

Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
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April 8, 2014

Agenda
Courthouse Committee meeting
April 10, 2014, 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of the meeting of the March 13, 2014
03. Geographic information system employee or consultant
04. Employee vacation carry-over
05. Department reports, including employee travel out of Sawyer County and monthly expense vouchers
06. 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
 March 13, 2014, 6:30 p.m., Assembly Room, Sawyer County Courthouse

members present: Dale Schleeter (Chair), Ron Kinsley, Bill Voight

also present: Clerk of Court Claudia Burgan, Child Support Department Director Sandy Okamoto, County Surveyor/Land Records Department Director Dan Pleoger, Human Resource Manager Michelle Jepson, County Clerk Kris Mayberry

Motion by Voight, 2nd by Kinsley, to approve the meeting agenda as presented. Motion carried.

Motion by Kinsley, 2nd by Voight, to approve the February 13, 2014 meeting minutes. Motion carried.

✓ *Pers
Adm
Comm
and
Co Bd* Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart's current wage as Deputy Clerk of Court is \$17.97 per hour and that Ms. Burgan's wage as Chief Deputy Clerk of Court was \$19.99 per hour. Motion by Voight, 2nd by Kinsley, to recommend Personnel and Administrative Committee and County Board approval for Ms. Aubart to receive the wage that Ms. Burgan received as Chief Deputy Clerk of Circuit Court, effective January 13, 2014. Motion carried.

✓ *Pers
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Co Bd* Clerk of Court Claudia Burgan requested approval to fill a Deputy Clerk of Court position that became vacant due to the recent resignation of Deputy Clerk of Court Kelly Clark. Recruitment to fill the position would be from the candidates who interviewed for the last vacant Deputy Clerk of Court position. Compensation for the position would be at entry level wages. Motion by Kinsley, 2nd by Voight, to recommend Personnel and Administrative Committee and County Board approval to fill the position. Motion carried.

Child Support Department Director Sandy Okamoto provided a department report, including a request for approval for attendance at a child support case workers/specialist roundtable discussion scheduled for June 10th in Merrill, and for attendance at a child support department directors dialogue scheduled for April 10-11th in Stevens Point.

✓ *Pers
Adm
Comm* County Surveyor/Land Records Department Director Dan Pleoger reviewed a proposal for options to contract for geographic information system services with funds included in the 2014 Land Records Department budget. Motion by Voight, 2nd by Kinsley, to refer the matter to the Personnel and Administrative Committee for further consideration. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger requested approval for travel to attend a county surveyor training being held in Barron April 4th.

The Committee reviewed the monthly department expense vouchers and requests for employee travel. Motion by Voight, 2nd by Kinsley, to approve the department reports, request for employee travel, and the monthly department expense vouchers. Motion carried.

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

minutes prepared by County Clerk Kris Mayberry

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minutes prepared by County Clerk Kris Mayberry

2014 GIS SERVICES BUDGET = \$60,000

COST OF CONTRACT GIS SERVICES

DANIELS ASSOCIATES

Wage of \$20/hr, contract price of \$39/hr @40 hrs = 1600/ wk x 35 wks = \$56,0000

Wage of \$25/hr, contract price of \$44/hr @40 hrs = 1760/ wk x 35 wks = \$61,6000

COST OF FULL TIME EMPLOYEE WITH FICA AND RETIREMENT, NO INSURANCE

Wage of \$20/hr x 40 hrs = 800/ wk x 35 wks = 28,000

FICA and WI retirement =14.3% = 4004

TOTAL \$32,004

Wage of \$25/hr x 40 hrs = 1000/ wk x 35 wks = 35,000

FICA and WI retirement =14.3% = 5005

TOTAL \$40,005

IF we budget position for 2015, FICA and WRS, no insurance

Full time GIS position @ 2080 hrs @ 20/hr = \$47, 549

Full time GIS position @ 2080 hrs @ 25/hr = \$59,436

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

CLAUDIA R BURGAN
CLERK OF COURT / Register in Probate

Claudia R Burgan
10610 Main Suite 74
Hayward, WI 54843
(715) 634-4887

DEPUTY CLERKS

Patricia L Aubart
Kelly M Clark
Jennifer A Anderson
Jill C Tonn

April 7, 2014

Report for March 2014

Total receipts for Month \$84,520.49

Interest of \$2,680.40 was collected

Tax Intercept in 2010 \$25,756.76, 2011 \$34,398.08 2012 \$38,911.28
2013 \$43,977.79 2014 \$37,354.30

Payplan fees collected \$495.00

Bail forfeiture collected \$ 3,337.05

Attorney fees \$ 1,383.00

GAL Fees \$ 4,117.37

Restitution Surcharges \$ 480.34

We have a community service person (intern), helping to keep law library and physical filing current.

2 new staff continue training and have started to clerk short proceeding by them selves.

Chief Deputy Patsy Aubart has just advise she will for off for 1 month or more starting 4-23-14 for knee surgery and will need the other knee done after this one heals.

We have temporarily stopped the following office duties: processing notice of status change from DOC, reviewing CCA informational updates

on system changes, issuing warrants for non payment of court ordered obligations, auditing A/R for non-payments, tracking of closed cases that lack arrest tracking numbers and are not being reported to the crime bureau, staff taking breaks, tracking DOT citations that are not interfacing with DMV, Parent Education non compliance, moving forward with scanning program, record management and return of exhibits, boxing and moving files to storage, purging old files which goes hand and hand with scanning.

I would like permission to : hire an additional person.

We have the JA helping us answer phones, calendar the Family Court Commissioner, Calendar Court Reporters, help with scanning, doing the visiting Judges scheduling, taking our outgoing mail and collecting incoming mail and delivering to our office.