



Sawyer County

Agenda

Administration Committee Meeting
Thursday, May 11, 2023 @ 10:00 AM
Assembly Room

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 1-312-626-6799 with 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. [4.13.23 Administration Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

6 - 9

- a. [Veteran Service Office Report05112023](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

10. HUMAN RESOURCES REPORT

10

- a. [Human Resource Report May 2023](#)

11. COUNTY CLERK DEPARTMENT REPORT

11

- a. [April 2023 County Clerk Department Report](#)

12. SECOND COURTROOM UPDATE

- a. Review Current Project Status and Updated Construction Timeline
- b. Review Contingency Fund and Consider Request for Funds to Complete Project
- c. Consider Items Not Included in Project Scope, Deficient Items, & Additional Costs to Outfit and Operate (discussion and possible action)

13. COUNTY ADMINISTRATOR'S REPORT

14. FUTURE AGENDA ITEMS

15. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

16. ADJOURNMENT

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 April 13th 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
Gary Elliott
Mike Coleson
Rose Lillyroot

Call to Order –Chair Shuman called the meeting to order at 10:00 am.

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

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: March 9, 2023

Motion to approve made by: Mr. Duffy Second by: Mr. Kinsley
Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided. Mr. Elliott reviewed his report; training is ongoing with the new administrative assistant. Mr. Elliott will attend national training in Madison in May.

Information Technology Department Report -

Mr. Coleson advised they have been busy working on getting the new building set up with equipment. Current estimate for equipment is anticipated to be above budget.

Human Resources Report -

A written report was provided. Ms. Lillyroot has been interviewing for numerous positions. Mr. Albarado reported that Julia Lyons has been recommended to be appointed as the new Human Services Director. Dan Ploeger, our land information officer and county surveyor, has also submitted his letter of retirement.

Female Jail Population Update -

Mr. Albarado reported that there are three interviews today for female jailers; hope is that successful interviews could allow us to fill staffing positions and bring female inmates back to our county.

County Clerk Department Report -

A written report was provided. An election review was provided by Clerk Fitch.

County Administrator's Report –

Mr. Albarado has been spending time with Human Services department in staffing. The transition to the new building has been delayed by two weeks but we hope to be using the new rooms in May. He will be meeting with the project manager to review budget issues as the project is finished. He will be working with legal counsel to move our board policies to ordinances. Temporary rooming houses is a new topic that is under review in the HHS Board meetings.

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 10:45 am

Next Meeting: May 11, 2023 **Time:** 10:00 am **Location:** Assembly Room
Minutes recorded by Lynn Fitch, County Clerk

DRAFT

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, May 11, 2023

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

B. **Office Report:**

Contacts:

April: 435 phone calls, 317 letters/emails/faxes and 129 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 55 disability/pension claims to date and received retroactive payment of \$79,916.42 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,

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

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 05/01/23

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	625.00	675.00	48	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	\$625.00	\$9,675.00	6%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$625.00	\$9,675.00	6%	\$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	187.54	4,812.46	4	1,000.00
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$187.54	\$4,812.46	4%	\$1,000.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	117,801.00	.00	117,801.00	.00	.00	23,178.14	94,622.86	20	64,452.90
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	18.15	9.85	65	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	712.10	3,232.90	18	1,784.44
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	1,764.75	7,247.25	20	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	1,440.23	5,121.77	22	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	17.72	29.28	38	46.80
50220	Contracted Expenses	.00	.00	.00	.00	.00	1,427.15	(1,427.15)	+++	.00
50221	Water and Sewer	.00	.00	.00	.00	.00	116.93	(116.93)	+++	.00
50222	Electric	.00	.00	.00	.00	.00	288.31	(288.31)	+++	.00
50224	Heating Fuels	.00	.00	.00	.00	.00	185.51	(185.51)	+++	.00
50225	Telephone	500.00	.00	500.00	.00	.00	340.44	159.56	68	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	740.53	(240.53)	148	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	7.23	192.77	4	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	83.97	816.03	9	481.68
50313	Printing	2,600.00	.00	2,600.00	.00	.00	541.11	2,058.89	21	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



Budget Performance Report

Fiscal Year to Date 05/01/23

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 54720 - Veteran's Office										
50351	Vehicle Fuel	2,000.00	.00	2,000.00	.00	.00	476.71	1,523.29	24	1,728.30
50515	Indirect Cost	.00	.00	.00	.00	.00	940.16	(940.16)	+++	.00
State Account 54720 - Veteran's Office Totals		\$152,795.00	\$0.00	\$152,795.00	\$0.00	\$0.00	\$32,279.14	\$120,515.86	21%	\$83,278.00
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
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	\$32,466.68	\$132,328.32	20%	\$90,974.00
EXPENSE TOTALS		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$32,466.68	\$132,328.32	20%	\$90,974.00
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	625.00	9,675.00	6%	950.00
EXPENSE TOTALS		164,795.00	.00	164,795.00	.00	.00	32,466.68	132,328.32	20%	90,974.00
Fund 100 - General Fund Totals		(\$154,495.00)	\$0.00	(\$154,495.00)	\$0.00	\$0.00	(\$31,841.68)	(\$122,653.32)		(\$90,024.00)
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	14,228.00	(4,878.00)	152	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	\$14,228.00	(\$4,130.00)	141%	\$9,350.00
REVENUE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$14,228.00	(\$4,130.00)	141%	\$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	80.00	220.00	27	.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	\$100.00	\$9,998.00	1%	\$9,350.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$100.00	\$9,998.00	1%	\$9,350.00
EXPENSE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$100.00	\$9,998.00	1%	\$9,350.00



Budget Performance Report

Fiscal Year to Date 05/01/23

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 213 - Veteran's Service Grant Totals									
	REVENUE TOTALS	10,098.00	.00	10,098.00	.00	.00	14,228.00	(4,130.00)	141%	9,350.00
	EXPENSE TOTALS	10,098.00	.00	10,098.00	.00	.00	100.00	9,998.00	1%	9,350.00
	Fund 213 - Veteran's Service Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,128.00	(\$14,128.00)		\$0.00
	Fund 214 - Veteran's Relief Fund									
	REVENUE									
	Department 00 - General									
43565	State Aid/Veteran's Grant	.00	.00	.00	.00	.00	9,350.00	(9,350.00)	+++	.00
	Department 00 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,350.00	(\$9,350.00)	+++	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,350.00	(\$9,350.00)	+++	\$0.00
	Fund 214 - Veteran's Relief Fund Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	9,350.00	(9,350.00)	+++	.00
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Fund 214 - Veteran's Relief Fund Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,350.00	(\$9,350.00)		\$0.00
	Fund 411 - Veteran's Transportation Grant									
	REVENUE									
	Department 00 - General									
43566	Veterans' Trans. Grant	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	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	24,203.00	3,195.00	88%	19,437.70
	EXPENSE TOTALS	178,893.00	.00	178,893.00	.00	.00	32,566.68	146,326.32	18%	100,324.00
	Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	\$0.00	\$0.00	(\$8,363.68)	(\$143,131.32)		(\$80,886.30)

Human Resource Report May 11, 2023

2023 Turnover

4/1/2023	Karrie Groothousen	HHS	LTE
4/3/2023	Ashley Nelson	HHS	LTE
4/3/2023	Chandler Erickson	Ambulance	FT
4/3/2023	Jeremy Anderson	Sheriff	FT
4/3/2023	Sara Brown	HHS	LTE
4/4/2023	Grace Christianson	Ambulance	PT
4/10/2023	John Pinnow	Highway	FT
4/11/2023	Dave Dokkestul	Ambulance	Rehire PT
4/18/2023	Kay Wilson	County Supervisor	Appointed
4/19/2023	Alanna Pahos	HHS	LTE
4/21/2023	Chris Rzewnicki	Highway	Term
4/25/2023	Mike Jaszczak	HHS	LTE

Hired HHS Director
Hired Road Deputy
Hired Driver/Operator

Interviewing Children, Youth and Family Services Supervisor
Interviewing Social Services Aide position
Interviewing CPS Caseworker position
Interviewing Victim Witness Coordinator position

Recruiting Seasonal Highway positions
Recruiting for EMS positions
Recruiting for Dispatch/Jail/Road positions
Recruiting for CPS positions
Recruiting for Public Health position
Recruiting Mental Health Therapist position

Policy Manual Updates
Ongoing personnel issues

**County Clerk Department
Monthly Report
April 28, 2023**



County Clerk Desk Activity/Revenue:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	295	\$3,115.00
Work Permits	7	\$70.00
Marriage Licenses	9	\$900.00
Plat Books		\$461.00
Election MOU Reimbursement	2/21/23 Election Invoice	\$3,998.39
	4/4/23 Election Invoice	\$14,870.00

Elections Update:

- The April 2023 Election is officially closed out, and that is the last 2023 election. In 2024 we will have three-four elections to conduct.

General:

- The County Clerk's office has been receiving a large quantity of public record requests and much staff time has been spent in handling them.
- Work permits and Marriage license season activity is picking up.
- Dog licenses are now in late fee stage and have slowed down.
- Reservations for the September 17th WCA Conference have been made for supervisors Shuman, Buckholtz and Schleeter.