

NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES, AGRICULTURE AND EXTENSION COMMITTEE

March 10, 2020

4:00 PM

UW Extension Office
UW Sheboygan Campus
5 University Drive
Sheboygan, WI
Room 5024

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

PRAE Committee – Regular Meeting – February 11, 2020 4:00 PM

Public Input and Comments on Agenda Items/Non-Agenda Items

Correspondence

Planning & Conservation

Consideration of Table of Organization Change

Consideration of Open Position

Consideration of Budget Adjustment

Other Department Project and Program Management Updates

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Report and Report of Meetings and Functions Attended

Review and Approve Vouchers

Adjournment

Next scheduled meetings

- March 24, 2020 at 4:00 PM (UW Extension Focus)

- April 14, 2020 at 4:00 PM (Planning & Conservation Focus)

Prepared by:

Karsen Gosh

Recording Secretary

Fran Damp

Committee Chairperson

NOTE: Members of the public are invited to offer comments on topics that may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

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

Persons with disabilities needing assistance to attend or participate are asked to notify Karsen Gosh at (920) 459-1370 prior to the meeting so that accommodations may be arranged.



Sheboygan County

Planning & Conservation Department

Administration Building

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Sheboygan, WI 53081-4126

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Director

Aaron C. Brault

Memo

TO: PRAECom Members

FROM: Aaron Brault 

DATE: March 10, 2020

RE: TO Change, Associated Vacant Position Request and Budget Adjustment

I have three associated requests, detailed below, for your consideration. All of the requests relate to an opportune offer provided to the County. This offer would fund a position for 2-3 years along with additional expenses related to the education, identification, and treatment of invasive species at 100%. Since 2014, the County has participated with a third party to fund a similar program which will be ending in April. If left to spread uncontrolled, invasive species can cost significant dollars to manage and can have devastating consequences on the area's ecosystems, economy, and health.

Request #1

The Department currently has a vacant position on its Table of Organization. My proposal is to switch the vacant position from a C42 Planning Analyst to a B24 Conservation Technician to better fit the roles and responsibilities that coincide with the funding detailed above. This change also sets the Department up better for future succession planning.

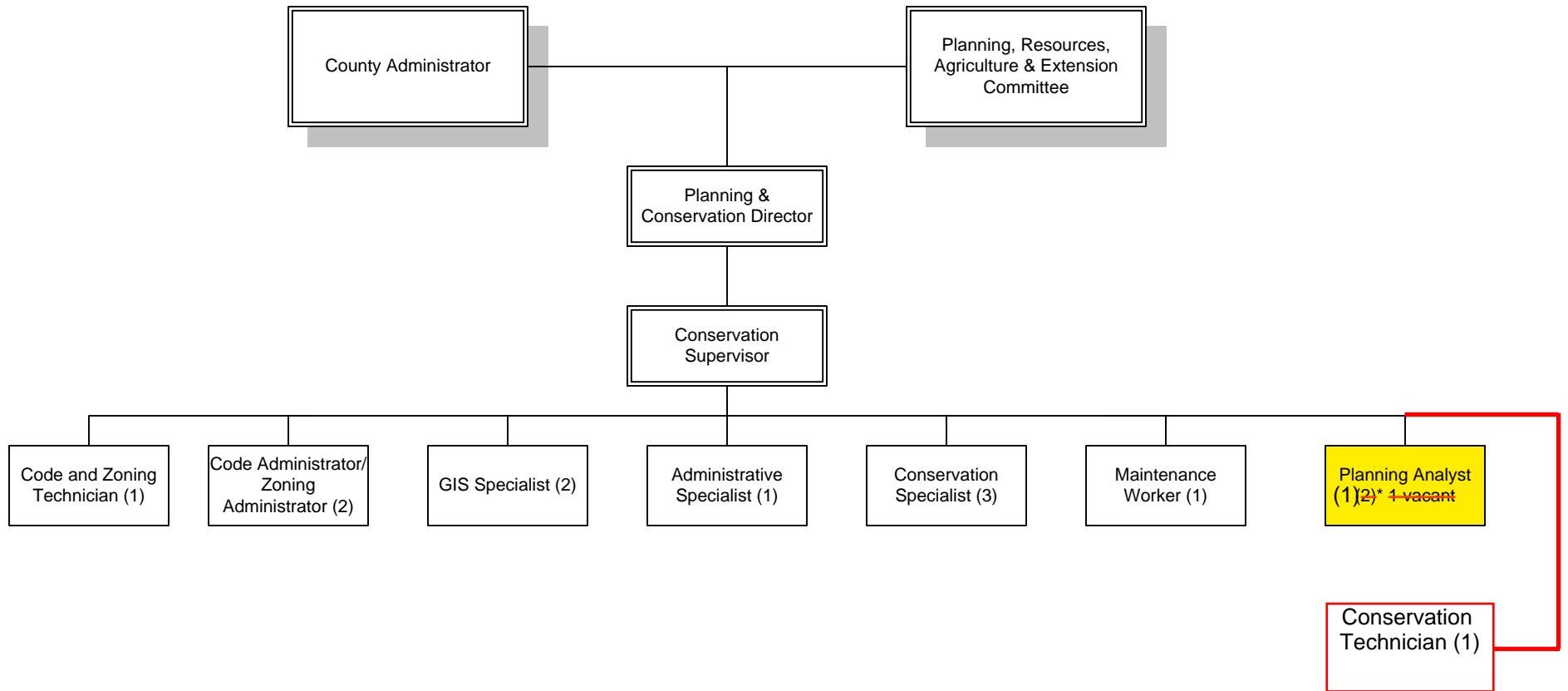
Request #2

Provided Request #1 is approved, I would like to fill the B24 Conservation Technician position. The hiring of this position would be contingent on the successful completion of a contract between the County and the funding entity as well as the associated budget adjustment approval.

Request #3

Provided Request #1 and #2 are approved, I would request the associated adjustment(s) to the pertinent wages and benefits lines of the Department's budget. The B24 starting wage is \$20.27.

Sheboygan County Planning & Conservation Table of Organization



Special Notes

*Denotes Vacant Positions



RECLASSIFICATION REQUEST

Position: Planning Analyst

Effective Date: Contingent on Obtaining Funding

Current Information:

Title	DBM Rating	Salary Range
Planning Analyst	C42	\$51,360-\$80,348

Proposed Information:

Title	DBM Rating	Salary Range
Conservation Technician	B24	\$42,168-\$61,570

Rationale for Requested New DBM (please provide as to any significant changes to the job description.)

The County has been offered 2-3 years of funding to staff a program related to combating invasive species throughout the County. The Department currently has a vacant position on its Table of Organization. The proposal is to switch the vacant position from a C42 Planning Analyst to a B24 Conservation Technician to better fit the roles and responsibilities that coincide with the funding. This change also sets the Department up better for future succession planning.

Department Head _____ :

Date: 3-10-2020

Signature: _____ 

Human Resources Support:

Approve Disapprove

Date: _____

Signature: _____

Liaison Committee Action:

Approve Disapprove

Date: _____

Committee Chair: _____

Human Resources Committee:

Approve Disapprove

Date: _____

Committee Chair: _____

Form Process:

Department Head completes the Reclassification form following discussion with HR

Department Head presents the Reclassification form to their Liaison Committee for approval/signature

Department Head presents the Reclassification form to HR Committee for approval/signature

SHEBOYGAN COUNTY

POSITION DESCRIPTION

Title:	Conservation Technician	Status:	Full Time
Department:	Planning & Conservation	Unit:	Supportive Services
Location:	Administration Building	Grade:	B24
Reports to:	Conservation Supervisor	Effective:	Summer 2020

I PURPOSE AND SUMMARY

The primary role of this position is to carry out projects and events to raise awareness of invasive species and decrease their impacts in Sheboygan County. The coordinator will be responsible for education and outreach throughout the county as well as mapping, planning, and control of AIS on numerous waterbodies within the county.

If funding and/or a Departmental opening became available, this position could also be responsible for assisting in administering County and State Land and Water Conservation Programs/Ordinances and providing technical assistance to landowners relating to soil and water conservation projects (animal waste management, stormwater and erosion control, water quality, non-metallic mining reclamation). Assistance provided will include but not be limited to conservation planning, surveying, engineering design, project layout, implementation and certification.

II ESSENTIAL DUTIES

Invasive plant identification, mapping, management, and treatment.

Consulting with landowners seeking assistance with invasive plant management and habitat restoration.

Presenting invasive species education and outreach information at local meetings, conferences and as requested and approved.

Coordinating and hosting field events to carry out invasive species plant removal with volunteers and staff from multiple agencies.

Organizing and hosting workshops on invasive plant management for regional stakeholder groups.

Training and supervising volunteers and interns in invasive plant removal and basic mapping techniques.

Training and supervising Clean Boats, Clean Waters interns annually.

Maintaining appropriate records and budgets for deliverables tracking, and reporting activities and results to funding agencies and partner organizations.

Maintaining and updated the invasive species page on the Sheboygan County website.

Performs other duties as assigned.

III QUALIFICATIONS

Bachelor's degree in a Natural Resource field such as Natural Resource Management or Soil Science or a closely related field or related field with at least three years work experience or any combination of education and experience that provides equivalent knowledge, skills and abilities suited for the job.

Knowledge of pertinent laws statutes, regulations, and terminology and of the various programs and responsibilities of the County Planning and Conservation Department.

Ability to learn to operate a variety of surveying equipment including GPS, transit, laser level, total station, etc.

Ability to utilize GIS & CAD mapping software and other applicable computer software and applications used by the Department.

Ability to communicate effectively, both orally and in writing, with a variety of different people, including but not limited to other departmental and agency staff, engineers, contractors, landowners and other members of the general public.

Ability to establish and maintain effective working relations with other departmental staff, supervisor and other County employees.

Ability to physically perform the essential functions of the position.

Ability to obtain necessary certifications for herbicide treatments.

Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Sheboygan County requirements and a good driving record.

IV WORKING RELATIONSHIPS

Reports directly to the Conservation Supervisor. Works closely with other Department staff and staff from other County departments, including the Transportation Department. Also works with staff from the State of Wisconsin Department of Natural Resources and USDA Natural Resource Conservation Service.

Interacts frequently with county landowners and the public.

V WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in both a standard office setting as well as outdoor settings. Ability to frequently lift up to 50 pounds, and a combination of sitting and standing postures may be used. Extensive walking in agricultural fields, wooded areas, and wetland settings is required.

Must be able to travel by car or truck to various locations throughout Sheboygan County.

Must be able to operate standard office equipment including telephone, computer, facsimile, calculator, printer and photocopier.

Risk of blood borne pathogen exposure is considered low.

Approved:

Human Resources Director



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/10/2020
To: Planning, Resources, Agriculture & Extension Committee Members
From: Aaron Brault

Position Request:

Position: Conservation Technician
Reason for Vacancy: Newly Created Position to Take Advantage of Funding Being Offered

Justification:

The County has been fortunate to receive an offer to fund a position along with additional expenses related to the education, identification, and treatment of invasive species at 100%. Since 2014, the County has participated with a third party to fund a similar program which will be ending in April. If left to spread uncontrolled, invasive species can cost significant dollars to manage and can have devastating consequences on the area's ecosystems, economy, and health.

The hiring of this position would be contingent on the successful completion of a contract between the County and the funding entity.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:


Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: Position would be 100% funded by an outside source. A budget adjustment would need to take place if approved.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$42,168 (\$20.27/hr)	\$28,772 (Assumes Family Health, FICA, etc.)	\$70,940

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature  Date: 3/10/2020

Liaison Committee Signature _____ Date: 3/10/2020

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.