



Sawyer County

Agenda

Administration Committee Meeting
Thursday, January 13, 2022 @ 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. If you are on a computer, click the "Raise Hand" button and wait to be recognized. 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.

6. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [12.9.21 Admin Minutes DRAFT](#)
[1.6.22 Administration Special Meeting Minutes DRAFT](#)

7. MUNICODE CODIFICATION UPDATE

Link to Final Municode Proof: [Microsoft Word - Sawyer County Word Proofs 12-8-2021 - without markup.docx \(sawyercountygov.org\)](#)

8. VETERANS SERVICE DEPARTMENT REPORT

- a. [Veteran Service Office Report January 13 2022 Admin Committee](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

- a. [IT-2022-01-13-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

- a. [Human Resource Report January 2022](#)

11. COUNTY ADMINISTRATOR'S REPORT

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.

**Minutes of the December 9th 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
- ☒ Ron Kinsley
- ☒ Tom Duffy
- ☐

Others Present:

Tom Hoff	Doug Mrotek
Lynn Fitch	Bruce Paulsen
Mike Coleson	Stacey Hessel
Joe Sajdera	Jeff Johnson
Rose Lillyroot	Linda Zillmer
Rebecca Roeker-Virtual	

Call to Order – Chair 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 – Linda Zillmer

Minutes from the previous meeting – A motion was made by Mr. Kinsley to approve the minutes of the November 4, 2021, meeting; second by Mr. Duffy. Motion carried without negative vote.

Consideration of Cooperative Law Enforcement Agreement – Chief Deputy Sajdera presented the 2022 Cooperative Law Enforcement Agreement that was recently amended and reviewed by LCO and Sawyer County legal counsel. A motion was made by Mr. Kinsley; second by Mr. Duffy to accept this agreement and forward it to the County Board for consideration. Motion passed without negative vote.

Veterans Service Department Report – A written report was provided.

Information Technology Department Report – A written report was provided.

Human Resources Report – A written report was provided. Ms. Lillyroot was recognized for her hard work in keeping our workmens' comp claims down. A written summary of the workmen's comp interviews with three of our department heads was provided.

Appointments – Mr. Shuman reported on the upcoming appointments that will be considered at County Board in December. There is one confirmed person who sent a letter of interest for District 5 supervisor with a potential second yet to come. There are two candidates interested in being considered for the position of County Treasurer. Members of this committee feel that the appointment should be for the remainder of the three-year term being vacated. Signature card authorizations will be recommended at County Board. Mr. Hoff advised that Nate Dunston will be recommended to fill the Emergency Management Director position, sharing that as a part-time position with his current position as director of the Ambulance Service. Tom Duffy, Jr. will be filling the Family Court Commissioner position so must be replaced as Corporation Counsel.

Municode Codification – Mr. Hoff presented the Municode codification document that we have been working on for more than a year. Municode will host this information on their website and we will link to it on our own website. Ms. Roeker advised that this is the first clean draft of the project and it is now time for department directors to review it for code accuracy and revisions. Finalization of this project will bring all our ordinances current with state law.

County Administrator Report – A written report was provided and Mr. Hoff provided highlights.

At 10:40 am a motion was made by Mr. Duffy; second by Mr. Kinsley to enter closed session pursuant to Wis. § 19.895(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried without negative vote. At 10:58 a motion was made by Mr. Duffy; second by Mr. Schleeter to come out of closed session. Motion carried without negative vote.

Open session at 10:58 am.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, January 13, at 10:00 am in the Assembly Room.

Meeting adjourned at 11:00 am

Minutes recorded by Lynn Fitch, County Clerk

DRAFT

**Minutes of the January 6th meeting of the Sawyer County
Special 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
- ☒ Tom Duffy - Virtual
- ☒ Ron Kinsley
- ☐ Jason Weaver

Others Present:

Tom Hoff
Rebecca Roeker - Virtual
Linda Zillmer

Mike Coleson
David Bretl – Virtual

Call to Order –Chair Shuman called the meeting to order at 4:00 pm.

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

Meeting Agenda –

Public Comments – Linda Zillmer

Resolution to Establish an Ad Hoc Committee – Ms. Roeker reviewed the purpose of the Resolution to Authorize Creation of an Ad Hoc Recruitment Committee approved at the December County Board Meeting. A motion was made by Mr. Duffy; second by Mr. Schleeter to approve the Resolution naming committee members as follows: County Board Chair Shuman, Public Works Committee Chair Kinsley, Public Safety Committee Chair Buckholtz, Economic Development/UWEX Committee Chair Duffy and County Board Vice Chair Schleeter. Motion carried without negative vote.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, January 13, at 10:00 am in the Assembly Room.

Meeting adjourned at 4:08 pm
Minutes recorded by Lynn Fitch, County Clerk

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, January 13, 2022

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

B. **Office Report:**

Contacts:

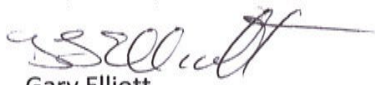
December 319 phone calls, 238 letters/emails/faxes and 61 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 119 disability/pension claims to date and received retroactive payment of \$360,946.85 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,


Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 01/03/22

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										
46250	Veterans' Trans. Fees	.00	.00	.00	.00	.00	.00	.00	+++	1,275.00
49220	Transfer From Spec. Rev. Fund	.00	.00	.00	.00	.00	.00	.00	+++	4,000.00
Department 57 - Veteran's Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,275.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,275.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	88,354.00
50144	Term Life Ins./Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	29.07
50147	Workers Comp	.00	.00	.00	.00	.00	.00	.00	+++	3,655.62
50151	FICA-Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	7,412.16
50152	Retirement-Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	6,200.81
50155	Flex Administration Fees	.00	.00	.00	.00	.00	.00	.00	+++	71.80
50225	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	406.56
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	74.83
50241	Repairs/Maintenance-Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	175.95
50311	Postage	.00	.00	.00	.00	.00	.00	.00	+++	66.15
50312	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	601.69
50313	Printing	.00	.00	.00	.00	.00	.00	.00	+++	2,128.17
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	30.00
50329	Dues/Subscriptions	.00	.00	.00	.00	.00	.00	.00	+++	104.95
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	105.00
50336	Lodging	.00	.00	.00	.00	.00	.00	.00	+++	490.25
50339	Travel	.00	.00	.00	.00	.00	.00	.00	+++	(23.68)
50343	Boards & Commissions	.00	.00	.00	.00	.00	.00	.00	+++	150.00
50349										
50349-342	Flags	.00	.00	.00	.00	.00	.00	.00	+++	974.08
50349 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$974.08
50351	Vehicle Fuel	.00	.00	.00	.00	.00	.00	.00	+++	1,484.45
State Account 54720 - Veteran's Office Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$112,491.86
State Account 54730 - Care of Veteran's Graves										
Contracted Expenses										
50220		.00	.00	.00	.00	.00	.00	.00	+++	6,624.00
State Account 54730 - Care of Veteran's Graves Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6,624.00
Department 57 - Veteran's Administration Totals										
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$119,115.86
REVENUE TOTALS										
Fund 100 - General Fund Totals		.00	.00	.00	.00	.00	.00	.00	+++	5,275.00

Fiscal Year to Date 01/03/22

Run by Gary Elliott on 01/03/2022 11:59:52 AM



Fiscal Year to Date 01/03/22

Include Rollup Account and Rollup to Account

[illegible]

Mike Coleson
Sawyer County IT Director



January 13, 2022

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

Phone **715-634-8185**

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Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

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

Agenda items

N/A

Projects completed

- Pre-wiring for Small Courtroom DAR installation scheduled for January 13th.

Projects in progress

- Law Enforcement Radio Tower project. We will be running our own backbone network on several towers for better Law D performance. Coordinating with John Kruk.
- Sheriff Network security project: tighten access to outside agencies.
 - Working with City PD to get their own internet.
 - Working with LCO PD for Least Privilege access to Spillman

Pending Projects

- New Courtroom/Jail/Courthouse systems integration: How to extend and integrate systems like proximity readers, Panic buttons, surveillance, detention doors.
- Email MFA authentication for all departments
- Jail & Courthouse camera replacements and network wiring. Highway dept shop camera.
- Planning for 2022 projects:
 - Fault tolerant systems for courthouse and sheriff.
 - Video DVR server replacements for Sheriff 2022.

Helpdesk and support activities

Average of 5 support calls per day. Remote / On-site comparison: about 5%-95%.
Remote support has stabilized greatly.

Human Resource Report January 13, 2022

12/1/2021	Patrick Lueloff	Highway	LTE
12/1/2021	John Mueller	Highway	Terminated
12/7/2021	Kimberly Pearson	Human Services	New Hire
12/10/2021	John Mueller	Highway	New Hire
12/13/2021	Liane Coyne	Human Services	LTE
12/17/2021	Brad Bates	Ambulance	PT
12/20/2021	Elliott Jacobson	Sheriff	PT to FT
12/23/2021	Kelly Milledge	Register of Deeds	Terminated
12/29/2020	Kimberly Pearson	Human Services	Terminated
12/30/2021	Jennifer Carlson	Sheriff	Terminated
12/31/2021	Sandy Hebbe	County Clerk	Retired
12/31/2021	Dianne Ince	Treasurer	Retired
12/31/2021	Pat Sanchez	Emergency Govt	Retired

Recruiting for EMS Positions

Recruiting Social Worker

Recruiting for Mental Health Therapist

Recruiting for part-time LTE Veteran Van drivers

Updating policy manual

Ongoing personnel issues