

Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
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telephone numbers 715.634.4866 and toll free 877.699.4110



June 10, 2015 (2:50 p.m.)

AGENDA
meeting of the Administration Committee
Sawyer County Board of Supervisors
Assembly Room, Sawyer County Courthouse
June 11, 2015, 8:30 a.m.

01. Meeting agenda
02. Minutes of May 14, 2015 meeting
03. Veterans Service Department report, including:
 - out of county travel
 - budget performance report
04. Agreement with State of Wisconsin for Winter Depot Project
05. Hiring following resignation of part-time employee in Register of Deeds Office and Land Records and County Surveyor's Office
06. Replacement of Forestry Department employee due to employee retirement
07. University of Wisconsin-Extension Department request for replacement of Administrative Assistant following resignation and temporary part-time employee pending replacement
08. Health and Human Services Department request to fill vacated Alcohol and Other Drug Abuse Counselor position
09. Family Court Commissioner Susan Lein – compensation of family mediator(s)
10. Ambulance Service Medical Director professional liability insurance
11. Resolution in support of de-federalization of regional consolidated revolving loan fund
12. County Administrator's report, including:
 - annual memorandum of understanding with LCO regarding \$100,000 of gaming proceeds
 - filling vacant position following Accounting Manager resignation
 - year to date expense and revenue reports
13. County Clerk's report
14. County Treasurer's report
15. Information Technology Department report
16. Monthly department expense vouchers
17. Other matters for discussion only

KM

Sawyer County Clerk Kris Mayberry

✓

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
May 14, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

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

also present: County Board member Warren Johnson, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

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

Motion by Kinsley, 2nd by Bassett, to approve the April 16, 2015 and April 30, 2015 meeting minutes. Motion carried.

✓
Co Bd The Committee discussed that interviews for the vacant Deputy Clerk of Court position are scheduled for Thursday, May 21, 2015.

✓
Co Bd The Committee discussed that the Public Safety Committee and the Administration Committee will meet jointly on Friday, May 15, 2015, to review applications for the Chief Deputy Sheriff position.

✓
Co Bd Jail Administrator Joe Sajdera and Chief Deputy Sheriff Brigette Kornbroke requested approval to fill a Jailer position in the Sheriff's Department that became vacant due to a recent retirement. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the request. Motion carried.

✓
Co Bd The Committee reviewed a Public Safety Committee recommendation for the starting wage for full-time and part-time Jailers and Dispatchers to be \$17.50. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the recommendation. Motion carried.

The Committee reviewed a request to fill a recently vacated position shared by the Land Records Department and Register of Deeds Office and determined to hold off on filling the position for further evaluation of the needs of both departments.

County Forest Administrator Greg Peterson presented a wage rate comparison for the Assistant Forest Administrator and the Forester I positions in the Forestry Department, and recommended increasing the Assistant Forest Administrator position wage to \$24.80 per hour and the Forester I position wage to \$22.90 per hour. The Committee debated whether to wait to adjust wages for positions until a procedure for consideration of wage adjustment requests is developed. Motion by Pearson, 2nd by Thompson, to recommend County Board approval of the position wage increases as recommended by the Forest Administrator. The motion failed on a voice vote.

✓
Co Bd Motion by Schleeter, 2nd by Bisonette, to recommend to the County Board that developing a procedure for consideration of wage adjustment requests is a priority of the Board. Motion carried.

Veterans Service Department Director Renee Brown presented a written department report (copy in meeting file), and requested approval for the Sawyer County Veterans Service Department to utilize a federally funded community service work program available to eligible students attending Wisconsin Indianhead Technical College. This work program is targeted to assist public and/or private non-profit organizations with their employment needs by providing a hiring pool of student workers who will be paid directly through a grant from the federal government. The Sawyer County Veterans Service Department would use a worker for clerical assistance in the department. Motion by Kinsley, 2nd by Thompson, to approve participation in the work program by the Sawyer County Veterans Service Department. Motion carried.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 and 2015 year-to-date report of County expenditures and revenues, a report on General Fund contingency fund account expenditures and balances, and an update on in-house Ambulance Service Department billing.

✓
CO Bd Accounting Manager Melissa Roach presented the following recommendations for revisions to the County's personnel policies:

- Maintenance Overtime – The County shall pay overtime at the rate of time and one-half for hours worked outside the regular work schedule.
- Compensatory Time – shall be accrued in one-fourth hour intervals, except for the Highway Department. Compensatory time shall be accrued in one-half hour intervals for the Highway Department.

The Committee determined to recommend County Board approval of the revisions. Motion carried.

County Clerk Kris Mayberry provided a department.

County Treasurer Dianne Ince presented a financial report (copy in meeting file) through April of 2015 prepared by 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 April of 2015 - \$136,085.83
- distributed to Sawyer County in 2015 through April - \$514,568.86
- distributed to Sawyer County through same month in 2014 – \$426,074.90
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

Ms. Ince also requested approval to attend the 2015 June Conference of the Wisconsin County Treasurers' Association being held in Marathon County June 10-12, 2015, in Wausau. Motion by Pearson, 2nd by Bassett, to approve the report and to approve Ms. Ince's attendance at the conference. Motion carried.

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file) and requested approval for his membership in a State of Wisconsin Cyber Response Team. The County's 50% share of the training cost for the membership will be \$2,400. Mr. Coleson indicated the funds are available in the 2015 Information Technology Department budget. Motion by Pearson, 2nd by Bisonette, to approve Mr. Coleson's participation in the Cyber Response Team. Motion carried.

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

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

Minutes prepared by Sawyer County Clerk Kris Mayberry

Renee Brown

Veteran Service Officer

Gary Elliott, Asst. CVSO

OFFICE: (715) 634-2770

FAX: (715) 638-3213

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



Administrative Committee Meeting, June 11, 2015

A. Out of county travel: August 21, 2015, CVSO & Asst. CVSO travel to Barron County, Northwest Wisconsin CVSO Association Regional Training & Meeting. (Wisconsin Department of Veterans Affairs-State benefits training)

B. Vouchers: Submitted for approval.

C. Budget Performance Report: Update

D. Veterans Report:

1. Work Study Update
2. Hayward VA Clinic Update
3. Annual Report
4. Year to Date Claims Update
5. Office Renovation

Respectfully submitted,

Renee Brown

Sawyer County VSO

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

members present: Tom Duffy, Bill Voight, Tweed Shuman, Warren Johnson, Dean Pearson

others present: Linda Zillmer; Sawyer County Record Reporter Frank Zufall; Northwest Regional Director Julie Keown-Bomar, Lori Laberee, and Ariga Grigoryan (UW-Extension); Hayward Lakes Visitor & Convention Bureau Executive Director Sherry Beckman; County Administrator Tom Hoff; County Board Chair Hal Helwig; County Clerk Kris Mayberry

Motion by Johnson, 2nd by Shuman, to approve the meeting agenda. Motion carried.

Motion by Johnson, 2nd by Shuman, to approve the May 11, 2015 meeting minutes. Motion Carried.

County Clerk Kris Mayberry reported that he requested that representatives of the Friends of the Tuscobia, the Wisconsin Department of Natural Resources, and the Wisconsin Department of Transportation be present at the June 11th meeting of the Administration Committee to update the Committee on progress with the redesign and rebidding of the Winter Depot Restoration Project, the financial elements of the project, and the County's commitments in funding the project, including the proposed revisions to the project's state/municipal agreement. The Committee reviewed an email from Wisconsin Department of Transportation Local Program Manager Bill Zimmer reviewing the project's recent history.

Sawyer County Agricultural Fair Association President Ron Kubarek presented information and answered questions about a proposed memorandum of understanding between the Sawyer County Agricultural Fair Association and the Sawyer County University of Wisconsin-Extension regarding the Fair program and provided a report on preparations for the 2015 Sawyer County Fair. Motion by Shuman, 2nd by Johnson, to approve the memorandum of understanding. Motion carried.

University of Wisconsin-Extension Community Natural Resource Economic Development Agent Ariga Grigoryan requested approval to expend \$350 from the advertising and promotions line of the 2015 Clean Sweep Program budget to pay for a pharmacist and a law enforcement officer to be present at the 2015 Hazardous Waste and Medication Collection event scheduled for Saturday, July 25th, at the Sawyer County Highway Department facility near Hayward. Motion by Shuman, 2nd by Pearson, to approve the request. Motion carried.

University of Wisconsin-Extension 4-H Youth Development Agent Lori Laberee presented and reviewed with the Committee an Extension publication entitled Educational Roles of County Extension Educators at County Fairs.

Kris Mayberry

From: Zimmer, William - DOT <William.Zimmer@dot.wi.gov>
Sent: Wednesday, June 03, 2015 11:13 AM
To: Kris Mayberry
Subject: FW: ID 8461-00-00 Village of Winter, Railroad Avenue, (CNW RR Depot Welcome Center), Non Highway, Sawyer County
Attachments: Sawyer Co 8461-00-00&70 Village of Winter Depot Rev#1.docx

Kris;

Attached is the most recent revision of State/Municipal Agreement as we discussed by phone a few minutes ago. A little history is discussed below. Let me know if you need more information.

Thanks,
Bill Zimmer, P.E.
WisDOT - NWR Local Program Manager
W7102 Green Valley Road
Spooner WI 54801
715-635-5014

From: Zimmer, William - DOT
Sent: Thursday, May 21, 2015 2:52 PM
To: Ron Petit (ronpetit@yahoo.com); MAYBERRY, KRIS
Cc: Vanlanduyt, Melissa A - DNR (Missy); 'Samantha Herheim'; Vork, Rebecca - DOT; Zimmer, William - DOT
Subject: RE: ID 8461-00-00 Village of Winter, Railroad Avenue, (CNW RR Depot Welcome Center), Non Highway, Sawyer County

Kris/Ron;

Sam from our Management Consultant is estimating that design costs will total \$120,000 when complete. Sam's estimate includes additional costs for Structural Integrity to revise the plan and State costs to administer the work. My previous estimate of design costs to date (\$105,700) did not include costs to re-let the project.

The latest correspondence I have from Ron requests that we move funding from construction to design to cover current design costs of \$105,679.29. I have a revised State Municipal Agreement prepared to do that but before I send it to you; do you want to move additional funding to design to cover design and state costs necessary to re-let the project?

Regarding construction: Sam recently sent a request to reschedule the let date for the construction contract from May 2015 to March of 2016. All funding for our enhancement projects in state fiscal years 2016 & 2017 is currently obligated to other project so the earliest we can schedule your project is

July of 2017. We do have a waiting list for earlier funding should additional funding become available or another project is delayed.

Please let me know how you want to proceed. Feel free to call if you would like to discuss these issues in greater detail.

Thank you,
Bill Zimmer, P.E.
WisDOT - NWR Local Program Manager
W7102 Green Valley Road
Spooner WI 54801
715-635-5014

From: Samantha Herheim [<mailto:SamanthaHerheim@kjohnsonengineers.com>]
Sent: Friday, April 24, 2015 3:46 PM
To: Ron Petit (ronpetit@yahoo.com); MAYBERRY, KRIS
Cc: Zimmer, William - DOT; Vanlanduyt, Melissa A - DNR (Missy)
Subject: ID 8461-00-00 Village of Winter, Railroad Avenue, (CNW RR Depot Welcome Center), Non Highway, Sawyer County

Hi Ron and Kris,

Bill Zimmer is finalizing the revised State/Municipal Agreement to shift funding from construction to design. It is my understanding that you would like the design fully funded. I have reviewed the current project charges to date and recommend making the changes reflected in the attached file. **Please review and respond to this email with your concurrence.**

Also, the project description currently is "Restoration of the existing 1905 Winter Railroad depot to house a historical display of early railroading, logging and settlers in the community. The office of the Winter Area Chamber of Commerce Welcome Center would also be housed in the depot." **Please confirm if this is all still true.**

Let us know if you have any questions.

Thanks,
Sam

Samantha D. Herheim, P.E.
Kjohnson Engineers, Inc.
701 Deming Way, Suite 110
Madison, WI 53717
P (608) 829-3858
T (800) 908-5546
F (608) 829-3996



Revision #1
STATE/MUNICIPAL AGREEMENT
FOR A TRANSPORTATION
ALTERNATIVES PROGRAM (TAP)
PROJECT

This agreement supersedes the agreement signed by the Project Sponsor on March 23, 2009 and signed by WisDOT on April 22, 2009.

Subprogram #: 290
 Program Name: TAP

Revised Date: March 20, 2015
 Date: March 23, 2009
 I.D.: 8461-00-00&70
 Project Title: Village of Winter, Railroad Avenue
 Location/Limits: CNW RR Depot
 Project Length: N/A
 Project Sponsor: Sawyer County
 County: Sawyer
 MPO Area: N/A

The signatory, Sawyer County, hereinafter called the Project Sponsor, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the transportation project hereinafter described.

Wisconsin Statute 85.021 authorizes the State to administer a program to award grants of assistance to certain political subdivisions, state agencies, counties, local government units, Indian tribes, consistent with federal law 23 U.S.C. 213.

The authority for the Project Sponsor to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Project Sponsor agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Proposed Project - Nature of work: Restoration of the existing 1905 Winter Railroad depot to house a historical display of early railroading, logging and settlers in the community. The office of the Winter Area Chamber of Commerce Welcome Center would also be housed in the depot.

Need for or Benefits of Project – summarize reasons for request: This project would preserve the last depot along this line for future generations to enjoy and to educate visitors on the history of the area. The depot has been placed on the local historical registry via local ordinance in the Village of Winter.

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Project Sponsor. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements: None.

The Project Sponsor agrees to the following State Fiscal Year 2009-2011 TAP project funding conditions: All project sponsors and processes, including real estate acquisition and environmental documentation, must comply with *A Sponsor's Guide to Non-Traditional Transportation Project Implementation* (Sponsor's Guide) and the current WisDOT Facilities Development Manual (FDM).

The subject project is funded with 80% federal funding up to a maximum of \$303,513.60 for all federally-funded project phases when the Project Sponsor agrees to provide funds in excess of the \$303,513.60 federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Project Sponsor. Any work performed by the Project Sponsor prior to federal authorization is not eligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.

This project is subject to a DBE goal assessment of 5% of the Construction project costs. The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

The subject project must be commenced within four (4) years of the project award date or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the project sponsor, as noted on form DT1713 in the 'Date Received' field.

Project Award date: September 2008

Commencement deadline: July 1, 2014

Completion deadline: July 1, 2021

The project commencement deadline is fixed by statute, and may not be extended.

The subject project must be completed by July 1, 2021, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

In the summary funding table below, the federal share of the total estimated cost distribution indicates the maximum amount of federal funding available to the project, to be distributed across federally-funded project phases. The final Project Sponsor share is dependent on the final federal participation, and the actual costs will be used in the final division of costs for billing and reimbursement.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Project Sponsor Funds	%
ID 8461-00-00					
Design	\$100,700.00	\$80,560.00	80%*	\$20,140.00	BAL*
Design Review #	\$5,000.00	\$4,000.00	80%*	\$1,000.00	BAL*
ID 8461-00-70					
Participating Construction	\$259,692.00	\$207,753.60	80%*	\$51,938.40	BAL*
Participating Construction Review #	\$14,000.00	\$11,200.00	80%*	\$2,800.00	BAL*
Non-Participating Construction			0%		100%
Total Est. Cost Distribution	\$379,392.00	\$303,513.60	MAX	\$75,878.40	N/A

*This project has a TAP federal funding maximum of \$303,513.60. This maximum is cumulative for all federally funded project phases.
Review costs are administered and paid for by WisDOT. The Project Sponsor will be billed for any required local match and for costs beyond the cumulative federal or state funding.

This request is subject to the terms and conditions that follow (pages 3– 10) and is made by the undersigned under proper authority to make such request for the designated Project Sponsor and upon signature by the State shall constitute agreement between the Project Sponsor and the State. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing duly executed by both parties to this State/Municipal Agreement.

Signed for and in behalf of: Sawyer County (please sign in blue ink.)		
Name	Title	Date
Signed for and in behalf of the State:		
Name	Title	Date

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal funding. The Project Sponsor will be notified by the State when each project phase or ID is authorized and available for charging.
3. The initiation and accomplishment of the project will be subject to the applicable federal and state regulations, as referenced in the document *A Sponsor's Guide to Non-Traditional Project Implementation*. The Project Sponsor, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in 23 U.S.C. 139 and the National Environmental Policy Act (42 U.S.C. 4321 et seq.).
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The Project Sponsor agrees to comply with and promote applicable Federal and State laws, Executive Orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition the Project Sponsor agrees not to engage in any illegal discrimination in violation of applicable Federal or State laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Project Sponsor agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. All DBE requirements that the State specifies.
 - d. Federal and state statutes that govern the Transportation Alternatives Program, including but not limited to 23 U.S.C. 213 and Wis. Stat. 85.021.
4. Additional applicable state and federal requirements may include, but are not limited to, the following:
 - a. Prevailing wage requirements, including but not limited to 23 U.S.C. 113 and Wis. Stat. 103.50.
 - b. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - c. Competitive bidding requirements set forth in 23 U.S.C. 112 and Wis. Stat. 84.06.

STATE RESPONSIBILITIES AND REQUIREMENTS:

5. Funding for the project is subject to inclusion in Wisconsin's approved Transportation Alternatives Program. Federal funding will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. Storm sewer mains necessary for the surface water drainage.
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.

- d. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - e. Signing and pavement marking, including marking of detour routes. Detour routes and haul roads are not eligible on local projects.
 - f. New installations or alteration of street lighting and traffic signals or devices.
 - g. Landscaping.
 - h. Preliminary Engineering.
 - i. Management Consultant and State Review Services.
 - j. Other TAP items: Work necessary to restore the structure of the depot and bring it into compliance with federal, state and local code.
6. Project items purchased with federal funding are for the primary use of the Transportation Alternatives Program.
7. State Disbursements:
- a. Payment by the State to the Project Sponsor shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the state.
 - b. A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Project Sponsor shall refund to the State upon demand a sum equal to the overpayment.

PROJECT SPONSOR RESPONSIBILITIES AND REQUIREMENTS:

8. Work necessary to complete the TAP project to be financed entirely by the Project Sponsor or other utility or facility owner includes the items listed below, when applicable to the project.
- a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The Project Sponsor is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards, in accordance with the current WisDOT Facilities Development Manual (FDM).
 - h. Real estate for the improvement.

9. The work eligible for federal and state participation will be administered by the Project Sponsor. The project sponsor is an eligible recipient of these grant funds pursuant to Wisconsin Statute 85.021 and federal law at 23 U.S.C. 213.
10. Where applicable, all contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the requirements set forth in 23 U.S.C. 112 and Wis. Stat. 84.06. Where applicable, all contracts for design related services shall be awarded and administered in accordance with the requirements of 23 CFR 172 and procedures published in the Wisconsin Department of Transportation Facilities Development Manual (FDM), Chapter 8, Consulting Services.
11. The project, in accordance with its scope, must employ the services of a registered professional engineer, architect or landscape architect, to be responsible for design and construction engineering and related activities.
12. A copy of the plans, specifications, and estimates containing the engineer's, architect's, or landscape architect's seal as prepared for bidding purposes (in accordance with project scope) must be provided to the State for approval prior to advertising the project for bids.
13. The improvement will take place in accordance with the appropriate standards unless an exception to standards is granted by the State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Project Sponsor unless such exception is granted.
14. Work to be performed by the Project Sponsor without Federal funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Project Sponsor but must be coordinated with all other work undertaken during construction.
15. The Project Sponsor is responsible for financing administrative expenses related to Project Sponsor responsibilities.
16. This project is subject to a DBE goal assessment of 5% of the Construction project costs.
17. The Project Sponsor will not proceed with any contract revisions without first receiving prior approval from the State. A contract change order must be executed for revisions to the contract prior to the Project Sponsor's request for reimbursement for the revisions.
18. If reviews or audits show any of the work to be ineligible for Federal funding, the Project Sponsor will be responsible for any withdrawn costs associated with the ineligible work.
19. If the Project Sponsor should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
20. Sponsors of TAP projects within the Safe Routes to School eligibility category are required to conduct pre and post project/activity surveys using the SRTS Parent Survey and Student Tally Sheets. The results will be provided to the State at the conclusion of the project.
21. The Project Sponsor will assume all responsibility for retaining a complete project file that includes not only construction documentation but also copies of letting documents, all local and State submittals and approvals contained in these instructions, and other pertinent documents to support project procurement, development, implementation and cost and any other item required by 49 CFR part 18 and submitting such information, upon request, in order to receive reimbursement. The Project Sponsor will keep all project records and have them available for inspection by representatives of the Federal Government and the State and will furnish copies thereof when requested.

22. Federal Single Audits of the Project Sponsor:

- a. The Project Sponsor shall have a single organization audit performed by a qualified independent auditor if required to do so under Federal law and regulations. (See Federal Office of Management and Budget (OMB) Circular No. A-133).
- b. This audit shall be performed in accordance with federal OMB Circular No. A-133 and State single audit guidelines issued by the Wisconsin Department of Administration (DOA).
- c. The Project Sponsor will keep records of costs of construction, inspection tests, and maintenance done by it to enable the Federal Government and the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be retained for three years from the date of final payment. If any litigation, claim, or audits are started before the expiration of the three year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.

23. In connection with the performance of work under this State/Municipal Agreement, the Project Sponsor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in S. 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Project Sponsor further agrees to take affirmative action to ensure equal employment opportunities. The Project Sponsor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the employment officer setting forth the provisions of the nondiscrimination clause.

24. The Project Sponsor will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation as defined in s. 111.32 (13m), or national origin.

25. When applicable to the project, the Project Sponsor will at its own cost and expense:

- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, parking lanes, bicycle lanes, trails, and other facilities, sidewalks and other pedestrian facilities, and other project infrastructure) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year. The Project Sponsor will ensure that facilities are available in all weather conditions, including clearing snow from sidewalks and multi-use trails.
- b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
- c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
- e. Provide relocation orders and real estate plats and easements, as required by the project.

- f. Use the *WisDOT Utility Accommodation Policy* unless it adopts a policy, which has equal or more restrictive controls.
- g. Provide maintenance and energy for lighting.
- h. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

26. It is further agreed by the Project Sponsor that:

- a. The Project Sponsor assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the State and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this State/Municipal Agreement.
- b. The Project Sponsor assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Project Sponsor. The Project Sponsor is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Project Sponsor will reimburse the State if the State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Project Sponsor will be 100% responsible for all costs associated with utility issues involving the Contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Project Sponsor or by others, will be in conformity with such "Manual on Uniform Traffic Control Devices" as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred in by the Federal Highway Administration.

29. The subject project must be completed by July 1, 2021, and the Project Sponsor must submit a project completion certificate to WisDOT central office on or before this date. WisDOT may consider a written request to extend the completion deadline from the Project Sponsor and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

LEGAL RELATIONSHIPS:

30. Responsibility for Damage and Tort Claims: The Project Sponsor and the Project Sponsor's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Project Sponsor; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Project Sponsor; or because of any claims or amounts recovered for any infringement by the Project Sponsor of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the Project Sponsor's employees; or any other law, ordinance, order or decree relating to the Project Sponsor's operations. So much of the money due the Project Sponsor under and by virtue of the contract as shall be considered necessary by the State for such purposes, may be retained for the use of the State; or, in case no money or insufficient money is retained, the Project Sponsor's surety may be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the State; except that money due the Project Sponsor will not be withheld when the Project Sponsor produces satisfactory evidence that the Project Sponsor is adequately protected by public liability and property damage insurance. The Project Sponsor also shall comply with all of the above requirements indemnifying and saving harmless the county, town, or municipality in which the improvement is made and each of them separately or jointly and officers and employees.

The State shall not be liable to the Project Sponsor for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Project Sponsor for damages or delays resulting from injunctions or other restraining orders obtained by third parties except where the damage or delay is a direct result of an injunction or restraining order obtained by a citizen's action alleging violations of 42 U.S.C. 4331 - 4332, 23 U.S.C. 138 or Public Law 91-646.

It shall be the Project Sponsor's responsibility to see that all of the contract operations incident to the completion of the contract are covered by public liability and property damage liability insurance so the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of the contract operations. This requirement shall apply with equal force, whether the work is performed by the Project Sponsor, by a subcontractor or by anyone directly or indirectly employed by either of them.

It is the express intent of this provision that a Project Sponsor that is a county, town or municipality may and should contractually pass on this entire Responsibility for Damage and Tort Claims provision to any public and private entities with which it may subcontract any of the work covered by this agreement.

- a. The word, "surety" in the above paragraphs refers to the issuer of a payment and performance bond under section 779.14 Wis. Stats. (1997 - 98).
- b. Nothing in this section should be construed as a waiver of any statutory defenses that may be available to any governmental party.

31. The Project Sponsor, also known as the primary participant, as that term is defined in 49 CFR Part 29, certifies to the best of its knowledge and belief, that it and its principals, as that term is defined in 49 CFR Part 29:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State of Wisconsin or Federal department or agency;
- b. Have not, within a three-year period preceding this State/Municipal Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above;
- d. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State or local) terminated for cause or default; and
- e. That all grantees, contractors, and suppliers, including what is also known as lower tier participants as that term is used in 49 CFR Part 29 and the Appendix to Part 29 -- Covered Transactions, have certified in writing that neither they or their principals are presently debarred, suspended, proposed for debarment or suspension, have been declared ineligible, or have voluntarily been excluded from participating in this or any other Federal, state or local transaction by any Federal, State or local department, agency or official.

32. Contract Modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.

33. Binding Effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party

beneficiary rights to be held by any person or entity who is not a party to this State/Municipal Agreement. Nor does it accord on any non-party the right of enforcement.

34. Choice of Law and Forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.
35. Nothing in this State/Municipal Agreement shall be construed as a waiver of the State's sovereign immunity.

PROJECT FUNDING CONDITIONS

36. The Project Sponsor agrees to the following State Fiscal Year 2009-2011 TAP project funding conditions:
 - a. ID 8461-00-00: Design and any related review costs are funded with 80% federal funding when the Project Sponsor agrees to provide the remaining 20%. These costs are subject to the cumulative project federal funding cap. This includes Plan Development, Management Consultant Review, and State Review. The work includes project review, approval of required reports and documents and processing the final PS&E document for award of the contract.
 - b. Real estate and any related review costs are funded 100% by the Project Sponsor. Real estate acquisition is 100% the responsibility of the Project Sponsor.
 - c. ID 8461-00-70, Construction:
 - i. Costs for railroad depot restoration and any related review costs are funded with 80% federal funding, when the Project Sponsor agrees to provide the remaining 20%. These costs are subject to the cumulative project federal funding cap.
 - d. The maximum participation of federal funding will be limited to 80% of the actual eligible project cost or the total cost distribution of TAP funds shown on page 3 of this State/Municipal Agreement, whichever is less. The project federal funding maximum of \$303,513.60 is cumulative for all federal funded project phases. The Sponsor is responsible for all project costs exceeding the federal maximum.

[End of Document]



**CHICAGO, ST. PAUL
MINNEAPOLIS & OMAHA
RAILROAD DEPOT
REHABILITATION
WINTER, WI**

FRIENDS OF THE TUSCUMBIA TRAIL,
SAWYER COUNTY,
WISCONSIN DNR,
& THE VILLAGE OF WINTER

WISCONSIN DOT PROJECT NAME & NUMBER:
VILLAGE OF WINTER, RAILROAD AVENUE
(CNW RAILROAD DEPOT WELCOME CENTER)
WISDOT # 8461-00-70
SAWYER COUNTY, WI

**FEDERALLY
FUNDED**

**PS & E
SUBMITTAL**

5% DBE

SPONSOR SIGNATURE OF
ACCEPTANCE (SAWYER CO.):



Project Name: Village of Winter, Railroad Avenue (CNW Railroad Depot Welcome Center)
Project No: 8461-00-70
Drawing No: 2010074
Title Page

Village of Winter, Railroad Avenue
(CNW Railroad Depot Welcome Center)
Non-Highway
Sawyer County, WI

Project: 8461-00-70
Drawing No: 2010074

TITLE PAGE

Sheet Title

Scale:

Drawn By: JPT

Date: 4/20/14

Rev. Date:

Rev. Date:

Rev. Date:

Rev. Date:

Rev. Date:

Sheet No:

T0.1

**PROJECT MANAGER &
STRUCTURAL ENGINEERING
STRUCTURAL INTEGRITY INC.**

KURT STRAUS, PE
7702 TERRACE AVE.
SUITE ONE
MIDDLETON, WI 53542
608-823-8330

ARCHITECT

**CHARLIE QUAGLIANA, AIA,
NCARB**

1734 SAWTOOTH LANE
MADISON, WI 53719
608-444-9369

SITE/CIVIL

**ADVANCED ENGINEERING
CONCEPTS**

SEAN BIRAN, P.E.
435 FAIRFAX STREET
ALTOONA, WI 54720
715-355-0330

M&P ENGINEERING

**QUALITY ENGINEERING, MADISON,
LLC**

ROB BUCCI, P.E.
2870 MARLBOROUGH COURT
MADISON, WI 53711
608-239-7718
608-237-2441 Fax

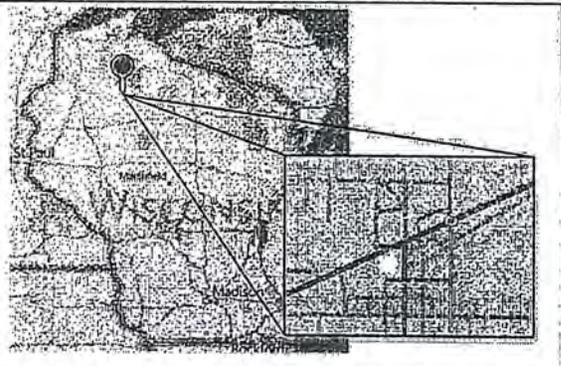
INTERIOR DESIGN

SILVER LEAF INTERIORS INC.

261 NORTH SHERMAN AVE
MADISON, WI 53704
608-242-0707

DRAWING INDEX

T0.1 - TITLE SHEET
C1.1 - EXISTING SITE SURVEY
C1.2 - SITE, LANDSCAPE & PAVING PLAN
C1.3 - GRADING, UTILITY, & EROSION CONTROL PLAN
C2.1 - DETAILS
A1.1 - FLOOR PLAN
A1.2 - BID ALTERNATE PLANS 01 & 02
A2.1 - ELEVATIONS
A2.2 - ELEVATIONS
A3.1 - CEILING/FINISHES PLAN
A4.1 - DETAILS/SECTIONS
A4.2 - DETAILS/SECTIONS
A4.3 - SCHEDULES/DETAILS
S1.1 - FRAMING PLAN
S1.2 - BID ALTERNATE 01 & 02
S1.3 - ROOF FRAMING/ SECT.
S2.1 - STRUCTURAL DETAILS
S2.2 - STRUCTURAL DETAILS
M1.1 - MECHANICAL PLAN
E1.1 - POWER SYSTEMS
E1.2 - LIGHTING PLAN (BID ALT. 03)



GENERAL NOTES

1. THIS DRAWING HAS BEEN DEVELOPED FROM LIMITED AVAILABLE ORIGINAL DRAWINGS, RECORDS, PHOTOGRAPHS, FIELD NOTES, RECORDS, AND THE USE OF THE BEST AVAILABLE INFORMATION AND SHOULD BE USED AS A GENERAL GUIDE ONLY. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND CONDITIONS OF THE PROJECT BEFORE PROCEEDING WITH THE WORK.

2. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS, INCLUDING ALL NECESSARY PERMITS, VARIATIONS AND ERECTION.

3. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS, INCLUDING ALL NECESSARY PERMITS, VARIATIONS AND ERECTION.

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19. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS, INCLUDING ALL NECESSARY PERMITS, VARIATIONS AND ERECTION.

20. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS, INCLUDING ALL NECESSARY PERMITS, VARIATIONS AND ERECTION.

BUILDING CODE INFORMATION

INTERNATIONAL RESIDENTIAL CODE BOOK
INTERNATIONAL BUILDING CODE
INTERNATIONAL MECHANICAL CODE
INTERNATIONAL PLUMBING AND MECHANICAL CODE
INTERNATIONAL ELECTRICAL CODE
INTERNATIONAL FIRE ALARM AND SIGNALING CODE
INTERNATIONAL FIRE PREVENTION CODE
INTERNATIONAL SAFETY CODE



minutes of the meeting of the Sawyer County **Land, Water and Forestry Resources Committee**
Sawyer County Board of Supervisors
June 10, 2015; Assembly Room; Sawyer County Courthouse

Committee Members Present: Dean Pearson, Bruce Paulsen, Hal Helwig, Thomas Winiarczyk, Brian Bisonette, Fred Zietlow

County Personnel Present: Greg Peterson, Dan Pleoger, Kris Mayberry, Dale Olson, Paula Chisser, Tom Hoff, Eric Wellauer, Trevin Oertel

NRCS Personnel Present:

DNR Personnel Present:

LCO Personnel Present:

Others Present: Allan Serrano, Linda Zillmer, Jan Holmes, Don Mrotek, Warren Johnson,

1) Meeting called to order at 8:30AM by Vice-Chair Zietlow.

2) Approve agenda

Motion by Paulsen, second by Pearson to approve the agenda with the addition of a Closed Session, pursuant to section 19.85(1)(g) Wisconsin Statutes, to review a proposed settlement of litigation involving Sawyer County. The Committee may reconvene into open session to announce or take action on matters discussed in closed session. Motion carried.

3) Approve minutes

Motion by Zietlow, second by Paulsen to approve the May13, 2015 minutes. Motion carried.

4) Audience recognition

Zillmer, Town of Edgewater - roads open to ATV's. Peterson and Mrotek both stated that opening roads to ATV's is up to the township.

5) Event Dates

- a) Chequamegon Youth Mountain Bike Camp – 6/13/15 (insurance on file) – held at “OO”
- b) Stubborn Mule Adventure Race – 6/27/15 (insurance on file)

Motion by Paulsen, second by Pearson to approve both events. Motion carried.

6) Register of Deeds Department

a) Replacement of ROD/Tax Lister position due to resignation – Chisser and Pleoger both stated that help is needed in both departments due to resignation of employee. Money has been budgeted for 2015 for this position. Motion by Paulsen, second by Pearson to forward request to Administrative Committee again, with recommendation for approval to hire employee as soon as possible since funds are already budgeted. Motion carried.

7) Land Records and County Surveyor Department

- a) County work report – handout (on file with minutes)
- b) Pleoger stated that there is a need for a full-time GIS position and that this position will be included in the 2016 budget request. The Land Information Grant (\$150,000) - a new plan needs to be written.
- c) Tax listing is doing OK for now, but help will be needed.

8) Sawyer County Forestry Department

- a) Tussockia Trail MOU – draft MOU is in the hands of the DNR and will be on agenda for July 2015.
- b) Proposal to trade NWNW for NENE in Section 18, Township 41 North, Range 8 West – Information and maps were handed out. Motion by Pearson, second by Paulsen to recommend the trade contingent upon the need for a survey and need to go through withdrawal and entry into the County Forest. Motion carried.

c) Recreational trail report: Peterson – everything going well, working on rehab/re-route of some single track trails. Salvage timber sale at Hatchery Creek, should be done in next week depending on rain. Mrotek – using some wood chips on trails for erosion.

d) County Forestry report (handout on file with minutes). Year-to-date revenue is \$1,534,192 (93% of budgeted revenue for 2015).

e) Replacement of position due to employee retirement – motion by Paulsen, second by Zietlow to send request for replacement (successor) to Administrative Committee with recommendation for approval as soon as possible. Motion carried.

9) Sawyer County Zoning/Conservation Department

d) Sanitation Update – Eric Wellauer (handout on file with minutes).

a) County work report (copy on file with minutes).

b) Update on Strouf pit – all permits are up-to-date.

c) Special event permit – (copy on file with minutes) to be considered in July

NRCS Business

None

LCO Business

None

Review and Approve Monthly Vouchers Report

Motion by Pearson, second by Zietlow to approve the vouchers as presented. Motion carried.

Other matters for discussion only

None

Closed Session

Motion by Bisonette, second by Pearson at 9:30 AM to go into Closed Session pursuant to sections 19.85(1)(g), Wisconsin Statutes, to review a proposed settlement of litigation involving Sawyer County. The Committee may reconvene into open session to announce or take action on matters discussed in closed session. Motion carried.

Motion by Paulsen, second by Pearson to re-convene into Open Session. Motion carried. [Minutes of Closed Session are kept in a confidential file in the County Clerks' office]

Adjourn

Motion by Paulsen, second by Pearson to adjourn meeting. Motion carried. Meeting adjourned at 9:38 AM.

Delores Dobilas, Recorder

Sawyer County Position Description

Title: Deputy Register of Deeds II/Tax Lister II
Reports to: Register of Deeds and Land Records Director

Purpose of Position:

The purpose of this position is to assist the Register of Deeds with compliance to Wisconsin State Statute 59.43, which requires counties to record all deeds, mortgages, maps, instruments and writings authorized by law to be recorded and to provide assistance to the land Records Department and the Tax Lister as established under the provisions of Wisconsin State Statute 59.72.

Essential Duties and Responsibilities

The duties and responsibilities described below are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Register of Deeds II duties

- Reviews documents submitted for recording either paper or electronic to ensure that all statutory requirements are met. Completes rejection sheets for documents that are not recordable and mails back to submitter. Records, scans, indexes, annotates, and verifies each document in computerized document tracking system. Export images daily for land records office, assessors and title companies.
- Files and indexes all vital records (marriages and death) records for Sawyer County, WI statutes 69.01 & 69.07. Issues certified copies of birth records both from office paper records and Wisconsin Vital Records website. When necessary, corresponds with State of Wisconsin, funeral homes, coroner, other counties, clergy, veterans offices and hospitals regarding vital records. Prepares certified copies of vital records WI statutes #69.21. Keeps all marriage and death records current, through corrections, amendments and affidavits from the state. Maintains confidentiality regarding vital records including Wisconsin Vital Records website and access to same.
 - Maintain updated indexes of all condominiums and subdivision plats for distribution in this office, other county offices and the public's use.
 - Files, indexes and issues certified copies of Military Discharge documents. WI statutes #69.05 & 69.07
 - Files and indexes Federal Tax Liens and Releases. #59.43
 - Records Lis Pendens. #59.43
- Maintain updated information on the Register of Deeds page on the county web site.
- Assists the public both in person and by phone, on a daily basis with inquiries regarding questions relating to ownership of land, including instructions on use of office facilities and software, for land research and obtaining copies. Directs the public to related links for the Department of Revenue, real estate forms, applications to obtain vital records, and information lists of professionals in the Hayward area (attorneys, appraisers, etc.).
 - Makes copies of real estate records for the public, as requested. Faxes or emails copies of documents when requested. WI statutes #59.43(2) Processes credit card information for copies, vital records and recording fees. Refers the public to appropriate attorneys, appraisers, surveyors or other county offices, when necessary.
 - Assists the public in accessing office records to conduct genealogy searches for both vital records and real estate documents.
 - Checks accuracy on Wisconsin Real Estate Transfer Receipt forms, and is able to assist the public with questions in completing the form online. At month end prepares transfer receipts and monthly report for submission to County Treasurer and transfer to Department of Revenue. Corresponds with Department of Revenue on Transfer Return issues.

- Maintains records of all customer accounts and sends statements when appropriate. Prints monthly mortgage reports for financial institutions. Bills monthly for Laredo users and images for title companies. Runs approximately 10 reports monthly for auditors and office balancing.
- Utilizes county tax information and maps to obtain necessary land parcel and tax identification information, used on a daily basis.
- Completes daily bookkeeping, statements and bank deposits. Assists Register with yearly budget report and yearly inventory lists.
- Compiles stores and destroys certain office records on a yearly basis per statutory records retention schedule.
- Performs other duties as required.

Tax Lister II duties

- Determine ownership of real estate from recorded documents.
- Perform title research in the Register of Deeds.
- Make ownership changes in the tax assessment database.
- Enter new Parcel Identification Number (PIN) for property divisions, Certified Survey lots and ownership changes such as condominiums, along with the necessary name and address change.
- Enter address changes received from the Assessors, Clerks, Treasurers, and the public.
- Enter corrections to property owner's names, legal descriptions and history information when provided with appropriate documentation from Assessors or other County Departments.
- Assist the public with inquiries regarding land ownership and tax assessment.
- Perform general office duties such as answering the phone, bookkeeping, making copies and scanning and indexing documents and records.
- Prepare miscellaneous reports to verify data entry.
- Assist the Real Property Lister in the performance of related duties.
- Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Minimum qualifications: High school diploma or equivalent, together with a minimum of two (2) years' experience working with windows-based software, required. Experience in, or ability to learn, legal documents, maps, tax and assessment information is necessary.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Experience and abilities necessary to perform the job include, but are not limited to:

- Meticulous to detail and procedure for proper recording and filing of legal documents.
- Excellent communication skills and ability to establish and maintain effective working relationships to serve and assist the public, abstractors, attorneys, assessors, surveyors, and government officials.
- Ability to read and understand legal descriptions, property records, legal documents, tax information records, maps, and vital records; understanding title chains and interpreting land surveys..
- Excellent penmanship for writing and printing.
- Ability to use personal computer for data entry and retrieval and for word processing, calculator, copy machine, fax machine, telephone, and similar office equipment.
- Mathematical abilities including percentages, fractions and decimals.
- Ability to follow oral and written instructions.
- Ability to maintain confidentiality.
- Considerable knowledge of Wisconsin Administrative Code and Statutes related to functions of the Register of Deeds office and Land Records Office.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria in order to file and maintain computer programs for Register of Deeds and Land Records. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work which may involve some lifting, carrying, pushing, and pulling.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The physical demands described are representative of those that must be met in order for an individual to perform all the functions of the position. Sawyer County will comply with the Americans with Disabilities Act regarding reasonable accommodations which enable an otherwise qualified individual with a disability to perform the essential functions of the position.

CLOSING STATEMENT:

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Sawyer County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with representatives of Sawyer County.

Employees Signature

Human Resources

Date

Date

University of Wisconsin-Extension Northwest Regional Director Julie Keown-Bomar introduced herself and discussed her fiscal and human resources role with the Extension. Ms. Keown-Bomar reviewed the role and history of county extension offices and addressed the current State of Wisconsin budget development and its effect on county extension offices, including the option of consolidating/sharing some extension services between counties.

University of Wisconsin-Extension 4-H Youth Development Agent Lori Laberee requested approval to fill a one-half time Administrative Assistant position in the Sawyer County University of Wisconsin-Extension Office left vacant due to a recent employee resignation. Motion by Voight, 2nd by Shuman, to recommend Administrative Committee and County Board approval of the request. Motion carried.

University of Wisconsin-Extension 4-H Youth Development Agent Lori Laberee requested approval to hire a former Sawyer County University of Wisconsin-Extension Office employee to work 5 hours a week in the Extension Office to perform the duties of the Administrative Assistant until the position is filled. Motion by Johnson, 2nd by Shuman, to recommend Administrative Committee and County Board approval of the request. Motion carried.

Hayward Lakes Visitor & Convention Bureau Executive Director Sherry Beckman presented a written report, including the positive promotion of the area from having the Governor's fishing season opener in Sawyer County and that the 1st quarter of 2015 room tax revenue was the best ever.

The Committee reviewed the year-to-date Sawyer County sales and use tax report which reflected an increase in revenues each month so far in 2015 over those revenues in 2014.

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

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

minutes prepared by Sawyer County Clerk Kris Mayberry

SAWYER COUNTY
Position Description

POSITION TITLE: Secretary/Receptionist
casual/occasional employee, with ability to work flexible
schedule on an as-needed basis

DEPARTMENT: Sawyer County Cooperative Extension

SUPERVISOR: Extension Department Head & Extension Office Manager

The purpose of this position is to provide support services to the professional staff of the UW-Extension Department as established under 59.56(3) of the Wisconsin Statutes.

GENERAL DESCRIPTION:

The Secretary/Receptionist position for the UW-Extension office performs a variety of receptionist, secretarial, and clerical duties.

Program Involvement:

- ✓ Extension Department Head
- ✓ Community Resource Development Program
- ✓ Agriculture Program
- ✓ Family Living Program
- ✓ 4-H/Youth Development Program

Program involvement may include Extension related support roles for other organizational and county activities as assigned including, but not limited to: Sawyer County Fair Association, Sawyer County 4-H Leader's Association, Home and Community Education (HCE), Sawyer County Cleansweep – Hazardous Waste Collection Event, Sawyer County Economic Development and Planning Committee.

DUTIES AND RESPONSILITIES:

- ✓ General clerical duties to include photocopying, reception, filing and typing.
- ✓ Arranges, books, and prepares facilities for meetings and programs including wisline teleconferences, satellite programs, and programmatic meetings.
- ✓ Prepares and mails public correspondence and program information as required by agents.
- ✓ Provides front line contact with the general public, vendors, organizations and program contacts.
- ✓ Operates necessary office machines for the successful functioning of the office.
- ✓ Attends meetings, workshops, and trainings as needed to keep skills current.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Educational Requirements:

High school graduate with business and secretarial/administrative assistant courses.

Knowledge Required

- ✓ General office procedures
- ✓ Computer skills and ability to learn word processing and other computer programs.
- ✓ Ability to communicate effectively both verbally and in writing.
- ✓ Accurate typing ability
- ✓ Ability to communicate and relate to general public over the phone and face-to face. (public relations)
- ✓ Ability to operate office machines (copier, laminator, fax, etc.)
- ✓ Ability to manage work independently and also contribute to the overall office team goals.
- ✓ Interpersonal skills allowing one to work with diverse personalities both internally and externally

The person in this position must be able to see, hear, and talk in order to effectively interact with the public. Work is performed primarily in an office setting. The person in this position occasionally assists professional staff with program set-up which requires the physical ability to walk, bend, and lift and carry up to 50 pounds. The physical demands described here are representative of those that must be met in order for an individual to perform all the functions of the position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions of the position.

CLOSING STATEMENT:

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Non-Exempt Position

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Human Resources Manager

Date

Subject: How much is your county paying mediators (in family law cases) per case per hour?

COUNTY	ATTORNEY	TOPIC
Eau Claire	Nathan Novak	Eau Claire County contracts with a private agency that provides all mediation services on a yearly basis. First mediation session is free and second/subsequent are up to \$200 per session with a sliding scale.
Waukesha	Linda Saafir	Waukesha charges parties \$100 total for 1 mediation session. We have 6 in-house mediators, county employees. We're discussing an increase to that fee.
Barron	Katherine Stewart	Barron County pays a flat rate of \$200 per session; Washburn pays \$110 per hour
Trempealeau	Don Hellrung	Trempealeau County is paying \$100 to the mediator for the initial session, no matter how long it takes. Then, if they want to continue with more sessions, our mediator can charge the parties \$100 apiece, per Statute.
Jefferson	Mark Fremgen	Our mediator is paid as an employee...however, the parties pay a flat fee of \$150 (each) for mediation services (good for one year) and \$1,000 for study fees (shared equally), and the parties pay \$50 an hour if they fail to complete questionnaires prior to the in-office meeting (for time spent on simply getting the information they were to have supplied before mediation/evaluation mtg)
Manitowoc	Lorene Mozinski	Manitowoc County has a list of 3 independently contracted mediators who are paid \$75 per hour for up to 2 hours per referral (\$150 total). We then bill the litigants \$37.50 each after their session(s) are done. If they want any more time on their case, they have to make private arrangements with the mediator to continue.
La Crosse	Gloria Doyle	We have 2 FT positions with full benefits and paid vacation.
Ashland	David Siegler	Ashland County and Bayfield County pay \$70/hour.
Fond du Lac	Sally-Anne Danner	Fond du Lac has one full-time mediator. The first session is free. Additional services are \$100.00 per party for unlimited use for 1 year.
Oneida	Deborah Hatfield	Oneida County pays \$70 an hour up to 2.5 hours.
Winnebago	Lisa Krueger	Winnebago County has a Family Court Services office with 3 mediators who are full time county employees. They charge \$150 per person for mediation, although I believe the first session is free.
Washington	Dolores Bomrad	Sorry---I was wrong about saying we pay 75--it was increased now to \$80 per hour for face to face time in Washington County.
Sauk	Leo Grill	Sauk Co. pays \$75.00 per session, with a session lasting between 60-75 minutes.
Douglas	Rebecca Lovejoy	Douglas County pays \$125.00 per session. Sessions last 1 to 2 hours.

Marathon	Sandra Marcus	We do not have in house mediators, but use 4 local agencies. They charge \$120/hour. We have a sliding scale for those unable to pay, and the county picks up the difference in those cases.
Oneida	Deborah Hatfield	Oneida County pays \$70 an hour up to 2.5 hours.
Milwaukee	Sandra Grady	We pay \$200 per case
Sheboygan	Rebecca Persick	Sheboygan County pays \$88/hr. We have four mediators who are independent contractors, are responsible for their own office and administrative costs, and don't have any benefits. However, the County does set aside a few hundred dollars each year so one or two of the mediators can attend a seminar to keep their skills up to date.
Racine	Anisa Dunn	Racine County has three individuals on contract who serve as our mediators and family court workers (not on the same case obviously). They are independent contractors and do not receive benefits. They split \$141,000.00 per year (\$49,254, \$49,254, and \$42,216) pro rata based on the percentage of cases that they are assigned. This is not a full-time position for any of the three as they each have varying levels of outside practices as well.
Ozaukee	Barry Boline	Ozaukee pays 3 mediators \$90 per hour for face time only (i.e. not drafting or scheduling time) up to \$5000 per mediator. We generally stay within that budget.
St. Croix	Stephen Dunlap	St. Croix Cty Pays \$70 / Hr After the first hour the parties pay \$50 each. We require prepayment.
Waushara	Marc Bickford	Also, Marc and I were talking about the Mediation services question you had e-mailed to the FCC members last week. We have a contract with Winnebago County. They come to our county 2 Tuesday's a month, which consists of 14 hours per day, 10 hours of actual mediation services and 4 hours of travel time at \$60.00/hour.

1) DEFINITIONS. In this section:

- (a) "Mediation" means a cooperative process involving the parties and a mediator, the purpose of which is to help the parties, by applying communication and dispute resolution skills, define and resolve their own disagreements, with the best interest of the child as the paramount consideration.
- (b) "Mediator" means a person with special skills and training in dispute resolution.

(1m) DIRECTOR.

- (a) Except as provided in par. (b) and subject to approval by the chief judge of the judicial administrative district, the circuit judge or judges in each county shall designate a person meeting the qualifications under sub. (4) as the director of family court services in that county.
- (b) If 2 or more contiguous counties enter into a cooperative agreement under sub. (3) (b), the circuit judges for the counties involved shall, subject to approval by the chief judge of the judicial administrative district, designate a person meeting the qualifications under sub. (4) as the director of family court services for those counties.
- (c) A county or counties may designate the supervisor of the office of family court commissioner as the director under par. (a) or (b).

(2) DUTIES. A director of family court services designated under sub. (1m) shall administer a family court services office if such an office is established under sub. (3) (a) or (b). Regardless of whether the office is established, the director shall:

- (a) Employ staff to perform mediation and to perform any legal custody and physical placement study services authorized under sub. (14), arrange and monitor staff training, and assign and monitor staff case load.
- (b) Contract under sub. (3) (c) with a person or public or private entity to perform mediation and to perform any legal custody and physical placement study services authorized under sub. (14).
- (c) Supervise and perform mediation and any legal custody and physical placement study services authorized under sub. (14), and evaluate the quality of the mediation or study services.
- (d) Administer and manage funding for family court services.

(3) MEDIATION PROVIDED. Mediation shall be provided in every county in this state by any of the following means:

- (a) A county may establish a family court services office to provide mediation in that county.
- (b) Two or more contiguous counties may enter into a cooperative agreement to establish one family court services office to provide mediation in those counties.
- (c) A director of family court services designated under sub. (1m) may contract with any person or public or private entity, located in a county in which the director administers family court services or in a contiguous county, to provide mediation in the county in which the person or entity is located.

(4) MEDIATOR QUALIFICATIONS. Every mediator assigned under sub. (6) (a) shall have not less than 25 hours of mediation training or not less than 3 years of professional experience in dispute resolution. Every mediator assigned under sub. (6) (a) shall have training on the dynamics of domestic violence and the effects of domestic violence on victims of domestic violence and on children.

(5) MEDIATION REFERRALS.

Section 767.405 Fund

Description	1/1/13-12/31/13	1/1/14-6/30/14	7/1/14 - 5/1/15
Beginning Balance	\$65,975.43	\$63,932.54	\$61,213.04
Amount deposited into Mediation Fund - from Clerk of Court	+\$1,595.00	+\$665.00	
Amount deposited into Mediation Fund - from Marriage License Fees	+\$1,680.00	+\$320.00	
Amount of Mediation Fund spent on Mediators	-\$1,947.50	-\$474.50	-\$512.50
Amount of Mediation Fund spent on related portion of FCC Salary	-\$1,494.00	-\$1,494.00	-\$2,988.00
Amount of Mediation Fund spent on Director of Family Court Services	-\$1,896.00	-\$1,896.00	-\$3,792.00
Sub-total	\$63,912.93	\$61,053.04	\$53,920.54
Ending Balance	\$63,932.54	\$62,213.04	\$56,990.54
Difference	\$19.61	\$160.00	\$3,070.00

minutes of the meeting of the Sawyer County Board of Supervisors

Thursday, May 28, 2014, 6:30 p.m.

Large Courtroom, Sawyer County Courthouse

County Board Chair Hal Helwig called the May 28, 2014 meeting of the Sawyer County Board of Supervisors to order. Roll call was as follows (x indicates present):

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

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

The agenda for the meeting was presented as follows:

01. Meeting agenda
02. Sawyer County Ambulance Service
03. Ambulance Service Director
04. Ambulance Service Medical Director
05. Ambulance Service Billing Clerk
06. The Board may convene into **closed session**, pursuant to section 19.85(1)(f), Wisconsin Statutes, for preliminary consideration of specific personnel matters and will reconvene into open session immediately following the closed session to take or announce action taken in the closed session, if any.

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

The Board reviewed summaries [copies in meeting file] of options for the operation of the Sawyer County Ambulance Service, the Ambulance Service Director position, and the Ambulance Service Medical Director position in light of the resignation of Ambulance Service Director Laurie Smith, effective June 15, 2014, and the resignation of Ambulance Service Medical Director Dayle Quigley, effective June 1, 2014. Human Resource Manager Michelle Jepson had revised the summaries to include additional options that became known after the May 22, 2014 meeting of the Public Safety Committee. At the May 22nd meeting the Public Safety Committee reviewed the issues and determined to refer them to the County Board without a recommendation.

Lac Courte Oreille Community Health Center Medical Director Dr. David Lang:

- Introduced himself and offered his services as the Ambulance Service Medical Director with compensation for the services to be \$500 per month
- Indicated that he has worked for 30 years as a family practice doctor, including working in hospital emergency rooms
- Indicated that he does not have malpractice insurance for the duties of Ambulance Service Medical Director and that the County would need to provide him with compensation for procuring that insurance coverage

Advanced Emergency Medical Technician (EMT) Linn Newton spoke in support of continuing the Ambulance Service as a paramedic ambulance service.

North Memorial Ambulance Service (North) Wisconsin Regional Manager Joe Walsh indicated that North is available to provide a variety of services to the Sawyer County Ambulance Service, including providing an assessment of the Ambulance Service and/or ambulance service medical director services (currently at a rate of \$50 per hour of service provided).

Motion by Shuman, 2nd by Zietlow, to accept Dr. David Lang's offer to serve as Sawyer County Ambulance Service Medical Director for a period of 6 months (effective June 1, 2014), with compensation for the services being \$500 per month, and with Sawyer County to provide compensation (not to exceed \$5,000) for Dr. Lang to procure malpractice insurance for the duties of Ambulance Service Medical Director. [Motion by Paulsen, 2nd by Pearson, to table consideration of the motion accepting Dr. Lang's offer until after the options for the Ambulance Service and Ambulance Service Director are discussed. The roll call vote on the motion to table was as follows: McCoy – yes; Shuman – no; Humphreys – absent; Zietlow – no; Pearson – yes; Duffy – absent; Paulsen – yes; Bisonette – no; Helwig – no; Bassett – no; Voight – no; Kinsley – no; Thompson – absent; Johnson – no; Schleeter – yes. The motion failed with 4 voting yes and 8 voting no.] The motion to accept Dr. Lang's offer to serve as Sawyer County Ambulance Service Medical Director passed on a voice vote with McCoy and Paulsen voting no.

Town of Round Lake Firefighter Michael Feldner spoke in favor of providing the opportunity for the County's Emergency Medical Technicians and Paramedics throughout the County to provide input into the operations of the Ambulance Service.

Advanced EMT Dan Weingarten spoke in support of continuing a County-wide ambulance service.

Paramedic Frank W. Leuschen, Jr. and former EMT Louise Ladenthin expressed that the County should hire an interim director while reviewing the options for the Ambulance Service.

Advanced EMT Renee Heinz proposed that the County hire Paramedic Eric Nilson as the interim director for the Ambulance Service. Advanced EMTs Eileen Froemel, Dan Weingarten, and Jim Onarheim; and Paramedic John Holmes spoke in support of Ms. Heinz proposal. Mr. Onarheim also urged that the new Ambulance Service Medical Director work aggressively to continue the improvements to the quality of the Ambulance Service.

Motion by Shuman, 2nd by Johnson, to offer the Interim Ambulance Service Director position to Eric Nilson with the terms of the offer to be negotiated by the Public Safety Committee. Motion carried.

Motion by Paulsen, 2nd by Bassett, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

A Proposal of Professional Liability Insurance
Prepared For

David A. Lang, MD
9850 Flowage Road
Couderay, WI 54828

Presented by:

Pam Queoff, ARM, MBA
Account Executive



June 10, 2015 – June 10, 2016

Professional Liability

Insurer: Lloyd's of London
Effective Dates: June 10, 2015 – June 10, 2016
Policy Number: TBD
Professional Services: Medical Director

Liability:

COVERAGE	LIMITS
Aggregate including Claims Expenses	\$ 3,000,000
Each Claim	\$ 1,000,000
Deductible Each Claim	\$ 2,500
Claims-made Coverage Form	
Retro Date: 6/10/2014	

Medical Director Administrative Duties Extension Endorsement (Individual Version)

Person insured is amended to include the following: The Insured while acting within the scope of his/her administrative duties as Medical Director for Sawyer County Ambulance Service.

Amended Supplementary Endorsement – Services provided

Patient care provided in an emergency situation if needed during a ride along.

“Disclaimer: The descriptions of coverages used throughout this summary are merely our abbreviated outline, offered as visuals to a basic understanding of coverages, and are not the coverages themselves. The actual coverages are those contained in your policy. We do not intend to express any legal opinion as to the actual coverages and we strongly suggest that you refer only to your policy for the specific details.”

Premium Summary

COVERAGE	2014 – 2015	2015 – 2016
	EXPIRING PREMIUM	RENEWAL PREMIUM
Professional Liability	\$ 5,000	\$ 5,864
Fees	\$ 75	\$ 75
Surplus Lines Tax	<u>\$ 152.25</u>	<u>\$ 178.17</u>
Total Annual Premium	\$ 5,227.25	\$ 6,117.17

Annual pay plan only – payment due within 15 days of binding.

Installment Billing & Credit Policy

Where provided by the Insurance Company, M3 Insurance Solutions, Inc. will serve as the billing agent for the company. As part of this transaction, our expectations are straightforward. All payments are due on the due date of installment. Non-payment of the premiums will result in cancellation of coverage.

Quote Contingencies

In Property & Casualty insurance, a carrier may provide a quote subject to specific terms and conditions. In order to bind coverage with this carrier, we must comply with these terms and conditions by a specified date. Failure to comply may result in a penalty or cancellation.

The quote provided in this proposal is subject to the following terms and conditions.

Lloyd's of London	
Quote is subject to the following:	Please submit to our office no later than:
<ul style="list-style-type: none">• N/A	

Compensation Disclosure

M3 Insurance Solutions, Inc.'s (M3) strategy is to be a preferred relationship with our customers, and as such we believe that transparency is an important part of the work that we do. M3 earns revenue in several ways for services rendered including commissions paid by an insurance company or provider for a risk, policy or service; fees paid by a client; investment income on premium deposits; and in the form of contingent, supplemental or bonus commissions paid by insurers based on volume, growth, profitability and/or other factors for business placed with that insurance company or provider. If you have any questions regarding the compensation earned by M3 on your account, please contact your M3 Account Executive.

Resolution No. _____

Resolution In Support of Continued Defederalization of the Regional Consolidated Revolving
Loan Fund

WHEREAS, many _____ County municipalities voluntarily transferred the assets of the Community Development Block Grant (CDBG) funded Revolving Loan Fund to the Northwest Wisconsin Regional Economic Development Fund (NWREDF) in order to allow the businesses in _____ County greater access to a more flexible source of business financing and enhance economic development in the Northwestern Region of Wisconsin; and

WHEREAS, staff of the Northwest Regional Planning Commission followed the guidance and direction provided by the Wisconsin Department of Commerce (DOC) and the Department of Housing and Urban Development (HUD) in developing the process to consolidate and defederalize the municipal revolving loan funds in the NWREDF as outlined in the Memorandum of Understanding executed in April 2006; and

WHEREAS, starting in 2011, administration of the CDBG program at the state level was transferred from DOC to the Wisconsin Economic Development Corporation (WEDC), and then to the Wisconsin Department of Administration (DOA) in July 2013; and

WHEREAS, on April 27, 2015 DOA notified the NWREDF that HUD has determined that the proper defederalization process was not followed and that all existing cash and future consolidated loan fund repayments thereby must be considered federal and must adhere to all accompanying federal rules and requirements; and

WHEREAS, _____ County does not agree with the DOA and HUD ruling because the process of defederalization was originally provided by DOC and HUD;

WHEREAS, having to administer the Consolidated Revolving Loan Fund with the existing federal guidelines will minimize the funds usefulness to businesses in that the federal requirements are restrictive and burdensome; and

NOW, THEREFORE, BE IT RESOLVED, that the _____ County Board of Supervisors encourages DOA and HUD to reconsider their ruling and allow the Consolidated Revolving Loan Fund proceeds to continue in their defederalized status. This defederalization is necessary and vital to Northwest Wisconsin businesses as they seek to add jobs and investment to the regional economy.



Pride of the Ojibwe

13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

May 18, 2015

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:

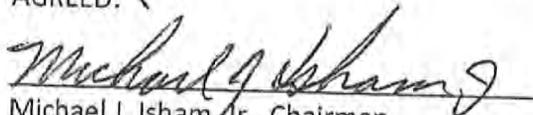
On May 17, 2007 the Lac Courte Oreilles Band of Lake Superior Chippewa Indians (the "Tribe") and Sawyer County (the "County") entered into an Intergovernmental MOA in order to jointly utilize \$100,000.00 of the Tribe's annual Compact withholding, as provided for in Section XXXIII(A)(5) of the 1998 Amendment 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 and use of 2015 funds.

It is my understanding that the "Tribal/County MOA Committee," which was formed pursuant to the MOA, has met and recommended that the Tribe and the County each be allocated \$50,000.00 of the 2015 funds.

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 questions.

AGREED: \


Michael J. Isham, Jr., Chairman
Lac Courte Oreilles Tribal Governing Board

Date: _____

AGREED:

Hal Helwig, Chairman
Sawyer County Board of Supervisors

Date: _____

FINANCIAL REPORT
May 2015

			Current Month	Previous Month	Previous Year
Certificates of Deposit					
	Rate	Maturity			
Peoples Bank WI	0.40%	11/18/2015	\$500,992	\$500,000.00	
Peoples Bank WI	0.50%	5/18/2016	\$501,241	\$500,000.00	
Savings Account					
Govt Invest Pool	0.12%		\$4,975	\$4,975	\$4,474
Checking Account					
Peoples Bank WI	0.25%		\$10,143,954	\$10,805,269	\$9,757,088
Chippewa Valley Bank	0.05%		\$39,319	\$126,997	\$147,187
CVB Debt Service Fund	0.05%		\$3,358	\$3,357	\$3,356
Johnson Bank			\$178,674	\$214,877	\$122,518
Johnson Bank-COP			\$5,751	\$5,750	\$5,748
Johnson Bank Flex/HRA			\$1	\$1	\$1
Wells Fargo			\$3,000	\$3,000	\$3,000
Total			\$11,381,264	\$12,164,227	\$10,043,372
Receipts					
Delinquent			\$95,162	\$77,366	\$31,985
Current			\$167,089	\$209,566	\$170,323
General			\$1,047,963	\$1,374,925	\$941,145
Highway Dept.			\$11,724	\$146,533	\$17,465
Tax Settlement			\$0	\$0	\$0
Total Receipts			\$1,321,938	\$1,808,391	\$1,160,918
Total Disbursement					
			\$2,104,901	\$2,181,228	\$2,116,074
Income					
Tax Deed Expense			\$300	\$325	\$240
Ad Fee Expense			\$360	\$540	\$180
Interest Received			\$4,509	\$2,303	\$2,228
YTD Interest Received			\$12,238	\$7,729	\$10,088



**PEOPLES
BANK MIDWEST**

People You Know. People You Trust.

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

May 31, 2015

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

Re: Market value of assets pledged to Sawyer County Deposits

As of May 31, 2015, 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 \$13,254,600.65. Additional securities will be pledged if the market value of these securities falls below the amount required to satisfy this pledge.

Sincerely,

A handwritten signature in cursive script that reads 'Deena'.

**Deena Johnson
Operations Officer**

Enclosure



	A	B	C	D	E
1	Peoples Bank Midwest- BONDS PLEDGED FOR SAWYER COUNTY as of May 31, 2015				
2					
3	CUSIP #	DESCRIPTION	PAR AMOUNT	MARKET VALUE	MATURITY DATE
4	020090SD4	ALMA WI GO BOND	\$295,000.00	\$313,189.70	3/1/2026
5	020609DR1	ALPENA MI GO BOND	\$230,000.00	\$221,782.10	10/1/2026
6	030748EC7	AMERY WI GO BOND	\$200,000.00	\$202,244.00	10/1/2020
7	047591CD2	ATKINS IA GO BOND	\$120,000.00	\$124,323.60	6/1/2020
8	050870CC6	AUDUBON MN GO BOND	\$125,000.00	\$129,596.25	2/1/2023
9	071599AL8	BAUDETTE MN GO BOND	\$120,000.00	\$125,092.80	2/1/2019
10	072077TF7	BAY CITY MI GO BOND	\$170,000.00	\$171,854.70	10/1/2025
11	098027CC7	BONDUEL WI GO BOND	\$100,000.00	\$107,559.00	5/1/2024
12	104575AS4	BRADLEY IL GO BOND	\$305,000.00	\$308,714.90	12/1/2023
13	131753CL7	CAMANCHE IA GO BOND	\$350,000.00	\$343,395.50	6/1/2026
14	139141ES0	CAPAC MI GO BOND	\$250,000.00	\$274,542.50	5/1/2021
15	143744BF4	CAROL STREAM IL REV BOND	\$290,000.00	\$290,272.60	12/30/2017
16	14757PCE8	CASHTON WI GO BOND	\$250,000.00	\$272,922.50	3/1/2024
17	199636BF7	COLUMBUS WI REV BOND	\$225,000.00	\$225,000.00	6/1/2017
18	225008ED9	CRAWFORD WI GO BOND	\$190,000.00	\$189,863.20	3/1/2023
19	230831HE2	CUMBERLAND WI GO BOND	\$110,000.00	\$109,354.30	6/1/2023
20	237236CV4	DARIEN WI REV BOND	\$145,000.00	\$152,841.60	4/1/2020
21	237374AQ6	DARLINGTON WI REV BOND	\$150,000.00	\$154,054.50	5/1/2020
22	246442BF3	DELAWARE IN GO BOND	\$215,000.00	\$224,189.10	12/31/2017
23	269850BD4	EAGLE RIVER WI GO BOND	\$105,000.00	\$114,223.20	3/1/2019
24	269850BE2	EAGLE RIVER WI GO BOND	\$105,000.00	\$115,732.05	3/1/2020
25	269850BF9	EAGLE RIVER WI GO BOND	\$110,000.00	\$122,221.00	3/1/2021
26	352421AB7	FRANKLIN & HAMILTON CNTYS IL	\$170,000.00	\$170,329.80	12/1/2024
27	384082CR2	GRACEVILLE MN GO BOND	\$140,000.00	\$142,742.60	2/1/2023
28	393073DX6	GREEN ISLE MN GO BOND	\$120,000.00	\$120,285.60	2/1/2017
29	393100CK6	GREEN LAKE WI GO BOND	\$210,000.00	\$211,463.70	9/1/2019
30	411468FF3	HARBOR BEACH MI GO BOND	\$300,000.00	\$306,855.00	5/1/2020
31	41742NAM8	HARVARD IL GO BOND	\$115,000.00	\$115,113.85	1/1/2017
32	448285KP0	HUTCHINSON MN GO BOND	\$135,000.00	\$136,584.90	2/1/2027
33	462765HL5	IRON COUNTY MI GO BOND	\$300,000.00	\$330,021.00	6/1/2021
34	469167BU3	JACKSON WI REV BOND	\$200,000.00	\$200,382.00	5/1/2017
35	479086CB4	JOHNSON CREEK WI REV BOND	\$100,000.00	\$106,989.00	8/1/2019
36	491800JA7	KENYON MN GO BOND	\$165,000.00	\$165,364.65	2/1/2020
37	505822GY6	LADYSMITH WI GO BOND	\$100,000.00	\$106,271.00	12/1/2024
38	505844AM2	LADYSMITH WI REV BOND	\$105,000.00	\$106,569.75	12/1/2019
39	505844AP5	LADYSMITH WI REV BOND	\$110,000.00	\$111,406.90	12/1/2021
40	536087BM0	LINTON ND GO BOND	\$145,000.00	\$149,176.00	11/1/2018
41	554591BL0	MACKINAC ISLAND MI REV BOND	\$210,000.00	\$213,998.40	3/1/2019
42	559856DA4	MAHNOMEN MN GO BOND	\$110,000.00	\$111,938.20	1/1/2019
43	563333EJ8	MANISTEE MI GO BOND	\$320,000.00	\$344,460.80	10/1/2024
44	59317CAQ0	MFL MARMAC IA REV BOND	\$250,000.00	\$250,477.50	7/1/2027
45	609232BA0	MONDOVI WI REV BOND	\$125,000.00	\$126,433.75	9/1/2020
46	640082Y98	NEENAH WI GO BOND	\$80,000.00	\$80,213.60	3/1/2023
47	640082Z22	NEENAH WI GO BOND	\$80,000.00	\$79,652.80	3/1/2024
48	640082Z30	NEENAH WI GO BOND	\$85,000.00	\$84,840.20	3/1/2025

	A	B	C	D	E
49	645359CK4	NEW HOLSTEIN WI GO BOND	\$210,000.00	\$214,756.50	3/1/2023
50	646720GK2	NEW LONDON WI REV BOND	\$300,000.00	\$300,510.00	12/1/2016
51	651238BU0	NEWELL SD GO BOND	\$120,000.00	\$120,000.00	6/1/2019
52	651238BV8	NEWELL SD GO BOND	\$125,000.00	\$125,000.00	6/1/2021
53	657776CL2	NORTH BRANCH MN REV BOND	\$210,000.00	\$216,184.50	8/1/2018
54	681079VX4	OLIVIA MN GO BOND	\$220,000.00	\$220,521.40	7/1/2017
55	683448BR4	OOSTBURG WI REV BOND	\$160,000.00	\$167,584.00	5/1/2023
56	687748DF7	OSAKIS MN GO BOND	\$220,000.00	\$226,534.00	2/1/2021
57	696867AL4	PALMER MN GO BOND	\$130,000.00	\$130,287.30	2/1/2018
58	705855AD6	PELICAN RAPIDS MN REV BOND	\$145,000.00	\$145,249.40	12/1/2019
59	730115HT2	PLYMOUTH WI REV BOND	\$100,000.00	\$108,285.00	5/1/2023
60	733760PC0	PORT CHESTER NY GO BOND	\$220,000.00	\$227,915.60	9/15/2025
61	73954PBT3	PRAIRIE DU SAC WI REV BOND	\$105,000.00	\$105,357.00	12/1/2025
62	795038CR7	SALINE & GALLATIN CNTYS IL	\$225,000.00	\$226,449.00	10/1/2016
63	795068ED3	SALINE COUNTY IL GO BOND	\$250,000.00	\$251,547.50	11/1/2016
64	827793DD9	SILVER LAKE MN GO BOND	\$155,000.00	\$155,353.40	1/1/2017
65	850101AL0	SPRING VALLEY MN REV BOND	\$180,000.00	\$182,214.00	2/1/2020
66	869322BH9	SUSSEX WI REV BOND	\$170,000.00	\$169,456.00	6/1/2028
67	889804CK4	TOMAHAWK WI GO BOND	\$130,000.00	\$135,388.50	9/1/2022
68	89531KAV8	TREYNOR IA GO BOND	\$285,000.00	\$279,952.65	7/1/2024
69	906731AM6	UNION GROVE WI REV BOND	\$160,000.00	\$159,862.40	5/1/2023
70	938119AS3	WASHINGTON COUNTY NE GO BOND	\$120,000.00	\$123,890.40	12/15/2022
71	943232JX7	WAUPACA WI GO BOND	\$90,000.00	\$90,226.80	4/1/2016
72	943245BG4	WAUPACA WI GO BOND	\$305,000.00	\$325,618.00	5/1/2020
73	979426EE9	WOODHAVEN MI GO BOND	\$200,000.00	\$209,830.00	10/1/2020
74	172649AG0	CIRCLE PINES MN CERT OF PART	\$200,000.00	\$204,442.00	2/1/2018
75	604204MU8	MINNETONKA MN CERT OF PART	\$230,000.00	\$237,332.40	2/1/2024
76	151749AJ7	CENTER TOWN MN TAXABLE GO BOND	\$120,000.00	\$130,312.80	2/1/2020
77					
78		TOTAL	\$12,920,000.00	\$13,254,600.65	
79					
80					
81					

SAWYER COUNTY SALES & USE TAX

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
JAN	\$154,920.27	\$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
FEB	\$120,003.84	\$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
MAR	\$103,558.92	\$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
APR	\$136,085.83	\$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
MAY	\$165,146.62	\$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
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
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
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
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
OCT		\$250,330.41	\$171,028.97	\$152,871.41	\$132,589.53	\$137,071.99	\$141,827.36	\$163,375.90	\$169,963.57	\$146,897.24
NOV		\$129,701.05	\$130,223.48	\$140,258.99	\$131,082.12	\$138,496.34	\$107,186.18	\$128,984.33	\$145,277.25	\$158,081.82
DEC		\$150,747.86	\$95,647.22	\$98,930.12	\$100,920.52	\$93,504.39	\$105,922.06	\$96,460.66	\$100,104.52	\$113,271.25
TOTAL	\$679,715.48	\$1,702,855.60	\$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
Budget	\$1,600,000.00	\$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
2015 Year to Date	\$679,715.48									
2014 Year to Date		\$529,801.68								
2013 Year to Date		\$478,254.76								
2012 Year to Date		\$458,031.29								
2011 Year to Date		\$426,392.27								
2010 Year to Date		\$427,139.52								
2009 Year to Date		\$451,463.02								
2008 Year to Date		\$527,237.04								
2007 Year to Date		\$547,545.41								
2006 Year to Date		\$477,499.43								
2005 Year To Date		\$455,408.73								
2004 Year To Date		\$440,398.55								
2003 Year To Date		\$406,500.00								
2002 Year To Date		\$410,135.99								
2001 Year To Date		\$445,397.95								
2000 Year To Date		\$338,499.08								
1999 Year To Date		\$318,043.29								
1998 Year To Date		\$369,940.09								
1997 Year To Date		\$294,972.56								

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

2012

		BUDGET	GROSS				TOTAL EFT
DATE	RECEIPT#	YEAR	REVENUE	W/H LQ	ADJUST.		
4/5/2012	2012-0952	2012	\$ 58,838.68	\$ 6,370.71	\$ -		\$ 52,467.97
5/8/2012	2012-1342	2012	\$ 58,437.92	\$ 6,505.35	\$ -		\$ 51,932.57
6/7/2012	2012-1696	2012	\$ 90,239.37	\$ 9,624.60	\$ -		\$ 80,614.77
7/11/2012	2012-2046	2012	\$ 44,434.60	\$ 4,820.02	\$ -		\$ 39,614.58
8/7/2012	2012-2428	2012	\$ 56,099.43	\$ 5,864.63	\$ -		\$ 50,234.80
9/7/2012	2012-2761	2012	\$ 76,369.31	\$ 8,212.76	\$ -		\$ 68,156.55
10/4/2012	2012-3106	2012	\$ 41,663.16	\$ 4,345.46	\$ -		\$ 37,317.70
11/7/2012	2012-3539	2012	\$ 50,273.45	\$ 5,140.92	\$ -		\$ 45,132.53
12/6/2012	2012-3818	2012	\$ 77,879.40	\$ 8,175.85	\$ -		\$ 69,703.55
1/7/2013	2013-0038	2012	\$ 91,671.90	\$ 13,199.82	\$ -		\$ 78,472.08
2/7/2013	2013-0405	2012	\$ 88,785.59	\$ 9,715.80	\$ -		\$ 79,069.79
3/7/2013	2013-0762	2012	\$ 52,017.12	\$ 8,063.19	\$ -		\$ 43,953.93
TOTALS			\$ 786,709.93	\$ 90,039.11	\$ -		\$ 696,670.82

2011

		BUDGET	GROSS				TOTAL EFT
DATE	RECEIPT#	YEAR	REVENUE	W/H LQ	ADJUST.		
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



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Email computer@sawyercountygov.org

June 11, 2015

To: Administration Committee

Hal Helwig, Ron Kinsley, Jim Bassett, Dale Schleeter,
Brian Bisonette, Dean Pearson, Dale Thompson, Tom
Hoff

Subject: IT Department Report

May 2015-June 2015

Agenda items

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Department Report

Projects completed

Phone moves - HHS

Cabling installs - Sheriff, HHS

Server upgrades/ maintenance

Support calls

o average of 12 calls/day.

o 2 computer replacements, 6 repairs

Projects underway

Working with AllShore & Ken Hebbe on Novus projects.

HHS server/email conversion scheduled for weekend of June 26th.

New World upgrade to version 9.2

Out-of-county travel request:

None

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