



Sawyer County

Agenda

**Administration Committee Meeting
Monday, May 13, 2024 @ 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. [4.11.24 Administration Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

6 - 10

- a. Van Services Update
[Veteran's Report](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

11 - 12

- a. [IT-2024-05-13-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

11. COUNTY CLERK DEPARTMENT REPORT

13

- a. Clerk Report
[April 2024 County Clerk Department Report](#)

14

- b. 55th Annual Municipal Clerks Appreciation Week Press Release
[Municipal Clerk Week Press Release](#)

15 - 16

- c. Public Records Request Update
[April Records Request Report](#)

12. COUNTY ADMINISTRATOR'S REPORT

13. SENIOR CENTER UPDATE

17 - 18

- a. [May 2024 Report to HHS](#)

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 11, 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**
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☐ Dale Schleeter - excused

Others Present:

Andy Albarado	Mike Coleson-virtual
Lynn Fitch	Stacey Hessel
Gary Elliott	

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 14, 2024

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

Second by: Mr. Duffy

WALDO Center Update -

Mr. Albarado provided an update, stating that he met with Laurie from the WALDO Center. Per statute, aging senior services are the only area that the County can legally contribute to. Funding two struggling senior centers (WALDO and the Senior Resource Center) should be carefully considered prior to committing. This will remain on the agenda for next month

Veterans Service Department Report -

A written report was provided identifying payments of \$62,641.54 paid out for claims decided in veterans' favor. A State training is scheduled for April 15th through 19th. Mr. Elliot is scheduled to speak at an April 13th VFW District 10 annual convention regarding vet benefits/needs/issues within Northern Wisconsin. The federal department started using AI to funnel claims which is causing problems in claim fulfillment; they will continue to watch and try to fine tune this process for better accuracy. We just lost both van drivers for our facility. He reviewed the 100% disabled vet property tax reimbursement program.

Information Technology Department Report -

A written report was provided. Video surveillance cameras at the Highway Department have been upgraded. A time-tracking tool for IT has been put in place to assist with incoming IT requests, and a list of pending projects was included. The zoning department would like to automate their permit request process and will investigate this.

Human Resources Report -

A written report was provided. The department is recruiting and interviewing for several positions, and continues to work through various disciplinary issues. The tentative date of arbitration with the Sawyer County Deputy Sheriff's Associations is May 6th regarding the deputy Ryan Schick grievance. We are short paramedics at this time.

County Clerk Department Report -

A written report was provided of counter activity and general office updates. More than 100 dog licenses were sold at the weekend rabies clinics but this is down from the previous year. There is continued turnover in the municipal

clerk positions and the Town of Spider Lake is currently without a person in that position. We are in the process of investigating software programs to help track records requests. Registrations have been sent to Clerks statewide as well as to vendors for the June WCCA conference to be held in Hayward.

Public Records Request Update – A written report was provided showing 57 requests to date for the general county departments and 78 to date for the Sheriff’s Department; to date we have recovered \$154.45 in fees for time spent developing request documentation and over 62 hours of documented time performing the research.

County Administrator’s Report –

The September WCA Conference is coming up and they are asking for resolutions to be considered at the State level and then forward to legislators. Possibilities to submit include the DAV veterans funding for transportation and the wakeboarding resolutions. This will be mentioned at our April board meeting, as well. He recommended reviewing the board policy of length of time to read public comments into record at committee meetings. We are working on orientation training materials for next week. May 16th is the ribbon cutting and short ceremony before the regular board meeting. He will be meeting with GenCom radio group next week to hear their recommendations. We will start the budget project in May/June. The ATV/UTV route requests will come before the board next month. The Tourist Rooming House ad hoc as forwarded the draft ordinance to committee levels for review in May along with a public hearing. The next Airport Master Plan public meeting will take place this fall.

Future Agenda Items – Senior Center Update, VA Update on Transportation

Correspondence, reports from conferences and meetings

Adjournment – 11:19 am

Next Meeting: May 9, 2024 **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, May 13, 2024

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

B. **Office Report:**

Contacts:

April: 416 phone calls, 519 letters/emails/faxes and 207 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 67 disability claims to date and received retroactive payment of \$98,284.23 for claims decided in the Veteran's favor.

Training:

Up to date.

Attended Spring State Training April 15-19, 2024.

Outreach:

Coffee and Conversation with Gary and Nicole – 1st Wednesday of every month

I met with Disabled American Veterans Chapter 52 on April 8th and the Veterans of Foreign Wars District 10 Annual Convention on April 13, 2024 to provide requested insight and concerns for Northern Wisconsin's Veterans as it applies to policy, and policy changes related to current law at both state and federal level.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 05/08/24

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	70.00	.00	515.00	785.00	40	1,275.00
Department 57 - Veteran's Administration Totals		\$1,300.00	\$0.00	\$1,300.00	\$70.00	\$0.00	\$515.00	\$785.00	40%	\$1,275.00
REVENUE TOTALS		\$1,300.00	\$0.00	\$1,300.00	\$70.00	\$0.00	\$515.00	\$785.00	40%	\$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	4,928.83	.00	41,008.45	91,530.55	31	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	20.60	32.40	39	57.74
50147	Workers Comp	4,034.00	.00	4,034.00	95.98	.00	785.46	3,248.54	19	1,468.99
50151	FICA-Employer's Share	10,139.00	.00	10,139.00	360.12	.00	3,001.69	7,137.31	30	6,591.37
50152	Retirement-Employer's Share	9,104.00	.00	9,104.00	294.55	.00	2,622.87	6,481.13	29	5,573.00
50154	Hospital and Health Insurance	.00	.00	.00	1,050.57	.00	5,252.85	(5,252.85)	+++	1,054.52
50155	Flex Administration Fees	48.00	.00	48.00	8.20	.00	56.40	(8.40)	118	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	12.65	37.35	25	44.00
50218 - Totals		\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$12.65	\$37.35	25%	\$44.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	20.44	(20.44)	+++	1,554.74
50221	Water and Sewer	325.00	.00	325.00	.00	.00	35.37	289.63	11	217.51
50222	Electric	1,000.00	.00	1,000.00	.00	.00	201.78	798.22	20	901.29
50224	Heating Fuels	500.00	.00	500.00	.00	.00	66.53	433.47	13	251.89
50225	Telephone	750.00	.00	750.00	50.28	.00	239.45	510.55	32	1,050.86
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	26.76	73.24	27	25.77
50312	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	799.95
50313	Printing	3,000.00	.00	3,000.00	226.83	.00	1,200.12	1,799.88	40	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 05/08/24

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	277.21	2,122.79	12	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	\$7,015.36	\$0.00	\$56,468.28	\$116,523.72	33%	\$113,500.38
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	\$7,015.36	\$0.00	\$56,968.28	\$128,023.72	31%	\$119,777.92
EXPENSE TOTALS		\$184,992.00	\$0.00	\$184,992.00	\$7,015.36	\$0.00	\$56,968.28	\$128,023.72	31%	\$119,777.92
Fund 100 - General Fund Totals										
REVENUE TOTALS		1,300.00	.00	1,300.00	70.00	.00	515.00	785.00	40%	1,275.00
EXPENSE TOTALS		184,992.00	.00	184,992.00	7,015.36	.00	56,968.28	128,023.72	31%	119,777.92
Fund 100 - General Fund Totals		(\$183,692.00)	\$0.00	(\$183,692.00)	(\$6,945.36)	\$0.00	(\$56,453.28)	(\$127,238.72)		(\$118,502.92)
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	690.00	510.00	58	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 05/08/24

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	32.02	267.98	11	75.49
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	1,038.59	(1,038.59)	+++	1,457.75
50373 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,038.59	(\$1,038.59)	+++	\$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	\$5,552.12	\$5,045.88	52%	\$12,316.16
Department 00 - General Totals		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$5,552.12	\$5,045.88	52%	\$12,316.16
EXPENSE TOTALS		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$5,552.12	\$5,045.88	52%	\$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	5,552.12	5,045.88	52%	12,316.16
Fund 213 - Veteran's Service Grant Totals		(\$1,248.00)	\$0.00	(\$1,248.00)	\$0.00	\$0.00	(\$5,552.12)	\$4,304.12		\$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 05/08/24
Include Rollup Account and Rollup to Account

REVENUE TOTALS	15,650.00	.00	15,650.00	70.00	.00	515.00	15,135.00	3%	31,182.95
EXPENSE TOTALS	199,590.00	.00	199,590.00	7,015.36	.00	62,520.40	137,069.60	31%	132,094.08
Grand Totals	(\$183,940.00)	\$0.00	(\$183,940.00)	(\$6,945.36)	\$0.00	(\$62,005.40)	(\$121,934.60)		(\$100,911.13)

Mike Coleson
Sawyer County IT Director



May 13, 2024

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

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

- Now using a time-tracking tool for IT Dept. Summary report attached.
- Digital Signage at Oasis for ADRC

Projects in progress

- Application form automation with payment processing. Zoning, Highway, Forestry
- AV upgrades/installs: Small Courtroom completed May 3.
- Door Controls
 - Reactivate remote door openers for Courthouse offices: Clerk, Payroll/Admin, Clerk of Court, DA
 - Install new readers in HHS, Clerk of Court 2nd door.
-

Pending Projects

- Phase 2 Jail camera replacement. 69 analog cameras to be replaced with digital. This is a 2023 CIP project. Working with vendor, Accurate Controls
- Backup Internet for Airport using T-Mobile

Helpdesk and support activities

80% of time spent on support requests

IT Department Requests

New Requests		Requests Received by Depar...	
Request Submitted	Count	Department	April Requests
April	145	Administration	11
Solved tickets		Ambulance/Medical Examine	5
Completed Requests	Count	Animal Control	1
	140	County Clerk	12
		Court	9
		District Attorney	2
		Forestry	7
		Health & Human Services	37
		Highway	5
		IT	10
		Land Records/Survey	4
		Register of Deeds	7
		Sheriff	20
		Treasurer	4
		UW Extension	1
		Veterans	4
		Zoning and Conservation	6

**County Clerk Department
Monthly Report
April 30, 2024**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	347	\$4105.00
Marriage Licenses	8 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$800
Plat Books		\$730.80
Election MOU Reimbursement	April 2 nd Election	\$15,639.50

Elections Update:

- The week of May 5-11 is Municipal Clerk Recognition Week. I have submitted a press release and sent the same release to all city, village and town supervisors along with their clerks. Copy of press release is included in April Committee packet.
- Two experienced municipal clerks and I will offer a new clerk training opportunity at the Board Room on May 16th to cover general contact information they need, clerk deadlines, and election materials basics. We should have about ten clerks attending.

General:

- After investigating records request software, we have contracted with CivicPlus to provide NextRequest software. This software will be a part of the County Clerk budget, and the County Clerk will be responsible for overseeing the requests, responses and reporting.
- Airport Hangar leases are current and the remaining renewal letters for 2024 are printed and ready to mail on their appropriate due dates.
- The June WCCA Conference registrations are coming in and the hotel rooms at Flat Creek are filling up nicely.

CONTACT: **Lynn Fitch**

FOR IMMEDIATE RELEASE

PROFESSIONAL MUNICIPAL CLERKS WEEK
May 5 - 11, 2024

The week of May 5 - 11, 2024 is designated as " Professional Municipal Clerks Week." This is the time to show appreciation to all Municipal and Deputy Clerks for the services they provide their communities. Specifically, Clerks serve as the professional link between the citizens, the local governing bodies and agencies of government at other levels.

Let us honor Municipal and Deputy Clerks for "continually striving to improve the administration of their duties through participation in education programs, seminars, workshops and annual meetings of their state, province, county and international professional organizations."

The International Institute of Municipal Clerks (IIMC), a professional association of City, Town, Township, Village, Borough, Deputy and County Clerks, sponsors Municipal Clerks Week. IIMC has over 16,000 members throughout the United States, Canada and 15 other countries.

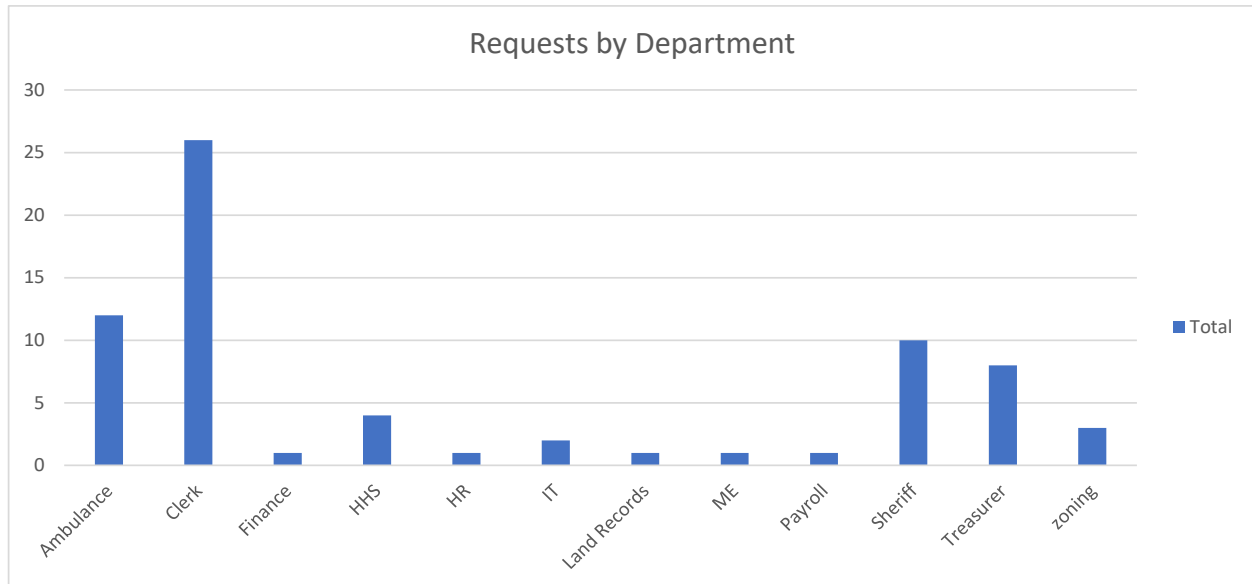
IIMC President Mary Ann Hess, MMC, and City Clerk and Finance Director for the City of Laurel, Mississippi, urges Municipal and Deputy Clerks to highlight the importance of their roles and functions and the impact the Municipal Clerk's office has on the public.

Professor William Bennett Munro, author of one of the first textbooks written on the topic of municipal administration, wrote, "No other office in municipal service has so many contacts. It serves the Mayor, the City Council, the City Manager, and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information."

The functions of the Clerk necessitate a thorough knowledge of law procedure, administration and interpersonal relations. IIMC further challenges Clerks to fervently pursue continuing education opportunities and professional networking to "establish [their] proper role as a member of the municipal executive team." Sawyer County extends a sincere "Thank You" to all municipal and deputy clerks in the County for their dedicated service to our communities.

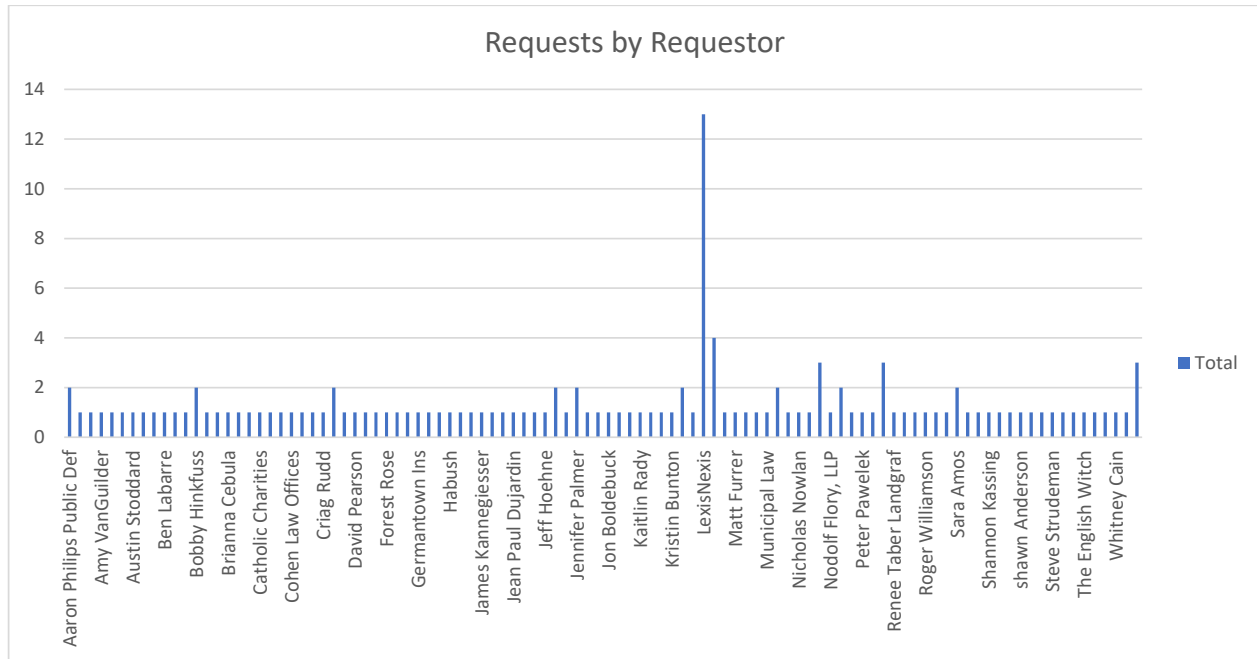
Public Records Request Report: Period 1/1/24 – 4/30/24

County Departments Excluding Sheriff		Sheriff's Department	
# of Requests requiring attorney involvement; attorney fees are non-recoverable	1	# of Requests requiring attorney involvement; attorney fees are non-recoverable	0
# of total hours tracked to fulfill requests	29.8	# of total hours tracked to fulfill requests	39
# of requests last month	13	# of requests last month	22
Fees for time recovered	\$154.45		
Total # of requests YTD	69	Total # of requests YTD	120



Public Records Request Report: Period 1/1/24 – 4/30/24

Sheriff's Department –



MAY 2024 – SRC Report

- We still have an opening for a cook in Stone Lake.
 - Currently, Joey is cooking breakfast in Stone Lake on Monday, Wednesday and Friday.
 - Drivers bring Meals on Wheels and carry out meals to Stone Lake from Hayward to distribute.
- Bingo
 - Wrapping up for the year at TNT on May 20th
 - Red Schoolhouse Wines – Bingo on the Patio in May, June, July and August
 - There is a possibility we will have to look for a new location for Monday Night Bingo as TNT as it has been sold.

- Senior Center Meal Counts 2023

Winter Home Delivered Meals and Carry out Meals are cooked in Exeland, delivered to Winter for Meals on Wheels Drivers and Carry out.

- Hayward
 - Home Delivered-12,504
 - Carry Out - 1233
 - Congregate - 3656
- Stone Lake
 - Breakfast -91
 - Home Delivered - 744
 - Carry out -257
- Exeland
 - Home Delivered -2146
 - Congregate - 1166
 - Carry Out - 263
- Winter
 - Home Delivered - 2096
 - Carry out - 81

Mission Statement: To serve, support, assist, and advocate for the older adults of Sawyer County and their caregivers to achieve active fulfilled independent and healthy lives.

Senior Center Meal Counts to date 2024

Currently Breakfast is served in Stone Lake Monday, Wednesday and Friday. Carry out and Home Delivered meals are cooked in Hayward and delivered to Stone Lake for drivers and Carry outs to pick up.

Winter Home Delivered Meals and Carry out Meals are cooked in Exeland, delivered to Winter for Meals on Wheels Drivers and Carry out.

- **Hayward**
 - Home Delivered- 3292
 - Carry Out - 376
 - Congregate - 1263
- **Stone Lake**
 - Breakfast -359
 - Home Delivered - 899
 - Carry out -207
 - Congregate – 41
- **Exeland**
 - Home Delivered -628
 - Congregate - 296
 - Carry Out - 70
- **Winter**
 - Home Delivered - 553
 - Carry out - 22

As always if there are any questions, please call, email, or stop by, if you would like to come to the Senior Center please call ahead. We will be happy to answer your questions.

Mission Statement: To serve, support, assist, and advocate for the older adults of Sawyer County and their caregivers to achieve active fulfilled independent and healthy lives.