconsin DOT Reimbursement				(8,443)	(8,443)	-	
Impact to County Levy				<u>\$ 23,689</u>	<u>\$ -</u>	<u>\$ 23,689</u>	

Human Resources Director Comment

I understand the cost impact to the levy. However, there is something to be said about shared services within departments. In addition, there would be stability with one individual in the position without turnover and the impact of recruiting qualified, skilled, and able people that meet employment standards.

Fiscal Impact-2015
Highway/Park & Recreation Support Position

Range	Wages	Fica	Wis. Retire.	Health Ins. **	Short-term/ Long-Term Disability	Workers Comp.	Total Fringe Benefits	Total Wages & Fringes
\$ 13.18	\$ 27,414.40	\$ 2,097.20	\$ 1,864.18	\$ 21,356.00	\$ 192.00	\$ 74.02	\$ 25,583.40	\$ 52,997.80
\$ 16.48	\$ 34,278.40	\$ 2,622.30	\$ 2,330.93	\$ 21,356.00	\$ 233.88	\$ 92.55	\$ 26,635.66	\$ 60,914.06

Position would be split April - November in Parks and November to April in Highway

** Note the fiscal impacts above assumes that employee selects family health insurance coverage.

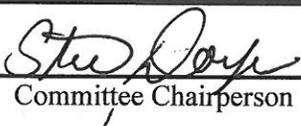


Position Staffing Requisition

Instructions:

Departments must complete this form to fill or create any full-time, part-time, seasonal, temporary, or intern position. A single requisition may be used for a request to fill more than one position that is identical (i.e., seasonal employees). The purpose of the job requisition is to ensure that only those positions critical to the County’s ongoing operations are filled or created. Requisition requests will initially be reviewed by the department’s committee and forwarded to the Human Resources Department. All full-time position requisition requests must include the position justification analysis on the next page. Requisitions must be approved by the Department Head, Applicable Committee and Human Resources. New positions must be approved by the Personnel Committee before any position is filled or created and then presented and approved by the County Board of Supervisors.

POSITION INFORMATION	
Position Title: Parks & Recreation/Highway Worker	Contract or Employee Group: FT Employee
Department: Parks & Recreation/Highway	Number of Positions Requested: 1
Work Location: Parks & Recreation/Highway Eagle River	If position is not for immediate hire, indicate start date: 1/1/15
Status: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	
Grade: 17	Approximate Hiring Salary: \$52,000 to \$60,000 (with benefits)
Scheduled Days/ Hours: 2080 hours Proposed schedule different from the past: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If limited employment, indicate end date:
Job Description (please review and attach a copy of the job description): <input checked="" type="checkbox"/> The job description has been reviewed and is accurate with no changes suggested <input type="checkbox"/> Revisions are required. Revision proposals are attached.	
Additional Comments:	
BUDGET INFORMATION	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Reallocation <input type="checkbox"/> Non-Budgeted <input type="checkbox"/> Contract Position #: _____ If replacement give name/reason:	
Other Funding Source/Grant Name: Highway - WiDOT – approximately \$20,000 year	
Funding Start Date:	Funding End Date:

SIGNATURE APPROVALS		
 Department Head	 Committee Chairperson	 Human Resources Manager
Date : 9/24/14	Date : 9/24/14	Date :

Funding Start Date:	Funding End Date:
---------------------	-------------------

SIGNATURE APPROVALS		
 Department Head	 Committee Chairperson	 Human Resources Manager
Date : 9-24-14	Date :	Date :

Position Justification:

In submitting the justification to fill any full-time County position, the Department Head must be able to demonstrate the role of the position in addressing a critical function. Submissions that contain non-specific language (e.g. "the County/Department cannot function unless this position is filled") will not be accepted. The justification must identify:

1. Specific critical service(s) served or supported by the position;
2. Consequences of not filling the position;
3. How the functions would be fulfilled if the position is not approved;
4. To what extent technology is used or could be used to maximize efficiencies and minimize labor costs;
5. To the extent that less than 1 FTE is necessary to fulfill critical functions, what excess staff time may be available and how that staff time may be reassigned or shared to maximize interdepartmental and intergovernmental efficiencies;
6. Recommendations for performance measurement indicators for the position.

Justifications must be submitted with the requisition form and job description prior to authorization to fill.

(attached)

For Human Resources Use Only:

Date Received: _____

Date Completed: _____

Position Justification:

Parks & Recreation –Most of the Vilas County Parks and Recreation facilities were developed between 1970 and 1980 and are in need of major rehabilitation to keep them safe and enjoyable for the public. If the position is not filled, Vilas County Parks & Recreation will continue to not have reliable oversight of the safe operation of these facilities. This position will eliminate one LTE position in Parks & Recreation being paid \$16,100/yr.. Currently when the Forestry Department needs to have equipment moved, they must rely on taking a County employee with a Commercial Driver’s License away from the Highway Department work schedule. This position will enable better cooperative time management of personnel between Parks & Recreation, Forestry and Highway. The end result of creating this position would be a high workload 66% of the year spring through fall in Parks and Recreation and a 34% high workload in the winter with the Highway Department.

Dale Mayo, Parks & Recreation Administrator

Highway - The level of service for snow and ice removal operations has declined in the western portion of Vilas County due to six recent vacancies in the Highway Department not being filled. This plow route is primarily on the State Highway system. Approximately \$20,000.00 in wages and benefits associated with this position are billable to the Wisconsin Department of Transportation. LTEs were used in this position last winter with less than desirable results in my opinion. Snow removal on State Highways is more complicated and requires a higher level of skill and training. I believe safety and mobility would be greatly enhanced by adding this shared position.

Jarred Maney, Highway Commissioner

POSITION DESCRIPTION

PARKS & RECREATION/HIGHWAY WORKER

Job summary: Under the supervision of the Parks & Recreation Administrator this position is to maintain and enhance the Vilas County Parks during the months of April through November. Under the supervision of the Commissioner /Patrol Superintendent, this position participates in activities associated with road maintenance and road improvement projects during the months of December through March.

ESSENTIAL DUTIES AND RESPONSIBILITIES: PARKS & Recreation) Responsible for the safe operation, maintenance and improvement of the Vilas County parks, canoe camp sites, fishing piers, ski trails, boat landings and shooting range. They will be responsible for the supervision of parks Limited Term Employees, record keeping and performing maintenance on all parks equipment and oversight of parks projects. Safely operates various types of heavy and light equipment with proficiency. This includes: trucks, pickups, tractor with commercial mowing attachments, brush chipper, and small hand tools such as chainsaws, brush saws, shovel, pickaxe, and weed eaters. All other duties as assigned by the Parks & Recreation Administrator. **HIGHWAY)** Participates in all forms of highway maintenance, including snowplowing, road improvement and repair work. Safely operates various types of heavy and light equipment with proficiency. This includes: all items mention above plus heavy duty diesels, snowplows, patrol wings, material spreaders, self-contained air compressor with attachments, tar kettle with attachments and skidsteer loader. Performs preventative maintenance in accordance with prescribed methods. Completes accurate operational and preventative maintenance records in a neat, clear, and concise manner. Assists with equipment maintenance including, but not limited to, greasing, oil changes, regular thorough washing and cleaning, minor repairs, mounting and dismounting of equipment attachments, changing plow and wing blades. Operates technical equipment, measuring devices including measuring tape, and mobile radio. Responds to emergency calls at any time, including weekends, evenings and holidays. All other duties as assigned.

Education/Knowledge: High School Diploma or Equivalent

Licensure/Certification: Possession of valid Class B Wisconsin Commercial Driver's License and Air Brake Endorsements upon hire with attainment of a Class A license with N within six (6) months of hire date. An applicant's driving record for the five (5) years prior to date of hire will be reviewed. A revocation, suspension, or the accumulation of six (6) or more demerit point in that period may be grounds for disqualification.

ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION: Knowledge of and the ability to operate and maintain a variety of recreation and forestry management equipment including but not limited to trucks, tractors, mowers, snowmobiles and a variety of power hand tools. The ability to maintain accurate field inventories of equipment, signing and structure of fiscal and annual reporting. Ability to supervise others, including seasonal park personnel, as well as be able to work independently. Ability to establish and maintain satisfactory working relationships with other departmental employees, clubs and organizations with contractual relations with the Parks & Recreation department and Highway department, the general public and elected officials. High level of communications skills and record keeping ability.

Demonstrated knowledge of methods, practices, and equipment used in recreation management and administration. Ability to work outdoors in all types of weather. Demonstrate personal and

professional integrity and ability to work well with others. Ability to objectively and effectively supervise and resolve complex problems when required. Considerable ability to communicate effectively, both orally and in writing. Ability to organize and set own and subordinates' work priorities. Ability to work independently, possess and utilize strategic planning skills, exercise judgment and effectively utilize authority. Knowledge and use of contemporary office equipment, including department-specific programs.

RESOLUTION 2014 - 76

Re: 2014 Contract for Vilas County Social Workers Association

1 **WHEREAS**, negotiations of base wages have been completed between the Vilas County
2 Personnel Committee and the Vilas County Social Workers Association; and

3 **WHEREAS**, the parties have reached a tentative agreement for a one-year contract for
4 2014; and

5 **WHEREAS**, the Vilas County Social Workers Association will receive an increase of
6 1.0% effective November 9, 2014 (no retroactive pay); and

7 **WHEREAS**, the 2014 contract is attached; and

8 **WHEREAS**, the additional cost to the County for 2014 is \$563.31, an amount that will
9 be taken from the 2014 Contingency/Personnel account, with an additional 2015 salary impact of
10 \$3,854.24 to be included in the 2015 budget for the Social Services Department.

11 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
12 in session this 28th day of October, 2014 that the 2014 contract between Vilas County and the
13 Vilas County Social Workers Association is hereby approved, with the additional cost to the
14 County being \$563.31.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

SUBMITTED BY: **Personnel Committee**

Ed Bluthardt, Chair

Finance Director

Chuck Hayes, Vice Chair

H. R. REVIEW

- Approved
- See Attached
- Not applicable

Jerry Burkett

Art Kunde

Human Resources Director

Approved as to Form

Walt Maciag

Corporation Counsel

AGREEMENT

Between

VILAS COUNTY

And

***VILAS COUNTY SOCIAL WORKERS ASSOCIATION
LOCAL NO. 610***

Of the

LABOR ASSOCIATION OF WISCONSIN, INC.

January 1, 2014 - December 31, 2014

ARTICLE I - RECOGNITION

Section 1.01: The County recognizes the Association as the sole and exclusive collective bargaining agent for all regular full-time and regular part-time professional social workers employed in the Vilas County Department of Social Services, excluding supervisory, managerial, confidential, and non-professional employees, for the purpose of collective bargaining on questions concerning base wages, as certified by the Wisconsin Employment Relations Commission.

ARTICLE II - WAGES

Section 2.01:

SOCIAL WORKER	Start	1 Year	2 Years
Effective upon Ratification (1.00%)	\$21.36	\$22.93	\$23.67

ARTICLE III – DURATION

Section 3.01: This Agreement shall be effective as of January 1, 2014, and shall remain in full force and effect up to and including December 31, 2014.

Dated this _____ of _____, 2014.

VILAS COUNTY

**VILAS COUNTY SOCIAL WORKERS
ASSOCIATION, LOCAL 610**

RESOLUTION 2014 - 77

Re: Budget Amendment – Board of Health

1 **WHEREAS**, the Wisconsin Department of Health has been authorized to make grants
2 available to Vilas County Public Health Department; and

3 **WHEREAS**, the Wisconsin Department of Health has decreased funding to the Vilas
4 County Public Health Department for programs and services; and

5 **WHEREAS**, the Vilas County Public Health Board recommends that the 2014 budget be
6 amended to allow for the decreased revenue and to authorize a corresponding decrease in
7 expenditures as shown below:

8	Revenue or	Line Item Number	Description	Amount
9	Expense			
10				
11	Revenue	100.28.43656	WIC Grant	-\$1,566.00
12	Expense	100.28.54100.0703	WIC Grant	-\$1,566.00
13				

14 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
15 in session this 28th day of October, 2014 that the 2014 budget is amended by the amounts as
16 indicated above, and the Finance Director is instructed to record such information in the official
17 books of the County for the year ending December 31, 2014.

18 **BE IT FURTHER RESOLVED** that the County Clerk is instructed to publish a Class 1
19 notice within 10 days of these amendments informing the public of these particular changes.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

Finance Director

H. R. REVIEW

- Approved
- Not applicable

Human Resources Director

APPROVED AS TO FORM

Corporation Counsel

SUBMITTED BY:

Public Health Board

Erv Teichmiller

Wally Beversdorf

Walt Maciag

Racquel Zortman-Bell

Paul Hennes

RESOLUTION 2014 - 78

Re: 2015 Budget and Authorization for 2014 Property Tax Levy

1 **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors
2 in session this 28nd day of October, 2014 that the following 2015 Budget and 2014 Property Tax
3 Levy be approved and adopted:

4	Total All Expenditures	\$ 32,451,189	
5	Less All Revenues	\$ 18,183,730	
6	Less Applied Funds	\$ 1,405,430	
7	2014 Tax Levy	\$ 12,862,029	Tax Rate \$1.88 per M.

8 The amounts listed in this resolution are the totals of line-items reflected in the booklet entitled
9 “Vilas County 2015 Annual Preliminary Operational Budget,” which document is hereby
10 adopted by reference.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

Finance Director

H. R. REVIEW

- Approved
- See Attached
- Not applicable

Human Resources Director

APPROVED AS TO FORM

Corporation Counsel

SUBMITTED BY:

Finance and Budget Committee

Mark Rogacki, Chair

Mary Kim Black

Kim Simac

Erv Teichmiller

Vernon Wiggerhauser

Vilas County Department of Social Services



2013 Annual Report

Presented To

Vilas County Board of Supervisors and Citizens

The annual report is made to acquaint the Vilas County Board of Supervisors and general public with the activities and functions of the Vilas County Department of Social Services.

Vilas County Department of Social Services Board of Supervisors

The Vilas County Social Services Board of Supervisors, consisting of five Vilas County Board Members, is required by Wisconsin Law, and has certain defined duties and responsibilities. According to the law, it shall be a policy-making body determining the broad outlines and principles governing the administration of the functions, duties, and powers assigned to the department. It shall consult with the Director concerning the appointment of necessary personnel. The Social Services Board shall consult with the Director regarding the preparation of the annual budget and annual report. The Social Services Board functions to inform the full Vilas County Board of Supervisors on the activities concerning the Social Services Department.

The Social Services Board meets on a monthly basis and, occasionally more frequently, if cause exists.

At the close of 2013, the Vilas County Social Services Board of Supervisors consisted of the following members:

Alden Bauman, Chairperson

Erv Teichmiller, Vice Chairperson

Maynard Bedish

Mary Kim Black

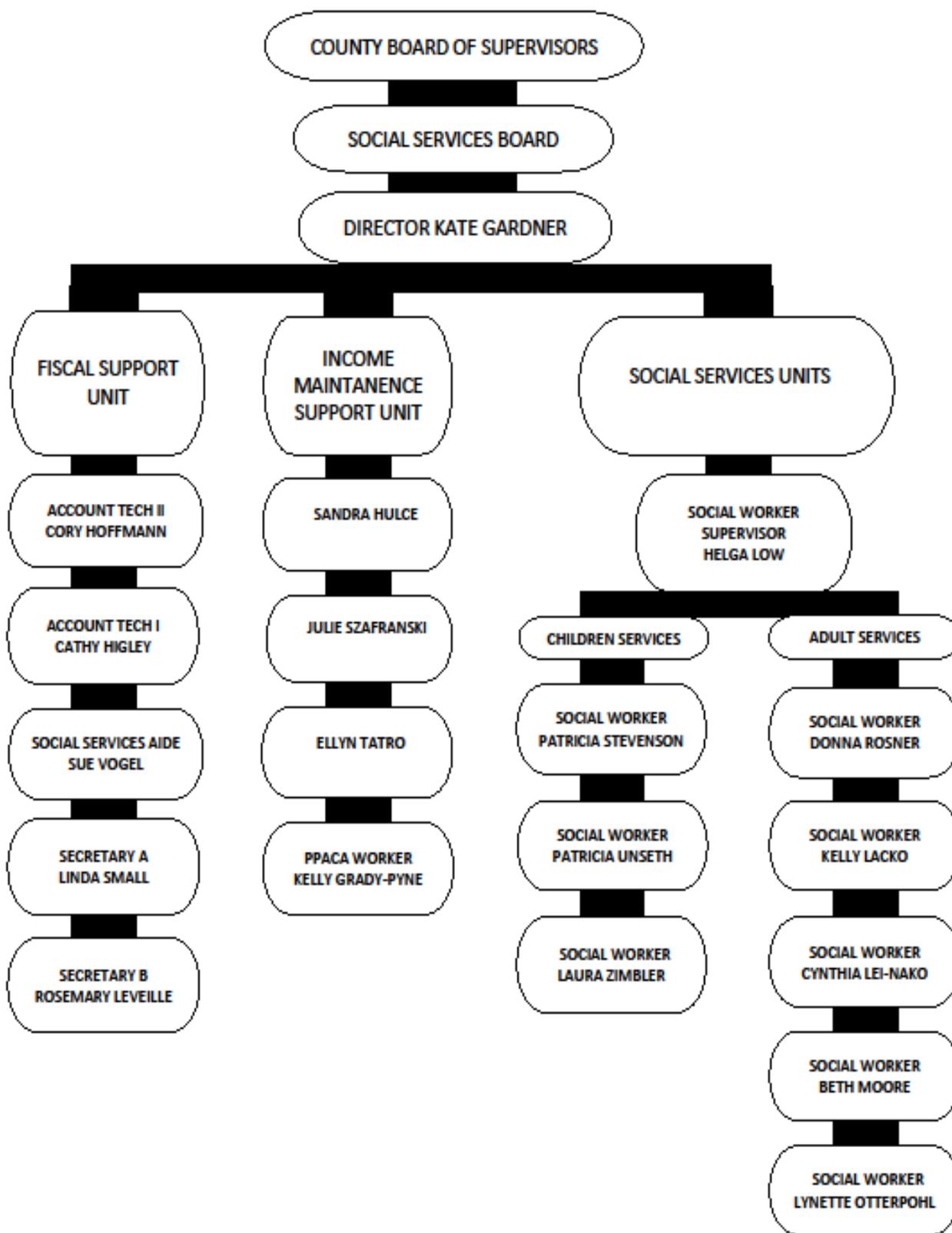
Mark Rogacki

Legislative Directive

The Social Services Board is formed at the County level based on a directive from Wisconsin Statutes 46.22(1) and 46.22(2).

Vilas County Department of Social Services carries out the duties of Children's Protective Services, Adult Protective Services, the Community Options Program, Energy Assistance, Child Care Assistance, and partners with the Northern Income Maintenance Consortium provide Income Maintenance Programs (Food Share, Medicaid, Badger Care, Family Planning Waivers, and Caretaker Supplement). The creation, structure, powers and duties of County Social Services are outlined under Chapter 46.22 of the Wisconsin State Statutes.

SOCIAL SERVICES ORGANIZATIONAL CHART
AS OF DECEMBER 31, 2013



ADMINISTRATIVE SUPPORT UNIT

The Administrative Support Unit consists of 6 positions; an Account Tech II, Account Tech I, Secretary A, Secretary B, , Social Service Aide and a Limited-Term (Part-time) Receptionist. This unit does the accounting and secretarial services for the department.

The Account Tech II position is responsible for all accounting and bookkeeping procedures, as well as county, state, and internal office reports related to revenues and expenditures. This includes reconciling department accounting to the county financial system, providing budget updates to the Social Services Board and the Finance Committee and monitoring State/County contracts to ensure compliance with fiscal and service provisions. The position compiles fiscal expenditure reports related to specific programs such as Community Options and Substitute Care which are regularly distributed to staff as a means of keeping them apprised of budget status. The position also has work flow supervisory responsibilities over the Administrative Support Unit in conjunction with the Director.

The Account Tech I position handles the bookkeeping, does the fiscal agent payroll and administrative functions for the programs implemented through the Adult Protective Services Unit such as the Community Options Program, Medical Assistance Waiver Program and Personal Care Program. This includes monitoring contracts for personal service providers and adult residential care placements.

The Social Services Aide position provides data and services related to the financial functions of the Elder Abuse Program, Substitute Care, and Kinship Care. The position is responsible for setting up permanency plans for children in Substitute Care and monitoring contracts related to out-of-home care for children, Family Based Services and Domestic Violence.

The Secretary A position performs a variety of duties. These include taking applications for WHEAP (Wisconsin Home Energy Assistance Program), maintaining the computerized accounts receivable program for collection of agency and client errors and fraud repayments, and tracking Economic Support required trainings. The position also performs secretarial, receptionist, and general office duties.

The Secretary B position performs general secretarial office duties. These include telephone and front office reception, setting up WHEAP appointments, scanning Economic Support case files as required by the state and managing the closed case database. This position also provides clerical support for the Northern Income Maintenance Consortium by scheduling interviews on the Call Center.

INCOME MAINTENANCE (IM) UNIT

The Income Maintenance (IM) Unit is comprised of three workers who are responsible for administering the following State and Federal financial assistance programs: Food Share, Medical Assistance (which includes Badger Care Plus and Nursing Home Care), and Child Care. The Wisconsin Home Energy Assistance Program (WHEAP), which is considered an IM program, is administered by the Secretary A position.

Vilas County is part of the Northern Income Maintenance Consortium (NIMC) which provides IM services throughout a 12 county region for Food Share and Medical Assistance. The NIMC does not handle Child Care or WHEAP which remain the responsibility of the individual county. The counties within NIMC include: Ashland, Bayfield, Florence, Forest, Iron, Lincoln, Price, Rusk, Sawyer, Taylor, Vilas and Wood. Wood County fulfills the State required role of Lead Agency/Fiscal Agent for the NIMC. For greatest efficiency, NIMC employs a case-banking methodology where the cases in all of these counties are pooled and handled through a Call/Change Center which is remotely staffed by the counties within the Consortium. There are two types of line worker positions in NIMC; ongoing and Call/Change Center. All three of the line workers in Vilas County are Call/Change Center workers. They provide Food Share and Medical Assistance intake services through NIMC's 1 (888) 794-5722 phone number. The Vilas County IM Unit also provides walk-in and appointment intake services for the Child Care Program and the Secretary A provides the same for WHEAP. As Call/Change Center workers, Vilas IM workers determine initial eligibility for financial assistance, provide verification services related to the eligibility information provided by the consumer, and receive all case change calls as part of the ongoing review for continued eligibility. Each program that the Income Maintenance Unit administers has its own specific eligibility criteria which require continuous monitoring due to frequently occurring policy changes. Income Maintenance Programs are regularly monitored by Federal and State Quality Control personnel to ensure accuracy and compliance with State and Federal policy.

The following are descriptions of the Income Maintenance Programs administered within NIMC:

FOOD SHARE WISCONSIN PROGRAM

The Food Share Wisconsin Program is a federal program administered by the U.S. Department of Agriculture to assist individuals and families with income requirements based on the federal poverty level meet their nutritional needs. Eligibility is based on household income, assets and shelter expenses. Wisconsin distributes benefits through the Electronic Benefit Transfer System (EBT), which uses a debit card procedure to simplify the process of accessing benefits.

Caseloads include medical assistance and SSI clients who receive multiple services in the same count. In 2013 the average number of households served was 1163 with average monthly benefits of \$232,614.00 as compared to an average monthly caseload of 1129 and average monthly benefits of \$235,244.00 in 2012.

MEDICAL ASSISTANCE

Wisconsin's Medical Assistance (MA) program supports the costs of acute and long-term care services for the elderly, blind, disabled, and children under the age of 19 and their parents or caretaker relatives, and pregnant women and single adults, who meet specified financial and non-financial criteria. MA recipients are entitled to receive covered, medically necessary services furnished by certified providers. The program is commonly referred to as "Medicaid" or "Title 19."

To be eligible for Medical Assistance, an applicant must fit into one of the following categories:

Forward Health: Wisconsin Medicaid

Wisconsin's Forward Health Medicaid plans for Elderly, Blind or Disabled provide health care for those who are:

- Age 65 or older, blind or disabled,
- With individual or family income at or below the monthly program limit, and
- Who are United States citizens or legal immigrants.

The Medicaid plan an individual is enrolled in depends upon their income, assets, and type of care they need.

Other Health Care Programs

If an individual is not elderly, blind or disabled, but is in need of health care coverage, he or she may be able to enroll in a Badger Care Plus plan, including the Badger Care Plus Prenatal Plan, BadgerCare+ Emergency Services, or Family Planning Only Services..

Badger Care Plus for Children and Families

All children under 19 years old – at all income levels – can enroll in Badger Care Plus.

Badger Care Plus also covers:

- Parents and caretakers at higher income levels (up to 200% of FPL, which is \$39,060.00 annually for a family of three);
- Young adults who are leaving foster care when they turn 18 (regardless of income) until age 21;

- Parents with incomes up to 200% FPL whose children are in foster care with a plan for reunification; and,
- Eligible self-employed families.

Medical Assistance payments are made directly to the service provider. Therefore, calculating the total amount of Medical Assistance revenue generated for Vilas County is not possible

The following are descriptions of the Income Maintenance Programs administered at the county level:

WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

The Wisconsin Home Energy Assistance Program, funded by the State and Federal Government, assists low-income persons pay the cost of heating their homes. The program works in conjunction with the Low Income Weatherization Program to assist those households at or below 60% of the state median income.

The heating assistance benefit is based on household size, income level and heating costs, as well as funding received by the State of Wisconsin. This program is intended to help pay a portion of an eligible household's heating costs.

Every electric consumer is charged a set amount each month on their electric bill. These funds pay for the electric public benefits.

Crisis assistance is also available in the form of emergency payments, co-payment contracts with vendors and furnace repair or replacement.

The Keep Wisconsin Warm Fund is funded from public donations at participating restaurants. Each county is allocated a certain amount based on donations. In 2013, Vilas County received an allocation of, \$8,210.00 which was used for 27 consumers in comparison to \$6390.00 used for 20 consumers in 2012.

In the October 1, 2012 to September 30, 2013 State Contract Heating Season, 1,200 households applied as compared to 1,250 in the 2011/12 season. A total of 1199 households received public fuel heating benefits, as compared to 1166 in the 2011/12 season, thereby generating revenues of \$390,514.00 to fuel vendors as compared to \$423,788.00 in the 2011/12 season. In addition, public benefits for electric heating were paid out in the amount of \$161,983.00 for 1,016 households as compared to \$163,566.00 for 1053 households in the 2011/12 season. A total of 89 households received crisis fuel assistance in the amount of \$31,418.00 as compared to 135 households receiving \$43,380.00 in the 2011/12 season. A total of 47 households received crisis electric assistance totaling \$19,792.00 as compared to 92 households receiving \$26,425.00 in the 2011/12 season. In addition, 22 households received furnace repairs totaling \$7,616 and 52 households received furnace replacements totaling \$80,443 as compared to 19 repairs/replacements totaling \$30,121.00 in the 2011/12 season.

EMERGENCY RELIEF

The Emergency Relief Program pays for the following: a one-way bus ticket, not more than \$15 in gasoline for a personal vehicle for transients requesting help in returning to their county of residence, or one night lodging and necessary meals. This program will pay only if the Salvation Army is out of money.

In 2013, there were no emergency relief costs paid out.

PUBLIC ASSISTANCE FRAUD PROGRAM

Vilas County Department of Social Services belongs to the Central Wisconsin Fraud Prevention and Investigation Consortium. This Consortium subcontracts fraud investigations with the firm of O'Brien and Associates. Based on unduplicated caseload numbers, in 2013, \$3,077.00 in State funding and \$769.25 in County match became available to the Consortium to provide fraud prevention and investigation services for Vilas County. This is as compared to \$2,188.00 in State funding and \$547.00 in County match for 2012. In addition, County Economic Support Workers continued to provide front-end verification and other fraud monitoring activities as part of their job description. Per O'Brien and Associates, their CY 2013 Program Information and Cost Savings Analysis indicates 23 cases from Vilas County were referred for investigation. This resulted in program savings of \$52,344.00 based on 6 month federal projection. Additionally \$52,681.60 was realized in overpayments and claims established. Total Program Savings equaled \$105,025.60. With a yearly program cost of \$2,188.00, the cost/savings ratio equaled \$48.00 for every \$1.00 of program cost.

CHILD DAY CARE

Vilas County Department of Social Services administers day care programs for county residents. State policy requires that providers of day care be licensed or certified. State staff licenses group and family day care centers while Social Services staff certifies individual providers who do not wish to become day care centers.

Day Care programs are now funded through Wisconsin Works with payments made via the State payment system. Day Care services are provided to Learnfare students, low-income families who do not receive public financial assistance, but need day care assistance to remain employed and families who are receiving W-2 services. The average number of families served per month in 2013 was 51 as compared to 85 in 2012.

ADULT LONG-TERM CARE AND PROTECTIVE SERVICES UNIT

The Adult Long-Term Care and Protective Services Unit provides services to elderly and disabled adults in Vilas County that allow these individuals to maintain a normal living arrangement within their community as well as protective services to elders and adults who are at risk of harm due to abuse, neglect or exploitation. This unit is comprised of five Certified

Social Workers; four workers provide long-term care services and one worker provides protective services. A sixth Certified Social Worker provides supervision for both this unit and the Child Protective Services Unit.

Protective services provided to elders and adults include abuse investigation/assessment and legal intervention where required, in the least intrusive and restrictive manner. Legal interventions include guardianship or protective placements for people who need them due to serious and persistent mental illness, degenerative brain disorder, developmental disabilities, or other like incapacities.

Long-Term Care services consist of a wide range of consumer directed assistance, services or devices provided over an extended period of time and designed to meet medical, personal and social needs in a variety of settings or locations to enable a person to avoid institutionalization and live as independently as possible within the community.

The Long-Term Care workers are responsible for the following programs:

COMMUNITY OPTIONS PROGRAM (COP)

The Community Options Program is designed to prevent nursing home or institutional placement by providing in-home services to eligible individuals. An assessment of need, including financial need must be met. Services can include assistance with cleaning, shopping, meal preparation, laundry, personal care needs such as toileting and bathing and dressing, home modifications and purchases of medical supplies and equipment not provided by another program.

Five disability groups are targeted for receipt of Community Options services. The State mandates that a certain percentage of each group be served by its program.

<u>Target Group</u>	<u>State Quota</u>	<u>Vilas County</u>
Frail Elderly	57.0%	58%
Physically Disabled	6.6%	22.9%
Developmentally Disabled	14.0%	12.4%
Chemically Dependent	0%	0%
Chronically Mentally Ill	6.6%	6.7%

If an individual is age 65 or over, the State considers them to be in the frail and elderly target group even though their primary need for services may fall into one of the other four groups.

Due to funding and a continuing increase in need and demand for services, a waiting list exists for COP. As of December 31, 2013, 31 persons were waiting for Community Options services as compared to 11 on the waiting list at year-end 2012. Between January 1, 2012 and December 31, 2012, Adult Unit Social Workers completed 12 COP assessments as compared to 63 assessments in 2012. Adult Unit Social Workers served a total of 164 consumers in 2013 versus

187 in 2012. The large decrease in assessments between 2012 and 2013 is due to the Northwood's Aging and Disability Resource Center taking over most of that function.

MEDICAID (MA) WAIVERS

The purpose of the MA Waiver is to divert/relocate MA eligible persons from nursing homes or institutional placement and to use the MA Funds that would have been spent in the nursing home or institution to provide community-based services.

Vilas County's participation in the Waiver Program has increased the County's ability to provide services to elderly and disabled persons through expanded use of Medical Assistance Funds. Community Options Program Waiver funds are allocated from State and Federal General Purpose Revenue (GPR). GPR funding available for use on eligible consumers is approximately 40% State and 60% Federal.

During 2013, the Department of Social Services continued to maximize its use of Federal revenues through Medicaid Waivers. High cost consumers needing extensive services were funded through waivers which allowed the State Community Options funds to be used for non-waiver eligible recipients.

In 2013 a total of \$279888.00 in COP revenues were generated. A total of \$1942689.12 in CIP II and MA Waivers revenues was also generated. These figures compare with \$294540.85 and \$1845979.25, respectively, in 2012.

PERSONAL CARE WORKER PROGRAM (PCW)

Personal Care includes such services as bathing, dressing, toileting, personal hygiene, meal preparation and other supportive services which normally would have been billed to COP Programs, but which then could be billed to Medical Assistance.

Gemini Cares, Inc. and Mid-State Independent Living, are currently the two major direct Medical Assistance billers providing personal care services for COP consumers in Vilas County. For COP consumers residing in Community-Based Residential Facilities, Vilas County is the Medical Assistance biller and subcontracts with the entities above to provide assessment and follow up services.

Most administrative costs for the Personal Care Program, as well as care provider reimbursements are covered by Personal Care Worker Program revenues. Total Personal Care Worker Program revenue generated in 2012 was \$49,403.13, while 2013 it was \$45,101.82.

MEDICAID (MA) CASE MANAGEMENT

The Vilas County Department of Social Services is a Medicaid certified agency. This allows for

the receipt of Federal Medicaid funds for services provided to MA recipients. Case management activities include assessments, case plans, on-going monitoring of cases and coordination of service plans.

Case Management/Personal Care Revenue

	2012	2013
Adult Protective Services	\$6,518.37	\$1,643.79
Supportive Home Care	\$184.72	\$395.59
Personal Care Services	\$49,403.13	\$45,101.82
TOTAL REVENUE	\$56,106.22	\$47,141.20

SUPPORTIVE HOME CARE (SHC)

Supportive Home Care provides services that allow individuals to be maintained in their home. Services such as cleaning, laundry, shopping, meal preparation, yard work and maintenance may be provided. SHC funds are used primarily for individuals in need of services who meet COP or Waiver eligibility but are on the COP Waiting List.

ADULTS AND ELDERS AT RISK

The Vilas County Department of Social Services is the lead agency for Adults and Elders At-Risk investigations. These investigations fall under Wisconsin Statutes Chapter 46 and Chapter 55. After a referral is received concerning an Elder-At-Risk (65 years or older) or an Adult-At-Risk (18 to 64 years old), an investigation occurs following statutory guidelines. Elders-At-Risk funding is partially provided by the Northern Area Agency on Aging. However the Adults-At-Risk has no state funding connected to the mandate.

In 2013 a total of 93 Elder-At-Risk and 20 Adult-At-Risk referrals were investigated as compared with 111 Elder-At-Risk and 17 Adult-At-Risk referrals in 2012.

GUARDIANSHIPS AND PROTECTIVE PLACEMENTS

The Vilas County Department of Social Services is responsible for conducting investigations for guardianships and protective placements of elderly and disabled individuals deemed to be incompetent and unable to make decisions concerning their general health and safety. This includes: conducting investigations, writing court reports, locating appropriate guardians and placements, as well as conducting annual reviews of all open cases. These duties require most of the work hours of one Adult Unit social worker. During 2013 the average number of open cases was 28. There were 10 new referrals and 13 deaths. This compares to average open cases of 33, 6 new referrals and 10 deaths in 2012.

CHILDREN AND FAMILY PROTECTIVE SERVICES (CPS)

Child Protective Services provides services to children and their families in order to protect the health and welfare of children and reduce their risk of further harm.

The CPS unit has adopted the following mission statement:

It is the belief of Vilas County Social Services, that our children are our most valuable and precious resource and that every child has the inherent right to be nurtured, grow and develop in a safe, secure environment.

Based on this belief it shall be the mission of the Child Protective Services Unit to secure the safety of children who have been or are likely to be abused or neglected and to empower parents in recognizing and changing the conditions and behaviors that cause or contribute to the likelihood of abuse or neglect, so that they may adequately fulfill their parental role in meeting the safety and care needs of their children.

The Child Protective Services (CPS) Unit is comprised of three Certified Social Workers and a Social Worker Supervisor who also supervises the Adult Protective Services (APS) Unit. In 2013, the CPS Unit investigated 102 Child Abuse and Neglect Referrals. 249 referrals were received that did not meet the criteria for a child abuse and neglect investigation, however, were offered voluntary services or referral to other community resources. 80 referrals were screened out totally. This compares to 222 Child Abuse and Neglect Referrals, 243 referrals for Child Welfare and 86 screen outs in 2012.

Initial Assessment Standards incorporated into state statute guide social workers in their practice. The Standards require supervisory review and sign-off at different levels of the child abuse and neglect initial assessment. On-Going Service Standards, which also require supervisor review and sign-off, guide practice when services are provided to families following the initial assessment process. A statewide data and reporting system, Wisconsin's Statewide Automated Child Welfare Information System or WISACWIS, provides uniformity of practice across county lines, and incorporates all previous standards into one universal system.

FAMILY BASED SERVICES (FBS)

The Department of Social Services utilizes the Family Based Services model in its CPS Unit, which supports the philosophy that the problems of children generally develop within the context of the family and community. Therefore, these problems can most effectively be resolved using a holistic framework involving the child, family and community. Most importantly, this philosophy supports the families' ability to change. It does this through empowering the family to resolve their problems by giving them the resources necessary to work through any future problems that may occur.

In 2013, \$20,000.00 was budgeted from county levy dollars to administer Family-Based Services programs. Referrals for these resources are made by the Department of Social Services Child Protective Service Social Workers. In working with the children and families, emphasis is placed on recognizing strengths and working at improving weaknesses while keeping the family unit intact

whenever possible. Services may be either voluntary or court-ordered. These funds are used to provide services or concrete resources which will either move families towards reunification when children are removed or aid in avoiding removal altogether. Some examples are the costs of in-home services such as parent aide or in-home therapy not billable through Medical Assistance.

In 2013 these dollars were used to provide such things as temporary lodging for a displaced family, Children's Museum passes for families working at reunification, glasses for a child who was not eligible for another pair through Medical Assistance, complete diaper bags with supplies, baby and child car safety seats, children's mattress and voucher cards for gas or other needed items. These resources were provided to families on the Child Protective Services caseload, and/or to those families experiencing an emergency or other circumstance that placed their children at risk, and who did not have other family or resources to assist. Total spent for 2013 was \$8726.89.

SUBSTITUTE CARE

Substitute care is used as a measure of last resort when all in-home services have failed or the child is a danger to the community. There are various levels of substitute care within the system that Vilas County Department of Social Services has fiscal responsibility for:

County Foster Homes – are homes used for crisis and/or long-term placements depending on the placement needs and availability of homes.

Treatment Foster Homes – are homes licensed and monitored usually by private agencies. They can provide a more intense level of service with regular contact by a social worker employed by the private agency.

Group Homes – are usually eight bed facilities. The significant difference between a treatment foster home and a group home is that a group home is generally not a family home.

RCC (Residential Care Center) – this level of care is generally very intense with a wide variety of services such as: psychiatric, psychological and behavioral. It is institutional in nature and can provide two levels of restrictiveness within the institution; a Type I, which is a non-secure setting, and a Type II, which is a secure setting that utilizes a secure facility like Lincoln Hills when needed to control the youth.

Corrections – this is the most restricted substitute care placement which means it is a locked setting; however, the focus is still treatment and a wide variety of services are available within the setting.

The Vilas County Juvenile Intake Office is the primary source for substitute care recommendations for juveniles involved in delinquent acts. Generally, Juvenile Intake makes placement recommendations in consultation with Vilas County Social Services. The Vilas County Social Services Child Protective Services Unit makes recommendations for placement of children in need of protection and services to avoid abuse and/or neglect. The Lac du Flambeau Indian Child Welfare Department recommends placements to Tribal Court for Native American children in need of protection and services to avoid abuse and/or neglect. Tribal Court placements are funded by Vilas County per the Tribal/County 161 Agreement.

	2012	2013
Substitute Care (Foster, Group, & RCC Homes)	\$ 750,489.02	\$ 637,015.04
Correctional Institutions	\$ 4,828.00	\$ 94,733.00
Total Expenditures	\$ 755,317.02	\$ 731,748.04
Source of Funds		
State/Federal Funds	\$ 388,813.00	\$ 457,372.41
Collections from Relatives/Providers	\$ 33,039.13	\$ 14,112.00
Total Revenues	\$ 421,852.13	\$ 471,484.41
Less Expenditures	\$ 755,999.13	\$ 731,748.04
Total Levy Expended	\$ 334,147.00	\$ 260,263.63

OTHER PROGRAMS

Other services provided by the CPS unit are:

Foster Home Licensing

The CPS Supervisor is responsible for the recruiting and licensing of County foster homes. There were 3 licensed foster homes in Vilas County in 2013 and in 2012.

Custody Studies

Vilas County Social Services will conduct and prepare custody study reports in cases of step-parent adoptions.

Protective Payee

The Social Services Aide contacts the Social Security Administration and applies for the department to become the payee when a child is placed into a foster home, group home or a child caring institution, and has either Social Security Income or Supplemental Security Income (SSI). The Social Services Aide reviews and codes all checks received and completes all forms and reports requested by the Social Security Administration regarding the child's benefits. When a child leaves care, the Aide determines the pro-rated amounts of Social Security or SSI income to be retained by the department and the amount to be provided to the caretaker and reports to the Social Security Administration as to the date the child is returned to the caretaker.

Children's Services Grants

The Department uses the funds from three grants to facilitate a number of programs designed to help children in the county.

The Community Intervention Program Grant provides funds to Electronic Monitoring Program and Big Brothers Big Sisters of the Northwood's.

The Independent Living Grant provides services to youth who have been in substitute care or are currently in substitute care. A worker makes contact with the youth who are between the ages of 15 and 21 and assesses their independent living skills and then can assist in formulating a plan to help them live independently after they transition from foster care.

In 2013, Vilas County utilized \$31,757.72 in Promoting Safe and Stable Families funds to provide services in the areas of Family Support, Family Preservation and Family Reunification. This programming included: Foster Care Recruitment and Retention, Coordinated Services Team (CST) direct consumer services, development of the Vilas County Interagency Council to support the CST Process, a Fatherhood Program, and the Music Garden and First Books for Kids early developmental programs.