



Sawyer County Wisconsin



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Courthouse 02/13/2014

DRAFT - minutes of the meeting of the Courthouse Committee

Sawyer County Board of Supervisors

February 13, 2014, 6:30 p.m., Assembly Room, Sawyer County Courthouse

members present: Dale Schleeter (Chair), Walt Jaeger, Ron Kinsley, Bill Voight

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also present: Clerk of Court Claudia Burgan, Child Support Department Director Sandy Okamoto, County Surveyor/Land Records Department Director Dan Pleoger, Information Technology Department Director Mike Coleson, County Clerk Kris Mayberry

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

Motion by Voight, 2nd by Jaeger, to approve the January 9, 2014 meeting minutes. Motion carried.

Clerk of Court Claudia Burgan advised the Committee that she appointed Patsy Aubart as Chief Deputy Clerk of Court. The Committee discussed the classification and compensation issues relating to that appointment. Motion by Jaeger, 2nd by Voight, to refer those issues to the Personnel and Administrative Committee. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger presented the proposed agreement for the 2014 Wisconsin Land Information Program Grant establishing the terms and conditions for the administration of Sawyer County's 2014 award of \$26,831 from the Wisconsin Department of Administration for the modernization of Sawyer County's land records. Motion by Jaeger, 2nd by Kinsley, to recommend County Board approval of the agreement. Motion carried.

The Committee reviewed a proposal for the purchase and installation of Fidler Technologies' "Elmer Mode" software module to integrate the Register of Deeds Laredo document imaging system with the County's Novus land records software system. The module uses an "Elmer" prefix and the Windows Clipboard to display an image in Laredo without having to do a search. The cost of the purchase and installation is \$5,000. Motion by Kinsley, 2nd by Jaeger, to recommend County Board approval of the purchase and installation with the funds to come from the funds collected by the Register of Deeds Office, pursuant to section 59.72(3), Wisconsin Statutes, to develop, implement, and maintain the countywide plan for land records modernization. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger again reviewed with the Committee that nothing has been done to move forward with the project which would require all municipalities to change duplicate road names. The County Board, at their meeting held July 18, 2013, approved the project, including that Sawyer County will pay for one half of the purchase price for new road signs, that installation of the new signs will be performed by and at the expense of each municipality, and that the project is to be completed by December 31, 2016. Mr. Pleoger presented his concerns that the project is not moving forward to the County Board at their meeting held for January 16, 2014, indicating that the Land Records Department does not have sufficient staff to perform the tasks required by the project. The County Board determined to

move the deadline for municipalities to change duplicate road names from December 31, 2016 to July 31, 2017. Mr. Pleoger indicated to the Committee that, with current staffing levels, moving the deadline will not assure that the project will be completed. The Committee determined to obtain and review additional information before proceeding with the project.

County Clerk Kris Mayberry presented information concerning the need for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014. The need to do this results from an early projection that the expenditures and revenues from the 2013 Sawyer County Budget will not result in a net surplus of funds from the over-projection of expenditures and/or under-projection of revenues, and that there may even be a deficit for the year 2013. Mr. Mayberry noted that the 2014 Sawyer County Budget includes the use of \$330,278 from an audited surplus from the 2012 Sawyer County Budget as revenue to reduce the levy, and that developing the 2015 Sawyer County budget would be problematic if there is not a surplus available to utilize from the 2013 Sawyer County Budget.

Information Technology Department Director Mike Coleson provided a department report, including an upgrade to the County's email system, discussing the proposal from E.O. Johnson for a contract for a print management system, and consideration of a document management software system for use by the departments of the County.

Child Support Department Director Sandy Okamoto provided a written department report, including department child support collections, meeting with the LCO Child Support Department concerning the transfer of cases to LCO, objecting to the Child Support Department being included in the E.O. Johnson proposal for a contract for the County's print management, requesting to be exempt from the County's central office supply purchase program, objecting to directives and surveys directed at County departments and consuming staff time and attention, and receipt of more revenues by the Child Support Department than anticipated in the 2013 department budget.

Circuit Court Clerk Claudia Burgan presented a written department report that included a report on passport applications processed and on collections of interest, tax intercept funds, attorney fees, guardian ad litem fees, and bail forfeitures. Ms. Burgan indicated that, due to staffing levels pending the hiring of 2 deputies for the department, a number of duties of the department will temporarily not be performed. Ms. Burgan requested permission to discontinue issuing passports, to close the office for 1 hour at lunch, and to hire an additional deputy.

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

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

minutes prepared by County Clerk Kris Mayberry