

Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
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August 18, 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; August 20, 2015; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, and audience recognition
02. Minutes of the July 16, 2015 meeting
03. Zoning Committee report, including recommendation to approve rezoning Filand parcel in Town of Sand Lake (part of SW1/4SW1/4; Section 15, T 39 N, R 9 W)
04. Public Safety Committee report, including Staffing Agreement for Double-Celling – Sawyer County Jail
05. Administration Committee recommendations, including:
 - side letter of agreement with law enforcement employee bargaining unit
 - proposed revisions to employee travel and expense reimbursement policy (POLICY 411)
 - County Clerk's retirement and options for filling position
06. 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
Thursday, July 16, 2015; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

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

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

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

The agenda for the meeting was presented as follows:

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, search and rescue presentation, employee recognitions and awards, and audience recognition
02. Minutes of the meetings of June 16, 2015 and June 18, 2015
03. Zoning Committee report, including recommendations to approve:
 - rezoning Butterfield parcel in Town of Bass Lake (part Government Lot 3; Section 17, T 40 N, R 8 W)
 - Sawyer County Floodplain Ordinance – Tiger Cat Dam Floodplain Map, dam failure analysis, data and regional floodplain elevation
04. Land, Water, and Forest Resources Committee report, including:
 - recommendation to fill Forestry Department clerical/bookkeeping position
 - cooperative agreement pertaining to Wisconsin Continuously Operating Reference Stations Network
 - resolution pertaining to county shoreland zoning
05. Economic Development and UW-Extension Committee report, including Cooperation Agreement for Community Development Block Grant Program resolution
06. Public Safety Committee report, including:
 - payment of additional \$1 per hour to Sheriff's Department field training officers
 - part-time Sheriff's Department Patrol Deputies wage – 80% of current full-time Deputies wage
 - resolution adopting Sawyer County Hazard Mitigation Plan
 - options for Sawyer County Ambulance Service Department facilities in southern Sawyer County
07. Public Works Committee report, including utilization of Local Government Property Insurance Fund general contractor for repairs to County buildings damaged in September 4, 2014 storm
08. Health and Human Services Board report, including:
 - Sawyer County/LCO Drug Endangered Children protocol and memorandum of understanding
 - Sawyer County/LCO Child Abuse Multidisciplinary Team protocols
 - Sawyer County/LCO 161 Agreement
09. Administration Committee recommendations, including:
 - revision of employee travel and expense reimbursement policy
 - revision of employee disciplinary procedures policy
 - revision of employee recruitment and selection policy
 - resolution adopting law enforcement policies required for submission of Community Development Block Grants
10. Appointments, including approval of appointment to Sawyer County Housing Authority Board
11. Correspondence, reports from conferences and meetings, other matters for discussion only

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

Sheriff Mark Kelsey introduced Emergency Management Department Director Pat Sanchez who presented a power-point presentation describing the function, training, and missions of the Sawyer County Search and Rescue Team and presented the following list for recognition of voluntary service with the Team: 10 year plus - Pat Sanchez, Floyd Kahl, Carmen McRoberts (Ed McRoberts accepted on her behalf), Taylor Patenaude (out of town), Andy Ortery, Mel Van Way, Jon Snell (out of town), Mike Sanchez (out of town); 5 years plus - Connie Lepley, Chuck Newton, Lin Newton; Youth - Brooklyn Coss (Brian Coss accepted on her behalf), Stone Kelsey; other members present – Marge Magnuson, Greg Peterson, John Baker, Fee Debrot, Mike Schmidt, Mel Baughm, Roc MacRoberts. Director Sanchez indicated that the Sheriff is responsible for calling out the Search and Rescue Team as needed.

Motion by Bassett, 2nd by Shuman, to approve the June 16 and June 18, 2015 meeting minutes. Motion carried.

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

The Sawyer County Zoning Committee, having held public hearings on May 15, 2015 and on June 19, 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 change, hereby recommends that the petition described as follows be approved:

1) Town of Bass Lake – Thomas G. Butterfield et al - Tony E. Butterfield, agent; Part of Gov't lot 3, S17, T 40N, R 8W; Parcel 5301. Property is 17 acres. Change from District Industrial One to District Residential/Recreational One. Purpose of request is to construct a dwelling. There are no industrial activities being conducted on the property. The Town Board approved the application with the condition that the property can only be divided into two (2) parcels, with placement of only one single family dwelling on each parcel.

Motion by McCoy, 2nd by Bassett, to approve the Zoning Committee recommendation, including the condition recommended by the Town of Bass Lake that the property can only be divided into two (2) parcels, with placement of only one single family dwelling on each parcel. Motion carried.

2) SAWYER COUNTY FLOODPLAIN ORDINANCE - STUDY APPENDIX

Add:

#19 Tiger Cat Dam Floodplain Map (hydraulic shadow with dam failure); dam failure analysis, data and Regional Flood Elevation dated August 10, 2010, prepared by Vierbicher Associates and approved by the Department of Natural Resources October 27, 2010. Public Hearing held June 19, 2015.

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

The Board reviewed the Land, Water, and Forest Resources Committee recommendation to fill the Forestry Department clerical/bookkeeping position that will be vacant due to an employee retirement. The Board determined to table the recommendation until after the agenda item under the Administration Committee report entitled "revision of employee recruitment and selection policy".

The Board reviewed a proposed amended agreement entitled WISCONSIN CONTINUOUSLY OPERATING REFERENCE STATION (WISCORS) COOPERATIVE AGREEMENT BETWEEN THE STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION (DOT) AND SAWYER COUNTY. The amendments to the original agreement (from July of 2011) primarily relate to the DOT starting to charge user fees for access to the data collected by the GPS stations. The County would not be charged for access to the data. The Board discussed requesting the DOT to share with the County some of the revenues from the fees charged for the data from the stations in Sawyer County. Motion by Paulsen, 2nd by Schleeter, to approve the agreement, but to request the DOT to share with the County some of the revenues from the fees charged for the data from the stations in Sawyer County. Motion carried.

The Board reviewed the Land, Water, and Forest Resources Committee recommendation to approve a resolution in opposition to Paragraph #23 of Joint Finance Committee Motion #520 to the State of Wisconsin 2015-2017 Budget Bill (Concerning Shoreland Regulations). The Board determined to take no action on the recommendation since the budget bill was passed and signed into law by Governor Walker.

The Board reviewed the Economic Development and UW-Extension Committee recommendation to approve the following resolution.

RESOLUTION #7-2015

Cooperation Agreement for Community Development Block Grant Program

This agreement entered into on this 16th day of July, 2015 by and between Sawyer County and the Counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Taylor, and Washburn.

WITNESS:

WHEREAS, Sawyer County has an identified need in the Northwest Regional Housing Program area to provide decent housing and the Wisconsin Division of Housing is making available housing funds to regions with a lead county agency, and

WHEREAS Sawyer County contemplates submitting jointly with the Counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Taylor, and Washburn an application for funds under the Community Development Block Grant - (CDBG) housing program of the Wisconsin Division of Housing (DOH) for the purpose of meeting those needs, and

WHEREAS, Sawyer County and the Counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Taylor, and Washburn desire to and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program, and

WHEREAS, Sawyer County and the Counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Taylor, and Washburn understand that Douglas County will act as the applicant and will have the ultimate responsibility to assume all obligations under the terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the grant contract.

WHEREAS, it is understood that the Department of Housing and Urban Development and DOH has access to all participants' grant records and authority to monitor all activities,

NOW, THEREFORE, pursuant to Wisconsin Statutes 66.0301, the Counties of Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor, and Washburn agree to cooperate in the submission of an application for such funds, and agree to cooperate in the implementation of the submitted CDBG program, as approved by the Department of Administration. Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control or other lawful authority which it presently possesses.

Motion by Johnson, 2nd by Thompson, to approve Resolution #7-2015. Motion carried.

The Board reviewed the recommendation of the Public Safety Committee and the Administration Committee to pay an additional \$1 per hour to Sheriff's Department field training officers for the hours worked as field training officers. Motion by Bassett, 2nd by Shuman, to approve the recommendation. Motion carried.

The Board reviewed the Public Safety Committee recommendation to pay part-time Sheriff's Department Patrol Deputies 80% of the current wage for full-time Patrol Deputies. The Administration Committee concurs with the recommendation. Motion by Thompson, 2nd by Voight, to approve the recommendation. Motion carried.

The Board reviewed the Public Safety Committee recommendation to approve the following resolution:

Sawyer County Resolution #8-2015

Adopting the Sawyer County Hazard Mitigation Plan

WHEREAS, hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate long-term risk to people and property from hazards and their effects; and

WHEREAS, Sawyer County has worked through its Local Emergency Planning Committee and in cooperation with the Northwest Regional Planning Commission to develop the Sawyer County Hazard Mitigation Plan, to assess the magnitude of hazard risks, and to develop strategies for minimizing or reducing these risks; and

WHEREAS, Sawyer County Emergency Management provides emergency management planning, coordination, response, and recovery support on behalf of all communities of Sawyer County; and

WHEREAS, the planning meetings for this effort were open to the public, properly noticed in accordance with Wisconsin's Open Meeting Law, and included a special public informational meeting held on January 30, 2014; and

WHEREAS, the Plan was reviewed and approved by Wisconsin Emergency Management and FEMA as meeting the requirements of the Federal Disaster Mitigation Act of 2000 and applicable Code of Federal Regulations; and,

WHEREAS, adoption of the Plan by the County Board will make all incorporated and unincorporated jurisdictions within Sawyer County eligible to apply for federal grant dollars for hazard mitigation projects.

THEREFORE, be it resolved the Sawyer County Board adopts the Sawyer County Hazard Mitigation Plan as the official all hazard mitigation plan for the County with the intent of implementing the plan recommendations as funding and resources allow.

Motion by Shuman, 2nd by Johnson, to approve Resolution #8-2015. Motion carried.

Ambulance Service Department Director Eric Nilson presented a list of options for Sawyer County Ambulance Service Department facilities in southern Sawyer County. Motion by Paulsen, 2nd by Kinsley, to refer the issue of options for Sawyer County Ambulance Service Department facilities in southern Sawyer County to the Public Safety Committee for their further consideration and the development of recommendations. Motion carried.

The Board discussed that Maintenance Department Supervisor Tim Hagberg and County Administrator Tom Hoff met with a representative of the claims administrator for the Local Government Property Insurance Fund (Sawyer County's property insurance carrier) to discuss replacing roofing materials and repairing County buildings damaged by the September 4, 2014 storm. Mr. Hagberg and Mr. Hoff recommend having representatives of the insurance carrier contract for the repairs as opposed to the County seeking bids from contractors. The Public Works Committee recommends County Board approval of this recommendation. Motion by Schleeter, 2nd by Shuman, to approve the Public Works Committee recommendation. Motion carried.

Health and Human Services Board Chair Tweed Shuman and Health and Human Services Department Director Paul Grahovac reported that LCO Children's Justice Coordinator Jane Flygstad presented the Health and Human Services Board with information on the Sawyer County/LCO Drug Endangered Children (DEC) and Child Abuse Multidisciplinary Team protocols. Various agencies in Sawyer County and on the LCO Reservation, including law enforcement, child welfare agencies, legal entities and health care providers have pooled expertise to form a collaborative effort to intervene on behalf of children who have been exposed to drug abusing environments and address reports of child abuse and neglect in Sawyer County. Protocol documents have been reviewed by LCO legal counsel and approved by the LCO Tribal Governing Board. The Health and Human Services Board recommends approval of these documents. Motion by Kinsley, 2nd by Thompson, to approve the Health and Human Services Board recommendation. Motion carried.

Health and Human Services Board Chair Tweed Shuman and Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board's recommendation to approve the proposed agreement between Sawyer County and the Lac Courte Oreilles Band of Lake Superior Chippewa Indians (LCO) to clarify relationships between LCO and the County in providing for the health, safety, and welfare of Indian children residing on the LCO Reservation; to provide and improve systems for services, referral and mutual assistance between LCO and the County; and to establish procedures and standards under which the parties shall implement the provisions of 1983 Wisconsin Act 161, while being consistent with the purpose and definitions within the Tribal Court Children's Code and other applicable State statutes. [Delinquency cases as defined in section 938.12 of the Wisconsin Statutes are not provided for under this agreement.] Motion by Schleeter, 2nd by Voight, to approve the recommendation. Motion carried.

The Board discussed that County Administrator Tom Hoff presented the Administration Committee with proposed revisions to the County's policy for employee travel and expense reimbursement (Policy 411). The Administration Committee recommends approval of the revisions. Motion by Paulsen, 2nd by Johnson, to approve the revisions. Motion carried.

The Board discussed that County Administrator Tom Hoff presented the Administration Committee with proposed revisions to the County's policy for employee disciplinary procedures (Policy 202). The Administration Committee recommends approval of the revisions. Motion by Shuman, 2nd by Thompson, to approve the revisions. Motion carried.

County Administrator Tom Hoff presented proposed revisions to the County's policy for employee recruitment and selection (Policy 101). Motion by Kinsley, 2nd by Paulsen, to approve the revisions. Motion carried.

The Board reviewed the following proposed resolution received from the Northwest Regional Planning Commission:

Resolution #9-2015

Adoption of Law Enforcement Policies Required for Submission of Community Development Block Grants

Whereas, federal and state monies are available under the Community Development Block Grant Program, administered by the State of Wisconsin; and,

Whereas, the program requires that units of government receiving these funds adopt and enforce the following:

1. Sawyer County hereby prohibits the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations in accordance with Section 519 of Public Law 101-144.
2. Sawyer County hereby agrees to enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent and civil rights demonstrations within its jurisdiction.

Now, therefore, be it resolved, that the Sawyer County Board of Supervisors does hereby approve and authorize the adoption and enforcement of the aforementioned policies regarding use of excessive force against individuals engaged in non-violent civil rights demonstrations.

Motion by Shuman, 2nd by Kinsley, to approve Resolution #9-2015. Motion carried.

The Board reviewed the Sawyer County Housing Authority Board of Commissioners' request for the appointment of Barry Seltrecht to replace Chedra White as a member of the Sawyer County Housing Authority Board of Commissioners. Motion by Paulsen, 2nd by Kinsley, to approve the recommendation. Motion carried.

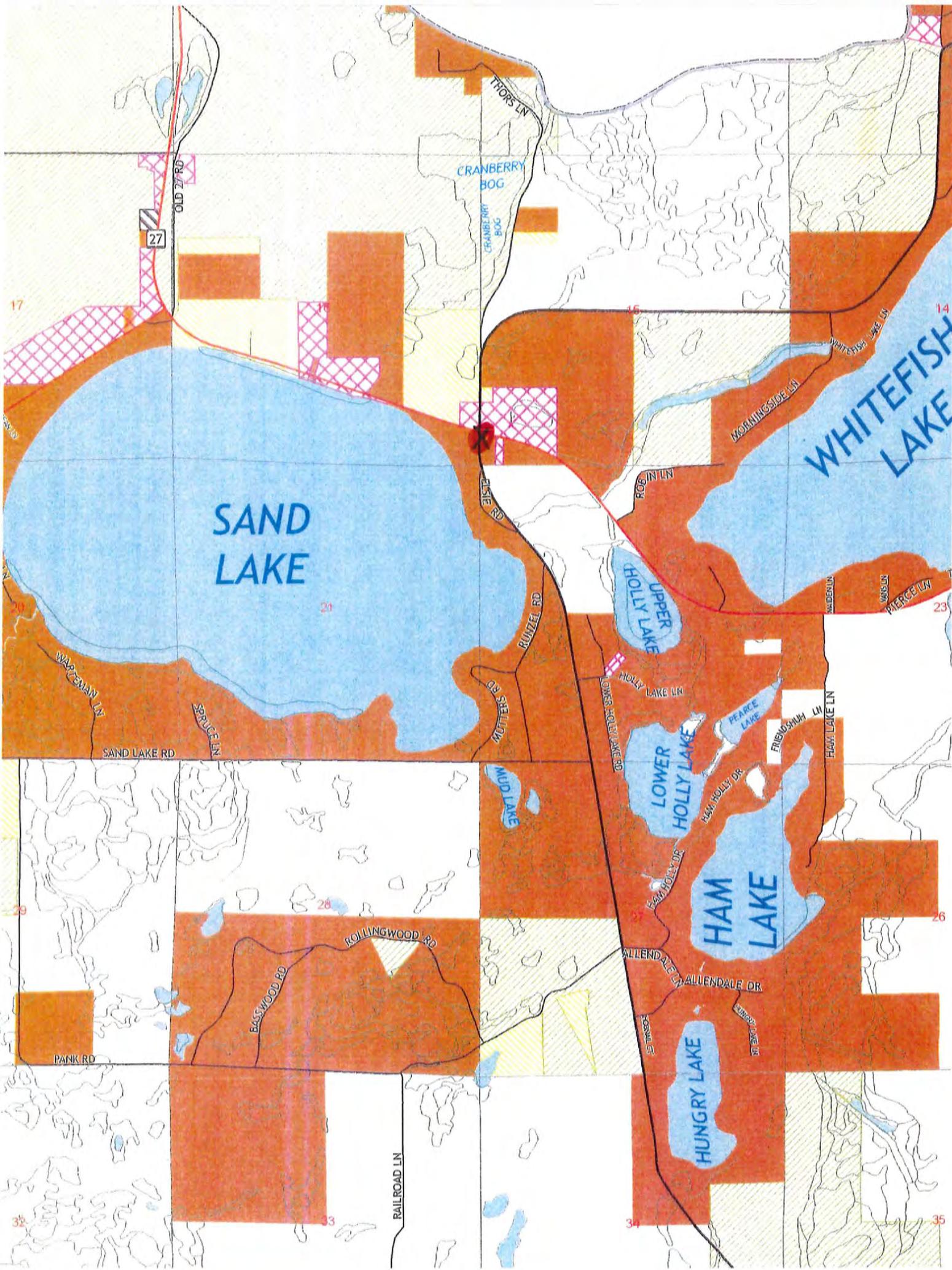
Motion by Kinsley, 2nd by Shuman, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

REPORT OF THE SAWYER COUNTY ZONING COMMITTEE

The Sawyer County Zoning Committee, having held a public hearing on July 17, 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 change, hereby recommends that the petition described as follows be approved:

Town of Sand Lake -Troy Filand. Lot A, being part of the SW 1/4 SW 1/4, S15, T 39N, R 9W; Parcel 11.2. Site address: 15697W State Hwy 27/70. Volume & Page of Deed: Doc #393597; CSM Volume 1 Page 56. Property has 2.51 acres. Change from District Residential/Recreational One to District Commercial One. Purpose of request is for the location/operation of a live bait and tackle shop including sporting goods, grocery and off sale liquor. Findings of Fact of the Zoning Committee: It would not be damaging to the rights of others or property values; it is consistent with other commercial uses in the area.



SAND LAKE

WHITEFISH LAKE

UPPER HOLLY LAKE

LOWER HOLLY LAKE

HAM LAKE

HUNGRY LAKE

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Point North Inc.
 GIS/GPS Applications, Land Surveying, Consulting,
 Custom Maps & Site Planning - services
 WI - RLS #2489
 14048W Poplar Ave. - Hayward, WI 54843 - 715/634-9422

SECTION LINE DATA AND SECTION SUBDIVISION PROVIDED BY
 SAWYER COUNTY SURVEYORS DEPARTMENT, LANDNET WDNR
 AND WI. CARTOGRAPHER'S OFFICE.

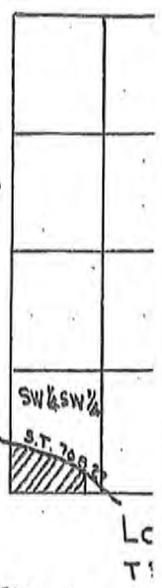




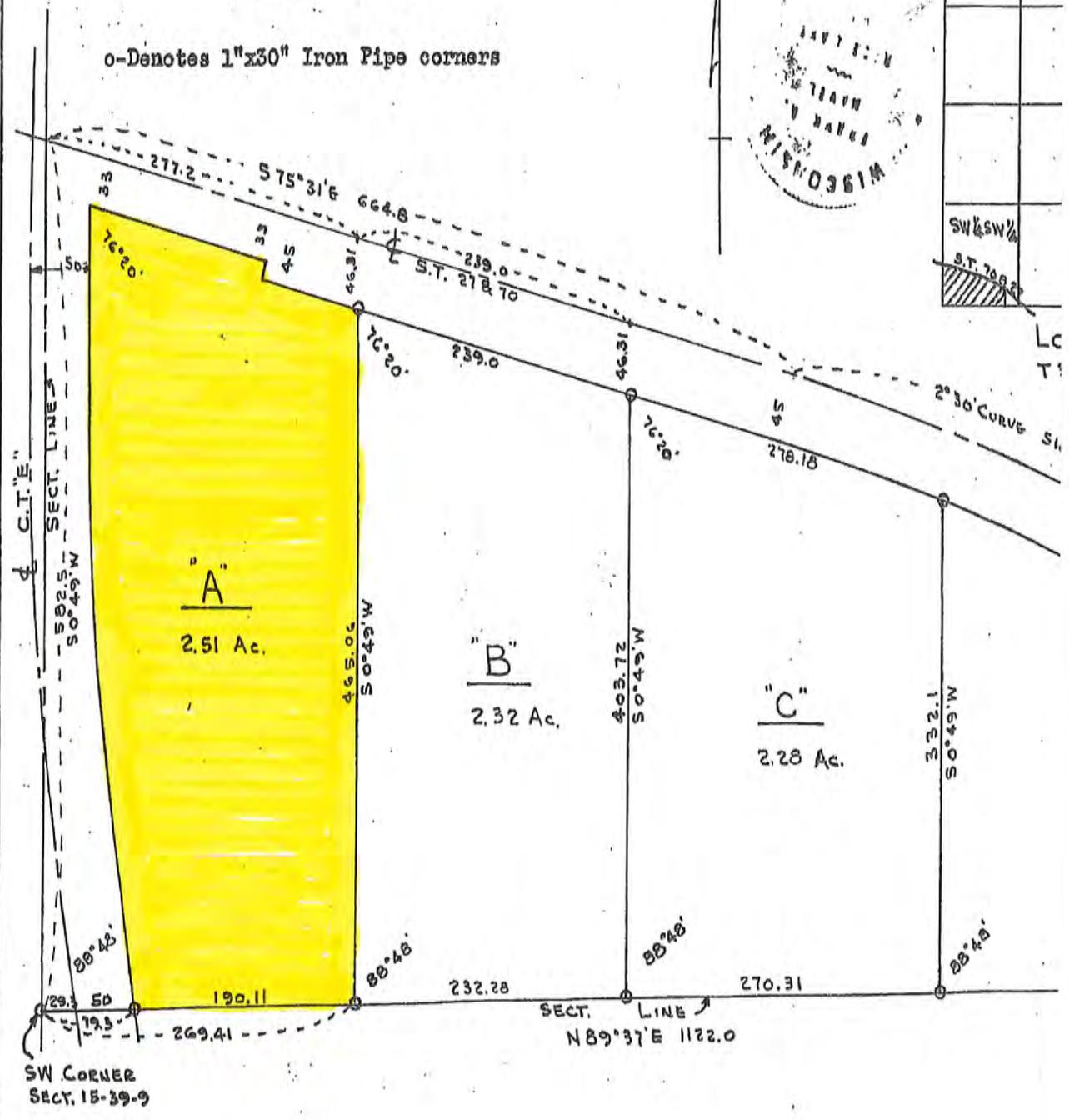
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Feet
This map is not intended to be
used for legal purposes and
should not be used for the purposes of title
insurance.

SCALE
1 Inch = 100 Feet

o-Denotes 1"x30" Iron Pipe corners



9-8-63
1 Survey plat
D.C.G.



SW CORNER
SECT. 15-39-9

minutes of the meeting of the Public Safety Committee

Sawyer County Board of Supervisors

August 11, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Fred Zietlow (Chair), Bill Voight, Dale Schleeter, Hal Helwig (for Dale Thompson), Jim Bassett

Others present: Linda Zillmer, Town of Winter Supervisor Ronald Barnaby, Town of Draper Clerk Brenda Adler, 911 Coordinator Brittany Haag, County Board members Warren Johnson and Iras Humphreys, Sheriff Mark Kelsey, Chief Deputy Sheriff Craig Faulstich, Jail Administrator Joe Sajdera, Ambulance Service Department Director Eric Nilson, County Clerk Kris Mayberry

Motion by Bassett, 2nd by Johnson, to approve the agenda as presented. Motion carried.

Motion by Bassett, 2nd by Zietlow, to approve the July 7, 2015 meeting minutes. Motion carried.

Village of Birchwood resident Linda Zillmer addressed the Committee regarding the need for a child safety zone ordinance, the proposal for Sawyer County to take over maintenance of the Tuscobia Trail in Sawyer County, and ATV routes on town roads.

Ambulance Service Department Director Eric Nilson presented and reviewed with the Committee a written monthly department report (copy in meeting file). Director Nilson discussed with the Committee:

- staffing issues related to the assignment of ambulance crews (including compliance with labor laws)
- Ambulance Service expenses and revenues
- requests for financial contributions from towns outside Sawyer County now served by the Sawyer County Ambulance Service
- options being considered for the location of Ambulance Service Department facilities in southern Sawyer County
- that the facilities now being used to house Ambulance Service Department employees in the former Radisson school building are not adequate to house those employees (Director Nilson reviewed the options for temporary facilities to house those employees)

The Committee discussed the option of additional full-time employees for the Ambulance Service to address some of the issues related to staffing and facilities. Motion by Zietlow, 2nd by Zietlow, to have County Administrator Tom Hoff and Ambulance Service Department Director Eric Nilson review this option (including a financial comparison with the current operation) and the options for the location of Ambulance Service facilities. Motion carried. Mr. Schleeter voted no.

The Committee reviewed a written monthly report prepared by Clerk of Circuit Court Claudia Burgan.

Sheriff Mark Kelsey and Chief Deputy Sheriff Craig Faulstich presented information and their recommendation that the Committee consider recommending County ordinances to allow Sawyer County Sheriff Deputies to enforce State of Wisconsin motor vehicle equipment requirements (Trans 305) and fireworks regulations.

Motion by Zietlow, 2nd by Bassett, to refer the enforcement of State of Wisconsin motor vehicle equipment requirements (Trans 305) to Sawyer County Corporation Counsel Thomas J. Duffy for development of the necessary ordinance or resolution to allow for enforcement in Sawyer County. Motion carried.

Motion by Schleeter, 2nd by Voight, to refer the enforcement of State of Wisconsin fireworks regulations to Sawyer County Corporation Counsel Thomas J. Duffy for development of the necessary ordinance or resolution to allow for enforcement in Sawyer County. Motion carried.

Sheriff Mark Kelsey and Chief Deputy Sheriff Craig Faulstich expressed their concern with Resolution #9-2015 entitled Adoption of Law Enforcement Policies Required for Submission of Community Development Block Grants approved by the County Board at their July 16, 2015 meeting. Sheriff Kelsey requested that the Sheriff's Department be consulted prior to adoption of policies affecting law enforcement in Sawyer County. Motion by Helwig, 2nd by Bassett, to refer the concerns to Sawyer County Corporation Counsel Thomas J. Duffy to review Resolution #9-2015 and any potential conflicts or issues related to that resolution. Motion carried.

Sheriff's Department Jail Administrator Joe Sajdera presented and reviewed with the Committee a daily jail population report and advised the Committee that the jail inmate population recently spiked to nearly full due to a coordinated law enforcement agency action which resulted in multiple arrests and incarcerations.

The Committee reviewed a proposed Staffing Agreement for Double-Celling at the Sawyer County Jail. Motion by Zietlow, 2nd by Bassett, to recommend County Board approval of the agreement. Motion carried.

Chief Deputy Sheriff Craig Faulstich presented and reviewed with the Committee a written monthly department report (copy in meeting file) prepared by Animal Control Officer Sherrie Shelton.

The Committee reviewed a written monthly department report (copy in meeting file) prepared by Sawyer County Coroner Dave Dokkestul.

The Committee reviewed a written monthly department report (copy in meeting file) prepared by Emergency Management Department Director Pat Sanchez.

The Committee reviewed a written monthly department report (copy in meeting file) prepared by contracted communications specialist John Kruk.

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

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

minutes prepared by Sawyer County Clerk Kris Mayberry

SAWYER COUNTY SHERIFF'S OFFICE

Jail Division

15880 East 5th Street

P.O. Box 567

Hayward, WI 54843

Phone: (715) 634-9120

Fax: (715) 634-9748

E-Mail: jsajdera@sawyersheriff.org

Mark Kelsey
Sheriff

Lt. Joseph Sajdera
Jail Administrator

11 August, 2015

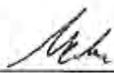
Staffing Agreement for Double Celling

This agreement is entered into between Sheriff Mark Kelsey and the Sawyer County Board of Supervisors for the purpose of determining and jointly agreeing on the adequate staffing needs, including support staff and services that are required to ensure the health, safety and security of the jail staff and inmates when using cells for double occupancy.

The terms of this agreement are as follows:

1. Sawyer County will have a total of 15 cells with double bunking plus 19 single cells in the Secure Wing.
2. Sawyer County Jail will have 15 dormitory beds in the Secure Wing.
3. Sawyer County Jail will have 40 dormitory beds in the Huber Wing.
4. The total capacity for the Sawyer County Jail is 104 inmates.
5. The Sawyer County Board of Supervisors has approved one (1) Jail Administrator, two (2) Court Officers, two (2) Jail Sergeants, and Twelve (12) Jail Officers to staff the current Sawyer County Jail facility.
6. With the staff currently authorized by the County, there will be a minimum of four (4) Jail Officers on duty during the hours from 6:30 am to 10:30 pm each day. During the hours from 10:30 pm to 6:30 am there will be a minimum of three (3) Jail Officers on duty each day. There will be at least one officer of each sex being on duty 24 hours per day.

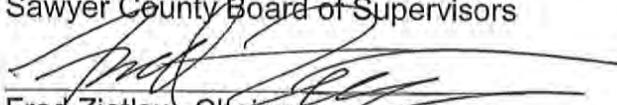
This agreement between the Sheriff of Sawyer County and the Sawyer County Board of Supervisors is in effect as of 11 August, 2015.



Sheriff Mark Kelsey
Sawyer County Sheriff's Office



Hal Helwig, Chairman
Sawyer County Board of Supervisors



Fred Zietlow, Chairman
Sawyer County Public Safety Committee

minutes of the meeting of the Administration Committee

Sawyer County Board of Supervisors

August 13, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

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

also present: County Board members Iras Humphreys, Bill Voight, and Warren Johnson, Linda Zillmer, Melvin and Brenda Adler, Marie Ellickson, Sue Johnston (Sawyer County Gazette), Frank Zufall (Sawyer County Record), Veterans Service Department Director Renee Brown, Zoning and Conservation Department Director Dale Olson, County Surveyor and Land Records Department Director Dan Pleoger, Ambulance Department Administrator Eric Nilson, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, County Administrator Tom Hoff, County Clerk Kris Mayberry

Motion by Kinsley, 2nd by Bisonette, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2nd by Bassett, to approve the July 9, 2015 meeting minutes. Motion carried.

Village of Birchwood resident Linda Zillmer addressed the Committee regarding the proposal for Sawyer County to take over maintenance of the Tuscobia Trail in Sawyer County and ATV routes on town roads.

County Board member Warren Johnson expressed his concern for Ambulance Service Department cost overruns.

Veterans Service Department Director Renee Brown presented a written monthly department report (copy in meeting file).

The Committee reviewed a proposed Side Letter of Agreement between Sawyer County and the Sawyer County law enforcement employee bargaining unit. Motion by Kinsley, 2nd by Schleeter, to recommend County Board approval of the agreement. Motion carried.

Ambulance Service Department Director Eric Nilson discussed with the Committee:

- staffing issues related to the assignment of ambulance crews (including compliance with labor laws)
- Ambulance Service expenses and revenues
- requests for financial contributions from towns outside Sawyer County now served by the Sawyer County Ambulance Service
- options being considered for the location of Ambulance Service Department facilities in southern Sawyer County
- that the facilities now being used to house Ambulance Service Department employees in the former Radisson school building are not adequate to house those employees (Director Nilson reviewed the options for temporary facilities to house those employees)

The Committee discussed the option of additional full-time employees for the Ambulance Service to address some of the issues related to staffing and facilities. Motion by Schleeter, 2nd by Kinsley, to have County Administrator Tom Hoff work with Ambulance Service Department Director Eric Nilson and others to review this option (including a financial comparison with the current operation) and the options for the location of Ambulance Service facilities. Motion carried.

County Administrator Tom Hoff presented a written monthly report (copy in meeting file), including working with Certified Public Accountants Anderson, Hager & Moe on the 2014 Sawyer County Financial Statement and Audit; working with department heads on development of the 2016 Sawyer County Budget; property and workers compensation claims; employee hiring; employee personnel policies and training; and year-to-date expense and revenue reports.

County Administrator Tom Hoff presented 2 options (version 1 and version 2) for proposed revisions to the County's policy for employee travel and expense reimbursement (Policy 411). Motion by Kinsley, 2nd by Schleeter, to recommend County Board approval of version 2 of the options. Motion carried.

County Clerk Kris Mayberry provided a department report, including submitting a letter of notification, pursuant to section 17.01(7) of the Wisconsin Statutes, of his retirement from the office of Sawyer County Clerk effective at the end of January of 2016. The Committee reviewed section 17.21(3) of the Wisconsin Statutes which provides for either appointment or a special election to fill the balance of the term (through the end of 2016). Motion by Schleeter, 2nd by Pearson, to recommend to the County Board that the position be filled by appointment. Motion carried.

County Treasurer Dianne Ince presented a financial report (copy in meeting file) through July 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 July of 2015 - \$170,873.25
- distributed to Sawyer County in 2015 through July - \$980,800.40
- distributed to Sawyer County through same month in 2014 - \$800,489.19
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

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

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

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

Minutes prepared by Sawyer County Clerk Kris Mayberry

SIDELETTER OF AGREEMENT

This agreement is between Sawyer County and the Sawyer County Law Enforcement Department, Local 261, Wisconsin Professional Police Association/Law Enforcement Employee Relations Division. The parties hereby agree and stipulate to the following:

1. Other than in an emergency, a Sergeant may not be assigned to the same full shift as the Sergeant's spouse or significant other.
 - A. "Significant other" shall be defined as one with whom the employee is engaged in an intimate relationship.
 - B. This policy shall not apply to the overlapping of shifts.
 - C. This policy applies to annual shift selection, temporary or other shift vacancies, voluntary overtime (full and partial shifts), and shift transfers that would otherwise occur as a result of the application of the collective bargaining agreement in situations of seniority bumping.
 - D. If a conflict cannot be resolved informally, management shall have the right to make reassignments as necessary, recognizing seniority to the extent feasible, or the Sergeant may be returned to a Deputy Sheriff position.
2. If a Sergeant and his or her spouse or significant other are working at the same time (i.e. overlapping shifts) and a supervisory decision needs to be made involving the Sergeant's spouse or significant other, the Sergeant shall make a diligent effort to contact another supervisor (i.e. the Sheriff, Chief Deputy or another Patrol Sergeant) unless the situation requires immediate action.
3. A Sergeant cannot approve a time off request for their spouse or significant other.
4. This Agreement shall be non-precedential for any and all purposes.
5. This Agreement shall be binding and effective as of the date of its execution by the parties.

Dated this _____ day of _____, 2015.

ON BEHALF OF SAWYER COUNTY

ON BEHALF OF LOCAL 261

By: _____
County Board Chairperson Date

By: _____
Date

By: _____
County Clerk Date

By: _____
Date

POLICY 411 Travel and Expense Reimbursement

1. Purpose

To establish a uniform system for determining county responsibility for expenses incurred by employees and officers while performing official county business.

2. Definitions

- a. Authorizing party - The County Administrator with respect to Department Heads and the County Administrator and Department Head with respect to subordinate employees.
- b. Budgeted - Appropriated by the County Board or otherwise allocated in the department budget.
- c. Person - All public officials and employees of the county.
- d. Vehicles - All motor drive surface forms of transportation.

Personal Automobile Insurance - All county employees who drive their personal vehicles on county business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000/\$50,000 or \$300,000 combined single limit auto coverage.

- o The employee will provide their insurance documentation verifying such insurance amounts annually to their Department who will provide it to County Administrator.
- o Mileage will not be reimbursed to any employee who has not provided the current insurance documentation.
- o Sawyer County Insurance Coverage can be excluded if you are engaged in gross or willful negligence.
- o Sawyer County coverage is considered secondary coverage when an employee is driving their personal vehicles on county business.

3. General Travel Policy

Each person will be reimbursed for reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties as long as reimbursement requests are made on the appropriate county forms and receipts must be shown and attached for all expenses, excluding alcoholic beverages.

Department heads and the County Administrator will determine departmental travel and training needs and authorize budgeted expenditures.

All Out-of-County travel at County expense must have the prior approval of the Authorizing Party.

4. Hotel/Motel Registration and Lodging Expense

When registering in hotels or motels or signing for any official purposes, persons will use their business address.

The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed, and at the rate for a single room.

- Lodging at convention, seminar, or meeting sites will be fully paid for by the County up to the state rate currently in effect or an amount pre-approved based on the seminar or meeting arrangements.
- All lodging expenses will be supported by the original receipts.

5. Transportation Expenses

Employees are eligible for mileage reimbursement for any position-related duties and conference or training that they are required and/or allowed to attend per policy.

Employees using their personal vehicle will be reimbursed mileage from home or their worksite whichever is closer.

A County Fleet vehicle should be used when available before using a personally owned vehicle or the next most economical type or route.

Employees will follow all state and local traffic laws at all times whether a County or personal vehicle while on County business.

- a. Fleet Car Rate will be \$.10 less the current County rate per mile for official County use, chargeable against the requisitioning department, and the state rate for incidental personal use.
- b. Private Vehicle Mileage Rate - County employees will use a fleet car, if available.

Privately owned automobiles may be used when fleet cars are not available or the trip is less than 50 miles and will be reimbursed at the county rate as established by the County Board .

If a fleet car is available and the person elects to use his or her own car, the mileage will be at the fleet car or private vehicle mileage allowance, whichever is less.

6. Meals

Meal expense is reimbursed at the In State per diem, based on the rates paid by the State of Wisconsin as listed in the "Pocket Travel Guide". Receipts are not required since the reimbursement will not exceed the applicable per diem rate. The applicable per diem meal allowance, including tax and tips, is based on location and travel times. The meal rates as of 7/1/15 are:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$20.00
Bag Lunch	\$4.00

- Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar.
- Reimbursements for meals are considered taxable wages unless the travel includes an overnight stay.
- Meals that are included in the cost of lodging or registration will be substituted for normal meal costs. However, a continental breakfast provided at a seminar or by the hotel will not reduce the meal allowance.

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~~The claim for meals will represent actual, reasonable and necessary costs expended for meals as established by the County Board.~~

Paid under the following guidelines:

- a. Breakfast – the employee must leave before 6:00 a.m.
- b. Lunch – the employee must leave prior to 11:30 a.m. and return after 1:30 p.m.
- c. Supper – the employee must leave prior to 4:30 p.m. and return after 6:00 p.m.
- d. ~~Expenses may be paid in aggregate of a maximum daily total of \$25. If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.~~
- d. On any particular day an employee is entitled to reimbursement for two or more consecutive meals, the maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. If meal

maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred.

- e. County Credit Card(s) or purchase cards cannot be used to pay for employee meals.
- f. ~~Receipts are required for all meal reimbursement requests.~~
- g. No reimbursement will be made for the cost of alcoholic beverages.
- h. No meal advancements will be made except for Sheriff Department training for three or more consecutive days.

7. Claiming Reimbursement of Authorized Expenditures

All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and/or Meal Expense Reimbursement Form provided by the Accounting Department.

8. Appendices

Travel Expense Reimbursement Form
Meal Reimbursement Form

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- o The employee will provide their insurance documentation verifying such insurance amounts annually to their Department who will provide it to County Administrator.
- o Mileage will not be reimbursed to any employee who has not provided the current insurance documentation.
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Privately owned automobiles may be used when fleet cars are not available or the trip is less than 50 miles and will be reimbursed at the county rate as established by the County Board .

If a fleet car is available and the person elects to use his or her own car, the mileage will be at the fleet car or private vehicle mileage allowance, whichever is less.

6. Meals

Meal expense is reimbursed on a per diem rate. Receipts are not required since the reimbursement will not exceed the applicable per diem rate. The applicable per diem meal allowance, including tax and tips, is based on location and travel times. The meal per diem rates as of 7/1/15 are:

<u>Breakfast</u>	<u>\$5.00</u>
<u>Lunch</u>	<u>\$8.00</u>
<u>Dinner</u>	<u>\$12.00</u>

- Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar.
- Reimbursements for meals are considered taxable wages unless the travel includes an overnight stay.
- Meals that are included in the cost of lodging or registration will be substituted for normal meal costs. However, a continental breakfast provided at a seminar or by the hotel will not reduce the meal allowance.

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- b. Lunch – the employee must leave prior to 11:30 a.m. and return after 1:30 p.m.
- c. Supper – the employee must leave prior to 4:30 p.m. and return after 6:00 p.m.
- ~~d. Expenses may be paid in aggregate of a maximum daily total of \$25. If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.~~
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8. Appendices

- Travel Expense Reimbursement Form
- Meal Reimbursement Form

SAWYER COUNTY TRAVEL/TRAINING FORM

Name <u>Tom Hoff</u>	Employee # _____	Doc # _____
Title <u>ADMINISTRATOR</u>	Department <u>ADMIN</u>	Date <u>8/12/15</u>
Account Number <u>100-02-51514-50339</u>	If another agency is reimbursing 100% of expenses, indicate the name here and attach an explanation	

Purpose <u>WCA CONFERENCE</u>	Destination <u>LA CROSSE, WI</u>		
Date/Time of Departure Estimated <u>9/20/15 1:00</u> AM/PM <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	Date/Time of Return Estimated <u>9/22/15 4:00</u> AM/PM <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	Reg hrs Travel _____ Training _____	OT hrs Travel _____ Training _____

Estimated Expenses <u>190.00</u>	Travel	Mileage (one-way) <u>190</u>	Actual Expenses Paid by Employee Paid by County
	Personal Auto	<input checked="" type="checkbox"/> Personal Vehicle <u>.50</u> at Rate/mile A certificate of insurance must be on file with Risk Management <input type="checkbox"/> <u>FLEET VEHICLE</u> <input type="checkbox"/> <input type="checkbox"/> Airplane (attach passenger receipt and itinerary) <input type="checkbox"/> City Vehicle # _____ <input type="checkbox"/> Riding With _____	

Estimated Expenses <u>200.00</u>	Lodging # <u>2</u> nights (attach original receipts) Pay by _____	Actual Expenses Paid by Employee Paid by County
	Check payable to <u>BEST WESTERN</u> Address _____ City, State & Zip Code _____ Confirmation # _____ <input checked="" type="checkbox"/> Placed on Procurement card <input type="checkbox"/> REMINDER: Did you ask for the cheaper of the government or event rate? State Tax Exempt #39-6005742	

Estimated Expenses <u>175.00</u>	Registration (attach supporting documents) <input checked="" type="checkbox"/> Placed on Procurement card	Actual Expenses Paid by Employee Paid by County
	Indicate date if prepayment is required Pay by _____ Check payable to: <u>WCA</u> Address _____ City, State, & Zip Code _____	

Meals <u>30.00</u>	Day	<u>SUN</u>	<u>MON</u>	<u>TUES</u>				Actual Expenses Paid by Employee Paid by County
	Date	<u>9/20</u>	<u>9/21</u>	<u>9/22</u>				
Breakfast	In State \$8.00	<input checked="" type="checkbox"/> Out of State \$10.00	—	—	—			<u>30.00</u>
Lunch	\$10.00	<input checked="" type="checkbox"/> \$15.00	—	—	<u>10.00</u>			
Dinner	\$20.00	<input checked="" type="checkbox"/> \$25.00	<u>20.00</u>	—	—			
Total			<u>20.00</u>	—	<u>10.00</u>			

Miscellaneous Expenses (attach original receipts)	Actual Expenses Paid by Employee Paid by County
1. _____ 2. _____	

<u>595.00</u>	(Complete Reverse Side)	(A) <u>220.00</u> <u>385.00</u>
---------------	-------------------------	---------------------------------

General Instructions

This form should be used for any training and travel requests which include training time or other costs that are paid by the County. Please provide appropriate pre-travel information and submit to the Accounting Manager at least *two weeks* before the scheduled training, indicating any items that should be prepaid. After processing, the original form will be returned to the traveler to be finalized with actual times and costs after the training has been complete. Travelers must comply with the provisions of the County's Travel Policy.

Attach all supporting documentation to this form.

Pre-Travel Approvals:

Department DEPT Date _____

Accounting _____

County Administrator [Signature]

Training Record

Name of Course Taken _____

Institute Name _____

Dates Attended _____

Hours of Training _____

Credits Received _____

Exam Taken (Y/N) _____

Post-Travel

Within 10 working days after training is complete, submit the completed travel form, along with any payments due, to the Accounting Manager.

Reconciliation of Costs

Expense paid by employee: 220.00
[Match total (A) on front of form.]

Less Cash advance (_____)

Amount due County _____

Date Paid: _____ Ck# _____
 OR
 Amount due Traveler 220.00

Date Paid _____ Payroll # _____

Post Travel Approvals

I am aware of the County's travel Policy and have complied with its provisions.

Traveler [Signature] Date 9/25/15

Department _____

Accounting _____

Below give a brief description of the topics covered

SAWYER COUNTY TRAVEL/TRAINING FORM

Name		Employee #		Doc #		
Title		Department		Date		
Account Number		If another agency is reimbursing 100% of expenses, indicate the name here and attach an explanation				
Purpose			Destination			
Date/Time of Departure		Date/Time of Return		Reg hrs	OT hrs	
Estimated	AM/PM	Estimated	AM/PM	Travel	Travel	
Actual	AM/PM	Actual	AM/PM	Training	Training	
Estimated Expenses	Travel				Actual Expenses	
	Mileage (one-way) _____				Paid by Employee	Paid by County
	Personal Auto	Personal Vehicle	at Rate/mile			
		A certificate of insurance must be on file with Risk Management				
		Airplane (attach passenger receipt and itinerary)				
		City Vehicle #				
		Riding With			Ck#	
	Lodging	# _____ nights (attach original receipts)	Pay by _____			
	Check payable to	_____				
	Address	_____				
	City, State & Zip Code	_____				
	Confirmation #	_____	Placed on Procurement card			
		REMINDER: Did you ask for the cheaper of the government or event rate?			Ck#	
		State Tax Exempt #39-6005742				
	Registration (attach supporting documents)		Placed on Procurement card			
		Indicate date if prepayment is required	Pay by _____			
	Check payable to:	_____				
	Address	_____				
	City, State, & Zip Code	_____				
					Ck#	
	Meals	Day				
		Date				
		In State	Out of State			
Breakfast	\$8.00	\$10.00				
Lunch	\$10.00	\$15.00				
Dinner	\$20.00	\$25.00				
		Total				
	Miscellaneous Expenses (attach original receipts)					
	1.	_____				
	2.	_____				
	(Complete Reverse Side)					
				(A)		

General Instructions

This form should be used for any training and travel requests which include training time or other costs that are paid by the County. Please provide appropriate pre-travel information and submit to the Accounting Manager at least *two weeks* before the scheduled training, indicating any items that should be prepaid. After processing, the original form will be returned to the traveler to be finalized with actual times and costs after the training has been complete. Travelers must comply with the provisions of the County's Travel Policy.

Attach all supporting documentation to this form.

Pre-Travel Approvals:

Department _____ Date _____

Accounting _____

County Administrator _____

Post-Travel

Within 10 working days after training is complete, submit the completed travel form, along with any payments due, to the Accounting Manager.

Reconciliation of Costs

Expense paid by employee: _____
[Match total (A) on front of form.]

Less Cash advance (_____)

Amount due County _____

Date Paid: _____ Ck# _____
OR

Amount due Traveler _____

Date Paid _____ Payroll # _____

Post Travel Approvals

I am aware of the County's travel Policy and have complied with its provisions.

Traveler _____ Date _____

Department _____

Accounting _____

Training Record

Name of Course Taken _____

Institute Name _____

Dates Attended _____

Hours of Training _____

Credits Received _____

Exam Taken (Y/N) _____

Below give a brief description of the topics covered

MISCELLANEOUS ALLOWABLE EXPENSES

Laundry: If the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning, and pressing service. Only one charge per calendar week is reimbursable. Employees are expected to pack sufficient clothing for the duration of their expected travel. Receipts are required for reimbursement.

Telephone: For business telephone calls, STS must be used whenever possible. Personal calls from a foreign country are reimbursable up to \$10.00 per day. No reimbursement will be provided while on a domestic trip.

Gratuities and Portage: Gratuities to hotel employees are reimbursable up to \$2 on dates of arrival and departure, and up to \$2 per night of stay at a hotel/motel.

Portage costs at airports or bus terminals will be reimbursed. The claim should not exceed \$1 per piece of luggage.

Registration Fees: Registration fees over \$25 must be supported by an original paid receipt, copy of the check, copy of credit card statement, or traveler's customer copy of the credit card receipt.

Bottled Water Reimbursement (International Travel Only): Bottled water costs will be reimbursed when an employee is in international (outside the contiguous U.S.) travel status. Reimbursement is limited to a total of \$7.50 for each day.

EXPENSES FOR REASONABLE ACCOMMODATIONS

Individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations could take various forms such as payment of portage costs or allowing a personal attendant to accompany the individual while in travel status.

For more detail regarding travel policies and procedures, contact your agency travel coordinator or fiscal officer.

MAXIMUM REIMBURSEMENT RATES

LODGING IN-STATE: =\$82 for all counties excluding Milwaukee, Waukesha and Racine Counties. Rates for Milwaukee, Waukesha and Racine counties=\$90 (Note: All rates are excluding sales and/or room taxes.)

LODGING HIGH-COST OUT-OF-STATE CITIES: Refer to OSER Bulletin on High-Cost City Lodging Rates or contact your agency travel coordinator and/or fiscal officer.

MEALS:

In-State	Breakfast	\$ 8.00
	Lunch	\$ 10.00
	Dinner	\$ 20.00
	Bag Lunch	\$ 4.00
Out-Of-State	Breakfast	\$ 10.00
	Lunch	\$ 15.00
	Dinner	\$ 25.00

MILEAGE:

Personal Vehicle: \$0.51/mile when a fleet vehicle is not available and employee obtains a non-availability slip **OR** at a rate determined by DOA when an employee prefers to use a personal vehicle.

Handicapped Equipped Van: \$0.685 when State van is not available **OR** \$0.61 when State van is available and employee uses personal van.

Motorcycle: \$0.285 per mile

Private Airplane: \$0.51 per mile

EXAMPLES OF EXPENSES NOT REIMBURSABLE*

- Alcoholic Beverages
- Spouse or family members' travel costs
- Cancellation charges (unless fully justified)
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Traffic citations, parking tickets and other fines
- Excessive mileage charges incurred for personal reasons e.g., sightseeing, side trips, etc.
- Parking costs at the assigned workplace
- Repairs, towing service, etc., for personal vehicle
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees or airfare
- Flight insurance
- Pay for view movies in motel room; personal entertainment
- Child care costs and kennel costs

**This list is not all- inclusive.*

STATE OF
WISCONSIN

POCKET TRAVEL GUIDE

OFFICE OF STATE
EMPLOYMENT RELATIONS



SERVING PEOPLE
WHO SERVE WISCONSIN

July 1, 2015

This document will be made available in alternative format upon request to the Office of State Employment Relations.

GENERAL POLICY

The information contained in this brochure is a summarization of the State's travel guidelines. The **Travel Schedule Amounts (TSAs)** are included as part of the Compensation Plan and the collective bargaining agreement covering public safety employees. For more detail regarding travel policies and procedures, contact your agency travel coordinator or fiscal officer.

The rates contained in this brochure apply to all non-represented and represented employees. Other travel provisions contained in collective bargaining agreements supersede the provisions contained in this document.

Use of State contract vendors (i.e., corporate card, car rental, travel agency) is encouraged and in some cases mandatory.

Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official State business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.

The employee's supervisor or agency designee must personally approve travel claims.

MEAL CLAIMS: Meal claims must be actual, reasonable and necessary and represent the actual amount spent. For a claim to be reimbursed in excess of the maximum amount, an itemized receipt or charge card credit slip (tear tabs are not acceptable) must be provided and there must be documentation that the cost was incurred outside of the traveler's control. To be allowed reimbursement for breakfast, the employee must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a. m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m to home or headquarters city, whichever is earlier. These time frames are for employees working standard hours of 7:45 a. m. to 4:30 p. m. These time frames may be modified for employees working varied work schedules.

On any particular day an employee is entitled to reimbursement for two or more consecutive meals, the maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred. An employee is eligible for a higher meal reimbursement rate when traveling out of state.

Maximum reimbursement rates for meals (in-state and out) are included in the section entitled "Maximum Reimbursement Rates."

IN-STATE LODGING:

When contracts exist with the state for lodging properties, state employees should use this contract, whenever possible. It's the responsibility of the State employee to stay within the state lodging spend limit guidelines. State employees that share a room may divide the rate equally, but not exceed the state permitted rate for a single room. Employees should carry an ID that identifies them as a State employee. Employees should use either a state U.S. Bank purchasing card or travel card, whenever possible when paying for lodging rooms.

State employees are exempt from paying sales tax in Wisconsin on lodging and should avoid such by furnishing written documentation stating they are traveling on official state business. In the event that tax is charged, the employee will request credit back for the charge by the lodging property.

Maximum lodging rates for in-state lodging are included in the section entitled "Maximum Reimbursement Rates".

HIGH-COST OUT-OF-STATE LODGING: The Office of State Employment Relations issues a bulletin listing High-Cost Out-Of-State Cities and the maximum lodging rates allowed. Contact your agency travel coordinator in advance of travel for rates in a specific city.

AUTOMOBILE TRANSPORTATION

Use of Fleet Vehicles: When using fleet vehicles, passengers must be limited to State employees or travelers engaged in official state business. Fleet vehicles shall not be used for personal business. In the event a fleet vehicle is not available; the fleet office will issue a non-availability slip.

Use of Personal Vehicles: An employee may use a personal vehicle. When using a personal vehicle, there are certain conditions in which the employee is required to obtain a non-availability slip stating there was no fleet vehicle available to be reimbursed at the higher rate. If an employee chooses to use a personal vehicle and does not obtain a non-availability slip when required, the mileage is reimbursed at a rate determined by DOA. Non-availability slips are not required when employees do not have access to fleet vehicles in their headquarters city.

Mileage reimbursement rates are included in the section entitled "Maximum Reimbursement Rates."

Rental Vehicles: Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

The State has contracts with vehicle rental companies for discounted rates. All contract vendor rates include collision damage insurance (CDW) and liability insurance. A non-contract vendor should only be used when a contract vendor is not available or the total rental cost is less expensive and the services are equal to the contract vendor.

When renting from non-contract vendors within the U.S., the collision damage insurance (CDW) and liability insurance is reimbursable and must be purchased.

Companies that require the vehicle to be returned with a full tank of gas, charge substantially more for filling the tank. Therefore, employees should fill the tank before returning the vehicle.

AIR TRAVEL: State employees are limited to the lowest appropriate airfare when traveling on official state business. Lowest appropriate airfare is defined as coach fare, which provides for not more than a two hour window from the traveler's preferred departure or arrival time and may require one plane transfer. The purchase of an airfare at the rate other than the lowest appropriate airfare must be approved by the appointing authority or designee in the form of a written explanation of the reasonableness of the expense. Airfare and travel agent fees should be paid by the use of the state U.S. Bank purchasing card or travel card.

Benefits from any airline promotion program, such as frequent flier points or credit vouchers, belong to the State and should be turned over to the agency travel coordinator or fiscal officer.

TAXI AND LIMOUSINE: Reasonable charges for taxi or limousine service are reimbursable. However, limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Unless properly justified, claims for taxi service to and from the airport should be limited to the rate for the shuttle service. Receipts are required for one-way fares exceeding \$25.

TRAVEL BY TRAIN, BUS OR PRIVATE PLANE: Travel by train shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Receipts are required for reimbursement.

Employees traveling within the headquarters city and between cities convenient to be reached by bus, shall travel by bus whenever feasible as determined by the appointing authority or designee. Receipts are required for travel between cities.

Under s. 20.916(5)(a), Stats., use of a private plane may be authorized by the appointing authority. Reimbursement will be made at the mileage reimbursement rate.

Kris 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



August 5, 2015

Sawyer County Board of Supervisors
Sawyer County Courthouse
10610 Main Street
Hayward, Wisconsin

subject – retirement effective end of January, 2016

Pursuant to section 17.01(7) of the Wisconsin Statutes, I hereby notify you that I will retire from the office of Sawyer County Clerk effective at the end of January, 2016.

A handwritten signature in black ink that reads "Kris Mayberry".

Kris Mayberry
Sawyer County Clerk

copy: H. Helwig (Sawyer County Board Chair), T. Hoff (Sawyer County Administrator), file

CHAPTER 17

RESIGNATIONS, VACANCIES, AND REMOVALS FROM OFFICE

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17.001 Definition. In this chapter, unless qualified, “cause” means inefficiency, neglect of duty, official misconduct, or malfeasance in office.

History: 2001 a. 103 s. 21.

17.01 Resignations to whom made; when effective. Resignations of public officers shall be made as follows:

(1) By the governor, lieutenant governor or any officer appointed by the legislature, to the legislature, if in session; otherwise by the governor or lieutenant governor, to the secretary of state, and by an officer appointed by the legislature, to the governor.

(2) By the secretary of state, treasurer, attorney general, state superintendent, by a district attorney and by all officers appointed by the governor alone or by the governor by and with the advice and consent of the senate, to the governor.

(3) By senators and members of the assembly, to the presiding officers of their respective houses, who shall immediately transmit the same to the governor, and to the governor during the recess of the legislature.

(4) By the justices of the supreme court, court of appeals judges and circuit judges, to the governor.

(5) By a sheriff, to the county clerk, who shall immediately transmit notice thereof to the governor.

(6) By a clerk of the circuit court, to the circuit judge.

(7) By a county supervisor, county clerk, county treasurer, coroner, register of deeds or county surveyor, to the sheriff, who shall immediately transmit a notice thereof, in case of a coroner or register of deeds, to the governor; and in case of a county supervisor, county clerk, county treasurer or surveyor, to the chairperson of the county board; and after such notices the sheriff shall file such resignations with the county clerk.

(8) By the mayor or alderperson or council member of a city, however organized, to the council; by other elective officers thereof, to the mayor; and by other city officers, to the officer or body having power to appoint in their stead.

(9) By a town officer, to the town board.

(10) By officers of a village, however organized, to the village board.

(11) By a school district officer, to the district board.

(12) By all other officers, to the officer or body having power to appoint in their stead.

(13) Resignations shall be made in writing, shall be addressed and delivered to the officer or body prescribed in this section and shall take effect, in the case of an officer who is not a school district

officer and whose term of office continues by law until a successor is chosen and qualifies, upon the qualification of the successor; and in the case of other officers including school district officers, at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the written resignation. If the governor or the state superintendent of public instruction makes a provisional appointment under s. 17.20 (2) and the appointee files the required oath of office, the appointee qualifies for office, unless the appointment is withdrawn or rejected. Delivery of a resignation shall be made by leaving a copy thereof with the officer to whom it is required to be addressed and delivered at his or her public office or usual place of business, or if required to be addressed and delivered to a body, by leaving a copy with the following officer at his or her public office or usual place of business:

(a) If required to be addressed and delivered to the legislature, with the presiding officer of each house, or if required to be addressed and delivered to but one house, to the presiding officer of that house.

(b) If required to be addressed and delivered to the county board, city council or to the village, town or school board, to the clerk thereof, except the resignation of the county, city, village, town or school district clerk which shall be delivered to the chairperson of the county board, mayor, village president, town chairperson, or president, as the case may be.

(c) If required to be addressed and delivered to any other body, to the secretary or clerk thereof, if any, and if none, to any member of such body.

History: 1977 c. 187, 418, 427, 447, 449; 1983 a. 192 s. 303 (2); 1985 a. 135 s. 83 (1); 1985 a. 218; 1989 a. 31; 1989 a. 56 s. 258; 1989 a. 359; 1993 a. 184; 1997 a. 298.

Conditional resignations are permissible under this section. In sub. (13), “time” refers to the “point when something occurs.” *Ortin v. Schuett*, 157 Wis. 2d 415, 459 N.W.2d 596 (Ct. App. 1990).

17.015 Municipal judge: multiple resignations. If a municipal judge is elected under s. 755.01 (4), the judge shall submit resignations to each applicable officer or board under s. 17.01.

History: 1985 a. 89.

17.02 Notice of resignations. Notice of resignations, in addition to those provided for in s. 17.01, shall be given forthwith as follows:

(1) **SENATORS AND MEMBERS OF CONGRESS.** Of the resignation of a United States senator or member of congress from this state, by the senator or member of congress to the secretary of state.

(3) **MUNICIPAL JUDGES.** Of the resignation of municipal judges in any city or village, however organized, or in any town, by the

the county clerk of the county wherein such officer resided at the time of election, to the government accountability board.

(3) **VACANCIES BY JUDGMENTS.** In any office occurring by virtue of a judgment of a court of this state convicting the incumbent of and sentencing the incumbent for treason, felony or other crime of whatsoever nature punishable by imprisonment in any jail or prison for one year or more, or convicting the incumbent of and sentencing the incumbent for any offense involving a violation of the incumbent's official oath; or declaring the election or appointment of any officer to be void or that the office of any officer has been forfeited, or become vacant; or adjudging any officer to be insane, by the clerk of such court to the officer or body authorized to fill such vacancies, or if such vacancies are required to be filled only by election, then to the officer authorized to give notice thereof.

(4) **JUSTICES AND JUDGES.** In the office of justice of the supreme court, court of appeals judge, or judge of a circuit court, by the director of state courts to the governor and the government accountability board.

(5) **OTHER VACANCIES.** In city, village, town or school district offices, other than those of which notice is required by sub. (3), by the clerk or in the clerk's absence by the treasurer thereof, and in state, county and other offices other than those of which notice is required by sub. (3), by the county clerk of the county wherein the officer resided at the time of election or appointment, or in the clerk's absence by the sheriff, to the officer or body authorized to fill such vacancies, or if such vacancies are required to be filled only by election, then to the officer authorized to give notice thereof.

History: 1973 c. 334 s. 57; 1977 c. 187, 449; Sup. Ct. Order, 88 Wis. 2d xiii (1979); 1991 a. 316; 2007 a. 1.

17.18 Vacancies, U.S. senator and representative in congress; how filled. Vacancies in the office of U.S. senator or representative in congress from this state shall be filled by election, as provided in s. 8.50 (4) (b), for the residue of the unexpired term.

History: 1977 c. 22; 1979 c. 260; 1983 a. 484; 1985 a. 304.

17.19 Vacancies, elective state offices; how filled. Vacancies in elective state offices shall be filled as follows:

(1) **MEMBERS OF LEGISLATURE.** In the office of state senator or representative to the assembly, by election, as provided in s. 8.50, for the residue of the unexpired term. In addition, an anticipated vacancy in the office of state senator or representative to the assembly may be filled as provided in s. 8.50 (4) (e).

(2) **JUDICIAL.** In the office of justice of the supreme court, court of appeals judge or circuit judge, by temporary appointment by the governor, which shall continue until a successor is elected, as provided in s. 8.50 (4) (f), and qualifies. When so elected the successor shall hold the office for a full term and shall take office on August 1 succeeding the election.

(3) **PRESIDENTIAL ELECTORS.** In the office of presidential elector, by the remaining electors present in the manner prescribed by s. 7.75.

(3m) **GOVERNOR.** In the office of governor, by the lieutenant governor.

(3s) **DISTRICT ATTORNEY.** In the office of district attorney, by appointment of the governor for the residue of the unexpired term and until a successor is elected and qualified.

(4) **OTHER ELECTIVE STATE OFFICERS.** In the office of secretary of state, treasurer, attorney general or state superintendent, by appointment by the governor, and a person so appointed shall hold office until a successor is elected, as provided in s. 8.50, and qualifies, but if no such election is held, the person so appointed shall hold office for the residue of the unexpired term.

History: 1977 c. 187; 1979 c. 27; 1985 a. 304; 1987 a. 391; 1989 a. 31; 1991 a. 316.

17.20 Vacancies in appointive state offices; how filled; terms. (1) **GENERAL.** Vacancies in appointive state offices shall

be filled by appointment by the appointing power and in the manner prescribed by law for making regular full term appointments thereto, and appointees to fill vacancies therein shall hold office for the residue of the unexpired term or, if no definite term of office is fixed by law, until their successors are appointed and qualify.

(2) **INTERIM VACANCIES; TERMS.** (a) Vacancies occurring in the office of any officer normally nominated by the governor, and with the advice and consent of the senate appointed, may be filled by a provisional appointment by the governor for the residue of the unexpired term, if any, subject to confirmation by the senate. Any such appointment shall be in full force until acted upon by the senate, and when confirmed by the senate shall continue for the residue of the unexpired term, if any, or until a successor is chosen and qualifies. A provisional appointee may exercise all of the powers and duties of the office to which such person is appointed during the time in which the appointee qualifies. Any appointment made under this paragraph which is withdrawn or rejected by the senate shall lapse. When a provisional appointment lapses, a vacancy occurs. Whenever a new legislature is organized, any appointments then pending before the senate shall be referred by the president to the appropriate standing committee of the newly organized senate.

(b) A vacancy occurring in the membership of the professional standards council for teachers may be filled by a provisional appointment by the state superintendent of public instruction for the residue of the unexpired term, if any, subject to confirmation by the senate. Any such appointment shall be in full force until acted upon by the senate, and when confirmed by the senate shall continue for the residue of the unexpired term, if any, or until a successor is chosen and qualifies. A provisional appointee may exercise all of the powers and duties of the office to which the person is appointed during the time in which the appointee qualifies. Any appointment made under this paragraph that is withdrawn or rejected by the senate shall lapse. When a provisional appointment lapses, a vacancy occurs. Whenever a new legislature is organized, any appointments then pending before the senate shall be referred by the president to the appropriate standing committee of the newly organized senate.

History: 1973 c. 24; 1977 c. 29 s. 1649; 1977 c. 418; 1997 a. 298.

Provisional appointees under sub. (2) need not be confirmed by the senate before they can begin to serve. 69 Atty. Gen. 136.

The senate may not fill a vacancy that will not occur during that senate session. 76 Atty. Gen. 272.

17.21 Vacancies in elective county offices; how filled; term. Vacancies in elective county offices shall be filled in the manner and for terms as follows:

(1) **SHERIFF, CORONER, REGISTER OF DEEDS.** In the office of sheriff, coroner or register of deeds, by appointment by the governor for the residue of the unexpired term.

(3) **COUNTY CLERK, TREASURER, AND SURVEYOR.** In the office of county clerk, treasurer, or surveyor, by appointment by the county board for the residue of the unexpired term unless a special election is ordered by the county board, in which case the person appointed shall serve until his or her successor is elected and qualified. The county board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the county board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the county board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(4m) **CLERK OF COURT.** In the office of clerk of circuit court, by appointment of the judge, or by a majority of the judges of the circuit court for the county, for the residue of the unexpired term of the clerk.