# Sawyer County

**Agenda**  
Administration Committee Meeting  
Thursday, February 13, 2020 @ 10:00 AM  
Assembly Room

## 1. CALL TO ORDER

## 2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

## 3. MEETING AGENDA

## 4. PUBLIC COMMENTS

## 5. MINUTES FROM PREVIOUS MEETING
3  
3a. [Admin 1-9-2020](#)

## 6. COMMITTEE PROCESS AND STRUCTURE PRESENTATION BY JON HOCHKAMMER

## 7. VETERANS SERVICE DEPARTMENT REPORT
4  
4a. [Veteran Service Office Report_February 13 2020](#)

## 8. INFORMATION TECHNOLOGY DEPARTMENT REPORT
5 - 6  
5a. [IT-2020-02-13-Administration-Committee](#)

## 9. HUMAN RESOURCES REPORT
7  
7a. [Human Resource Report February 2020](#)

## 10. COUNTY ADMINISTRATOR'S REPORT
8 - 11  
8a. [Administrator's Admin Committee Report 2020-02](#)

## 11. COMMITTEE STRUCTURE AND RESPONSIBILITIES

## 12. FUTURE AGENDA ITEMS
13. 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 January 9, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Dale Schleeter, Ron Kinsley, Brian Bisonette, Tweed Shuman, Kathy McCoy

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Linda Zillmer, Molly Lank Jones, Donna Knuckey

Shuman called the meeting to order at 10:00

Motion by Kinsley, 2nd by Bisonette, to approve the minutes from the December 12, 2019 meeting. Motion carried

Donna Knuckey from the Winter Library presented information on the revised library plan. Motion by Kinsley, 2nd by Schleeter, to approve the library plan resolution and forward to County Board. Motion carried

Veteran’s Service Officer Gary Elliott provided a written report to the Committee. The Veteran’s Service Office did 438 phone calls, 179 office visits and 41 counseling appointments in December. Michael Skinner resigned his position.

Information Technology Director Mike Coleson unavailable for meeting due to training.

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


The Committee discussed committee restructuring and board member training and orientation options. Chair Shuman will contact Northwest Regional Planning. Supervisor McCoy will research committee structure in other counties (with a county administrator) and report back in February. Administrator Hoff and Deputy County Clerk Cindy Lehner are attending a WCA sponsored conference January 13 and will bring back handouts and information for the committee.

Meeting adjourned 11:04 am

Minutes prepared by Carol Williamson
Administrative Committee Meeting, February 13, 2020

A. Budget Performance Report: Attached.

B. Office Report:

Contacts:

557 phone calls, 410 letters/emails/faxes and 39 office visits.

January:

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 20 disability/pension claims to date and received Retroactive Payment of $60,933.68 for claims decided in the Veteran's favor.

VET Center:

Vet Center Counselor held 90 counseling appointments.

Training: Up-to-date

Respectfully submitted,

Gary Elliott
CVSO
February 13, 2020

To: Administration Committee

Tweed Shuman, Dale Schleeter, Brian Bisonette, Kathy McCoy, Ron Kinsley, and Tom Hoff

IT Department Report

Agenda items
n/a

2019 Budget Performance: about $5300 under budget. (subject to change before audit)
Details next page.

Week of March 02-07 2020, I will be in Madison for training with the Cyber Response Team. Course Summary: “FOR500: Windows Forensic Analysis focuses on building in-depth digital forensics knowledge of Microsoft Windows operating systems”
This is a program sponsored by the Wisconsin Department of Enterprise Technology.
https://det.wi.gov/security/Pages/Cyber-Response-Teams.aspx

Pending Projects
- Courtrooms: Surveillance cameras, new DAR in Large courtroom, AV setting adjustments for better stability.

Projects in progress
- Time tracking and scheduling software for all county staff. Rose L (Project Lead) and Cindy L.
- Configure new servers and storage for Sheriff Dept. Migrate old servers to virtual. Includes old Visions servers and Email.
- Upgrade to squad VPN using Netmotion.

Projects completed
- Audio/Video Enhancement for the assembly room.
- Replaced email encryption software for HHS. Changed from Zix to Virtru.
- Established internet and phone service for Ojibwa Ambulance Garage
- Permit reports for Zoning Office
### Expense Budget Performance Report

**Date Range:** 01/01/19 - 12/31/19  
**Include Rollup Account and Rollup to Account**

| Account   | Account Description       | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Transactions | YTD Budget - YTD Transactions | % Used/
|-----------|---------------------------|----------------|-------------------|----------------|---------------------------|-----------------|-------------------------------|---------
| Fund      |                           |                |                   |                |                           |                 |                               |         
| 100 - General Fund |                           |                |                   |                |                           |                 |                               |         
| Department | 14 - IT                  |                |                   |                |                           |                 |                               |         
| State Account | 51450 - IT Operations   |                |                   |                |                           |                 |                               |         
| EXPENSE   |                           |                |                   |                |                           |                 |                               |         
| 50111     | Regular Salaries         | 112,522.00     | .00               | 112,522.00     | 12,493.50                 | .00             | 117,150.13                    | (4,628.13) 104 
| 50112     | Salaries Overtime        | .00            | .00               | .00            | .00                       | .00             | 249.48                        | (249.48) ++  
| 50144     | Term Life Ins./Employer's Share | 35.00        | .00               | 35.00          | 33.21                     | .00             | 93.35                         | (58.35) 267 
| 50147     | Workers Comp             | 292.00         | .00               | 292.00         | 26.22                     | .00             | 277.62                        | 14.38 95 
| 50151     | FICA-Employer's Share    | 8,608.00       | .00               | 8,608.00       | 898.12                    | .00             | 8,495.17                      | 112.83 99 
| 50152     | Retirement-Employer's Share | 7,370.00    | .00               | 7,370.00       | 824.80                    | .00             | 7,696.13                      | (326.13) 104 
| 50154     | Hospital and Health Insurance | 37,255.00  | .00               | 37,255.00      | 2,584.62                  | .00             | 36,702.11                     | 552.89 99 
| 50155     | Flex Administration Fees | 104.00         | .00               | 104.00         | 14.14                     | .00             | 116.99                        | (12.99) 112 
| 50156     | Health Reimb. Acct.      | 4,800.00       | .00               | 4,800.00       | .00                       | .00             | 4,800.00                      | 0.00 100 
| 50218     | Professional Services    | 25,000.00      | .00               | 25,000.00      | 2,465.88                  | .00             | 21,584.10                     | 3,415.90 86 
| 50225     | Telephone                | 1,500.00       | .00               | 1,500.00       | 144.22                    | .00             | 931.20                        | 568.80 62 
| 50227-308 | Internet - Email         | 15,000.00      | .00               | 15,000.00      | 467.99                    | .00             | 5,615.88                      | 9,384.12 37 
| 50311     | Postage                  | 40.00          | .00               | 40.00          | .00                       | .00             | 40.00                         | 0.00 0 
| 50312     | Office Supplies          | 200.00         | .00               | 200.00         | 20.97                     | .00             | 189.03                        | 11.97 33 
| 50313     | Printing                 | 50.00          | .00               | 50.00          | .00                       | .00             | 50.00                         | (50.00) 0 
| 50319     | Computer Supplies        | 25,000.00      | .00               | 25,000.00      | 352.53                    | .00             | 23,563.48                     | 1,436.52 94 
| 50325     | Registration Fees        | 6,500.00       | .00               | 6,500.00       | .00                       | .00             | 99.12                         | 6,400.88 2 
| 50331     | Software, Licensing, Maint. Fees | 26,200.00 | .00               | 26,200.00      | 7,004.91                  | .00             | 36,556.44                     | (10,356.44) 140 
| 50335     | Meal Expenses            | .00            | .00               | .00            | .00                       | .00             | 150.00                        | (150.00) +++ 
| 50339     | Travel                   | 500.00         | .00               | 500.00         | 52.20                     | .00             | 1,171.09                      | (671.09) 234 
| EXPENSE TOTALS |                           | $270,976.00 | $0.00              | $270,976.00 | $27,383.31                | $0.00           | $265,669.99                    | $5,306.01 98% 

| State Account | 51450 - IT Operations Totals |                |                   |                |                           |                 |                               |         
| Department | 14 - IT Totals |                           |                |                   |                           |                 |                               |         
| Fund | 100 - General Fund Totals |                           |                |                   |                           |                 |                               |         
| Grand Totals |                           | $270,976.00 | $0.00              | $270,976.00 | $27,383.31                | $0.00           | $265,669.99                    | $5,306.01 98% 

Run by Mike Coleson on 02/03/2020 03:45:30 PM
February 13, 2020
Rose Lillyroot

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<td>Marshal Savitski</td>
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<td>Human Services</td>
<td>Term</td>
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Interviewing for PT APS Worker
Interviewing for both Clerk of Court positions (second interviews)
Interviewing for full time highway driver/operator
Interviewing for Veteran’s Representative position
Hired part-time EMT B
Hired full-time Maintenance person
Working on signage project for courthouse
Working on additional spacing needs for the DA’s office
Beginning a trial program to allow Economic Support workers to telecommute. We currently have two employees who qualify and are interested.
Working with animal control officer on vehicle needs
Researching COBRA vendors
Time Clock project is moving along - hoping for a go live of March/April 2020
Ongoing FMLA/ADA leave issues and other employee matters
New Matters:

2019 AB-470/SB-458 Circuit Courts – These bills which propose the addition of 12 additional circuit court branches throughout the state were adopted as amended by Executive action of the Joint Finance Committee (JFC) on February 12th. These bills will now go to the Governor for signing. It is not known what the Governor’s position is on this issue. Keep in mind that the Director of State Courts has the discretion to add the judges. Also, the infrastructure has to be completed by May of the year a county would receive a judge.

Opioid Litigation Update – Andy Phillips from von Briesen and Roper reported that the multiple parties in the ongoing opioid litigation are in settlement discussions. The national legal counsel will be conducting a telephone conference update on Friday, February 14th to update the counties involved.

Committee Structure and PACE Program Discussions - Jon Hochkammer of WCA will present information to the Administration Committee on February 13th regarding committee structure, jurisdiction and oversight. Jon will also present information to the Finance Committee on February 13th regarding the Property Assessed Clean Energy (PACE) Program. The PACE Program assists local governments in imposing a special charge on real property to secure loans made for energy efficiency, water consideration, and renewable energy improvements. The PACE financing option is a tool for economic development, and Jon will update the Finance Committee on how to best utilize this tool. Please note that Jon announced his retirement at the WCA Legislative Exchange conference, and while we wish him well, his work and assistance will be missed.

2020 WCA Annual Legislative Exchange – I attended the annual Legislative Exchange in Madison on February 4-5, with Board Members Shuman, Schleeter, and Morgan. The conference provided useful information on a variety of legislative topics that are key issues in Sawyer County, including juvenile justice administration, levy limits, transportation aids, and child support enforcement funding.

The WCA will next be hosting the WCA Northwest District meeting on April 29th at the Flat Creek Inn in Hayward, and the 2020 County Officials Workshop (COWS) on May 13th at Lakewoods Resort in Cable.
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.

After several discussions, we have determined the best alternative for the new ADA is to create an office out of space previously occupied by Child Support staff. We are finalizing plans with Maintenance staff to accommodate this addition. This will be the least disruptive alternative while we continue to evaluate the long-term needs of court staff.

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 5th, 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.

Winter Depot Update – News from Ron Petit: Tremendous news today (2/12) from talking to Helen Scotch, wife of Chris Scotch, the organizers for the Tuscobia Trail Ultra. THEY ARE GOING TO DONATE $6,500 dollars towards the Winter Depot Project. GIVEN ESTIMATES WE HAVE MADE REGARDING OTHER FUNDING INITIATIVES, THIS PUTS US ROUGHLY $500 AWAY FROM OUR TARGET GOAL TO COVER THE TOTAL QUOTED COST FOR THE RESTORATION. They will swing by here in April with the fallen Ultra participant plaque and we will attach it to the bench and place it trailside near the depot.
**Ongoing Matters/Updates:**

**Airport Apron/Taxilane Funding** – Airport Manager Derek Leslie, Accountant Mike Keefe and I met with Mark Graczykowski from WisDOT – Bureau of Aeronautics on January 8th to prepare discussion items for the Public Works Committee at its meeting on February 12th for the design and funding for the apron and possible taxilane projects. Work continues on engineering and consideration of funding options. While we do not have the final options from BOA at this time, we are analyzing the information we do have so a decision can be made on the level of local funding when we have all the information from BOA.

**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 8th. We are planning an open house for the public to view the facility. This will occur after the spring thaw and the parking lot is complete. Details to follow.

**Construction Foundations Training (CJCC)** – The Construction with Foundations training kicked off on January 20th. The program has received positive feedback. 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 finalized agreements with both WITC and New Reflections to define obligations, minimize the use of CJCC budgeted funds and protect the County’s interests.

**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.

**OO Property and Permit Process** – Discussions continue for the Ground Lease on the OO property with the American Birkebeiner Foundation. While the Ground Lease and Memorandum (MOU) are separate documents, both are being negotiated as new operational issues are raised. In addition, an internal permit process has been established for oversight of other events held at the OO Building and on other County land. This process is based on the permitting process for the Hatchery park pavilion to ensure consistency in the permitting process.

**Thoreson/Civil Action No. 19-CV-99B** – The litigation process continues in the lawsuit 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. I continue to work with Kurt Simatic of the Stafford Rosenbaum law firm and I’ll keep you informed as things progress.
Other Items:
- Airport FBO application process for hanger lessees and other businesses
- Winter Depot construction & grant oversight
- Opioid litigation oversight
- County Fairgrounds issues
- Second Circuit Court legislation and status
- Dam repairs and construction; investigate special assessment process
- Oversight and streamlined review process for new or amended Ordinances
- 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