

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

AGENDA
meeting of the Administration Committee
Sawyer County Board of Supervisors
Assembly Room, Sawyer County Courthouse
October 9, 2014, 8:30 a.m.

01. Meeting agenda
02. Minutes of the September 17, 2014 meeting
03. Restructuring 911 Coordinator position in Sheriff's Department
04. Ambulance Service Department Director position
05. Winter Fire Department request for contribution toward Kubota UTV to be used for trail rescues
06. Memorandum of Understanding with Lac Courte Oreilles Tribe to jointly utilize portion of gaming compact proceeds for 2015
07. Procedure to interview resigning employees
08. Proposal to establish Human Resources/Administrative Coordinator position
09. Personnel policies and employee wage study
10. Accounting Manager's report, including 2015 Sawyer County Budget and 2013 audit
11. County Clerk's report, including role in supporting County Board committees, County communications, preparation of County lands sales and inventory, coordinating legal issues, and providing statewide voter registration and other election services for municipalities
12. County Treasurer's report
13. Information Technology Department report
14. Monthly department expense vouchers
15. Other matters for discussion only
16. **Closed session**, pursuant to section 19.85(1)(f), Wisconsin Statutes, for preliminary discussion of a specific personnel matter

Kris Mayberry
Sawyer County Clerk

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
September 11, 2014; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Dale Schleeter, Dean Pearson; Brian Bisonette; Jim Bassett; Dale Thompson

also present: Sawyer County Record Reporter Frank Zufall; Health and Human Services Department Financial Manager Patty Dujardin; Accounting Manager Melissa Roach; IT Director Mike Coleson; County Clerk Kris Mayberry

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

Motion by Kinsley, second by Schleeter, to approve the August 14, 2014 meeting minutes. Motion carried.

The Committee discussed the Health and Human Services Board recommendation to approve the Health and Human Services Department request for approval to authorize filling a Child Welfare Social Worker position that is vacant due to a recent resignation. Motion by Kinsley, 2nd by Schleeter, to recommend County Board approval of the request. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve a proposal for the restructuring of the 911 Coordinator position in the Sheriff's Department currently held by Brittany Roberts into two positions: Emergency 911 Coordinator/System Administrator/Financial Manager to be held by Brittany Roberts (reduced from 40 hours a week to 35 hours a week) and Dispatch Supervisor to be fill by the promotion of an incumbent Dispatcher. As a result of the restructuring there would be an overall annual savings to the Sheriff's Department budget of \$4,000. Motion by Schleeter, 2nd by Pearson, to recommend County Board approval of the recommendation. Motion carried.

The Committee reviewed the Public Safety Committee recommendation to approve filling a Legal Secretary position in the District Attorney's Office that will be vacant due to a resignation. Motion by Schleeter, 2nd by Thompson, to recommend County Board approval of the recommendation with the salary to be based upon experience and qualifications. Motion carried.

The Committee reviewed a resolution drafted by County Board member Iras Humphreys regarding the community's response to the September 4, 2014 storm damage. The Committee requested that County Clerk Kris Mayberry prepare a final draft of the resolution for the review and approval of the County Board.

County Clerk Kris Mayberry presented a proposed 2014 Sawyer County Land Sale list. Motion by Bassett, 2nd by Helwig, to approve the list. Motion carried.

The Committee discussed a process for hiring an Ambulance Service Department Director. At their meeting held May 28, 2014, the County Board approved the appointment of Eric Nilson to serve as Interim Ambulance Service Department Director for a six month period. The Committee requested that Accounting Manager Melissa Roach obtain or develop a proposed position description. Motion by Kinsley, 2nd by Thompson, to refer the hiring of an Ambulance Service Department Director to the Public Safety Committee. Motion carried.

Accounting Manager Melissa Roach presented a written department report (copy in meeting file), including working with accountants from Anderson, Hager & Moe (Mike Hager and Ken Hanson) towards completion of the balancing of the County Treasurer's cash with the New World Systems software accounting of expenditures and revenues for 2013 (to allow for proceeding with completion of the 2013 audit); the hiring of an Ambulance Billing Clerk; work with departments on the 2015 Sawyer County Budget; 2014 year to date expenditure and revenue report; and 2014 Contingency Fund report. Motion by Pearson, 2nd by Thompson, to approve the report. Motion carried.

County Clerk Kris Mayberry provided a department report, including an update on potential open-source voting technology that would use software designed by counties, which could run on inexpensive computer terminals to design, print, and count paper ballots.

County Treasure Dianne Ince presented a financial report through August of 2014 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 August of 2014 - \$219,726.93
- distributed to Sawyer County in 2014 through August - \$1,020,216.12
- distributed to Sawyer County through same month in 2013 – \$938,128.46
- 2014 Sawyer County Budget sales and use tax revenue forecast - \$1,500,000

Motion by Bassett, 2nd by Thompson, to approve the County Treasurer's report. Motion carried.

County Treasure Dianne Ince requested approval to attend the October Conference of the Wisconsin County Treasurers' Association being held October 15-17, 2014 in Wisconsin Rapids. Motion by Thompson, 2nd by Bassett, to approve the request. Motion carried.

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

Information Technology Department Director Mike Coleson recommended approving a 2015 Consulting Agreement with KD Consulting (Ken Hebbe) that includes 60 days of consulting a year with a total cost to the County of \$15,850.50. Motion by Kinsley, 2nd by Thompson, to recommend County Board approval of Mr. Coleson's recommendation. Motion carried.

Information Technology Department Director Mike Coleson presented a proposed request for proposals for a consulting contract for the Novus land records software system used by Sawyer County and four other neighboring counties. Motion by Bassett, 2nd by Thompson, to authorize participation with the other counties in requesting proposals with the funds to be used for the County's share of the contract to come from the funds previously expended to support the Novus system. Motion carried.

Information Technology Department Director Mike Coleson reported that he will be trying upgrades to the Large Courtroom audio system to include purchasing a feedback suppressor from Full Compass Systems for \$159.95. Motion by Thompson, 2nd by Bassett, to approve the expenditure. Motion carried.

The Committee reviewed Accounting Manager Melissa Roach's request for approval to attend a meeting of area county finance directors being held October 15th in Barron County. Motion by Thompson, 2nd by Pearson, to approve the request. Motion carried.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2nd by Thompson, to approve the vouchers. Motion carried.

The Committee reviewed a summary of the 2015 Sawyer County Budget amended with any changes departments and the Committee made during department budget reviews. The summary confirmed that approximately \$1,003,011.74 needs to be added to revenues or subtracted from expenses to achieve a budget levy in compliance with State of Wisconsin levy limits. The Committee determined to meet on September 17th at 9 a.m. to develop options for the County Board to adjust the budget.

The Committee discussed options for County re-organization and the vacancy in the Human Resource Manager position and determined to include this issue on the agenda for the Administration Committee meeting scheduled for September 17th.

Motion by Bassett, 2nd by Thompson, to convene into **closed session**, pursuant to sections 19.85(1)(c) and (g), Wisconsin Statutes, for discussion of employee evaluations and compensation, and to discuss potential and pending litigation involving Sawyer County. Motion carried by unanimous voice vote.

[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]

Motion by Kinsley, 2nd by Thompson, to reconvene into open session. Motion carried.

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

Minutes prepared by Sawyer County Clerk Kris Mayberry

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
September 17, 2014; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Dale Schleeter, Dean Pearson; Brian Bisonette; Dale Thompson

Motion by Kinsley, second by Schleeter, to approve the August 19, 2014 meeting minutes. Motion carried.

The Committee reviewed a summary of the 2015 Sawyer County Budget amended with any changes departments and the Committee made during department budget reviews. The summary confirmed that approximately \$991,643.74 needed to be added to revenues or subtracted from expenses to achieve a budget levy in compliance with State of Wisconsin levy limits. The Committee reviewed and adjusted department budgets as shown on the attached "Options to Reduce 2015 Budget to Meet Levy Limits" prepared by Accounting Manager Melissa Roach. The Committee discussed the amount of reserve funds the County currently has and whether any of those funds should be applied to reduce the levy for 2015. The Committee determined to present the options for the County Board's review at their September meeting and to ask the Board when they would like to schedule a special meeting to review and discuss these options and other options for establishing the 2015 Sawyer County Budget.

The Committee discussed the requirement for the County to have a director of safety and that this function has been performed by the Human Resource Manager. County Board Chair Hal Helwig recommended appointing Maintenance Department Director Tim Hagberg as the Interim County Safety Director pending a determination of the job duties that will be included in positions established due to the vacant Human Resource Manager position. Motion by Kinsley, 2nd by Thompson, to approve the recommendation. Motion carried.

County Board Chair Hal Helwig reported that consultant Carlson Dettmann is working on a draft of basic personnel administration policies for Sawyer County for review by the Committee and County Board.

The Committee determined to encourage regular department head meetings.

Motion by Thompson, 2nd by Kinsley, to convene into **closed session**, pursuant to sections 19.85(1)(c), (f), and (g), Wisconsin Statutes, for discussion of employee evaluations and compensation, for preliminary discussion of a specific personnel problem, and to discuss potential and pending litigation involving Sawyer County. 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 Schleeter, to reconvene into open session. Motion carried.

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

Minutes prepared by Sawyer County Clerk Kris Mayberry

REVISED 9/18/2014

Department	Options to reduce 2015 budget to meet levy limits	Savings \$\$\$
Airport	decrease fencing take out of reserve	40,000.00
	decrease improvement project take out of reserve	21,250.00
Clerk Circuit Court	eliminate one of two requested full time positions	56,759.00
Co Clerk	decrease Historical Society to 2014 budget	2,000.00
	decrease Fair to 2014 budget	8,750.00
	decrease Winter Library to 2014 budget	772.00
	decrease Northern Waters to 2014 budget	445.00
Emergency Mang	decrease contracted radio services	36,348.00
Forestry	increase stumpage revenue	100,000.00
	eliminate staff wage increases	17,534.00
Hwy	decrease general maintenance	10,000.00
	decrease winter maintenance	25,000.00
	decrease construction	15,000.00
Land Records	eliminate contracted GIS	60,000.00
Treasurer	increase sales tax revenue	50,000.00
UWEX	Family Living Agent back to 60%	11,528.00
	TOTAL	455,386.00
From Levy Limit Worksheet for 2014:		
	Maximum allowable Levy:	10,122,289.00
	Current Proposed Levy	<u>10,993,043.00</u>
	Shortfall	(870,754.00)
	use of 2013 surplus (revised after meeting - from \$150,000)	66,149.00
	health insurance savings	150,000.00
	Need to cut for 2013 levy	(654,605.00)
	Preliminary savings	<u>455,386.00</u>
		(199,219.00)

Kris Mayberry

From: Brigette Kornbroke <bkornbroke@sawyersheriff.org>
Sent: Friday, September 19, 2014 8:52 AM
To: Kris Mayberry; SCHULL, MARGIE; Roberts, Brittany
Cc: Melissa Roach; Helwig, Hal; KELSEY, MARK
Subject: RE: restructure 911 position

Kris,

The spreadsheet that was provided showed the increase in pay for the Dispatch Supervisor and the savings overall, which was over \$4000.00. This was all discussed at Public Safety so I am not sure why the committee members were not able to explain. I am also not sure on the formalities but Public Safety already approved the restructuring, so going back to them seems unnecessary. Chairman Helwig was at that meeting and specifically said that because there was no negative impact on the budget that the restructuring did not have to go any further. So I am not sure why this even went to County Board. Had I known that it was, Brittany would have been there to explain.

We have already advertised within for the Dispatch Supervisor position and plan on moving forward with it, as told in Public Safety. Let me know if you have any other questions.

Thanks,
Brigette

From: Kris Mayberry [<mailto:county.clerk@sawyercountygov.org>]
Sent: Friday, September 19, 2014 7:50 AM
To: Marge Schull; Brigette Kornbroke; Brittany Haag
Cc: Melissa Roach; Helwig, Hal
Subject: restructure 911 position

The Board had too many questions the Committee could not answer so they tabled the 911 position restructure for more information. They were not sure about new Dispatch Supervisor compensation and if increased – impact on savings/budget. I'm not sure if this should be explained, vetted more at Public Safety Committee or just come to October County Board to explain.

Kris

CURRENT

	<u>Wage</u>	<u>Longev.</u>	<u>Total Wage</u>	<u>Annual</u>	<u>Hours</u>	<u>Holiday</u>	<u>Total</u>	<u>FICA</u>	<u>Retirement</u>	<u>COMP</u>
Roberts	\$ 21.63		\$ 21.63	\$ 44,990.40	2080	\$ 2,076.48	\$ 47,066.88	\$ 3,600.62	\$ 3,144.07	\$ 127.08
Unknown	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Poppe	\$ 20.05	\$ 0.10	\$ 20.15	\$ 41,912.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Sabin	\$ 22.13	\$ 0.30	\$ 22.43	\$ 46,654.40	2080	\$ 2,124.48	\$ 48,154.88	\$ 3,683.85	\$ 4,675.84	\$ 130.02
Sulley	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Villiard	\$ 20.05	\$ 0.15	\$ 20.20	\$ 42,016.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Walter	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Welsch	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
				\$ 342,388.80		\$ 15,749.76	\$ 356,994.56	\$ 27,310.08	\$ 25,306.33	\$ 963.89

PROPOSED

	<u>Wage</u>	<u>Longev.</u>	<u>Total Wage</u>	<u>Annual</u>	<u>Hours</u>	<u>Holiday</u>	<u>Total</u>	<u>FICA</u>	<u>Retirement</u>	<u>COMP</u>
Roberts	\$ 21.63		\$ 21.63	\$ 39,366.60	1820	\$ 2,076.48	\$ 41,443.08	\$ 3,170.40	\$ 2,768.40	\$ 111.90
Unknown	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Poppe	\$ 20.05	\$ 0.10	\$ 20.15	\$ 41,912.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Sabin	\$ 22.13	\$ 0.30	\$ 22.43	\$ 46,654.40	2080	\$ 2,124.48	\$ 48,154.88	\$ 3,683.85	\$ 4,675.84	\$ 130.02
Sulley	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Villiard	\$ 20.05	\$ 0.15	\$ 20.20	\$ 42,016.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Walter	\$ 20.05		\$ 20.05	\$ 41,704.00	2080	\$ 1,924.80	\$ 43,628.80	\$ 3,337.60	\$ 2,914.40	\$ 117.80
Welsch	\$ 21.63		\$ 21.63	\$ 44,990.40	2080	\$ 2,076.48	\$ 47,066.88	\$ 3,600.62	\$ 3,144.07	\$ 127.08
				\$ 340,051.40		\$ 15,901.44	\$ 354,808.84	\$ 27,142.88	\$ 25,160.32	\$ 957.98

SAVINGS

	\$ 2,337.40	\$ (151.68)	\$ 2,185.72	\$ 167.21	\$ 146.01	\$ 5.90
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A total savings of:

\$ 4,690.56

E911 Coordinator/System Administrator/Financial Manager

Immediate Supervisor: Chief Deputy and Sheriff

Network Administrator Responsibilities:

- ❖ Develop and maintain both the internal computer network and the external computer network
- ❖ Troubleshoot day to day hardware and software issues with workstations and servers on both the internal and external computer network
- ❖ Install hardware and software on both the internal and external computer networks as needed for the department
- ❖ Train Officers and other staff in new technologies as they arise
- ❖ Maintain and troubleshoot the department telephone system
- ❖ Maintain and troubleshoot the 911 system
- ❖ Implement projects once funding has been secured
- ❖ Troubleshoots communications and data problems (internal/external networks) between Center users and Division staff

Financial Manager Responsibilities:

- ❖ Prepare and monitor the yearly departmental budget
- ❖ Prepare bi-weekly payroll for the department
- ❖ Review timecards of department employees to ensure accuracy and monitor overtime usage
- ❖ Develop and implement money saving procedures for the department
- ❖ Actively pursue and secure grant funding for department projects
- ❖ Handle departmental workers compensation claims, payroll adjustments, etc
- ❖ Interpret and apply WPPA Union contract as it relates to payroll, overtime division, scheduling
- ❖ Meet with management to develop departmental policies and procedures

Other

- ❖ Assist Dispatch Supervisor to plan, organize and implement operations in the Communications Division
- ❖ Perform Quality Assurance monitoring of calls for service and dispatches of Communications Center personnel
- ❖ Maintain and secure all digital 911 and radio recordings and provide copies of audio recordings as requested
- ❖ Work with CenturyLink and Land Records Department to ensure 911 data (MSAG and Extract) is accurate and complete
- ❖ Advise secretaries in the absence of their supervisors
- ❖ Investigates agency and citizen complaints regarding division operations
- ❖ Responds to open records request for copies of recorded radio transmissions or recorded phone lines in the Communication Center
- ❖ Assist Chief Deputy in scheduling road personnel
- ❖ Assists in the development of internal and external operational policies and procedures
- ❖ Act as the Department TraCS Administrator reviewing all citations and crash reports and transmitting them to the state
- ❖ Act as the Department TAC, ensuring compliance with all TIME system mandates , training and supervising monthly validations. (Dispatch supervisor is also a TAC)

Performs other related duties as assigned and needed

Dispatch Supervisor

Immediate Supervisor: 911 Coordinator, Chief Deputy and Sheriff

Communications Center Supervisor Responsibilities:

- ❖ Supervises the day-to-day operations and personnel of the Communications Center.
- ❖ Assist 911 Coordinator to plan, organize and implement operations in the Communications Division
- ❖ Develop and implement policies and procedures for the Communications Center and ensure they are followed
- ❖ Supervise Communications Center personnel under the direction of the 911 Coordinator and Chief Deputy
- ❖ Schedule Communications personnel to include approving vacations, holidays and other scheduled leaves
- ❖ Participate in hiring and discipline of Communications Center personnel
- ❖ Oversee FTO training of new and existing Communications Center personnel
- ❖ Ensure all equipment in the Communications Center is operational
- ❖ Assist on-duty dispatcher and provide breaks to on-duty dispatcher when needed
- ❖ Maintains necessary supplies checks
- ❖ Act as the Department TAC, ensuring compliance with all TIME system mandates , training and supervising monthly validations. (911 Coordinator is also a TAC)

**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
 - o 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
 - o Insures that all vehicles, equipment and supplies meet specifications as required by law
 - o Resolves all related problems

- Supervises ambulance crews, squad leaders, and First Responders
 - o Maintain adequate and correct records of personnel, license, biennial license renewal, address and telephone directories.
 - o Responsible for monitoring personnel assessments and disciplinary procedures.
 - o 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.
- 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, ratios, 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.

Kubota RTV Project

\$30,000 est.

\$16,000 Fire fighters (Fundraiser Account)

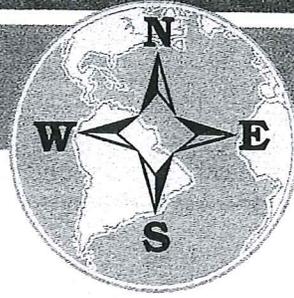
\$4,500 Sawyer CO.

\$4,500 American Birkebeiner

\$4,500 ATV club, snowmobile clubs,
Lions (Winter), Southern
Sawyer CO. Sportsmans club,

\$29,500 Total

SAWYER COUNTY, WISCONSIN



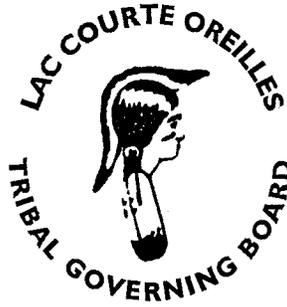
HAYWARD, WISCONSIN COUNTY SEAT

T-42-N	Lenroot NW Page 47	Lenroot NE Page 48	Spider Lake W Page 49	Spider Lake C Page 50	Spider Lake E Page 51		
T-41-N	Lenroot SW Page 41	Lenroot SE Page 43	Round Lake W Page 43				
	Hayward W Page 41	Hayward E Page 43	Round Lake WC Page 44	Round Lake EC Page 45	Round Lake E Page 46		
T-40-N	Bass Lake NW Page 31	Bass Lake NE Page 33	Hayward C Page 33	Hunter NW Page 34	Hunter NE Page 35	Winter NW Page 37	Draper NW Page 38
	Bass Lake SE Page 24			Hunter SW Page 25	Hunter SE Page 27		Draper NE Page 39
T-39-N	Bass Lake SW Page 22	Hayward S Page 24	Couderay NW Page 24	Radisson N Page 25	Ojibwa N Page 27	Winter NWC Page 28	Draper SW Page 29
	Sand Lake NW Page 22	Sand Lake NE Page 24	Couderay NE Page 25	Couderay SE Page 17	Ojibwa S Page 18		Draper SE Page 30
T-38-N	Sand Lake S Page 15	Couderay SW Page 16	Radisson SW Page 17	Ojibwa S Page 18	Winter WC Page 19	Winter NC Page 20	Winter NE Page 21
	Edgewater N Page 15			Radisson SE Page 18			
T-37-N	Edgewater S Page 8	Meteor Page 9	Weirgor Page 10	Meadow Brook Page 11	Winter SW Page 12	Winter SC Page 13	Winter SE Page 14
	R-9-W	R-8-W	R-7-W	R-6-W	R-5-W	R-4-W	R-3-W

TABLE OF CONTENTS



Legend	3
How To Read Your Maps	3
Business Listing	5-7
General Highway Map	52-53
City Maps	57-59
Alphabetical Listing For Plat Maps	60-72
Additional Names For Plat Maps	73
County Road Index	74-76



Pride Of The Ojibwa
13394 W Trepania Road
Hayward • Wisconsin • 54843
PHONE (715) 634-8934 • FAX (715) 634-4797

October 6, 2014

Hal Helwig, Chairman
Sawyer County Board of Supervisors
PO Box 836
Hayward, WI 54843

RE: Intergovernmental MOA – Use of \$100,000.00

Dear Mr. Helwig:

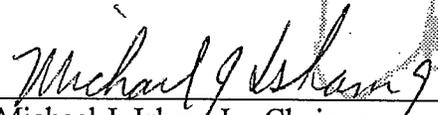
On May 17, 2007 the Lac Courte Oreilles Band of Lake Superior Chippewa Indians (the "Tribe") and Sawyer County (the "County") entered into an Intergovernmental MOA in order to jointly utilize \$100,000.00 of the Tribe's yearly gaming proceeds, as provided for in Section XXXII(A)(5) of the 2003 Amendment to the Lac Courte Oreilles Band of Lake Superior Chippewa Indians and the State of Wisconsin Gaming Compact of 1991. The purpose of the letter is to confirm the understanding of the Tribe and the County regarding allocation of 2014 funds, which is that each should be allocated \$50,000.00.

The Tribe agrees with this allocation as indicated by my signature below. If this arrangement is acceptable to the County, please countersign both originals of this letter, return one original to my office, and retain the other for your records.

Please do not hesitate to contact me with any questions.

AGREED:

AGREED:



Michael J. Isham Jr., Chairman
Lac Courte Oreilles Band of Lake Superior
Chippewa Indians

Hal Helwig, Chairman
Sawyer County Board of Supervisors

Date: _____

Date: _____

EXIT INTERVIEW QUESTIONNAIRE

- a) New job title
- b) New employer (name or type)
- c) General description of new responsibilities
- d) New salary and benefits package (specific or approximate)
- e) What were the most important factors in your deciding to accept a new job? Salary? Benefits? Time off? Something else?
- f) Why are you leaving your job?
- g) How do you feel about the feedback you received from your manager?
- h) What does the employee most regret leaving behind upon terminating County employment?
- i) What did you like best about your job?
- j) What did you like least about your job?
- k) Would you recommend the county to prospective employees?

Other comments the employee wishes to share.

Sawyer County Accounting/Payroll

Employee Check Off List:

Date

Completed

1. Collect key(s) to buildings and/or vehicles

2. Collect completed and signed Personnel Change Form

3. Collect and cancel County credit cards, tax exempt cards

 - Address automatic payments on credit cards
4. Notify County Vendors to Remove Charging Privileges

5. Verify forwarding address for W2 and final paystub

6. Review final paycheck and vacation payout process

7. Verify insurance coverage end date with Personnel Change Form

8. Provide email address for forwarding last pay stub

9. Review FLEX/HRA process with retiree

10. Verify leave balances with Personnel Change form

11. Send insurance cancelation notice

12. Send WRS termination notice

Employee

Signature: _____ Date _____

Supervisor

Signature: _____ Date _____

HR Dept

Signature: _____ Date _____

Sawyer County IT Services

Employee Check Off List:

Date _____

Completed

1. Delete User Account

2. Delete Email Account

3. Delete User's Drive on FileServer

4. Remove Username and Password from computer directories

5. Collect Access cards, ID cards/badges

6. If Sheriff Employee, remove logins from:

- Jail
- Saad
- CAD
- Other systems

7. Reset Phone Voicemail Message and Password

8. Turn over Laptop/Tablet

9. Computer (access authorization codes/passwords)

- Computer _____
- Email _____
- **Others Pertaining to Specific Department:**
- _____
- _____

10. Software Vendors Notified to Remove Access (done by supervisor)

Employee

Signature: _____ Date _____

Supervisor

Signature: _____ Date _____

IT Dept Signature:

_____ Date _____

JOB TITLE: Administrative Coordinator/Human Resources Director
DEPARTMENT: Administration
REPORTS TO: _____ Committee and County Board
FLSA STATUS: Exempt

I. GENERAL DESCRIPTION

The Administrative Coordinator/Human Resources Director is the primary professional advisor to the County Board and administers the day to day operations of the County including the development, supervision, and operation of the County, its departments, personnel and facilities.

II. SUPERVISION/DIRECTION RECEIVED AND EXERCISED

The Administrative Coordinator/Human Resources Director is accountable to the County Board for the administration of its policies and programs and acts under the direction of the _____ Committee and the County Board. The Administrative Coordinator/Human Resources Director supervises and directs department heads and staff consistent with the County's Personnel and Administrative Handbooks and applicable law.

III. DUTIES

A. Human Resources Management

Designated the Human Resources Director for the County. Responsible for administering an effective personnel program which includes employee records, position descriptions, employee development, employee evaluations, employee hiring, employee discipline and a compensation/employee benefit system consistent with the County's Personnel and Administrative Handbooks. The Administrative Coordinator/Human Resources Director's human resource management responsibilities include, without limitation:

1. Labor and Employment law compliance

Exercises overall responsibility and authority to ensure and require adherence to applicable labor and employment laws, regulations and policies.

2. Labor negotiations

Acts as lead negotiator for all union negotiations.

3. Supervision of department heads

Unless otherwise provided by law, exercises supervisory authority with respect to department heads consistent with the County's Personnel and Administrative Handbooks.

4. Personnel management

Exercises authority consistent with County ordinance and policy. Oversees, evaluates and makes recommendations on all personnel matters, including, without limitation, organization and staffing needs, hiring, planning, assigning and directing work, appraising performance, employee discipline, position classification and compensation and benefit programs. Implements and manages the County's Personnel and Administrative Handbooks. Recommends changes as necessary to comply with the law or to address operational issues.

5. Safety

Serves as County Safety Coordinator. Works with insurance carriers to reduce liability risks. Ensures compliance with all safety related laws and regulations. Develop and enforce safety policies and procedures in the County. Coordinates safety training and education in the County.

B. Financial Management

The Administrative Coordinator/Human Resources Director is responsible for overseeing all aspects of finance and accounting for the County including budgeting, spending, investing, revenue streams, debt, insurance, contracts, leases, auditing and safeguarding funds. The Administrative Coordinator/Human Resources Director's financial management responsibilities include, without limitation:

1. Budget preparation

- a. Meets with the Finance Committee early each fiscal year to establish procedures, format and priorities in the preparation of the annual budget;
- b. Prepares and submits the Administrative Coordinator/Human Resources Director's office budget;
- c. Attends budget review committee meetings;
- d. Assists the Finance Department in preparing and submitting the final recommended annual budget and capital improvement program to the Board;
- e. Exercises responsibility for administration of the annual budget and monitors departmental budget compliance; and

- f. Oversees the Capital Improvement Budget.

2. Financial reports, audits and planning

- a. In coordination with the Finance Department and Finance Committee, makes regular reports to the County Board to keep it fully advised as to the financial condition of the County and its future financial needs;
- b. Assists in developing financial plans in which revenues and expenditures are projected against anticipated County growth;
- c. Recommends methods of financing future needs;
- d. Examines or causes to be examined accounts, records and operations of all boards, commissions, departments, offices or agencies;
- e. Provides departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in applications for and procurement of such grants;
- f. Develops bonding projects for the County and makes subsequent recommendations to the County Board; and
- g. Monitors all issues on County and municipal debt which affect County bond ratings.

3. Insurance

Administers the County property, workers compensation, liability, employee and other insurance programs. Ensures that appropriate types and levels of insurance are in place based upon the County's assets and operations and that all claims are processed and referrals and recommendations are made to appropriate authorities. Maintains copies of all insurance policies covering the County. Prepares all bid information related to insurance programs.

4. Financial Policies, Loss Control and Contracts

- a. In coordination with the Finance Department, ensures that necessary financial policies, procedures and controls are in place and enforced in the County so as to safeguard the County's funds and any funds in the care, custody or control of the County;
- b. Oversees and assists in the care, custody and control of real and personal property of the county. Maintains an inventory of such property for insurance and accountability purposes; and
- c. Assists in the negotiation, execution and administration of contracts and leases on behalf of the County in conjunction with Corporation Counsel and the County Board.

C. Departmental and Program Coordination

1. General program implementation

- a. Accountable to ensure that all policies, programs, orders, ordinances, resolutions and regulations of the County Board are implemented and executed, whether directly or as delegated;
- b. Facilitates coordination of information between County Board and various County Board committees and departments;
- c. Supervises and coordinates the work of the departments and agencies under the direct jurisdiction or fiscal control of the Board;
- d. Conducts monthly staff meetings with department heads;
- e. Attends all meetings of the County Board except when excused;
- f. Advises and makes recommendations to the Board on matters within the Administrative Coordinator/Human Resources Director's administrative authority;
- g. On a monthly basis, presents to the Board all data pertaining to the responsibilities of the Board and/or all needs of business which come to his or her attention;
- h. Maintains and ensures the County's interests in all matters;
- i. Works collaboratively with the County Board, Elected Officials and Department Heads;
- j. Directs and implements the County's risk management and loss control functions;
- k. Confers and works with the Information Technology Department (IT) in utilizing information technology to support and evaluate County operations and ensure compliance with federal and state laws and regulations and County policies; and
- l. Confers with corporation counsel and/or outside counsel with respect to existing and potential legal issues and claims.

2. Organizational structure

- a. Assists in preparing and coordinates preparation of county board committee meeting agendas, packets, information and materials, with guidance as to form and format from the County Clerk.
- b. Assists the County Clerk in ensuring that all notices required for meetings to comply with Open Meetings Law are properly posted and distributed.
- c. Under guidance of the County Clerk, ensures that minutes of county board committee meetings are taken, approved and filed in an appropriate manner.
- d. Investigates transferring responsibility for specific functions between county departments and agencies or consolidating departments and agencies, and reports findings and recommendations to the _____ Committee

and the County Board. Implements departmental reorganizations or consolidations.

3. Support for policy development

- a. Prepares, provides or causes to be prepared or provided such reports, studies, data, and research as the Board and committees may require concerning county government operations;
- b. Prepares plans and programs for the Board's consideration in anticipation of future needs;
- c. Recommends adoption of new or revised ordinances, orders, resolutions programs and policies to promote the public interest and improve County services;
- d. Reviews with the Corporation Counsel, all resolution and ordinances; and
- e. Confers with County Board Chairperson and participates in committee meetings as necessary.

4. Real estate and property management

- a. Responsible, with the applicable committee, to ensure that all County property (real and personal) is maintained and in good repair;
- b. Assists in preparing long-range plans for the management of County properties and for construction and alteration of physical facilities needed to render County services properly, submitting such plans to the Board and recommending the priority of projects;
- c. Coordinates, with appropriate committee(s), the preparation of architectural plans for County buildings and their construction or modification; and
- d. Allocates space to County departments and agencies in coordination with the appropriate committee.

D. Intergovernmental and Public Relations

1. Federal, state and local government

- a. Maintains current knowledge of pending and existing legislation pertaining to county government including all employment laws;
- b. Solicits the County Board's positions on significant legislative matters;
- c. Invites other local units of government in the County to cooperate as necessary and appropriate;
- d. Coordinates County and County special district functions with federal, state and other county, municipal or special district functions as necessary;

- e. In conjunction with Corporation Counsel, negotiates all intergovernmental contracts on behalf of the County within policy parameters established by the County Board.

2. Public relations

- a. Receives complaints concerning County operations and refers them to the appropriate committee, Department Head or Corporation Counsel as appropriate;
- b. Conducts investigations as appropriate or directed by a committee or the County Board, reporting findings to the appropriate parties;
- c. Serves as the Board's representative in communications with County officers, boards and commissions and with other federal, state or local government agencies.

IV. WORK ENVIRONMENT

The Administrative Coordinator's work is generally sedentary with occasional walking or standing and is performed in a general office setting with minimal presence of hazards.

V. KNOWLEDGE, SKILLS AND ABILITIES

The Administrative Coordinator/Human Resources Director should possess the knowledge and ability to perform the duties of this job description and should further have the following:

- A. Broad and comprehensive knowledge of current management principles, practices and techniques as they pertain to local governmental administration including: coordination of varied activities of an organization and staff; budgeting and budgetary control; fiscal analysis and management; personnel management, public sector labor relations and contract negotiations; equal employment opportunity principles; labor and employment laws and other federal and state laws and regulations which impact operations; strategic and organizational planning; program development and evaluation; management information systems; information technology (IT) systems, operations and issues; organizational behavior, psychology, and development; risk management and safety; professional standards of practice and ethics.
- B. Ability and skill to plan, organize and direct the administrative, financial, and operational functions of county government. Knowledge of cash management, bonding and capital outlay, internal auditing and controls, purchasing and inventory management and financial reporting. Knowledge of funding resources including public and private grant availability and procedures.

- C. Ability to develop, recommend and implement effective plans and programs and objectively evaluate progress toward goals and timetables.
- D. Excellent interpersonal and public relations skills including ability to develop and effectively represent ideas and concepts and present information verbally and in writing to the County Board and its committees, management, employees, governmental agencies, news media and the general public. Ability to respond to common inquiries or complaints from the public, regulatory agencies, Department Heads, employees or County Board members.
- E. Ability to establish and maintain effective working relationships with County officials, officers, Department Heads, management, employees and the general public.

VI. REQUIRED QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in business management, public administration, government, finance, economics, accounting, investment or a related field.

At least seven (7) or more years of experience in personnel management, financial management, supervision and administration as well as state and federal labor and employment principals.

Prefer County residency.

VII. APPOINTMENT AND REMOVAL

The Administrative Coordinator/Human Resources Director shall be appointed by majority vote of the county board. The incumbent shall serve at the pleasure of the county board and is removable by majority vote of the county board, with or without cause.

HR-ADMIN COORDINATOR

Account		2013 Actual	Orig 2014 Budget	6 month 2014 total	2014 Estimate	2015 Budget
100	13 Human Resources Expense					
100-13-51430-50111	Regular Salaries	-62,431.20	-63,058.00	-28,492.00	63,058.00	80,000.00
100-13-51430-50144	Term Life Ins./Employer's Share	-11.47	-11.00	-6.06	11.00	15.00
100-13-51430-50147	Workers Comp	0.00	-170.00	0.00	170.00	216.00
100-13-51430-50151	FICA-Employer's Share	-4,606.34	-4,824.00	-2,101.00	4,824.00	6,120.00
100-13-51430-50152	Retirement-Employer's Share	-4,128.28	-4,414.00	-2,027.93	4,414.00	5,344.00
100-13-51430-50154	Hospital and Health Insurance	0.00	0.00	0.00	0.00	23,867
100-13-51430-50155	Flex Administration Fees	-44.22	-47.00	-22.14	47.00	47.00
100-13-51430-50215	Safety Program/Training	0.00	-600.00	0.00	300.00	300.00
100-13-51430-50218	Professional Services	-35,000.00	0.00	0.00	0.00	0.00
100-13-51430-50225	Telephone	-324.70	-250.00	-130.94	250.00	250.00
100-13-51430-50311	Postage	-220.22	-300.00	-226.68	300.00	300.00
100-13-51430-50312	Office Supplies	-1,244.43	-1,200.00	-897.98	800.00	800.00
100-13-51430-50313	Printing	0.00	-600.00	0.00	350.00	500.00
100-13-51430-50325	Registration Fees	-430.00	-500.00	-773.20	850.00	1,000.00
100-13-51430-50329	Dues/Subscriptions	-470.00	-500.00	-75.00	75.00	250.00
100-13-51430-50335	Meal Expenses	-45.81	-100.00	-71.65	0.00	100.00
100-13-51430-50339	Travel	-3,216.92	-2,000.00	-1,511.78	2,100.00	2,000.00
100-13-51430	Labor Relations Expenses				77,549.00	121,109.00
100	13 Human Resources Expense TOTAL	-112,173.59	-78,574.00	-36,336.36	77,549.00	121,109.00

minutes of the meeting of the **Public Safety Committee** (recorded by Margie Schull)

Sawyer County Board of Supervisors
October 7, 2014; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

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

Others present: Clerk of Court Claudia Burgan, Hon. Judge Gerald Wright, Animal Control Officer Sherrie Shelton, Emergency Management Director Pat Sanchez, Interim Ambulance Director Eric Nilson, Sheriff Mark Kelsey, Chief Deputy Brigette Kornbroke, Lt. Joe Sajdera, K9 Deputy Nick Al-Moghrabi, 911 Supervisor Brittany Haag, County Board Member Warren Johnson, John Kruk, Terry Patenaude

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

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

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

Court System Report

Judge Wright advised that the number of backlogged cases has decreased.

Judge Wright advised that he and members of law enforcement attending training on a new law concerning firearms surrender which goes into effect November 1, 2014, and which covers such situations as domestic injunctions, child abuse, harassment and vulnerable adult injunctions.

District Attorney's Report

District Attorney Poquette was not present.

Sheriff's Report

Sheriff Kelsey and Chief Deputy Kornbroke discussed that a proposal to restructure the 911 Coordinator Position had been approved at the September, 2014, Public Safety Committee meeting and County Board Chair Helwig advised that further approval was not needed. Chief Deputy Kornbroke advised the restructure of the position would result in a savings of approximately \$4,000.00. Chief Deputy Kornbroke advised that the matter was subsequently placed on the Administration Committee agenda and that committee recommended County Board approval. The County Board subsequently voted to table consideration of the Public Safety Committee's recommendation to obtain additional information about the proposal. Chief Deputy Kornbroke inquired why the matter had been placed on the County Board agenda. Discussion followed and Chief Deputy Kornbroke advised that she and current 911 Coordinator Brittany Haag would attend the September County Board meeting to address any further questions or concerns.

Chief Deputy Kornbroke and Sheriff Kelsey requested the addition of \$2,000.00 in the sheriff's department budget annually for maintenance of the K9 program. Deputy Al-Moghrabi explained that current funds will support the K9 program for approximately two years if no unforeseen medical expenses arise. Chief Deputy Kornbroke advised that fund-raising will continue for the program. The committee discussed that if funding became an issue in the future it could be brought back to the committee to be addressed at that time. The committee recognized the value of the K9 program to the county.

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

Sheriff Kelsey advised that another Street Survival Training course would be offered in St. Paul next spring and requested that a member or members of the Public Safety Committee consider attending the training. Sheriff Kelsey advised he would present further information in the future.

Sheriff Kelsey advised the Committee that a youth police academy is being formed by the City of Hayward Police Department, the LCO Police Department and the Sawyer County Sheriff's Department. He advised that it will consist of eight or nine sessions and will include high school youth from the county who are interested in possible careers in law enforcement.

Lt. Sajdera presented the monthly jail report. He advised that the number of female inmates is high and that some are being housed in Bayfield County. He advised that the new bunks for double-bunking should be built by the end of the month.

Chief Deputy Kornbroke advised that she anticipates making a recommendation at the November Public Safety Committee meeting regarding the purchase of new repeaters. Chief Deputy Kornbroke had advised the Committee at the September meeting that she estimated the cost of the new repeaters at \$2,300.00 per squad car.

Chief Deputy Kornbroke expressed thanks to the Winter Fire Department for donating Subway sandwiches to the dispatch center. Terry Patenaude of the Winter Fire Department commended the dispatch center for all of their assistance in working with the Winter Fire Department.

Animal Control

Animal Control Officer Shelton presented her monthly report. Shelton advised that she has tee shirts available for sale in support of the Sawyer County Sheriff's Department K9 Program and that all proceeds from the sale of the tee shirts will be given to the K9 Program. She will bring the shirts to the November Public Safety meeting.

Animal Control Officer Shelton advised that she and Chief Deputy Kornbroke attended the State Humane Officer Training in Madison and were well received. She advised that some of the documents developed in Sawyer County are now being used as training materials for other agencies.

Coroner

Coroner Dokkestul was not present and his monthly report was distributed. Coroner Dokkestul had provided the committee with documentation regarding his appointed deputy coroners as had been requested at the September meeting.

Thompson moved and Zietlow seconded to approve out of county travel for the Coroner as presented in his report. Motion carried.

Emergency Management

Emergency Management Director Pat Sanchez advised that she had presented the Volunteer Management Plan to the Committee in a previous email and advised that the plan is on file. Schleeter moved and Zietlow seconded to acknowledge existence of the Sawyer County Volunteer Management Plan. Motion carried.

Sanchez informed the Committee that she has been assisting municipalities with the Wisconsin Disaster Fund application. She advised that disaster costs from the recent storm exceeded \$620,000.00, of which \$434,185.00 will get reimbursed back to communities for debris management, roads and public safety costs.

Sanchez advised that the Veterans Disaster Response Team has received a donation of \$1,000.00.

John Kruk addressed the Committee regarding WISCOM restructuring.

Voight moved and Bassett seconded to approve out of county travel for Pat Sanchez to attend the WEMA Conference in Oshkosh from October 14-16. Motion carried.

Ambulance Report

Eric Nilson advised the committee of the numbers of runs and transfers handled by the ambulance department in the last month. Nilson asked the Committee if the EMT overtime issue has been resolved. It was discussed that overtime is being looked into for the past two years and it was believed that Melissa Roach, Accounting Manager, is working on the issue. It was requested that Ms. Roach report to the Committee on this issue at the November Public Safety Committee meeting.

The Committee requested that Nilson provide a budget update at the November Public Safety Committee meeting.

Purchase options for a new ambulance were discussed.

In-house billing for the ambulance department was discussed. Nilson advised that the billing clerk has been hired and it is not believed that the in-house billing will begin until December or the first part of 2015 due to training required.

Terry Patenaude of the Winter Fire Department requested that the County contribute \$4,500.00 toward the purchase of a Kubota UTV to be used for trail rescues. Patenaude advised the UTV would be housed at the Winter Fire Hall and could be used for other purposes as well. He advised that the firefighters' account would contribute \$16,000.00 toward the purchase of the UTV and he would be requesting funds from other county organizations that would benefit from the use of the UTV. The total cost of the Kubota UTV is estimated at \$29,500.00. Discussion followed. Schleeter moved and Thompson seconded to forward the matter to the County Board without a recommendation. Motion carried.

The Ambulance Service Department Director position was discussed. It was discussed that on May 28, 2014, the County Board approved the appointment of Eric Nilson to serve as the Interim Ambulance Service Department Director for a period of six months. It was noted that at the September 11, 2014, Administration Committee meeting, Accounting Manager Melissa Roach was requested to obtain or develop a proposed position description. County Clerk Kris Mayberry provided the Committee with the job description that he had on file for the position. Thompson moved and Schleeter seconded to recommend to the Administration Committee to approve the proposed job description and to begin advertising the position. Motion carried.

Vouchers

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

Zietlow moved and Bassett seconded to adjourn the meeting at 10:20. Motion carried.

Accounting Manager

Work Report October 09, 2014 Admin Committee Meeting

Audit – Reviewing draft of the 2013 Financial Statements.

Cost Audit – Completed and distributed to Health & Human Services and Child Support.

Ambulance Billing- Full Time Ambulance Billing Clerk started September 29. Working on online billing coding training and Medicare/Medicaid.

Budgets – Entering changes to the budget. When this is completed will start the public hearing publication due to the paper no later than October 20.

Document Management – Installation complete. Started scanning Accounts Payable, working well. Will start with other departments next.

Insurance Claims – Insurance claim for Sheriff's department, Hwy and Veterans. Working with insurance adjuster on storm damage claims.

Workers Comp- one new claim.

HR- Social worker position interviews, position offered and accepted by both individuals. New hire work paperwork has been completed. Start date October 6 and other on October 27.

Health Insurance-Insurance savings if increased deductible to employees. Employees will still only pay 12% of their contributions and will lower there premium by a few dollars. This plan is recommended from the insurance company. Making changes in increments is what they highly recommend. This will prepare us for reducing our benefits to prepare for the Cadillac tax to go in to effect in 2018.

Policy Handbook-Barb Petkovsek from Carlson Dettman is working on the policy handbook. She ran into some problems with page breaks and the format. Plans to have a revised copy soon.

Projects in progress:

- Insurance Billing spreadsheet for liability.
- Financial Procedures Manual

Account	Expense	Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used
100-00-*	General	0	0	4,838.85	-4,838.85	0.0
100-01-51110	County Board Expenses	91,300	91,300	64,287.28	27,012.72	70.4
100-03-51210	Circuit Court Expenses	482,848	482,848	318,653.46	164,194.54	65.9
100-03-51250	Law Library	4,076	4,076	2,848.12	1,227.88	69.8
100-03-51260	Guardian Ad Litem Fees	37,000	37,000	14,097.70	22,902.30	38.1
100-05-51240	Family Court Commissioner	18,000	18,000	12,000.00	6,000.00	66.6
100-09-51270	County Coroner Expenses	36,290	36,290	32,388.59	3,901.41	89.2
100-10-51511	Accounting Manager Expenses	95,869	95,869	68,808.79	27,060.21	71.7
100-11-51420	County Clerk Expenses	198,402	198,402	158,683.26	39,718.74	79.9
100-11-51440	Election Expenses	45,100	45,100	21,425.60	23,674.40	47.5
100-13-*	Human Resources	0	0	-4,241.74	4,241.74	0.0
100-13-51430	Labor Relations Expenses	78,574	78,574	60,557.25	18,016.75	77.0
100-14-51450	IT Operations	213,787	216,907	155,666.47	61,240.53	71.7
100-17-51520	County Treasurer Expenses	217,722	217,722	145,418.35	72,303.65	66.7
100-17-51910	Tax Deed Expenses	12,600	12,600	16,078.90	-3,478.90	127.6
100-19-51310	District Attorney Expenses	158,405	158,405	107,646.50	50,758.50	67.9
100-23-51710	Register of Deeds Expenses	203,236	203,236	130,593.78	72,642.22	64.2
100-23-51715	Laredo Expense	5,000	5,000	2,877.77	2,122.23	57.5
100-24-51267	Land Records Expenses	255,524	255,524	129,901.60	125,622.40	50.8
100-25-51720	County Surveyor Expenses	233,551	233,551	187,613.68	45,937.32	80.3
100-25-51735	Surveyor Corner Restoration Exp.	6,000	6,000	900.00	5,100.00	15.0
100-26-55650	University Extension Office	183,802	183,802	83,856.61	99,945.39	45.6
100-26-56119	UW Extension Program Fund Exp.	1,000	1,000	0.00	1,000.00	0.0
100-27-56400	Zoning Expenses	393,733	393,733	270,685.15	123,047.85	68.7
100-28-56201	Forestry Department	330,619	330,619	237,810.18	92,808.82	71.9
100-29-56120	Fish Hatchery Park Project	3,500	3,500	970.76	2,529.24	27.7
100-30-52800	911 System	19,700	19,700	9,177.27	10,522.73	46.5
100-31-51600	Maint./Custodial Expenses	356,852	356,852	271,235.54	85,616.46	76.0
100-33-51430	Labor Relations Expenses	5,828	5,828	26,904.48	-21,076.48	461.6
100-33-51437	Corporation Counsel	25,000	25,000	9,795.00	15,205.00	39.1
100-33-51510	Independent Auditing	42,000	42,000	0.00	42,000.00	0.0
100-33-51513	State Assessment-Interest on UC	2,000	2,000	0.00	2,000.00	0.0
100-33-51515	Cost Allocation Audit	3,500	3,500	0.00	3,500.00	0.0
100-33-51518	Financial System	19,120	19,120	19,120.00	0.00	100.0
100-33-51960	Property Liability Insurance	162,000	162,000	123,726.18	38,273.82	76.3
100-33-51970	Worker's Compensation Ins.	53,855	53,855	415,686.60	-361,831.60	771.8
100-33-55110	Northern Waters Library System	22,264	22,264	22,264.00	0.00	100.0
100-33-55111	Reimb. Out of County Libraries	45,175	45,175	45,174.79	0.21	100.0
100-33-55115	Sherman & Ruth Weiss Community L	139,882	139,882	139,882.00	0.00	100.0
100-33-55116	Winter Public Library	53,358	53,358	53,358.00	0.00	100.0
100-33-55210	Historical Society	5,000	5,000	5,000.00	0.00	100.0
100-33-55460	Sawyer County Fair	26,250	26,250	26,250.00	0.00	100.0
100-33-55470	Courthouse/Sheriff 800 Number	600	600	0.00	600.00	0.0
100-33-56300	Regional Planning Commission	34,615	34,615	34,615.00	0.00	100.0
100-33-56320	Project ITBEC (Economic Devel.)	3,000	3,000	3,000.00	0.00	100.0
100-33-56451	Indianhead Comm. Action Agency	1,200	1,200	300.00	900.00	25.0
100-33-56670	Senior Resource Center	86,464	86,464	86,464.00	0.00	100.0
100-33-56700	Hayward Lakes Visitors & Conv.	43,500	43,500	43,500.00	0.00	100.0
100-33-59102	Color Copier Expenses	5,000	5,000	0.12	4,999.88	0.0
100-33-59105	Contingency Fund	62,942	59,822	0.00	59,822.00	0.0
100-33-59115	Clean Sweep Program	10,087	10,087	9,543.25	543.75	94.6
100-35-52110	Sheriff's Expenses	2,263,254	2,263,254	1,516,545.57	746,708.43	67.0
100-35-52113	Diving Team	2,500	2,500	2,538.70	-38.70	101.5
100-35-52120	Repair/Maintenance-Vehicles	155,750	155,750	89,447.49	66,302.51	57.4
100-35-52700	Jail Expenses	1,943,767	1,954,412	1,180,340.71	774,071.29	60.3
100-35-52705	Dispatchers	660,707	660,707	424,583.40	236,123.60	64.2
100-35-52710	Jail Custodial	79,089	79,089	53,653.50	25,435.50	67.8
100-35-57210	Capital Outlay/Vehicles	115,000	124,126	126,406.42	-2,280.42	101.8

Account		Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used
General Fund	Expense					
100-37-56800	Dog	78,055	78,055	54,310.39	23,744.61	69.5
100-38-52300	Ambulance Expenses	1,218,531	1,218,531	1,017,425.14	201,105.86	83.5
100-41-52500	Emergency Government Expenses	88,006	88,006	92,717.43	-4,711.43	105.3
100-41-52600	EPCRA Emergency Govt. Exp.	5,250	5,250	52.50	5,197.50	1.0
100-47-53510	Airport Expenses	96,175	96,175	61,198.86	34,976.14	63.6
100-56-54500	Child Support Expenses	304,814	304,814	222,828.80	81,985.20	73.1
100-57-54710	Veteran's Relief	0	0	602.36	-602.36	0.0
100-57-54720	Veteran's Office	165,013	165,013	117,295.05	47,717.95	71.0
100-57-54730	Care of Veteran's Graves	5,000	5,000	4,944.00	56.00	98.8
Expense	TOTAL	11,716,041	11,735,812	8,534,253.46	3,201,558.54	72.7

Account	Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used
General Fund					
Revenue					
100-00-41115	0	0	-330,278.01	330,278	1.0
100-00-41150	2,400	2,400	16,552.65	-14,153	689.6
100-00-41151	18,000	18,000	24,630.35	-6,630	136.8
100-00-41151-125	20,000	20,000	4,184.89	15,815	20.9
100-00-41152	0	0	94.90	-95	1.0
100-00-41801	350,000	350,000	238,298.97	111,701	68.0
100-00-41802	75,000	75,000	59,576.37	15,424	79.4
100-00-41803	6,000	6,000	11,415.11	-5,415	190.2
100-00-41804	4,000	4,000	4,459.52	-460	111.4
100-00-41806	7,000	7,000	5,855.00	1,145	83.6
100-00-41807	12,000	12,000	11,000.00	1,000	91.6
100-00-43301	2,844	2,844	0.00	2,844	0.0
100-00-43302	12,000	12,000	17,231.40	-5,231	143.6
100-00-43400	1,500,000	1,500,000	1,050,181.25	449,819	70.0
100-00-43410	174,878	174,878	26,231.84	148,646	15.0
100-00-43415	53,000	53,000	52,328.79	671	98.7
100-00-43594	2,236	2,236	0.00	2,236	0.0
100-00-46810	1,305,000	1,305,000	1,057,044.47	247,956	81.0
100-00-48100	25,000	25,000	19,595.49	5,405	78.3
100-00-48110	150	150	754.46	-604	502.9
100-00-48200	0	0	2,800.00	-2,800	1.0
100-00-48300	60,000	60,000	46,359.47	13,641	77.2
100-00-48600	400	400	249.00	151	62.2
100-00-48610	0	0	41.52	-42	1.0
100-00-49210-100	40,000	40,000	0.00	40,000	0.0
100-00-49210-200	50,000	50,000	0.00	50,000	0.0
100-00-49220	0	0	4,000.00	-4,000	1.0
100-03-43596	15,000	15,000	13,937.00	1,063	92.9
100-03-45105	52,000	52,000	52,275.00	-275	100.5
100-03-45106	5,000	5,000	2,328.41	2,672	46.5
100-03-45107	20,000	20,000	11,683.23	8,317	58.4
100-03-45108	32,000	32,000	26,063.25	5,937	81.4
100-03-45120	92,500	92,500	18,471.70	74,028	19.9
100-03-45121	3,000	3,000	279.88	2,720	9.3
100-03-46140	144,000	144,000	108,636.93	35,363	75.4
100-03-46451	20,500	20,500	6,104.15	14,396	29.7
100-09-46128	7,000	7,000	7,000.00	0	100.0
100-09-46129	6,000	6,000	4,600.00	1,400	76.6
100-11-44200	2,000	2,000	1,830.00	170	91.5
100-11-46110	200	200	152.50	48	76.2
100-11-46115	4,000	4,000	0.00	4,000	0.0
100-14-46125	500	500	412.95	87	82.5
100-17-46120	50	50	172.68	-123	345.3
100-17-46122	400	400	400.00	0	100.0
100-23-41230	55,000	55,000	50,271.64	4,728	91.4
100-23-46130	125,000	125,000	78,339.06	46,661	62.6
100-23-46135	12,000	12,000	9,940.28	2,060	82.8
100-24-46170	1,500	1,500	527.65	972	35.1
100-25-46175	9,000	9,000	8,880.50	120	98.6
100-25-49220	40,000	40,000	0.00	40,000	0.0
100-26-43573	1,000	1,000	0.00	1,000	0.0
100-26-46770	0	0	2,500.00	-2,500	1.0
100-26-46771	0	0	10,349.00	-10,349	1.0
100-27-43575	10,000	10,000	0.00	10,000	0.0
100-27-44300	42,000	42,000	21,091.28	20,909	50.2
100-27-44303	9,150	9,150	1,175.00	7,975	12.8
100-27-44304	59,000	59,000	45,275.00	13,725	76.7
100-27-44401	4,000	4,000	2,400.00	1,600	60.0

Account	Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used	
General Fund						
100-27-44402	Land use permits	70,000	70,000	57,851.00	12,149 82.6	
100-28-43584-125	Camping Fee Revenues	300	300	672.00	-372 224.0	
100-29-43576	Fish Hatchery Park Donations	800	800	400.00	400 50.0	
100-29-49220	Transfer from Spec. Rev. Fund	2,700	2,700	0.00	2,700 0.0	
100-30-44320	User Collections/New Dwellings	10,000	10,000	10,160.00	-160 101.6	
100-31-48309	Sale of misc property	700	700	1,503.03	-803 214.7	
100-33-43516	Proceeds from Fair Association loan	1,000	1,000	1,000.00	0 100.0	
100-33-43521	Proceeds from Weiss Library Loan	25,000	25,000	25,000.00	0 100.0	
100-33-43522	Environmental Impact Fee	48,809	48,809	48,809.00	0 100.0	
100-35-43211	Federal Aid/Campground Patrol	2,000	2,000	1,920.00	80 96.0	
100-35-43518	Truacy Officer Aid	34,200	34,200	34,200.00	0 100.0	
100-35-43523	State Aid/Police Training	9,000	9,000	5,600.00	3,400 62.2	
100-35-43524	State Aid-Misc.	0	0	440.00	-440 1.0	
100-35-43527	State Aid/Bullet Proof Vests	2,000	2,000	4,920.00	-2,920 246.0	
100-35-43532	St. Aid-Mobilization Grant	5,000	5,000	0.00	5,000 0.0	
100-35-43535	Transport Restitution	0	0	873.43	-873 1.0	
100-35-43536	Squad Car Sales	20,000	20,000	15,000.00	5,000 75.0	
100-35-46180	Dive Team Donations	0	0	600.00	-600 1.0	
100-35-46204	Inmate Medical	8,000	8,000	0.00	8,000 0.0	
100-35-46210	Sheriff's Fees	44,000	44,000	25,611.74	18,388 58.2	
100-35-46240	Board of Prisoners	100,000	100,000	59,162.04	40,838 59.1	
100-35-46241-809	Donations to Project	0	0	2,000.00	-2,000 1.0	
100-35-46242	Booking Fees	3,100	3,100	1,428.15	1,672 46.0	
100-35-46243	Vehicle License Plates	6,300	6,300	3,905.75	2,394 62.0	
100-35-46245	Reimbursed Wages	8,000	8,000	4,582.18	3,418 57.2	
100-35-46246	Impound Fees	0	0	325.00	-325 1.0	
100-35-46247	OWI Blood Draws	0	0	22.15	-22 1.0	
100-35-47290	Probation & Parole	25,000	25,000	0.00	25,000 0.0	
100-37-46800	Rabies Clinic Revenues	0	0	2,834.00	-2,834 1.0	
100-37-48510	Dog Pound Revenues	5,000	5,000	9,355.00	-4,355 187.1	
100-37-49220	Transfer from Spec. Rev. Fund	25,000	25,000	0.00	25,000 0.0	
100-38-46230	Ambulance Fees	1,000,000	1,000,000	492,293.48	507,707 49.2	
100-38-46231	Ambulance Fees Other	0	0	3,610.00	-3,610 1.0	
100-41-43590	State Aid/Emergency Govt. Revenue	36,502	36,502	18,977.25	17,525 51.9	
100-41-43592	State Aid/LEPC	5,434	5,434	2,907.00	2,527 53.5	
100-41-43613	State Aid/Hazmat	0	0	5,303.00	-5,303 1.0	
100-41-46600	Public Charges for Services	0	0	1,330.50	-1,331 1.0	
100-41-47410	Chrgs to Depts	0	0	300.90	-301 1.0	
100-41-48506	Donations-Hazmat	0	0	1,000.00	-1,000 1.0	
100-41-48507	Donations-Search and Rescue	0	0	16,315.00	-16,315 1.0	
100-41-48600	Misc. General Revenue	0	0	5,974.00	-5,974 1.0	
100-47-46340	Airport Fuel Flowage Fees	12,000	12,000	5,221.25	6,779 43.5	
100-47-46345	Hangar Leases/Septic Easements	21,500	21,500	12,808.50	8,692 59.5	
100-47-46346	Vehicle Parking Revenues	750	750	610.00	140 81.3	
100-56-43562	St. Aid/Child Support Dir. Costs	242,114	242,114	96,476.90	145,637 39.8	
100-56-43563	St. Aid-Child Support Indirect C	34,326	34,326	17,319.35	17,007 50.4	
100-56-43564	State Aid-Incentive Payments	52,000	52,000	20,515.20	31,485 39.4	
100-56-43569	FCC Cooperative Agreement	1,500	1,500	904.20	596 60.2	
100-56-43572	CCC Cooperative Agreement	4,500	4,500	883.40	3,617 19.6	
100-56-44601	Appl. Service, Intercept Fees	15	15	0.00	15 0.0	
100-57-46250	Veterans' Trans. Fees	10,200	10,200	8,000.00	2,200 78.4	
100-57-49220	Transfer from Spec. Rev. Fund	4,000	4,000	0.00	4,000 0.0	
Revenue	TOTAL	6,372,458	6,372,458	3,836,628.93	2,535,829.07	60.2
General Fund	NET	-5,343,583	-5,363,354	-4,697,624.53	-665,729.47	87.5

Account	Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used
Special Funds					
Expense					
200-00-51266 Jail Assessment Expenses	18,000	18,000	18,810.01	-810.01	104.5
201-00-51265 Court Mediation Expenses	6,780	6,780	3,864.50	2,915.50	57.0
210-00-51267 Land Records Expenses	44,000	44,000	5,000.00	39,000.00	11.3
212-00-51268 Land Information Grant Expenses	13,800	13,800	12,425.00	1,375.00	90.0
213-00-54700 Veteran's Grant Expenses	8,500	8,500	2,011.74	6,488.26	23.6
214-00-54710 Veteran's Relief	2,000	2,000	0.00	2,000.00	0.0
216-00-* General	0	0	29,139.17	-29,139.17	0.0
217-00-* General	0	0	1,640.56	-1,640.56	0.0
218-00-51500 Plat Book Purchase	35,000	35,000	4,080.90	30,919.10	11.6
220-00-52230 Service Garage	170,191	170,191	83,026.59	87,164.41	48.7
222-00-* General	0	0	1,860.43	-1,860.43	0.0
223-00-57305 Car Pool of County Vehicles Expe	0	0	1,000.00	-1,000.00	0.0
225-60-54106 HHS-Administration	0	0	149,252.32	-149,252.32	0.0
225-60-55002 Salaries-Human Services	0	0	3,889.31	-3,889.31	0.0
225-60-55072 Board Expenses (HS)	0	0	3.82	-3.82	0.0
225-61-54107 HHS-ADRC	745,827	745,827	578,167.20	167,659.80	77.5
225-62-54108 HHS-AODA/MH	2,215,398	2,215,398	1,554,027.87	661,370.13	70.1
225-63-54109 HHS-Children & Family	1,738,884	1,738,884	1,227,370.43	511,513.57	70.5
225-64-54110 HHS-Econ Support	570,215	570,215	418,418.28	151,796.72	73.3
225-65-54111 HHS-PH	647,700	647,700	331,374.04	316,325.96	51.1
229-00-52140 Snowmobile Law Enforcement	71,689	71,689	42,690.03	28,998.97	59.5
231-00-52150 Tribal Law Enforcement	52,658	52,658	17,766.79	34,891.21	33.7
232-00-52700 Jail Expenses	30,000	30,000	13,556.74	16,443.26	45.1
237-00-56120 Fish Hatchery Park Project	0	0	540.94	-540.94	0.0
240-00-56200 Resource Development Fund	175,520	175,520	80,285.78	95,234.22	45.7
242-00-56122 Wildlife Habitat Prog Exp.	5,722	5,722	28,000.00	-22,278.00	489.3
244-00-56205 Sustainable Forestry Grant Exp.	15,768	15,768	15,609.00	159.00	98.9
245-00-56100 Forestry Fund	34,186	34,186	24,991.55	9,194.45	73.1
246-00-56150 Land Conservation	312,819	312,819	184,981.31	127,837.69	59.1
247-00-56171 Wildlife Damage Program	37,450	37,450	8,852.43	28,597.57	23.6
249-00-56200 Resource Development Fund	188,562	188,562	77,508.84	111,053.16	41.1
250-00-56800 Dog	0	0	2.04	-2.04	0.0
255-00-* General	50,000	50,000	0.00	50,000.00	0.0
256-00-56106 Sawyer Co./LCO Transportation Co	100,000	100,000	100,000.00	0.00	100.0
300-00-58100 Principal on Debts	140,000	140,000	140,000.00	0.00	100.0
300-00-58200 Interest on Debts	38,015	38,015	38,015.00	0.00	100.0
300-00-58300 Bonding Costs	363	363	363.00	0.00	100.0
411-00-54725 Capital Outlay/Van Purchase	9,000	9,000	4,000.00	5,000.00	44.4
426-00-56107 Transit Bldg. Construction Costs	50,000	50,000	214,294.84	-164,294.84	428.5
701-45-53110 Highway Administration	197,147	197,147	180,787.05	16,359.95	91.7
701-45-53182 Local Bridge Aid	212,630	212,630	2,906.21	209,723.79	1.3
701-45-53191 Supervision	106,971	106,971	82,924.16	24,046.84	77.5
701-45-53192 Radio Expense	2,000	2,000	4,455.32	-2,455.32	222.7
701-45-53193 General Public Liability Expense	33,000	33,000	30,177.00	2,823.00	91.4
701-45-53210 Employee Taxes and Benefits	879,281	879,281	4,820.89	874,460.11	0.5
701-45-53220 Field Small Tools	7,400	7,400	3,324.32	4,075.68	44.9
701-45-53230 Shop Operations	0	0	56,886.04	-56,886.04	0.0
701-45-53232 Fuel Handling	0	0	-2,869.59	2,869.59	0.0
701-45-53240 Machinery Operations	1,090,000	1,090,000	470,550.99	619,449.01	43.1
701-45-53241 Equipment	430,000	430,000	-846,728.89	1,276,728.89	-196.9
701-45-53270 Buildings/Grounds Operations	0	0	73,025.90	-73,025.90	0.0
701-45-53310 CTH General Maintenance	980,920	980,920	387,627.96	593,292.04	39.5
701-45-53311 CTH Winter Maintenance	557,080	557,080	538,984.06	18,095.94	96.7
701-45-53312 FUTURE PROJECTS	481,400	25,000	5,500.49	19,499.51	22.0
701-45-53313 CTH	25,000	0	0.00	0.00	0.0
701-45-53314 CTH T FUNDING	380,000	0	110,393.53	-110,393.53	0.0
701-45-53315 CTH A	240,000	461,376	73,012.03	388,363.97	15.8
701-45-53316 CTH B	370,000	360,000	429,672.24	-69,672.24	119.3

Account -----		Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used
Special Funds	Expense					
701-45-53317	CTH E	0	380,000	0.00	380,000.00	0.0
701-45-53318	CTH T	0	240,000	20,320.69	219,679.31	8.4
701-45-53319	CTH Bridge Inspections	80,000	80,000	166,785.85	-86,785.85	208.4
701-45-53321	STH Maintenance	1,050,000	1,050,000	895,046.55	154,953.45	85.2
701-45-53330	District Maintenance	415,000	415,000	312,838.11	102,161.89	75.3
702-00-59101	Misc. Stationery and Supplies	0	0	22,296.14	-22,296.14	0.0
702-00-59104	Postage	0	0	32,771.68	-32,771.68	0.0
812-00.*	General	0	0	9,078.67	-9,078.67	0.0
815-00-56900	Dog Tags	0	0	289.10	-289.10	0.0
815-00-59210	Transfer to General Fund	25,000	25,000	0.00	25,000.00	0.0
855-00.*	General	0	0	19,506.40	-19,506.40	0.0
Expense	TOTAL	15,090,876	15,060,852	8,501,203.36	6,559,648.64	56.4

Account	Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used	
Special Funds						
Revenue						
200-00-46150	Jail Assessment Fees	18,000	18,000	8,230.93	9,769	45.7
201-00-46160	Court Mediation Fees	4,780	4,780	1,005.00	3,775	21.0
201-00-46165	Marriage Lic. Mediation Fees	2,000	2,000	1,120.00	880	56.0
210-00-41240	Co. Share/Land Records (\$6)	33,000	33,000	27,784.00	5,216	84.1
210-00-41242	Co. Share/Internet Access (\$2)	11,000	11,000	0.00	11,000	0.0
212-00-41245	Land Information Grant Award	13,500	13,500	26,831.00	-13,331	198.7
212-00-43517	Educational Grant Award	300	300	1,000.00	-700	333.3
213-00-43565	State Aid/Veteran's Grant	8,500	8,500	8,500.00	0	100.0
216-00-41235	Redaction Fund Revenues	0	0	17,870.00	-17,870	1.0
217-00-43528-311	Project Lifesaver Donations Revenue	0	0	190.00	-190	1.0
217-00-43528-313	Sheriff's Dept. Canine Donations Revenue	0	0	619.82	-620	1.0
218-00-42000	Plat Book Revenue	2,000	2,000	4,614.30	-2,614	230.7
218-00-42001	Tax Exempt Plat Book Sales	200	200	564.06	-364	282.0
223-00-46610	Car Pool County Vehicles Revenue	0	0	4,305.32	-4,305	1.0
224-00-48100	Interest on Investments	0	0	2.15	-2	1.0
225-60-46600-003	Client Collections-Medicaid	0	0	-5.00	5	1.0
225-60-46600-077	Client Collections	0	0	2,669.44	-2,669	1.0
225-60-48600	Misc. General Revenue	0	0	199.94	-200	1.0
225-61-43650	St. Aid	397,765	397,765	297,037.00	100,728	74.6
225-61-46600-003	Client Collections-Medicaid	97,933	97,933	67,774.47	30,159	69.2
225-61-46600-060	Client Collections-Insurance	7,000	7,000	0.00	7,000	0.0
225-61-46600-077	Client Collections	4,142	4,142	5,949.79	-1,808	143.6
225-62-43650	St. Aid	897,580	897,580	754,499.80	143,080	84.0
225-62-46600-002	Client Collections-Medicare	1,910	1,910	1,689.90	220	88.4
225-62-46600-003	Client Collections-Medicaid	782,426	782,426	468,813.82	313,612	59.9
225-62-46600-060	Client Collections-Insurance	2,291	2,291	868.33	1,423	37.9
225-62-46600-077	Client Collections	185,884	185,884	153,003.82	32,880	82.3
225-63-43650	St. Aid	743,527	743,527	617,284.73	126,242	83.0
225-63-46600-003	Client Collections-Medicaid	0	0	13,249.20	-13,249	1.0
225-63-46600-077	Client Collections	72,638	72,638	44,166.56	28,471	60.8
225-64-43650	St. Aid	484,949	484,949	311,985.35	172,964	64.3
225-64-46600-077	Client Collections	50	50	975.50	-926	1,951.0
225-65-43650	St. Aid	196,276	196,276	138,017.00	58,259	70.3
225-65-46600-002	Client Collections-Medicare	903	903	285.11	618	31.5
225-65-46600-003	Client Collections-Medicaid	46,095	46,095	32,983.75	13,111	71.5
225-65-46600-060	Client Collections-Insurance	500	500	44.28	456	8.8
225-65-46600-077	Client Collections	7,436	7,436	2,368.16	5,068	31.8
229-00-43543	911 Sign Revenues	10,000	10,000	0.00	10,000	0.0
229-00-43650	St. Aid	40,182	40,182	7,018.71	33,163	17.4
231-00-43526	St. aid/Tribal Law Enforcement	52,658	52,658	58,508.00	-5,850	111.1
232-00-46220	Canteen Revenues	30,000	30,000	21,580.23	8,420	71.9
240-00-43607	Non-Motorized Trail Revenue	0	0	25.00	-25	1.0
240-00-43609	Birkie Trail Revenues	30,000	30,000	21,644.28	8,356	72.1
240-00-43611	Bike & Pedestrian Trail Reimbursement	47,376	47,376	0.00	47,376	0.0
240-00-49300-807	Use of Fund Balance	97,644	97,644	0.00	97,644	0.0
242-00-46814	Wildlife Habitat Grant	5,722	5,722	5,450.39	272	95.2
244-00-43601	Sustainable Forestry Grant	15,768	15,768	0.00	15,768	0.0
245-00-43594	St. Aid/Admin. Salary Grant	34,186	34,186	33,182.59	1,003	97.0
246-00-43579	Dam Maint. Rev. Res. Devel. Fund	20,800	20,800	0.00	20,800	0.0
246-00-43588	LCC/92.14 personnel/St. Aid	75,000	75,000	0.00	75,000	0.0
246-00-43597	Tree Program Sales	5,000	5,000	7,054.50	-2,055	141.0
246-00-43598	Tree Planter Rental	200	200	810.00	-610	405.0
246-00-43602	Osprey Lake EWM Grant	24,706	24,706	0.00	24,706	0.0
246-00-43612	Lake Hayward-AIS Grant	26,000	26,000	10,461.63	15,538	40.2
246-00-48500	DNR AIS Grant	33,700	33,700	0.00	33,700	0.0
246-00-48502	DATCP Cost Share	42,000	42,000	3,515.31	38,485	8.3
247-00-43585	St. Aid/Wildlife Damage Prog.	37,450	37,450	0.00	37,450	0.0
249-00-43582	Snowmobile Trail Maint. Rev.	83,700	83,700	63,667.65	20,032	76.0

Account		Orig Budget	Amend ed Budget	Actual YTD	Amt Remaining	Pct Used
Special Funds	Revenue					
249-00-43582-001	Snowmobile Special Grants	9,250	9,250	0.00	9,250	0.0
249-00-43586	ATV Trail Maint.	77,150	77,150	32,549.40	44,601	42.1
249-00-43586-001	ATV Special Grants	9,250	9,250	0.00	9,250	0.0
249-00-43586-003	UTV Trail Maint	9,212	9,212	4,200.00	5,012	45.5
255-00-43510	Sawyer Co./LCO State of WI Grant	50,000	50,000	0.00	50,000	0.0
300-00-48100	Interest on Investments	0	0	1.25	-1	1.0
411-00-43566	Veterans' Trans. Grant	9,000	9,000	10,226.90	-1,227	113.6
426-00-43650	St. Aid	0	0	133,488.30	-133,488	1.0
426-00-43650-426	State Aid-Transit Building	0	0	3,082.12	-3,082	1.0
701-45-43530	Transportation Aids	4,884,545	4,884,545	572,534.10	4,312,011	11.7
701-45-47201-000	Damage Claims	0	0	2,368.03	-2,368	1.0
701-45-47201-100	General Maintenance	0	0	801,645.90	-801,646	1.0
701-45-47201-200	Supervision	0	0	39,480.85	-39,481	1.0
701-45-47201-300	Special Maintenance	0	0	85,308.58	-85,309	1.0
701-45-47201-400	Field Small Tools	0	0	2,546.18	-2,546	1.0
701-45-47201-500	Records & Reports	0	0	42,728.52	-42,729	1.0
701-45-47201-600	Radio Revenue	0	0	1,648.63	-1,649	1.0
701-45-47201-700	Salt Reimbursement	0	0	81.49	-81	1.0
701-45-47201-851	GPL Insurance	0	0	10,748.82	-10,749	1.0
701-45-47201-900	Special Project-LRIP	0	0	8,654.49	-8,654	1.0
701-45-47201-901	LFA	0	0	45,675.51	-45,676	1.0
701-45-47201-950	Equipment Storage Reimbursement	0	0	31,051.02	-31,051	1.0
701-45-47330	Revenue - Local Districts	0	0	311,327.89	-311,328	1.0
701-45-48340	Sale of Salvage	0	0	3,483.00	-3,483	1.0
701-45-48600	Misc. General Revenue	0	0	223.31	-223	1.0
701-45-48600-100	Misc. Revenue-Admin. Fees	0	0	3,841.99	-3,842	1.0
701-45-48601-200	Fuel Tax Refunds	0	0	3,710.17	-3,710	1.0
702-00-47412	Chrgs to Depts-Postage	0	0	28,895.96	-28,896	1.0
815-00-44201	Dog license fee	25,000	25,000	18,218.80	6,781	72.8
850-00-48920	Revolving Loand Paybacks	0	0	17,033.00	-17,033	1.0
999-99-99996	Surplus Funds Applied	330,278	330,278	330,278.00	0	100.0
Revenue	TOTAL	10,138,362	10,138,362	5,794,448.03	4,343,913.97	57.1
Special Funds	NET	-4,952,514	-4,922,490	-2,706,755.33	-2,215,734.67	54.9
All Funds	NET	-10,296,097	-10,285,844	-7,404,379.86	-2,881,464.14	71.9

2014 CONTINGENCY FUND

30-Sep-14

Begin 1/1/14 per budget	62,942.00
Carried over from 2013 budget	0.00
TOTAL AVAILABLE	62,942.00

5 scanners(3 HHS, co clerk, hwy)	(3,120.00)
John Kruk contracting 3 mos (Mar-May)radio system	(4,200.00)
John Kruk contracting 3 mos (June-Aug) radio system	(4,200.00)
Jail cooler (7/17/14)	(3,645.00)
Connor's Lake building-emerg mang (8/21/14)	(1,500.00)

BALANCE 46,277.00

+++++

Potential requests:

Dictation equipment DA (6/2014)	1,704.96
Business Analytics software module (6/2014)	10,120.00
New World Conference Oct 5-7 (8/21/14)	4,000.00

Total potential requests: 15,824.96

30,452.04

FINANCIAL REPORT
September 2014

Current Month Previous Month Previous Year

Certificates of Deposit	Rate	Maturity			
Savings Account					
Govt Invest Pool	0.80%		\$4,973	\$4,541	\$4,472
Checking Account					
Peoples Bank WI	0.25%		\$8,962,223	\$8,931,775	\$8,851,003
Chippewa Valley Bank	0.05%		\$45,502	\$278,913	\$79,233
CVB Debt Service Fund	0.05%		\$3,356	\$3,356	\$3,355
Johnson Bank			\$118,778	\$349,977	\$229,621
Johnson Bank-COP			\$5,749	\$5,749	\$5,746
Johnson Bank Flex/HRA			\$1	\$1	\$1
Wells Fargo			\$3,000	\$3,000	\$0
Total			\$9,143,582	\$9,577,312	\$9,173,431
Receipts					
Delinquent			\$35,576	\$68,399	\$36,983
Current			\$168,287	\$1,142,173	\$125,996
General			\$948,125	\$1,307,310	\$2,308,072
Highway Dept.			\$317,644	\$110,769	\$84,170
Tax Settlement			\$0	\$0	\$0
Total Receipts			\$1,469,633	\$2,628,650	\$2,555,221
Total Disbursement					
			\$1,903,363	\$15,042,703	\$2,877,416
Income					
Tax Deed Expense			\$0	\$420	\$0
Ad Fee Expense			\$250	\$309	\$237
Interest Received			\$1,920	\$2,691	\$1,927
YTD Interest Received			\$19,595	\$17,676	\$19,284



**PEOPLES
BANK MIDWEST**

People You Know. People You Trust.

10583 Main Street, P.O. Box 391, Hayward, WI 54843 (715) 634-2674

September 30, 2014

**Dianne Ince Treasurer
Sawyer County
P. O. Box 935
Hayward, WI 54843**

Re: Market value of assets pledged to Sawyer County Deposits

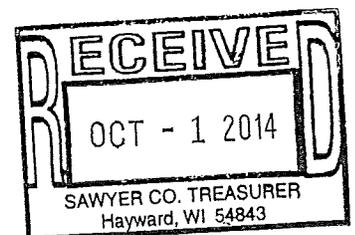
As of September, 2014, Peoples Bank of Wisconsin has pledged the attached list of securities to cover deposits that exceed the State of Wisconsin and FDIC insurance limits.

Sawyer County's General Account is covered by FDIC insurance in the amount of \$100,000.00 and the State of Wisconsin Trust Fund for \$400,000.00, and the pledged securities' market value totaling \$13,712,832.80. Additional securities will be pledged if the market value of these securities falls below the amount required to satisfy this pledge.

Sincerely,

**Deena Johnson
Operations Officer**

Enclosure



	A	B	C	D	E
1	Peoples Bank Midwest- BONDS PLEDGED FOR SAWYER COUNTY as of September 30, 2014				
2					
3	CUSIP #	DESCRIPTION	PAR AMOUNT	MARKET VALUE	MATURITY DATE
4	030748EC7	AMERY WISCONSIN GO BOND	\$200,000.00	\$206,904.00	10/1/2020
5	047591CD2	ATKINS IA GO BOND	\$120,000.00	\$123,793.20	6/1/2020
6	050870CC6	AUDUBON MN GO BOND	\$125,000.00	\$130,771.25	2/1/2023
7	071599AL8	BAUDETTE MN GO BOND	\$120,000.00	\$127,526.40	2/1/2019
8	098027CC7	BONDUEL WI GO BOND	\$100,000.00	\$108,436.00	5/1/2024
9	137339ED5	CANBY MN GO BOND	\$35,000.00	\$35,060.90	1/1/2015
10	143744BF4	CAROL STREAM IL REV BOND	\$290,000.00	\$290,232.00	12/30/2017
11	199636BF7	COLUMBUS WI REV BOND	\$225,000.00	\$230,960.25	6/1/2017
12	225008ED9	CRAWFORD WI GO BOND	\$190,000.00	\$188,740.30	3/1/2023
13	22764RAK6	CROSSLAKE MN REV BOND	\$340,000.00	\$341,261.40	12/1/2016
14	229432BK4	CUBA CITY WI REV BOND	\$145,000.00	\$145,990.35	12/1/2016
15	230831HE2	CUMBERLAND WI GO BOND	\$110,000.00	\$108,147.60	6/1/2023
16	237236CV4	DARIEN WI REV BOND	\$145,000.00	\$155,724.20	4/1/2020
17	237374AQ6	DARLINGTON WI REV BOND	\$150,000.00	\$157,290.00	5/1/2020
18	246442BF3	DELAWARE IN GO BOND	\$215,000.00	\$229,570.55	12/31/2017
19	269850BD4	EAGLE RIVER WI GO BOND	\$105,000.00	\$116,358.90	3/1/2019
20	269850BE2	EAGLE RIVER WI GO BOND	\$105,000.00	\$117,540.15	3/1/2020
21	269850BF9	EAGLE RIVER WI GO BOND	\$110,000.00	\$124,149.30	3/1/2021
22	269851AL5	EAGLE RIVER REV BOND	\$110,000.00	\$110,205.70	5/1/2015
23	352421AB7	FRANKLIN & HAMILTON CNTYS IL	\$170,000.00	\$171,094.80	12/1/2024
24	36861AAH2	GEM LAKE MN GO BOND	\$25,000.00	\$26,105.75	2/1/2016
25	384082CR2	GRACEVILLE MN GO BOND	\$140,000.00	\$145,387.20	2/1/2023
26	393073DX6	GREEN ISLE MN GO BOND	\$120,000.00	\$120,285.60	2/1/2017
27	393100CK6	GREEN LAKE WI GO BOND	\$210,000.00	\$215,464.20	9/1/2019
28	411468FF3	HARBOR BEACH MI GO BOND	\$300,000.00	\$312,561.00	5/1/2020
29	425168HJ3	HENDERSON MN GO BOND	\$90,000.00	\$96,474.60	2/1/2017
30	442700HB9	HOWARD LAKE MN GO BOND	\$175,000.00	\$176,163.75	12/1/2020
31	462765HL5	IRON COUNTY MI GO BOND	\$300,000.00	\$333,396.00	12/1/2020
32	469167BU3	JACKSON WI REV BOND	\$200,000.00	\$203,106.00	5/1/2017
33	479086CB4	JOHNSON CREEK WI REV BOND	\$100,000.00	\$109,529.00	8/1/2019
34	491800JA7	KENYON MN GO BOND	\$165,000.00	\$165,382.80	2/1/2020
35	50105RCB3	KRONENWETTER WI GO BOND	\$200,000.00	\$201,090.00	12/1/2014
36	505822GY6	LADYSMITH WI GO BOND	\$100,000.00	\$106,496.00	12/1/2024
37	505844AM2	LADYSMITH WI REV BOND	\$105,000.00	\$107,488.50	12/1/2019
38	505844AP5	LADYSMITH WI REV BOND	\$110,000.00	\$112,158.20	12/1/2021
39	509516PK0	LAKE CRYSTAL MN GO BOND	\$130,000.00	\$131,040.00	12/15/2018
40	509516RF9	LAKE CRYSTAL MN GO BOND	\$40,000.00	\$40,290.80	12/15/2015
41	509516RH5	LAKE CRYSTAL MN GO BOND	\$75,000.00	\$75,531.75	12/15/2015
42	536087BM0	LINTON ND GO BOND	\$145,000.00	\$151,900.55	11/1/2018
43	551805DR2	LYNWOOD IL GO BOND	\$415,000.00	\$427,773.70	5/1/2019
44	554591BL0	MACKINAC ISLAND MI REV BOND	\$210,000.00	\$218,154.30	3/1/2019
45	559856DA4	MAHNOMEN MN GO BOND	\$110,000.00	\$114,420.90	1/1/2019
46	563333EJ8	MANISTEE MI GO BOND	\$320,000.00	\$342,940.80	10/1/2024
47	586464XD6	MENASHA WI GO BOND	\$155,000.00	\$155,699.05	9/1/2019
48	609232BA0	MONDOVI WI REV BOND	\$125,000.00	\$130,170.00	9/1/2020

9/30/2014

	A	B	C	D	E
49	612697ZK1	MONTEVIDEO MN GO BOND	\$120,000.00	\$125,377.20	2/1/2016
50	640082Y98	NEENAH WI GO BOND	\$80,000.00	\$79,773.60	3/1/2023
51	640082Z22	NEENAH WI GO BOND	\$80,000.00	\$79,175.20	3/1/2024
52	640082Z30	NEENAH WI GO BOND	\$85,000.00	\$84,728.85	3/1/2025
53	645359CK4	NEW HOLSTEIN WI GO BOND	\$210,000.00	\$218,950.20	3/1/2023
54	646720FR8	NEW LONDON WI REV BOND	\$200,000.00	\$201,432.00	12/1/2017
55	646720GK2	NEW LONDON WI REV BOND	\$300,000.00	\$301,251.00	12/1/2016
56	651238BU0	NEWELL SD GO BOND	\$120,000.00	\$122,946.00	6/1/2019
57	657776CL2	NORTH BRANCH MN REV BOND	\$210,000.00	\$216,633.90	8/1/2018
58	681079VX4	OLIVIA MN GO BOND	\$220,000.00	\$221,828.20	7/1/2017
59	683448BR4	OOSTBURG WI REV BOND	\$160,000.00	\$168,550.40	5/1/2023
60	687748DF7	OSAKIS MN GO BOND	\$220,000.00	\$232,955.80	2/1/2021
61	696867AL4	PALMER MN GO BOND	\$130,000.00	\$130,306.80	2/1/2018
62	69735FBA0	PALMYRA WI REV BOND	\$95,000.00	\$95,217.55	5/1/2016
63	705855AD6	PELICAN RAPIDS MN REV BOND	\$145,000.00	\$145,475.60	12/1/2019
64	730115HT2	PLYMOUTH WI REV BOND	\$100,000.00	\$107,950.00	5/1/2023
65	733760PC0	PORT CHESTER NY GO BOND	\$220,000.00	\$231,314.60	9/15/2025
66	73954PBT3	PRAIRIE DU SAC WI REV BOND	\$105,000.00	\$105,531.30	12/1/2025
67	787634HH0	SAINT BONIFACIUS MN REV BOND	\$90,000.00	\$90,663.30	12/15/2018
68	787634HJ6	SAINT BONIFACIUS MN REV BOND	\$20,000.00	\$20,146.60	12/15/2018
69	795038CR7	SALINE & GALLATIN CNTYS IL	\$225,000.00	\$229,515.75	10/1/2016
70	795068ED3	SALINE COUNTY IL GO BOND	\$250,000.00	\$254,217.50	11/1/2016
71	827793DD9	SILVER LAKE MN GO BOND	\$155,000.00	\$50,409.50	1/1/2017
72	827793DB3	SILVER LAKE MN GO BOND	\$50,000.00	\$156,229.15	1/1/2015
73	829663BW2	SIREN WI GO BOND	\$230,000.00	\$233,118.80	3/1/2018
74	850101AL0	SPRING VALLEY MN REV BOND	\$180,000.00	\$184,379.40	2/1/2020
75	869322BH9	SUSSEX WI REV BOND	\$170,000.00	\$170,807.50	6/1/2028
76	89531KAV8	TREYNOR IA GO BOND	\$285,000.00	\$281,599.95	7/1/2024
77	898023DQ6	TRUMAN MN REV BOND	\$115,000.00	\$115,271.40	12/1/2018
78	898023DS2	TRUMAN MN REV BOND	\$130,000.00	\$130,198.90	12/1/2020
79	936274JV2	WARROAD MN GO BOND	\$45,000.00	\$45,106.20	2/1/2015
80	943232JX7	WAUPACA WI GO BOND	\$90,000.00	\$90,221.40	4/1/2016
81	943245BG4	WAUPACA WI GO BOND	\$305,000.00	\$331,504.50	5/1/2020
82	973449JS1	WINDOM MN GO BOND	\$185,000.00	\$187,181.15	2/1/2017
83	974654LF0	WINNEBAGO MN GO BOND	\$200,000.00	\$202,018.00	1/1/2020
84	975553LF3	WINSTED MN GO BOND	\$210,000.00	\$211,635.90	12/15/2020
85	979426EE9	WOODHAVEN MI GO BOND	\$200,000.00	\$213,036.00	10/1/2020
86	172649AG0	CIRCLE PINES MN CERT OF PART	\$200,000.00	\$207,406.00	2/1/2018
87					
88		TOTAL	\$13,310,000.00	\$13,712,832.80	
89					
90					
91					

SAWYER COUNTY SALES & USE TAX

	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
JAN	\$121,895.03	\$103,387.95	\$84,858.99	\$96,324.07	\$86,290.09	\$92,161.62	\$121,742.30	\$116,152.88	\$97,182.24	\$101,871.05
FEB	\$105,717.32	\$97,665.82	\$104,764.51	\$89,521.39	\$84,318.50	\$91,319.12	\$109,692.02	\$115,192.95	\$106,317.61	\$106,305.54
MAR	\$98,045.24	\$93,708.27	\$82,206.19	\$85,593.40	\$92,892.54	\$85,354.35	\$105,347.30	\$107,844.31	\$90,540.29	\$79,664.53
APR	\$100,417.31	\$79,243.54	\$80,693.71	\$82,002.55	\$86,564.72	\$100,044.30	\$97,145.25	\$111,356.28	\$98,280.96	\$86,168.50
MAY	\$103,726.78	\$104,249.18	\$105,507.89	\$72,950.86	\$77,073.67	\$82,583.63	\$93,310.17	\$96,998.99	\$85,178.33	\$81,399.11
JUN	\$113,099.69	\$99,343.10	\$120,491.37	\$120,620.49	\$105,892.73	\$97,769.15	\$91,868.03	\$115,530.58	\$114,063.12	\$118,450.01
JUL	\$157,587.82	\$149,883.17	\$116,884.99	\$121,067.57	\$130,457.24	\$135,721.24	\$130,938.96	\$133,087.51	\$140,127.28	\$119,299.37
AUG	\$219,726.93	\$210,647.43	\$190,711.45	\$146,393.35	\$143,434.11	\$136,164.21	\$186,586.30	\$167,505.12	\$145,936.70	\$167,103.99
SEP	\$151,860.16	\$139,292.87	\$176,482.22	\$156,829.03	\$173,799.97	\$159,626.69	\$177,485.21	\$159,931.55	\$183,148.27	\$162,145.74
OCT		\$171,028.97	\$152,871.41	\$132,589.53	\$137,071.99	\$141,827.36	\$163,375.90	\$169,963.57	\$146,897.24	\$144,553.05
NOV		\$130,223.48	\$140,258.99	\$131,082.12	\$138,496.34	\$107,186.18	\$128,984.33	\$145,277.25	\$158,081.82	\$138,793.58
DEC		\$95,647.22	\$98,930.12	\$100,920.52	\$93,504.39	\$105,922.06	\$96,460.66	\$100,104.52	\$113,271.25	\$149,480.93
TOTAL	\$1,172,076.28	\$1,474,321.00	\$1,454,661.84	\$1,335,894.88	\$1,349,796.29	\$1,335,679.91	\$1,502,936.43	\$1,538,945.51	\$1,479,025.11	\$1,455,235.40
Budget	\$1,500,000.00	\$1,400,000.00	\$1,300,000.00	\$1,282,500.00	\$1,337,500.00	\$1,400,000.00	\$1,450,000.00	\$1,300,000.00	\$1,200,000.00	\$1,300,000.00
2014 Year to Date	\$1,172,076.28									
2013 Year to Date		\$1,077,421.33								
2012 Year to Date			\$1,062,601.32							
2011 Year to Date				\$971,302.71						
2010 Year to Date					\$980,723.57					
2009 Year to Date						\$980,744.31				
2008 Year to Date							\$1,114,115.54			
2007 Year to Date								\$1,123,600.17		
2006 Year to Date									\$1,060,774.80	
2005 Year To Date										\$1,022,407.84
2004 Year To Date										\$1,039,159.16
2003 Year To Date										\$935,861.87
2002 Year To Date										\$919,433.69
2001 Year To Date										\$915,096.51
2000 Year To Date										\$830,246.13
1999 Year To Date										\$728,809.97
1998 Year To Date										\$762,347.56
1997 Year To Date										\$638,924.16

NOTE: December 2005 includes \$22,192.45 correcting adjustments
 NOTE: July 2005 includes \$728.35 Adjustment for system glitch...

Wisconsin Department of Revenue
Division of Enterprise Services
County Sales Tax Distributions
January-December 2014

The following worksheet shows county sales tax distributed to the counties that have enacted the 0.5% local sales tax

County	January	February	March	April	May	June	July	August	September	October	November	December	Total
Ashland County	106,246.05	90,877.64	68,361.04	97,717.91	115,525.43	96,228.46	127,850.53	161,972.13	147,870.56				1,013,211.74
Barron County	107,985.16	97,427.65	82,520.11	91,737.48	72,515.62	117,242.47	97,865.63	136,644.39	107,664.99				873,404.48
Bay County	325,752.85	296,400.13	247,867.50	272,382.26	333,044.77	292,118.59	377,508.62	424,515.77	314,000.36				2,873,968.55
Berkshire County	62,195.07	65,999.58	55,173.25	61,946.74	78,317.65	73,138.16	99,520.11	110,687.97	107,724.63				724,652.95
Brown County	49,702.74	40,025.74	34,265.98	42,026.89	50,522.14	40,022.92	50,742.34	57,424.34	67,424.34				417,218.58
Butler County	376,294.16	379,524.98	379,151.80	399,617.24	402,703.59	388,841.90	459,071.92	501,729.82	407,171.06				3,695,004.66
Chicot County	134,658.94	128,474.13	121,304.65	121,304.65	139,354.27	132,759.93	147,272.88	183,231.63	140,447.06				1,257,799.00
Clark County	391,731.11	289,904.42	269,727.25	297,136.21	351,671.23	270,139.17	362,051.52	567,176.48	343,377.65				3,111,124.03
Colfax County	130,737.56	108,023.84	106,023.84	103,695.09	112,599.60	96,234.30	128,276.22	158,376.17	104,325.18				1,044,985.06
Concord County	489,163.97	465,542.57	346,135.40	359,042.17	428,718.77	428,718.77	3,489,638.53	4,871,501.03	4,204,984.03				37,036,919.99
Dodge County	268,085.44	274,699.34	268,085.44	274,699.34	277,188.66	268,085.44	274,699.34	277,188.66	274,699.34				2,316,297.46
Dorchester County	244,307.87	224,617.52	167,517.71	167,517.71	200,765.17	243,534.86	356,044.88	294,317.13	439,810.91				3,967,571.87
Dunn County	872,359.88	774,298.99	633,370.05	698,925.04	852,141.58	196,136.82	196,136.82	565,538.05	764,096.13				1,994,970.08
Earl County	19,348.42	13,108.54	14,598.85	17,112.50	19,143.39	14,624.30	22,974.03	22,974.03	19,539.92				1,021,355.90
Fond Du Lac	691,278.26	541,356.22	468,673.67	559,424.11	644,512.22	541,204.58	702,427.88	690,974.53	583,527.93				5,242,248.39
Forest County	37,100.48	34,659.27	28,633.18	32,420.17	30,040.15	24,117.63	40,478.42	40,478.42	40,478.42				297,527.93
Grant County	254,027.13	183,242.79	147,735.41	183,242.79	183,242.79	229,707.18	229,707.18	229,707.18	229,707.18				1,724,644.56
Green Lake County	104,416.66	80,742.87	73,173.51	96,563.91	96,563.91	86,250.53	129,214.16	143,091.79	112,820.87				1,165,656.56
Iowa County	133,297.42	110,843.67	95,886.19	115,107.23	156,917.62	101,787.54	143,769.44	176,107.28	129,089.97				1,142,197.36
Jackson County	28,829.30	25,833.98	28,280.64	36,667.39	34,501.27	22,083.13	43,312.65	43,699.47	41,108.65				316,618.88
Jefferson County	115,412.91	97,238.14	88,983.07	95,863.80	112,889.39	79,088.67	143,793.44	180,397.38	104,410.28				961,657.08
Jordan County	519,917.79	226,098.18	398,978.50	424,525.48	497,717.91	382,253.36	529,998.36	567,174.15	424,525.48				4,255,252.95
Juneau County	1,254,208.96	807,292.63	831,028.91	856,550.87	1,181,824.90	864,768.88	862,167.77	1,102,807.94	1,254,865.49				9,942,577.13
La Crosse County	940,587.84	926,989.28	753,469.67	834,436.63	994,298.42	844,768.88	965,560.59	1,218,867.82	865,524.61				8,344,057.72
Lafayette County	60,463.94	57,009.92	54,099.24	62,094.95	74,445.92	71,673.85	76,036.94	76,159.42	61,643.16				583,896.34
Lambton County	144,096.50	101,843.88	88,321.16	108,835.43	117,749.14	96,249.31	146,344.77	158,356.25	109,663.74				1,086,989.58
Lincoln County	1,072,326.59	940,417.68	722,833.31	859,971.13	1,011,980.92	1,119,671.61	1,011,980.92	1,178,989.75	1,099,111.87				8,225,252.95
Manitowish County	67,525.36	253,181.58	43,411.23	67,225.28	68,725.28	68,725.28	68,725.28	68,725.28	68,725.28				2,217,107.02
Marathon County	2,589,569.15	2,129,970.52	1,788,108.22	2,234,342.42	2,589,097.89	1,583,143.33	4,608,214.35	290,137.99	6,581,650.42				21,976,879.32
Menomonie County	121,961.60	120,912.50	108,086.61	121,080.90	126,779.12	112,391.04	152,868.88	168,645.30	142,933.18				1,176,678.93
Monroe County	289,569.15	215,980.02	211,380.15	234,342.42	259,097.89	207,758.54	317,185.30	487,394.16	372,051.52				2,740,142.99
Outagamie County	354,289.59	238,469.92	246,599.44	262,410.94	267,748.97	267,748.97	267,748.97	267,748.97	267,748.97				2,142,515.92
Ozaukee County	701,469.95	521,819.28	469,067.27	527,336.09	610,448.97	497,103.52	683,039.96	721,357.89	531,053.58				4,343,513.58
Pedernis County	134,827.24	162,423.12	143,948.02	148,245.60	170,219.16	140,183.94	180,892.48	198,460.58	154,625.11				1,402,308.68
Polk County	222,290.06	182,423.12	191,061.44	210,106.70	232,306.11	168,900.21	276,386.74	303,538.77	205,661.53				1,622,908.89
Potter County	523,476.50	406,824.91	384,731.48	411,003.27	491,003.20	378,879.75	529,713.12	554,793.12	385,246.46				4,056,096.37
Pierce County	64,345.49	64,814.19	46,526.83	57,177.87	68,482.51	58,892.89	63,331.93	101,748.94	72,456.47				618,255.32
Richland County	100,833.95	70,093.97	71,790.92	71,481.95	99,875.85	73,322.46	100,227.77	115,090.14	67,680.43				8,760,212.48
Rock County	1,092,632.32	869,650.54	788,271.88	951,371.51	1,222,573.22	820,865.91	1,382,073.91	1,103,074.14	1,004,212.39				8,760,212.48
Rusk County	538,481.05	452,522.78	489,387.26	448,646.92	537,274.47	485,680.30	620,678.83	644,027.32	516,604.25				4,747,877.13
Sauk County	613,819.79	493,819.32	468,136.87	565,416.67	651,138.89	537,693.71	726,144.84	628,546.95	544,027.32				4,747,877.13
Sawyer County	121,865.63	105,717.32	88,045.24	100,417.51	103,726.78	113,056.89	151,587.82	219,226.93	151,690.16				1,172,076.28
Shawano County	197,008.69	163,031.14	153,031.14	151,400.96	156,251.26	146,108.77	223,087.29	255,030.13	174,295.47				1,622,397.11
Taylor County	96,102.30	82,910.30	74,104.98	85,462.47	94,139.37	105,533.97	118,533.97	119,390.34	102,856.18				862,725.95
Thompson County	141,305.89	129,629.32	118,116.43	138,861.78	168,483.10	184,718.15	178,525.91	213,844.03	162,102.90				1,272,725.95
Vernon County	124,036.32	119,589.92	114,589.92	132,326.92	114,589.92	110,882.78	218,226.18	285,438.97	229,130.81				1,105,847.65
Waushara County	686,705.89	542,272.32	487,830.74	567,830.74	687,630.73	561,042.72	831,196.18	946,748.92	756,489.90				6,117,338.89
Washington County	79,841.60	74,960.14	68,563.48	77,886.51	87,373.87	83,211.05	129,498.90	121,896.18	81,020.58				835,951.94
Walsh County	995,895.22	847,440.89	647,529.48	787,880.16	889,302.34	657,623.54	995,398.96	1,053,646.54	810,900.65				7,085,191.48
Winnebago County	257,292.24	226,751.97	206,543.58	228,963.58	275,425.53	228,963.58	334,744.93	329,272.41	254,278.75				2,392,925.08
Wood County	423,959.31	362,228.83	322,228.83	382,228.83	402,046.84	362,228.83	423,959.31	423,959.31	382,228.83				3,111,124.03
Worcester County	28,243,174.44	24,519,831.83	21,857,149.59	24,519,831.83	28,897,524.27	24,519,831.83	30,831,410.04	34,141,765.84	28,710,807.57				4,272,659.95
WISCONSIN													443,549,248.72

2011

DATE	RECEIPT#	BUDGET YEAR	GROSS REVENUE	W/H LQ	ADJUST.	TOTAL EFT
3/4/2011	2011-0687	2011	\$ 73,382.87	\$ 8,907.72	\$ -	\$ 64,475.15
4/8/2011	2011-1047	2011	\$ 52,149.71	\$ 6,167.23	\$ -	\$ 45,982.48
5/9/2011	2011-1341	2011	\$ 69,604.25	\$ 7,169.47	\$ -	\$ 62,434.78
6/8/2011	2011-1687	2011	\$ 71,198.25	\$ 7,399.33	\$ -	\$ 63,798.92
7/7/2011	2011-1981	2011	\$ 23,374.10	\$ 2,397.91	\$ -	\$ 20,976.19
8/8/2011	2011-2355	2011	\$ 45,654.36	\$ 4,779.29	\$ -	\$ 40,875.07
9/12/2011	2011-2731	2011	\$ 86,447.81	\$ 8,939.78	\$ -	\$ 77,508.03
10/7/2011	2011-3058	2011	\$ 53,508.09	\$ 5,582.44	\$ -	\$ 47,925.65
11/4/2011	2011-3367	2011	\$ 59,262.60	\$ 6,956.04	\$ -	\$ 52,306.56
12/8/2011	2011-3691	2011	\$ 81,320.75	\$ 8,708.52	\$ -	\$ 72,612.23
1/11/2012	2012-0092	2011	\$ 52,411.32	\$ 5,872.54	\$ -	\$ 46,538.78
2/6/2012	2012-0329	2011	\$ 58,636.56	\$ 6,414.62	\$ -	\$ 52,221.94
3/7/2012	2012-0641	2011	\$ 57,699.40	\$ 6,461.63	\$ -	\$ 51,237.77
		TOTALS	\$ 784,650.07	\$ 85,756.52	\$ -	\$ 698,893.55

Mike Coleson

Sawyer County IT Director



October 09, 2014

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

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Email computer@sawyercountygov.org

To: Administration Committee
Hal Helwig, Ron Kinsley, Jim Bassett, Dale Schleeter,
Brian Bisonette, Dean Pearson, Dale Thompson

Subject: IT Department Report

September-October 2014

Agenda items

None

Projects completed

- Video system installation (4 cameras)
- New World Business Analytics - Live and in production
- LaserFiche - 3 scan types set up - Live and in production

Support calls

- o average of 9 calls/day.
- o 7 computer replacements/swaps
- o

Projects underway

- Ongoing LaserFiche conversion and new setup
- Business Analytics new reports for HHS, Highway, Accounting, Payroll
- Courtroom Audio upgrade

Out-of-county travel request:

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A handwritten signature in black ink that reads "Mike Coleson". The signature is written in a cursive style and is followed by a horizontal line.