



Sawyer County

Agenda

Administration Committee Meeting
Thursday, January 12, 2023 @ 10:00 AM
Assembly Room/Virtual Meeting

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

7. APPROVAL OF MINUTES FROM PREVIOUS MEETING

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- a. [Administration Minutes 12.8.22 DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

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- a. Mailbox Update
- b. [Veteran Service Office](#)

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

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- a. [IT-2023-01-12-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

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- a. [Human Resource Report January 2023](#)

11. COUNTY ADMINISTRATOR'S REPORT

12. FUTURE AGENDA ITEMS

13. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the December 8th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- Chair: **Tweed Shuman**
- Vice Chair: Ron Buckholtz
- Tom Duffy
- Ron Kinsley
- Dale Schleeter

Others Present:

Andy Albarado	Linda Zillmer
Lynn Fitch	Mike Markgren
Mike Coleson	Janeen Aibric - virtual
Rose Lillyroot	
Gary Elliott	

Call to Order –Chair Shuman called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting – A motion was made by Mr. Duffy to approve the minutes of the November 10, 2022, meeting; second by Mr. Buckholtz. Motion carried without negative vote.

Treasurer’s Report – Sales tax appears to be on target.

Veterans Service Department Report – A written report was provided. Mr. Elliott reviewed the highlights. He applied for the County Veterans Transportation grant and it was approved.

Information Technology Department Report – A written report was provided. Mr. Coleson advised they are coordinating with vendors on new equipment for the construction. Support requests consume about 85-90% of their time.

Human Resources Report – A written report was provided. Ms. Lillyroot will begin the recruitment process for the Highway Commissioner’s position. They have made progress in hiring in dispatch and jail but still do not have enough female jailers.

Municode Update – An Ordinance Adopting and Enacting a New Code for Sawyer County. Mr. Albarado advised the document remains the same as was presented in previous meetings. As new codes are adopted, they are added. Zoning ordinances will remain in an appendix at this time. A motion was made to approve the ordinance and forward to County Board by Mr. Buckholtz; second by Mr. Duffy. A roll call vote was taken and passed 5-0.

Tribal Law Enforcement Assistance Grant Application – Mr. Albarado presented the grant program application. A motion was made by Mr. Duffy; second by Mr. Buckholtz and passed 5-0; roll call vote was taken and “yes” votes were Buckholtz, Duffy, Kinsley, Schleeter and Shuman.

Policy -- Mr. Albarado presented the Investment Policy that was approved at the Finance Committee and which will go to the full County Board. The purpose is to ensure that our money is being managed efficiently, securely and transparently. An addition to the policy will designate the Finance Committee as the Investment Committee. A motion was made for this addendum by Mr. Duffy; second by Mr. Schleeter to approve this change naming the Finance Committee as the Investment Committee. A roll call vote was taken and passed 5-0; “yes” votes from Kinsley, Buckholtz, Schleeter, Duffy, and Shuman.

Mr. Albarado presented a Contract Signing and Review procedure to ensure that contracts are signed in a manner that ensures all conditions are met for binding conditions and for audit review. A motion was made by Mr. Kinsley; second by Mr. Buckholtz to approve the Resolution Approving County Signatory Authority and forward it to County Board. A Roll Call vote was taken and passed 5-0; “yes” votes from Kinsley, Shuman, Schleeter, Buckholtz and Duffy.

Mr. Albarado presented a proposal to switch to PTO benefit option for time off. He has decided to delay implementation of this benefit until a full review of all benefits can be completed so no action was taken. A motion was made by Mr. Buckholtz; second by Mr. Duffy to postpone the implementation of PTO until it returns to the agenda. A roll call vote was taken and passed 5-0 with “yes” votes from Buckholtz, Duffy, Schleeter, Kinsley and Shuman.

Consider Implementation of Paid Time Off Benefit -- Mr. Albarado presented a proposal to switch to PTO benefit option for time off. He has decided to delay implementation of this benefit until a full review of all benefits can be completed so no action was taken. A motion was made by Mr. Buckholtz; second by Mr. Duffy to postpone the implementation of PTO until it returns to the agenda. A roll call vote was taken and passed 5-0 with “yes” votes from Buckholtz, Duffy, Schleeter, Kinsley and Shuman.

County Administrator’s Report – Mr. Albarado has been meeting with department heads to do an informal review of how things are going with a goal to eventually have official performance evaluations. A Wellness Day has been scheduled for December 20th that will be educational and have wellness components for staff and Board members. He reviewed the actions taken at Public Safety to fill various positions in EMS/Coroner/Medical Examiner. The Public Safety Committee approved the Child Support MOU, and the ATV/UTV ordinance remains in committee level yet.

Mr. Albarado reported that the Finance Committee made a motion to proceed with a 2% January 1st increase for staff and 1% in July. A motion was made by Mr. Buckholtz; second by Mr. Duffy to approve the recommended motion of the Finance Committee that is being forwarded to County Board. A roll call vote was taken and passed 5-0; “yes” votes from Kinsley, Schleeter, Duffy, Buckholtz and Shuman.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, July 12, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:48 am
Minutes recorded by Lynn Fitch, County Clerk

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843



Administrative Committee Meeting, January 12, 2023

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

December: 425 phone calls, 262 letters/emails/faxes and 82 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 130 disability/pension claims to date and received retroactive payment of \$569,329.49 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott".

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 01/03/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	.00	.00	.00	.00	.00	.00	.00	+++	875.00
Department 57 - Veteran's Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$875.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$875.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	61,811.99
50144	Term Life Ins./Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	43.45
50147	Workers Comp	.00	.00	.00	.00	.00	.00	.00	+++	2,175.16
50151	FICA-Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	5,175.23
50152	Retirement-Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	4,121.98
50155	Flex Administration Fees	.00	.00	.00	.00	.00	.00	.00	+++	46.80
50225	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	1,077.11
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	823.17
50241	Repairs/Maintenance-Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	445.68
50311	Postage	.00	.00	.00	.00	.00	.00	.00	+++	40.10
50312	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	481.68
50313	Printing	.00	.00	.00	.00	.00	.00	.00	+++	2,181.72
50329	Subscriptions	.00	.00	.00	.00	.00	.00	.00	+++	120.00
50343	Boards & Commissions	.00	.00	.00	.00	.00	.00	.00	+++	102.50
50351	Vehicle Fuel	.00	.00	.00	.00	.00	.00	.00	+++	1,545.05
State Account 54720 - Veteran's Office Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$80,191.62
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	.00	.00	.00	.00	.00	.00	.00	+++	6,696.00
State Account 54730 - Care of Veteran's Graves Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6,696.00
Department 57 - Veteran's Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$86,887.62
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$86,887.62
Fund 100 - General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	875.00
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	86,887.62
Fund 100 - General Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$86,012.62)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	.00	.00	.00	.00	.00	.00	.00	+++	9,350.00
Department 00 - General Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,350.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,350.00



Budget Performance Report

Fiscal Year to Date 01/03/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 213 - Veteran's Service Grant										
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	5,740.85
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	449.00
50247	Repairs-Buildings	.00	.00	.00	.00	.00	.00	.00	+++	1,718.71
50329	Subscriptions	.00	.00	.00	.00	.00	.00	.00	+++	175.00
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	180.00
50336	Lodging	.00	.00	.00	.00	.00	.00	.00	+++	898.00
50351	Vehicle Fuel	.00	.00	.00	.00	.00	.00	.00	+++	188.44
State Account 54700 - Veteran's Grant Expenses Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,350.00
Department 00 - General Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,350.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,350.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	9,350.00
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	9,350.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	.00	.00	.00	.00	.00	.00	.00	+++	9,137.70
Department 00 - General Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,137.70
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$9,137.70
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	9,137.70
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
Fund 411 - Veteran's Transportation Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,137.70
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	19,362.70
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	96,237.62
Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$76,874.92)

Mike Coleson
Sawyer County IT Director



January 12, 2022

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

Phone 715-634-8185

Toll Free 877-699-4110

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Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, Ron Kinsley, Thomas
Duffy, and Andy Albarado
IT Department Report

Agenda items

N/A

Projects completed

-

Projects in progress

- New server project: 2022 CIP redundant servers. Equipment has arrived.
Installation pushed to Jan-Feb.

Pending Projects

AV, Door and Camera systems in new courtrooms

Helpdesk and support activities

90% of time spent on support requests

**Human Resource Report
January 12, 2023**

2022 Turnover

12/3/2022	Koreen Kreyer	HHS	PT to Contract
12/5/2022	Jane Pearson	Sheriff	FT
12/16/2022	Julie Kincannon	HHS	Term
12/21/2022	Kadence Lowe	Sheriff	PT

Interviewing Driver/Operator for Highway
Interviewing for Maintenance Position
Testing/Interviewing for ADRC/Veteran's Services Assistant
Interviewing for two full time dispatch positions

Hired three part time bailiffs
Hired part time female jailer

Recruiting for Highway Commissioner
Recruiting for EMS positions
Recruiting for Jail, Dispatch and Deputy positions
Recruiting for Mental Health Therapist
Recruiting for CPS Social Worker/Caseworker (2)

Ongoing personnel issues