



Sawyer County

Agenda

County Board of Supervisors Meeting
Thursday, February 9, 2023 @ 10:00 AM

Assembly Room

Revised: Thursday, February 9, 2023 12:26 PM

Page

1. CALL TO ORDER

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/95015680309>. You can also use the dial in at **1-312-626-6799** with the Webinar ID: 950 1568 0309. 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. This meeting will be recorded and will be available on our website at: <https://sawyercountygov.org>.

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 Board. Please adhere to the following when addressing the Board:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Board as a whole and not directed to individual Board members.
 - The Board 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. AGENDA ITEM

8. CONSIDER ADDITIONAL COURTROOM/CONSTRUCTION PROJECT EXPENSES (DISCUSSION AND POSSIBLE ACTION)

- a. Safety and Security Items
- b. [Special Board Meeting Funding Options for Courtroom Expenses](#)

9. APPROVE FUNDS FOR ADDITIONAL COURTROOM/CONSTRUCTION PROJECT EXPENSES (DISCUSSION AND POSSIBLE ACTION)

10. DEPARTMENT HEAD REPORTS

- a. [Veteran Service Office Report](#)
- b. [IT-2023-02-09-Administration-Committee](#)
- c. [Human Resource Report February 2023](#)
- d. [January 2023 County Clerk Department Report](#)

11. ADJOURNMENT

DISCLAIMER:

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

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

Courthouse Change Order

Project	Cost
Security/Access Changes	\$ 45,903.67
Bullet Resistant Film	\$ 10,000.00
Total Costs	\$ 55,903.67

Sources	
Remaining ARPA	\$ 54,452.00
Project Contingency	\$ 45,839.27
Roll Into Next Debt Issue	\$ 55,903.67
Take Out of General Fund Balance Reserves	\$ 55,903.67

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



Administrative Committee Meeting, February 9, 2023

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

B. **Office Report:**

Contacts:

January: 444 phone calls, 374 letters/emails/faxes and 115 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 13 disability/pension claims to date and received retroactive payment of \$19,491.88 for claims decided in the Veteran's favor.

Training:

Up to date.

Miscellaneous:

Adult Long Term Care/Veteran Services Administrative Assistant arrived February 1st.

CVSO Grant Application (\$9,350); and

Supplemental CVSO Grant (\$14,228) submitted/awaiting decision(s).

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 02/01/23

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	50.00	1,250.00	4	950.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.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	\$50.00	\$10,250.00	0%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$50.00	\$10,250.00	0%	\$950.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,000.00
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%	\$1,000.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	117,801.00	.00	117,801.00	.00	.00	2,521.12	115,279.88	2	64,452.90
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	4.45	23.55	16	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	81.18	3,863.82	2	2,260.19
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	192.48	8,819.52	2	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	160.21	6,401.79	2	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	4.00	43.00	9	46.80
50225	Telephone	500.00	.00	500.00	.00	.00	99.99	400.01	20	1,105.02
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	823.17
50227										
50227-308	Internet - Email	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50227 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
50241	Repairs/Maintenance-Vehicles	500.00	.00	500.00	.00	.00	556.96	(56.96)	111	445.68
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	.00	200.00	0	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	481.68
50313	Printing	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,436.08
50329	Subscriptions	650.00	.00	650.00	.00	.00	.00	650.00	0	120.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50339	Travel	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	102.50
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$0.00
50351	Vehicle Fuel	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,728.30
State Account 54720 - Veteran's Office Totals		\$152,795.00	\$0.00	\$152,795.00	\$0.00	\$0.00	\$3,620.39	\$149,174.61	2%	\$83,753.75
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	6,696.00



Budget Performance Report

Fiscal Year to Date 02/01/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 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%	\$6,696.00
Department 57 - Veteran's Administration Totals		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$3,620.39	\$161,174.61	2%	\$91,449.75
EXPENSE TOTALS		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$3,620.39	\$161,174.61	2%	\$91,449.75
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	50.00	10,250.00	0%	950.00
EXPENSE TOTALS		164,795.00	.00	164,795.00	.00	.00	3,620.39	161,174.61	2%	91,449.75
Fund 100 - General Fund Totals		(\$154,495.00)	\$0.00	(\$154,495.00)	\$0.00	\$0.00	(\$3,570.39)	(\$150,924.61)		(\$90,499.75)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	.00	9,350.00	0	9,350.00
49300	Use of Prior Years' Fund Balance	748.00	.00	748.00	.00	.00	.00	748.00	0	.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$0.00	\$10,098.00	0%	\$9,350.00
REVENUE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$0.00	\$10,098.00	0%	\$9,350.00
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	5,740.85
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	.00	1,298.00	0	449.00
50247	Repairs-Buildings	.00	.00	.00	.00	.00	.00	.00	+++	1,718.71
50313	Printing	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	20.00	630.00	3	175.00
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	180.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	898.00
50339	Travel	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	.00	300.00	0	188.44
50805	Capital Outlay-Small Equipment (1000 - 5000)	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
State Account 54700 - Veteran's Grant Expenses Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$20.00	\$10,078.00	0%	\$9,350.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$20.00	\$10,078.00	0%	\$9,350.00
EXPENSE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$20.00	\$10,078.00	0%	\$9,350.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		10,098.00	.00	10,098.00	.00	.00	.00	10,098.00	0%	9,350.00
EXPENSE TOTALS		10,098.00	.00	10,098.00	.00	.00	20.00	10,078.00	0%	9,350.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$20.00)	\$20.00		\$0.00



Budget Performance Report

Fiscal Year to Date 02/01/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 411 - Veteran's Transportation Grant										
	REVENUE									
	Department 00 - General									
43566	Veterans' Trans. Grant	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	9,137.70
	Department 00 - General Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$9,137.70
	REVENUE TOTALS	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$9,137.70
	EXPENSE									
	Department 00 - General									
	State Account 54725 - Capital Outlay/Van Purchase									
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
	State Account 54725 - Capital Outlay/Van Purchase Totals	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
	Department 00 - General Totals	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
	EXPENSE TOTALS	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
	Fund 411 - Veteran's Transportation Grant Totals									
	REVENUE TOTALS	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	9,137.70
	EXPENSE TOTALS	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
	Fund 411 - Veteran's Transportation Grant Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00		\$9,137.70
	Grand Totals									
	REVENUE TOTALS	27,398.00	.00	27,398.00	.00	.00	50.00	27,348.00	0%	19,437.70
	EXPENSE TOTALS	178,893.00	.00	178,893.00	.00	.00	3,640.39	175,252.61	2%	100,799.75
	Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	\$0.00	\$0.00	(\$3,590.39)	(\$147,904.61)		(\$81,362.05)

Mike Coleson
Sawyer County IT Director



February 09, 2023

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

- Revised Jail Roster with booking photo.

Projects in progress

- New server project: 2022 CIP redundant servers. Configuring. Complete when new IT server room is installed.

Pending Projects

Planning for AV, Door and Camera systems in new courtrooms

Helpdesk and support activities

90% of time spent on support requests

Human Resource Report February 9, 2023

2023 Turnover

1/1/2023	John Prohaska	Human Services	LTE to FT
1/6/2023	Brett Danielson	Highway	Retired
1/6/2023	Gary Gedart	Highway	Retired
1/15/2023	Ashley Stroschine	Sheriff	PT to FT
1/16/2023	Kevin Gerken	Highway	FT
1/16/2023	Marv Nordquist	Clerk of Court	PT
1/23/2023	Susan Selzler	HHS	LTE
1/29/2023	Casey Hochrein	Sheriff	PT to FT
1/30/2023	Nicole Clapero	Human Services	FT

Hired Driver/Operator for Highway
Hired Maintenance Position
Hired ADRC/Veteran's Services Assistant
Hired two full time dispatch positions
Hired two full time EMT-B position
Hired one full time AEMT position

Interviewing Highway Commissioner
Interviewing CPS Social Worker/Caseworker

Recruiting for EMS positions
Recruiting for Mental Health Therapist

Ongoing personnel issues

**County Clerk Department
Monthly Report
For the period of January, 2023**



Front Desk Activity/Revenue:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses		
Work Permits		
Marriage Licenses		
Plat Books		
Election MOU Reimbursement		

Elections Update:

- County Clerk is completing all “Provider” data entry for twelve of the 21 municipal clerks. The new Bass Lake municipal clerk is trying to determine if/when she will be able to become her own Provider. Until then it involves the County Clerk providing services for 1651 registered voters; 78 of whom are absentee applications.
- Election and ballot prep work for the February 21, 2023, Primary consumed a great deal of time; only one contest is on the ballot (Wisconsin Supreme Court Justice).
- The Board of Canvass will take place on Monday, February 27th at 9:00 am.
- All ballot and election prep work is underway for the April 4 Spring election. Municipal contests, the Justice of the Supreme Court, the Sawyer County Circuit Court Judge Branch 2, School District elections, and the 3rd Party Funding Referendum question will be on this ballot and 3 State Referendums making the ballot long and full.
- On January 26th two municipal clerks and I held a half-day in-person training for four new municipal clerks on election responsibilities and documentation; it was very well received.
- Some of our WEC election forms are long and unwieldy, causing unnecessary errors on election days for poll workers and clerks who all have a large and time-sensitive task in front of them. WEC has mentioned my forms in recent statewide training and I’ve been contacted to share them as they continue to develop.

General:

- Our deputy clerk remains extremely busy with A/P and counter activity, and due to the nature of each of our positions, cross-training remains elusive.
- Going digital – we’ve now scanned five decades of Board and committee minutes, and they are loaded on our drive waiting for a lite-duty staff member to be available to index them and make them text-searchable on our website. We have emptied/shredded about four dozen storage boxes and three entire file cabinets of physical paper.