

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

March 16, 2021

6:00 p.m.

Board Room, Washburn County Services Center, 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. Election of 2nd Vice Chair
6. Approval of February 16, 2021 County Board Proceedings
7. Concerned Citizens
8. Presentation of Certificates to Youth Representatives – Keegan Gunderson, Noah Olson, Anna Will
9. COVID-19 Update

10. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance – February 2021

11. Other Resolutions and Ordinances

- A. Resolution Authorizing the Sale of Certain ROW Lands Lying Along CTH D in the Town of Birchwood to the Gene M. Thompson Trust – Supv. Kessler
- B. Resolution to Carry Over Unused Revenue from the 2020 to the 2021 Corporation Counsel Budget – Finance Committee
- C. Resolution to Accept Funds from the Dept of Agricultural Trade and Consumer Protection – Finance Committee
- D. Resolution to Increase the 2021 Development Fund for Church Property Demo Specifications – Finance Committee
- E. Resolution to Carry Over 2020 Aging Dept DOT Transportation Funds to the 2021 Aging DOT Transportation Budget to Purchase Upgraded Scheduling & Volunteer Software and Associated Operating Supplies – Finance Committee
- F. Resolution Approving the Washburn County Senior Center Reopening Plan – Supv. Olsgard
- G. Resolution to Increase the 2021 Aging Dept Budget Using Unspent Revenue from 2020 to Fund an LTE Senior Activity Facilitator/Monitor – Finance Committee
- H. Resolution Approving the New Position of LTE Senior Activity Facilitator/Monitor – Supv. Wilson
- I. Resolution to Increase the 2021 Forestry Dept Budget re: Consulting Fees for Carbon Credit Storage Project – Finance Committee
- J. Resolution Upgrading the Washburn County Public Safety Radio Communications System – Finance Committee
- K. Resolution Approving the Creation of a .49 CPT Position for Public Safety Technology Specialist – Supv. Wilson

12. Committee Reports
13. Chair Appointments
14. Citizen Comments
15. Chair Comments
16. Possible Future Agenda Items
17. Audit Per Diems
18. 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

February 16, 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 was called to order at 6:00 p.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 (19, with D. Haessig via Webex); Excused: (1) S. Sather; Vacant (1) District 15; Youth: (2) Gunderson, Olson.
5. Approval of January 19, 2021 County Board Proceedings on motion by Supv. J. Ford, 2nd by Supv. J. Smith; MC.
6. Current Update on COVID-19 and Vaccine Status – Chair Mackie read a letter that will be sent to the Governor re: vaccine allotments. Supv. S. Smith asked that we also send copies to our State Senator, both Assembly Reps, 7th District Congressional Rep, and both US Senators.
7. Concerned Citizens – none at this time.
8. **Consent Agenda** was approved on motion by Supv. D. Masterjohn, 2nd by Supv. D. Wilson; MC.
 - A. **Resolution 2021-6 Approving DNR Emergency Fire Warden Organization List**
 - B. **Resolution 2021-7 Approving Washburn County COVID-19 Leave Benefits**
 - C. **Resolution 2021-8 Updating Handbook Policy re: Vacation Accrual**
9. **Other Resolutions and Ordinances**
 - A. **Resolution 2021-9 to Amend the 2021 Wildlife Damage Budget** on motion to approve by Supv. D. Masterjohn, 2nd by Supv. D. Wilson. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - B. **Resolution 2021-10 to Amend the 2021 Soil & Water Conservation Budget (SWRM Grant)** on motion to approve by Supv. D. Masterjohn, 2nd by Supv. D. Haessig. Supv. T. Kessler stated that these dollars are for community projects, such as the shoreland restoration project in the Town of Gull Lake. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - C. **Resolution 2021-11 to Increase the 2020 Unit on Aging Dept Budget – GWAAR and DOT Annual Adjustments** on motion to approve by Supv. D. Masterjohn, 2nd by Supv. B. Olsgard. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - D. **Resolution 2021-12 to Increase the 2020 Unit on Aging Dept Budget – COVID-19 Donations June 27th to December 31, 2020 (Monetary)** on motion to approve by Supv. L. Featherly, 2nd by Supv. K. Trembath. Date to be corrected to 2021. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - E. **Resolution 2021-13 to Carry Over the 2020 Unit on Aging Dept Budget Funds from the Share the Love Event Award to the 2021 Unit on Aging Dept Budget** on motion to approve by Supv. D. Masterjohn, 2nd by Supv. S. Smith. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - F. **Resolution 2021-14 to Carry Over the 2020 ADRC Funds from the Healthy Brains Program to the 2021 ADRC Budget** on motion to approve by Supv. S. Smith, 2nd by Supv. L. Featherly. Roll Vote: Yes (19); Youth: Yes (2); MC.
 - G. **Resolution 2021-15 for the Unit on Aging to Accept the In-Kind Food Box Donation from Farmers to Families (Nov-Dec 2020)** on motion to approve by Supv. L. Featherly, 2nd by Supv. J. Smith. Voice vote carries with no naves.
 - H. **Resolution 2021-16 to Increase the 2021 Unit on Aging Budget – 2021 Russ Davis Wholesale, Inc. Delivery Reimbursement for Farmers to Families Food Box Distribution** on motion to approve by Supv. D. Masterjohn, 2nd by Supv. S. Johnson. Supv. D. Haessig thanked all for the work. Roll Vote: Yes (19); Youth: Yes (2); MC.

- i. **Resolution 2021-17 Ordering Issuance of Tax Deeds by the County Clerk to the County for Certain Unredeemed Properties** on motion to approve by Supv. L. Featherly, 2nd by Supv. D. Wilson. Supv. S. Smith asked how many properties are involved. County Treasurer Nicole Tims stated that the list had 95 parcels and a few have been redeemed already. In a normal year we take 8-12 parcels; the list will be emailed out to all county board supervisors.

10. Committee Reports – dispensed.
11. Chair Appointments – none at this time.
12. Citizen Comments – Supv. D. Wilson; publicly thanked the multiple agencies that responded to an event which happened on the intersection of Hwy 63 and County Road A recently. The Sheriff's Department, along with Highway and Health & Human Services, were acknowledged in how well they worked together during this time of need.
13. Chair Comments – reminded board members to work on homework regarding strategic planning; March 2nd and 3rd, starting at 8:30 a.m. we will have the WCA Virtual Legislative Exchange in the board room both days; agenda for the exchange was reviewed. Please come if you can make it.
14. Possible Future Agenda Items
15. Audit Per Diems on motion by Supv. D. Masterjohn, 2nd by Supv. D. Wilson, MC.
16. Adjourn at 6:44 pm on motion by Supv. D. Masterjohn, 2nd by Supv. D. Wilson; MC.

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 February 23, 2021.

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

Minong Township: Michael Defranco, Andover MN. PROPERTY: Tax ID#19717 4.40 acres, Gilmore Park BLOCK D, Section 17-42-12, Town of Minong, to rezone approximately 4.40 acres from Residential Recreational 1 to Residential Recreational 2, to be able to have 2 dwellings.

The Zoning Committee recommends APPROVAL of the request to rezone 4.40 acres of Residential Recreational 1 to Residential Recreational 2.

Interested persons were given the opportunity to be heard.

Dated

Jocelyn Ford, Chairman
Washburn County Zoning Committee

Rezonepetitions022321

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;

Minong Township: Michael Defranco, Andover MN. PROPERTY: Tax ID#19717 4.40 acres, Gilmore Park BLOCK D, Section 17-42-12, Town of Minong, to rezone approximately 4.40 acres from Residential Recreational 1 to Residential Recreational 2, to be able to have 2 dwellings.

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

Resolution No. _____

**RESOLUTION TO AUTHORIZE THE SALE OF CERTAIN RIGHT OF WAY LANDS
LYING ALONG COUNTY TRUNK D IN THE TOWN OF BIRCHWOOD TO THE GENE
M THOMPSON TRUST**

Before the Washburn County Highway and Dam Committee

The Washburn County Board of Supervisors Resolves as Follows:

WHEREAS, Chris Thompson of the Gene M Thompson Trust has expressed an interest in acquiring excess right-of-way adjacent to his property caused by construction of County Trunk Highway D described as follows:

Part of Lot 25, Assessor's Plat No. 1 of the Village of Birchwood and other land within the Southwest Quarter of the Northwest Quarter, Section 25, Township 37 North, Range 10 West, Washburn County, Wisconsin, more fully described as follows;

Commencing at the west quarter corner of Section 25, T 37N, R 10 W; Thence South 87°28'15" East along the quarter line of said section 259.65 feet to the Point of Beginning; Thence 718.08 feet along an arc of a curve to the right with a radius of 750.98 feet and a central angle of 54°47'08" and whose chord bears North 21°43'25" East 691.03 feet; Thence North 49°07'02" East 169.52 feet; Thence South 42°50'09" East 57.41 feet to an iron pipe at the most westerly corner of Lot 1, CSM No. 1962, Volume 8, page 123, Document No. 231508; Thence South 58°54'29" East 33.71' to an iron pipe at the northwest corner of Outlot 1 of said CSM No. 1962; Thence south along the east line of Lot 25, Assessor's Plat No. 1 of the Village of Birchwood 30.07 feet, more or less, to a point 55 feet distant, measured at a right angle southeasterly of the northwesterly line of said Lot 25, said point being in the current east right-of-way of County Trunk Highway D; Thence westerly and southerly along said current east right-of-way of County Trunk Highway D, which lies 55 feet southeasterly, measured at right angles to the westerly line of said Lot 25, to the south line of said Lot 25; Thence South 88°16'17" West 55.01 feet along said south line of Lot 25 to an iron pipe at the southwest corner of Lot 25, Assessor's Plat No. 1 of the Village of Birchwood; Thence North 87°28'15" West 7.78 feet back to the Point of Beginning.

Said parcel containing 53,932 square feet (1.24 acres), more or less.

Said parcel is subject to any easements, restrictions or reservations of record.

The above described parcel is adjoining to and intended to be considered as a single parcel with that part of Lot 25, Assessor's Plat No. 1 of the Village of Birchwood, described in Volume 310, page 403, Document No. 226608, which is not to be conveyed or used as an independent parcel.

AND WHEREAS, these lands are unused right-of-way titled in the name of the Washburn County Highway Department from which no benefit is derived;

NOW, THEREFORE, BE IT RESOLVED, that for the consideration of \$2,295.37, the Washburn County Clerk is authorized to execute a quit claim of the described land, to the Gene M Thompson Trust.

AND, BE IT FURTHER RESOLVED, that all recording fees, taxes and any and all other closing costs shall be paid for by Gene M Thompson Trust.

FISCAL IMPACT: \$2,295.37

Moved for adoption by the Highway and Dam Committee on February 22nd, 2021:

Tim Kessler, Chair

Hank Graber, Vice Chair

Sandy Johnson

Mark Radzak

Clint Stariha

Resolved by the Board of Supervisors for Washburn County this ____ day of _____, 2021, by a vote of ____ Yes to ____ No.

CORRECT ATTEST:

LOLITA OLSON
Washburn County Clerk

Sale of Excess ROW Adjacent to Tax ID 29541 to the Gene M Thompson Trust.

VILLAGE OF BIRCHWOOD

CTH D

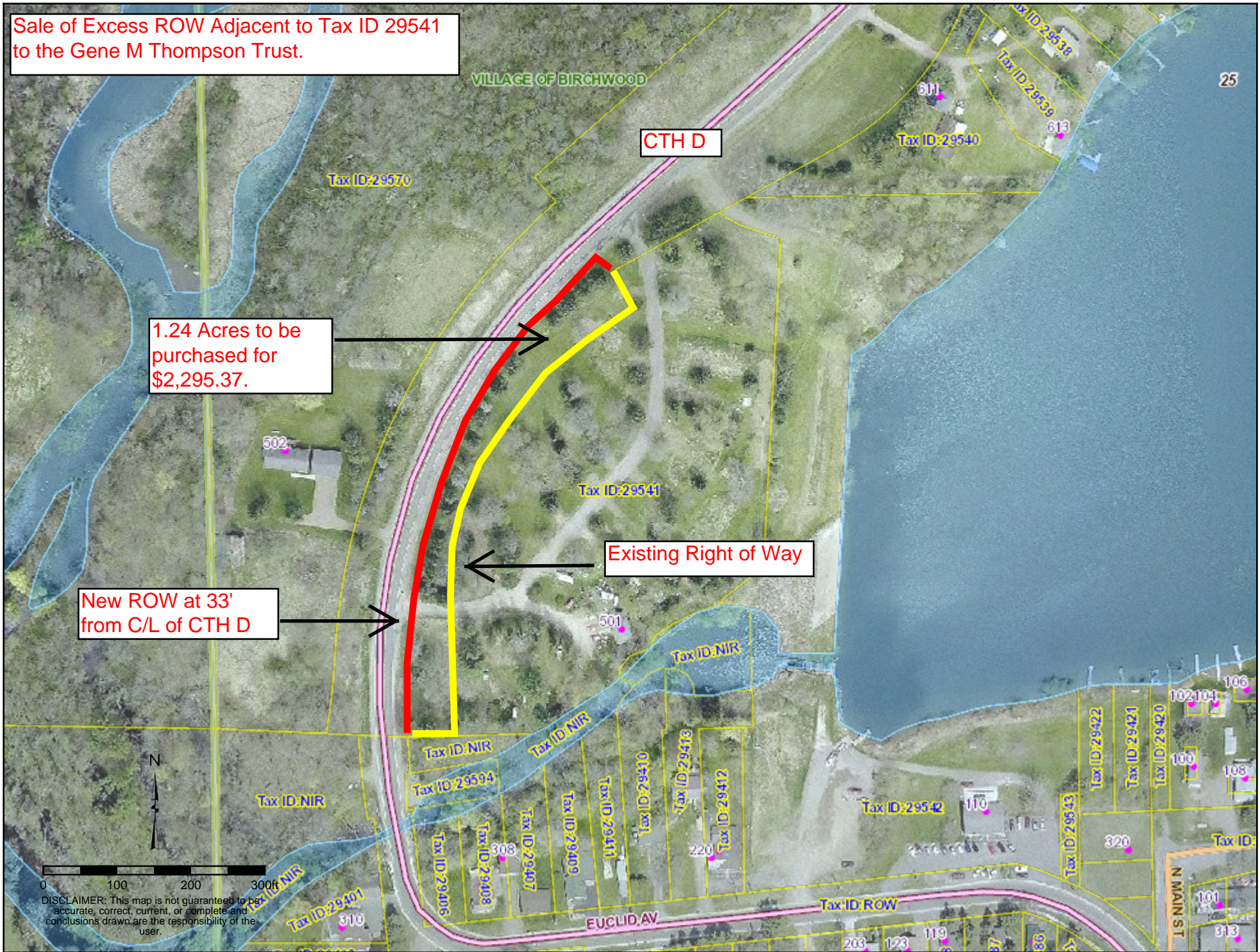
1.24 Acres to be purchased for \$2,295.37.

New ROW at 33' from C/L of CTH D

Existing Right of Way



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



Resolution No. _____

RESOLUTION TO CARRY OVER UNUSED REVENUE IN THE 2020 CORPORATION COUNSEL BUDGET TO THE 2021 CORPORATION COUNSEL BUDGET

WHEREAS, Corporation Counsel had unspent levy dollars in the amount of \$3,476.94 in 2020; and

WHEREAS, Corporation Counsel requests those dollars be carried forward to the 2021 budget and be posted to the Office Supplies account; and


WHEREAS, the Corporation Counsel's 2021 budget be increased in revenue account #100.51320-49310 and expense account #50310.

NOW, THEREFORE, BE IT RESOLVED, that the remaining balance of \$3,476.94 in the 2020 Corporation Counsel budget be carried over to the 2021 Corporation Counsel budget using the fund balance account

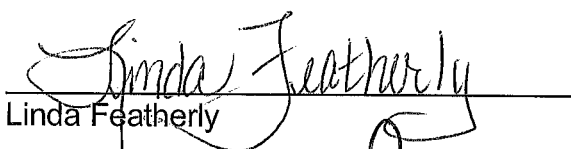
FISCAL IMPACT: \$3,476.94

Moved for adoption by the Finance Committee on March 4, 2021:

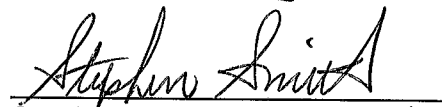
David Haessig, Chair


+ Brian Vosberg

Brian Vosberg



Linda Featherly



Stephen Smith, Vice Chair



David Wilson

Motion: _____ Second: _____

(Voice) (Roll) _____ Yes _____ No

I, Lolita Olson as County Clerk, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the County of Washburn at the meeting held on March 16, 2021.

LOLITA OLSON
Washburn County Clerk

1073

RESOLUTION # _____

THIS IS A RESOLUTION TO ACCEPT FUNDS FROM THE DEPARTMENT OF AGRICULTURAL TRADE AND CONSUMER PROTECTION.

WHEREAS, The Washburn County Land and Water Conservation Department applied for The Producer Led – Watershed Protection Grant from the Department of Agricultural Trade and Consumer Protection for the Shell Lake - Yellow River Farmer-Led Watershed Council in 2020 and was awarded a grant in the amount of \$12,750; and,

WHEREAS, the goal of the grant is to improve Washburn County's soil and water quality by encouraging producer-led conservation decision making; and,

WHEREAS, this grant is an annual grant that runs from January 1, 2021 and terminates December 31, 2021; and

WHEREAS, these funds will be used by the council to provide educational activities of workshops, field days, and demonstration projects that highlight these conservation practice; and,

WHEREAS, additionally these funds may be used by the council to provide incentive payments to producers for implementing conservation practices, such as soil testing, cover crops, nutrient and manure management planning, no-till, buffer strips, grassed waterways, manure composting, or low-disturbance manure injection or other innovative conservation practices; and,

WHEREAS, these funds may be used by the council to measure and promote the economic and environmental benefits of these conservation practices; and,

WHEREAS, these funds may be used by the council to promote conservation practices along with the farmers utilizing them; and,

WHEREAS, this is a matching fund grant where the match must be at least equal to the requested grant fund amount, with 50% of the match being composed of a farmer's contribution based on the cost of planting cover crops and the other 50% composed of contributed hours set at a rate of \$25 per hour; and,

WHEREAS, the Washburn County Land Conservation Department will be the fiscal managers of this grant and will distribute conservation incentive payments to the participating farmers and will also make payment to vendors utilized by the council; and


WHEREAS, it is a collaborative effort where assembled is a technical support group consisting of staff from UW Extension, Wisconsin DNR, Washburn & Burnett County Land and Water Conservation Department, The Natural Resource Conservation Service and the Northwest Graziers that will assist the council, whose hours along with that of the council members and participating farmers will be utilized as match for the contributed hours; and,

WHEREAS, the Washburn County Land Conservation Department will be the fiscal managers of this grant and will seek reimbursement of these funds on behalf of the council from the Department of Agricultural, Trade and Consumer Protection; and

THEREFORE, BE IT RESOLVED; as the Grant Recipient that \$12,750 will be transferred into the Land and Water Conservation Department's 2021 budget.


FISCAL IMPACT: \$ 12,750

Recommend for adoption by the Washburn County Finance Committee 4th day of March, 2021

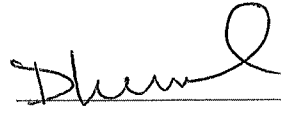


Brian Vosberg

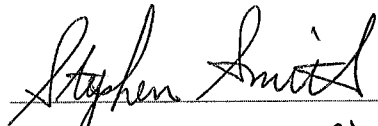
DAVID HAESSIG, Chair



LINDA FEATHERLY



DAVID WILSON



STEPHEN SMITH, Vice chair

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RESOLUTION NO. _____

**A RESOLUTION TO AMEND THE 2021 DEVELOPMENT FUND FOR CHURCH
PROPERTY DEMO SPECIFICATIONS**

WHEREAS, the Development Fund (288) is being used to acquire, demo and develop the church property (208 1st Street, Shell Lake);

WHEREAS, the demo specifications have not yet been budgeted in the 2021 budget;

WHEREAS, SEH has provided an estimate for professional services and material not to exceed \$10,500;

THEREFORE BE IT FURTHER RESOLVED that the 2021 Development Fund be increased by an amount not to exceed \$10,500.

Recommended for adoption by the Washburn County Finance Committee on 4th day of March, 2021

FISCAL IMPACT: \$10,500

DAVID HAESSIG, CHAIR

STEPHEN SMITH, VICE CHAIR

LINDA FEATHERLY

DAVID WILSON

BRIAN VOSBERG

RESOLUTION # _____

Resolution to Carry Over 2020 Aging Department DOT Transportation Funds to the 2021 Aging DOT Transportation Budget to Purchase Upgraded Scheduling and Volunteer Software and Associated Operating Supplies

WHEREAS, the Unit on Aging has identified the need to purchase upgraded scheduling and volunteer software (SchedulesPlus), five touchscreen monitors, five scanners; and,

WHEREAS, the purchase amount of \$4,355.00 was not previously budgeted in the 2021 budget; and,

WHEREAS, the Unit on Aging has 2020 Aging Department DOT funds available to carry over into 2021 for this specific purpose which is a (50/50 split between 240.62160-49310 & 240.61110,49310 fund balance applied accounts);

THEREFORE BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends the carryover of \$4,355.00 from the 2020 Aging DOT Trust Fund (50%) and Aging Fund Balance (50%).

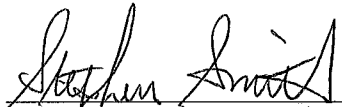
THEREFORE BE IT FURTHER RESOLVED, that the carryover of 2020 funds for the purchase of the upgraded SchedulesPlus Software (\$360.00), five touchscreen monitors (\$3,350.00), and five scanners (\$645.00) in the total amount of \$4,355.00, be approved and funded from the Aging DOT Trust Fund (50%) and Aging Fund balance (50%) to cover the upgraded software and associated operating supplies. Expenses will be split 50/50 between expense accounts 240.62160.50340 and 240.61110.50340.

FISCAL IMPACT: \$4,355.00

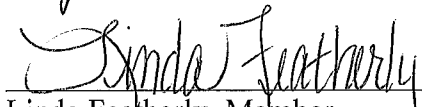
Recommended for adoption by the Washburn County Finance Committee

this 4th day of march, 2021.

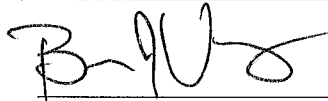
David Haessig, Chair



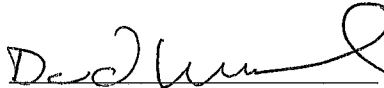
Stephen Smith, Vice Chair



Linda Featherly, Member



Brian Vosberg



David Wilson, Member

RESOLUTION # _____

RESOLUTION APPROVING THE WASHBURN COUNTY SENIOR CENTER REOPENING PLAN

WHEREAS, the COVID-19 pandemic has affected all Washburn County citizens in varying degrees, including our most vulnerable seniors; and,

WHEREAS, a recent survey undertaken by the Aging/ADRC Director indicates that depression is a major factor that needs to be mitigated; and,

WHEREAS, the reopening of Washburn County Senior Centers will help introduce the ability for seniors to begin phased-in activities in a safe manner.

THEREFORE, BE IT RESOLVED, that the attached Washburn County Senior Center Reopening Plan be adopted as approved by the Aging & Disability Service Committee; and,

BE IT FURTHER RESOLVED, that this plan may be adjusted if changes are required by the Centers for Disease Control & Prevention and Washburn County Public Health.

FISCAL IMPACT: Unknown

Recommended for adoption by the Washburn County ADS Committee on the 16th day of March, 2021 and approved by the Washburn County Board of Supervisors on this 16th day of March, 2021.

Bob Olsgard, Chair

Linda Featherly, Vice Chair

Bob Reiter, Member

Keith Trembath, Member

Steven Sather, Member

DRAFT

Washburn County Senior Center Reopening Plan

This plan will be revised as the Centers for Disease Control & Prevention (CDC) and the local Public Health Department recommends changes.

Eligibility to Participate Meal Program: Wisconsin's Elderly Nutrition Program, congregate (on-site) and home-delivered meals, offer tasty, nutritious meals to anyone age 60+. Each meal provides at least 1/3 of the daily amounts of nutrients needed to promote good health. Participants are provided with an opportunity to donate toward the cost of the meal, but no one (aged 60 or older) will be denied a meal regardless of their ability to donate. Caregivers are also welcome to participate in the program.

Eligibility to Participate in Senior Center Activities:

With limited capacity, participation gives priority to older adults age 60+. Most activities are offered at no charge and membership fees are not required. Periodically, some activities may require that you supply and bring your items, or a fee may be charged to purchase a book and/or supplies to complete the activity. If you are unable to purchase items or pay a fee, please contact our office at 715-635-4460 to see if there are other options.

Staff & Volunteer Health and Hygiene

Staff and volunteers who have a fever or other symptoms of COVID-19 will not be allowed to work.

Maintain an adequate supply of paper goods, soap, and hand sanitizer to allow proper hand hygiene among staff, volunteers, and participants.

Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.

Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after blowing your nose, coughing, or sneezing.

Provide appropriate PPE, which includes face masks and disposable gloves.

Instruct your staff and volunteers on how to properly put on and remove a face mask or cloth face covering. The CDC illustrates how to properly wear a face covering and has several tutorials for how to make one.

Educate all staff who are performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.

Have staff complete ServSafe COVID-19 Precaution Videos:

- ServSafe Takeout
- ServSafe Delivery
- ServSafe Reopening Guidelines
- ServSafe Conflict De-escalation

Provide training to all cleaning staff on-site before providing cleaning tasks.

Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).

Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

Designate a staff person to be responsible for responding to COVID-19 concerns. All staff and stakeholders should know who this person is and how to contact them.

Maintain and revise the plan as CDC or the local Public Health Department recommendations change.

Inform the Public of Reopening and Changes

Send out public Press Releases to all county contacts.

Post LARGE signage on the front door letting participants know about changes to policies and instructing them to stay home if they are experiencing COVID-like symptoms.

Post signage on the front door letting participants know how to preregister for activities and meals.

Inform the public that any participants refusing to follow the policies will be asked to leave.

Send a letter home to all home-delivered meal participants, informing them of the reopening of senior centers and changes.

Publish articles in Focus for Life newsletter and on Facebook.

Although many seniors are now receiving the COVID-19 vaccine, the county cannot require proof of vaccine or require that participants receive the vaccine.

Post signs and messages explaining safety requirements throughout the areas being used, such as Signs & Symptoms of COVID, PPE Proper Use, Hand Washing, Social Distancing, etc.

Inform the public that if there is a surge with positive numbers in the county or a possible case at a specific site, the center may close to the public at any time.

Additional Participant & Staff Protections

Install handwashing or sanitizing stations (with hand sanitizer that is at least 60% alcohol) at the entrance and key locations throughout the facility.

COVID screen of all participants.

Participants will be required to wear a mask at all times, unless in the process of eating or drinking. If a participant does not have a mask, one will be provided. If the participant is an age-eligible Washburn County resident and unable to wear a mask for health reasons, accommodations will be made to provide technology, if available, to participate in the activity virtually and meals will be delivered to their home.

The county will be issuing scan cards to all participants, to be used with the SchedulesPlus software program. This will allow for contact-free sign-in and sign-out. If this is not available, a staff member will complete this process.

Utilize disposable items instead of reusable whenever possible, and provide adequate, no-touch trash receptacles to accommodate waste.

Install physical barriers such as sneeze guards and partitions in areas where maintaining a physical distance of six feet is difficult.

Participants will only be allowed to enter the designated activity and meal areas. No participants will be allowed in the meal prep area, at any time.

Remove brochures, books, or other paper information and consider providing storyboards, video screens, or additional audiovisual information. Brochures or other physical materials could be secured behind counters or desks to be provided as needed. Remove other unnecessary touchpoints, especially those that cannot be sanitized between uses, such as pens, benches, drinking fountains, and shared equipment.

Provide contribution statements or use other methods of accepting cashless or contact-less contributions rather than accepting cash contributions on site.

Social Distancing and Modifying Layouts to allow for the most capacity, while still allowing for six (6) feet distancing. Determine and post the limited capacity for all areas used within each site.

Floor markings or chair placement should be used to encourage the safe spacing of participants.

Staggered Scheduling to allow for sanitation between activities and to avoid crossover of participants in the same area.

Remove unnecessary objects and furnishings at least temporarily. Storage space is available in basement of county agency, by arrangement with county maintenance.
Provide additional outside seating if allowable, when weather is permitting.

Please use common sense.

Please keep personal opinions to yourself. Anyone arguing or making people feel guilty or uncomfortable about their personal decision will be asked to leave. Our goal is to slowly open the center so that all seniors have an opportunity to socialize safely, while still socially distancing and enjoying time with others.

Anyone that is uncomfortable and not sure about coming should stay home.

We are taking serious precautions, yet we do not want people to be afraid. Know that anyone going anywhere is taking a risk. We will do our best to keep everyone safe and sanitize while trying to provide for a peaceful positive environment.

Maintain and enforce safe behavioral practices as needed. We have all had to make significant behavioral changes to reduce the spread of COVID-19. To open America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing masks
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces
- Discourage people from sharing any items that are difficult to clean, sanitize, or disinfect in between use from one person to another.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit the use of supplies and equipment to one group of people at a time and clean and disinfect between use.

Food & Beverage Handling, Serving, and Preparation

Continue offering delivery and carryout, pick-up, or drive-through meals, if applicable at the site.

If offering carryout, pick-up, or drive-through meals, ensure that participants picking up meals can maintain a six-foot distance from others.

Avoid direct hand-off if possible.

Post signs to inform participants of meal pickup protocols.

Table service is preferred. If participants are picking up their meal from a counter, clean the counter after each customer. The participant should pick up meals from the counter one at a time. Consider adding clear plastic barrier protection with a pass-through opening at the meal service area.

Remove shared condiments or other items from tables. Provide them by request and sanitize after usage. Preference will be to provide single-use containers or disposable packets.

Do not allow participants to bring items or food from home into the facility for sharing with others. If meals are being served and a person requires a special diet, they can bring their meal in a small cooler for their consumption.

Staff will not be allowed to store or prepare any food that is brought in by a participant.

Social Distancing

Social distancing and modifying layouts to allow for the most capacity while still allowing for six (6) foot distancing. Determine and post the limited capacity for all areas used, within each site.

Stagger scheduling to allow for sanitation between activities and avoid crossover over occupancy of participants in any area at the same time.

Cleaning and Disinfecting Inside

Provide a cleaning/disinfectant cart for each site that includes a checklist for cleaning and disinfectant protocol to be used before opening, immediately following each activity, and before closing.

Determine what needs to be cleaned.

Determine what needs to be disinfected.

Are you cleaning or disinfecting a hard and non-porous material or items like glass, metal, or plastic?

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Consider the cleaning and disinfecting resources and equipment needed.

Use the appropriate cleaning or disinfectant product.

Sanitation of electronics.

Cleaning and disinfecting your building or facility when someone is sick or has a COVID-19 diagnosis.

Assure for restroom sanitation between and after all activities.

Ventilation in Buildings

If ventilation is inadequate, use portable air filtration options, fans, and open windows to provide the proper airflow circulation needed when able.

Notify maintenance if additional assistance is needed.

Cleaning and Disinfecting Outside

Provide a designated area to store cleaning supplies and equipment to be used, which should include a checklist for cleaning/disinfectant protocol for outside areas.

Identify any areas used outdoors and ensure that they are included in the checklist for cleaning if needed.

RESOLUTION # _____

Resolution to Increase the 2021 Aging Department Budget Using Unspent Revenue from 2020 to fund an LTE Senior Activity Facilitator/Monitor

WHEREAS, the Unit on Aging has identified the need to reopen the Washburn County Senior Centers for the mental health and well-being of the older adult residents of Washburn County to provide socialization, activities, and meals; and,

WHEREAS, if the Unit on Aging is to reopen these facilities, there will be a need for an additional staff member to assist in scheduling, facilitating, and monitoring of activities, along with sanitation of the facilities and any equipment used; and,

WHEREAS, the Aging and Disability Service Committee, approved the creation of the LTE position on March 2, 2021;

WHEREAS, the Unit on Aging has unspent 2020 revenue available for this position in the Aging fund balance;

THEREFORE BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends the increase in the 2021 Aging budget in the amount of \$36,884.22 by increasing the fund balance applied account #49310 and the following expense accounts in the Aging business unit # 240.61110: \$35,434.22 Wages #50120, \$200.00 Advertising #50320, \$1,000.00 Travel # 50330, and \$250.00 Training # 50331.

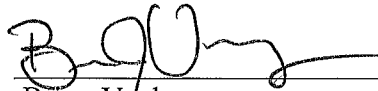
THEREFORE BE IT FURTHER RESOLVED, that the carryover of 2020 funds to supplement the new position of an LTE Senior Activity Facilitator/Monitor in an amount not to exceed \$36,884.22, be approved and increasing the 2021 Unit on Aging Budget.

FISCAL IMPACT: \$36,884.22

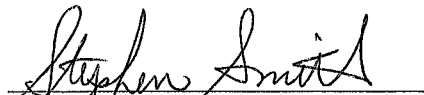
Recommended for adoption by the Washburn County Finance Committee

this 4th day of March, 2021.

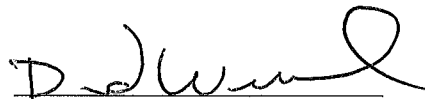
David Haessig, Chair



Brian Vosberg



Stephen Smith, Vice Chair



David Wilson, Member



Linda Featherly, Member

RESOLUTION # _____

**RESOLUTION APPROVING LTE SENIOR ACTIVITY
FACILITATOR/MONITOR**

WHEREAS, the Unit on Aging has identified the need to reopen the Washburn County Senior Centers for the mental health and well-being of the older adult residents of Washburn County to provide socialization, activities, and meals; and,

WHEREAS, if the Unit on Aging is to reopen these facilities, there will be a need for an additional staff member to assist in scheduling, facilitating, and monitoring of activities, along with sanitation of the facilities and any equipment used; and,

WHEREAS, the Aging and Disability Service Committee, approved the creation of the LTE position on March 2, 2021;

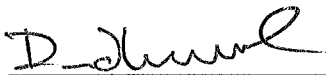
WHEREAS, the Finance Committee, approved the funding of the position on March 4, 2021;

THEREFORE BE IT RESOLVED, that a new LTE position of Senior Activity Facilitator/Monitor be approved according to policy by the Washburn County Board of Supervisors to be effective immediately

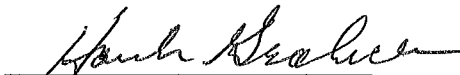
FISCAL IMPACT: \$36,884.22

Recommended for adoption by the Washburn County Personnel Committee

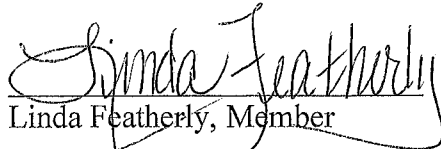
this _____ day of _____, 2021.



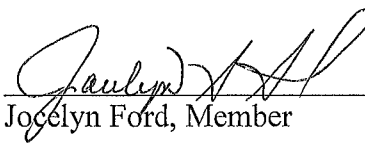
David Wilson, Chair



Hank Graber, Vice-Chair



Linda Featherly, Member



Jocelyn Ford, Member



Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: 03/02/21	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: Senior Activity Facilitator/Monitor	Department: Washburn County Aging
Effective Date: 04/01/21	
Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: LTE position created for the purpose of reopening senior centers in Washburn County during COVID.	
Why is position required or why can't present employees complete the work or why can't position be contracted? Due to the sensitive nature and safety of our seniors during the reopening process due to COVID, our agency will need the additional assistance of manpower to schedule, facilitate and monitor safe activities. This position will also be responsible for ensuring that the proper sanitation process takes place before, during, and after all scheduled programming.	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
\$17.66	1799.2	31,773.87	N/A	2430.70	\$1229.65	N/A	\$35,434.22	Proposed

Total cost for other equipment and/or training?

Is this request budgeted? YES NO List the funding source: Aging Fund Balance

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$200.00
Wages and Benefits	\$35,434.22
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	\$1000.00
Training Expenses (Including memberships)	\$250.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	\$36,884.22

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>No</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>The LTE Senior Activities Facilitator/Monitor is responsible for the planning, scheduling, facilitation, and monitoring of games, physical activities, arts and crafts, entertainment, and education opportunities that provide socialization for the independently living older adults in Washburn County. These events will mainly be planned at the senior centers located in Shell Lake, Spooner, Minong & Birchwood. The Activities Facilitator will coordinate with the seniors and facility managers to develop activities that are suitable, safe and enjoyable for the community.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>A minimum of a 2-year degree, such as an associate's degree in recreation studies, Gerontology, or related field is preferred. An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered. Experience in clerical work which shall have involved record keeping and compiling reports, operation of various office machines and technology systems. Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance. Must successfully pass caregiver and criminal background check. Ability to obtain certification in CPR/First Aid/AED.</p>
<p>Knowledge Skills and Abilities?</p>	<p>Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software. Ability to establish and maintain accurate records of assigned activities and operations. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Due to the proposed reopening of senior centers, during COVID, there is a desperate need for organized safe activities for the older adults in Washburn County. We have determined that due to the social isolation that they have had to endure for over this last year, it has greatly affected their own mental health and well-being.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>Washburn County residents age 60+.</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>No</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>See Attached.</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>The LTE Senior Activity Facilitator/Monitor will be supervised by the Aging Director and Nutrition Director. The Activity Facilitator will also coordinate with the facility site managers, seniors, and volunteers of the senior centers, since most activities will take place at these</p>

	Nutrition sites and will have to be in coordination with the Nutrition programming, but they do not report to these entities.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Nutrition Director, Director and other assigned staff or volunteers if able.
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	We would not have the required staffing to reopen these facilities safely, without this position at this time.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes. We have an office available at our agency, and there is currently an open office at the Shell Lake Senior Center.
How does this position fit into the long-range and strategic plans of the Department and/or County?	The long range plans of the Aging Unit is that there will continue to be a need to increase the number of staff, because of the drastic growth of older adults in Washburn County and their continuing needs for services. This position specifically addresses the needs that have resulted due to the COVID pandemic and the social isolation that has been created for the older adults in our world.

Justification for request or general remarks/comments about the position:

Approvals:

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

COMMITTEE:	Approved _____ Denied _____ Comments _____	DATE:	
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COMMITTEE APPROVALS:

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

POSITION DESCRIPTION		Position #:	
Class Title: LTE Senior Activities Facilitator/Monitor		Wage Range: P2015-07-2080	
Department: Aging/ADRC	Location: Shell Lake, Spooner, Minong, & Birchwood	LTE	Date: 2/2021

PURPOSE OF POSITION:

The LTE Senior Activities Facilitator/Monitor is responsible for the planning, scheduling, facilitation, and monitoring of games, physical activities, arts and crafts, entertainment, and education opportunities that provide socialization for the independently living older adults in Washburn County. These events will mainly be planned at the senior centers located in Shell Lake, Spooner, Minong & Birchwood. The Activities Facilitator will coordinate with the seniors and facility managers to develop activities that are suitable, safe and enjoyable for the community. The Activities Facilitator will work under the direction of the Aging Director and Nutrition Director, along with approval from the local Public Health Department, while following the currently recommended CDC COVID guidelines. This position may eventually provide additional options of programming at other locations, group trips, and activities such as picnics, dances, live music, sporting events, or interacting with animals. The Activities Facilitator should bring skills, knowledge, fun, innovation, creativity, and a great attitude to our senior centers.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS: (Illustrative Only)

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required or assigned by supervisor.

➤ **Duties as LTE Senior Activity Facilitator/Monitor**

- ✓ Should have a passion for working with and assisting elderly populations as well as strong leadership skills.
- ✓ Confident and friendly so they can encourage participation and establish relationships.
- ✓ Responsible for creating and organizing individual, small group, and large group activities. These activities should provide independent older adults with interesting and stimulating events based on their social and activity preferences.
- ✓ Need communication skills and patience so that they can work with other professionals to organize various activities, explain activities to the participants and comprehend the needs of the individuals and groups with whom they work.
- ✓ Ensure facility rules are followed, informing participants of safety guidelines and managing incidents of conflict or medical emergencies.
- ✓ Provide excellent customer service to internal and external customers in person, via telephone, virtually, and by written form.
- ✓ Greets, receives and screens participants.
- ✓ Demonstrates professional, courteous customer service to participants and other staff, consistent with Washburn County Core Values.
- ✓ Ensure clean, safe, and welcoming conditions, following CDC COVID guidelines for all areas being used for senior activities, including common areas traveled to reach these activity areas. This includes contacting maintenance if areas need to be serviced beyond basic sanitation practices.
- ✓ Proficient knowledge and ability to use computers, software, and related technology.
- ✓ Assist in creating social media posts and events, like comments, and reply to messages on behalf of agency.
- ✓ Assist with maintaining and updating county webpage content.
- ✓ Assist participants and staff with virtual technology and events.
- ✓ Provide activity event information for the Focus for Life newsletter.
- ✓ Recruitment and training of volunteers for the expansion of activities and events to be offered at the senior centers.
- ✓ Provides ongoing promotion of the activities scheduled to the public through public presentations, outreach events, social media, website, brochures, newspaper articles, radio, etc.

- ✓ Acts as an advocate for the expansion of senior activities and services in rural communities.
 - ✓ Attends educational trainings and conferences as required or relates to the position
- **Maintains SchedulesPlus software for Aging Activity Programs**
- ✓ This position will be responsible for the senior center activity calendar with use of SchedulesPlus software applications to issue scan cards for each participant. These cards will be used to check-in and out of each activity, which monitors time of an individual's attendance.
 - ✓ Maintain a current calendar to each site for scheduling, activity registration, and volunteer management.
 - ✓ Records, inputs and updates data needed for the activity programs.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.

EXPERIENCE AND TRAINING REQUIRED:

- A minimum of a 2-year degree, such as an associate's degree in recreation studies, Gerontology, or related field is preferred.
- An equivalent combination of training and experience providing the essential knowledge, skills and abilities may also be considered.
- Experience in clerical work which shall have involved record keeping and compiling reports, operation of various office machines and technology systems.
- Experience working with the elderly is preferred.
- Must maintain a valid Wisconsin driver's license and provide proof of automobile insurance.
- Ability to become CPR, First Aid & AED Certified.
- Must successfully pass caregiver and criminal background check.

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.
- Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects. While performing the duties of this job, the employee is frequently required to sit, stand, talk, see, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

- Multi-line telephone system, computers, software systems, social media, virtual technology, copy/fax machine; postage machine, calculator, cell phone, and various types of vehicles with the transportation program.

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 normally works in pleasant environments. The noise level in these work environments is usually quiet, but could be active and lively depending on the activities that are occurring.

COVID-19 Precaution(s) to be Followed as by Recommendation of Local Public Health & CDC:

- Personal protective equipment will be provided and required of use by all staff, volunteers, and participants.
- Plexiglas shields at work stations.
- Temperature screenings.
- Enforcing social distancing guidelines which are in place.
- Virtual meetings and activities will be provided to accommodate for those unable to attend, to the best of our ability.
- All sanitizing, disinfecting, or cleaning procedures will be followed as put in place with direction from Washburn County Maintenance, Aging Director, Nutrition Director and recommendations by Public Health. Supplies will be provided as needed.

SELECTION GUIDELINES:

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

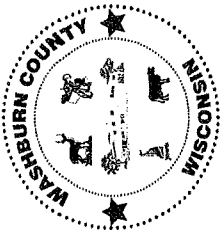
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

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: _____
Personnel/Benefits Director

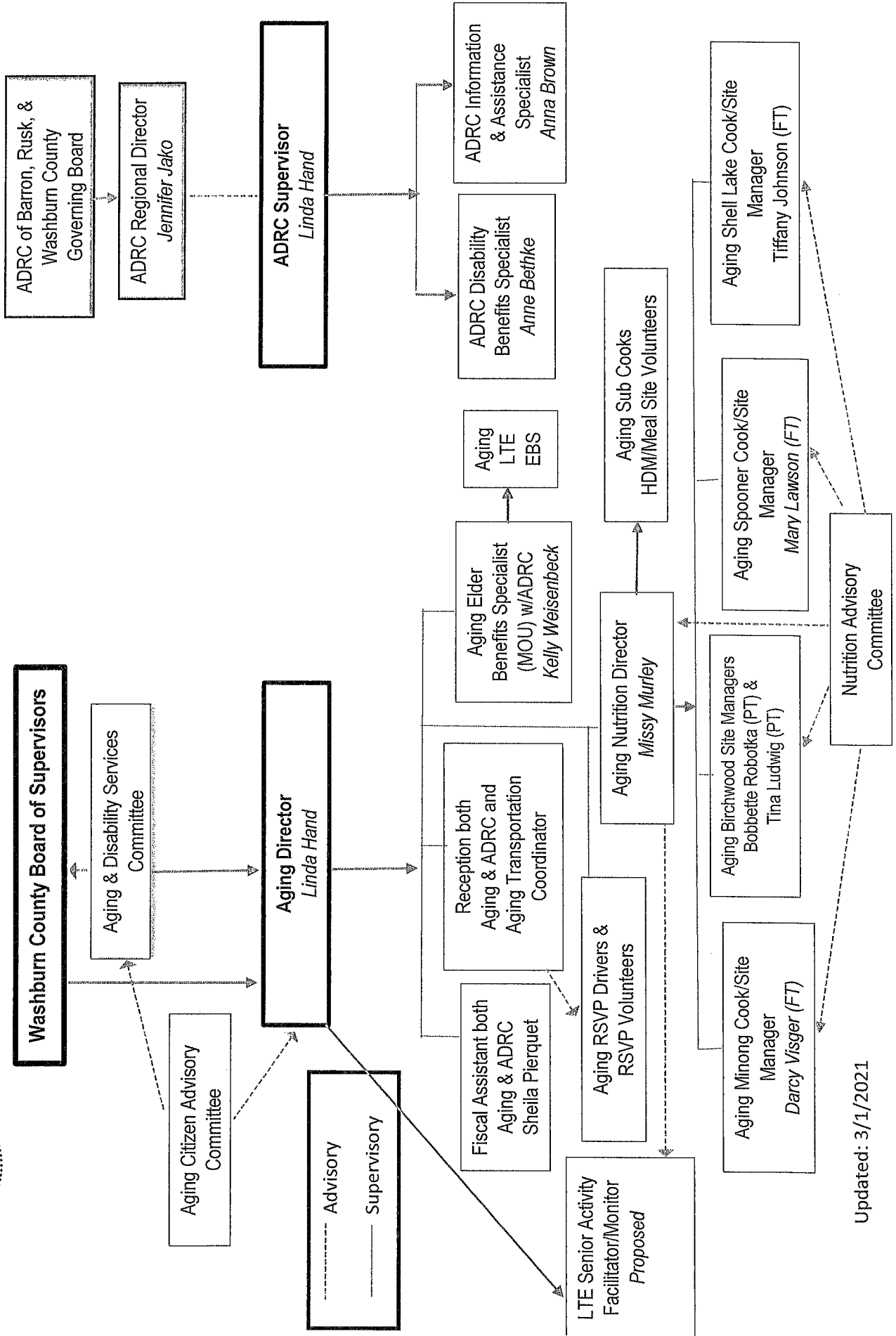
Date

Date: 2/2021



Washburn Organizational Chart 2021

Unit on Aging - Aging & Disability Resource Center Washburn County - Shell Lake, WI



Updated: 3/1/2021

RESOLUTION # _____

RESOLUTION TO INCREASE THE 2021 FORESTRY DEPARTMENT BUDGET –
CONSULTING FEES

WHEREAS, the Forestry, Parks and Recreation Committee has been collecting information on the feasibility of generating revenue from the sale of carbon credits on the County Forest; and

WHEREAS, the details of carbon storage and sale are complicated as well as developing rapidly; and

WHEREAS, the Forestry, Parks and Recreation Committee has determined that it is desirable to retain the services of a consultant to assist the County in developing a framework to analyze the viability of carbon sales; and

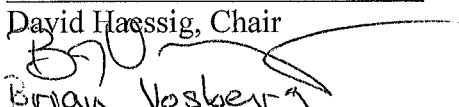
WHEREAS, funds are not budgeted in the 2021 Budget for this project.

THEREFORE BE IT RESOLVED, that the 2021 Forestry Department 250.56100.50290 expenditure account be increased by \$5000.00 and 250.56100.49310 revenue account be increased by \$5,000.

FISCAL IMPACT: \$5,000.00

Recommended for adoption by the Washburn County Finance Committee this
4th day of March 2021

David Haessig, Chair



Brian Vosberg


Brian Vosberg



Linda Featherly



David Wilson



Stephen Smith, vice-chair

RESOLUTION # _____

**Resolution Upgrading the Washburn County Public Safety Radio
Communications System**

WHEREAS, the radio communication systems in Washburn County are aging. A plan for assessment, improvement, and maintenance needed to be developed as identified by Sheriff Dennis Stuart & Emergency Management Director Carol Buck in their report to the Law Enforcement Emergency Management Committee (*"The Washburn County Communications Assessment & Future Planning Report"* submitted on 11/14/2019).

WHEREAS, the Report identified life safety concerns, critical pieces of equipment past life expectancy, and that a budget to upgrade and maintain the critical infrastructure backbone of the County-wide Public Safety Communications System is currently non-existent; and,

WHEREAS, First Responder Agencies exist to serve and protect citizens. All Washburn County Sheriff's Office, First Responders, Emergency Management, and Mutual Aid Agencies depend on consistent clear public safety radio communications when responding to emergencies to help keep them safe while providing such services to the public. Washburn County Highway and Forestry Departments are also daily users of the Public Safety Communication System; and,

WHEREAS, an Ad Hoc Communication Committee was formed to provide recommendations and bring said recommendations back to the Law Enforcement Committee; and,

WHEREAS, the Ad Hoc Communications Committee formed a Working Group of radio system users to work out all of the details of what they believed to be good working solutions and recommendations. Directives received were to plan for 20-30 years down the road, plan to implement this project as soon as possible, and to be cognizant of the best and economically sound planning that could be done; and,

WHEREAS, the Working Group provided their recommendations to the Ad Hoc Communications Committee in their report (*Public Service Radio System Upgrade – RECOMMENDATIONS of 2/8/2021*). The Report outlined Recommendations in a 4-Phase approach; and,

WHEREAS, the Ad Hoc Communications Committee, the Law Enforcement/EM Committee, Finance Committee, and Personnel Committee all voted to forward the Proposal to County Board for approval. Further, the Finance Committee provided the recommendation that Phase 1 & 2 be implemented with a not to exceed \$700,000 budget and that Phase 3 & 4 be addressed at a future day and time; and,

WHEREAS, upgrading the Washburn County Public Safety Radio Communications System is critical to life safety and mitigating liability exposure.

Page 2 – Resolution Upgrading the Washburn County Public Safety Radio Communications System

THEREFORE, BE IT RESOLVED, that the County Board recognizes the need for this Communication Upgrade and therefore approves the Project as described within the *(Public Service Radio System Upgrade – RECOMMENDATIONS of 2/8/2021)* and shall be effective upon approval.

FISCAL IMPACT: Phase I and II not to exceed \$700,000

RECOMMENDED FOR ADOPTION BY THE AD HOC COMMUNICATIONS COMMITTEE, THE LAW ENFORCEMENT / EMERGENCY MANAGEMENT COMMITTEE, THE FINANCE COMMITTEE, AND PERSONNEL COMMITTEE AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS ON THIS 16TH DAY OF MARCH, 2021.

David Haessig, Chair

Stephen Smith, Vice Chair

Linda Featherly, Member

David Wilson, Member

Brian Vosberg, Member

RESOLUTION # _____

**RESOLUTION APPROVING POSITION OF PUBLIC SAFETY TECHNOLOGY
SPECIALIST**

WHEREAS, a resolution has been presented to Washburn County to Upgrade the Public Safety Radio Communications System; and,

WHEREAS, with such an investment in the future of the radio communications infrastructure it was recommended to have the involvement of a dedicated Project Manager; and,

WHEREAS, this position is responsible for the administration, planning, coordination and management of the radio communications infrastructure which has land, mobile and portable radio capabilities; and,

WHEREAS, the cost for this casual part-time position (up to .49 FTE) is included in the proposed budget for Phase I and II; and,

WHEREAS, the committees of Ad Hoc Communications, Law Enforcement/Emergency Management, Finance and Personnel all approved the project with the accompanying Project Manager position.

THEREFORE BE IT RESOLVED that the Washburn County Board of Supervisors approve the position of Public Safety Technology Specialist, to be effective upon approval.

FISCAL IMPACT:

Recommended for adoption by the Washburn County Personnel Committee this 4th day of March, 2021 and approved by the Washburn County Board of Supervisors this 16th day of March, 2021.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: 3/16/2021	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: Public Safety Technology Specialist	Department: Sheriff's Office
Effective Date:	
Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input checked="" type="checkbox"/> Casual	
Reason for Request: Casual position; up to .49 FTE position created to coordinate and manage the radio communications infrastructure	
Why is position required or why can't present employees complete the work or why can't position be contracted? Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
\$23.09	1019.2	\$23,533.33	N/A	\$1800.30	\$731.89	N/A	\$26,065.51	Proposed

Total cost for other equipment and/or training?

Is this request budgeted? YES NO List the funding source:

FISCAL ANALYSIS (from above):

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

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?	Yes - attached
What are the major functions or examples of work performed of the proposed position?	This position is responsible for administration, planning, coordination and management of the radio communications infrastructure which has land, mobile and portable radio capabilities. This includes the radio tower network, communications center infrastructure to include 911 and radio consoles; as well as sheriff's office mobile/portable radios, mobile computers, and related equipment. Under the direction of the Sheriff, the position administers the sheriff's office records management system (RMS) software, Computer aided dispatch (CAD) 911 software; and other sheriff's office software and systems.
Minimum Educational Requirements and minimum experience for this position?	Associate's degree in Computer Science, Information Systems, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
Knowledge Skills and Abilities?	<ul style="list-style-type: none"> • Ability to maintain confidential information when dealing with vendors, employees, and the general public. • Ability to maintain a professional demeanor when dealing with the public. • Ability to instruct and train in methods and procedures. • Ability to assign work, add or delete; plan work, establish priorities. • Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc. • Ability to communicate effectively with other members of the staff, Board, and the public in both verbal and written form • Ability to prepare, recommend and monitor annual capital and operating budget.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Communication Plan requires a project manager
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The department/infrastructure needs.
Is this work currently being performed by someone else? If yes, how and by whom?	No
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	See Attached.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	The Public Safety Technology Specialist will be supervised by the Sheriff and will work closely with the Emergency Management Director.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	NA

Are there alternatives to the services that this individual would provide? If yes, explain.	Not available with current staff.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The Public Safety Technology Specialist provides expertise that others do not possess.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes. We have an office available at our agency,
How does this position fit into the long-range and strategic plans of the Department and/or County?	The radio communications infrastructure is being designed for the next 20 to 30 years, with various phases of implementation.

Justification for request or general remarks/comments about the position:

Approvals:

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

COMMITTEE:	Approved Denied Comments	DATE:	
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COMMITTEE APPROVALS:

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

Washburn County Position Description

Position:	Public Safety Technology Specialist	
Department:	Sheriff's Department	FSLA: Non - Exempt
Accountable to:	Sheriff	Status: Part-Time .49 FTE
Grade	12-2080	

Summary:

This position is responsible for administration, planning, coordination and management of the radio communications infrastructure which has land, mobile and portable radio capabilities. This includes the radio tower network, communications center infrastructure to include 911 and radio consoles; as well as sheriff's office mobile/portable radios, mobile computers, and related equipment. Under the direction of the Sheriff, the position administers the sheriff's office records management system (RMS) software, Computer aided dispatch (CAD) 911 software; and other sheriff's office software and systems.

Essential Functions of the Position:

- System Administrator for multiple software programs including records management system (RMS). Implement, develop best practices and maintain software and equipment for records management, computer aided dispatch, traffic accidents and citations, mobile data, and audio and video recording systems.
- Coordination of E911 Dispatch services Monitors radio system for proper operation and arranges for repairs, upgrades, and improvements, manages the installation, operation and maintenance of Communication Center radio equipment; providing technical assistance regarding communication systems and equipment. Supervises network and equipment vendor(s) maintenance work.
- Purchasing and asset control related to radio, electronic, and technical items of equipment for the sheriff's office. Assist Sheriff and Chief Deputy with development and management of the annual radio system budget. Advises and assists with policy and procedure development.
- Liaison between radio system subscribers, State and Federal agencies. Establish and maintain relationships with radio administrators and officials from other counties, and agencies. Attends County wide radio user, committee, board, and other meetings as required.
- Keeps detailed records of radio infrastructure and subscriber units and their operation. Maintains proper FCC licensing.

- Auditing of files including electronic media, address and master name databases for accuracy.
- Performs other duties as assigned by the Sheriff, including responding to problems with the communications systems during night and weekend hours, and responding to an emergency event.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associate's degree in Computer Science, Information Systems, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Knowledge, Skills and Abilities:

- Ability to maintain confidential information when dealing with vendors, employees, and the general public.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Ability to communicate effectively with other members of the staff, Board, and the public.
- Ability to communicate in both written and verbal form.
- Ability to prepare, recommend and monitor annual capital and operating budget.

Physical and Mental Demands:

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

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception.

Exposure to blood borne pathogens is considered to be low.

The abilities, duties, and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of any specific statement of abilities, duties, or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment of the position. The position 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 the requirements of the position change.

Position description Created: July 2020