

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

January 19, 2021

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

Federal and State Guidelines will be followed for Social Distancing and Number of Attendees. To attend via WEBEX please see instructions following the agenda.

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. Appointment of District 16 Representative & Oath of Office
5. Roll Call – County Clerk Olson
6. Approval of November 10, 2020 County Board Proceedings
7. Current Update on COVID-19 and Vaccine Status
8. Concerned Citizens

## 9. Consent Agenda

- A. Rezone Petitions and Amendatory Ordinance – November & December 2020
- B. Resolution Supporting Increased Funding for Aging and Disability Resource Centers

## 10. Other Resolutions and Ordinances

- A. Resolution to Increase Several 2020 County Budgets Due to Receiving Additional COVID-19 Funding from the Routes to Recovery Grant – 2<sup>nd</sup> Submission – Supv. Haessig
- B. Resolution to Utilize Highway Fund Balance to Repair Unit #144 – 2006 Premix Patch Trailer – Supv. Haessig
- C. Resolution Authorizing the Creation of a New FTE Position: Drug Free Communities Prevention Specialist – HHS – Supv. Wilson
- D. Resolution to Donate a Squad to Emergency Management – Supv. Masterjohn

11. Committee Reports
12. Chair Appointments
13. Citizen Comments
14. Chair Comments
15. Possible Future Agenda Items
16. Audit Per Diems
17. 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.

# WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

November 10, 2020

9:15 a.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

## PLEASE NOTE THAT THIS IS A DAYTIME MEETING

Federal and State Guidelines will be followed for Social Distancing and Number of Attendees. To attend via WEBEX please see instructions following the agenda.

1. Call Meeting to Order at 9:15 a.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Wilson.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: (20); Excused: (1) D. Masterjohn; Youth Present: (3) N. Olson; A. Wills and K. Gunderson via Webex.
5. Approval of October 20, 2020 County Board Proceedings on motion by Supv. L. Featherly, 2<sup>nd</sup> by B. Olsgard; MC.
6. Concerned Citizens – none at this time.
7. Resolution for 2020 Tax Levy and 2021 Budget was presented on motion by Supv. D. Haessig, 2<sup>nd</sup> by Supv. D. Wilson; Supv. S. Smith motion to amend 2020 to 2021 in 3<sup>rd</sup> line of resolution, 2<sup>nd</sup> by Supv. J. Ford; MC on voice vote with no naves.
8. **CVSO Annual Report** – Lisa Powers, Veterans Service Officer gave the annual report. Supv. D. Wilson thanked Lisa for her ability to resolve issues for our veterans; Supv. J. Ford added that the VA drivers go over and above their duties as well in checking on people in the VA hospital just to make sure our residents/patients are OK. Transportation program has not stopped even with COVID and is done on a case by case basis. Motion by Supv. J. Ford, 2<sup>nd</sup> by Supv. C. Stariha to accept CVSO report; MC.
9. **Economic Development Committee Report** – Joel Zimmerman, Executive Director gave his report. He highlighted that the county historically recovers from recession in the top 10% as far as economic recoveries. Other highlights included new business startups/expansions, having a provider now that is willing to deal with our broadband issues, PSC grant, sales tax revenue is on track to meet/exceed last year. Mr. Zimmerman thanked the county board, Finance Director Kindle and Commissioner Danielsen in securing nearly a million dollars for the revolving loan funds. The plan for broadband with Mosaic is to continue with further expansion into the county; this is a work in progress. Mr. Zimmerman was thanked for his presentation.
10. **Tourism Annual Report** – Michelle Martin, Executive Director, and Kaitlin Hanson, Asst. Director, gave the annual report for Washburn County Tourism. Key roles and priorities were reviewed; additional website acquisition of the old washburncounty.com website now will direct visitors to their current website of washburncounty.org. (*As a note, county website is co.washburn.wi.us.*) Visitors are capitalizing on outdoor recreation; it was reported that some businesses are reporting a record breaking year while others are significantly down. The visitor center lobby will have a rotating exhibit with the 1<sup>st</sup> one to launch in May highlighting “Tribute to the Lakes”. Discussed the intent to place metal signs at all major highway entrances; cost is approximately \$6500/sign. Board thanked Michelle and Kaitlin for the presentation.
11. **Consent Agenda** – motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. Sather to approve consent agenda; Chair Mackie indicated Item F has been pulled; (*items C and E have also not been forwarded by committees*); MC on voice vote.
  - A. **Rezone Petitions and Amendatory Ordinance**
  - B. **Resolution 66-20 Amending Chapter 70 of the Washburn County Code of Ordinances re: ATV/UTV Use**
  - C. ~~Resolution to Grant Waiver of Policy Requirement re: Vacation Carryover Limitation~~
  - D. **Resolution 67-20 Approving the 2021-2022 WPPA Local 225 Deputies Labor Agreement**

- ~~E. Resolution to Approve Annual Update to Employee Handbook~~
- ~~F. Resolution Designating Public Depository and Authorizing Withdrawal of County Moneys – New Banking Contract~~
- G. Resolution 68-20 to Ratify UW-Extension Agreement**
- H. Resolution 69-20 to Declare the Annex and Public Health Buildings as “Surplus Property”**

## 12. Other Resolutions and Ordinances

- A. **Resolution 70-20 to Approve Adding Another Equipment Operator Position for Highway due to Elimination of the Field Supervisor Position** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. H. Graber. Public thank you to Commissioner Danielsen on his efficiency. Roll Vote: Yes (20), No (0); Youth: Yes (3); MC.
  - B. **Resolution 71-20 Authorizing the Creation of a New Position of Youth Justice Diversion Prevention Specialist** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. B. Reiter. HHS Deputy Director Marie Schrankel explained funding; grant funds are for 5 years, including funds not expended for 2020. Supv. C. Stariha stated that we want to make sure that whoever applies for it knows that there is a possibility that this job may not be there after 2024. Roll Vote: Yes (20), No (0); Youth: Yes (3); MC.
  - C. **Resolution 72-20 to Increase Several 2020 Budgets re: Routes to Recovery Grant Funding for COVID-19** – Motion to approve by Supv. D. Haessig, 2<sup>nd</sup> by Supv. S. Smith. Roll Vote: Yes (20), No (0); Youth: Yes (3); MC.
  - D. **Resolution 73-20 to Increase the 2020 ADRC Budget – EBS Business Donation** – Motion to approve by Supv. D. Haessig, 2<sup>nd</sup> by Supv. B. Olsgard. Roll Vote: Yes (20), No (0); Youth: Yes (3); MC.
  - E. **Resolution 74-20 for the Unit on Aging to Accept the In-Kind Food Box Donation from Farmers to Families** – Motion to approve by Supv. D. Haessig, 2<sup>nd</sup> by Supv. L. Featherly. Supv. Featherly described her participation as a volunteer and that these box donations were taken advantage of by many people and 4 more distributions are planned. Supv. B. Olsgard thanked those employees and volunteers who organized so quickly. The model used for the distribution may be used in the future for any type of distribution – such as vaccine delivery; a table top exercise is also being planned. Voice vote carries without negative votes.
  - F. **Resolution 75-20 to Approve the 2021 County Forest Work Plan** – Motion to approve by Supv. S. Johnson, 2<sup>nd</sup> by Supv. D. Wilson. Forest Administrator Mike Peterson spoke about the work plan and reviewed high points as shown in the work plan. It was explained that out of the 37 paper mills in the state 7 or 8 go from wood to fiber for paper and there are continuing issues with negotiations for purchase (of Verso/Wisconsin Rapids). Discussed shortage of treated lumber, potential new trails, legislative issues with putting more money into the law enforcement portion of the rec officer due to increased ATV/UTV use, support for ATV/UTV ROW from private citizens. Roll Vote: Yes (20), No (0); Youth: Yes (3); MC.
  - G. **Resolution 76-20 re: 2021 County Forest Variable Share Payments** – Motion to approve by Supv. S. Johnson, 2<sup>nd</sup> by Supv. H. Graber. Roll Vote: Yes (20), No (0); Youth: Yes (3); MC.
  - H. **Resolution 77-20 to Approve the Telecommuter Forward Resolution** – Motion to approve by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. B. Vosberg. Voice vote carries without negative votes.
  - I. **Resolution 78-20 to Approve the Mosaic Technologies – EDA Grant Resolution** – Motion to approve by Supv. B. Olsgard, 2<sup>nd</sup> by Supv. D. Haessig. Voice vote carries without negative votes.
13. Committee Reports – FINANCE – passed 2021 budget, will start work on 2022 soon, thanked DH’s for bringing in budgets as requested; HHS – resolutions as approved today, thanked Jim/Marie for their work; IT – date for fix on mic system; PERSONNEL – resolutions as approved today, always looking at recruitment/retention, need to stay competitive and meet challenges; AG/LCC – new \$3,000 grant that we’ll apply for, legislation; FORESTRY – passed work plan – DH and staff did a great job; HIGHWAY – CDBG million dollar grant project has been completed; salt/sand is on hand, trucks are ready, Spooner Dam repairs, salt prices went up about 4%; LE – not yet met; PUBLIC PROPERTY – acquisition on church property, hoping for smooth transition, disposition of Annex and PH building resolution passed today; SOLID WASTE – will meet in December; UW EXT – heard reports from UW Educators, virtual meetings,

services have increased due to being virtual, staff will have more furlough days in 2021, should have positive impact on budget; VETERANS – annual report given by Lisa; AGING/ADRC – height of open enrollment, busy, training sessions coming up in December re: identity theft; ZONING – will meet at end of month; TRANSIT – no report.

14. Chair Appointments – Ellory Medor to the Veteran’s Service Commission for a 3 year appointment; Keith Trembath to ICAA. Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. J. Ford; MC.
15. Citizen Comments – None at this time.
16. Chair Comments – this is our last scheduled meeting for 2020; made is so far through the pandemic, thanked the board members for staying healthy, hope mic system will be up and running in 2021; thanked DHs, CB for all things that have gone on, have a good hunting season, good Thanksgiving, good Christmas.
17. Possible Future Agenda Items
18. Audit Per Diems
19. Adjourn – at 11:00 a.m. by Supv. D. Wood, 2<sup>nd</sup> by Supv. J. Ford; MC.

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## 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 November 17, 2020.

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

**Springbrook Township:** Simone Tremblay, Springbrook, WI. PROPERTY: Tax ID#24723,24724, 24728-.33 of an acre, Springbrook Plat of Lot 1, 2 & 6, Section 14-40-11, Town of Springbrook, to rezone approximately .33 acres from Residential Mobile to Commercial, to be able to make one lot with other commercial lots.

The Zoning Committee recommends APPROVAL of the request to rezone .33 acres of Residential Mobile to Commercial.

**Casey Township:** James Drinkwater, Spooner WI. PROPERTY: Tax ID#33705, 37.43 acres, PT GOV LOT 6 & PT NE SE, Section 14-40-13, Town of Casey, to rezone approximately 37.43 acres from Residential Recreation 2 to Forestry to lower taxes.

The Zoning Committee recommends APPROVAL of the request to rezone 37.43 acres from Residential Recreational 2 to Forestry.

**Chicog Township:** John Mitchell, Maple Grove, MN. PROPERTY: Tax ID#12058, 36.85 acres, GOV LOT 3, Section 32-41-13, Town of Chicog, to rezone approximately 36.85 acres from Residential Recreation 2 to Residential Recreation 1 to make smaller parcels.

The Zoning Committee recommends APPROVAL of the request to rezone 36.85 acres from Residential Recreation 2 to Residential Recreation 1.

Interested persons were given the opportunity to be heard.

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Dated

Rezonepetitions11172020

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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;

**Springbrook Township:** Simone Tremblay, Springbrook, WI. PROPERTY: Tax ID#24723,24724, 24728-.33 of an acre, Springbrook Plat of Lot 1, 2 & 6, Section 14-40-11, Town of Springbrook, to rezone approximately .33 acres from Residential Mobile to Commercial, to be able to make one lot with other commercial lots.

**Casey Township:** James Drinkwater, Spooner WI. PROPERTY: Tax ID#33705, 37.43 acres, PT GOV LOT 6 & PT NE SE, Section 14-40-13, Town of Casey, to rezone approximately 37.43 acres from Residential Recreation 2 to Forestry to lower taxes.

**Chicog Township: John Mitchell**, Maple Grove, MN. PROPERTY: Tax ID#12058, 36.85 acres, GOV LOT 3, Section 32-41-13, Town of Chicog, to rezone approximately 36.85 acres from Residential Recreation 2 to Residential Recreation 1 to make smaller parcels.

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

Rezonepetitions11172020

## 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 December 15, 2020.

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

**Spooner Township:** Gene M Thompson Trust, Spooner, WI. PROPERTY: Tax ID#23702 – 9.55 acres NE1/4 NE NE, Tax ID#23703 – 29.25 acres NE NE EXC NE1/4, all in Section 23-39-12, Town of Spooner, to rezone approximately 38.80 acres from Agricultural to Residential Recreational 2, to make a smaller parcel.

The Zoning Committee recommends APPROVAL of the request to rezone 38.80 acres of Agricultural to Residential Recreational 2.

Interested persons were given the opportunity to be heard.

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Dated

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Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions12152020

**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;

**Spoooner Township:** Gene M Thompson Trust, Spooner, WI. PROPERTY: Tax ID#23702 – 9.55 acres NE1/4 NE NE, Tax ID#23703 – 29.25 acres NE NE EXC NE1/4, all in Section 23-39-12, Town of Spooner, to rezone approximately 38.80 acres from Agricultural to Residential Recreational 2, to make a smaller parcel.

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

Rezonepetitions12152020



**RESOLUTION SUPPORTING INCREASED FUNDING FOR AGING AND  
DISABILITY RESOURCE CENTERS**

**WHEREAS**, Aging and Disability Resource Centers (ADRC) are the first place to go to get accurate unbiased information on all aspects of life related to aging or living with a disability; and

**WHEREAS**, ADRC services include providing information and assistance, options and benefits counseling, coordinating short-term services, conducting functional screens, and enrollment processing and counseling; and

**WHEREAS**, in Wisconsin, there are currently 34 single-county ADRCs, 12 multi-county/tribal ADRCs, and seven tribal Aging and Disability Resource Specialists that work with an ADRC; and

**WHEREAS**, ADRCs serve the fastest growing demographic of our state's population; and

**WHEREAS**, the funding method for ADRCs has not been revised in more than a decade, and funding for ADRCs has not increased since 2006; and

**WHEREAS**, it has become evident that ADRC funding needs revision for a number of reasons, including:

- The current inequitable distribution of funding among ADRCs.
- The need to increase funding so that all ADRCs may effectively meet their mission, as outlined in the Scope of Services contract addendum; and

**WHEREAS**, the Office for Resource Center Development (ORCD) within the Department of Health Services (DHS) established a stakeholder advisory group in 2017 to discuss ADRC funding; and

**WHEREAS**, the stakeholder advisory group identified a number of issues with the current funding formula, such as:

- Dollars are distributed based on the date of ADRC establishment - older ADRCs (Generation One) receive more funding than ADRCs established at a later date (Generation Two and Three ADRCs);
- The current formula does not take into account elements associated with health and social inequity that require a greater need for ADRC services;
- The current formula does not adjust with need – Wisconsin's aging and disability populations continue to grow and are expected to grow significantly over the next 20 years;
- The current formula does not account for needed cost of living adjustments; and

**WHEREAS**, a significant state GPR investment is needed to implement the recommendations of the stakeholder advisory group; and

**WHEREAS**, such a significant state investment would provide consistency in ADRC funding statewide, cover the services required and recommended in the Scope of Services contract addendum, and equalize services among ADRCs; and

**WHEREAS**, the work of the stakeholder advisory group complements the work of the Governor's Task Force on Caregiving.

**NOW, THEREFORE, BE IT RESOLVED** that the Washburn County Board of Supervisors does hereby support the following increases in the 2021-23 state biennial budget to ensure access to critical services provided by ADRCs to Wisconsin's aging and disability populations:

- Provide an additional \$27,410,000 GPR in funding to our state's ADRCs. It is important to note that the proposed change in the ADRC allocation methodology cannot occur unless the full \$27.4 million is allocated.
- Provide additional funding to expand/equalize ADRC services across the state:
  - Expand Dementia Care Specialist Funding Statewide: \$3,320,000
  - Fully Fund Elder Benefit Specialists Statewide: \$2,300,000
  - Expand Caregiver Support and Programs: \$3,600,000
  - Expand Health Promotion Services: \$6,000,000
  - Expand Care Transition Services: \$6,000,000
  - Fund Aging and Disability Resources in Tribes: \$1,180,000
  - Fully Fund Aging and Disability Resource Support Systems: \$2,650,000; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent to Governor Tony Evers, DOA Secretary Joel Brennan, DHS Secretary-designee Andrea Palm, the Wisconsin Counties Association and all area legislators.

RECOMMENDED FOR ADOPTION THIS 13<sup>TH</sup> DAY OF JANUARY, 2021 BY THE EXECUTIVE COMMITTEE AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 19<sup>TH</sup> DAY OF JANUARY, 2021.

\_\_\_\_\_  
Thomas Mackie, County Board Chair

\_\_\_\_\_  
David Haessig, Member

\_\_\_\_\_  
David Wilson, 1<sup>st</sup> Vice Chair

\_\_\_\_\_  
Hank Graber, Member

\_\_\_\_\_  
David Masterjohn, 2<sup>nd</sup> Vice Chair

**Resolution to Increase Several 2020 County Budgets Due to Receiving Additional COVID-19 Funding from the Routes to Recovery Grant – Second Submission**

WHEREAS, many departments have incurred unbudgeted expenses related to COVID-19 and the State has offered a grant called Routes to Recovery, with an allocated portion to Washburn County in the amount of \$278,018.49; and

WHEREAS, the Finance Director applied for the total amount of Routes to Recovery grant funds in two submissions and should be accounted for in the 2020 various department budgets; and

*WHEREAS, the first submission of \$35,527.04 has already been received and distributed on October 2, 2020 and taken care of by prior resolution; and*

WHEREAS, a portion of the second submission of \$225,032.96 was received on December 10, 2020 and the final portion of the second submission in the amount of \$17,458.49 was received on December 17, 2020; and

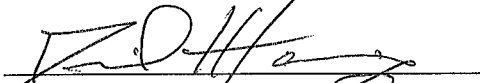
WHEREAS, the following unbudgeted COVID-19 funds for each department is itemized below:

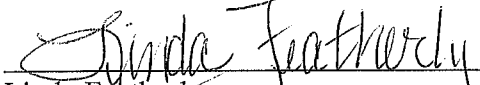
\$26,026.02 – 240.61110 Aging	\$411.25 -02238.54600 ADRC
\$7321.20 – 100.51220 Clerk of Courts	\$828.00 - 100.51440 Elections
\$8474.29 – 100.51420 County Clerk	\$11,394.06 - 100.51310 District Attorney
\$10,973.55 – 100.51510 Finance	\$34,246.91 – 100.52910 Emergency Management
\$3101.72 – 250.56100 Forestry	\$2422.25 – 230.45002 HHS
\$38,701.15 - 705.53315 Highway	\$8193.96 – 705.53310 Highway
\$15,001.24 - 100.51494 HR/Admin	\$11,908.65 - 100.51450 Information Technology
\$586.07 – 100.51210 Judge	\$7612.05 – 100.52700 Jail
\$5249.24 – 100.52100 Sheriff	\$13,363.61 – 100.51600 Maintenance
\$13,363.60 – 100.51601 Maintenance	\$2866.74 – 100.51710 Register of Deeds
\$713.88 – 100.51492 Special Projects	\$874.16 – 100.51720 Surveyor
\$10,368.53 – 100.51520 Treasurer	\$2681.47 – 100.55620 UW Extension
\$90.79 – 100.54710 Veterans	\$547.18 – 100.54720 Veterans
\$336.29 – 100.56990 Zoning	\$4833.59 – 100.51999 Contingency


THEREFORE, BE IT RESOLVED that the above departments' 2020 budgets be increased the specific amounts in revenue account 43395 and an expense account as listed above for a total addition of \$242,491.45

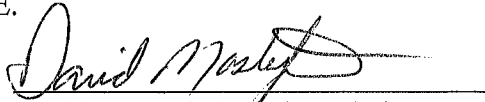
FISCAL IMPACT: \$242,491.45


RECOMMENDED FOR ADOPTION THIS 7<sup>th</sup> DAY OF January, 2020 BY THE WASHBURN COUNTY FINANCE COMMITTEE.

  
David Haessig, Chair

  
Linda Featherly

  
Stephen Smith

  
David Masterjohn, Vice Chair

  
Dave Wilson

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO UTILIZE HIGHWAY FUND BALANCE TO REPAIR UNIT #144 – 2006  
PREMIX PATCH TRAILER**

**Whereas**, the Washburn County Highway Department maintains its own equipment, and

**Whereas**, recently unit #144, the 2006 premix patch trailer, had an unexpected structural failure where the burner unit inside the hopper rusted out, started leaking oil, and can't be repaired, and

**Whereas**, this unit or major repairs for this unit had not been budgeted for 2021, and

**Whereas**, 2 options for pricing were gathered into repairing and or replacing the current unit #144, and

**Whereas**, the most cost effective option would be to replace the hopper with the installation taking place in the highway department shop by highway employees, and

**Whereas**, the Highway & Dam Committee approved the purchase of a new hopper to be installed on the current unit #144 by highway employees (see Highway & Dam committee minutes 12/21/20), and

**Whereas**, the Highway Committee approved the cost of \$26,948.20 (\$20,047 hopper purchase and \$6,901.20 for 90 hours of installation labor/shop overhead) to be taken from the Highway fund balance.

**Therefore be it resolved**, that \$26,948.20 be utilized for the repair of the current unit #144: \$26,948.20 taken from the highway fund balance.

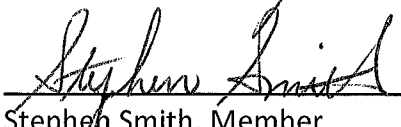
**Fiscal Impact: \$26,948.20**


**Recommended for adoption this 7<sup>th</sup> day of January 2021 by the Washburn County Finance Committee**

  
\_\_\_\_\_  
David Haessig, Chair

  
\_\_\_\_\_  
David Masterjohn, Vice Chair

  
\_\_\_\_\_  
David Wilson, Member

  
\_\_\_\_\_  
Stephen Smith, Member

  
\_\_\_\_\_  
Linda Featherly, Member

RESOLUTION # \_\_\_\_\_

**Resolution Authorizing the Creation of a New Full Time Equivalent Position:  
Drug Free Communities Prevention Specialist- Health & Human Services Department**

WHEREAS, Health and Human Services has received a five year grant (renewable 6-10 years) in the amount of \$125,000 from the Centers for Disease Control for Prevention/Drug Free Communities Grant (CDC DFC; and,

WHEREAS, until recently, prevention efforts in Washburn County were limited and underage drug and alcohol use continues to prevalent among youth; and,

WHEREAS, underage drug and alcohol use in youth leads to increased risk for abuse and dependency in adulthood, resulting in potential high cost interventions and services for the community; and,

WHEREAS, in addition to fully funding the DFC Prevention Specialist position, the grant also pays for overhead and indirect costs currently paid in part by levy; and,

WHEREAS, this position is needed to focus on underage drinking and tobacco use and further implement youth development and leadership programming; and,

WHEREAS, if the DFC Prevention Specialist Position is not created, grant funding will be forfeited back to the federal government and programming will not occur; and

WHEREAS, on January 11<sup>th</sup>, 2021, the Health & Human Services Board voted in favor of creating the DFC Prevention Specialist position as it is the best use of available funding to meet the current and future needs of Washburn County; and,

WHEREAS, the creation of a DFC Prevention Specialist position was approved by the Personnel Committee on January 7<sup>th</sup>, 2021; and,

THEREFORE, BE IT RESOLVED, that the Drug Free Communities Grant through the Centers for Disease Control and Prevention be utilized to fund the Drug Free Communities Prevention Specialist position within the Health & Human Services Department, and

THEREFORE, BE IT FURTHER RESOLVED, that the position of Drug Free Communities Prevention Specialist be approved and created as a regular full time position, subject to board approval thereafter.

**FISCAL IMPACT: \$85,600 (\$0 levy)**

Resolution Authorizing the Creation of a New Full Time Equivalent Position:  
Drug Free Communities Prevention Specialist- Health & Human Services Department

RECOMMENDED FOR ADOPTION THIS 19<sup>TH</sup> DAY OF JANUARY, 2021 BY THE  
WASHBURN COUNTY PERSONNEL COMMITTEE:

\_\_\_\_\_  
David Wilson, Committee Chair

\_\_\_\_\_  
Hank Graber, Vice Chair

\_\_\_\_\_  
Linda Featherly, Member

\_\_\_\_\_  
Jocelyn Ford, Member

\_\_\_\_\_  
Mark Radzak, Member

# Washburn County Personnel Requisition Form

Date: 12/22/2020	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Drug Free Communities Prevention Specialist	Department: Health and Human Services
Effective Date: 01/02/2021	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
<p><b>Reason for Request:</b> HHSD has received \$125,000.00/year (5 to 10 years) in funding through the Federal Drug Free Communities (DFC) grant. With this funding, HHSD will be able to provide comprehensive youth development and leadership prevention programming to all schools and the community. The grant will also offset current department costs, thus lowering our current overhead.</p> <p><b>Why is position required or why can't present employees complete the work or why can't position be contracted?</b> Several grant management tasks will be assigned to the current AODA Prevention Specialist and Director. It will be necessary for this position to be able to assist with program development and implementation, especially at a community level. With this additional staff member, we will be able to make a more immediate impact in the community.</p> <p>Is office space, furniture and office equipment available?    <input checked="" type="checkbox"/> Y    <input type="checkbox"/> N</p> <p>If not, explain plan to obtain:</p>	

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
27.80	1950	54,210.00	3659.18	4,147.07	92.70	23,491.68	85,600.62	Proposed

Total cost for other equipment and/or training? Covered by grant funding.

Is this request budgeted?     YES     NO    List the funding source: Federal CDC/DCF grant

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	85,600.62
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	2000.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	1500.00
Office Furniture and Supplies	0
Renovation/Relocation Costs	0

<i>Revenues (Use Negative #)</i>	(125,000.00)
<b>TOTAL:</b>	(35,899.38)

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

<p>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?</p>	<p>Propose grade 13. See attached draft job description.</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>Program development and implementation for tobacco and alcohol use reduction among youth. Focus will be on school and community efforts/organizing as well as youth development and leadership.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>Bachelors in Social Work or related field or Associates Degree with 2 or more years' experience also accepted.</p>
<p>Knowledge Skills and Abilities?</p>	<p>See job description</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Increased workload will be created with increased programming/community outreach through grant funding. This position will intersect with the community at various levels including schools, churches, business and other organizations.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>The Public- Current Prevention efforts have not yet been able to serve the community in this manner.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>HHSD currently has one AODA Prevention Specialist. Alone, this person could not meet all the requirements of the DFC grant.</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>Position will fall under Prevention efforts.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>Reports to the Director/Deputy Director</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>AODA Prevention Specialist.</p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p>Grant requirements are significant enough to mandate another staff. HHSD would not be able to accept the grant without this position.</p>
<p>What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.</p>	<p>Program efforts will be directed at reducing early tobacco/alcohol use by Washburn County youth over time through community education, organizing efforts and early intervention. Goal will be to reduce overall high risk/high cost individuals that come through many systems in the county including HHSD, jail, court, etc.</p>
<p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>	<p>Fully funded through grant dollars.</p>
<p>Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?</p>	<p>Yes. Vacant office available.</p>



How does this position fit into the long-range and strategic plans of the Department and/or County?	This position will solidify prevention efforts and engage the community more effectively in culture change and youth empowerment.
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Justification for request or general remarks/comments about the position:

This position will be fully funded by federal grant dollars (5 years with option to renew for additional 5 years). No new levy will be requested to support this position. The cost of the position was written into the grant.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved     Not Approved

Comments:

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>	FT- Grade 13	
CLASS TITLE: Drug Free Communities Prevention Specialist		
DEPARTMENT: Health & Human Services	Date: 12/22/20	

GENERAL DESCRIPTION

The Drug Free Communities (DFC) Prevention Specialist position designs and implements alcohol and drug prevention services for schools, community groups and businesses throughout Washburn County in accordance with the DFC grant. This position shall also apply for and administer grants relating to AODA prevention activities, be the clearinghouse for all AODA prevention activities and be a community consultant for AODA prevention activities in Washburn County.

SUPERVISION/DIRECTION RECEIVED

The DFC Prevention Specialist receives direction from the HHSD Director and/or Deputy Director.

SUPERVISION/DIRECTION EXERCISED

None.

TYPICAL DUTIES (Illustrative Only)

In teamwork with the AODA Prevention Specialist, design and implement DFC alcohol and drug prevention services for the public including: schools, community groups, businesses, parents and local government; serves as a community consultant.

Provide prevention, education and training services to school, community groups, businesses, parents and local government.

Participate in and continue to strengthen the Community Alliance for Prevention (CAP) group.

Consult and engage with various community stakeholders and other prevention professionals on developing programs for alcohol and drug use prevention, primarily in the areas of youth development and leadership.

Seeks funding for substance abuse prevention services through federal, state, local and foundation grants. Oversees and maintains grant compliance necessary to fulfill grant outcomes, including data collection and other reporting requirements.

Conducts speaking engagements before various community groups on alcohol and drug related topics.

Research contemporary practices and techniques in the field of alcohol and drug abuse prevention and creates/edits/maintains training manuals/literature on the topic which are made available to the general public.

Coordinates program activities with collaborative agencies; identifies and maintains community resources useful in implementing program activities; establishes service provider networks.

Keeps current on prevention literature, statistical information, legislative activities and community resources and activities pertinent to programs.

Performs other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and techniques for community organizing, health education, public speaking and social marketing.

Knowledge of the physiology and psychology of Alcohol and Drug Abuse and the continuum of treatment care.

Considerable ability to establish and maintain effective working relationships with other employees, representatives from community resource groups, collaborative agencies and the general public.

Grant writing, maintenance and compliance reporting.

Ability to communicate effectively orally and in writing.

Considerable ability to work and make appropriate decisions independently.

#### REQUIRED QUALIFICATIONS

Bachelor's degree in Social Work or closely related Human Services degree preferred. Two-year degree with two or more years of like experience also accepted.

Wisconsin Prevention Specialist certification within two years.

RESOLUTION # \_\_\_\_\_

**RESOLUTION TO DONATE A SQUAD TO EMERGENCY MANAGEMENT**

**WHEREAS**, the Emergency Management Department has a need for a dedicated, reliable vehicle to pull the Incident Command Post (ICP) and/or for use in assessing damage within the county after a storm; and,

**WHEREAS**, currently the Emergency Management Director relies on volunteers for their vehicle services and/or uses her personal vehicle to assess damages after a storm; and,

**WHEREAS**, the Emergency Management Director's personal vehicle is not large enough to pull the ICP; and,

**WHEREAS**, the Sheriff's Department has a 2017 Chevy Silverado that was set to be rotated out in 2021; and,

**WHEREAS**, Sheriff Stuart has proposed donating this squad to the Emergency Management Department instead of trading it in/sending to auction in 2021; and,

**WHEREAS**, this is considered a transfer of assets from Law Enforcement to Emergency Management and does not have a fiscal impact.

**THEREFORE, BE IT RESOLVED**, that the donation of a squad, 2017 Chevy Silverado, from the Sheriff's Department to the Emergency Management Department, is hereby approved.

**FISCAL IMPACT:** None

Recommended for adoption by the Law Enforcement Committee this 14<sup>th</sup> day of January, 2021 and approved by the Washburn County Board of Supervisors this 19th day of January, 2021.

\_\_\_\_\_  
David Masterjohn, Committee Chair

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Jocelyn Ford, Vice Chair

\_\_\_\_\_  
Sandy Johnson, Member

\_\_\_\_\_  
Dennis Wood, Member

\_\_\_\_\_  
Vacant