



Sawyer County

Agenda

Administration Committee Meeting
Thursday, April 14, 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. [3.7.22 Admin Minutes DRAFT](#)

- 5 - 8 **7. VETERANS SERVICE DEPARTMENT REPORT**
a. [Veteran Service Office Report April 14 2022](#)
- 9 **8. INFORMATION TECHNOLOGY DEPARTMENT REPORT**
a. [IT-2022-04-14-Administration-Committee](#)
- 10 - 11 **9. HUMAN RESOURCES REPORT**
a. [Human Resource Report April 2022](#)
- 10. COUNTY ADMINISTRATOR'S REPORT**
- 11. FUTURE AGENDA ITEMS**
- 12. 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 March 10th 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
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☐

Others Present:

Tom Hoff	Linda Zillmer
Lynn Fitch	Gary Elliott
Mike Coleson	Janeen Abric - Virtual
Mike Keefe	
Rose Lillyroot	

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 February 10, 2022, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – Mr. Elliott presented his written report. Veterans' Services is in the process of moving to the Oasis Building. The Budget Performance Report was shared; \$9,300 in grant funds were received to assist with expenses.

Information Technology Department Report – A written report was provided.

Elected Officials' Wages -- Mr. Hoff presented the resolution for the wages for the three elected officials for the upcoming term. A Resolution Establishing Salaries of and Providing Health Insurance Information Regarding Elected Officials for Sheriff and Clerk of Courts was presented. A motion was made by Mr. Duffy; second by Mr. Kinsley to approve the resolution and forward to County Board.

A Resolution Authorizing the County Coroner Compensation was presented for consideration. A motion was made by Mr. Duffy; second by Kinsley to approve the resolution and forward to the County Board. Motion carried without negative vote.

Human Resources Report – A written report was provided. We are now starting to recruit for summer highway department staff.

Personnel Policy Manual Updates – Ms. Lillyroot provided a summary of proposed changes; added a service animal policy and the electronic time keeping policy; minor edits to specific sections of the policy were identified and corrected. A motion was made by Mr. Kinsley; second by Mr. Schleeter to approve the amendments and forward to county board. Motion carried without negative vote.

Emergency Management Disaster Declaration -- Mr. Hoff presented the recommendation from the State to declare a Disaster Declaration which was signed by the Board Chair on March 7th. Nate Dunston is determining the amount of damage and will be prepared for the March board meeting. Mr. Kinsley made a motion to approve and forward the Declaration to full board, if we find it is needed; second by Mr. Duffy. Motion carried without negative vote.

County Administrator's Report -- Mr. Hoff reported that the Brown County Sales tax issue has been resolved in the courts; the Opioid Settlement rules have been forwarded to applicable staff to begin determining use of funds. He has been working with Mike and Rose on transition activities and thanked the committee for allowing him to serve as the first County Administrator for Sawyer.

Courthouse Construction Update - At 10:30 am a motion was made by Mr. Duffy; second by Mr. Schleeter to enter closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken and passed 4 – 0 with “aye” votes from Shuman, Schleeter, Duffy and Kinsley.

At 10:43 am a motion was made by Mr. Duffy; second by Mr. Kinsley to enter open session. Motion carried without negative vote.

Future Agenda Items – Vacant Position Updates

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, April 14, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:44 am

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, April 14, 2022

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

B. **Office Report:**

Contacts:

March: 397 phone calls, 299 letters/emails/faxes and 134 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 21 disability/pension claims to date and received retroactive payment of \$134,586.13 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 04/01/22

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	1,300.00	.00	1,300.00	.00	.00	200.00	1,100.00	15	1,275.00
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		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$200.00	\$10,100.00	2%	\$5,275.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$200.00	\$10,100.00	2%	\$5,275.00
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	.00
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%	\$0.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	112,886.00	.00	112,886.00	.00	.00	20,358.14	92,527.86	18	92,061.98
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	7.38	20.62	26	29.07
50147	Workers Comp	3,757.00	.00	3,757.00	.00	.00	655.56	3,101.44	17	2,157.93
50151	FICA-Employer's Share	8,789.00	.00	8,789.00	.00	.00	1,565.95	7,223.05	18	7,697.25
50152	Retirement-Employer's Share	6,373.00	.00	6,373.00	.00	.00	1,267.38	5,105.62	20	6,441.83
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	15.60	31.40	33	71.80
50225	Telephone	500.00	.00	500.00	.00	.00	56.47	443.53	11	444.55
50226	Hardware/Software	.00	.00	.00	.00	.00	823.17	(823.17)	+++	74.83
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	245.35
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	17.81	182.19	9	85.20
50312	Office Supplies	900.00	.00	900.00	.00	.00	56.97	843.03	6	609.50
50313	Printing	2,600.00	.00	2,600.00	.00	.00	379.81	2,220.19	15	2,416.16
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	30.00
50329	Dues/Subscriptions	350.00	.00	350.00	.00	.00	220.00	130.00	63	104.95
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	105.00
50336	Lodging	450.00	.00	450.00	.00	.00	.00	450.00	0	490.25
50339	Travel	.00	.00	.00	.00	.00	.00	.00	+++	(23.68)
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	150.00
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	974.08
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$974.08
50351	Vehicle Fuel	200.00	.00	200.00	.00	.00	293.00	(93.00)	146	1,564.45
State Account 54720 - Veteran's Office Totals		\$145,730.00	\$0.00	\$145,730.00	\$0.00	\$0.00	\$25,717.24	\$120,012.76	18%	\$115,730.50
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	6,624.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$6,624.00



Budget Performance Report

Fiscal Year to Date 04/01/22

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										
EXPENSE										
Department 57 - Veteran's Administration Totals		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$25,717.24	\$132,012.76	16%	\$122,354.50
EXPENSE TOTALS		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$25,717.24	\$132,012.76	16%	\$122,354.50
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	200.00	10,100.00	2%	5,275.00
EXPENSE TOTALS		157,730.00	.00	157,730.00	.00	.00	25,717.24	132,012.76	16%	122,354.50
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$25,517.24)	(\$121,912.76)		(\$117,079.50)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	10,500.00	.00	10,500.00	.00	.00	9,350.00	1,150.00	89	8,500.00
49300	Use of Prior Years' Fund Balance	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$9,350.00	\$8,650.00	52%	\$8,500.00
REVENUE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$9,350.00	\$8,650.00	52%	\$8,500.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	8,316.05
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	.00	1,298.00	0	.00
50247	Repairs-Buildings	9,582.00	.00	9,582.00	.00	.00	.00	9,582.00	0	.00
50329	Dues/Subscriptions	100.00	.00	100.00	.00	.00	.00	100.00	0	100.00
50335	Meal Expenses	720.00	.00	720.00	.00	.00	30.00	690.00	4	.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	120.00	2,380.00	5	.00
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	.00	300.00	0	83.95
State Account 54700 - Veteran's Grant Expenses Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$150.00	\$17,850.00	1%	\$8,500.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$150.00	\$17,850.00	1%	\$8,500.00
EXPENSE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$150.00	\$17,850.00	1%	\$8,500.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		18,000.00	.00	18,000.00	.00	.00	9,350.00	8,650.00	52%	8,500.00
EXPENSE TOTALS		18,000.00	.00	18,000.00	.00	.00	150.00	17,850.00	1%	8,500.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,200.00	(\$9,200.00)		\$0.00
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	6,903.91
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$6,903.91
REVENUE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$6,903.91



Budget Performance Report

Fiscal Year to Date 04/01/22

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 411 - Veteran's Transportation Grant										
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	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		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
Totals										
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
EXPENSE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	6,903.91
EXPENSE TOTALS		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	4,000.00
Fund 411 - Veteran's Transportation Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,903.91
Grand Totals										
REVENUE TOTALS		35,300.00	.00	35,300.00	.00	.00	9,550.00	25,750.00	27%	20,678.91
EXPENSE TOTALS		182,730.00	.00	182,730.00	.00	.00	25,867.24	156,862.76	14%	134,854.50
Grand Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$16,317.24)	(\$131,112.76)		(\$114,175.59)

Mike Coleson
Sawyer County IT Director



April 14, 2022

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

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

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

Agenda items

N/A

Projects completed

- Dispatch 3rd station and mobile station set-up.

Projects in progress

- Oasis building: phones, security cameras, network setup.
- Replacement phone network for ADRC. Will work in courthouse and Oasis building.
- Replacing Antivirus vendors: Trend-Micro and Kaspersky with WatchGuard EDPR.

Pending Projects

Sheriff video recording server: Scheduled for April-May 2022.

Helpdesk and support activities

- Sheriff Network security project: tighten access to outside agencies.
 - o Working with LCO PD for Least Privilege access to Spillman
 - o Assist with Election tally sheet

About 6 onboards/terminations/moves

Average of 6 support calls per day. Remote / On-site comparison: about 5%-95%.

Human Resource Report April 14, 2022

2022 Turnover

3/1/2022	Valerie Heath	Zoning	Term
3/4/2022	Michelle Pederson	Veterans Services	Term
3/11/2022	Tom Hoff	Administration	Retired
3/11/2022	Lynn Schuman	Human Services	Retired
3/15/2022	Jodi Heath	Forestry	FT
3/18/2022	Matt Jefson	Sheriff	Term
3/24/2022	Elliott Jacobson	Sheriff	Term
3/31/2022	Sherrie Shelton	Animal Control	Retired

Hiring Finance Director

Hired YJ Social Worker

Hired Zoning/Conservation Administrative Assistant

Hired Forestry Administrative Assistant

Interviewing for Driver/Operators at Highway Shop

Interviewing for Social Services Aide Position

Recruiting/Interviewing for Ordinance Enforcement Specialist Position

Recruiting for EMS Positions

Recruiting for bailiffs

Recruiting for PT APS Specialist

Recruiting for part time jail/disp/road

Recruiting for Mental Health Therapist

Recruiting Land Survey/GIS/CAD Technician

Recruiting for part-time LTE Veteran Van drivers

Continue to review and assess positions as they open to determine need and whether the position can be utilized more effectively

Ongoing personnel issues