

Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
10610 Main Street, Suite 10; Hayward, Wisconsin 54843
email address – county.clerk@sawyercountygov.org
telephone numbers 715.634.4866 and toll free 877.699.4110



January 6, 2014

Agenda
Courthouse Committee meeting
January 9, 2014, 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of the meeting of the December 12, 2013
03. Clerk of Court's Office vacancies and staffing
04. Land Records Department staffing
05. IT Department recommendation for email upgrade
06. Department reports, including employee travel out of Sawyer County and monthly expense vouchers
07. Other matters for discussion only

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Kris Mayberry
Sawyer County Clerk

minutes of the meeting of the Courthouse Committee
Sawyer County Board of Supervisors
December 12, 2013, 6:30 p.m., Assembly Room, Sawyer County Courthouse

members present: Dale Schleeter (Chair), Walt Jaeger, Ron Kinsley, Bill Voight, Tom Duffy

also present: LCO Child Support Program Director Susan Smith, LCO Child Support Program Attorney Tish Keahna, Chief Deputy Clerk of Court Claudia Burgan, Deputy Clerk of Court Patsy Aubart, Deputy Clerk of Court Kelly Clerk, County Surveyor/Land Records Department Director Dan Pleoger, Information Technology Department Director Mike Coleson, County Clerk Kris Mayberry

Motion by Duffy, 2nd by Jaeger, to approve the meeting agenda as presented. Motion carried.

Motion by Voight, 2nd by Kinsley, to approve the November 7, 2013 meeting minutes. Motion carried.

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The Committee discussed that Circuit Court Judge Gerald Wright had informed the Committee at their November meeting that the recently vacated Deputy Clerk of Circuit Court position needs to be filled and objected to the removal of funds for the position from the proposed 2014 Sawyer County Budget. Judge Wright has also informed the Committee that there will be an additional vacant Deputy Clerk of Court position due to the resignation of Circuit Court Clerk Anne Marie Swanson (effective January 10, 2014) and his plans to appoint Chief Deputy Clerk Claudia Burgan to the Circuit Court Clerk position and to appoint a Deputy now working the Clerk of Court's Office as Chief Deputy Clerk of Court. Motion by Duffy, 2nd by Kinsley, to recommend Personnel and Administrative Committee and County Board approval to fill the Deputy Circuit Court Clerk position that will be vacant due to Ms. Swanson's resignation effective January 10th, providing that Ms. Burgan is appointed Circuit Court Clerk, and providing a Deputy now working the Clerk of Court's Office is appointed as Chief Deputy Clerk of Court. Motion carried.

The Committee determined to take no action at this time on Circuit Court Judge Gerald Wright's request to fill the other position that he requested be filled in the Circuit Court Clerk's Office.

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The Committee reviewed a proposed 2014 consulting agreement with KD Consulting for services to be provided as follows: Health and Human Services Department expense spreadsheets, County Treasurer checks program, County Treasurer land inventory program, Treasurer lottery credit export to state, Real Property Lister statement of assessment, Real Property Lister Novus export, County Treasurer electronic tax settlement submission program, and any other support requested. Motion by Kinsley, 2nd by Jaeger, to recommend County Board approval of the agreement. Motion carried.

Information Technology Department Director Mike Coleson provided a department report, including his assistance to the Land Records Department and County Treasurer's Office.

County Surveyor/Land Records Department Director Dan Pleoger provided a department report and requested approval to attend the 2014 Surveyor's Institute being held in the Wisconsin Dells January 22-24, 2014.

The Committee reviewed a written department report provided by Circuit Court Clerk Anne Marie Swanson that included a report on passport applications processed and on collections of interest, tax intercept funds, attorney fees, guardian ad litem fees, and bail forfeitures.

The Committee reviewed a written department report provided by Child Support Department Director Sandy Okamoto.

The Committee reviewed the monthly department expense vouchers. Motion by Duffy, by Kinsley, to approve the department reports; County Surveyor/Land Records Department Director Dan Pleoger's request for approval to attend the 2014 Surveyor's Institute being held in the Wisconsin Dells January 22-24, 2014; and the monthly department expense vouchers. Motion carried.

LCO Child Support Program Director Susan Smith and LCO Child Support Program Attorney Tish Keahna provided the Committee with an update on the progress being made in establishing and operating the LCO Child Support Program.

Motion by Kinsley, 2nd by Voight, to adjourn the meeting. Motion carried.

minutes prepared by County Clerk Kris Mayberry

**ORDER TO FILL VACANCY
IN THE OFFICE OF
SAWYER COUNTY CLERK OF COURT**

Whereas, Sawyer County Clerk of Court Anne Marie Swanson has tendered her resignation effective at the end of the day on January 10, 2014; and

Whereas, the resignation of Anne Marie Swanson will leave a vacancy in the office of Sawyer County Clerk of Court for the duration of the current term; and

Whereas, pursuant to Article VII Section 12(3) of the Wisconsin Constitution and Section 17.21(4m) of the Wisconsin Statutes, the Circuit Court Judge has the authority to appoint a successor clerk of court for the residue of the unexpired term, until the vacancy is filled by an election; and

Whereas, the Court has determined that it is appropriate to appoint Chief Deputy Clerk of Court Claudia Burgan to fill that vacancy until the vacancy is filled by the next election; and

Whereas, the Court has determined that it is expedient to announce that appointment now in order to facilitate an orderly transition and commence the process of hiring new staff;

THEREFOR,

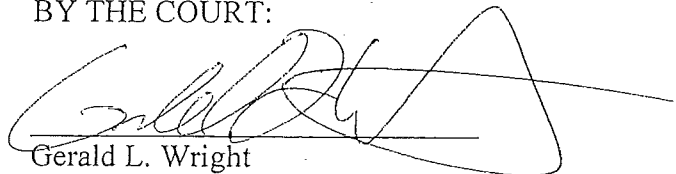
It is hereby ordered that Chief Deputy Clerk of Court Claudia Burgan is appointed to serve as Sawyer County Clerk of Court for the residue of the current unexpired term, until the vacancy in that office is filled by the next election.

This Order is effective on January 11, 2014.

Dated

December 23, 2013

BY THE COURT:



Gerald L. Wright
Sawyer County Circuit Court Judge

CLERK OF CIRCUIT COURT
SAWYER COUNTY
(715) 634-4887

ANNE MARIE SWANSON
CLERK OF COURT

10610 Main Street Suite 74
Hayward, WI 54843

DEPUTY CLERKS

Claudia R. Burgan
Patricia L. Aubart
Kelly M. Clark
Alishia A. Webster

January 2, 2014

To the Members of the Courthouse Committee:

Collections for December:

Passports (15)	\$ 375.00
Interest	\$ 2,543.90
Pay Plan Fees	\$ 390.00
Bail Forfeiture	\$ 1,843.68
Attorney Fees	\$ 804.15
GAL Fees	\$ 404.92
Restitution Surcharges	\$ 257.14

Thank you.

Anne Marie