

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

August 18, 2020

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Wilson
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of July 21, 2020 County Board Proceedings
6. Concerned Citizens

- 7. Consent Agenda**
 - A. Rezone Petition and Amendatory Ordinance

- 8. Other Resolutions and Ordinances**
 - A. Resolution Approving 2020 Budget Request for New LTE Communicable Disease Surveillance Nurse for HHS Dept – Supv. Wilson
 - B. Resolution to Increase the 2020 Unit on Aging Dept Budget – Share the Love Event Award 2020 – Supv. Haessig

9. Committee Reports
10. Chair Appointments
11. Citizen Comments
12. Chair Comments
13. Possible Future Agenda Items
14. Audit Per Diems
15. Adjourn

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's Office at 468-4600 at least 24 hours prior to the meeting.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting. 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.

REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on July 28, 2020.

The Zoning Committee did conduct the public hearings, considered the following and recommend as:

Stone Lake Township: Dennis Ruid, Stone Lake WI. PROPERTY: Tax ID#27159-20 acres, SOUTH 20AC SE SE, Section 27-39-10, Town of Stone Lake, to rezone approximately 20 acres from Agricultural to Residential Agricultural to be able to sell.

The Zoning Committee recommends APPROVAL of the request to rezone 20 acres of Agriculture to Residential Agriculture.

Sarona Township: Clarence Thompson, Shell Lake WI. PROPERTY: Tax ID#22256-7 acres, PT GOV LOT 3, Section 01-37-12, Town of Sarona, to approximately rezone 7 acres from Residential Agricultural to Residential Recreational 1, to be able to split.

The Zoning Committee recommends APPROVAL of the request to rezone 7 acres from Residential Agricultural to Residential Recreational 1.

Madge Township: Nicholas Allen, Spooner WI. PROPERTY: 78.50 acres, both in Section 08-38-11, Tax ID# 18146-40 acres, SE SW, Town of Madge, to rezone approximately 40 acres from Agricultural/Residential Recreational 2 to Residential Agricultural and Tax ID#18137-38.50 acres, NE SW EXC N OF RD V, Town of Madge, to rezone approximately 38.50 acres from Agricultural to Residential Agricultural, to be able to sell part of it.

The Zoning Committee recommends APPROVAL of the request to rezone 40 acres from Agricultural/Residential Recreational 2 and the Zoning Committee recommends APPROVAL of the request to rezone 38.50 acres from Agriculture to Residential Agriculture.

Bass Lake Township: Willie Kauffman Jr., Springbrook WI. PROPERTY: Tax ID#34830-21.80 acres, PT SW NE, Section 32-40-10, Town of Bass Lake, to rezone approximately 9.4 acres from Agricultural to Residential Agricultural, to be able to convey house & garage to family member.

The Zoning Committee recommends APPROVAL of the request to rezone 9.4 acres from Agricultural to Residential Agriculture.

Interested persons were given the opportunity to be heard.

Dated
Rezoningpetitions07282020

Jocelyn Ford, Chairman
Washburn County Zoning Committee

AMENDATORY ORDINANCE

WHEREAS, the Washburn County Board of Supervisors has heretofore been petitioned to amend the Washburn County Zoning Ordinance and Maps; and

WHEREAS, the rezoning petitions have been referred to the zoning district boundaries, pursuant to Wisconsin Statute Chapter 59.69, and;

THEREFORE BE IT RESOLVED that the Washburn County Zoning Ordinance and maps, adopted in 1977 are hereby amended and designated as;

Stone Lake Township: Dennis Ruid, Stone Lake WI. PROPERTY: Tax ID#27159-20 acres, SOUTH 20AC SE SE, Section 27-39-10, Town of Stone Lake, to rezone approximately 20 acres from Agricultural to Residential Agricultural to be able to sell.

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Interested persons were given the opportunity to be heard.

Supervisor _____ move to _____ rezonings,
second by _____

Supervisor _____, motion carried

Dated

Thomas Mackie , Chairman
Washburn County Board of Supervisors

Rezonepetitions07282020

RESOLUTION # _____

**RESOLUTION APPROVING 2020 BUDGET REQUEST FOR THE CREATION OF A NEW
LTE COMMUNICABLE DISEASE SURVEILLANCE NURSE FOR HEALTH & HUMAN
SERVICES DEPARTMENT**

WHEREAS, the Health & Human Services (HHS) Department is in need of additional staffing to meet the increased workload due to COVID-19; and

WHEREAS, COVID-19 positive results are increasing and each positive requires follow up from a nurse; and

WHEREAS, Public Health staff have been working beyond capacity; and

WHEREAS, funds are available from 75% PH Contract Tracing Grant and 25% PH Pandemic Plan Grant; and

WHEREAS, the need for this position is immediate and will be terminated when workload decreases; and

WHEREAS, both the HHS and Personnel Committees recommend that this position be approved for the 2020 budget.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve authorizing the creation of a new LTE Communicable Disease Surveillance Nurse for the HHS Department and to include the position in the 2020 budget; and,

FISCAL IMPACT: \$14,420 for the remainder of 2020

Recommended for adoption by the Washburn County Personnel Committee this 6th day of August, 2020.

Dave Wilson, Chair

Hank Graber, Vice Chair

Jocelyn Ford, Member

Linda Featherly, Member

Mark Radzak, Member

RESOLUTION # _____

**RESOLUTION TO INCREASE THE 2020 UNIT ON AGING
DEPARTMENT BUDGET – Share the Love Event Award 2020**

WHEREAS, the Unit on Aging applied for and was awarded a grant through Subaru Share the Love Event in 2020; and

WHEREAS, the total Share the Love Event amount received was \$4,247.61; and

WHEREAS, the grant was not budgeted in the 2020 Unit on Aging budget; and

WHEREAS, the Unit on Aging has now received the 2020 grant in the amount of \$4,247.61 for this Aging purpose and it has been placed in the 2020 Unit on Aging Budget (Revenue Account 240.69101.48501) and (Expense Account 240.69101.50340).

THEREFORE BE IT RESOLVED, the 2020 Unit on Aging budget shall be increased \$4,247.61 for the additional grant.


FISCAL IMPACT: \$4,247.61

Recommended for adoption by the Washburn County Finance Committee

this 6th day of August, 2020.



David Haessig, Chair



David Masterjohn, Vice-Chair



Stephen Smith, Member



David Wilson, Member



Linda Featherly, Member

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

July 21, 2020

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance was read by Supv. D. Wilson.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present (in person): (20); Excused: (1) S. Johnson; Youth: (3) K. Gunderson, N. Olson; via Webex: A. Will.
5. Approval of June 16, 2020 County Board Proceedings on motion by Supv. D. Wilson, 2nd by Supv. C. Masterjohn; MC.
6. Concerned Citizens – None at this time.
7. COVID-19 Response Update – presented by Cheri Nickell, Public Health Official. Washburn County has 8 cases with 2 being active. Our trajectory is going up and they are monitoring about 100 people. Testing has slowed way down with results out from 5-7 days now. Ms. Nickell described her role in school re-opening discussions/transportation issues. Her advice is that if the schools decide to have the kids in school then masking/social distancing would need to be done plus understanding the potential for quarantine is important. A person would need to be home quarantined for 14 days if they've been in close contact with someone that tested positive. In a response to question, it was mentioned that taking temperatures is not a reliable indicator of COVID. Ms. Nickell was commended on the data contained in the county/public health websites.
8. **Consent Agenda** – motion to approve by Supv. D. Wilson, 2nd by Supv. D. Masterjohn; MC.
 - A. **Resolution 48-20 Amending Washburn Code of Ordinances, Chapter 60, Article II, Sec. 60-27 Address Sign Policies re: Fine Increase**
9. **Other Resolutions and Ordinances**
 - A. **Resolution 49-20 to Transfer Funds from Solid Waste to Recycling Fund** – Motion to approve by Supv. D. Haessig, 2nd by Supv. R. Reiter. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - B. **Resolution 50-20 to Increase 2020 Sheriff's Office Budget re: Grant Award** – Motion to approve by Supv. D. Haessig, 2nd by Supv. J. Ford. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - C. **Resolution 51-20 to Increase 2020 ADRC Budget re: Technology Grant** – Motion to approve by Supv. D. Haessig, 2nd by Supv. R. Reiter. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - D. **Resolution 52-20 to Increase 2020 Aging Budget re: GWAAR Annual Adjustments** – Motion to approve by Supv. D. Haessig, 2nd by Supv. D. Wood. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - E. **Resolution 53-20 to Increase 2020 Aging Budget re: GWAAR COVID-19 Grants** – Motion to approve by Supv. D. Haessig, 2nd by Supv. C. Masterjohn. All dollars coming in/expenses for COVID need to be tracked by the Finance Director for application to the related grant. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - F. **Resolution 54-20 to Increase 2020 Aging Budget re: COVID-19 Donations** – Motion to approve by Supv. D. Haessig, 2nd by Supv. S. Smith. Donations have come in from many individuals as were reported at Finance recently. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - G. **Resolution 55-20 to Increase 2020 Aging Budget re: COVID-19 Meals on Wheels Grant** – Supv. D. Haessig, 2nd by Supv. J. Ford. Supv. D. Wilson thanked Aging/ADRC Director Linda Hand for her diligence in getting the grants. Supv. B. Olsgard added that this represents a very different way of delivering services to the public; thanks also goes to the ADRC/Aging staff and lots of other departments who pitched in. Roll Vote: Yes (20); Youth: Yes (3); MC.
 - H. **Resolution 56-20 Denying a Claim** – Rose Carlson – Motion to approve by Chair Mackie, 2nd by Supv. D. Wilson. Motion carries on voice vote with no negative votes.
 - I. **Resolution 57-20 Approving Update to Washburn County Tourism Contract** – Motion to approve by Supv. L. Featherly, 2nd by Supv. C. Stariha. Motion carries on voice vote with no negative votes.

10. Committee Reports – FINANCE- budgets are being presented at committee level. HHS- Embrace presentation given, dept fully staffed at this point; IT- focus on setup for new building. IT Director Tom Boron has been named to Governor Ever’s Broadband Task Force. PERSONNEL- no new requests at this time. AG/LCC- met for 1st time in 6 months; projects include remonumentation, cleaning up language in Chapter 62; fire signs being installed; legislative proposal re: removing counties from Wildlife Damage & Protected Services; working at boat landings with intern; restoration project on Gardner Lake Road extended. HIGHWAY- testing has been OK for soil contamination at old shop location but may need more tests prior to finalization; MLS grant on hold due to this being contested at the state level (MLS project will be removed from schedule and will move Hwy J up for now); dam work being done; working with Zoning on driveway permit clarifications; working with Wis County Hwy Assn for ATV guidelines. LAW ENFORCEMENT- transfers are down due to video conferencing; Ad Hoc Communications Committee is reviewing radio equipment upgrades needed; will also be discussing need for a communications position. PUBLIC PROPERTY- awarded abstractor bids, denied tax deed reversal, finalized tourism contract, Minong Nutrition Program site to remain at current location as long as the parking lot is remodeled by August 1st, will review disposition of Annex/Public Health/County Hwy H properties, tax deed sale ended today. SOLID WASTE- reviewed recycling funds and dollars available for 2021 cleanup days. UW EXTENSION- met and approved budget, discussed state furlough of some of the educators and cost savings which could transfer to 2021. VETERANS- previous Asst CVSO Ella Parker is now working for Burnett County and vacancy has been filled by Jill Matthys. ZONING- new dept head Dale “Butch” Beers; new POWTS technician has been hired and dept is fully staffed now. AGING/ADRC- lots of grants, discussed re-opening the nutrition program and have set a tentative date of January 1, 2021; working on coming up with an agreement for provision of services that will work for all centers regardless of ownership.
11. Chair Appointments – Mary Shepherd to Housing Authority Board; Dennis Wood to RCC; Justin Quinn to LEPC; Linda Featherly to Northern Waters Library; creation of Ad Hoc Committee for Minong Area Nutrition Program with board members: David Haessig, Linda Featherly, Stephen Smith, Steven Sather, Robert Reiter, Keith Trembath, Bob Olsgard. Motion made by Supv. D. Wilson, 2nd by Supv. C. Masterjohn to approve appointments; MC.
12. Citizen Comments – none.
13. Chair Comments – Chair Mackie stated that he has received phone calls regarding businesses not wearing masks; the county cannot order that masks be worn, however we do have an advisory that was issued by Public Health advising everyone to wear masks in public; more information is on the website. He urged everyone to use common sense in wearing masks. Chair stated that if we do not have an August meeting that September’s meeting will be in the new building.
14. Possible Future Agenda Items – information from WEDC; re-opening county buildings
15. Audit Per Diems on motion by Supv. D. Masterjohn, 2nd by Supv. H. Graber; MC.
16. Adjourn at 7:10 p.m. on motion by Supv. D. Masterjohn, 2nd by Supv. H. Graber; MC.

Respectfully submitted this 23rd day of July, 2020.
Lolita Olson, County Clerk

Washburn County Personnel Requisition Form

Date: July 27, 2020	New Position: X	Replacing/Changing Position:
Reason position is available: high workload issues in Public Health due to COVID 19		

POSITION INFORMATION:

Position Title: Communicable Disease Surveillance Nurse (LTE)		Department: Health & Human Services
Effective Date: 08/17/2020	Union:	
Position Type: LTE (avg. 20 hours/week)		
Duration of employment of requisitioned personnel: From: 08/17/2020 To: 12/31/2020		
Will this position require 600 hours of work per year? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
If this is for additional staff please state reason: extra duties related to COVID 19 is exceeding current staff capacity		
Is office space, furniture and office equipment available? In new building, position will primarily work from home as well		

WAGES/BENEFITS/FUNDING:

Starting yearly wage: \$38/hr
Total benefit costs: \$0.00
Total cost for other equipment and/or training? \$0.00
Is this request budgeted? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO List the funding source by percent:
Are funds available to cover said request? <input checked="" type="checkbox"/> YES explain plan to fund request: 75% PH Contract Tracing Grant, 25% PH Pandemic Plan Grant

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0.00
Wages and Benefits	\$12,920
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
\$	1,500
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	-\$14,420
TOTAL:	\$0

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Created 7/27/2020, attached
What are the major functions or examples of work performed of the proposed position?	See attached job description
Minimum Educational Requirements and minimum experience for this position?	See attached job description
Knowledge Skills and Abilities?	See attached job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased workload due to COVID 19
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public need, State mandates
Is this work currently being performed by someone else? If yes, how and by whom?	Current Public Health Nurses
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Reports to the Public Health Officer
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will perform COVID 19 duties along with current Public Health nurses
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Public Health Officer and other PH nurses
Are there alternatives to the services that this individual would provide? If yes, explain.	No, COVID 19 has exceeded our nursing staff capacity
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Public Health staff have been working beyond capacity currently, COVID 19 numbers continue to rise in Washburn County
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No, HHSD is running lean as it is and this position does not require any new levy
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Will primarily work from home, office available in new building
How does this position fit into the long-range and strategic plans of the Department and/or County?	This position is being requested due to high needs of COVID 19, position will be terminated when workload decreases

Justification for request or general remarks/comments about the position

COVID 19 positive results are increasing and each positive requires follow up from a nurse.

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	7/27/2020
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Committee of Jurisdiction:

COMMITTEE:	Approved	Denied	DATE:	
	Comments			

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resource Director: _____ Date: _____

COUNTY ADMINISTRATOR APPROVAL:

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
County Administrator: _____ Date: _____

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	Approved	Denied	DATE:	
	Comments			
COUNTY BOARD (IF NECESSARY)	Approved	Denied	DATE:	
	Comments			

POSITION DESCRIPTION		Position #:
Class Title: LTE Communicable Disease Surveillance Nurse - RN		Reports To: Public Health Officer
Department: HHSD	Location: Shell Lake	Wage Range: 14-1950

PURPOSE OF POSITION:

Under the general supervision of the department director and the direction of the Health Officer, the Communicable Disease Surveillance Nurse will monitor and investigate all suspect COVID-19 disease, including contact investigations and monitoring. The legal authority for public health nursing is outlined by Chapter 250 (Public Health Statutes), Chapter 441 (Wisconsin Nurse Practice Act), and the Wisconsin Administrative Code, Chapters HFS 139 and 140.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:

- Monitor the Wisconsin Electronic Disease Surveillance System (WEDSS) for suspect, probable, or confirmed COVID-19 cases or contacts, and initiate an investigation within 24 hours, including contact tracing.
- Complete all tabs in WEDSS for each investigation, and provide health information and resources as needed.
- Complete daily monitoring of contacts and report in WEDSS.
- Report any exposure where the close contacts cannot be determined, such as a bar or large gathering, to the Public Health Officer.
- Assist in mass testing or vaccination clinics as directed by the Public Health Officer.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge and skill of professional nursing techniques and current Nurse Practice Act.
2. Ability to communicate orally, in writing, and have good computer skills. Knowledge of Microsoft Word, Excel, and Internet access ability is mandatory. Experience with using the Wisconsin Electronic Disease Surveillance System (WEDSS) is preferred.
3. Ability to work together with administration and peers.

EXPERIENCE AND TRAINING REQUIRED:

Graduate from an accredited School of Nursing, with a bachelor's degree. Requires current Wisconsin Registered Nurse license. Preference for public health nursing or infectious disease control experience. Must possess a valid driver's license and access to personal transportation for city and rural travel, must possess and maintain vehicle insurance coverage.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work will primarily be computer and phone work, which can take place at the employee's home. The employee is expected to arrange their workspace to provide for good ergonomics. However, the employee may need to assist with testing or vaccination clinics, which would require more physical demands. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment such as photocopiers, multi-line telephones, calculator, FAX machine, and printer. Nursing equipment used includes sphygmomanometer, stethoscope, syringes, thermometer, and personal protective devices. The employee must occasionally lift and/or move up to 50 pounds or more.

SPECIAL REQUIREMENTS:

- Must maintain current CPR training.
- Must possess a valid Wisconsin driver license.
- Must have completed Hepatitis B series.
- Must have reliable high speed internet connection at home.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may come in contact with blood or body fluids which may contain pathogens.

The noise level in the work environment is usually quiet to moderate and occasionally loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. A state background check is required.

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties. It is understood that the director has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Administrative Coordinator/
Director of Personnel

Effective Date: 08/17/20