

October 16, 2020

EXTENSION EDUCATION & RECYCLING COMMITTEE
Douglas County Board of Supervisors
Wednesday, October 21, 2020, **2:00 p.m.**, Government Center, Boardroom 201
1316 N. 14th Street, Superior, Wisconsin
OR JOIN BY PHONE: (US) +1 424-286-1593 PIN: 182 221 383#
OR VIDEO: [https:// meet.google.com/pzx-osdp-hhy](https://meet.google.com/pzx-osdp-hhy)

***Due to COVID-19 concerns, members of the committee and public may attend the meeting remotely.**

Please call the County Clerk's Office (395-1397) if you will not be able to attend.

MEMBERS: Sue Hendrickson, Chair Michael Raunio, Vice Chair Wendy Bong
Joel Certa-Werner Mike Streveler

A G E N D A

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time.)

1. Roll call.
2. Approval of August 26, 2020, meeting minutes (attached).
3. Reports:
 - (a) Recycling – S. Johnson/J. Barton; Recycling program updates.
 - (b) Extension:
 - (1) Area Extension Director – M. Pardee;
 - (2) Agriculture & Horticulture – J. Anklam;
 - (3) FoodWise – J. Montgomery/T. Nichols;
 - (4) Human Development & Relationships – T. Henegar;
 - (5) 4-H Program – K. Stenroos; and
 - (6) Youth Development – M. Johnson-Garay.
4. Action items/referrals:
 - (a) 2021 RU Administrative Contract NWRPC – Douglas County (attached);
 - (b) 2021 Extension/Douglas County Contract (attached); and
 - (c) 2020 meeting dates.
5. Future agenda items.
6. Adjournment.

cc: S. Nelson (Telegram) UW-Extension Staff Jennifer Barton (Recycling) Sheldon Johnson
County Board Ann Doucette Sue Sandvick

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying, or on county's website www.douglascountywi.org. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TOO (715)395-7521.

Posted: Courthouse, Government Center, Superior Public Library, www.douglascountywi.org



10/16/2020

Name

Date

EXTENSION, EDUCATION & RECYCLING COMMITTEE
Douglas County Board of Supervisors
Wednesday, August 26, 2020, 3:15 p.m., Government Center, Boardroom 201
1316 N. 14th Street, Superior, Wisconsin

Meeting called to order by Chair Hendrickson.

ROLL CALL: Present – Sue Hendrickson, Mike Streveler (remote), Wendy Bong (remote). Absent – Michael Raunio, Joel Certa-Werner. Others present – Julie Montgomery, Jane Anklam, Tracy Henegar (remote), Katie Stenroos, Tarah Nichols, Mary Garay (remote), Mary Pardee, Sheldon Johnson, Cheryl Westman, Committee Clerk.

APPROVAL OF MINUTES: Motion by Bong, second Streveler, to approve the December 18, 2019, meeting minutes. Motion carried.

Reports: (Staff notes/posted to IDrive)

Recycling Department: Update - S. Johnson/J. Barton; Sheldon Johnson distributed summer 2020 newsletter (recycling focused) and provided highlights. Handout also distributed related to survey and event summary report of 2020 cleansweep collection event held on August 5, 2020, at the Bennett Town Hall from 2-7 p.m. with 120 participants. Johnson noted a 3% increase in the Recycling budget for 2021.

Extension Department:

Area Extension Director – M. Pardee: Extension Office staff members have been meeting virtually since March 16, 2020, due to COVID-19. Staff encouraged to continue with virtual programming methods as much as possible in the future but will be transitioning back into the office with appropriate safety measures in place as the pandemic allows.

Agriculture & Horticulture – J. Anklam: Provided report. (See handout.)

FoodWise – J. Montgomery/T. Nichols: Provided report. (See handout.)

Human Development & Relationships – T. Henegar: Provided report. (See handout.)

4-H Program – K. Stenroos: Provided report. (See handout.)

Youth Development – M. Johnson-Garay. Provided report. (See handout.)

ACTION ITEMS/REFERRALS:

WEXA Membership: \$50.00 membership dues payment required.

ACTION: Motion by Bong second Streveler, to approve payment of \$50.00 WEXA membership fee. Motion carried.

UW-Madison Extension Douglas County 2021 Proposed Budget: Reviewed. 28% decrease from 2020.

ACTION (REFERRAL): Motion by Streveler, second Bong, to approve the UW-Madison Extension 2021 proposed budget as presented and forward to Administration and County Board. Motion carried unanimously.

FUTURE - 2020 meeting dates.

ADJOURNMENT: Motion by Bong, second Streveler, to adjourn. Motion carried. Meeting adjourned at 4:45 p.m.

Submitted by,

Cheryl Westman, Committee Clerk



Northwest Regional Planning Commission

NWRPC

keeping your future as our focus

*Serving communities within and counties of
ASHLAND, BAYFIELD, BURNETT,
DOUGLAS, IRON, PRICE, RUSK, SAWYER,
TAYLOR, & WASHBURN*

*And the Tribal Nations of
BAD RIVER, LAC COURTE ORIELLES, LAC DU
FLAMBEAU, RED CLIFF, & ST. CROIX*

**AGREEMENT
BETWEEN THE
NORTHWEST REGIONAL PLANNING COMMISSION
AND DOUGLAS COUNTY**

WHEREAS, The Northwest Regional Planning Commission is a legally constituted regional planning agency created pursuant to the statutes of the State of Wisconsin and its own adopted by-laws; and

WHEREAS, Further pursuant to the statutes of the State of Wisconsin and the Commission's by-laws, the Commission has been granted the power to enter into contracts with any local unit of government within the region for the purpose of providing technical assistance on planning and development matters; and

WHEREAS, Douglas County is a local unit of government within the region; and

WHEREAS, Douglas County has requested technical assistance from the Commission as outlined in the Scope of Services.

NOW, THEREFORE BE IT RESOLVED, that the Northwest Regional Planning Commission and Douglas County agree as follows:

This Agreement entered into on the ____ day of _____, 2020, by the Northwest Regional Planning Commission, party of the first part, hereinafter referred to as the "Commission", and Douglas County, Wisconsin, party of the second part, hereinafter referred to as the "County."

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto, legally intending to be bound hereby, do covenant and agree for themselves and their respective successors and assigns, as follows:

SCOPE OF SERVICES:

The Commission will provide technical assistance services in the overall administration of the Douglas County Responsible Unit. Activities associated with the Responsible Unit (RU) include:

1. Prepare the Responsible Unit grant application to the Wisconsin Department of Natural Resources.
2. Prepare the Responsible Unit annual report to the Wisconsin Department of Natural Resources.
3. Prepare the annual budget.
4. Prepare a newsletter and coordinate distribution.
5. Prepare news releases / articles regarding recycling to the public, towns and villages.
6. Attend county committee meetings, towns unit, and other requested meetings.
7. Coordinate recycling site locations and site activities associated with the recycling program.
8. Monitor existing contracts for recycling services.
9. Prepare alternatives and modifications to program operations.
10. Prepare annual attendant contracts and monitor activities at contracted sites.
11. Provide support to citizens having questions regarding recycling.
12. Provide updated information and news for the Douglas County website on recycling.
13. Coordinate payments to appropriate vendors and contracted services.
14. Prepare end of year reports to appropriate Douglas County Departments.
15. Coordinate Household Hazardous Waste collections in the County and prepare public information regarding event locations and dates.
16. Provide support to citizens having questions regarding household hazardous waste collection and disposal.
17. Provide updated information and news for the Douglas County website on household hazardous waste.
18. Prepare, distribute, and evaluate requests for proposal for services associated with recycling.

COST:

This agreement shall commence on January 1, 2021 and end on December 31, 2021. The County will pay the Commission \$32,000 for activity associated with the responsible unit duties of Douglas County. The County will reimburse the Commission for mileage associated with travel in support and operation of the Douglas County RU at the approved IRS rate.

IN WITNESS THEREOF, we the undersigned agree to the terms of this Agreement.

Thomas Mackie, Chairman
Northwest Regional Planning Commission

Ann Doucette, Administrator
Douglas County

Witness

Witness

Date

Date

**Contract Between Douglas County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between **Douglas** County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2021 through December 31, 2021, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated

(i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.

3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
 - a. Pay to Extension the County share of up to \$76,660 for the period of January 1, 2021 through December 31, 2021 as allocated below.

Positions	Fee	FTE	Total
Agriculture Extension Educator	\$42,330	.50	\$21,165
Human Development & Relationships Extension Educator	\$42,330	.50	\$21,165
Positive Youth Development Extension Educator	\$42,330	.50	\$21,165
4-H Program Educator	\$42,330	.50	\$21,165
First Educator Discount			(\$10,000)
Subtotal			\$74,660
Professional Development	\$500	4	\$2,000
Final Total			\$76,660

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.

4. **General Conditions** This contract is established under the following conditions:
 - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.

- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2021 through December 31, 2021, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply

with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
**Area Extension Director
UW-Madison, Division of Extension**

Date:

By: _____
County Representative

Date:

By: _____
**Director of Financial Services
UW-Madison, Division of Extension**

Date:

By: _____
**On Behalf of Board of Regents of
The University of Wisconsin System**

Date: