

Kris Glenn Mayberry, Sawyer County Clerk  
Sawyer County Courthouse  
10610 Main Street, Suite 10; Hayward, Wisconsin 54843  
email address – county.clerk@sawyercountygov.org  
telephone numbers 715.634.4866 and toll free 877.699.4110



December 16, 2015

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

#### AGENDA

Sawyer County Board of Supervisors meeting  
Thursday; December 17, 2015; **6:00 p.m.**; Large Courtroom; Sawyer County Courthouse

01. The Board may convene into **closed session**, pursuant to section 19.85(1)(g), Wisconsin Statutes, to confer with legal counsel for the County concerning Sawyer County's legal options to address the concerns of the Sawyer County Snowmobile & ATV Alliance concerning the closure of the portion of the recreational trail on the former railroad right of way near the north boundary of Sawyer County. The Board will then reconvene into **open session (at approximately 6:30 p.m.)** and may announce or take action on matters discussed in the closed session and continue with the agenda for the meeting.
02. Call to order, roll call, Pledge of Allegiance, meeting agenda, recognition, and audience recognition
03. Minutes of the November 10, 2015 meeting
04. Land, Water, and Forest Resources Committee report, including Sawyer County's legal options to address the concerns of the Sawyer County Snowmobile & ATV Alliance concerning the closure of the portion of the recreational trail on the former railroad right of way near the north boundary of Sawyer County
05. Zoning Committee report, including recommendation to approve amendments to the Sawyer County Zoning Ordinance regarding Height Limitation Map – Sawyer County Airport
06. Economic Development and UW-Extension Committee report, including:
  - request for \$1,600 County contribution for the expense of revising and reprinting bicycle route map
  - letter of support from the County for the Town of Hayward's application for a grant from the Transportation Alternative Program (TAP) of the Wisconsin Department of Transportation to be used for development of an extension of the Town of Hayward's existing bicycle and pedestrian path from Walmart to connect to the County's bicycle and pedestrian route on Chippewa Trail
  - University of Wisconsin-Extension Department Agent Contract and Extension Multi-Donor Contract for Agricultural Agent Travel for the period of July 1, 2015 to June 30, 2016
07. Health and Human Services Board report, including:
  - memorandum of understanding with Northwest Passage for Oasis facility operations
  - Health and Human Services Board recommendation for Health and Human Services Department Director compensation and work week, including transfer of funds from Contingency Fund to provide for additional compensation
08. Public Works Committee report, including proposed speed limit on County Highway F – 45 mph between Highway 48 and Edgewater
09. Administration Committee report, including:
  - purchasing policy update
  - renewal of liability and workers compensation insurance policies for 2016
10. Application for 2016 grant for specialized transportation services – Senior Resource Center
11. Appointment of members to Sawyer County Land Information Council
12. Correspondence, reports from conferences and meetings, other matters for discussion only

KM

Kris Mayberry  
Sawyer County Clerk

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

minutes of the meeting of the Sawyer County Board of Supervisors [prepared by Sawyer County Clerk Kris Mayberry]  
Tuesday; November 10, 2015; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

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

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

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

The agenda for the meeting was presented as follows:

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, recognition, and audience recognition
02. Minutes of the October 15, 2015 meeting
03. 2016 Sawyer County Budget, including PUBLIC HEARING, approval, and designation of undesignated funds
04. Zoning Committee report, including recommendation to approve amendments to the Sawyer County Zoning Ordinance regarding major recreational equipment/vehicles and park model trailers
05. Land, Water, and Forest Resources Committee report, including recommendation to approve resolution, memorandum of understanding, and County Good Neighbor Authority Program contract for Sawyer County Forestry Department to participate in forest management activities in Chequamegon-Nicolet National Forest
06. Public Safety Committee report, including:
  - agreement with the Lac Court Oreilles Band of Lake Superior Indians for the year 2016 for the purpose of obtaining State financial support for improving law enforcement in tribal areas
  - expenditures for solution to problems with communications system, including utilization of sole source purchases from Cellex Communications
  - 2016 contract with Communications Specialist John Kruk
  - revisions to policy for compensation of Sawyer County Ambulance Service Emergency Medical Technicians and Paramedics regarding on-call pay, including elimination of bonus payments
07. Administration Committee report, including:
  - Sawyer County Platbook by Mapping Solutions, including price and distribution to departments
  - cancellation of illegal tax certificates
  - REALiving employee assistance services agreement
  - 2016 consulting agreement with KD Consulting (Ken Hebbe)
  - 2016 service agreement with Northern Waters Library Service
08. Correspondence, reports from conferences and meetings, other matters for discussion only

Motion by Kinsley, 2<sup>nd</sup> by Shuman, to approve the meeting agenda as presented. Motion carried.

Darwin Hintz was recognized for his service on the Sawyer County Board of Appeals from May of 2005 to the present. The certificate of recognition stated that "Darwin provided insight and cautious decision making in balancing the rights of the individual with the protection of our beautiful natural resources and the rights of others. His dedication and fairness will be missed by Sawyer County."

Bill Noonan (Sawyer County Snowmobile and ATV Alliance) spoke to express his concern for the closure of portions of some snowmobile and ATV trails, including a portion of the trail on the former railroad right-of-way north of Seeley.

Motion by Voight, 2<sup>nd</sup> by Duffy, to approve the October 15, 2015 County Board meeting minutes. Motion carried.

County Administrator Tom Hoff presented a summary of the proposed 2016 Sawyer County Budget (copies of the proposed budget were made available to everyone present at the meeting), including levy limit calculations, the proposed EMS budget for 2016, proposed changes in the number of full-time equivalent employees for 2016, wage and health insurance estimates and calculations, proposed contingency funds, a proposed contract for an employee achievement program, a fund balance report, a proposed revision of the County's fund balance policy, a Resource Development Fund report, and proposed funding for outside organizations. The Administration Committee recommends County Board approval of the proposed 2016 Sawyer County Budget.

County Board Chair Hal Helwig opened the hearing for public comments and questions on the proposed 2016 Sawyer County Budget as noticed and published in the Sawyer County Record on October 21, 2015. Sherman and Ruth Weiss Community Library Board of Trustees President Tom Mansfield spoke to express his disappointment that the 2016 Sawyer County Budget did not include the 3.5% expenditure increase requested by the Library. There were no other public comments or questions concerning the proposed budget. Motion by Johnson, 2<sup>nd</sup> by McCoy, to close the public hearing. Motion carried.

Motion by Johnson, 2<sup>nd</sup> by Helwig, to amend the proposed budget by moving the \$11,000 proposed for increased compensation (hours of work from 35 to 40 a week) for the Health and Human Services Department Director position from the Human Services expenditure budget to the Contingency Fund expenditure budget. Motion carried.

Motion by McCoy, 2<sup>nd</sup> by Humphreys, to amend the proposed budget by increasing the Weiss Community Library (Hayward) and Winter Public Library expenditure budgets by 3.5%. The roll call vote follows: Johnson – yes; Schleeter – yes; McCoy – yes; Shuman – yes; Humphreys – yes; Zietlow – no; Pearson – no; Duffy – no; Paulsen – yes; Bisonette – yes; Helwig – yes; Bassett – absent; Voight – yes; Kinsley – yes; Thompson – absent. The motion carried with 10 voting yes and 3 voting no.

Motion by Paulsen, 2<sup>nd</sup> by Johnson, to approve the following 2016 Sawyer County Budget and Resolution #13-2015 approving the adoption of the budget and resulting tax levy. Motion carried.

#### 2016 SAWYER COUNTY BUDGET

##### GENERAL FUND - EXPENDITURES

###### General Government

County Board	84,600
Administration	129,951
Circuit Court	556,068
Law Library	4,800
Guardian Ad Litem Fees	35,000
Family Court commissioner	18,000
Coroner	45,069
Accounting Manager	93,644
County Clerk	217,945
Elections	40,100
Information Technology Department	274,601
County Treasurer	234,165
Tax Deed Expenses	16,900
District Attorney	158,011
Register of Deeds	196,815
Laredo Expenses	5,500
Land Records	178,175
County Surveyor	246,505
Surveyor Corner Restoration	4,000
Building Maintenance	522,829
Labor Relations	12,100
Corporation Counsel	17,000
Contracted Auditing and Accounting	45,000
Cost Allocation Audit	3,500
Financial Software System	49,121
Property and Liability Insurance	185,000
Workers Compensation Insurance	67,500

##### GENERAL FUND - REVENUES

###### Tax and Interest Income

Forest Crop Taxes	4,000
Managed Forest Land Program	22,000
Managed Forest Land/DNR 20%	10,000
Interest on Taxes	300,000
Penalty on Taxes	75,000
Tax Deed Fees	7,000
Tax Deed Advertising Fees	4,000
State Aid/Tax Exempt Computers	5,500
Tower Rentals	13,500
Sales Tax Income	1,800,000
Shared Revenues	233,296
Resource Aid / S. 23.09(18)	52,000
Interest on Investments	27,000
Subtotal	2,553,296

###### General Government

DNR Aid in-lieu of Taxes	15,000
County Forest Stumpage	1,800,000
Rent of County Offices and Buildings	2,800
Profit on Tax Deed Sales	100,000
Miscellaneous General Revenue	400
Proceeds - Courthouse Vending Machine	50
Operating Transfer In - LCO Gaming	50,000
State Aid / Guardian Ad Litem	14,000
State Grant Award/Court	52,275
% Restitution Surcharge	5,000
Court Appointed Attorney Revenue	20,000

Contingency Fund	291,000
Subtotal	3,732,899

Public Safety

911 System	16,750
Sheriff's Department	2,828,883
Diving Team	2,500
Sheriff's Department Vehicle Repairs	146,400
Jail Operations	2,036,156
Jail Custodial	78,985
Purchase of Squads	120,000
Dog Pound	79,313
Ambulance Service	2,162,591
Emergency Government	112,527
IPCRA Emergency Government	5,837
Subtotal	7,589,942

Public Works

Zoning	409,294
Forestry Department	334,373
Fish Hatchery	3,200
NW Regional Planning Commission	34,615
ITBEC	3,000
Indianhead Community Action Agency	500
Visitor and Convention Bureau	43,500
Clean Sweep Program	10,087
Airport	117,675
Subtotal	956,244

Education, Recreation, and Aging

University Extension Service	145,914
Northern Waters Library	22,709
Reimburse Out of County Libraries	53,986
Weiss Community Library (Hayward)	144,778
Winter Public Library	55,226
Sawyer County Fair	26,250
Senior Resource Center	86,892
Subtotal	535,755

Human Services

Child Support Agency	357,914
Veterans Relief	2,000
Veterans Service	141,756
Care of Veterans/ Graves	6,000
Subtotal	507,670

Total General Fund Expenditures	13,322,510
---------------------------------	------------

SPECIAL FUND - EXPENDITURES

Jail Assessment Fees	18,000
Court Mediation	5,000
Land Records	62,000
Land Information Grant	61,000
Veterans Service Grant	8,500
Human Services	6,199,325
Recreational Officer	88,961
Tribal Law Enforcement	58,508
Sheriff's Canteen Fund	30,000
Resource Development	133,850
Wildlife Habitat	5,433

Guardian-Ad-Litem Revenue	35,000
County Share State Fines and Suit Tax	60,000
Circuit Court Fees and Costs	175,000
Register in Probate Fees	16,000
Cremation Permits	8,000
Death Certificates	7,000
County Share - Marriage Licenses	2,600
County Clerk's Fees	170
Clerk's Election Revenues	9,000
Computer Material Sales	100
County Treasurer's Fees	150
Returned Check Fees	500
Real Estate Transfer Fees	65,000
Register of Deeds Fees	125,000
Laredo Program Revenue	13,000
Sales of Maps and Plats	800
Camping Fees	300
User Collections/New Dwellings	10,000
Sale of Miscellaneous Property	1,500
Repayment of Fair Loan	1,000
Repayment of Weiss Library Loan	25,000
Environmental Impact Fee	45,851
Subtotal	2,660,496

Public Safety

Federal Aid - Campground Patrol	2,000
Truancy Officer Aid	34,200
State Aid - Police Training	9,000
State Aid - Bullet-Proof Vests	2,000
State Aid - Mobilization Grant	5,000
Squad Car Sales	20,000
Inmate Medical	8,000
Sheriff's Fees	40,000
Board of Prisoners	100,000
Booking Fees	3,000
Vehicle License Plates	6,300
Reimbursed wages	15,000
Probation and Parole	25,000
Rabies Clinic Revenues	5,000
Dog Pound	5,000
Transfer from Dog License Fund	19,500
Ambulance Fees	2,030,000
State Aid - Emergency Government	38,000
Public Charges for Services	3,600
Donations Search and Rescue	7,000
State Aid - Local Emergency Planning	5,837
Subtotal	2,383,437

Public Works

Surveyor Certified Survey Review	12,000
Zoning Fees	35,000
County Share Mining Reclamation Fee	9,150
Sanitary Permits	60,000
Public Hearings	4,000
Land Use Permits	95,000
County Parks	700
Airport Fuel Flowage Fees	8,000
Hangar Site Leases	17,000
Vehicle Parking Fees - Airport	600
Subtotal	241,450

Forestry State Aid	38,237
Land and Water Conservation	291,443
Wildlife Damage	38,700
ATV-Snowmobile Grant Projects	557,216
LCO/St of WI Gaming	50,000
Sawyer County/LCO Transportation	100,000
Debt Service	192,378
Ambulance Purchase	110,000
Veterans Transportation Grant	9,000
Namekagon Transit Facilities	50,000
Highway Bridge Aid Program	71,746
Highway Department	7,684,567
Trust Fund Dog Licenses	19,925
	<hr/>
Total Special Fund Expenditures	15,883,789
Total of all Expenditures	29,206,299

<u>Education, Recreation and Aging</u>	
UW Extension Office Revenues	1,200
UW Extension Office Program Revenues	1,000
LCO Reimbursement-CNRED	9,918
	<hr/>
Subtotal	12,118

<u>Human Services</u>	
Child Support State Direct costs	301,977
State Aid Incentive Payments	45,215
Clerk of Court Cooperative Agreement	1,000
Paternity Cost	1,200
Service of Process	5,000
Veterans Transportation Fees	9,000
Transfer from Veterans Service Fund	4,000
	<hr/>
Subtotal	367,392

Total General Fund Revenues 8,218,189

**SPECIAL FUNDS - REVENUES**

Jail Assessments	18,000
Court Mediation	5,000
Land Records	62,000
Land Information Grant	61,000
Veterans Service Grant	8,500
Human Services	3,941,344
Recreation Officer	50,182
Tribal Law Enforcement	58,508
Sheriff's Canteen Fund	30,000
Resource Development Fund	133,390
Wildlife Habitat	5,433
Forestry State Aid	38,237
Land and Water Conservation	201,426
Wildlife Damage	38,700
ATV- Snowmobile Grant Projects	557,216
LCO/State of Wisconsin Gaming	50,000
Veterans Transportation Grant	9,000
Highway Department	5,221,991
Trust Fund Dog Licenses	19,500
Undesignated Reserve Funds Applied	185,478
	<hr/>

Total Special Fund Revenues and Reserve Funds Applied 10,694,905

**SUMMARY**

Expenditures

General Fund Expenditures	13,322,510
Special Fund Expenditures	15,883,789
Total	29,206,299

Revenues/Reserve Funds Applied

General Fund Revenues	8,218,189
Special Fund Revenues/Reserve Funds	10,694,905
Total	18,913,094

NET LEVY 10,293,205

Total of All Revenues 18,913,094

Resolution #13-2015

Adoption of 2016 Sawyer County Budget and 2015 Property Tax Levy To Be Collected in 2016

WHEREAS, department administrators and overseeing committees, elected officials, and the Administration Committee have met and determined the 2016 budget and 2015 tax levy to be collected in 2016; and

WHEREAS, a public hearing has been held for interested citizens and taxpayers to voice their opinions on the proposed budget and levy; and

WHEREAS, the proposed budget has been published in the Sawyer County Record and Gazette, and copies have been made available to the public.

NOW THEREFORE BE IT RESOLVED that the Sawyer County Board of Supervisors adopts the 2016 Sawyer County Budget, as revised following the public hearing on the budget held November 10, 2015, and establishes the 2015 levy on the taxpayers of Sawyer County of \$10,293,205 to be collected in 2016; and,

BE IT FURTHER RESOLVED that the Sawyer County Board of Supervisors has established this levy within the guidelines and mandates issued by the State of Wisconsin, Department Revenue for 1993 and years thereafter.

Zoning and Conservation Department Director Dale Olson presented the following Zoning Committee report:

The Sawyer County Zoning Committee, having held a public hearing on October 16, 2015, pursuant to Section 59.69 (5) (e), Wisconsin Statutes, notice thereof having been given as provided by law and being duly informed of the facts pertinent to the proposed changes, hereby recommends that the petitions described as follows be approved:

**PROPOSED AMENDMENTS TO THE SAWYER COUNTY ZONING ORDINANCE (revisions in bold print)**

SECTION 2.0 DEFINITIONS

(61) MAJOR RECREATIONAL EQUIPMENT/VEHICLES: A travel trailer, pickup coach, motor home, camping trailer, tent or park model trailer which is either dependent and/or self-contained.

\*\*\*\*\*

SECTION 2.0 DEFINITIONS

**(75) PARK MODEL TRAILER:** Park model trailers are recreation vehicles primarily designed as temporary living quarters for recreation, camping or seasonal use. They are built on a single chassis, mounted on wheels, and have a gross trailer area not exceeding 400 square feet in the set-up mode. Park model trailers are allowed only in licensed campgrounds.

\*\*\*\*\*

SECTION 6.6 TRAILER CAMPS AND CAMPGROUNDS

Camping cabins and park model trailers must be located in a Federal, State, County, Town, or in a privately owned campground; the plan of which has been approved by the County Zoning Committee and appropriate State agency.

6.61 Minimum lot or parcel size - five (5) acres

6.62 Maximum number of sites - 15 per gross acre

6.63 Each site shall be plainly marked and surfaced.

6.64 All drives and parking areas other than those at individual sites shall be surfaced, at least gravel surfaced.

6.65 Central toilet, shower, and washing facilities shall be provided in sufficient quantity, as determined by the State Department of Health and Social Services requirements.

6.66 Water supply and the manner of sewage disposal shall comply with the regulations of the Sawyer County Private Sewage System Ordinance and the appropriate requirements of the Wisconsin Administrative Code.

6.67 No site shall be less than 50 feet from the front, side, or rear lot lines of the camp.

6.68 Marshland and shoreline areas shall not be altered.

6.69 The screening provisions of Section 7.0 of the ordinance shall be met.

6.610 **Camping Cabins and Park Model Trailers**

1) **Camping Cabins:** The construction, placement, installation or use of a camping cabin shall be by land use permit issued only to licensed campgrounds. Camping cabins shall not exceed 300 square feet in area; shall not exceed 12 feet in height; and the connection to or installation of gas, water, or sewer shall be prohibited. Camping cabins shall not have a second story or loft.

2) **Park Model Trailers:** No land use permit is required. The placement of park model trailers are allowed in licensed campgrounds only. The chassis must remain on wheels and be no more than 400 square feet in size in the setup mode. The construction of a foundation underneath shall be prohibited.

PURPOSE. Campgrounds and recreational vehicle parks are not intended to be used for the permanent or long-term residency of site occupants. Construction activities that result in permanency or give the impression of permanency shall be strictly regulated.

Motion by Paulsen, 2<sup>nd</sup> by Voight, to approve the proposed amendments to the Sawyer County Zoning Ordinance. [Motion by McCoy, 2<sup>nd</sup> by Humphreys, to refer the proposed amendments back to the Zoning Committee to consider including in the amendments that no more than 80% of the sites in campgrounds shall be occupied by park model trailers. The motion failed on a voice vote.] Mr. Paulsen's motion to approve the proposed amendments carried on a voice vote.

County Forest Administrator Greg Peterson presented and reviewed with the Board the Land, Water, and Forest Resources Committee recommendation to approve the following proposed resolution:

RESOLUTION #14-2015

Approval of Memorandum of Agreement with the Department of Natural Resources to Implement Good Neighbor Authority on the Chequamegon-Nicolet National Forest

WHEREAS, the USDA Forest Service may enter into a cooperative agreement with a State to carry out authorized forest, rangeland, and watershed restoration services, including timber sales, on federal land and non-federal land under the authority of the Agricultural Act of 2014, Pub. L. 113-79, section 8206, (Good Neighbor Authority); and

WHEREAS, the Wisconsin Department of Natural Resources may conduct forest management activities on federal lands under a cooperative agreement, as permitted by federal law and pursuant to s. 28.15(2), Wis. Stats.; and

WHEREAS, the Wisconsin Department of Natural Resources may contract with a county for the purpose of conducting forest management activities on federal land under a cooperative agreement pursuant to s. 28.15(3), Wis. Stats.; and

WHEREAS, the USDA Forest Service Chequamegon-Nicolet National Forest and the Wisconsin Department of Natural Resources have entered into a cooperative Good Neighbor Authority agreement; and

WHEREAS, completing authorized restoration services shall provide forest products to our local economy and improve the health and resiliency of forestlands and watersheds within Wisconsin; and

WHEREAS, Sawyer County has lands enrolled as County Forest pursuant to s. 28.11, Wis. Stats. and may be eligible to enter into a cooperative agreement with the Wisconsin Department of Natural Resources for the purpose of conducting forest management activities on federal land pursuant to s. 28.15(3), Wis. Stats.; and

WHEREAS, Sawyer County would be eligible to be reimbursed for costs incurred while conducting authorized forest management, forest restoration, and watershed restoration activities; and

WHEREAS, Sawyer County must enter into a Memorandum of Agreement (MOA) with the Wisconsin Department of Natural Resources to define the criteria for participating in a cooperative Good Neighbor Authority sub-agreement with the State; and

NOW, THEREFORE, BE IT RESOLVED that the Sawyer County Board of Supervisors approves entering into a MOA with the Wisconsin Department of Natural Resources for the purpose of conducting forest management activities on federal land;

BE IT FURTHER RESOLVED that the Sawyer County Board of Supervisors grants the authority to sign County Good Neighbor Authority Program Contract agreements and any County Good Neighbor Authority Program Contract agreement work plan addendums, pursuant to the MOA, to the County Forest Administrator;

BE IT FURTHER RESOLVED that the Sawyer County Forest Administrator is directed to forward the signed MOA to the Department of Natural Resources;

BE IT FURTHER RESOLVED that Sawyer County recognizes and acknowledges that if financial reimbursement is received in accordance with the MOA, the County will comply with state and federal rules for the program and meet its obligations under the agreement;

Motion by Johnson, 2<sup>nd</sup> by Shuman, to approve RESOLUTION #14-2015. Motion carried.

Public Safety Committee Chair Bill Voight presented and the Board reviewed the Committee recommendation to approve the following resolution:

RESOLUTION #15-2015

TRIBAL LAW ENFORCEMENT GRANT

Be it resolved that the Sawyer County Board of Supervisors approves of entering into an agreement with the Lac Courte Oreilles Band of the Lake Superior Indians for the year 2016 for the purpose of obtaining State financial support for improving law enforcement of tribal areas. [See Wisconsin County-Tribal Law Enforcement Plan for details.]

Motion by Shuman, 2<sup>nd</sup> by Johnson, to approve RESOLUTION #15-2015. Motion carried.

The Board discussed that contracted communications specialist John Kruk presented the Public Safety Committee and the Administration Committee with a report indicating that there are still problems with the WISCOM communications equipment used by the Sheriff's Department and several other County departments (confirming the same conclusions resulting from a study done by the consulting firm of L.R. Kimball in 2011), and that he had met with WISCOM representatives to address those problems. Mr. Kruk recommends a solution to the problem which does not utilize the WISCOM system as the primary communications system and would require an estimated expenditure of \$300,000 (an amount the Sheriff's Department confirms is available in the 2015 Sheriff's Department budget). The solution involves modifications or replacement of equipment at communication towers with equipment purchased from a sole source provider (Cellex Communications). The Public Safety Committee and Administration Committee recommend approval of Mr. Kruk's recommendation. Motion by Schleeter, 2<sup>nd</sup> by Pearson, to approve Mr. Kruk's recommendation. [Motion by Johnson, 2<sup>nd</sup> by McCoy, to amend the motion to provide that the first \$150,000 of the expenditure's recommended by Mr. Kruk come from the Sawyer County Resource Development Fund. Mr. Johnson's motion to amend the motion carried by unanimous voice vote.] Mr. Schleeter's original motion, as amended by Mr. Johnson's motion, carried.

The Board reviewed the Public Safety Committee recommendation to approve a proposed independent contractor agreement with John Kruk for radio, paging, and tower communication consulting for 2016. The Administration Committee concurs with the recommendation. Motion by Schleeter, 2<sup>nd</sup> by Voight, to approve the recommendation. Motion carried.

The Board reviewed the County's policy regarding on-call bonus pay for Emergency Medical Technicians and Paramedics working out of stations other than the North Station (Hayward) and South Station (Radisson) and reviewed a proposal for a revised policy developed by County Administrator Tom Hoff and Ambulance Service Department Director Eric Nilson that eliminates the bonus pay program and replaces it with payments of \$1.50 per hour for on-call pay for Emergency Medical Technicians and Paramedics working out of stations other than the North Station (Hayward) and South Station (Radisson). The Public Safety Committee and Administration Committee recommend approval of the proposal. Motion by Shuman, 2<sup>nd</sup> by Zietlow, to approve the recommendation, effective November 1, 2015. Motion carried.

County Clerk Kris Mayberry advised the Board that the County Clerk's Office has received and will be selling a new Sawyer County Platbook published and printed by Mapping Solutions and that the Board will need to establish a price for the sale of the Platbook to the public and to vendors who will sell the Platbooks to the public. Motion by McCoy, 2<sup>nd</sup> by Schleeter, to sell the Platbooks to individual members of the public for \$25, to vendors for \$20 (10 Platbook minimum order), and to departments of the County for use in performing County business at no charge. Motion carried.

The Board reviewed the Administration Committee recommendation to approve County Treasurer Dianne Ince's proposal for the following illegal tax certificates to be cancelled (due to town assessor errors) in November of 2015 as follows:

- certificate #347 - Town of Hayward – Part of the SW1/4SW1/4; Section 28, Township 41 North, Range 8 West (Lot 1, Certified Survey Map #6818, Volume 26, Page 4; Legacy Parcel Identification Number 010-841-28 3303; year of tax – 2014; amount of certificate - \$2,278.24.
- certificate #1033 - Town of Winter – Part of the SE1/4SW1/4; Section 23, Township 39 North, Range 5 West; Legacy Parcel Identification Number 032-539-23 3401; year of tax – 2014; amount of certificate - \$22.01.

The total of the amount to be cancelled is \$2,300.25. Motion by Kinsley, 2<sup>nd</sup> by Paulsen, to approve the recommendation. Motion carried.

County Administrator Tom Hoff presented and reviewed with the Board his recommendation to approve a proposed Employee Assistance Services Agreement with REALiving to provide employees access for crisis support services; financial, legal, or management consultation; professional coaching for managers and staff; newsletter; publications; and seminars. The \$4,500 charge for the services is included in the 2016 Sawyer County Budget. Motion by Shuman, 2<sup>nd</sup> by Johnson, to approve the recommendation. Motion carried.

The Board reviewed Information Technology Department Director Mike Coleson's recommendation to approve a 2016 Consulting Agreement with KD Consulting (Ken Hebbe) that includes a minimum of 48 days of consulting during 2016. Motion by Shuman, 2<sup>nd</sup> by Kinsley, to approve the recommendation. Motion carried.

The Board reviewed a proposed 2016 Sawyer County Library Service Agreement with Northern Waters Library Service (NWLS). The agreement includes a provision that Sawyer County's commitment to pay NWLS a county library service fee will be \$22,709, the amount approved in the 2016 Sawyer County Budget. Motion by Kinsley, 2<sup>nd</sup> by Zietlow, to approve the agreement. Motion carried.

Motion by Kinsley, 2<sup>nd</sup> by Zietlow, to adjourn the meeting. Motion carried.

minutes of the meeting of the Land, Water, and Forest Resources Committee  
Sawyer County Board of Supervisors  
December 9, 2015; Assembly Room; Sawyer County Courthouse

members present: Jim Bassett (Chair), Dean Pearson, Bruce Paulsen, Brian Bisonette, Fred Zietlow

also present: County Board member Warren Johnson; Phil Nies; Chris Ruckdaschel (Hayward Chamber of Commerce); Gilbert Rasmussen; Jim Schirott, Dave Kozub; Linda Zillmer; Don Mrotek, Bill Noonan, and Jan Holmes (Sawyer County Snowmobile and ATV Alliance); Dick Dewhurst (Town of Hayward Planning Commission); Frank Zufall (Sawyer County Record); DNR Forester Roy Zubrod; Register of Deeds Paula Chisser, County Forest Administrator Greg Peterson; Forestry Department Secretary Jessica Kujala; Zoning and Conservation Department Director Dale Olson and Aquatic Invasive Species Coordinator Pat Brown; County Surveyor and Land Records Department Director Dan Pleoger; County Treasurer Dianne Ince; County Board Chair Hal Helwig; County Administrator Tom Hoff; County Clerk Kris Mayberry

Motion by Bassett, 2<sup>nd</sup> by Zietlow, to approve the meeting agenda. Motion carried.

Motion by Paulsen, 2<sup>nd</sup> by Bisonette, to approve the November 4, 2015 meeting minutes. Motion carried.

County Treasurer Dianne Ince presented the results of the 2<sup>nd</sup> 2015 Sawyer County Land Sale. Sealed bids for purchase of parcels of real estate from the list were due December 4, 2015. Of the 3 bids received, 2 of the 26 parcels offered for sale were sold (due to duplicate bids on one of the parcels). Motion by Paulsen, 2<sup>nd</sup> by Zietlow, to approve the highest bids for the 2 parcels sold. Motion carried.

County Treasurer Dianne Ince presented Knight Barry Title Group's bid of \$35 per parcel to research title to properties to be foreclosed in 2016 for non-payment of real estate taxes. Motion by Zietlow, 2<sup>nd</sup> by Bassett, to approve Knight Barry's bid as the only bid received for the services. Motion carried.

County Treasurer Dianne Ince presented the application of Colleen S. Aspseter (pursuant to preference to previous owner policy) to purchase for \$3,090.32 the following described parcel of County-owned real estate located in the Town of Weirgor: The east 110 feet of the west 660 feet of Government Lot 4 of Section 26, Township 37 North, Range 7 West. Motion by Bassett, 2<sup>nd</sup> by Zietlow, to approve the purchase. Motion carried.

Register of Deeds Paula Chisser presented a department report, including a summary of year to date department expenditures and revenues.

County Surveyor and Land Records Department Director Dan Pleoger presented and reviewed with the Committee a written department report (copy in meeting file), including the recruitment for both a Deputy County Surveyor and Survey Technician to fill recently vacated positions.

County Surveyor and Land Records Department Director Dan Pleoger presented information about the option of having the County order an Assessor's Plat for an area around Conner's Lake to resolve long-standing private boundary issues. Motion by Zietlow, 2<sup>nd</sup> by Pearson, to proceed with exploring the option of ordering an Assessor's Plat, with an assessment of costs to the owners of the affected properties. Motion carried.

Zoning and Conservation Department Director Dale Olson presented and reviewed with the Committee a written department report (copy in meeting file), including a report of land use permits issued and revenues received in 2015 to date and a proposed office policy providing for a fee for expediting the land use permit application process. Motion by Zietlow, 2<sup>nd</sup> by Bassett, to authorize Director Olson to proceed with developing an amendment to the Sawyer County Zoning Ordinance fee schedule to include a proposed fee for expediting land use permit applications. Motion carried.

County Surveyor and Land Records Department Director Dan Pleoger presented information about Sawyer County's Land Records and Land Information Funds.

Don Mrotek, representing the Sawyer County Snowmobile & ATV Alliance, provided a recreational trail report and expressed the Alliance's continuing concern with the blocking of a portion of the recreational trail on the former railroad right of way near the north boundary of Sawyer County. The Committee discussed referring this issue to the closed session scheduled for the end of the meeting. Gilbert Rasmussen, an owner of property adjoining the blocked portion of the trail and his associate Jim Schirott, addressed the Board and objected to the issue being discussed in the closed session. Mr. Rasmussen and Sawyer County Record Reporter Frank Zufall expressed their opinion that the public notice of the closed session was not specific enough. County Clerk Kris Mayberry indicated that Attorney Scott Clark represents Sawyer County in the dispute and potential litigation concerning the trail closure and that Mr. Clark is available for a phone conference to advise the Committee regarding Sawyer County's legal options regarding the dispute and potential litigation. Motion by Paulsen, 2<sup>nd</sup> by Pearson, to refer the discussion of the trail closure and Sawyer County's legal options in regards to the dispute and potential litigation to the closed session at the end of the meeting. Motion carried by unanimous voice vote.

County Forest Administrator Greg Peterson presented and reviewed with the Committee a written department report (copy in meeting file) and introduced Jessica Kujala as the new Forestry Department Secretary.

Wisconsin Department of Natural Resources County Forest Liaison Roy Zubrod provided a report.

Aquatic Invasive Species Coordinator Pat Brown provided the Committee with information about Sawyer County's Aquatic Invasive Species Program.

The Committee reviewed the monthly department expense vouchers. Motion by Zietlow, 2<sup>nd</sup> by Pearson, to approve the vouchers. Motion carried.

Motion by Paulsen, 2<sup>nd</sup> by Zietlow, to convene into **closed session**, pursuant to section 19.85(1)(g), Wisconsin Statutes, to confer with legal counsel for Sawyer County concerning the concern of the Sawyer County Snowmobile & ATV Alliance regarding the closure of the portion of the recreational trail on the former railroad right of way near the north boundary of Sawyer County and Sawyer County's legal options in regards to the dispute and potential litigation. Motion carried by unanimous voice vote.

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

Motion by Zietlow, 2<sup>nd</sup> by Pearson, to reconvene into open session. Motion carried.

Motion by Pearson, 2<sup>nd</sup> by Zietlow, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry



# Sawyer County Snowmobile & ATV Alliance

October 27, 2015

Sawyer County Board  
Mr. Hal Helwig, Chair  
10610 Main Street  
Hayward, WI 54843

Regarding: Blocked snowmobile trail #63 North at the County Line

Mr. Helwig,

The Sawyer County Snowmobile and ATV Alliance desires and supports having Trail#63 reopened. Disgruntled landowners have blocked the Sawyer County snowmobile trail for three years. We discuss this situation every year just before snowmobile season but to date there is no resolution. The trail is still blocked. We are aware that the County has put effort into trying to resolve this situation but still nothing has happened.

Alliance members have worked closely with Kris Mayberry to supply the County with all of the information that we have regarding the trail and the landowners. We have appeared in a closed session of the County Board and have been asked not to have direct contact with the landowners. We have provided historical trail maps showing this trail has been used for over 30 years and likely earlier when the railroad tracks were pulled in the late 1970's. We've talked about the hardships caused to Lenroot Township businesses and the importance of this trail to surrounding counties. We have detoured the trail to get travelers to and from Sawyer County trails and businesses. We have approved trail #63 projects on hold, pending the outcome of this situation. Business and trail supporting clubs on both sides of the County line, frequently ask us what is going on and when will the trail open, but we don't have an answer.

We are now entering the fourth year with an important regional trail that is closed. Hopefully all of the title research, discussions and proposed solutions are behind us. We encourage the Board to now handle this trail closure as a top priority and we request immediate Board action to solve this situation.

Respectfully submitted,

*Bill Noonan (jn)*

Bill Noonan, President  
Sawyer County Snowmobile and ATV Alliance

CC: Jim Basset, Land, Water and Forestry Chair  
Greg Peterson, County Forest Administrator ✓

**Sawyer County Snowmobile & ATV Alliance**  
Post Office Box 163 • Hayward, Wisconsin 54843  
[www.sawyercountyalliance.com](http://www.sawyercountyalliance.com)

**December 17, 2015**  
**REPORT OF THE SAWYER COUNTY ZONING COMMITTEE**

To: The Sawyer County Board of Supervisors

**Re: Public Hearing**  
**November 20, 2015**

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

**PROPOSED AMENDMENT TO THE SAWYER COUNTY ZONING ORDINANCE**

**SECTION 4.42 AIRPORT ZONES**

**Currently reads:**

All zones established by this section are shown on the map dated September 11, 1975 entitled, Height Limitation Map of the Hayward Municipal Airport. This map, together with all explanatory matter and regulations thereof are an integral part of this ordinance. The official copy of the Height Limitation Map of the Hayward Municipal Airport together with a copy of this ordinance shall be kept at the County Zoning Administrators office and shall be available for public inspection during office hours.

**Change to read:**

All zones established by this section shown on the map dated March 18, 2014 entitled, Height Limitation Zoning Map of the Hayward Municipal Airport. This map, together with all explanatory matter and regulations thereof are an integral part of this ordinance. The official copy of the Height Limitation Zoning Map of the Hayward Municipal Airport together with a copy of this ordinance shall be kept at the County Zoning Administrators office and shall be available for public inspection during office hours.

Motion by Paulsen, second by Bisonette to approve the proposed amendment to Section 4.42 AIRPORT ZONES. Motion Carried.

minutes of the meeting of the Economic Development and UW-Extension Committee  
Sawyer County Board of Supervisors  
December 7, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

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

others present: Don Mrotek (Sawyer County Snowmobile and ATV Alliance); Sawyer County Record Reporter Frank Zufall; University of Wisconsin-Extension Department 4-H Youth Development Agent and Chair Lori Laberee and Family Living Agent Lori Baltrusis; Hayward Area Visitors & Convention Bureau Executive Director Sherrie Beckman; County Administrator Tom Hoff; County Board Chair Hal Helwig; County Clerk Kris Mayberry

Motion by Johnson, 2<sup>nd</sup> by Voight, to approve the meeting agenda. Motion carried.

Motion by Johnson, 2<sup>nd</sup> by Voight, to approve the November 2, 2015 meeting minutes. Motion carried.

Bicycle and Pedestrian Trail Committee member John Saunders and Highway Commissioner Gary Gedart presented information about the option of applying for funds for bicycle and pedestrian trail development from the Transportation Alternative Program (TAP) of the Wisconsin Department of Transportation. Mr. Saunders:

- explained that the option would not be feasible for Sawyer County as the minimum grant amount is \$300,000 with a 20% required match and as expenditures for trail maps are not eligible expenses
- advised that the estimated expense for the purchase and installation of trail route signs is \$76,000
- informed the Committee that new trail maps are needed at this time to include additional trail routes and since the supply of the existing trail maps is nearly depleted
- requested a \$1,600 contribution from the County for the production and printing of the new maps

Motion by Johnson, 2<sup>nd</sup> by Shuman, to recommend County Board approval of the request. Motion carried.

Town of Hayward Planning Commission member Joan Cervenka requested a letter of support from the County for the Town of Hayward's application for a grant from the Transportation Alternative Program (TAP) of the Wisconsin Department of Transportation. The grant funds would be used for development of an extension of the Town of Hayward's existing bicycle and pedestrian path from Walmart to connect to the County's bicycle and pedestrian route on Chippewa Trail. Motion by Shuman, 2<sup>nd</sup> by Johnson, to recommend County Board approval of the request. Motion carried.

Sawyer County Agricultural Fair Association Board Member Chuck Aubart reported that the Association is planning a fund-raising "social" event at the Hayward Veterans Center for January 23, 2016 to address the Association's financial needs.

University of Wisconsin-Extension Area Agricultural Agent Otto Wiegand presented and reviewed with the Committee a written update of activities and projects for 2015.

University of Wisconsin-Extension Department Chair Lori Laberee presented a proposed University of Wisconsin-Extension Department Agent Contract and a proposed Extension Multi-Donor Contract for Agricultural Agent Travel for the period of July 1, 2015 to June 30, 2016. Motion by Shuman, 2<sup>nd</sup> by Voight, to recommend County Board approval of both contracts. Motion carried.

University of Wisconsin-Extension Department Chair Lori Laberee reported that University of Wisconsin-Extension Northwest Regional Director Julie Keown-Bomar will address the Committee at their February meeting concerning statewide developments with the University of Wisconsin-Extension System.

Northwest Regional Planning Commission Deputy Director Sheldon Johnson and Business Development Specialist/Loan Fund Manager Jeff Dietrich presented and reviewed with the Committee written reports, including the activities, projects, and accounts of the Northwest Regional Planning Commission.

Hayward Area Visitors & Convention Bureau Executive Director Sherrie Beckman provided a report on the activities and projects of the Hayward Area Visitors & Convention Bureau.

The Committee reviewed the monthly University of Wisconsin-Extension Department expense vouchers. Motion by Johnson, 2<sup>nd</sup> by Shuman, to approve the vouchers. Motion carried.

Motion by Johnson, 2<sup>nd</sup> by Voight, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry



Division of Transportation Investment  
 Management  
 Local Program  
 PO Box 7913  
 Madison, WI 53070-7913

Scott Walker, Governor  
 Mark Gottlieb, P.E., Secretary  
 wisconsin.gov

Telephone: (608)266-2574  
 FAX: (608) 266-3973

Tanya2.iverson@dot.wi.gov

TO: Local Units of Government Contacts

**Subject: 2016-2020 TAP Program Cycle Applications**  
**Application Deadline: January 29, 2016**

WisDOT is preparing to accept the next round of applications for the Transportation Alternatives Program (TAP). TAP is a competitively awarded grant. Eligible TAP projects must fit within one of the federal eligibility categories and must comply with all WisDOT TAP policies as outlined in WisDOT TAP guidelines; relate to surface transportation; and have an eligible sponsor.

**Applications are due January 29, 2016.**

Examples of eligible TAP infrastructure projects include sidewalks, pedestrian amenities and wayfinding, shared use paths and trails for transportation purposes, bike lanes, bike parking, bike racks on buses, bike share systems (capital costs, not operating costs), and infrastructure to improve safety for pedestrians and bicyclists. Examples of TAP noninfrastructure projects include Safe Routes to School programs and City-wide, district-wide or school specific bike/ped plans.

The TAP application is available at the WisDOT TAP website: [wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx](http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx). Direct questions regarding the application process to the Wisconsin Department of Transportation (WisDOT) regional contact.

WisDOT Region	Contact	Phone	Email
SE Region	Bob Schmidt	(262) 548-8789	<a href="mailto:robert1.schmidt@dot.wi.gov">robert1.schmidt@dot.wi.gov</a>
SW Region	Marilyn Daniels	(608) 246-3864	<a href="mailto:marilyn.daniels@dot.wi.gov">marilyn.daniels@dot.wi.gov</a>
NW Region	Bill Zimmer	(715) 635-5014	<a href="mailto:william.zimmer@dot.wi.gov">william.zimmer@dot.wi.gov</a>
NC Region	Joe Benbenek	(715) 365-5714	<a href="mailto:joseph.benbenek@dot.wi.gov">joseph.benbenek@dot.wi.gov</a>
NE Region	Sandy Carpenter	(920) 492-4110	<a href="mailto:sandy.carpenter@dot.wi.gov">sandy.carpenter@dot.wi.gov</a>

Sincerely

Tanya Iverson  
 Transportation Alternatives Program (TAP) Manager  
 Division of Transportation Investment Management  
 Wisconsin Department of Transportation

## Kris Mayberry

---

**From:** John Saunders <johngerdas1@gmail.com>  
**Sent:** Tuesday, December 01, 2015 3:12 PM  
**To:** Kris Mayberry  
**Subject:** Items for presentation at Economic Development.  
**Attachments:** Local Unit of Governement Notification Letter2015.docx

Chris:

I will have 3 or 4 items for the committee.

Maps I will bring and distribute.

Attached Letter: could you copy and include in the committee's packet?

Some may have already, but Ok to provide another copy.

--

*John M. Saunders*

Kris Glenn Mayberry, Sawyer County Clerk  
Sawyer County Courthouse  
10610 Main Street, Suite 10; Hayward, Wisconsin 54843  
email address – county.clerk@sawyercountygov.org  
telephone numbers 715.634.4866 and toll free 877.699.4110



December 8, 2015

DRAFT

Tanya Iverson  
Transportation Alternatives Program (TAP) Manager  
Division of Transportation Investment Management  
Wisconsin Department of Transportation  
P.O. Box 7913  
Madison, Wisconsin 53070

Please be advised that the Sawyer County Board of Supervisors, at their meeting held December 7, 2015, determined to support the Town of Hayward's application for Transportation Alternatives Program (TAP) grant funds to be used for development of an extension of the Town of Hayward's existing bicycle and pedestrian trail to connect to Sawyer County's bicycle and pedestrian trail to complete a trail loop around the City of Hayward and to provide a continuous trail to the Lac Courte Oreilles bicycle and pedestrian trail system.

Please let me know if you have any questions or if I can be of any further assistance.

Kris Mayberry  
Sawyer County Clerk

copies to: County Board members, Town of Hayward, and file





**University of Wisconsin-Extension**

623 Extension Building  
432 North Lake Street  
Madison, WI 53706  
608-262-6890  
608-262-9166 (FAX)  
800-947-3529 (TTY)

**Cooperative Extension**  
Office of Budget & Fiscal Operations

August 5, 2015

Sawyer County UW-Extension  
Attn: Lorraine Laberee  
10610 Main Street, Suite 194  
Hayward, WI 54843

RE: Sawyer County UW-Extension Agents Contract, 133-PRJ89VD

Dear Lori,

Enclosed you will find three (3) copies of an the contract between the Board of Regents of the University of Wisconsin System, on behalf of UW-Extension, and Sawyer County. The contract is for the period July 1, 2015 – June 30, 2016. Please have the appropriate county official(s) sign the copies and forward them to Julie Keown-Bomar. Have her sign and return all three (3) copies, along with a WISPER transmittal form, to me at:

432 North Lake Street  
Room 623  
Madison, WI 53706-1498

One executed copy of the contract will be returned to you and the regional office.

If you have any questions, please don't hesitate to contact me at (608) 263-0758, or you can email me at [howard.fenton@ces.uwex.edu](mailto:howard.fenton@ces.uwex.edu).

Sincerely,

A handwritten signature in black ink that reads "Howard".

Howard Fenton  
Accountant

Enclosure

cc: File

**Contract Between Sawyer County  
and  
Board of Regents of the University of Wisconsin System**

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

1. **Term** - The term of this contract is July 1, 2015 through June 30, 2016 or until amended, renewed or terminated as defined in section 4.E.

2. **Extension** - Extension agrees to:

A. Conduct programs in:

- 1) Agriculture, agribusiness, and horticulture;
- 2) Youth development and 4-H;
- 3) Family living; and, or
- 4) Community, natural resources, and economic development.

B. Annually, furnish to the County a report of what was billed, what was spent, and the remaining balance.

3. **County** - In consideration of the programs that Extension provides to County under this contract, the County agrees to:

A. Pay to Extension the County share of program costs.

For the fiscal period of July 1, 2015 through June 30, 2016, the County will pay \$105,616. This is allocated as follows:

Salaries of professional staff members	\$70,650
Fringe benefits (rate is 49.7% of salaries)	35,113
<b>Subtotal</b>	<b>\$105,763</b>
Reconciliation of previous agreement	(147)
<b>Total amount to be billed</b>	<b>\$105,616</b>

B. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedure.

C. Participate in the direction of the programs in the County.

D. Participate and advise in the selection, direction, evaluation, and other personnel management of Extension employees.

4. **Conditions** - This contract is established under the following conditions:
- A. Any employees hired pursuant to this contract are employees of the University of Wisconsin Extension, and are subject to the personnel rules, policies, and procedures for faculty or academic staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents of the University of Wisconsin System, and, or Extension.
  - B. Upon the receipt of the completed contract, for the fiscal period July 1, 2015 through June 30, 2016, Extension shall bill the County at (address): \_\_\_\_\_  
attention: \_\_\_\_\_, for the contract amount, \$105,616. There will be two billings, \$52,736 upon full execution of this contract and a second billing of \$52,880 in April, 2016. The County shall pay the amount billed within 30 days of the billing.
  - C. The State of Wisconsin, and consequently the Board of Regents of the University of Wisconsin System as an agency of the State, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees and agents while acting within the scope of their employment or agency. Since this is statutory indemnification, there is no liability policy as such that can extend protection to any others.
  - D. Nondiscrimination/Affirmative Action - During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. 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. Extension further agrees to take affirmative action to ensure equal employment opportunities.
  - E. Any additions, changes, modifications or renewals of this contract are subject to the consent and approval of both parties. Intent to terminate the contract requires sixty (60) days notice by either party. If the county terminates the contract, the county is responsible for paying out their share of unused vacation and vacation banked through the Accumulated Leave Reserve Account (ALRA).

By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
Regional Director

Date:

By: \_\_\_\_\_  
Richard M. Klemme, Dean & Director  
Cooperative Extension

Date:

**Board of Regents of  
The University of Wisconsin System**

By: \_\_\_\_\_  
Contract Officer  
University of Wisconsin-Extension

Date:

**Sawyer County FY2016 Budget**  
 July 1, 2015 through June 30, 2016  
 133-PRJ89VD

<u>Personnel</u>	<u>State Budget</u>	<u>State FTE</u>	<u>County Budget</u>	<u>County FTE</u>
Grigoryan, Ariga	\$27,990	0.60	\$18,660	0.40
Laberee, Lorraine	36,891	0.60	24,593	0.40
Pillion-Baltrusis, Lori	17,575	0.36	11,716	0.24
Schoessow, Kevin	13,102	0.20	8,189	0.13
Weigand, Richard	11,236	0.20	7,492	0.13
<b>Total Salaries</b>	<b>106,794</b>	<b>1.96</b>	<b>70,650</b>	<b>1.30</b>
<b>Fringes (49.7%)</b>	<b>53,077</b>		<b>35,113</b>	
<b>Total Budget</b>	<b><u>\$159,871</u></b>	<b><u>1.96</u></b>	<b><u>\$105,763</u></b>	<b><u>1.30</u></b>

Notes:

- 1) Salary for A. Grigoryan reflects a retention equity adjustment effective July 1, 2015.
- 2) Salaries for L. Laberee and K. Schoessow reflect equity compensation adjustments effective July 1, 2015.

<b>1st Invoice</b>	<u>Salary</u>	<u>Fringes</u>	<u>Total</u>
Grigoryan, Ariga	\$9,330	\$4,637	\$13,967
Laberee, Lorraine	12,297	6,112	18,409
Pillion-Baltrusis, Lori	5,858	2,911	8,769
Schoessow, Kevin	4,095	2,035	6,130
Weigand, Richard	3,746	1,862	5,608
reconciling amount			(147)
			<u>\$52,736</u>

<b>2nd Invoice</b>	<u>Salary</u>	<u>Fringes</u>	<u>Total</u>
Grigoryan, Ariga	\$9,330	\$4,637	\$13,967
Laberee, Lorraine	12,296	6,111	18,407
Pillion-Baltrusis, Lori	5,858	2,911	8,769
Schoessow, Kevin	4,094	2,035	6,129
Weigand, Richard	3,746	1,862	5,608
			<u>\$52,880</u>

**Sawyer County FY2015 Reconciliation**

July 1, 2014 through June 30, 2015

133-PRJ56MU

<u>Personnel</u>	<u>Budget</u>	<u>Actual</u>	<u>Change</u>
Grigoryan, Ariga	\$18,180	\$18,180	\$0
Laberee, Lorraine	21,303	21,303	0
Pillion-Baltrusis, Lori	11,367	11,367	0
Schoessow, Kevin	7,367	7,267	100
Weigand, Richard	7,186	7,186	0
Fringes	<u>30,413</u>	<u>30,366</u>	<u>47</u>
Totals	<u>\$95,816</u>	<u>\$95,669</u>	<u>\$147</u>



**University of Wisconsin-Extension**

623 Extension Building  
432 North Lake Street  
Madison, WI 53706  
608-262-6890  
608-262-9166 (FAX)  
800-947-3529 (TTY)

**Cooperative Extension**  
Office of Budget & Fiscal Operations

August 12, 2015

Sawyer County UW-Extension Office  
Attn: Lori Laberee  
10610 Main Street, PO Box 351  
Hayward, WI 54843-0351

RE: UW-Extension Multi-donor Contract for Ag Agent Travel, 133-PRJ89VI

Dear Lori,

Enclosed you will find three (3) copies of the contract between the Board of Regents of the University of Wisconsin System, on behalf of UW-Extension, and Sawyer County. The contract is for the period July 1, 2015 – June 30, 2016. Please have the appropriate county official(s) sign the copies and forward them to Julie Keown-Bomar. Have her sign and return all three (3) copies, along with a WISPER transmittal form, to my attention at:

432 North Lake Street  
Room 623  
Madison, WI 53706-1498

One executed copy of the contract will be returned to you and the regional office.

If you have any questions, please don't hesitate to contact me at (608) 263-0758. Or you can email me at [howard.fenton@ces.uwex.edu](mailto:howard.fenton@ces.uwex.edu).

Sincerely,

A handwritten signature in black ink that reads "Howard".

Howard Fenton  
Accountant

Enclosure  
cc: File

**Contract Between Sawyer County  
and  
Board of Regents of the University of Wisconsin System**

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

1. **Term** - The term of this contract is July 1, 2015 through June 30, 2016 or until amended, renewed or terminated as defined in section 4.E.
2. **Extension** - Extension agrees to:
  - A. Conduct programs in:
    - 1) Agriculture, agribusiness, and horticulture
  - B. Annually, furnish to the County a report of what was billed, what was spent, and the remaining balance.
3. **County** - In consideration of the programs that Extension provides to Counties under this contract, the Counties agree to:
  - A. Pay to Extension the County share of program costs.

For the fiscal period of July 1, 2015 through June 30, 2016, the County will pay \$3,592 for travel and expenses.

Travel, supplies and expense budget for this period	\$3,700
Reconciliation of previous agreement	(108)
<b>Total amount to be billed</b>	<b>\$3,592</b>
  - B. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedure.
  - C. Participate in the direction of the programs in the County.
  - D. Participate and advise in the selection, direction, evaluation, and other personnel management of Extension employees.

4. **Conditions** - This contract is established under the following conditions:
- A. Any employees hired pursuant to this contract are employees of the University of Wisconsin Extension, and are subject to the personnel rules, policies, and procedures for faculty or academic staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents of the University of Wisconsin System, and, or Extension.
  - B. Upon the receipt of the completed contract, for the fiscal period July 1, 2015 through June 30, 2016, Extension shall bill **Sawyer County** at (address): \_\_\_\_\_  
attention: \_\_\_\_\_, for the contract amount, \$3,592. There will be two billings, \$1,742 upon full execution of this contract and a second billing of \$1,850 in April, 2016. The County shall pay the amount billed within 30 days of the billing.
  - C. The State of Wisconsin, and consequently the Board of Regents of the University of Wisconsin System as an agency of the State, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees and agents while acting within the scope of their employment or agency. Since this is statutory indemnification, there is no liability policy as such that can extend protection to any others.
  - D. Nondiscrimination/Affirmative Action - During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. 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. Extension further agrees to take affirmative action to ensure equal employment opportunities.
  - E. Any additions, changes, modifications or renewals of this contract are subject to the consent and approval of both parties. Intent to terminate the contract requires sixty (60) days notice by either party. If the county terminates the contract, the county is responsible for paying out their share of unused vacation and vacation banked through the Accumulated Leave Reserve Account (ALRA).

By: \_\_\_\_\_  
**County Representative**

Date:

By: \_\_\_\_\_  
**Regional Director**

Date:

By: \_\_\_\_\_  
**Richard M. Klemme, Dean & Director  
Cooperative Extension**

Date:

**Board of Regents of  
The University of Wisconsin System**

By: \_\_\_\_\_  
**Contract Officer  
University of Wisconsin-Extension**

Date:

**Burnett/Sawyer/Washburn Counties**

FY2013-15 Reconciliation: July 1, 2012 through June 30, 2015

133-PRJ56MG

<u>Personnel</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Travel	<u>\$35,250.00</u>	<u>\$34,760.09</u>	<u>\$489.91</u>
Burnett balance	\$12,000	\$11,877	\$123
Sawyer balance	10,500	10,392	108
Washburn balance	<u>12,750</u>	<u>12,492</u>	<u>258</u>
	<u>\$35,250</u>	<u>\$34,760</u>	<u>\$490</u>

minutes of the meeting of the Sawyer County Health and Human Services Board  
December 8, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

**Board Members in Attendance:**

Warren Johnson, Shirley Suhsen, Carol Pearson, Ron Kinsley, Norma Ross, Tweed Shuman, Michelle Lambert, Dale Schleeter, Iras Humphreys

**Staff Members in Attendance:** Paul Grahovac, Patty Dujardin, Amy Nigbor, Joe Bodo, Tom Hoff, Eileen Simak, Dave Bauer, Alicia Carlson, Cindy Hanus

The meeting was called to order by Tweed Shuman, noting for the record that all members were in attendance.

Approval of Agenda

A motion was made by Shirley Suhsen, seconded by Ron Kinsley to approve the agenda as presented; motion carried.

Approval of Minutes

A motion was made by Warren Johnson, seconded by Michelle Lambert to approve the minutes of the November 3, 2015 meeting as presented; motion carried.

Audience Recognition

There was nothing to report under this item.

Committee Reports

LCO Liaison:

Norma Ross reported the LCO Clinic was losing an AODA Counselor who was going back to school. Three LCO social workers are now certified to train personnel in the Drug Endangered Children Program.

Vouchers

Copies of the November 2015 vouchers, as well as all bills paid since the last board meeting were submitted for approval. Board members discussed multiple payments made to a single foster home and requested information on licensing, the number of children placed in the home, and the number of other children residing in the home. The foster home is licensed through LCO and the children are placed there through Tribal court. Norma Ross will follow up with the Tribe and report to the board in January. A motion was made by Ron Kinsley, seconded by Carol Pearson to approve the vouchers as submitted; motion carried.

Residential Services Update

The AODA/MH Supervisor recapped his written report on the census at Transitions and crisis on call for the month of November. Information regarding year to date Mendota and Winnebago Mental Health inpatient expenses was reviewed by the board.

Motor Pool Usage

The board reviewed the motor pool usage report as submitted. Per the County Administrator, a replacement mechanic has not been hired as of yet. Initial advertising of the position produced few applicants. The position will be re-advertised after the holidays. Routine vehicle maintenance continues to be performed by current maintenance personnel. The county has entered into a three month agreement with Timber Ford for more extensive repairs at a reduced shop rate.

Economic Support Consortium Update

Per the HHS Director, the job description of the Resolution Coordinator, housed in Sawyer County, was reviewed at the November director's meeting. The job description that was presented did not appear to be realistic. The current Resolution Coordinator, who plans to retire in October 2016, was asked to create a more realistic job description for a 35 hour per week position. The directors still need to determine if the position, when filled, will remain in Sawyer County. Any potential internal candidates in Sawyer County could train with the current coordinator before she retires. This topic will be on the January director's meeting agenda.

Juvenile Residential Facility

The Juvenile Justice Supervisor presented his report for Oasis for November 2015. The facility is at 100% occupancy; three of the juveniles are from Sawyer County. Last week, a juvenile from Douglas County placed at Oasis committed a crime and was taken into custody by the City Police. After detention was authorized by the Juvenile Justice Supervisor issues arose regarding custody and transport. A meeting to discuss these issues will be arranged with HHS staff, the Sheriff and City Police personnel.

The memorandum of understanding (MOU) with Northwest Passage (NWP) for the Oasis facility operations was reviewed. The purchase of service rates were corrected as per last month's meeting. Board members expressed concern about the lack of a termination clause within the MOU. The County Administrator will meet with Corporation Counsel to address the concern. A motion was made by Warren Johnson, seconded by Shirley Suhsen to forward to the full county board with recommendation for approval the final draft of the MOU approved by Corporation Counsel; motion carried.

#### Budget Performance Report

Copies of the October 2015 Budget Performance Report for Health and Human Services were reviewed. A motion was made by Carol Pearson, seconded by Warren Johnson to accept the report as presented; motion carried.

#### ADRC of the North Contingency Funds Request

A request from the ADRC of the North to establish a contingency fund was reviewed by the board. In summary by the HHS Financial Manager, the consortium requested state funds received by any county for agency management, support and overhead (AMSO) as well as indirect costs for regional positions be paid back to the consortium fiscal agent to be deposited in a contingency fund. All federal revenues will be retained by the counties. The ADRC-N Governing Board meets Monday, December 14 to further discuss the request. This item will be on the HHS Board agenda in January, 2016.

#### Evidence Based Practices

The HHS director compiled information provided by the unit supervisors regarding evidence based practices for the board's review. These practices are designed to help all departments within the county work together to provide clients the best care and appropriate services.

#### Any Items for Discussion Only

The community supper, hosted at the First Lutheran Church on Wednesday, December 2 was well received. Various employees of Health and Human Services and their family members, as well as HHS board members volunteered to prepare and serve the meal as well as clean up after supper. The HHS Director reported everyone had fun working together and those who partook enjoyed the meal. Future volunteer opportunities are a possibility.

The Juvenile Justice Supervisor presented a memo from the Department of Corrections (DOC), Division of Juvenile Corrections (DJC) administrator John Paquin regarding personnel changes and investigations in the DJC. The DOC became aware of allegations concerning possible mistreatment of youth by a small number of security staff at Lincoln Hills School. A thorough investigation ensued and the DJC will continue to share information as they are able.

As reported to the board by the Financial Manager, effective early November, various HHS staff are now providing support services for the UW-Extension office. Services provided include project secretary, full-time reception and fiscal reporting.

#### Closed Session

A motion to go into closed session Pursuant to 19.85(1) (c), Wisconsin Statutes, for employee evaluation and discussion concerning employee compensation was made by Carol Pearson, seconded by Shirley Suhsen; motion carried. Closed session entered at 7:39 P.M.

A motion to return to open session was made by Shirley Suhsen, seconded by Warren Johnson; motion carried. Meeting returned to open session at 7:57 P.M.

A motion to recommend and forward to the Administration Committee a 40 hour work week and compensation for the HHS Director with a budget adjustment from the contingency fund effective January 1, 2016 was made by Dale Schleeter, seconded by Warren Johnson; motion carried.

#### Adjourn

A motion to adjourn was made by Ron Kinsley, seconded by Dale Schleeter; motion carried. Meeting adjourned at 7:59 P.M.

7

**Sawyer County Department of Human Services  
Northwest Passage  
Group Home Operations  
Memorandum of Understanding (MOU)  
Date: 7/13/2015**

**Program Name:** Northwest Oasis

**Partners:** Sawyer County Department of Human Services {SCDHS}  
Northwest Passage {NWP}/Northwest Oasis

**Objective:** Operate a high quality and fiscally responsible group home for up to 8 residents within Sawyer County by creating a partnership between education, human services, and the mental health entities serving Sawyer County. This partnership will maximize the programs billing potential. The partner agencies will collaborate, share risk, and share rewards. A primary goal of the program is to have children receive comprehensive services while maintaining natural supports and therapeutic and educational connections within the community.

**Definition of Service:** The partner agencies will provide the following services:

- NWP will provide group home services for boys in accordance with DCF 57.
- SCDHS will provide the building, grounds and maintenance to the facility where the program resides.
- NWP will provide targeted case management services under agreement with SCDHS.

**Frequency of Service:** Group Home services will be available 24/7, 365 days a year.

**Length of Agreement:** This agreement shall be in place from 01/01/2016-12/31/2019. This agreement will be reviewed, with the potential for revisions and renewal, by January 1, 2019.

An exception to the commitment noted above would be unforeseeable circumstances such as regulatory changes and/or natural disasters or if Northwest Passage or its successor were to lose their Group Home license. In that event, Sawyer County would terminate with thirty (30) days notice.

**Types of Placements to be provided:**

- Temporary Physical Custody
- Order of the court
- Voluntary Placement
- Emergency Respite
- Transitional from more restrictive placement

**Criteria for Admission:** Children served in the group home would meet the following criteria:

- Male
- Ages 12-17
- Lesser restrictive placement options have either been tried and have been unsuccessful or not adequate to meet the needs of the child.
- Juvenile Justice vs. Child Protection – This will be evaluated on a case-by-case basis.

**Admission/Placement Protocol:** A child will be referred to the program by SCDHS or other Wisconsin Counties in a couple of different ways:

- Crisis placement: TPC, ER, - evaluate for violence. When possible, worker would have in crisis plan.
- Assessment and record gathering will take place within 2 business days. The assessment and record gathering can include a face-to-face meeting with the child.

**NWP Designated On-Site Administrator will be:** Steve Naglosky

**NWP Designated Off-Site Administrator will be:** Bill Jury

**Northwest Contract Administrator will be:** Justin Coveau

**Billing Outline:**

- NWP Billing – NWP Oasis will be a licensed group home under DCF 57. NWP will work with the State of WI regarding rate regulation to develop a group home rate.
- Sawyer County Billing – Sawyer County Department of Human Services will bill third party payers for targeted case management services when appropriate.

**Purchase of Services:**

- **2015 Rate:** \$192.10/day (5 residents) = \$350,582/year
- **2016 Rate:** \$192.10/day(5residents)= \$ 350,582/year
- **2017-2019 State approved Rate**

Sawyer County will be responsible for payment of 5 beds per month. However, if Sawyer County is not using them and we have residents from other counties, Sawyer County will not need to pay for these beds. (For example – if Sawyer County has 4 residents in the group home and we have a resident from another county, Sawyer County would only pay for 4 beds.)

Sawyer County DHS shall provide the plant, grounds and maintenance out of which the Group Home will operate.

NWP shall pay for utilities that are associated with the square footage of the building utilized by the Group Home.

**Expense and Revenue Reporting:** Each year, NWP will provide expense information demonstrating cost incurred by the program and provide a comparative analysis to the budget.

Each year, SCDHS will provide revenue information demonstrating revenues associated with the program.

**NWP contact person regarding the terms of this agreement:** Justin Coveau

\_\_\_\_\_  
NWP Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sawyer County Department of Human Services Representative

\_\_\_\_\_  
Date

minutes of the meeting of the Administration Committee  
Sawyer County Board of Supervisors  
December 10, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley (Vice-Chair), Jim Bassett, Dean Pearson, Brian Bisonette, Dale Schleeter

also present: County Board member Warren Johnson, Health and Human Services Department Director Paul Grahovac, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, County Administrator Tom Hoff, County Clerk Kris Mayberry

Motion by Bassett, 2<sup>nd</sup> by Schleeter, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2<sup>nd</sup> by Bisonette, to approve the November 5, 2015 meeting minutes. Motion carried.

The Committee reviewed a written monthly department report (copy in meeting file) prepared by Veterans Service Department Director Renee Brown. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to approve the report. Motion carried.

County Administrator Tom Hoff presented the Health and Human Services Board recommendation to approve adjusting the hours of work for the Health and Human Services Department Director position from 35 hours per week to 40 hours per week, and to approve transferring funds for the additional compensation from the Sawyer County Contingency Fund Account of the General Fund of the 2016 Sawyer County Budget to the Health and Human Services Department Fund, all to be effective January 1, 2016. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

County Administrator Tom Hoff presented and reviewed with the Committee a proposed Chapter 9 – Purchase Policy to provide guidelines to County departments and employees in making purchases. Motion by Pearson, 2<sup>nd</sup> by Bassett, to recommend County Board approval of the policy. Motion carried.

County Administrator Tom Hoff presented and reviewed with the Committee a written monthly report (copy in meeting file), which included information about the completion of the 2014 financial audit, insurance renewals, a summary of recent claims, planning for 2016, personnel issues, the Winter Depot project, and employee recruitment activities. Motion by Pearson, 2<sup>nd</sup> by Bassett, to approve the report. Motion carried.

County Clerk Kris Mayberry provided a department report.

County Treasurer Dianne Ince presented and reviewed with the Committee a financial report (copy in meeting file) through November of 2015 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 November of 2015 - \$131,256.74
- distributed to Sawyer County in 2015 through November - \$1,705,917.65
- distributed to Sawyer County through same month in 2014 – \$1,552,107.74
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

Motion by Bassett, 2<sup>nd</sup> by Pearson, to approve the report. Motion carried.

Information Technology Department Director Mike Coleson presented and reviewed with the Committee a department report. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to approve the report. Motion carried.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2<sup>nd</sup> by Bassett, to approve the vouchers. Motion carried.

County Treasurer Dianne Ince requested that the agenda of the January meeting of the Committee include salary adjustments for County elected officials up for election in 2016.

Motion by Kinsley, 2<sup>nd</sup> by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

minutes of the meeting of the Public Works Committee  
Sawyer County Board of Supervisors  
December 9, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

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

also present: County Board member Warren Johnson; Patty Leslie (L & L Aviation – fixed based operator and contracted Airport management); Maintenance Department Supervisor Tim Hagberg; Highway Commissioner Gary Gedart; County Administrator Tom Hoff; County Clerk Kris Mayberry

Motion by Shuman, 2<sup>nd</sup> by Schleeter, to approve the meeting agenda as presented. Motion carried.

Motion by McCoy, 2<sup>nd</sup> by Shuman, to approve the November 4, 2015 Public Works Committee meeting minutes. Motion carried.

Maintenance Department Supervisor Tim Hagberg presented and reviewed with the Committee a written monthly department report (copy in meeting file) including a report on projects completed, in progress, and planned by the Maintenance Department; Maintenance Department staff training on the use of the Airport snow removal equipment purchased from the City of Hayward and the successful use of that equipment following a recent snowfall; and an update on hiring a Maintenance Department Mechanic. Motion by Shuman, 2<sup>nd</sup> by Schleeter, to accept the Maintenance Department report. Motion carried.

Patty Leslie (L & L Aviation - fixed-base operator and contracted Airport management at the Sawyer County Airport) presented and reviewed with the Committee a written monthly report (copy in meeting file), including projects, operations, and conditions at the Sawyer County Airport; plans for snow removal during the winter of 2015-2016 (emphasizing the need to provide radio communication for runway snow removal equipment operators); an update on the Airport perimeter fencing project; and reporting that the Federal Aviation Administration has made the GPS approach system unavailable at the Airport due to an issue with the runway approach numbering and delays with the instrument landing system coming on-line. Motion by Shuman, 2<sup>nd</sup> by Schleeter, to accept the Airport report. Motion carried.

The Committee reviewed an email from Edward Reinbold (resident near Airport) concerning the impact of Airport noise on nearby properties.

Highway Commissioner Gary Gedart presented the following resolution requested by the Town of Edgewater Board of Supervisors for a reduction of the speed limit on County Highway F to 45 miles per hour between its intersection with Wisconsin Highway 48 and Edgewater:

Ordinance # -2015

Establishing a Speed Zone On County Road F

WHEREAS, the Town of Edgewater Board of Supervisors, the Sawyer County Public Works Committee, the Sawyer County Traffic Safety Commissioner, and the Sawyer County Board of Supervisors have determined and established that 45 miles per hour shall be the maximum speed at which vehicles may travel on County Road F, from State Trunk Highway 48 to 500 feet North of Little Sissabagama Road, and

WHEREAS, this 45 mile per hour section totals approximately 5.8 miles in length and this speed has herein been established as the reasonable and safe maximum speed to travel, pursuant to section 349.11 of the Wisconsin Statutes;

THEREFORE, the Sawyer County Board of Supervisors hereby ordains, with the approval of federal and state agencies, and upon the erection of standard signs giving notice thereof, as follows:

- Section 1 – 45 miles per hour shall be the maximum permissible speed for vehicles operated on County Road F in Sawyer County, from State Highway 48 to 500 feet north of Little Sissabagama Road, a distance of 5.8 miles.

Section 2 – Any person violating any provision of this ordinance may suffer forfeiture of no less than \$30.00 nor more than \$300.00, plus costs, or imprisoned not more than 30 days upon failure to pay such fine or forfeiture and cost.

Motion by McCoy, 2<sup>nd</sup> by Shuman, to recommend County Board approval of the resolution. Motion carried.

Ordinance # -2015  
Establishing a Speed Zone On County Road F

WHEREAS, The Town of Edgewater Board of Supervisors, the Sawyer County Public Works Committee, the Sawyer County Traffic Safety Commissioner, and the Sawyer County Board of Supervisors have determined and established that 45 miles per hour shall be the maximum speed at which vehicles may travel on County Road F, from State Trunk Highway 48 to 500 feet North of Little Sissabagama Road, and

WHEREAS, this 45 mile per hour section totals approximately 5.8 miles in length and this speed has herein been established as the reasonable and safe maximum speed to travel, pursuant to section 349.11 of the Wisconsin Statutes;

THEREFORE, The Sawyer County Board of Supervisors hereby ordains, with the approval of federal and state agencies, and upon the erection of standard signs giving notice thereof, as follows:

- Section 1 – 45 miles per hour shall be the maximum permissible speed for vehicles operated on County Road F in Sawyer County, from State Highway 48 to 500 feet north of Little Sissabagama Road, a distance of 5.8 miles.
- Section 2 – Any person violating any provision of this ordinance may suffer forfeiture of no less than \$30.00 nor more than \$300.00, plus costs, or imprisoned not more than 30 days upon failure to pay such fine or forfeiture and costs.

minutes of the meeting of the Administration Committee  
Sawyer County Board of Supervisors  
December 10, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley (Vice-Chair), Jim Bassett, Dean Pearson, Brian Bisonette, Dale Schleeter

also present: County Board member Warren Johnson, Health and Human Services Department Director Paul Grahovac, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, County Administrator Tom Hoff, County Clerk Kris Mayberry

Motion by Bassett, 2<sup>nd</sup> by Schleeter, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2<sup>nd</sup> by Bisonette, to approve the November 5, 2015 meeting minutes. Motion carried.

The Committee reviewed a written monthly department report (copy in meeting file) prepared by Veterans Service Department Director Renee Brown. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to approve the report. Motion carried.

County Administrator Tom Hoff presented the Health and Human Services Board recommendation to approve adjusting the hours of work for the Health and Human Services Department Director position from 35 hours per week to 40 hours per week, and to approve transferring funds for the additional compensation from the Sawyer County Contingency Fund Account of the General Fund of the 2016 Sawyer County Budget to the Health and Human Services Department Fund, all to be effective January 1, 2016. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to recommend County Board approval of the Health and Human Services Board recommendation. Motion carried.

County Administrator Tom Hoff presented and reviewed with the Committee a proposed Chapter 9 – Purchase Policy to provide guidelines to County departments and employees in making purchases. Motion by Pearson, 2<sup>nd</sup> by Bassett, to recommend County Board approval of the policy. Motion carried.

County Administrator Tom Hoff presented and reviewed with the Committee a written monthly report (copy in meeting file), which included information about the completion of the 2014 financial audit, insurance renewals, a summary of recent claims, planning for 2016, personnel issues, the Winter Depot project, and employee recruitment activities. Motion by Pearson, 2<sup>nd</sup> by Bassett, to approve the report. Motion carried.

County Clerk Kris Mayberry provided a department report.

County Treasurer Dianne Ince presented and reviewed with the Committee a financial report (copy in meeting file) through November of 2015 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 November of 2015 - \$131,256.74
- distributed to Sawyer County in 2015 through November - \$1,705,917.65
- distributed to Sawyer County through same month in 2014 – \$1,552,107.74
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

Motion by Bassett, 2<sup>nd</sup> by Pearson, to approve the report. Motion carried.

Information Technology Department Director Mike Coleson presented and reviewed with the Committee a department report. Motion by Bassett, 2<sup>nd</sup> by Schleeter, to approve the report. Motion carried.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2<sup>nd</sup> by Bassett, to approve the vouchers. Motion carried.

County Treasurer Dianne Ince requested that the agenda of the January meeting of the Committee include salary adjustments for County elected officials up for election in 2016.

Motion by Kinsley, 2<sup>nd</sup> by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

## **CHAPTER 9 - PURCHASING POLICY**

### **1 – GENERAL INFORMATION**

#### **9-101 - Introduction**

This Purchasing Policy provides guidelines for making County purchases and applies to all departments. The Administration Committee is the committee of jurisdiction for this policy and any disputes with regard to interpretation will be addressed it.

#### **9-102 - Authority of County Purchasing**

The County Purchasing Policy provides for uniform purchasing procedures for the County and states that the provisions of the Purchasing Policy shall be administered by the County Administrator or designee.

Purchasing is responsible for overseeing the following functions:

- Procuring supplies, services and construction needed to implement Board programs and policy.
- Maintaining and enhancing public confidence in public procurement.
- Ensuring fair and equitable treatment of all people who deal with the County's procurement system.
- Ensuring that the purchasing value of County funds is maximized to the fullest extent practicable.
- Fostering effective competition within the free enterprise system.
- Maintaining the quality and integrity of the procurement system.

#### **9-103 – Definition of Purchases**

Purchases for the purpose of this policy include; supplies, materials, contractual services, equipment and furniture. It is meant to include all items for which the county budgets to expend funds unless specifically excluded or subject to other guidance, such as advertising in the official county newspaper.

#### **9-104 - End of Year Purchases**

When ordering goods and services, allow enough time to receive the goods and services prior to yearend. Goods and services received after year end will be charged to the following year's budget. Any requests for exceptions shall be brought to the attention of the County Administrator or designee. Any recommended carryover of appropriation to the following year must be approved by the County Board of Supervisors.

### **9-105 - Prompt Payment - Receipt and Acceptance of Supplies, Service or Construction**

It is important to process the receipt of goods and services promptly in order to take advantage of early payment discounts. Promptly notify the County Administrator or designee of any discrepancies, damages, or if the item was not received. Also, notify the County Administrator, or designee, of unsatisfactory performance of a vendor.

### **9-106 - Ethics**

It is unethical for employees to participate directly or indirectly in a purchase when there is a conflict of interest, such as the employee or a member of the employee's immediate family has a financial interest in the purchase or its outcome.

No public employee or public official shall receive or offer to receive, either directly or indirectly, any gift, gratuity or anything of value from any person, if such person:

- has, or is seeking to obtain contractual or other business or financial relationships with such public employee's employer or the governmental body of the public official, or;
- conducts operations or activities which are regulated by such public employee's employer or the governmental body of the public official.

Any single public official or county employee may enter into contracts with Sawyer County in which they have a private interest in and that it does not exceed an aggregated amount of \$15,000 per year. (Wisconsin State Statute 946.13) No such contract will be entered into without full disclosure.

### **9-107 - Justifications for Not Accepting Low Bid**

Awards will be made to the lowest responsible bidder meeting all of the bid specifications, not only the purchase price. For bids not awarded to the lowest bidder, justification used to determine the lowest responsible bidder shall be documented with the County Administrator or noted in the committee minutes. Written justification for not selecting the lowest bidder for informal bids is also required. If the department has delegation for informal bids, this documentation should be forwarded to the County Administrator, or designee.

A responsible bidder is one who possesses the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, financial and technical resources, sufficient staff and equipment to provide the service, demonstrated ability to satisfactorily perform the work in a prompt and conscientious manner or accessibility to other necessary resources.

### **9-108- Purchases by Auction Websites**

The County recognizes the potential for savings by using auction websites for purchases. Most purchases using auction websites will be for budgeted equipment. When departments plan to use an auction website, they are to notify the County Administrator, or designee, which website they are using and what they are purchasing. Users shall use an official county logon to the auction site and any correspondence shall also be with an official County email address. It is the department's responsibility to establish an account, bid on the item, make arrangements for the purchase with the County Administrator, or designee, and make arrangements for the delivery of the item. Due to the nature of bidding online, there will be deviations from the normal procedures of the purchasing policy.

### **9-109 - Disposal of Excess Supplies or Obsolete Equipment.**

Supplies or equipment no longer serving a useful purpose are to be reported to the Maintenance Director. The Maintenance Director will dispose of the supplies or equipment by transferring the material to a department which may need similar supplies or equipment, by competitive sealed bidding, by public auction, or in such a manner considered to be in the best interest of the County.

Information Technology (IT) equipment shall have IT check off to insure any device used for data storage be properly cleaned or destroyed prior to transfer or disposal.

County owned supplies or equipment shall not be sold to County employees except by public auction or competitive bidding.

## **2 COUNTY ADMINISTRATOR'S RESPONSIBILITIES**

### **9-201 – County Administrator**

The County Administrator is the principle purchasing official of the County. The primary responsibility of this position is to purchase only those supplies, services, equipment and leasehold improvement type construction needed to carry out the programs, functions, and services required and budgeted by the County Board in accordance with the County Policies. Purchases are to be made in the most efficient and effective manner and at the lowest possible cost from a responsible vendor consistent with the quality and quantity needed.

### **9-202 - Delegation**

The County Administrator may delegate responsibility for purchasing to specific individuals in various departments, based on the dollar amount of the purchases, number of purchases, technical qualifications, past compliance with purchasing procedures and other factors. With the

purchasing delegation, there is a responsibility to follow the written purchasing procedures. Failure to follow purchasing procedures may result in the reduction or loss of delegation.

Purchases for items which central stores carries, or has access to, shall be purchased through central stores. Extenuating circumstances shall be discussed with and resolved by the County Administrator, or designee.

### **9-203-Contracting Authority**

Only the County Board Chair, County Administrator or designee, or Department Heads with approval can legally bind the County to any total lease valued or contract valued at or above \$12,000, unless the law requires the specific signature of others to legally bind the County to a contract. The Health and Human Services Department is exempt from the provisions of this policy whenever contracting for client services.

## **3 PROCUREMENT LEVELS**

### **9-301 – Standard Purchasing Levels**

This Section outlines the buying levels and when a bid or request for proposal is necessary.

#### **A. Orders under \$5,000.**

If the expected cost is less than \$5,000, and the items are not offered on standard contracts, the County Administrator, or designee, may place the order directly with the vendor using best judgment as the basis for vendor selection. The use of purchase orders is optional for orders less than \$5,000.

#### **B. Orders over \$5,000 to \$30,000.**

1. The department determines the need for products or services and is instructed to obtain the necessary three (3) informal price quotes. For sole source purchases, prepare the necessary documentation on why the purchase should be considered sole source. Please see Section 9-404 for details.
2. The departments are required to document at least three (3) informal/verbal price quotes they received. To assure prices quoted are comparable, be certain that the total price represents all costs, including delivery and annual on-going costs. The issuance of a purchase order is required for all purchase of supplies and material in which the total order is expected to exceed \$5,000.
3. Multiple facets of a project are combined as one project when determining the cost of a project.
4. Upon approval of the Department and County Administrator or designee, the purchase is placed with the successful vendor by issuance of a purchase order.

### **C. Orders over \$30,000.**

1. A written request for proposals (RFP, see section 9-403) must be developed and made available to all vendors.
2. All items/services in excess of \$30,000 are to be procured through a publicly advertised process. Multiple facets of a project are combined as one project when determining the \$30,000 cutoff.
3. The County Administrator, or designee, must give the authority for the advertisement of the RFP upon the department furnishing complete and detailed specifications on the item/service to be purchased.
4. All proposals received must be sealed and received prior to the determined date of opening.
5. All pricing received as part of the proposal will be publicly opened.
6. The County has the right to accept or reject any and all proposals. (See Section 9-107, Justifications For Not Accepting Low Bid).

### **9-302 – Grant Funded Purchases**

Unless specifically prohibited by the granting authority, grants must be administered through a written contractual agreement between the County and the party providing the services. All purchases made with grant funds must comply with the terms and conditions of the grant and this policy. If the grant requirements conflict with this policy, the County Administrator may suspend those provisions of this policy only for the specific grant and for the duration of that grant. The department head is responsible to comply with purchases covered by grant funds.

Uniform Grant Guidance issued by the Federal Office of Management and Budget (OMB) outlined the following procurement standards for all dollars applied to federal grant programs:

#### **A. Micro Purchases (Items less than \$3,000):**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$200.67 Micro-purchase). To the extent practicable, the County must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the County considers the price to be reasonable.

#### **B. Small Purchases (Items between \$3,000 and \$150,000):**

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchases are used, price or rate quotations must be obtained from an adequate number of qualified sources.

### **C. Large Purchases (Items greater than \$150,000):**

Follow requirements under 1 (construction) or 2 (all other) below depending on applicability:

1. Sealed Bids for Construction Contracts: Note that a federally funded public works project shall follow the lower dollar threshold requirements of Wisconsin Statutes 66.0901 and 59.52(29) outlined in the public works section (9-502). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

In order for sealed bidding to be feasible, the following conditions should be present:

- a) A complete, adequate, and realistic specification or purchase description is available;
- b) Two or more responsible bidders are willing and able to compete effectively for the business; and
- c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids. The invitation for bids must be publically advertised;
  - b) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - c) All bids will be opened publicly opened;
  - d) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of, and
  - e) Any or all bids may be rejected if there is a sound documented reason.
2. Competitive Proposals for Other Contracts Greater than \$150,000: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a) Requests for proposals (RFP) must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b) Proposals must be solicited from an adequate number of qualified sources;
- c) The County must have a written method of conducting technical evaluations of the proposals received and for selecting recipients;
- d) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors considered; and
- e) The County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

**D. Noncompetitive Proposals:**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1. The item is available only from a single source;
- 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the County; or
- 4. After solicitation of a number of sources, competition is determined inadequate.

## 4 TYPES OF PURCHASES

### **9-401 - Effective Price Quotes or Bids**

Effective price quotes or bids require the development of clear specifications that will result in the quality level appropriate for the purchase. Poorly designed bid specifications lead to ambiguities and are almost always the reason for purchasing discrepancies. When developing bid specs, it is advisable to establish a time period for which bids are to be held open.

Awards will be made to the lowest responsible bidder. "Responsible" means the vendor who meets the specifications and is a qualified vendor.

### **9-402 – Informal Price Quotes (Bids)**

Although titled "informal", this is still a competitive procedure. It involves the comparison of bid quotations from at least three (3) or more vendors whenever possible by using:

- Current price lists or catalogs.
- Recent price quotations on file (within the calendar year).
- Phone or verbal quotations solicited from vendors.
- Written informal price quotations or bids (including email or fax quotes).

All departments will obtain and document the quotes. Documentation for quotes must include the vendor's name, the salesperson providing the quote, the quoted price, the date of the quote and the contact information. To assure prices quoted are comparable, be certain that the total price represents all costs, including delivery.

### **9-403 – Publicly Advertised Request for Proposal (RFP) Process**

This method of purchasing is appropriate when the purchase amount exceeds \$30,000 or the specifications or scope of the services cannot be adequately prepared to provide all prospective contractors with a complete and accurate description of the work to be performed. Professional services often fall into this category. The basis for selection includes other performance factors along with price.

Examples of performance factors include work experience on projects of a similar size, expertise of the staff, and technical solution to the problem. Cost is always a factor to be considered.

All responses to publicly advertised RFPs will be received by the County Administrator's or designee office. The County Administrator or designee will record receiving each RFP and forward them to the appropriate department head after the deadline for submission has passed. The County Administrator, with input from knowledgeable parties, will evaluate and score the performance factors of each proposal. Sealed pricing proposals are to be opened by the County Administrator. Based on the criteria outlined in the RFP, a recommendation will be submitted to

the County Board of Supervisors. The County Board of Supervisors will vote to accept or reject the recommended proposal at the earliest convenient county board meeting.

#### **9-404 - Sole Source Purchases**

Occasionally, there is only one source for a good or service. Although commonly referred to as "sole source" purchases, they should be thought of as "noncompetitive negotiations." In such instances, every effort will be made to assure that the best possible price has been obtained. Documentation stating the reasons for the sole source purchase shall be submitted to the County Administrator.

One or more of the following circumstances, with adequate justifications, may serve as the basis for using noncompetitive negotiation:

- The service or good is unique or of a proprietary nature and available from only one source.
- Grant moneys are involved that require subcontracts and specify the contractor.
- A public emergency exists where the urgency for the required service will not permit competitive solicitation.
- Substantial time pressure exists beyond the department's control. (This does not include administrative delays or confusion in processing the necessary paperwork for approval.)
- To avoid numerous vendors serving a connected system. Example – more than one vendor installing and maintaining key card accesses.

#### **9-405 -- Emergency Purchases**

An emergency is a situation which threatens the public health, safety, or welfare and all of the following conditions exist:

- the circumstance was unforeseen;
- it calls for immediate action; and
- it cannot be responded to using established purchasing methods.

When such situations occur and the purchase will exceed your delegated amount, inform the County Administrator of the emergency, and then secure the goods or services without regard to normal purchase selection procedures. Try to obtain at least two (2) competitive prices, if it will not hamper or delay activities necessary to eliminate the emergency. A formal written determination declaring that an emergency exists or existed must be made by the department head and submitted to the County Administrator within 24 hours. If the emergency occurs after regular working hours, purchase what is necessary and notify the County Administrator on the next working day.

For emergencies within your delegated responsibility, document the circumstances detailing why it meets the definition of an emergency and document any competitive process that was used and submit to the County Administrator.

### **9-406 -- Cooperative Purchases**

If the total expenditure is \$30,000 or less, any purchase made from the State of Wisconsin cooperative purchase contracts, or made through other purchasing associations, will constitute compliance with the competitive bidding requirements. No additional bidding is required since the contracts established by these entities have already gone through the competitive bidding process.

In addition, if the identical product can be obtained at a lower price, you may order from that vendor without additional bidding as long as the cooperative purchasing contract you are using for the price comparison is a current contract.

### **9-407 - Professional Services**

The method of purchasing professional services is appropriate when it is difficult to provide all prospective contractors/vendors with a complete and accurate description of the work to be performed. Examples of those services are auditing, legal, engineering, architecture, landscaping, information technology, etc. The basis for selection includes other performance factors along with price. Examples of performance include work experience on projects of similar size, expertise of staff, and the technical ability for their firm to resolve the problem. RFP's will be written by the department to solicit the necessary firms.

## **5 PUBLIC WORKS CONSTRUCTION PURCHASES**

### **9-501-- Definition of Public Works Projects**

Public Works projects are defined as any repairs, remodeling, construction or changes to any County owned land or building or county and/or state roads. Public works projects also include capital purchases and construction projects in the highway department. Public Works projects may also be the purchase of the materials used for the repairs, remodeling, construction or changes to any county owned land or building or County and/or state roads.

### **9-502 -- Public Works Construction Purchases**

All public work, including any contract for the construction, repair, or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$30,000 shall be let by contract to the lowest responsible bidder. Any public work, the estimated cost of which does not exceed \$30,000, shall be let as the board may direct. If the estimated cost of any project is between \$5,000 and \$30,000, the board shall give a class 1 notice under chapter 985 before it contracts for the work or shall contract with a person qualified as a bidder under s. 66.0901(2). A contract, the estimated cost of which exceeds \$20,000, shall be let and entered into under s. 66.0901, except that the board may by a three-fourths vote of all the members entitled to a seat provide that any class of public work or any part thereof may be done directly by the county without submitting the same for bids.

This subsection does not apply to public construction if the materials for such a project are donated or if the labor for such a project is provided by volunteers. This subsection does not apply to highway contracts which the County Highway Committee or the County Highway Commissioner is authorized by law to let or make.

**9-503 – Wisconsin’s Prevailing Wage Rate**

Generally, the prevailing wage rates apply when the county does projects as identified at 9-501. Section 66.0903 of Wisconsin Statutes covers projects bid or negotiated by a local governmental unit and projects dedicated to and accepted by local governmental units. It is the Counties responsibility to apply these rules when the circumstances apply.

**9-504 - Assessment of Vendor Qualifications**

Bid specifications may be sent to any vendor, and bids will be accepted from any vendor submitting a bid. Vendor qualification will be assessed before the award is made.

Originally Adopted: December 17, 2015

## CHAPTER 9 - PURCHASING POLICIES

- A. The County Clerk's office has been designated the authority to purchase office supplies to the best financial advantage for the county. By having one person spend time looking for the best prices, talking to salesmen, preparing invoices, etc., the county departments should save time. Equipment would be purchased with approval of the Property Committee. The Property Committee may delegate authority up to a certain limit to the County Clerk.
- B. The County Clerk will coordinate office supply purchasing, keep a supply on hand of commonly used supplies, and coordinate group purchase of supplies and equipment. The County's established rules of bidding and quotes will be followed. State statutes and grant requirements will be followed where required.
- C. As with any expenditure by departments or committees, the published budget for the current year will have funding for the item being purchased or the project planned. If there is no funding in the current year budget, line item transfers must be requested from the Finance Committee or approval of the County Board is necessary to amend published budget.
- D. Departments are to use the purchasing card whenever possible. If a vendor charges a fee for use of the purchasing card, departments are not to use the purchasing card unless the fee is a flat fee that calculates to one-half percent or less of the total amount charged.
- E. Guidelines for quotes:
  - 1. A minimum of three quotes will be obtained, either by fax, e-mail, or mail, for all equipment purchases over \$2,500.00. Small day to day items or emergency repairs are not intended to be covered under the quoting procedure.
  - 2. Quotes will be presented to the overseeing committee, if applicable, and decision noted in the minutes of the committee. If quotes are of an emergency nature, the chairman of the committee can authorize purchase.
  - 3. Quotes should address specifications for warranties and service contracts.
- F. Guidelines for bids or quotes:

1. Amounts up to \$5,000.00 may be acquired by bids or quotes following state statutes and grant requirements where applicable.
2. Recognizing that the county wants to do business in Sawyer County, preference may will be given to county bidders, providing service and quality are equal.

~~—\$5,000 to \$25,000——5% preference leeway per item~~

G. State statutes #59.52 (29)(a) states that "all public works, including any contract for the construction, repair, remodeling or improvement of any public work, building or furnishing of supplies or material of any kind where the estimated cost exceeds \$25,000, shall be let by contract to the lowest responsible bidder. Any public work, the estimated cost of which does not exceed \$25,000, shall be let as the board may direct. If the estimated cost of any public work is between \$5,000 and \$25,000, the board shall give a Class 1 notice under Ch. 985 before it contracts for the work or shall contract with a person qualified as a bidder under ss. 66.0901 (2)." (This does not apply to office supplies and equipment. Highway items are governed under other statutes.)

- 1. Municipal competitive bidding statutes do not apply to projects undertaken by intergovernmental agreement or when the municipalities that will perform the work have made a determination under sub. (29) to do the work themselves with their own employees. (Also include AG's opinion.)**

#### H. Bidding Process

1. County will carefully develop specifications for the item being bid.
2. Advertisements for bids will include:
  - a) Time, place, date bids are due.
  - b) Name of person accepting bids.
  - c) Place, date, and time of bid opening.
  - d) A note as to the right to reject any or all bids.
  - e) Specifications.
  - f) Statement that bids are to be sealed.
3. Bid opening procedure:
  - a) Bids are to be sealed until advertised opening time.
  - b) Minutes are kept as to amounts of each bid and decision of the committee or department administrator.

- c) If bid deposits accompany bids, winning bid will have its check deposited, others will be returned the same day. If no decision is made at the meeting, checks will be deposited and returned on the date of the decision.
  - d) Bids are to be made according to uniform specifications in the advertisement or available to bidders. Departure from specifications is not allowed.
  - e) Bid clarification is permitted.
- I. Proposals/Negotiated Proposals
- 1. When the county has a long standing working relationship with vendors that benefits the county due to the knowledge of the area being worked on, the equipment used, servicing of the items, or if compatibility of equipment is necessary, negotiated proposals may be considered.
  - 2. Minutes must be kept of the proposal and its acceptance.
  - 3. Letters of understanding will be prepared by the county and signed by both parties.
  - 4. Public works must follow state statutes.
- J. Some grants or reimbursements require more stringent purchasing policies. Those guidelines will govern county policy in those cases.
- K. Invoices in payment of items under bids or quotes or proposals will refer to minutes of the meeting where the decision was made or bids opened. Installment payments will have complete documentation attached.
- L. Parts and assembly lists, service manuals, warranties, and service contracts, etc. shall be filed in the department for the life of the item. If the item is transferred between departments, the file will follow also.

Approved by Finance Committee,

Approved by the County Board,

## **County Administrator**

### **Work Report – December 10, 2015 Administration Committee Meeting**

**2014 Financial Audit** – 2014 Audit is complete. Hard copies are available in the County Clerk's office.

**Insurance Renewals** – Group Health Trust came in at 4% over last year. Employees have selected their plans and filed their flex plan amounts for the upcoming year. Liability and Worker's Comp quotes came in at about the same levels as last year. Property insurance renewal date is June 1, 2016, and that is the one we are expecting to increase dramatically.

New claims filed in November:

- Vehicle damage claims: Deer 1, Rock 1
- 2 new worker's comp claims, and one on-going

**2016** – Over the past few months, I have been learning a lot about the operations of the County, issues, and areas of concern. I am compiling a list of tasks, objectives, and goals and establishing priorities to address these issues. Any input would be appreciated, and we can review our plans for 2016 at the January committee meeting.

**Personnel Issues** – There are many personnel issues that were addressed during the month.

**Winter Depot** – There is a meeting at the Winter Depot on December 15<sup>th</sup> to discuss the scope of the project. There is also a conference call scheduled for January 11<sup>th</sup> with all who have been involved to discuss status and progress.

**Employment Update** – Recruitment is underway for:

- AODA Counselor
- Forester
- Confidential Secretary – Sheriff's office
- LTE – County Clerk's office
- Surveyor
- Survey Technician
- 911 Coordinator

**Out of Office** – I plan on being out of the office between Christmas and New Year's. I will have access to email, phone, and a computer in my absence and will send out contact information to Directors and the Board.



Wisconsin County Mutual Insurance Corporation

Insured Sawyer County

Policy Year 2016

### PREMIUM SUMMARY

Ratable Operating Expenditures \$21,273,972

#### Wisconsin County Mutual Premium Summary

General Liability Premium	\$57,707
Automobile Liability Premium	\$57,707
Personal Injury Extension (Nursing Home or Airport)	\$140
Special Exposures Airport	\$451
<b>Net County Mutual Premium</b>	<b>\$116,005</b>
<b>Non Subject Premium</b>	
General Liability Premium	\$16,168
Automobile Liability Premium	\$16,168
<b>Total Non Subject Premium</b>	<b>\$32,336</b>
<b>Total County Mutual Premium</b>	<b>\$148,341</b>

#### Deductible Summary

Deductible	\$5,000	
Deductible Discount	\$12,499	
Loss Control Credit	\$6,558	
Deductible Aggregate		\$50,000
Deductible Fund Balance – estimate at 8/31/015		27,175
Deductible Fund Deposit		<b>\$22,825</b>

*This premium indication includes a liability rate credit as a result of consolidating the Liability & Worker's Compensation coverage with WCMIC for 2016.  
Savings: \$7,807*

**WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION**

**COUNTY:** Sawyer

**SPECIAL NOTICE**

**PERSONAL INJURY EXTENSION ENDORSEMENT  
ACCEPTANCE FORM**

**2016 POLICY YEAR**

**RE: Airport**

The Wisconsin County Mutual Liability policy can be endorsed to provide Personal Injury Coverage, to include employment related claims, to those counties who have airports and cannot obtain this coverage from their current carriers.

The cost for this additional coverage is \$1.50 per \$1,000 of ratable operating expenditures for those facilities desiring coverage.

Coverage can only be added to the policy by endorsement.

The annual net premium charge to add Personal Injury coverage for the above captioned airport is \$140.00.

If coverage is desired, please sign and return this form.

YES, please endorse the Wisconsin County Mutual policy to include Personal Injury coverage for the airport for the additional premium quoted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Wisconsin County Mutual Insurance Corporation

Insured Sawyer County

Policy Year 2016

**PREMIUM SUMMARY**

Ratable Operating Expenditures

\$21,273,972

<b>Wisconsin County Mutual Premium Summary</b>	
General Liability Premium	\$54,820
Automobile Liability Premium	\$54,820
Personal Injury Extension (Nursing Home or Airport)	\$133
<i>Special Exposures</i>	
Airport	\$428
<b>Net County Mutual Premium</b>	<b>\$110,201</b>
<b>Non Subject Premium</b>	
General Liability Premium	\$15,317
Automobile Liability Premium	\$15,317
<b>Total Non Subject Premium</b>	<b>\$30,634</b>
<b>Total County Mutual Premium</b>	<b>\$140,835</b>

<b>Deductible Summary</b>	
<b>Deductible</b>	\$5,000
<b>Deductible Discount</b>	\$11,873
<b>Loss Control Credit</b>	\$6,558
Deductible Aggregate	\$50,000
Deductible Fund Balance – estimate at 8/31/2015	27,175
<b>Deductible Fund Deposit</b>	<b>\$22,825</b>

***This premium indication includes a full package rate credit as a result of consolidating the Liability, Worker's Compensation & Property coverage with WCMIC for 2016. Full package savings: \$15,313***

**WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION**

**COUNTY:** Sawyer

**SPECIAL NOTICE**

**PERSONAL INJURY EXTENSION ENDORSEMENT  
ACCEPTANCE FORM**

**2016 POLICY YEAR**

**RE:** Airport

The Wisconsin County Mutual Liability policy can be endorsed to provide Personal Injury Coverage, to include employment related claims, to those counties who have airports and cannot obtain this coverage from their current carriers.

The cost for this additional coverage is \$1.50 per \$1,000 of ratable operating expenditures for those facilities desiring coverage.

Coverage can only be added to the policy by endorsement.

The annual net premium charge to add Personal Injury coverage for the above captioned airport is \$133.00 (includes full package policy rate credit).

If coverage is desired, please sign and return this form.

YES, please endorse the Wisconsin County Mutual policy to include Personal Injury coverage for the airport for the additional premium quoted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AEGIS CORPORATION**

---

**DEDUCTIBLE DECLARATION DOCUMENT**

**2016**

**COUNTY: SAWYER**

**CURRENT DEDUCTIBLE: \$5,000**

<b>Available Deductible Options:</b>	<b>County Decision:</b>
\$ 1,000	_____
\$ 2,500	_____
\$ 5,000	_____
\$ 10,000	_____
\$ 25,000	_____
\$ 50,000	_____
<b>NO CHANGE IN DEDUCTIBLE</b>	_____

**For Coverage effective January 1, 2016, the County Board accepts and authorizes issuance of the Wisconsin County Mutual Insurance Corporation Custom Liability Policy incorporating the above-indicated deductible option.**

\_\_\_\_\_  
**Authorized County Officer**

\_\_\_\_\_  
**Position**

**WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION**

# SAWYER COUNTY

---

2016

## WORKERS COMPENSATION PROPOSAL

---

Presented By:

**AEGIS CORPORATION**

General Administrator

Wisconsin County Mutual Insurance Corporation

December 1, 2015

**Sawyer County**  
**WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION**

**2016 WORKER'S COMPENSATION PREMIUM DISPLAY**

**Coverage A: Wisconsin Statutory**  
**Coverage B: 100/500/100 Employee Liability**

Proposal is based on the estimated payroll submitted by the County

<b>CLASSIFICATION</b>	<b>CODE</b>	<b>BASIS</b>	<b>RATE</b>	<b>PREMIUM</b>
County Forestry	0108	194,478	3.11	6,048
Street/Road Construction	5507	187,573	7.79	14,612
Street or Road Construction	5508	0	4.35	0
Excavations	6217	0	8.38	0
Civil Defense	7710	945,530	6.62	62,594
Police Officers	7720	2,104,567	3.85	81,026
Aviation	7420	0	16.01	0
Clerical Office Employees	8810	3,251,256	.25	8,128
Municipal Operations	9413	2,813,587	4.67	131,395
		9,496,991		
		<b>Standard Premium</b>		303,803
		<b>Exp Modification Factor</b>	.94	285,575
		<b>Premium Discount</b>	9.4 %	-26,844
		<b>Premium</b>		258,731
		<b>Expense Constant</b>		220
		<b>TOTAL PREMIUM</b>		<b>258,951</b>

The dividend plan being offered:

- 10% level flat dividend combined with a Loss Sensitive Sliding Scale Dividend – See attached explanation

**The Wisconsin County Mutual is pleased to continue a 5% liability rate credit for the 2016 policy year, for those counties that consolidate the liability and workers compensation coverage**

(Dividends cannot be guaranteed by State Law and is subject to the declaration and approval by the Board of Directors of the Wisconsin County Mutual Insurance Corporation)

**ORDER TO BIND**

Sign, date and return to: Jackie Zarnoth  
 Fax: 262-783-6091 or Email: jackie@aejis-wi.com

\_\_\_\_\_ Yes, please bind coverage with WCMIC, effective 1/1/16

\_\_\_\_\_ No, cancel coverage with WCMIC, effective 1/1/16 Reason: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**SAWYER COUNTY  
WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION**

The dividend plan being offered

The **10% Level Dividend**, subject to a loss ratio cap of 75%, is payable at completion of final audit.

The **additional Sliding Dividend** is valued and payable 12 months after policy expiration. The Sliding Scale portion is based on **50% of the annual premium for losses under a 50% loss ratio**.

An example of this dividend plan would be premium of \$100,000 with a loss ratio of 25% as of six months after expiration (\$25,000 in losses).  $\$100,000 \times 10\% = \$10,000$  Level Flat Dividend payable at audit. Plus,  $\$100,000 \times 50\%$  (maximum loss) = \$50,000 - \$25,000 (incurred losses) = \$25,000 x 50% = \$12,500 (additional sliding scale dividend)

**MAXIMUM LOSS – ACTUAL LOSS x 50% = SLIDER DIVIDEND**

<b>MAX LOSS</b>	<b>ACTUAL LOSS</b>	<b>SUBJECT LOSS RATIO</b>	<b>FACTOR</b>	<b>SLIDER DIVIDEND</b>
50%	0 %	50 %	50%	25 %
50%	5 %	45 %	50%	22.5 %
50%	10 %	40 %	50%	20 %
50%	15 %	35 %	50%	17.5 %
50%	20 %	30 %	50%	15 %
50%	25 %	25 %	50%	12.5 %
50%	30 %	20 %	50%	10 %
50%	35 %	15 %	50%	7.5 %
50%	40 %	10 %	50%	5 %
50%	45 %	5 %	50%	2.5 %
50%	50 %	0 %	50%	0 %

Sawyer County  
**WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION**

**2016 WORKER'S COMPENSATION RENEWAL**

**LOSS ANALYSIS**  
**Policy Periods: May 13, 2013 – Jan 1, 2015**  
**(Evaluation through November 19, 2015)**

	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>Annual Premium</b>	267,513	202,432	336,464
	*ESTIMATE	5/12/14 - 1/1/15	5/12/13-14
Total Payroll	9,054,015	5,622,000	8,964,370
Total Paid Losses	148,713.49	135,781.27	66,005.99
Estimated Additional Payments	43,666.76	6,437.36	8,198.01
<b>Total Incurred Losses</b>	192,380.25	142,218.63	74,204
# Claims	17	21	29
# Open	9	1	2
<b>ALARIS NURSE CARE LINE UTILIZATION</b>	6 %	0	0
Exp Mod Factor	.95	1.12	1.31
<b>Loss Ratio *estimate</b>	72 %	70 %	22 %



15856 E Fifth St.  
Hayward, 54843  
(715) 634-8639  
Fax: (715) 634-7501

Web Site: [seniorresourcecenternorth.org](http://seniorresourcecenternorth.org)

SAWYER COUNTY  
10610 Main St., Suite 10  
Hayward, WI 54843

December 2, 2015

85.21 Program Manager  
Bureau of Transit and Local Roads, Railroads and Harbors  
Wisconsin Department of Transportation  
P.O. Box 7913  
Madison, WI 53707-7913

Dear 85.21 Program Manager:

Sawyer County hereby submits its application for \$68,844.00 in state assistance under section 85.21 of Wisconsin Statutes to provide specialized transportation services for seniors and individuals with disabilities in 2016. The County assures that a minimum of \$13,769.00 in local funds has been included in its adopted 2016 budget and will be available as the share required to match the 85.21 grant.

I certify that the information contained in this application is accurate.

Sincerely,

On behalf of the Senior Resource Center:

On behalf of Sawyer County:

\_\_\_\_\_  
Jeff Hoivik

\_\_\_\_\_  
Kris Mayberry

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**Senior Resource Center**  
15856 E Fifth St  
Hayward, WI 54843  
Phone: (715) 634-3000 / Fax: (715) 634-7501  
ghagberg@cheqnet.net

November 13, 2015

Please publish this Public Notice of the 85.21 grant application in your newspaper for the week of 11/16/2015.

**Senior Resource Center**  
15856 E Fifth St., Hayward, WI 54843  
**PUBLIC NOTICE**

Notice is hereby given that the Senior Resource Center is applying to the Wisconsin Department of Transportation for an operating grant in the amount of \$68,844.00 authorized by s. 85.21, Wisconsin Statutes.

**PROGRAM OF PROJECTS**

Project Description:

2016 Specialized Transportation Assistance Program

Project Type: Operations

**TOTAL FUNDS REQUESTED: \$68,844.00**

Copies of the detailed program of projects are available for public inspection at the Senior Resource Center office.

Interested persons or organizations may submit written comments to us or attend a public hearing on the application on Wednesday, December 2, 2015 at 11:00 a.m. at the Sawyer Community Senior Center. Notice is further given that the proposed Program of Projects, as shown above, will be the final Program if no changes are required. Seniors and individuals with a disability, who would like to attend the hearing, may contact the Senior Resource Center to schedule a ride.

Thank you,

Gloria Hagberg  
Office Manager  
Senior Resource Center

*Mission Statement: "To Serve, support, assist and advocate for the older adults of Sawyer County and their caregivers to achieve active fulfilled independent and healthy lives."*

**SPECIALIZED TRANSPORTATION ASSISTANCE  
PROGRAM FOR COUNTIES**

*S. 85.21 Wisconsin Statutes*

**LOCAL REVIEW DOCUMENTATION:**

**December 2, 2015**

*Beverly Cunningham  
R. J. Jantzen  
Juanita Parker  
Tony McIntosh  
Sandy Sparsing  
Burb Applebee  
Coyce K. Zepfel  
Doraine Boyer  
David L. Smith  
Belle Hassing  
Dorothy Brueggeman  
Becky Hutchinson  
Shirley Kauffman  
Sue Gold  
Carole Nelson*

## LOCAL REVIEW FORM

Please indicate if the county aging unit (or 51.42/51.437 if necessary) is part of the county's TCC or equivalent.

Yes  No

If the county TCC or equivalent does not include a member of the county aging unit (or 51.42/51.437 if necessary) you **MUST** include evidence of their review of the application. Such evidence may include:

- Written endorsements
- Recommendations or criticism
- Minutes of meetings attended by the above organizations at which the application was discussed.

SENIOR RESOURCE CENTER  
SAWYER COUNTY

APPLICANT INFORMATION FORM

Contact Information

County Name	SAWYER COUNTY
Applicant Preparer	GLORIA HAGBERG
Address	SENIOR RESOURCE CENTER 15856 E FIFTH STREET HAYWARD, WI 54843
Telephone Number	(715) 634-3000
Email Address	gloria@seniorresourcecenternorth.org

Federal Grant Match

Please place an "x" next to any federal grant that will be using s. 85.21 funds as local match.

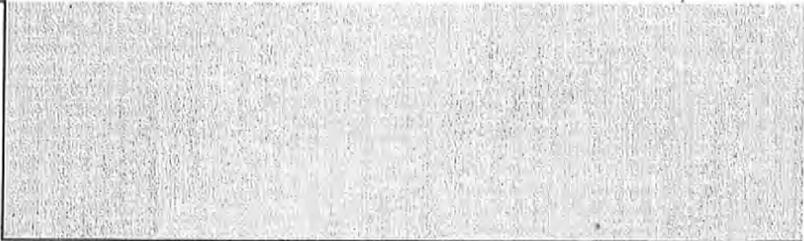
5307	<input type="checkbox"/>	5311	<input checked="" type="checkbox"/>	5310	<input type="checkbox"/>
------	--------------------------	------	-------------------------------------	------	--------------------------

Coordination

Please identify the county's coordinated plan name, goal(s) and page number(s) in which your s. 85.21 project(s) is/are derived from

Title of Coordinated Plan	SENIOR RESOURCE CENTER COUNTY PLAN ON AGING 2016-2018
The name or number of the goal(s) from which your project is included in	4. CONTEXT

SENIOR RESOURCE CENTER  
SAWYER COUNTY



Page number(s) of the goal(s)

PAGE: 15

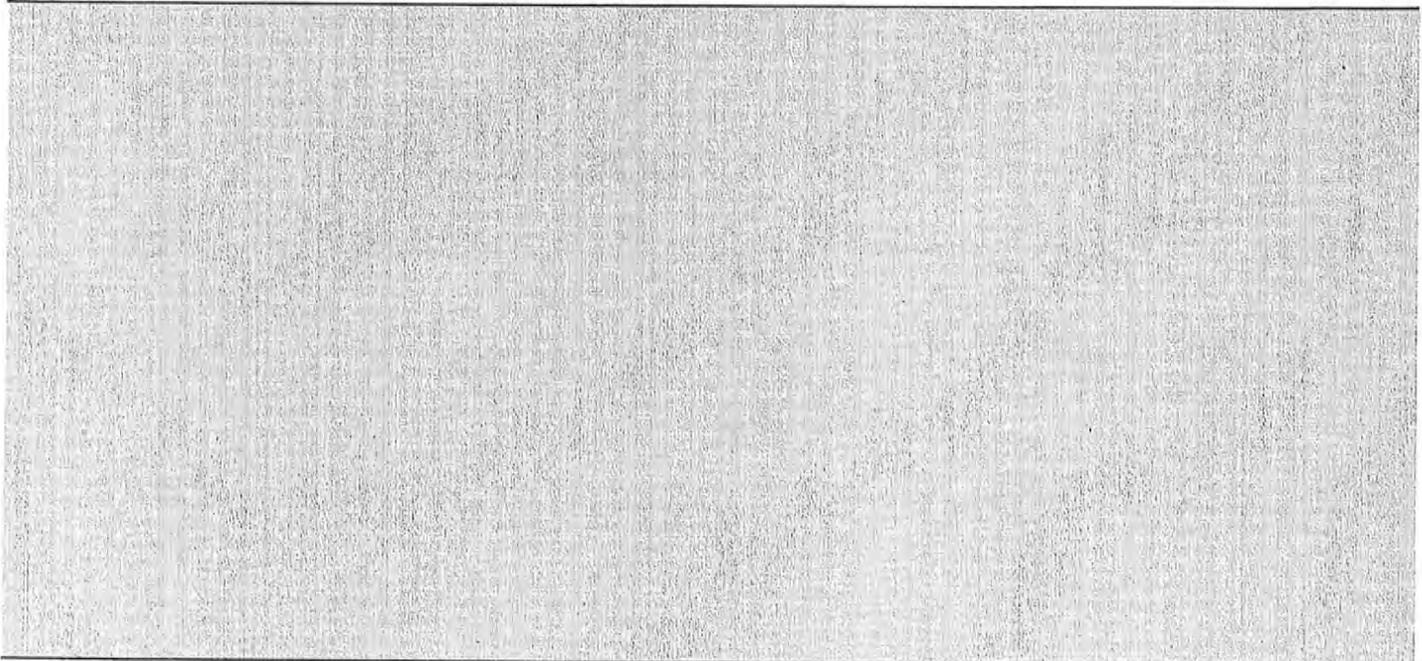
**Accessibility**

---

Will s. 85.21 aid in 2015 be used for the transportation of persons who cannot walk or who walk with assistance? (if no, please explain how the Americans with Disabilities Act (ADA) requirements for equivalency of service between ambulatory and non-ambulatory passengers will be met.

Yes

No



## APPLICANT CHECKLIST

County Name

SAWYER COUNTY

### Required Documents

#### Excel Packet

#### Completed

Application Information Form

DONE

Vehicle Inventory

DONE

Project Descriptions & Budgets

DONE

#### Other Documents (if applicable)

3 Year Trust Fund Form

DONE

Third Party Contracting Form

N/A

#### Guidelines Packet

Transmittal Letter

DONE

Public Hearing Notice

PUBLISH 11/18/2015

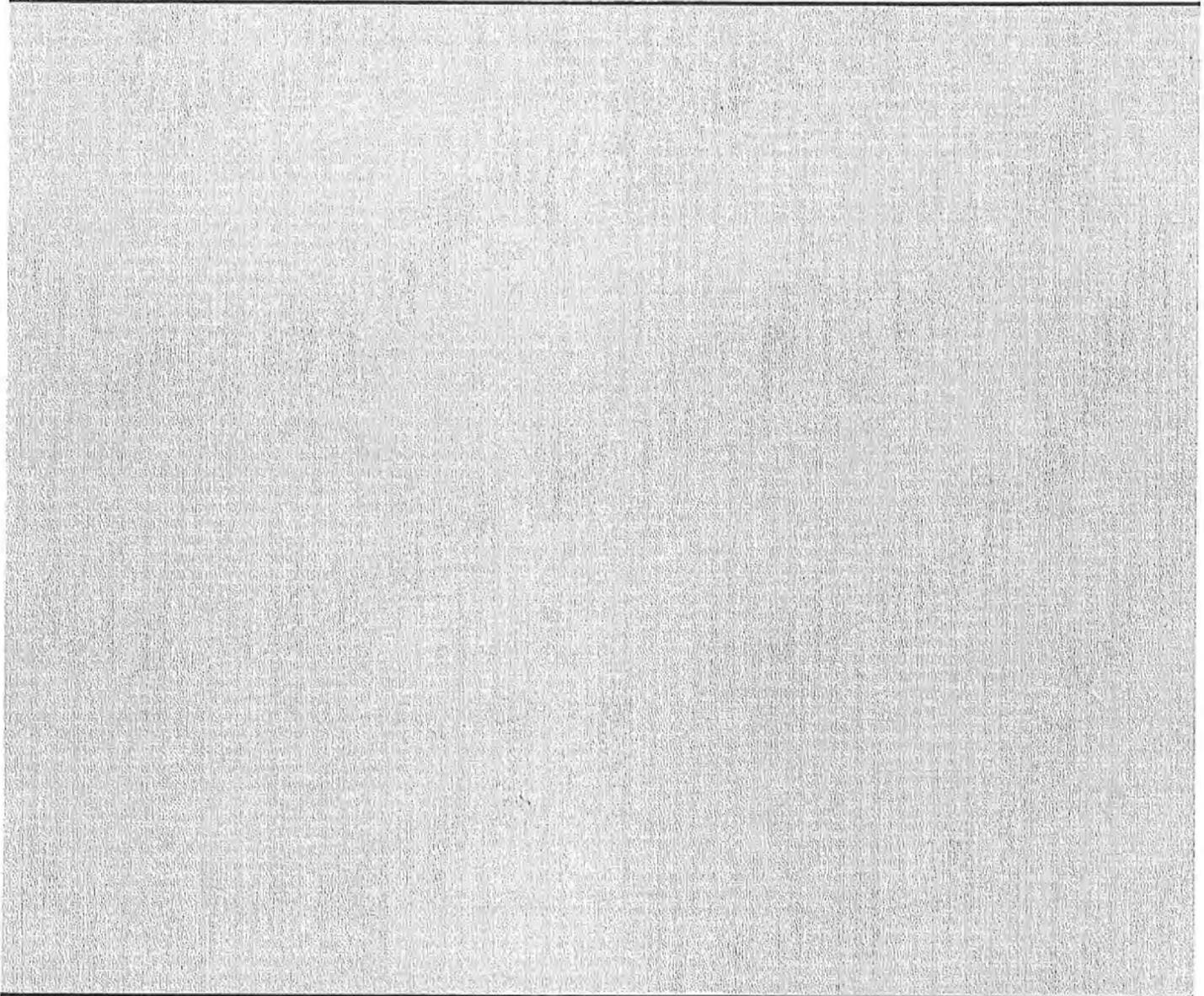
Local Review Documentation

DONE





SENIOR RESOURCE CENTER  
SAWYER COUNTY



Prepared by

GLORIA HAGBERG

Date

18-Nov-15

## PROJECT DESCRIPTIONS - Project 1

### Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- \* Project description information
- \* Project budget information

This section is three pages long

### General Information

County Name

Senior Resource Center

Project Name

Specialized Bus Transportation

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

X Demand Response Service

### General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

The demand-response service will operate in areas within five miles of the City of Hayward. The Senior Resource Center provides services throughout Sawyer County. The primary focus of the 85.21 demand response vehicle will be the elderly and disabled, and will include door-to-door service for persons needing assistance. The fare is \$1.00 per one-way trip. Peak hours before 9:00am and after 3:00pm will be charged full price of \$2.00 per one-way trip. Registered seniors and disabled riders may be eligible for half price fares.

### Geography of Service

Please list the cities that are serviced through this project.

City of Hayward, WI

### Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time	N/A	7:30 A.M.	N/A				
End Time	N/A	4:30 P.M.	N/A				

### Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Individuals requesting transportation services will be asked to contact the Senior Resource Center at (715) 634-3000. Passengers are encouraged to preschedule their rides and thereby maximize the efficiency of the system. Door stop service requests will be on a first come basis when not scheduled in advance. Registered seniors and disabled riders may be eligible for half price fare. The vehicle used for this project is ADA equipped to accommodate persons needing assistance.

### Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Service requests will be available to all Hayward area residents meeting the "elderly person" or "disabled" definition. General population passengers will ride on a space available basis.

**Passenger Revenue**

Briefly indicate passenger revenue requirements for this project

The fare cost for disabled and elderly riders will be \$1.00 per one-way trip. Peak hours before 9:00am and after 3:00pm riders will be charged the full price fare of \$2.00 per one-way trip. Registered seniors and disabled riders may be eligible for half price fare. Revenue collected through this project will be a combination of 85.21 funds, local match from Sawyer County and fare revenue.

**PROJECT BUDGET - Project 1**

**Annual Expenditures**

Total Expenditures for this project

Total \$64,929

**Annual Funding Sources**

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation	Total	\$47,703
B. s.85.21 Funds from Trust Fund	Total	\$0
C. County Match Funds	Total	\$13,769
D. Passenger Revenue	Total	\$3,457
E. Older American Act funding	Total	\$0

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

1.		
2.		
3.		
4.		
5.		
6.		
	Total	\$0

Expenditures should equal funding sources \$0

## PROJECT DESCRIPTIONS - Project 2

### Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- \* Project description information
- \* Project budget information

This section is three pages long

### General Information

County Name

Senior Resource Center

Project Name

Volunteer Escort Service

### Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

X

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

### General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

The Senior Resource Center will operate the volunteer transportation services under this grant. Persons requesting transportation services will be available to all county residents meeting the "elderly person" and "disability" definition. The escort service will use volunteer drivers and their vehicles. Accessibility to this service may be limited to the type of vehicle used, and therefore may limit non-ambulatory riders periodically. The Senior Resource Center maintains a file of current insurance.

### Service

Please list the cities that are serviced through this project.

Superior, WI

Duluth & Hermantown, MN

Ashland, WI

Eau Claire, WI

Ladysmith, WI

Rice Lake, WI

Park Falls, WI

Marshfield, WI

Transportation beyond this distance will require prior approval.

### Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time	N/A	8:00 A.M.	N/A				
End Time	N/A	4:00 P.M.	N/A				

### Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Persons requesting transportation services will be asked to contact the Senior Resource Center office at (715) 634-3000.

### Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Persons requesting transportation services will be available to all county residents meeting the "elderly person" and "disability" definition.

**Passenger Revenue**

Briefly indicate passenger revenue requirements for this project

A co-payment will be collected from all passengers using the volunteer escort service. The minimum co-payment for the volunteer driver program is \$ 2.00 per round trip, or 20 cents per mile, whichever is greater. The co-payment will be waived if a person cannot competently make a co-payment because of their disability, or if they are economically unable to pay because of low income. If riders chose to donate over and above the co-payment, these are accepted and applied to the transportation expense. The revenue derived through this project will be a combination of 85.21 funds, local match from Sawyer County & passenger co-payment.

**PROJECT BUDGET - Project 2**

**Annual Expenditures**

Total Expenditures for this project

Total **\$10,469**

**Annual Funding Sources**

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation

Total **\$7,966**

B. s.85.21 Funds from Trust Fund

Total **\$0**

C. County Match Funds

Total **\$0**

D. Passenger Revenue

Total **\$2,503**

E. Older American Act funding

Total **\$0**

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total **\$0**

Expenditures should equal funding sources **\$0**

