

Eau Claire County

**PLANNING & DEVELOPMENT COMMITTEE AGENDA**

Tuesday, October 4, 2016 • 6:30 PM

Eau Claire County Courthouse • 721 Oxford Avenue • Room 1278

Eau Claire, Wisconsin

1. Call to Order
2. Review/Approval to convert/create the Recycling Coordinator position at .6 FTE within the Planning & Development Department / Discussion – Action
3. Adjourn

Post: 9/30/2016

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.



## EAU CLAIRE COUNTY PLANNING STAFF RECOMMENDATION

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**MEETING DATE:** October 4, 2016

**PETITIONER:** Eau Claire County Planning & Development

**STAFF CONTACT:** Matt Michels, AICP, Senior Planner

**REQUEST:** Convert existing Recycling Coordinator contract position with Dunn County to part-time (.6 FTE) Eau Claire County position

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### SUMMARY

Eau Claire County is designated by the Wisconsin Department of Natural Resources (WiDNR) as a Responsible Unit to ensure compliance with Wisconsin's recycling law. Requirements include ensuring that all residents have access to curbside recycling service or drop-off centers within easy access, have access to information about recycling, and that non-residential locations including businesses, institutions, and special events are recycling materials that are banned from landfills.

For a number of years Eau Claire County Planning & Development has contracted with Dunn County to share the services of a full-time recycling coordinator, providing .5 FTE (20 hours per week) of staffing to Eau Claire County. In addition, the Senior Planner provides program oversight, assistance, and management.

Dunn County has offered the Recycling Coordinator an opportunity to expand her duties in their Solid Waste Department and has provided Eau Claire County with a 60-day termination notice, in compliance with the terms of the attached Recycling Efficiency Grant Project Cooperative Agreement. A copy of the 60-day termination letter is attached for your reference.

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### DETAILS OF REQUEST

In order to fulfill statutory DNR requirements for Responsible units and maintain existing levels of services, the Planning & Development Department requests the conversion of the contracted Recycling Coordinator position with Dunn County to a part-time (.6 FTE) Eau Claire County position within the Planning & Development Department. A position description would be developed based on Dunn County's Recycling Specialist position and recruitment would follow established Eau Claire County procedures.

### Fiscal Impact

The Department has budgeted \$34,750 in the 2017 budget for contract services to provide Recycling Coordinator services. The proposed pay grade for the Recycling Coordinator position would be Pay Grade "K" (\$21.60 - \$26.47/hr.). As a County employee, the position could be advertised as .6 FTE (24 hours per week) at Pay Grade "K" at lower cost than currently budgeted for contract services. Following is a breakdown of the proposed cost of the position:

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EAU CLAIRE COUNTY PLANNING & DEVELOPMENT STAFF RECOMMENDATION

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Total Hours (24 hrs./week x 52 weeks)	1,248 hours/year
x Pay Rate (assumes Pay Rate "K", Step 1)	\$21.60/hour
= Total Base Pay	\$26,956.80/year
+ FICA @ 7.65%	\$2,062.20
+ WRS @ 6.8%	\$1,833.06
<b>= Total Compensation</b>	<b>\$30,852.06</b>
Amount Budgeted for 2017	\$34,750
Difference	+\$3,897.94

As the recycling program is operated as an enterprise fund and the new position would not exceed the budgeted cost of contracted services, there will be *no levy impact* to the County.

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**STAFF CONCLUSION & RECOMMENDATION**

Staff recommends that the Planning and Development Committee file a recommendation of approval to the Committee on Human Resources and the County Board for the conversion/creation of the Recycling Coordinator position as a .6 FTE position within the Planning & Development Department at Pay Range "K", finding that the position is necessary to fulfill statutory requirements for Responsible Units, maintain existing levels of service, and that the proposed position has no impact to the County levy.

## RECYCLING EFFICIENCY GRANT PROJECT COOPERATIVE AGREEMENT

This is an agreement between Dunn County and Eau Claire County to coordinate and initiate local recycling projects through a shared Recycling Coordinator/Specialist. This agreement satisfies each of the Responsible Unit's (RU) eligibility requirements necessary to qualify as applicants for the Wisconsin Department of Natural Resources Recycling Grants to Responsible Units.

1. STATEMENT OF EXPECTATIONS. The partnership formalized by this agreement will improve the quality of local recycling programs by allowing the parties to contract for services that will focus on researching, evaluating, and marketing recycling options to residents and businesses in Dunn and Eau Claire Counties.

- A. Evaluation of compliance with recycling requirements at locations other than single-family through 4-unit dwellings including, but not limited to, multiple-family housing complexes, schools, institutions, businesses, and special events.
- B. Provide owners and/or managers of recycling programs at multiple-family housing complexes, schools, institutions, and business locations with assistance and guidance to comply with recycling requirements.
- C. Produce newsletters, flyers, brochures or other resources to provide citizens with information about waste reduction, reuse, and recycling.
- D. Manage brush sites and recycling drop-off centers. Tasks include but are not limited to paying attendants, maintain records of collected materials, correspondence with waste haulers and attendants, hauler reimbursements, and depositing recycling fees.
- E. Apply for State Recycling and Clean Sweep grants as well as keep records for annual reports.
- F. Update County Recycling website and maintain social media outlets.
- G. Research new recycling opportunities for residents.
- H. Be a point of contact for medication disposal program.
- I. Coordinate and work with the City of Eau Claire on brush grinding.

This agreement allows the parties to conserve resources and work together on these programs that meet the requirements of Wis. Stat. §287.11 for Effective Recycling Program. Costs and resources for the implementation of these programs will result in financial savings for each county while increasing recycling. Businesses, students, and residents will be educated and informed about what is and is not recyclable, where and how to recycle properly, and know where to get additional information on recycling. Early research and planning will allow the programs to develop the most effective tools to reach these audiences. These tools may include: recycling signage, recycling posters, site visits, information/education pieces and more.

2. PROGRAM SUMMARY. The activities to be performed under this agreement include, but are not limited to: researching new recycling opportunities; continue outreach at multiple-family housing complexes, schools, institutions, businesses, and special events; developing marketing materials and signage to encourage recycling; and involving state and local organizations in development and support of these local efforts.

3. TERM. The term of this agreement shall commence on January 1, 2016 and continue through December 31, 2016. This agreement may be terminated by either party, with sixty (60) days written notice, subject only to the payment of all obligations due to the other party under this Agreement up to the point in time of said termination.

4. DUTIES AND RESPONSIBILITIES OF DUNN COUNTY.

Dunn County hereby agrees to:

- A. Contract with Eau Claire County to allocate 1040 hours of a staff person to serve as a consultant for Eau Claire County to perform the activities identified in Sub. 2 PROGRAM SUMMARY, above.
- B. Mutually cooperate with Eau Claire County on performance of the activities specified in Sub 2. PROGRAM SUMMARY throughout the term of this agreement.
- C. Pay the Recycling Specialist for services rendered for Dunn and Eau Claire Counties.
- D. Bill Eau Claire County monthly for expenses (including staffing, mileage, and other expenses associated with this position) not to exceed \$33,455.00.

5. DUTIES & RESPONSIBILITIES OF EAU CLAIRE COUNTY.

Eau Claire County hereby agrees to:

- A. Provide guidance to the staff person and technical expertise to perform the activities described in Sub 2. PROGRAM SUMMARY carried out in Eau Claire County.
- B. Mutually cooperate with Dunn County on carrying out the activities described in Sub 2. PROGRAM SUMMARY throughout the term of this agreement.
- C. Pay Dunn County for project expenses not to exceed \$33,455.00.

6. INSURANCE. Each party to this agreement shall maintain its own liability insurance sufficient to insure against the risks arising from each party's responsibilities under this agreement.

7. MUTUAL INDEMNIFICATION. The parties agree fully to indemnify and hold one another harmless from and against all claims, actions, judgments, costs, and expenses, arising out of damages or injuries to third persons or their property, caused by the fault or negligence of the said party, its agents, or employees, in the performance of this Agreement. The parties shall give to each other prompt and reasonable notice of any such claims or actions and the other party shall have the right to investigate, compromise, and defend the same.

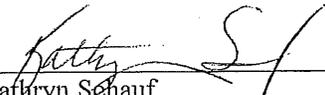
8. MODIFICATIONS. The parties hereto agree no modifications can be made to this agreement except those which are mutually agreed upon by and between the parties and which have been executed in writing by duly authorized representatives of the parties.

9. MISCELLANEOUS TERMS AND CONDITIONS. The following terms apply to the parties to this agreement:

- A. This agreement shall be in accordance with and subject to the laws of the State of Wisconsin.
- B. If any clause or provision of this agreement is determined by a court with requisite jurisdiction to be illegal or unconstitutional, that clause or provision shall be severed from this agreement where possible, and the remainder of the agreement shall continue to have full force and effect.

Both parties hereto having read and understood the entirety of this Agreement consisting of two (2) typewritten pages hereby affix their duly authorized signatures.

**EAU CLAIRE COUNTY BY:**

  
 Kathryn Schauf  
 County Administrator  
 11/16/15  
 (Date)

**DUNN COUNTY BY:**

  
 George Hayducsko  
 Solid Waste Director  
 11-11-15  
 (Date)



**COUNTY OF DUNN**  
*Environmental Services Department*  
*Solid Waste & Recycling Division*

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*Morgan Gerik*  
*Solid Waste & Recycling Director*

*800 Wilson Ave., Rm. 235*  
*Menomonie, WI 54751-2386*  
*Telephone: (715) 232-4017*  
*Fax: (715) 232-1520*  
*Email : swr@co.dunn.wi.us*

September 9, 2016

Matt Michels, Senior Planner  
Eau Claire Department of Planning & Development  
Eau Claire County Courthouse  
721 Oxford Avenue, Room 3344  
Eau Claire, WI 54703

Re: Amanda Haffele

Dear Matt,

The purpose of this letter is to provide official 60-day notification to Eau Claire County Planning & Development of the request that Amanda Haffele be relieved of her cooperative position as Recycling Coordinator with Eau Claire County in lieu of an accepted full-time employment position as Recycling Specialist with my staff at the Dunn County Solid Waste & Recycling Division.

Amanda shall continue to work with Eau Claire County within this 60-day transition to facilitate the completion of any projects or directives in process, where applicable. She will also be available to assist you in any recruitment efforts in the future should you choose to hire a replacement for her position vacancy.

The Dunn County Solid Waste & Recycling Division appreciates the mutually beneficial relationships we share with the Eau Claire County Department of Planning and Development, and we will continue to work alongside you in chorus on all future advancements to the responsible management of solid waste and recycling initiatives in Wisconsin.

Thank you Matt, and sincerely,

Morgan Gerik  
Director, DCSW&R

Amanda Haffele  
Recycling Specialist, DCSW&R

H	Office Associate 4	Legal Specialist II	Register in Probate																	
H	Maintenance/Custodian Tech	Maintenance Tech	Airport																	
H	Facility Maintenance Worker	Maintenance Tech	Facilities																	
H	Facility Custodian	Maintenance Tech	Parks & Forest																	
H	Park Ranger	Park Ranger	Parks & Forest																	
H	Land Use Technician	Real Property Specialist	Plan & Devel																	
H		Security Support Specialist	Sheriff																	
H	Victim Witness Specialist	Victim Witness Specialist	DA																	
I	Community Service Coordinator	Community Service Coordinator	Administration	\$40,747	\$41,558	\$42,390	\$43,222	\$43,867	\$44,554	\$45,219	\$45,885	\$46,571	\$47,029	\$47,507	\$47,986	\$48,485	\$48,963	\$49,442	\$49,941	
I	Coordinator of Child Care	Coordinator of Child Care	DHS	\$19.59	\$19.98	\$20.38	\$20.78	\$21.09	\$21.42	\$21.74	\$22.06	\$22.39	\$22.61	\$22.84	\$23.07	\$23.31	\$23.54	\$23.77	\$24.01	
I	Economic Support Specialist	Economic Support Specialist	DHS																	
I	Fraud Investigator	Fraud Investigator	DHS																	
I	Highway Laborer	Highway Worker - Field	Highway																	
I		Highway Worker - Seasonal	Highway																	
I	State Patrol Section Worker * Other Titles	Parts & Inventory Support	Highway																	
I	Housing Specialist	Housing Specialist	Plan & Devel																	
I		Records Management Coordinator	Information Systems																	
J	Office Associate 3	Chief Deputy County Clerk	County Clerk	\$42,765	\$43,618	\$44,512	\$45,406	\$46,072	\$46,758	\$47,466	\$48,194	\$48,901	\$49,400	\$49,899	\$50,378	\$50,877	\$51,397	\$51,896	\$52,437	
J	Chief Deputy Registrar of Deeds	Chief Deputy Registrar of Deeds	Register of Deeds	\$20.56	\$20.97	\$21.40	\$21.83	\$22.15	\$22.48	\$22.82	\$23.17	\$23.51	\$23.75	\$23.99	\$24.22	\$24.46	\$24.71	\$24.95	\$25.21	
J	Child Support Specialist	Child Support Specialist	Corp Counsel																	
J	Various Titles (Sweeper, Roller, Front end, Paver)	Heavy Equipment Operator	Highway																	
J		Lead Economic Support Specialist	DHS																	
J	Lead Economic Support Specialist	Specialist	DHS																	
J	Maintenance Tech - Lead	Maintenance Tech - Lead	Parks & Forest																	
J	Maintenance Tech - Lead	Maintenance Tech - Lead	Facilities																	
J	Office Manager	Office Manager I	Extension																	
J	Payroll & Benefits Asst	Payroll & Benefits Asst	Finance																	
J	Real Property Lister	Real Property Lister	Plan & Devel																	
K	Deputy Clerk Supervisor	Deputy Clerk Supervisor	Clerk of Courts	\$44,928	\$45,822	\$46,738	\$47,653	\$48,381	\$49,109	\$49,837	\$50,586	\$51,334	\$51,854	\$52,395	\$52,915	\$53,435	\$53,976	\$54,517	\$55,058	
K	Parts Room Worker	Lead Parts & Inventory Support	Highway	\$21.60	\$22.03	\$22.47	\$22.91	\$23.26	\$23.61	\$23.96	\$24.32	\$24.68	\$24.93	\$25.19	\$25.44	\$25.69	\$25.95	\$26.21	\$26.47	
K	Maintenance Supervisor	Maintenance Supervisor	Airport																	
K	Maintenance Supervisor	Facilities Supervisor	Facilities																	
K	Mechanic I	Mechanic	Highway																	
K	Sign Worker	Sign & Marking Support	Highway																	
K	Victim Witness Coordinator	Victim Witness Coordinator	DA																	
K		Welder	Highway																	
L		Classification Officer (T)	Sheriff's Office Information	\$47,154	\$48,110	\$49,067	\$50,045	\$50,794	\$51,563	\$52,354	\$53,123	\$53,914	\$54,454	\$54,995	\$55,536	\$56,098	\$56,680	\$57,242	\$57,803	
L	PC Technician/Operator	Computer Support Technician	Systems	\$22.67	\$23.13	\$23.59	\$24.06	\$24.42	\$24.79	\$25.17	\$25.54	\$25.92	\$26.18	\$26.44	\$26.70	\$26.97	\$27.25	\$27.52	\$27.79	
L	Computer Application Coord	Computer Support Technician	Sheriff																	
L	Conservation Technician I	Conservation Technician I	Plan & Devel																	
L		Correctional Officer	Sheriff's Office																	
L		Electronic Monitoring Officer (T)	Sheriff's Office																	
L	Correctional Officer	Electronic Monitoring Officer (T)	Sheriff's Office																	
L	Engineering Tech	Engineering Technician	Highway																	
L	Compliance Officer	Huber Compliance Officer (T)	Sheriff's Office																	
L		Juvenile Detention Worker	Juvenile Detention																	
M	180 Program Coordinator	180 Program Coordinator	Children's Court	\$49,525	\$50,502	\$51,522	\$52,562	\$53,352	\$54,142	\$54,954	\$55,765	\$56,618	\$57,179	\$57,762	\$58,323	\$58,906	\$59,488	\$60,091	\$60,715	
M	Assistant to CO Admin	Assistant to CO Admin	County Admin	\$23.81	\$24.28	\$24.77	\$25.27	\$25.65	\$26.03	\$26.42	\$26.81	\$27.22	\$27.49	\$27.77	\$28.04	\$28.32	\$28.60	\$28.89	\$29.19	
M		Assistant Veterans Service Officer	Veterans																	
M	Office Associate 5	Office	Veterans																	
M	Building Inspector	Building Inspector	Plan & Devel																	
M	Chief Deputy Clerk of Courts	Chief Deputy Clerk of Courts	Clerk of Courts																	
M	Disability Benefit Specialist	Disability Benefit Specialist	ADRC																	
M		Diversion Program Coordinator	DA																	
M	Elder Benefit Specialist	Elder Benefit Specialist	ADRC																	
M	Zoning Inspector	Land Use Technician	Plan & Devel																	
M	Office Manager II	Office Manager II	DA																	
M	Office Manager II	Office Manager II	Treasurer																	
M		Prevention Program Coordinator	ADRC																	
M		Purchasing Specialist	Purchasing & Central Svs																	