Sawyer County

Agenda

Administration Committee Meeting
Thursday, July 11, 2024 @ 10:00 AM
Sawyer County Board Room
Revised: Wednesday, July 10, 2024 1:24 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 1-312-626-6799with 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

5 - 6 a. 6.13.24 Administration Committee Minutes DRAFT

8. APOSTLE ISLAND NATIONAL PARK LETTER OF SUPPORT (DISCUSSION AND POSSIBLE ACTION)

7 - 9 a. 1) Apostle Islands National Park Act
2) Apostle Islands National Park Flyer

9. VETERANS SERVICE DEPARTMENT REPORT

10 - 14 a. 1) Budget Performance
2) Veterans Report

10. INFORMATION TECHNOLOGY DEPARTMENT REPORT

15 - 16 a. IT-2024-07-11-Administration-Committee

11. HUMAN RESOURCES REPORT

17 a. Human Resource Report July 2024

12. COUNTY CLERK DEPARTMENT REPORT

18 a. June 2024 County Clerk Department Report

19 - 23 b. Public Records Request Update
General report NextRequest

13. RADIO COMMUNICATIONS PROJECT UPDATE

24 - 51 a. 2) GenComm wBugT Sawyer County Presentation June 2024 Rev 1
3) BugTusselProject Budget - V1
4) BugTusselSawyer - Project Map (V1)
5) Res 2024- INITIAL RESOLUTION APPROVING BUG TUSSEL PROJECT REVENUE BOND FINANCING.pdf
6) 4860-5573-6261.1 SAWYER County - Notice of Intent (Bug Tussel 2024)

14. CONSIDERATION OF SHORT-TERM FINANCIAL ASSISTANCE TO NWCEP

52 - 78 a. 1) Res 2024- Provision of Short-term Financial Assistance to the NWCEP
2) Sawyer county request
3) NWCEP Final Financial Statements

15. OUTSIDE COMMITTEE UPDATES

16. COUNTY ADMINISTRATOR'S REPORT

a. Designating a Newspaper of Record (discussion and possible action)

79 b. Public Records Request Memo
[SawyerCoMemoWisconsinPublicRecordsLaw7-2-2024 Draft]

80 - 81 c. Public Records Request Fee Schedule (discussion and possible action)
[Sawyer County Public Records Request Fee Schedule-7-9-2024-Draft]

82 d. Public Records Request Fee Schedule Resolution (discussion and possible action)
[Adopting Public Records Request Fee Schedule 7-2024]

17. REVIEW GRIEVANCE OF SAWYER COUNTY DEPUTY SHERIFF'S ASSOCIATION RELATED TO DISCIPLINE OF DEPUTY JORDAN PRICE (DISCUSSION AND POSSIBLE ACTION)

a. 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). The closed session will relate to:

-Review and discussion of grievance related to discipline of Deputy Jordan Price

b. Open Session – Discussion and possible action RE: Closed Session

18. FUTURE AGENDA ITEMS

19. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

20. 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 June 13, 2024 meeting of the Sawyer County Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County

Voting Committee Members (X) Present:	**Others Present:**	
☒ Chair: Ron Kinsley	Andy Albarado	
☒ Vice Chair: Ron Buckholtz	Lynn Fitch	Linda Zillmer
☒ Tom Duffy	Gary Elliott	
☒ John Righeimer	Rose Lillyroot	
☒ Stacey Hessel	Mike Coleson – virtual @ 10:14 am	

Call to Order –Chair Ron Kinsley 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: May 13, 2024
Motion to approve made by: Mr. Buckholtz Second by: Ms. Hessel
Motion carried without negative vote.

Appointment Adjustments -
Several committee appointments were recommended for consideration. Ms. Hessel made a motion to approve the appointment adjustments; second by Mr. Righeimer and forward to full County Board. Motion carried without negative vote.

Veterans Service Department Report -
A written report with the budget was provided and reviewed by Mr. Elliott. The office submitted 87 claims to date and received retroactive payments in the amount of $144,268.81. Outreach efforts/events included Coffee and Conversation with Gary and Nicole, the NWVMC Memorial Day Ceremony and the county Memorial Day Ceremony.

Information Technology Department Report -
A written report was provided. Mr. Coleson advised they are working on the new door controls and jail cameras.

Human Resources Report -
A written report was provided and reviewed. They will be making an offer for the Assistant Zoning & Conservation Administrator today.

Bug Tussel Project --
Having been reviewed at the Finance meeting with all in attendance, the project was not reviewed again in Administration.

NWCEP Request for Assistance -
NWCEP is requesting a $5000 advance but due to them having additional planning meetings, the request not moved forward at this time.

County Clerk Department Report -

A written report was provided of counter activity and general office updates. With the recent resignation of the Deputy Clerk, Ms. Horton, Liz Klein has been brought in to learn the deputy duties. The NextRequest software is being used in the background with a “going live” date of July 1st.

Public Records Request Update – A written report was provided.

Board Room Layout for the Public -
The management of public traffic in the board room before and after meetings is being reviewed.

Kroger Settlement Resolution -
This is another opioid settlement with The Kroger Co. to be divided within the state. Once settled, a payment will be determined. This resolution accepts the Kroger settlement and makes it become part of the original opioid terms. A motion was made by Mr. Buckholtz to approve the resolution and forward to the Board; second by Ms. Hessel. Motion carried without negative vote.

Board Room Layout for the Public --
Layout of the room for both board members and the public was reviewed. Options will be evaluated and brought forward.

Resolution to Present to WCA -
Resolution 2023-27 on Enhanced Wake Regulations was one that could be recommended to the WCA committee for consideration at their annual business meeting. No action was taken

Outside Committee Updates -
Mr. Albarado provided an overview of the purpose of this new agenda item.

County Administrator’s Report –
Mr. Albarado advised that we have been seeing several staff separations and have been actively interviewing and we seem to be getting a good mix of qualified applicants. No update on the grievance issue in the Sheriff’s Dept. The short-term rental agenda item is back at the Ad Hoc Committee level for further review. The Town of Round Lake has requested a permanent ambulance base in the Town; under review and assessment. Additional BEAD funding will likely be available at the end of this year which would require comparisons of potentially competing bids. There has been movement with the joint MOU with LCO on the CJCC committee. Future budgets will need to consider the increase in costs associated with juvenile calls/activities.

Future Agenda Items –

Correspondence, reports from conferences and meetings

Adjournment – 10:57 m

Next Meeting: July 11, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

....
(Original Signature of Member)

118TH CONGRESS
2D SESSION

H. R. ______

To rename the Apostle Islands National Lakeshore as the Apostle Islands National Park, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

Mr. TIFFANY introduced the following bill; which was referred to the Committee on ______________________________

A BILL

To rename the Apostle Islands National Lakeshore as the Apostle Islands National Park, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the "Apostle Islands National Park Act".

SEC. 2. APOSTLE ISLANDS NATIONAL PARK.

(a) IN GENERAL.—Public Law 91–424 (16 U.S.C. 460w et seq.) is amended—

(1) by striking "National Lakeshore" each place it appears and inserting "National Park"; and

(2) by striking "lakeshore" each place it appears and inserting "Park".

(b) NONAPPLICATION.—The amendment made by subsection (a)(1) shall not apply to the titles of the maps referred to in subsections (a) and (c) of the first section of Public Law 91–424 (16 U.S.C. 460w).

(c) REFERENCES.—Any reference in a law, map, regulation, document, paper, or other record of the United States to the "Apostle Islands National Laksehore" shall be deemed to be a reference to the "Apostle Islands National Park".

SEC. 3. SAND ISLAND NATIONAL PRESERVE.

(a) ESTABLISHMENT.—There is established the Sand Island National Preserve.

(b) DESCRIPTION.—The Sand Island National Preserve established by subsection (a) shall consist of the land and interests in land on Sand Island, located in Apostle Islands National Park (as so designated by the amendments made by section 2(a)).

Creating the APOSTLE ISLANDS NATIONAL PARK

WISCONSIN'S FIRST AND ONLY NATIONAL PARK.

Increased Tourism and More Visitors

In 2022, visitor spending in communities near national parks generated a record $50.3 billion boost to the nation’s economy and supported 378,400 jobs. By making the Apostle Islands National Lakeshore into the Apostle Islands National Park, our communities will see **enhanced economic growth, more visitation, and expanded job opportunities.** For example, in 2018, while still a National Lakeshore, Indiana Dunes had 1.75 million visitors. After the change in 2019, visitation immediately went up to 2.13 million visitors and increased jobs and economic development in the area.

Protects Landscapes

The region will see a significant increase in funding from both state and federal governments, aimed at **enhancing conservation efforts, educational programs, and community development** to support the national park.

Maintains Hunting Access

A designated portion of the area will be set aside as a hunting reserve. From 2015 through 2022, only 3 deer were harvested on the entire National Lakeshore while Madeline Island alone had 655 deer harvested in the same timeframe. The establishment of this reserve aims to **protect hunting access.**

CONGRESSMAN
TOM TIFFANY
SERVING THE 7TH DISTRICT OF WISCONSIN

Budget Performance Report

Fiscal Year to Date 07/03/24

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	550.00	750.00	42	1,275.00
	Department 57 - Veteran's Administration Totals	$1,300.00	$0.00	$1,300.00	$0.00	$0.00	$550.00	$750.00	42%	$1,275.00
	REVENUE TOTALS	$1,300.00	$0.00	$1,300.00	$0.00	$0.00	$550.00	$750.00	42%	$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	59,005.05	73,533.95	45	79,421.51
50112	Salaries Overtime	.00	.00	.00	.00	.00	142.09	(142.09)	+++	158.96
50144	Term Life Ins./Employer's Share	53.00	.00	53.00	.00	.00	31.21	21.79	59	57.74
50147	Workers Comp	4,034.00	.00	4,034.00	.00	.00	1,122.85	2,911.15	28	1,468.99
50151	FICA-Employer's Share	10,139.00	.00	10,139.00	.00	.00	4,321.07	5,817.93	43	6,591.37
50152	Retirement-Employer's Share	9,104.00	.00	9,104.00	.00	.00	3,804.34	5,299.66	42	5,573.00
50154	Hospital and Health Insurance	.00	.00	.00	.00	.00	8,404.56	(8,404.56)	+++	1,054.52
50155	Flex Administration Fees	48.00	.00	48.00	.00	.00	72.80	(24.80)	152	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	26.95	23.05	54	44.00
	50218 - Totals	$50.00	$0.00	$50.00	$0.00	$0.00	$26.95	$23.05	54%	$44.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	33.56	(33.56)	+++	1,554.74
50221	Water and Sewer	325.00	.00	325.00	.00	.00	59.41	265.59	18	217.51
50222	Electric	1,000.00	.00	1,000.00	.00	.00	245.92	754.08	25	901.29
50224	Heating Fuels	500.00	.00	500.00	.00	.00	79.00	421.00	16	251.89
50225	Telephone	750.00	.00	750.00	.00	.00	388.87	361.13	52	1,050.86
50241	Repairs/Maintenance-Vehicles	1,000.00	.00	1,000.00	.00	.00	201.01	798.99	20	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	31.24	68.76	31	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	1,409.86	1,590.14	47	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	187.00	(87.00)	187	.00
50339	Travel	.00	.00	.00	.00	.00	41.04	(41.04)	+++	150.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	.00

Budget Performance Report

Fiscal Year to Date 07/03/24

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	508.91	1,891.09	21	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	$81,680.41	$91,311.59	47%	$113,500.38
State Account 54730 - Care of Veteran'sGraves										
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'sGraves 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	$82,180.41	$102,811.59	44%	$119,777.92
	EXPENSE TOTALS	$184,992.00	$0.00	$184,992.00	$0.00	$0.00	$82,180.41	$102,811.59	44%	$119,777.92
	Fund 100 - General Fund Totals									
	REVENUE TOTALS	1,300.00	.00	1,300.00	.00	.00	550.00	750.00	42%	1,275.00
	EXPENSE TOTALS	184,992.00	.00	184,992.00	.00	.00	82,180.41	102,811.59	44%	119,777.92
	Fund 100 - General Fund Totals	($183,692.00)	$0.00	($183,692.00)	$0.00	$0.00	($81,630.41)	($102,061.59)		($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	11,688.00	(2,338.00)	125	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	$11,688.00	($2,338.00)	125%	$23,578.00
	Department 00 - General Totals	$9,350.00	$0.00	$9,350.00	$0.00	$0.00	$11,688.00	($2,338.00)	125%	$23,578.00
	REVENUE TOTALS	$9,350.00	$0.00	$9,350.00	$0.00	$0.00	$11,688.00	($2,338.00)	125%	$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 07/03/24

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	1,080.00	1,420.00	43	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	168.87	131.13	56	75.49
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	1,528.59	(1,528.59)	+++	1,457.75
	50373 - Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$1,528.59	($1,528.59)	+++	$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	$7,258.97	$3,339.03	68%	$12,316.16
	Department 00 - General Totals	$10,598.00	$0.00	$10,598.00	$0.00	$0.00	$7,258.97	$3,339.03	68%	$12,316.16
	EXPENSE TOTALS	$10,598.00	$0.00	$10,598.00	$0.00	$0.00	$7,258.97	$3,339.03	68%	$12,316.16
	Fund 213 - Veteran's Service Grant Totals									
	REVENUE TOTALS	9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125%	23,578.00
	EXPENSE TOTALS	10,598.00	.00	10,598.00	.00	.00	7,258.97	3,339.03	68%	12,316.16
	Fund 213 - Veteran's Service Grant Totals	($1,248.00)	$0.00	($1,248.00)	$0.00	$0.00	$4,429.03	($5,677.03)		$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 07/03/24

Include Rollup Account and Rollup to Account

REVENUE TOTALS	15,650.00	.00	15,650.00	.00	.00	12,238.00	3,412.00	78%	31,182.95
EXPENSE TOTALS	199,590.00	.00	199,590.00	.00	.00	89,439.38	110,150.62	45%	132,094.08
Grand Totals	($183,940.00)	$0.00	($183,940.00)	$0.00	$0.00	($77,201.38)	($106,738.62)		($100,911.13)

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

SAWYER COUNTY

Administrative Committee Meeting, July 11, 2024

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

B. **Office Report:**

Contacts:

June: 503 phone calls, 625 letters/emails/faxes and 207 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 115 disability claims to date and received retroactive payment of $167,935.71 for claims decided in the Veteran's favor.

La Crosse Vet Center - co-managed & hosted four individual & three group counseling sessions.

Outreach:

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

Training:
Up to date.

Respectfully submitted,

Gary Elliott
CVSO

Mike Coleson
Sawyer County IT Director

June 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
Ron Kinsley, Ron Buckholtz, John Righeimer, Stacey Hessel, Thomas Duffy and Andy Albarado

IT Department Report

June Activity

Completed Tickets	**123**
New Tickets	
Department	Requests
	1
Administration	15
Ambulance/Medical Examiner	1
Animal Control	1
Child Support	1
County Clerk	8
Court	9
District Attorney	1
Forestry	2
Hayward PD	1
Health & Human Services	36
Highway	1
Justice Point	1
Land Records/Survey	1
Register of Deeds	3
Sheriff	20
Treasurer	5
UW Extension	2
Veterans	1
Zoning and Conservation	10
Total new Tickets	**120**

Agenda items
N/A

Projects completed

Projects in progress
- Floor plan update for sheriff-courthouse campus.
- Jail camera replacement. 69 analog cameras to be replaced with digital.
- AV: Lavalier mics in courtrooms and Board room – Mid July
- Cell phone plan review with Accounting.
- Application form automation with payment processing. Zoning, Highway, Forestry
- 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.
- Printer lease expiration. Review options.

Pending Projects
- Backup Internet for Airport using T-Mobile
- Plan for new cameras in Courthouse campus

Helpdesk and support activities
85% of time spent on support requests

Human Resource Report
July 11, 2024

****

2024 Turnover

6/3/2024	Carrie Mann	Human Services	FT
6/3/2024	Craig Depew	Sheriff	Retired
6/4/2024	Jennifer Sobotta	Ambulance	PT Rehire
6/10/2024	Misty Stodola	Highway	PT Rehire
6/10/2024	Michael Stodola	Highway	PT Rehire
6/11/2024	Mary Engstrom	Clerk of Court	Term
6/11/2024	Emily Warner	Clerk of Court	FT
6/12/2024	Elizabeth Klein	County Clerk	LTE
6/14/2024	Emily Neff	Clerk of Court	Term
6/14/2024	Pat Brown	Zoning	Term
6/17/2024	Miranda Walters	Sheriff	PT
6/17/2024	Mikailah Kosterman	Sheriff	PT
6/18/2024	Benjamin Drier	Human Services	Term
6/21/2024	Lisa Horton	County Clerk	Term
6/24/2024	Beth Stone	District Attorney	FT Rehire
6/24/2024	Samantha Stuhr	Zoning	FT
6/24/2024	Blake Marten	Highway	PT
6/25/2024	Jersey Hall	Ambulance	PT
6/26/2024	Paul Baribeau	Human Services	PT
6/28/2024	Kyla Harrison	Ambulance	PT
6/29/2024	Barrett Cody	Sheriff	Term

****

Recruiting EMS positions

Recruiting Sheriff Deputy positions

Hired Assistant Zoning & Conservation Administrator – Zoning Specialist

Recruiting for LTE Veteran's Service Office Van Drivers

Various personnel issues

Sawyer County Deputy Sheriff Association Union Grievance – Ryan Schick. Briefs were due June 28, 2024 and we are awaiting the decision of the arbitrator

Sawyer County Deputy Sheriff Association Union Grievance – Jordan Price. The Committee will hear this grievance on July 11, 2024

Policy Manual Updates

Investigating replacement HR software as current software will not be available after September 2024

County Clerk Department
Monthly Report
June 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	362 + 32 penalties	$4490.00
Marriage Licenses	21 Clerk = $55/license Mediation = $20/license State = $25/license	$2100.00
Plat Books	GL 218-00-4200	$1032.24
Election MOU Reimbursement	April 2nd Election	$15,639.50

Elections Update:

- The 2024 Wisconsin County Clerks Association held its annual summer conference here in Hayward on 6/23-6/26. Forty-eight clerks (with some spouses) and thirteen vendors attended. Visitors and attendees reported that all activities and conference topics were well-received. The economic impact to the economy was approximately $40,000, higher than originally anticipated. The ATV Alliance placed an article in the paper and on social media (attached). Several groups of attendees stated that they will be returning to Hayward to enjoy our Northwoods activities.

General:

- Lisa Horton has officially resigned as Deputy Clerk and Liz Klein has assumed her role until this fall when we will begin to recruit for a new Deputy Clerk, as Liz moves to the County Clerk position.
- We are reviewing a new agenda software program from CivicEngage and will likely transition to that in 2025.
- New Plat books are in the process of being created and should be ready early next winter.
- Hangar leases are current.

Sawyer County, WI Performance Report

June 1, 2024 - June 30, 2024 All departments

General Overview: Requests received, opened, and closed in this period.

9 request(s) received
Total number of new requests received during this reporting period.

4 total request(s)
Total number of requests in the portal at the beginning of the reporting period.

10 request(s) closed
Total number of requests closed during this reporting period.

2 request(s) open
Total number of open requests by the end of this reporting period.

0 request(s) overdue
Total number of requests that became overdue in this reporting period.

0 request(s) paused
Total number of requests that were paused by the end of this reporting period.

Response and Fulfillment: How fast your agency responds to and fulfills requests

0 late response(s)
Total number of requests where an initial response was sent after the response window expired.

1 day(s) to respond
Median response time in days in this reporting period.

1 day(s) to respond
Average response time in days in this reporting period.

0 fulfilled outside 10 days
Number of requests closed beyond 10 days of request submission during this reporting period.

7 fulfilled within 10 days
Total number of requests closed within 10 days of request submission during this reporting period.

1 day(s) to fulfillment
Median number of days taken to fulfill all requests in this reporting period.

3 day(s) to fulfillment
Average number of days taken to fulfill all requests in this reporting period.

Staff Time: How much time staff has spent working on requests

7.64 hour(s) spent
Total number of hours staff spent on requests in this reporting period.

0.17 median hour(s) spent
Median number of hours staff spent on each request.

0.85 average hour(s) spent
Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests

$375.86 dollars spent
Total amount of money spent (from staff costs) fulfilling requests in this reporting period.

$7.78 median dollars spent
Median amount of money spent (from staff costs) on each request.

$41.76 average dollars spent
Average amount of money spent (from staff costs) on each request.

Cost Recovery: Payments received from requesters via NextRequest

1 total invoices
Total number of requests with invoices.

$0.00 dollars received
Total amount of money received from all requests with invoices in this reporting period.

$0 median dollars earned
Median amount of money received from each request with invoices in this reporting period.

$0 average dollars earned
Average amount of money received from each request with invoices in this reporting period.

Requests by Department

This table breaks down how many requests were received and closed by each department, as well as median fulfillment speed for each department in this reporting period.

Department	New	Closed	Median	Average
Administration	0	0	0	0
Ambulance Service	0	0	0	0
County Clerk	1	1	1	1
Emergency Management Services	0	0	0	0
Finance Department	1	2	3	3
Health & Human Services	0	0	0	0
HIghway Department	0	0	0	0
Human Resources	1	0	0	0
Information Technology (IT)	0	0	0	0
Register of Deeds	0	0	0	0
Sheriff Department	1	1	4	4
Treasurers' Office	1	1	1	1
Zoning Department	0	0	0	0
Not Assigned	5	6	2	5

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Times Used
Fee to Create Response	1
Prepayment Fee Response	1

Closure Response Report

This table includes all closure responses and totals used in this reporting period.

Closure Response	Times Used
Fulfilled	10
No Records: Other Agency	1

Tag Report

This table includes the tags applied to requests opened in this reporting period.

Tag Name	Times Used

Key Assumptions

Requests Overdue

For requests that were closed prior to October 28, 2018 requests are counted as overdue only if they were overdue at the time the request was closed.

Late Responses

A late response indicates that there were no documents released; no message or invoice sent to the requester; or that the request remained open past its due date.

Response and Fulfillment Speed

Response time is tracked using the first external message sent through the NextRequest portal. This metric assumes that the message sent includes either a "request for clarification" or a time estimate.

Fulfillment time is calculated based on the time from when the request was created to the first date the request was closed (if there are multiple closed dates, only the first one is used).

Median days to close and average days to close are calculated based on the number of requests that have a closed date within the reporting period.

Staff Time

Staff time only accounts for time logged in NextRequest. This metric assumes that staff members regularly log all staff time in the portal and that the hourly rates are accurate and up-to-date.

Staff Cost

Staff cost only accounts for costs logged in NextRequest. This metric assumes that staff members regularly log costs in the portal.

Message Templates Report

The message templates report tracks message template usage from February 25, 2018 onwards.

GENCOMM

Radio System Upgrade

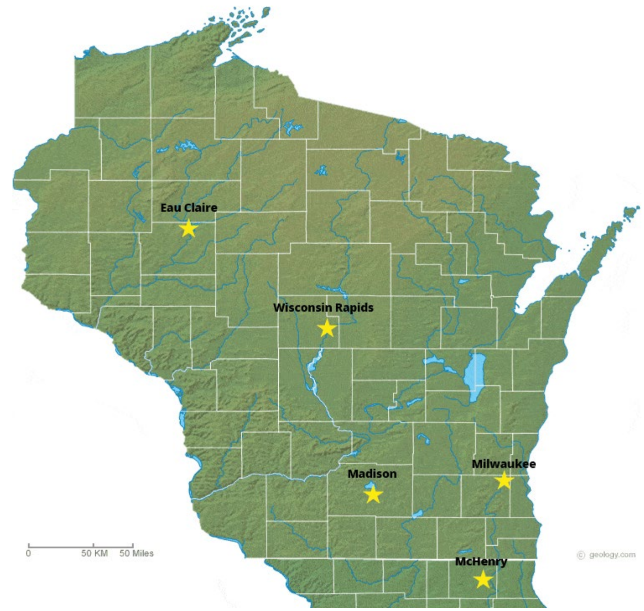
Presented by General Communications, Inc.

SAWYER COUNTY

Aug 10, 2023

A little background on Gencomm

- 5 Locations in Wisconsin
  - Madison
  - Milwaukee
  - Eau Claire
  - Wisconsin Rapids
  - McHenry, IL
- 80+ Employees
- 50+ Years in Business



Proposed System

- 6-Site System Simulcast System
- 3-Channels
  1. Law Digital Channel
  2. Fire/EMS Analog Channel
  3. Paging Analog Channel
- Redundant Simulcast Control
- Microwave and/or Fiber Network

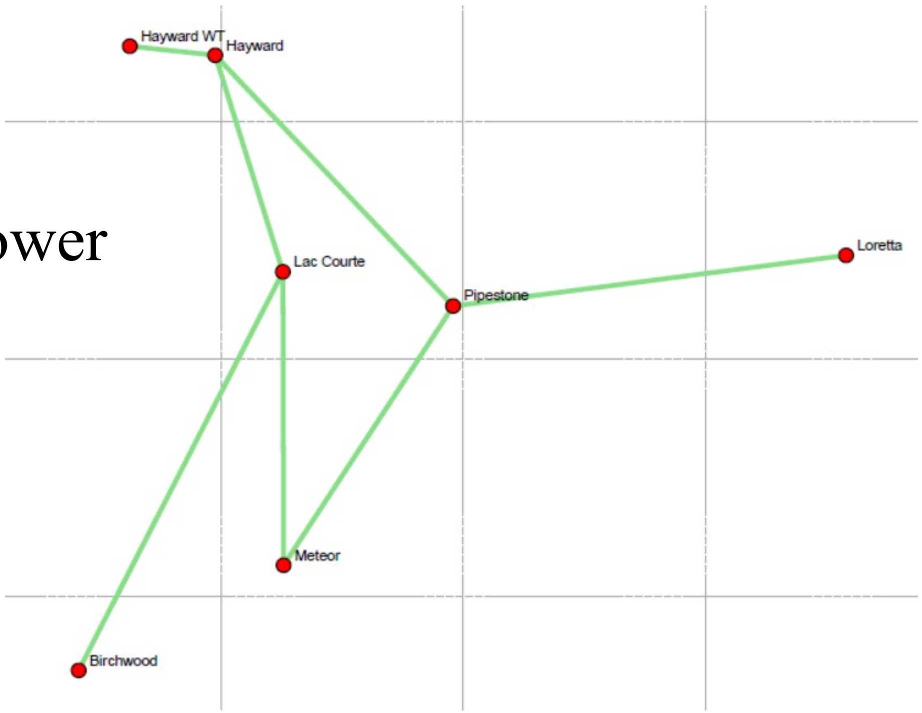
6-Site Simulcast Option 1

<u>2 Existing Site:</u>

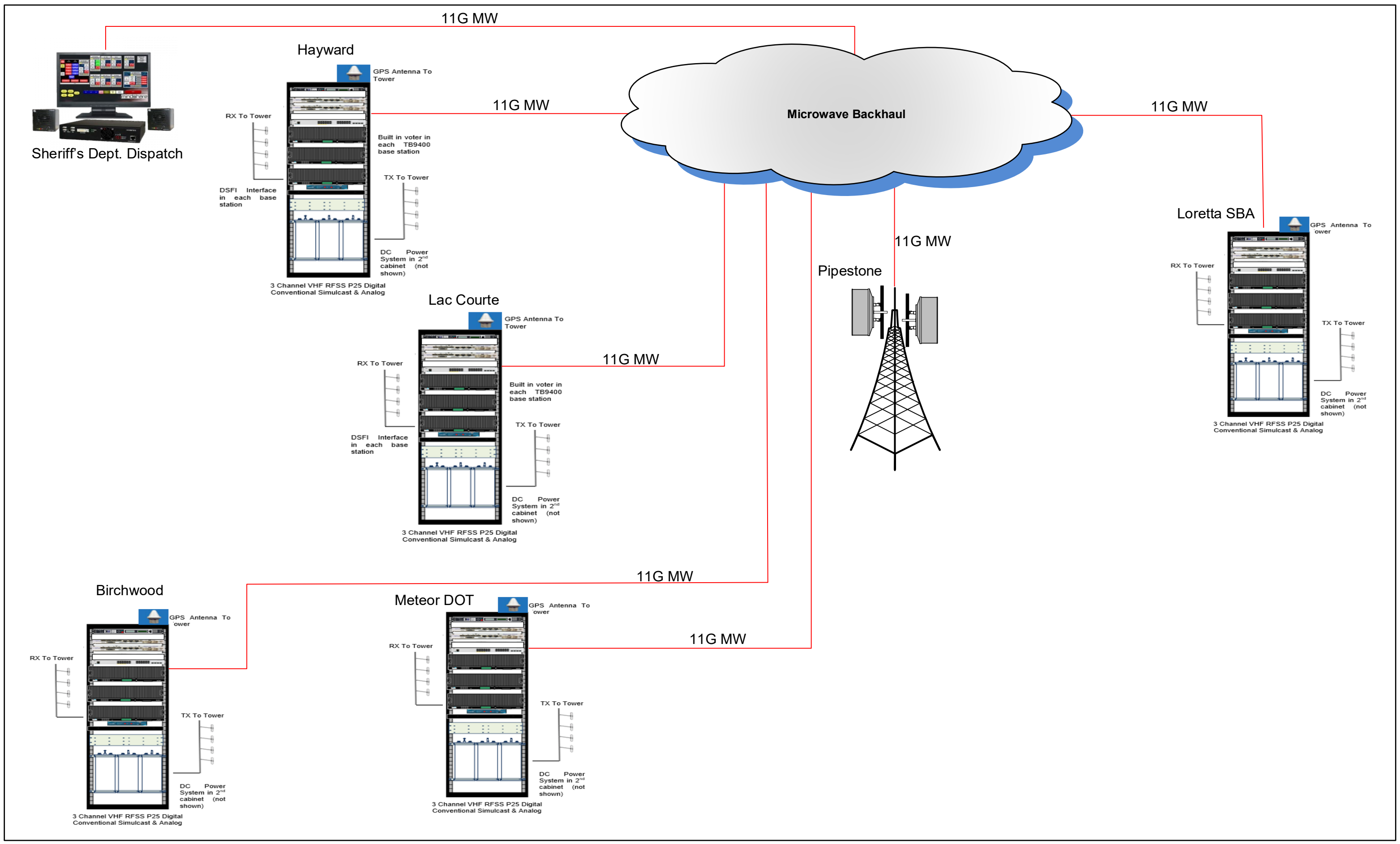
- Hayward
- Hayward Water Tower

<u>4 New Sites:</u>

- Lac Courte
- Birchwood
- Meteor
- Loretta

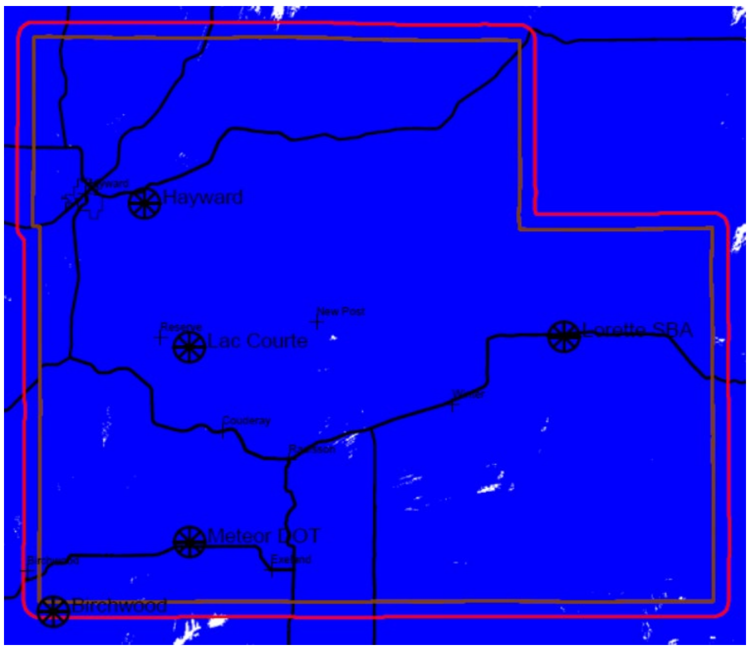


Detailed System Topology

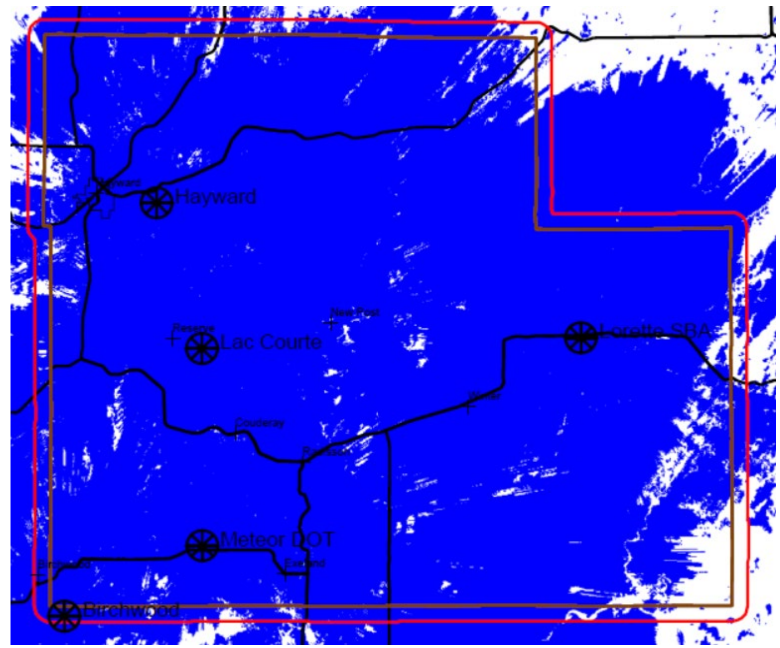


Digital Portable Coverage

- Outdoor

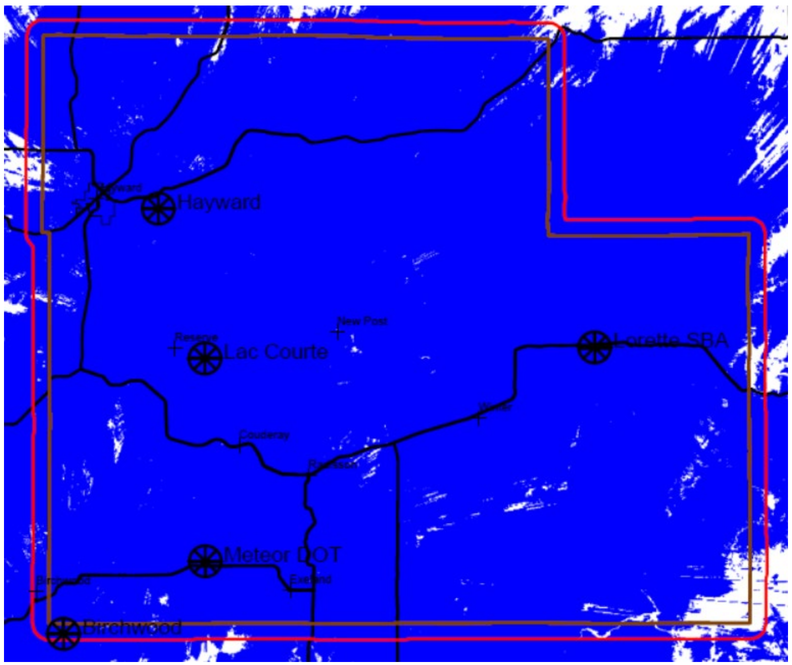


- Indoor

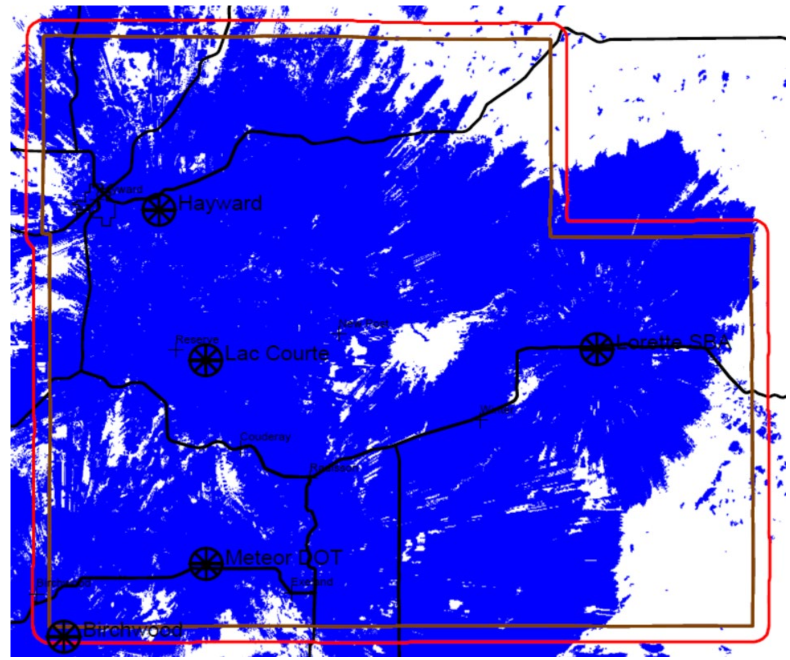


Analog Portable Coverage

- Outdoor

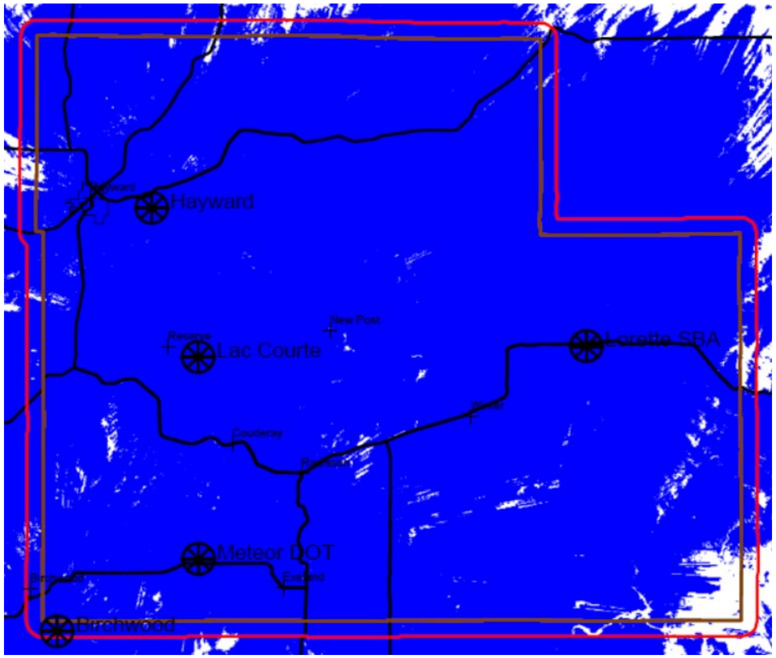


- Indoor

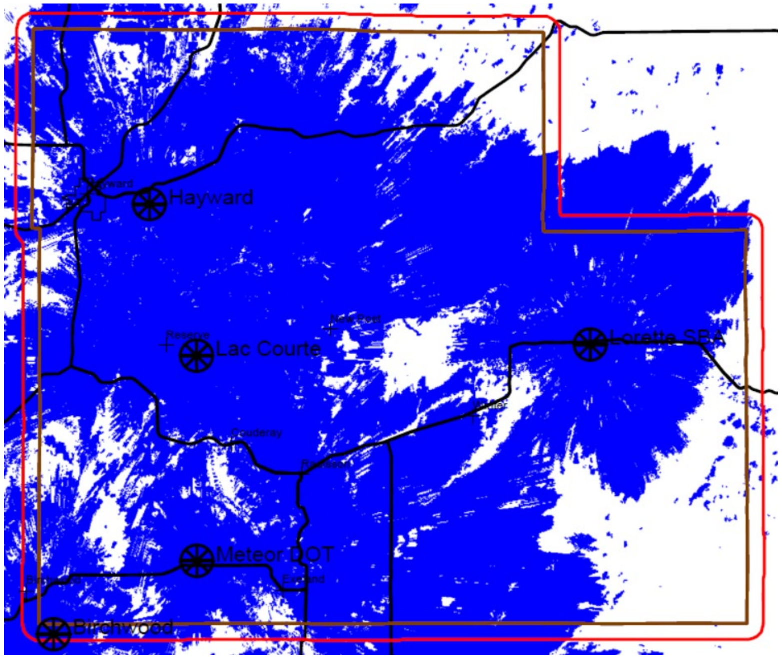


Analog Paging Coverage

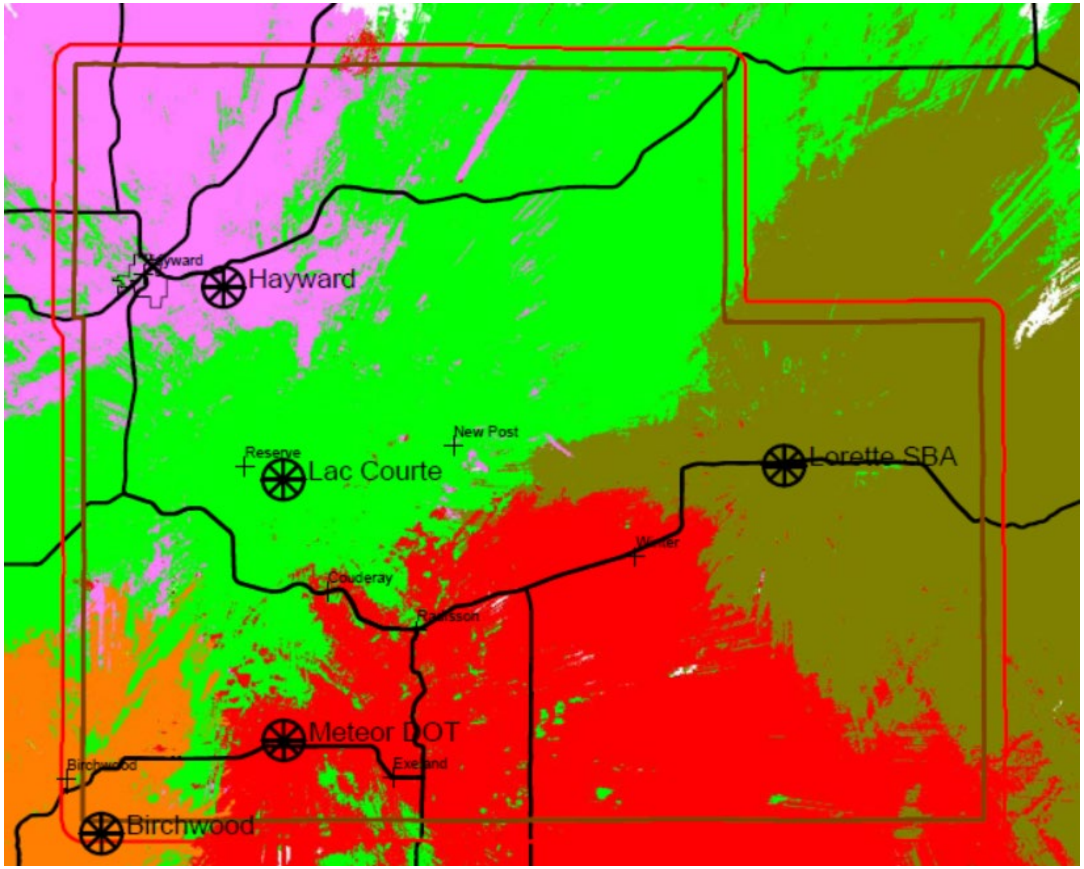
- Outdoor



- Indoor



Most Likely Tower



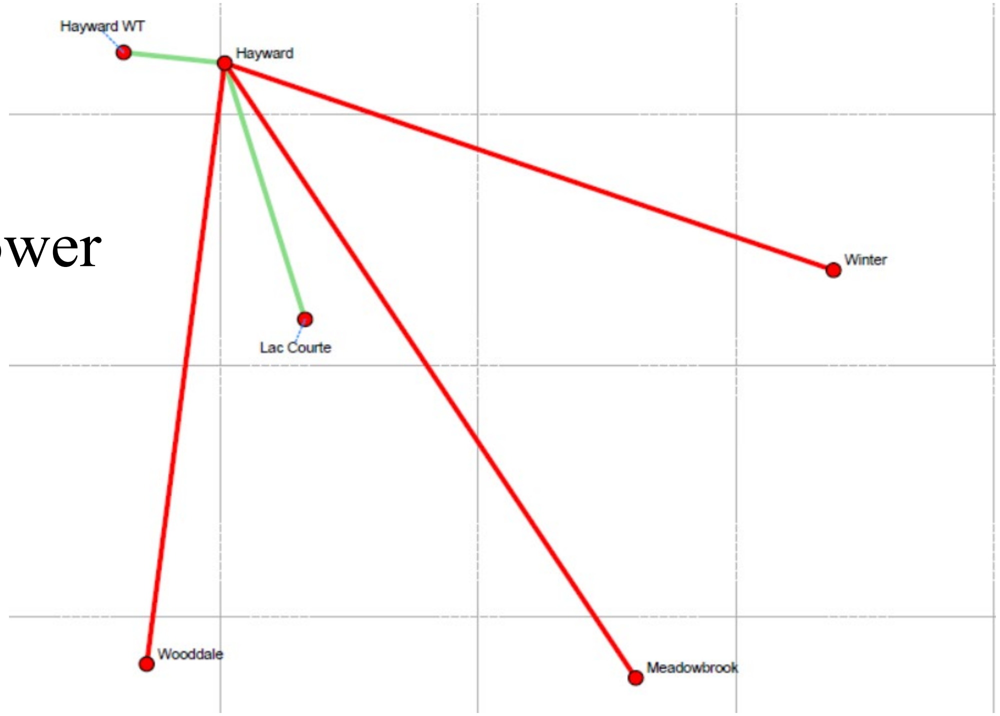
6-Site Simulcast Option 2

<u>2 Existing Site:</u>

- Hayward
- Hayward Water Tower

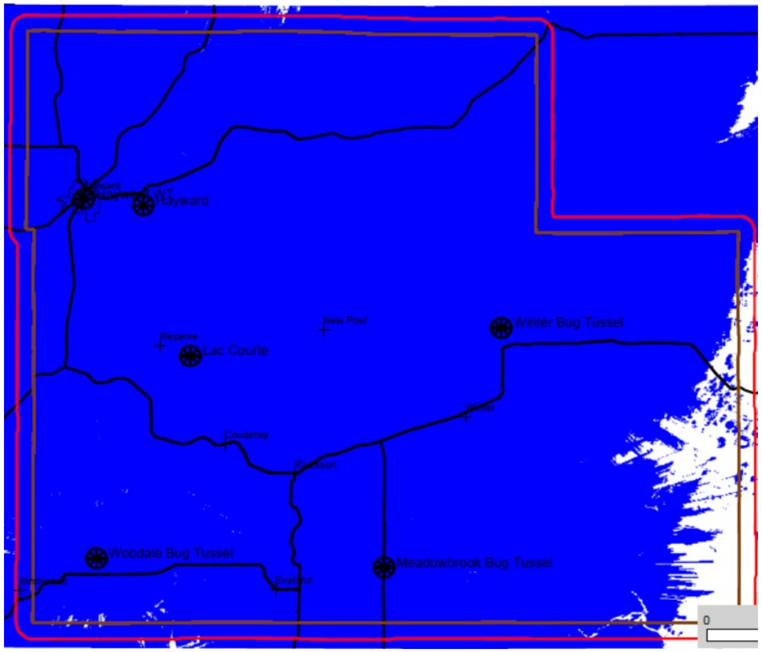
<u>4 New Sites:</u>

- Lac Courte
- Wooddale BT
- Meadowbrook BT
- Winter BT

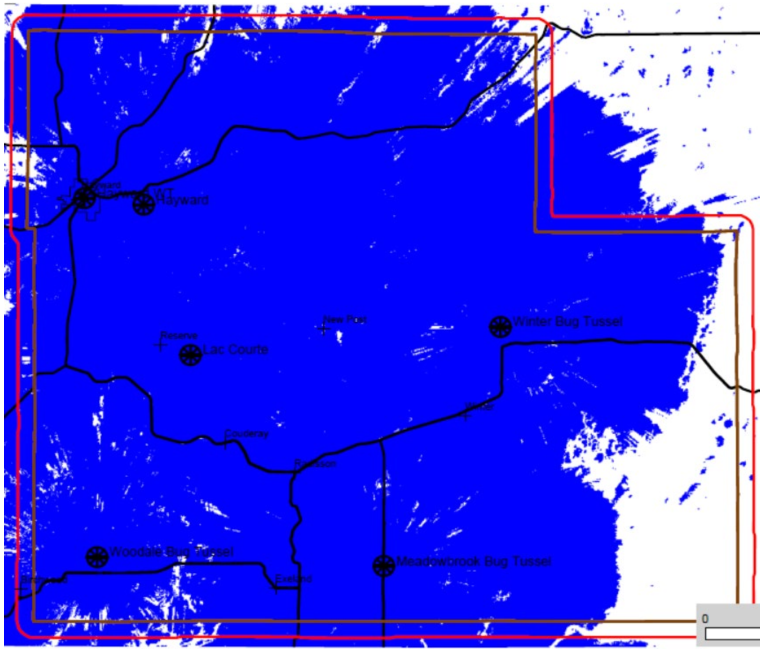


Digital Portable Coverage
BugTussel

- Outdoor

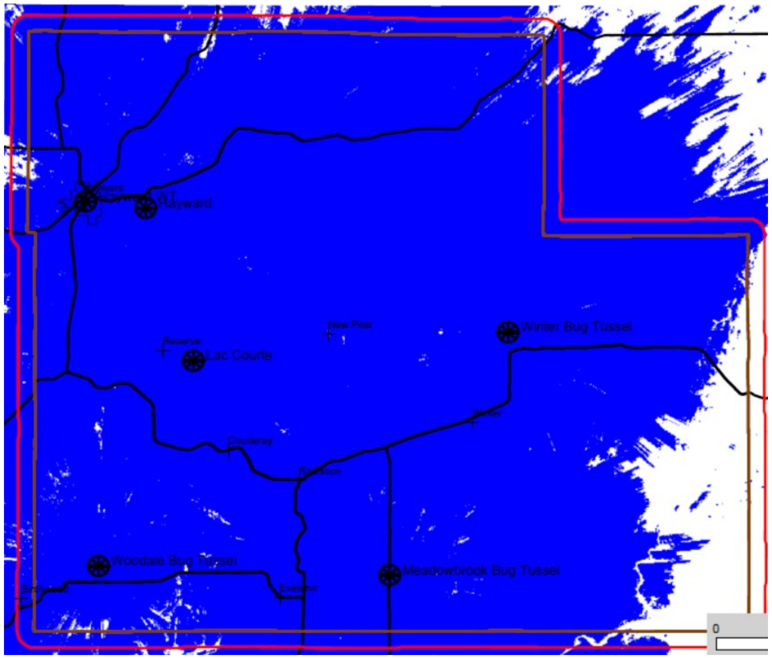


- Indoor

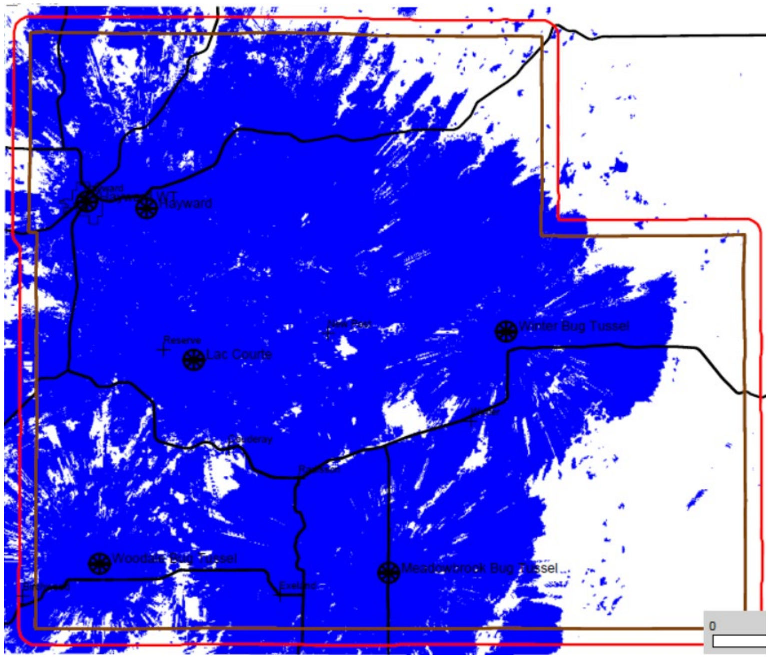


Analog Portable Coverage BugTussel

- Outdoor

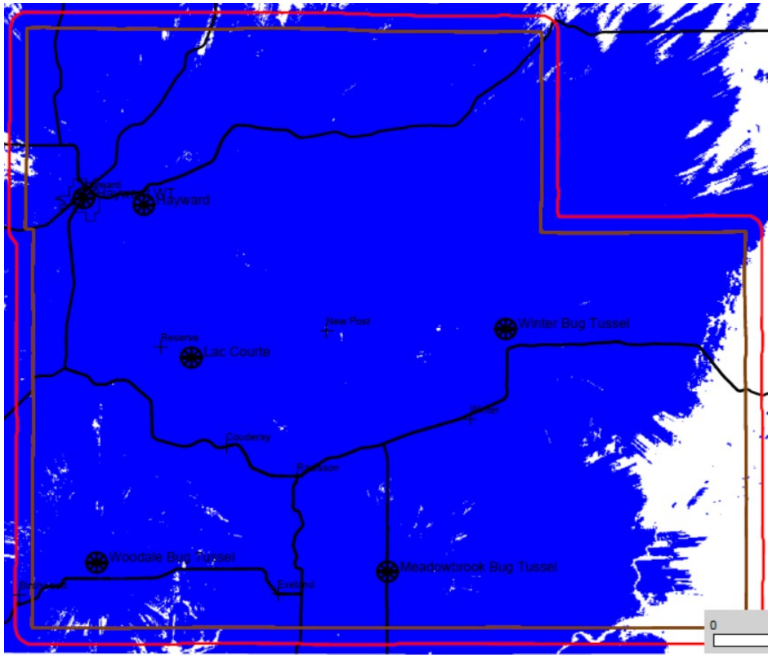


- Indoor

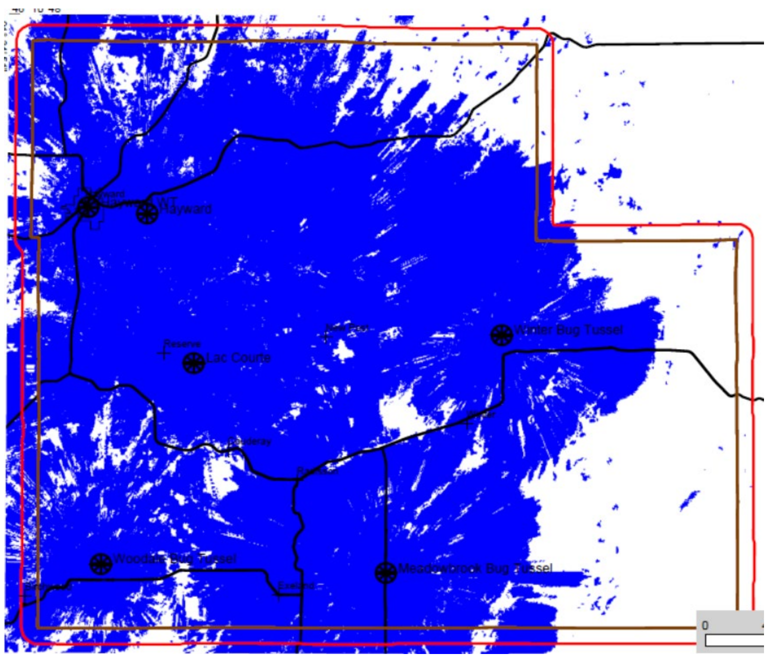


Analog Paging Coverage BugTussel

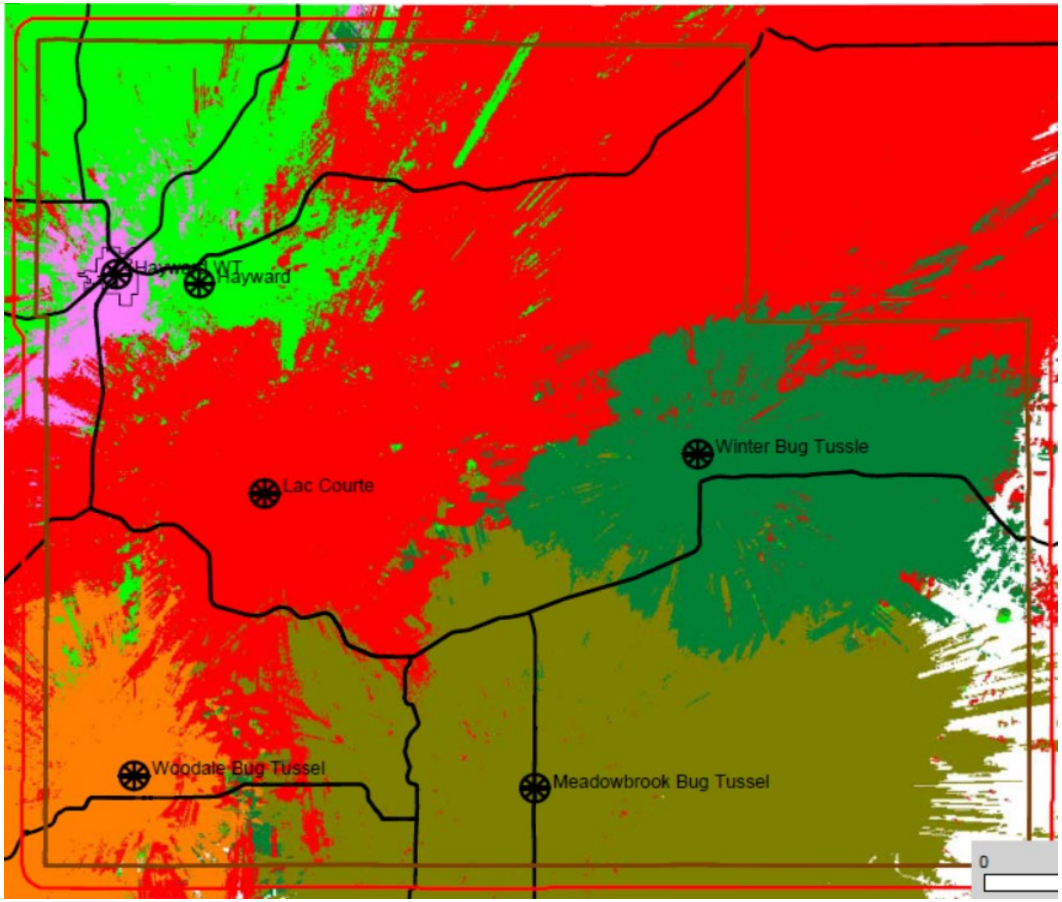
- Outdoor



- Indoor



Most Likely Tower



Price Summary

Option 1: Build Towers

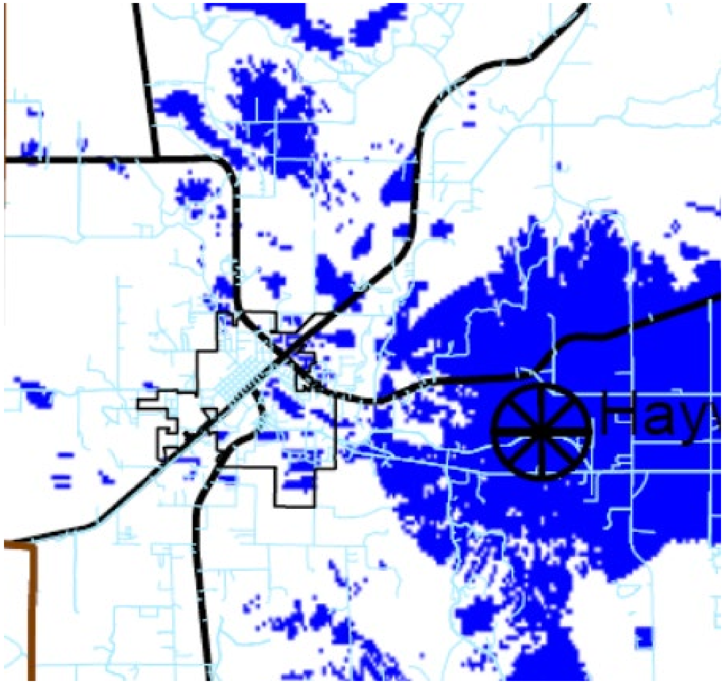
Description	Price
P25 Conv Simulcast Sites	$620,791
Microwave Backhaul	$326,992
Services	$115,000
Tower and Shelters	$1,172,644
Hayward WT Tx/Rx Site	$223,669
Total:	$2,474,096

Option 2: BugTussel Towers

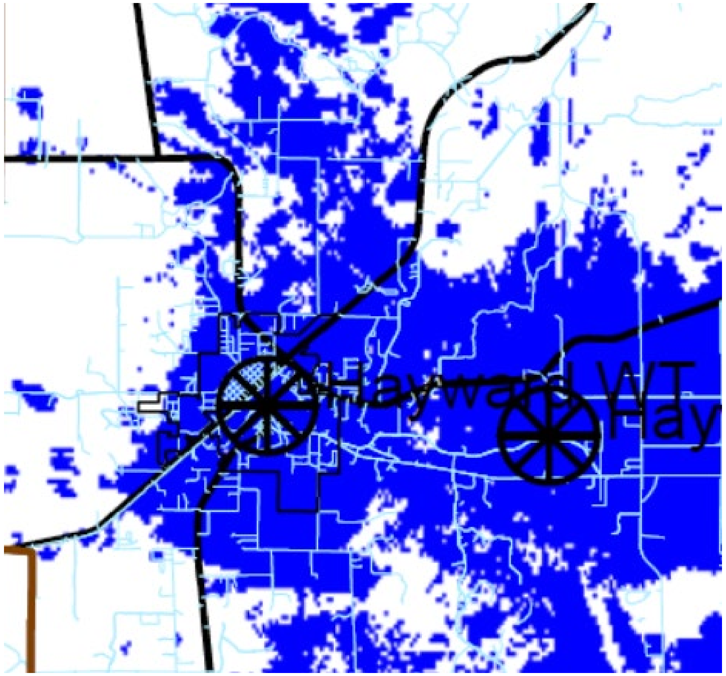
Description	Price
P25 Conv Simulcast Sites	$620,791
Microwave Backhaul	$102,218
Services	$115,000
Shelters	$474,966
Hayward WT Tx/Rx Site	$238,669
Total:	$1,551,664

Hayward Water Tower
30dB Indoor Coverage

- Without Water Tower



- With Water Tower



Radio System Upgrade

Presented by General Communications, Inc.

Questions??

Gary Pelletier

Aaron Jenneman

Justin Hegenbart

BUG TUSSEL WIRELESS LLC

PROPOSAL TO COUNTY -- TOWER AND FIBER CONSTRUCTION

Itemized Preliminary Budget:

	Fiber Mileage	Homes Passed (Est.)	Tower Construction	Fiber Constuction	Last Mile Equipment	
Moose Lake		335	$ 225,000.00	$ -	$ 100,000	
Winter		533	$ 225,000.00	$ -	$ 100,000	
Ojibwe		718	$ 225,000.00	$ -	$ 100,000	
New Post		636	$ -	$ -	$ 100,000	
Anishinaabe		558	$ -	$ -	$ 100,000	
Fiber Route	114.7597	1522	$ -	$ 9,467,675	$ 567,706	
TOTAL COST OF ASSETS			**$ 675,000.00**	**$ 9,467,675**	**$ 1,067,706**	**$ 11,210,381.25**

PROPOSED BOND SUMMARY

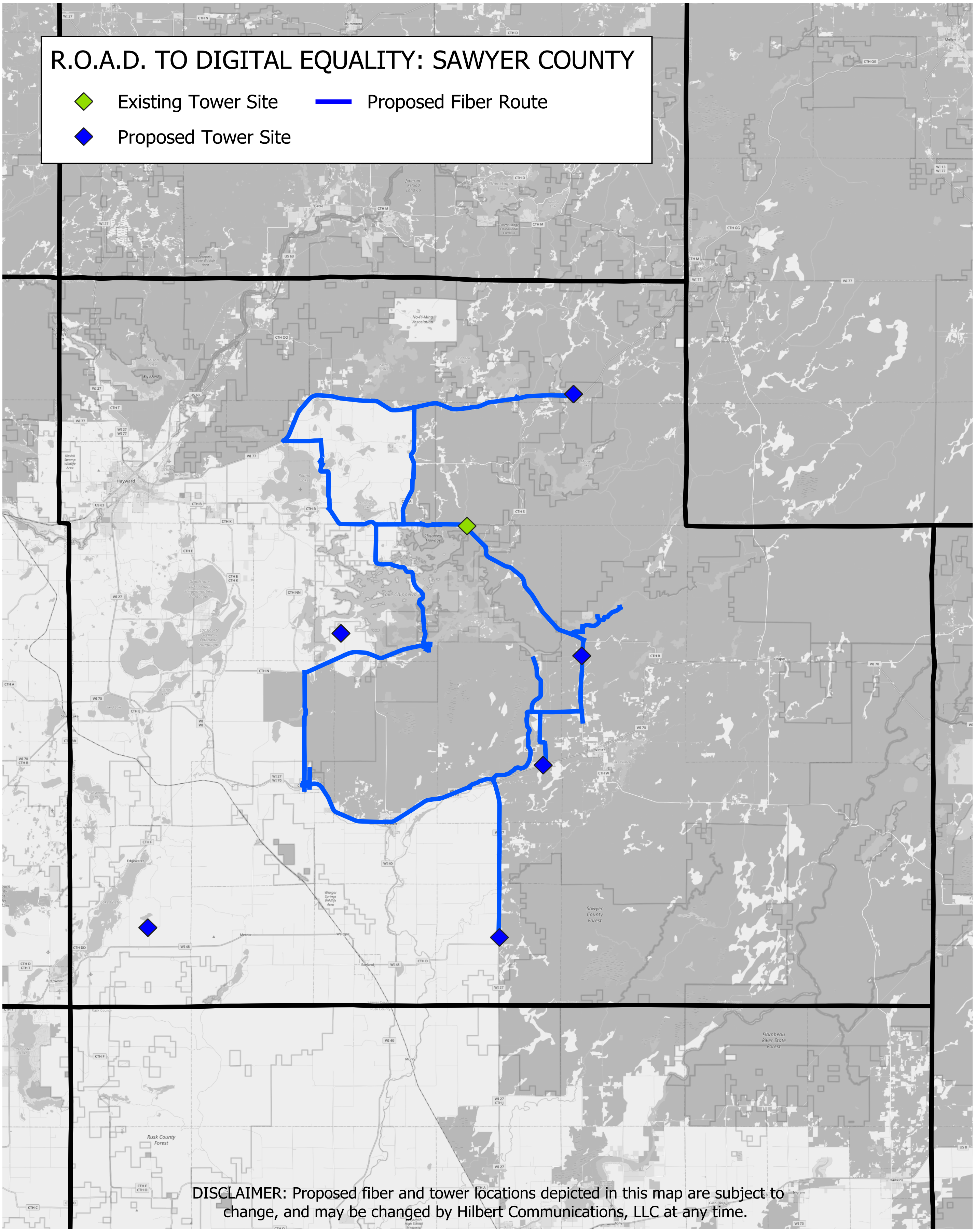
Preliminary Budget:

Fiberoptic Construction	$ 11,210,381.25
Cost of Issuance, Capitalized Interest, Initial Funding of Debt Service Reserve Fund	$ 4,761,960.58
TOTAL COST OF PROJECT	**$ 15,972,341.83**

Sources of Capital:

BTW Bond backed by County	$ 16,000,000.00
TOTAL PROJECT FUNDING	**$ 16,000,000.00**

Revenue to County:	**Annual**	**Monthly**	
Average Annual Payment on BTW Bond backing	$ 40,656.85	$ 3,388.07	
TOTAL AMOUNT PAID TO COUNTY			**$ 1,219,705.56**


R.O.A.D. TO DIGITAL EQUALITY: SAWYER COUNTY
Existing Tower Site
Proposed Fiber Route
Proposed Tower Site
DISCLAIMER: Proposed fiber and tower locations depicted in this map are subject to change, and may be changed by Hilbert Communications, LLC at any time.

SAWYER COUNTY, WISCONSIN

RESOLUTION NO. 2024 -___________

INITIAL RESOLUTION APPROVING
REVENUE BOND FINANCING FOR BUG TUSSEL WIRELESS, LLC

INTRODUCED BY: Finance and Administration Committees

INTENT & SYNOPSIS: To provide approval of an Initial Resolution of Sawyer County to participate with other counties in accordance with an Intergovernmental Agreement pursuant to which Fond du Lac County, Wisconsin will serve as the conduit bond issuer for Revenue Bond Financing for Bug Tussel Wireless, LLC to finance a project for acquisition, construction and installation of certain telecommunications infrastructure, for the purpose of providing wireless internet and telephone communication services to businesses, governmental units and residents of rural communities where such service is currently unavailable or prohibitively expensive (the "Project"), which includes Project costs located in Sawyer County in an amount not to exceed $16,000,000.

FISCAL NOTE: None.

WHEREAS, Section 66.1103 of the Wisconsin Statutes (the "Act") authorizes municipalities to authorize the issuance and sale of bonds to construct, equip, re-equip, acquire by gift, lease or purchase, install, reconstruct, rebuild, rehabilitate, improve, supplement, replace, maintain, repair, enlarge, extend or remodel industrial projects; and

WHEREAS, Bug Tussel Wireless, LLC, a Wisconsin limited liability company (the "Company"), and/or one or more of its affiliates (including, without limitation, Hilbert Communications, LLC and Cloud 1, LLC), whether existing on the date hereof or to be formed and whether owned directly or indirectly by the Company, desires to finance a project consisting of the acquisition, construction and installation of certain telecommunications infrastructure that includes, among other things (i) acquisition of tower sites by purchase or lease of land and equipping such sites with towers and electronics to provide broadband, high speed cellular, emergency communications and point to point (P2P) data communications; (ii) constructing fiberoptic data transmission facilities (cable and electronics) between towers, key community facilities, businesses and residential aggregation points; (iii) where appropriate, connecting individual premises into the broadband network including the cost of Consumer Premise Equipment (CPE); (iv) payment of capitalized interest; (v) funding of a debt service reserve fund; (vi) payment of such project costs located in Sawyer County in an amount not to exceed $16,000,000; and (vii) payment of professional fees (collectively, the "Project"), all of which will be for the purpose of providing wireless internet and telephone communications services to businesses, governmental units and residents of rural communities where such service is currently unavailable or is prohibitively expensive; and

WHEREAS, Sawyer County is a political subdivision of the State of Wisconsin within whose boundaries a portion of the Project is located; and

WHEREAS, pursuant to Sections 66.1103 and 66.0301 of the Wisconsin Statutes, individual counties or two or more counties, each a "Participating County", acting pursuant to an Intergovernmental Agreement may serve as the conduit issuer for such financing; and

WHEREAS, (i) the aggregate cost of the Project in Sawyer County and the Participating Counties is presently estimated to be not greater than $250,000,000, (ii) the aggregate amount of the Project proposed to be financed with one or more issues or series of tax-exempt or taxable revenue bonds does not exceed $250,000,000 (the "Bonds") to be issued by Fond du Lac County, Wisconsin (the "Issuing County") acting pursuant to intergovernmental powers, and (iii) the portion of the Project located in Sawyer County does not exceed $16,000,000; and

WHEREAS, Section 66.1103(3)(f) of the Wisconsin Statutes provides that a municipality also may finance an industrial project which is located entirely outside the geographic limits of the municipality, but only if the revenue agreement for the project also relates to another project of the same eligible participant, part of which is located within the geographic limits of the municipality; and

WHEREAS, the Project includes necessary infrastructure for essential services by and for Sawyer County and local units of government in Sawyer County and is in furtherance of the public purposes set forth in the Act; and

WHEREAS, the proposed Project is a multi-jurisdictional project which is located in multiple counties to be identified, and the Company has requested that each of the Participating Counties approve an initial resolution (the "Initial Resolution") providing for the financing of the Project in an aggregate amount not to exceed $250,000,000; and

WHEREAS, pursuant to the Intergovernmental Agreement, Fond du Lac County shall be the Issuing County of said revenue Bonds, and it shall be determined at a future date which county or counties shall be Participating Counties; and

WHEREAS, the Company has requested that Sawyer County and other Participating Counties who will directly benefit from the Project to each provide a limited guaranty (the "Guaranty") to enhance the collateral position of the Company in an amount equal to the pro rata portion of the Project costs incurred and essential services benefits derived in such Participating County; and

WHEREAS, the Company will have the primary obligation to make all scheduled principal and interest payments when due on the Bonds, and Sawyer County's Guaranty will apply only in the event that the Company does not make the required payments due on the Bonds; and

WHEREAS, in return for Sawyer County's Guaranty, Sawyer County shall receive an annual guaranty fee (based upon the amount of its Guaranty), and the Company will pay all costs to Sawyer County and all expenses by Sawyer County related to the bond issue; and

WHEREAS, at the option of the Company, bond insurance may be purchased with respect to the Bonds which will require approval by subsequent resolution of Sawyer County;

WHEREAS, the Company shall enter into a Reimbursement Agreement (the "Reimbursement Agreement") with Sawyer County agreeing to reimburse Sawyer County for any payment required under Sawyer County's Guaranty and to indemnify Sawyer County for any and all costs, expenses and liabilities related to the Bonds; and

WHEREAS, as further security for its Guaranty, Sawyer County shall receive a first mortgage on all land, buildings, and improvements of the Company located in Sawyer County which are financed with proceeds of the Bonds.

NOW, THEREFORE, BE IT RESOLVED by the Sawyer County Board of Supervisors as follows:

1. Sawyer County hereby approves that Fond du Lac County, as the Issuing County, acting pursuant to the Intergovernmental Agreement, shall:

(a) Finance the Project in an aggregate amount not to exceed $250,000,000 which includes Project costs located in Sawyer County in an amount not to exceed $16,000,000; and

(b) Acting pursuant to the Intergovernmental Agreement by and among one or more Participating Counties, Fond du Lac County shall issue industrial development revenue bonds in one or more issues or series of tax-exempt or taxable bonds in an aggregate amount not to exceed $250,000,000 in order to finance costs of the Project located in the Participating Counties, pursuant to Section 66.1103(3)(f) of the Wisconsin Statutes.

2. The aforesaid plan of financing contemplates, and is conditioned upon, the following:

(a) The Bonds shall be limited obligations of the Issuing County, acting pursuant to the Intergovernmental Agreement, and are payable solely from revenues provided by the Company and are secured in part by the limited Guaranty of Sawyer County;

(b) The Bonds shall never constitute an indebtedness of Sawyer County, the Issuing County or the Participating Counties within the meaning of any state constitutional provision or statutory limitation;

(c) The Bonds shall not constitute or give rise to a pecuniary liability of the Issuing County, or the Participating Counties, or a charge against their general credit or taxing powers;

(d) The Project shall be subject to property taxation in the same amount and to the same extent as though the Project were not financed with industrial development revenue bonds;

(e) The Company shall find a purchaser for all of the Bonds;

(f) All out-of-pocket costs, including but not limited to legal fees and Trustee's fees, incurred by Fond du Lac County or the Sawyer County in connection with the issuance and sale of the Bonds shall be paid by the Company, whether or not the Issuing County or another Participating County ultimately issues the Bonds; and

(g) Sawyer County shall be paid an annual guaranty fee (based upon the amount of Sawyer County's Guaranty).

3. The aforesaid plan of financing shall not be legally binding upon Sawyer County nor be finally implemented unless and until:

(a) The details and mechanics of the bond financing are authorized and approved by a further resolution of Fond du Lac County, as the Issuing County, by a vote of at least three-fourths of the members-elect (as defined in Section 59.001(2m) of the Wisconsin Statutes) of the Board of Supervisors. Such approval shall be solely within the discretion of the Issuing County, acting pursuant to the Intergovernmental Agreement and approval of the Board of Supervisors of the Issuing County;

(b) Said approval and Guaranty are further conditioned upon terms and conditions of one or more written agreements between Sawyer County and the various parties involved, ensuring that all of the proceeds from the sale of the Bonds shall be administered by a duly appointed independent trustee, that the bond proceeds shall be used exclusively for the development of the Project and for no other purpose, and that the project funds shall be paid over to the Company by the trustee only as they become needed for completion of the Project;

(c) The County Clerk of Sawyer County shall cause notice of adoption of this Initial Resolution, in the form attached hereto as Exhibit A, to be published once in a newspaper of general circulation in Sawyer County, and the electors of Sawyer County shall have been given the opportunity to petition for a referendum on the matter of the aforesaid bond issue, all as required by law;

(d) Either no such petition shall be timely filed or such petition shall have been filed and said referendum shall have approved the bond issue;

(e) The county clerks of Sawyer County and the Participating Counties shall each have received an employment impact estimate issued under Section 238.11 of the Wisconsin Statutes;

(f) The Bonds shall be limited obligations of the Issuing County, acting pursuant to the Intergovernmental Agreement and are payable solely from revenues provided by the Company and secured in part by a limited guaranty of each Participating County;

(g) All Participating Counties have entered into the Intergovernmental Agreement and identified Fond du Lac County as the Issuing County;

(h) All Participating Counties have approved their respective guaranties by a vote of at least three-fourths of the members-elect of their respective County Board of Supervisors; such subsequent approval shall be solely within the discretion of each Participating County; and

(i) All documents required to consummate the financing have been duly authorized and delivered.

4. Pursuant to the Act, all requirements that the Project be subject to the contracting requirements contained in Section 66.1103 are waived, the Company having represented that it is able to negotiate satisfactory arrangements for completing the Project and that Sawyer County's interests are not prejudiced thereby.

5. The County Clerk of Sawyer County is directed following adoption of this Initial Resolution (i) to publish notice of such adoption not less than one time in the official newspaper of Sawyer County, such notice to be in substantially the form attached hereto as Exhibit A and (ii) to file a copy of this Initial Resolution, together with a statement indicating the date the Notice to Electors was published, with the Wisconsin Economic Development Corporation within twenty (20) days following the date of publication of such notice.

6. This Initial Resolution is an "initial resolution" within the meaning of the Act and official action toward issuance of the Bonds. Furthermore, it is the reasonable expectation of Sawyer County that proceeds of the Bonds may be used to reimburse expenditures made on the Project prior to the issuance of the Bonds. The maximum principal amount of debt expected to be issued for the Project on the date hereof is $250,000,000.

7. Sawyer County Officers and Corporation Counsel shall forthwith negotiate and confer with all interested parties, draft, edit, or approve and deliver the contracts or other documents necessary to carry out the provisions of this Initial Resolution; provided, however, that such Officers and Corporation Counsel shall present the same to the Board of Supervisors for the Board's final review, ratification, and approval of all of the specific terms and conditions contained in said documents prior to the issuance of the Bonds on behalf of the Company. Such subsequent approval shall be solely within the discretion of Sawyer County and its Board of Supervisors, notwithstanding this Initial Resolution.

Recommended for adoption this 11th day of July, by the Finance Committee.

John Righeimer, Chair	Stacey Hessel, Vice Chair
Marc Helwig, Member	Tom Duffy, Member
Jeff Hoehne, Member	

Recommended for adoption this 11th day of July, 2024 by the Administration Committee.

Ron Kinsley, Chair	Ron Buckholtz, Vice Chair
Stacey Hessel, Member	Tom Duffy, Member
John Righeimer, Member	

Adopted _____
Defeated _____ by the Sawyer County Board of Supervisors this
Tabled _____ 18th day of July, 2024.

Ron Kinsley, County Board Chair	Lynn Fitch, County Clerk

I, the undersigned, the duly appointed and qualified Clerk of Sawyer County, Wisconsin do hereby certify that the foregoing resolution was duly adopted by the County Board of Supervisors at a meeting of said County held in open session in accordance with the requirements of Subchapter V of Chapter 19 of the Wisconsin Statutes on _____________, 2024.

SAWYER COUNTY, WISCONSIN

County Clerk

EXHIBIT A

NOTICE TO ELECTORS OF
SAWYER COUNTY, WISCONSIN

TAKE NOTICE that the Board of Supervisors of Sawyer County, Wisconsin ("Sawyer County"), at a meeting held at the Sawyer County Courthouse, 10610 Main Street, Hayward, Wisconsin, on ______________, 2024, adopted an initial resolution (the "Initial Resolution") pursuant to Section 66.1103 of the Wisconsin Statutes, as amended, expressing the intention to issue not to exceed $250,000,000 of industrial development revenue bonds (the "Bonds") on behalf of Bug Tussel Wireless, LLC, a Wisconsin limited liability company (the "Company"), and/or one or more of its affiliates (including, without limitation, Hilbert Communications, LLC and Cloud 1, LLC), to finance a project consisting of the acquisition, construction and installation of certain telecommunications infrastructure that includes, among other things (i) acquisition of tower sites by purchase or lease of land and equipping such sites with towers and electronics to provide broadband, high speed cellular, emergency communications and point to point (P2P) data communications; (ii) constructing fiberoptic data transmission facilities (cable and electronics) between towers, key community facilities, businesses and residential aggregation points; (iii) where appropriate, connecting individual premises into the broadband network including the cost of Consumer Premise Equipment (CPE); (iv) payment of capitalized interest; (v) funding of a debt service reserve fund; (vi) payment of project costs located in Sawyer County in an amount not to exceed $16,000,000; and (vii) payment of professional fees (collectively, the "Project"), all of which will be for the purpose of providing wireless internet and telephone communications services to businesses, governmental units and residents of rural communities. The Company has represented that the net number of full-time equivalent jobs which will be created in Sawyer County is 1.

Pursuant to the terms of Section 66.1103 of the Wisconsin Statutes, all requirements that the Project be subject to the contracting requirements contained in Section 66.1103 are waived, the Company having represented that it is able to negotiate satisfactory arrangements for completing the Project and that Sawyer County's interests are not prejudiced thereby.

THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OF SAWYER COUNTY, NOR SHALL THE BONDS GIVE RISE TO ANY PECUNIARY LIABILITY OF SAWYER COUNTY, NOR SHALL THE BONDS BE A CHARGE AGAINST THE GENERAL CREDIT OR TAXING POWERS OF SAWYER COUNTY. RATHER, THE BONDS SHALL BE PAYABLE SOLELY FROM THE REVENUES AND OTHER AMOUNTS TO BE DERIVED PURSUANT TO THE REVENUE AGREEMENT RELATING TO SAID PROJECT TO BE ENTERED INTO BETWEEN THE ISSUING COUNTY OR ISSUING COUNTIES AND THE COMPANY.

The Initial Resolution may be inspected in the office of the Sawyer County Clerk at 10610 Main Street, Hayward, Wisconsin, during business hours.

TAKE FURTHER NOTICE THAT THE ELECTORS OF SAWYER COUNTY MAY PETITION FOR A REFERENDUM ON THE QUESTION OF THE BOND ISSUE. Unless within thirty (30) days from the date of the publication of this Notice a petition signed by not less than five percent (5%) of the registered electors of the Sawyer County is filed with the County Clerk requesting a referendum on the question of the issuance of the Bonds, the Issuing County will issue the Bonds without submitting the proposition for the electors' approval. If such petition is filed as aforesaid, then the Bonds shall not be issued until approved by a majority of the electors of Sawyer County voting thereon at a general or special election.

Lynn Fitch, County Clerk
Sawyer County, Wisconsin

Notice of Intent to Obtain a Municipal Industrial Revenue Bond

Section 66.1103 (4m) (a) 1 of the Wisconsin Statutes requires the person or business who intends to obtain an industrial revenue bond issue from a Wisconsin municipality to notify this intention to the Wisconsin Economic Development Corporation and to any collective bargaining agent in the state with whom the person or business has a collective bargaining agreement. This notification must occur at least 30 days prior to entering into the revenue agreement or signing the loan contract. The person or business must provide information on the number of full-time jobs that are expected to be eliminated, created, or maintained at the project site and elsewhere in Wisconsin as a result of the project which is the subject of this notice. The person or business named below hereby gives notice of intent to obtain an Industrial Revenue Bond pursuant to s. 66.1103 of the Wisconsin Statutes.

I. Project

A. Person: Steven J. Schneider
Business: Bug Tussel 2, LLC
Address: 417 Pine Street
Post Office/ZIP: Green Bay, WI 54301

B. Project site: **Sawyer County, Wisconsin**
(Name of city, village or town in which the project is located)

C. Project type:
- [ ] Expansion at Present Location
- [ ] Relocation Within Same Municipality
- [ ] Relocation From Within State
- [ ] Relocation from Out-of-State
- [ ] New Business
- [ ] Branch-Wisconsin Operation
- [ ] Branch-Out-of-State Operation
- [X] Other* Wireless telecommunication infrastructure

*(Multiple locations in Sawyer County)

D. Maximum amount of IRB financing: $16,000,000 in Sawyer County

II. Employment Estimates (to result within the next 3 years)

Number of Full-Time Jobs	Before Project	To Be Maintained	To Be Created	To Be Eliminated	Net Total Number of Jobs
A. At the Project Site(s)	0	0	1	0	1
B. Other Wisconsin Operations	200	200	0	0	200
C. Net Totals	200	200	1	0	201

D. Will any jobs transfer from one or more locations to the project site? Yes [ ] No [X]

Number of jobs to transfer: N/A

Location(s) the jobs will transfer from: (municipality) N/A

Signed/Person completing this form

Mitchel Olson, General Counsel
Title

June 5, 2024
Date

(920) 940-0138
Telephone Number

HB: 4883-9131-6933.1

Resolution 2024- _______
Provision of Short-term Financial Assistance to the
Northwest Wisconsin Concentrated Employment Program, Inc. (NWCEP)

WHEREAS, Northwest Wisconsin Concentrated Employment Program (NWCEP) is a designated job center serving a 10-county area making up Workforce District 7 including Price County; and,

WHEREAS, NWECP program year funding runs from July 1 through June 30; and,

WHEREAS, due to a reduction of funds and increased expenses, allocated funding for adults and dislocated workers has been exhausted and a financial shortfall has occurred; and,

WHEREAS, at the same time, regional business closures and layoffs have peaked; and

WHEREAS, NWCEP provides important assistance for this population including job searches, training opportunities and assistance with Unemployment Insurance Compensation; and,

WHEREAS, NWCEP has asked the 10 counties to advance $5,000 each; and,

NOW THEREFORE BE IT RESOLVED, that the Sawyer County Board of Supervisors hereby recognizes NWCEP for the important service they perform working with employees as they seek and/or transition employment; and

BE IT FURTHER RESOLVED, that Sawyer County agrees to an interest-free loan to NWCEP in the amount of $5,000 due December 31, 2025.

Information contained in this Resolution was recommended for adoption by the Sawyer County Board of Supervisors at its meeting on July 18, 2024, by the Sawyer County Administration and Finance Committees on July 11, 2024.

Administration Committee

______________________________	______________________________
Ron Kinsley, Chair	Tom Duffy, Member
______________________________	______________________________
Ron Buckholtz, Vice-Chair	Stacey Hessel, Member
______________________________	
John Righeimer, Member	

Finance Committee

______________________________	______________________________
John Righeimer, Chair	Tom Duffy, Member
______________________________	______________________________
Stacey Hessel, Vice-Chair	Jeff Hoehne, Member
______________________________	

Marc Helwig, Member

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 18th day of July, 2024

______________________________	______________________________
Ron Kinsley	Lynn Fitch
Sawyer County Board of Supervisors Chair	Sawyer County Clerk

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 15th day of February, 2024.

Tweed Shuman	Lynn Fitch
Sawyer County Board of Supervisors	Sawyer County Clerk

NORTHWEST WISCONSIN CEP

ADMINISTRATIVE OFFICE
417 9th Avenue West
PO Box 616
Ashland, WI 54806
P 715.682.9141 W nwcep.org

June 10, 2024

Mr. Steve Karianinen
Sawyer County Board of Supervisors
1331 N. Sunset Cir
Hayward, WI 54843

Dear Steve and members of the Sawyer County Board,

Northwest Wisconsin CEP is the designated Job Center serving the residents of the ten county area which makes up Workforce District 7. The majority of our funding is from Title One funds (Workforce Innovation and Opportunity Act) through the Wisconsin Department of Workforce Development. Our Program year (funding cycle) runs from July 1 through June 30. This year, due to a reduction of funds and increased expenses, our allocated funding for adults and dislocated workers has been exhausted and we still have two months' worth of obligations and expenses to cover before the next cycle of funding is released from the state.

This is especially frustrating and alarming since we are experiencing a number of major business lay-offs and closures. The CEP job centers are the first place any dislocated worker is turning for help and guidance and with our own crisis, it is making it difficult for us to assist in job searches, training opportunities and assistance with Unemployment Insurance Compensation registration or technical support. Sadly, there really is nowhere else for the dislocated worker to go.

It is our hope that the ten counties we serve would each be able to assist us during this short term crisis. We are asking each county including Sawyer County to advance NWCEP $5,000. This could be done in a variety of ways. A Loan/cash advance, payable within the next fiscal year or a onetime grant.

The need for these funds is immediate and we are asking for a quick turn-around so we can continue to serve the residents of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor and Washburn counties.

Thank you for your help and we look forward to hearing from you soon.

Sincerely,

Jeffery Muse, Executive Director
Cell: 715-292-1592
jmuse@nwcep.org

NORTHWEST WISCONSIN CEP

FINANCIAL STATEMENTS WITH
SUPPLEMENTARY INFORMATION

June 30, 2023 and 2022

C O N T E N T S

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Northwest Wisconsin Concentrated Employment Program, Inc.
Ashland, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Northwest Wisconsin Concentrated Employment Program, Inc., which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Northwest Wisconsin Concentrated Employment Program, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (*Government Auditing Standards*) issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Northwest Wisconsin Concentrated Employment Program, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Adoption of New Accounting Guidance

As discussed in Note 1 to the financial statements, Northwest Wisconsin Concentrated Employment Program, Inc. adopted the Financial Accounting Standards Board's Accounting Standards Update (ASU) No. 2016-02, *Leases (Topic 842)*, and all subsequently issued clarifying ASUs, as of July 1, 2022. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northwest Wisconsin Concentrated Employment Program, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Northwest Wisconsin Concentrated Employment Program, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200*, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* and the *State Single Audit Guidelines,* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2024 on our consideration of Northwest Wisconsin Workforce Investment Board, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control over financial reporting and compliance.

Wegner CPAs LLP

Wegner CPAs, LLP
Waukesha, Wisconsin
June 25, 2024

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
STATEMENTS OF FINANCIAL POSITION
June 30, 2023 and 2022

	2023	2022
ASSETS		
Cash	$ 134,031	$ 189,150
Accounts receivable	608	3,326
Grants receivable	559,291	528,141
Prepaid expenses	19,972	44,964
Equipment (less accumulated depreciation of $120,450 and $117,095, respectively)	4,695	8,450
Total assets	$ 718,597	$ 774,031
LIABILITIES		
Accounts payable	$ 125,684	$ 59,793
Accrued expenses	109,856	93,899
Note payable	836	6,085
Total liabilities	236,376	159,777
NET ASSETS		
Without donor restrictions	482,221	614,254
Total liabilities and net as	$ 718,597	$ 774,031

See accompanying notes.

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
STATEMENTS OF ACTIVITIES
Years Ended June 30, 2023 and 2022

	2023	2022
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
SUPPORT AND REVENUE		
Grants	$ 2,873,646	$ 2,818,347
Contributions	5,600	87,929
Fees for services	195,830	137,152
Other income	932	23,508
Total support and revenue without donor restrictions	3,076,008	3,066,936
EXPENSES		
Employment and training	2,561,838	2,364,166
Management and general	646,203	380,232
Total expenses	3,208,041	2,744,398
Change in net assets	(132,033)	322,538
Net assets at beginning of year	614,254	291,716
Net assets at end of year	$ 482,221	$ 614,254

See accompanying notes.

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
Year Ended June 30, 2023

	Employment and Training	Management and General	Total Expenses
Personnel	$ 1,131,948	$ 411,969	$ 1,543,917
Professional fees	-	141,737	141,737
Specific assistance	961,805	-	961,805
Supplies	55,813	48,533	104,346
Telephone	36,507	61	36,568
Postage and shipping	1,870	827	2,697
Occupancy	68,355	1,992	70,347
Equipment and rental maintenance	338	-	338
Depreciation	-	3,755	3,755
Printing and publications	3,422	1,022	4,444
Travel	83,649	4,660	88,309
Consultants	515	14,555	15,070
Contract services	197,050	-	197,050
Advertising	7,468	-	7,468
Insurance	13,098	17,092	30,190
Total expenses	$ 2,561,838	$ 646,203	$ 3,208,041

See accompanying notes.

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2022

	Employment and Training	Management and General	Total Expenses
Personnel	$ 1,424,734	$ 197,429	$ 1,622,163
Professional fees	-	93,118	93,118
Specific assistance	628,579	-	445,240
Supplies	48,216	35,822	84,038
Telephone	44,938	2,061	46,999
Postage and shipping	1,783	1,439	3,222
Occupancy	74,081	12,422	86,503
Equipment and rental maintenance	2,028	770	2,798
Depreciation	-	3,756	3,756
Printing and publications	14,626	3,884	18,510
Travel	79,883	4,603	84,486
Consultants	19,998	-	19,998
Contract services	-	554	183,892
Advertising	1,627	100	1,727
Insurance	23,673	24,274	47,947
Total expenses	$ 2,364,166	$ 380,232	$ 2,744,397

See accompanying notes.

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2023 and 2022

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (132,033)	$ 322,538
Adjustments to reconcile change in net assets to net cash flows from operating activities		
Depreciation	3,755	3,756
(Increase) decrease in assets		
Accounts receivable	2,718	7,473
Grants receivable	(31,150)	(280,316)
Prepaid expenses	24,992	(23,750)
Increase (decrease) in liabilities		
Accounts payable	65,891	35,034
Accrued expenses	15,957	(23,197)
Refundable advances	-	(64,937)
Net cash flows from operating activities	(49,870)	(23,399)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payments on note payable	(5,249)	(4,731)
Change in cash	(55,119)	(28,130)
Cash at beginning of year	189,150	217,280
Cash at end of year	$ 134,031	$ 189,150
SUPPLEMENTAL DISCLOSURES		
Cash paid for interest	$ 127	$ 287

See accompanying notes.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Northwest Wisconsin Concentrated Employment Program, Inc. (NWCEP) provides workforce development services for the citizens and businesses in Northwest Wisconsin Region counties. NWCEP is primarily supported through federal and state government grants.

Accounts Receivable

Accounts receivable primarily represent amounts that have been billed for employment and training services or services provided to job center partners. Accounts receivable are stated at the amount management expects to be collected from outstanding balances. As of June 30, 2023, management has determined, based on historical experience, that all amounts are fully collectible and no allowance for doubtful accounts is necessary.

Equipment

All acquisitions of equipment of $5,000 or more and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Equipment is carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method.

Grants

NWCEP receives grants from government agencies that are conditioned upon NWCEP incurring qualifying expenses. Revenue from these grants is generally recognized on a reimbursement basis, that is, when qualifying expenses are incurred by NWCEP, both a receivable from the grantor agency and revenue are recorded. Grants are also generally restricted by the grantor for a specified purpose. Grants whose conditions and restrictions are met in the same reporting period that the revenue is recognized are reported as increases in net assets without donor restrictions.

Grants are subject to financial and compliance reviews and audits by the Wisconsin Department of Workforce Development, the United States Department of Labor, the United States Government Accountability Office, or other agencies providing direct or indirect funding pursuant to authority given by law or regulation. Such reviews and audits could result in claims against NWCEP for disallowed costs or noncompliance with the provisions of the grant agreements. In management's opinion, it is highly unlikely that anadverse material outcome will result from those reviews and audits.

Revenue Recognition

NWCEP provides various employment-related services to individuals, companies, and government agencies. Revenues from these services are recognized when the respective services are provided.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributions

Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Expense Allocation

The financial statements report certain categories of expenses that are attributable to more than one program service or supporting activity. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include personnel, which are allocated on the basis of estimates of time and effort. The following program services and supporting activities are included in the accompanying financial statements:

Employment and training—Help prepare youth and unskilled adults for entry into the workforce. Also, provide job training to economically disadvantaged individuals and others facing barriers to employment.

Management and general—Includes the costs necessary to ensure proper administrative functioning of the board of directors, manage the financial and budgetary responsibilities of the NWCEP, and perform other administrative tasks.

Leases

NWCEP does not recognize short-term leases in the statement of financial position. For these leases, NWCEP recognizes the lease payments in the change in net assets on a straight-line basis over the lease term and variable lease payments in the period in which the obligation for those payments is incurred. NWCEP also does not separate nonlease components from lease components for all classes of underlying assets and instead accounts for each separate lease component and the nonlease components associated with that lease component as a single lease component. If the rate implicit in the lease is not readily determinable, NWCEP uses a risk-free rate as the discount rate for the lease for all classes of underlying assets.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Tax Status

NWCEP is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, NWCEP qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

Adoption of New Accounting Guidance

On February 25, 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update No. 2016-02, *Leases (Topic 842)*. The guidance in this Update and all subsequently issued clarifying Updates supersede the guidance in FASB Accounting Standards Codification (ASC) Topic 840, Leases, and creates FASB ASC Topic 842, Leases. The main difference between previous guidance and Topic 842 is the recognition of assets and liabilities by lessees for those leases classified as operating leases. A lessee should recognize in the statement of financial position a liability to make lease payments (the lease liability) and a right-of-use asset representing its right to use the underlying asset for the lease term. Also, under Topic 842, disclosures are required by lessees and lessors to report useful information to users of financial statements about the amount, timing, and uncertainty of cash flows arising from leases.

NWCEP adopted the requirements of Topic 842 as of July 1, 2022, using the optional transition method that allows NWCEP to initially apply the new guidance at the adoption date. NWCEP's reporting for the year ended June 30, 2022, is in accordance with the previous guidance in Topic 840.

Date of Management's Review

Management has evaluated subsequent events through June 25, 2024, the date which the financial statements were available to be issued.

NOTE 2—NOTES PAYABLE

NWCEP has a 3.25% note payable in monthly installments of $418, including interest, through September 2023. The note is secured by a vehicle. Interest expense for the years ended June 30, 2023 and 2022, was $127 and $287, respectively.

NOTE 3—LEASES

NWCEP has several operating leases primarily for space for its administrative offices, program operations, and office equipment that expire at various dates through December 31, 2023. These leases generally require NWCEP to pay all executory costs such as maintenance and utilities. Lease cost for the years ended June 30, 2023 and 2022, was $90,577 and $94,098, respectively.

NOTE 4—RETIREMENT PLAN

NWCEP sponsors a 401(k) plan covering all employees who have been employed at least six months, work a minimum of 1,000 hours, and are at least 20½ years of age. NWCEP contributes 10% of eligible employees' wages to the plan and contributions vest over a five-year period. Retirement expense for the years ended June 30, 2023 and 2022, was $68,533 and $69,606, respectively.

NOTE 5—ECONOMIC DEPENDENCY

NWCEP receives approximately 55% of its funding from the U.S. Department of Labor passed through the Wisconsin Department of Workforce Development.

NOTE 6—CONDITIONAL GRANTS

NWCEP has several grants that are conditioned upon NWCEP incurring qualifying expenses under the grant programs. At June 30, 2023, these conditional grants total approximately $1,203,000. These conditional grants will be recognized as revenue when the respective conditions are met in future years.

NOTE 7—LIQUIDITY AND AVAILABILITY

At June 30, 2023 and 2022, NWCEP has $693,930 and $720,617, respectively, of financial assets available within one year of the date of the statement of financial position to meet cash needs for general expenditures consisting of cash, accounts receivable, and grants receivable. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditures within one year of the date of the statement of financial position. As part of NWCEP's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
SNAP Cluster				
Department of Agriculture				
Workforce Resource, Inc.— State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561		$ -	$ 144,792
WIOA Cluster				
Department of Labor				
Wisconsin Department of Workforce Development— WIOA Adult Program	17.258	4329, 4809, 4318 4827, 5907, 5821	-	661,056
Wisconsin Department of Workforce Development— WIOA Youth Activities	17.259	4307, 4787, 4318 4827, 5907, 5821	-	612,833
Wisconsin Department of Workforce Development— WIOA Dislocated Worker Formula Grants	17.278	4340, 4798, 4967 4318, 4827, 5907	-	249,429
Total WIOA Cluster			-	1,523,318
Other Programs				
Department of the Treasury				
Northwest Wisconsin Workforce Investment Board—COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027		-	396,850
Department of Health and Human Services				
Wisconsin Department of Children and Families—Temporary Assistance to Needy Families	93.558	437004-G16-0000742-000-04	-	312,165
Wisconsin Literacy, Inc.— Temporary Assistance to Needy Families	93.558		-	11,618
Total 93.558			-	323,783

See notes to the schedule of expenditures of federal and state awards.

NORTHWEST WISCONSIN CONCENTRATED EMPLOYMENT PROGRAM, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
University of Wisconsin System Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges	93.332	1Z0CMS331500	221,426	314,789
Total Department of Health and Human Services			221,426	638,572
Total expenditures of federal awards			$ 221,426	$ 2,703,532

State Grantor/Program	State Identifying Number	Provided to Subrecipients	Total State Expenditures
Wisconsin Department of Workforce Development			
Wisconsin Youth Apprenticeship Local Grant		$ -	$ 91,747

See notes to the schedule of expenditures of federal and state awards.

NOTE 1—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards (the “Schedule”) includes the federal and state award activity of Northwest Wisconsin Concentrated Employment Program, Inc. under programs of the federal government and state agencies for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines*. Because the Schedule presents only a selected portion of the operations of Northwest Wisconsin Concentrated Employment Program, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Northwest Wisconsin Concentrated Employment Program, Inc.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3—INDIRECT COST RATE

Northwest Wisconsin Concentrated Employment Program, Inc. has elected to use the 10% de minimis indirect cost rate allowed under Uniform Guidance.

Wegner CPAs

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Northwest Wisconsin Concentrated Employment Program, Inc.
Ashland, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Northwest Wisconsin Concentrated Employment Program, Inc., which comprise Northwest Wisconsin Concentrated Employment Program, Inc.'s statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 25, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a deficiency in internal control that we consider to be a material weakness and a deficiency in internal control that we consider to be a significant deficiency.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001, that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Northwest Wisconsin Concentrated Employment Program, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Northwest Wisconsin Concentrated Employment Program, Inc.'s Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on Northwest Wisconsin Concentrated Employment Program, Inc.'s response, described in the accompanying schedule of findings and questioned costs, to the finding identified in our audit. Northwest Wisconsin Concentrated Employment Program, Inc.'s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wegner CPAs LLP

Wegner CPAs, LLP
Waukesha, Wisconsin
June 25, 2024

Wegner CPAs

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE AND THE *STATE SINGLE AUDIT GUIDELINES*

To the Board of Directors
Northwest Wisconsin Concentrated Employment Program, Inc.
Ashland, Wisconsin

Report on Compliance for Major Program

Opinion on Major Program

We have audited Northwest Wisconsin Concentrated Employment Program, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State Single Audit Guidelines* (the *Guidelines*) that could have a direct and material effect on Northwest Wisconsin Concentrated Employment Program, Inc.'s major program for the year ended June 30, 2023. Northwest Wisconsin Concentrated Employment Program, Inc.'s major program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Northwest Wisconsin Concentrated Employment Program, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major program for the year ended June 30, 2023.

Basis for Opinion on Major Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* (*Government Auditing Standards*) issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the *Guidelines*. Our responsibilities under those standards, the Uniform Guidance, and the *Guidelines* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Northwest Wisconsin Concentrated Employment Program, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of Northwest Wisconsin Concentrated Employment Program, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Northwest Wisconsin Concentrated Employment Program, Inc.'s government programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Northwest Wisconsin Concentrated Employment Program, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *Guidelines* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Northwest Wisconsin Concentrated Employment Program, Inc.'s compliance with the requirements of the major program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *Guidelines*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Northwest Wisconsin Concentrated Employment Program, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of Northwest Wisconsin Concentrated Employment Program, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *Guidelines*. Accordingly, this report is not suitable for any other purpose.

Wegner CPAs LLP

Wegner CPAs, LLP
Waukesha, Wisconsin
June 25, 2024

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Is a material weakness in internal control over financial reporting disclosed?	Yes
Is a significant deficiency in internal control over financial reporting disclosed?	None reported
Is any noncompliance that is material to the financial statements disclosed?	No

Federal Awards

Type of report the auditor issued on compliance for major federal programs:	Unmodified
Is a material weakness in internal control over major federal programs disclosed?	No
Is a significant deficiency in internal control over major federal programs disclosed?	None reported
Is any audit finding that is required to be reported under 2 CFR 200.516(a) disclosed?	No

Identification of major federal programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
17.258, 17.259 17.278	WIOA Cluster

Dollar threshold used to distinguish between Type A and Type B programs, as described in 2 CFR 200.518(b)(1):	$ 750,000
Did the auditee qualify as a low-risk auditee under 2 CFR 200.520?	Yes

FINANCIAL STATEMENT FINDINGS

Finding 2023-001

Criteria: Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Condition: During the audit, material adjustments were proposed to the financial statements in order for them to be in accordance with generally accepted accounting principles.

Cause: The Organization does not have written policies and procedures for month-end and year-end financial close and reporting processes.

Effect or Potential Effect: The lack of written policies and procedures increases the risk that a material misstatement of the financial statements will not be prevented, or detected and corrected, by management in a timely manner..

Recommendation: The Organization should implement written policies and procedures for month-end and year-end financial close and reporting processes. All asset and liability accounts should be reconciled and supported by appropriate documentation. The financial statements should be reviewed and approved by management soon after the month-end or year-end close has been completed.

Views of Responsible Officials: Management agrees with the finding and will implement written policies and procedures for financial close and reporting processes so the financial statements can be prepared in accordance with generally accepted accounting principles in a timely manner.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

OTHER ISSUES

Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern?	No
Does the audit report show audit issues (i.e., material noncompliance, non-material noncompliance, questioned costs, material weaknesses, significant deficiencies, management letter comment, excess revenue, or excess reserve) related to grants and contracts with funding agencies that require audits to be in accordance with the *State Single Audit Guidelines*:	
Department of Workforce Development	Yes
Department of Health Services	Yes
Was a management letter or other document conveying audit comments issued as a result of this audit?	No
Name and signature of partner:	Mitch Davis
	Mitch Davis, CPA
Date of report:	June 25, 2024

GUIDANCE FOR
WISCONSIN PUBLIC RECORDS LAWS
Wis. Stat. §§ 19.32-19.37

Wisconsin law provides that "all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them." As a Sawyer County employee, the records you generate, maintain or receive are subject to the disclosure and retention requirements of the Public Records Laws. Unless defined by Sawyer County Policy or Ordinance, employees shall refer to the Wisconsin Public Records Law Compliance Guide for direction on management and requests for records.

1. What is a "record"?
   Any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.

   Includes:
   a. Handwritten, typed, or printed documents.
   b. Maps and charts.
   c. Photographs, films, and tape recordings.
   d. Tapes, optical disks, and any other medium on which electronically generated or stored data is recorded or preserved.
   e. Electronic records and communications.
   f. Information regarding government business kept or received by an official on a website, blog, or social media account more likely than not constitutes a record.
   g. E-mail sent or received from the governmental body's computers, excluding purely personal e-mail.
   h. E-mail conducting government business sent or received on the personal email account for governmental employee or official.

   Excludes: Drafts and notes for personal use.

2. Who is responsible for keeping the records? The "legal custodian." Each Department Head is the legal custodian for his or her department. Every employee is responsible for complying with the record retention requirements and encouraged to review the Sawyer County Personnel Handbook as it relates to emails/texts sent or received on county devices. Departments shall post a notice indicating that Department Head is the custodian and listing what records they maintain.

3. How long must you keep a record? The general rule is seven (7) years. The County has adopted the Wisconsin Municipal and Related Records Schedule which provides shorter retention periods for certain documents. Sawyer County Code – Chapter 2, Article IV covers retention and destruction of county records. When in doubt as to destruction, retain the record.

4. Requests for records? Sawyer County's preference is that all requests for records are submitted through the online NextRequest portal. Employees' should first direct requests to the portal. However, using the portal is not a requirement and all verbal requests and other written requests will be responded to. Any verbal or other requests not received through the portal, shall be entered into the portal for tracking.

SAWYER COUNTY PUBLIC RECORDS REQUEST FEE SCHEDULE – 2024

"An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law." Wis. Stat. § 19.35(3)(a).

Sawyer County establishes its fees based on the cost of materials involved, the staff time involved, and postage. Staff time is calculated based on the pay rate of the lowest paid employee able to fulfill the request. For clerical only requests, the hourly pay rate will be $23.06. For requests exceeding clerical needs, pay rate will be calculated using actual hourly rate of employee plus benefits of the lowest paid staff capable of performing the task. It is assumed that staff time on electronic tasks and processing will ordinarily take no more than five minutes.

Location of Records – No charges will be made for time locating records unless it is anticipated that the cost of staff time to locate the records will exceed $50.00. If location costs are charged, they may be added to the record production costs listed below.

Inspection of Records without Copies – If a requester wishes to examine records in the departmental offices but does not choose to obtain copies, there will be no charge unless there are more than a total of two hours of staff time devoted to locating the records.

Paper Copies of Paper Records – If a requester seeks paper copies of a paper record on a standard, business-sized sheet, the fee is $0.25 per page for black-and-white copies, reflecting the cost of materials. If staff time is more than the assumed five minutes to print the copies, it will be charged at $1.92 for each five-minute increment, which is based on the pay rate of the lowest paid staff capable of performing the task. If mailed, actual postage cost may be added.

Paper Copies of Digital Records – If a requester seeks paper copies of an electronic record, on a standard, business-sized sheet, the fee is $0.25 per page for black-and-white copies, reflecting the cost of materials. If staff time is more than the assumed five minutes to print the copies, it will be charged at $1.92 for each five-minute increment, which is based on the pay rate of the lowest paid staff capable of performing the task. If mailed, actual postage costs may be added.

Paper Records to Digital Copies via E-mail Attachments – If a requester seeks digital copies via e-mail of a paper record, the fee is $0.25 per page, plus $1.92, reflecting the assumed staff time involved to scan the document, attach it, and e-mail it. If staff time is more than the assumed five minutes, it will be charged at $1.92 for each five-minute increment, which is based on the pay rate of the lowest paid staff capable of performing the task.

Digital Records to Digital Copies via E-mail Attachments – If a requester seeks digital copies via e-mail of a digital record, the fee is $1.92, reflecting the assumed staff time involved to attach the document and e-mail it and is based on the pay rate of the lowest paid staff capable of performing the task.

Digital Records to Digital Copies via Physical Medium – If a requester seeks digital copies via physical medium, the fee per thumb drive is $5.00 for 64GB or under, and $10.00 for 128GB. In addition, there will be a charge of $1.92 reflecting the assumed staff time involved in making the copies, which is based on the pay rate of the lowest paid staff capable of performing the task. If staff time is more than the assumed five minutes, it will be charged at 1.92 for each five-minute increment. For requests requiring additional skill or capabilities to perform the task, the pay rate will be calculated using actual hourly rate of employee plus benefits of the lowest paid staff capable of performing that advanced task. If mailed, actual postage costs may be added. Other media will be based on the actual cost of the medium. The requester may not provide its own medium based of safety and security concerns.

Conversion of File Format – If the requester seeks a digital record in a file format other than the one in which it is maintained by the County, staff time for reproduction in the preferred format will be charged at $23.06 per hour.

Requests to Law Enforcement for Audio and Video Records – Subject to 2023 Wisconsin Act 253, creating Wis. Stat. §§ 19.35 (3)(h), the Sheriff's Department may impose a fee upon a requester for the actual, necessary, and direct cost of redacting, whether by pixelization or other means, recorded audio or video content to the extent redaction is necessary to comply with applicable constitutional, statutory, or common law. The ability to charge a fee is subject to the provisions as written in Wis. Stat. §§ 19.35 (3)(h).

Prepayment – If it is anticipated that the fees will exceed $5.00, the County may request prepayment, if over $50.00 the County will require prepayment.

Minimum Fee – No fees will be assessed if the total cost of the request is less than $5.00. Therefore, in many instances, assuming the staff time is no more than five minutes and there are no postage or copy costs, many record requests will be fulfilled at no cost to the requester.

Resolution____________

ADOPTING THE SAWYER COUNTY PUBLIC RECORDS REQUEST FEE SCHEDULE

WHEREAS, the County fulfills public records request per Wisconsin State Statute requirements, and

WHEREAS, the County is able to …" impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law." Wis. Stat. § 19.35(3)(a). , and

WHEREAS, a Sawyer County Public Records Request Fee Schedule has been developed to make fees transparent and consistent to requestors, and

WHEREAS, this fee schedule details charges for locating, providing, reproducing records, and when those charges will be applied.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors does hereby adopt the Sawyer County Public Records Request Fee Schedule as attached and makes it a component of the Sawyer County Fees and Payments document adopted annually and as amended.

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This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its meeting on July 18, 2024, by this Sawyer County Administration Committee this 11th day of July, 2024.

Administration Committee

___________________________________ ___________________________________
Ron Kinsley, Chair Tom Duffy, Member

___________________________________ ___________________________________
Ron Buckholtz, Vice-Chair Stacey Hessel, Member

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John Righeimer, Member

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This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 18th day of July, 2024.

_______________________________________ _______________________________________
Ron Kinsley, Chair, Sawyer County Board of Supervisors Lynn Fitch, County Clerk