



## Vilas County Board of Supervisors

330 Court Street • Eagle River, WI 54521

715-479-3600 • Fax: 715-479-3605 • www.co.vilas.wi.us

Vilas County Board  
Supervisors

Stephen Favorite  
Chairman

Chris Mayer  
Vice-Chairman

Alden Bauman  
2<sup>nd</sup> Vice-Chairman

Emil Bakka

Maynard Bedish

James Behling

Mary Kim Black

Edward Bluthardt, Jr.

Ronald De Bruyne

Charles Hayes

Sigurd Hjemvick

Lorin Johnson

Leon Kukanich

Dennis Nielsen

Charles Rayala, Jr.

Carolyn Ritter

Mark M. Rogacki

Kathleen Rushlow

Ralph Sitzberger

Erwin Teichmiller

Linda Thorpe

REGULAR MEETING OF THE VILAS COUNTY BOARD OF SUPERVISORS,  
9:00 A.M., TUESDAY, FEBRUARY 25, 2014 IN THE VILAS COUNTY  
COURTHOUSE CONFERENCE ROOMS, 330 COURT STREET, EAGLE  
RIVER, WISCONSIN

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 February 14, 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 January 28, 2014 meeting
  6. Omit public reading of all resolutions and ordinances unless requested
  7. Resolutions or ordinances tabled or postponed to a day certain – None
  8. Committee reports
  9. Presentation of Employee Recognition Certificates
  10. Introduce and act upon all posted resolutions and ordinances
- Res 2014-08 Creating Full-Time Secretary B Position in the District Attorney's Office
- Res 2014-09 Coordinated Services Team Initiative
- Res 2014-10 Designating Public Depository and Authorization for Withdrawal of County Funds
- Res 2014-11 Creating Highway Lead Positions
- Res 2014-12 Budget Amendment – Public Health Board
- Res 2014-13 Budget Amendment – 2014 Wisconsin Land Information Program Grant
11. Resolutions and ordinances received after the 10 day deadline, but received in time to properly post to the public – None
  12. Accept Wisconsin Department of Natural Resources 2014 Fire Warden Appointments for Vilas County

13. Chair's Appointments

Commission on Aging – term beginning April, 2014

- Chris A. Wise

14. Letters and Communications

15. Next meeting date – Tuesday, March 25, 2014 at 9:00 A.M.

16. Authorize payment of mileage and per diem for this meeting

17. 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](mailto:daalle@co.vilas.wi.us)**

**MEETING DATE, TIME AND LOCATION**

This regular meeting of the Vilas County Board of Supervisors was held at 9:00 A.M., January 28, 2014 in the Vilas County Courthouse conference rooms, 330 Court Street, Eagle River, WI

**CALL TO ORDER**

Vilas County Board Vice-Chairman Chris Mayer called the assembly to order 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 January 17, 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 Board Vice-Chair asked all in attendance to stand for the Pledge of Allegiance.

**ROLL CALL**

Roll call found the following members in attendance: Emil Bakka, Alden Bauman, Maynard Bedish, James Behling, Edward Bluthardt, Jr., Ronald De Bruyne, Charles Hayes, Sig Hjemvick, Lorin Johnson, Leon Kukanich, Christopher Mayer, Dennis Nielsen, Charles Rayala, Jr., Carolyn Ritter, Mark Rogacki, Kathleen Rushlow, Ralph Sitzberger, Erv Teichmiller and Linda Thorpe. Mary Kim Black and Stephen Favorite were excused. The Clerk reported 19 Supervisors in attendance, constituting a quorum of the County Board.

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

Motion by A. Bauman, seconded by C. Rayala 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 NOVEMBER 12, 2013 MEETING**

Motion by R. Sitzberger, seconded by E. Bakka to approve the minutes of the November 12, 2013 Annual Meeting as presented. All voted aye. Carried.

**OMIT PUBLIC READING OF ALL RESOLUTIONS AND ORDINANCES UNLESS REQUESTED**

Motion by C. Rayala, seconded by C. Ritter to omit the reading of all resolutions and ordinances by the Clerk, unless requested from the floor. All voted aye. Carried.

**RESOLUTIONS TABLED OR POSTPONED TO A DAY CERTAIN – None**

**COMMITTEE REPORTS**

**UW Extension Committee:** D. Nielsen presented a letter from the committee asking the County Board to reconsider the consolidation of county board committees.

**Snowmobile Safety Committee:** R. Sitzberger reported that a portable public safety message sign was purchased with the help of the Arbor Vitae Cross Country Cruisers. The sign advertises the Ride Right – Ride Safe snowmobile safety initiative.

**Tourism & Publicity Committee:** L. Thorpe announced that the annual Chamber of Commerce dinner was scheduled for February 12, 2014 in Arbor Vitae. County Board members are invited to attend.

**Commission on Aging and ADRC:** E. Teichmiller reported a steady increase in walk-in traffic at the downtown Eagle River office location. He also reported on a recent survey of ADRC services. Survey results indicate a high level of public awareness of the services offered. He also reported that data provided by the UW Extension Dept. estimated the value of assistance provided to seniors in Vilas County, by the Elderly Benefit Specialist, at over \$1.4 million.

**Highway Committee:** C. Rayala praised the Highway Department for their road plowing efforts during this abnormally snowy and cold winter season.

**Communication Committee:** R. De Bruyne announced that Fire & EMS Simulcast radio system was operational.

**L.E.P.C. Committee:** K. Rushlow reported that appointments to this committee would come before the Board in February for approval.

**Finance & Budget Committee:** C. Mayer asked Finance Manager Jason Hilger to provide a brief report about the County's debt load and future repayment schedule. J. Hilger reported a steady reduction in County debt load and annual debt service costs. The County will be debt free in 2018.

**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.

General Code of Vilas County

**ORD. AMENDMENT 2014 – 01A**

**Re: Chapter 23 – Vilas County Floodplain Zoning Ordinance**

**WHEREAS**, from time to time it is necessary to update the Vilas County General Code in order to reflect changes which are deemed appropriate to ensure the public health, safety, and welfare; and

**WHEREAS**, a public hearing was held on January 2, 2014 at the Vilas County Courthouse at 9:00 AM at which time the public was invited to attend and be heard; and

**WHEREAS**, a Class 2 Notice was made and a copy of the notice and proposed changes were mailed by registered mail to all municipal clerks at least 10 days prior to said hearing; and

**WHEREAS**, the Zoning & Planning Committee recommends that Chapter 23 of the Vilas County Code of Ordinances be amended as set forth in the attached documents.

**NOW, THEREFORE, THE VILAS COUNTY BOARD OF SUPERVISORS IN SESSION THIS 28<sup>th</sup> DAY OF JANUARY, 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:** Chapter 23 of the Vilas County Code of Ordinances is hereby amended as shown on the attached documents.

**SUBMITTED BY: Zoning & Planning Committee**

s/ Chris Mayer, Chair

s/ Lorin Johnson

s/ Chuck Hayes

s/ Kathleen Rushlow

s/ Ralph Sitzberger

Motion by J. Behling, seconded by L. Johnson to adopt. Discussion. All voted aye. Carried.

**RESOLUTION NO. 2014 - 04**

**Re: Little Tamarack Flowage Baker Spring Lake District**

**WHEREAS**, a petition has been filed with the Town of Conover for the establishment of a Public Inland Lake Protection and Rehabilitation District to be known as Little Tamarack Flowage Baker Spring Lake District; and

**WHEREAS**, Vilas County owns eleven (11) 40-acre parcels of County Forest Land that are within the boundaries of the proposed lake district (see attached map); and

**WHEREAS**, the Forestry Committee supports the formation of this lake district, as it will benefit the property within the proposed district and will not interfere with the County's ability to manage the public forest land; and

**WHEREAS**, the County Forest property within the proposed lake district will remain tax exempt.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 28<sup>th</sup> day of January, 2014, that we support the establishment of the Little Tamarack Flowage Baker Spring Lake District in the Town of Conover.

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent to the Town Clerk of the Town of Conover.

**SUBMITTED BY: County Board Supervisor**

s/ Ralph Sitzberger

Motion by S. Hjemvick, seconded by R. Sitzberger to adopt. Discussion. Motion by E. Teichmiller, seconded by R. De Bruyne to amend the resolution by adding the following language to Line #5: ...lake district (see attached map); and, Vilas County does not authorize the Town of Conover to include Vilas County in the proposed lake district; and Discussion. The motion to amend was withdrawn by its maker. Discussion. A roll call vote returned the following results. 3 voted aye to adopt: M. Bedish, S. Hjemvick and R. Sitzberger. 16 voted no: E. Bakka, A. Bauman, J. Behling, E. Bluthardt, R. De Bruyne, C. Hayes, L. Johnson, L. Kukanich, C. Mayer, D. Nielsen, C. Rayala, C. Ritter, M. Rogacki, K. Rushlow, E. Teichmiller and L. Thorpe. Adoption failed.

At 10:03 A.M. the Vice-Chair called for a short recess. The meeting resumed at 10:09 A.M.

Human Resources Manager Janna Kahl introduced Wipfli consultant Lisa Corbeille. L. Corbeille presented wage market data compiled from the recently completed Wipfli Wage Study. J. Kahl and L. Corbeille then fielded questions from the Board members. This discussion period ended at 11:30 A.M.

**RESOLUTION 2014 - 07**

**Re: Adoption of the 2014 Wipfli Wage Study**

**WHEREAS**, changes in Wisconsin's labor relations laws have made it prudent for Vilas County to review its pay plans and develop a uniform method for base compensation for its employees using valid and objective data; and

**WHEREAS**, the County acknowledges its obligation to collectively bargain with those general municipal employees represented by a collective bargaining unit over the increase in total base wages, as defined by statute, but retains the right to establish other methods of compensation including, but not limited to: overtime, premium pay, merit pay, performance pay, supplemental compensation, pay schedules, and automatic pay progressions; and

**WHEREAS**, the County retained the services of Wipfli LLP, to study and analyze current compensation plans and to develop recommendations regarding future compensation plans for the County's employees; and

**WHEREAS**, the Personnel Committee accepts the recommendations made by Wipfli to replace the existing County employee compensation structures, excepting the employee compensation structures for the Sheriff Deputy's Association and County Elected Officials, with a new employee compensation schedule (attached), consisting of 22 pay grades, effective January 1, 2014; and

**WHEREAS**, the Personnel Committee respectfully requests authority to implement across the board and individual wage increases, provided that those increases are supported by the attached Wipfli employee compensation schedule and are contained within the annual budget line item for wage increases; and

**WHEREAS**, adopting the attached employee wage compensation schedule is in the best interests of Vilas County, as it will assist with recognizing the value each position brings to the County, pay salaries equitably for work being performed, ensure equitable pay across departmental lines, attract and retain qualified employees, increase understanding of pay administration, minimize inconsistent pay administration, increase manager accountability, and ensure comparable wages for the market in which we compete for wages; and

**WHEREAS**, the cost of 2014 wage adjustments are included in the operating budget; and

**WHEREAS**, a majority vote of the Board of Supervisors is necessary for adopting this study and its recommendations.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 28<sup>th</sup> day of January 2014 that we hereby adopt the attached employee compensation schedule and authorize the Personnel Committee to implement the recommendation made by Wipfli to replace the existing compensation structures, excepting the employee compensation structure for the Deputy Sheriff's Association and County Elected Officials, with the new employee compensation structure, consisting of 22 pay grades, effective January 1, 2014.

**BE IT FURTHER RESOLVED** that the Personnel Committee is hereby granted authority implement across the board and individual wage increases, provided that those increases are supported by the attached Wipfli employee compensation schedule and are contained within the annual budget line item for wage increases.

**SUBMITTED BY: Personnel Committee**

s/ Jim Behling, Chair

s/ Chuck Hayes

s/ Ed Bluthardt

Ron De Bruyne

s/ Lorin Johnson

Motion by E. Bluthardt, seconded by R. De Bruyne to adopt. Discussion. A roll call vote returned the following results. 13 voted aye to adopt: E. Bakka, J. Behling, E. Bluthardt, R. De Bruyne, C. Hayes, S. Hjemvick, L. Johnson, L. Kukanich, C. Mayer, C. Rayala, R. Sitzberger, E. Teichmiller and L. Thorpe. 6 voted no: A. Bauman, M. Bedish, D. Nielsen, C. Ritter, M. Rogacki and K. Rushlow. Carried.

**RESOLUTION 2014 - 01**

**Re: Vilas County Outdoor Recreation Plan**

**WHEREAS**, Vilas County along with the Towns of Arbor Vitae, Boulder Junction, Cloverland, Conover, Lac du Flambeau, Land O'Lakes, Lincoln, Manitowish Waters, Phelps, Plum Lake, Presque Isle, St. Germain, Washington, Winchester, and the City of Eagle River, all located in Vilas County, have invested considerable time and resources through the years to develop outdoor recreation facilities for the residents and visitors; and

**WHEREAS**, the demand for a variety of outdoor recreation activities is increasing; and

**WHEREAS**, the Vilas County Forestry, Recreation & Land Committee directs the development and maintenance of the County Forest, Parks, & recreation facilities; and

**WHEREAS**, numerous individuals and organizations utilize these facilities for a wide range of outdoor recreation programs and activities; and

**WHEREAS**, outdoor recreation facilities are important amenities supporting the tourism industry; and

**WHEREAS**, an approved Five Year Outdoor Recreation Plan is essential for the County and Towns & City to be eligible to apply for the Wisconsin Department of Natural Resources Land & Water Conservation Fund, Stewardship Programs and other competitive grant in aid programs; and

**WHEREAS**, Vilas County's Five Year Outdoor Recreation Plan was developed for Vilas County and the Townships of Arbor Vitae, Boulder Junction, Cloverland, Conover, Lac du Flambeau, Land O'Lakes, Lincoln, Manitowish Waters, Phelps, Plum Lake, Presque Isle, St. Germain, Washington and Winchester and the City of Eagle River by the North Central Wisconsin Regional Planning Commission with input from local citizens, organizations, and town, city and county officials and has been reviewed by the Wisconsin Department of Natural Resources.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 28th day of January, 2014 that the Vilas County Five Year Outdoor Recreation Plan for the years 2014 – 2019 is hereby approved and shall be submitted with this resolution to

the Wisconsin Department of Natural Resources.

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

s/ Ralph Sitzberger, Chair

s/ Sig Hjemvick

s/ Leon Kukanich

s/ Charles Rayala, Jr.

s/ Maynard Bedish

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

**RESOLUTION 2014 – 02**

**Re: Planning Grant Application for 2014 Farmland Preservation Plan Certification**

**WHEREAS**, under 2009 Wis. Act 28, all Wisconsin Counties are required to update their Farmland Preservation Plans on a rotating schedule based on population growth; and

**WHEREAS**, Farmland Preservation plans ensure private landowner access to program benefits, including eligibility for farmland preservation tax credits; and

**WHEREAS**, revisions to the plan will modernize Farmland Preservation to meet current land use challenges; and

**WHEREAS**, the current Vilas County Farmland Preservation Plan (passed in 1984) will expire on December 31, 2014 and new plan development must begin; and

**WHEREAS**, the Department of Agriculture, Trade, and Consumer Protection (DATCP) is offering planning grants to counties to assist with the costs of updating farmland preservation plans; and

**WHEREAS**, the planning grant application to DATCP in the project total amount of \$38,000 would provide 50% reimbursement (up to \$19,000) to Vilas County Land and Water Conservation to help cover expenses associated with Farmland Preservation planning, including staff time, consultant payments, and support costs as needed.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 28<sup>th</sup> day of January, 2014 that we authorize the Land and Water Conservation Committee to request grant funds available from DATCP for the purpose of updating the Vilas County Farmland Preservation Plan.

**BE IT FURTHER RESOLVED** that the Land and Water Conservation Committee / Department will meet any annual grant administration obligations.

**SUBMITTED BY: Land & Water Conservation Committee**

s/ Ralph Sitzberger, Chair

s/ Kathleen Rushlow

s/ Mary Kim Black

Lorin Johnson

s/ Dennis Nielsen

Motion by R. Sitzberger, seconded by A. Bauman to adopt. Discussion. All voted aye. Carried.

**RESOLUTION 2014 - 03**

**Re: County Aid Culvert on Simpson Road**

**WHEREAS**, the culvert located on Simpson Road in the Town of Phelps has been deemed a traffic hazard by the Town Board of Phelps and the Vilas County Highway Commissioner; and

**WHEREAS**, the Town Board of Phelps and the Vilas County Highway Commissioner have deemed it necessary to repair the culvert, because it is a traffic hazard; and

**WHEREAS**, the Town Board of Phelps hereby submits the actual cost of replacing these culverts in the amount of \$17,700.00; 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 28<sup>th</sup> day of January, 2014 that the Vilas County Highway Department pay the amount of \$8,850.00 to defray its share of such culvert repair, and charge it to the County Aid Bridge Fund. .

SUBMITTED BY: **Highway Committee**

s/ Charles Rayala Jr., Chair

s/ Alden Bauman

s/ Ronald De Bruyne

s/ Kathleen Rushlow

s/ Christopher Mayer

Motion by A. Bauman, seconded by S. Hjemvick to adopt. Discussion. All voted aye. Carried.

#### **RESOLUTION 2014 - 05**

#### **Re: Propane Conversion Program/Funding and Budget Amendment**

**WHEREAS**, the Vilas County Board of Supervisors approved the Sheriff's Office to apply for a grant program with the Wisconsin Propane Education & Research Council (Wisconsin PERC), for funding a dual fuel propane-gasoline conversion for the Sheriff's Office patrol fleet January 22, 2013. This project has been progressing as quickly as possible and we have been awarded grant funds in 2013; and

**WHEREAS**, in 2014 the Sheriff's Office will have a fleet of 26 patrol cars. One of these vehicles (2013 Dodge Charger) was converted in 2013 to allow the use of LP fuel and is functioning very well. Another patrol car (2011 Dodge Charger) has been converted to LP fuel, however is still in Michigan being tested for EPA certification. Both of these conversions were completed free of charge by American Alternative Fuels, Inc. American Alternative Fuels will provide an additional 6 free installs. This will leave Vilas County with 18 conversions to pay for as the work is done; and

**WHEREAS**, The Law Enforcement and Emergency Management Committee have analyzed the data and determined there is a long term financial savings to convert the remainder of our patrol fleet and other high use autos to allow the use of LP fuel; and

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

**WHEREAS**, the Law Enforcement and Emergency Management Committee anticipates that Vilas County will receive \$10,000 paid for by the 2013 Clean Air Act Grant and \$10,000 paid for by the 2014 Clean Air Act Grant; however the 2013 money will not arrive until 2014; and

**WHEREAS**, using the current prices of unleaded fuel at \$3.23 a gallon and LP at \$1.50 a gallon, our data indicates we would have annual fuel savings of approximately \$46,593. We are also eligible to submit our total LP gallons used per year to the Internal Revenue Service for a \$.50 cents per gallon subsidy. This tax subsidy would provide additional cost savings of approximately \$12,500 annually. The total savings is estimated to be \$59,093 annually or \$295,465 over 5 years; and

**WHEREAS**, the Sheriff's Office is currently using AmeriGas in Eagle River for refueling. The Sheriff's Office completed a poured concrete slab in 2013 for a refueling station in Arbor Vitae, however additional costs for installing fencing and power will be needed. This is expensive because of the explosion proof wiring needed and we anticipate the costs for completion of this project will be \$20,000.00; and

**WHEREAS**, the Law Enforcement and Emergency Management Committee are asking for funding from the general fund to complete this very cost effective program as soon as possible in 2014. The funding will be for 18 cars X \$5,800.00 for each conversion, for a total of \$104,400 and \$20,000 to finish the installation of a refueling station in Arbor Vitae. We are hopeful to receive \$20,000 from the Clean Air Grant to help offset these costs; and

**WHEREAS**, American Alternative Fuels will be available to come to Vilas County and install these conversion units and work with Vilas County Highway Department mechanics on conversion installation. Future installations will be completed by Highway Department mechanics; and

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 28th day of January 2014 that a transfer from the Vilas County General Fund of \$124,400 into the vehicle purchase expense account line item number 100.24.52101.0821 is authorized for the purpose of converting 18 squad cars in the Sheriff's fleet to LP Fuel.

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

s/ Edward Bluthardt, Chair

s/ Ronald De Bruyne

s/ Christopher Mayer

s/ Charles Rayala

James Behling

Motion by E. Bluthardt, seconded by M. Bedish to adopt. Discussion. A roll call vote returned the following results. 16 voted aye to adopt: E. Bakka, A Bauman, J. Behling, E. Bluthardt, R. De Bruyne, C. Hayes, S. Hjemvick, L. Johnson, L. Kukanich, C. Mayer, D. Nielsen, C. Rayala, C. Ritter, R. Sitzberger, E. Teichmiller and L. Thorpe. 3 voted no: B. Bedish, M. Rogacki and K. Rushlow. Carried.

#### **RESOLUTION 2014 - 06**

**Re: Creating Part-time Highway Patrol Position**

**WHEREAS**, the Vilas County Highway and Personnel Committees have identified that the Highway Department has experienced a headcount reduction of seven full-time employees since 2011; and

**WHEREAS**, the Highway Department has been, and continues to, use Limited Term Employees during the winter months to assist with the County snowplowing and vehicle maintenance efforts; and

**WHEREAS**, the need for a regular part-time (working full-time hours, from November to March annually, approximately 1,000 hours/year) exists to meet the service level requirements for the County and State roadways, in conjunction with the use of LTE's; and

**WHEREAS**, the position's additional duties are detailed on the attached job description; and

**WHEREAS**, this employee would be compensated at a rate of \$17.00/hour for the first year, and \$20.00/hour for the second and subsequent years; and

**WHEREAS**, the employee would be ineligible for health insurance, but would be eligible for participation in the WRS in the second and subsequent years, at a cost of \$1,400.00; and

**WHEREAS**, a  $\frac{3}{4}$  vote of the Board of Supervisors is necessary for creating this position.

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 28th day of January, 2014 that the Highway and Personnel Committees are authorized to create and fill the position of Highway Part-time Patrolman, at an increase of \$18,909.10 in 2014 budgeted wages and benefits, and an increase of \$23,646.00 to the 2015 and subsequent years' wages and benefits.

**SUBMITTED BY: Highway Committee**

s/ Charles Rayala, Chair

s/ Al Bauman

s/ Ron De Bruyne

Chris Mayer

s/ Kathleen Rushlow

**SUBMITTED BY: Personnel Committee**

s/ James Behling, Chair

s/ Chuck Hayes

s/ Ed Bluthardt

s/ Ron De Bruyne

s/ Lorin Johnson

Motion by A. Bauman, seconded by C. Rayala to adopt. Discussion. All voted aye. Carried.

**CHAIR'S APPOINTMENTS**

- County Board representative to the Big St. Germain Lake District
  - Carolyn Ritter

Motion by E. Teichmiller, seconded by R. Sitzberger to accept the Chair's appointment of Carolyn Ritter as County Board representative to the Bog St. Germain Lake District. All voted aye. Carried.

**LETTERS AND COMMUNICATIONS**

R. De Bruyne spoke in regards to the Positive Alternatives Conference held last summer in St. Germain. This conference is held annually for the benefit of area 6<sup>th</sup> graders.

L. Thorpe called attention to the 2014 edition Area Guide. Each Board member was provided with a copy.

E. Teichmiller spoke in regards to a letter received, praising the Elder Meal program. A \$100 donation towards that program was also received. He also announced reception of a letter praising the Senior Transport – Escort Service program.

**NEXT MEETING DATE**

The next County Board meeting is scheduled for 9:00A.M, Tuesday, February 25, 2014. This meeting will be held at the courthouse conference rooms.

**PAY MILEAGE AND PER DIEM**

Motion by A. Bauman, seconded by R. Sitzberger to pay mileage and per diem for this meeting. 17 voted aye: 2 voted no: R. De Bruyne and M. Rogacki. Carried. Contact the County Clerk's office for mileage and per diem payment information.

**ADJOURNMENT**

The Chair adjourned the meeting at 12:09 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.

**RESOLUTION 2014 - 08**

**Re: Creating a Full-Time Secretary B Position in the District Attorney's Office**

1           **WHEREAS**, the District Attorney's Office Limited Term Employee ("LTE")  
2 Receptionist position has been in place since October 2012, working a full-time schedule, due to  
3 the increased caseload in that office and has been approved through March 2014; and

4           **WHEREAS**, it is in the best interest of the citizens of Vilas County to create a full-time  
5 Secretary B position with the District Attorney's Office (see attached position description) rather  
6 than to continually seek approval for an ongoing LTE; and

7           **WHEREAS**, the Lac du Flambeau Band of Lake Superior Chippewa Indians has agreed  
8 to financially support the full-time Secretary B within the District Attorney's Office in the  
9 amount of \$25,000.00 per year for three years, for a total of \$75,000.00, with the expectation that  
10 the County will convert the current LTE position to a full-time position with benefits (see  
11 attached letter from Tribal Council President Tom Maulson); and

12           **WHEREAS**, the Personnel Committee recommends creating this essential position, at a  
13 rate of \$15.70/hour, subject to the introductory rate of \$13.35/hour for six months (85% of the  
14 regular pay rate), annual total wages of \$28,323.75, with corresponding benefits of \$24,886.26,  
15 and with a fiscal impact for the remainder of year 2014 totaling \$53,210.01; and

16           **WHEREAS**, as of February 1, 2014, the District Attorney's budget for the LTE position  
17 contains \$22,912.29; and

18           **WHEREAS**, the remaining balance of \$5,297.72 will require a transfer from the General  
19 Fund; and

20           **WHEREAS**, a three-fourths (3/4) majority vote of the County Board of Supervisors is  
21 necessary to create new personnel positions; and

22           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
23 in session this 25<sup>th</sup> day of February, 2014 that the Secretary B position be created in the District  
24 Attorney's Office as set forth in the attached position description.

25           **BE IT FURTHER RESOLVED** that \$5,297.72 be transferred from the General Fund  
26 into line item 100.06.51310.0121 of the District Attorney's Office 2014 budget for the purpose  
27 of funding said position.

28           **BE IT FURTHER RESOLVED** that this position is contingent upon the three-year  
29 funding commitment of \$25,000.00 per year by the Lac du Flambeau Band of Lake Superior  
30 Chippewa Indians; should said funding cease or decrease, the position shall only continue upon  
31 further action of the County Board.

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:

**Personnel Committee**

\_\_\_\_\_  
Jim Behling, Chair

\_\_\_\_\_  
Ed Bluthardt

\_\_\_\_\_  
Ron DeBruyne

\_\_\_\_\_  
Chuck Hayes

\_\_\_\_\_  
Lorin Johnson



**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>DRAFT</b> <input checked="" type="checkbox"/>	<b>FINAL</b> <input type="checkbox"/>
<b>Position Title:</b> ADMINISTRATIVE SECRETARY B	<b>Department:</b> District Attorney
<b>Immediate Supervisor's Position Title:</b> District Attorney	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt
<b>Original Description Date:</b> January 20, 2014	<b>Revised Date:</b> N/A
<b>Oversight Committee:</b> Finance Committee	<b>Approved Date:</b>
<b>Approved by:</b> Personnel Committee	<b>Approved Date:</b>

**Job Summary:**

The District Attorney Administrative Secretary B performs a variety of clerical, secretarial and administrative duties to support the operations of the District Attorney Office. All duties and responsibilities are performed under and subject to the direction of the District Attorney.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides clerical, secretarial, and administrative support to the Vilas County District Attorney Department. This includes, but it not limited to: Acts as a receptionist, sets up appointments, answers phones, and greets public.
2. Enters daily data into the appropriate case management systems.
3. Prepares files, conducts filing, and prepares and distributes paperwork to the Attorneys and Legal Secretaries.
4. Maintains case files, including timeline for case progression.
5. Prepares mailings as requested.
6. Maintains strict confidentiality of all client information, records, and office operations and treats clients, co-workers, and the general public with dignity.
7. Maintains and orders office supplies.
8. All other duties as assigned.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis:
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input type="checkbox"/> Required	<input type="checkbox"/> Preferred	<input checked="" type="checkbox"/> N/A
-----------------------------------	------------------------------------	---

**C. Required Work Experience:**

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
Two or more years experience in an office setting is required, with post high school training and considerable office experience desirable.	

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Ability to represent the Office in a non-judgmental and non-detrimental manner.
- Ability to work with people from diverse backgrounds with understanding and respect.
- Ability to work independently and cooperatively, and with a high degree of accuracy, on all assigned tasks including computer data entry, spelling, grammar, and punctuation.
- Ability to comprehend and act on verbal and written instructions, and efficiently complete assigned tasks while dealing with constant telephone and in-person interruptions.
- Ability to set up and maintain accurate records and files.
- Must have excellent telephone communications skills and be able to work daily with the general public and other local and state agencies.
- Ability to work efficiently under strict deadlines.
- Understanding of confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication, and knowledge and use of contemporary office procedures and equipment.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

Titles of Positions Supervised:	# of Employees:
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

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 a skill required of the person so classified and may be subject to change by the County without notice.



# LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

PO BOX 67

LAC DU FLAMBEAU, WI 54538

(715) 588-3303

FAX (715) 588-2734

TOM MAULSON  
*PRESIDENT*

November 21, 2013

Albert Moustakis, District Attorney  
Vilas County Court House  
330 Court Street  
Eagle River WI 54521

RE: **Commitment Letter**

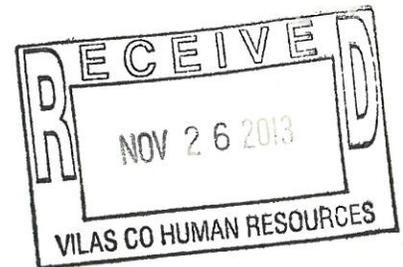
The Lac Du Flambeau Band of Chippewa Indian Tribe has agreed to assist with funding, for the newest Staff member's Salary in the District Attorney's office over the period of next three years. The Funding will begin at the time that the Limited Term Employee in the Vilas County District Attorney's Office is to expire, which is March 28<sup>th</sup>, 2014. The Funding will be for a total of Seventy Five Thousand Dollars - (\$75,000) over the next three years, beginning in January 2014. The Funds will be paid in increments of \$25,000 per year on January 1<sup>st</sup>, of each year of funding. The Tribe anticipates that Vilas County will convert the current LTE position into a full time position with all benefits.

Our funding assistance is our gesture of commitment to keep Vilas County safe.

Regards,

Tom Maulson, President

Cc Tribal Council  
Vilas County Human Service Director



**RESOLUTION 2014 - 09**

**Re: Coordinated Services Teams Initiative**

1           **WHEREAS**, 2013 Wisconsin Act 20, the Wisconsin 2013-2015 biennial budget,  
2 includes legislation and funding to expand and provide continued support to Coordinated  
3 Services Team (CST) Initiatives to counties and Tribes across the State of Wisconsin; and

4           **WHEREAS**, a CST uses the wraparound process to respond to individuals and families  
5 with multiple and often serious needs in the least restrictive setting possible; and

6           **WHEREAS**, the Department of Health Services has moved away from time limited  
7 funding for developing CST Initiatives to an approach that will provide ongoing base funding to  
8 all interested counties and tribes; and

9           **WHEREAS**, Vilas County is eligible to receive funding in an amount not to exceed  
10 \$62,123 in 2014 for CST expansion, with a 20 percent in-kind match required (see attached  
11 Fiscal Impact Statement and Program Description); and

12           **WHEREAS**, the CST Initiative grant may be applied for as a region; and

13           **WHEREAS**, Wis. Stat. §46.56 requires that the County Board must designate an  
14 administering agency for the Coordinated Services Team Initiative in the service; and

15           **WHEREAS**, Vilas County Social Services would like to partner with Tri-County Human  
16 Services and Forest County in applying for the CST grant, to efficiently utilize grant dollars,  
17 with Tri-County Human Services acting as the administering agency for this CST Initiative.

18           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
19 in session this 25<sup>th</sup> day of February, 2014 that Vilas County Social Services is authorized to  
20 pursue CST funding and that Tri –County Human Services is designated as the administering  
21 agency for Vilas County in this state-wide expansion of CST Initiatives.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

SUBMITTED BY:

**Social Services Committee**

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Al Bauman, Chair

H. R. REVIEW

- Approved
- Not applicable

\_\_\_\_\_  
Erv Teichmiller

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Maynard Bedish

APPROVED AS TO FORM

\_\_\_\_\_  
Mary Kim Black

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Mark Rogacki

Fiscal Impact: It is anticipated that this resolution will be levy neutral as Coordinating Committee Membership, Child/Family Team participation, Staff Direct Service and Administrative time among other things will serve as the 20% cash or in-kind match. These are sustainable grant dollars.

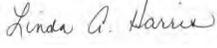
Vilas and Forest would share one CST Case manager who will be the employee of Tri-County Human Services. Grant dollars fully cover wage/benefit as well as mileage for the position.

STATE OF WISCONSIN  
Department of Health Services  
Division of Mental Health and Substance Abuse Services

Date: December 19, 2013  
DMHSAS Numbered Memo 2013-07 Action

To: DMHSAS Listserv

For: Area Administrators/Human Service Area Coordinators  
Bureau Directors/Section Chiefs  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
County Mental Health Coordinators  
Tribal Chairpersons/Human Services Facilitators

From: Linda Harris, Administrator   
Division of Mental Health and Substance Abuse Services

Subject: Coordinated Services Team Initiatives Statewide Expansion Funding

### **Document Summary**

The Legislature appropriated additional General Purpose Revenue (GPR) in the amounts of \$1,250,000 in SFY 2014 and \$2,500,000 in SFY 2015 to expand Coordinated Services Team (CST) Initiatives in Wisconsin. This memo describes the Department of Health Services, Division of Mental Health and Substance Abuse Service's expansion plans for 2014. The Division is seeking applications from counties and tribes that do not currently receive funding from the Division for Coordinated Services Team Initiatives. This memo outlines the process for applying for funding to plan for a new CST or to enhance or expand an existing CST which currently does not have any funding support from the Division. Applications are due no later than February 15, 2014. This correspondence also provides an update on DHS plans to implement the expansion of CST in Wisconsin for SFYs 2014-2016.

### **Background**

Act 20, the Wisconsin 2013-2015 biennial budget, includes legislation and funding to expand Coordinated Services Team Initiatives across the State of Wisconsin. Act 20 was enacted with the intent to provide ongoing support to Coordinated Services Teams in the state. The Department of Health Services/Division of Mental Health and Substance Abuse Services (DHS/DMHSAS) has been preparing for the expansion of the CST Initiative since the budget passed. This has included consultation with the Children Come First (CCF) Advisory Committee, a committee mandated by Wisconsin § 46.56 (14)(a) to provide oversight of the Coordinated Services Team initiative.

We are asking those counties and tribes that currently do not receive CST funds from DHS/DMHSAS to complete an application to apply for the CST Statewide Expansion funds for 2014. Applications should include the following: Coordinated Services Team

Initiative 2014 Statewide Expansion Application Narrative; (See Coordinated Services Team Initiative 2014 Statewide Expansion Application/Instructions for Application <http://www.dhs.wisconsin.gov/forms1/F2/f21276ai.pdf>). DMHSAS Coordinated Services Teams Grant/Contract Application Summary [F-21276A](#); and the Coordinated Services Team (CST) Initiative Detailed Budget Plan Request ([attached](#)) for Upcoming Budget Year. Applications are due February 15, 2014 for implementation of contracts starting April 1, 2014 for funding available through December 31, 2014.

Counties/Tribes without current funding from the DMHSAS for CST (excluding Milwaukee and Dane) will be eligible for CST Initiative Statewide Expansion Grants. The following counties and tribes are eligible to apply: Lac Courte Oreilles Tribe, Red Cliff Tribe, Forest County Potawatomi Tribe, Stockbridge-Munsee Tribe, Oneida Tribe, Adams, Bayfield, Brown, Burnett, Calumet, Crawford, Dodge, Douglas, Florence, Forest, Green Lake, Iron, Jefferson, Juneau, Lafayette, Langlade, Lincoln, Manitowoc, Marathon, Menominee County, Monroe, Oneida County, Outagamie, Pierce, Polk, Price, Richland, Rusk, Sauk, St. Croix County, Taylor, Vilas, Walworth, Waupaca, and Winnebago. It is the intent of DHS/DMHSAS to fund all acceptable applications from the above counties and tribes.

These Counties/Tribes are asked to complete an application for Coordinated Services Team Initiative funding. (See Coordinated Services Team Initiative 2014 Statewide Expansion Application/Instructions for Application <http://www.dhs.wisconsin.gov/forms1/F2/f21276ai.pdf> ). Counties/Tribes may request an amount not to exceed \$62,123 per county or tribe in their proposed service area. Act 20 updated Wisconsin § 46.56 to allow for multi-jurisdictional CST programs. Applications for multi-jurisdictional (county and tribal) or multi-county applications will be accepted. Indicate in your Coordinated Services Team Initiative Statewide Expansion Application, the proposed counties and/or tribes in the proposed service area.

Two hard copies and one electronic version of the completed Coordinated Services Team Initiative Statewide Expansion Funding Applications should be submitted by February 15, 2014 to the following address:

Marie Danforth, Supervisor  
Children, Youth and Families Unit  
Division of Mental Health and Substance Abuse Services  
Wisconsin Department of Health Services  
1 West Wilson St., Room 951  
Madison, WI 53703  
[Marie.Danforth@wisconsin.gov](mailto:Marie.Danforth@wisconsin.gov)

Wisconsin § 46.56 <http://docs.legis.wi.gov/statutes/statutes/46/56> requires that any county or tribe that applies for CST funding must meet the following key requirements:

1. The county or tribal board must designate an administering agency for the Coordinated Services Team program in the service area.
2. The county or tribe must identify matching funds of 20%, which may be cash or in-kind.
3. The county or tribe must agree to establish a Coordinating Committee that meets the requirements in § 46.56.

4. Funds allocated for CST may not be used to replace any other state and federal funds or any county funds that are being used to fund services for children who are involved in two or more systems of care.

In addition to the key requirements for CST noted above, § 46.56 includes additional program requirements. Recognizing that programs will not initially meet all these requirements, DHS/DMHSAS commits to providing technical assistance and working with new CST Initiatives to meet these statutory requirements.

### **Proposer's Conference**

The Division of Mental Health and Substance Abuse Services will hold a Proposer's Conference for the CST Initiative Statewide Expansion Grants on January 10, 2014 at 10:00 – 12:00 Noon in Room 751, in the DHS Building located at 1 W. Wilson St., Madison, WI. At this meeting staff of DMHSAS will review the application process and answer questions.

In addition, the Division will make available teleconferencing for potential grantees. To connect via teleconference:

Please call (877) 820-7831. Then enter Participant Code: 311891 and then press #. If you have any problems connecting, please call DMHSAS at 608-266-2717.

### **Future Funding of CSTs**

The DHS is moving away from time limited funding for developing Coordinated Services Team Initiatives that has been used in the past few years to an approach that will provide ongoing base funding to all interested counties and Tribes. DHS will use a transitional approach to expand Coordinated Services Team Initiatives in Wisconsin and to provide ongoing support for all CST Initiatives. DHS will proceed as follows:

- In year one (2014), DHS/DMHSAS will continue to provide the same funding level support to existing CST grantees and legacy Integrated Service Projects (ISP) sites. In addition, CST Statewide Expansion Grants will be available to active CST sites who are no longer receiving CST grant funding for their CST Initiative and agree to enhance their current CST and commit to working to meet the standards articulated in § 46.56. CST Initiative Statewide Expansion funding can also be awarded as planning grants for sites without a CST who wish to work to establish a CST in 2014.
- In year two (2015), the Division will provide base funding in equal amounts to all CSTs statewide.
- In year three (2016), the Division will implement a tier-based funding model consisting of base funding for all sites and additional funds based on site characteristics and/or site performance.

## **Counties/Tribes Currently Receiving Coordinated Services Team Funding from DHS**

The following information offers more detail on anticipated funding allocations to existing CST funded counties and tribes for 2014.

Integrated Services Project (ISP) Legacy Counties: Ashland, Chippewa, Door, Dunn, Eau Claire, Fond du Lac, Kenosha, La Crosse, Marinette, Marquette, Portage, Racine, Rock, Sheboygan, Washburn, Washington, Waukesha, and Waushara.

The ISP sites began operation in 1989. In 2009 Act 334 combined the ISP and CST initiatives and all programs began to be referred to as CST. For calendar year 2014, the former ISP counties will receive \$78,800 and were asked to submit contract work plans and budgets which were due on November 1, 2013. In the following year, these counties will receive an amount of base funding similar to other CSTs.

Currently funded for developing CST Counties/Tribes: Grant, Pepin, Jackson, Ho Chunk Tribe, Menominee Tribe, Sokaogan Chippewa Tribe, Vernon, Buffalo, Bad River Tribe, Clark, Green, Kewaunee, Lac du Flambeau Tribe, Oconto, Sawyer, Wood, Barron, Shawano, St. Croix Chippewa Tribe, Trempealeau, Ozaukee, Iowa, and Columbia.

In 2014, these counties can anticipate the current level of funding and will follow the same process as in the past, submitting a work plan and budget several months prior to the end of their contract funding cycle. For those counties whose funding was scheduled to end in 2013, they will continue to receive a grant at the same level of funding for 2014.

Counties formerly known as Integrated Services Projects (ISPs) and counties and tribes currently receiving grant funding to develop CST initiatives are not eligible to apply for the current CST Initiative Statewide Expansion grant funding.

### **Training and Technical Assistance**

As in the past, training and technical assistance will be provided to grantees. In anticipation of an increased number of grantees, the current training and technical assistance structure and process is being modified. DHS is working with the training and technical assistance provider (Waupaca County and their subcontractor, White Pine Consulting) on different approaches to Training and Technical Assistance (TA). This includes the exploration of adding regionally based training opportunities. To request CST training or technical assistance, please complete the CST Training and Request form [F-00912](#)

### **Action Summary:**

This Action Memo describes the process for eligible counties and tribes to apply for Coordinated Services Team (CST) Statewide Expansion funding. The Application is due February 15, 2014 and would result in a contract that will cover the time period of April 1, 2014 to December 2014. All counties and tribes with acceptable applications will receive \$62,123 for each eligible county or tribe in their service area.

The application documents that must be submitted include:

- Coordinated Services Team Initiative 2014 Statewide Expansion Application Narrative <http://www.dhs.wisconsin.gov/forms1/F2/f21276ai.pdf>
- DMHSAS Coordinated Services Teams Grant/Contract Application Summary [F-21276A](#)
- Coordinated Services Team (CST) Initiative Detailed Budget Plan for Upcoming Budget Year ([attached](#))

The complete application packet should be sent both electronically and with two hard copies to Marie Danforth. If you have any questions or need assistance in completing your application, please contact:

**Central Office Contact:** Marie Danforth, Supervisor Children, Youth and Families Unit  
Division of Mental Health and Substance Abuse Services  
Wisconsin Department of Health Services  
1 West Wilson St.  
Madison, WI 53703  
608 266 2861  
[Marie.Danforth@wisconsin.gov](mailto:Marie.Danforth@wisconsin.gov)

**Regional Office Contact:**  
Area Administration

**Attachment:** [CST Initiative Detailed Budget Plan Request for Upcoming Budget Year](#)

**Memo Websites:**

DLTC / DMHSAS Memo Series web page  
([http://www.dhs.wisconsin.gov/dsl\\_info/index.htm](http://www.dhs.wisconsin.gov/dsl_info/index.htm))

The Division information and numbered memos are distributed electronically via a Listserv. The Listserv is free, but does require an active e-mail address. The memos are posted in both PDF and html formats.

DLTC and DMHSAS Memo Series E-mail Subscription Services web page  
([http://www.dhs.wisconsin.gov/dsl\\_info/signup.htm](http://www.dhs.wisconsin.gov/dsl_info/signup.htm))

Subscribing to the DLTC and DMHSAS Memo Series Listserv can be done from this page. You will receive a notice each time a new memo is released, which will include a link to the online version of the memo.

**RESOLUTION 2014 - 10**

**Re: Designating Public Depository and Authorization for Withdrawal of County Funds**

1           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
2 in session this 25<sup>th</sup> day of February, 2014 that the following banking institutions qualify as public  
3 depositories under Section 34.09 of the Wisconsin Statutes, and shall be and are hereby  
4 designated, until further action, as public depositories for all public monies coming into the  
5 hands of the Treasurer of Vilas County, State of Wisconsin:

6           Associated Bank, Green Bay, Wisconsin – Eagle River Location

7           FirstMerit Bank, Akron, Ohio – Boulder Junction and Manitowish Waters Locations

8           First National Bank, Eagle River, Wisconsin

9           Headwater’s State Bank, Land O’Lakes, Wisconsin

10          LGIP-Local Government Investment Pool, Madison, Wisconsin

11          BMO Harris Bank, Chicago, Illinois – Eagle River Location

12          Nicolet National Bank, Medford, Wisconsin – Eagle River Location

13          Ripco Credit Union, Rhinelander, Wisconsin – Eagle River Location

14          People’s State Bank, Wausau, Wisconsin – Eagle River Location

15          River Valley Bank, Wausau, Wisconsin – Eagle River Location

16          U.S. Bank, St. Germain, Wisconsin

17          **BE IT FURTHER RESOLVED** that withdrawal or disbursement from any one of the  
18 above named depositories shall be by order check, as provided in Section 66.0607 of the  
19 Wisconsin Statutes; that in accordance therewith all order checks shall be signed by the  
20 following persons:

21          David R. Alleman, Vilas County Clerk

22          Jerri Lynn Radtke, Vilas County Treasurer

23 and shall be so honored.

24          **BE IT FURTHER RESOLVED** that in lieu of their personal signatures, the following  
25 facsimile signatures, which have been adopted by them as below shown:

26          David R. Alleman       (Signature)

27          Jerri Lynn Radtke       (Signature)

28  
29 may be affixed on such order checks; that any one of the above-named depositories shall be fully  
30 warranted and protected in making payment on any order check bearing such facsimiles

31 notwithstanding that the same may have been placed thereon without the authority of the  
32 designated person or persons.

33 **BE IT FURTHER RESOLVED** that the County may also, pursuant to Wis. Stat.  
34 §66.0607(3m), process periodic payments through the use of money transfer techniques,  
35 including direct deposit, electronic funds transfer and automated clearinghouse methods and  
36 shall keep a record of the date, payee and amount of each disbursement made by a money  
37 transfer technique.

38 **BE IT FURTHER RESOLVED** that a certified copy of this resolution shall be  
39 delivered to each of the above-named depositories, and said depositories may rely on this  
40 resolution until changed by lawful resolution and a certified copy of such resolution has been  
41 given to the cashier of the respective above-named depositories.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

\_\_\_\_\_  
Finance Director

SUBMITTED BY:  
**Finance Committee**

\_\_\_\_\_  
Christopher Mayer, Chair

H. R. REVIEW

- Approved
- Not applicable

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Ed Bluthardt

\_\_\_\_\_  
Jim Behling

APPROVED AS TO FORM

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Mary Kim Black

\_\_\_\_\_  
Erv Teichmiller

**RESOLUTION 2014 - 11**

**Re: Creating Highway Lead Positions**

1           **WHEREAS**, the Vilas County Highway and Personnel Committees have identified that  
2 the Highway Department has two satellite locations, located in Boulder Junction and Arbor  
3 Vitae, to which employees are regularly assigned, and which do not have an assigned Lead  
4 person to help coordinate staff assignment/supervision or project assessment/completion; and

5           **WHEREAS**, the Highway Lead position’s duties are detailed on the attached job  
6 description; and

7           **WHEREAS**, the Highway Department has not filled several recent vacancies, requiring  
8 greater use of the resources available through close delegation and follow-up; and

9           **WHEREAS**, the position of Highway Lead would be filled internally, thus not creating  
10 additional headcount;

11           **WHEREAS**, the selected person at each of the two shops would be compensated an  
12 additional \$1.00 per hour per person, to equate to \$4,934.18 per year; and

13           **WHEREAS**, the Highway General Fund, a non-lapsing fund, has resources available for  
14 this increase, and therefore no change to the County General fund; and

15           **WHEREAS**, a ¾ vote of the Board of Supervisors is necessary for creating this position.

16           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
17 in session this 25th day of February, 2014 that the Highway and Personnel Committees are  
18 authorized to create and internally fill the two positions of Highway Lead (one reporting to  
19 Boulder Junction and one reporting to Arbor Vitae).

20           **BE IT FURTHER RESOLVED** that \$4,934.18 is authorized for transfer from the  
21 Highway General Fund into the Highway Department’s wages and benefits line items to cover  
22 the increase in compensation for this position for the remainder of year 2014.

Fiscal Comment:

- Included within Resolution
- See Attached
- Not applicable

SUBMITTED BY:

**Highway Committee:**

**Personnel Committee:**

\_\_\_\_\_  
Charles Rayala, Chair

\_\_\_\_\_  
James Behling, Chair

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Al Bauman

\_\_\_\_\_  
Steve Favorite

HR Review:

- Approved
- Not applicable

\_\_\_\_\_  
Ron De Bruyne

\_\_\_\_\_  
Ed Bluthardt

\_\_\_\_\_  
Human Resources Director

APPROVED AS TO FORM

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Chris Mayer

\_\_\_\_\_  
Kathleen Rushlow

\_\_\_\_\_  
Ron De Bruyne

\_\_\_\_\_  
Lorin Johnson

	Annual	Social	Wisconsin	Health	Workers	Total Fringe	Total Wages &	Difference
2014	Wages	Security	Retirement	Insurance	Comp.	Benefits	Fringes	
		7.65%	7.00%		3.96%			
<b>General Highway Worker</b>								
\$ 20.90	\$ 43,472.00	\$ 3,325.61	\$ 3,043.04		\$ 1,721.49			
	<b>\$ 43,472.00</b>	<b>\$ 3,325.61</b>	<b>\$ 3,043.04</b>	<b>\$20,434.64</b>	<b>\$ 1,721.49</b>	<b>\$ 28,524.78</b>	<b>\$ 71,996.78</b>	

	Annual	Social	Wisconsin	Health	Workers	Total Fringe	Total Wages &	Difference
2014	Wages	Security	Retirement	Insurance	Comp.	Benefits	Fringes	
		7.65%	7.00%		3.96%			
<b>Lead Highway Worker</b>								
\$ 21.90	\$ 45,552.00	\$ 3,484.73	\$ 3,188.64		\$ 1,803.86			
	<b>\$ 45,552.00</b>	<b>\$ 3,484.73</b>	<b>\$ 3,188.64</b>	<b>\$20,434.64</b>	<b>\$ 1,803.86</b>	<b>\$ 28,911.87</b>	<b>\$ 74,463.87</b>	\$2,467.09

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

	<b>DRAFT</b> <input checked="" type="checkbox"/> <span style="margin-left: 200px;"><b>FINAL</b> <input type="checkbox"/></span>
<b>Position Title:</b> HIGHWAY LEAD	<b>Department:</b> Highway
<b>Immediate Supervisor's Position Title:</b> Highway Commissioner	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt
<b>Original Description Date:</b> August 2011	<b>Revised Date:</b> August 2013
<b>Oversight Committee:</b> Highway Committee	<b>Approved Date:</b>
<b>Approved by:</b> Personnel Committee	<b>Approved Date:</b>

**Job Summary:**

Under the supervision of the Commissioner and the Patrol Superintendent, the Highway Worker participates in activities associated with road maintenance and road improvement projects. Also provides such services related to the State and County Highway systems and highway safety as generally required or as may be required in emergency situations.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Is responsible for all forms of highway maintenance, including snowplowing, road improvement and repair work.
2. Safely operates various types of heavy and light equipment with proficiency. This includes: trucks, pickup through heavy duty diesels, snowplows, patrol wings, material spreaders, self-contained air compressor with attachments, tractor with commercial mowing attachments, brush chipper, tar kettle with attachments, skid steer loader, and small hand tools such as chainsaws, brush saws, shovel, pickaxe, and weed eaters.
3. Performs preventative maintenance in accordance with prescribed methods.
4. Completes accurate operational and preventative maintenance records in a neat, clear, and concise manner.
5. 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.
6. Operates technical equipment, measuring devices including measuring tape, and mobile radio. Responds to emergency calls at anytime, including weekends, evenings and holidays.
7. All other duties as assigned.

**Additional Lead Duties:**

8. Addresses personnel issues with the Highway Commissioner in a timely, thorough manner. Conducts follow-through as directed by the Commissioner and/or Human Resources Director.
9. Enforces Highway Department and County work rules, policies, and State and Federal laws and rules, including safety.
10. Coordinates projects and is responsible for assigned personnel activities.
11. Coordinates building and equipment repairs as appropriate or assigned.
12. Other lead duties as assigned by the Commissioner or designee.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis:
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

**Required**       **Preferred**       **N/A**

Possession of valid Class B Wisconsin Commercial Driver's License upon hire with attainment of a Class A license with N and Air Brake Endorsements 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.

**C. Required Work Experience:**

**In addition to Education/Licensure**                       **Instead of Education/Licensure**

Prior experience as equipment operator and/or commercial driving experience preferred. **The Lead Worker shall have at least three years prior Vilas County Highway Department experience.**

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

- Over 50% of the work is spent sitting, hearing, using far vision, and low handling. A lesser amount of time (35%) is spent standing, walking, feeling, talking, using near vision, low lifting up to 50 lbs., low pushing/pulling, and medium handling. Stopping, kneeling, crouching, climbing (using legs and feet), reaching, balancing, bending/twisting, medium/high lifting up to 100 lbs., low/medium carrying, medium pushing/pulling and low fingering is done to a lesser degree (10% of the time). In non-routine conditions (5% of the time), crawling, running, climbing (using legs and arms for support), very high lifting over 100 lbs., high/very high carrying, high/very high pushing/pulling, high handling and medium/high fingering are necessary.
- Over 80% of the work is performed outside. Working in extreme cold; extreme heat; noise; experiencing dramatic shifts in falling temperature; occur 25% of the time. Hazards from fast moving vehicles; working inside; dramatic shifts in rising temperature; humid conditions; vibrations occur 10% of the time. In unusual situations, wet conditions are present as well as many hazards – mechanical, electrical burs, and heights over 12 feet. Fumes, mists gases, odors, dust, poor ventilation and being in a physically confining area are also present in unusual situations.
- Ability to establish and maintain effective working and public relations.
- Ability to read, write, understand, follow and issue oral and written instructions.
- Ability to keep neat, clear and accurate records.
- Ability to apply concepts such as fractions, percentages, and ratios to practical situations.
- Ability to solve practical problems and deal with a variety of situations.
- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- Complies with applicable federal and state laws and established County procedures, policies and standards.

**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

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 a skill required of the person so classified and may be subject to change by the County without notice.

**RESOLUTION 2014 - 12**

**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 increased/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 increased/decreased revenue and to authorize a corresponding increase/decrease in expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	<u>100.28.43656</u>	<u>WIC Grant</u>	<u>-\$11,936.00</u>
Expense	<u>100.28.54100.0703</u>	<u>WIC Grant</u>	<u>-\$11,936.00</u>
Revenue	<u>100.28.43651</u>	<u>Prevention Grant</u>	<u>-\$1,426.00</u>
Expense	<u>100.28.54100.0998</u>	<u>Prevention Grant</u>	<u>-\$1,426.00</u>
Revenue	<u>100.28.43653</u>	<u>Immunization Grant</u>	<u>+\$411.00</u>
Expense	<u>100.28.54100.0933</u>	<u>Immunization Grant</u>	<u>+\$411.00</u>
Revenue	<u>100.28.43652</u>	<u>WWWP Grant</u>	<u>+\$647.00</u>
Expense	<u>100.28.54100.0899</u>	<u>WWWP Grant</u>	<u>+\$647.00</u>
Revenue	<u>100.28.43650</u>	<u>MCH Grant</u>	<u>+\$1,043.00</u>
Expense	<u>100.28.54100.0996</u>	<u>MCH Grant</u>	<u>+\$1,043.00</u>
Revenue	<u>100.28.43654</u>	<u>Lead Grant</u>	<u>+\$209.00</u>
Expense	<u>100.28.54100.0997</u>	<u>Lead Grant</u>	<u>+\$209.00</u>

**NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors in session this 25<sup>th</sup> day of February, 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.

FISCAL COMMENT:

- Included within Resolution
- See Attached
- Not applicable

SUBMITTED BY:

**Public Health Board**

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Erv Teichmiller, Chair

H. R. REVIEW

- Approved
- Not applicable

\_\_\_\_\_  
Linda Thorpe

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Human Resources Director

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Emil Bakka

APPROVED AS TO FORM

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Alden Bauman

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Corporation Counsel

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Carolyn Ritter

**RESOLUTION 2014 - 13**

**Re: Budget Amendment - 2014 Wisconsin Land Information Program Grant**

1           **WHEREAS**, the State of Wisconsin Department of Administration (“Agency”) has  
2 awarded grant funds to the Land Information/Mapping Department through the Wisconsin Land  
3 Information Program; and

4           **WHEREAS**, the Agency has awarded \$14,661 to Vilas County for publishing the 2014  
5 edition of the Vilas County Emergency Response Zone Atlas which was last published in 2007;  
6 and

7           **WHEREAS**, the Land Information/Mapping Department believes that this grant revenue  
8 will significantly improve the ability of Vilas County to provide updated spatial information to  
9 emergency response units throughout the County; and

10           **WHEREAS**, the Land Information/Mapping Department and the North Central Regional  
11 Planning Commission will coordinate the publication of the Vilas County Emergency Response  
12 Zone Atlas; and

13           **WHEREAS**, the Land Records Committee recommends that the 2014 budget be  
14 amended to allow for the increased revenue and to authorize a corresponding increase in  
15 expenditures as shown below:

Revenue or Expense	Line Item Number	Description	Amount
Revenue	100.23.43702	Land Records Grant	\$14,661.00
Expense	100.23.51736.0599	Land Records Grant	\$14,661.00

16  
17  
18  
19  
20  
21  
22           **NOW, THEREFORE, BE IT RESOLVED** by the Vilas County Board of Supervisors  
23 in session this 25th day of February, 2014, that the 2014 budget is amended by the amount of the  
24 funds received, and the Finance Director is instructed to record such information in the official  
25 books of the County for the year ending December 31, 2014.

26           **BE IT FURTHER RESOLVED** that the County Clerk is instructed to publish a Class 1  
27 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

SUBMITTED BY:

**Land Records Committee**

\_\_\_\_\_  
Charles Rayala, Chair

H. R. REVIEW

Approved

Not applicable

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Human Resources Director

APPROVED AS TO FORM

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Corporation Counsel

---

Edward Bluthardt

---

Sig Hjemvick

---

Ralph Sitzberger

---

Kathleen Rushlow

Award Amount: \$13,661  
Agreement Number: AD149854

**2014 WISCONSIN LAND INFORMATION PROGRAM GRANT  
GRANT AGREEMENT  
BETWEEN  
THE STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
And  
Vilas COUNTY**

**THIS AGREEMENT** is made and entered into by and between the State of Wisconsin ("State"), Department of Administration ("Department") and Vilas County ("Grantee"). This Agreement is complete and effective upon the signature of all parties.

**WHEREAS**, the Department administers the **Wisconsin Land Information Program** Grant ("Grant") through the Division of Intergovernmental Relations ("Division") to provide funds for eligible activities; and

**WHEREAS**, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

**WHEREAS**, the Grantee has submitted an Application for the Grant to the Department and the Department, on reliance upon the representations set forth in the Application, approved an award to the Grantee in the amount of \$13,661 and

**WHEREAS**, the terms and conditions herein shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

**WHEREAS**, this Agreement is a mutually exclusive with, and is distinguished from, all previous agreements between the Grantee and the Department, and contains the entire understanding between the parties;

**NOW, THEREFORE**, in consideration of the mutual promises and dependent documents, the parties hereto agree as set forth in Articles 1 through 17 which are annexed and made a part hereof.

**State of Wisconsin  
Department of Administration  
Division of Intergovernmental Relations**

**Vilas County**

**BY:** \_\_\_\_\_  
**Administrator  
Division of Intergovernmental Relations**

**BY:** \_\_\_\_\_  
**Name and Title**

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS**

### **ARTICLE 1. APPLICABLE LAW**

This Agreement shall be governed under the laws of the State of Wisconsin. The monies shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without the consent of the Department.

### **ARTICLE 2. LEGAL RELATIONS AND INDEMNIFICATION**

The Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the performance period of this Agreement and that in any manner affect the work or its conduct.

The Grantee shall indemnify and hold harmless the Department and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its contractor(s), in performing work under this Agreement; brought for or on account of any obligations arising out of contracts between Grantee and its contractor(s) to perform services or otherwise supply products or services; or as a result of this grant.

The Grantee shall also hold the Department and the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts. If federal law requires an audit and if the Grantee is also the recipient of state funds under the same or a separate grant program, then the state funded programs shall also be included in the scope of the federally required audit. The Grantee shall comply with any requirements related to funding sources.

### **ARTICLE 3. STANDARDS FOR PERFORMANCE**

These 2014 grant projects must be completed by December 31, 2015. The Grantee shall perform the projects and activities as set forth in the Grant Application and stipulated by the Department, and described herein in accordance with the standards set forth in Uniform Instructions for Preparing County and [State] Agency Land Information Modernization and Integration Plans (available from the Wisconsin Land Information Program), incorporated herein by reference; and the standards from statute and administrative rule or adopted by the Department, State Geographic Information Officer, and any other applicable professional standards.

### **ARTICLE 4. PUBLICATIONS**

All materials produced under this Agreement shall become the property of the Grantee, but shall be subject to the Wisconsin Public Records Law, Wis. Stat. 19.21 *et seq.* The Department reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use the work for government purposes. A notation indicating the participation of and partial funding by the Department shall be carried on all reports, materials, data and/or other information produced as a result of this Agreement.

### **ARTICLE 5. EXAMINATION OF RECORDS**

Upon notice the Department shall have access to, and the right to examine, audit, excerpt, transcribe and copy on the Grantee's premises, any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the Department shall have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the Department. Such material shall be retained for a minimum of three years by the Grantee following final payment under this Agreement. This provision shall also apply in the event of termination of this Agreement. The Grantee shall notify the Department in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and may be reimbursed to the Grantee by the Department.

Award Amount: \$13,661  
Agreement Number: AD149854

The minimum acceptable financial records for the project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs; 7) Documentation of acquisition of contract services and materials; and 8) Any other records which support charges to project funds. The Grantee shall maintain sufficient segregation of project accounting records from other projects and/or programs.

#### **ARTICLE 6. PERFORMANCE REPORTS**

The Grantee shall submit an annual performance report via the County Retained Fee/Grant Report as already required by s. 59.72(2)(b), Wis. Stats. The annual report for the previous calendar year is due June 30<sup>th</sup> of each year. The Grantee is to use the County Retained Fee/Grant Report form provided by the Department.

#### **ARTICLE 7. PROJECT COMPLETION**

As a special term and condition of the Grant award, Grantee shall complete the entire project as proposed in its grant application or modified by joint agreement, including submission of annual performance reports required in Article 6 above.

#### **ARTICLE 8. EXTENSIONS**

The Grantee may request in writing an extension(s) of the Department if project will not be completed within the specified performance period. If the Grantee and the Department agree to the terms of the extension, the extension will be granted.

#### **ARTICLE 9. FAILURE TO PERFORM**

The Department reserves the right to request refund of the grant award if required reports are not provided to the Department in a timely basis or if performance of contracted activities is not evidenced.

#### **ARTICLE 10. TERMINATION OF AGREEMENT**

The Department may terminate this Agreement at any time without cause upon thirty (30) days written notice to the Grantee. Upon termination, the Department's liability shall be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of the Department. The Grantee may terminate this Agreement, by delivering written notice to that effect to the Department not less than thirty (30) days prior to termination.

In the event this Agreement is terminated, for any reason whatsoever, the Grantee shall refund to the Department any payment made by the Department to the Grantee which exceeds actual costs incurred in carrying out the project as of the date of termination. This Agreement is subject to termination upon failure of the legislature to appropriate monies for it.

#### **ARTICLE 11. CANCELLATION FOR CAUSE**

The Department reserves the right to cancel any Agreement in whole or in part without penalty effective upon mailing of notice of cancellation for failure of the Grantee to comply with the any terms and conditions of this Agreement.

#### **ARTICLE 12. NON-APPROPRIATION OF FUNDS**

The appropriation from which payments are to be made is authorized under Sections 16.967 (7) and 20.505 (1) (ie) of the Wisconsin Statutes. This Agreement shall terminate without penalty if the Legislature fails to appropriate the funds necessary to carry out its terms.

### **FISCAL TERMS AND CONDITIONS**

#### **ARTICLE 13. ELIGIBLE COSTS**

Eligible Costs are costs that are directly attributable to Grant activities and identified and approved in the Grant Application.

- 81.** No Eligible Costs subject to this Grant may be incurred prior to the execution of this Agreement unless previously approved in writing by the Department.

Award Amount: \$13,661  
Agreement Number: AD149854

**82.** Costs only as identified in the Budget and described in the Project Description are allowed.

**ARTICLE 14. METHOD OF PAYMENT**

Payments for the Land Information Program's Land Information System Base Budget Grant (if eligible) shall be made in full after grant agreement execution and before September 30, 2014.

**ARTICLE 15. AUDIT REQUIREMENT**

Grantee shall have a certified annual audit performed utilizing Generally Accepted Auditing Principles and Generally Accepted Auditing Standards. The following requirements apply:

Governmental entities that expend more than \$500,000 in Federal or \$100,000 in State awards in a single year shall comply with the Single Audit Act of 1984, OMB Circular A-133 and the State Single Audit Guidelines issued by the Department of Administration. Single audit reports are due to the Department within thirty (30) days from issuance of the report, but no later than 180 days after the end of the audit period.

If less than \$500,000 in Federal or \$100,000 in State awards are expended in a year, the organization shall confirm in writing that the above audit requirements are not applicable. This confirmation shall be submitted to the address listed below.

One copy (1) of the audit, along with the Management letter, if one was issued by the auditor, should be submitted to the address listed below. Responses and corrective action to be taken by management should be included for any findings or comments issued by the auditor. Send these copies to:

Single Audit Coordinator  
Wisconsin Department of Administration  
Division of Administrative Services  
101 East Wilson Street, P.O. Box 7869  
Madison, Wisconsin 53707-7869.

The county, their agents and contractors shall participate in reasonable, random, unannounced, on-site audits of all program-related activities and expenditures on request.

\*See OMB Circ. A-128 (Audits of State and Local Governments) and A-133 (Audits of Institutions of Higher Education and Other Non-profit Institutions) for special rules regarding entities that receive between \$25,000 and \$100,000 in Federal awards.

**ASSURANCES**

**ARTICLE 16. NONDISCRIMINATION IN EMPLOYMENT**

Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

**ARTICLE 17. DISCLOSURE**

The Grantee shall not engage the service of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the written consent of the employer of such person or persons and of the Department.

## **EMPLOYEE RECOGNITION CERTIFICATES**

(As of December 31, 2013)

The County Board will be awarding employee recognition certificates at their upcoming meeting on February 25<sup>th</sup> in the lower level Courthouse conference rooms. Please notify the employees listed below that they may receive their certificate on that date.

### **Child Support**

Courtney Szuta (10 years)

### **Commission on Aging/ADRC**

Laura Rozga (10 years)

### **Forestry**

John Gagnon (20 years)

### **Highway**

Michael Krueger (25 years)

Jarred Maney (20 years)

Daniel Klessig (20 years)

### **Juvenile Intake**

Eric Swanson (5 years)

### **Maintenance**

Russell Szuta (10 years)

Cindy Doyen (5 years)

### **Recreation**

Dale Mayo (20 years)

### **Sheriff's Department/Jail**

Carl Gauger (25 years)

James Rozga (20 years)

Charisse Rozga-Anderson (20 years)

William Weiss (15 years)

Sherylyn Block (15 years)

Louise Horn (10 years)

Jamie Meier (5 years)

Theodore Indermuehle (5 years)

Kimberlie Eggleston (5 years)

Thomas Stoltman (5 years)

### **Social Services**

Helga Low (20 years)

### **Surveyor**

Tom Boettcher (25 years)

### **Treasurer**

Edith Kukanich (25 years)

### **Zoning**

David Sadenwasser (5 years)

# Active EFWS-Vilas Co Report

TOWNSHIP	BUSINESS NAME	NAME	ADDRESS	CITY, STATE	ZIPCODE
ARBOR VITAE	MONICALS PIZZA	COOK, DAVE	360 HWY 51 N	WOODRUFF WI	54568
BOULDER JCT	KNITS HARDWARE HANK	MAURER, KRISTA	P.O. BOX 327	BOULDER JCT., WI	54512
CLOVERLAND		ZIMA, GEORGE & BARBARA	1630 SUNSET RD	EAGLE RIVER, WI	54521
CONOVER	JENSEN AKINS HARDWARE	AKINS, JOHN AND JUDY	160 HWY 45	CONOVER, WI	54519
LAC DU FLAMBEAU	SQUARES RESORT	BERNARD, JOHN	F1175 THOMPSON LANE	MINOCQUA, WI	54548
LAC DU FLAMBEAU	LDF SMOKESHOP	LaBARGE, JUNE	597 PEACE PIPE RD	LAC DU FLAMBEAU, WI	54538
LAND O'LAKES	FORSLUND LUMBER SUPPLY	HARMON, KEVIN	5815 HWY 45	LAND O'LAKES	54540
LAND O'LAKES		OTTERPOHL, SAMUEL	7649 PALMER LK RD	LAND O'LAKES, WI	54540
LINCOLN	WILD EAGLE CORNER STORE	CASHMAN, WILLIAM	1970 HWY 45 N	EAGLE RIVER, WI	54521
LINCOLN	EAGLE RIVER SRVICE CENTER	SEYFERT, KURT	5216 TWILIGHT LANE	EAGLE RIVER, WI	54521
LINCOLN,SUG CMP	TOBACCO ROAD	MOHR, BARRY & WENDY	667 HWY 45 S	EAGLE RIVER, WI	54521
MANITOWISH WTRS	TOWNLINE SPORTS	CONNAUGHTY, DAN & DEB	5198 HWY 51 S	MANITOWISH WTRS WI	54545
MANITOWISH WTRS	THE VILLAGE MARKET	DAHL, OWEN	P O BOX 209	MANITOWISH WATERS, WI	54545
MANITOWISH WTRS	LITTLE STAR GARAGE	RAYALA III, CHARLES M	P O BOX 226	MANITOWISH WATERS, WI	54545
MANITOWISH WTRS	LITTLE STAR GARAGE	RAYALA JR., CHARLIE	P O BOX 226	MANITOWISH WATERS, WI	54545
PLUM LAKE	STAR LAKE STORE	BECKER, DEBBIE	7851 HWY K	STAR LAKE, WI	54561

<b>TOWNSHIP</b>	<b>BUSINESS NAME</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>CITY, STATE</b>	<b>ZIPCODE</b>
PLUM LAKE	MOBIL EXPRESS OF SAYNER	LOVEDAL, RICK	277 MAIN STREET	SAYNER, WI	54560
PRESQUE ISLE	THOMAS MINI-MART	THOMA, MARGE	11610 HWY W	PRESQUE ISLE, WI	54557
PRESQUE ISLE	THE RETREAT BAR	WALLACE, GARY & SUE	HC 1 BOX 446	PRESQUE ISLE, WI	54557
ST GERMAIN	RAYS LANDING	ALEXANDER, RAY	8139 NORTHWOOD DR	ST GERMAIN, WI	54558
ST. GERMAIN	HARDWARE HANK	KNITT, KENT & TERRI	BOX 310	ST. GERMAIN, WI	54558
WASHINGTON	VILAS CO CLERK	ALLEMAN, DAVID	CTY CLERK OFC, COURTHOUSE	EAGLE RIVER WI	54521
WASHINGTON	NOBBES NORTH	NOBBE, CAROLYN	2901 HWY 70E	EAGLE RIVER WI	54521
WINCHESTER	30pt TRADING POST&TAP	WAINIO, JOAN & SULO	HC2 BOX 890	WINCHESTER, WI	54557



PHILIP WILLIAMS  
Chairman

RICHARD CLEM, Supervisor  
THOMAS GHILONI, Supervisor

RUTH ALLIS, Clerk  
GERI SELL, Treasurer

## TOWN OF WINCHESTER

10363 COUNTY ROAD W, WINCHESTER, WI 54557-9101  
VILAS COUNTY

715-686-2123

FAX 715-686-2488

January 28, 2014

Vilas County Board  
Steve Favorite, Chairman  
330 Court St.  
Eagle River, WI 54521

Dear Vilas County Board,

I would like to thank the Vilas County Highway Department for the excellent job they have done in maintaining the county roads in Winchester, both snow plowing in the winter and mowing the shoulders in the summer.

Additionally, I would like to thank Jarred Maney, Highway Commissioner, for his help with the TRIP Program application.

Sincerely,

A handwritten signature in cursive script, appearing to read "Phil Williams".

Phil Williams  
Chairman, Town of Winchester

cc: Jarred Maney, Highway Commissioner