



Sawyer County

Agenda

Administration Committee Meeting
Thursday, July 9, 2020 @ 10:00 AM
Assembly Room Virtual Meeting

Page

- 1. CALL TO ORDER**
 - a. From computer, iPad, Android device, click on this link to join the webinar: <https://zoom.us/j/92546130740>
 - b. Or dial this telephone number for listen only: 312-626-6799
Webinar ID: 92546130740
 - c. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
 - d. If you are on a telephone, dial *9 and wait to be recognized.
- 2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
- 3. MEETING AGENDA**
- 4. PUBLIC COMMENTS**
- 5. MINUTES FROM PREVIOUS MEETING**
 - a. [Admin 6-11-2020](#)
- 6. VETERANS SERVICE DEPARTMENT REPORT**
 - a. [Veteran Service Office Monthly Report for June 2020](#)
- 7. INFORMATION TECHNOLOGY DEPARTMENT REPORT**
 - a. [IT-2020-07-09-Administration-Committee](#)
- 8. HUMAN RESOURCES REPORT**
- 9. COUNTY ADMINISTRATOR'S REPORT**

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10. SECOND COURTROOM OPTIONS AND FUNDING - DISCUSSION AND POSSIBLE ACTION

11. FUTURE AGENDA ITEMS

12. OTHER MATTERS FOR DISCUSSION ONLY

13. CLOSED SESSION

- a. **Closed Session**, pursuant to Section 19.85 and (g), Wisconsin Statutes, to confer with legal counsel for the County concerning possible litigation involving Sawyer County

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.

Draft

Minutes of the June 11, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Tweed Shuman, Ron Kinsley, Helen Dennis, James Schlender, Dale Schleeter.

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Rose Lillyroot, Mike Coleson, Ron Buckholtz, Linda Zillmer, John Cain

Shuman called the meeting to order at 10:12

Motion by Schleeter, 2nd by Kinsley, to move agenda item 12 up to after Public Comments. Motion carried

The Committee discussed options for a second courtroom. A new possible option came up at the Public Works meeting Wednesday, June 10. The City of Hayward is looking at a possible extension of California Avenue to Nyman Avenue. The County would be interested in using 5th street for the second courtroom addition if the Hayward City Council would approve.

Motion by Dennis, 2nd by Kinsley, to approve the minutes from the May 14, 2020 meeting. Motion carried

The Committee discussed revising the County Board rules regarding virtual attendance at meetings. Rule 2, 10. States members can only attend meetings virtually three times each year. Motion by Schlender, 2nd by Shuman, to strike Rule 2 Subsection 10 capping virtual attendance at county meetings. Schlender and Shuman amended the motion to suspend, rather than strike #10. Motion carried and forwarded to County Board.

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 375 phone calls, 62 office visits and 41 counseling sessions in May. Training is up to date; further training may be delayed due to COVID-19.

Information Technology Director Mike Coleson reported to the Committee. Schlender requested Coleson put Zoom instructions on the website for attendees.

Human Resource Coordinator Rose Lillyroot provided a written report to the committee. County Administrator Hoff reviewed the report with the Committee.

Administrator Hoff reported to the Committee. Dealing with multiple aspects due to COVID 19. Criminal Justice Coordinator Diane McNamer is retiring. With McNamer and the loss of Richard Welsh, the Criminal Justice Coordinating Council needs to evaluate positions, programming, and how they move forward. Working on second courtroom options, staffing, operational costs, and re-opening. Airport Management proposed terminal remodeling and planning for taxiway repaving. Ongoing projects and endeavors include: Winter Depot, Senior Resource Center, TimeClockPlus, Municode, UniverCity, and COWS sessions. Continually working on budgets.

Future agenda items: Christopher Channing's email, runaway Winnebago costs, Ojibwa Ambulance Station open house.

Meeting adjourned 11:33 am

Minutes prepared by Carol Williamson

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

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



Administrative Committee Meeting, July 9, 2020

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

B. **Office Report:**

Contacts:

June: 400 phone calls, 179 letters/emails/faxes and 100 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 40 disability/pension claims to date and received retroactive payment of \$171,956.17 for claims decided in the Veteran's favor.

Transportation to VA Medical Center, Minneapolis: Started back up with first run on June 25th.

Training: Wisconsin CVSOA training was delayed, cancelled, and now rescheduled for October. All training within the Service Office's control is up-to-date.

Miscellaneous items of interest: Minneapolis VA Medical Center is opening up non-life threatening services with a goal of 25% normal operations for each specialty starting this month.

The City of Minneapolis' position on defunding the police remains a high interest item for the Veteran's Service Office as it applies to the safety and welfare of Sawyer County's Veterans and Veteran Office Staff transitioning thru the City in order to get to the Minneapolis VA Medical center for scheduled appointments.

2020 Budget – The Veteran Service Office 2020 budget currently reflects no significant increase, if any, in operating expenses that are under the office's control.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 07/01/20
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
REVENUE										
Department: 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	9,000.00	.00	9,000.00	.00	.00	725.00	8,275.00	8	4,975.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
	Department: 57 - Veteran's Administration Totals	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$725.00	\$12,275.00	6%	\$8,975.00
	REVENUE TOTALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$725.00	\$12,275.00	6%	\$8,975.00
EXPENSE										
Department: 57 - Veteran's Administration										
State Account: 54710 - Veteran's Relief										
50217	Donation Expense	.00	.00	.00	.00	.00	.00	.00	+++	100.00
50217-301	Veterans' Relief Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$100.00
50322	State Account: 54710 - Veteran's Relief Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$999.36	\$4,000.64	20%	\$1,994.18
	State Account: 54720 - Veteran's Office	118,402.00	.00	118,402.00	.00	.00	42,139.25	76,262.75	36	102,388.24
50111	Regular Salaries	.00	.00	.00	.00	.00	34.46	(34.46)	+++	.00
50112	Salaries Overtime	22.00	.00	22.00	.00	.00	14.02	7.98	64	41.57
50144	Term Life Ins./Employer's Share	5,537.00	.00	5,537.00	.00	.00	2,070.74	3,466.26	37	5,491.88
50147	Workers Comp	9,057.00	.00	9,057.00	.00	.00	3,222.44	5,834.56	36	7,988.23
50151	FICA-Employer's Share	5,126.00	.00	5,126.00	.00	.00	2,543.72	2,582.28	50	4,347.37
50152	Retirement-Employer's Share	9,064.00	.00	9,064.00	.00	.00	25.80	9,064.00	0	.00
50154	Hospital and Health Insurance	41.00	.00	41.00	.00	.00	.00	15.20	63	88.40
50155	Flex Administration Fees	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
50156	Health Reimb. Acct.	.00	.00	.00	.00	.00	.00	(868.00)	+++	.00
50158	Unemployment Compensation	500.00	.00	500.00	.00	.00	180.32	319.68	36	484.84
50225	Telephone	2,500.00	.00	2,500.00	.00	.00	108.90	2,391.10	4	3,466.64
50241	Repairs/Maintenance-Vehicles	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50270	Insurance Claim	200.00	.00	200.00	.00	.00	43.95	156.05	22	184.03
50311	Postage	1,000.00	.00	1,000.00	.00	.00	45.80	954.20	5	75.10
50312	Office Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,502.50
50313	Printing	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
50325	Registration Fees	350.00	.00	350.00	.00	.00	50.00	300.00	14	214.00
50329	Dues/Subscriptions	100.00	.00	100.00	.00	.00	.00	100.00	0	270.00
50335	Meal Expenses	900.00	.00	900.00	.00	.00	.00	900.00	0	180.00
50343	Boards & Commissions	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	984.96
50349	Flags	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$984.96
50349-342	Vehicle Fuel	7,000.00	.00	7,000.00	.00	.00	551.54	6,448.46	8	4,219.36
50351	State Account: 54720 - Veteran's Office Totals	\$169,499.00	\$0.00	\$169,499.00	\$0.00	\$0.00	\$51,898.94	\$117,600.06	31%	\$132,927.12



Budget Performance Report

Fiscal Year to Date 07/01/20
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										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0%	5,524.00
	State Account 54730 - Care of Veteran's Graves Totals	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0%	\$5,524.00
Department 57 - Veteran's Administration Totals										
	Department 57 - Veteran's Administration Totals	\$180,499.00	\$0.00	\$180,499.00	\$0.00	\$0.00	\$52,898.30	\$127,600.70	29%	\$140,445.30
	EXPENSE TOTALS	\$180,499.00	\$0.00	\$180,499.00	\$0.00	\$0.00	\$52,898.30	\$127,600.70	29%	\$140,445.30
Fund 100 - General Fund Totals										
	REVENUE TOTALS	13,000.00	.00	13,000.00	.00	.00	725.00	12,275.00	6%	8,975.00
	EXPENSE TOTALS	180,499.00	.00	180,499.00	.00	.00	52,898.30	127,600.70	29%	140,445.30
	REVENUE TOTALS	(\$167,499.00)	\$0.00	(\$167,499.00)	\$0.00	\$0.00	(\$52,173.30)	(\$115,325.70)		(\$131,470.30)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	8,500.00	.00	8,500.00	.00	.00	8,500.00	.00	100%	8,500.00
49300	Use of Prior Years' Fund Balance	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0%	.00
	Department 00 - General Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$8,500.00	\$8,500.00	50%	\$8,500.00
	REVENUE TOTALS	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$8,500.00	\$8,500.00	50%	\$8,500.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,150.00	.00	2,150.00	.00	.00	.00	2,150.00	0%	2,150.00
50226	Hardware/Software	1,450.00	.00	1,450.00	.00	.00	.00	1,450.00	0%	898.00
50247	Repairs-Buildings	7,650.00	.00	7,650.00	.00	.00	10.00	7,640.00	0%	.00
50325	Registration Fees	1,450.00	.00	1,450.00	.00	.00	120.00	1,330.00	8%	180.00
50335	Meal Expenses	500.00	.00	500.00	.00	.00	.00	500.00	0%	135.00
50336	Lodging	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0%	1,350.00
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0%	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	14.52	285.48	5%	107.64
	State Account 54700 - Veteran's Grant Expenses Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$144.52	\$16,855.48	1%	\$4,820.64
	Department 00 - General Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$144.52	\$16,855.48	1%	\$4,820.64
	EXPENSE TOTALS	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$144.52	\$16,855.48	1%	\$4,820.64
Fund 213 - Veteran's Service Grant Totals										
	REVENUE TOTALS	17,000.00	.00	17,000.00	.00	.00	8,500.00	8,500.00	50%	8,500.00
	EXPENSE TOTALS	17,000.00	.00	17,000.00	.00	.00	144.52	16,855.48	1%	4,820.64
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,355.48	(\$8,355.48)		\$3,679.36



Budget Performance Report

Fiscal Year to Date 07/01/20
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 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	12,800.00	.00	12,800.00	.00	.00	9,594.39	3,205.61	75%	12,434.16
48301	Sale of Fixed Assets	.00	.00	.00	.00	.00	.00	.00	+++	6,575.00
	Department 00 - General Totals	\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$0.00	\$9,594.39	\$3,205.61	75%	\$19,009.16
	REVENUE TOTALS	\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$0.00	\$9,594.39	\$3,205.61	75%	\$19,009.16
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50811	Capital Outlay -Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	34,293.75
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
	State Account 54725 - Capital Outlay/Van Purchase Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$38,293.75
	Department 00 - General Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$38,293.75
	EXPENSE TOTALS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$38,293.75
Fund 411 - Veteran's Transportation Grant Totals										
	REVENUE TOTALS	12,800.00	.00	12,800.00	.00	.00	9,594.39	3,205.61	75%	19,009.16
	EXPENSE TOTALS	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0%	38,293.75
	Fund 411 - Veteran's Transportation Grant Totals	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$0.00	\$9,594.39	(\$5,794.39)		(\$19,284.59)
Grand Totals										
	REVENUE TOTALS	42,800.00	.00	42,800.00	.00	.00	18,819.39	23,980.61	44%	36,484.16
	EXPENSE TOTALS	206,499.00	.00	206,499.00	.00	.00	53,042.82	153,456.18	26%	183,559.69
	Grand Totals	(\$163,699.00)	\$0.00	(\$163,699.00)	\$0.00	\$0.00	(\$34,223.43)	(\$129,475.57)		(\$147,075.53)

Mike Coleson
Sawyer County IT Director



June 11, 2020

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To: Administration Committee
Tweed Shuman, Dale Schleeter, James Schlender, Ron
Kinsley, Helen Dennis, and Tom Hoff
IT Department Report

Agenda items

n/a

Pending Projects

- o new DAR in Large courtroom. Awaiting scheduling by Wisconsin CCAP.
- o Move legacy servers in Sheriff dept to virtual.
- o Highway Internet provider. Received bid from Charter Spectrum. Waiting for CenturyLink quote.

Projects in progress

- ShoreTel mobility router. Allows personal phones to act as extensions of county phones.

HelpDesk activities

Average of 5 support calls per day. Remote / On-site comparison: about 50-50.

Maintenance

Updated Finance Payroll system to latest release on 6/30/2020. Reporting for IRS NEC.

Projects completed

- Highway shop camera repair. Radisson and Winter. Cameras were damaged by water and ice. Replace with dome cameras. Winter shop complete.