



Sawyer County

Agenda

Administration Committee Meeting
Thursday, June 14, 2018 @ 10:00 AM
Assembly Room

Page

-
1. **CALL TO ORDER**
 2. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
 - a. [01 - current meeting notice](#)
 3. **MEETING AGENDA**
 4. **PUBLIC COMMENTS**
 5. **MINUTES FROM PREVIOUS MEETING**
 - a. [Admin 5-10-18](#)
 6. **VETERANS SERVICE DEPARTMENT REPORT**
 - a. [Veterans Service Office Report - June 14 2018](#)
 7. **INFORMATION TECHNOLOGY DEPARTMENT REPORT**
 8. **COUNTY ADMINISTRATOR'S REPORT**
 - a. [Administrator's Admin Committee Report 2018-06](#)
 9. **FUTURE AGENDA ITEMS**
 10. **Closed Session**, pursuant to section 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, for purposes of considering continued employment.

11. RECONVENE INTO OPEN SESSION

12. OTHER MATTERS FOR DISCUSSION ONLY

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Carol Williamson
Sawyer County Clerk
10610 Main Street, Suite 10
Hayward, Wisconsin 54843
cwilliamson@sawyercountygov.org
telephone 715.634.4866
toll free 877.699.4110



June 11, 2018 (3:30 pm)

Note: The following committees, commissions, and boards may take action on any or all items listed on the agendas for the meetings included in this notice.

Sawyer County Record
pkilian@sawyercountyrecord.net

WRLS Radio
sklohn@cheqnet.net

WOJB Radio
frontdesk@wojb.org

Sawyer County Gazette
gazette@centurytel.net

WHSM Radio
radio@whsm.com

members – Sawyer County
Board of Supervisors

The Sawyer County **Health and Human Services Board** will meet on Tuesday; June 12, 2018; at 6:30 p.m.; in the Assembly Room of the Sawyer County Courthouse. The agenda will include: Meeting agenda; Minutes of May 8, 2018 meeting; Audience recognition; Health and Human Services Department report, including LCO Liaison Committee report; HHS By-Laws Review and Update; Behavioral Health Collection Policy, Comprehensive Community Services (CCS) Update, Substance Use Testing (Bail Bond and STOP), and Review STOP Program; Public Health annual Report, Appointment of Temporary Health Officer, AHEC Intern, and Community Health Improvement Plan; Youth Justice Supervisor Succession Considerations-Caseload Data Information; Budget Performance Report and Purchase Service Recap; Other matters for discussion only.

The Sawyer County **Land, Water, and Forest Resources Committee** will meet on Wednesday; June 13, 2018; at 8:30 a.m.; in the Assembly Room of the Sawyer County Courthouse. The agenda will include: Meeting agenda; Minutes of May 9, 2018 meeting; Audience recognition; Event dates including Chequamegon 100-June 16th and Camp Stokemore-September 6-9th; Sawyer County Treasurers Department; Land Records and County Surveyor Department report; Forestry Department report, including recreational trails report, County and DNR forestry reports; Zoning and Conservation Department report, including Proposed Wake Boat Ordinance, WLWCA Training, Update on Tiger Cat Dam; USDA report and LCO report; Other matters for discussion only; Future Topics.

The **Public Works Committee** of the Sawyer County Board of Supervisors will meet on Wednesday; June 13, 2018; at 6:30 p.m.; in the Assembly Room of the Sawyer County Courthouse. The agenda will include: Meeting agenda; Minutes of May 9, 2018 meeting; Audience recognition; Highway Commissioner's report, including Fund Balance, Overtime Report, and Sale of gravel stumpage to Town of Sand Lake; Sawyer County Airport report, including L & L Aviation (contracted Airport management) report, and Report of Entitlements: Received, spent, and remaining; Maintenance Department report, including Project report and Southern Ambulance Station; Future Agenda Items, including Sawyer County Airport management contract; Other matters for discussion only.

The **Finance Committee** will meet on Thursday; June 14, 2018; at 8:30 a.m.; in the Assembly Room of the Sawyer County Courthouse. The agenda will include: Meeting agenda; Election of Committee Chair and Vice Chair; Audience recognition; Resolution to Carryover 2017 Donated Funds-Veterans; Resolution to Reallocate Funds from Contingency-Criminal Justice and CJCC chair memo; Discussion of Finance Committee Mission; Discussion of Budget/Financial Procedures; County Treasurer's report including May Sales Tax Report, Financial report, and approval of Signature Card Change for Clerk of Court Account at PBM; 2019 Budget Discussion including Timeline, Department Direction, Personnel Costs, Policy on Funding Outside agencies, and Priority Based Budgeting; Review Draft 2017 Fund Balances; Copy of 2017 Capital Improvement Plan; Copy of 2018 Capital Improvement Plan; 2017 Capital Improvement Carryovers; Discussion of Transfer from General Fund to Capital Improvement Plan; South Ambulance Building-Funding Options; Review Ambulance YTD Budget; Financial Policies including Fund Balance Policy, Purchasing Policy, Investment Policy, and Cash Handling Policy; Future Agenda Items; Other matters for discussion only.

The **Administration Committee** will meet on Thursday; June 14, 2018; at 10:00 a.m.; in the Assembly Room of the Sawyer County Courthouse. The agenda will include: Meeting agenda; Minutes of May 10, 2018 meeting; Audience recognition; Veterans Service Department report; County Clerk's report; Information Technology Department report; County Administrator's report; **Closed Session** pursuant to section 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, for purposes of considering continued employment; Other matters for discussion only.

The **Zoning Committee** of the Sawyer County Board of Supervisors will meet on Friday; June 15, 2018; at 8:30 a.m.; in the Large Courtroom of the Sawyer County Courthouse. The Zoning Department provides notice of Zoning Committee meetings, including agenda items.

The **Sawyer County Board of Supervisors** will meet on Thursday; June 21, 2018; at 6:30 p.m., in the Large Courtroom of the Sawyer County Courthouse. The agenda for the meeting will be provided on the Friday before the meeting.

Carol Williamson, Sawyer County Clerk

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.

Copies (by email) to Sawyer County Record, Sawyer County Gazette, WRLS, WHSM, WOJB, and the Hayward Library and Village of Winter for posting

Draft

Minutes of the May 10, 2018, Administration Committee Meeting, Sawyer County Board of Supervisors

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

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Dianne Ince, Mike Keefe, Mike Coleson, Rose Lillyroot, Linda Zillmer, Blair Rogacki

County Board Chair Tweed Shuman called meeting to order at 8:30

The Committee discussed whether the County Board Chair and Vice Chair need to be elected as Chair and Vice Chair of the Administration Committee. The Board Rules state "Administration consisting of five appointed members two of which will be the Chair and Vice Chair." The Committee decided to do elections.

Ron Kinsley nominated Tweed Shuman for Chair of the Administration Committee. Motion by McCoy, 2nd by Kinsley, to close nominations and cast a unanimous ballot for Shuman. Motion carried unanimous

Ron Kinsley nominated Dale Schleeter for Vice Chair of the Administration Committee. Motion by McCoy, 2nd by Kinsley, to close nominations and cast a unanimous ballot for Schleeter. Motion carried unanimous

Motion by Kinsley, 2nd by McCoy, to approve the minutes of the April 12, 2018 committee meeting. Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 845 phone calls and 469 office visits in April. There were 59 counseling appointments held.

Treasurer Dianne Ince provided a written financial report and sales tax report to the Committee.

Information Technology Director Mike Coleson provided his department report. The Committee discussed backup procedures and costs.

The Committee discussed the formation of a Finance Committee and meeting time. Motion by Kinsley, 2nd by Schleeter to forward a recommendation to County Board to hold the Finance Committee meeting on the Thursday before County Board at 8:30 am and move the Administration Committee meeting to 10:00 am. The Finance Committee members may be, Bisonette, Kinsley, Morgan, Shuman, and Voight.

County Administrator Tom Hoff provided a written report to the Committee. On Friday, May 18, 2018, there is a Criminal Justice Coordinating Council meeting.

Two responses received for property insurance. County Mutual provided the lower bid. The Committee discussed receiving only two bids. This is due to high claims. Motion by McCoy, 2nd by Bisonette, to approve Option 2 from County Mutual. Motion carried

Future Agenda Items: Policy on Funding Outside Agencies moved to the Finance Committee agenda. Hiring of Criminal Justice Coordinator June Administration agenda. In house legal counsel July Administration agenda.

Motion by Kinsley, 2nd by McCoy, to convene into closed session pursuant to section 19.85 (1) (f & g). Motion carried unanimous

Meeting adjourned

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, June 14, 2018

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

B. **Office Report:**

Contacts:

May: 917 phone calls, 615 letters/emails/faxes and 438 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 63 disability/pension claims to date and received Retroactive Payment of \$246,054.15 for Claims decided in the Veteran's favor, recovered \$6,100 in burial benefits and \$3,386.24 in wrongful health care billing actions.

VET Center:

Vet Center Counselor held 76 counseling appointments.

Training: Up-to-date

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott", is written over the typed name.

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 06/01/18

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	3,250.00	5,750.00	36	8,425.00
48430	Insurance Recoveries	.00	.00	.00	.00	.00	.00	.00	+++	1,360.16
48515	Donations	.00	.00	.00	.00	.00	261.66	(261.66)	+++	500.00
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	.00	5,000.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$13,000.00	\$5,000.00	\$18,000.00	\$0.00	\$0.00	\$3,511.66	\$14,488.34	20%	\$14,285.16
REVENUE TOTALS		\$13,000.00	\$5,000.00	\$18,000.00	\$0.00	\$0.00	\$3,511.66	\$14,488.34	20%	\$14,285.16
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	2,000.00	5,000.00	7,000.00	.00	.00	842.59	6,157.41	12	305.25
State Account 54710 - Veteran's Relief Totals		\$2,000.00	\$5,000.00	\$7,000.00	\$0.00	\$0.00	\$842.59	\$6,157.41	12%	\$305.25
State Account 54720 - Veteran's Office										
50111	Regular Salaries	112,825.89	.00	112,825.89	.00	.00	45,874.10	66,951.79	41	106,509.89
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	11.50	16.50	41	22.00
50147	Workers Comp	5,630.14	.00	5,630.14	.00	.00	2,287.89	3,342.25	41	4,333.65
50151	FICA-Employer's Share	8,662.79	.00	8,662.79	.00	.00	3,505.10	5,157.69	40	8,309.53
50152	Retirement-Employer's Share	4,799.57	.00	4,799.57	.00	.00	1,955.32	2,844.25	41	4,813.40
50155	Flex Administration Fees	.00	.00	.00	.00	.00	8.60	(8.60)	+++	50.31
50225	Telephone	550.00	.00	550.00	.00	.00	159.63	390.37	29	382.50
50241	Repairs/Maintenance-Vehicles	.00	.00	.00	.00	.00	363.10	(363.10)	+++	.00
50270	Insurance Claim	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	3,426.15
50311	Postage	500.00	.00	500.00	.00	.00	64.95	435.05	13	175.27
50312	Office Supplies	1,000.00	.00	1,000.00	.00	.00	155.96	844.04	16	1,613.28
50313	Printing	2,500.00	.00	2,500.00	.00	.00	799.88	1,700.12	32	2,582.80
50315	Copy Machine Expenses	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
50325	Registration Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
50329	Dues/Subscriptions	300.00	.00	300.00	.00	.00	115.00	185.00	38	304.00
50335	Meal Expenses	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
50343	Boards & Commissions	300.00	.00	300.00	.00	.00	.00	300.00	0	170.00
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	2,038.01	4,961.99	29	5,108.62
State Account 54720 - Veteran's Office Totals		\$148,996.39	\$0.00	\$148,996.39	\$0.00	\$0.00	\$57,339.04	\$91,657.35	38%	\$138,792.31
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	5,244.00
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%	\$5,244.00



Budget Performance Report

Fiscal Year to Date 06/01/18

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 Totals		\$156,996.39	\$5,000.00	\$161,996.39	\$0.00	\$0.00	\$58,181.63	\$103,814.76	36%	\$144,341.56
EXPENSE TOTALS		\$156,996.39	\$5,000.00	\$161,996.39	\$0.00	\$0.00	\$58,181.63	\$103,814.76	36%	\$144,341.56
Fund 100 - General Fund Totals										
REVENUE TOTALS		13,000.00	5,000.00	18,000.00	.00	.00	3,511.66	14,488.34	20%	14,285.16
EXPENSE TOTALS		156,996.39	5,000.00	161,996.39	.00	.00	58,181.63	103,814.76	36%	144,341.56
Fund 100 - General Fund Totals		(\$143,996.39)	\$0.00	(\$143,996.39)	\$0.00	\$0.00	(\$54,669.97)	(\$89,326.42)		(\$130,056.40)
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	8,500.00	.00	100	7,602.17
49300	Use of Prior Years' Fund Balance	8,497.00	.00	8,497.00	.00	.00	.00	8,497.00	0	.00
Department 00 - General Totals		\$16,997.00	\$0.00	\$16,997.00	\$0.00	\$0.00	\$8,500.00	\$8,497.00	50%	\$7,602.17
REVENUE TOTALS		\$16,997.00	\$0.00	\$16,997.00	\$0.00	\$0.00	\$8,500.00	\$8,497.00	50%	\$7,602.17
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	2,150.00
50226	Hardware/Software	1,497.00	.00	1,497.00	.00	.00	.00	1,497.00	0	2,394.00
50247	Repairs-Buildings	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
50325	Registration Fees	750.00	.00	750.00	.00	.00	300.00	450.00	40	225.00
50335	Meal Expenses	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	248.00
50336	Lodging	3,250.00	.00	3,250.00	.00	.00	461.96	2,788.04	14	.00
50339	Travel	3,250.00	.00	3,250.00	.00	.00	1,080.00	2,170.00	33	984.00
50351	Vehicle Fuel	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
50805	Capital Outlay-Small Equipment (1000 - 5000)	2,250.00	.00	2,250.00	.00	.00	2,206.98	43.02	98	.00
State Account 54700 - Veteran's Grant Expenses Totals		\$16,997.00	\$0.00	\$16,997.00	\$0.00	\$0.00	\$4,048.94	\$12,948.06	24%	\$6,001.00
Department 00 - General Totals		\$16,997.00	\$0.00	\$16,997.00	\$0.00	\$0.00	\$4,048.94	\$12,948.06	24%	\$6,001.00
EXPENSE TOTALS		\$16,997.00	\$0.00	\$16,997.00	\$0.00	\$0.00	\$4,048.94	\$12,948.06	24%	\$6,001.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		16,997.00	.00	16,997.00	.00	.00	8,500.00	8,497.00	50%	7,602.17
EXPENSE TOTALS		16,997.00	.00	16,997.00	.00	.00	4,048.94	12,948.06	24%	6,001.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,451.06	(\$4,451.06)		\$1,601.17
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	9,000.00	.00	9,000.00	.00	.00	12,787.35	(3,787.35)	142	14,270.94
49300	Use of Prior Years' Fund Balance	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00

x

Budget Performance Report

Fiscal Year to Date 06/01/18

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 Totals	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$12,787.35	\$21,212.65	38%	\$14,270.94
	REVENUE TOTALS	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$12,787.35	\$21,212.65	38%	\$14,270.94
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50811	Capital Outlay -Vehicles	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
59210	Tranfer 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	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00	0%	\$4,000.00
	Department 00 - General Totals	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00	0%	\$4,000.00
	EXPENSE TOTALS	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00	0%	\$4,000.00
Fund 411 - Veteran's Transportation Grant Totals										
	REVENUE TOTALS	34,000.00	.00	34,000.00	.00	.00	12,787.35	21,212.65	38%	14,270.94
	EXPENSE TOTALS	34,000.00	.00	34,000.00	.00	.00	.00	34,000.00	0%	4,000.00
	Fund 411 - Veteran's Transportation Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,787.35	(\$12,787.35)		\$10,270.94
Grand Totals										
	REVENUE TOTALS	63,997.00	5,000.00	68,997.00	.00	.00	24,799.01	44,197.99	36%	36,158.27
	EXPENSE TOTALS	207,993.39	5,000.00	212,993.39	.00	.00	62,230.57	150,762.82	29%	154,342.56
	Grand Totals	(\$143,996.39)	\$0.00	(\$143,996.39)	\$0.00	\$0.00	(\$37,431.56)	(\$106,564.83)		(\$118,184.29)

County Administrator Work Report
June 14, 2018 Administration Committee Meeting



Mining Ordinance – Continued working with legal counsel to ensure citizen questions are answered and the public notice, agenda, public hearing, deliberation and any subsequent action are processed properly and are legally defensible.

Ojibwa Ambulance Station Update – The County retained Tim King of Ecosystems, LLC, to complete a wetland delineation at the Ojibwa ambulance station site. He has completed his work and will be submitting his report this week. I anticipate we will hear back from the DNR shortly thereafter so we can continue any remediation that they deem necessary.

Samuel C. Johnson Family Outdoor Center Ground Breaking – On Saturday June 9th, the American Birkebeiner Ski Foundation held a ground breaking ceremony at the Highway OO site. Earlier this year, the County obtained an Outdoor recreation Aids Grant in the amount of \$180,000 for reconstruction of the trailhead building and parking area. The project will also have grant funds from the Recreational Trail Program for the restroom facility.

Employment Update –

5/8/2018	Robert Sabin	Sheriff	Rehire PT
5/14/2018	Charles Hayes	Highway	PT
5/14/2018	Steven Lobitz	Highway	Rehired PT
5/21/2018	Conner Koprass	Highway	Rehired PT
5/22/2018	Melissa Fisher	Sheriff	Termed
5/24/2018	Jeff Cain	Sheriff	Retired

Clerk of Court – June 8th was Sarah Jungbluth's last day as Sawyer County Clerk of Court. She submitted her resignation letter to Circuit Court Judge John Yackel on May 24th. Jill Tonn will assume the Clerk of Court duties on an interim basis until after the election. She was sworn in by Judge Yackel on Monday, June 11th.

Ambulance Director – Mitch Rice submitted his letter of resignation on June 8th. Under Mr. Rice's leadership, the Sawyer County ambulance service converted from volunteer to full-time staff at two locations, decided on a site for the southern ambulance station at Ojibwa, and was successful in improving response times throughout the County. Nate Dunston has been named Interim Ambulance Director.

Criminal Justice Coordinator – This position was discussed at the CJCC meeting on Monday, June 11th. The job description is being finalized for this position and it will be posted/advertised with a goal of filling the position by August 1st.