



Sawyer County

Agenda

Administration Committee Meeting

Thursday, November 7, 2024 @ 10:00 AM

Sawyer County Board Room

Revised: Friday, November 1, 2024 2:24 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 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

4 - 5	7. APPROVAL OF MINUTES FROM PREVIOUS MEETING	a. 10.10.24 Administration Committee Minutes DRAFT
6 - 10	8. VETERANS SERVICE DEPARTMENT REPORT	a. Monthly Report 1) Veterans Report 2) Budget b. Veterans' Serve Staff Recognition
11	9. INFORMATION TECHNOLOGY DEPARTMENT REPORT	a. IT Report
12	10. COUNTY CLERK DEPARTMENT REPORT	a. Department Report October 2024 County Clerk Department Report
13 - 18		b. Records Request Report General report
19	11. HUMAN RESOURCES REPORT	a. Human Resource Report November 2024 b. Closed Session: (discussion and possible action) a. Pursuant to Wisconsin Statutes 19.85(1)(g) to enter closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Recovery of paid wages per 59.26(9)(c) Open Session - Possible Action as a Result of Closed Session
20	12. COUNTY ADMINISTRATOR'S REPORT	a. Veterans Park Resolution (discussion and possible action) VETERANS HONOR PARK RESOLUTION b. CLOSED SESSION (DISCUSSION AND POSSIBLE ACTION) a. Pursuant to Wisconsin Statutes 19.85(1)(e) to enter closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Acquisition of Property for Public Space Open Session - Possible Action as a Result of Closed Session

13. BOARD APPOINTED COMMITTEE UPDATES

14. FUTURE AGENDA ITEMS

15. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

16. ADJOURNMENT

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the October 10, 2024 meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: Ron Kinsley
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ John Righeimer
- ☒ Stacey Hessel

Andy Albarado
Liz Klein
Gary Elliott

Others Present:

**Public Comment Speakers are
listed below:**

Call to Order –Chair Ron Kinsley called the meeting to order at 10:03 am.

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

Meeting Agenda – Set

Public Comments – None

Minutes from the previous meeting dated: September 12, 2024

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

Second by: Mr. Buckholtz

Veterans Service Department Report -

Mr. Elliot provided a written report and budget and shared updates on a Native American outreach program at LCO with 200-300 people in attendance. Mr. Elliot contacted the Milwaukee Regional VA office and is working to create a better process to deliver services to Native American veterans.

Information Technology Department Report -

Mr. Coleson presented written report and discussed Courthouse camera installations, Airport internet, and automation of online forms that are ongoing projects.

Human Resources Report -

A written report was provided. Mr. Albarado reported that HHS is recruiting a CLTS worker, there is a shortage in EMS staffing, and deputies in the Clerk and Register of Deeds offices will be hired starting next week. Jail numbers are down.

County Clerk Report -

Written reports were provided and reviewed showing counter activity continues to be high with marriages. Ms. Klein confirmed that marriage licenses are steady, and there is a high volume of records requests, especially in the Sheriff's Department.

Airport Master Plan Update-

Mr. Albarado provided a verbal update on the Airport Master Plan, which will be going before the full County Board on October 17. The plan was revised to move the runway further away from the road and locate the new hangars in an area away from the existing terminal.

Closed Session

Consider motion to convene in closed session pursuant to Wis. Stat. s. 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," to wit: discussion of negotiations with LCO regarding county roads and highways lying within the LCO tribal reservation and within Sawyer County, and pursuant to Wis. Stat. s. 19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," to wit: discussion of jurisdictional questions and obligations involving county roads and highways lying within the LCO tribal reservation and within Sawyer County. A motion was made to enter closed session at 10:39 am by Mr. Buckholtz, second by Mr. Righeimer. A roll call vote was taken and carried 5:0 with "yes" votes from Kinsley, Buckholtz, Duffy, Righeimer and Hessel. At 11:33 am a motion was made by Mr. Buckholtz, second by Mr. Righeimer, to leave closed session. Motion carried without negative vote. No action was taken in closed session.

Open Session

County Administrator Report -

Mr. Albarado spoke more about the Airport and pointed out that it is currently a plan, not a project. The TRH Ordinance is coming back to the County Board: at almost 600 permits, there are too many to issue CUPs through zoning. Public Works Committee recommends renewal of the Airport Maintenance contract with an increase. Broadband grant applications will be coming in once the FCC/PSC define the mapped project units. The LCO TGB approved renewal of the CJCC MOU for one year at a time with three requests: the Native American status put back on the jail reports, Justice Point to give them quarterly reports, and the contract to run for one year at a time. CJCC has a lot of programs and grant money coming in. Public Safety Network Resolution is forthcoming. The tax deed process needs rewriting. The Callahan/Mud Lake petition for the formation of a lake district will be filed, with 30 days for the LWFR Committee to hold a public hearing. A letter was received from Sawyer County District of WTA regarding town concerns about zoning issues; a meeting held with the towns to discuss was well-attended. Mr. Albarado recommends not choosing a Newspaper of Record and commit to running ads in both papers.

Board Appointed Committee Updates - None

Future Agenda Items – None

Adjournment – 12:00 pm

Next Meeting: November 7, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Liz Klein, Elected Officials Deputy

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

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



Administrative Committee Meeting, November 7, 2024

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

B. **Office Report:**

Contacts:

October: 424 phone calls, 862 letters/emails/faxes and 219 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 196 disability claims to date and received retroactive payment of \$403,436.00 for claims decided in the Veteran's favor.

La Crosse Vet Center:

The office co-managed & hosted 2 individual & 3 group counseling sessions.

Outreach:

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

Social Media: 6 new page followers (153 total) with 80 content interactions and 79 visits

Training:

Up to date

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 11/01/24
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										
46250	Department 57 - Veteran's Administration Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	1,075.00	225.00	83	1,275.00
	Department 57 - Veteran's Administration Totals	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,075.00	\$225.00	83%	\$1,275.00
	REVENUE TOTALS	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,075.00	\$225.00	83%	\$1,275.00
EXPENSE										
	Department 57 - Veteran's Administration									
	State Account 54710 - Veterans Relief									
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	500.00	4,500.00	10%	437.54
	State Account 54720 - Veteran's Office									
	State Account 54720 - Veteran's Office Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$500.00	\$4,500.00	10%	\$437.54
50111	Regular Salaries	132,539.00	.00	132,539.00	.00	.00	97,355.57	35,183.43	73	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	53.05	(.05)	100	57.74
50147	Workers Comp	4,034.00	.00	4,034.00	.00	.00	1,856.90	2,177.10	46	1,468.99
50151	FICA-Employer's Share	10,139.00	.00	10,139.00	.00	.00	7,138.08	3,000.92	70	6,591.37
50152	Retirement-Employer's Share	9,104.00	.00	9,104.00	.00	.00	6,181.60	2,922.40	68	5,573.00
50154	Hospital and Health Insurance	.00	.00	.00	.00	.00	14,707.98	(14,707.98)	+++	1,054.52
50155	Flex Administration Fees	48.00	.00	48.00	.00	.00	97.40	(49.40)	203	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	55.55	(5.55)	111	44.00
	50218 - Totals	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$55.55	(\$5.55)	111%	\$44.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	59.78	(59.78)	+++	1,554.74
50221	Water and Sewer	325.00	.00	325.00	.00	.00	104.73	220.27	32	217.51
50222	Electric	1,000.00	.00	1,000.00	.00	.00	415.36	584.64	42	901.29
50224	Heating Fuels	500.00	.00	500.00	.00	.00	85.90	414.10	17	251.89
50225	Telephone	750.00	.00	750.00	.00	.00	748.98	1.02	100	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	83.12	16.88	83	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	1,776.01	1,223.99	59	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	159.00	541.00	23	84.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	209.00	(109.00)	209	.00
50339	Travel	.00	.00	.00	.00	.00	41.04	(41.04)	+++	150.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	103.71	46.29	69	.00



Budget Performance Report

Fiscal Year to Date 11/01/24

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	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	881.34
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	881.34
50351	Vehicle Fuel	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$881.34
50515	Indirect Cost	2,400.00	.00	2,400.00	.00	.00	1,009.35	1,390.65	42	1,960.48
50805	Capital Outlay-Small Equipment (1000 - 5000)	.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	\$134,148.88	\$38,843.12	78%	\$113,500.38
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	5,960.00	1,040.00	85	5,840.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,960.00	\$1,040.00	85%	\$5,840.00
Department 57 - Veteran's Administration Totals										
EXPENSE TOTALS		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$140,608.88	\$44,383.12	76%	\$119,777.92
EXPENSE TOTALS		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$140,608.88	\$44,383.12	76%	\$119,777.92
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125	9,350.00
43565	State Aid/Veteran's Grant	.00	.00	.00	.00	.00	.00	.00	+++	14,228.00
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	3,138.36	(1,840.36)	242	1,151.41
50313	Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	80.00
50314	Printing	.00	.00	.00	.00	.00	.00	.00	0	80.00
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	811.20	388.80	68	457.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	75.00	575.00	12	20.00



Budget Performance Report

Fiscal Year to Date 11/01/24

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	205.68	94.32	69	75.49
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	1,675.95	(1,675.95)	+++	1,457.75
50373 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,675.95	(\$1,675.95)	+++	\$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	\$10,757.70	(\$159.70)	102%	\$12,316.16
Department 00 - General Totals		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$10,757.70	(\$159.70)	102%	\$12,316.16
EXPENSE TOTALS		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$10,757.70	(\$159.70)	102%	\$12,316.16
Fund 213 - Veteran's Service Grant Totals		9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125%	23,578.00
REVENUE TOTALS		10,598.00	.00	10,598.00	.00	.00	10,757.70	(159.70)	102%	12,316.16
Fund 213 - Veteran's Service Grant Totals		(\$1,248.00)	\$0.00	(\$1,248.00)	\$0.00	\$0.00	\$930.30	(\$2,178.30)		\$11,261.84
REVENUE										
Fund 411 - Veteran's Transportation Grant										
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		5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0%	6,329.95
REVENUE TOTALS		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
EXPENSE TOTALS		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$6,329.95
Fund 411 - Veteran's Transportation Grant Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$6,329.95
Grand Totals										



Budget Performance Report

Fiscal Year to Date 11/01/24
Include Rollup Account and Rollup to Account

REVENUE TOTALS	15,650.00	.00	15,650.00	.00	.00	12,763.00	2,887.00	82%	31,182.95
EXPENSE TOTALS	199,590.00	.00	199,590.00	.00	.00	151,366.58	48,223.42	76%	132,094.08
Grand Totals	(\$183,940.00)	\$0.00	(\$183,940.00)	\$0.00	\$0.00	(\$138,603.58)	(\$45,336.42)		(\$100,911.13)

Mike Coleson
Sawyer County IT Director



November 07, 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

Agenda items

N/A

Service Requests October

New 52

Completed 58

Pending (Oct 29) 14

Projects completed

- HHS Fiscal conference room AV.
- Treasurer tax payment displays on wall

Projects in progress

- Application form automation with payment processing. Highway, Forestry, to be followed by Zoning.
- Conversion of Agenda/Minutes software to Civicplus, our website vendor.
- Assist Sheriff with upgrade/replacement of Dictation system.

Pending Projects

- Floor plan update for sheriff-courthouse campus.
- Replace Central Control Door Control computers
- Surveillance cameras for Hayward and Ojibwa ambulance buildings. Integrate Highway cameras into Avigilon system.
- Digital Signage for courthouse entrances.
- Cell phone plan review with Accounting.

Helpdesk and support activities

70% of time spent on support requests.

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



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	381+ 44 penalties	\$5065.00
Marriage Licenses	64 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$6480.00
Plat Books	GL 218-00-42000 GL 218-00-42001	\$1,561.32 \$761.28
Election MOU Reimbursement	April 2 nd Election August 13 th Election November 5 th Election	\$18,614.00

Elections Update:

- We are bringing in extra help on the day after the election to help receive election returns, as Liz will be taking minutes at LWFR. The election is falling on our busy committee week which makes it extra stressful in our department. The Sheriff's Department has assigned deputies to do occasional walk-throughs on election night as we take in results.
- We have had an extraordinary amount of people come to the courthouse wanting to vote; we must guide them to their individual town halls.

General:

- NextRequest activity remains steady in all departments, an anticipated 57.16 hours has been spent since June on requests at a cost of \$3,262.41 spent (this is on the light side, as not all time spent has been entered by staff). We've received a total of \$296.00 for invoices sent out.
- Interviews for the deputy clerk position were held on 11/1 and three individuals were interviewed.

Sawyer County, WI Performance Report

January 1, 2024 - October 30, 2024 All departments

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

201 request(s) received

Total number of new requests received during this reporting period.

0 total request(s)

Total number of requests in the portal at the beginning of the reporting period.

178 request(s) closed

Total number of requests closed during this reporting period.

23 request(s) open

Total number of open requests by the end of this reporting period.

58 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

71 late response(s)

Total number of requests where an initial response was sent after the response window expired.

4 day(s) to respond

Median response time in days in this reporting period.

8 day(s) to respond

Average response time in days in this reporting period.

107 fulfilled outside 10 days

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

71 fulfilled within 10 days

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

16 day(s) to fulfillment

Median number of days taken to fulfill all requests in this reporting period.

17 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**94.84 hour(s) spent**

Total number of hours staff spent on requests in this reporting period.

0.33 median hour(s) spent

Median number of hours staff spent on each request.

0.49 average hour(s) spent

Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests**\$3,262.41 dollars spent**

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

\$13.28 median dollars spent

Median amount of money spent (from staff costs) on each request.

\$16.99 average dollars spent

Average amount of money spent (from staff costs) on each request.

Cost Recovery: Payments received from requesters via NextRequest**48 total invoices**

Total number of requests with invoices.

\$296.00 dollars received

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

\$6.30 median dollars earned

Median amount of money received from each request with invoices in this reporting period.

\$18.00 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	2	1	58	58
Ambulance Service	2	2	34	34
Clerk of Courts	5	4	3	6
County Clerk	39	39	2	6
Emergency Management Services	0	0	0	0
Finance Department	5	5	4	7
Health & Human Services	13	11	7	14
Highway Department	0	0	0	0
Human Resources	6	6	3	7
Information Technology (IT)	4	3	9	23
Land Information	1	1	7	7
Legal Counsel - Atolles Law	1	1	58	58
Register of Deeds	0	0	0	0
Sheriff Department	126	107	19	18
Treasurers' Office	2	2	2	2
Zoning Department	3	3	9	23
Not Assigned	2	2	3	3

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Times Used
10-day Abandonment Text	1
Fee to Create Response	3
Forwarding to Appropriate Department	1
No requirement to construct a record	2
Open Investigation Message	5
Prepayment Fee Response	5
Sheriff Dept. Initial Response	36

Closure Response Report

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

Closure Response	Times Used
Closure for No Response or Other Reason	16
Fulfilled	142
Invoice Payment Options	3
No Records: Other Agency	13
No Response from Requester	12
Not a Request	3
Request Withdrawn	3

Tag Report

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

Tag Name	Times Used
Body Cam	1
CAD CALL	1

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.

Human Resource Report November 7, 2024

2024 Turnover

10/3/2024	Misty Stodola	Highway	Term
10/3/2024	Michael Stodola	Highway	Term
10/7/2024	Dane Lihman	Sheriff	FT
10/17/2024	Kris Verbeck	Register of Deeds	Term
10/23/2024	Mike Bestland	Maintenance	Retired
10/28/2024	Jessica Rentner	Register of Deeds	FT

Recruiting EMS positions

Recruiting CLTS worker

Recruiting Maintenance position

Recruiting Court Services Deputy - Huber

Interviewing for Elected Officials Deputy - County Clerk position

Hired Deputy Register in Deeds position

Hired Deputy Sheriff position

Recruiting Tax Lister position

Open enrollment for employee benefits began October 31 and goes through November 13, 2024. Health and Vision insurance premiums remained the same for 2025 and Dental premiums increased by 8%.

Work with Sawyer County Jail on allowable Medicare/Medicaid inmate medical costs vs costs the county must pay.

Uptick in meetings with employees and supervisors regarding various issues.

Conversion to the new applicant tracking software, Criterion, is going very well. Will be complete by the second week in November.

RESOLUTION 2024- _____

ALLOCATING FUNDS FOR A VETERAN'S HONOR PARK

WHEREAS, Sawyer County is able to undertake projects for community benefit, and

WHEREAS, it is important to recognize the selfless contribution and sacrifice of our military community, and

WHEREAS, the development of a Veteran's Honor Park would be an appropriate way to recognize our Veterans and provide a visible community gathering spot for reflection and recognition of our military men and women, and

WHEREAS, Sawyer County can allocate funds for park development, and

WHEREAS, Sawyer County maintains a Resource Development Fund, and

WHEREAS, siting and developing a Veteran's Honor Park has been identified as a potential project, and

WHEREAS, a site would be need to be secured and a development plan assembled for creation of a Veteran's Honor Park, and

WHEREAS, the County has the ability to allocate funds to create a budget and start the project.

NOW THEREFORE BE IT RESOLVED, that the Sawyer County Board of Supervisors amends the proposed 2025 budget to allocate \$250,000 from the Resource Development Fund to a Veteran's Honor Park budget.

BE IT FURTHER RESOLVED, that the Administration Committee is directed to identify a location for the Veteran's Honor Park and to oversee the budget, planning, and development of the Park.