



Sawyer County

Agenda

Administration Committee Meeting
Thursday, March 14, 2024 @ 10:00 AM

Sawyer County Board Room

Revised: Wednesday, March 13, 2024 3:02 PM

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.

4 - 6	7. APPROVAL OF MINUTES FROM PREVIOUS MEETING
	a. 1) 2.8.24 Administration Minutes DRAFT 2) 2.20.24 Administration Special Meeting Minutes DRAFT
7 - 11	8. VETERANS SERVICE DEPARTMENT REPORT
	a. Veteran's Services
	9. INFORMATION TECHNOLOGY DEPARTMENT REPORT
12	10. HUMAN RESOURCES REPORT
	a. Human Resource Report March 2024
13	11. COUNTY CLERK DEPARTMENT REPORT
14 - 15	a. February 2024 County Clerk Department Report b. Public Records Request Update Public Records Request Report
16 - 18	12. ECONOMIC INTEREST STATEMENT
	a. County Supervisor Conflict of Interest/Disclosure Form (discussion and possible action) Board member economic interest form - draft2024
	13. WALDO CENTER IN WINTER
19 - 20	14. ELECTED OFFICIALS WAGE REVIEW (DISCUSSION AND POSSIBLE ACTION)
	a. Res 2024- Establishing Elected Official Wages Resolution 2024-update March 24
	15. COUNTY ADMINISTRATOR'S REPORT
	16. FUTURE AGENDA ITEMS
	17. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS
	18. 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 February 8, 2024 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
Lynn Fitch
Gary Elliott - virtual
Rose Lillyroot
Mike Coleson
Stacey Hessel

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: January 11, 2024

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 detailing office activity and was summarized by Mr. Elliott. They submitted 21 disability claims to date and received over \$10,000 in claims in favor of Veterans.

Information Technology Department Report -

A written report was provided identifying projects pending, completed and in process. Mr. Coleson reviewed the highlights.

Human Resources Report -

A written report was provided. Ms. Lillyroot advised that we made arrangements to have our employee handbook reviewed by our insurance company.

County Clerk Department Report -

A written report was provided of counter activity and elections materials. Ballots for the April election have been ordered and the counter activity remains busy with the additional dog tags sold.

Public Records Request Update – A written report was provided and reviewed.

Elected Officials Wage Review -

A copy of the 2024 WCA Elected Officers Salary and Benefits survey was provided. This topic was heard in the Finance Committee. The wages recommended from the finance committee started at \$67,863 in 2025, \$69,220 in 2026, \$70,605 in 2027, and \$72,017 in 2028. A motion was made by Mr. Buckholtz to approve the recommended changes and forward the Resolution to the County Board; second by Mr. Schleeter. Motion carried without negative vote.

Out-of-County Vehicle Policy -

Mr. Albarado provided an update on what was approved at the Finance Committee level, allowing the take-home policy within 25 miles of the county. A resolution to amend the personnel policies for this change was reviewed by Mr. Albarado and will be presented to the board. This summarizes each language change for the policy, and he recommended two additional language changes in the presented resolution that was not discussed at the Finance Committee. A motion was made by Mr. Kinsley to approve the Out-of-County squad vehicles up to a 25-mile radius; second by Mr. Buckholtz. A roll call vote was taken and passed 4-1 with “yes” votes from Schleeter, Kinsley, Duffy and Buckholtz; “nay” vote from Shuman.

County Administrator’s Report –

Consider Proposal to Implement Paid Time Off – Mr. Albarado provided an update on how time off is categorized, and he would advise that a change be made that the proposal be revised to allow staff to their use sick leave bank indefinitely until they are exhausted or separate from the County. A motion was made by Mr. Kinsley to approve the policy with PTO time equal to vacation and sick time; second by Mr. Duffy. A roll call vote was taken and passed 4-0 with “yes” votes from Schleeter, Kinsley, Duffy and Buckholtz; there was no vote submitted from Mr. Shuman who left the meeting.

Closed Session -

A motion was made at 10:53 am by Mr. Duffy; second by Mr. Kinsley to enter closed session pursuant to 19.85(1)(c), (e), and (f), Wis. Stats. Update on personnel matter and Union grievance before the Administrative Committee and discuss the Committee’s response to same. A roll call vote was taken and passed 4-0 with “yes” votes from Schleeter, Buckholtz, Kinsley and Duffy. Mr. Shuman was not present in the meeting.

A motion was made at 11:06 by Mr. Duffy; second by Mr. Kinsley. Motion carried without negative vote.

Open Session – Discussion and possible action RE: Closed Session – No action taken in closed session

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 11:09 am

Next Meeting: March 14, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

**Minutes of the February 20, 2024 meeting of the Sawyer County
Administration Committee Special Meeting
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 - excused

Others Present:

Andy Albarado
Lynn Fitch
Rose Lillyroot
Doug Mrotek

Call to Order –Vice Chair Buckholtz called the meeting to order at 1 pm.

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

Meeting Agenda –

Public Comments –

Review Grievance of Sawyer County Deputy Sheriff's Association Related to Termination of Ryan Schick as a Sawyer County Sheriff's Deputy -

Mr. Albarado introduced the schedule for today. The Administration Committee is here today to sustain or deny the grievance. The Committee chose to enter closed session.

Closed Session -

The Committee will consider a motion to convene in closed session pursuant to Wis. Stat. §§ 19.85(1)(c)(considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) & 19.85(1)(f)(considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations). A motion was made by Ron Kinsley; second by Tom Duffy to enter closed session at 1:05 pm. A roll call vote was taken and passed 3:0. The closed session will relate to:

Review and discussion of grievance related to termination of Ryan Schick as a Sawyer County Sheriff's deputy.

At 1:35pm participants were dismissed so the Committee could deliberate. A motion to enter open session was made at 1:43 pm by Mr. Buckholtz; second by Mr. Duffy. Motion carried without negative vote. Open session was called to order at 1:47 pm. A motion was made by Mr. Buckholtz to deny the grievance as it was presented; second by Mr. Duffy. A roll call vote was taken and carried without negative vote.

Open Session – The Committee will reconvene into open session and, if appropriate, take action on items discussed in closed session.

Adjournment – 1:48 pm

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, March 14, 2024

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

B. **Office Report:**

Contacts:

February: 518 phone calls, 499 letters/emails/faxes and 261 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 34 disability claims to date and received retroactive payment of \$55,282.84 for claims decided in the Veteran's favor.

Training:

Up to date.

Outreach:

Provided an educational briefing on various VA benefits to Ashland, Bayfield, Sawyer County Health & Human Services employees and employees from the Minneapolis VA Health Care System regarding various VA benefits that may be leveraged in supporting veterans within NW Wisconsin.

Met with The American Legion Post 303 of Winter, WI where we discussed various changes in VA policy and entertained current individual and Post' questions/concerns related to local, state and federal level veteran issues.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 03/05/24

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	245.00	1,055.00	19	1,275.00
Department 57 - Veteran's Administration Totals		\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$245.00	\$1,055.00	19%	\$1,275.00
REVENUE TOTALS		\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$245.00	\$1,055.00	19%	\$1,275.00
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	500.00	4,500.00	10	437.54
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$500.00	\$4,500.00	10%	\$437.54
State Account 54720 - Veteran's Office										
50111	Regular Salaries	132,539.00	.00	132,539.00	.00	.00	17,788.60	114,750.40	13	79,421.51
50112	Salaries Overtime	.00	.00	.00	.00	.00	.00	.00	+++	158.96
50144	Term Life Ins./Employer's Share	53.00	.00	53.00	.00	.00	10.30	42.70	19	57.74
50147	Workers Comp	4,034.00	.00	4,034.00	.00	.00	346.41	3,687.59	9	1,468.99
50151	FICA-Employer's Share	10,139.00	.00	10,139.00	.00	.00	1,293.08	8,845.92	13	6,591.37
50152	Retirement-Employer's Share	9,104.00	.00	9,104.00	.00	.00	1,159.40	7,944.60	13	5,573.00
50154	Hospital and Health Insurance	.00	.00	.00	.00	.00	3,151.71	(3,151.71)	+++	1,051.92
50155	Flex Administration Fees	48.00	.00	48.00	.00	.00	24.00	24.00	50	68.31
50156	Health Reimb. Acct.	.00	.00	.00	.00	.00	1,400.00	(1,400.00)	+++	.00
50218										
50218-323	Garbage	50.00	.00	50.00	.00	.00	5.50	44.50	11	44.00
50218 - Totals		\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$5.50	\$44.50	11%	\$44.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	13.88	(13.88)	+++	1,554.74
50221	Water and Sewer	325.00	.00	325.00	.00	.00	9.95	315.05	3	217.51
50222	Electric	1,000.00	.00	1,000.00	.00	.00	101.89	898.11	10	901.29
50224	Heating Fuels	500.00	.00	500.00	.00	.00	27.14	472.86	5	251.89
50225	Telephone	750.00	.00	750.00	.00	.00	65.05	684.95	9	1,026.05
50241	Repairs/Maintenance-Vehicles	1,000.00	.00	1,000.00	.00	.00	75.98	924.02	8	1,345.43
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	100.00	.00	100.00	.00	.00	19.88	80.12	20	25.77
50312	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	799.95
50313	Printing	3,000.00	.00	3,000.00	.00	.00	467.19	2,532.81	16	2,644.04
50314	Small Items of Equipment	.00	.00	.00	.00	.00	146.18	(146.18)	+++	.00
50321	Publications/Legal Notices	.00	.00	.00	.00	.00	17.49	(17.49)	+++	.00
50329	Subscriptions	700.00	.00	700.00	.00	.00	.00	700.00	0	84.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50339	Travel	.00	.00	.00	.00	.00	.00	.00	+++	150.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	.00



Budget Performance Report

Fiscal Year to Date 03/05/24

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										
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	881.34
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$881.34
50351	Vehicle Fuel	2,400.00	.00	2,400.00	.00	.00	111.21	2,288.79	5	1,960.48
50515	Indirect Cost	.00	.00	.00	.00	.00	.00	.00	+++	7,194.68
50805	Capital Outlay-Small Equipment (1000 - 5000)	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
State Account 54720 - Veteran's Office Totals		\$172,992.00	\$0.00	\$172,992.00	\$0.00	\$0.00	\$26,234.84	\$146,757.16	15%	\$113,472.97
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	5,840.00
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%	\$5,840.00
Department 57 - Veteran's Administration Totals		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$26,734.84	\$158,257.16	14%	\$119,750.51
EXPENSE TOTALS		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$26,734.84	\$158,257.16	14%	\$119,750.51
Fund 100 - General Fund Totals										
REVENUE TOTALS		1,300.00	.00	1,300.00	.00	.00	245.00	1,055.00	19%	1,275.00
EXPENSE TOTALS		184,992.00	.00	184,992.00	.00	.00	26,734.84	158,257.16	14%	119,750.51
Fund 100 - General Fund Totals		(\$183,692.00)	\$0.00	(\$183,692.00)	\$0.00	\$0.00	(\$26,489.84)	(\$157,202.16)		(\$118,475.51)
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	.00	9,350.00	0	9,350.00
43565-001	2023 ARPA CVSO Grant	.00	.00	.00	.00	.00	.00	.00	+++	14,228.00
43565 - Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$0.00	\$9,350.00	0%	\$23,578.00
Department 00 - General Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$0.00	\$9,350.00	0%	\$23,578.00
REVENUE TOTALS		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$0.00	\$9,350.00	0%	\$23,578.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	7,941.81
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	.00	1,298.00	0	1,151.41
50313	Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	80.00
50314										
50314-001	2023 ARPA CVSO Grant Enhanced Outreach Capability	.00	.00	.00	.00	.00	3,771.51	(3,771.51)	+++	.00
50314 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,771.51	(\$3,771.51)	+++	\$0.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	400.00	800.00	33	457.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	20.00	630.00	3	20.00



Budget Performance Report

Fiscal Year to Date 03/05/24

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										
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	825.00
50339	Travel	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	307.70
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	.00	300.00	0	75.49
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	487.34	(487.34)	+++	1,457.75
	50373 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$487.34	(\$487.34)	+++	\$1,457.75
50805	Capital Outlay-Small Equipment (1000 - 5000)	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
State Account 54700 - Veteran's Grant Expenses Totals		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$4,678.85	\$5,919.15	44%	\$12,316.16
Department 00 - General Totals		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$4,678.85	\$5,919.15	44%	\$12,316.16
EXPENSE TOTALS		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$4,678.85	\$5,919.15	44%	\$12,316.16
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		9,350.00	.00	9,350.00	.00	.00	.00	9,350.00	0%	23,578.00
EXPENSE TOTALS		10,598.00	.00	10,598.00	.00	.00	4,678.85	5,919.15	44%	12,316.16
Fund 213 - Veteran's Service Grant Totals		(\$1,248.00)	\$0.00	(\$1,248.00)	\$0.00	\$0.00	(\$4,678.85)	\$3,430.85		\$11,261.84
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	6,329.95
Department 00 - General Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$6,329.95
REVENUE TOTALS		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$6,329.95
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		5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0%	6,329.95
EXPENSE TOTALS		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
Fund 411 - Veteran's Transportation Grant Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		\$6,329.95
Grand Totals										



Budget Performance Report

Fiscal Year to Date 03/05/24
Include Rollup Account and Rollup to Account

REVENUE TOTALS	15,650.00	.00	15,650.00	.00	.00	245.00	15,405.00	2%	31,182.95
EXPENSE TOTALS	199,590.00	.00	199,590.00	.00	.00	31,413.69	168,176.31	16%	132,066.67
Grand Totals	(\$183,940.00)	\$0.00	(\$183,940.00)	\$0.00	\$0.00	(\$31,168.69)	(\$152,771.31)		(\$100,883.72)

Human Resource Report March 14, 2024

TURNOVER

2/14/2024	Renee Brown	Veteran Services	LTE
2/19/2024	Nicole Anderson	Sheriff	PT
2/19/2024	Jaymes Poplin	Sheriff	Term
2/25/2024	Angela Rew	Sheriff	PT to FT
2/25/2024	Ryan Krummel	Sheriff	PT to FT

Recruiting for PT Register in Probate/Clerk of Court position

Recruiting for Deputy Director in Health and Human Services

Recruiting for EMS positions

Recruiting Jailer, Dispatch and PT Road positions

Interviewed for Ordinance Enforcement Specialist Position

Recruiting for Kinship Care Coordinator

Recruiting for Sheriff's Office Administrative Assistant/Records/Civil Process Clerk

Training Day was well received by staff, great feedback on the presenters and topics

The Sawyer County Deputy Sheriff's Association has notified us that they intend to proceed to arbitration regarding the grievance filed requesting reinstatement of Ryan Schick as a Deputy Sheriff after he was terminated. The Administration Committee heard this matter last month and denied the grievance.

Policy manual updates

**County Clerk Department
Monthly Report
February 29, 2024**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	147	\$1520.00
Marriage Licenses	1 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$100
Plat Books		\$298.56
Election MOU Reimbursement		

Elections Update:

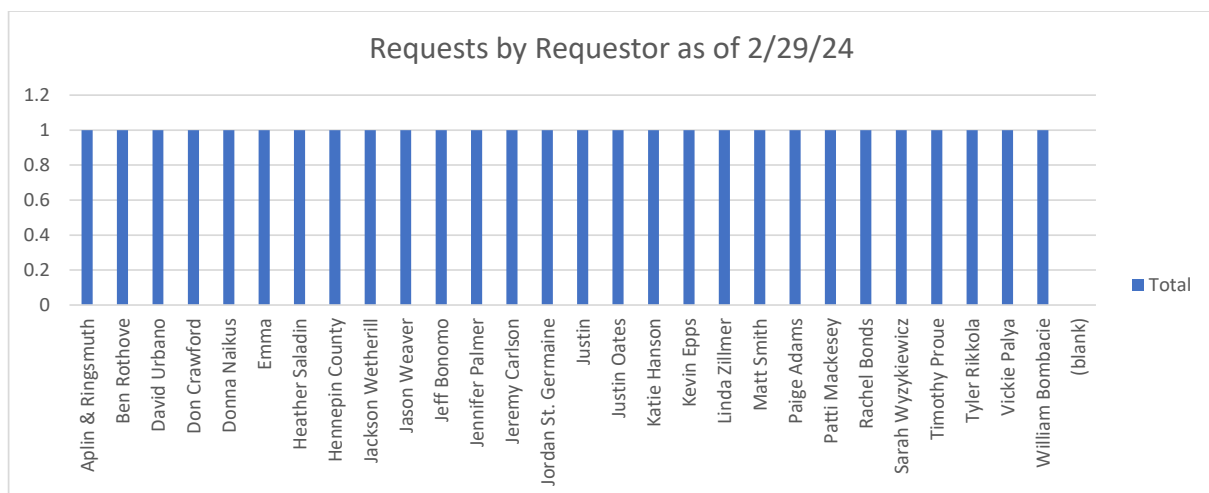
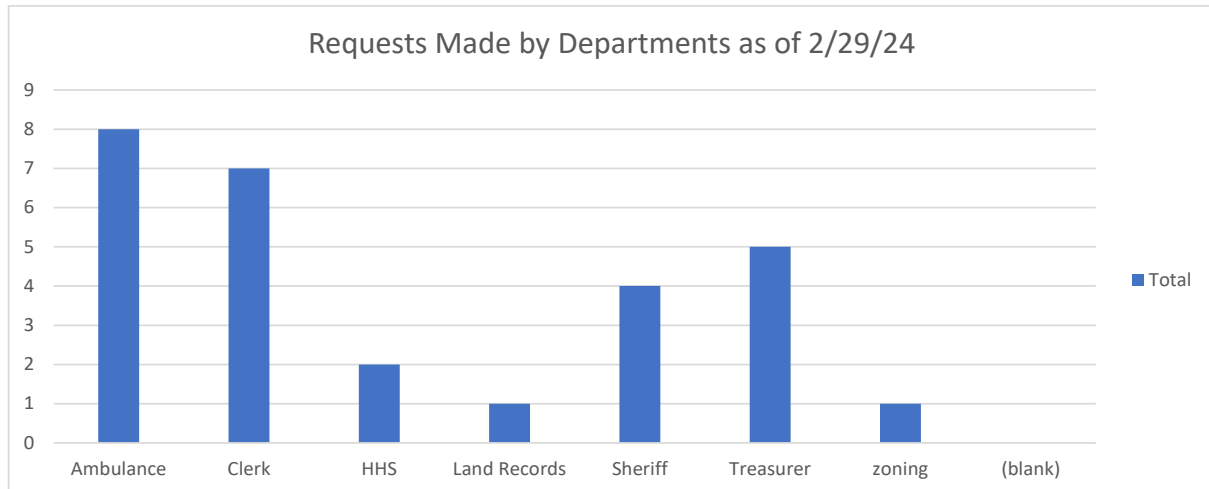
- Ballots for the April election have arrived, and clerks are picking them up to begin absentee mailings.
- The change in maps due to Governor Evers' revised maps will result in Sawyer County going from two Senate and Assembly districts to only one but I've received conflicting information as to which numbers we will finally land. As to how this will affect the remaining elections in 2024, this is still under debate and no clear answers are available yet, as representatives are in mid-term during this change.

General:

- We continue to grow in dog license sales, a rise in the increase due largely to some municipalities not choosing to sell them.
- Plans are nearly complete for the June 2024 WCCA Conference here in Hayward. Our Tuesday activities are being generously assisted by the Snowmobile/ATV Alliance and Treeland Resorts.

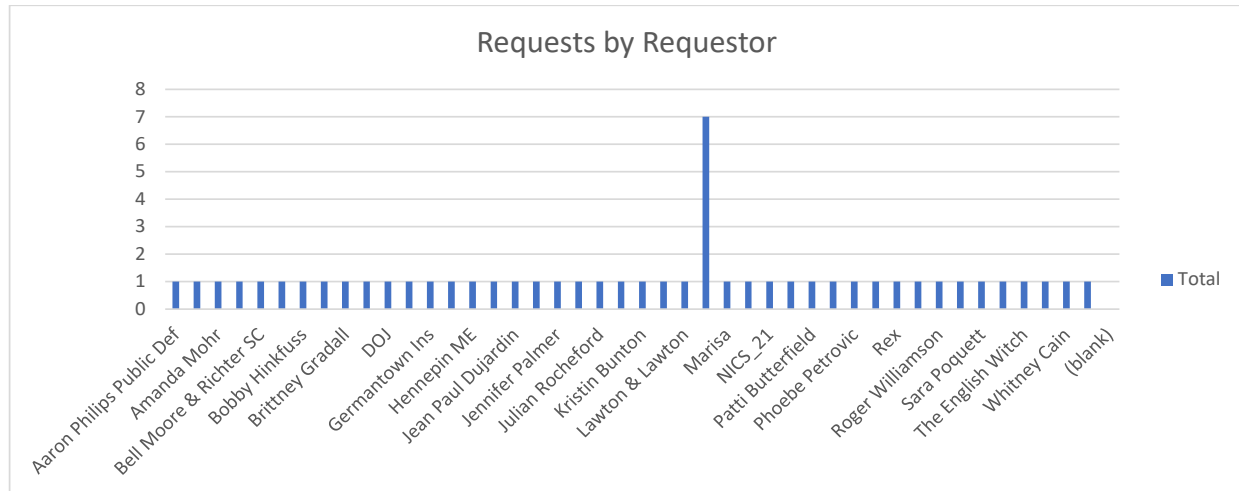
Public Records Request Report: Period 1/1/24 – 2/29/24

County Departments Excluding Sheriff		Sheriff's Department	
# of Requests requiring attorney involvement; attorney fees are non-recoverable	0	# of Requests requiring attorney involvement; attorney fees are non-recoverable	0
# of total hours tracked to fulfill requests	11.07	# of total hours tracked to fulfill requests	13
# of requests last month	14	# of requests last month	27
Fees for time recovered	\$50		
Total # of requests YTD	28	Total # of requests YTD	50



Public Records Request Report: Period 1/1/24 – 2/29/24

Sheriff's Department –





STATEMENT OF ECONOMIC INTEREST AND FINANCIAL DISCLOSURE

Disclosure form shall be filed as a public record in April of each year.

Submit to: County Clerk, 10610 Main St., Suite 10, Hayward, WI 54843

All officials and employees of Sawyer County (the County") hold their office or position for the benefit of the public. The proper operation of democratic government requires that:

- County officials and employees be impartial and responsible to the people;
- Government decisions and policy be made in proper channels of the governmental structure;
- Public office is not used for personal gain; and
- County operations facilitate the retention of public confidence in the integrity of its government.

In recognition of these goals, the County established and maintains a Code of Ethics for all County employees and officials in order to assist them in identifying and avoiding those acts or actions that may conflict with the best interests of the County and create a substantial and material conflict between personal interests and public responsibilities.

In addition, to achieve transparency and confidence in the elected County Board of Supervisors, each County Board Supervisor is required to execute a Conflict of Interest Statement and Disclosure of Economic Interests.

Provide additional information and explanations as required. If the answer to any question is "yes" please explain below with specificity.

THESE QUESTIONS SHOULD BE ANSWERED TO THE BEST OF YOUR KNOWLEDGE.

"Immediate Family" means either a wife, husband, or any other person, including a domestic partner, who is a member of the immediate household or receives more than 50% of their support from such employee or official.

1. Are you or your spouse related to any Sawyer County employee?
☐ YES ☐ NO

If yes, please explain to whom, what the relationship is and where that employee works. _

2. To the best of your knowledge, does you or your spouse or a member of your immediate family conduct business with Sawyer County?
☐ YES ☐ NO

If yes, please explain who the employer is, the nature of the business, the dollar amount of the business and whether the business is continuous.

3. To the best of your knowledge, have you, your spouse or any member of your immediate family received anything of value as defined in this Code from any party doing business with Sawyer County or regulated by Sawyer County?
☐ YES ☐ NO

If yes, please explain.

4. To the best of your knowledge, do you or your spouse or any member of your immediate family have any claim against Sawyer County?
☐ YES ☐ NO

If yes, please explain._

5. Are any delinquent taxes owed by you, your spouse or member of your immediate family to any federal, state or local gov?
☐ YES ☐ NO

If yes, please explain to whom, how much and how long the taxes have been delinquent.

6. To the best of your knowledge, do you have any unpaid judgments?
☐ YES ☐ NO

If yes, please explain to whom and how much._

7. Please list all elected positions you currently hold, or held in the last 5 years.

8. Please list any Boards or Commissions that you currently serve on (elected or appointed).

9. Please list your current employer(s).

10. Please list any business that you currently have a 20% or more ownership in or serve on the board for, or serve in an executive or management role.

I have read the Code of Ethics in the Sawyer County Board of Supervisors Policy and Procedure Manual and make the following statement:

OR

Signature _____ Date _____

STATE OF WISCONSIN} }
COUNTY OF SAWYER} ss

GIVEN under my hand and official seal this _____ day of _____, 20____.

My Commission expires_____ [is permanent].

25

26 Information contained in this Resolution was recommended for adoption by the Sawyer County Board of
27 Supervisors at its meeting on March 21, 2024, by the Sawyer County Administration and Finance
28 Committees on March 14, 2024.

29 Administration Committee

30 _____

31 Tweed Shuman, Chairman

Ron Buchholz, Vice Chair

32

33 _____

34 Tom Duffy, Member

Ron Kinsley, Member

35

36 _____

37 Dale Schleeter, Member

Finance Committee

38 _____

39 Ron Kinsley, Member

Tom Duffy, Member

40 _____

41 Stacey Hessel, Member

Dale Schleeter, Member

42 _____

43 John Righeimer, Member

44 _____

45

46 This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 21th day of March,
47 2024

48

49 _____

50 Tweed Shuman,
51 Sawyer County Board of Supervisors Chairman

Lynn Fitch,
Sawyer County Clerk