



Sawyer County

Agenda

Administration Committee Meeting
Thursday, September 14, 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

3 - 4 a. [8.10.23 Administration Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

5 - 9 a. [Veteran's report](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

10. HUMAN RESOURCES REPORT

10 a. [Human Resource Report September 2023](#)

11. COUNTY CLERK DEPARTMENT REPORT

11 - 13 a. [1\) August 2023 County Clerk Department Report](#)
[2\) Clerk Brochure Tri-Fold](#)

14 - 15 b. Public Records Request Update
[Public Records Request Report](#)

12. COUNTY ADMINISTRATOR'S REPORT

13. FUTURE AGENDA ITEMS

14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

15. 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 August 10th 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**
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

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

Call to Order –Chair Shuman called the meeting to order at 10:15 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: July 13, 2023

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

Veterans Service Department Report -

A written report and 2024 budget performance report were provided and reviewed by Mr. Elliott. Contact volume was identified, and the office submitted 121 disability/pension claims to date and received retroactive payment of \$154,224.41 for claims decided in the veterans' favor. A request to move from PT staff assistant to FT is anticipated for some time in the future.

Information Technology Department Report -

A written project report was provided. Mr. Coleson advised that staff have been working with the vendors on the electronics and door readers.

Human Resources Report -

A written report was provided. Ms. Lillyroot advised that the driver/operator and public health nurse positions have been offered to individuals and accepted. The public health assistant position has been having difficulty getting people to accept our offers so they will rework the duties.

County Clerk Department Report -

A written report was provided. A poll worker training session will be held at the courthouse on November 1st. Marriage license activity has picked up for summer months.

Grievance -

At 10:26 a motion was made by Mr. Buckholtz; second by Mr. Kinsley to enter closed session pursuant to Wisconsin Statute 19.85(1)(c), (e) and (f). pending Step 3 grievance before the Administrative Committee and discuss the Committee's response to same. A roll call vote was taken and passed 5 – 0 with "yes" votes from Duffy, Kinsley, Buckholtz, Schleeter, and Shuman. Other members in attendance include Rose Lillyroot, Sheriff Mrotek, Lt. Ripczinski, Chief Sajdera, Clerk Fitch and Administrator Albarado.

At 10:39 am a motion was made by Mr. Buckholtz; second by Mr. Duffy to enter open session. Motion carried without negative vote.

10:40 am Open Session – A motion was made by Mr. Buckholtz; second by Mr. Duffy to deny the grievance request presented to Committee. Motion carried without negative vote.

Union Negotiations -

At 10:41 am a motion was made by Mr. Buckholtz; second by Mr. Duffy 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 5 – 0; with “yes” votes from Shuman, Buckholtz, Kinsley, Schleeter and Duffy. Other members in attendance include Rose Lillyroot, Sheriff Mrotek, Lt. Ripczinski, Chief Sajdera, Clerk Fitch and Administrator Albarado.

At 10:57 am a motion was made by Mr. Duffy; second by Mr. Buckholtz to enter Open Session. Motion carried without negative vote.

10:58 am Open Session

County Administrator’s Report –

Mr. Albarado advised that the Leadership Training is complete and seemed well received. The budget process is nearing conclusion. Some additional staffing positions may be included in the budget projection which should be available next month. Adult out-of-county placements are on budget but juvenile out-of-county/state placements is over. The airport runway project funding was not approved for 2024 so will be requested again in 2025. The construction project is nearing completion; some additional projects may need to be discussed in the future. Other future projects in the old construction will now be reviewed.

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 11:12 am

Next Meeting: Sept. 14, 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, September 12, 2023

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

B. **Office Report:**

Contacts:

August: 456 phone calls, 323 letters/emails/faxes and 185 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 148 disability/pension claims to date and received retroactive payment of \$165,051.51 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,

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

Gary Elliott
CVSO

Budget Performance Report

Fiscal Year to Date 09/08/23

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	975.00	325.00	75	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	\$975.00	\$9,325.00	9%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$975.00	\$9,325.00	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	437.54	4,562.46	9	1,000.00
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$437.54	\$4,562.46	9%	\$1,000.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	117,801.00	.00	117,801.00	.00	.00	52,647.23	65,153.77	45	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	37.42	(9.42)	134	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	1,527.56	2,417.44	39	1,784.44
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	4,008.39	5,003.61	44	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	3,299.87	3,262.13	50	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	46.32	.68	99	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	1,520.04	(1,520.04)	+++	.00
50221	Water and Sewer	.00	.00	.00	.00	.00	163.63	(163.63)	+++	.00
50222	Electric	.00	.00	.00	.00	.00	470.69	(470.69)	+++	.00
50224	Heating Fuels	.00	.00	.00	.00	.00	201.27	(201.27)	+++	.00
50225	Telephone	500.00	.00	500.00	31.89	.00	713.72	(213.72)	143	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	1,275.48	(775.48)	255	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	14.10	185.90	7	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	417.16	482.84	46	481.68
50313	Printing	2,600.00	.00	2,600.00	164.70	.00	1,978.58	621.42	76	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 09/08/23

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	1,508.03	491.97	75	1,728.30
50515	Indirect Cost	.00	.00	.00	.00	.00	5,157.15	(5,157.15)	+++	.00
State Account 54720 - Veteran's Office Totals		\$152,795.00	\$0.00	\$152,795.00	\$196.59	\$0.00	\$75,135.05	\$77,659.95	49%	\$83,278.00
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	4,864.00	2,136.00	69	6,696.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$4,864.00	\$2,136.00	69%	\$6,696.00
Department 57 - Veteran's Administration Totals		\$164,795.00	\$0.00	\$164,795.00	\$196.59	\$0.00	\$80,436.59	\$84,358.41	49%	\$90,974.00
EXPENSE TOTALS		\$164,795.00	\$0.00	\$164,795.00	\$196.59	\$0.00	\$80,436.59	\$84,358.41	49%	\$90,974.00
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	975.00	9,325.00	9%	950.00
EXPENSE TOTALS		164,795.00	.00	164,795.00	196.59	.00	80,436.59	84,358.41	49%	90,974.00
Fund 100 - General Fund Totals		(\$154,495.00)	\$0.00	(\$154,495.00)	(\$196.59)	\$0.00	(\$79,461.59)	(\$75,033.41)		(\$90,024.00)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	9,350.00	.00	100	9,350.00
43565-001	2023 ARPA CVSO Grant	.00	.00	.00	.00	.00	14,228.00	(14,228.00)	+++	.00
43565 - Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$23,578.00	(\$14,228.00)	252%	\$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	\$23,578.00	(\$13,480.00)	233%	\$9,350.00
REVENUE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$23,578.00	(\$13,480.00)	233%	\$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	407.00	793.00	34	.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



Budget Performance Report

Fiscal Year to Date 09/08/23

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										
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
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	110.25	(110.25)	+++	.00
	50373 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.25	(\$110.25)	+++	\$0.00
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	\$2,026.68	\$8,071.32	20%	\$9,350.00
	Department 00 - General Totals	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$2,026.68	\$8,071.32	20%	\$9,350.00
	EXPENSE TOTALS	\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$2,026.68	\$8,071.32	20%	\$9,350.00
Fund 213 - Veteran's Service Grant Totals										
	REVENUE TOTALS	10,098.00	.00	10,098.00	.00	.00	23,578.00	(13,480.00)	233%	9,350.00
	EXPENSE TOTALS	10,098.00	.00	10,098.00	.00	.00	2,026.68	8,071.32	20%	9,350.00
	Fund 213 - Veteran's Service Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,551.32	(\$21,551.32)		\$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	24,553.00	2,845.00	90%	19,437.70



Budget Performance Report

Fiscal Year to Date 09/08/23

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	178,893.00	.00	178,893.00	196.59	.00	82,463.27	96,429.73	46%	100,324.00
Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	(\$196.59)	\$0.00	(\$57,910.27)	(\$93,584.73)		(\$80,886.30)

Human Resource Report September 14, 2023

2023 Turnover

8/1/2023	Jenna Petit	Sheriff	Term
8/2/2023	Tim Meyer	Highway	FT
8/8/2023	Kay Cederberg	Clerk of Court	LTE
8/15/2023	Nicholas Miller	Highway	FT
8/27/2023	Misty Elliff	Sheriff	FT
8/28/2023	Mary Slisz-Chucka	Human Services	FT
8/28/2023	Misty Stodola	Highway	PT - Seasonal

Interviewing Driver/Operators at Highway

Hired Public Health Nurse
Hired Clerk of Court
Hired Driver/Operator at Highway
Hired Dispatcher

Recruiting Patrol Superintendent at Highway
Recruiting Children, Youth and Family Services Supervisor
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

**County Clerk Department
Monthly Report
August 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	322	\$3,400.00
Work Permits	18	\$180.00
Marriage Licenses	32	\$3,210.00
Plat Books		\$1032.45
Election MOU Reimbursement	2/21/23 Election Invoice	\$3,998.39
	4/4/23 Election Invoice	\$14,870.00

Elections Update:

- 20,600 new absentee envelopes have been ordered for the 2024 election year.

General:

- Since the Clerk's office has assumed responsibility for keeping the upstairs main bulletin boards current, we looked at our office/hallway area, as well. We created a tri-fold brochure of services so that we could eliminate several individual handouts. Copy of brochure is attached.
- Airport Hanger Update – 2024 Activity:

Calculate the new format rent letters	2024	1/15/2023	Hermel, McCorquodale, Sawyer Aviation, Schull, Vecchie, Ziegler, Schull #2	Letters are Ready for mailing Letters are Ready for mailing
Calculate new rate & letter for old format	2024	1/15/2023	Korthals, Fandler, Carlson,	
Hanzlik	2024	1/1/2024	Prep new lease for 4/18/24	
Korn	2024	3/1/2024	Prep new lease for 3/1/24	
Lund	2024	6/1/2024	Prep new lease for 9/1/24	
Fandler	2024	7/1/2024	Prep new 10-yr renewal option	
All Normal Rate Letters	2024	12/1/2024	Review all normal rate renewal & annual ltrs for next year	

PLAT BOOK SALES

PLAT BOOKS CAN BE PURCHASED AT THE COUNTY CLERK'S OFFICE OR ONLINE

Plat book cost is \$30 (cash or check); add \$9/book for shipping if shipped. You can request a plat book in person, by mail, or online.

NOTARY PUBLIC SERVICE

NOTARY PUBLIC SERVICE IS FREE

Present a valid photo ID at the counter when you bring documents for this service.

VOTING INFORMATION

REGISTER TO VOTE IN YOUR MUNICIPALITY

Current election results can be found on our website. If you're thinking of running for county office, links for appropriate offices and instructions can be found on the County Clerk web page below.

[SAWYERCOUNTYGOV.ORG/324/ELECTION-
INFORMATION](http://SAWYERCOUNTYGOV.ORG/324/ELECTION-
INFORMATION)

TREE CUTTING PERMITS

OBTAIN A TREE CUTTING PERMIT AT THE OFFICE OR ONLINE

The notice of Timber Cutting Form is available on our webpage and can be printed, completed, and emailed to: dept-clerk@sawyercountygov.org

County Board Information

Sawyer County has several standing committee and sub-committee meetings each month in addition to the regular monthly Board meeting. The meetings are held in-person in the County Board room and are generally available through Zoom.

Links to current agendas as well as past meeting minutes and video recordings can be found on our website: sawyercountygov.org

10610 MAIN STREET, STE. 10
HAYWARD, WI 54843

County Clerk

SERVICES



Information on the following:

- PASSPORTS
- How to apply for a photo ID
- Marriage licenses
- Dog licenses
- Tree cutting permits
- County Board meetings & minutes
- Elections & voting results
- Notary Public services
- Plat book sales

715.634.4866

sawyercountygov.org/170/county-clerk

PASSPORT – WHERE TO APPLY

SAWYER COUNTY COURTHOUSE DOES NOT OFFER PASSPORT APPLICATION SERVICE -

You may apply at travel.state.gov or call ahead to make an appointment at:

Butternut Post Office	715.769.3471
Spooner Post Office	715.635.8716
Ladysmith Post Office	715.532.3400
Ashland Post Office	715.682.4848
Rice Lake Post Office	715.234.3553
Bayfield County Clerk	715.373.6108
Price County Clerk	715.339.3325

DOG LICENSES

DOGS OF 5 MONTHS OR OLDER MUST BE LICENSED AT THE COUNTY CLERK OFFICE, YOUR MUNICIPALITY OFFICE OR ONLINE

Altered dog fees:

- \$10; late fees apply after March 31st of each year

In-tact dog fees:

- \$15; late fees apply after March 31st of each year

APPLY ONLINE AT
DOGLICENSES.US/WI/SAWYER

FREE ID & IDENTIFICATION CARD PETITION PROCESS (IDPP)

GETTING AN ID FOR VOTING IS EASY

1. Visit your local DMV office –
15614 Windrose Lane, Suite 340
Hayward, WI 54843
2. Bring the following, if available:
 - Proof of name and date of birth (such as birth certificate)
 - Proof of identify (social security card, Medicaid/Medicare card, etc.)
 - Proof of Wisconsin residency (utility bill, government mail, lease, etc.)
 - Proof of U.S. citizenship (U.S. birth certificate or citizenship papers)
 - Social Security Number
3. If you don't have all or any of these... you can still get an ID for voting. Just bring what you have to the DMV, fill out two forms, and you will get a photo ID document in the mail to be used at polling stations.

QUESTIONS? CALL 844.588.1069
BRINGIT.WI.GOV

MARRIAGE LICENSES

WHAT WILL YOU NEED TO APPLY?

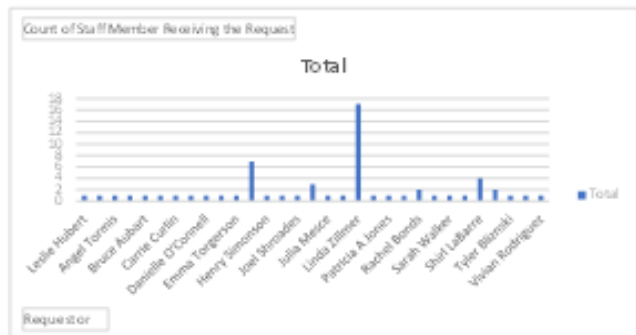
1. Call 715.634.4866 for an appt. where both parties must be in attendance (must have specific wedding date for appt.)
2. Non-expired Photo ID (valid driver's license, passport or gov't. ID)
3. Proof of residency – A document proving where each of you have physically lived for 30 days
4. A CERTIFIED copy of your birth certificate, not a photo copy
5. Your social security number (do not need the card)
6. The name, address & phone # of the officiant
7. If you were previously married, a copy of the Divorce Decree or Death Certificate from the previous marriage
8. The specific municipality in which the marriage will take place within Wis.
9. \$100 cash or check (no credit cards)

There is a 3-day waiting period after which time the license is valid for 60 days. A waiver for the waiting period may be made; a \$10 fee payable in check or cash applies.

WI RESIDENTS MAY APPLY FOR A MARRIAGE LICENSE IN ANY WI COUNTY

Period 1/1/23 – 7/31/23

Row Labels	Count of Staff Member Receiving the Request
Leslie Hubert	1
Alex Cerqueira	1
Angel Tormis	1
Borsberry Law	1
Bruce Aubart	1
Bruce Jasek	1
Carrie Curlin	1
Cassie Smith	1
Danielle O'Connell	1
Doc Mitino	1
Emma Torgerson	1
GoodCitizen715	7
Henry Simonson	1
Jeffrey Strande	1
Joel Shroades	1
John Brylski	3
Julia Mesce	1
Lauren Desleth	1
Linda Zillmer	17
Meghan Eisenbraun	1
Patricia A Jones	1
Paul Johnson	1
Rachel Bonds	2
Renaa Mlozko	1
Sarah Walker	1
Shanon Brickner	1
Shiri LaBarre	4
Steve Bdnling	2
Tyler Bliznski	1
Vince Espi	1
Vivian Rodriguez	1
Grand Total	60



5 of the requests required attorney consultation

Request Volume by Requestor

Period 1/1/23 – 7/31/23

Row Labels	Count of Staff Member Receiving the Request
Leslie Hubert	1
County Clerk	1
Alex Cerquidra	1
Sheriff's Dept.	1
Angel Tomlis	1
County Clerk	1
Borsberry Law	1
Sheriff's Dept.	1
Bruce Aubart	1
Sheriff's Dept.	1
Bruce Jasek	1
Sheriff's Dept.	1
Camie Curlin	1
Clerk of Court	1
Cassie Smith	1
Sheriff's Dept.	1
Danielle O'Connell	1
Sheriff's Dept.	1
Doc Mirino	1
Ambulance Services	1
Emma Torgerson	1
Sheriff's Dept.	1
GoodCitizen715	7
County Clerk	1
DA's office; Admin; Treasurer's office	1
Sheriff's Dept.	5
Henry Simonson	1
ROD	1
Jeffrey Strande	1
Ambulance Services	1
Joel Shroades	1
ROD	1
John Bryski	3
County Clerk	1
Sheriff's Dept.	2
Julia Mesce	1
County Clerk	1
Lauren Derleth	1
County Clerk	1
Linda Zillmer	17
Administration	1
County Clerk	3
Finance	1
LWFR	1
Public Works	1
Zoning	10
Meghan Eisenbraun	1
HR	1
Patricia A Jones	1
EMS	1
Paul Johnson	1
Dog pound/Sheriff's office	1
Rachel Bonds	2
County Clerk/IT	2
Renee Mieczko	1
Ambulance Services	1
Sarah Walker	1
County Clerk	1
Sharon Brickner	1
Ambulance Services	1
Shirley LaBarre	4
Coroner	1
Sheriff's Dept.	3
Steve Baling	2
Finance	2
Tyler Blinski	1
Sheriff's Dept.	1
Vince Espl	1
County Clerk	1
Vivian Rodriguez	1
Ambulance Services	1
Grand Total	60

By
Requestor
within
Department
Involved