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 13, 2015

Note: The Board may take action on any or all items listed on the following agenda.

AGENDA
Sawyer County Board of Supervisors meeting
January 15, 2015; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

At 7:00 p.m. the Board will hold a public hearing in the matter of state and federal aid for the following improvements at the Sawyer County Airport: purchase snow removal and mowing equipment and any necessary related work.

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, recognitions, and audience recognition
02. Minutes of the meetings of December 16, 2014 and December 18, 2014
03. Economic Development and UW-Extension Committee report, including:
- application for grant to assist farmers market and County as fiscal agent
- UW-Extension 133 contract (agreement between State and County for UW-Extension program
04. Public Safety Committee report, including:
- communication radio security policy
- Communications Technician contract
- transfer of Emergency Management Department search and rescue funds from 2014 to 2015
- Ambulance Service Department Director appointment
05. Land, Water, and Forest Resources Committee report, including:
- 2015 Wisconsin Land Information Grant agreement
- 2015 Annual Integrated Planning Meeting and Sawyer County Forest Annual Work Plan
06. Health and Human Services Board report, including:
- Fiscal Secretary position reclassification
- AODA Counselor position from 35 to 40 hour work week
- Employee transfer from AODA Secretary position to ADRC Secretary position, request to fill resulting vacancy, and compensation for those positions
07. Public Works Committee report, including:
- Airport snowplowing contract
- petition for Airport improvement project for purchase of snow removal equipment and mowing equipment and Agency Agreement and Federal Block Grant Owner Assurances
- call-in policy for Maintenance Department
08. Administration Committee report, including:
- employee wage study, including extension of deadline for employees to appeal wage study
- Anderson, Hager, & Moe engagement letter for 2014 financial statement and audit
09. Appointments, including Diane DeLong as citizen representative to Northern Waters Library System Board
10. Correspondence, reports from conferences and meetings, other matters for discussion only
11. **Closed session**, pursuant to sections 19.85(1)(c), and (g), Wisconsin Statutes, regarding Ambulance Service Department Director position appointment and to discuss potential litigation involving Sawyer County. The Board will reconvene into open session at the end of the closed session and may announce or take action on matters discussed or decided in closed session.

KM

Kris Mayberry
Sawyer County Clerk

copies: Sawyer County Record, Sawyer County Gazette, WRLS, WHSM, AND WOJB

minutes of the meeting of the Sawyer County Board of Supervisors
Tuesday; December 16, 2014; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

County Board Chair Hal Helwig called the December 16, 2014 meeting of the Sawyer County Board of Supervisors to order. Roll call was as follows (x indicates present):

district - supervisor - T = Town, V = Village, C = City, W = Ward

x 01 - Dale Schleeter – T Lenroot W 1, T Hayward W 7, C Hayward W 5 and 6
  02 - Kathy McCoy – T Lenroot W 2, T Round Lake W 1
x 03 - Tweed Shuman – T Hayward W 1 and 2
x 04 - Iras Humphreys – T Hayward W 3 and 4
  05 - Fred Zietlow – T Hayward W 5 and 6
x 06 - Dean Pearson – C Hayward W 1 and 2
x 07 - Thomas W. Duffy – C Hayward W 3 and 4
x 08 - Bruce Paulsen – T Bass Lake W 1 and 2
x 09 - Brian Bisonette – T Bass Lake W 3 and 4
x 10 - Hal Helwig – T Sand Lake, T Edgewater W 1
x 11 - Jim Bassett – T Edgewater W 2, T Bass Lake W 5, T Hayward W 8, T Meteor, T Couderay, V Couderay
x 12 - William Voight – T Spider Lake, T Round Lake W 2, T Winter W 1
x 13 - Ron Kinsley – T Hunter, T Radisson W 1, T Ojibwa W 1, V Radisson
x 14 - Dale Thompson – T Radisson W 2, T Ojibwa W 2, T Weirgor, V Exeland, T Meadowbrook
x 15 - Warren Johnson – T Winter W 2, T Draper, V Winter

The agenda for the meeting was presented as follows:

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, and audience recognition
02. Meeting agenda
03. Minutes of the November 12, 2014 meeting
04. Employee compensation and benefits (including Carlson Dettmann wage and benefit study)
05. Sawyer County personnel policies
06. Organizational Development Committee report, including:
- agreement for services of Northwest Regional Planning Commission for recruitment of County Administrator
- recruitment of County Administrator
- position description for a County Administrator
07. Renewal of workers compensation insurance coverage for 2015
08. Other matters for discussion only
09. **Closed session**, pursuant to sections 19.85(1)(e) and (g), Wisconsin Statutes, to discuss a proposal for settlement of an employee grievance and to hear advise from legal counsel regarding same and concerning other litigation and potential litigation. The Board will reconvene into open session at the conclusion of the closed session and may announce or take action on matters discussed in closed session.

Motion by Thompson, 2nd by Duffy, to approve the meeting agenda. Motion carried.

Motion by Kinsley, 2nd by Humphreys, to approve the November 12, 2014 meeting minutes. Motion carried.

Carlson Dettmann Consulting Consultant Barbara A. Petkovsek reviewed and answered questions about the Compensation and Classification Study, proposed position pay matrix, and proposed position pay structure for Sawyer County researched and prepared by Carlson Dettmann. The Board discussed whether to adopt the pay matrix and pay structure and how they would be implemented utilizing the $70,000 the Board appropriated for employee pay increases in the 2015 Sawyer County Budget and determined to consider these issues at their December 18, 2014 meeting.

Carlson Dettmann Consulting Consultant Barbara A. Petkovsek reviewed and answered questions about the latest draft of the Sawyer County Personnel Policy Manual researched and prepared by Carlson Dettmann. The Board approved amendments suggested by Accounting Manager Melissa Roach to align the policies with current practices and discussed the need to adopt updated personnel policies and that the policies can be amended at any time following adoption if necessary. Motion by Shuman, 2nd by Humphreys, to approve and implement the policies as amended, effective January 1, 2015. Motion carried. Mr. Paulsen voted no.

The Board reviewed and discussed the Organizational Development Committee recommendation to approve an agreement for the services of Northwest Regional Planning Commission (Executive Director Myron Schuster) for the recruitment of a County Administrator at a cost not to exceed $12,500. The Administration Committee concurs with the recommendation. Motion by Bassett, 2nd by Shuman, to approve the recommendation. Motion carried.

The Board reviewed the Administration Committee recommendation to approve a proposal from Aegis Corporation, General Administrator for the Wisconsin County Mutual Insurance Corporation, for the renewal of workers compensation insurance coverage for 2015. Motion by Kinsley, 2nd by Humphreys, to approve the recommendation. Motion carried.

Motion by Shuman, 2nd by Thompson, to convene into **closed session**, pursuant to sections 19.85(1)(e) and (g), Wisconsin Statutes, to discuss a proposal for settlement of an employee grievance and to hear advise from legal counsel regarding same and concerning other litigation and potential litigation. The Board will reconvene into open session at the conclusion of the closed session and may announce or take action on matters discussed in closed session. Motion carried by unanimous voice vote.
[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]
Motion by Thompson, 2nd by Shuman, to reconvene into open session. Motion carried.

County Board Chair Hal Helwig announced that the Board approved a proposal for the settlement of an employee grievance during the closed session.

Motion by Thompson, 2nd by Shuman, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

minutes of the meeting of the Sawyer County Board of Supervisors
Thursday; December 18, 2014; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

County Board Chair Hal Helwig called the December 18, 2014 meeting of the Sawyer County Board of Supervisors to order. Roll call was as follows (x indicates present):

district - supervisor - T = Town, V = Village, C = City, W = Ward

x 01 - Dale Schleeter – T Lenroot W 1, T Hayward W 7, C Hayward W 5 and 6
x 02 - Kathy McCoy – T Lenroot W 2, T Round Lake W 1
x 03 - Tweed Shuman – T Hayward W 1 and 2
x 04 - Iras Humphreys – T Hayward W 3 and 4
  05 - Fred Zietlow – T Hayward W 5 and 6
x 06 - Dean Pearson – C Hayward W 1 and 2
  07 - Thomas W. Duffy – C Hayward W 3 and 4
x 08 - Bruce Paulsen – T Bass Lake W 1 and 2
  09 - Brian Bisonette – T Bass Lake W 3 and 4
x 10 - Hal Helwig – T Sand Lake, T Edgewater W 1
x 11 - Jim Bassett – T Edgewater W 2, T Bass Lake W 5, T Hayward W 8, T Meteor, T Couderay, V Couderay
x 12 - William Voight – T Spider Lake, T Round Lake W 2, T Winter W 1
x 13 - Ron Kinsley – T Hunter, T Radisson W 1, T Ojibwa W 1, V Radisson
  14 - Dale Thompson – T Radisson W 2, T Ojibwa W 2, T Weirgor, V Exeland, T Meadowbrook
x 15 - Warren Johnson – T Winter W 2, T Draper, V Winter

The agenda for the meeting was presented as follows:

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, recognition, and audience recognition
02. Zoning Committee report, including recommendations for approval of zoning change for parcel in Town of Hunter and for parcel in Town of Lenroot
03. Land, Water, and Forest Resources Committee report, including:
- funds for purchase of aerial photography
- resolution authorizing application to Wisconsin Department of Natural Resources for financial assistance – Aquatic Invasive Species Program

04. Public Safety Committee report, including:
- Clerk of Court request to fill part-time Deputy Clerk of Court position and compensation issues
- Sheriff's Department request to fill jailer and deputy positions
- communication radio security policy
- extension of Communications Technician contract with John Kruk
- Ambulance Service Department Medical Director appointment
- extension of Interim Ambulance Service Department Director appointment until position filled
- Emergency Medical Technician position compensation
- Payout for Emergency Medical Technician past overtime

05. Health and Human Services Board report, including approval to fill vacant Long Term Care Secretary position
06. Public Works Committee report, including:
- conversion of Highway Department employee from paid time off to vacation and sick leave
- petition for Airport improvement project for purchase of snow removal equipment and mowing equipment

07. Administration Committee report, including:
- County banking services
- Clerk of Courts Office account signature authorizations
- Accounting Manager response to Anderson, Hager & Moe regarding management letter

08. Employee compensation and benefits (including Carlson Dettmann wage and benefit study)
09. Senior Resource Center grant applications and amended County Plan for Older People and local match funds for grants for 2014 and 2015
10. Namekagon Transit – transfer of vehicle titles
11. Correspondence, reports from conferences and meetings, other matters for discussion only

Motion by Schleeter, 2nd by Humphreys, to approve the meeting agenda as presented. Motion carried.

Zoning and Conservation Department Assistant Conservationist Tim Seidl presented the following Zoning Committee report:

The Sawyer County Zoning Committee, having held a public hearing on November 21, 2014, pursuant to Section 59.69 (5) (e), Wisconsin Statutes, notice thereof having been given as provided by law and being duly informed of the facts pertinent to the proposed changes, hereby recommends that the petitions described as follows be approved:

1) Town of Hunter - Wisconsin Department of Natural Resources. Lot #1 of proposed Certified Survey Map, being part of the SW 1/4 SW 1/4, S13, and part of the SE 1/4 SE 1/4, S14, all in T 40N, R 7W; Part of Parcels 13.1 & 16.1. The Zoning Committee approved the request to rezone 6.05 acres to Residential/Recreational Two. Findings of Fact of the Zoning Committee: It would not be damaging to the rights of others or property values.

Motion by Kinsley, 2nd by Johnson, to approve the Zoning Committee recommendation. Motion carried.

2) Town of Lenroot - Gayle M. Blake Revocable Trust. Part of the NE 1/4 SW 1/4 and part of the NW 1/4 SE 1/4, S29, T 42N, R 8W; Part of Parcel 3102 and all of 4213. The Zoning Committee approved the request to rezone the west 450 feet (4.6 acres) to Residential/Recreational two. Findings of Fact of the Zoning Committee: It would not be damaging to the rights of others or property values; It would be compatible with the surrounding uses and the area.

Motion by Voight, 2nd by Paulsen, to approve the Zoning Committee recommendation. Motion carried.

County Surveyor and Land Records Department Director Dan Pleoger presented the Land, Water, and Forest Resources Committee recommendation to approve an agreement for professional services for 2015 aerial photography of the County with the $139,000 cost to be covered by grants, remaining document redaction fees, and retained fees. The Administration Committee concurs with the recommendation. Motion by Johnson, 2nd by Paulsen, to approve the recommendation. Motion carried by unanimous voice vote.

Zoning and Conservation Department Assistant Conservationist Tim Seidl presented the Land, Water, and Forest Resource Committee recommendation to approve the following resolution:

RESOLUTION #15-2014
Sawyer County Aquatic Invasive Species Program

WHEREAS, Sawyer County is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of implementing a county-wide program for aquatic invasive species control;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

WHEREAS, a grant agreement is requested to carry out the project; and

THEREFORE, BE IT RESOLVED, that sawyer County has budgeted a sum sufficient to complete the project and

HEREBY AUTHORIZES Dale Olson, Zoning and Conservation Department Administrator, to act on behalf of Sawyer County to submit an application to the State of Wisconsin, Department of Natural Resources for financial assistance; to sign documents; and to take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that Sawyer County will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Motion by Paulsen, 2nd by Schleeter, to approve RESOLUTION #15-2014. Motion carried.

The Board reviewed a proposed Agreement for Professional Services for Kristine Maki to continue to coordinate the Sawyer County Aquatic Invasive Species Program. The agreement extends (until June 30, 2015 or until the grant funds received by Sawyer County to fund these services have been exhausted) the agreement for Ms. Maki to provide those services that was effective January 1, 2012. Motion by Paulsen, 2nd by Kinsley, to approve the agreement. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve Clerk of Court Claudia Burgan's request for approval to hire an additional part-time Deputy Clerk of Court for 21 hours per week. The Administration Committee reviewed the recommendation and questioned the projected costs of the additional part-time position and the projected impact on the 2015 Clerk of Court's Office budget. Accounting Manager Melissa Roach and Clerk of Court Claudia Burgan have since reviewed the budget impact and determined that the proposed position would result in a $4,500 budget expense impact and that additional revenues are anticipated with the additional part-time employee to offset the additional expenses. Motion by Johnson, 2nd by McCoy, to approve the Public Safety Committee recommendation. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendations to fill vacant Jailer and Patrol Deputy positions in the Sheriff's Department. The Administration Committee concurs with the recommendations.

Motion by Shuman, 2nd by Schleeter, to approve filling the Jailer position. Motion carried.

Motion by Kinsley, 2nd by Johnson, to approve filling the Patrol Deputy position. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve a proposed radio security policy for Sawyer County developed and recommended by radios, paging, and tower communications consultant John Kruk. Mr. Kruk answered questions about the policy and advised that there is currently no policy in effect regarding radio security in Sawyer County. Motion by Paulsen, 2nd by Schleeter, to approve the recommendation. Motion by Bassett, 2nd by Shuman, to refer the recommendation back to the Public Safety Committee for further consideration. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to extend the radios, paging, and tower communications consulting contract with John Kruk for an additional month. Motion by Bassett, 2nd by Johnson, to approve the recommendation. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve extending the appointment of Dr. David Lang as the Medical Director of the Sawyer County Ambulance Service under the current terms of the appointment. Motion by Bassett, 2nd by Kinsley, to approve the recommendation. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve extending the appointment of Eric Nilson as Interim Ambulance Service Department Director until the position is filled. Motion by Shuman, 2nd by Bassett, to approve the recommendation. Motion carried.

The Board reviewed the Administration Committee recommendation to approve a proposed revised compensation schedule for the Sawyer County Ambulance Service prepared by Accounting Manager Melissa Roach in coordination with Sawyer County's labor counsel, Attorney Mindy Dale. Motion by Schleeter, 2nd by McCoy, to approve the recommendation. Motion carried.

The Board reviewed the Administration Committee recommendation to approve a schedule for the payment for past overtime for the Sawyer County Ambulance Service prepared by Accounting Manager Melissa Roach in coordination with Sawyer County's labor counsel, Attorney Mindy Dale. Motion by Bassett, 2nd by Paulsen, to approve the recommendation. Motion carried.

The Board discussed that the current Long Term Care Secretary for the Aging and Disability Resource Center-North (ADRC-N) office in the Sawyer County Health and Human Services Department has accepted the call center position within the ADRC-N consortium. The Health and Human Services Board and Administration Committee recommend approval of Health and Human Services Department Fiscal Manager Patty Dujardin's request for permission to fill the resulting vacant clerical position. Motion by Bassett, 2nd by Paulsen, to approve the recommendation. Motion carried.

The Board discussed a proposal to transition a Highway Department employee, the only County employee hired with paid time off instead of vacation and sick leave benefits, to having vacation and sick leave benefits. The Public Works Committee and Administration Committee recommend approval of the proposal. Motion by Shuman, 2nd by Kinsley, to approve the proposal, effective January 1, 2015. Motion carried.

Public Works Committee Chair Ron Kinsley reported that Patty Leslie, of L & L Aviation (fixed based operator and contracted Airport management at the Sawyer County Airport), advised the Committee that Jim Miller Excavating was having difficulty with snow removal at the Airport and that the Wisconsin Department of Transportation Bureau of Aeronautics (BOA) is recommending that the County acquire a tractor with a plow and snowblower to remove the snow a greater distance from the runway to comply with safety requirements. Funding to purchase the tractor and snowblower is available through a BOA program. The New Holland tractor with a plow and blower would cost approximately $140,000. The County's share of the purchase cost would be approximately $7,000. Ms. Leslie advised that the County's cost of snow removal should be reduced utilizing the proposed equipment. The Board reviewed a proposed petition for airport improvement aid for the purchase of snow removal and mowing equipment and section 55 (Conditions of State Aid for Airport Improvement) of the Wisconsin Administrative Code. The Public Works Committee recommends approval for Sawyer County to petition for the airport improvement aid to purchase the equipment providing that the County's cost of the equipment purchase does not exceed $9,000. Motion by Johnson, 2nd by Shuman, to approve the recommendation. Motion carried.

The Board discussed that County Treasurer Dianne Ince presented and the Administration Committee reviewed proposals received from Peoples Bank Midwest and from Johnson Bank for the banking services for Sawyer County for the period commencing January 1, 2015, and ending December 31, 2017, with an extension option of one year. Based on her review of the proposals Ms. Ince recommends approval of the Peoples Bank Midwest proposal for the general checking account and Johnson Bank for the direct deposit accounts of the County (same as 2014). The Administration Committee recommends approval of Ms. Ince's recommendations. Motion by Paulsen, 2nd by Johnson, to approve the recommendations. Motion carried.

The Board reviewed the Administration Committee recommendation to approve County Treasurer Dianne Ince's request for approval to change the designated signatories for a Clerk of Courts Office bank account at Peoples Bank Midwest to reflect a change of personnel in that office. Motion by Bassett, 2nd by Paulsen, to approve the recommendation. Motion carried.

The Board reviewed Accounting Manager Melissa Roach's response (dated December 2, 1014) regarding Certified Public Accountants Anderson, Hager & Moe's management letter (dated October 3, 2014) for the year ending December 31, 2013. Motion by McCoy, 2nd by Johnson, to approve the response. Motion carried.

The Board reviewed the Compensation and Classification Study, proposed position pay matrix, and proposed position pay structure for Sawyer County researched and prepared by Carlson Dettmann Consulting. The Board discussed whether to adopt the pay matrix and pay structure and how they would be implemented utilizing the $70,000 the Board appropriated for employee pay increases in the 2015 Sawyer County Budget. Accounting Manager Melissa Roach presented the following options for implementation (in all options estimated cost includes base wage, FICA, and retirement estimates; employees below the minimum would be brought up to the minimum; employees between steps would be brought up to the step that affords an increase; and employees above the maximum would not receive a pay increase):

Option 1 – implement July 1, 2015 (estimated $69,483 cost)
Option 2 – 25% of increase January 1, 2015 and other 75% on September 1, 2015 (estimated $68,829 cost)
Option 3 – 25% of increase January 1, 2015 and other 75% on July 1, 2015 (estimated $86,063 cost)
Option 4 – 50% of increase January 1, 2015 and other 50% on July 1, 2015 (estimated $103,276 cost)

Motion by Paulsen, 2nd by Schleeter, to approve the proposed pay matrix and position pay structure (effective January 1, 2015), and to approve the Option 2 implementation plan. Motion carried.

The Board reviewed a proposed application which would be submitted in the name of Sawyer County on behalf of the Sawyer County Senior Resource Center for $68,117 in state assistance under section 85.21 of the Wisconsin Statutes to provide specialized transportation services for seniors and individuals with disabilities in 2015. The application requires that the County assures that a minimum of $13,623 in local funds has been included in its adopted 2015 budget and that those funds will be available as the share required to match the 85.21 grant. The Board also reviewed a proposed Amended Plan for Older People for 2013-2015 for Sawyer County. Motion by Shuman, 2nd by Paulsen, to approve the application and Amended Plan, and to authorize County Clerk Kris Mayberry to sign the same on behalf of Sawyer County. Motion carried.

The Board reviewed Namekagon Transit Director Karen Melasecca's request for the transfer of title and ownership of all of the Namekagon Transit vehicles currently in the name of Sawyer County or Sawyer County Health and Human Services Department to Sawyer County/LCO Transit Commission, and to authorize County Clerk Kris Mayberry to sign same on behalf of Sawyer County. Motion carried.

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

minutes prepared by Sawyer County Clerk Kris Mayberry

draft

Minutes of the meeting of the Economic Development and UW-Extension Committee
Sawyer County Board of Supervisors
January 5, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

Committee Members Present: Tom Duffy, Bill Voight, Tweed Shuman, Warren Johnson, Dean Pearson
Others: Frank Zufall, Linda Graham, K. Mayberry, L. Baltrusis, L. Laberee, A. Grigoryan, L. Wydra

Meeting Called to Order by Chair Duffy at 8:31 a.m.

Approval of Agenda: Moved by Voight, second by W. Johnson to approve agenda. Motion carried.

Approval of Minutes: Moved by Johnson, second by Shuman to approve December 8 minutes. Motion Carried.

Famers' Market report: Moved by Shuman, seconded by Johnson to approve Sawyer County Board as fiscal agent for grant application. Motion Carried

Sawyer County Agricultural Fair Association: No Report

Winter Depot Project: No Report

UW-Extension Agent Reports: Wisconsin Nutrition Education Coordinator Lisa Wydra shared written report on program efforts, impacts and contact data for nutrition education and healthy living programming for Sawyer County. There is a 19% poverty rate in Sawyer County.

UW-Extension 133 Contracts: Moved by Voight, seconded by Shuman to approve contracts and forward to county board. Motion carried.

Northwest Lakes Conference: Will be held June 26 in Hayward. Voight expressed interest in attending.

Lac Courte Oreille Business Manager: Grigoryan reported on behalf of Fleming who had a schedule conflict. Grigoryan and Fleming submitted and received a $9,700 grant to develop curriculum for customer service training modules.

Northwest Regional Planning Commission: No Report.

Hayward Area Visitor and Convention Bureau report: No Report.

Recreation Trails Report: Committee members shared that all ski and snowmobile trails are open and being used throughout the county.

Winter Depot Project: Include on April agenda for update on progress.

Approval of Vouchers: Moved by Shuman, seconded by Pearson to approve vouchers. Motion Carried.

Other matters for discussion only: Topics for discussion included Hayward Nursery, Para Olympics, bike trail from Hayward to Hwy K. No action taken.

Adjourn: Moved by Voight, seconded by Shuman to adjourn. Motion carried. Adjourned, 9:05 A.M.
Respectfully submitted, Lori Laberee, UWEX Department Head, Recorder

DRAFT

3

Kris Mayberry

From: Grigoryan, Ariga <ariga.grigoryan@ces.uwex.edu>
Sent: Wednesday, January 14, 2015 3:44 PM
To: Kris Mayberry
Subject: Farmers Market Promotion Program

Kris,

Sorry for getting it you late.

Here is the brief information:

The grant name: Farmers Market Promotion Program Federal Grant

Application will be open in April and the deadline to apply is June 20th as of last year. The grant funds up to $100,000, no match required as of last year's application. The grant will be for two years and it will focus on Expanding Access to Local Foods in Sawyer County. There will be compensation included for the time of the fiscal agent/employee. Let me know if there are more questions.

Thanks,

Ariga Grigoryan
Sawyer County UW-Extension
Community, Natural Resource and Economic Development Agent

10610 Main Street, Suite 194
Hayward, WI 54843
715-638-3295 Direct
715-634-6820 Fax
ariga.grigoryan@ces.uwex.edu
UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA.

Amendment No. 2 to Contract (Acct. #133-PRJ56MU)
Between Sawyer County and
Board of Regents of the University of Wisconsin System

By this amendment, Sawyer County (County), pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22 (2)(d) and 59.56 (3) of the Wisconsin Statutes, and the Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Extension, Cooperative Extension Division (Extension), agree to amend their existing contract as follows:

1. Fiscal Period - The term of this amendment is: July 1, 2014 to June 30, 2015.

2. In consideration of the programs that Extension provides to the County under the contract, for the fiscal period of this amendment, the County agrees to pay Extension $95,817. (For twelve-month contracts, there will be two billings: $46,149 upon full execution of the amendment, and $49,668 in April, 2015.) The University of Wisconsin - Extension shall bill the County at (address): 10610 Main St. Suite 194 Hayward, WI 54843 attention: Lori Laveree
The County shall pay the amount billed within 30 days of the billing. This payment is allocated as follows:

Salaries of professional staff members:	$65,403
Fringe benefits (rate is 46.5% of salaries):	30,413
Subtotal	$95,816
Reconciling amount from previous agreement:	1
Total amendment amount to be billed	$95,817

All other sections of the existing agreement remain in force.

By: _____ Date:
County Representative

By: _____ Date:
County Representative

By: _____ Date:
County Representative

By: _____ Date:
County Representative

By: _____ Date:
County Representative

By: _____ Date:
Regional Director

By: _____ Date:
Richard Klemme, Dean/Director
Cooperative Extension

Board of Regents of
The University of Wisconsin System

By: _____ Date:
Contract Officer
University of Wisconsin - Extension

Sawyer County FY2015 Budget
July 1, 2014 through June 30, 2015
133-PRJ56MU

Personnel	State Budget	State FTE	County Budget	County FTE
Grigoryan, Ariga	$27,270	0.60	$18,180	0.40
Laberee, Lorraine	35,955	0.60	21,303	0.40
Pillion-Baltrusis, Lori	17,925	0.36	11,367	0.24
Schoessow, Kevin	12,199	0.20	7,367	0.13
Weigand, Richard	11,542	0.20	7,186	0.13
Total Salaries	104,891	1.96	65,403	1.30
Fringes (46.5%)	48,774		30,413	
Total Budget	$153,665	1.96	$95,816	1.30

(1) All salaries reflect a 1% pay increase as of July 1, 2014.
(2) All salaries except for A. Grigoryan's reflect a comparable/equity compensation increase effective July 1, 2014.
(3) The salary for L. Laberee reflects a $1,500 increase in Department Head stipend effective January 1, 2015.

1st Invoice	Salary	Fringes	Total
Grigoryan, Ariga	$9,090	$4,227	$13,317
Laberee, Lorraine	10,002	4,651	14,653
Pillion-Baltrusis, Lori	5,509	2,562	8,071
Schoessow, Kevin	3,458	1,608	5,066
Weigand, Richard	3,441	1,600	5,041
reconciling amount			1
			$46,149
2nd Invoice			
Grigoryan, Ariga	$9,090	$4,227	$13,317
Laberee, Lorraine	11,301	5,255	16,556
Pillion-Baltrusis, Lori	5,858	2,724	8,582
Schoessow, Kevin	3,909	1,818	5,727
Weigand, Richard	3,745	1,741	5,486
			$49,668
	65,403	30,413	

95,816

Sawyer County FY2014 Reconciliation
July 1, 2013 through June 30, 2014
133-PRJ56MU

Personnel	Budget	Actual	Change
Grigoryan, Ariga	$18,000	$18,000	$0
Laberee, Lorraine	19,804	19,805	(1)
Pillion-Baltrusis, Lori	10,908	10,908	0
Schoessow, Kevin	6,846	6,848	(2)
Weigand, Richard	6,812	6,810	2
Fringes	29,564	29,564	0
Totals	$91,934	$91,935	($1)

minutes of the meeting of the Public Safety Committee
Sawyer County Board of Supervisors
January 6, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

Members present: Fred Zietlow, Dale Schleeter, Bill Voight, Jim Bassett, Dale Thompson

Others present: Sheriff Mark Kelsey, Lt. Joe Sajdera, Emergency Management Director Pat Sanchez, Interim Ambulance Director Eric Nilson, Coroner Dave Dokkestul, Judge Gerald Wright, Clerk of Court Claudia Burgan, Animal Control Officer Sherrie Shelton, Accounting Manager Melissa Roach, John Kruk, Louise Ladenthin, Jim Onarheim, Jerry Meyer (Sawyer County Gazette), Frank Zufall (Sawyer County Record)

Chairman Zietlow called the meeting to order at 8:30 a.m.

Motion by Bassett, second by Zietlow to approve the agenda as presented. Motion carried.

Motion by Bassett, second by Voight to approve the December 9, 2014, meeting minutes. Motion carried.

Judge's Office/Clerk of Court - No report.

District Attorney's Office - No report.

Sheriff's Report

Sheriff Kelsey presented concerns with the recommendations made for jailer wages in the Carlson Dettman wage plan. He advised that in the appeal process there does not appear to be an avenue for a department head to appeal a wage and he does not agree with the recommended wages for jail staff in the wage plan. Sheriff Kelsey questioned the wage for new hires in the jail if their positions were approved prior to the adoption of the Carlson Dettman wage plan but the positions had not yet been filled. Discussion followed as to the appeal process and the need to address various issues caused by the adoption of the wage plan. Melissa Roach was advised to possibly contact Carlson Dettman for clarification and it was recommended that Sheriff Kelsey address the Administration Committee and County Board with his concerns. Sheriff Kelsey also requested clarification as to what comparisons were used in the study. Lt. Sadjera advised that only one jailer's JDQ was presented to Carlson Dettman as they had requested and that there may be other duties that were not covered in the JDQ. It was discussed that a position can be filled with the wage to be above the recommended minimum based on experience and other factors. Sheriff Kelsey advised that filling vacant jailer positions continues to be a problem.

Bassett moved and Thompson seconded to approve out of county travel for the sheriff's department as presented. Motion carried.

Lt. Sajdera presented the monthly jail report. He advised the committee that the bunks for the double-bunking have arrived and will be installed; however, there may be an issue regarding sufficient staffing for use of the double-bunking.

Sheriff Kelsey advised that John Kruk recently reprogrammed the Motorola analog radios for use in the Sawyer County Jail, as the radios from EF Johnson were not working sufficiently.

Animal Control Report

Animal Control Officer Shelton presented her monthly report. She advised that dog licenses were up 215 for 2014, and her revenues were up $3,159.00 from the previous year. She advised that property owners will soon be able to purchase their dog licenses on-line. She advised that residents who live in the county for 30 consecutive days are required to have a dog license. She is hopeful that the on-line option and cards sent out to all property owners in the county with tax bills, regardless of whether they are fulltime residents, will result in increased licenses and revenues.

Coroner's Report

Coroner Dokkestul presented his monthly and year-end report.

Coroner Dokkestul addressed the committee as to having secure office space in a county-owned building, as he currently does not have an office and must work out of his home. The committee requested that the issue be forwarded to the Public Works Committee and Tim Hagberg.

Emergency Management

John Kruk presented further information on the proposed Radio Security Policy for Sawyer County as to the origins of the policy and the need for a radio security policy to be in place in the county. Discussion followed as to password use for radios. Kruk advised that only the State can "kill" a radio if it is lost or stolen or otherwise unaccounted for. Kruk advised that he has received no complaints from agencies that would fall under the policy. Thompson moved to recommend approval of the proposed Radio Security Policy to the County Board. Schleeter seconded. Motion carried. Bassett voted no.

The Communications Technician position was discussed. Kruk advised that the County Board had approved extension of his contract until the end of January, 21015. Sanchez advised that only one application had been received by the deadline. Melissa Roach advised that a second application was received beyond the deadline date. Schleeter moved to recommend filling the Communication Technician position rather than extending the contract to the Administration Committee and County Board. Voight seconded. Motion carried. Bassett voted no.

Sanchez requested to carry over unused Search and Rescue funds and donations to 2015. Melissa Roach advised that if not approved, the unused funds would go into the County's general fund. Thompson moved and Bassett seconded to recommend carry-over of the unused funds to 2015 to the County Board. Motion carried.

Ambulance Report

Interim Director Eric Nilson presented his monthly report to the committee, including the number of runs and transfers made by the ambulance service. He advised that all of the overtime owed to EMTs has been paid and the issue has been resolved. He advised that he will be receiving an invoice from the attorney who worked on this issue.

Nilson advised the committee that in approximately two months the ambulance service will be eligible for critical care billing. He advised that this would increase revenues. Schleeter questioned whether this would result in increased wages or other costs affecting the budget, such as additional equipment. Nilson advised of additional equipment that would need to be purchased and expected the cost of that equipment to be approximately $15,000.00 but advised that he had not fully researched the cost of the equipment.

Nilson advised that a decision will be made today regarding purchase of a new ambulance, which will be decided by Tim Hagberg, Ryan, the mechanic, and himself.

Voight questioned Nilson as to when service is conducted on the ambulances and who is responsible for monitoring that information. Nilson advised he would look into the matter.

Vouchers

Thompson moved and Schleeter seconded to approve the department vouchers as presented. Motion carried.

Other Matters for Discussion

Jerry Meyer of the Sawyer County Gazette questioned as to when public comment is addressed during the meetings and was advised that would be held under "Other Matters for Discussion" or a person could request to be placed on the agenda.

Voight moved and Thompson seconded to go into closed session at 10:00 a.m. pursuant to Wis. Stat. Section 19.85(1)(c) and (f) for selection of a Director for the Sawyer County Ambulance Service Department and for preliminary discussion of specific personnel problems. Motion carried unanimously.

(Motions of closed sessions are kept in a confidential file in the County Clerk's Office.)

Minutes recorded by Margie Schull

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
January 8, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley, Dale Schleeter, Dean Pearson; Brian Bisonette; Dale Thompson, Jim Bassett

Motion by Schleeter, 2nd by Thompson, to approve the meeting agenda. Motion carried.

Motion by Bassett, second by Schleeter, to approve the December 11, 2014 meeting minutes. Motion carried.

Accounting Manager Melissa Roach reported that Carlson Dettmann Consulting Consultant Barb Petkovsek will hold 4 meetings on Friday, January 9th, with the employees of the County to review, explain, and answer questions about the compensation and classification study, proposed position pay matrix, and proposed pay structure for Sawyer County researched and developed by Carlson Dettmann. The Committee discussed the deadline (January 23, 2015) established for employee's to appeal their position placement on the grade order list. Motion by Schleeter, 2nd by Pearson, to recommend to the County Board that the deadline be extended to July 1, 2015. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve a contract with John Kruk, as an independent contractor, to respond, investigate, initiate verbal repairs with radio service vendors, and/or attend to all issues relating to the proper operation of the two-way radio equipment utilized by the County. Motion by Schleeter, 2nd by Thompson, to recommend County Board approval of the Public Safety Committee recommendation. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve Emergency Management Department Director Pat Sanchez's request for approval to carry over $4,713.64 from the 2014 to the 2015 Emergency Management Department budget. That amount is the difference between the $15,305 received and the $11,816.36 expended from search and rescue donations, grants, and fees collected in 2014. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the request. Motion carried.

Health and Human Services Department Fiscal Manager Patty Dujardin presented the Health and Human Services Board recommendation to reclassify Julie Braatz to grade G, step 5 in the County's pay structure. Motion by Pearson, 2nd by Kinsley, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

The Committee discussed the Health and Human Services Board recommendation to authorize an Alcohol and Other Drug Abuse Prevention Specialist in the Health and Human Services Department to work a 40 hour work week instead of a 35 hour work week for a period of 3 months to allow for the development of a strategic plan for addressing the alcohol and drug abuse problems in Sawyer County. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

The Committee reviewed a proposed engagement letter for Certified Public Accountants Anderson, Hager & Moe to provide the County with auditing services during 2015 for the year 2014. Motion by Pearson, 2nd by Bassett, to recommend County Board approval of the engagement letter. Motion carried.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 year-to-date report of County expenditures and revenues, an update on in-house Ambulance Service Department billing, employee interviews, and workers compensation claims.

County Clerk Kris Mayberry presented an email proposal from Mapping Solutions (producer of the 2011 Sawyer County Platbook) to produce a new county platbook. The Committee discussed that the County had contracted to purchase 2,500 of the 2011 platbooks but paid for and sold only about 2,200 due to a competing newer platbook published and distributed by Rockford Map Publishers. The Committee discussed the County's obligations under the contract with Mapping Solutions and their preference to not be involved with publishing a new platbook at this time. Motion by Bassett, 2nd by Pearson, to authorize County Clerk Kris Mayberry to negotiate with Mapping Solutions to settle the County's obligations relating to the contract for the production of the 2011 Sawyer County Platbook. Motion carried.

The Committee reviewed a financial report (copy in meeting file) through December of 2014 prepared by County Treasurer Dianne Ince and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in December of 2014 - $150,747.86
- distributed to Sawyer County in 2014 through December - $1,702,855.60
- distributed to Sawyer County through same month in 2013 – $1,474,321.00
- 2014 Sawyer County Budget sales and use tax revenue forecast - $1,500,000

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file).

The Committee reviewed and approved the monthly department expense vouchers.

Motion by Thompson, 2nd by Bassett, to convene into **closed session**, pursuant to sections 19.85(1)(c) and (f), Wisconsin Statutes, to consider the terms of employment for the Ambulance Service Department Director position and for preliminary consideration of specific personnel matters. Motion carried by unanimous voice vote.
[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]
Motion by Bassett, 2nd by Schleeter, to reconvene into open session. Motion carried.

Motion by Pearson, 2nd by Thompson, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

Sawyer County Radio Policies

Radio Security Policy *Ver 1.0 (Nov 2014)*

1.0 PURPOSE

This policy shall serve the purpose in identifying what shall be done in order to ensure security for the subscriber equipment (mobiles & portables) that currently operate on the State of Wisconsin WISCOM Radio Network. This policy will be in effect on all radios that transmit with a Sawyer County issued ID (58xxxxx) for the WISCOM System. This policy does not grant or give authorization on using talk groups on the WISCOM System.

2.0 REASON

The policy is being established in order to set and maintain a level of security principles that shall be applied to the subscriber equipment and ensure WISCOM System security. This is directly related to the radios containing WISCOM System operating information, that if accessed, could allow unauthorized users to program radios that could be used in an improper or illegal fashion done with malice.

3.0 EXPIRATION

This policy shall remain in effect until it is either changed with approval through the county board or terminated due to change in operational standards.

4.0 ENFORCEMENT

Failure to adhere to this policy or deviation of this policy will result in the following (escalation of penalty can be conducted based on offense):

1. Written request to have the radio/user cease activity that does not conform to this policy or WISCOM standard for operation.
2. Written request to have the radio/user cease operation of the unit(s) on the WISCOM System, until further notice and review.
3. Suspension of the person from operating a radio on the WISCOM System (possibility of permanent suspension is possible).
4. Suspension of the WISCOM ID for usage on the WISCOM System (possibility of permanent suspension is possible).
5. Suspension of the department for usage on the WISCOM System (possibility of permanent suspension is possible).

5.0 ENFORCEMENT

The following items shall be adhered to in order to be in compliance with this security policy:

1.) All radios that contain a Sawyer County issued WISCOM ID shall only be programmed by Sawyer County approved and WISCOM authorized programmers. (Appendix A).
2.) All radios will maintain a department/agency specific password.
3.) Passwords will NOT be given out to anyone that is not authorized (as defined in item # 1 above, and applies to radio service providers also.)
4.) Each department/agency will maintain a list with the Sawyer County WISCOM ID, Radio type (portable, mobile, etc.), Radio Make/Model, Radio Serial #, and who the radio is issued to or apparatus/vehicle it is located.
5.) Each department/agency will perform an internal yearly audit and update the list (from item # 4) yearly, or anytime a change has been made to the list.

6.) Prior to sending a radio out for repair the programming and the ID shall be removed by an authorized programmer (as defined in Item # 1).
7.) If a radio is missing and the time frame is < 24 hours the WISCOM ID manager for the county shall be notified immediately and the ID will be suspended.
8.) If the radio is missing > 24 hours or the radio has been stolen the WISCOM ID manager for the county shall be notified immediately and the radio will be "killed".
9.) All users of radios with Sawyer County WISCOM ID's will go through the required training for WISCOM System usage.

6.0 ACKNOWLEDGEMENT

All department/agency heads or designee's that use radios with Sawyer County WISCOM ID's shall be issued this policy along with the USER AGREEMENT FORM (Appendix B) for this policy. This USER AGREEMENT FORM will remain in effect for the duration of this policy or until the department head or designee changes, at that time a new USER AGREEMENT FORM will need to be completed.

END

Sawyer County Radio Policies

Radio Security Policy – APPENDIX A *Ver 1.0 (Nov 2014)*

AUTHORIZED SAWYER COUNTY WISCOM PROGRAMMERS/DISCIPLINES						
Name	**Law**	**Fire**	**EMS**	**Hwy**	**EM**	**Misc.***
Pat Sanchez	Yes	Yes	Yes	Yes	Yes	Yes
John Kruk	Yes	Yes	Yes	Yes	Yes	Yes
Mike Schmidt		Yes				
Kurt Swedberg		Yes				
Brigette Kornbroke	Yes	Yes	Yes	Yes	Yes	
Jeff Johnson	Yes					

* = Departments/agencies such as Namekagon Transit, LCO Conservation, etc.

Sawyer County Radio Policies

Radio Security Policy – APPENDIX B *Ver 1.0 (Nov 2014)*

This form shall serve as an agreement by the listed department stating that the department head or designee shall adhere to all the information contained within this policy at all times. Furthermore, if the policy is violated in any form the department/agency or member/designee of the department/agency shall be subject to the actions listed within **4.0 Enforcement** section of this policy.

All information is required on this USER AGREEMENT FORM in order to provide a reliable means of being able to contact the department/agency head or designee. This contact information needs to be 24 hours in nature and should be kept current. If any information is to change after signing this form the listed person should immediately complete a new form.

DEPARTMENT/AGENCY INFORMATION –

Department/Agency Name: _____

Department/Agency Address: _____

Department/Agency Phone #: _____

Department/Agency Contact Name: _____

Department/Agency Contact Title: _____

Department/Agency Contact Phone #: _____

Department/Agency Contact Email: _____

Completed on: Day _____, Month _____, Year _____

USER AGREEEMENT FORM RECEIVED BY:

Name: _____

Title: _____

Date: Day _____, Month _____, Year _____

SAWYER COUNTY
RADIOS/PAGING/TOWER COMMUNICATIONS

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into by and between Sawyer County ("County") and (John Kruk) ("Independent Contractor").

WHEREAS, Independent Contractor operates a business that provides various communication-related services;

WHEREAS, County desires to contract with Independent Contractor for the provision of services described below;

NOW THEREFORE, In consideration of the mutual covenants and promises each party has made to the other as set forth in this Agreement, the parties agree as follows:

A. Independent Contractor Obligations

Independent Contractor shall be available to be contacted at all times during the term of this Agreement to respond, investigate, initiate verbal repairs with radio service vendor, and/or attend to all issues relating to the proper operation of the two-way radio equipment operating on the following frequencies and their associated infrastructure:

1.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license WPZV754 (this contains the radio channels commonly referred to as MARC 1, Sawyer County Fire, and IFERN).
2.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license WQBJ343 (this contains the radio channels commonly referred to as Hayward Ops, Moose Lake Ops, Pipestone Ops, and Draper Ops).
3.) Two-Way Radio Equipment and Infrastructure pertaining to the frequencies listed on KTV630 of 155.0250 Mhz and 158.9250 Mhz (this is the radio channel commonly known as Sawyer County Paging).
4.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license KYN951 (this contains the radio channels commonly referred to as Hwy Dept. North and Hwy Dept. South).
5.) Two-Way radio Equipment and Infrastructure pertaining to the FCC license WPSJ301 (this contains the radio channels commonly referred to as Sawyer County Transit/Namekagon Transit, and Sawyer County Public Health).

The response and prioritization of management of the two-way radio systems and subscriber units listed above shall be based upon a 3 tier response. These tiers are listed as:

Tier 1 – Mission Critical – This is when a "channel" is considered "down" or "impaired" and cannot be used, does not have an adequate back-up to use, or impairs the radio communications ability between field units to field units and field units to dispatch.

This tier will facilitate a return call from the Independent Contractor within 20 minutes from receiving notification from the agency and/or person initiating the notification to obtain information. In turn this tier will facilitate a response within four (4) hours by either the Independent Contractor or Radio Repair Service. Furthermore, Sawyer County Dispatch will be

notified by the Independent Contractor of the issue to notify agencies using the channel and the status.

Tier 2 – Mission Purpose – This is when a "channel" is considered "down" or "impaired" and cannot be used, but does have an adequate back-up to use, or usage can be stopped until a repair or investigation into the issue can be performed.

This tier will facilitate an acknowledgement from the Independent Contractor within four (4) hours from receiving notification from the agency and/or person initiating the notification to obtain information. In turn this tier will facilitate a response within twenty-four (24) hours (regardless day of the week or holiday) by either the Independent Contractor or Radio Repair Service. Furthermore, Sawyer County Dispatch will be notified by the Independent Contractor of the issue to notify agencies using the channel and the status (if needed).

Tier 3 – Daily Usage – This is when a "channel" is considered to be "impaired" and can still be used and a back-up channel is not deemed necessary to be used as communications between field units and field units to dispatch can still take place.

This tier will facilitate an acknowledgement from the Independent Contractor within twenty-four (24) hours from receiving notification from the agency and/or person initiating the notification to obtain information. In turn this tier will facilitate a response within forty-eight (48) hours or the next reasonable business day by either the Independent Contractor or Radio Repair Service. Furthermore, Sawyer County Dispatch will be notified by the Independent Contractor of the issue to notify agencies using the channel and the status (if needed).

This section in no way, shape, or form applies to the operational status of the two-way radio equipment used by the Sherriff's Department, the usage of the Sherriff Department Communications infrastructure, or the WISCOM System. If issues are to arise with this equipment the Independent Contractor shall advise the agency and/or person initiating the notification to use their normal notification channels or process and that they are not able to help them.

1. Independent Contractor shall be responsible for overseeing proper operation and usage of county owned radios, pagers, and the associated infrastructure equipment, by county personnel, which includes but not limited to proper programming and testing of equipment. This shall be mitigated through education and communications scenarios provided by the Independent Contractor through established county communications policies.

   This section in no way, shape, or form applies to the operational status of the two-way radio equipment used by the Sherriff's Department, the usage of the Sherriff Department Communications infrastructure, or the WISCOM System. If issues are to arise with this equipment the Independent Contractor shall advise the agency and/or person initiating the notification to use their normal notification channels or process and that they are not able to help them.

2. Independent Contractor shall maintain and use a separate business address unrelated to County. Independent Contractor's business address and contact information is as follows:

   John Kruk 380 Birch Street Baldwin, WI 54002
   Phone: 715-688-6547

3. Independent Contractor warrants that he possesses or has applied for his/her own federal employer identification number or has filed business or self-employment income tax returns with the federal internal revenue service in the previous year.

4. Independent Contractor acknowledges the County is not obligated to provide worker's compensation coverage for Independent Contractor or his employees.

5. At no expense to County, Independent Contractor shall establish and maintain his/her own insurance, retirement and benefit plans (including but not limited to worker's compensation, life and health insurance, retirement or other benefits).

6. Independent Contractor shall furnish, at no expense to County, the expertise, training, tools, equipment, employees and supplies necessary to complete his obligations under this Agreement.

7. Independent Contractor shall not be otherwise bound by County's employment policies or employee handbook.

B. County's Obligations

1. As full and complete compensation for the services to be performed, Independent Contractor shall receive remuneration as follows: for the eleven month term of this Agreement he will receive $16,500 divided in eleven monthly installments of $1500.00 per month. Each installment shall be paid on the first accounts payable check of the month.

2. The County shall provide the following to the Independent Contractor:
- County-issued email address for communication purposes related to contracted services.
- County-issued cell phone for communication purposes for on-call requirement.
- County-issued pager for communication purposes for on-call requirement.
- County-issued mobile radio capable of using the WISCOM System and analog radio system for the purpose of testing and trouble shooting.

Independent Contractor shall return all of the above-listed equipment to the County upon the expiration or termination of this Agreement.

3. County shall not be responsible for any expenses or costs incurred by Independent Contractor pursuant to this Agreement.

4. County provides above remuneration in exchange for specific services under this contract.

5. County shall not withhold any taxes from moneys paid to Independent Contractor nor shall Independent Contractor or his employees have any right to participate in any of the benefit programs offered to employees of County.

6. County does not establish set hours of work for the Independent Contractor.

C. Miscellaneous

1. The parties recognize that Independent Contractor is an independent contractor and not an employee or agent of the County. To this end, neither party shall hold the other out to be in any capacity other than that which is contemplated under this Agreement.

2. This agreement was entered into in the State of Wisconsin and shall be governed by the laws of the State of Wisconsin. Provided that neither party objects to subject matter jurisdiction, the parties hereby consent to any dispute relating to this Agreement being venued in Sawyer County, Wisconsin.

D. Term and Termination of Agreement

1. This Agreement shall become effective on February 1, 2015 and remain in force and effect until December 31, 2015 unless terminated earlier as set forth below.

2. Either Party may terminate this Agreement by providing thirty (30) days' written notice to the other, sent to the last known address of the party to be notified. Termination may be for any reason, including but not limited to failure to satisfactorily complete the services. A termination for a breach of this Agreement shall not affect the rights or remedies of the non-breaching party.

3. In the event any of the provisions of this Agreement are deemed invalid or unenforceable, the same shall not cause the invalidity or unenforceability of the remainder of this Agreement. If such provisions shall be deemed invalid due to their scope or breadth, such provisions shall be deemed valid to the extent of the scope or breadth permitted by applicable law or as determined by a court of competent jurisdiction.

4. Independent Contractor hereby indemnifies County and holds County harmless from any and all claims, actions, suits, proceedings, costs, taxes, penalties, expenses, damages and liabilities, including fines, penalties and attorneys' fees, arising out of or connected with Independent Contractor's request to establish a relationship of independent contractor/principal. The indemnities contained herein shall continue in full force and effect notwithstanding the termination of this Agreement.

By: _____ _____

COUNTY Date **INDEPENDENT CONTRACTOR** Date

2014 Search and Rescue
Designated Funds/Restricted

Revenues: Donations/Grants/Fees Collected

7,500.00	CN Grant (for UTS class)
1,050.00	Fees Collected (UTS)
3,000.00	Anonymous Donation
3,297.00	Pontoon Fundraiser
40.00	SAR Donation (Birch Resort)
100.00	SAR Donation (Nursing Home)
218.00	SAR Donation (Feedmill)
100.00	SAR Donation (Birkie)
15,305.00	

Expenses

7,583.02	Universal Tracking Services (UTS) class
198.00	UTS Instructor Lodging
700.00	Advance SAR Class
69.00	Advance SAR Instructor Lodging
481.52	American Working Dog Association (AWDA)Training
1,217.30	Bus repair
88.00	Bus Gas
95.16	Bus Gas
92.41	Bus Gas
5.22	Bus Key
970.63	GPS
50.00	OEG/SAR Association Yearly Fees
266.10	EDispatch
11,816.36	

$3,488.64 SAR Funds Remaining
$1,225.00 Sawyer Squad Balance
$4,713.64

Request to carry over the $4,713.64 remaining into 2015

SAWYER COUNTY
AMBULANCE DIRECTOR
JOB DESCRIPTION

JOB TITLE: **AMBULANCE DIRECTOR**

Department: Ambulance

Reports To: Public Safety Community

POSITION SUMMARY:

The Ambulance Director will design, implement, and coordinate an ongoing ambulance management program to assure compliance with applicable Federal, State and County regulations in all areas of ambulance service, including equipment and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities which are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that Sawyer County has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Responsible for preparing and managing the Sawyer County Ambulance Service and Budget
    - With concurrence of the County Board of Supervisors, establish, annually review and update the fees/rates charged for the provision of service.
- Schedule Personnel (EMT's and Paramedics) to provide optimum coverage of provision of services, allowing equal opportunity to all affiliated personnel.
- Assure quality of patient care and transportation by promoting and arranging for the maintenance and updating of the skills and knowledge of the personnel. Training and updating is provided through VTAE and other means. All Personnel affiliated with the service shall be encouraged to attend.
- Maintain provider status of State Licensed Ambulance Service
- Maintain provider status with Medicare and Medical Assistance Programs
- Maintains routine contact with the Medical Director
- Responsible for the purchase and maintenance of all ambulance equipment, supplies and vehicles
    - Insures that all vehicles, equipment and supplies meet specifications as required by law
    - Resolves all related problems

- Supervises ambulance crews, squad leaders, and First Responders
    - Maintain adequate and correct records of personnel, license, biennial license renewal, address and telephone directories.
    - Responsible for monitoring personnel assessments and disciplinary procedures.
    - Resolves all related personnel problems
- Maintains adequate and correct records of provision of service, training and licensing of affiliated EMT's and Paramedics, maintenance of vehicles, equipment and communication systems
- Work with County Clerk's Office to insure adequate insurance coverage to protect Personnel on a continuous basis, including vehicle insurance as required by motor vehicle code and insurance coverage for liability incurred in the provision of care and transportation of patients.
- Pursues grants and other funding sources to maintain quality service, support programs and secure equipment.
- Responsible for attending all required, necessary and relevant ambulance services meetings in and out of county
- Works with agencies and organizations outside, as well as inside, the County to provide educational opportunities.
- On call at all times to respond to emergencies
- Facilitates effective relationships between county law enforcement agencies, fire departments, EMS agencies, hospitals, and all others involved in emergency services; maintains positive relationships with same.
- Establishes, oversees, reviews and changes department policy to comply with federal, state and local laws and regulations.
- Oversees and reviews all aspects of ambulance billings and collections process.
- Responsible for preparation and timely submission of timesheets and other documentation required for payroll.

EDUCATION AND EXPERIENCE REQUIREMENTS:

High School diploma or equivalent with a minimum of two years of experience in related field. Two years associated degree in related field preferred and/or combination of education and experience that provides equivalent knowledge, skills and abilities. Previous training or experience in ambulance operations and communications is preferred.

- Knowledge of government organizations, laws, rules and regulations, at the State, Federal and Local levels, pertaining to ambulance operations.
- Has ~~or must obtain~~ an EMT license ~~within two years of employment.~~ prefer paramedic
- Computer skills and experience with the following: Microsoft Word, Excel, Power Point, and Access with required knowledge of any other equipment and software needed to perform essential duties.
- Valid driver's license
- Demonstrated knowledge of modern administrative practices and procedures including budgeting, planning principles, fiscal management and public administration
- Demonstrated ability to meet and deal with public and to establish and maintain an effective working relationship with staff and members of the public.

- Demonstrated ability to present technical and abstract communications to groups and individuals in an oral format.
- Demonstrated ability to exercise good judgment in approaching situations and making decisions.
- Demonstrated ability to prepare and maintain clear and accurate records and reports.
- Demonstrated ability to carry out directions and implement programs and policies set forth by governing committees.

LANGUAGE SKILLS:

Ability to read and interpret documents, and laws in the English language: ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS:

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals and to compute rates, rations, and percentages.

REASONING ABILITY:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, and use hand to finger, handle or feel objects, reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch or crawl, climb, balance, and have the senses for taste and smell. May seldom be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

minutes of the meeting of the Land, Water and Forestry Resources Committee
Sawyer County Board of Supervisors
January 7, 2015; Assembly Room; Sawyer County Courthouse

Committee Members Present: Jim Bassett, Fred Zietlow, Dean Pearson
County Personnel Present: Greg Peterson, Dale Olson, Dan Pleoger
NRCS Personnel Present: Ron Spiering
DNR Personnel Present: Kyle Johnson
LCO Personnel Present: None
Others Present: Don Mrotek, Jan Holmes, Bill Noonan, Frank Holmes, Jim Toftness, Dick Dewhurst, Terrell Boettcher

Meeting called to order at 8:30 AM.

Approve agenda
Motion by Bassett, second by Zietlow to approve agenda with change on Item 08. A) 2015 instead of 2014. Motion carried.

Approve minutes
Motion by Zietlow, second by Paulsen to approve the December 10, 2014 minutes. Motion carried.

Audience recognition - None

Event Dates
Motion by Bassett, second by Zietlow to approve request for Hayward Lions Pre-Birkie scheduled for February 7, 2015 contingent upon receiving certificate of insurance. Motion carried.

Land Records and County Surveyor Department
a) County work report: Written report handed out (on file with minutes).
b) 2015 Wisconsin Land Information Grant agreement – Motion by Zietlow, second by Bassett to approve agreement and present to County Board with recommendation for approval. Motion carried.
c) Pleoger requested approval of out-of-county travel to WLIA in February. Committee consensus was to OK request but place on item on agenda for February meeting.

Sawyer County Forestry Department
a) 2015 Annual Integrated Planning Meeting/Sawyer County Forest Annual Work Plan (on file with minutes) – Motion by Pearson, second by Zietlow to approve and send to County Board with recommendation for approval (needed to receive Forest Administrator Grant). Motion carried.
b) Sawyer County Forest 2014 Accomplishment Report – tabled until February 2015 meeting.
c) Recreational trails reports: Mrotek reported: 1) Railroad crossing (Wisconsin Central) in Stone Lake (Washburn County) trail should be open by January 15th. 2) Snowmobile trails are open (most trails in State are not). Wetlands need to freeze down.
d) County work report (on file with minutes).

Total revenue for 2014 is $1,769,071 (up 122% from estimated projected revenue).

Peterson questioned results of Carlson-Dettman Wage Study and what comparables were used to determine ranks as the Forestry personnel were ranked considerably lower that other counties and programs. He stated that Forestry personnel will be filing appeals.

DNR forestry report: Johnson stated that crew is out marking county timber.

Sawyer County Zoning/Conservation Department
a) County work report (on file with minutes). Olson updated committee on Farmland Preservation Program, finishing Wildlife Damage, Zoning/Conservation Ordinance updates for February, new truck was delivered, and cleanup of properties on Highways 40/D.

NRCS Business
Ron Spiering is the new District Conservationist. He explained different programs and his expectations for 2015.

LCO Business - None

Review and Approve Monthly Vouchers Report
Motion by Zietlow, second by Bassett to approve the monthly vouchers report. Motion carried.

Other matters for discussion only
Dewhurst – Fat bikes causing problems on Town of Hayward ski trails. Holmes – Tuscobia Trail status – formal proposal before next funding cycle. Common ground has been found for working agreement for Tuscobia.

Adjourn
Motion by Zietlow, second by Pearson to adjourn meeting. Motion carried. Meeting adjourned at 10:55 AM.

Delores Dobilas, Recorder

DRAFT

Award Amount: $ 57,296
Agreement Number: AD159964

2015 WISCONSIN LAND INFORMATION PROGRAM GRANT
GRANT AGREEMENT
BETWEEN
THE STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
And
SAWYER COUNTY

THIS AGREEMENT is made and entered into by and between the State of Wisconsin ("State"), Department of Administration ("Department") and Sawyer County ("Grantee"). This Agreement is complete and effective upon the signature of all parties.

WHEREAS, the Department administers the **Wisconsin Land Information Program** Grant ("Grant") through the Division of Intergovernmental Relations ("Division") to provide funds for eligible activities; and

WHEREAS, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

WHEREAS, the Grantee has submitted an Application for the Grant to the Department and the Department, relying upon the representations set forth in the Application, approved an award to the Grantee in the amount of $57,296.00; and

WHEREAS, the terms and conditions herein shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

WHEREAS, this Agreement is a mutually exclusive with, and is distinguished from, all previous agreements between the Grantee and the Department, and contains the entire understanding between the parties;

NOW, THEREFORE, in consideration of the mutual promises and dependent documents, the parties hereto agree as set forth in Articles 1 through 17 which are annexed and made a part hereof.

State of Wisconsin
Department of Administration
Division of Intergovernmental Relations

BY: _____
Administrator
Division of Intergovernmental Relations

DATE: _____

Sawyer County

BY: _____
Name and Title

_____

DATE: _____

GENERAL TERMS AND CONDITIONS

ARTICLE 1. APPLICABLE LAW

This Agreement shall be governed under the laws of the State of Wisconsin. The monies shall not to be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without the consent of the Department.

ARTICLE 2. LEGAL RELATIONS AND INDEMNIFICATION

The Grantee shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the performance period of this Agreement and that in any manner affect the work or its conduct.

The Grantee shall indemnify and hold harmless the Department and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its contractor(s), in performing work under this Agreement; brought for or on account of any obligations arising out of contracts between Grantee and its contractor(s) to perform services or otherwise supply products or services; or as a result of this grant.

The Grantee shall also hold the Department and the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts. If federal law requires an audit and if the Grantee is also the recipient of state funds under the same or a separate grant program, then the state funded programs shall also be included in the scope of the federally required audit. The Grantee shall comply with any requirements related to funding sources.

ARTICLE 3. STANDARDS FOR PERFORMANCE

These 2015 grant projects must be completed by December 31, 2016. The Grantee shall perform the projects and activities as set forth in the Grant Application and stipulated by the Department, and described herein in accordance with the standards set forth in Uniform Instructions for Preparing County Land Information Plans (available from the Wisconsin Land Information Program), incorporated herein by reference; and the standards from statute and administrative rule or adopted by the Department, State Geographic Information Officer, and any other applicable professional standards.

ARTICLE 4. PUBLICATIONS & DATA

All works produced under this Agreement shall become the property of the Grantee. All works and data shall be subject to the Wisconsin Public Records Law, Wis. Stat. 19.21 *et seq.* The Department reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use data, and to use works for government purposes. A notation indicating the participation of and partial funding by the Department shall be carried on all reports, materials, data and/or other information produced as a result of this Agreement.

ARTICLE 5. EXAMINATION OF RECORDS

Upon notice the Department shall have access to, and the right to examine, audit, excerpt, transcribe and copy on the Grantee's premises, any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the Department shall have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the Department. Such material shall be retained for a minimum of three years by the Grantee following final payment under this Agreement. This provision shall also apply in the event of termination of this Agreement. The Grantee shall notify the Department in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and may be reimbursed to the Grantee by the Department.

The minimum acceptable financial records for the project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs; 7) Documentation of acquisition of contract

services and materials; and 8) Any other records which support charges to project funds. The Grantee shall maintain sufficient segregation of project accounting records from other projects and/or programs.

ARTICLE 6. PERFORMANCE REPORTS
The Grantee shall submit an annual performance report via the County Retained Fee/Grant Report as already required by s. 59.72(2)(b), Wis. Stats. The annual report for the previous calendar year is due June 30th of each year. The Grantee is to use the County Retained Fee/Grant Report form provided by the Department.

ARTICLE 7. PROJECT COMPLETION
As a special term and condition of the Grant award, Grantee shall complete the entire project as proposed in its grant application or modified by joint agreement, including submission of annual performance reports required in Article 6 above.

ARTICLE 8. EXTENSIONS
The Grantee may request in writing an extension(s) of the Department if project will not be completed within the specified performance period. If the Grantee and the Department agree to the terms of the extension, the extension will be granted.

ARTICLE 9. FAILURE TO PERFORM
The Department reserves the right to receive a full refund of the grant award if required reports are not provided to the Department in a timely basis, if performance of contracted activities is not evidenced, or if the Grantee fails or refuses to provide data or materials in response to a request from the Department.

ARTICLE 10. TERMINATION OF AGREEMENT
The Department may terminate this Agreement at any time without cause upon thirty (30) days written notice to the Grantee. Upon termination, the Department's liability shall be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of the Department. The Grantee may terminate this Agreement, by delivering written notice to that effect to the Department not less than thirty (30) days prior to termination.

In the event this Agreement is terminated, for any reason whatsoever, the Grantee shall refund to the Department any payment made by the Department to the Grantee which exceeds actual costs incurred in carrying out the project as of the date of termination. This Agreement is subject to termination upon failure of the legislature to appropriate monies for it.

ARTICLE 11. CANCELLATION FOR CAUSE
The Department reserves the right to cancel any Agreement in whole or in part without penalty effective upon mailing of notice of cancellation for failure of the Grantee to comply with the any terms and conditions of this Agreement.

ARTICLE 12. NON-APPROPRIATION OF FUNDS
The appropriation from which payments are to be made is authorized under Sections 16.967 (7) and 20.505 (1) (ie) of the Wisconsin Statutes. This Agreement shall terminate without penalty if the Legislature fails to appropriate the funds necessary to carry out its terms.

FISCAL TERMS AND CONDITIONS

ARTICLE 13. ELIGIBLE COSTS

Eligible Costs are costs that are directly attributable to Grant activities and identified and approved in the Grant Application.

1. No Eligible Costs subject to this Grant may be incurred prior to the execution of this Agreement unless previously approved in writing by the Department.
2. Costs only as identified in the Budget and described in the Project Description are allowed.

ARTICLE 14. METHOD OF PAYMENT
Payments for the Land Information Program's Land Information System Base Budget Grant (if eligible) shall be made in full after grant agreement execution and before June 30, 2015.

ARTICLE 15. AUDIT REQUIREMENT

Grantee shall have a certified annual audit performed utilizing Generally Accepted Auditing Principles and Generally Accepted Auditing Standards. The following requirements apply:

Governmental entities that expend more than $500,000 in Federal or $100,000 in State awards in a single year shall comply with the Single Audit Act of 1984, OMB Circular A-133 and the State Single Audit Guidelines issued by the Department of Administration. Single audit reports are due to the Department within thirty (30) days from issuance of the report, but no later that 180 days after the end of the audit period.

If less than $500,000 in Federal or $100,000 in State awards are expended in a year, the organization shall confirm in writing that the above audit requirements are not applicable. This confirmation shall be submitted to the address listed below.

One copy (1) of the audit, along with the Management letter, if one was issued by the auditor, should be submitted to the address listed below. Responses and corrective action to be taken by management should be included for any findings or comments issued by the auditor. Send these copies to:

Single Audit Coordinator
Wisconsin Department of Administration
Division of Administrative Services
101 East Wilson Street, PO Box 7869
Madison, Wisconsin 53707-7869

The county, their agents and contractors shall participate in reasonable, random, unannounced, on-site audits of all program-related activities and expenditures on request.

*See OMB Circ. A-128 (Audits of State and Local Governments) and A-133 (Audits of Institutions of Higher Education and Other Non-profit Institutions) for special rules regarding entities that receive between $25,000 and $100,000 in Federal awards.

ASSURANCES

ARTICLE 16. NONDISCRIMINATION IN EMPLOYMENT

Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

ARTICLE 17. DISCLOSURE

The Grantee shall not engage the service of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the written consent of the employer of such person or persons and of the Department.

2015 Annual Partnership Meeting Minutes
Tuesday September 2, 2014

Personnel Present:

Greg Peterson- SCF Administrator
Jeff Steidl- SCF Forester
David Todus-SCF Forester
Roy Zubrod- SCF Forester
Pete Wisdom- DNR Team Leader
Larry Glodoski- DNR Area Supervisor
Randy Sobralski- DNR Forestry Technician
Derek Sokoloski- DNR Forester
Jim Kujala- DNR Forester
Kyle Johnson- DNR Sawyer County Liaison Forester
Mike Bulgrin- DNR Wildlife Technician
Laine Stowell- DNR Wildlife/Elk Biologist

Wildlife Management

- Habitat Aids- uses, needs, and plans

Stowell stated that the wet weather has limited the amount of wildlife opening work that has been completed this year. Roughly five acres were completed and these areas will be seeded with winter wheat or winter rye to serve as a cover crop and source of food until they can be planted with timothy, canary grass, and clover next year. The wildlife opening project has received $5000 from the USFWS. This grant is only for use on county land. They have also received a two year $30,000 grant from the Rocky Mountain Elk Foundation. Laine said that they plan on waiting until there are drier conditions next year and they will then go back in to create more openings.

Larry asked if burning in the rocky areas with the addition of fire breaks would be an alternative to mowing and Laine stated that could be a possibility.

Greg mentioned that there is a cultural consideration in the Parks farm area that will need to be avoided.

There is approximately a $16,000 balance in SCF's Wildlife Habitat Aid Grant. Roughly $11,000 of this is uncommitted.

SCF would like to use the wildlife habitat aid for things like seeding, gates, scarification, burms, access roads, easement purchase, mowing operations, other acquisitions, and county staff hours for specific wildlife related projects.

County Conservation Aids Grant

Pete suggested that there might be donors that would be willing to cover the county's portion of the 50/50 Conservation Aids grant. The grant has a wide variety of use, including wildlife projects on county land. This funding source has not been utilized in recent years, but is available.

- Expanded Elk Range

Stowell stated that there were 15 elk held in a 4 acre acclimation pen until they were released on 06/19/14. He also stated that this was a late release. They had hoped to capture and collar the calves that were born that spring. In hindsight he felt this late release from the pen was a mistake as all the calves died. The animals appeared to be in good health through April but have since been showing signs of nutrition deficiencies, as well as signs of stress from the very severe winter and intense bug activity this year.

The surviving elk have remained relatively close to the pen (usually within 2 miles) but have scattered up to 5 miles away. Stowell mentioned it has been decided that no Kentucky elk will be released from this site due to the high predation from bears and wolves in the area. Some of the Clam Lake elk may continue to be released from here.

- Northern Wisconsin Deer Research Project

Stowell said that 43% of the fawns from 2013 were lost and that 10% of the adult collared deer were lost.

- Fisheries

A written statement from DNR Fisheries Manager Max Wolter explained that chemical treatment of the Camp Smith Lake is no longer being pursued. They are planning on stocking mid-size brown trout in 2015 as a possible biological control of the perch.

- Forestry

Budget

- Greg stated that this is still in progress but the county is currently predicted to be 1.5 million over budget. He also mentioned that they will have to wait and see where the budget cuts occur, as it is unknown right now. The county has also ordered a new truck for the forestry department.

Harvest Goals

- Greg stated they are on target for their standard allowable cut. The total acreage target is 3500 acres consisting of 1500 acres of hardwood, 1000 acres of aspen, and 300-400 acres of oak.
- Greg also stated that the aspen has been bumped up since we are beginning to approach the spike of aspen that resulted from the 1977 windstorm and they want to spread out the age distribution.

Time Standards

- 2582.3 hours of assistance were provided to SCF in the 2014 fiscal year. For 2015, base hours are set at 2471.
- Greg would like to get a jump start on the hours in September so they can get a number of sales set up in time for the November bid opening.
- Pete and Greg agreed that a weekly meeting of DNR and County Forestry staff on Monday mornings at the courthouse would be the best way to schedule the workload.

Recon

- Greg stated that the county is in pretty good shape with having the recon updated within the last 20 years. He also mentioned that he has been finding other stands that should be updated. He would like to look at hardwood stands that were entered in the 1990's to check if the growth rate is what they expected to help determine see if the 12-15 year re-entry interval is working for the county or not.
- Pete would like to have Greg get Mike O'Mara's recon assignments to Kyle soon.

Recreation

- Permitting process for camping has been working well. There has not been an increase in the number of campers in the past few years and reuse of old camping sites is the most common use of these permits in the county forest.
- Pete asked Greg to explain for the benefit of DNR staff who in the county has the recreation responsibilities.
- Greg stated that he is the contact for all camping issues and Roy is the contact person for all of the trails and easement issues.
- Roy asked about the closed snowmobile trail that runs through the state Weirgor Wildlife Area. Roy would like to know if this trail can be opened or not. The county staff is looking for a straight yes or no answer so they can move forward appropriately. It was agreed that Greg, Roy, Ken Jonas, and Mike Bulgrin will meet at a later date.
- The control of maintenance of the Tuscobia trail was discussed. This is an ongoing issue but Greg thinks that it will be finalized sometime this winter.

SFI & FSC Certification

- FSC 2014.1 CAR
  - County does not currently have safety requirements in their firewood permits.
  - These requirements will be discussed at the fall WCFA legislative meeting.
- SFI 2014.2 CAR
  - The DNR and County staff needs to find out what the different categories of HCVF are.
  - The county has had a previous HCVF search done by an outside party and only one HCVF was found.
  - The county will determine what category their HCVF falls into and then wait for further guidance.
- 2014 Observation
  - Pete stated that past audits show that county sales are done well in the field, but the 2460's description of the GTR on each sale could be improved in order to explain more fully and receive credit for the good work staff is performing.
  - If no GTR was implemented on the sale it should be explained why this was done. This will help to keep things clear for future audits. In addition, if GTR is implemented it should be explained why and how.
- Old CARS and Observations
  - Larry asked if the county is currently using the Natural Regeneration monitoring system on Wisfirs and they stated that they are
  - Pete then asked if they could take the time to help Kyle and Jim learn the system and they agreed.
  - All of the other Observations from previous audits were briefly discussed.

Sawyer County Forestry Department

Sawyer County Courthouse
10610 Main Street, Suite 100
Hayward, WI 54843
Phone: (715) 634-4846
Fax: (715) 638-3234

SAWYER COUNTY FORESTRY DEPARTMENT
ANNUAL WORK PLAN FOR 2015

Following is the proposed Sawyer County Forest work plan for the year 2015. The plan gives direction and meaning to the proposed County Forest budget. The plan further defines and supplements the Sawyer County Forest Comprehensive Land Use Plan and emphasizes the current needs of the County Forest and Recreational System.

- **FORESTS**

The Sawyer County Forest (SCF) is 115,197 acres in size.

The following list shows the acreage of productive forested land by various timber types on the SCF:

- **Forest Cover:**

Aspen	39,434
White Birch	51
Cedar	338
Balsam Fir	46
Fir/Spruce	296
Hemlock	62
Red Maple	1172
Northern Hardwood	25,233
Oak	9,654
Jack Pine	117
Red Pine	2,401
White Pine	4,714
Black Spruce	2,207
Swamp Conifer	72
Swamp Hardwood	2,567
White Spruce	418
Tamarack	1,484
Total Productive Forested Acres	89,820

**Non-productive/ Non-forested acreage accounts for 25,377 acres*

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

I. TIMBER HARVEST

Timber harvests are not only important for the economic well being of Sawyer County, but also for the health and vigor of the forest. This includes all aspects of the forest including wildlife, watershed protection, air quality, recreation, and many other noncommercial values. Professional implementation of proper forest management and harvest techniques is essential. The timber management goal is to produce sustained yields of forest products by scheduling timber sales to achieve the average annual allowable cut. The long term goal is to develop a regulated harvest in which the same number of acres or same volume of wood could be harvested each year for perpetuity. A regulated harvest can occur when there is a proper balance in age class distribution and uniform growth rates for each forest type. Compartment reconnaissance information from the Wisconsin Forest Inventory & Reporting System (WisFIRS) will be used to determine where timber harvesting is needed. Sawyer County Forest plans to assess approximately 7500 for harvest. From that acreage, SCF plans to offer for sale approximately 3800 acres of timber in accordance with the 2015 Annual Allowable Cut (excluding salvage operations due to unknown occurrences) in the following timber types in 2015:

	Un-Even Aged Harvest/Thinning	Even-Aged Harvest Harvest/Thinning
Northern Hardwoods	1350	75
Aspen	0	900
Oak	60	470
White Pine	0	340
Red Pine	0	250
Swamp Hardwood	60	100
Tamarack	0	50
Red Maple	20	35
Fir/Spruce	0	10
Black Spruce	0	45
	1490	2275

II. TIMBER SALE ESTABLISHMENT

A. Set up and offer for sale approximately forty (40) sales totaling approximately 35,000 cords and 1,400 MBF. Two timber sale bid openings will be conducted in 2015. Each bid opening will offer approximately ½ of the annual allowable cut acres.

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

III. TIMBER SALE INSPECTIONS

A. Maintain a continual program of inspections on all of the timber sale contracts for the purpose of checking completion status, contract compliance, and to prevent timber theft. Active timber sales will be visited a minimum of once per week. SCF staff with assistance from the DNR Liaison Forester will be responsible for this work.

IV. FOREST REVENUE

A.	Projected 2015 timber sale revenue	$1,650,000

V. FOREST RECONNAISSANCE

A. Continue to update and maintain SCF recon data. SCF staff will be responsible for updating recon records on their assigned compartments. The Liaison Forester is responsible for updating recon records on DNR assigned compartments. The target for recon updates for 2015 is 6000 acres to be updated in the SCF recon system.

VI. REFORESTATION

A. Conduct pre-sale scarification on three timber sales for oak, white pine and northern hardwood regeneration.

B. Conduct sixth year planting on site established for Winter School District. Ten acres has been prepared to plant over the coming years. Herbicide will need to be applied to the site this year to release the planted seedlings from competition from on site vegetation.

C. Evaluate possible sites for future regeneration projects such as pre- and post-sale scarification, possible planting sites.

VII. TIMBER STAND IMPROVEMENT

There are no non-commercial TSI projects planned.

VIII. COUNTY FOREST ROADS

The SCF does not have any officially designated county forest roads and does not receive any county forest road aid.

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

IX. ROADS AND TRAILS

A. Road and Access Plan.
   1. Make maps available to the public for all recreational activities on the county forest.
   2. Inform public of changes made to access.
   3. Continue to maintain signs on roads and trails in accordance with Road and Access Plan.
   4. Review road and access plan with Forestry Committee for possible changes in road/trail designation.

B. Continue to plan all roads and access.

C. Continue to berm or gate roads and trails as need arises for erosion control to assure BMP issues are addressed or to protect sensitive areas.

D. Enforce seasonal closure period for forest roads and trails during spring break up.
   1. Inform public of road closure.

E. Complete work on phase two of Elm Creek access project. Purpose of project is to provide access for timber harvest and recreation in a block of County Forest known as the "Elm Creek" block which historically has had very limited access. Phase one extended existing road from 4.2 to 6.8 miles across Elm Creek, all major waterway crossings have had drivable rock fords with gravel approaches and necessary culverts were installed. Phase two is upgrading three key areas approximately one mile in total. Roadbed will bill built up with pit run gravel with the purpose of making the road system able to provide harvesting opportunities in summer/fall months. Project will be funded by a Sustainable Forestry Grant totaling $19,120.00

F. Improve trails for timber sale access and roads open to public motor vehicle access with a priority on those areas where damage is occurring due to high public use, or problem areas identified as part of the GPS classification. Permanent secondary trails should also be given a priority.

X. LAND ACQUISITION

A. Follow direction of 15-Year Plan and as approved by Forestry Committee:
   1. Evaluate land purchases as presented to Forestry Committee for possible County Board approval.
   2. Evaluate land trades as presented to Forestry Committee for possible County Board approval.
   3. Pursue grant funding sources for any approved acquisition project.

XI. GEOGRAPHIC INFORMATION SYSTEM (GIS)/COMPUTER TECHNOLOGY

A. Continue to operate and maintain currency of GIS system including roads and trails, historical timber sales, and other layers for public information.

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

XII. SURVEYING

A. Utilize Trimble GPS unit to locate interior property corners where section corners are available and to establish approximate county forest property boundaries where necessary for tract establishment.

B. Present to committee problem areas for certified survey or re-monumentation efforts. Surveys generally are needed to prevent timber trespass or to clarify boundaries in order to continue management.

XIII. MISCELLANEOUS FOREST ACTIVITIES

A. Monitor camping policy on County Forest for possible problems and/or changes to policy that will improve camping opportunities on forest.

B. Issue and administer firewood, Christmas tree, camping, and bough harvesting permits.

XIV. RECREATION TRAILS

A. Snowmobile Trails

1. Provide 68.6 miles of state funded snowmobile trails on County Forest. Sawyer County will continue to maintain 334.8 miles of state funded snowmobile trails contracted with the Sawyer County Snowmobile/ATV Alliance. Grant funded, $83,700.00
2. Apply for grant funding where needed for any trail improvements or bridge repairs/replacement.

B. ATV/UTV Trails

1. Provide 50 miles of summer and winter ATV trails on County Forest. Sawyer County will continue to maintain 93.3 miles of winter and 94.4 miles of summer state funded ATV trails contracted with the Sawyer County Snowmobile/ATV Alliance. Grant funded, $67,220.00
2. Provide 50 miles of summer UTV trails on County Forest. Sawyer County will continue to maintain 94.4 miles of summer state funded UTV trails contracted with the Sawyer County Snowmobile/ATV Alliance. Grant funded $9,440.00
3. Complete Chippewa Trailhead Development project. Project will install a pre-cast concrete vault toilet. Grant funded, $15,175.00
4. Continue working with WDOT to obtain permission to use Highway 27 R.O.W. to complete ATV trail connector between Jolly Fisherman Rd. and Seeley Fire Lane.
5. Complete appraisal on Trail 63 Railroad Grade acquisition project in order to complete final approval for grant. Acquisition includes twenty parcels of railroad grade totaling 45.338 acres. Grant amount, $81,200.
6. Apply for grant funding where needed for any trail improvements or enhancements.

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

C. Ski Trails

1. American Birkebeiner Trail
   The American Birkebeiner Ski Foundation (ABSF) maintains and grooms the Birkebeiner Trails including the Birkie, Birkie Classic, and "OO" Loop Trails as a skiing and hiking trail for Sawyer County. Maintenance and grooming costs are largely paid by the Foundation itself.
2. Hatchery Creek Park Trails
   ABSF maintains and grooms the Fish Hatchery Park ski trail. Continue cooperation with the ABSF and Sawyer County Land and Water Conservation Department.
3. Seeley Trails
   The Seeley Trails are maintained and groomed primarily by the Seeley Lions Club.

D. Bike Trails

1. Continue to work with Chequamegon Area Mountain Bike Association (CAMBA) to maintain mountain bike trails both the singletrack trail system and two track trails located on forest roads within the SCF.
2. Continue working with bike groups to provide snow/fat bike opportunities within County Forest.

E. Hunter Walking Trails

1. Maintain established trails.
2. Mow approximately twenty percent of existing trails; work in conjunction with DNR Wildlife and local conservation groups.
3. Identify new possible trail locations based on need and habitat considerations

F. Hiking Trails

1. Continue working with Southwest Sawyer County Non-motorized trail group to maintain Green Lake trail, and assist with any further developments of hiking trails.

G. NoRTAC (Northern Region Trail Advisory Committee)

1. Continue participation in regional trail committee to address trail needs and issues within the region.

XVI. FISH and WILDLIFE

A. Nickel an Acre

County receives $5,760/year for Wildlife Management related activities on County Forest. A maximum of three years of funding can be accrued.

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

Approved Funding Activities

1. Building of berms/ installation of gates on closed access roads. (In accordance with the Access Management Plan).
2. Purchase of land for public access into the Weirgor Block off of Poradish Road and Seeley Block off of Lugner Road.
3. Scarification work for red oak regeneration.
4. Purchase of grass seed for seeding and stabilizing forest roads after harvest.
5. Construction of access roads to facilitate logging operations in isolated areas.
6. Mowing of hunter walking trails.
7. Wildlife opening maintenance and construction, specifically within the expanded elk range.
8. Provide access into the "Elm Creek" block of County Forest.

Fish Projects

1. Assist with the completion of "fish sticks" program on Nelson Lake in cooperation with Nelson Lake Association.
2. In cooperation with WDNR Fisheries begin project planning for Camp Smith Lake restocking effort.

Information about timber sale activities or any other Forestry Department program may be obtained by contacting the Sawyer County Forestry Department, Sawyer County Courthouse, 10610 Main Street, Suite 100, Hayward, WI 54843. Phone: 715-634-4846 FAX: 715-638-3234.

- **REFERENCES:**

1. Annual Integrated Planning Meeting held on September 2, 2014.
2. Sawyer County Comprehensive Land Use Plan 2006-2020.

FSC
#SCS-FM/COC-083G
©1996 Forest Stewardship Council
FSC PURE

SFI
NSF-SFIS-1Y943

minutes of the meeting of the Sawyer County Health and Human Services Board
January 6, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

Committee Members in Attendance: Warren Johnson, Shirley Suhsen, Carol Pearson, Ron Kinsley, Tweed Shuman, Michelle Lambert, Dale Schleeter, Iras Humphreys.

Staff Members in Attendance: Paul Grahovac, Patty Dujardin, Amy Nigbor, Joe Bodo, Eileen Simak, Dave Bauer, Sandy Okamoto, Alicia Carlson, Cindy Hanus.

The meeting was called to order by Tweed Shuman, noting for the record that Gladys Ruegger and Norma Ross were not in attendance.

Approval of Agenda
A motion was made by Ron Kinsley, seconded by Iras Humphreys to approve the agenda as presented; motion carried.

Approval of Minutes
A motion was made by Shirley Suhsen seconded by Carol Pearson to approve the minutes of the December 9, 2014 meeting as presented; motion carried.

Audience Recognition - Kathy McCoy

Child Support Report
The Child Support director informed the board there were twenty applicants for the vacant specialist position. The executive committee will meet next week to interview four candidates. The director reported several issues regarding the transfer of tribal cases, collection of the debt associated with those cases, and the memorandum of understanding between Sawyer County and the Tribe. She will be meeting with the LCO Attorney next week to discuss these issues.

Veteran Service Department Monthly Report
The board reviewed a written report from the County Veteran Service Officer (CVSO) who was not in attendance. A motion was made by Shirley Suhsen, seconded by Iras Humphreys to accept the Veteran Service Department monthly report as presented; motion carried.

Committee Reports - LCO Liaison: No report was received.

Executive Committee:
The HHS Director informed the board of an issue with a reclass request that was not resolved with the implementation of the Carlson Dettman report. As requested by the board, the financial manager provided detailed information on the issue. A motion was made by Iras Humphreys, seconded by Michelle Lambert to recommend a reclass for the affected employee to a step five, level G and forward the recommendation to the Administration Committee; motion carried.

Vouchers
Copies of the January 2015 vouchers for HHS, Child Support and Veterans Service Departments were submitted for approval as well as all HHS bills paid since the last board meeting. A motion was made by Ron Kinsley, seconded by Iras Humphreys to approve the vouchers as submitted; motion carried.

Residential Services Update
The AODA/Mental Health Coordinator informed the board of the increased difficulty of managing care for two female residents at Transitions who have been transferred back and forth between the county facility and Winnebago Mental Health Institution. The contract provider for staffing at Transitions has added additional staff, at her expense, to better manage their care, but she cannot continue to absorb the extra cost. The Coordinator requested additional funding to secure the staff required to ensure proper care, adding the requested funds would still realize a cost savings compared to future hospitalizations. At the board's request, the coordinator will meet with the contract provider to develop a care plan, negotiate terms and then convene the executive committee to request the associated funds. The HHS Director and AODA/MH Coordinator met with the Sheriff regarding transports as discussed at last month's meeting. The Sheriff was unaware of problems arranging transports and will address the issue.

Motor Pool Usage
The board reviewed the motor pool usage report for November 2014. Mileage of the vehicles was not available as some were checked out and in use for long periods at the time the report was prepared. The December 2014 and year end reports for next month's meeting will include the mileage on each vehicle. A motion was made by Carol Pearson, seconded by Michelle Lambert to accept the motor pool usage report as presented; motion carried.

Economic Support Consortium Update
The HHS director reported child care benefit processing within the Northern Income Maintenance Consortium started yesterday. The directors have a meeting next week.

Juvenile Residential Facility
The Juvenile Justice Supervisor reviewed his 2014 year-end report on occupancy and costs for Oasis which included statistics from 2012 and 2013 for comparison.

Budget Performance Report
Copies of the November 2014 Budget Performance Report for Health and Human Services were reviewed. A motion was made by Carol Pearson, seconded by Michelle Lambert to accept the report as presented; motion carried.

Out of County Travel
Proposed out of county travel and training for the months of January/February 2015 were submitted for approval. A motion was made by Shirley Suhsen, seconded by Warren Johnson to approve the out of county travel and training; motion carried.

Health and Human Service Board By-Laws
Board members reviewed an updated draft of the Health and Human Service By-Laws proposed by the subcommittee. Iras Humphreys reported speaking with corporate counsel regarding the integration of child support, veterans and public health departments into the document. With further updates pending, the matter will remain on the agenda for February's meeting.

Birth to Three Program
The Long Term Care supervisor presented to the board an overview of the agency's Birth to Three program. With a permanent (and lower) maintenance of effort implemented by the state for 2015 and subsequent years, a reduced amount of county money will be required to administer the program, making it financially more stable. A "Primary Coach Approach to Teaming" has been fully implemented resulting in better outcomes and less client cancellations. The Sawyer County program earned 100% compliance from the Wisconsin Department of Health Services for the federal fiscal year 2013-2014.

Annual COP Plan Update
The Community Options Program (COP) funding is used to match other agency programs, such as Children's Long Term Support, and provide services to county residents with a mental illness diagnosis who are not otherwise covered by Family Care. The COP plan update for 2015 was presented to the board for review. A motion was made by Iras Humphreys, seconded by Carol Pearson to approve the 2015 COP plan update; motion carried. Board Chair Tweed Shuman signed the plan as required by the state.

AODA/MH Unit
After presenting to the board an overview of AODA services provided by the Information and Referral Center within Health and Human Services, the AODA/MH program coordinator requested funding for additional staff. He provided statistical data dating back to 1988 demonstrating an historical perspective of growth of various county programs and other agencies dealing with alcohol and drug abuse which was identified by the Sawyer County Public Health Assessment as the number one problem in the county. The HHS director recommended the development of a strategic plan, taking into consideration all programs in the AODA unit, prioritizing service needs in proportion to resource limitations. As reported by the coordinator, appropriate client scheduling has been hampered by the decrease of a counselor's hours from 40 per week in 2014 to 35 hours per week effective January 1, 2015. A motion was made by Warren Johnson, seconded by Iras Humphreys to forward to the Administration Committee the recommendation to increase the affected counselor's hours back to 40 hours per week for a period of 3 months during the development of a strategic plan; motion carried. The HHS director and AODA program coordinator will begin developing a strategic plan for the AODA unit, and may convene a special meeting of the executive committee or full board if necessary.

Any Other Items for Discussion Only
Board Chair Tweed Shuman reported receiving a phone call from citizen board member Gladys Ruegger asking to resign from the board. She will send a formal letter of resignation for the record.

Adjourn
A motion to adjourn was made by Warren Johnson, seconded by Ron Kinsley; motion carried. Meeting adjourned at 8:22 p.m.

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
January 8, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley, Dale Schleeter, Dean Pearson; Brian Bisonette; Dale Thompson, Jim Bassett

Motion by Schleeter, 2nd by Thompson, to approve the meeting agenda. Motion carried.

Motion by Bassett, second by Schleeter, to approve the December 11, 2014 meeting minutes. Motion carried.

Accounting Manager Melissa Roach reported that Carlson Dettmann Consulting Consultant Barb Petkovsek will hold 4 meetings on Friday, January 9th, with the employees of the County to review, explain, and answer questions about the compensation and classification study, proposed position pay matrix, and proposed pay structure for Sawyer County researched and developed by Carlson Dettmann. The Committee discussed the deadline (January 23, 2015) established for employee's to appeal their position placement on the grade order list. Motion by Schleeter, 2nd by Pearson, to recommend to the County Board that the deadline be extended to July 1, 2015. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve a contract with John Kruk, as an independent contractor, to respond, investigate, initiate verbal repairs with radio service vendors, and/or attend to all issues relating to the proper operation of the two-way radio equipment utilized by the County. Motion by Schleeter, 2nd by Thompson, to recommend County Board approval of the Public Safety Committee recommendation. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve Emergency Management Department Director Pat Sanchez's request for approval to carry over $4,713.64 from the 2014 to the 2015 Emergency Management Department budget. That amount is the difference between the $15,305 received and the $11,816.36 expended from search and rescue donations, grants, and fees collected in 2014. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the request. Motion carried.

Health and Human Services Department Fiscal Manager Patty Dujardin presented the Health and Human Services Board recommendation to reclassify Julie Braatz to grade G, step 5 in the County's pay structure. Motion by Pearson, 2nd by Kinsley, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

The Committee discussed the Health and Human Services Board recommendation to authorize an Alcohol and Other Drug Abuse Prevention Specialist in the Health and Human Services Department to work a 40 hour work week instead of a 35 hour work week for a period of 3 months to allow for the development of a strategic plan for addressing the alcohol and drug abuse problems in Sawyer County. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

The Committee reviewed a proposed engagement letter for Certified Public Accountants Anderson, Hager & Moe to provide the County with auditing services during 2015 for the year 2014. Motion by Pearson, 2nd by Bassett, to recommend County Board approval of the engagement letter. Motion carried.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 year-to-date report of County expenditures and revenues, an update on in-house Ambulance Service Department billing, employee interviews, and workers compensation claims.

County Clerk Kris Mayberry presented an email proposal from Mapping Solutions (producer of the 2011 Sawyer County Platbook) to produce a new county platbook. The Committee discussed that the County had contracted to purchase 2,500 of the 2011 platbooks but paid for and sold only about 2,200 due to a competing newer platbook published and distributed by Rockford Map Publishers. The Committee discussed the County's obligations under the contract with Mapping Solutions and their preference to not be involved with publishing a new platbook at this time. Motion by Bassett, 2nd by Pearson, to authorize County Clerk Kris Mayberry to negotiate with Mapping Solutions to settle the County's obligations relating to the contract for the production of the 2011 Sawyer County Platbook. Motion carried.

The Committee reviewed a financial report (copy in meeting file) through December of 2014 prepared by County Treasurer Dianne Ince and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in December of 2014 - $150,747.86
- distributed to Sawyer County in 2014 through December - $1,702,855.60
- distributed to Sawyer County through same month in 2013 – $1,474,321.00
- 2014 Sawyer County Budget sales and use tax revenue forecast - $1,500,000

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file).

The Committee reviewed and approved the monthly department expense vouchers.

Motion by Thompson, 2nd by Bassett, to convene into **closed session**, pursuant to sections 19.85(1)(c) and (f), Wisconsin Statutes, to consider the terms of employment for the Ambulance Service Department Director position and for preliminary consideration of specific personnel matters. Motion carried by unanimous voice vote.
[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]
Motion by Bassett, 2nd by Schleeter, to reconvene into open session. Motion carried.

Motion by Pearson, 2nd by Thompson, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

RECOMMENDED 2014 PAY STRUCTURE - STEP PLAN

GRADE	JOB TITLE	DEPARTMENT	Minimum 87.5% Step 1	1yr 90.0% Step 2	2yrs 92.5% Step 3	3yrs 95.0% Step 4	4yrs 97.5% Step 5	5yrs Cont. Pt. 100.0% Step 6	7yrs 102.5% Step 7	9yrs 105.0% Step 8	11yrs 107.5% Step 9	14yrs 110.0% Step 10	17yrs Maximum 112.5% Step 11
G	Admin - Bookkeeper/Secretary	Forestry	$15.98	$16.43	$16.89	$17.35	$17.80	$18.26	$18.72	$19.17	$19.63	$20.09	$20.54
	Admin Secretary I - Fiscal Clerk	Human Services											
	Admin/Secretary - Fiscal	Human Services											
	DA - Legal Secretary	District Attorney											
	DA - Legal Secretary/ Legal Assistar	District Attorney											
	Deputy Clerk of Court	Clerk of Court											
	Deputy County Clerk	County Clerk											
	Deputy Register of Deeds	Register of Deeds											
	Deputy Treasurer	Treasurer											
	Dispatcher	Sheriff											
	Driver/Operator	Highway											
	Energy Assitstance Coordinator	Human Services											
	ES Specialist	Human Services											
	Jailer	Sheriff											
	Judicial Assistant	Clerk of Court											
	Lead Billing Clerk/Credit and Collec	Human Services											
	PT - Deputy Register of Deeds	Register of Deeds											
	PT - Tax Lister	Land Records											
	Secretary II - WIC Clinic Coordinatc	Human Services											
	Sheriff Admin. Assist.	Sheriff											
	ZAC Admin/Secretary	Zoning											
F	Admin/Secretary	Human Services	$14.45	$14.86	$15.27	$15.68	$16.10	$16.51	$16.92	$17.34	$17.75	$18.16	$18.57
	Highway Admin Assistant	Highway											
	Maintenance - Custodial	Maintenance											
	Secretary II	Human Services											
	Sheriff Receptionist	Sheriff											
E	SS Assistant	Human Services	$13.50	$13.89	$14.27	$14.66	$15.04	$15.43	$15.82	$16.20	$16.59	$16.97	$17.36
D	Secretary II	Human Services	$12.62	$12.98	$13.34	$13.70	$14.06	$14.42	$14.78	$15.14	$15.50	$15.86	$16.22
	Secretary II - Receptionist/Se	Human Services											

15.77 Current Rate → .21 raise

2.03 raise → Proposed

15.77 → .33 raise

Union Rate for level 3 15.77 now

Union Rate For level 2 17.96

2.19 raise per hour

Copyright June 2014 by
Carlson Dettmann Consulting, LLC

minutes of the meeting of the Public Works Committee
Sawyer County Board of Supervisors
December 10, 2014; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley (Chair), Tweed Shuman, Dale Schleeter, Kathy McCoy, Dale Thompson

also present: Cliff Korn (Airport hangar owners association), County Board member Warren Johnson, Patty and Derek Leslie (L & L Aviation – fixed based operator and contracted Airport management); Maintenance Department Supervisor Tim Hagberg; Highway Commissioner Gary Gedart; Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by McCoy, 2nd by Shuman, to approve the meeting agenda as presented. Motion carried.

Motion by Thompson, 2nd by Schleeter, to approve the November 5, 2014 Public Works Committee meeting minutes. Motion carried.

Maintenance Department Supervisor Tim Hagberg presented and reviewed with the Committee a written monthly department report (copy in meeting file) including a report on projects completed, in progress, and planned by the Maintenance Department and a year-to-date budget performance report. Motion by Thompson, 2nd by Shuman, to approve the report. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a written department report and presented a request from the Sawyer County Fair Association for the Highway Department to provide some snow removal services for the Winter Wonderland activities planned for the fairgrounds this winter. Mr. Gedart indicated that the Highway Department has been storing some equipment at the fairgrounds during the winter months and that the services requested would not be difficult for the Highway Department to provide. Motion by Shuman, 2nd by Thompson, to approve the request. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a request for approval for all-terrain vehicles to be operated on County Highway T from its intersection with Nelson Lake Road north to its intersection with Wisconsin Highway 27. Property owners along that section of the road were polled and are mostly in favor of the request. The Town of Lenroot Board of Supervisors is in support of the request providing the public is provided an opportunity for input. Motion by Thompson, 2nd by Schleeter, to approve the request. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee the recommendations of Highway Department Shop Foreman Jay Sands for the approval of the following bids for the purchase of Highway Department vehicles and equipment:

$55,997 – tri-axle truck from River States Truck and Trailer of Eau Claire
$81,731 – tri-axle truck body from Universal Truck
$71,800 – tandem-axle truck from Allstate Peterbilt of Eau Claire
$88,487 – tandem-axle truck body from Universal Truck

Motion by Thompson, 2nd by Shuman, to approve the recommendations. Motion carried.

The Committee discussed a proposal to transition a Highway Department employee, the only County employee hired with paid time off instead of vacation and sick leave benefits, to having vacation and sick leave benefits. Motion by Thompson, 2nd by Shuman, to recommend Administration Committee and County Board approval of the proposal. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee his recommendation for approval of 2015 routine maintenance agreements with the Wisconsin Department of Transportation for the County to maintain the state and federal highways in Sawyer County. Motion by Shuman, 2nd by Schleeter, to approve the recommendation. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee his recommendation for approval of the prices per acre established from a market data study conducted by Steigerwaldt Land Services for the purchase of parcels of land for the Sawyer County Highway S project. Motion by Thompson, 2nd by Schleeter, to approve the recommendation. Motion carried.

Motion by McCoy, 2nd by Schleeter, to approve the Highway Department report. Motion carried.

Adam Bodenschatz (Pinewood Realty) presented a proposed agreement for the assignment of the hangar area lease at the Sawyer County Airport currently in the name of John W. Ardoyno to Daniel M. Shadegg and Rosemary C. Shadegg. Motion by Shuman, 2nd by Thompson, to approve the assignment of the lease. Motion carried.

Patty Leslie, of L & L Aviation (fixed based operator and contracted Airport management at the Sawyer County Airport), presented and reviewed with the Committee a written monthly report, including projects, operations, and conditions at the Sawyer County Airport (copy in meeting file). Ms. Leslie advised the Committee that the Federal Aviation Administration (FAA) performed a flight check of the newly installed instrument landing system at the Sawyer County Airport and that the flight check did not achieve satisfactory results. FAA technicians are researching to establish the reason(s) for the equipment failure and will perform another test in the spring.

Patty Leslie, of L & L Aviation (fixed based operator and contracted Airport management at the Sawyer County Airport), also advised the Committee that Jim Miller Excavating was having difficulty with snow removal at the Airport and that the Wisconsin Department of Transportation Bureau of Aeronautics (BOA) is recommending that the County acquire a tractor with a plow and snowblower to remove the snow a greater distance from the runway to comply with safety requirements. Funding to purchase the tractor and snowblower is available through a BOA program. The New Holland tractor with a plow and blower would cost approximately $140,000. The County's share of the purchase cost would be approximately $7,000. Ms. Leslie advised that the County's cost of snow removal should be reduced with the proposed equipment. The Committee reviewed a proposed petition for airport improvement aid for the purchase of the equipment and section 55 (Conditions of State Aid for Airport Improvement) of the Wisconsin Administrative Code. Motion by McCoy, 2nd by Shuman, to recommend County Board approval for Sawyer County to petition for the airport improvement aid for the purchase of the equipment providing that the County's cost of the equipment purchase does not exceed $9,000. Motion carried.

Motion by Shuman, 2nd by Thompson, to approve employee requests for out-of-County travel, including a Highway Department request for the 2015 winter road school held January 12-14, 2015 in Wisconsin Dells. Motion carried.

The Committee reviewed the monthly expense vouchers for the Highway Department, the Maintenance Department, and the Airport. Motion by Thompson, 2nd by Schleeter, to approve the vouchers. Motion carried.

Motion by Thompson, 2nd by McCoy, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

minutes of the meeting of the Public Works Committee
Sawyer County Board of Supervisors
January 7, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley (Chair), Tweed Shuman, Dale Schleeter, Kathy McCoy

also present: Cliff Korn (Airport hangar owners association), Patty and Derek Leslie (L & L Aviation – fixed based operator and contracted Airport management); Maintenance Department Supervisor Tim Hagberg; Highway Commissioner Gary Gedart; Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by McCoy, 2nd by Shuman, to approve the meeting agenda as presented. Motion carried.

Motion by McCoy, 2nd by Schleeter, to approve the December 10, 2014 and December 18, 2014 Public Works Committee meeting minutes. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a request from the Birchwood Bobcat Sledders and ATV Club (presented by Lisa Sweeney and Don Mrotek) for approval for all-terrain vehicles to be operated on County Highway F from the north boundary of Rusk County north to its intersection with Stoney Hill Road. Property owners along that section of the road were polled and all were in favor of the request. Motion by Shuman, 2nd by Schleeter, to approve the request, contingent upon approval of the Town of Edgewater. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a written department report. Motion by Shuman, 2nd by Schleeter, to approve the Highway Department report. Motion carried.

Patty and Derek Leslie, of L & L Aviation (fixed based operator and contracted Airport management at the Sawyer County Airport), presented and reviewed with the Committee a written monthly report, including projects, operations, and conditions at the Sawyer County Airport (copy in meeting file). Derek Leslie advised the Committee that hand-held radios need to be purchased for use by operators of snow removal equipment when removing snow from the runway and that a brush removal project will commence at the Airport when the wet ground is sufficiently frozen.

The Committee discussed the Wisconsin Department of Transportation Bureau of Aeronautics (BOA) recommendation that the County acquire a tractor with a plow and snowblower to remove the snow a greater distance from the runway to comply with safety requirements and discussed options for who would operate the equipment, including Maintenance Department employees, a limited-term part-time occasional employee, and contracted operators.

The Committee discussed renewal of the Airport liability insurance policy. Motion by McCoy, 2nd by Shuman, to authorize County Clerk Kris Mayberry to complete and submit an application for renewal. Motion carried.

Accounting Manager Melissa Roach reported that Wings Financial Credit Union assumed ownership and control of a hangar at the Airport through a mortgage foreclosure and that they paid the County all past hangar area rent for the hangar.

The Committee determined to include increasing the fuel flowage fee paid to Sawyer County by two cents a gallon for the jet fuel dispensed at the Airport on the Committee's February meeting agenda.

Motio by Shuman, 2nd by Schleeter, to approve the Airport report. Motion carried.

Maintenance Department Supervisor Tim Hagberg presented and reviewed with the Committee a written monthly department report (copy in meeting file) including a report on projects completed, in progress, and planned by the Maintenance Department. Mr. Hagberg acknowledged receiving a request to provide a small office and storage space in the Courthouse for the Coroner and advised that he will review options to provide that space at the February meeting of the Committee.

Maintenance Department Supervisor Tim Hagberg requested that there be a call-in policy for Maintenance Department employees to receive a minimum of 2 hours pay if called in outside of their normal work schedule. Motion by McCoy, 2nd by Shuman, to recommend County Board approval of the request. Motion carried.

The Committee reviewed the monthly expense vouchers for the Highway Department, the Maintenance Department, and the Airport. Motion by Schleeter, 2nd by Shuman, to approve the vouchers. Motion carried.

Schleeter, 2nd by McCoy, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

DRAFT

Jim Miller Excavating, Inc.
14680W Highland Rd.
Hayward, WI 54843
(715) 638-2552 - Office
(715) 634-4147 - Home Office
(715) 634-1800 - Fax

Snowplow Contract

Date	Contract #
10/10/2014	J14-039

SEND TO:

Sawyer County Airport
Attn: Patti
10610 Main Street, Suite 10
Hayward, WI 54843

Comments and Special Instructions:

Services for snowplowing, salt, and sand will automatically begin with snowfalls of 2 inches or more unless stated otherwise in your contract. If you desire plowing, salt, or sand for less than a 2 inch snowfall or greater than a 2" snowfall, please contact us.

General Terms:

Your acceptance of this contract evidences that Jim Miller Excavating, Inc. will not be held liable for any damages to items covered or buried under the snow, covered by other materials, or clearly not visible at the time snow plowing is performed. If the area to be plowed contains a ramp or any other structure the operator should be aware of, that structure must be clearly marked by staking and ribbons.

Description

SNOWPLOW CONTRACT FOR 2014-2015/2015-2016/2016-2017

SNOWPLOWING AND NOW REMOVAL - Standard rate is $100 per hour/per machine/15 minute minimum.
15 minutes --> $25.00 30 minutes --> $50.00 45 minutes --> $75.00 60 minutes --> $100.00

SAND - Depends on your particular usage. Prices are broken down per bin, delivered. We have taken special precautions in our new building for the airport to resist the freezing of sand due to urgent requests, so that we can continue keeping the airport operating smoothly. The sand is stored indoors in a heated garage, keeping it clean from contamination, solely for the airport usage.

FUEL SURCHARGE - None at this time.

As stated in the advertisement for the Sawyer County Airport Snowplow bid, Jim Miller Excavating, Inc. has the ability and capability to remove snow in a timely manner from the runway, runway lights, taxiways, ramp area, driveways and hanger areas. Jim Miller Excavating, Inc also holds the necessary equipment stack and haul the snow off site as concluded in prior years.

This contract is being sent out to our VALUED customers from last year's winter snowplow season. We really appreciate your business and hope to keep it for years to come!!

Please review the contract and contact us with any questions or concerns you may have. It is important for us to receive your ACCEPTED contract so that we can prepare for the winter season. We will make arrangements to inspect the service areas to help prevent damage to both our equipment and customer property. This will include taking pictures and marking areas of concern for extra precautions for Jim Miller Excavating, Inc. and your business.

We now accept Visa, MasterCard, Discover, and American Express.

We look forward to your business. Please visit our website at www.jimmillerexcavating.com.

Wis. Stats. 779.02(2)(a) As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Please indicate acceptance of this contract with your signature & date below. Return one copy to us at the above address. Line throughs or erasures on any terms or conditions will invalidate this contract. If you would like something changed, please contact our office.

Signature: _____ Date: 10-13-14
JIM MILLER EXCAVATING, INC.

Accepted: _____ Date: _____

JIMMILL-01 CIRVING

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/13/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Johnson Insurance Northwest 1446 116th Street Chippewa Falls, WI 54729	PHONE (A/C, No, Ext): (715) 835-9111	FAX (A/C, No): (877) 254-8586
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : West Bend Mutual Ins Co	15350
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Jim Miller Excavating Inc
14680 W Highland
Hayward, WI 54843

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			CPU2109042	07/01/2014	07/01/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			CPU2109042	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			CUU2109044	07/01/2014	07/01/2015	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WDU2109043	07/01/2014	07/01/2015	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Sawyer County Clerk's Office
Attn: Snowplowing Bid
10610 Main St
Hayward, WI 54843

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Connie J. Irving

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

CORRECTED (year of hearing 2015 and not 2014)
NOTICE OF PUBLIC HEARING
IN THE MATTER OF STATE AND FEDERAL AID
FOR THE IMPROVEMENTS AT
THE SAWYER COUNTY AIRPORT
10930 N AIRPORT ROAD, HAYWARD, WISCONSIN

Sawyer County is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the Sawyer County Airport: The character, extent, and kind of improvements desired under the project are as follows: purchase snow removal and mowing equipment; and any necessary related work.

Notice is hereby given that Sawyer County will hold a public hearing in the Large Courtroom of the Sawyer County Courthouse, 10610 Main, City of Hayward, Wisconsin on Thursday, January 15, 2015, at 7:00 p.m.

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and accessible entrances are available at all entrances to the Courthouse. Please call the office of the Sawyer County Clerk at 715.634.4866 one day in advance of the hearing to make specific accessibility requests.

Sawyer County Board of Supervisors
by: Kris Mayberry, Sawyer County Clerk

The N 1/2 of the and 4201; and arcel 3201. Vol- to be rezoned. listrict Residen- is to create resi- Birkebeiner Trail leted in phases,

R. Burgan c/o e NW 1/4, Par- of the E 1/2 of & 12.5), all in Froemel Road. es and is zoned ation of a small een

ottages Inc. c/o W 1/4, and part T 41N, R 7W; perty has 64.54 onal Two. Appli- venants placed application has Public Hearing.

the Committee

dministration

Any person wishing to attend who, because of a disability, requires accommodation, should call the Namekagon Transit Office at (715-634-6633) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

WNAXLP R39

NOTICE OF SPRING ELECTION TOWN OF STINNETT April 7, 2015 WASHBURN COUNTY

NOTICE IS HEREBY GIVEN, that an election to be held in the Town of Stinnett, on Tuesday, April 7, 2015, the following offices are to be elected to succeed the present incumbents listed. All terms are for two years beginning on the third Tuesday, April 21, 2015.

Office	Incumbent
Town Board Chairperson	William Groat
Town Board Supervisor	Brian Takala
Town Board Supervisor	Jonathon Sheehan
Town Clerk	Katie Parks
Town Treasurer	Lori Hartford

NOTICE IS FURTHER GIVEN, that a town caucus for the purpose for nominating candidates to appear on the Spring election ballot, for the above listed offices will be held on January 17, 2015 at 10:00 a.m. at the Stinnett Town Hall.

Done in the Town of Stinnett on December 9, 2014.

/s/ Katie Parks, Clerk

WNAXLP R39

NOTICE OF PUBLIC HEARING IN THE MATTER OF STATE AND FEDERAL AID FOR THE IMPROVEMENTS AT THE SAWYER COUNTY AIRPORT 10930 N AIRPORT ROAD, HAYWARD, WISCONSIN

Sawyer County is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the Sawyer County Airport: The character, extent, and kind of improvements desired under the project are as follows: purchase snow removal and mowing equipment; and any necessary related work.

Notice is hereby given that Sawyer County will hold a public hearing in the Large Courtroom of the Sawyer County Courthouse, 10610 Main, City of Hayward, Wisconsin on Thursday, January 15, 2015, at 7:00 p.m.

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and accessible entrances are available at all entrances to the Courthouse. Please call the office of the Sawyer County Clerk at 715.634.4866 one day in advance of the hearing to make specific accessibility requests.

/s/ Kris Mayberry, Sawyer County Clerk

WNAXPL R31

FOR RENT: 32x50 commer- ft farmhouse with electric water heater, propane heat & central air. Tenant is responsible for all utilities. House is furnished with refrigerator & stove. Tenant is also responsible for snow removal. $500/mo. Call Ross at 715-693-9522. S.C. Swiderski, LLC www.scswiderski.com R39T4*

LAKESIDE, 2BDRM, 2 bath apt. Just north of Cable. Large and comfortable. Un- Spooner. $550 + Electric. Garage, Heat, Garbage, Water/Sewer included. No Pets, No Smoking. Call Marcus 715-497-6032. A6WN38T4P

2 BDRM House for rent. $600/mo. plus utilities. Lake access @ dock. No washer/dryer hook-up. 7 mi. NW of Spooner. 715-635-4656. A5WN37T2

MINONG AREA Nice, older deposit. No pets. 715-635-7684 or 715-520-7723 A22WN2TF

SHELL LAKE Shores - 2 bedrooms rent based on 30% of income. On site laundry, private entry, storage units, balconies, large kitchens. Call today 715-468-4493. Horizon Management Group is an equal opportunity provider and employer. Equal Housing Opportunity. A19E20TF

WREATHS Cus Designed, hand-i fresh balsam mix & roping. basham ley.com. 715-468 A47WN27TF

LOCAL, ORGAN natural foods, qu supplements, Es hair & skin care Vitamin Source Spooner. 715-63 A52WN32T8

FOR RENT COM'L

ie date of sale.
Bender Machine
s the successful
heriff may accept
f said judgment
eu of any cash
e property is sold
ubject to all liens,
s of record. Fur-
erty is being sold
right of redemp-
d in §815.39 and
thers to redeem
815.44, Wiscon-

8th day of De-

sey
nty Sheriff

F WISCONSIN
IIT COURT
ER COUNTY

of Property of:
apman
rton Drive
L 60540
Chase Bank NA
Parkway, Floor 4J
OH 43240

ates Power Com-

nergy
Hamilton Avenue
WI 54701-7252
Transmission
C and its
manager, ATC
Inc.
000 Ridgeview
rt
WI 53188

ICV175
on Review: 30402
OF HEARING
appointed chair-
e Condemnation
Sawyer County,
aving received an
e Sawyer County
t assigning this
n matter to the
of the Sawyer
demnation Com-
roceedings under
32.08 to deter-
ount of just com-
be paid by the
or the Easement
escribed in the
ion for Condem-
edings on file with
ecting the follow-

ION: Part of
Lot 3, more par-
cribed as Lot 1,
es 9-10, Survey
a part of the SW
¼ of Section 27,
Town of Sand

Ladysmith, WI 54848
Plaintiff
vs
Stewart J. Roberts
3509 Grimh Dam Road
Radisson, WI 54867
Defendant
Melissa D. Roberts
3509 Grimh Dam Road
Radisson, WI 54867
Defendant
NOTICE OF SHERIFF SALE
Mortgage Foreclosure
Case Number: 14CV3

Please Take Notice, that by virtue of a judgment of foreclosure entered in the above entitled action on June 17th, 2014, the undersigned sheriff of Sawyer County, Wisconsin, will sell at public auction as follows:

TIME: In the city of Hayward, Sawyer County, Wisconsin, on the 22nd day of January, 2015, at 9:45 A. M. in the forenoon of that day;

TERMS: 1. 10% down in cash or money order at the time of sale, with the balance due within 10 days of confirmation of sale. Failure to pay balance due will result in a forfeiture of deposit to the plaintiff;

2. The Property is being sold "as is" and subject to all legal liens, encumbrances and unpaid real estate taxes on said property, which purchaser assumes and agrees to pay.

3.Purchaser to pay all delinquent and unpaid real estate taxes.

PLACE: The Property will be sold in the front lobby of the Courthouse, at 10610 Main Street, Hayward, Wisconsin 54843.

DESCRIPTION: That part of the following described parcel which lies in the Southwest Quarter of the Northeast Quarter, Section 22, Township 38 North, Range 7 West, Town of Radisson, Sawyer County, Wisconsin, described as: Beginning at a point 577.7 feet North and 33 feet East of the South Quarter corner of said Section 22, thence variation N 04°30'W, along the East boundary line of a public road, 2352.5 feet, thence variation N 44°03'E. 731 feet, thence variation S 20°57'E 986.4 feet, thence variation S 06°43'W, 620 feet, thence variation S 10°51'W 933 feet, thence variation S 38°09'E 290 feet, thence variation S 05°51'W 110 feet, thence variation S 73°21'W 463 feet, thence variation 04°30'W 54.5 feet, thence variation S 85°30' W 264 feet to the point of beginning, EXCEPT highway.

That part of the Northwest Quarter of the Southeast Quarter of Section 22, Township 38 North, Range 7 West, Town of Radisson, Sawyer County,

Parcel 2:
Together with a non-exclusive easement for ingress and egress as shown on deed dated February 11, 2004 and recorded February 11, 2004 as Document No. 319464.

FORMERLY DESCRIBED AS FOLLOWS:

Parcel 1:
All that part of the Southwest One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Thirty-two (32), in Township Forty-two (42) North, Range Seven (7) West, more particularly described as follows: Beginning at a point on the West line of Section 32 aforesaid, which is 1028 feet Northerly of the Southwest corner thereof; thence Southeasterly at an angle of 78°10' with West line of said Section 32, for a distance of 710 feet; thence Southerly and at right angles to the last described line for a distance of 45 feet, which is the place of beginning; thence Southerly, and parallel to the West line of said Section 32 for a distance of 350 feet; thence Southeasterly at an angle of 78°10' with the West line of Section 32 aforesaid for a distance of 400 feet; thence Northerly and parallel to said West line of Section 32 for a distance of 350 feet; thence Northwesterly at an angle of 78°10' with the West line of Section 32 aforesaid for a distance of 400 feet to the place of beginning. Said land being in the Town of Spider Lake, Sawyer County, Wisconsin.

Parcel 2:
That part of the South One-half (1/2) of the Southwest One-quarter (1/4) of Section Thirty-two (32), in Township Forty-two (42) North, Range Seven (7) West, lying South of State Highway 77, EXCEPT the West Two Hundred (200) feet, and ALSO EXCEPT the following 2 parcels: All that part of the Southwest One-quarter (1/4) of the Southwest One-quarter (1/4) of Section Thirty-two (32), in Township Forty-two (42) North, Range Seven (7) West, more particularly described as follows: Beginning at a point on the West line of Section 32 aforesaid, which is 1028 feet Northerly of the Southwest corner thereof; thence Southeasterly at an angle of 78°10' with the West line of said Section 32, for a distance of 710 feet; thence Southerly and at right angles to the last described line for a distance of 45 feet, which is the place of beginning; thence Southerly, and parallel to the West line of said Section 32 for a distance of 350 feet; thence Southeasterly at an angle of 78°10' with the West line of Section 32 aforesaid for a distance of 400 feet; thence

Subscribe today! Call 715-634-4881

NOTICE OF PUBLIC HEARING IN THE MATTER OF STATE AND FEDERAL AID FOR THE IMPROVEMENTS AT THE SAWYER COUNTY AIRPORT 10930 N AIRPORT ROAD, HAYWARD, WISCONSIN

Sawyer County is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the Sawyer County Airport; The character, extent, and kind of improvements desired under the project are as follows: purchase snow removal and mowing equipment; and any necessary related work.

Notice is hereby given that Sawyer County will hold a public hearing in the Large Courtroom of the Sawyer County Courthouse, 10610 Main, City of Hayward, Wisconsin on Thursday, January 15, 2014, at 7:00 p.m.

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and accessible entrances are available at all entrances to the Courthouse. Please call the office of the Sawyer County Clerk at 715.634.4866 one day in advance of the hearing to make specific accessibility requests.

/s/ Kris Mayberry, Sawyer County Clerk

WNAXPL R31

NOTICE OF PUBLIC HEARING STATE OF WISCONSIN SAWYER COUNTY

PUBLIC NOTICE is hereby given to all persons that a **PUBLIC HEARING** will be held on Friday, January 16, 2015 at 8:30 AM in the Sawyer County Courthouse, 10610 Main, Hayward Wisconsin before the Sawyer County Zoning Committee relative to the following proposals:

PRELIMINARY MATTERS

1) Call to order and Roll Call
2) Statement of Committee and Hearing Procedure
3) Statement of Hearing Notice

REZONE APPLICATION

1) Town of Hayward – ERLA, LLP. The N 1/2 of the SE 1/4, S24, T 41N, R 9W; Parcels 4101 and 4201; and the NW 1/4 SW 1/4, S19, T 41N, R 8W; Parcel 3201. Volume 625 Records page 34. 124.17 acres to be rezoned. Change from district Agricultural One to district Residential/Recreational One. Purpose of request is to create residential lots and to preserve the American Birkebeiner Trail on this property. The project is to be completed in phases, by the purchasers.

RESOLUTION # -2015
PETITIONING THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID

WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Sawyer County Airport, Sawyer County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: purchase snow removal and mowing equipment, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE Sawyer County Clerk Kris Mayberry be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin

WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Sawyer County Airport project to:

Purchase snow removal and mowing equipment; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on January 15, 2015, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT .....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

_____

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES .....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance:
The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: Sawyer County, Wisconsin

_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

SWIDERSKI EQUIPMENT INC SEI

Mosinee Wausau Thorp Antigo Waupaca

(./index.php)

Your Partners on the Job!

HOME (./INDEX.PHP)

INVENTORY (./INVENTORY.PHP)

BRANDS (./BRANDS.PHP)

MERCHANDISE (./MERCHANDISE.PHP)

BARGAIN LIST (./BARGAIN_LIST.PHP)

EMPLOYMENT (./EMPLOYMENT/EMPLOYMENT_OPPORTUNITIES.PHP)

CONTACT US (./CONTACT_US.PHP)

Inventory

Condition | Location

Type | Make

Model | Tag #

Search | Reset

100-174 HP Tractor -- New NEW HOLLAND TV6070 **Mosinee, WI**

Our Locations

★ MOSINEE (./MOSINEE.PHP)

★ WAUSAU (./WAUSAU.PHP)

★ THORP (./THORP.PHP)

★ ANTIGO (./ANTIGO.PHP)

★ WAUPACA (./WAUPACA.PHP)

Tell Us How To Serve You Better!

(./serve_you.php)

AccuWeather.com

Mosinee

19°F

AccuWeather.com

Weather Forecast (http://www.accuweather.com/us///-999/city/wisconsinagconnection.asp?partner=networks)

Wisconsin Ag Connection Headlines

Large Swine Operation Being Considered in Bayfield Co. (http://www.wisconsinagconnection.com/story-state.php?Id=1452)

WPA & WCA Part of National Sustainable Ag Survey (http://www.wisconsinagconnection.com/story-state.php?Id=1453)

State Businesses Invited to be Part of China's World Dairy Expo (http://www.wisconsinagconnection.com/story-state.php?Id=1454)

DNR Board Authorizes Public Hearings for Deer Trustee's Report (http://www.wisconsinagconnection.com/story-state.php?Id=1455)

Century Farm & Home Applications Now Available (http://www.wisconsinagconnection.com/story-state.php?Id=1456)

(http://usagnet.com/dealers/machines/2

CLICK IMAGE(S) TO ENLARGE

(http://usagnet.com/dealers/machines/20/TV6070-44475-1W.JPG)

(http://usagnet.com/dealers/machines/20/TV6070-44475-2W.JPG)

(http://usagnet.com/dealers/machines/20/TV6070-44475-3W.JPG)

(http://usagnet.com/dealers/machines/20/TV6070-44475-4W.JPG)

(http://usagnet.com/dealers/machines/20/TV6070-44475-5W.JPG)

(http://usagnet.com/dealers/machines/20/TV6070-44475-6W.JPG)

(http://usagnet.com/dealers/machines/20/TV6070-44475-ID.JPG)

E-MAIL US ABOUT THIS PRODUCT (inquire.php?itm=dp&id=115259)
SEND TO FRIEND
SEND TO SELF

MAKE:	NEW HOLLAND
MODEL:	TV6070
YEAR:	2014
CONDITION:	NEW
HP:	115
FUEL:	DIESEL
DRIVE:	4 WD
TAG #:	A44475
SERIAL #:	RSV141557
HOURS:	
ACTIVE WARRANTY:	
TIRE COMMENTS:	480/85R34 NON DIRECTIONAL TIRES
PRICE:	Please call for pricing information.

OTHER FEATURES, SPECS OR COMMENTS:

» BI-DIRECTIONAL TRACTOR WITH CAB WITH HEAT AND AIR; MIRRORS; FLOOR PEDAL; EXTRA WORK LIGHTS ON CAB END FOR LOADER WORK

» HYDROSTATIC DRIVE; TRANS. AND HYD OIL HEATER; ENGINE END DIFF LOCK AXLE

» CAB END 3 POINT WITH TOP LINK; 2 SETS HYD REMOTES; PTO ON BOTH ENDS; ENGINE END DRAWBAR; 2 SETS HYD REMOTES; GRILLE GUARD;

» CAB END HAS MODEL 84LB LONG ARM ALL HYD QT LOADER

» 1.5 CU YD QT BUCKET WITH GRAPPLE FORK ASSY; MANURE TINE KIT

» LARGE ENGINE END WHEEL WEIGHTS

Swiderski Implement Inc. - Mosinee
820 North Old Hwy 51
Mosinee, WI 54455
Phone: 715-693-3015

[Open Printable Page (./inventory_print.php?id=115259)]

[Back to the top]

[Return to 100-174 HP Tractor(s)]

© 2014 Swiderski Equipment Inc

Site Hosted and Maintained by USAgNet.com (http://usagnet.com/)
All Rights Reserved

POLICY 406 On-Call, Call-In or Stay-Over Pay

1. Purpose
To ensure employees are available at any time to respond to emergency situations as they arise and to ensure employees are compensated for being called in or stay over to work.

2. On-Call Policy

a. **Departments included in on-call policy** – Weekend and after hours on-call pay rates for Social Workers, Home Health Nurses, Public Health Nurses, AODA Counselors, and Long Term Care Caseworkers:

$150 weekly (7-day) rate for primary person. On- call will be rotated among the eligible employees. Employees who are on-call on a holiday will receive an additional $ .50 per hour.

3. Call-In or Stay-Over Policy
Employees called in to work outside of their regular work shift shall only be paid for actual time worked except for the Highway Department.

Maint. Dept. ? Tim

a. **Reporting Pay for Highway Department employees** – If an employee is called in to work outside of his/her normal work schedule, he/she shall be entitled to a minimum of two (2) hours of pay. In the event an employee reports for his/her regular scheduled shift and is then sent home prior to starting work, he/she shall be paid a minimum of two (2) hours of pay.

b. **Called-in early or stay-over late for Jail/Dispatch employees** – In the event an employee is called in for work before or after the normal work schedule has been completed, or on his/her day off, the employee shall receive a minimum payment of two (2) hours pay at the rate of one and one-half times his/her regular rate of pay or the actual number of hours worked, whichever is greater.

POLICY 408 Shift Differential

1. Purpose
To provide an incentive to employees working hours for their shifts between the hours of 6 p.m. to 6 a.m.

2. Policy
Employees in the Sheriff Office scheduled to work after 6 p.m. or before 6 a.m. will receive an additional forty-five ($.45) per hour for the hours between 6 p.m. and 6 a.m. and for all time worked on Saturdays and Sundays each week.

POLICY 409 Clothing, Tool and Safety Allowance

1. Policy
To provide guidelines to employees in Departments where certain specific items or uniforms are mandatory.

2. Procedure
The following Departments will have the following allowances for clothing, tools and safety allowance per different departments.

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
January 8, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley, Dale Schleeter, Dean Pearson; Brian Bisonette; Dale Thompson, Jim Bassett

Motion by Schleeter, 2nd by Thompson, to approve the meeting agenda. Motion carried.

Motion by Bassett, second by Schleeter, to approve the December 11, 2014 meeting minutes. Motion carried.

Accounting Manager Melissa Roach reported that Carlson Dettmann Consulting Consultant Barb Petkovsek will hold 4 meetings on Friday, January 9th, with the employees of the County to review, explain, and answer questions about the compensation and classification study, proposed position pay matrix, and proposed pay structure for Sawyer County researched and developed by Carlson Dettmann. The Committee discussed the deadline (January 23, 2015) established for employee's to appeal their position placement on the grade order list. Motion by Schleeter, 2nd by Pearson, to recommend to the County Board that the deadline be extended to July 1, 2015. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve a contract with John Kruk, as an independent contractor, to respond, investigate, initiate verbal repairs with radio service vendors, and/or attend to all issues relating to the proper operation of the two-way radio equipment utilized by the County. Motion by Schleeter, 2nd by Thompson, to recommend County Board approval of the Public Safety Committee recommendation. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve Emergency Management Department Director Pat Sanchez's request for approval to carry over $4,713.64 from the 2014 to the 2015 Emergency Management Department budget. That amount is the difference between the $15,305 received and the $11,816.36 expended from search and rescue donations, grants, and fees collected in 2014. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the request. Motion carried.

Health and Human Services Department Fiscal Manager Patty Dujardin presented the Health and Human Services Board recommendation to reclassify Julie Braatz to grade G, step 5 in the County's pay structure. Motion by Pearson, 2nd by Kinsley, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

The Committee discussed the Health and Human Services Board recommendation to authorize an Alcohol and Other Drug Abuse Prevention Specialist in the Health and Human Services Department to work a 40 hour work week instead of a 35 hour work week for a period of 3 months to allow for the development of a strategic plan for addressing the alcohol and drug abuse problems in Sawyer County. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

The Committee reviewed a proposed engagement letter for Certified Public Accountants Anderson, Hager & Moe to provide the County with auditing services during 2015 for the year 2014. Motion by Pearson, 2nd by Bassett, to recommend County Board approval of the engagement letter. Motion carried.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 year-to-date report of County expenditures and revenues, an update on in-house Ambulance Service Department billing, employee interviews, and workers compensation claims.

County Clerk Kris Mayberry presented an email proposal from Mapping Solutions (producer of the 2011 Sawyer County Platbook) to produce a new county platbook. The Committee discussed that the County had contracted to purchase 2,500 of the 2011 platbooks but paid for and sold only about 2,200 due to a competing newer platbook published and distributed by Rockford Map Publishers. The Committee discussed the County's obligations under the contract with Mapping Solutions and their preference to not be involved with publishing a new platbook at this time. Motion by Bassett, 2nd by Pearson, to authorize County Clerk Kris Mayberry to negotiate with Mapping Solutions to settle the County's obligations relating to the contract for the production of the 2011 Sawyer County Platbook. Motion carried.

The Committee reviewed a financial report (copy in meeting file) through December of 2014 prepared by County Treasurer Dianne Ince and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in December of 2014 - $150,747.86
- distributed to Sawyer County in 2014 through December - $1,702,855.60
- distributed to Sawyer County through same month in 2013 – $1,474,321.00
- 2014 Sawyer County Budget sales and use tax revenue forecast - $1,500,000

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file).

The Committee reviewed and approved the monthly department expense vouchers.

Motion by Thompson, 2nd by Bassett, to convene into **closed session**, pursuant to sections 19.85(1)(c) and (f), Wisconsin Statutes, to consider the terms of employment for the Ambulance Service Department Director position and for preliminary consideration of specific personnel matters. Motion carried by unanimous voice vote.
[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]
Motion by Bassett, 2nd by Schleeter, to reconvene into open session. Motion carried.

Motion by Pearson, 2nd by Thompson, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

Kris Mayberry

From: Barb Petkovsek <barb.petkovsek@gmail.com>
Sent: Tuesday, December 30, 2014 3:00 PM
To: Kris Mayberry
Cc: Kinsley, Ronald; Helwig, Hal; Gary Gedart; Melissa Roach
Subject: Re: wage appeal process

Administration Committee recommends July 1, 2015.

Appeals should be submitted the HR (Melissa?) by January 23 and submitted to CDC by January 30. With the holidays, I wanted to allow enough time for employees to submit the appeal. Because of the December adoption of the class/comp plan I will recommend that any appeals that are granted be retroactive to January 1, 2015.

Barb

On Tue, Dec 30, 2014 at 10:24 AM, Kris Mayberry <county.clerk@sawyercountygov.org> wrote:

Barb

Please advise of the timetable if employees wish to appeal the wage study for their positions. Melissa is at Disneyland with her family this week and I thought you might know.

Thank you and Happy New Year to you!

Kris

Kris Mayberry

Sawyer County Clerk

715.634.4866

--
Barbara Petkovsek

DRAFT FOR POLICY REVIEW
JUNE 12, 2014

SAWYER COUNTY
PROPOSED PAY MATRIX

		1yr	2yrs	3yrs	4yrs	5yrs	7yrs	9yrs	11yrs	14 yrs	17 yrs
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Cont. Pt.	Step 7	Step 8	Step 9	Step 10	Step 11
S	$35.04	$36.05	$37.05	$38.05	$39.05	$40.05	$41.05	$42.05	$43.05	$44.06	$45.06
R	$32.75	$33.69	$34.62	$35.56	$36.49	$37.43	$38.37	$39.30	$40.24	$41.17	$42.11
Q	$31.23	$32.12	$33.01	$33.91	$34.80	$35.69	$36.58	$37.47	$38.37	$39.26	$40.15
P	$29.71	$30.56	$31.40	$32.25	$33.10	$33.95	$34.80	$35.65	$36.50	$37.35	$38.19
O	$28.18	$28.98	$29.79	$30.59	$31.40	$32.20	$33.01	$33.81	$34.62	$35.42	$36.23
N	$26.65	$27.41	$28.18	$28.94	$29.70	$30.46	$31.22	$31.98	$32.74	$33.51	$34.27
M	$25.13	$25.85	$26.57	$27.28	$28.00	$28.72	$29.44	$30.16	$30.87	$31.59	$32.31
L	$23.60	$24.27	$24.95	$25.62	$26.30	$26.97	$27.64	$28.32	$28.99	$29.67	$30.34
K	$22.08	$22.71	$23.34	$23.97	$24.60	$25.23	$25.86	$26.49	$27.12	$27.75	$28.38
J	$20.55	$21.14	$21.73	$22.32	$22.90	$23.49	$24.08	$24.66	$25.25	$25.84	$26.43
I	$19.02	$19.57	$20.11	$20.65	$21.20	$21.74	$22.28	$22.83	$23.37	$23.91	$24.46
H	$17.50	$18.00	$18.50	$19.00	$19.50	$20.00	$20.50	$21.00	$21.50	$22.00	$22.50
G	$15.98	$16.43	$16.89	$17.35	$17.80	$18.26	$18.72	$19.17	$19.63	$20.09	$20.54
F	$14.45	$14.86	$15.27	$15.68	$16.10	$16.51	$16.92	$17.34	$17.75	$18.16	$18.57
E	$13.50	$13.89	$14.27	$14.66	$15.04	$15.43	$15.82	$16.20	$16.59	$16.97	$17.36
D	$12.62	$12.98	$13.34	$13.70	$14.06	$14.42	$14.78	$15.14	$15.50	$15.86	$16.22

COMPENSATION ANALYSIS - ALL EMPLOYEES

	Number of Employees at	
* Step 1	22	16%
Step 2	11	8%
Step 3	6	4%
Step 4	3	2%
Step 5	3	2%
Step 6	11	8%
Step 7	8	6%
Step 8	5	4%
Step 9	14	10%
Step 10	18	13%
Step 11	5	4%
* Above	30	22%
Total	136	

Copyright June 2014 by
Carlson Dettmann Consulting, LLC

JOB TITLE	DEPARTMENT	Grade	1/1/2014 RATE OF PAY	Longevity	Total	Step Increase	Diff	Total	Minimum
Accounting Manager	Accounting Manager	Q	$28.16	0.00	$28.16	31.23	$3.07	$6,385.60	$6,385.60
Ambulance Director	Ambulance Service	O	$28.85	0.00	$28.85	28.98	$0.13	$270.40	
Assistant Child Support Director	Child Support Agency	I	$20.86	0.15	$21.01	21.2	$0.19	$345.80	
Child Support Specialist (II)	Child Support Agency	H	$17.97	0.10	$18.07	18.5	$0.43	$782.60	
CS - Specialist/Financial Worker - Front Desk	Child Support Agency	H	$17.97	0.05	$18.02	18.5	$0.48	$873.60	
CS Director	Child Support Agency	M	$29.42	0.15	$29.57	30.16	$0.59	$1,073.80	
CSS - Paternity Specialist/Financials/Reviews	Child Support Agency	H	$17.97		$17.97	18	$0.03	$54.60	
Chief Deputy Clerk of Court	Clerk of Court	H	$20.00	0.10	$20.10	20.5	$0.40	$728.00	
Deputy Clerk of Court	Clerk of Court	G	$14.98		$14.98	15.98	$1.00	$1,820.00	$1,820.00
Deputy Clerk of Court	Clerk of Court	G	$17.97		$17.97	18.26	$0.29	$527.80	
Deputy Clerk of Court	Clerk of Court	G	$14.98		$14.98	15.98	$1.00	$1,820.00	$1,820.00
Deputy Clerk of Court	Clerk of Court	G	$14.98		$14.98	15.98	$1.00	$1,820.00	$1,820.00
Deputy Clerk of Court	Clerk of Court	G	$15.77		$15.77	15.98	$0.21	$382.20	$382.20
Judicial Assistant	Clerk of Court	G	$20.00	0.05	$20.05	20.09	$0.04	$72.80	
Deputy County Clerk	County Clerk	G	$18.80	0.25	$19.05	19.17	$0.12	$218.40	
Deputy County Clerk/Payroll Clerk	County Clerk	H	$20.00	0.15	$20.15	20.5	$0.35	$637.00	
DA - Legal Secretary	District Attorney	G	$20.00	0.20	$20.20	20.54	$0.34	$707.20	
DA - Legal Secretary/ Legal Assistant	District Attorney	G	$17.97	0.05	$18.02	18.26	$0.24	$499.20	
Animal Control Officer	Dog Pound	H	$17.97	0.25	$18.22	18.5	$0.28	$509.60	
Emergency Management Director	Emergency Management	M	$22.27		$22.27	25.13	$2.86	$5,205.20	$5,948.80
Admin - Bookkeeper/Secretary	Forestry	G	$20.00	0.25	$20.25	20.54	$0.29	$527.80	
Assistant Forest Administrator	Forestry	K			$0.00		$0.00	$0.00	
Forest Administrator	Forestry	N	$25.27	0.05	$25.32	26.65	$1.33	$2,766.40	$2,766.40
Forester I	Forestry	J	$21.21	0.10	$21.31	21.73	$0.42	$873.60	
Forester I	Forestry	J	$21.21	0.05	$21.26	21.73	$0.47	$977.60	
Recreation Coordinator/Forester	Forestry	J	$17.55		$17.55	20.55	$3.00	$6,240.00	$6,240.00
Construction Foreman	Highway	I	$21.85		$21.85	22.28	$0.43	$894.40	
Driver/Operator	Highway	G	$21.12		$21.12	21.12	$0.00	$0.00	
Driver/Operator	Highway	G	$19.87		$19.87	20.09	$0.22	$457.60	
Driver/Operator	Highway	G	$21.12		$21.12	21.12	$0.00	$0.00	
Driver/Operator	Highway	G	$21.07		$21.07	21.07	$0.00	$0.00	
Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$21.07		$21.07	21.07	$0.00	$0.00	
Driver/Operator	Highway	G	$21.18		$21.18	21.18	$0.00	$0.00	

Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$21.07		$21.07	21.07	$0.00	$0.00	
Driver/Operator	Highway	G	$20.97		$20.97	20.97	$0.00	$0.00	
Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$21.02		$21.02	21.02	$0.00	$0.00	
Driver/Operator	Highway	G	$20.92		$20.92	20.92	$0.00	$0.00	
Driver/Operator	Highway	G	$21.07		$21.07	21.07	$0.00	$0.00	
Driver/Operator	Highway	G	$21.07		$21.07	21.07	$0.00	$0.00	
Highway Admin Assistant	Highway	F	$18.58		$18.58	18.58	$0.00	$0.00	
Highway Commissioner	Highway	R	$32.11		$32.11	32.75	$0.64	$1,331.20	$1,331.20
Highway Mechanic	Highway	H	$20.92		$20.92	21	$0.08	$166.40	
Hwy Office Manager	Highway	J	$20.71		$20.71	21.14	$0.43	$894.40	
Patrol Superintendent	Highway	N	$29.67		$29.67	29.7	$0.03	$62.40	
Shop Foreman	Highway	I	$21.91		$21.91	22.28	$0.37	$769.60	
Human Resources Manager	Human Resources	Q	$30.20		$30.20	31.23	$1.03	$2,142.40	$2,142.40
Admin Secretary I - Fiscal Clerk	Human Services	G	$20.00	0.15	$20.15	20.54	$0.39	$709.80	
Admin/Secretary	Human Services	F	$19.01	0.25	$19.26	19.26	$0.00	$0.00	
Admin/Secretary - Fiscal	Human Services	G	$15.77		$15.77	15.98	$0.21	$382.20	$382.20
ADRC - Adult Protective Specialist	Human Services	J	$26.28		$26.28	26.43	$0.15	$273.00	
AODA Counselor/Prevention Specialist	Human Services	K	$24.86		$24.86	25.23	$0.37	$673.40	
Children and Family Social Worker	Human Services	J	$26.88	0.10	$26.98	26.98	$0.00	$0.00	
Children and Family Social Worker	Human Services	J	$25.10		$25.10	25.25	$0.15	$273.00	
Children and Family Social Worker	Human Services	J	$26.87	0.05	$26.92	26.92	$0.00	$0.00	
Children and Family Social Worker	Human Services	J	$26.88	0.05	$26.93	26.93	$0.00	$0.00	
Children'sLong-Term Care Manager	Human Services	I	$21.61		$21.61	21.74	$0.13	$236.60	
CPS Supervisor	Human Services	O			$0.00		$0.00	$0.00	
Disability Ben. Specialist	Human Services	H	$20.08		$20.08	20.5	$0.42	$764.40	
Energy Assitstance Coordinator	Human Services	G	$19.65	0.15	$19.80	20.09	$0.29	$527.80	
ES Specialist	Human Services	G	$20.08	0.15	$20.23	20.54	$0.31	$564.20	
ES Specialist	Human Services	G	$20.08	0.15	$20.23	20.54	$0.31	$564.20	
ES Specialist	Human Services	G	$20.08	0.15	$20.23	20.54	$0.31	$564.20	
ES Specialist	Human Services	G	$20.08	0.15	$20.23	20.54	$0.31	$564.20	
ESS Supervisor	Human Services	L	$28.40	0.20	$28.60	28.99	$0.39	$709.80	
Family Services Support Coordinator	Human Services	J	$26.88		$26.88	26.88	$0.00	$0.00	
HHS Director	Human Services	S	$36.07		$36.07	37.05	$0.98	$1,783.60	

HHSD Financial Manager	Human Services	M	$25.69	0.20	$25.89	26.57	$0.68	$1,237.60	
HS Supervisor - ADRC - Adult Protection - Long Te	Human Services	O	$31.77	0.20	$31.97	32.2	$0.23	$418.60	
HS Supervisor - AODA/Mental Health Coordinator	Human Services	O	$32.29	0.25	$32.54	33.01	$0.47	$855.40	
HS Supervisor - Juvenile Justice	Human Services	O	$31.77	0.25	$32.02	32.2	$0.18	$327.60	
Justice Programs Coordinator	Human Services	J	$24.28	0.05	$24.33	24.66	$0.33	$600.60	
Juvenile Justice Social Worker	Human Services	J	$26.88	0.25	$27.13	27.13	$0.00	$0.00	
Lead Billing Clerk/Credit and Collections	Human Services	G	$18.80	0.10	$18.90	19.17	$0.27	$491.40	
PH Nurse	Human Services	J	$26.50		$26.50	26.5	$0.00	$0.00	
PH Nurse	Human Services	J	$26.50		$26.50	26.5	$0.00	$0.00	
Public Health Nurse	Human Services	J	$25.18		$25.18	25.25	$0.07	$127.40	
Public Health/WIC Supervisor - Health Officer	Human Services	O	$31.46	0.15	$31.61	32.2	$0.59	$1,073.80	
Secretary II	Human Services	F	$17.97		$17.97	18.16	$0.19	$345.80	
Secretary II	Human Services	F	$17.97	0.10	$18.07	18.16	$0.09	$163.80	
Secretary II	Human Services	D	$17.97	0.25	$18.22	18.22	$0.00	$0.00	
Secretary II - Receptionist/Secretary	Human Services	D	$17.97	0.05	$18.02	18.02	$0.00	$0.00	
Secretary II - WIC Clinic Coordinator	Human Services	G	$17.97	0.15	$18.12	18.26	$0.14	$254.80	
SS Assistant	Human Services	E	$19.01	0.10	$19.11	19.11	$0.00	$0.00	
IT Director	IT	Q	$28.15	0.10	$28.25	31.23	$2.98	$6,198.40	$6,198.40
GIS Specialist	Land Records	I	$20.00	0.05	$20.05	20.11	$0.06	$124.80	
PT - Tax Lister	Land Records	G	$17.07		$17.07	17.35	$0.28	$582.40	
Tax Lister	Land Records	H	$20.00	0.25	$20.25	20.5	$0.25	$520.00	
Maintenance - Custodial	Maintenance	F	$17.97		$17.97	18.16	$0.19	$395.20	
Maintenance - Custodial	Maintenance	F	$17.97		$17.97	18.16	$0.19	$395.20	
Maintenance - Custodial	Maintenance	F	$17.97		$17.97	18.16	$0.19	$395.20	
Maintenance - Custodial	Maintenance	F	$17.97	0.10	$18.07	18.16	$0.09	$187.20	
Maintenance - Mechanic	Maintenance	H	$21.00		$21.00	21	$0.00	$0.00	
Maintenance Director	Maintenance	N	$21.93	0.10	$22.03	26.65	$4.62	$9,609.60	$9,609.60
Deputy Register of Deeds	Register of Deeds	G	$17.97	0.05	$18.02	18.26	$0.24	$436.80	
PT - Deputy Register of Deeds	Register of Deeds	G	$17.07		$17.07	17.35	$0.28	$509.60	
Chief Deputy	Sheriff	P	$31.14	0.10	$31.24	31.4	$0.16	$332.80	
Dispatch/911 Supervisor	Sheriff	L	$21.63		$21.63	23.6	$1.97	$4,097.60	$4,097.60
Dispatcher	Sheriff	G	$19.60	0.10	$19.70	20.09	$0.39	$811.20	
Dispatcher	Sheriff	G	$20.39		$20.39	20.54	$0.15	$312.00	
Dispatcher	Sheriff	G	$19.60		$19.60	19.63	$0.03	$62.40	
Dispatcher	Sheriff	G	$19.60	0.15	$19.75	20.09	$0.34	$707.20	
Dispatcher	Sheriff	G	$19.60		$19.60	19.63	$0.03	$62.40	
Dispatcher	Sheriff	G	$19.60		$19.60	19.63	$0.03	$62.40	

Jail Adminstrator	Sheriff	L	$24.04	0.10	$24.14	24.27	$0.13	$270.40	
Jail Sergeant	Sheriff	J	$21.82		$21.82	22.32	$0.50	$1,092.00	
Jailer	Sheriff	G	$20.39		$20.39	20.54	$0.15	$327.60	
Jailer	Sheriff	G	$19.60		$19.60	19.63	$0.03	$65.52	
Jailer	Sheriff	G	$19.60		$19.60	19.63	$0.03	$65.52	
Jailer	Sheriff	G	$20.39		$20.39	20.54	$0.15	$327.60	
Jailer	Sheriff	G	$13.00		$13.00	15.98	$2.98	$6,508.32	$6,508.32
Jailer	Sheriff	G	$20.39	0.05	$20.44	20.54	$0.10	$218.40	
Jailer	Sheriff	G	$17.64		$17.64	17.8	$0.16	$349.44	
Jailer	Sheriff	G	$19.60		$19.60	19.63	$0.03	$65.52	
Jailer	Sheriff	G	$19.60		$19.60	19.63	$0.03	$65.52	
Jailer	Sheriff	G	$19.60		$19.60	19.63	$0.03	$65.52	
Sheriff Admin. Assist.	Sheriff	G	$20.96	0.30	$21.26	21.26	$0.00	$0.00	
Sheriff Receptionist	Sheriff	F	$17.52		$17.52	17.75	$0.23	$478.40	
Deputy County Surveyor	Surveyor	K	$20.00	0.15	$20.15	22.08	$1.93	$4,014.40	$4,014.40
Land Records/Surveyor Director	Surveyor	O	$28.80	0.05	$28.85	28.98	$0.13	$270.40	
Surveyor - Land Surveyor Tech	Surveyor	I	$18.80	0.05	$18.85	19.02	$0.17	$353.60	$353.60
Deputy Treasurer	Treasurer	G	$20.00	0.15	$20.15	20.54	$0.39	$709.80	
Deputy Treasurer	Treasurer	G	$20.00	0.20	$20.20	20.54	$0.34	$618.80	
Veterans Admin Assist	Veterans Administration	H	$20.00		$20.00	20.5	$0.50	$1,040.00	
Veteran's Administrator	Veterans Administration	L	$23.50		$23.50	23.6	$0.10	$208.00	$208.00
Assistant ZAC Admin - Zoning/Sanitation Specialis	Zoning	J	$22.99	0.10	$23.09	23.49	$0.40	$832.00	
Assistant ZAC Admin III - ZAC/Sanitation Tech	Zoning	L	$21.21		$21.21	23.6	$2.39	$4,971.20	$4,971.20
Deputy Zoning Administrator	Zoning	I	$20.00	0.25	$20.25	20.65	$0.40	$832.00	
ZAC Admin/Secretary	Zoning	G	$17.97	0.05	$18.02	18.26	$0.24	$499.20	
Assistant Conservationist	Zoning-Conservation	L	$21.59	0.10	$21.69	23.6	$1.91	$3,972.80	$3,972.80
ZAC Director	Zoning-Conservation	O	$28.88	0.15	$29.03	29.79	$0.76	$1,580.80	
ZAC Tech - Conservation Specialist	Zoning-Conservation	J	$18.80	0.05	$18.85	20.55	$1.70	$3,536.00	$3,536.00
ZAC TECH - Nonmetallic mining	Zoning-Conservation	J	$18.80		$18.80	20.55	$1.75	$3,640.00	$3,640.00
						WAGES		$120,105.96	$78,148.72
						RETIREMENT		8407.4172	$5,470.41
						FICA		9188.10594	$5,978.38
						TOTAL		$137,701.48	$89,597.51

Anderson·Hager·Moe
CERTIFIED PUBLIC ACCOUNTANTS
Hayward, Spooner and Rice Lake, Wisconsin
10425 State Hwy. 27S • P. O. Box 986 • Hayward, WI 54843 PHONE (715) 634-2653 FAX (715) 634-2456 www.ahmcpa.com

Michael J. Hager, CPA
Randall J. Pachal, CPA
Susan E. Ritchie, CPA CVA
Larry R. Peterson, CPA
Karen J. Slaminski, CPA
Mark N. Beckman, CPA

In Memoriam
Gerald R. Anderson
1948-2007

January 5, 2015

Board of Supervisors
Sawyer County, Wisconsin
10610 Main St., Suite 10
Hayward, WI 54843

We are pleased to confirm our understanding of the services we are to provide Sawyer County, Wisconsin, for the year ended December 31, 2014. We will audit the financial statements of governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Sawyer County, Wisconsin, as of and for the year ended December 31, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Sawyer County, Wisconsin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Sawyer County, Wisconsin's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies Sawyer County, Wisconsin's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Individual detailed governmental major funds
2. Combining non-major governmental fund financial statements
3. Individual non-major governmental funds
4. Combining statement of fiduciary funds net position
5. Clerk of Courts summary of receipts and disbursements
6. Other supplemental financial information
7. Schedule of expenditures of Federal Awards
8. Schedule of expenditures of State Awards

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government auditing* Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Sawyer County, Wisconsin, and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Sawyer County, Wisconsin is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to

the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP, (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reason for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures---General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material

misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures---Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards.*

Audit Procedures---Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Sawyer County, Wisconsin's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any invoices selected by us for testing.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson, Hager & Moe S.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Wisconsin Department of Health and Family Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson, Hager & Moe S.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Wisconsin Department of Health and Family Services. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our engagement will be scheduled to complete the year-end work as soon after the end of the year as possible. The services we will provide will also include any assistance requested by the County in adjusting and closing of the books at year end, preparation of the Financial Report Form "A", and auditing an adjusted trial balance of the County's financial records. Financial statements and reports in final form and appropriate quantities will be available to you no later than September 25.

Our fees will be based on the audit proposal for the year 2014 that was submitted to Sawyer County in a proposal dated November 27, 2013. Any additional fees or changes from that proposal, based on changes in circumstances, will be discussed with Sawyer County before proceeding with the additional services. The fees are based on anticipated cooperation from County personnel and we understand the County's staff is willing to assist us by preparing certain schedules that summarize various general ledger accounts for the period being audited.

Mr. Michael J. Hager will be in charge of all work we will perform for you. It will be his responsibility to insure that your management receives good service.

We appreciate the opportunity to be of service to Sawyer County, Wisconsin, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ANDERSON, HAGER & MOE S.C.

Michael J. Hager, CPA

dsl

We hereby confirm to you that we understand and agree with the contents of this letter.

ACCEPTED:

SAWYER COUNTY, WISCONSIN

_____ _____

Signature and Title Date