

Ashland County Office Profiles

Ashland County
Courthouse
201 West Main Street
Ashland, WI 54806
www.co.ashland.wi.us

Administration

The **County Board Chair** is elected from the twenty one members of the Board of Supervisors and serves for a two year term. The Chair makes appointments to committees, presides over the County Board meetings, countersigns all ordinances of the Board and when directed by ordinance shall countersign all county orders, transact all necessary board business with local and county offices, expedite all measures resolved upon the Board and ensure that all federal, state and local laws, rules and regulations pertaining to the County government are enforced.

The **County Administrator** is an appointed position determined by a majority vote of the Board. The position serves as the chief administrative officer for the county, responsible for the directing and coordinating of administrative and management functions of the county government not otherwise vested by law to boards, commissions or other elected officials. Unless directed otherwise by statute, the County Administrator appoints and supervises the heads of the county departments. All appointments require confirmation of the County Board.

The **Administrative Assistant** is responsible for assisting the County Board Chair, County Administrator and County Board in fulfilling their duties and responsibilities. The Administrative Assistant is responsible for clerical and correspondence regarding county business. Some of the duties of this position include taking and transcribing meeting minutes for county committees as directed and retention and maintenance of files and records for the County Administrator.



Personnel

Pete Russo, Ashland County
Board Chair

Jeff Beirl, Ashland County
Administrator

Lori Schmidt, Administrative
Assistant

Veteran Service

The County Veterans Service Office (CVSO) was established by statute in 1935 and has been required in each county since legislative action in 1946. Wisconsin was the first state in the nation to establish a CVSO system. Currently, there are County Veteran Service Offices in all 72 Wisconsin counties, with a statewide veteran population of approximately 413,723. The role of CVSO's in managing their departments has continually expanded and become more complex through the years. Our office deals with numerous federal, state and county agencies to provide assistance for veterans and their eligible dependents.

The mission of our office is to assist, advocate for, and support veterans and their dependents. As veterans transition from recently discharged to an aging population, the services provided range from educational entitlements to pensions, to medical services and burial benefits. Most of the programs veterans utilize are offered through the US Department of Veterans Affairs (Federal benefits) or the WI Department of Veterans Affairs (State benefits). Therefore, we are generally in contact with these agencies on a daily basis. We provide information to veterans and their families in obtaining benefits to which they may be entitled. Some of the programs offered to veterans by the US Department of Veterans Affairs include the following: disability and pension, education and training, vocational rehabilitation and employment, home loans, life insurance, medical care in VA medical centers, burial benefits, dependents and survivors benefits, and miscellaneous benefits to include correction of military records and replacement of medals and ribbons earned while in service.

We interact with local agencies and county departments, primarily the Register of Deeds. Often there is a need for vital records such as: military separation papers, birth, marriage, and death certificates. These documents are required for filing federal and state benefit claims. Certain circumstances require contact with the coroner's office, local courts for divorce judgments and the District Attorney's office for civil and criminal legal matters. Social Security and Human Services are contacted on a regular basis in assisting veterans with their specific needs. Depending on the situation, those needs may include: Medicare, Medicaid, disability, retirement or Food Share.

In addition to assisting veterans in applying for their federal and state benefits/entitlements, the CVSO provides many other services to Our Veterans. We insure the recording of the veterans DD Form 214 (military separation documents). We also promote public awareness of veterans' issues, such as health topics and advocating certain legislation. Some of our veterans need regular and continual service for a variety of issues to include: review and interpretation of letters from the Veterans Administration and help compiling data or formulating a reply; help in scheduling visits or transportation to the veterans hospital or outpatient clinics; aid in obtaining medical records or prescriptions; and performing research to support claims for medical conditions that can result in a claim for disability benefits. In order to maintain an aggressive outreach program to ensure benefit information and service is made available to veterans and their families, our office publishes a monthly newsletter outlining VA benefits available to veterans and how to start the application process. Our monthly newsletter is delivered directly to Our Veterans and their dependents on our mailing list to enhance their understanding of benefits that are ever changing. Additionally, our office has created a Facebook page that is available to not only veterans and their families but also individuals and agencies that work with veterans. All veterans have earned and deserve our respect for their service to Our Grateful Nation. The goal of our office is to do our very best to ensure that each veteran personally feels respected and receives the best care and service we can provide. The CVSO serves as the primary contact in the local community for federal/state veterans' benefits and provides accessibility and advocacy on behalf each veteran. We are "Veterans Serving Veterans."

Personnel:

Thomas Schwiesow

Lori Lundquist



Zoning Administration

The Ashland County Zoning Administration administers the following Ordinances:

1) Private Sewage System Ordinance- This ordinance was adopted to promote and protect public health, safety, and welfare by assuring the proper siting, design, installation, inspection and management of private sewage systems and non-plumbing systems. This includes issuing permits for all types of state-approved privately owned wastewater treatment systems (POWTS). This would include all mound systems, at grades systems, systems in fill, inground pressure systems, conventional systems, holding tanks, pre-treatment systems, and all new systems technology approved by the State of Wisconsin Department of Safety and Professional Services (DSPS). Non-plumbing systems are also included. Privies, portable rest room units, composting and gas fired toilets are example of non-plumbing systems. Proper abandonment of POWTS is an important element of this program. The following items are also included: review and approval of soil reports, issuing all types of state sanitary permits from holding tanks to pretreatment systems, reviewing plans for POWTS, reviewing transfer of ownership and plumbers plans, denying permits, renewing permits and inspecting all systems, establishing fees, issuing permits for non-plumbing systems, inspecting non-plumbing systems, issuing enforcement orders, entering permits in GCS, and reporting cases to the zoning committee. This program is subject to an office and field audit each March by the State of Wisconsin DSPS. This is a DSPS 383 audit.

2) Ashland County Floodplain Ordinance- This ordinance was adopted to regulate development in flood hazard areas. It includes establishing regional flood elevations and flood protection elevations for sites requiring this data. The major flooding sources have been studied using detailed methodology. Issuing permits and enforcing provisions of this ordinance are a part of this program. Also included is reviewing site development plans and advising applicants of requirements. The county also maintains an inventory of all flood

studies that are approved. Homeland Security (FEMA) is currently (Oct, 2015) studying some of the smaller, unstudied streams in Ashland County. The county also enforces the provisions of NR116.

3) Shoreland Amendatory Ordinance- A shoreland area is defined as those areas within 1000 feet of a lake, pond, or flowage or those areas within 300 feet of a navigable stream or landward of a floodplain; whichever distance is greater. The uncontrolled use of shorelands and the pollution of waters of Ashland County would adversely affect the public health, safety, convenience, general welfare and impair the taxbase of Ashland County. Ashland County has 156 lakes, of these lakes 77 are named and 79 are unnamed, 3 flowages, and 548 miles of navigable streams. The shoreland amendatory ordinance also includes protection for shoreland wetlands. Lake and stream development standards for waterfront property have been adopted. It is important to note that 80% of the lakes in Ashland County are 50 acres or less. Ashland County closely regulates development in shoreland protection areas. Ashland County reviews plans for and issues permits for all types of structures in shoreland protection areas. The county also enforces NR115 by reference.

Personnel:

Larry Hildebrant

Amy Moore, PT



UW-Extension



The mission of the University of Wisconsin Extension (UWEX) is to extend the knowledge and resources of the University of Wisconsin to people where they live and work. UWEX staff and programs contribute to fulfilling this mission through innovative programs and partnerships.

The UW-Extension office provides education in Extension's four core program areas of Agriculture and Natural Resources Education, Family Development, 4-H Youth Development, and Community, Natural Resources, and Economic Development. A network of campus based specialists are available throughout the state to help respond to critical issues in our region.

Tom Wojciechowski, Ed. D., is an Associate Professor for UW-Extension and serves as the Community, Natural Resource and Economic Development (CNRED) educator and Co-Department Head for Ashland County UWEX.

Tom provides educational programs, information, and conducts research in the following areas:

- Organizational & Leadership Development
- Strategic Planning
- Sustainable Economic Development & Resilience
- Support for Small Business and Entrepreneurs
- Community, Business & Tourism Development
- Local Government Education
- Land Use and Community Planning
- Solid Waste & Recycling Programming
- Hazardous Waste Management
- Water Quality Education
- Green Building, Energy Efficiency & Renewable Energy
- Local Food Systems
- Broadband/High Speed Internet
- Grant Research & Proposal Writing
- Local Research, Data Compilation & Analysis

Doug Liphart is an Extension 4-H & Youth Development Educator who conducts programs and educational "hands-on" opportunities in such projects as:

- Visual Arts
- Communication

- Photography
- Animal Science
- Peer Education
- Foods and Nutrition
- Shooting Sports
- Leadership Development
- Citizen and Family Involvement
- Community Service and Awareness
- Prevention Education for Youth
- Career Education
- Outdoor Adventure Education

WI 4-H Mission: UW-Extension 4-H Youth Development integrates research, education and community-based partnerships, enabling youth to learn and practice skills to be productive citizens. 4-H is a community of young people across America who are learning leadership, citizenship and life skills. 4-H is about having fun, learning, exploring and discovering. In 4-H, young people make new friends, develop new skills, become leaders and help shape their communities.

Joy Schelble is the 4-H Youth Development Coordinator for Bad River. Her position is part of the network of Federally Recognized Tribal Extension Programs (FRTEP). "Embracing Culture: Utilizing Traditional and Local Foods to Fight Obesity" is the objective of the Wisconsin Bad River Band of Lake Superior Chippewa FRTEP project.

Jason Fischbach is the Agriculture Agent for Ashland and Bayfield Counties. **Matt Cogger** is the Horticulture Educator for Ashland and Bayfield Counties. They conduct Extension programs and provide information in the following areas:

- Commercial Horticulture (Fruits, Vegetables, Flowers)
- Home Horticulture
- Organic Agriculture
- Pest & Disease Diagnosis
- Soil Testing
- Pesticide Applicator Training
- Invasive Weed Species
- Master Gardener Programs
- Tractor Safety

UW-Extension (continued)

Kathy Beeksma is the Family Living Educator. She provides education that enables people to:

- Become more effective parents & caregivers
- Manage family finances & housing resources
- Enhance economic security
- Make healthy choices about diet, activity & food safety
- Strengthen relationships

Kathy Beeksma is also the coordinator for the Ashland and Bayfield Counties Nutrition Education Program. **Stephanie Bakker, Donna Ganson, Heather Laakso and Heidi Ungrodt** are the Ashland & Bayfield Nutrition Education Program educators. They partner with area agencies and programs including schools, WIC, Head Start, aging units, sheltered/transitional housing and tribal agencies to work with income eligible groups and individuals. Education programs and information are presented in the following areas:

- Purchasing & Preparing Healthy Meals
- Balancing Food & Physical Activity

- Stretching
- Food Dollars
- Planning
- Healthy Menus
- Supporting policies and environments that make healthy choices easy for families



Amy Tromberg is the main Office Assistant for the Ashland County UW-Extension Office. She oversees the daily operation of the office and provides valuable clerical and administrative support for all of the UW-Extension agents and educators. She serves as the first point of contact with the public, providing assistance with requests for information and resources. She also maintains the office website ashland.uwex.edu. **Rebecca Butterworth** provides the clerical and administrative support to the Wisconsin Nutrition Education Program, as well as, part-time support for Ashland County UW-Extension agents and educators.

Land Information Office

The Ashland County Board of Supervisors passed a resolution establishing a land information office for our county on August 14, 1990. The resolution named the Register of Deeds as the contact person for the land information office and specified that the office shall report to and be under the supervision of the current Zoning and Land Committee.

The county maintains a land records fund to be used for land records modernization and improving access to land records via the internet. By state statute, we are required to deposit \$8.00 of each \$30.00 recording fee for real estate documents into this fund.

The Wisconsin Land Information Program (WLIP) is an agency under the supervision of the Department of Administration. The county submits a monthly report to the WLIP on the number of documents recorded in our county, along with \$7.00 per document. The funds collected by the state are used to provide each county with a base budget of \$100,000 to further efforts toward land records modernization and is also currently being used to develop a statewide parcel map. Application has to be made to the WLIP each year specifying a project to be undertaken by the county for the base budget grant. We also receive \$1,000 annually to be used for training and education.

A Land Information Council was created by Ashland County Resolution No. R08-2010-1024 pursuant to 2009 Wisconsin Act 314. The duties of the council are to review the priorities, needs, policies and expenditures of the Land Information Office.

Ashland County has benefitted greatly from the state's land information program. Through the program, we have received funding for aerial photography, parcel mapping, staffing necessary to complete projects, hardware and software to used to increase efficiency in creating land records and provide increased access, and more.

Personnel:

Karen M. Miller,
Land Information Officer

Land Description

Personnel

William Metzinger

Tina Tutor



Office Duties

- Assist the public with real estate ownership and questions.
- Maintain ownership and owners addresses on Ashland County's real estate records for tax roll based on what is filed in the Register of Deeds office.
- Run yearly workbooks, required notices, and assessment rolls for the assessors based on the deeds filed and values submitted.
- Print tax bills, tax rolls & sales books.
- Research and file the required notices for the Foreclosure of delinquent tax property.
- Coordinate the Annual Land Sale of county land taken for non-payment of taxes.
- Issue cutting permits on private land.
- Aid in production of the county plat books.
- Maintain Parcel Maps & parcel information uploaded to the website.

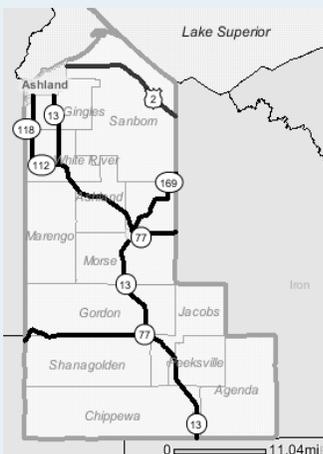
Surveyor

The County Surveyor shall always remember that their principal responsibility to the public has changed little since 1848, that is to monument and maintain the public land survey system of section and quarter corners. The law requires this of the County Surveyor. The County Surveyor should constantly envision the day when this system is again intact as it was over 150 years ago. Once intact, the County Surveyor should guard this system like a "loyal watchdog" so to speak, for the section and quarter section corners are the basis of all land ownership as we know it. The County Surveyor must always protect this network of public corners.

The County Surveyor must always envision the day when the records again are complete. When complete, the records should be constantly maintained and inspected. The County Surveyor should never again allow these records to be lost or destroyed as they were in the past. The law also requires this. The County Surveyor must never forget how many citizens are dependent on these records for research.

Personnel

Dave Carlson



Definition: A land survey is performed for the purpose of describing, monumenting and mapping the boundaries and corners of a parcel of land. It may include the design and layout of new lots, streets, the physical features of the land parcel, the location of buildings, and other improvements upon the land. A land survey locates, on the ground, the land that your deed describes.

A land surveyor may make maps for architects, landscape experts, and other land planners to be utilized for the design of houses, commercial, or housing development. The surveyor may also do layouts for engineering projects. Hence, land surveying requires knowledge in applied math and science, basic planning, surveying, engineering, and legal principles.

Therefore, the land surveyor is the best qualified person to write a land description, or to advise someone on any defects or discrepancies in a description.

- Townships are six miles square which is 36 square miles.
- Township lines run east and west at six mile intervals.
- Range lines run north and south at six mile intervals.

Register in Probate / Juvenile Court Clerk

The Ashland County Register in Probate is also the office of the Juvenile Court Clerk. The same person serves as Register in Probate, Probate Registrar, and Juvenile Court Clerk. This is a court appointed position. In addition to the Register in Probate, there is a part-time Deputy Register in Probate who is trained in all areas of the office.

This office handles the following case types: Probates, of which there are five different classifications: guardianships for minors or incompetents, conservatorships, emergency detentions for mental and alcohol/drug related causes, adoptions, termination of parental rights either voluntary or involuntary, juvenile delinquencies, and CHIPS or JIPS cases which are Children in Need of Protection or Services or Juveniles in Need of Protection or Services. Obviously, there is a lot of variety in this office. Files for these case types are kept in the Register's office and the Register goes into court to clerk for the Judge. Probates and adoption cases are kept forever. Probate files are open records and are often researched by individuals doing genealogy. Adoption records are closed files and allowed to be opened only by court order. The Register in Probate/Juvenile Court Clerk works closely with the Judge, Clerk of Court office, District Attorney, Victim Witness Coordinator, and Department of Human Services social workers.

Personnel:

Sandra Paitl

Deputy Kolene Arvidson, PT

Register of Deeds

Mission Statement: *To record, index, maintain and provide access to all real estate documents, realty-related uniform commercial code fixture filings, federal tax liens, military discharges, vital records and other instruments, as prescribed by Wisconsin Statutes.*

The Office of the Register of Deeds was established in Wisconsin in 1836. Before that, land registration was handled by the Register in Probate. The 1848 Wisconsin Constitution established the Register of Deeds as a permanent element of the county-level governmental structure. Each county in Wisconsin has a Register of Deeds.

Our office is responsible for the accurate and timely recording, filing, and indexing of all real estate documents pertaining to property within Ashland County. The recording of real estate documents serves a two-fold purpose: first, to provide constructive notice to the public of a transaction; and second, to perpetuate the history of title to a particular parcel of land. It is our duty to properly maintain and provide accessibility to these records.

Copies of records of births, deaths, and marriages that occurred in Ashland County are issued by the Register of Deeds office, as well as, military discharges. Vital records are now maintained on a statewide database maintained by the State Vital Records Office. Beginning January 1, 2017, we will be able to issue copies of vital records for events that occurred in any county in the state. We will also begin issuing divorce certificates, which are currently only issued by the state. Certified and uncertified copies may be obtained by coming to our office, applying by mail, or ordering them online through VitalChek, a service we have partnered with to handle the application and payment process.

We have three public terminals in our office which provide access to indexes of vital records and real estate records. Tax and assessment records are also accessible on the public terminals. Scanned images of recorded real estate documents may be viewed, along with certified survey maps and section corner monumentation records.

We provide certified and uncertified copies of real estate documents recorded or filed in our office. Copies of these records may be obtained in person, through the mail, or by using an online ordering system. We are currently in the process of converting to a new real estate document indexing and imaging system, and should be going live with the new program on July 1. The new program will include modules to allow for public access on the internet and also electronic recording of real estate documents.

Personnel:

Karen M. Miller,
Register of Deeds

County Clerk

Personnel:

Heather Schutte, County Clerk

Karen Polencheck, Deputy County Clerk

Susan Misun, Account Clerk

Angela Kerfoot, Office Assistant

Briefly:

The County Clerk's Office provides information and services to the general public, the County Board of Supervisors, and county employees.

The County Clerk's office is responsible for: payroll, accounts payable, maintaining employee files and records, election administration, the issuance of marriage licenses, and plat book and DNR license sales. In addition the County Clerk's Office offers limited DMV services.

In Detail:

The County Clerk's Office provides all record keeping including, but not limited to, payroll, W-2's, 1099's, general accounting, and accounts payable. Reports include: Wisconsin Retirement, Federal & State Income Tax, Sales Tax, Deferred Compensation, Unemployment Compensation, and Worker Compensation Reports.

In addition, the office issues Marriage Licenses and sells Plat Books and DNR Licenses. DMV services include the processing of car and light truck registration, licensing, and temporary license plates. Ashland County municipalities receive dog licenses and tags from the Ashland County Clerk; the office also maintains the dog license fund.

The County Clerk's Office oversees 16 municipalities during the election process for Federal, State, County, Municipal and School Board Elections. Election Administration duties include: filing officer for county candidates, publish necessary notices, ballot layout/printing, print/maintain poll books, delivery of ballots and supplies to municipalities, and cost and statistical reporting. We also maintain WisVote (Wisconsin voter registration system), election night reporting, and canvass reporting.

Our office compiles and distributes the agendas for the following meetings: County Board, Finance, Executive and Public Property, and Law Enforcement. Upon completion of a County Board meeting, minutes are transcribed, published, and recorded in an official docket and also in an annual proceedings publication.

The County Clerk's office compiles an Official Directory for Ashland County containing information on U.S. Officials, U.S. District Court, U.S. Senators, Members of the U.S. House of Representatives, Elected State and County Officers, and other information of importance to the public.

The Ashland County Clerk's office is also responsible for administering the county's Health Insurance program. Program requirements include maintaining and financial reconciliation of the fund in addition to updating participants on policy changes.



Treasurer

The records of the treasurer’s office are open to the public and most property & land tax information is now available online, though some handwritten & paper records may still be available.

- The core responsibilities of the County Treasurer has essentially remained the same throughout history.
- The office was established as an elected office so that the person charged with the care of the people’s money would be held directly responsible.
- Changes to the term of office require a constitutional amendment such as the one passed in 2005 increasing term of the treasurer, amongst other elected officials, from two to four years.
- The County Treasurer is currently on the same fall ballot as the US President, Register of Deeds, District Attorney, and County Clerk.
- County Treasurers represent taxpayers by advocating for the efficient & effective administration of fiduciary responsibilities within each county.
- The corporation counsel & county treasurer’s offices rely on each other to double check that there is a mutual understanding of the laws & how to best serve the public.
- Treasurer’s oversee the issuance of accounts payable & payroll checks, reconciles the general ledger & bank accounts for the county’s banking relationship.
- The county treasurer is not just a bookkeeper or a tax collector, but a vital resource for the people of the county in which they reside.
- Tax collector is one of the more visible responsibilities of the county treasurer. Treasurers

must collect the second installment of the property taxes for any municipality within two installments.

- Treasurers also settle with taxing jurisdictions in August to ensure they receive their full levy. This leaves the county to collect delinquent taxes to make up the difference between what was paid in taxes and what was paid out to the jurisdictions.
- It is the responsibility of the office to maintain records of all paid & delinquent property taxes.
- Treasurers work with assessors, municipalities, title companies, & members of the public when billing Agricultural Use Value charges, mailing delinquent tax statements, & obtaining or providing records.

Personnel:

Tracey Hoglund, Treasurer

Patrice Wassgren, Deputy Treasurer

Amy Moore, Part Time Office Assistant



The county treasurer “receives all Money from all sources belonging to the county and all other moneys by which statute or county ordinance directs paid to the treasurer...”

§59.25(3)(a)

Treasurers must “keep a true and accurate amount of the receipt and expenditure of all moneys which come into the treasurers hands...”

§59.25(3)(d)

District Attorney

Personnel:

Kelly J. McKnight, District Attorney

Ruth Kressel, Assistant District Attorney

Nancy Thyberg, Victim Witness Coordinator

Bonnie Berndt, Legal Secretary

Evie Roguski, Legal Secretary

The primary purpose of the District Attorney's office is to represent the citizens of Ashland County by prosecuting individuals who commit crimes in our community. Suspected criminal activity is investigated by law enforcement. If law enforcement submits a referral requesting formal charges, the District Attorney or Assistant District Attorney will review the referral and make a decision as to what, if anything, the individual should be charged with. If formal charges are appropriated, the prosecutor will file a criminal complaint setting forth charges and a factual basis to support those charges. The case then proceeds through the court process to resolution, either through a plea agreement or a jury trial, and then to sentencing.

In cases involving victims, Nancy Thyberg, the Victim Witness Coordinator, works closely with these victims to assure that they understand the criminal procedure and ensures that the Court hears their views about how the crime has effected them.

The District Attorney's office also represents the State of Wisconsin and Ashland County in the prosecution of civil forfeiture and traffic cases where the defendants choose to contest the citations. These include citations issued by the Ashland County Sheriff's Department, the Wisconsin DNR, and the Wisconsin State Patrol.

Additionally, the District Attorney's office handles juvenile delinquency prosecutions, where it is alleged that the juvenile committed a crime. In these cases, local law enforcement submits their incident reports directly to the Department of Human Services. The assigned social worker will then complete his or her investigation and if necessary, a request will be made to our office to proceed with a delinquency action.

By direction of the County Board, the Ashland County District Attorney's office also handles a variety of non-criminal matters involving juveniles that are handled in other counties by Corporation Counsel. These matters include cases involving Children in Need of Protection and Services, Juveniles in Need of Protection and Services, Termination of Parental Rights, and Chapter 51 mental health commitments involving juveniles, as well as actions against parents for failing to obtain immunization for their children.

By statute, the District Attorney is also responsible for enforcing the open government provisions of the Wisconsin Open Meetings Law and Wisconsin Open Records Law when a citizen files a verified complaint alleging a violation.

The Ashland County District Attorney's Office is committed to the improvement of the criminal justice system through collaborate efforts and evidence-based decision making. To further this commitment the District Attorney is a member of the local Criminal Justice Coordinating Council and participates in numerous initiatives aimed at improving outcomes through treatment alternatives to incarceration such as the Ashland County Drug Court Program and other risk-based diversions.



Circuit Court

Clerks of the Circuit Court are public officials elected to four year terms in countywide races. They are statutorily responsible for various record keeping functions of the courts. As custodians of the court's records, clerks of circuit court play a significant role in the Wisconsin's judicial system through the CCAP system (Wisconsin's Consolidated Court Automation Program).

Custodian of the Record

Record keeping for the courts is governed by state statute and Wisconsin Supreme Court rule. These require that clerks maintain records of all documents filed with the courts, keep a record of court proceedings, and collect various fees, fines, and forfeitures ordered by the court or specified by statute. Clerks of circuit court must also establish and promote procedures for reasonable access to court records, as well as, maintain the confidentiality of records as set forth by statute and court order.

Jury Management

Jury management is also a responsibility of clerks of court. Automation in the courts has made the process of selecting, notifying, and reimbursing jurors as they serve much more efficient and has improved record keeping for jury management. Clerks work with the director of state courts and the Legislature to continue to improve jury management. The obligation of the jurors, serving no more than one month of jury service in a four-year period, requires the process of selecting more frequently on a monthly basis.

Court Finances

Millions of dollars in fees, fines, and forfeitures are paid through clerks' offices annually. Financial software, designed through CCAP in accordance with accepted accounting principles assists clerks in the handling of the money.

Court Administration

As local court administrative personnel, clerks of court are at the center of an enormous variety of activities and work daily with many different people, including law enforcement, the legal community, local, state, and federal agencies, businesses, and the general public, who depend on the office of the clerk of circuit court to solve a wide range of problems. Clerks of court provide an administrative link between the judiciary and the county courts so they run smoothly and efficiently. The administrative responsibilities at the court level involve budgeting, administering trial court resources, developing effective policies and procedures, and maintaining competent staff.

Personnel:

Kerrie Ferrando, Clerk of
Circuit Court

Meghan Swanson, Chief
Deputy I

Sharon Huybrecht, Deputy II
Administrative Assistant

Susan Noonan, Deputy III
Administrative Assistant

Angelique Brilla, PT
Administrative Assistant

Steven Lawton, PT
Administrative Assistant



Health & Human Services

Terri Perry, Department Head

MISSION STATEMENT

To support and protect the health and well-being of all residents in Ashland County by providing and/or arranging needed programs and services.



Economic Support

Tami Tolliver, Supervisor

The Economic Support Unit provides a network of effective and equitable programs, which provide opportunities for economic self-sufficiency and strengthen the bond between families and communities.

- Wisconsin Home Energy Assistance (WHEAP)
- Child Care Certification

To apply for:

- * Caretaker Supplement
- * Medicare
- * BadgerCare Plus
- * FoodShare
- * Child Care Subsidy

Contact the Call/Change Center of the Northern Income Maintenance Consortium
1-888-794-5722 or online www.access.wi.gov

Adult Services

Linda Bailey, Supervisor

The Adult Services Unit administers the following programs that help the elderly and people with physical and developmental disabilities in the communities:

- Alzheimer's Family & Caregiver Support Program
- Community Support Program (CSP)
- Mental Health, AODA and other court related services
- Elderly/adults at risk investigations and services
- Children's Long Term Support
- Family Support/Children's COP
- Intoxicated Driver Program
- Adult Drug Court
- Comprehensive Community Services (CCS)
- Chequamegon Coalition on Emerging Drugs

Children and Families

Terry Barningham, Supervisor

The primary goal of the Children & Families Unit is to provide services to families and children that facilitate the support needed to enable families to remain intact and/or to protect the well being of children. These services include:

- Intake/Access
- Child Abuse and Neglect Investigation
- Juvenile Court Intake
- On-Going Case Management of Child Protection and Juvenile Justice Cases
- Foster Home Licensing and Kinship Care Services
- Juvenile Mental Health Services
- Divorce Custody Evaluations
- Coordinated Services Team (CST)
- Independent Living Services (for youth leaving out of home care)
- In-home Services
- Comprehensive Community Services (CCS)

Emergency services to children and families are accessible 24 hours a day for Mental Health, Juvenile Justice Intake and Emergency Child Abuse and/or Neglect investigation. On-call Social Workers can be accessed through local law enforcement.

Health & Human Services (continued)

Child Support

Beverly Patterson, Supervisor

The Child Support Unit is located in Room 100 in the courthouse. They provide services to establish, modify, and collect child support and health insurance coverage, and to establish paternity for children born not of a marriage.

There are no eligibility requirements. Persons needing services can apply by completing a written application form obtainable from the Child Support office. **Call (715) 682-7020.**



Aging & Disability Resource Center of the North (ADRC-N)

Provides information and assistance in accessing benefits and services for adults and families relating to aging, disability, mental health or substance abuse. Serving residents of Ashland, Bayfield, Iron, Price and Sawyer Counties. **Call 1-866-663-3607**

Fiscal/Administrative Support

Peter Herlevi, Supervisor

The Fiscal and Administrative Support Unit provides efficient and responsive, fiscal, clerical, reception, and support services for the entire agency. The Fiscal and Administrative Support Unit is the first contact with the customer, who then directs the customer to the appropriate unit.

This unit assists in all phases of the Health & Human Services Departments to expedite the delivery of services, to prepare accurate and timely reporting to the State, to access all available federal and state funding, and to verify appropriate documentation for internal audit controls.

Public Health

Cyndi Zach, Supervisor

The mission of Ashland County Health Department is to promote and protect health and safety in Ashland County. Public Health Services include:

- Child and Adult Immunizations
- Prenatal Care Coordination
- Newborn Home Visitation
- Birth to 3
- Certified Lead Screening for Children
- Lake Superior Beach Testing
- Communicable Disease Follow-up
- Compiling Health Data
- Public Education
- Tuberculosis Skin Testing
- Psychotropic Med Admin./Mgt.
- Health Screenings
 - Blood Pressure
 - Cholesterol
 - Hemoglobin
 - Blood Sugar
 - Hearing
 - Vision
 - Head Lice
- Tobacco Control
- Well Water Testing
- Children with Special Health Care Needs
- Health Information and Referral
- Fluoride Supplement Program
- Fluoride Rinse Program in all Ashland County Schools with no Fluoridates Water Supply
- SIDS Prevention/Safe Sleep Program
- Car Safety Seat Inspection Services
- Environmental Inspection/Licensing and Complaint Investigation
- Radon Testing
- Health Hazard Investigation
- Breastfeeding Support
- Sharps Disposal
- Mercury Collection
- School Health
- Healthy Home Inspections



Forestry & Recreation

The Ashland County Forestry and Recreation Department is located in Butternut, WI. Our office is on Main Street and we also have a heated shop on Creamery Road. The heated shop is shared with the Snowmobile Alliance during the winter months. The Snowmobile Alliance keeps trail groomer equipment there.



The department is currently staffed by four people. **The Forest Administrator is Chris Hoffman.** Chris has been with Ashland County for eleven years. Chris has twenty-six years of forestry experience. **Matt Schultz is the Assistant Forest Administrator.** Matt has been working for the county for nine years. Matt handles the timber sale program on the county forest. He is also developing and managing a departmental GIS system which makes the department more productive and efficient. **Jerome Watochek is the County Forester.** Jerome manages the recreational opportunities on the county forest. Jerome has been with the county for three years. **Marion Pohl is the Administrative Assistant.** Marion has been with the county for 35 years, all of which have been in the forestry dept. Marion does all of the bookwork for the office, tracking budget numbers, as well as, the timber sale revenue. We also have a very cooperative working agreement with the DNR. They provide us with 1,000 hours of time per year to help complete work on the forest. This time is used on timber marking and sale administration.

The Ashland County Forest is just over 40,000 acres in size, 18th largest in the state. There are 29 county forests statewide. The Ashland County Forest is the most productive forest in the state, in terms of dollars returned to the county per acre owned. This is a stark testimonial to the productivity of the forest and the dedication of the forestry staff. Last year we returned \$768,000 dollars to the county. In years past that number has been as high as \$1,023,000. This money is generated from timber sales which are conducted on the county forest.



But timber sales are not the only activity on the county forest. We also support numerous recreational activities. These activities include hunter walking trails, several county boat landings, including two boat landings on Lake Superior, we also support and work with the Snowmobile Alliance to keep snowmobiling a vital part of our winter economy and we are working with local clubs to develop off road vehicle recreation opportunities.

The department is overseen by the Forestry & Recreation Committee. That committee currently consists of Gary Mertig (Chairman), Kathy Schutte (Vice Chair), Karl Kubley, Pat Daust and Marty Vitek.

Land and Water Conservation

Organizational Profile

The Ashland County Land and Water Conservation Department (LWCD) is one of 72 LWCD's in the state, organized to deliver technical and cost-share assistance to landowners that voluntarily choose to resolve non-point pollution problems in Ashland County.

The department is under the direction of the Land Conservation Committee of the county board. The primary source of funding for the LWCD comes from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). Additional funding is derived from county levy, service fees, and various grant awards.



Staffing

- The LWCD consists of a Conservationist and a Civil Engineering Technician. Additional support is provided by Interns and Limited Term Employees filling specific roles.
- A DNR Wildlife Damage Abatement Specialist is co-located with the LWCD and provides services to Ashland, Bayfield, Douglas, and Iron Counties.

Annual Funding

- DATCP Staffing Grant funds currently cover one staff at 100% and the second staff at about 50% for salaries & fringe benefits.
- County Levy covers the remainder of salary and fringe for the second staff and also all of the operating costs for the department.
- DATCP Cost Share Grant of \$50,000 - \$65,000 based on the ability to implement successful conservation projects with landowners.
- DATCP Segregated Fund Grant of \$5,000 - \$25,000 for farmers to develop and implement nutrient management plans.

- Funds from our annual native tree and shrub sale go to support environmental education efforts and youth scholarships.

Other Periodic Grants

- US Fish and Wildlife Service
- Wisconsin Coastal Management Program
- Wisconsin Department of Natural Resources
- Natural Resources Conservation Service

Service Fees

\$2,000 - \$10,000/year

Projects and Programs

- Nutrient management and barnyard runoff control
- Stream crossings and culvert design
- Livestock fencing and watering
- Well and manure storage closures
- Wetland restoration and creation
- Lake and stream protection and erosion control
- Construction site erosion control
- Fish and wildlife habitat enhancement
- Invasive species education and control
- Environmental education programs
- Zoning mitigation plans
- Wildlife Damage Abatement and Claims Program
- Farmland Preservation Program Agreements
- Native tree and shrub sale



Highway Department

MISSION

The Ashland County Highway Department is responsible for the maintenance and improvement of 190 lane miles of County Trunk Highway and maintenance of approximately 250 lane miles of State Trunk Highway.

ADMINISTRATION

The County Highway Department's operations are overseen by the County Highway Committee as proscribed in Wisconsin State Statutes Chapter 83.

Emmer W. Shields is the County Highway Commissioner, the department head overseeing all operations. The County Highway Commissioner also does in-house engineering of department projects, construction supervision, and administers the Ashland County Nonmetallic Mine Reclamation Ordinance.

Patrol Superintendent Matt Erickson assigns daily work and directly oversees the crew. One half of the Patrol Superintendents pay and benefits are paid for by the Wisconsin Department of Transportation.

Office Manager Amber Erickson is responsible for maintaining the department's accounts, processing bills, keeping depreciation records, submitting monthly requisitions and year end financial reports to the WISDOT and all office related work.

Shop Superintendent Bob Tomlinson is responsible for overseeing all shop operations including equipment maintenance, equipment records and part inventories, as well as, performing equipment maintenance and repairs.

PERSONNEL

The department has 16 full time employees including management and administrative personnel. In addition to the personnel listed above, there is one mechanic and eleven equipment operators.

FACILITIES

The department has facilities at three locations within the county. The main shop and administrative office is located on State Highway 13 in Highbridge. Equipment repairs and maintenance are performed at this facility. Other notable facilities in Highbridge include a

3,500 ton salt sand storage structure (2005), a 1,000 ton salt shed (1987), and a 6,900 ton salt storage dome (1998). The storage building at the site was constructed in the 1930's. The service facility and offices were added on to it in 1996.

A satellite shop is located in Glidden. The facility is used for storage of equipment. The original 2,400 square foot storage building was constructed in 1951. An additional 2,800 square foot storage building was constructed in 2002. A 600 ton salt shed (1987) and a 750 ton salt sand storage building (2003) are also located at the site.

A satellite shop is also located in Ashland. A 4,200 square foot structure (2004) serves as heated storage. A 400 ton salt shed (1987) is also located at the site. The total book value of Ashland County Highway Department facilities is approximately \$1 million.

EQUIPMENT

The department maintains a large inventory of trucks and construction equipment used in maintenance and construction of highways. The total book value of the department's equipment fleet is approximately \$2.1 million.



BUDGET

The department's operational budget is approximately \$2.6 million annually. Revenue for the department comes from many sources including the Wisconsin Department of Transportation; General Transportation Aids; sales of materials and services to other local governments; special state and federally funded projects; and the county tax levy. For 2016, a total of \$578,645.00 was levied for the department operational budget. There has been no increase in the department's operational budget since 1996.

The department also has a Road and Bridge Improvement Fund used to pay for capital improvements on the County Trunk Highway System. The levy for the 2016 fund was \$520,000.

Sherriff's Department

As the chief law enforcement agency for Ashland County, the Sheriff's Office will impartially enforce the law while protecting the rights of all citizens. We will use the latest technology, innovative practices, and inter-agency cooperation to improve the quality of life for the people we serve.

The **Emergency Communications Division** is one of the most vital services for our Police, Fire, and EMS departments. It also serves as the critical link between the residents and visitors to Ashland County in need and responding personnel. The dispatchers who work in the Communications Division provide emergency and non-emergency dispatching service for all of Ashland County on a 24 hour basis.

Emergency Communications employs six 911-Dispatchers under the general supervision of the Communications Director (management).

The purpose of **Emergency Management** is to increase Ashland County's capabilities to respond to the hazards that threaten the county, all the while, preventing or reducing the impact of the hazards on the community. The purpose of Ashland County's Emergency Management program is to coordinate the activities of various departments responsible for continued operations during disasters, coordinate inter-local agreements for use of resources, communicate with state and federal agencies, and provide education and training.

Ashland County is committed to the welfare of our citizens and visitors. Our Emergency Management program is designed to respect this commitment; to maximize human safety and survival; to minimize danger; to preserve county property; to restore normal working conditions; and to assure responsive communications within the entire county and to surrounding counties and media outlets.

The purpose of **Patrol** is to protect and preserve life and property in our community. Along with protecting citizens, patrol officers deter crime by becoming a visible presence preventing potential crime. Their accessibility to people in the community maintains order and allows a trust to develop between the people and the department. Patrol employs eight Patrol Deputies, two Patrol Sergeants, a Recreational Officer, and an Investigator (all union employees) under the direct supervision of the Patrol Lieutenant (management).

The purpose of **Corrections** is to protect the public through the incarceration and supervision of offenders, and to rehabilitate offenders through the application of work, programs, and services. Employs eight Corrections Officers and two Corrections Corporals (all union employees) under the direct supervision of the Corrections Lieutenant (management).

The **Domestic Violence Officer** works closely with other agencies to assist individuals, children, and families in connecting with useful resources and supportive services in the Ashland area. By doing so, it is our hope to reduce the occurrence of domestic violence and to increase accessibility to the numerous family violence services available.

To learn more about the Sherriff's Department contact the Ashland County Sherriff's Office, located at 220 6th Street East, Ashland, WI 54806. Phone number: 715-685-7640. Website: <http://www.ashlandcountysheriff.us/>

Personnel:

Mick Brennan, Sheriff



Information Technology

Personnel:

Kent Tenney

Taylor Foley

Rachel Lipka

In the past, Ashland County assigned certain information technology personnel specific buildings to provide information technology services. This created a somewhat fragmented approach to providing information services to the county organization. In the past year, the three people comprising the Information Technology department have met to discuss and plan a more consistent approach for delivering information technology services to the organization. Currently the information technology services are split between Health and Human Services, the Sheriff's Department and the County Courthouse with each of the three information technology personnel responsible for each department. The future goal is to consolidate information technology services county-wide.

The Information Technology department strives to provide a reliable, up-to-date integrated information management system which provides security, voice and data operations, and storage and communication for the organization. The responsibilities of the department include technical support, software systems, computers, servers and peripherals, networks and wireless networks, phone, voice messaging and video conferencing, mobile devices, database management and storage systems, security, technology training, consulting and research.

In addition, the Information Technology Department at the law enforcement building is responsible for the hardware and software for the communication dispatch center and the jail operations.

The Information Technology Department recently completed a project to link the Health and Human Services, Law Enforcement and Courthouse buildings via fiber optics. They are also working on installing an IP based phone system in these three buildings and will be upgrading the radio communications system for the Sheriff's office.



Ashland County
Office Profiles

Ashland,
Wisconsin

