



MINUTES

Personnel and Veterans Service

July 30, 2013
County Board Conference Room C314
Third Floor, Courthouse

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari,
Joe Policello and Connie Seefeldt

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Corporation Counsel
Gale Mattison, County Administrator Ellen Sorensen, Forestry
Administrator Pete Villas

1. Call to order

Chair Seefeldt called the meeting to order at 8:30 a.m.

2. Agenda

Motion (Casper/Lakari) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Policello/Casper) to approve minutes of June 14, 2013. Motion carried.

5. Additional Forester Position

Motion (Casper/Lakari) to recommend County Board approve additional Forester position effective immediately. Motion carried. Exhibit A

6. Future Agenda Items

Pay Study update

7. Adjournment

Motion (Keller/Policello) to adjourn at 8:47 a.m. Motion carried.

Next meeting date: Friday, August 16, 2013

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



Job Title: Forester

Department: Public Works - Forestry and Parks

Position Reports to: Forestry and Parks Administrator/Assistant Forestry Administrator

Pay Grade Level: II

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include assisting in management of the County forest areas within Marinette County in accordance with Wisconsin State Statute Chapter 28.11. Additional duties include compliance and implementation of the provisions of the Marinette County forestry ordinances along with the County forest 15-year plan. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Assist in managing the timber sales program on county lands; including compartment reconnaissance, selecting potential timber sale sites and cruising timber sale sites.
- B. Assist in selling timber, ensuring contract compliance and supervising and inspecting sales on a regular basis.
- C. Assist loggers with interpretation of contract cutting requirements and the scaling of timber.
- D. Prepare a variety of maps and forms required.
- E. Maintain accurate records of daily activities.
- F. Conduct thorough inspections of complaints, timber sales, as well as, firewood and road requests.
- G. Assess potential problems within the forest system and report them to the Forestry and Parks Administrator.
- H. Enforce the Marinette County Forestry ordinance.
- I. Assist in the layout and/or supervision of programs such as site preparation, tree planting, road projects and maintenance, post aspen treatment, firebreaks and trail mowing.
- J. Assist with surveying and the Department of Natural Resources and fire protection personnel as required.
- K. Maintain a professional attitude and remain current on the latest technology and innovations regarding forest management and logging.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Work as team player in the absence of or with minimal supervision.
- D. Communicate orally and in writing effectively.
- E. Memorize and retain information over long and short periods of time.
- F. Read, analyze and interpret general complex business documents.
- G. Present information to management, small groups and one-on-one situations.
- H. Respond to sensitive inquiries, complaints or questions from a group or one-on-one setting.
- I. Work efficiently and accurately under time constraints, pressure or emotional strain.
- J. Plan and monitor assigned activities effectively.
- K. Apply concepts of basic algebra and geometry.
- L. Work with mathematical concepts such as probability and statistics.
- M. Define problems, collect data, establish facts and draw valid conclusions.
- N. Remain calm and levelheaded in difficult, unexpected, or emergency situations.
- O. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- P. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- Q. Possess working knowledge of general computer software and office equipment.

- R. Possess knowledge of GIS and GPS systems and software.
- S. Possess basic knowledge of land surveying, forest management, cartography, silviculture, dendrology, timber types, logging techniques, aerial photos and timber cruising.

QUALIFICATIONS

- A. Requires a Bachelor's Degree in the forestry related field.
- B. Requires one year of related experience and/or training in the forestry field.
- C. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Work in an environment that is frequently quiet without significant interaction with others.
- F. Work in an environment with few distractions.
- G. Work with long periods of solitary work.
- H. Deal with challenges and criticism on a regular basis.
- I. Work near moving mechanical parts on a regular basis.
- J. Subjected to fumes or airborne particles.
- K. Interact with abusive, difficult, and /or stressed individuals occasionally.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Walk for long periods of time including rough and uneven terrain.
- E. Work with vibrating tools or equipment when necessary.
- F. Work in a confined workspace.
- G. Lift and carry up to 50 pounds frequently, occasionally in excess.
- H. Crawl into, under or around confined spaces.
- I. Stoop, kneel, crouch or crawl frequently.
- J. Bend, squat, stretch and twist frequently.
- K. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 04/02
 Approved: 04/02
 Revised: 11/05
 Approved: 11/23/2005 (update to new format)
 Revised: 12/07
 Approved: 12/06/2007

Proposal for Additional Forestry Staff

Marinette County Forest Reconnaissance information shows that we are not meeting our allowable cut for certain species on the county forest. Allowable cut is the amount of wood available to harvest without jeopardizing the health of the forest today or for future generations.

Financial Loss (Impact of Failing to Harvest)

Revenue 2001 Data (WI DNR S659-36)

15.60 cd. equiv./Acre cut
37.07 ave. \$/cd. equiv. cut
578.29 Gross lost revenue for every acre not harvested

Costs of Establishment and Administration of Timber Sales

Pre-establishment field inspection	.10 hrs./Acre
Set-up, line running, cruising	1.3 hrs./Acre
Paperwork	.07 hrs./Acre
BMP's, NHL, permits, ER	.10 hrs./Acre
Field Administration	.18 hrs./Acre
Office Administration	<u>.08 hrs./Acre</u>
Total Labor	1.83 hrs./Acre

Marinette County Labor & Costs (2002 rates Forester Pro II)

1.83 hrs./Acre @ \$27.02/hr. w/Fr	\$49.44 /Acre
Mileage (11 visits @ 50 miles @ .35/mi)	3.92 /Acre (Ave. Sale 49A)
Paint	<u>4.00 /Acre</u>
Total(Est. and Adm.)	\$57.36 /Acre

Net Loss of Revenue for Every Acre Not Harvested

$$\$578.29 - \$57.36 = \$520.93$$

(2001 WI DNR S659-36 \$2,084,660 Gross Revenue 3,605 Acres \$578.26/Acre)
One Co. Forester produces an ave. 1,000 A./year

$$\text{Annual Revenue Loss } 520.93 \times 1000 = \$520,930$$

Annual Revenue		\$520,930
Payment to Towns		52,093
One New 4 x 4 Economy Pickup Truck	\$18,000	
- Carried for 3 years		6,000/yr.
Office Space based on current lease Wausaukee Ranger Station		
- \$1,320/125.66 gross square feet		1,520
- Office copies and equipment \$200		<u>555</u>
Forestry Equipment		\$460,762

Town's share would increase .22/Acre

**2013 - POSITION REQUEST
FORESTER**

New Position Start \$20.76 per hour
 12 Month Analysis (2088 hrs)
 6 month step increase

PAY RATE	INCRSE	SALARY	LONGEVITY	SECURITY	RETIREMENT	FAMILY H&D NON-HRA	WORKER'S COMP	TOTAL	
\$	20.76	\$ 21,33	\$ 43,942	\$ -	\$ 3,362	\$ 2,922	\$ 30,371	\$ 914	\$ 81,511

FORESTER