



Sawyer County

Agenda

Administration Committee Meeting
Thursday, July 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. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. 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.

7. APPROVAL OF MINUTES FROM PREVIOUS MEETING

4	a.	6.9.22 Administration Minutes DRAFT
	8.	COUNTY CLERK UPDATE ON AUGUST PRIMARY ELECTION
	9.	VETERANS SERVICE DEPARTMENT REPORT
5 - 8	a.	Veteran Service Report July 14 2022
	10.	INFORMATION TECHNOLOGY DEPARTMENT REPORT
	11.	HUMAN RESOURCES REPORT
9	a.	Human Resource Report July 2022
	12.	ELECTED OFFICIALS' WAGE OPTIONS
	a.	Discussion and consideration of compensation for elected officials and ability for adjustments if any (discussion and possible motion)
	b.	Closed Session - Pursuant to Wisconsin Statutes 19.85(1)(c) enter closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
	c.	Open Session (discussion and possible action)
	13.	AMERICAN RESCUE PLAN ACT OF 2021 - FUNDING UPDATE
	a.	Possible Allocation of ARPA Funds for Courthouse Remodel (discussion and possible action)
	b.	Update on ARPA Funds Previously Approved
	c.	Town of Draper Helipad Request
10 - 12	d.	1) Helipad Proposal 2) Resolution #3-2022 Signed
	14.	ETHICS COMPLAINT PROCESS
13 - 18	a.	EthicsDraft
	15.	REVIEW BOARD POLICY & PROCEDURE MANUAL – COMMITTEE ROLE & RESPONSIBILITIES (DISCUSSION AND POSSIBLE ACTION)
19	a.	AdministrationDraftRolesResponsibilities
	16.	COUNTY ADMINISTRATOR'S REPORT

17. FUTURE AGENDA ITEMS

18. 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 June 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: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

Andy Albarado Linda Zillmer
Lynn Fitch
Mike Coleson
Rose Lillyroot
Janeen Aibric-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. Buckholtz to approve the minutes of the May 12, 2022, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided.

Information Technology Department Report – A written report was provided. Mr. Coleson advised the radio project for Sheriff's Department has found a way to use the equipment to improve internet service for the Highway Department and Airport. They have been assisting with the building project.

Human Resources Report – Ms. Lillyroot advised they interviewed for the staff accountant position and have some applications for others that have been advertised for a while.

Exit Interview Update – Ms. Lillyroot advised that they continue to hold exit interviews. She and Mr. Albarado have reviewed past interviews to look for patterns and see no significant areas that stand out other than higher wages at other employers.

County Administrator's Report – Mr. Albarado advised that Municode is not yet ready but has a goal of a July completion. Construction is on schedule. The Economic Development/UWEX Committee appointed Mr. Albarado as the Broadband point person. Mr. Albarado and HR have met with our health insurance company and are currently optimistic in receiving a good proposal.

A draft of board plans and policies was presented with possible edits with input from corporate counsel. The draft will be sent to board members for input and a final revision will return on the July agenda. Legal counsel will review the final draft.

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

Meeting adjourned at 10:48 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, July 14, 2022

A. Budget Performance Report: Attached.

B. Office Report:

Contacts:

June: 469 phone calls, 305 letters/emails/faxes and 117 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 45 disability/pension claims to date and received retroactive payment of \$192,777.77 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott".

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 07/01/22

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	375.00	925.00	29	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	\$375.00	\$9,925.00	4%	\$5,275.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$375.00	\$9,925.00	4%	\$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	34,411.48	78,474.52	30	92,061.98
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	16.75	11.25	60	29.07
50147	Workers Comp	3,757.00	.00	3,757.00	.00	.00	1,108.07	2,648.93	29	2,157.93
50151	FICA-Employer's Share	8,789.00	.00	8,789.00	.00	.00	2,644.54	6,144.46	30	7,697.25
50152	Retirement-Employer's Share	6,373.00	.00	6,373.00	.00	.00	2,141.15	4,231.85	34	6,441.83
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	23.40	23.60	50	71.80
50225	Telephone	500.00	.00	500.00	.00	.00	332.77	167.23	67	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	230.78	2,269.22	9	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	25.43	174.57	13	85.20
50312	Office Supplies	900.00	.00	900.00	.00	.00	290.96	609.04	32	609.50
50313	Printing	2,600.00	.00	2,600.00	.00	.00	1,073.56	1,526.44	41	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	655.71	(455.71)	328	1,564.45
State Account 54720 - Veteran's Office Totals		\$145,730.00	\$0.00	\$145,730.00	\$0.00	\$0.00	\$43,997.77	\$101,732.23	30%	\$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 07/01/22

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	\$43,997.77	\$113,732.23	28%	\$122,354.50
EXPENSE TOTALS		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$43,997.77	\$113,732.23	28%	\$122,354.50
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	375.00	9,925.00	4%	5,275.00
EXPENSE TOTALS		157,730.00	.00	157,730.00	.00	.00	43,997.77	113,732.23	28%	122,354.50
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$43,622.77)	(\$103,807.23)		(\$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	1,718.71	7,863.29	18	.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	570.00	1,930.00	23	.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	68.40	231.60	23	83.95
State Account 54700 - Veteran's Grant Expenses Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$2,387.11	\$15,612.89	13%	\$8,500.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$2,387.11	\$15,612.89	13%	\$8,500.00
EXPENSE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$2,387.11	\$15,612.89	13%	\$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	2,387.11	15,612.89	13%	8,500.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,962.89	(\$6,962.89)		\$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	5,599.85	1,400.15	80	6,903.91
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,599.85	\$1,400.15	80%	\$6,903.91
REVENUE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,599.85	\$1,400.15	80%	\$6,903.91



Budget Performance Report

Fiscal Year to Date 07/01/22

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 Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
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	5,599.85	1,400.15	80%	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	\$5,599.85	(\$5,599.85)		\$2,903.91
Grand Totals										
REVENUE TOTALS		35,300.00	.00	35,300.00	.00	.00	15,324.85	19,975.15	43%	20,678.91
EXPENSE TOTALS		182,730.00	.00	182,730.00	.00	.00	46,384.88	136,345.12	25%	134,854.50
Grand Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$31,060.03)	(\$116,369.97)		(\$114,175.59)

Human Resource Report

July 14, 2022

Hired Staff Accountant position
Hired Land Survey/GIS/CAD Technician
Hired LTE Scanning position
Hired Deputy Clerk of Court position
Hired Elected Official Deputy position
Hired Weekend Dog Pound Attendant

Interviewing for Driver/Operator position

Recruiting for Adult Long-Term Care Unit Supervisor
Recruiting for part-time LTE Veteran Van drivers
Recruiting for EMS positions
Recruiting for bailiffs
Recruiting for PT APS Specialist
Recruiting for Jail, Dispatch and Deputy positions
Recruiting for Mental Health Therapist

Ongoing personnel issues
Reviewing / Updating Policy Manual

TOWN OF DRAPER

www.townofdraper.com

6994N Main Street
Loretta, WI 54896

(715) 266-2110
info@Townofdraper.com

May 9, 2022
Sawyer County Finance Committee

Dear Members of the Finance Committee,

The Town of Draper is asking for your consideration to allocate funds from Sawyer County's remaining \$1.5M ARPA funds for the development of an emergency services Flight for Life helipad landing zone adjacent to the fire hall in the Town of Draper, to serve SE Sawyer and portions of Price and Ashland Counties adjacent to Draper.

Flight for Life is the best way to transport critical patients to a hospital from this location. The remotely located Town of Draper and surrounding area is a popular Sawyer County tourism destination for ATVs, snowmobiling, water sports, hunting, and other ecotourism involving potentially dangerous activities. We are also located on the State Highway 70 corridor and have had two traffic fatality accidents in the past 2 years. The types of accidents at high potential here require Flight for Life transport.

Additionally, our recent Comprehensive Plan identified access to emergency medical services as a growing priority for our aging community, as residents here are above the average age in the county (NWRPC). The pandemic highlighted the medical concerns of seniors living in our remote township- it is a long drive to a hospital here, especially in the winter. Since the pandemic we have also seen an increase in property sales and new construction, with retirees moving to the township permanently to escape the cities. This places an additional burden on our already limited emergency and town government services.

Draper has over 80 miles of mostly gravel roads and poor radio and cell phone signal. Fire radios and pagers do not work reliably here. We are almost an hour away from hospitals and the ambulance service is 18 miles away. Injured or critically ill patients could be miles into the forest, adding time onto rescue calls. This landing zone facility is a critical piece of public safety infrastructure that provides a working solution to connect residents and visitors in SE Sawyer County with life saving emergency medical access.

Without a helipad, Flight for Life landings require a significant number of fire department responders to close off highways and provide landing lights and assistance carrying patients over unlevel ground: we simply do not have enough volunteer members to respond. Another challenge is our extreme weather conditions and snow accumulation: the helicopters will not land unless there is a safe and clear landing area. Having a designated landing zone will greatly increase the ability for them to land and transport critical patients to the appropriate hospitals in the quickest and safest manner. There is a helipad in Stone Lake, and one in Clam Lake currently used by EMS. We need one in SE Sawyer, and Draper is the perfect location for it.

Members of our fire department, planning commission, and town board have been working with Life Link III to get this built: lots were combined and \$3,500.00 in site preparation has been finished. A power pole was installed and a lighted windsock purchased in 2019. The project includes a concrete pad and walkway, automated landing and scene lighting that can be used by any arriving

responders, lighted windsock and other FAA safety features. It will be plowed and maintained by the Town of Draper.

After fund raising for two years, the town has \$21,685.00 to commit to the project. We have applied but have not been successful in obtaining grants so far. We are asking Sawyer County for support to help us get this project to the finish line.

The estimated remaining cost of the project is \$57,250.00: \$30,000.00 concrete work, \$10,000.00 insulation foam, and \$17,250.00 in safety features including FAA flush landing lights, scene lighting, hazard balls for power lines, EMT accessible master switch and conduit and installation costs. We have been advised to factor in inflation and supply chain issues, which continue to rise and may impact the final cost: the amount we are requesting is \$40,000.00 from the county.

Thank you,

Brenda Adler
Chair, Town of Draper

Resolution #3-2022
RESOLUTION to Request Sawyer County ARPA Funds for Helipad

STATE OF WISCONSIN
Town of Draper, Sawyer County

WHEREAS, the Town of Draper is located 45 minutes from hospitals and clinics and 18 miles from the county ambulance service and,

WHEREAS, the Town of Draper citizens, board and planning commission have determined that reliable access to emergency medical services is a priority for public safety and economic development in the Town of Draper and,

WHEREAS, the Covid-19 pandemic has adversely affected our aging and low-income population and seniors who are statistically at great risk for healthcare emergencies and,

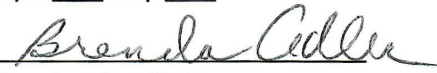
WHEREAS the Town of Draper has fundraised and made budget allocations for the past two years totaling \$21,685 for a Flight for Life Helipad Landing Zone located at the Town of Draper Fire Department to serve SE Sawyer County but the cost to build the helipad has increased due to pandemic-related inflation to an estimated \$57,250.00 and,

WHEREAS, the ARPA Final Rule has freed funds to be used on public infrastructure projects including emergency medical services and facilities in the county;

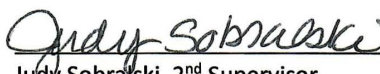
THEREFORE, the Town Board of Draper, Sawyer County, Wisconsin, by this resolution, requests financial assistance from Sawyer County's allocation of ARPA funds in the amount of \$40,000.00 to complete this project benefitting the Town of Draper and SE Sawyer County in 2022-2023.

ADOPTED: May 9, 2022

Ayes 3 Nays 0


Brenda Adler, Chair


William Heath, 1st Supervisor


Judy Sobralski, 2nd Supervisor

Attested:

Elizabeth A. Klein
Clerk, Town of Draper

SAWYER COUNTY CODE OF ETHICS

(1) STATEMENT OF POLICY:

All officials and employees of Sawyer County hold office for the benefit of the public. The proper operation of democratic government requires that:

- County officials and employees be impartial and responsible to the people;
- Government decisions and policy be made in proper channels of the governmental structure;
- Public office is not used for personal gain; and
- County operations facilitate the retention of public confidence in the integrity of its government.

In recognition of these goals, the County establishes a Code of Ethics for all County employees and public officials in order to assist them in identifying and avoiding those acts or actions that may conflict with the best interests of the County and create a substantial and material conflict between personal interests and public responsibilities. No County official or employee shall engage in any act which violates Wis. Stat. § 19.59, *Code of Ethics for Local Government Officials, Employees and Candidates*, Wis. Stat. § 946, *Bribery and Official Misconduct*, or which violates this ordinance.

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This ordinance covers *all* employees and *all* County officials, whether paid or unpaid, and whether elected or appointed, including all members of boards, committees and commissions. This policy also covers *all* candidates for public office. Nothing herein contained is intended to deny to any individual the rights granted by the Constitution of the State of Wisconsin and the Constitution of the United States, state or federal laws, or bargaining agreements.

(2) DEFINITIONS:

- a. "ANYTHING OF VALUE" means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the County, fees and expenses which are permitted and reported under § 19.56, *Honorariums, Fees and Expenses*, or *Political Contributions* reported under Wis. Stats. Chapter 11, or hospitality extended for a purpose unrelated to County business by a person other than an organization. Wis. Stat. § 19.42 (1). "Anything of value" does not include coffee mugs, pens, paper supplies, calendars or other such items often provided at seminars or training sessions. For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of \$25.00. When in doubt about the value of an item, the employee or official should discuss the matter with Corporation Counsel. If an unsolicited item of value is received by an employee or official, the gift should be reported to his/her supervisor or Corporation Counsel for proper disposition and documentation.
- b. "ASSOCIATED" when used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer or trustee, or owns or controls directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity or

of which an individual or a member of his or her immediate family is an authorized representative or agent. Wis. Stat. § 19.42 (2).

- c. "CANDIDATE" means every person for whom it is contemplated or desired that votes be cast at any election held for a County office within this County, whether or not the person is elected or nominated, and who either tacitly or expressly consents to be so considered. A person does not cease to be a candidate, for purposes of compliance with this policy, after the date of an election and no person is released from any requirement or liability otherwise imposed under this policy by virtue of the passing of the date of the election.
- d. "EMPLOYEE" means all persons filling an allocated position of County employment and all members of boards, committees and commissions not included in definition of "Official," below.
- e. "IMMEDIATE FAMILY" means an individual's spouse; and an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support. Wis. Stat. § 19.42 (7).
- f. "OFFICIAL" means all County Department Heads, Supervisors and all other County elected officers, including candidates for County supervisor or any other County elective office, except judges.
- g. "PRIVILEGED INFORMATION" means written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders or custom as privileged.

(3) CONDUCT RELATED:

- (a) Impermissible Use of Public Office. No public official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Wis. Stat. § 19.59(1)(a).

Exception: This provision does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required under Wis. Stat. ch. 11. Wis. Stat. § 19.59(1)(a).

- (b) Donation, Solicitation, or Acceptance of "Anything of Value." No person may offer or give to a local public official or employee, directly or indirectly, and no local public official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official or employee. This paragraph does not prohibit a local public official or employee from engaging in outside employment, except as set forth in paragraph E.4. below. Wis. Stat. § 19.59(1)(b).
- (c) Prohibited Voting Practice and Influence. No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to

withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under Wis. Stat. § 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office. Wis. Stat. § 19.59(1)(br).

(d) Actual and Reasonable Expenses. No employee or person serving in a national, state or local office may accept any discount on the price of admission or parking charged to members of the general public, including any discount on the use of a sky box or private luxury box, at a stadium that is exempt from general property taxes under Wis. Stat. § 70.11(36). Wis. Stat. § 19.451.

(e) Additional Conduct Regulated. No local official or employee shall:

1. Take any official action substantially affecting a matter in which the official, employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest. Wis. Stat. § 19.59(1)(c)1.
2. Use his or her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official's or employee's immediate family, either separately or together, or an organization with which the official or employee is associated. Wis. Stat. § 19.59(1)(c)2.
3. This does not prohibit a local public official or employee from taking an action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance. Wis. Stat. § 19.59(1)(d).
4. Use County equipment, property, or services for personal benefit.
5. Engage in or accept private employment or render service for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties, unless otherwise permitted by law.
6. Without lawful authority, knowingly disclose of privileged information to any person not lawfully authorized to receive such privileged information. No official or employee shall use privileged information to advance their financial or personal interest or that of their immediate family.

(4) ADMINISTRATION OF ORDINANCE:

- (a) Ethics Board. The Sawyer County Ethics Board ("Board") shall administer and enforce the Code of Ethics. The Board shall consist of five members, appointed to staggered three-year terms, who shall serve with compensation. The five members shall include 3 County Board members and two citizens appointed by the County Administrator subject to County Board approval. All Board members shall be residents of Sawyer County. and. Board members shall be compensated at the per diem rate established for other County committees.

Ethics Board members shall be appointed by the County Administrator and no member shall serve more than two consecutive three-year terms. In cases where a member is appointed to serve out an unexpired term of a Board member, the appointed member may complete an unexpired term and then be appointed for two full terms.

The Corporation Counsel, or designee, shall provide legal assistance to the Board as the need arises. The Ethics Board shall elect its own Chair and Vice Chair and the Board shall be responsible for: 1) administering and enforcing the Code of Ethics; 2) investigating complaints; and 3) issuing advisory opinions.

- (b) Complaints. Any individual, either personally or on behalf of an organization or governmental body, may submit a complaint regarding an alleged Code of Ethics violation to the office of County Administrator and County Clerk who will forward it to the Corporation Counsel or designee. If the County Administrator or County Clerk is the subject of the complaint, the submission shall be made to the County Board Chair who will then forward it to the Corporation Counsel or designee. A complaint can also be forwarded directly to the Corporation Counsel should the situation be appropriate. All complaints shall be made in writing and include the following information:

1. Complainant's name, address, phone number, and County position, if any;
2. Name, address, and County position of person(s) named in complaint;
3. The specific policy or statutory provision which is alleged to have been violated;
4. Information supporting the allegation(s), including witnesses (providing both name and contact information).

- (c) Preliminary Review and Investigation. Within ten (10) days of receipt of the complaint, Corporation Counsel (or designee) shall forward a copy of the complaint to the subject of the complaint. After sending notice to the respondent, Corporation Counsel (or designee) shall within thirty (30) days:

1. Determine whether the complaint alleges facts sufficient to constitute a violation of the Code of Ethics.
 - i. Corporation Counsel (or designee) may dismiss the complaint if it is determined that the complaint does not allege facts sufficient to constitute a violation of the ordinance and/or that the complaint was made for harassment purposes. The complainant and the respondent will be notified of case dismissal in writing.
 - ii. Corporation Counsel (or designee) may initiate an investigation of possible violation(s). Each person who is the subject of the investigation shall be notified in writing of the exact nature and purpose of the investigation and the actions or activities to be investigated. If, in the course of the investigation, Corporation Counsel (or designee) believe that a

Commented [AA1]: "no member shall be a County employee or County official or be currently serving on any County commission or board"

violation, other than the violation alleged in the complaint, may have occurred, the complaint may be amended by Corporation Counsel (or designee) to include such additional violation(s).

iii. No action may be taken on any complaint which is filed more than one year after the time of the alleged violation of the Ethics Code.

2. Determine whether the complaint is in compliance with statutory restrictions on filing of certain complaints during election cycles.
3. Schedule and hold a hearing on the complaint before the Ethics Board, if necessary. Typically, a hearing is held within thirty (30) days of receipt of complaint.

(d) Hearings. The Ethics Board shall give the subject of the complaint at least 20 days' notice of the hearing date. Such hearings shall be conducted in accordance with the rules established by the Ethics Board in closed session, unless the subject of the complaint petitions for a hearing open to the public. The Ethics Board will conduct the hearing with the Chairman of the Board presiding.

1. Right to representation. During all stages of an investigation or proceeding conducted under this section, the subject of the complaint, or any person whose activities are under investigation, shall be entitled to be represented by counsel of his/her own choosing, at his or her own expense.
2. Due process. The subject of the complaint or his/her representative shall have an adequate opportunity to:
 - i. Examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing, as well as during the hearing;
 - ii. Present witnesses;
 - iii. Establish all pertinent facts and circumstances; and
 - iv. Question or refute any testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
3. Power to subpoena. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissions under § 885.01(3), Wis. Stats.
4. Vote of the Board. A majority vote of the Ethics Board shall be required for any action taken by the Ethics Board.

(e) Written Decision. Within thirty days (30) after the hearing, the Board, with Corporation Counsel's assistance, shall issue a written decision containing the findings of fact and the conclusions concerning the allegation(s) of Code of Ethics violation.

(f) Violations and Penalties. If the written decision contains a finding of a violation of the Code of Ethics, the Board shall direct one or more of the following actions:

1. Order the officer or employee to conform his or her conduct to the Code of Ethics;
2. Recommend to the County Board that the official or employee be censured, suspended,

removed from office or employment or other disciplinary action;

3. Subject violators to a civil forfeiture of not less than \$100 nor more than \$1,000 for each violation;
 4. Refer the matter to the district attorney for enforcement proceedings pursuant to Wis. Stat. § 19.59.
- (g) Records. All records of the Board shall be open to public inspection at any time, except that the names of individuals and identifying matter which clearly discloses the identity of any individual shall be kept confidential, and copies of such records shall be altered to remove any such identifying information, except that no such alterations shall be made to disclosure statements.

(5) ADVISORY OPINIONS:

If any County official or employee is requested or required to take action that may or may not violate the ethics ordinance, the employee/official shall not take any action until they have prepared a statement as to their concern and possible conflict of interest, and, provided a copy of this statement to their supervisor and to the Ethic Board. The employee/official may request either informal feedback or a formal, written Advisory Opinion on the matter, in order to determine whether corrective or mitigating action is appropriate.

Any person subject to the provisions of this ordinance, either personally or on behalf of an organization or governmental body, may request a formal *Advisory Opinion* as to the interpretation of any provisions of the Code of Ethics.

The Ethics Board may make an advisory opinion public with the written consent of the individual requesting the opinion or the organization/governmental body on whose behalf it is requested and may make public a summary of an advisory opinion after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the Ethics Board.

(6) DISCLOSURE OF ECONOMIC INTEREST:

The County Board may require County officials and County employees to file a disclosure statement of economic interests and/or a conflict of interest statement and establish a penalty for failure to file. It shall be a violation of this ordinance to knowingly omit or misstate required information on the disclosure statement.

(7) RETALIATION PROHIBITED:

Retaliatory acts taken against employees for reporting a complaint, requesting an Advisory Opinion, or assisting in the investigation of an alleged ethics violation, will not be tolerated by the County and will subject the offender to appropriate disciplinary action.

A) Administration Committee

Mission: Develop, guide and implement policies that address overall management, coordination, and operation of County government. Including County Administration and administrative support function.

Composition: County Board Chair and Vice-Chair and three additional Board members appointed by Chair and confirmed by a majority of the Board

Committee of Jurisdiction for: Administration, Human Resources, Veterans Services, and Information Technology

Primary Responsibilities:

- Address policy related to administrative and operational elements of County.
- Address Human Resource issues and policy.
- Approve Personnel Policy manual changes and forward as needed to Board for approval.
- Review and maintain Board policies, and make recommendations to Board on updated or new Board policies.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments.
- Approve contracts and agreements pertaining to facilities and infrastructure, and where the counter party requires board approval, forward to the County Board for approval.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments and County subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval

County Administrator's Work Report

July 13, 2022



General Updates

Corporation Counsel – Continuing to manage and work with Corporation Counsel. Overall, use of Counsel is going much better, and have experience with multiple staff at Attolles Law depending on subject matter. Land use, open records/meetings, interpretation of State Statute have been most frequent needs.

-Board Policies and Procedures – Have been discussing with each committee, regarding update of Committee policies and procedures. Will likely take two months to complete and be ready for August County Board meeting.

-Code of Ethics/Ethics Board. A Code of Ethics exists in the County Personnel Manual as well as in the Board Policies and Procedures manual. They are not consistent, and neither outlines a process for complaints and operating of the Ethics Board. A countywide policy could be outlined, that would also specify a process for complaints and actions by the Ethics Board to address. A draft has been prepared for consideration.

-Continued review of compensation schedule and current vacancies. The ambulance service has had sustained vacancies and nearly no applicants. The service has consistently had 4 vacancies for nearly a year, and have been informed of at least two more in coming months. A proposal for a salary adjustment has been prepared and forwarded to committees this month.

Meal and Mileage Reimbursements do not appear to have been adjusted in quite some time. Proposing adjustment to rates, but with no corresponding budget changes. Departments would have to manage rates (prioritize travel) within existing budgets.

Municode – Slow going getting current version from Municode and getting reviewed with Counsel.

Courthouse Renovation

Pre-construction/Construction – Going well overall. We have been focusing on items County is responsible for including Courtroom A/V and Furniture. Both items have come in over projected budget amounts, so we have decided to contact additional vendors or look for other alternatives. Time is of the essence as some of these items have long lead times.

Broadband

Have had some contact with Broadband providers to discuss grant awards. Waiting on advisement from CLA (Clifton Larsen Allen) auditors who are advising on ARPA funds, on how to disburse ARPA funds. All broadband grant applicants that the County approved ARPA dollars for this spring, received approval from PSC.

Opioid Settlement Status

Securitization option is coming together as put together by WCA. Would allow Counties to receive more upfront money rather than being paid an amount yearly over 18 years. Information being presented to Finance Committee.

ARPA

No new updates.

Airport

Working with manager on improving airport lease language, addressing new hangar leases, and upcoming improvement projects.

Budget

2023 process is underway, too early to report. Have had initial “pre-budget” meetings with a couple departments.

Department Administrator Meetings

Will be having monthly meetings with Department Administrators – first was in June. Some of the topics covered:

2022 Budget

2023 Budget Process and elements

Construction Project Updates

Hiring/Staffing/Recruiting Updates

Flexible/Alternate Scheduling

Code of Ordinances

Corporation Counsel

Grant writing

First Amendment Auditors

Administration Priorities

Digital Government

Employee Engagement – Priority

Employee Training