



Sawyer County

Agenda

Administration Committee Meeting
Thursday, June 10, 2021 @ 10:00 AM
Assembly Room/Virtual Meeting

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
- b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
- c. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. MEETING AGENDA

5. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

- 4 - 5 6. **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
a. [5.13.21 Administration Minutes DRAFT](#)
- 6 - 9 7. **VETERANS SERVICE DEPARTMENT REPORT**
a. [Veteran Service Office Report May 2021](#)
- 10 - 11 8. **INFORMATION TECHNOLOGY DEPARTMENT REPORT**
a. [IT-2021-06-10-Administration-Committee](#)
- 12 9. **HUMAN RESOURCES REPORT**
a. [Human Resource Report June 2021](#)
- 13 10. **AMERICAN RESCUE PLAN ACT OF 2021 - FUNDING UPDATE**
a. Public Hearing Discussion
- 13 11. **COUNTY ADMINISTRATOR'S REPORT**
a. [Administrator's Report 2021-06 Preliminary](#)
12. **FUTURE AGENDA ITEMS**
13. **CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY**

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

Mission Statement: *The Sawyer County Board of Supervisors will strive to provide excellent services and responsible leadership to protect and enhance Sawyer County citizens, businesses, and resources, while preserving our unique heritage.*

**Minutes of the May 13th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: **Tweed Shuman**
- ☒ Vice Chair: Dale Schleeter
- ☒ James Schlender
- ☒ Ron Kinsley
- ☒ Tom Duffy

Others Present:

Tom Hoff
Lynn Fitch
Alex Butterfield
Mike Coleson
Rose Lillyroot

Call to Order – Chair Tweed Shuman called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments --

Minutes from the previous meeting – A motion was made by Mr. Schlender to approve the minutes of the April 15, 2020, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided. Mr. Elliot shared the last month's data showing there were 487 calls, 308 letters/emails/faxes and 129 office visits. He shared ideas as to what a new veterans' facility would require, if provided sometime in the future.

Information Technology Department Report – A written report was provided. Mr. Coleson advised that the final touches on the Laserfiche project in Zoning are almost complete. IT is working with the Clerk of Court for a new software process for warrants.

Human Resources Report – A written report was provided. Ms. Lillyroot added that they have made an offer for a social services position which has been accepted and the ambulance garage should be fully staffed with the recent hire of an EMT Basic.

Northwest Regional Planning Resolution – Mr. Kinsley made a motion to move this resolution to the May 20th County Board meeting and invite Sheldon Johnson to attend to explain the purpose of the document. A second was made by Mr. Schlender. Motion carried without negative vote.

County Administrator's Report – Mr. Hoff advised that the road project on California is underway and expected to be completed in June. The Courthouse Construction Ad Hoc Committee interviewed four construction managers on May 7th and have made a recommendation to hire Miron Construction. This recommendation has been approved at the Public Works Committee and will move to the May County Board meeting.

The US Treasury Interim Final Rule guidelines are now available and will be on the May County Board agenda. The portal to receive the funds is open and we expect the first half of the funding to arrive by the end of next week. These funds will be kept separate from the County operating budget.

Mr. Hoff provided a written report and stated that the budget process will begin in June. The first draft of the Municode project should also arrive in June.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, June 10, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:55 am

Minutes recorded by Lynn Fitch, County Clerk

DRAFT

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
15872 E. Fifth Street
Hayward, WI 54843



Administrative Committee Meeting, June 10, 2021

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

May: 422 phone calls, 285 letters/emails/faxes and 113 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 51 disability/pension claims to date and received retroactive payment of \$228,644.09 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "G. Elliott", written over a horizontal line.

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 06/01/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
43565	State Aid/Veteran's Grant	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	.00
46250	Veterans' Trans. Fees	9,000.00	.00	9,000.00	.00	.00	600.00	8,400.00	7	1,175.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$26,500.00	\$0.00	\$26,500.00	\$0.00	\$0.00	\$600.00	\$25,900.00	2%	\$5,175.00
REVENUE TOTALS		\$26,500.00	\$0.00	\$26,500.00	\$0.00	\$0.00	\$600.00	\$25,900.00	2%	\$5,175.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,499.36
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$1,499.36
State Account 54720 - Veteran's Office										
50111	Regular Salaries	116,504.00	.00	116,504.00	.00	.00	38,936.92	77,567.08	33	87,907.32
50112	Salaries Overtime	.00	.00	.00	.00	.00	.00	.00	+++	258.38
50144	Term Life Ins./Employer's Share	45.00	.00	45.00	.00	.00	11.85	33.15	26	10.34
50147	Workers Comp	4,350.00	.00	4,350.00	.00	.00	1,472.18	2,877.82	34	2,496.16
50151	FICA-Employer's Share	8,913.00	.00	8,913.00	.00	.00	2,975.58	5,937.42	33	7,266.82
50152	Retirement-Employer's Share	6,430.00	.00	6,430.00	.00	.00	2,502.23	3,927.77	39	6,006.90
50155	Flex Administration Fees	88.00	.00	88.00	.00	.00	36.70	51.30	42	51.60
50158	Unemployment Compensation	.00	.00	.00	.00	.00	.00	.00	+++	1,860.00
50225	Telephone	500.00	.00	500.00	.00	.00	152.63	347.37	31	491.49
50226	Hardware/Software	898.00	.00	898.00	.00	.00	.00	898.00	0	.00
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	264.47
50247	Repairs-Buildings	252.00	.00	252.00	.00	.00	.00	252.00	0	.00
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	20.49	179.51	10	115.22
50312	Office Supplies	900.00	.00	900.00	.00	.00	347.24	552.76	39	85.76
50313	Printing	2,600.00	.00	2,600.00	.00	.00	758.09	1,841.91	29	2,253.40
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	120.00	1,080.00	10	.00
50329	Dues/Subscriptions	350.00	.00	350.00	.00	.00	75.95	274.05	22	279.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	150.00	(50.00)	150	.00
50336	Lodging	2,000.00	.00	2,000.00	.00	.00	164.00	1,836.00	8	.00
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50343	Boards & Commissions	900.00	.00	900.00	.00	.00	.00	900.00	0	150.00
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	962.10
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$962.10
50351	Vehicle Fuel	6,300.00	.00	6,300.00	.00	.00	501.28	5,798.72	8	1,069.43



Budget Performance Report

Fiscal Year to Date 06/01/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50805	Capital Outlay-Small Equipment (1000 - 5000)	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
State Account 54720 - Veteran's Office Totals		\$162,930.00	\$0.00	\$162,930.00	\$0.00	\$0.00	\$48,225.14	\$114,704.86	30%	\$111,528.39
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,296.00
State Account 54730 - Care of Veteran's Graves Totals		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0%	\$6,296.00
Department 57 - Veteran's Administration Totals		\$173,930.00	\$0.00	\$173,930.00	\$0.00	\$0.00	\$48,225.14	\$125,704.86	28%	\$119,323.75
EXPENSE TOTALS		\$173,930.00	\$0.00	\$173,930.00	\$0.00	\$0.00	\$48,225.14	\$125,704.86	28%	\$119,323.75
Fund 100 - General Fund Totals										
REVENUE TOTALS		26,500.00	.00	26,500.00	.00	.00	600.00	25,900.00	2%	5,175.00
EXPENSE TOTALS		173,930.00	.00	173,930.00	.00	.00	48,225.14	125,704.86	28%	119,323.75
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$47,625.14)	(\$99,804.86)		(\$114,148.75)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
State Aid/Veteran's Grant										
43565		.00	.00	.00	.00	.00	8,500.00	(8,500.00)	+++	8,545.00
49300	Use of Prior Years' Fund Balance	7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0	.00
Department 00 - General Totals		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$8,500.00	(\$1,052.00)	114%	\$8,545.00
REVENUE TOTALS		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$8,500.00	(\$1,052.00)	114%	\$8,545.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	6,932.06
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	898.00
50247	Repairs-Buildings	7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0	10.00
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	630.00
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	45.00
50351	Vehicle Fuel	.00	.00	.00	.00	.00	.00	.00	+++	29.94
State Account 54700 - Veteran's Grant Expenses Totals		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$8,545.00
Department 00 - General Totals		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$8,545.00
EXPENSE TOTALS		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$8,545.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		7,448.00	.00	7,448.00	.00	.00	8,500.00	(1,052.00)	114%	8,545.00
EXPENSE TOTALS		7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0%	8,545.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500.00	(\$8,500.00)		\$0.00



Budget Performance Report

Fiscal Year to Date 06/01/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	12,000.00	.00	12,000.00	.00	.00	6,903.91	5,096.09	58	9,594.39
	Department 00 - General Totals	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$6,903.91	\$5,096.09	58%	\$9,594.39
	REVENUE TOTALS	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$6,903.91	\$5,096.09	58%	\$9,594.39
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
	State Account 54725 - Capital Outlay/Van Purchase Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	Department 00 - General Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	EXPENSE TOTALS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
Fund 411 - Veteran's Transportation Grant Totals										
	REVENUE TOTALS	12,000.00	.00	12,000.00	.00	.00	6,903.91	5,096.09	58%	9,594.39
	EXPENSE TOTALS	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0%	4,000.00
	Fund 411 - Veteran's Transportation Grant Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$6,903.91	(\$3,903.91)		\$5,594.39
Grand Totals										
	REVENUE TOTALS	45,948.00	.00	45,948.00	.00	.00	16,003.91	29,944.09	35%	23,314.39
	EXPENSE TOTALS	190,378.00	.00	190,378.00	.00	.00	48,225.14	142,152.86	25%	131,868.75
	Grand Totals	(\$144,430.00)	\$0.00	(\$144,430.00)	\$0.00	\$0.00	(\$32,221.23)	(\$112,208.77)		(\$108,554.36)

Mike Coleson
Sawyer County IT Director



June 10, 2021

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

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Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, James Schlender, Ron
Kinsley, Thomas Duffy, and Tom Hoff
IT Department Report

Agenda items

N/A

Projects completed

- Hayward Highway Shop:
 - o Private wireless antennas for backup internet installed. For backup purposes only.
- Working with Jail Lieutenant for camera system overhaul. Applying for grant funding
- Sheriff Department Web Server (DWS) Portal 100 server replacement. Working with DOJ CIB.
- Migrate City PD from Sheriff email to their own email service.
- Request from Clerk of Court for document sharing between Court and Jail.
- Assist Zoning dept with demo for citizen engagement service.

Projects in progress

- Hayward Highway Shop:
 - o Asked Lumen (CenturyLink for a fresh quote for improved service)
 - o Rebuild Video recorder server. Needs more storage & faster response.
- New backup server and storage replacement (housed in Veterans building) Phase 2: new server config
- Planning for 2022 projects:
 - o Fault tolerant system for courthouse and sheriff. Consultant site visit June 2nd.

Pending Projects

NetMotion for Sheriff Dept. Migrate all squad laptops to certificate to fix login issues.

Email Two factor authentication for HHS, Courthouse, Sheriff

HelpDesk activities

Average of 5 support calls per day. Remote / On-site comparison: about 15%-85%.

Mira Colson

Human Resource Report June 10, 2021

2021 Turnover

5/7/2021	Sonya Sunderlund	Sheriff	Retired
5/17/2021	Carter Chafer	Highway	PT
5/17/2021	Cameron Allers	Highway	PT
5/17/2021	Bryar Zimmerman	Highway	PT
5/17/2021	Kathleen Bechtel	Highway	PT
5/20/2021	Ginger Knight	Sheriff	Terminated
5/20/2021	Rosemary Dunn	Ambulance	FT
5/24/2021	Taylor Valentin	Human Services	FT
5/25/2021	Hailey Belisle	Ambulance	Terminated
5/26/2021	Sydney Kidder	Human Services	FT

Hired EMT – B

Hired Paramedic

Hired Social Services Aide

Recruiting/Interviewing for 3 Driver/Operators at highway shop

One retirement, one went to a Township job, one went to another county/career

Recruiting for 1 CPS Social Worker

Recruiting/Interviewing for Youth Justice Supervisor

Ongoing personnel issues

County Administrator Work Report Outline

June 10, 2021



COVID-19:

- COVID cases in County Jail resolved
- Court lifted masking restrictions
- Redistricting delay

ARPA

- Additional US Treasury Guidance Received
- First tranche of funds received 5/19/21
- Lost revenue analysis
- Qualified expenditure analysis

Court Renovation

- Construction Manager selected
- California Avenue Extension
- Contract Development for Architect & Construction Manager
- Kick-off meetings scheduled

Airport

- Terminal Remodeling underway
- Taxiway repaving underway
- New Hangar Leases

TimeClockPlus

- Departments Starting to go Live

Budget

- 2022 Guidelines distributed to departments
- Major Issues
- Coordinate with ARPA Funding
- Cash Flow Analysis/Debt issuance planning

Other Items

- Air conditioning
- Clerk/Treasurer coordination
- Oasis discussions
- Carbon Credits
- JusticePoint caseload