Sawyer County

Agenda
Administration Committee Meeting
Thursday, December 8, 2022 @ 10:00 AM
Assembly Room/Virtual Meeting
Revised: Thursday, December 8, 2022 8:01 AM

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 at 1-312-626-6799with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute.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. 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 - 5 a. Administration Committee DRAFT Minutes

8. TREASURER DEPARTMENT UPDATE

6 - 7 a. DOR Annual County Sales Tax Distribution

9. VETERANS SERVICE DEPARTMENT REPORT

8 - 11 a. Administration Committee Meeting December 8_2022

10. INFORMATION TECHNOLOGY DEPARTMENT REPORT

12 a. IT-2022-12-10-Administration-Committee

11. HUMAN RESOURCES REPORT

13 a. Human Resource Report December 2022

12. MUNICODE UPDATE (DISCUSSION AND POSSIBLE ACTION)

14 a. Adopted Municode Ordinance

13. TRIBAL LAW ENFORCEMENT ASSISTANCE GRANT APPLICATION (DISCUSSION AND POSSIBLE ACTION)

15 - 25 a. Res to Approve Tribal Law Enforcement Agreement
County Tribal LE Assistance 2023 Grant FINAL

14. POLICY

26 - 32 a. Investment Policy (discussion and possible action)
Sawyer County Investment policy 11-29-22_

33 - 36 b. Contract Signing and Review (discussion and possible action)
1) Res 2022- FOR APPROVING COUNTY SIGNATORY AUTHORITY
2) Contract Approval 11-2022 Final

15. CONSIDER IMPLEMENTATION OF PAID TIME OFF BENEFIT (DISCUSSION AND POSSIBLE ACTION)

16. COUNTY ADMINISTRATOR'S REPORT

a. Review of County Employee Benefits

17. CLOSED SESSION -- UNION CONTRACT NEGOTIATIONS AND WAGES (DISCUSSION AND POSSIBLE ACTION)

Pursuant to Wisconsin Statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. In addition, the committee will be discussing collective bargaining strategy and thus is excluded from open session requirements under s. 19.82(1).

Open Session - - Discussion and possible action RE: closed session

18. FUTURE AGENDA ITEMS

19. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

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 November 10th meeting of the Sawyer County Administration Committee Of the Sawyer County Board of Supervisors Assembly Room; Sawyer County

Voting Committee Members (X) Present:	**Others Present:**	
☒ Chair: **Tweed Shuman**	Andy Albarado	Linda Zillmer
☒ Vice Chair: Ron Buckholtz	Lynn Fitch	
☐ Tom Duffy	Mike Coleson	
☒ Ron Kinsley		
☒ Dale Schleeter		

Call to Order –Chair Shuman called the meeting to order at 10:50 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 October 13, 2022, meeting; second by Mr. Buckholtz. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided. Mr. Elliott reviewed the highlights of his written report. He provided an update on the Camp Lejeune lawsuit. He advised that providing care through his Veterans' Services office rather than sue through the government will ultimately end up in much better care coverage for the veteran.

Information Technology Department Report – A written report was provided.

Human Resources Report – A written report was provided. Ms. Lillyroot advised that in reviewing exit interviews, people who have left have left for a variety of reasons; there does not seem to be a specific pattern.

Municode – The most recent version of Municode was presented. The purpose is to adopt a version that can still be updated when needed. Zoning ordinances are, at this time, listed as an appendix. Mr. Buckholtz recommended that Municode should come to Zoning to discuss process prior to sending it on to County Board for approval. No action was taken; it will be on the December agenda.

Discussion on Employee Benefits and Compensation – Mr. Albarado presented the concept of moving from vacation/sick leave policy to PTO. He presented an overhead of a plan to switch to PTO showing the accrual projections. This would not apply to our 24-hour departments.

Budget Updates – The 2023 fee schedule was shared.

County Administrator's Report – Mr. Albarado reported they are reviewing benefits and looking for creative ways to incentivize staff. They are working on some office moves for JusticePoint and getting closer to receiving the TAD grant. We will be getting $722,000 through the local tribal area consistency fund as a one-time payment. Andy has been reaching out to the SC/LCO economic development corporation more.

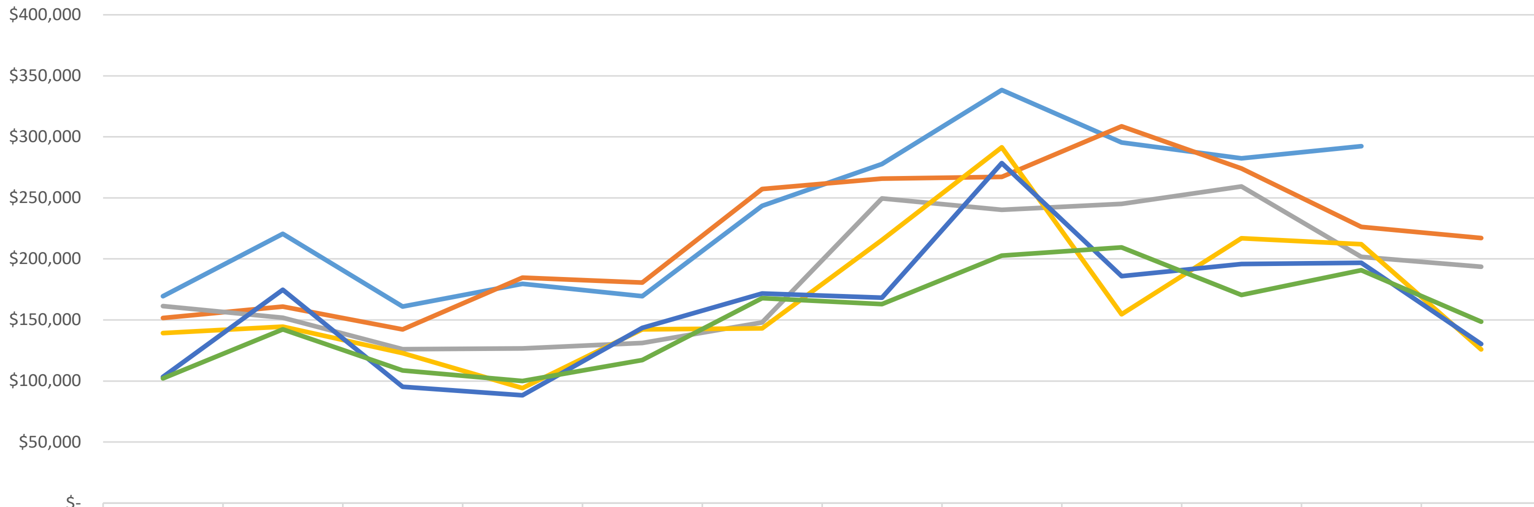
Union Contract Negotiations and Wages – Closed session; a motion was made at 11:35 by Kinsley; second by Mr. Buckholtz to enter closed session pursuant to Wisconsin Statute §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. In addition, the committee will be discussing collective bargaining strategy and thus is excluded from open session requirements under s. 19.82(1). A roll call vote was taken and passed 4-0; "Aye" votes included Kinsley, Schleeter, Righeimer and Hessel. A roll call vote was taken and passed without negative vote. Let the record show that a quorum of the Administration committee was present for this vote.

A motion was made at 11:39 to come out of closed session by Mr. Kinsley; second by Mr. Schleeter. Motion carried without negative vote. No action was taken in closed session.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, December 8, at 10:00 am in the Assembly Room.

Meeting adjourned at 11:40 am
Minutes recorded by Lynn Fitch, County Clerk

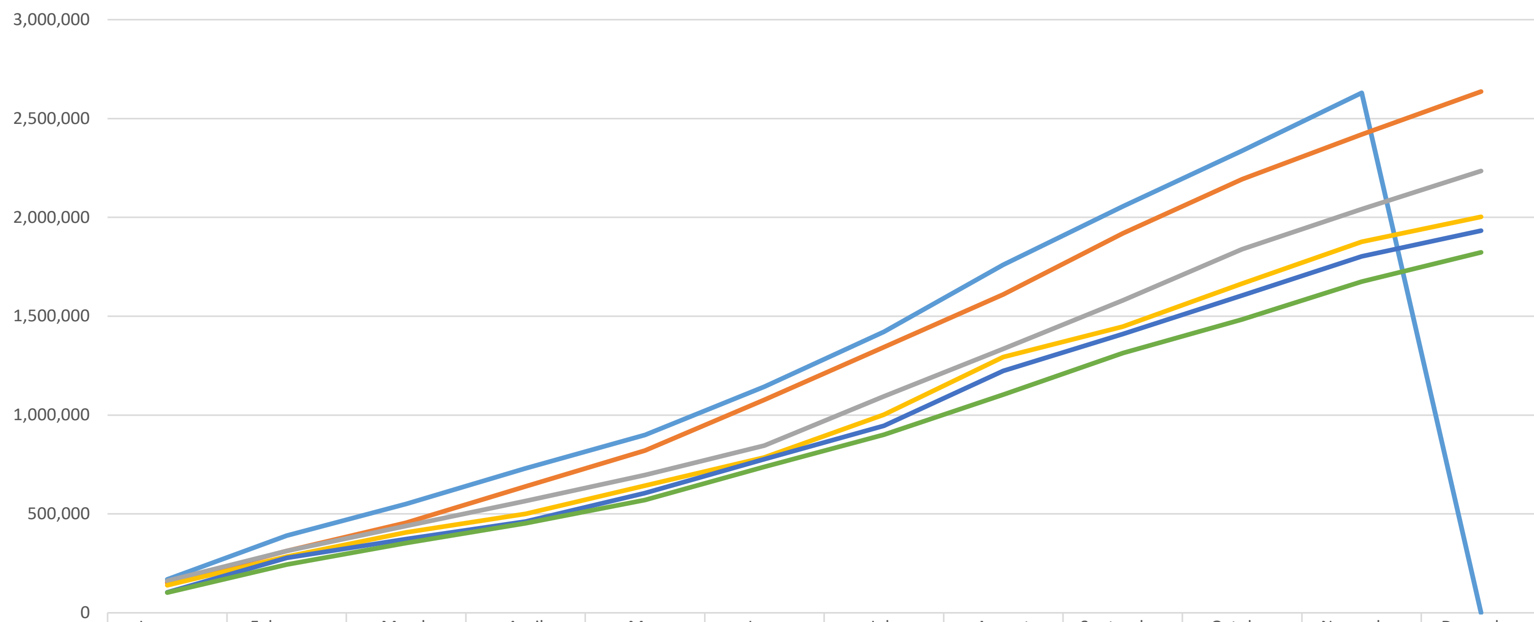
Sawyer County Sales Tax - Monthly



	January	February	March	April	May	June	July	August	September	October	November	December
2022	169,407	220,504	161,008	179,589	169,445	243,473	277,796	338,392	295,423	282,416	292,345	
2021	151,646	160,903	142,260	184,720	180,576	257,182	265,808	267,126	308,640	274,157	226,158	217,112
2020	161,382	151,846	126,061	126,683	131,194	147,924	249,469	240,248	245,188	259,373	201,664	193,515
2019	139,231	144,565	122,883	94,196	142,225	143,146	215,464	291,426	154,752	216,861	212,000	125,937
2018	103,446	174,653	95,347	88,314	143,492	171,736	168,256	278,501	185,990	195,858	196,754	130,326
2017	102,121	142,279	108,572	100,016	117,132	167,876	163,086	202,824	209,457	170,421	190,735	148,514

2022 2021 2020 2019 2018 2017

Sawyer County Sales Tax - Cumulative
2022 Budget $2,200,000



	January	February	March	April	May	June	July	August	September	October	November	December
2022	169,407	389,910	550,918	730,507	899,952	1,143,425	1,421,221	1,759,613	2,055,036	2,337,452	2,629,797	0
2021	151,646	312,549	454,809	639,529	820,105	1,077,288	1,343,096	1,610,222	1,918,862	2,193,019	2,419,177	2,636,289
2020	161,382	313,228	439,289	565,972	697,166	845,089	1,094,559	1,334,807	1,579,995	1,839,368	2,041,032	2,234,546
2019	139,231	283,795	406,678	500,874	643,099	786,245	1,001,709	1,293,136	1,447,888	1,664,749	1,876,749	2,002,686
2018	103,446	278,099	373,445	461,760	605,252	776,988	945,244	1,223,745	1,409,734	1,605,593	1,802,347	1,932,673
2017	102,121	244,401	352,973	452,989	570,121	737,997	901,083	1,103,908	1,313,364	1,483,785	1,674,520	1,823,034

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

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843

SAWYER COUNTY

Administrative Committee Meeting, December 8, 2022

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

B. **Office Report:**

Contacts:

November: 368 phone calls, 324 letters/emails/faxes and 150 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 115 disability/pension claims to date and received retroactive payment of $564,495.96 for claims decided in the Veteran's favor.

Training:
Up to date.

Miscellaneous:
WDVA FY 2023 County Transportation Services Grant - $3,537.85
(.14 per mile)

Respectfully submitted,

Gary Elliott
CVSO

Budget Performance Report

Fiscal Year to Date 12/02/22

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	850.00	450.00	65	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	$850.00	$9,450.00	8%	$5,275.00
	REVENUE TOTALS	$10,300.00	$0.00	$10,300.00	$0.00	$0.00	$850.00	$9,450.00	8%	$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	62,773.53	50,112.47	56	92,061.98
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	39.00	(11.00)	139	29.07
50147	Workers Comp	3,757.00	.00	3,757.00	.00	.00	2,021.27	1,735.73	54	2,157.93
50151	FICA-Employer's Share	8,789.00	.00	8,789.00	.00	.00	4,810.38	3,978.62	55	7,697.25
50152	Retirement-Employer's Share	6,373.00	.00	6,373.00	.00	.00	3,821.62	2,551.38	60	6,441.83
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	42.90	4.10	91	71.80
50225	Telephone	500.00	.00	500.00	.00	.00	947.69	(447.69)	190	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	335.73	2,164.27	13	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	38.39	161.61	19	85.20
50312	Office Supplies	900.00	.00	900.00	.00	.00	477.68	422.32	53	609.50
50313	Printing	2,600.00	.00	2,600.00	.00	.00	1,935.97	664.03	74	2,416.16
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	30.00
50329	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	102.50	47.50	68	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	1,412.90	(1,212.90)	706	1,564.45
	State Account 54720 - Veteran's Office Totals	$145,730.00	$0.00	$145,730.00	$0.00	$0.00	$79,802.73	$65,927.27	55%	$115,730.50
State Account 54730 - Care of Veteran'sGraves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	6,696.00	304.00	96	6,624.00
	State Account 54730 - Care of Veteran'sGraves Totals	$7,000.00	$0.00	$7,000.00	$0.00	$0.00	$6,696.00	$304.00	96%	$6,624.00

Budget Performance Report

Fiscal Year to Date 12/02/22
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	$86,498.73	$71,231.27	55%	$122,354.50
	EXPENSE TOTALS	$157,730.00	$0.00	$157,730.00	$0.00	$0.00	$86,498.73	$71,231.27	55%	$122,354.50
	Fund 100 - General Fund Totals									
	REVENUE TOTALS	10,300.00	.00	10,300.00	.00	.00	850.00	9,450.00	8%	5,275.00
	EXPENSE TOTALS	157,730.00	.00	157,730.00	.00	.00	86,498.73	71,231.27	55%	122,354.50
	Fund 100 - General Fund Totals	($147,430.00)	$0.00	($147,430.00)	$0.00	$0.00	($85,648.73)	($61,781.27)		($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	449.00	849.00	35	.00
50247	Repairs-Buildings	9,582.00	.00	9,582.00	.00	.00	1,718.71	7,863.29	18	.00
50329	Subscriptions	100.00	.00	100.00	.00	.00	175.00	(75.00)	175	100.00
50335	Meal Expenses	720.00	.00	720.00	.00	.00	180.00	540.00	25	.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	898.00	1,602.00	36	.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	188.44	111.56	63	83.95
	State Account 54700 - Veteran's Grant Expenses Totals	$18,000.00	$0.00	$18,000.00	$0.00	$0.00	$3,609.15	$14,390.85	20%	$8,500.00
	Department 00 - General Totals	$18,000.00	$0.00	$18,000.00	$0.00	$0.00	$3,609.15	$14,390.85	20%	$8,500.00
	EXPENSE TOTALS	$18,000.00	$0.00	$18,000.00	$0.00	$0.00	$3,609.15	$14,390.85	20%	$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	3,609.15	14,390.85	20%	8,500.00
	Fund 213 - Veteran's Service Grant Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$5,740.85	($5,740.85)		$0.00
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	7,000.00	.00	7,000.00	3,537.85	.00	9,137.70	(2,137.70)	131	6,903.91
	Department 00 - General Totals	$7,000.00	$0.00	$7,000.00	$3,537.85	$0.00	$9,137.70	($2,137.70)	131%	$6,903.91
	REVENUE TOTALS	$7,000.00	$0.00	$7,000.00	$3,537.85	$0.00	$9,137.70	($2,137.70)	131%	$6,903.91

Budget Performance Report

Fiscal Year to Date 12/02/22

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	3,537.85	.00	9,137.70	(2,137.70)	131%	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	$3,537.85	$0.00	$9,137.70	($9,137.70)		$2,903.91
	Grand Totals									
	REVENUE TOTALS	35,300.00	.00	35,300.00	3,537.85	.00	19,337.70	15,962.30	55%	20,678.91
	EXPENSE TOTALS	182,730.00	.00	182,730.00	.00	.00	90,107.88	92,622.12	49%	134,854.50
	Grand Totals	($147,430.00)	$0.00	($147,430.00)	$3,537.85	$0.00	($70,770.18)	($76,659.82)		($114,175.59)

Mike Coleson
Sawyer County IT Director

December 10, 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 Andy Albarado

IT Department Report

Agenda items
N/A

Projects completed

- Moved all ADRC staff to Oasis building
- Worked with Maintenance to cool Sheriff datacenter after air conditioner malfunction.

Projects in progress

- New server project: 2022 CIP redundant servers. Equipment has arrived. December installation.

Pending Projects

Helpdesk and support activities
90% of time spent on support requests

Mike Coleson

Human Resource Report
December 8, 2022

11/1/2022	Tatyana Kurtzweil	Treasurer	FT
11/1/2022	Erika Prince	HHS	FT
11/1/2022	Kristi Kare	Clerk of Court	FT
11/7/2022	Brandon Willis	Ambulance	PT
11/17/2022	Rick Jelak	Highway	Term - Seasonal
11/17/2022	Charles Hayes	Highway	Term - Seasonal
11/17/2022	Greg Strasser	Highway	Term - Seasonal

****
Recruiting for driver/operator at highway shop
Recruiting for EMS positions
Recruiting for bailiffs
Recruiting for Jail, Dispatch and Deputy positions
Recruiting for Mental Health Therapist
Recruiting for ADRC/Veteran's Services Assistant
Recruiting for CPS Social Worker/Caseworker (2)
Recruiting/Interviewing for Maintenance Position

Ongoing personnel issues
Reviewing / Updating Policy Manual

ORDINANCE NO. ________________

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR SAWYER COUNTY, WISCONSIN; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE SAWYER COUNTY BOARD OF SUPERVISORS:

Section 1. The Code entitled "Code of Ordinances of Sawyer County, Wisconsin," published by Municipal Code Corporation, consisting of chapters 1 through 28, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before December 16, 2021, and not included in the Code or recognized and continued in force by reference therein, are repealed. In addition, the peace and good order bond schedule for the ordinance adopted on December 19, 2019, shall continue in full force and effect as if set out at length in the Code.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall forfeit not less than $50.00 nor more than $500.00 and the costs of prosecution, and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the County jail of the County until payment of such forfeiture and the costs of prosecution, but not exceeding 30 days for each violation, provided, however, that in no case shall the forfeiture imposed for a violation of any provision of this section exceed the maximum fine for the same offense under the laws of the state Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the County may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after December 16, 2021, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective ______________________________________

SAWYER COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. ____________

WHEREAS, Wis. Stat. § 59.54(12) and Wis. Stat. § 165.90 permit Sawyer County (the "County") to enter into cooperative county-tribal law enforcement agreement;

WHEREAS, the County and the Lac Courte Oreilles Band of Lake Superior Chippewa Indians ("LCO") have previously entered into a law enforcement agreement as part of a grant program with the State of Wisconsin for the purpose of establishing and maintaining a cooperative law enforcement program between the County and LCO (the "Grant");

WHEREAS, the Grant for the term of January 1, 2023 through December 31, 2023 (the "2023 Grant") requires that each party thereto pass a resolution approving a cooperative agreement with the other party to memorialize the terms and conditions to be performed by each party pursuant to the 2023 Grant;

WHEREAS, a 2023 Cooperative Law Enforcement Agreement (the "2023 Law Enforcement Agreement") was developed from a similar agreement used in previous years between the County and LCO and updated to reflect certain revisions and to establish a Tribal Animal Control program to be funded by the 2023 Grant. A copy of the 2023 Law Enforcement Agreement is attached hereto and incorporated herein as Exhibit A;

WHEREAS, pursuant to Wis. Stat. § 59.54(12), the Sawyer County Board of Supervisors ("County Board") must approve the 2023 Law Enforcement Agreement;

WHEREAS, the County Public Safety Committee reviewed and discussed the 2023 Law Enforcement Agreement at its meeting on December 1st and the County Administration Committee reviewed and discussed the 2023 Law Enforcement Agreement at its meeting on December 8, 2022, and both voted to recommend that the County Board approve the 2023 Law Enforcement Agreement at its meeting on December 15, 2022; and

WHEREAS, the County Board considered the 2023 Law Enforcement Agreement at its meeting on December 15,2022.

NOW, THEREFORE, BE IT RESOLVED, the Sawyer County Board of Supervisors determines the following:

1. Recitals. The Recitals set forth above are true and correct, and are hereby incorporated into this Resolution.

2. Approval of 2023 Law Enforcement Agreement. The County Board hereby approves the 2023 Law Enforcement Agreement as set forth in Exhibit A.

3. Health, Welfare and Safety. The County's approval of this Resolution and the 2023 Law Enforcement Agreement as set forth in Exhibit A is beneficial to the health, welfare and safety of the County's residents, taxpayers and visitors.

This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its meeting on December 15, 2022, by this Sawyer County Public Safety meeting this 1st Day of December, 2022.

Ron Buckholtz, Member	Ed Peters, Member
Marc Helwig, Member	Jason Weaver, Member
Marshal Savitski, Member	

This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its meeting on December 15, 2022, by this Sawyer County Administration Committee onthis 1st Day of December, 2022.

Tweed Shuman, Chair	Ron Buckholtz, Vice Chair
Ron Kinsley, Member	Tom Duffy, Member
Dale Schleeter	

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this ___h day of ________, 2022.

Tweed Shuman, Sawyer County Board of Supervisors Chairman	Lynn Fitch, Sawyer County Clerk

Exhibit A – 2023 Cooperative Law Enforcement Agreement

County Tribal Law Enforcement Services

County/Tribal Law Enforcement Assistance 2023

Grant Package

State of Wisconsin
Department of Justice
17 West Main Street
P.O. Box 7857
Madison, WI 53707-7857

Josh Kaul
Attorney General

Grant Program Summary

Grant Title: <u>**County/Tribal**</u> Law Enforcement Assistance 2023

Description: Wis. Stat. § 165.90 creates the county/tribal law enforcement assistance grant program.

Important Dates:

Pre-Application Due Date: September 28, 2022

Award Amount Certification Date: October 14, 2022

Application Due Date: November 16, 2022

Award Checks Sent: By January 15, 2023

Project Start Date: January 1, 2023

Project End Date: December 31, 2023

Match Requirement: None

Eligibility: Any county that has a federally recognized Reservation or Off-Reservation Trust Lands within its boundaries may enter into an agreement in accordance with Wis. Stat. § 59.54(12) with the Indian tribe located in the county to establish a cooperative county-tribal law enforcement program. A County or Tribe may be an applicant for any number of awards.

Eligible Expenses: Funding may be used to fund law enforcement operations. Please feel free to contact the Department of Justice (DOJ) with any questions about allowable expenses.

Program Contact: Sabrina Gentile, (608) 287-4310
gentilesm@doj.state.wi.us

County/Tribal Law Enforcement Assistance 2023
Pre-Application Review

Anticipated Funding Amount: Under Wis. Stat. § 20.455(2) (kt), there is no cap on a single award and the total available funding for all grants is $631,200.

Award Calculation: The Department of Justice (DOJ) utilizes a formula process in making awards. The DOJ equally considers reservation population in relation to county population, the county violent crime rate, and the tribal unemployment rate. The DOJ further averages the preliminary award for a given year with three of the most recent grants in order to mitigate large award fluctuations from year to year.

Preliminary Data: *See Next Page.*

Source Documents:

- U.S. Census Bureau
- Tribal Data - Source 2016-2020 American Community Survey 5-Year Estimates
- WI DWD 5/2022 County Non-Seasonally Adjusted Unemployment Rate
- Violent Crimes rate is # per 100,000 residents calculated by WI DOJ BJIA

Pre-Application Process: Each county/tribe program interested in applying needs to notify the DOJ of their intention to apply. If the DOJ receives no response by September 30, 2022, the program may not be allotted funds. The DOJ has collected preliminary data on past applicants for their review. If an applicant is applying for the first time, please search the source documents for preliminary data. If the applicant thinks there is a discrepancy with the preliminary data, an applicant can provide the DOJ with a proposed value with supporting documentation in their pre-application response for review by the DOJ.

Due Date: Pre-application responses are due to the DOJ at gentilesm@doj.state.wi.us by September 28, 2022. The DOJ will review each applicant's eligibility and will provide each applicant with their final award amount by October 14, 2021.

Preliminary Data:

Past Tribal and County Applicants	Reservation/ County Population	County Crime Rate	Reservation Unemployment
Bad River Band of Lake Superior Chippewa Indians	1278		15%
Forest County Potawatomi Community	640		48%
Ho Chunk Nation	1,412		14%
Lac Courte Oreilles Band of Lake Superior Chippewa Indians	2,827		13%
Lac du Flambeau Band of Lake Superior Chippewa Indians	3,467		8%
Menominee Indian Tribe of Wisconsin	3,602		14%
Oneida Nation	26,206		3%
Red Cliff Band of Lake Superior Chippewa Indians	1,256		12%
St. Croix Chippewa Community	618		17%
Sokaogon Chippewa Community in Mole Lake	533		24%
Stockbridge-Munsee Mohican Community	637		8%
Ashland County	16,107	174.5	
Barron County	46,719	160.8	
Bayfield County	16,320	110.4	
Brown County	269,591	228.9	
Burnett County	16,744	248.4	
Forest County	9,258	177.8	
Iron County	6,178	104.8	
Jackson County	21,121	145.4	
Juneau County	26,802	239.4	
Menominee County	4,289	21.7	
Monroe County	46,193	187.7	
Outagamie County	191,545	180.2	
Polk County	45,431	156.5	
Sauk County	65,697	102.2	
Sawyer County	18,295	344.2	
Shawano County	40,859	105.5	
Wood County	74,070	209.9	

County/Tribal Law Enforcement Assistance
2023 Grant Application

Applications must be received by the DOJ via email or postmarked by USPS on or before November 16, 2022.

Name of Applicant Program	County: Sawyer County Sheriff's Department	Tribe: Lac Courte Oreilles Band of Lake Superior Chippewa Indians
Street Address	15880 E 5th Street	13394 W Trepania Road
City	Hayward	Hayward
State	WI	WI
Zip Code	54843	54843

Signatory Name	Doug Mrotek
Title	Sheriff
Street Address	15880 E 5th Street
City	Hayward
State	Wisconsin
Zip Code	54843
Email	dmrotek@sawyersheriff.org

Program Contact	Dianah Ton
Title	Assistant Director
Street Address	13771 W Gitigaan Road
City	Hayward
State	Wisconsin
Zip Code	54843
Email	dianah.ton@lco-nsn.gov

Please make sure the following are attached and submitted with the application. If there are scheduling issues, please contact DOJ.

- ❑ County Board Resolution Approving Joint Plan.
- ❑ Tribal Governing Body Resolution Approving Joint Plan.
- ❑ 2022 Preliminary Grant Close Out Report (See page 7 of this package).

Budget Summary: Please enter the amount of expenses that are anticipated in each of these budget categories.

Personnel	$29,640
Fringe	$9,594
Travel	$4,000
Equipment	$0
Supplies	$2,000
Other	$8,126
Total	**$49,860**

Budget Narrative: Please enter a justification that describes how the items in each category will be used during the course of the grant period and describe how your budget relates to the overall program.

The Animal Control Officer salary is calculated at $19/hour prorated to .75 FTE (Full Time Equivalent) for total $29,640. The tribe will supplement .25 FTE of the Animal Control Officer salary to make this position full-time to meet community needs. Fringe benefits are calculated based on tribal employee benefits and prorated to .75 FTE and include federal employee health, dental, and life insurance premium of $5,400, FICA/Medicare/SUTA totaling $2,712, worker's comp insurance totaling $592.50, and 401k employer match of $889.50.

Travel includes mileage expenditures for the animal control vehicle patrolling the reservation at $0.585/mile for 6838 miles traveled per year.

Supplies include operational and uniform supplies such as files, pens, paper, storage as needed ($50 x 12 months) for $600 by the Animal Control Officer for record keeping and storage of data gathered and maintained. Additional supplies include $1,400 to be used on uniform supplies including tactical clothing, jacket, and footwear, flashlights, animal constraint supplies such as catch poles, muzzles, leashes, etc.

Other expenses include contracted services, $2,500 to assist with the cost of renting containment space at the local dog pound for animals picked up without an identified owner or are being removed from an undesirable environment, $1,000 to advertise Animal Control Contact Information and community education information of proper animal control in the Sawyer County Record, and basic vehicle maintenance expenses for a total of $1,126 including regular oil changes, vehicle registration, and other maintenance as needed.

Project Narrative

The Tribe and the County law enforcement collaboration's mission is to promote the general welfare of all residents of Sawyer County; by providing improved law enforcement coverage thereby increasing their ability to protect life and property; to preserve public peace and maintain order, with focus on the Tribe's Reservation. Continued funding through the State of Wisconsin's Department of Justice's County and Tribal Law Enforcement Agreement Grant Program is necessary for the Tribe and County to achieve this mission.

The cooperative law enforcement program between the Lac Courte Oreilles Tribal Governing Board, Lac Courte Oreilles Tribal Police Department, Sawyer County Administration, and the Sawyer County Sheriff's Department will utilize the grant funding for support of salary, fringe, and operational expenses of the Lac Courte Oreilles Animal Control Officer. The Animal Control Officer will patrol and respond to animal complaints within Reservation boundaries, covering over 78,045 square acres including over 412 miles of State, County, BIA, Tribal and Town Roads.

The County is in full agreement as animal control is currently the most requested call for services to the Tribal Police Department, distracting law enforcement officers from higher priority calls for services, crimes, and incidents including but not limited to drug trafficking, domestic violence, sexual assault, traffic stops, theft, and robbery. As the more significant calls are being reported, having a shortage of available officers is causing these reports to be attended inefficiently.

The Animal Control Officer will enforce the laws of the State of Wisconsin (the "State") and the County, along with the laws of the Tribe. As used in this Agreement, the "Tribe's Reservation" refers to the territory described in Article I, Section 1 of the Amended Constitution and Bylaws of the Tribe, in addition to all other land that qualifies as Indian country pursuant to 18 U.S.C. 1151. The County and the Tribe will administer the Program within Sawyer County, the fifth largest in the State, with 1,256 square miles. The population of Sawyer County was 18,295 (ACS, 2021). The Tribe currently has 8,432 enrolled Tribal Members of which 3,073 members reside on reservations (LCO Population Report, 2022).

Program's need for funding. Animal complaints are currently the number one request for services from the Lac Courte Oreilles Tribal Police Department. As the Lac Courte Oreilles Tribal Police Department is currently short-staffed the full-time police officers are unable to take other calls due to the substantial number of animal complaints occurring within Reservation boundaries. Additionally, the Sawyer County Sheriff's Department is also short-staffed and unable to respond to the excessive animal complaints. Having a dedicated Animal Control Officer will meet the needs of the community regarding animals and animal related reports allowing the Full Time Tribal and County Police Officers to have the capacity to respond to critical issues more efficiently.

In 2022, there have been 12 dog bites as of October 2022 of which all required medical treatment at the Lac Courte Oreilles Health Clinic or Hayward Area Memorial Hospital. In addition, the

Lac Courte Oreilles Tribal Police Department received 58 animal complaints as of October 2022 which show FY 2022 complaints and bite reports are expected to exceed 2021 reports (FY 2021 11 bites) and complaints (FY 2021 62) if animal control on the Reservation is left unaddressed (LCO PD Calls for Services, 2022).

Currently animal control within the reservation does exist, in which this funding will support the enhancement of animal control on the Reservation to include implementation of animal complaint response protocols, enhanced enforcement of tribal animal control laws and codes, maintenance of a database of animal vaccination/certifications of all dogs and cats within the reservation to protect public health, patrolling villages for animals at large and respond accordingly within protocols, and provide community education and promote awareness of proper animal/household pet care.

Administration of grant funding. The Lac Courte Oreilles Tribal Government, Lac Courte Oreilles Tribal Police Department, Sawyer County Government, and Sawyer County Sheriff's Department all agree, due to the numerous calls of animal complaints on the reservation and lack of staff to respond to serious reports, the County/Tribal Law Enforcement Assistance Grant funds most beneficial use are to support an Animal Control Officer staffed under the Lac Courte Oreilles Tribal Police Department and financially supplemented by the Lac Courte Oreilles Tribal Governing Board.

The Lac Courte Oreilles Tribal Government will accept the grant fund disbursement and will expend the funds in the form of payroll and accounts payables per expenditures received and will be responsible for the programmatic and fiscal compliance and reporting. The Lac Courte Oreilles Tribal Police Department's Assistant Director will work closely with the hired Animal Control Officer to monitor performance and prepare and submit reporting to the Wisconsin Department of Justice. With support from the Lac Courte Oreilles Compliance Department staff budgets will be monitored to ensure expenditures via the grant are allowable per regulations and fiscal reporting will be submitted as stipulated by the State of Wisconsin and grant guidelines.

Law enforcement services provided. The main responsibilities of the Animal Control Officer will be to respond to investigations of animal mistreatment, rescue, and control of abandoned, dangerous, and abused animals from undesirable conditions, interact with public regarding proper animal care, and maintaining public health. The Animal Control Officer may also be responsible for the safe removal of dangerous animals that are causing disturbances to communities such as bears, coyotes, and other predators as directed by the Chief of Police and/or Conservation Director.

Additional duties will include examining animal licenses and compliance with ordinances established ensuring housing of animals is adequate, examining animals for maltreatment or injuries and arranging appropriate medical treatment as needed, investigating reports of animal attacks or animal cruelty and interviewing witnesses, collecting evidence and writing reports, issue warnings and citations of animal related offenses and referrals to Tribal Court, develop and maintain a vaccination and animal license database, provide public education on animal welfare and animal control regulations, and prepare animal offense related prosecutions and give evidence in court.

Daily supervision and control. The Lac Courte Oreilles Tribal Police Department's Chief of Police, Tim Debrot, will be responsible for the daily supervision and control of the hired Animal Control Officer. Chief Debrot is primarily responsible for the scheduling, directing, and overseeing the activities and operations of the Lac Courte Oreilles Tribal Police Department ensuring coverage is maintained for effectively meeting the calls for service and needs of the Reservation.

Program planning and implementation. The program provides for coordination between the County and the Tribe regarding animal control law enforcement within the Reservation boundaries and maintaining effective law enforcement patrol of the County and Reservation. The Sheriff, Tribal Police Chief, and Public Safety Committee for the Tribe and County shall meet with the Tribal Governing Board and prepare detailed reports of the collaboration upon reasonable request. Discussion of the current law enforcement agreement program and additional strategies to meet the community's animal control and law enforcement needs will occur as needed.

Deputization, training, and insurance policies. The Lac Courte Oreilles Tribal Police Department and Sawyer County Sheriff's Department no longer cross deputize law enforcement officers to best meet the needs of the individual communities served due to the high demand of law enforcement assistance needed. If Sawyer County needs Lac Courte Oreilles Tribal Police Department's assistance on a call, the mutual-aid agreement currently established is used between the law enforcement agencies. In addition, to maintain employment as a law enforcement officer of the Lac Courte Oreilles Tribal Police Department, each officer must complete 24 hours of in-service training and are covered by the Lac Courte Oreilles Tribal Police Department's insurance coverage policy.

Data collection and record keeping. The Animal Control Officer will prepare, complete, and maintain all records and data of animal related incidents and violations in accordance with applicable policies, procedures, and practices of the Lac Courte Oreilles Tribal Police Department. This includes types of complaints, animal licensure, current vaccinations, citations issues, and other pertinent information to the position. All data will be kept confidential as required by law.

The Lac Courte Oreilles Tribal Police Department will ensure timely submission of annual and preliminary reports as requested by WI DOJ and as stipulated within the County and Tribal Law Enforcement Assistance Grant guidelines.

INVESTMENT POLICY

It is the policy of Sawyer County (County) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the County and conforming to all federal and state statutes governing the investment of public funds.

I. Governing Authority
The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statutes§§ 59.62 and 59.25(3)(s).

II. Scope
This investment policy applies to activities of the County with regard to investing the financial assets of all funds, including any new fund created, unless specifically exempted.

Except for funds in certain restricted and special funds, the County commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

III. General Objectives
The primary objectives, in priority order, of the County's investment activities shall be:

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate credit risk, interest rate risk and custodial risk.

2. **Liquidity**- The investment portfolio shall remain sufficiently liquid to enable the County to meet all operating requirements that might be reasonably anticipated.

3. **Return on Investments** - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, and taking into consideration the investment risk constraints of safety and liquidity needs.

4. **Special Considerations -** Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State.

IV. Standards of Care

1. Prudence
   The standard of prudence to be used by investment officials shall be in accordance with the "prudent person rule" per Wisconsin Statutes§ 881.01(11) and shall be applied in the context of managing an overall portfolio. The "prudent person" standard states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

   Investment Officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Ethics and Conflicts of Interest:
   Officers and employees involved in the investment process shall refrain from personal activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the County Administrator any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.
   The employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the County.

V. Delegation of Authority:

Pursuant to Wisconsin Statutes§§ 59.62 and 59.25(3)(s), and County Resolution ______________________ the authority to manage the County's investment program is delegated to an Investment Committee comprised of the County Administrator, County Treasurer, Finance Director, and either the County Board Chair or designee (Board Member). The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates. The Investment Committee shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Investment Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

As defined in Wisconsin Statutes §66.0603(2), the County may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in theState.

Investment Advisor
The Investment Committee may engage the services of one or more external investment advisors to assist in the management of the entity's investment portfolio in objectives. Such external advisors may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such advisors must be registered under the Investment Advisors Act of 1940.

VI. Authorized Financial Institutions and Depositories
The primary provider of banking services will be the County's official depository as determined by the Finance Committee and will abide by the guidelines of this policy. In addition, the Investment Committee may place funds in other public depositories defined in Wisconsin Statutes§ 59.61(3). In accordance with Wisconsin Statutes§§ 34.01(5) and 34.09, all Wisconsin banks, state or federal chartered, as well as the Wisconsin local government investment pool fund, are authorized depositories. The County Director of Finance must approve the opening of any account, fiduciary or otherwise, in the name of Sawyer County.

VII. Permitted Investments
All investments will be made in accordance with Wisconsin Statutes§§ 66.0603 and 219.05 governing the investment of public funds and as further restricted by this Investment Policy. Investments shall be made in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association that is authorized to transact business in this state if the time deposits mature in not more than 3 years.

2. Repurchase agreements that are fully collateralized by bonds or securities.

3. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

4. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

5. Securities of a no-load investment trust with a portfolio limited to consisting of the following:
    - Bonds and securities issued by thefederal government or a commission, board or other instrumentality of the federal government.
    - Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
    - Repurchase agreements that are fully collateralized by bonds or securities.

6. The State of Wisconsin Local Government Investment Pool and other states' managed local government investment pools (LGIPs). LGIPs other than the State of Wisconsin's should have a thorough investigation of the pool/fund prior to investing, and on a continual basis.

7. Any security denominated in US dollars which matures, or which may be tendered for purchase at the option of the holder within not more than 5 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Fitch Ratings, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer with such a rating.
   Any floating rate security must be; benchmarked to a US Treasury yield, adjust at least quarterly each year, and pay interest at least quarterly each year.

8. **Prohibited Investments
   Any investment not included in section VIL Permitted Investments; as well as inverse floaters and any security that could result in zero interest accrual when held to maturity.

VIII. Depository Collateralization Requirements

The State pledges general purpose revenues as described in Wisconsin Statutes §20.144(1)(a) for the payment of losses of public deposits until the balance of the appropriation is exhausted. However, no payment for a loss in excess of $400,000 for any one public in any individual public depository will be made. As the Federal Deposit Insurance Corporation (FDIC) and National Credit Union Share Insurance Fund (NCUSIF) insures deposits up to $250,000, a public deposit is protected up to $650,000 in any one depository institution. Funds will only be placed in depository institutions that are FDIC or NCUSIF insured.

Collateralization will be required on demand deposits, time deposits, certificates of deposit and repurchase (and reverse) agreements. Funds placed in any one depository institution above $250,000 including demand deposits, time deposits, and certificates of deposit must be 100% (minimum) collateralized as to principal and interest. The County chooses to limit collateral to the following government securities:

1. Obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities.

2. Obligations of any state, city, county or authority rated at least AA by two nationally recognized statistical rating organizations.

Collateral will always be held by an independent third party with whom the County has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the County and retained. Collateralization shall be in the form of specific securities held for the County. The only exceptions are FDIC, NCUSIF, Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage.

The County may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity. The right of collateral substitution is granted.

IX. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the County shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Investment Committee and evidenced by safekeeping receipts.

1. Delivery vs. Payment
   All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the County safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping
   Securities will be held by an independent third-party safekeeping institution selected by the County. All securities will be evidenced by safekeeping receipts in the County's name. The safekeeping institution shall annually provide a copy of its most recent report on internal controls - Service Organization Control Reports (formerly 70, or SAS 70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011.).

3. Internal Controls
   The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. An internal control structure shall be designed to provide reasonable assurance that these objectives are met. The County Treasurer shall be a co-administrator on all County financial accounts as part of the internal control structure.

X. Diversification

The County will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the County's total investment portfolio will be invested in a single security type or with a single financial institution. The County will make all reasonable efforts to place appropriate and competitive investments within institutions in Sawyer County.

The County will diversify its investments by security type and institution. Except for US Treasury and **Government Agency** securities and authorized pools no more than 50% of the county's total investment portfolio will be invested in a single security type or with a single financial institution. The County will make all reasonable efforts to place appropriate and competitive investments with institutions in Sawyer County.

No more than 20% of the County's total investment portfolio may be invested in corporate securities; no more than 5% in a single issuer of corporate securities. Corporate securities must mature within not more than 3 years of the date acquired.

XI. Maturities
Maturities of individual securities must be in compliance with Wisconsin Statutes§ 66.0603. Per Wisconsin Statutes§ 66.0603, time deposits may not exceed three (3) years, and debt that is not guaranteed as to principal and interest by the Federal Government or its Agencies, or a Wisconsin municipality must have a maturity not more than five (5) years.

XII. Reporting
The Finance Director shall provide the Finance Committee quarterly investment reports that provides an analysis of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies, the name of any broker agent, investment hold period, discounts or premiums interest earned, yield, safekeeping agent and other information as requested by the Finance Committee.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized Investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value, Amortized Book Value and Market Value
- Percentage of the Portfolio represented by each investment category

XIII. Responsibilities

1. County Treasurer responsibilities:
   a. Physically move funds between accounts.

   b. Establish and maintain records regarding movement of funds between investment accounts.

2. Investment Committee responsibilities:
   a. Determine liquidity and cash flow needs and ensure adequate amounts are readily accessible.

   b. If deemed necessary, engage a qualified investment advisor who will comply with this policy and Wisconsin Statues on investments. Selection shall be consistent with the County purchasing policy.

   c. For the funds available over the amount needed for liquidity, select appropriate investments from permitted investment options

   d. Review investment policy annually. The Finance Committee shall recommend policy changes and necessary resolution(s) to the Sawyer County Board for approval.

XIII. Investment Policy Adoption
Sawyer County's investment policy shall be adopted by resolution of the County Board of

Supervisors. The County Finance Committee shall periodically review the policy and shall make any recommended changes to the County Board of Supervisors.

RESOLUTION 2022-______

RESOLUTION FOR APPROVING COUNTY SIGNATORY AUTHORITY

WHEREAS, Sawyer County ("County") through its County Board of Supervisors ("Board") is vested with the authority to enter into contracts and agreements with individuals and entities pursuant to Wis. Stats. §§ 59.01 and 59.51(1);

WHEREAS, the County is vested with the authority to accept and approve grants for public governmental purposes pursuant to Wis. Stat. § 59.51(19);

WHEREAS, Wis. Stat. § 59.18 provides the County Administrator shall "[c]oordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers;"

WHEREAS, the Board believes it to be in the best interests of the County and the Board for the Administrator to develop a policy relating to the review and approval of grants and contracts impacting the County and business undertaken by the County and by this Resolution does hereby encourage the Administrator to prepare such policy;

WHEREAS, the Board desires to delegate the authority to sign or execute any and all contracts approved by the Board, explicitly or implicitly (through the budget process), and grant approvals to the County Administrator unless that authority is otherwise expressly delegated to another individual in any Wisconsin statute or County ordinance; and

WHEREAS, this Resolution shall confirm the County Administrator's signature on any such contracts and grant approvals shall be considered binding upon the County.

NOW, THEREFORE, BE IT RESOLVED, the Sawyer County Board of Supervisors does hereby designate the County Administrator to sign or execute any and all contracts approved by the Board, explicitly or implicitly (through the budget process), and grant approvals on behalf of the County to the County Administrator unless that authority is otherwise expressly delegated to another individual in any Wisconsin statute or County ordinance.

BE IT FURTHER RESOLVED, the County Administrator's signature on any contract and grant approval authorized by this Resolution shall be considered binding upon the County.

This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its Administrative Committee meeting on December ______, 2022.

____________________________ ____________________________

Tweed Shuman, Chair Ron Buckholtz, Vice-Chair

________________________________ ________________________________

Dale Schleeter, Member | Ron Kinsley, Member

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Tom Duffy, Member

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this ____ day of December, 2022.

Tweed Shuman
Sawyer County Board of Supervisors

Lynn Fitch
Sawyer County Clerk

SAWYER COUNTY
CONTRACT/GRANT APPROVAL FORM

Prior to entering into any agreement that will legally bind Sawyer County, this contract/grant approval form is required to be completed and the attached contract/grant approved. The purpose of the review is to limit the County's exposure to liability and prevent the purchase of duplicate services.

Originating Department heads should complete the form, attach a copy of the contract /grant and certificate of liability insurance (if applicable), and submit to the County Administrator. The form will be logged and initiated through the review process. Please allow two weeks for the review process.

NOTE: The County Administrator shall be notified in writing to determine if a new request shall be required if at any time either of the following circumstances exist: (1) The purpose of the contract or grant has changed; or (2) The duties of one or both of the parties under the contract have changed.

Department: ________________________________ Department Head/Submitted by: __________________

Date Submitted: _____________________________ Deadline for Action: __________________ Rush ☐

☐New Contract ☐ Contract Renewal ☐ Contract Amendment
☐New Grant ☐ Grant Renewal ☐ Grant Amendment ☐ RFP

Is Administrator or Board Chair Signature required for final submittal of this contract/grant? ☐ Admin ☐ Chair

For renewal or amendment when was the original contract/grant approved? ______________________________

Contract/Grant Name: ____

Contract/Grant Time Period: ____________________________ Contract/Grant Amount: ____________________

Funding Source: ☐ County ☐ Grant ☐ Other ____

Budgeted: ☐ Yes ☐ No Account: ____

Contract Type: ☐ Services Received ☐ Services Provided ☐ MOU ☐ Maintenance
☐ Grant ☐ Product ☐ Building ☐ Professional

Is a Certificate of Liability Insurance Required: ☐ Yes ☐ No Attached: ☐ Yes ☐ No

Purpose of Contract/Grant? ____

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____

Potential Liability/Concerns: ____

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COMMITTEE ACTIONS/COMMENTS (IF ANY) – ATTACH MINUTES IF APPROVED BY COMMITTEE

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CORPORATION COUNSEL REVIEW

Has this contract been reviewed by Counsel before? ________________ Who? _______________________

☐ Certificate of Liability Insurance required and attached ☐ Not required ☐ Not attached

☐ Certificate of Liability Insurance is current and adequate ☐ Not current ☐ Not adequate

Comments: ____

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☐ Approved ☐ Not Approved ☐ Template Contract Previously Approved

Comments: ____

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Signature: _______________________________________ Date: ____________________

FINANCE REVIEW

☐ Approved ☐ Not Approved ☐ Review not required

Comments: ____

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Signature: _______________________________________ Date: ____________________

HUMAN RESOURCES REVIEW

☐ Approved ☐ Not Approved ☐ Review not required

Comments: ____

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____

Signature: _______________________________________ Date: ____________________

COUNTY ADMINISTRATOR REVIEW

☐ Approved ☐ Not Approved

Comments: ____

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Signature: _______________________________________ Date: ____________________