



Sawyer County

Agenda

Administration Committee Meeting
Thursday, March 14, 2019 @ 10:00 AM
Assembly Room

Page

-
1. CALL TO ORDER
 2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
 3. MEETING AGENDA
 4. PUBLIC COMMENTS
 5. MINUTES FROM PREVIOUS MEETING
 - a. [Admin 2-14-19](#)
 6. VETERANS SERVICE DEPARTMENT REPORT
 - a. [Veterans Service Office report March 2019](#)
 7. INFORMATION TECHNOLOGY DEPARTMENT REPORT
 - a. [IT-2019-03-14-Administration-Committee](#)
 8. HUMAN RESOURCES REPORT
 - a. Memorandum of Understanding with Sawyer County Law Enforcement Union
 9. COUNTY ADMINISTRATOR'S REPORT
 - a. [Administrator's Admin Committee Report 2019-03](#)
 10. FUTURE AGENDA ITEMS
 11. OTHER MATTERS FOR DISCUSSION ONLY
 12. CLOSED SESSION

Closed Session pursuant to Wisconsin Statute 19.85 (1)(f) and (g) to discuss specific personnel problems and to confer with legal counsel who is rendering advice regarding strategy and options.

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.

Draft

Minutes of the February 14, 2019, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Tweed Shuman, Brian Bisonette, Kathy McCoy, Ron Kinsley, Dale Schleeter

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Rose Lillyroot, Ron Buckholtz, Mike Coleson, Rebecca Roeker, Marilyn Miller, Troy Morgan, Jon Hochkammer, Linda Zillmer

Motion by Kinsley, 2nd by Bisonette, to approve the minutes from the January 10, 2019 meeting. Motion carried

Marilyn Miller presented to the Committee on the 2020 Census Community Partnership and Engagement Program.

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 743 phone calls and 309 office visits in January. There were 65 counseling appointments held.

Information Technology Director Mike Coleson provided a written report. Primary systems upgrades completed under budget.

Jon Hochkammer, Wisconsin Counties Association, presented on County Board & Committee Structure & Procedures.

Human Resource Coordinator Rose Lillyroot provided a report to the Committee.

Administrator Hoff provided a written report to the Committee.

Motion by McCoy, 2nd by Bisonette, to convene into Closed Session. Motion carried Unanimous

Motion by Bisonette, 2nd by Kinsley, to reconvene in Open Session. Motion carried

Meeting adjourned 12:32 am

Minutes prepared by Carol Williamson

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

Sawyer County
Veteran Service Office
15872 E. Fifth Street
Hayward, WI 54843



Administrative Committee Meeting, March 14, 2019

A. **Budget Performance Report:** Submitted for review.

B. **Office Report:**

Contacts:

February: 703 phone calls, 413 letters/emails/faxes and 286 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 24 disability/pension claims to date and received Retroactive Payment of \$19,658.27 for claims decided in the Veteran's favor.

VET Center:

Vet Center Counselor held 55 counseling appointments.

Training: Up-to-date

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott", with a long horizontal flourish extending to the right.

Gary Elliott
CVSO

x

Budget Performance Report

Fiscal Year to Date 03/01/19

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	9,000.00	.00	9,000.00	.00	.00	1,125.00	7,875.00	12	6,150.00
48515	Donations	.00	.00	.00	.00	.00	.00	.00	+++	761.66
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$1,125.00	\$16,875.00	6%	\$10,911.66
REVENUE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$1,125.00	\$16,875.00	6%	\$10,911.66
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50217										
50217-301	Donation Expense	.00	.00	.00	.00	.00	100.00	(100.00)	+++	464.00
50217 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	(\$100.00)	+++	\$464.00
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	894.18	4,105.82	18	2,123.86
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$994.18	\$4,005.82	20%	\$2,587.86
State Account 54720 - Veteran's Office										
50111	Regular Salaries	113,081.00	.00	113,081.00	.00	.00	14,722.17	98,358.83	13	112,039.85
50112	Salaries Overtime	.00	.00	.00	.00	.00	.00	.00	+++	147.17
50144	Term Life Ins./Employer's Share	22.00	.00	22.00	.00	.00	5.06	16.94	23	29.21
50147	Workers Comp	6,651.00	.00	6,651.00	.00	.00	767.44	5,883.56	12	5,167.55
50151	FICA-Employer's Share	8,815.00	.00	8,815.00	.00	.00	1,124.90	7,690.10	13	8,572.64
50152	Retirement-Employer's Share	4,812.00	.00	4,812.00	.00	.00	620.63	4,191.37	13	4,919.53
50154	Hospital and Health Insurance	8,249.00	.00	8,249.00	.00	.00	.00	8,249.00	0	.00
50155	Flex Administration Fees	.00	.00	.00	.00	.00	8.60	(8.60)	+++	41.43
50156	Health Reimb. Acct.	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
50225	Telephone	450.00	.00	450.00	.00	.00	40.10	409.90	9	476.86
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,328.76
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	250.00	.00	250.00	.00	.00	30.05	219.95	12	163.94
50312	Office Supplies	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	569.84
50313	Printing	2,700.00	.00	2,700.00	.00	.00	199.97	2,500.03	7	2,465.86
50325	Registration Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
50329	Dues/Subscriptions	350.00	.00	350.00	.00	.00	15.00	335.00	4	244.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50343	Boards & Commissions	900.00	.00	900.00	.00	.00	.00	900.00	0	120.00
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	990.91
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$990.91
50351	Vehicle Fuel	7,000.00	.00	7,000.00	.00	.00	394.97	6,605.03	6	5,270.18

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Budget Performance Report

Fiscal Year to Date 03/01/19

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 Totals	\$164,080.00	\$0.00	\$164,080.00	\$0.00	\$0.00	\$17,928.89	\$146,151.11	11%	\$142,547.73
	State Account 54730 - Care of Veteran's Graves									
50220	Contracted Expenses	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	5,100.00
	State Account 54730 - Care of Veteran's Graves Totals	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0%	\$5,100.00
	Department 57 - Veteran's Administration Totals	\$175,080.00	\$0.00	\$175,080.00	\$0.00	\$0.00	\$18,923.07	\$156,156.93	11%	\$150,235.59
	EXPENSE TOTALS	\$175,080.00	\$0.00	\$175,080.00	\$0.00	\$0.00	\$18,923.07	\$156,156.93	11%	\$150,235.59
Fund 100 - General Fund Totals										
	REVENUE TOTALS	18,000.00	.00	18,000.00	.00	.00	1,125.00	16,875.00	6%	10,911.66
	EXPENSE TOTALS	175,080.00	.00	175,080.00	.00	.00	18,923.07	156,156.93	11%	150,235.59
	Fund 100 - General Fund Totals	(\$157,080.00)	\$0.00	(\$157,080.00)	\$0.00	\$0.00	(\$17,798.07)	(\$139,281.93)		(\$139,323.93)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	8,500.00
49300	Use of Prior Years' Fund Balance	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	.00
	Department 00 - General Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0%	\$8,500.00
	REVENUE TOTALS	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0%	\$8,500.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,150.00	.00	2,150.00	.00	.00	.00	2,150.00	0	.00
50226	Hardware/Software	1,450.00	.00	1,450.00	.00	.00	.00	1,450.00	0	1,347.00
50247	Repairs-Buildings	7,650.00	.00	7,650.00	.00	.00	.00	7,650.00	0	.00
50325	Registration Fees	1,450.00	.00	1,450.00	.00	.00	180.00	1,270.00	12	900.00
50335	Meal Expenses	500.00	.00	500.00	.00	.00	135.00	365.00	27	.00
50336	Lodging	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,608.91
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,194.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	.00	300.00	0	42.22
50805	Capital Outlay-Small Equipment (1000 - 5000)	.00	.00	.00	.00	.00	.00	.00	+++	2,206.98
	State Account 54700 - Veteran's Grant Expenses Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$315.00	\$16,685.00	2%	\$8,299.11
	Department 00 - General Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$315.00	\$16,685.00	2%	\$8,299.11
	EXPENSE TOTALS	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$315.00	\$16,685.00	2%	\$8,299.11
Fund 213 - Veteran's Service Grant Totals										
	REVENUE TOTALS	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0%	8,500.00
	EXPENSE TOTALS	17,000.00	.00	17,000.00	.00	.00	315.00	16,685.00	2%	8,299.11
	Fund 213 - Veteran's Service Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$315.00)	\$315.00		\$200.89

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Budget Performance Report

Fiscal Year to Date 03/01/19

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 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	12,800.00	.00	12,800.00	.00	.00	.00	12,800.00	0	12,787.35
48301	Sale of Fixed Assets	.00	.00	.00	.00	.00	.00	.00	+++	7,500.00
49300	Use of Prior Years' Fund Balance	31,200.00	.00	31,200.00	.00	.00	.00	31,200.00	0	.00
Department 00 - General Totals		\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	0%	\$20,287.35
REVENUE TOTALS		\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	0%	\$20,287.35
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50811	Capital Outlay -Vehicles	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	32,462.25
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
State Account 54725 - Capital Outlay/Van Purchase Totals		\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	0%	\$36,462.25
Department 00 - General Totals		\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	0%	\$36,462.25
EXPENSE TOTALS		\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	0%	\$36,462.25
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		44,000.00	.00	44,000.00	.00	.00	.00	44,000.00	0%	20,287.35
EXPENSE TOTALS		44,000.00	.00	44,000.00	.00	.00	.00	44,000.00	0%	36,462.25
Fund 411 - Veteran's Transportation Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$16,174.90)
Grand Totals										
REVENUE TOTALS		79,000.00	.00	79,000.00	.00	.00	1,125.00	77,875.00	1%	39,699.01
EXPENSE TOTALS		236,080.00	.00	236,080.00	.00	.00	19,238.07	216,841.93	8%	194,996.95
Grand Totals		(\$157,080.00)	\$0.00	(\$157,080.00)	\$0.00	\$0.00	(\$18,113.07)	(\$138,966.93)		(\$155,297.94)



Mike Coleson
Sawyer County IT Director

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

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

March 14, 2019

To: Administration Committee
Tweed Shuman, Dale Schleeter, Brian Bisonette,
Kathy McCoy, Ron Kinsley, and Tom Hoff

IT Department Report

Agenda items

none

Pending Projects

- Print Management contract with EO Johnson. Initial meeting with EOJ on 3/5/2019.
- Time tracking and scheduling software for all county staff. Work with Rose L and Cindy L.

Projects in progress

- HHS Nightingale Notes automated interface with New World.
- Additional storage-Primary and Backup. CIP project. Found a configuration from Dell/EMC that got us additional storage and 2 servers under the \$55,000 budget.
- Sheriff Network enhancements.
 - o Allow more devices on the network
 - o Guest wireless (pending approval)
 - o Email server
 - o Security questionnaire for DOJ. Needed before Spillman go-live.

Projects completed

- DAR install for small courtroom. Courts technician did final install on 02/05/2019.
- Spillman install and training room setup (basic setup before April go-live)
- Emergency Mgmt Wireless network extension for Birkie. Working with John Kruk

County Administrator Work Report
March 14, 2019 Administration Committee Meeting



New Matters:

Flooding Preparations – The County Home Page has added a “Flood Toolkit” for residents to prepare for potential flooding. The County has also ordered 10,000 sandbags for use to assist in mitigating flood damage.

Potential Collaborative Agreement with LCO/County Child Support - I spoke with Susan Smith of the LCO Child Support Program regarding an opportunity to develop a collaboration between the County and the tribe in servicing child support matters.

Rusk County Ambulance – Nate Dunston, the County’s Ambulance Director, and I had a call with Rusk County to discuss ambulance services, and we shared ways in which Rusk County may utilize Sawyer County’s best practices.

Town of Winter Train Depot – The County is a project sponsor in a grant from the Wisconsin DOT to improve the Town of Winter train depot. This project has been ongoing for more than 10 years, and the Friends of the Tuscobia Trail have been the project point of contact with limited involvement by the County. An issue of ongoing maintenance arose between Friends of the Tuscobia Trail and DNR, and the County is involved to the extent that it is technically the project sponsor. I met with representatives from DOT, the Friends of the Tuscobia Trail, and DNR to discuss the project. An update was also presented to the Economic Development and UW Extension Committee on March 11th.

Nursing Home Transport Contract – Nate Dunston presented an opportunity for the County’s ambulance service to complete non-emergency transport without medical necessity for Hayward Health Services. This service would help get residents back from the hospital if a transport van is not available. Currently, the County cannot bill for this service, and a proposed agreement would allow the County to bill the nursing home directly for the service. Legal counsel is currently reviewing the proposed contract.

Meeting with Birkie – I am meeting with Ben Popp of the Birkie organization on March 14th to discuss several issues, including the underlying zoning designation of the County’s OO property. Discussing Birkie’s use of County property may provide an opportunity for us to realize the potential of this unique property.

Ojibwa Ambulance Station – The County received a proposed contract from Cooper Engineering to act as the construction manager for the Ojibwa Ambulance project. After legal counsel’s review and discussion, the contract should be signed in the next few days. Having a project manager in place will assist the County in moving the project forward. Also, Pat Sanchez, the County Emergency Manager, will present the status of potential grant funds to the Finance Committee on March 14th.

Ongoing Matters/Updates:

Opioid Litigation – I received notice from the County's attorneys at Crueger Dickenson that additional defendants will be added to the ongoing Opioid litigation. This is a massive lawsuit and includes consolidation of more than 1,400 lawsuits, including the one in which Sawyer County is a part, under the jurisdiction of U.S. District Court in Cleveland, Ohio. Currently, the litigation is in the discovery phase.

Court Related Space Planning – The proposed legislation creating a second judgeship in Sawyer County is moving forward. Judge Yackel convened a Securities and Facilities Committee as set forth in the SCR 68 to develop a plan indicating possible expansion options for the courthouse.

Airport – Fixed Base Operator's Lease – With Lease negotiations underway, I asked L&L Aviation, Inc. to submit specific points that would generally be included in a Business Plan for L&L's vision of the Sawyer County Airport. As part of my overall strategy to identify other revenue sources for the County, the airport lease presents an opportunity for the County to take a close look at the potential to partner with the operator/Lessor and possibilities of revenue sharing. The Public Works Committee again discussed options in closed session at its meeting in February and will again discuss more specific issues with legal counsel in closed session on March 13, 2019.

Board/Committee Structure & Procedures Discussion - Jon Hockhammer of the Wisconsin Counties Association made a presentation at the Finance Committee and the Administration Committee meetings on February 14, 2019 to discuss County Board and Committee structure, meeting procedures, roles & responsibilities, and other topics. This meeting provided a basis for ongoing discussions regarding ordinance changes to set forth committees of jurisdiction and Bylaws for each County Standing Committee.

FOIA and Open Records Policy – I continue to evaluate the process implemented as part of the 'pre-policy' requiring that staff notify their Director of any requests by outside legal counsel for litigation or potential litigation matters. Since I issued this pre-policy on December 11, 2019, there has been feedback and situations that have provided an opportunity to evaluate best practices for the final policy.

"Peace and Good Order" Ordinance Bond Schedule - While the "Peace and Good Order" Ordinance was adopted by the County Board on December 20, 2018, which allows the County to retain a larger portion of citation fines, the Bond Schedule is now undergoing staff and CJCC review for update and completion.

Civil Action No. 18-cv-861-jdp/Gilbert Rasmussen - The court has not yet ruled on the County's Motion to Dismiss. Mr. Rasmussen continues to make open records requests to the County, which are sent to our outside legal counsel to be handled as part of the litigation. Note that the cost of outside legal counsel is paid through the County's insurance company.

Governor Evers' Budget Proposal – Governor Evers announced his proposed budget for the 2019-2021 biennium on February 28, 2019 and it includes several items that would benefit the County if adopted. These provisions include allowing the County to increase

its levy limit by 2% regardless of growth, pay increases for state public defenders, increased local road maintenance funding and increased funding for specialized transportation for seniors and those with disabilities. Other proposals that may impact the County include the reinstatement of prevailing wage requirements and provisions addressing the “dark store” loophole in property tax assessment practices. I will continue to work with the Wisconsin Counties Association to monitor progress on the 2019-2021 budget and any new proposed legislation.

2020 County Budget Planning – Mike Keefe and I continue to meet with Department Directors to gather information in preparation of preparing the 2020 County Budget. Work also continues to address the County Board’s 2020 Budget priorities. The focus of these discussions continues to be developing new strategies for lowering costs and balancing the County’s budget while also providing the needed services to County residents.

PACE Program – Jon Hockhammer of the Wisconsin Counties Association presented information regarding the PACE Program at the Finance Committee and Administration Committee meetings on February 14th and then to the County Board on February 21st. While the Board voted to adopt the model ordinance, Supervisor McCoy asked a follow-up question regarding the County’s adoption of the tax foreclosure process set forth in the Wisconsin Statutes. Legal counsel confirmed that the County’s adoption of that process does not pose a conflict with existing County Ordinances. As previously noted, the PACE Program assists local governments in imposing a special charge on real property to secure loans made for energy efficiency, water consideration, and renewable energy improvements.

Other Items:

- Upcoming CAP (the Wisconsin Counties Association’s County Ambassador Program) meeting on April 2nd. The meeting topic is “Human Services Day at the Capitol.”
- Family Mediation Commissioner contracts
- Ambulance revenue collections
- Development and consolidation of County Ordinances