

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

August 17, 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. Approval of July 20, 2021 County Board Proceedings
6. Innovation Award Presentation – Washburn County Aging
7. COVID-19 Status and Recommendations
8. American Rescue Plan Act (ARPA) Update
9. Concerned Citizens

10. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance – June & July 2021
- B. Recommendation for County Board Size for Redistricting Purposes

11. Other Resolutions and Ordinances

- A. Resolution to Increase the 2021 Unit on Aging Dept Budget re: Subaru Share the Love Event Award – Supv. D. Haessig
- B. Resolution for the Unit on Aging to Accept the In-Kind Food Box Donations received Feb – May 2021 from Farmers to Families – Supv. D. Haessig
- C. Resolution to Increase the 2021 Unit on Aging Dept Budget re: Meals on Wheels Go Further Building Capacity Grant – Supv. D. Haessig
- D. Resolution to Amend Unit on Aging 2021 Budget to Purchase a 14-Passenger Transit Van – Supv. D. Haessig
- E. Resolution Allocating Funds to Washburn County Economic Development for Cooperative Investment – Chair T. Mackie
- F. Resolution Approving New Seasonal LTE Campground Manager for 2022 Budget – Forestry – Supv. D. Wilson
- G. Resolution to Approve New Civilian Dispatcher for 2022 Budget – Law Enforcement – Supv. D. Wilson
- H. Resolution to Approve Change from PT to FT Birchwood Senior Center Site Manager/Cook (2021) – Supv. D. Wilson
- I. Resolution to Approve Change from PT to FT Shell Lake/Spooner Senior Center Site Manager/Cook (2021) – Supv. D. Wilson
- J. Resolution Approving Position Reclass to Allow for Working Jail/Dispatch Sergeant Positions (2021) – Supv. D. 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.

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

July 20, 2021

6:00 p.m.

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

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie.
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Wilson.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Board members present: (19), Absent/Excused: (2) Radzak, Carlstrom; Youth: (3) Klein, Schroeder, Lindstrom.
5. Approval of June 15, 2021 County Board Proceedings on motion by Supv. J. Ford, 2nd by Supv. R. Reiter, MC.
6. Introduction of new County Veterans Service Officer – postponed.
7. American Rescue Plan Act (ARPA) Update – Committee has met once so far; soliciting ideas from departments and board members re: where monies can be spent. Rules are not yet final. Next meeting will be August 12th at 1:00 p.m.
8. Concerned Citizens – Brian Melton spoke about his concern about broadband funding; utilization of funds for maintenance of roads. Jessie Gronning spoke about the current state of the union in America, constitutional rights and requested that the county consider writing a letter to the state asking for a forensic audit of the November 2020 election.
9. **Consent Agenda** was approved on motion by Supv. D. Wilson, 2nd by Supv. J. Ford; request from Supv. S. Johnson to pull Item D; request from Supv. C. Stariha to pull Item E; MC on voice vote.

- A. **Resolution 2021-44 Appointing Board of Adjustment Members**
- B. **Resolution 2021-45 Updating B-4 Policy re: Internal Promotion**
- C. **Resolution 2021-46 Updating Employee Handbook adding Vaping Restrictions to Section 9.4**
- D. **Resolution 2021-47 Denying a Claim for Hidden Lake Land Trust (Bernard Seidling)** – Question by Supv. S. Johnson in regard to how this would affect other properties owned by Seidling. Zoning has denied a building permit and Seidling is suing the county also claiming that zoning has cost him money. Motion to approve of denying the claim by Supv. S. Smith, 2nd by Supv. S. Sather; MC on voice vote.
- E. **Resolution 2021-48 to Approve Broadband Expansion from Mosaic Technologies** – motion to approve by Supv. D. Haessig, 2nd by Supv. L. Featherly. There is no money exchanging hands, just approving the partnership/project as a whole; MC on voice vote.

10. Other Resolutions and Ordinances

- A. **Resolution 2021-49 Changing FTE from .75 to 1.0 for HR Admin Asst for 2021** on motion by Supv. D. Wilson, 2nd by Supv. H. Graber. Recommendation made that all requests should be stated as an annual impact to be consistent. This additional one day/week would need to be covered by levy in future years. Roll Vote: Yes (19); Youth: Yes (3); MC.
- B. **Resolution 2021-50 Approving a New .8 FTE Passenger Transit Van Driver – Aging** on motion by Supv. B. Olsgard, 2nd by Supv. R. Reiter. Youth representative Miranda Schroeder questioned disabled ridership. Aging Director Linda Hand reported that 85.21 grant funds are used for elderly and disabled and those 60+ and adults with disabilities would be primary, but if there is room on the van for younger disabled residents and caregivers, they would be allowed. Referrals would be made by HHS for disabled people and seats would be reserved. Expenses for 2021 are absorbed with COVID dollars. We currently have no passenger van, 4 RSVP vehicles but only 1 available driver. We are continually working on recruiting volunteers for the cars;

committee/county board members had made the recommendation that we have a CDL driver if we went with this position. Roll Vote: Yes (19); Youth: Yes (3); MC.

- C. **Resolution 2021-51 Approving PT Communicable Disease Surveillance Nurse – Public Health** – motion to approve by Supv. D. Wilson, 2nd by Supv. S. Johnson. This part time position is to start this year with no levy funds required. Two years of COVID dollars will fund a portion of this. With future retirement(s) anticipated in the Public Health department, it will also serve a logical transition for moving from part time to full time at that time. Roll Vote: Yes (19); Youth: Yes (3); MC.
11. Committee Reports – FINANCE – budgeting for 2022, more position requests are coming in and we need to consider future funding; the county is in good financial shape and we need to continue to be conservative in our financial planning. HHS – Public Health Nurse position, budget prep. IT – seeing better performance with Audio/Visual capabilities, looking at upgrades with cell boosters, budget. PERSONNEL – the next agenda has more personnel requests, working on reviews of policy with annual updates. AG/LCC – working on budgets, dealing with grant dollars currently. FORESTRY – having meeting on the 29th; Park Falls mill might be a go, VERSO is questionable yet – these mills make a big difference on Washburn County’s economy, WCA’s attorneys have researched the statutes and if the county would funnel money through WEDC this could be a legal way to do help fund those businesses; info on carbon credits need to be updated as well. HIGHWAY – busy summer, LTE’s – usually have 6-8 and currently have 2; wages seem to be low and higher wages for the LTE’s will be reviewed; litigation that was dropped by Sondreal (wet paint damage) resulted in upgrading of policies to help mitigate further litigation concerns; dams are still being maintained; salt has been ordered for this winter, Cargill has closed their salt mine and we expect higher prices. LAW ENF – new console/backup are both up and working, incident command post was used with new telescoping tower to locate a lost child, we are in the third phase of installing new fire numbers. PUB PROP – doing budget, approved transfer of 50 ft of Bldg. B to Sheriff’s dept, having continued discussion re: Annex building, working to secure funding for courthouse barrier device, church property has been demolished with the next step approving the RFP for the parking lot, tax deed sales resulted in a net of approx. \$160,000. SOLID WASTE – met 3 months ago and reviewed recycling funds, raised the cleanup reimbursement to municipalities to \$2400, also looked at landfill liability fund. UW EXT – met last Wed for 1st time in 4 months; went over the 2022 Food Wise agreement with the state, activity reports in person from educators, reviewed best utilization of a vacant administrative support position, budget tentatively approved for 2022. VETERANS – new CVSO settling in, making contacts with local veteran’s organizations and there will be representation at the fair booth. AGING – thanked the board for approving the .8 FTE van driver, next step would be to obtain the van; in the process of reorganizing the entire transportation program in order to get that going again after being shut down due to COVID, had to close down the Rise ‘n Dine position due to policy changes at the state level that made it unfeasible for us to continue. ZONING – meet next week in re: lake property. TRANSIT – will need to take a look at this and see where we are.
 12. Chair Appointments – none at this time.
 13. Citizen Comments – Brian Melton spoke for having the board or chair consider a sit-in for a citizen in a voting/non-voting position for empty chairs.
 14. Chair Comments – August 21st for dedication of this facility, have the CEO of WCA lined up as speaker – Mark O’Connell, no time has been established yet.
 15. Possible Future Agenda Items - TBD
 16. Audit Per Diems on motion by Supv. D. Wilson, 2nd by Supv. L. Featherly; MC.
 17. Adjourn on motion by Supv. D. Wilson, 2nd by Supv. C. Masterjohn at 6:55 p.m; MC.

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.

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 June 22, 2021.

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

Barronett Township: Legacy Farms LLC, Shell Lake WI. PROPERTY: Tax ID#191, 14.64 acres, PT SW SW, Section 09-37-13, Town of Barronett, to rezone approximately (+-) 1 acre from Agricultural to Residential Recreation 1, to be able to split off (+-) 1 acre with house.

The Zoning Committee recommends APPROVAL of the request to rezone (+-) 1 acre of Agricultural to Residential Recreational 1.

Beaverbrook Township: William Johnson, Hayward WI. PROPERTY: Tax ID#3695, 2 acres, PT S1/2 GOV LOT 2, Section 06-38-12, Town of Beaverbrook, to rezone approximately 2 acres from Commercial to Residential Recreation 1, to be able to change from a motel to long term residential apartments.

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

Interested persons were given the opportunity to be heard.

Dated

Jocelyn Ford, Chairman
Washburn County Zoning Committee

Rezonepetitions062221

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;

Barronett Township: Legacy Farms LLC, Shell Lake WI. PROPERTY: Tax ID#191, 14.64 acres, PT SW SW, Section 09-37-13, Town of Barronett, to rezone approximately (+-) 1 acre from Agricultural to Residential Recreation 1, to be able to split off (+-)1 acre with house.

Beaverbrook Township: William Johnson, Hayward WI. PROPERTY: Tax ID#3695, 2 acres, PT S1/2 GOV LOT 2, Section 06-38-12, Town of Beaverbrook, to rezone approximately 2 acres from Commercial to Residential Recreation 1, to be able to change from a motel to long term residential apartments.

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

Rezonepetitions062221

REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on July 27, 2021.

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

Minong Township: Keys Rothe Living Trust, Madison WI. PROPERTY: Tax ID#19443, 29.17 acres, PT GOV LOTS 3 & 4, Section 08-42-12, Town of Minong, to rezone approximately 29.17 acre from Residential Recreation 2 to Residential Recreation 1, to be able to subdivide and make consistent with RR1 zoning district.

The Zoning Committee recommends APPROVAL of the request to rezone 29.17 acre of Residential Recreational 2 to Residential Recreational 1.

Interested persons were given the opportunity to be heard.

Dated

Jocelyn Ford, Chairman
Washburn County Zoning Committee

Rezonepetitions072721

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: Keys Rothe Living Trust, Madison WI. PROPERTY: Tax ID#19443, 29.17 acres, PT GOV LOTS 3 & 4, Section 08-42-12, Town of Minong, to rezone approximately 29.17 acre from Residential Recreation 2 to Residential Recreation 1, to be able to subdivide and make consistent with RR1 zoning district.

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

Rezonepetitions072721

RESOLUTION # _____

**RECOMMENDATION FOR COUNTY BOARD SIZE FOR
REDISTRICTING PURPOSES**

WHEREAS, the United States Constitution, Article 1 – Section 2, mandates a federal census every 10 years; and,

WHEREAS, Wisconsin Statutes 59.10(3), mandates counties to create new supervisory districts and sets forth the criteria for designating said districts; and,

WHEREAS, the size of the County Board needs to be determined prior to redistricting maps being developed; and,

WHEREAS, the COVID-19 pandemic, coming in a census year, has affected the timing of redistricting in 2021 due to delays in census operations; and,

WHEREAS, the 2020 Census has now been completed and population totals are in the process of being released; and,

WHEREAS, the Executive Committee has met and is in favor of not reducing the size of the County Board at this time and to maintain the current number of Supervisors at 21.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors affirms the number of supervisory districts for the Washburn County Board of Supervisors at twenty-one (21), and

BE IT FURTHER RESOLVED, that the tentative county supervisory district plan required pursuant to Section 59.10(3) be developed with the number of supervisory districts here affirmed.

FISCAL IMPACT: None

Recommended for adoption by the Washburn County Executive Committee on August 11, 2021 and approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

Thomas J. Mackie, County Board Chair

David Haessig, Member

David Wilson, 1st Vice Chair

Hank Graber, Member

Linda Featherly, 2nd Vice Chair

RESOLUTION # _____

**RESOLUTION TO INCREASE THE 2021 UNIT ON AGING DEPARTMENT BUDGET
– Subaru Share the Love Event Award 2021**

WHEREAS, the Unit on Aging applied for and was awarded a grant through Subaru Share the Love Event in 2021; and

WHEREAS, the total Share the Love Event amount received was \$4,614.10; and

WHEREAS, the grant was not previously budgeted in the 2021 Unit on Aging budget; and

THEREFORE, BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends to accept the grant and increase the 2021 Unit on Aging budget in the amount of \$4,614.10.

THEREFORE, BE IT FURTHER RESOLVED; that the 2021 Unit on Aging budget shall be increased \$4,614.10 for the Subaru Share the Love Event Award 2021 using the Share the Love revenue account 240.69101.48501 and Operating Supply expense account 240.69101.50340.

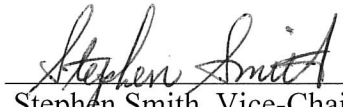
FISCAL IMPACT: \$4,614.10

Recommended for adoption by the Washburn County Finance Committee

this 5th day of August, 2021.



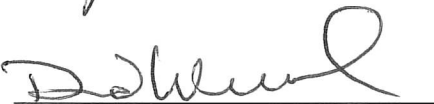
David Haessig, Chair



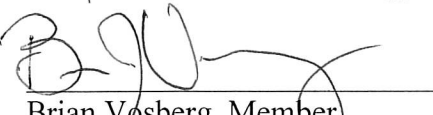
Stephen Smith, Vice-Chair



Linda Featherly, Member



Dave Wilson, Member



Brian Vosberg, Member

RESOLUTION FOR THE UNIT ON AGING TO ACCEPT THE IN-KIND FOOD BOX DONATIONS RECEIVED FEBRUARY – MAY 2021 FROM FARMERS TO FAMILIES – (No Fiscal Impact)

WHEREAS, part of the Coronavirus Food Assistance Program, Secretary Perdue announced on April 17, 2020, that the USDA exercised authority under the Families First Coronavirus Response Act to purchase and distribute agricultural products to those in need. The USDA partnered with national, regional, and local distributors, whose workforces have been significantly impacted by the closure of restaurants, hotels, and other foodservice businesses, to purchase fresh produce, dairy, and meat products from American producers of all sizes. Distributors have packaged these products into family-sized boxes and transported them to food banks, community and faith-based organizations, and other non-profits serving Americans in need; and

WHEREAS, the final Phase V contract was awarded to Produce Alliance, LLC who will deliver a specific number of boxes for the USDA Farms to Families in nine states: Indiana, Illinois, Alabama, Wisconsin, South Carolina, Rhode Island, New Hampshire, North Carolina, and Massachusetts; and

WHEREAS, the Unit on Aging has been approved to receive six deliveries at the Washburn County Highway Department on February 24th, March 10th, March 24th, April 7th, April 21st, and May 19th, 2021 of the Farmers to Families Food Boxes to support the COVID-19 emergency relief effort. Each truck load is valued at \$39,300.80 and each delivery will consist of 1,232 food boxes and gallons of milk. The food boxes will be delivered to senior Washburn County Home Delivered Meal participants, homebound Washburn County residents and a community pick-up area will be set up at the Highway Department to distribute the remaining boxes; and


WHEREAS, the total Farmers to Families COVID-19 in-kind food box donation is valued at \$235,804.80 and will have no fiscal impact to the County or the Unit on Aging.

THEREFORE, BE IT RESOLVED; that Washburn County and the Unit on Aging accepts the in-kind food box donation valued at \$235,804.80 from Farmers to Families to support the COVID-19 emergency relief effort.

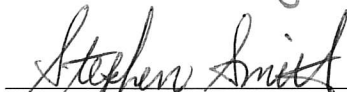
FISCAL IMPACT: \$0.00

Recommended for adoption by the Washburn County Finance Committee

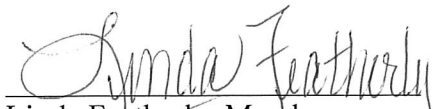
this 5th day of August, 2021.



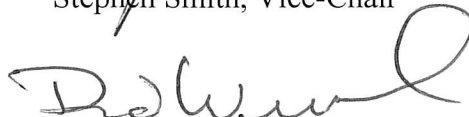
David Haessig, Chair




Stephen Smith, Vice-Chair



Linda Featherly, Member



Dave Wilson, Member



Brian Vosberg, Member

RESOLUTION # _____

**RESOLUTION TO INCREASE THE 2021 UNIT ON AGING DEPARTMENT BUDGET
– MEALS ON WHEELS GO FURTHER BUILDING CAPACITY GRANT**

WHEREAS, the Unit on Aging applied for and was awarded the Meals on Wheels Go Further Fund Building Capacity Grant, which is designed to strengthen the ability to meet increased need brought on by the pandemic, expand comprehensive service and drive innovation in the areas of nutrition and socialization; and

WHEREAS, the total Go Further Fund Building Capacity Grant amount received was \$25,000.00; and

WHEREAS, the grant was not previously budgeted in the 2021 Unit on Aging budget; and

WHEREAS, the funds will be used for new equipment and kitchen upgrades at the Birchwood and Shell Lake Senior Centers as well as technology upgrades at all four Senior Centers: Minong, Birchwood, Spooner, and Shell Lake; and

THEREFORE, BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends to accept the grant and increase the 2021 Unit on Aging budget in the amount of \$25,000.00.

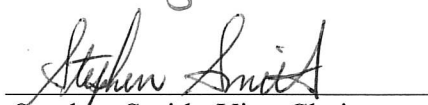
THEREFORE, BE IT FURTHER RESOLVED; that the 2021 Unit on Aging budget shall be increased \$25,000.00 for the Meals on Wheels Go Further Fund Building Capacity Grant using the MOW Go Home Fund revenue account 240.61111.48901 and divided into the following expense accounts: \$5,000 (Operating Supply 240.61111.50340), \$5,000 (R&M Building 240.61111.50247), and \$15,000 (Small Equipment 240.61111.50805).

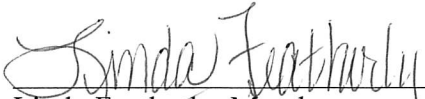
FISCAL IMPACT: \$25,000.00

Recommended for adoption by the Washburn County Finance Committee

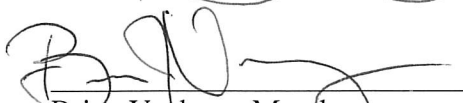
this 5th day of August, 2021.


David Haessig, Chair


Stephen Smith, Vice-Chair


Linda Featherly, Member


Dave Wilson, Member


Brian Vosberg, Member

RESOLUTION # _____

RESOLUTION TO AMEND UNIT ON AGING 2021 BUDGET TO PURCHASE
A 14-PASSENGER TRANSIT VAN

WHEREAS, the Unit on Aging has identified the need to purchase a new transport van to transport Washburn County seniors; and,

WHEREAS, the purchase was not budgeted in the 2021 budget; and,

WHEREAS, the Unit on Aging has DOT Restricted Funds available in the amount of \$44,978.16 for this specific purpose;

WHEREAS, the Unit on Aging obtained an estimated cost of \$52,428.00 for a 14-Passenger Transit Van;

WHEREAS, the Unit on Aging has an Aging Fund balance which has sufficient funds available to provide services for seniors that could be used for this specific purpose not to exceed \$20,000.00;

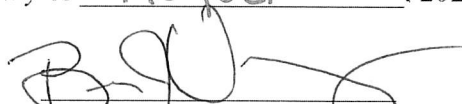
THEREFORE BE IT FURTHER RESOLVED, that the purchase of the 14-Passenger Transit Van be approved and funded from the Aging DOT Restricted Fund Balance and Committed Aging Fund Balance. Expenses will be split between Unit on Aging expense accounts 240.62160.50810 for (\$44,978.16) and the remainder from 240.61110.50810 (not to exceed \$20,000.00).

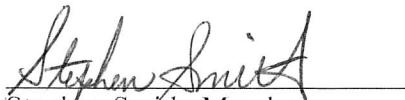
FISCAL IMPACT: Not to Exceed \$64,978.16

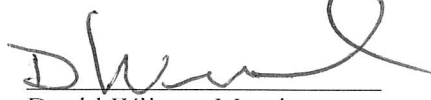
Recommended for adoption by the Washburn County Finance Committee

this 5th day of August, 2021.


David Haessig, Chair


Brian Vosberg, Member


Stephen Smith, Member


David Wilson, Member


Linda Featherly, Member

Resolution No. _____

Resolution Allocating Funds to Washburn County Economic Development for Cooperative Investment

WHEREAS, forestry and the timber industry are critical components of our local economy and reliable markets for forest products are necessary in order to retain a healthy timber economy, keep our forests healthy, as well as protect local businesses; and

WHEREAS, during the pandemic, two major pulpwood consuming mills were shut down, causing loss of wood markets and hardships to local timber related businesses; and

WHEREAS, The Park Falls Mill Cooperative (PFMC) was formed to purchase the Parks Falls Pulp and Paper Mill under a business model where loggers, mill employees, trucking firms, land owners and others could own and operate the facility; and

WHEREAS, there is an opportunity for Washburn County Economic Development to invest in the PFMC to help restore viable and healthy timber markets, local forestry related businesses and county timber revenues.

THEREFORE, BE IT RESOLVED, that the Washburn County Board of Supervisors approves the allocation of \$100,000 to Washburn County Economic Development Corporation for the purpose of investment in the Parks Falls Mill Cooperative; and

THEREFORE, BE IT FURTHER RESOLVED, that Local Recovery Funds of the American Rescue Plan Act (ARPA) is to be used as the funding source for this allocation to Washburn County Economic Development.

FISCAL IMPACT: \$100,000 of Fiscal Recovery Funds

Recommended for adoption by the Washburn County Executive Committee the 11th day of August 2021. Use of ARPA funds recommended for approval by the Ad Hoc ARPA Committee the 12th day of August 2021. Approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

For the Washburn County Executive Committee

Thomas Mackie, County Board Chair

David Haessig, Member

David Wilson, 1st Vice Chair

Hank Graber, Member

Linda Featherly, 2nd Vice Chair

Page Two – Resolution Allocating Funds to Washburn County Economic Development for Cooperative Investment

Funding recommended by the Washburn County American Rescue Plan Act (ARPA) Ad Hoc Committee

Thomas Mackie, Chair

David Haessig, Member

Lolita Olson, Vice Chair

Sandy Johnson, Member

Linda Featherly, Member

Brian Vosberg, Member

Brian Danielsen, Member

Thomas Frost, Member

Sharon Peterson, Member

Nicole Tims, Member

RESOLUTION # _____

RESOLUTION APPROVING THE NEW SEASONAL LTE CAMPGROUND MANAGER

WHEREAS, Forestry has determined the need to create an additional position of a seasonal LTE (limited term employee) Campground Manager due to increasing recreational demands on county programs, trails and facilities as well as a campground expansion and is further detailed on the attached personnel requisition form and job description; and,

WHEREAS, this is a position request for the 2022 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review, and

WHEREAS, the Forestry and Personnel Committees of Washburn County have recommended the approval of this position.

THEREFORE BE IT RESOLVED; that the new LTE position of Campground Manager for Forestry be approved for inclusion in the 2022 budget according to policy by the Washburn County Board of Supervisors, with the position to start May 1, 2022.

FISCAL IMPACT: \$16,000 from Parks Revenue

Recommended for adoption by the Washburn County Personnel Committee this 5th day of August, 2021 and approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: 7/20/2021	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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POSITION INFORMATION:

Position Title: CAMPGROUND MANAGER	Department: FORESTRY
Effective Date: 5/1/2022	
Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> LTE <input checked="" type="checkbox"/> Casual	
Reason for Request: Increasing recreational demands are overwhelming existing staff.	
Why is position required or why can't present employees complete the work or why can't position be contracted? We do not have enough FTE's to handle workload	
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	
\$19.98	720	14,385.60	NA	1,100.50	556.72	NA	16,042.82	Current
								Proposed

Total cost for other equipment and/or training?

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

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$500
Wages and Benefits	\$15,500
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:	16000

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?	No
What are the major functions or examples of work performed of the proposed position?	Day to day management of Totogatic Park and Campground Operations
Minimum Educational Requirements and minimum experience for this position?	High school graduate, experience in campground operations/management preferred
Knowledge Skills and Abilities?	Communication, customer service, money handling, custodial duties, lawn care, minor maintenance.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Dramatic increases in recreation demands on county programs, trails and facilities, as well as a campground expansion.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The public generates work to be done.
Is this work currently being performed by someone else? If yes, how and by whom?	Work is currently being done by Assistant Recreation Administrator, who spends nearly all of his time during summer months managing Totogatic Park. This adds workload to the Forest Administrator and Assistant Forest Administrator who need to step in to manage other rec programs
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Position would report to Assistant Recreation Administrator (who reports to Forest Administrator)
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	The position of Assistant Campground Administrator would be changed to match the Park Caretaker Position, creating 2, both of which would report to the Park Manager for daily direction.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Assistant Recreation Administrator
Are there alternatives to the services that this individual would provide? If yes, explain.	There may be an option to contract, but we are not sure if we can maintain the same operational control.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	We could lose current staff, who are already overworked.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	Not without closing down or reducing park services
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	County Forest Plan recommends increasing recreation staff by ½ FTE within 2 years.

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

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Approvals:

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

COMMITTEE:	Approved Denied	DATE:	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: Approved Not Approved

Comments:

Human Resources Director: *Alson* Date: *8-5-21*

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	Approved Denied	DATE:	<i>8-5-21</i>
	Comments		
COUNTY BOARD (IF NECESSARY)	Approved Denied	DATE:	
	Comments		

Position Description		Union: No	
Class Title: Campground Manager		Full or Part-Time: LTE/Seasonal – Less than 1000 hours.	
Department: Forestry	Pay Range: 9-2080	Date: 2022	

GENERAL STATEMENT OF DUTIES: Under the direction of the Assistant Recreation Administrator and Forest Administrator, performs as the Campground Manager of Totogatic Park and Campground.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Resides on site at Totogatic Campground mid-May through mid-September
- Performs camper registrations on site
- Receives camping reservations and assists with reservation system usage;
- Receives and accounts for park revenues;
- Sells firewood and ice to campground patrons;
- Greets and assists campers and park visitors; Coordinates with law enforcement staff in monitoring for violations of campground/park policies and rules.
- Cuts grass, trims shrubs, collects garbage, and performs a variety of grounds maintenance tasks;
- Cleans buildings and rest rooms, replacing toweling and other supplies as necessary;
- Performs a variety of related custodial and maintenance tasks as required;
- Makes minor repairs to facilities and reports major repair needs to the Assistant Recreation Administrator;
- Supervises and provides general day to day work assignments to seasonal park staff.
- Performs related work as required.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES:

Ability to effectively communicate rules and policies to campground/park patrons; Ability to handle and account for park revenues; Ability to effectively use computer based programs; Must possess good organizational skills; Ability to work independently without supervision; Ability to work as a team player with other employees in a public setting; Ability to effectively operate small tools and lawnmowers; Ability to follow oral and written instructions and directions.

EXPERIENCE AND TRAINING REQUIRED: **(Minimum Training and Experience Required to Perform Essential Job Functions)**

Must be at least 18 years of age; experience in customer service environments; experience in handling money, some experience in custodial duties and the operation of lawn care equipment; completion of a standard high school (or GED) or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience in campground management is preferred.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to walk, stand, talk, hear, climb and balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS:

Must provide own camper trailer and be willing to live primarily in the park from approximately mid May to mid September. Works a variable schedule including weekends and evenings as assigned. Must possess a valid Wisconsin Driver's License with an excellent driving record.

TOOLS AND EQUIPMENT USED:

Computer, printer, calculator, cleaning equipment, lawn mowers, trimmers, utility ATV, cell phone; pickup truck; ladders, floor cleaner; pumps; miscellaneous hand and power tools.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee regularly works in outside weather conditions including rain, sun, pollens, allergens, and insects. The employee is occasionally exposed to moving mechanical parts; toxic or caustic chemicals; extreme heat; risk of electrical shock; and vibration.

The noise level in the work environment is usually moderately loud.

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.

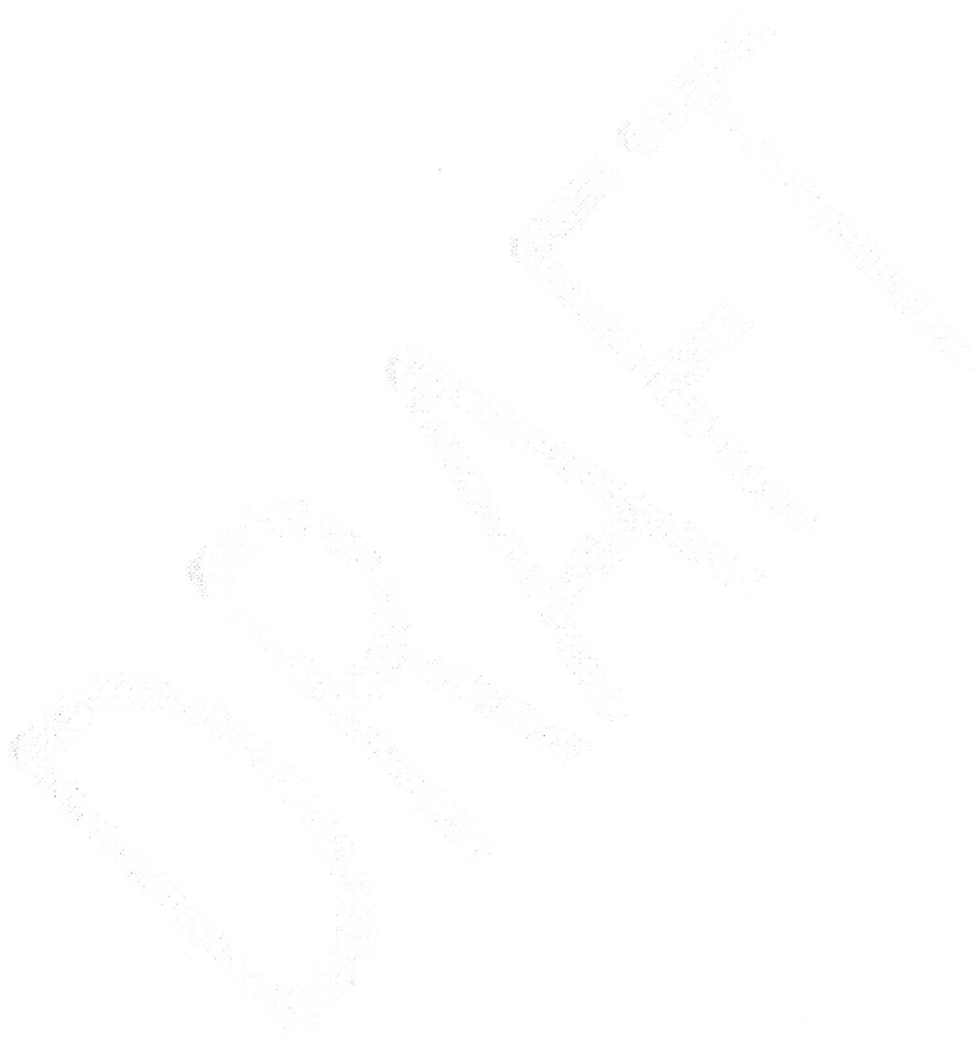
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Washburn County Forest Administrator

Employee Signature

Date Signed



RESOLUTION # _____

RESOLUTION APPROVING THE NEW POSITION OF CIVILIAN DISPATCHER

WHEREAS, Law Enforcement has determined the need to create an additional position of Civilian Dispatcher due to the need for a more efficient/effective level of service as identified in the documents attached (supplement to dispatcher position request, personnel requisition and job description); and,

WHEREAS, this is a position request for the 2022 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review, and

WHEREAS, the Law Enforcement and Personnel Committees of Washburn County have recommended the approval of this position;

THEREFORE BE IT RESOLVED; that the new full time position of Civilian Dispatcher for the Jail (Law Enforcement) be approved for inclusion in the 2022 budget according to policy by the Washburn County Board of Supervisors.

FISCAL IMPACT: \$74,651.00 from levy

Recommended for adoption by the Washburn County Personnel Committee this 5th day of August, 2021 and approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Supplement to Dispatcher position request.

History – Currently Washburn County 911 and non-emergency dispatch duties and responsibilities are accomplished by one dispatch only position and one combination Dispatch/Communications position between the hours of 8am and 8pm. The remaining dispatch function from 8pm – 8am is covered by a dual job description combining these duties, and our jail deputy positions.

Proposal – This is the second step in a long range strategic plan to split the jail and dispatch duties into separate job descriptions and positions 24/7. These two Dispatch only positions would cover the 8pm – 8am time period currently covered by the dual Jail/Dispatch position allowing the 24 hour per day, 7 day per week goal to be met.

The one separate requested dual Jail/Dispatch position would be used to fill in for the dual Dispatch/Communications position when that person is doing Communications duties, the remaining time would be used to fill vacant Jail Deputy absences.

Proposal Purpose – There is justifiable concern regarding the liability exposure to a county a 911 dispatch position holds. It is certainly arguable it may hold the greatest amount of exposure to a county of any position. Our exposure lies in the fact we do not have a dedicated position for these duties around the clock. Although we have made progress in cutting our liability exposure with the current dispatch only positions, continued using dual positions who cannot solely concentrate, train, and practice only on the skill set needed for dispatch only duties, continues our exposure which we are attempting to address with these position requests.

With the request for the dual Dispatch/Jailer, and the ability to use that position as a floater, we also expect to see significant savings within our Jail overtime expenditures.

Washburn County Personnel Requisition Form

Date: July 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: CIVILIAN DISPATCHER	Department: Law Enforcement
Effective Date: January 2022	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Duration of employment of requisitioned personnel:	
Reason for Request: LIABILITY EXPOSURE	
Why is position required or why can't present employees complete the work or why can't position be contracted? WORK CURRENTLY BEING COMPLETED BY PRESENT EMPLOYEES	
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 (family)	Total
20.44	2080	42,515.20	2,869.78	3,252.41	1,322.22	23,491.68	73,451.29

Is this request budgeted? **NO**

List the funding source: **LEVY, OTHER**

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	200
Wages and Benefits	73,451
Personal Equipment (e.g. tools, uniforms, safety equipment)	1,000
Mileage & Meals	Included with training expense
Training Expenses (Including memberships)	DOE
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	\$74,651.00

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?	JOB DESCRIPTION
Minimum Educational Requirements and minimum experience for this position?	HIGH SCHOOL or GED EQUIVALENT
Knowledge Skills and Abilities?	JOB DESCRIPTION
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	LIABILITY REDUCTION
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	PUBLIC, DEPARTMENT, MUNICIPALITIES, CRIME/CRIMINALS
Is this work currently being performed by someone else? If yes, how and by whom?	DUAL DISPATCH/JAILERS
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	ATTACHED
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	SUPERVISED BY EXISTING SERGEANT, LIEUTENANT, CAPTAIN
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	DUAL DISPATCH/JAILER
Are there alternatives to the services that this individual would provide? If yes, explain.	YES – CONTINUE AS IS
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	CONTINUED LIABILITY EXPOSURE
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	N/A
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	EXISTING DISPATCH STATION
How does this position fit into the long-range and strategic plans of the Department and/or County?	ATTACHED

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

SEE ATTACHED

Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct. <i>[Signature]</i>	DATE:	7-1-2021
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Committee of Jurisdiction:

COMMITTEE:	<input checked="" type="radio"/> Approved Denied	DATE:	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resources Director: <i>[Signature]</i> Date:

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	<input checked="" type="radio"/> Approved Denied	DATE:	8-5-21
	Comments		
COUNTY BOARD (IF NECESSARY)	Approved Denied	DATE:	
	Comments		

Elley

POSITION DESCRIPTION		CSE, PT, FT	Range: 09-2080
Class Title: DISPATCHER			
Department: SHERIFF	Location: JAIL SHELL LAKE	Date: 2020	

GENERAL STATEMENT OF DUTIES

Performs a wide variety of responsible duties connected with the county wide communication system and emergency 911 phone system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The employee of this class serves as a Dispatcher taking and relaying messages and dispatching personnel and equipment by radio communication in response to crimes, accidents, fires, medical emergencies, etc. The employee in this class is responsible for the receipt and accurate transcription of messages by radio and telephone and for various clerical functions in the Sheriff's Department. The work is performed within the established guidelines and under the general supervision of the Jail Administrator and Sheriff.

An employee of this class is not assigned to perform active law enforcement duties and is not classified as a protective occupation participant under the Wisconsin Retirement System.

EXAMPLES OF WORK (Illustrative only)

- Operates a radio and telecommunication system with mobile patrols, municipalities and other emergency agencies on a county-wide basis;
- Learns and uses various national and state codes for dispatching;
- Operates teletype equipment to procure needed information;
- Answers incoming calls, dispatching County and Village squads;
- Maintains a log of radio calls as required by the FCC;
- May testify as witness in court proceedings;
- Types and files records and related forms;
- Dispatches officers and other emergency personnel to emergency situations;
- Assists individuals with registration of vehicles and deer kills;
- Monitor bank and private alarms;
- Performs data entry tasks in the computer system;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the operation and maintenance of a wide variety of police communication and information retrieval equipment; good knowledge of public safety functions and procedures; ability to quickly learn assigned duties; ability to establish and maintain an effective working relationship with fellow employees and the public; ability to keep accurate records and complete written reports; ability to type accurately at a reasonable rate of speed; ability to speak clearly and distinctly; ability to remain alert at all times, and react quickly and calmly in emergency situations; dependability, courtesy, tact and good judgment; have and maintain physical condition necessary to perform essential duties.

Knowledge of operating a wide variety of computer hardware and software systems. Enter and maintain all information (some being confidential) received, as required and directed, into the CAD and jail systems.

ACCEPTABLE EXPERIENCE AND TRAINING

Some clerical experience, preferably including work as a Dispatcher or guard and completion of a standard high school course; and preferably supplemented by a related law enforcement, criminology or corrections training; or any equivalent combination of experience and training which provides the

required knowledge, skills and abilities.

PHYSICAL DEMANDS:

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

Work is performed in office settings. Hand-eye coordination is necessary to operate radios, computers, and various other pieces of office equipment.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to finger, handle, feel, or operate objects, and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear.

The employee may occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS

Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computers and peripherals including word processing, spreadsheet, database, standard office equipment including photocopiers, calculator; motor vehicle; telephone; voice mail, radios cleaning equipment and other related equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee may frequently travel between buildings, between floors, sheriff's department and court system.

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

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references 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

Employee Signature

Revision History: 08/23/02; 3/05; 03/07

**RESOLUTION APPROVING NEW POSITION OF
FT BIRCHWOOD DINING SITE MANAGER/COOK/JANITORIAL**

WHEREAS, the Birchwood Senior Center had two staff members who shared the half-time position of Site Manager; and,

WHEREAS, the food had been catered from a local restaurant who brought it to the Center and the Site Manager would package the food for Home Delivered Meals; and,

WHEREAS, there currently is no one to perform janitorial services at the Center; and,

WHEREAS, as one of the Site Managers gave notice of retirement and the restaurant is no longer catering the meals, it has been recommended by the Aging & Disability Services Committee that Washburn County consider going back to the original model of having an on-site full time site manager/cook with additional hours allowed for basic cleaning/janitorial duties; and,

WHEREAS, the Unit on Aging has received a grant to upgrade the Birchwood Senior Center Kitchen to be able to cook at the center which will be used for equipment; and

WHEREAS, GWAAR (Greater Wisconsin Agency on Aging Resources) has allocated ARPA (American Rescue Plan Act) dollars to the Washburn County for the purpose of providing for additional nutrition program needs; and,

WHEREAS, the estimated food purchases will be lower than the cost of catering which will help to offset the updated position costs; and,

WHEREAS, the current needs are temporarily being covered by the Nutrition Director and Aging Fiscal Supervisor, which is a not an efficient or effective use of their time; and,

WHEREAS, the ADS Committee and Personnel Committees have approved the position, to be revisited (“sunset clause”) when ARPA funds are depleted (12-31-2024).

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the FT Birchwood Senior Center Site Manager/Cook/Janitorial position, to be effective immediately.

FISCAL IMPACT: 2021 – covered by current budget

2022 – 2024 – additional annual cost of approximately \$18,360.40 covered by ARPA funds/GWAAR reimbursement

Recommended for adoption by the Washburn County Personnel Committee this 5th day of August, 2021 and approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: 06/01/2021

New Position

Position Vacancy

Position Change

POSITION INFORMATION:

Position Title: Birchwood Senior Dining Site
Manager/Cook 32.5 hours & Janitorial 5 hours

Department: Washburn County Aging - Nutrition

Effective Date: To Be Determined

Position Type: Full Time Part Time LTE Casual

Reason for Request: The Birchwood Senior Center most currently had two staff who job shared the Birchwood Senior Center Site Manager Position. The food is catered from a local restaurant, who brings it to the senior center and then the site managers package for home delivered meals. They are also responsible for serving congregate meals, some meal prep, and kitchen/dining room cleaning. With the reopening of COVID and the increased need for the sites to be open for not only the nutritional needs, but also the social interaction, we would like to investigate the scenario of going back to the previous model of a full-time site manager who cooks on site. One of the two current site managers, recently gave notification of retirement. The county has been actively recruiting for this opening since being notified in April 202, and has been unable to fill this part-time position with no benefits. We are also unable to find any sub cooks who are willing to travel to the Birchwood area to fill in. In order to provide these much needed services, we are having other full-time staff drive to Birchwood to fill this position. The department is not only paying a much higher wage for these staff, but they are also paying mileage, and their assigned duties are not being fulfilled.

The original catering agreement had been made with the last active cooking site manager at the Birchwood site and then retired. At the time, it was approved to try a restaurant catering model at the Birchwood site, since this retiring county employee owned a restaurant across the street. Since the agreement was established, she has since then sold her business that caters the food to the site. At this time, she is acting as a manager at said restaurant. We would like the county to consider going back to the original model of having an on-site full-time site manager/cook.

At the Birchwood site, there is not a maintenance/janitor available to complete building janitorial duties. Previously, the Birchwood Senior Center seniors hired a janitor, thinking they owned the building, not the county. Just prior to COVID, the county Aging & Maintenance Departments were in conversation with the seniors about this situation, since this conflicted with county policy. During COVID, the on-site managers cleaned up after themselves since there were not any participants. Going forward with reopening, the county needs to provide a janitor. It is not cost or time effective for the maintenance department to send a staff member to Birchwood to perform basic janitorial cleaning tasks on a daily basis. Our proposed position would be hired for 32.5 hours per week as the Dining Site Manager/Cook and 5 hours per week to complete basic cleaning/janitorial duties. Currently, our Nutrition Director is filling the Site Manager position three days per week, along with providing the janitorial duties for the building, at a much higher rate of pay with benefits. See attached staff rates of pay.

Why is position required or why can't present employees complete the work or why can't position be contracted? See above.

Is office space, furniture and office equipment available? Y N

Equipment Update: This kitchen had previously been used to cook and serve meals out of. The stove was just recently replaced by the Aging Unit, since it is still used to heat and hold heat food. There is a residential two compartment sink, but it preferred to have a commercial three compartment sink in a nutrition meal site. In anticipation of a future need to be able to use this kitchen for cooking, the Aging Unit submitted a grant application with Meals on Wheels of America, to remodel the kitchen with sufficient equipment, so that meals could be produced out of the Birchwood Senior Center. UPDATE: The Washburn County Unit on Aging was notified of award for the Meals on Wheels America Go Further Fund Grant on June 16, 2021. This grant will provide the funds to purchase the following equipment for the Birchwood Senior Center to make it as a usable senior nutrition site for cooking: Laptop/Printer, Commercial Stainless Steel 3-Compartment Sink, Commercial Wall Mount Faucet w/Hose. Full description attached on Grant Application Budget

Report with a total value of \$2,867.58. Additional funds from the grant, are also available of \$1,806.76 to go toward kitchen cabinet replacement, if needed.

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
	1019.2	13,473.82	NA	1030.75	521.44	NA	15,026.01	Current 2021
\$13.82	253.5 (.13)	\$3,503.37	\$236.48	\$268.01	\$135.58	\$2,349.24	\$6,492.68	Proposed Janitorial
\$13.82	1696.5 (.87)	\$23,445.63	\$1,582.58	\$1,793.59	\$907.35	\$21,142.44	\$48,871.59	Proposed Site Manager
\$13.82	1950	\$26,949.00	\$1,819.06	\$2,061.60	\$1,042.93	\$23,491.68	\$55,364.26	Proposed Total
Fiscal impact							40,338.25	

Total cost for other equipment and/or training?

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

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	55,364.26
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	150.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	55,714.26

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.
What are the major functions or examples of work performed of the proposed position?	The Site Manager/Cook is responsible for coordinating the nutritional services for the dining site and preparing meals for the congregate and home-delivered nutrition programs 32.5 hours per week and janitorial duties 5 hours per week, for a total of 37.5 hours per week.

Minimum Educational Requirements and minimum experience for this position?	Completion of High School or equivalent; training and experience in quality food handling and preparation; completion of a course in food service sanitation; or an equivalent combination of training and experience. ServSafe Certified within 90 days of hire.
Knowledge Skills and Abilities?	Basic knowledge food handling and sanitation; ability to order, purchase and cook food on a quantity basis; follow directions and work without close supervision; organizational and public relations skills; ability to maintain accurate records; math knowledge and ability to complete reports, use of computer, fax, printer, and email; ability to get along with people, especially the elderly and disabled.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Unable to fill current opening. Recommendation of reestablishing the previous model of a full-time site manager/cook/janitor that cooks on-site rather than the restaurant catering model and would be responsible for basic janitorial duties.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The older adults who attend the senior center in Birchwood and those that receive Meals on Wheels throughout the service area.
Is this work currently being performed by someone else? If yes, how and by whom?	Most currently, two staff members job shared the position hours, for a non-cook site manager.
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 Nutrition Director is the supervisor for the department.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Substitute cook. We will continue to recruit for applicants to fill this position.
Are there alternatives to the services that this individual would provide? If yes, explain.	We are currently filling the duties of the unfilled position by other staff members of the department who are not hired for this type of position. The other staff member who is part of this job share, is not willing to take on these extra hours.
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 have to cancel congregate and home delivered meal services for the days that there is not a site manager available.
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, and the department will continue to pursue grant funding to update the kitchen in Birchwood.
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 are that there is and 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. Per WI DHS, population of Washburn County residents age 60+ year 2000 was 3,888, 2020 was 6,215 for an increase of 59.86%. Project to 2040 is 7,440 with an increase of 91.36%.

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

As for the proposed Janitorial position for at least 5 hours per week, with the reopening, someone will need to be hired to do basic cleaning at the center. Maintenance provides this service to other sites owned by the county. I was informed that previously, Florence Evitch, a Birchwood Site Manager had been paid for janitorial duties out of the Aging budget. Maintenance has indicated that they do not have the staffing to drive to Birchwood to provide this service on a regular basis and do not have this position budgeted. The approximate cost would be \$6,492.68.

As for the Site Manager position, the wages for 32.5 hours per week would be \$48,871.59. The estimated cost of the catered food and milk purchase would go down from \$42,010.33 to \$19,948.36 with a savings of \$22,061.97. The overall cost for the wages and food for a 37.5-hour position would be \$75,312.63 less catered total of \$56,952.23 for a balance needed of \$18,360.40 to reinstate the Site Manager/Cook/Janitorial position out of the Elderly Nutrition budget. Of this \$18,360.40 needed to fully fund position, \$6,492.68 of this is Janitorial (needed but not budgeted) and \$11,867.72 from Nutrition Congregate/Home Delivered Meals. We feel that with the extra COVID funds received this year, we will be able to cover the Nutrition expenses through the end of 2021. We would ask the county to support funding the janitorial services of this position. As of 2022, we would use the ARPA Funds that will be allocated from GWAAR, see attached spreadsheet.

(A + B ^{see} attachments)

Even if this 37.5 hour per week position is not approved, we will still need someone to fulfill the janitorial duties and to cover the three days a week as site manager.

Approvals:

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

COMMITTEE:	<input checked="" type="radio"/> Approved <input type="radio"/> Denied Comments	DATE:	
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments:	
Human Resources Director: <i>Lolson</i>	Date: <i>8-5-21</i>

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	<input checked="" type="radio"/> Approved <input type="radio"/> Denied Comments	DATE:	<i>8-5-21</i>
COUNTY BOARD (IF NECESSARY)	<input type="radio"/> Approved <input type="radio"/> Denied Comments	DATE:	

2021 Catering Estimate with current position

Total Catering Food Purchases	Total Milk Purchases	Total Wages for Current 19.5 Hr position	total cost w/catering, milk, & current position
\$39,388.25	\$2,622.08	\$14,941.90	\$56,952.23

Estimated Birchwood Site Manager 37.5 hr position with no Catering

\$13.82 hr Updated Position (37.5 hrs)	Wages	WRS	Tax 7.647%	Work Comp	Health Ins	
Cook 1696.5 Hrs/yr (.87)	\$23,445.63	\$1,582.58	\$1,793.59	\$907.35	\$21,142.44	\$48,871.59 proposed cook/sm
Janitorial 253.5 hrs/yr (.13)	\$3,503.37	\$236.48	\$268.01	\$135.58	\$2,349.24	\$6,492.68 proposed janitorial
TOTAL	\$26,949.00	\$1,819.06	\$2,061.60	\$1,042.93	\$23,491.68	\$55,364.27 Total Wages
						\$19,948.36 Estimated Food Purchases
						\$75,312.63 Total cost

Total Current position w/catering	\$56,952.23
Total Estimated w/New Position	\$75,312.63
Total additional Funds Needed	-\$18,360.40

Breakdown of Additional Funds Needed

Additional for Aging	\$11,867.72
Additional for Janitorial	\$6,492.68
	\$18,360.40

A

Position	Wages 08/01/2021-12/31/2021	ARPA Funds 8/1/2021-12/31/2021	2022	ARPA Funds 2022	2023	ARPA Funds 2023	2024	ARPA Funds 1/1/2024--9/30/2024	
Birchwood Site Manager	\$7,650.15	\$7,650.15	\$18,360.40	\$18,360.40	\$18,360.40	\$18,360.40	\$18,360.40	\$18,360.40	\$18,360.40
Shell Lake Site Manager	\$2,705.30	\$2,705.30	\$6,492.67	\$6,492.67	\$6,492.67	\$6,492.67	\$6,492.67	\$6,492.67	\$6,492.67
LTE Cooks	\$0	\$0	\$1,654.35	\$1,654.35	\$1,654.35	\$1,654.35	\$1,654.34	\$1,654.34	\$1,654.34
Total	\$10,355.45		\$26,507.42		\$26,507.42		\$26,507.41		\$89,877.70
ARPA Funds OAA 08/01/21-09/30/24		County Match 10%							
C1	\$65,229.00	\$6,522.90							
C2	\$16,478.00	\$1,647.80							
Total	\$81,707.00	\$8,170.70	\$89,877.70						
AARP Funds & Match 08/01/21-09/30/24	\$89,877.70								
Wages Birchwood & Shell Lake Site Managers	\$84,914.66								
Remaining LTE Cooks for 2022/2023/2024	\$4,963.04								
2022 Extra to be used towards LTE Sub Cooks	\$1,654.35								
2023 Extra to be used towards LTE Sub Cooks	\$1,654.35								
2024 Extra to be used towards LTE Sub Cooks	\$1,654.34								

B

POSITION DESCRIPTION		Grade P-04-1950
TITLE: Senior Dining Site Manager/Cook and Janitor - Birchwood	FT, PT, LTE CSE	Position #:6111.360.01
Department: Unit on Aging	Location: Birchwood Senior Center	Date: 05/30/2021

GENERAL STATEMENT OF DUTIES: Under the general direction and supervision of the Nutrition Program Director, the Dining Site Manager/Cook is responsible for coordinating the nutritional services for the dining site and preparing meals for the congregate and home-delivered nutrition programs. The Dining Site Manager/Cook actively supervises the safe and sanitary service of meals and all other related nutrition program activities and performs related work as required by the State of Wisconsin Nutrition Operation Policies Chapter 8.2.2. This position will also perform basic janitorial cleaning duties of the Birchwood site 5 hours per week.

DISTINGUISHING FEATURES OF CLASS: This position requires understanding and sensitivity to the needs of older Americans. Extensive knowledge of quantity and quality food preparation and sanitation is essential.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only – may differ from senior center to senior center)

Responsible for the nutrition program in the center, including but not limited to food ordering, preparation and delivery.

- Performs center housekeeping and sanitation, ensuring compliance with Federal, State and County regulations.
- Works directly with all Dining Site Managers and Nutrition Program Director to develop the monthly menu for congregate and home delivered meals.
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values.
- Creates/Uses suitable recipes and calculates quantities needed for ordering and preparing food.
- Orders raw food products, paper supplies, chemicals and small equipment necessary for kitchen to carry out tasks.
- Maintains safe and orderly storage of food and other supplies.
- Compares prices and quality of products used and adjusts purchasing accordingly.
- Communicates effectively and coordinates with drivers, vendors, and other staff to ensure program runs smoothly.
- Prepares and packages meals for individual home delivery as well as bulk delivery to other senior dining sites.
- Schedules cleaning and preventative maintenance of all program related equipment for kitchen and home delivery routes.
- Schedules repairs and routine professional cleaning as needed for nutrition program equipment and kitchen area.
- Arrange for laundering kitchen items (i.e. towels, aprons, etc.)
- Other duties as directed by supervisor.
- Perform basic janitorial cleaning duties of the Birchwood site 5 hours per week, as assigned by supervisor.

- Performs and complies with Nutrition Program Dining Site Manager duties as required by the State of Wisconsin Nutrition Operation Policies Chapter 8.2.2:

8.2.2 Nutrition Program Dining Site Managers

The Dining Site Manager will ensure that all of the following are accomplished:

- Greeting participants
- Providing continual outreach to new participants
- Obtaining feedback and responding to concerns from participants regarding service delivery
- Advocating on behalf of older adults with community members as well as local, state, and federal lawmakers and policy makers
- Verifying that participants have registered
- Handling all participant contributions appropriately
- Enforcing policies and procedures related to food safety and sanitation
- Quality assurance for food or food-vendor contracts
- Keeping records of program data
- Scheduling and/or supervising other staff or volunteers
- Attending annual regional nutrition program staff training

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: A basic knowledge of quantity food handling and sanitation; Ability to order, purchase and cook food on a quantity basis; Must be able to follow directions and work without close supervision; Must have good organizational and public relations skills; Ability to maintain accurate records; Math ability necessary as it relates to daily donations, participation reports, and production calculations; Knowledge of computer, fax, printer, and email use; Tact, courtesy and the ability to get along well with people, especially the elderly.

EXPERIENCE AND TRAINING REQUIRED: Completion of a standard high school course or equivalent; training and experience in quantity food handling and preparation; completion of a course in food service sanitation; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must also be or be able to become ServSafe Certified within 90 days of hire.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to walk, stand, talk, hear, climb and balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS:

Must possess a valid Wisconsin Driver's License with an excellent driving record.

TOOLS AND EQUIPMENT USED: Stove, Microwave, Refrigerator, Freezer, Mixers, Slicers, Dishwasher, Coffee Maker, Commercial Kitchen Tools and Utensils, Cleaning Instruments, Sanitation Supplies, Phone, Fax, Computer, Email.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those the 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 a kitchen, dining facility environment. The noise level in the work environment is usually moderately loud.

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 Dining Site Manager/Cook position is required to comply with the policies of the State of Wisconsin Nutrition Operation Policies Chapter 8. Any revision or changes to this policy would also constitute a change to the job description for the Dining Site Manager/Cook.

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: _____/s/_____
Personnel Director

Employee Signature

Supervisor's Signature

Date Signed

(Revised 6/2000, 2006, 2008, 2014, 2018, 2021)

RESOLUTION # _____

**RESOLUTION APPROVING INCREASED HOURS FOR SHELL LAKE/SPOONER
DINING SITE MANAGER**

WHEREAS, the new Shell Lake Senior Center had been open only a month before being closed down due to COVID-19; and,

WHEREAS, with the re-opening of the Shell Lake site, and due to the work load of the Spooner Senior Center who caters the food to Shell Lake, the Shell Lake Site Manager was only able to bring congregate meals to Shell Lake two (2) days per week; and,

WHEREAS, members of the Aging & Disability Services (ADS) Committee were asked by the residents of Shell Lake to be open for congregate meals and activities five (5) days per week even prior to being closed down for COVID-19; and,

WHEREAS, the Shell Lake Site Manager is budgeted for 32.5 hours per week and the request is to go to full time at 37.5 hours per week; and,

WHEREAS, the Shell Lake Site Manager currently assists the Spooner Site Manager in preparation of all meals for both Spooner and Shell Lake, and,

WHEREAS, with the proposal for the Shell Lake Site Manager providing five days a week coverage in Shell Lake, the need for a part time cook at Spooner could be filled with LTE sub cooks; and,

WHEREAS, the Unit on Aging has received a grant to upgrade the Shell Lake Senior Center kitchen equipment necessary to be able to produce meals out of the center; and,

WHEREAS, GWAAR (Greater Wisconsin Agency on Aging Resources) has allocated ARPA (American Rescue Plan Act) dollars to the Washburn County for the purpose of providing for additional nutrition program needs; and,

WHEREAS, the ADS Committee and Personnel Committees have approved the position, to be effective when the Shell Lake kitchen is open and ready for cooking five days per week.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the increase in hours to allow the Shell Lake Senior Site Manager to provide five days per week coverage when the site is ready.

FISCAL IMPACT: 2021 – covered by current budget

2022 – 2024 – additional annual cost of approximately \$6492.67 covered by ARPA funds/GWAAR reimbursement

Recommended for adoption by the Washburn County Personnel Committee this 5th day of August, 2021 and approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Washburn County Personnel Requisition Form

Date: 06/01/2021

New Position

Position Vacancy

Position Change

POSITION INFORMATION:

Position Title: Shell Lake Senior Dining Site / *Spoooner* Department: Washburn County Aging - Nutrition Manager/Cook

Effective Date: To Be Determined

Position Type: Full Time Part Time LTE Casual

Reason for Request: The month prior to COVID, the new Shell Lake Senior Center had just opened and was only open for one month. Due to the work load of the Spooner Senior Center who caters the food to Shell Lake, the Shell Lake Site Manger was only able to bring congregate meals to Shell Lake 2 days per week. ADS committee members and Washburn County Board members were contacted by Shell Lake residents requesting that the Shell Lake Senior Center be open for congregate meals and activities 5 days per week as the sites were at the other sites in Spooner, Minong and Birchwood. This was under consideration, but then COVID shut all centers down. The centers will begin reopening in June 2021 and we would like the ADS committee to reconsider this request. The Aging Unit has put in a grant application with Meals on Wheels of America, to remodel the kitchen with sufficient equipment, so that meals could be produced out of the Shell Lake Senior Center. We have not yet been notified if we will receive this award. UPDATE. The Washburn County Unit on Aging was notified of award for the Meals on Wheels America Go Further Fund Grant on June 16, 2021. This grant will provide the funds to purchase the following equipment for the Shell Lake Senior Center to make it as a usable senior nutrition site for cooking: Laptop/Printer, Commercial Vulcan 6 Burn Gas Range, Commercial Stainless Steel 3-Compartment Sink, Commercial Wall Mount Faucet w/Hose, Commercial Reach-In Refrigerator, Commercial Portable Steam Table w/pans, Commercial Cambro Salad Bar w/equipment, and Stock Pots & Pans. Full description attached on Grant Application Budget Report with a total value of \$16,033.55. Once installed, this kitchen will have the ability to be a back-up kitchen for Spooner if and when needed. We will also have the ability to try a successful model which is used in Barron County, by offering a salad bar option once a week to county employees which can provide a funding stream for the Aging Unit programs.

Why is position required or why can't present employees complete the work or why can't position be contracted? The current Shell Lake Site Manager, assists the Spooner Site manager in preparation of all meals for both Spooner and Shell Lake Congregate Lunch, Congregate Dining at Five, Home Delivered Meals, and now Grab & Go. In comparing pre-COVID total meal numbers to what our current numbers are, Shell Lake has experienced an increase of 17.3% and Spooner a 6.9%. If the Shell Lake Site Manger was moved to Shell Lake to cook meals and have the center open to the public 5 days per week, the Spooner Site Manager will still need to have a part-time cook to assist them for the Spooner meals. The Shell Lake Senior Center Site Manager position would change from 32.5 hours per week to 37.5 hours per week. The nutrition program currently budgets for LTE sub cooks, which could fill the part-time cook position in Spooner.

Is office space, furniture and office equipment available? Y N

If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
\$13.82	1696.5	\$23,445.63	\$1,582.58	\$1,793.59	\$907.35	\$21,142.44	\$48,871.59	87% FTE position CURRENT
\$13.82	1950	\$26,949.00	\$1,819.06	\$2,061.60	\$1,1042.93	\$23,491.68	\$55,364.26	Proposed
Fiscal impact							\$6,492.67	

Total cost for other equipment and/or training?

Is this request budgeted? YES NO List the funding source: This position is currently budgeted for 1696.5 hours, with a request to increase to 1950.

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	55,364.26
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	150.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	55,514.26

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
What are the major functions or examples of work performed of the proposed position?	The Site Manager/Cook is responsible for coordinating the nutritional services for the dining site and preparing meals for the congregate and home-delivered nutrition programs.
Minimum Educational Requirements and minimum experience for this position?	Completion of High School or equivalent; training and experience in quality food handling and preparation; completion of a course in food service sanitation; or an equivalent combination of training and experience. ServSafe Certified within 90 days of hire.
Knowledge Skills and Abilities?	Basic knowledge food handling and sanitation; ability to order, purchase and cook food on a quantity basis; follow directions and work without close supervision; organizational and public relations skills; ability to maintain accurate records; math knowledge and ability to complete reports, use of computer, fax, printer, and email; ability to get along with people, especially the elderly and disabled.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Position Reclassification
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The older adults who attend the senior centers in Spooner and Shell Lake and those that receive Meals on Wheels throughout those areas.

Is this work currently being performed by someone else? If yes, how and by whom?	Yes
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 Nutrition Director is the supervisor for the department. The Spooner Site Manager/Cook locally supervises the daily operations of the Spooner site, other employees and volunteers.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Substitute cook.
Are there alternatives to the services that this individual would provide? If yes, explain.	Volunteers are not reliable and the food needs to be prepared daily Monday through Friday.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Scenario, Pre-COVID: Currently the Spooner Site Manager/Cook and the Senior Dining Site Manager/Cook are primarily responsible for the preparation of food for over 100 people each day, starting at 6:30 a.m. Monday-Friday, for both home delivered and congregate meals in the areas of Spooner and Shell Lake. Once food is prepared and the home delivered meals are picked up for delivery, the Senior Dining Site Manager/Cook then takes the prepared food to the Shell Lake Site to serve congregate meals two days per week, and clean-up. The Spooner Site Manager stays in Spooner to serve the Spooner congregate meals and clean-up. These positions cover for each other in emergency situations at the sites and deliver Meals on Wheels when needed. They are also responsible for the daily operations, supply ordering, and daily reporting for the Elder Nutrition Program.
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, but in order to prepare the meals in Shell Lake we would need to update kitchen with a 3 compartment sink, commercial oven/stove, and other kitchen accessories such as pots, pans, utensils.
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 are that there is and 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. Per WI DHS, population of Washburn County residents age 60+ year 2000 was 3,888, 2020 was 6,215 for an increase of 59.86%. Project to 2040 is 7,440 with an increase of 91.36%.

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	DATE:	
	Comments			

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resources Director: <i>Nelson</i> Date:

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	Approved	Denied	DATE:	7-1-21
	Comments <i>* to be effective when kitchen is ready</i>			
COUNTY BOARD (IF NECESSARY)	Approved	Denied	DATE:	
	Comments			

** CONTINGENT WHEN SR CTR IS OPEN + READY FOR COOKING 5 DAYS A WEEK ;*

RESOLUTION # _____

**RESOLUTION APPROVING THE RECLASS OF “JAIL SERGEANT” TO THAT OF
“WORKING JAIL/DISPATCH SERGEANT” POSITIONS**

WHEREAS, currently there is one working Sergeant position in Jail/Dispatch which was started as a pilot position in 2018, with the plan to have a total of four such positions (one per shift); and,

WHEREAS, it has been determined that the working Jail/Dispatch Sergeant has been deemed to be beneficial and the department would like to proceed with the remaining working Sergeant positions; and,

WHEREAS, the approval of three additional Working Jail/Dispatch Sergeant positions would create a more efficient and effective way of providing the supervision needed as well as enhancing employee improvement and limiting liability; and,

WHEREAS, these final three positions would be created from within the current Jail/Dispatch duties and would continue to cover Jail/Dispatch shifts with no additional staffing; and,

WHEREAS, both the Law Enforcement and Personnel Committees have approved the reclass of the additional three Jail/Dispatch positions to the “Working Jail/Dispatch Sergeant” positions.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the reclass requested for the “Working Jail/Dispatch Sergeant” positions, with the cost of \$1.00/hour for the additional duties incurred, to be effective at the start of the next pay period.

FISCAL IMPACT: \$7332.63 for all three positions, to be covered by budget

Recommended for adoption by the Washburn County Personnel Committee this 5th day of August, 2021 and approved by the Washburn County Board of Supervisors this 17th day of August, 2021.

Dave Wilson, Chair

Hank Graber, Vice Chair

Linda Featherly, Member

Jocelyn Ford, Member

Mark Radzak, Member

Working Jail/Dispatch Sergeant Position requests

History – In 2018 the Jail/Dispatch created one working Sergeant position to mainly assist with the supervision, training, and quality control of our jail and dispatch staff. At that time our long range plan was to have four total positions (one per shift), however, it was determined to start with one as a sort of test to gauge the benefit of the position, and to cause less of an economical hit to the County.

Proposal - This is a request to create the final three “working” Jail/Dispatch Sergeant from within our current Jail/Dispatch deputies. These position would continue to cover Jail/Dispatch shifts, no additional staffing would be needed.

Proposal Purpose - By creating a working Jail/Dispatch Sergeant, we feel the important aspects of our quality control will be more efficiently and accurately covered enhancing employee improvement and limiting liability. These Sergeant position is both our trainer and evaluator, creating a "cradle to grave" scenario of employee performance. A Sergeant position allows authority over line deputies instead of peer to peer evaluation, and would relieve some of the time pressure for myself, and the Jail/Dispatch Lieutenant of having to do all of the evaluating and training.

Equally important in our decision to move forward with the remaining 3 Sergeant positions is having more supervisory oversight on the night shift. Over the past 3 years we have had a tremendous amount of turnover, our most senior person on the night shift has only been employed full time with us for 2 ½ years.

Economically although there is some costs, by having working Sergeants still responsible for a jail/dispatch shift, is the most effective way of providing this supervision.

Washburn County Personnel Requisition Form

Date: 07/2021 New Position Position Vacancy Position Change
 (Promotion) *(reclass)*

POSITION INFORMATION:

Position Title: Jail Sergeant Department: Jail

Effective Date: ~~JANUARY 2022~~ *current year*

Position Type: Full Time Part Time LTE Casual

Reason for Request: To provide additional supervision and oversight on all shifts.

Why is position required or why can't present employees complete the work or why can't position be contracted?
 This position will allow authority to oversee and monitor the performance of an employee and/or trainee

Is office space, furniture and office equipment available? Y N

If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING: ** Additional amount for each Sergeant Position **

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
1.00	2080	2080.00	140.40	159.12	64.69	N/A	2,444.21	Current
								Proposed

Total cost for other equipment and/or training? No

Is this request budgeted? YES **XX** 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)	0
Wages and Benefits	2,444.21
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:	2,444.21 for each position 7,332.63 for all (3) positions

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, see attached
What are the major functions or examples of work performed of the proposed position?	See attached
Minimum Educational Requirements and minimum experience for this position?	See attached
Knowledge Skills and Abilities?	See attached
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	See attached
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	See attached
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.)	See attached
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Jail Lieutenant, Jail Administrator
Are there alternatives to the services that this individual would provide? If yes, explain.	See attached
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	See attached
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	N/A
How does this position fit into the long-range and strategic plans of the Department and/or County?	See attached

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

See attached job description and position justification

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Approvals:

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

COMMITTEE:	Approved	Denied	DATE:	
	Comments			

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resources Director: <i>Johnson</i> Date: <i>8-5-21</i>

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	Approved	Denied	DATE:	<i>8-5-21</i>
	Comments			
COUNTY BOARD (IF NECESSARY)	Approved	Denied	DATE:	
	Comments			

POSITION DESCRIPTION		Union: NO	
Class Title: CIVILIAN DISPATCHER/JAILER SERGEANT		Job Code: 252	
Department: SHERIFFS	Location: JAIL SHELL LAKE	Date: 7/8/2013	

GENERAL STATEMENT OF DUTIES

Performs a wide variety of responsible duties connected with the operation of the jail, county wide communication system and emergency 911 phone system; does related work as required. Assists Jail Administration with training, evaluation, and documentation of staff duty performance. Assumes responsibility of administrative decision making while on duty in the absence of Jail Administration.

DISTINGUISHING FEATURES OF THE CLASS

The employee of this class serves as a Dispatcher/Jailer taking and relaying messages and dispatching personnel and equipment by radio communication in response to crimes, accidents, fires, medical emergencies, etc. The employee in this class is responsible for the receipt and accurate transcription of messages by radio and telephone and for various clerical functions in the Sheriff's Department. As a Jailer, the employee performs a variety of duties involving the operation of the jail and the safety and security of inmates. As a Sergeant, the employee will serve as an FTO assisting with the continued development, updating, and implementation of dispatch and jail training procedures. Assist with evaluation of staff performance including employee improvement plans. Accomplish supervisory tasks in the absence of Jail Administration by exercising delegated authority and responsibilities of the position. The work is performed within the established guidelines and under the general supervision of the Jail/Dispatch Administrator, Lieutenant, Chief Deputy, and Sheriff.

An employee of this class is not assigned to perform active law enforcement duties and is not classified as a protective occupation participant under the Wisconsin Retirement System.

EXAMPLES OF WORK (Illustrative only)

- Operates a radio and telecommunication system with mobile patrols, municipalities and other emergency agencies on a county-wide basis;
- Learns and uses various national and state codes for dispatching;
- Operates teletype equipment to procure needed information;
- Maintains the jail, making security checks as necessary;
- Books and releases prisoners;
- Serves meals and picks up trays after meals;
- Cares for prisoners' personal property and attends to their personal needs;
- Answers incoming calls, dispatching County and Village squads;
- Prepares monthly and annual reports to the State of Wisconsin;
- Maintains a log of radio calls as required by the FCC;
- Completes written documentation regarding activities taking place within the jail;
- Testifies as witness in court proceedings;
- Answers telephone and personal requests for information;
- Types and files records and related forms;
- Dispatches officers and other emergency personnel to emergency situations;
- Assists individuals with registration of vehicles and deer kills;
- Collects bond and bail money;
- Monitor bank and private alarms;
- Performs data entry tasks in the computer system;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Train or delegate training of new employees for dispatch and jail.
- Provide or delegate staff update training throughout year.
- Review and evaluate staff 911 and non-emergency phone calls, identify improvement needs.
- Review and evaluate completed dispatch and jail e-forms, identify improvement needs.
- Provide or delegate remedial training to staff as dictated by work performance evaluations.

- Assist with inmate transports when assigned.
- Other supervisory duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the operation and maintenance of a wide variety of police communication and information retrieval equipment; good knowledge of public safety functions and procedures; good knowledge of institutional management practices and the care and custody of prisoners; ability to quickly learn assigned duties; ability to establish and maintain an effective working relationship with inmates, fellow employees and the public; ability to keep accurate records and complete written reports; ability to type accurately at a reasonable rate of speed; ability to speak clearly and distinctly; ability to remain alert at all times, and react quickly and calmly in emergency situations; dependability, courtesy, tact and good judgment; have and maintain physical condition necessary to perform essential duties.

Knowledge of operating a wide variety of computer hardware and software systems. Enter and maintain all information (some being confidential) received, as required and directed, into the CAD and jail systems.

ACCEPTABLE EXPERIENCE AND TRAINING

Currently employed as a Jailer/Dispatcher for the Washburn County Sheriff's Office. Preferably additional schooling in leadership, training, and evaluation of employee work supplemented by related law enforcement, criminology or corrections training; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

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

Work is performed in office settings and on the jail floor. Hand-eye coordination is necessary to operate radios, computers, and various other pieces of office equipment.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to finger, handle, feel, or operate objects, and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear.

The employee must regularly lift and/or move up to 50 pounds or more and occasionally deal with and/or subdue unruly inmates. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS

Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computers and peripherals including word processing, spreadsheet, database, standard office equipment including photocopiers, calculator; motor vehicle; telephone; voice mail, radios cleaning equipment and other related equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee may frequently travel between buildings, between floors, and into all areas of the jail, sheriff's department and court system.

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

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews and references 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

Employee Signature

Revision History: 08/23/02; 3/05; 03/07