



# Sawyer County

## Agenda

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

Page

1. CALL TO ORDER
2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
3. MEETING AGENDA
4. PUBLIC COMMENTS
5. MINUTES FROM PREVIOUS MEETING
  - a. [Admin 12-12-19](#)
6. RESOLUTION TO ADOPT THE SAWYER COUNTY LIBRARY SERVICE PLAN 2019-2024
7. VETERANS SERVICE DEPARTMENT REPORT
  - a. [Veteran Service Office Report January 9 2020](#)
8. INFORMATION TECHNOLOGY DEPARTMENT REPORT
9. HUMAN RESOURCES REPORT
  - a. [Human Resource Report January 2020](#)
10. COUNTY ADMINISTRATOR'S REPORT
  - a. [Administrator's Admin Committee Report 2020-01](#)
11. FUTURE AGENDA ITEMS
12. OTHER MATTERS FOR DISCUSSION ONLY

*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 December 12, 2019, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Dale Schleeter, Ron Kinsley, Brian Bisonette

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Rose Lillyroot, Mike Coleson

Schleeter called the meeting to order at 10:04

Motion by Bisonette, 2<sup>nd</sup> by Kinsley, to approve the agenda. Motion carried

Motion by Kinsley, 2<sup>nd</sup> by Bisonette, to approve the minutes from the November 7, 2019 meeting. Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 412 phone calls, 415 office visits and 63 counseling appointments in November. Ray Boeckman will be appointed to the Veterans Commission at County Board on December 19, 2019.

Information Technology Director Mike Coleson reported to the Committee. The Assembly Room will not be used for court; CCAP requires rooms with no public meetings.

Human Resource Coordinator Rose Lillyroot provided a written report to the committee.

Administrator Hoff provided a written report to the Committee.

Meeting adjourned 10:35 am

Minutes prepared by Carol Williamson

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

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



**Administrative Committee Meeting, January 9, 2020**

**A. Budget Performance Report:** Currently in process of being updated/populated.

**B. Office Report:**

Contacts:

December: 438 phone calls, 280 letters/emails/faxes and 179 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 145 disability/pension claims to date and received Retroactive Payment of \$416,343.94 for claims decided in the Veteran's favor.

VET Center:

Vet Center Counselor held 41 counseling appointments.

Training: Up-to-date

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott", is written over a horizontal line.

Gary Elliott  
CVSO

January 2020  
Rose Lillyroot

2019 Turnover

12/5/2019	Mathias Halbur	Sheriff	PT
12/9/2019	Julia Lyons	Human Services	FT
12/10/2019	Ricki Briggs	Clerk of Court	Term
12/27/2019	John Mueller	Highway	LTE
12/31/2019	Jon Frank	Maintenance	Term

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Hired full-time Adult Protective Service worker

Hired part-time Information and referral worker with the ADRC

Hired one LTE snowplow operator for the Airport

Hired two LTE winter maintenance workers for the Highway Department

Recruiting for part-time dispatch

Recruiting for part-time Adult Protective Service worker

Recruiting for full-time Clerk of Court

Recruiting for full-time Financial/Clerk of Court

Interviewing for full time Maintenance Person

Time Clock project is moving along - hoping for a go live of March 2020

## County Administrator Work Report

January 9, 2020

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### **New Matters:**

**Happy New Year!** – I successfully completed two weeks of vacation over the Christmas and New Year’s weeks. Time was well spent enjoying the holidays with the family and heading up to Giants Ridge in northern MN for our annual ski trip. (Un)fortunately, leaving the weekend after the December Board meeting and returning this Monday left little time to accomplish work matters.

**Airport Apron/Taxilane Funding** – Airport Manager Derek Leslie, Accountant Mike Keefe and I are meeting with Mark Graczykowski from WisDOT – Bureau of Aeronautics on January 8<sup>th</sup>, to prepare discussion items for the Public Works committee for the design and funding for the apron and taxilane project.

We have to finalize the scope of the engineering for the project before it can go out for bids. Part of that process is determining the ultimate path the County is going to take with regard to funding the project. As with many Airport Improvement Program (AIP) funding projects, there is a level of local funding that may be required above the typical 5% match. In our Ramp project particularly, there’s an opportunity to pave additional areas that would improve water drainage and enhance snow removal efforts. We will need to carefully consider the options the BOA gives us as it pertains to areas that may require an 80/20, or even 50/50 split.

**Prime for Life Program (CJCC)** - Over the past 9 months, we have utilized Brittany Pasanen as a contracted, certified instructor for the Prime for Life class for those charged with first time possession of either marijuana or drug paraphernalia. This restorative justice class gave those with a misdemeanor charge an opportunity to receive both an education and a reprieve from the judicial system as their case would be dismissed by the DA for their participation. As of January 6<sup>th</sup>, Brittany is once again a County employee which gives us the ability to conduct this class with our own employee. There is also an opportunity to have her use her certification for more prevention-based programs at a cost borne by the individuals participating in those classes. For example, Barron County has First Time Offender classes (if someone successfully completes the class, then the loss of the driver’s license for 6 months is waived). Additionally, they have classes for juvenile drug offense referrals, etc. All these classes are held at a cost to the participant and the money generated is a great way to help create revenue for other needed programs.

**TimeClock Plus (TCP) Contract and Implementation** – We have finalized the contract with TCP and are in the implementation phase. TCP is the software application we are implementing to streamline the payroll time entry process, perform shift scheduling, and ensure proper coding for accruals and program accounting among other efficiencies.

**Child Support Program** - I have continued to meet with Sawyer County Child Support staff to further understand the administration of the Child Support program. After receiving additional information from the State of Wisconsin Department of Children and Families (DCF) Bureau of Child Support, I prepared and sent a letter to back to them on December 27, 2019, articulating my questions resulting from these discussions. Clarifying the state's answers to these questions will help us improve the service provided by our Child Support Agency, and will enhance our ability to work cooperatively with LCO for the benefit of all children and their families.

**Office Space/Relocations** – Through the 2020 budget process, the state authorized an additional Assistant District Attorney (ADA) be allocated to Sawyer County, and the County Board authorized an additional ½ FTE staff for ADA support and ½ FTE for Clerk of Court staff. These positions are in the process of being hired.

On January 7<sup>th</sup>, I met with DA staff to determine space needs and other requirements necessary to accommodate the efficient operations for this additional staff. At this point, we are looking at reallocating the space currently occupied by the DA's office, Child Support, Victim Witness, and the CJCC Coordinator in order to facilitate this change with minimum disruption while we further investigate the long-term space needs of an additional second circuit court.

**2020 WCA Annual Legislative Exchange** – I will be attending the annual Legislative Exchange in Madison on February 4-5, 2020. This will be the first legislative exchange in over a decade with split party control of state government. County Board Members wishing to participate in this event should contact the County Board Chair.

On the afternoon of the 5<sup>th</sup>, I will attend the County Administrators/Executives meeting where we discuss the challenges faced operating our county governments.

**Civil Action No. 19-CV-99B** – On December 27, 2019, we received notice that a lawsuit was filed by Peter J. Thoreson against the County, City, and the investigating officers involved in a search and seizure of Peter Thoreson in 2016 and 2019. This action has been referred to our insurance carrier, County Mutual, and they have assigned Kurt Simatic of Stafford Rosenbaum to provide the County's defense. I'll keep you informed as things progress.

**Construction Foundations Training (CJCC)** – On January 7<sup>th</sup>, we finalized an MOU with WITC to provide professional instruction for the Construction Foundations training program beginning January 20<sup>th</sup> with the Sawyer County Jail. Diane McNamer has coordinated this effort with Lynn Fitch at WITC, Gary Hilgendorf of New Reflections Pathway to Hope, our Sawyer County Jail administration and staff, and others.

The program costs for the instructor are being covered by the WITC grant, the books are on loan from Workforce Resources, and the materials for the construction project are to be collected via donations from the community. We are currently working on an agreement with New Reflections to define their obligations and to minimize the use of CJCC budgeted funds.

### **Ongoing Matters/Updates:**

**Ojibwa Ambulance Station** – The ambulance crew has moved into the new facility in Ojibwa. The Public Safety Committee members were invited to tour the facility on January 8<sup>th</sup> at 6:15pm prior to the Public Works Committee meeting to be held at that facility at 6:30pm. Once things get more settled, a date will be announced for an open house specifically for the public to view the facility.

**OO Property** – The County Board approved at its December 19<sup>th</sup> meeting, a recommendation from the Zoning Committee to rezone a portion of the property for commercial use, which would allow for organizations such as the Lions Club and the Birkie to engage in certain commercial activities at the OO building. The American Birkebeiner Foundation has applied and has been issued a permit to sell coffee on specific weekend dates through January, using the process similar to permitting use of the Hatchery park pavilion. Future commercial uses will be further described and limited by a Ground Lease and MOU.

### **Other Items:**

- Annual ATV Letters of Understanding
- Airport FBO application process for hanger lessees and other businesses
- Winter Depot construction & grant oversight
- Opioid litigation oversight
- Ongoing meetings with Division Administrators and Department issues
- Addressing ongoing human resources challenges
- Ongoing research and attention to alternative funding sources and grant opportunities to assist in County funding
- Update of County's Comprehensive Plan, including Outdoor Recreation Plan
- Senior Resource Center – Budget and MOU
- Internal contract review form and policy