

**AGENDA FOR THE
DOUGLAS COUNTY BOARD OF SUPERVISORS
Thursday, April 18, 2019, 6:00 p.m., Board Room, Second Floor, Government Center
1316 North 14th Street, Superior, Wisconsin**

(County Board to maintain a two-hour meeting limit or take action to continue meeting beyond that time.)

Meeting called to order by Chairman Mark Liebaert.

Pledge of Allegiance to be recited.

Roll call taken by County Clerk Susan Sandvick.

Approval of the March 21, 2019, meeting minutes.

CORRESPONDENCE

None.

PRESENTATIONS

Employee of the Quarter Award – David Leckel, Clerk of Courts Office

Lake Superior National Estuarine Research Reserve – Erika Washburn, Reserve Manager

PUBLIC COMMENT

Public comment will be allowed on action items listed on the agenda. All comments shall be limited to three minutes in length, unless otherwise directed by the board.

ORDINANCES

Repeal of Ordinance #4.31 and adoption of Ordinance #4.31A, Restrictions on Sale or Gift of Cigarettes, Nicotine Products or Tobacco Products to Minors, presented by the Public Safety Committee.

Ordinance #4.31B, Purchase or Possession of Cigarettes, Nicotine Products or Tobacco Products by Persons under the Age of 18, presented by the Public Safety Committee.

RESOLUTIONS

#18-19: Resolution by the Land and Development Committee recommending approval of land sales. (Exhibit A-4-19)

#19-19: Resolution by Supervisors on the Health and Human Services Board and the Administration Committee recommending approval of Veterans Service Office position.

DOUGLAS COUNTY MISSION STATEMENT

The mission of Douglas County is to provide cost-effective services, with equal access to all citizens; to continue and enhance partnerships; to responsibly manage our resources and plan for the future.

#20-19: Resolution by the Forest, Parks and Recreation Committee and the Administration Committee recommending approval of fee schedule for Forestry Department. (Exhibit B-4-19)

#21-19: Resolution by the Administration Committee recommending approval of amendments to Douglas County Personnel Policies. (Exhibit C-4-19)

#22-19: Resolution by the Administration Committee recommending approval of budgetary transfers. (Exhibit D-4-19)

#23-19: Resolution by the Administration Committee recommending approval of year-end 2018 reserve account adjustments. (Exhibit E-4-19)

#24-19: Resolution by the Administration Committee supporting restoration of state income tax reciprocity between Wisconsin and Minnesota.

COUNTY ADMINISTRATOR REPORT

COUNTY BOARD CHAIR REPORT

APPOINTMENTS

Civil Service Commission – Richard Berchild (24)

Wisconsin Point Area Management Plan – Alan Jaques (Alternate)

COMMITTEE REPORTS

YOUTH REPRESENTATIVE REPORTS

APPROVAL OF BILLS AND CLAIMS (on iPad paperless drive)

FUTURE AGENDA ITEMS

ADJOURNMENT: Next regularly scheduled meeting – May 16, 2019.

Submitted by,

Susan T. Sandvick
Douglas County Clerk

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying, or on county's website www.douglascountywi.org. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TDD (715) 395-7521.
Posted: Courthouse, Government Center, www.douglascountywi.org



Pamela A. Tafelski 04-11-19

ORDINANCE #4.31A
RESTRICTIONS ON SALE OR GIFT OF CIGARETTES,
NICOTINE PRODUCTS OR TOBACCO PRODUCTS
TO MINORS

THE BOARD OF SUPERVISORS OF DOUGLAS COUNTY DOES ORDAIN AS FOLLOWS:

Douglas County Ordinance #4.31 is hereby repealed in its entirety and replaced with the following:

SECTION I. AUTHORITY

Pursuant to the authority of Chapters 134, 139 and 254, Wisconsin Statutes, the Douglas County Board of Supervisors does hereby establish rules and regulations regulating the sale or gift of cigarettes, nicotine products or tobacco products to minors.

SECTION II. DEFINITIONS

The following definitions apply in this Ordinance:

A. "Cigarette" means any roll of tobacco wrapped in paper or any substance other than tobacco.

B. "Distributor" means any of the following:

- (1) Any person who acquires unstamped cigarettes from the manufacturer thereof, affixes stamps to the packages or other containers, stores them and sells them to other permittees or to retailers for resale or who acquires stamped cigarettes from another permittee for such sales.
- (2) Any person engaged in the business of selling tobacco products in Wisconsin who brings, or causes to be brought into Douglas County from outside Wisconsin, any tobacco products for sale.
- (3) Any person who makes, manufactures, or fabricates tobacco products in Douglas County for sale in Wisconsin.
- (4) Any person engaged in the business of selling tobacco products outside Wisconsin who ships or transports tobacco products to retailers in Wisconsin to be sold by those retailers.

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1. Pomush		
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3. Finn		
4. Clark		
5. Baker		
6. Leino		
7. Glazman		
8. Raunio		
9. Jaques		
10. Quam		
11. Finendale		
12. Lear		
13. Allen		
14. Ryan		
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16. Luostari		
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18. Moen		
19. Long		
20. Borgeson		
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Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____		
Rev. 11-16-18		

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C. "Identification card" means any of the following:

- (1) A license containing a photograph issued under Chap. 343.
- (2) An identification card issued under s. 343.50, Wis. Stats.
- (3) An identification card issued under s. 125.08, 1987 Wis. Stats.

D. "Jobber" means any person who acquires stamped cigarettes from manufacturers or distributors, stores them and sells them to retailers for resale.

E. "Manufacturer" means any of the following:

- (1) Any person who manufactures cigarettes for the purpose of sale, including the authorized agent of a person who manufactures cigarettes products for the purpose of sale.
- (2) Any person who manufactures and sells tobacco products.

F. "Nicotine product" means a product that contains nicotine and is not any of the following:

- (1) A tobacco product
- (2) A cigarette.
- (3) A product that been approved by the U.S. food and drug administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purpose.

G. "Retailer" means any person licensed under s. 134.65(1), Wis. Stats.

H. A "School" means a public, parochial or private school which provides an educational program for one or more grades between grades 1 and 12 and which is commonly known as an elementary school, middle school, junior high school, senior high school or high school.

I. "Stamp" means the authorized indicia of cigarette tax payment including water transfer stamps and heat applied stamps.

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J. "Subjobber" means any person, other than a manufacturer or distributor, who purchases tobacco products from a distributor and sells them to persons other than the ultimate consumers.

K. "Tobacco products" means cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking; but "tobacco products" does not include cigarettes.

L. "Vending machine" is any mechanical device which automatically dispenses cigarettes, nicotine products or tobacco products upon the deposit therein of specified coins in payment for such cigarettes.

M. "Vending machine operator" means a person who acquires stamped cigarettes, nicotine products or tobacco products from manufacturers or permittees, stores them and sells them through the medium of vending machines which he or she owns, operates or services and which are located on premises which are owned or under the control of other persons.

SECTION III. RESTRICTIONS ON CIGARETTE OR TOBACCO PROVIDERS

A. No retailer, manufacturer, distributor, jobber or subjobber, no agent, employee or independent contractor of a retailer, manufacturer, distributor, jobber or subjobber and no agent or employee of an independent contractor may sell or provide for nominal or no consideration cigarettes, nicotine products or tobacco products to any person under the age of 18, except that a person under 18 years of age may purchase or possess cigarettes, nicotine products or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer. A vending machine operator is not liable under this paragraph for the purchase of cigarettes, nicotine products or tobacco products from his or her vending machine by a person under the age of 18 if the vending machine operator was unaware of the purchase.

B. No retailer, manufacturer, distributor, jobber, subjobber, no agent, employee or independent contractor of a retailer, manufacturer, distributor, jobber or subjobber and no agent or employee of an independent contractor may provide for nominal or no consideration cigarettes, nicotine products or

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tobacco products to any person except in a place where no person younger than 18 years of age is present or permitted to enter unless the person who is younger than 18 years of age is accompanied by his or her parent or guardian or by his or her spouse who has attained the age of 18 years.

C. A retailer shall post a sign in areas within his or her premises where cigarettes, nicotine products or tobacco products are sold to consumers stating that the sale of any cigarettes, nicotine products or tobacco products to a person under the age of 18 is unlawful pursuant to Wisconsin Statutes and this Ordinance.

D. A vending machine operator shall attach a notice in a conspicuous place on the front of his or her vending machines stating that the purchase of any cigarettes, nicotine products or tobacco products by a person under the age of 18 is unlawful pursuant to Wisconsin Statutes and this Ordinance.

E. A retailer or vending machine operator may not sell cigarettes, nicotine products or tobacco products from a vending machine unless the vending machine is located in a place where the retailer or vending machine operator ensures that no person younger than 18 years of age is present or permitted to enter unless he or she is accompanied by his or her parent or guardian or by his or her spouse who has attained the age of 18 years. Notwithstanding this paragraph, no retailer may place a vending machine within 500 feet of a school.

F. No retailer may sell cigarettes in a form other than as a package or container on which a stamp is affixed under s. 139.32(1), Wis. Stats.

SECTION IV. DEFENSE: SALE TO MINORS

Proof of all of the following facts by a retailer, manufacturer, distributor, jobber, or subjobber, an agent, employee, or independent contractor of a retailer, manufacturer, distributor, jobber, or subjobber, or an agent or employee of an independent contractor who sells cigarettes, nicotine products or tobacco products to a person under the age of 18 is a defense to any prosecution for a violation of Section III (A) of this Ordinance:

A. That the purchaser falsely represented that he or she had attained the age of 18 and presented an identification card.

B. That the appearance of the purchaser was such that an ordinary and prudent person would believe that the purchaser had attained the age of 18.

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C. That the sale was made in good faith, in reasonable reliance on the identification card and appearance of the purchaser and in the belief that the purchaser had attained the age of 18.

SECTION V. PENALTIES

A. In this paragraph, "violation" means a violation of Section III (A), (B), (E) and (F) of this Ordinance.

B. A person who commits a violation is subject to a forfeiture of:

- (1) Not more than \$500 if the person has not committed a previous violation within 12 months of the violation; or
- (2) Not less than \$200 nor more than \$500 if the person has committed a previous violation within 12 months of the violation.

C. Whoever violates Section III (C) of this Ordinance shall forfeit not more than \$25.

D. Whoever violates Section III (D) of this Ordinance shall forfeit not more than \$50.

SECTION VI. LOCAL ORDINANCE

This ordinance does not apply within any town, village or city that has adopted or adopts an ordinance under s. 134.66(5), Wis. Stats.

SECTION VII. SEVERABILITY AND REPEAL

A. Each section, paragraph, sentence, clause, word and provision of this Ordinance is severable, and if any provisions shall be held unconstitutional or invalid for any reason such decisions shall not affect the remainder of the Ordinance nor any part thereof other than that affected by such decision.

B. All other ordinances or parts of ordinances of Douglas County inconsistent or conflicting with this Ordinance to the extent of the inconsistency only, are hereby repealed.

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SECTION VII. EFFECTIVE DATE

Following passage and publication by the Douglas County Board of Supervisors this Ordinance shall be in full force and effect.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)

(Fiscal Note: None)

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Rev. 11-16-18		

**ORDINANCE #4.31B
PURCHASE OR POSSESSION OF CIGARETTES,
NICOTINE PRODUCTS OR TOBACCO PRODUCTS BY
PERSONS UNDER THE AGE OF 18
PRESENTED BY THE PUBLIC SAFETY COMMITTEE**

THE BOARD OF SUPERVISORS OF DOUGLAS COUNTY DOES ORDAIN AS FOLLOWS:

SECTION I. AUTHORITY

Pursuant to the authority of Chapters 134, 139 and 254, Wisconsin Statutes, the Douglas County Board of Supervisors does hereby establish rules and regulations regulating the purchase and/or possession of cigarettes, nicotine products or tobacco products by persons under the age of 18.

SECTION II. DEFINITIONS

The following definitions apply in this Ordinance:

A. "Cigarette" means any roll of tobacco wrapped in paper or any substance other than tobacco.

B. "Nicotine product" means a product that contains nicotine and is not any of the following:

- (1) A tobacco product
- (2) A cigarette.
- (3) A product that been approved by the U.S. food and drug administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purpose.

C. "Tobacco products" means cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking; but "tobacco products" does not include cigarettes.

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SECTION III. RESTRICTIONS ON MINORS

A. No person under 18 years of age may falsely represent his or her age for the purpose of receiving any cigarettes, nicotine products or tobacco products or may purchase, attempt to purchase or possess any cigarettes, nicotine products or tobacco products except that a person under 18 years of age may purchase or possess cigarettes, nicotine products or tobacco products for the sole purpose of resale in the course of employment during his or her working hours if employed by a retailer.

B. A person under 18 years of age, but not under 15 years of age, may purchase, attempt to purchase or possess cigarettes, nicotine products or tobacco products in the course of his or her participation in an investigation under s. 254.916, Wis. Stats., that is conducted in accordance with s. 254.916(3), Wis. Stats.

C. A law enforcement officer shall seize any cigarettes, nicotine products or tobacco products that has been sold to and is in the possession of a person under 18 years of age.

SECTION IV. PENALTY

Any person convicted of violating this section, shall be subject to a forfeiture not to exceed \$50.00.

SECTION V. LOCAL ORDINANCE

This ordinance does not apply within any town, village or city that has adopted or adopts an ordinance under s. 254.92, Wis. Stats.

SECTION VI. SEVERABILITY AND REPEAL

A. Each section, paragraph, sentence, clause, word and provision of this Ordinance is severable, and if any provisions shall be held unconstitutional or invalid for any reason such decisions shall not affect the remainder of the Ordinance nor any part thereof other than that affected by such decision.

B. All other ordinances or parts of ordinances of Douglas County inconsistent or conflicting with this Ordinance to the extent of the inconsistency only, are hereby repealed.

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Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____		
Rev. 11-16-18		

SECTION VII. EFFECTIVE DATE

Following passage and publication by the Douglas County Board of Supervisors this Ordinance shall be in full force and effect.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)
 (Fiscal Note: None)

RESOLUTION #18-19
RESOLUTION BY THE LAND AND DEVELOPMENT
COMMITTEE

Subject: Land Sales

WHEREAS, the following parcels of land were advertised on March 1, 18, and 15, 2019, in accordance with Section 76.59, Wisconsin Statutes, and the highest bids received are as follows:

\$ 1,630.00 Parcel 5-19: That part of the NE1/4 of the NW1/4, of Section 20-47-13, (complete legal description available in the County Clerk's Office), Town of Oakland, (OA-022-00616-00), from Jeffrey Ekstrom. Intended use: Access to adjoining land;

\$ 551.00 Parcel 7-19: A strip of land 100' in width, comprising all that part of the West1/2 of the SE1/4 of the NW1/4 of Section 36-48-13, (complete legal description available in the County Clerk's Office), Town of Parkland, (PA-024-00733-00), from John Lange. Intended use: Adjacent property owner;

\$ 1,000.00 Parcel 10-19: The South 29' of Lot 1 of Certified Survey Map Number 758 recorded in Volume 5, page 203, as Document Number 727279, located in NE1/4 of the NW1/4 of Section 24-47-14, Town of Superior, (TS-030-00589-03), from Alan Kirschbaum. Intended use: Personal use;

\$ 525.00 Parcel 11-19: Lot 32, Block 14, Riverside Division of Oliver, alley vacated #702742, Village of Oliver, (OL-165-02160-00), from Debbie Young. Intended use: Adjacent property owner; and

\$ 7,851.00 Parcel 16-19: West 60' of Lots 1, 2 and 3, Block 13, South Superior First Division, City of Superior, 1810 N. 59th Street, (08-808-00274-00), from Michael Milchesky. Intended use: Construct garage and playhouse.

NOW, THEREFORE, BE IT RESOLVED that the Douglas County Board of Supervisors, in regular meeting assembled, authorizes the County Clerk to execute quit claim deeds on the above named properties.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)
(Fiscal Note: Increase "Profit and Loss on Land Sales Account" by \$11,557.00)

Roll Call		
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Rev. 11-16-18		

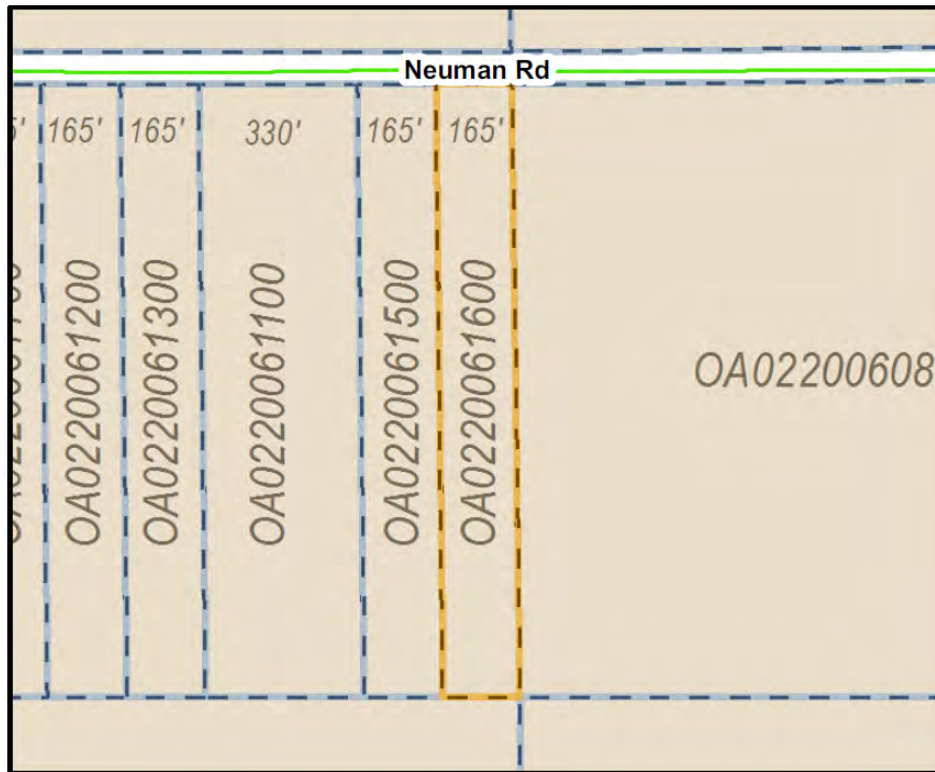
EXHIBIT A-4-19
Resolution #18-19
Land Sales

Presented by Land & Development Committee

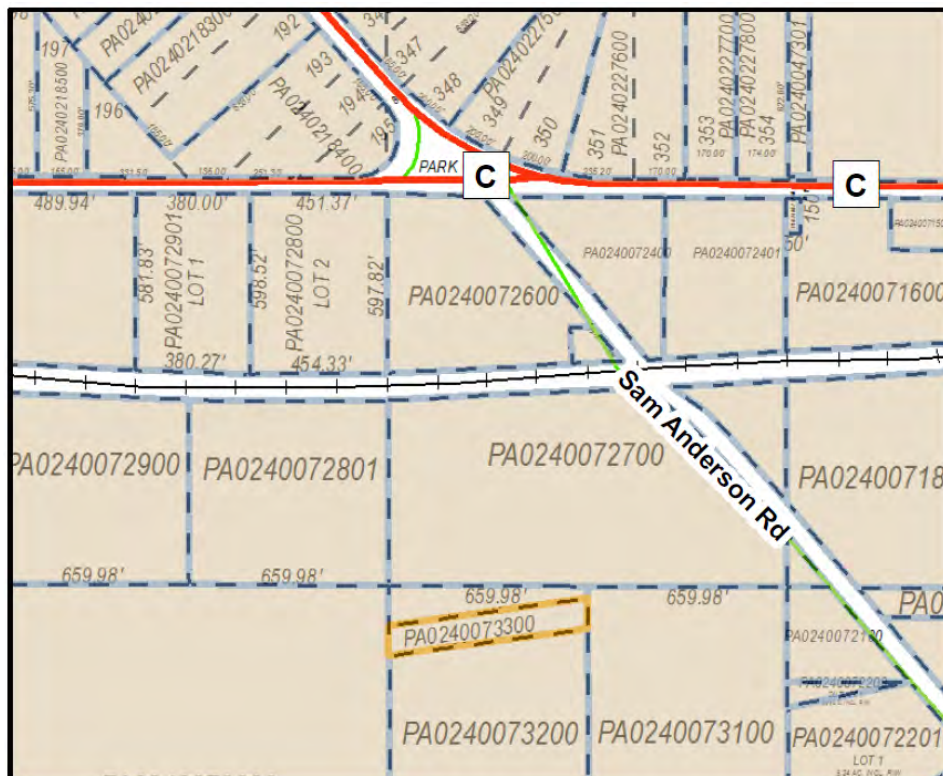


DOUGLAS COUNTY BOARD OF SUPERVISORS
April 18, 2019

RESOLUTION #18-19

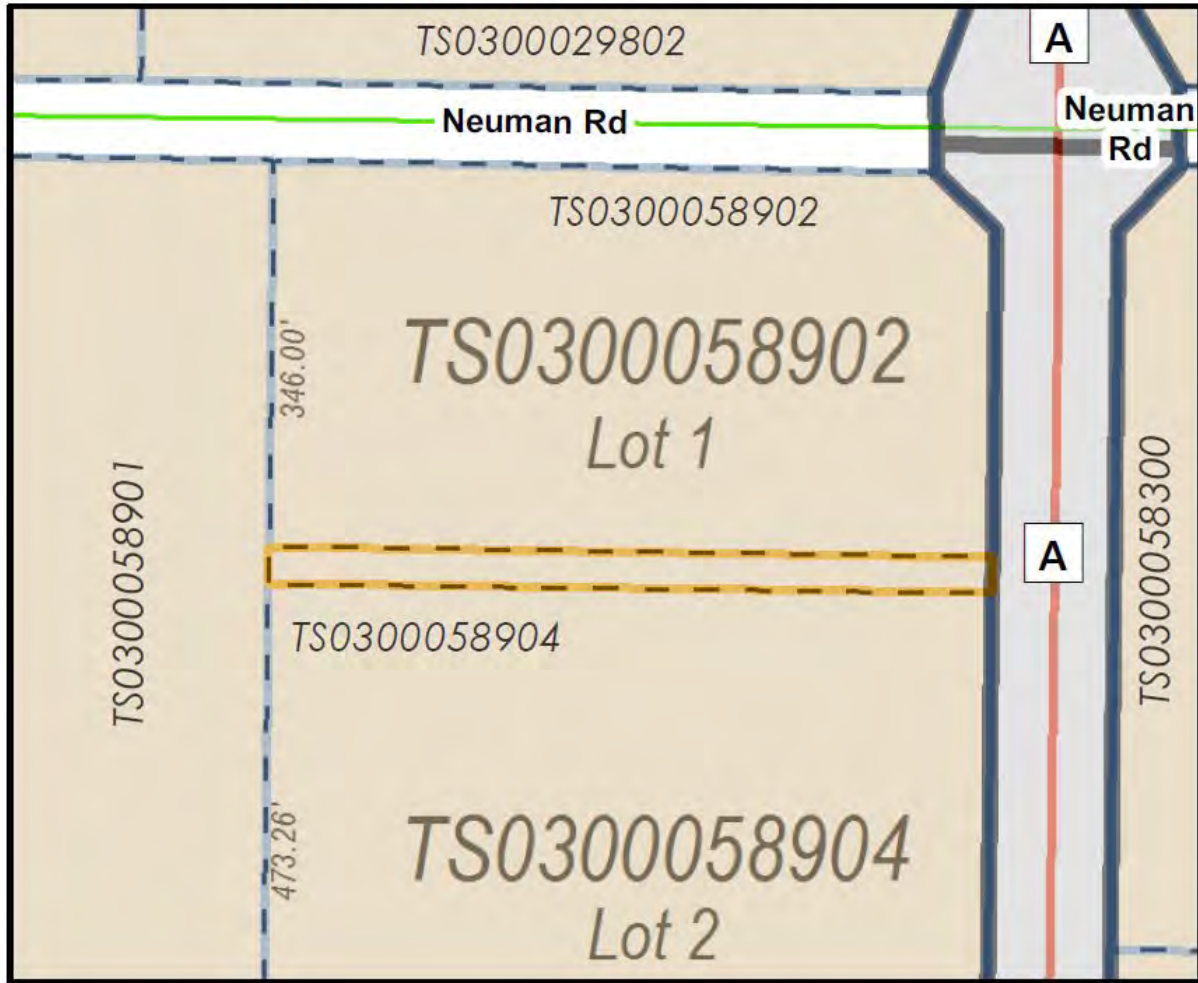


PARCEL #5-19 - \$1,630.00
JEFFREY EKSTROM
APPROX. 5 ACRES



PARCEL #7-19 - \$551.00
JOHN LANGE
APPROX. 1.5 ACRES

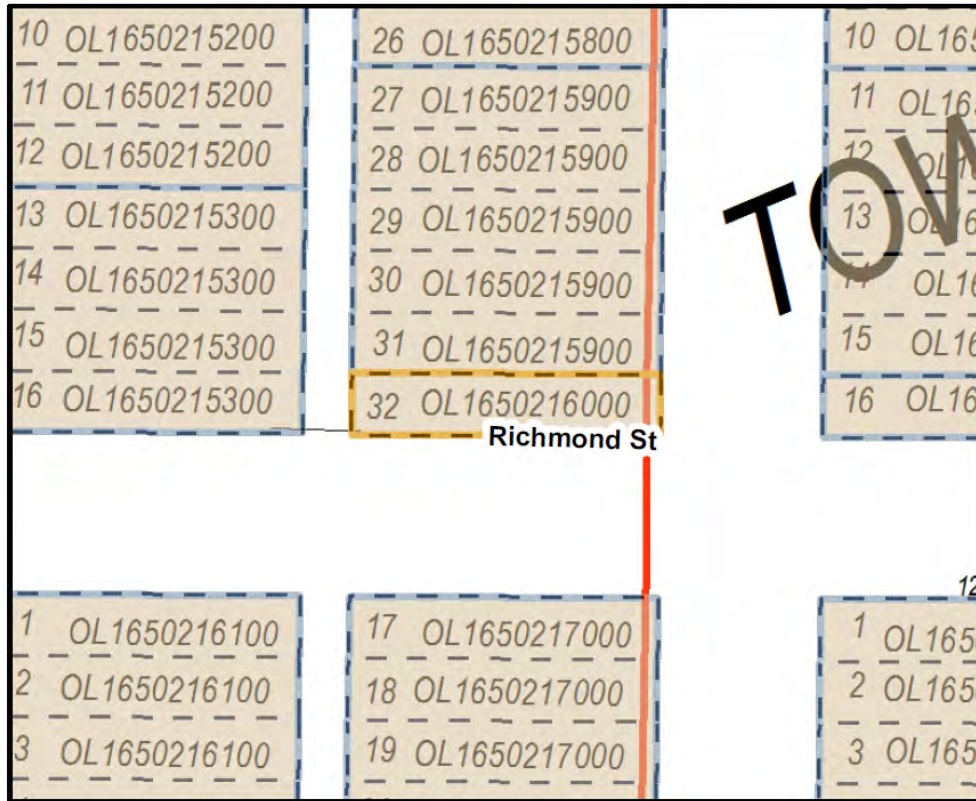
PARCEL MAP WITH LOT LINES



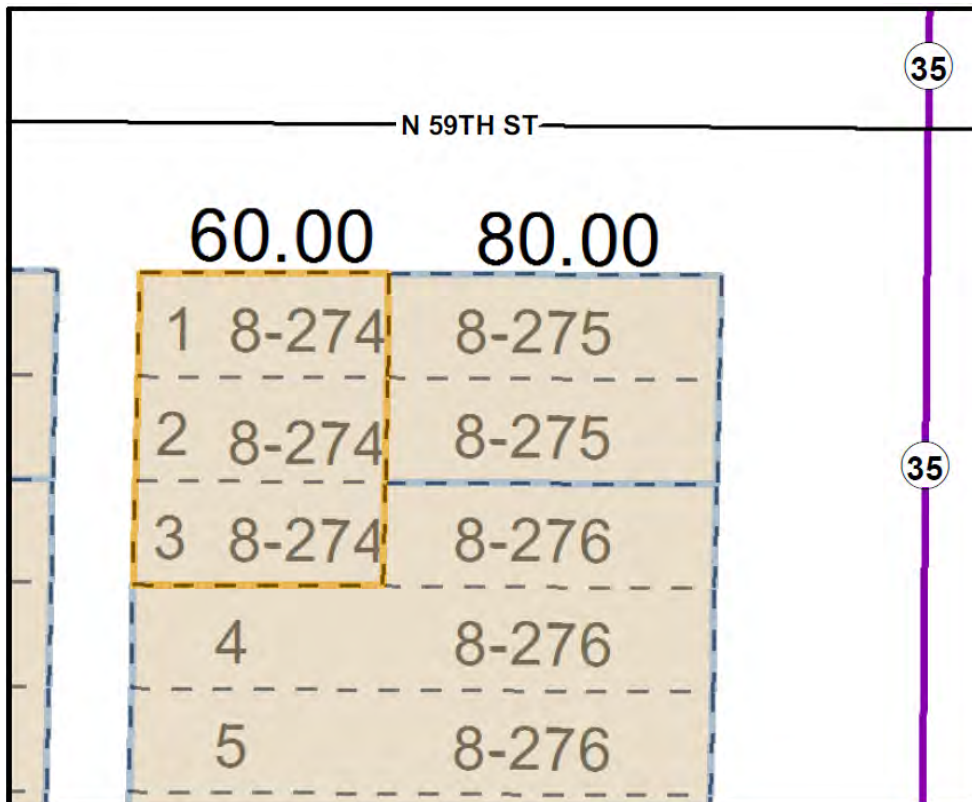
250 125 0 250 Feet

PARCELL #10-19 - \$1,000.00
ALAN KIRSCHBAUM
APPROX. .42 ACRE

RESOLUTION #18-19 CONTINUED



PARCEL #11-19 -\$525.00
 DEBORAH YOUNG
 APPROX. 25' X 125' LOT



PARCEL #16-19 -\$7,851.00
 MICHAEL MILCHESKY
 APPROX. 60' X 75' PARCEL

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Rev. 11-16-18		

**RESOLUTION #19-19
RESOLUTION BY SUPERVISORS ON THE HEALTH AND
HUMAN SERVICES BOARD AND THE
ADMINISTRATION COMMITTEE**

Subject: Veterans Service Office Position

WHEEAS, the Veterans Service Office has a vacant Benefit Specialist position, and

WHEREAS, a reorganization plan for the Veterans Service Office focuses on strengthening availability of services to veterans and their families through reclassification of a Benefit Specialist position to an Assistant Veterans Service Officer (AVSO) position within the guidelines of Wisconsin Statutes 45.80(7)(b) and 45.80(7)(c), and

WHEREAS, the position of Assistant Veterans Service Officer is tailored to best support specific needs of veterans today.

NOW, THEREFORE, BE IT RESOLVED, that the Douglas County Board of Supervisors accepts the recommendations of Supervisors on the Health and Human Services Board and the Administration Committee and approves position of Assistant Veterans Service Officer replacing Benefits Specialist position.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)

(Fiscal Note: Estimated increase of \$8,011 in personnel costs)

RESOLUTION #20-19
RESOLUTION BY THE FOREST, PARKS AND
RECREATION COMMITTEE AND THE
ADMINISTRATION COMMITTEE

Subject: Forestry Department Fee Schedule Approved

RESOLVED that the Douglas County Board of Supervisors accepts the recommendations of the Forest, Parks, and Recreation Committee and the Administration Committee and approves the Forestry Department Permit / Rental / User Fees schedule as set forth in Exhibit B-4-19.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)
(Fiscal Note: None)

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Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____		
Rev. 11-16-18		

EXHIBIT B-4-19

RESOLUTION #20-19

Forestry Department Fee Schedule

Presented by Forest, Parks & Land Committee and the
Administration Committee



DOUGLAS COUNTY BOARD OF SUPERVISORS

April 18, 2019

FORESTRY DEPARTMENT PERMIT / RENTAL / USE FEES

Service	CURRENT Fee	RECOMMENDED Fee
Rental - Bird Sanctuary / Clubhouse	\$50.00 / day	\$75.00 / day
- Dogs	\$2.00 / day	\$3.00 / day
- Horses	\$3.00 / day	\$5.00 / day
Rental - Pavilion - Up to 50 People	\$75.00	\$100.00 / day
- Up to 100 People -	\$125.00	\$150.00 / day
Over 100 People	\$175.00	\$200.00 / day
Rental - Pavilion/Soundshell - Up to 50 People	\$125.00	\$150.00 / day
- Up to 100 People -	\$225.00	\$250.00 / day
Over 100 People	\$325.00	\$350.00 / day
Camping - Gordon Dam		
- 12 Electric Sites (soon 23)	\$18.00 / night	\$25.00 / night
- 21 Non-Electric Sites (soon 10)	\$15.00 / night	\$20.00 / night
- Each additional person over 5	\$1.00 / night	\$2.00 / night
- Off season camping	\$10.00 / night	\$12.00 / night
Camping - Lucius Woods		
- 23 Electric Sites	\$18.00 / night	\$25.00 / night
- 6 Non-Electric Sites (inc 4 RV)	\$15.00 / night	\$20.00 / night
- Each additional person over 5	\$1.00 / night	\$2.00 / night
- Dump Station Use	\$5.00 per use	no change
Camping - Mooney Dam		
- 10 Electric Sites	\$18.00 / night	\$25.00 / night
- 2 Non-Electric Sites	\$15.00 / night	\$20.00 / night
- Each additional person over 5	\$1.00 / night	\$2.00 / night
Camping - Firewood Bundles (sold within the Campground)	\$5.00	no change
Firewood Permit	\$20.00 / up to 10cnds	\$25.00 / up to 10cnds
Special Camping Permit	\$35.00 / 10 days	no change
General Access Permit	\$250.00 / 5 years	\$350.00 / 5yrs
30,000lb Commercial Access Permit	\$250.00 / 5 years	\$350.00 / up to 5yrs
Bough Permit	\$75.00 / 1st 2 tons	\$90.00 / 1st 2 tons
Christmas Tree Permit	\$5.00 / per tree	no change
Platbook	\$30.00	no change
Platbook - Postage (Includes Handling)	\$6.00 each Up to 2 books	no change

Roll Call		
District Number	Yes	No
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9. Jaques		
10. Quam		
11. Finendale		
12. Lear		
13. Allen		
14. Ryan		
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16. Luostari		
17. Liebaert		
18. Moen		
19. Long		
20. Borgeson		
21. Bergman		
Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____		
Rev. 11-16-18		

RESOLUTION #21-19
RESOLUTION BY THE ADMINISTRATION COMMITTEE

Subject: Personnel Policies Amended

RESOLVED that the Douglas County Board of Supervisors accepts the recommendation of the Administration Committee and approves amendments to the following Personnel Policies as set forth in Exhibit C-4-19:

1. Position Classification / Reclassification Review;
2. Leaves – Personal Time;
3. Reimbursement for Expenses; and
4. Emergency Conditions.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)
 (Fiscal Note: None)

EXHIBIT C-4-19

RESOLUTION #21-19 Personnel Policies Amendments

Presented by Administration Committee



DOUGLAS COUNTY BOARD OF SUPERVISORS
April 18, 2019

POSITION CLASSIFICATION/RECLASSIFICATION REVIEW

POLICY: Douglas County, as an employer who values its employees and strives to compensate them fairly and equitably, has developed the following position reclassification procedure.

Procedure

The Review Procedure provided here is the method for determining (1) classification of new positions or (2) reclassification actions involving substantial changes in the duties and responsibilities of an existing position.

A. Classification or Reclassification Consideration

A **Request** for reclassification of a current position or the classification of a new position may be initiated by a staff member seeking reclassification or by the supervisor/ department head to the Human Resources Manager. **submitted to Administration/Human Resources during the month of April for incorporation into the following year's budget.** Requests for reclassification shall be submitted once per year during the month of April; classification of a new position may occur throughout the year as positions are created or become vacant. **Classification of a new position may also be submitted at any time during the year due to a department reorganization resulting from a vacated position.**

Reclassification consideration for existing positions requires that the employee and the supervisor/ department head document substantial changes **documentation of substantial changes** in existing duties since the most recent review. Duty changes may be from substantial, immediate reassignment of duties due to reorganization, or may be the result of a logical and gradual change of responsibilities over a period of time. **To be considered for reclassification, changes should be permanent, and typically have been in effect for at least six-months preceding the request. Reclassifications will not be considered for temporary changes in duties or increases in workload of existing duties.**

To be considered for reclassification, changes should be stable and typically should have been in effect for least six months preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes in duties.

B. Procedure

A request for classification or reclassification consideration ~~must be in writing and include~~ **should be accompanied by:**

1. Position Classification Review Form

2. **A new or revised Position Description Questionnaire (PDQ) which highlights duty changes. The Questionnaire must be signed by the employee and the supervisor/department head. The Questionnaire must also be submitted to the Human Resource Manager for verification and accuracy. New PDQ's are traditionally sent to the County's Compensation Study Consultant for review and recommendations of placement on the Grade Order grid.**

~~A new Job Description Questionnaire (JDQ) that describes the new position or a redlined version of the employee's current JDQ that highlights the changes in the current position since the last review. The Questionnaire must be completed and signed by the employee and reviewed and signed by the supervisor/ department head, and the Human Resources Manager. At each level of review, the supervisor/ department head and the Human Resources Manager must verify or comment on the accuracy of responses.~~

3. **All requests should also include the fiscal impact of the proposed change. The Finance Department will provide a Form B-5 that indicates the fiscal impact.**

4. **The Administrator will review the requests, related documentation and provide a recommendation for approval or denial. Employees and their Supervisor/Department Manager will be informed of the recommendation and be provided an opportunity to meet and discuss the recommendation with Administration/Human Resources.**

5. **All requests will be submitted to the Administration Committee with all supporting documentation. If approved, the request will either be incorporated into the following year's budget or, if the request resulted from a re-organization, it will be forwarded to the County Board for approval at the next scheduled meeting. Implementation of requests will begin on either the first day of the fiscal year or, in the case of a re-organization, within 30 days of the County Board action.**

~~B. Response to the Administrator's Recommendations~~

~~The Administrator's recommendation on classification of new positions or reclassifications of current positions shall be provided within 30 days of the request being determined as complete.~~

~~The supervisor/department head and the Human Resources Manager will inform the employee of the Administrator's recommendation. An employee who disagrees with the recommendation may meet, along with supervisor/department head and the Human Resources Manager, with the Administrator to discuss the Administrator's recommendation. The Administrator will be available at the Government Center, time and date to be determined by Administrator and the Human Resources Manager. Employees who meet with the Administrator will be required to sign a nondisclosure agreement.~~

C. ~~Governing Body Action~~

~~Administration will present to the Administration Committee all reclassification requests and their estimated fiscal impact, with recommendations to the Administration Committee for approval or denial. The action of the Administration Committee will be forwarded to the County Board for action.~~

~~The County will implement the results of a classification of a new position within 30 days of County Board action. The County will implement the reclassification of a current position no later than the first day of the next fiscal year. The employee and the supervisor/ department head will be informed of the decision in writing.~~

Passed by County Board, Resolution#19-15; March 19, 2015

LEAVES – PERSONAL TIME

POLICY: To provide eligible employees with personal time, which is supplemental paid time off in which the employee may elect the date of use, while meeting the operational needs of Douglas County.

A. Procedure

1. Personal time shall according to the following schedule:

Work Week Hours	Annual Time
37.5	3.5 days (26.25 hours)
40	3.5 days (28 hours)
24/7 services (Dispatchers)	3 days (24 hours) 3.5 days (28 hours)
24/7 services (Jailers)	3 days (36 hours when working 12 hour shifts) 3.5 days (28 hours when working 8 hour shifts)
Highway	3.5 days *(30 hours)

*(1) ten hour day may be used when working the ten hour schedule

2. Personal time earned, but unused on or before December 31 of the same calendar year, will be forfeited.
3. Payment in lieu of personal time will not be granted.
4. If employment terminates, before personal time is earned, but has been taken, the unearned time used will be deducted from the employee's last paycheck.

B. Eligibility

1. Regular full-time employees are eligible for personal time benefits.
2. Regular part-time employees are eligible for prorated personal time benefits.
3. Newly-hired employees must meet a four month employment requirement during a calendar year before personal time can be used.
4. Personal time will not be earned if an employee is on an unpaid leave of absence for more than one month.

*Passed by County Board, Resolution#4-12; January 19, 2012
Amended by County Board, Resolution #57-13, June 20, 2013*

REIMBURSEMENT FOR EXPENSES

POLICY: To establish guidelines for employees to receive payment for work-related expenses they have incurred.

Procedure

Douglas County will reimburse employees for expenses incurred while traveling on county business, or for work-related expenses incurred during their course of employment. Employees are to use discretion in incurring expenses and are to utilize the county's tax-exempt status when incurring expenses in the State of Wisconsin. Tax-exempt cards can be obtained at the County Clerk's Office.

Detailed receipts must be submitted for any expense over \$5.00. A credit card statement or blanket charges from a hotel statement are not considered proper documentation. Failure to submit detailed receipts or provide proper documentation may result in a delay of reimbursement to the employee.

Any expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the responsibility of the employee.

A. Travel

All work-related travel must have prior approval by the department manager and, if the travel is outside the States of Wisconsin, Minnesota, or Illinois, by the County Administrator.

1. Mileage

- a. Employees shall receive mileage reimbursement at the rate set by the Internal Revenue Service. In addition, employees may claim reimbursement for parking fees and tolls incurred.
- b. Employees are encouraged to car pool or use rental vehicles whenever possible.
- c. Commuting expenses between an employee's home and normal place of employment are not reimbursable.

2. Lodging

Actual expenses for lodging will be reimbursed provided the charge is reasonable.

3. Meals

a. Maximum reimbursable rate for meals is:

Breakfast	\$7.00	\$7.50
Lunch	9.00	\$10.00
Dinner	18.00	

Allowable expenses for meals includes gratuity. Gratuity shall not exceed 20%. Alcoholic beverages are not reimbursable.

- b. If overnight stay is required and employee has expenses for breakfast, lunch and dinner, the employee may exceed the maximum set for any one meal; however, the total reimbursement rate shall not exceed ~~\$34.00~~ **\$35.50**.
- c. Per IRS Code 62 (c), reimbursement for meals not in conjunction with an overnight stay is fully taxable to the employee; meals included in registration fees are exempt.
- d. No meal reimbursement can be made through a petty cash account.

4. Reimbursement

To receive reimbursement, employees must complete appropriate reimbursement form provided by the Finance Department, attaching required supporting documentation.

B. Other

Other work-related expenses incurred by employees may be submitted for reimbursement upon submission of proper documentation.

*Passed by County Board, Resolution#4-12; January 19, 2012
Amended by County Board, Resolution #57-13, June 20, 2013*

EMERGENCY CONDITIONS

POLICY: To notify employees of emergency conditions that may require the closing of a work site, reassignment of staff to alternative work sites or other emergency measures.

A. INCLEMENT WEATHER

Weather conditions affecting the ability to commute will generally not be considered a reason for closing a county facility. Employees who do not report to work, or decide to leave work before the end of their work day due to weather, shall be given the choice to use unpaid leave or accrued paid leave time, with the exception of sick leave, to cover the absence.

B. OTHER EMERGENCY CONDITIONS

In consultation with local emergency management, health and/or public safety authorities, the County Administrator, **County Board Chair, or designee** may decide to close a county facility or work site, or take other measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include a power outage, a natural disaster, or a quarantine imposed by health officials.

C. EMERGENCY CONDITIONS DECLARED

If an emergency condition exists which requires the closing of a county facility or work site, or impacts county infrastructure, and/or has a broader impact to the public, the County Administrator or his/her designee, shall attempt to notify employees and the public as soon as possible thereafter via local media, **social media and** the Douglas County website, ~~and dedicated employee information phone line (715-395-1411).~~

D. DUTIES OF COUNTY EMPLOYEES DURING EMERGENCY CONDITION

During an emergency condition, all Douglas County employees are expected to report to their normal work site. When an emergency condition requires the closing of a work site, employees will be notified of the location of an alternative work site to which they must report.

Douglas County employees may be required to assist in emergency operations. Employees may be assigned non-traditional duties within their skill level. The county may have to provide emergency transportation to and from a work site. Failure to comply without good cause may result in disciplinary action.

Passed by County Board, Resolution#4-12; January 19, 2012

Roll Call		
District Number	Yes	No
1. Pomush		
2. Bong		
3. Finn		
4. Clark		
5. Baker		
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8. Raunio		
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17. Liebaert		
18. Moen		
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20. Borgeson		
21. Bergman		
Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____		
Rev. 11-16-18		

RESOLUTION #22-19
RESOLUTION BY THE ADMINISTRATION COMMITTEE

Subject: Budgetary Transfers

RESOLVED that the Douglas County Board of Supervisors accepts the recommendation of the Administration Committee and approves the budgetary transfers as set forth in Exhibit D-4-19.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)

(Fiscal Note: Included in Exhibit D-4-19)

(Administrative Note: Two-thirds vote of Board-elect required)

EXHIBIT D-4-19

RESOLUTION #22-19

Budgetary Transfers

Presented by Administration Committee



DOUGLAS COUNTY BOARD OF SUPERVISORS

April 18, 2019

DOUGLAS COUNTY WISCONSIN
 BUDGETARY / ACTUAL TRANSFERS
 April 2019 COUNTY BOARD MEETING

Department	Amount	Explanation	Document #	Fiscal Note
Land Conservation	700	Release funds from Environmental Reserve to fund scholarships to camp.	210035	Increase Land Conservation Expenditures \$700 (Db 61394.5728) Decrease Environmental Reserve \$700 (Cr 15420.3434)
Emergency Management	57,500	Release Emergency Communications Reserve to put toward cost of new 911 System for Communications Center	210035	Increase Capital Projects Outlay \$57,500 (Db 72611.5857) Decrease Emergency Communications Reserve \$57,500 (Cr 15420.3441.1)

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Roll: Ayes _____ Noes _____ Absent _____ Abstain _____ Passed _____ Lost _____ Refer _____ Amend _____ Other _____		
Rev. 11-16-18		

RESOLUTION #23-19
RESOLUTION BY THE ADMINISTRATION COMMITTEE

Subject: Year-End 2018 Reserve Account Adjustments

RESOLVED that the Douglas County Board of Supervisors accepts the recommendation of the Administration Committee and approves year-end 2018 reserve account adjustments as set forth in Exhibit E-4-19.

Dated this 18th day of April, 2019.

(Committee Action: Unanimous)
 (Fiscal Note: Included in Exhibit E-4-19)
 (Administrative Note: Two-thirds vote of Board-elect required)

EXHIBIT E-4-19
RESOLUTION #23-19
Year-End 2018 Reserve Account Adjustments

Presented by Administration Committee



DOUGLAS COUNTY BOARD OF SUPERVISORS
April 18, 2019

Roll Call		
District Number	Yes	No
1. Pomush		
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Rev. 11-16-18		

RESOLUTION #24-19
RESOLUTION BY THE ADMINISTRATION COMMITTEE

Subject: Restoration of State Income Tax Reciprocity Between
 Wisconsin and Minnesota

WHEREAS, Wisconsin had a tax reciprocity agreement with Minnesota for more than 40 years, that allowed people living in one state and working in another to file just one income tax form in their home state, with Wisconsin and Minnesota resolving payments at a later date, and

WHEREAS, the agreement ended on January 1, 2010, and

WHEREAS, the termination of the agreement has had adverse financial impacts for citizens of both states each year since, with many taxpayers required to pay for the cost of preparing and filing an additional state income tax return, and

WHEREAS, people of limited income also face a burden requiring them to first file and receive a refund in the state where taxes were taken, prior to filing in their state of residence; as they do not have the financial means to pay the taxes owing to that state until they receive a refund from the other state, and

WHEREAS, those taxpayers who do not incur direct tax preparation costs suffer increased time and frustration as they must navigate the income tax process of two separate states, and

WHEREAS, the previous tax reciprocity agreement worked well for taxpayers in both states, and

WHEREAS, Wisconsin and Minnesota currently have reciprocity agreements with several surrounding states.

NOW, THEREFORE, BE IT RESOLVED that the Douglas County Board of Supervisors requests Governor Evers and the Wisconsin Department of Revenue to support and restore an income tax reciprocity agreement between Wisconsin and Minnesota.

BE IT FURTHER RESOLVED that upon passage of this resolution, copies be sent to Governor Evers, Department of Revenue Secretary Peter Barca, Senator Bewley, Representatives Milroy and Meyers, Douglas County towns and villages, City of Superior, City of Duluth, St. Louis County, Carlton County, and all other counties bordering the States of Wisconsin and Minnesota.

Dated this 18th day of April, 2019.
 (Committee Action: Unanimous)
 (Fiscal Note: None)