



Sawyer County

Agenda

Administration Committee Meeting

Thursday, November 9, 2023 @ 10:00 AM

Sawyer County Board Room

Revised: Monday, November 6, 2023 11:06 AM

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.

3 - 4

7. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [10.12.23 Admin Minutes DRAFT](#)

8. VETERANS SERVICE DEPARTMENT REPORT

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT

5

- a. [IT-2023-11-09-Administration-Committee](#)

10. HUMAN RESOURCES REPORT

6

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

11. COUNTY CLERK DEPARTMENT REPORT

7

- a. [October 2023 County Clerk Department Report](#)

8 - 9

- b. Public Records Request Update
[Public Records Request Report](#)

12. COUNTY ADMINISTRATOR'S REPORT

- a. Review proposed implementation of Paid-Time-Off (PTO) (discussion and possible action)

13. FUTURE AGENDA ITEMS

14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

15. ADJOURNMENT

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 June 8th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

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

Others Present:

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

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 dated: September 14, 2023

Motion to approve made by: Mr. Buckholtz Second by: Mr. Shuman
Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided and reviewed by Mr. Elliott. Retroactive payments received to date is \$199,991.28 for claims decided in the Veteran's favor.

Information Technology Department Report -

A written report was provided in the packet.

Human Resources Report -

A written report was provided and reviewed by Ms. Lillyroot. Two Hwy foreman positions were filled yesterday. There were no new terminations or resignations last month.

County Clerk Department Report -

A written report was provided and reviewed identifying activity at the counter, in election processes, and public record requests.

County Administrator's Report –

Mr. Albarado provided an update on the courthouse final projects/budget, closing the wage gap for employees, and insurance/benefit program costs. They are reviewing the possibility of self-insuring. The administrative budget is moving forward to the full County Board. The next airport Master Plan meeting should be held in November. They are working on mental health issues in the jail and are pursuing different options. Zoning is working on the tourist rooming house committee activities. They are following up on Senior Resource Center slow driver reimbursements and developing options. He continues to meet with LCO members regarding right-of-way issues. An RFQ has been sent out for the public radio system contract.

Closed Session -

At 10:41 am, a motion was made by Mr. Buckholtz; second by Mr. Schleeter to enter Closed Session pursuant to ss. 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons,

preliminary consideration of specific personnel problems or the investigation of charges against specific persons and in which par. (b) does not apply, applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. A roll call vote was taken and passed 4-0 with “yes” votes from Schleeter, Shuman, Kinsley, and Buckholtz.

The Committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

At 10:48 am a motion was made by Mr. Buckholtz; second by Mr. Schleeter to enter open session. No action was taken in closed session.

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 11:09 am

Next Meeting: November 14, 2023 Time: 10:00 am Location: Board Room
Minutes recorded by Lynn Fitch, County Clerk

DRAFT

Mike Coleson
Sawyer County IT Director



November 09, 2023

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

Phone **715-634-8185**

Toll Free **877-699-4110**

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

- iPad replacement with laptops for County Board member who requested them.

Projects in progress

- Door Controls
 - Reactivate remote door openers for Courthouse offices: Clerk, Payroll/Admin, Clerk of Court, DA
 - Install new readers in HHS, Highway, Clerk of Court 2nd door.
- AV upgrades/installs
 - Sheriff Conference Room
 - Sheriff Training Room
 - Kansas Conference Room
 - Small Courtroom
- Video Surveillance upgrade at Highway
- Backup Internet for Highway / Airport using T-Mobile
- Firewall upgrades for Radisson Hwy, Winter Hwy, Transitions, Dog Pound

Pending Projects

- Phase 2 Jail camera replacement. 69 analog cameras to be replaced with digital. This is a 2023 CIP project. Working with vendor, Accurate Controls

Helpdesk and support activities

Average of 4 support requests per day
90% of time spent on support requests

Human Resource Report November 9, 2023

2023 Turnover

10/2/2023	Emily Neff	Clerk of Court	PT
10/4/2023	Abbigail Kazmierkoski	Sheriff	Term
10/2/2023	Rodney Brown	Highway	Retired
10/19/2023	Chandler Erickson	Ambulance	FT to PT
10/23/2023	Valerie Hyland	Ambulance	Rehire
10/31/2023	Jeff Schultz	Highway	PT - Seasonal

Hired Foreman Positions at Highway
Hired Night Watchman Position at Highway
Hired Driver/Operator at Radisson
Recruiting Driver/Operators at Hayward

Hired Children, Youth and Family Services Supervisor

Recruiting for PT Register in Probate/Clerk of Court position

Recruiting for EMS positions
Recruiting for Dispatch/Jail/Road positions
Recruiting Mental Health Therapist

Several on-going personnel issues
Open Enrollment underway
Updating Personnel Manual

**County Clerk Department
 Monthly Report
 October 31, 2023**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	335	\$4,000.00
Work Permits	18	\$180.00
Marriage Licenses	69 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$6920.00
Plat Books		\$1479.82
Election MOU Reimbursement	2/21/23 Election Invoice 4/4/23 Election Invoice	\$3,998.39 \$14,870.00

Elections Update:

- Lisa and I met with IT and EM Director, Nicole Ripczinski, to establish a backup plan for elections should we need to vacate the County Clerk office for any reason.
- On November 1st we are holding TWO municipal clerk/poll worker in-person election training sessions (1:00 and 4:00 pm). We anticipate over 121 municipal workers and at least two County Clerks from our District 8 State group.
- The replacement absentee envelopes have arrived and we are preparing them for pickup by municipal clerks.

General:

- Hangar update – Out of 24 hangar leases, 7 are in or are moving to the new lease format with 2 more scheduled for same in 2024.

**Public Records Request Report: Period 1/1/23 – 10/31/23
As of 9/1/23 – Sheriff’s Dept. is separated into own report**

County Departments Excluding Sheriff		Sheriff’s Department	
# of Requests requiring attorney involvement; attorney fees are non-recoverable	5	# of Requests requiring attorney involvement; attorney fees are non-recoverable	1
# of total hours tracked to fulfill requests	17.64 hrs	# of total hours tracked to fulfill requests	35.5 hrs
# of requests last month	13	# of requests last month	42
Total # of requests YTD	90	Total # of requests for 9/1/23 to date	90

Department Receiving Request EXCLUDING SHERIFF DEPT.	# of Requests
Administration	1
Ambulance Services	10
Clerk of Court	1
Coroner	1
County Clerk	17
County Clerk/IT	2
DA's office; Admin; Treasurer's office	1
Dog pound/Sheriff's office	1
EMS	1
Finance	5
HHS	1
HR	2
Land Records	4
LWFRC	1
Payroll	1
Public Works	1
ROD	2
Sheriff's Dept. – as of 10/1; going to own report	19
Treasurer	2
Zoning	9
Grand Total	82

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