



Sawyer County

Agenda

Administration Committee Meeting
Thursday, August 10, 2023 @ 10:00 AM
Sawyer County Board 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. [7.13.23 Administration Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

6 - 10 a. [Veterans' Services Report](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

11 a. [IT-2023-08-10-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

12 a. [Human Resource Report August 2023](#)

11. COUNTY CLERK DEPARTMENT REPORT

13 a. [July 2023 County Clerk Department Report](#)

12. GRIEVANCE

Closed Session - Pursuant to 19.85(1)(c), (e), and (f), Wis. Stats.
Review pending Step 3 grievance before the Administrative Committee and
discuss the Committee's response to same

Open Session - Discussion and possible action RE: Closed Session

13. UNION NEGOTIATIONS

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).

Open Session -- Discussion and possible action RE: Closed Session

14. COUNTY ADMINISTRATOR'S REPORT

15. FUTURE AGENDA ITEMS

**16. CORRESPONDENCE, REPORTS FROM CONFERENCES AND
MEETINGS**

17. 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 July 13th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

- ☐ Chair: **Tweed Shuman - Excused**
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

Andy Albarado	Linda Zillmer
Lynn Fitch	Mike Coleson
Gary Elliott	
Rose Lillyroot	
Ron Petit	

Call to Order – Vice Chair Buckholtz 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: June 8, 2023

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

Winter Mural Project Letter of Support -

Ron Petit has submitted a request to the County to provide a letter of support in their efforts to secure grant funds to develop murals in the Winter area with a theme of “Stronger Together”. An artist from Butternut would paint the murals. A motion was made by Mr. Kinsley; second by Mr. Buckholtz to approve the request to provide a letter of support for the project. Motion was carried without negative vote.

Second Courtroom Staffing and Funding Update -

A Resolution Increasing Court Staffing was presented by Mr. Albarado along with a written explanation of where funds and staff would be required. There is an expected \$53,060 annual increase in expenses with the new courtroom staffing request which should be offset with \$52,275 state aid. A review in the shift of job duties was provided. A motion was made by Mr. Duffy; second by Mr. Buckholtz to approve the resolution and forward to County Board. Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided. In June there were 409 calls, 279 letters/emails/faxes and 130 office visits, representing a 21% increase in calls, 20% increase in written communications and 41% increase in office visits. They submitted 99 disability/pension claims to date and have received \$101,550.41 for claims in favor of veterans. Workload is up 120% YTD over last year.

Information Technology Department Report -

Mr. Coleson advised that they have been busy with help desk calls. The next project will be setting up AV equipment in the new courtroom.

Petition for Annexation – City of Hayward -

A petition has been submitted by City Clerk, Lisa Poppe, to annex a parcel of land, 0.860 acres originally located in the Town of Hayward, to the City of Hayward (Tax ID: 010-941-22-4442). The current population is zero. The request is to annex to existing Ward 4 rather than creating an additional ward that would not have any voters. A motion was

made by Mr. Buckholtz to approve the request and forward to County Board; second by Mr. Schleeter. Motion carried without negative vote.

Human Resources Report -

A written report was provided listing current turnover for the month of June along with hiring, recruiting and interviewing progress. Ms. Lillyroot reported that they have been conducting many interviews. With the new hires in the jail, they anticipate bringing female inmates back to Sawyer County soon.

County Clerk Department Report -

A written report was provided. WEC has sent out 4-yr postcards to all Sawyer County voters who have not voted in 4-years. Cards that are returned undeliverable get “de-activated” and those who do not respond, will be automatically suspended as of July 31st. Anyone who returns the postcard signed, will be identified as “requesting continuation” and will remain on the voter rolls. The processes for dog licensing and reporting are under review to try to make State reporting easier.

County Administrator’s Report –

Mr. Albarado provided a verbal report on the courthouse renovation, the new leadership management training program is underway, the highway commissioner is proposing a process to charge a fee in the future for driveway permits so an ordinance will be developed. Cleanup work from the winter storm continues. A budget for the opioid funds is under development and will go before committees in August. A resolution for aid to support airport projects will go to County Board this month. They are still working on settling the union contract.

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 11:00 am

Next Meeting: August 10, 2023 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

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

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



Administrative Committee Meeting, August 10, 2023

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

B. **Office Report:**

Contacts:

July: 505 phone calls, 363 letters/emails/faxes and 150 office visits.

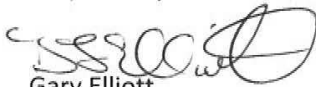
VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 121 disability/pension claims to date and received retroactive payment of \$154,224.41 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,


Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 08/01/23

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	925.00	375.00	71	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	\$925.00	\$9,375.00	9%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$925.00	\$9,375.00	9%	\$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	43,199.25	74,601.75	37	64,452.90
50112	Salaries Overtime	.00	.00	.00	.00	.00	97.91	(97.91)	+++	.00
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	32.45	(4.45)	116	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	1,265.01	2,679.99	32	1,784.44
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	3,291.55	5,720.45	37	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	2,681.29	3,880.71	41	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	35.82	11.18	76	46.80
50218										
50218-323	Garbage	.00	.00	.00	.00	.00	16.50	(16.50)	+++	.00
50218 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.50	(\$16.50)	+++	\$0.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	1,513.10	(1,513.10)	+++	.00
50221	Water and Sewer	.00	.00	.00	.00	.00	153.68	(153.68)	+++	.00
50222	Electric	.00	.00	.00	.00	.00	470.69	(470.69)	+++	.00
50224	Heating Fuels	.00	.00	.00	.00	.00	199.50	(199.50)	+++	.00
50225	Telephone	500.00	.00	500.00	.00	.00	545.70	(45.70)	109	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	821.53	(321.53)	164	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	10.71	189.29	5	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	137.02	762.98	15	481.68
50313	Printing	2,600.00	.00	2,600.00	.00	.00	1,573.04	1,026.96	61	2,436.08
50329	Subscriptions	650.00	.00	650.00	.00	.00	34.00	616.00	5	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



Budget Performance Report

Fiscal Year to Date 08/01/23

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										
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	1,194.18	805.82	60	1,728.30
50515	Indirect Cost	.00	.00	.00	.00	.00	3,825.49	(3,825.49)	+++	.00
State Account 54720 - Veteran's Office Totals		\$152,795.00	\$0.00	\$152,795.00	\$0.00	\$0.00	\$61,098.42	\$91,696.58	40%	\$83,278.00
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	4,316.00	2,684.00	62	6,696.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$4,316.00	\$2,684.00	62%	\$6,696.00
Department 57 - Veteran's Administration Totals		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$65,601.96	\$99,193.04	40%	\$90,974.00
EXPENSE TOTALS		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$65,601.96	\$99,193.04	40%	\$90,974.00
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	925.00	9,375.00	9%	950.00
EXPENSE TOTALS		164,795.00	.00	164,795.00	.00	.00	65,601.96	99,193.04	40%	90,974.00
Fund 100 - General Fund Totals		(\$154,495.00)	\$0.00	(\$154,495.00)	\$0.00	\$0.00	(\$64,676.96)	(\$89,818.04)		(\$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	253.41	1,044.59	20	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	400.00	800.00	33	.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	825.00	1,675.00	33	898.00
50339	Travel	300.00	.00	300.00	.00	.00	307.70	(7.70)	103	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	23.32	276.68	8	188.44

Budget Performance Report

Fiscal Year to Date 08/01/23

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										
	EXPENSE									
	Department 00 - General									
	State Account 54700 - Veteran's Grant Expenses									
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	\$1,909.43	\$8,188.57	19%	\$9,350.00
	Department 00 - General Totals	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$1,909.43	\$8,188.57	19%	\$9,350.00
	EXPENSE TOTALS	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$1,909.43	\$8,188.57	19%	\$9,350.00
	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	1,909.43	8,188.57	19%	9,350.00
	Fund 213 - Veteran's Service Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,318.57	(\$12,318.57)		\$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



Budget Performance Report

Fiscal Year to Date 08/01/23

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
	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	24,503.00	2,895.00	89%	19,437.70
	EXPENSE TOTALS	178,893.00	.00	178,893.00	.00	.00	67,511.39	111,381.61	38%	100,324.00
	Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	\$0.00	\$0.00	(\$43,008.39)	(\$108,486.61)		(\$80,886.30)

Mike Coleson
Sawyer County IT Director



August 10, 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

- Fiber network to Ambulance and Maintenance buildings. Replaced "temporary" radio network put in place due to construction activities.
- Highway Office wireless network hardware replaced.

Projects in progress

- Replace Polycom AV in small courtroom with Zoom computer.
- Treasurer replacement laptop
- Dispatch 2 replacement computer
- Judicial Assistant 2 AV computer setup
- Work with vendor on replacement courthouse door readers
- Public Health officer replacement laptop

Pending Projects

Phase 2 Jail camera replacement. Over 50 analog cameras to be replaced with digital. This is a 2023 CIP project.

Helpdesk and support activities

Average of 5 support requests per day
90% of time spent on support requests

Human Resource Report August 10, 2023

2023 Turnover

7/2/2023	John Kollmorgen	Sheriff	PT to FT
7/6/2023	Ella Susedik	Ambulance	FT
7/7/2023	Patrick Damon	Sheriff	PT
7/11/2023	Cindy Hanus	Human Services	Retired
7/17/2023	Shaylena Corbine	Sheriff	FT
7/17/2023	Jaclynn Sulley	Human Services	FT
7/21/2023	Desiree Hagberg	Sheriff	PT
7/24/2023	Patrick Damon	Sheriff	Term
7/28/2023	Patricia Simonson	Sheriff	Term
7/30/2023	Denise Kannegiesser	Sheriff	PT to FT
7/31/2023	Melanie Rohloff	Human Services	FT
7/31/2023	Ian Henk	Highway	Term
7/31/2023	Charles Hayes	Highway	Term

Interviewing Driver/Operators at Highway
Interviewing for Public Health Nurse

Filled Elder Benefit Specialist
Hired Family Services Facilitator
Filled Second Judicial Assistant Position

Interviewing/Recruiting Children, Youth and Family Services Supervisor
Recruiting for Deputy Clerk of Court position
Recruiting for PT Register in Probate/Clerk of Court position
Recruiting for EMS positions
Recruiting for Dispatch/Jail/Road positions
Recruiting Mental Health Therapist
Recruiting for Public Health Assistant
Recruiting Disability Benefits Specialist

Union Negotiations ongoing
Ongoing personnel matters
Personnel Policy Updates
Sheriff's Office starting to use TimeClock's Plus
Working with Benefit Consultants

**County Clerk Department
Monthly Report
July 31, 2023**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	321	\$3,400.00
Work Permits	18	\$180.00
Marriage Licenses	32	\$3,210.00
Plat Books		\$950.91
Election MOU Reimbursement	2/21/23 Election Invoice	\$3,998.39
	4/4/23 Election Invoice	\$14,870.00

Elections Update:

- A November 1st poll worker/municipal clerk election training session is scheduled from 4-7pm here in the courthouse. It is an in-person meeting only and will include a mock election.

General:

- I have been elected as Vice Chair of the Wisconsin County Clerk Association District 8 and of the County Clerks' Duties Committee. These two committees should not take up much of my time, as most meetings will be conducted via ZOOM. I've volunteered Hayward as the Host location for the 2024 summer WCCA convention location so it will be a busy year with the convention and 3-4 elections.
- Marriage license season has picked up for the summer months.
- The new Board Room meeting board and public notice board are installed and should help direct traffic.
- Three hangar rent renewal letters were mailed for August.