1. PUBLIC ACCESS TO VIRTUAL MEETING
   a. From computer, iPad, Android device, click on this link to join the webinar: [https://zoom.us/j/92546130740](https://zoom.us/j/92546130740)
   b. Or dial this telephone number for listen only: 312-626-6799
      Webinar ID: 92546130740

2. CALL TO ORDER

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. MEETING AGENDA

5. PUBLIC COMMENTS
   a. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
   b. If you are on a telephone, dial *9 and wait to be recognized.

6. MINUTES FROM PREVIOUS MEETING
   3
   a. Admin 5-14-2020

7. VIRTUAL ATTENDANCE AT MEETINGS - DISCUSSION AND POSSIBLE ACTION
   4 - 24
   a. Board Policy for 6-11-2020 Admin Comm

8. VETERANS SERVICE DEPARTMENT REPORT
   25 - 28
   a. Veteran Service Office report May 2020

9. INFORMATION TECHNOLOGY DEPARTMENT REPORT
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.
Members present:
   In Assembly Room: Tweed Shuman, Dale Schleeter, James Schlender, Ron Kinsley, Helen Dennis

Others present:
   In Assembly Room: Tom Hoff, Mike Keefe, Rose Lillyroot, Gary Elliott, Cindy Lehner, Mike Coleson
   Virtually: Frank Zufall, Martin Hanson

Shuman called the meeting to order at 10:06

Motion by Kinsley, 2nd by Schleeter to approve the minutes from April 16, 2020 meeting. Motion carried

Veteran’s Service Officer Gary Elliott provided a written report to the Committee. Elliot is asking for approval to begin shuttles to Minneapolis again for veterans that are receiving care at the VA hospital. Memorial Day ceremonies to be taking place in Winter and Hayward – awaiting approval from Public Health Officer Julia Lyons to begin shuttles and Memorial Day ceremonies.

Information Technology Director Mike Coleson discussed what IT has been working on for the past month. The Committee thanks the IT Department for their hard work on quickly getting employees set up to work remotely.

Human Resources Coordinator Rose Lillyroot provided a written report to the Committee.

Administrator Tom Hoff reported to the Committee. Hoff presented Venture Architects fourth option and stated that this will be on the County Board agenda for May 21, 2020. Please email Hoff and Shuman with any concerns or questions you have for John Cain.

Meeting adjourned at 11:25

Minutes prepared by Cindy Lehner
Table of Contents

Mission Statement
Self-Organization
Governing Rules of the County Board
Board Compensation
Committees, Boards and Commissions
Open and Closed Meetings
Public Records not drafted
Code of Ethics
Appendix and Statutory References not drafted
Mission Statement: To be developed by the county board.
Sawyer County, Wisconsin
Self-Organized County

Section A: Authority.

This ordinance is adopted under authority granted by Section 59.10, Wisconsin State Statutes. To give Sawyer County the largest measure of self-government under that Statute, the contents of the Sawyer County Board of Supervisors Policy and Procedure Manual shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the State of Wisconsin Constitution or to any enactment of the State Legislature that is of statewide concern and which uniformly affects every County.

Section B: Title.

This ordinance shall be known as the Sawyer County Self-Organized County Ordinance.

Section C: General Provisions.

1. For the purpose of improving the ability of the county government to organize its administrative structure, Sawyer County elects to become a self-organized county and to act under the provisions of Section 59.10 (1), Wisconsin State Statutes.
   a) Terms of office for election of County Board of Supervisors. Supervisors are county officers and shall be elected for two-year terms in the election to be held on the first Tuesday in April in even numbered years and shall take office the third Tuesday in April of that year.
   b) Methods for filling vacancies on the County Board. Vacancies shall be filled by procedures determined by the County Board and defined in the Sawyer County Board of Supervisors Policy and Procedure Manual.
   c) Compensation of County Board Members. The method of compensation for County Board Supervisors shall be determined by the County Board. The County Board shall at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. The Board may also at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, provide additional compensation for the County Board Chairperson. In addition to the per diem, the County Board Supervisors shall receive mileage for attending Board meetings and other official meetings in accordance with the Sawyer County Board of Supervisors Policy and Procedure Manual.

2. The County Clerk shall file a certified copy of the Self-Organized County ordinance with the Wisconsin Secretary of State upon passage by the Sawyer County Board.
Section D: Conflicting Ordinances.

Any prior Sawyer County ordinances or parts thereof in conflict with the provision of this ordinance insofar as they regulate the establishment of Sawyer County as a self-organizing county are hereby repealed and rescinded effective the effective date of this ordinance.

Section E: Severability.

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Sawyer County Board of Supervisors would have passed the other provision of this ordinance irrespective of whether one or more provisions may be declared invalid and if any provisions of this ordinance, the application thereof to any person or circumstances is held invalid the remainder of the ordinance and the application of such provision to other persons or circumstance shall not be affected thereby.

Section F: Effective Date

This ordinance shall take effect upon passage and publication as provided by law.
Role of a County Board Member

Service as a Board Member is an honor and a trust requiring the holder to serve the public through use of judgement for the benefit of the public. A Board Member is sworn to uphold the Constitution of the United States of America and the State of Wisconsin. A Board Member is responsible to impartially carryout the laws of our nation, our state, and the county.

County Board Members come from society at large. It is probable that Board Members will hold different views, have different perspectives and see things differently. However, it is not these individual traits that must prevail. It is the collective action of the Board that must prevail. Board Members are required to courteously work together for the public good of the whole county.

Board Members are expected to individually contribute to a collaborative effort to set the county’s mission and advance the county’s priorities. Examples of such activity include:

1. Participating in the process of debate and voting on proposed ordinances, resolutions and motions at the county board and committee meetings.
2. Serving on one or more standing committee(s) or other committee(s), boards and commissions.
3. Spending the time needed to understand the issues that come before the board and their committees by preparing for such discussion in advance of the meetings.
4. Setting policy for the county, accepting that the County Administrator and county employees are responsible to carry out the policy. As such, a board member should not interfere with the County Administrator's duties to oversee the daily operations of the county.
5. Being responsive to the issues raised by their constituents.
6. Conducting themselves so that all aspects of their public life reflect positively on the board and its members.
7. Avoiding the appearance of a conflict of interest, bring to the Ethics Board attention any potential conflict.

Rule 1: Board Members

1. The County Board shall consist of fifteen (15) board districts.
2. Board Members shall serve a two year term beginning and expiring at the convening of the organizational meeting on the third Tuesday in April in the even numbered years.
3. If a vacancy occurs on the Board, the Chair shall appoint a person who is a qualified elector and resident of the board district to fill the vacancy subject to confirmation by majority vote of those members voting. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the Board orders a special election to fill the vacancy, in which case the person appointed shall serve until their successor is elected and qualified. A person so elected shall serve for the remainder of the unexpired term. Vacancy occurs upon the death of an incumbent, written resignation, removal or ceasing to be a resident of the district or for any other reason set forth in state statute.
4. No county officer or employee is eligible to hold the office of County Board Supervisor, but a Supervisor may be a member of a town board, city council or village board of trustees.
5. The Chair and Vice Chair may be removed by a majority vote of those members voting.
Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April and the November meeting will be on the first Tuesday after the second Monday. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within seven calendar days from the delivery of the request.
4. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
7. A majority of Board Members who are entitled to a seat shall constitute a quorum.
8. The County Board Chair may authorize a meeting to be held virtually if deemed necessary. Said meeting would be subject to Wisconsin Open meeting law.
9. If a quorum of the Board is physically present, a majority of the board may allow a board member to attend a meeting through telephone conference call or other electronic means.
10. Board members cannot attend more than three County Board meetings per year by this means.

Rule 3: Organizational Meeting

1. At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
4. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.
3. If the office of the Chair is vacated, new elections for Chair and Vice Chair will be held. Following nominations, which need not be seconded, each nominee may address the Board for three minutes. Secret ballot will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated shall be voted for. A person receiving a majority of votes cast on the primary ballot shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

4. The Chair shall preserve the order of the Board and decide the questions of order and procedure subject to an appeal to the Board. The Chair will ensure the Board and individual Board Members act consistent with the rules of order. The Chair shall preside at Board Meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Board deliberations will be fair, open and thorough, with all Members wishing to speak given a chance to do so.

5. The Chair, working with the County Administrator, will be responsible for the preparation of the written agenda. The Board agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the board members at least five calendar days before the scheduled board meeting.

6. The Chair can be a member of standing committees and will be an ex officio member of all other committees of the County Board.

7. The Chair shall have the power to vote at committee meetings when requested by that committee chair to fill a position caused by the absence of a Member of that committee.

8. The Chair shall appoint all Members of the standing committees of the Board with approval by the majority of the Board so voting, with the exception of elected committees. The full Board shall elect by a majority of those voting, members of the elected committees.

9. The Chair shall remove appointed committee members with approval by majority of those Board Members voting. The full Board can replace a member of elected committees by a majority of those Board Members voting. The Chair shall be entitled to vote on all questions coming before the Board. The Chair shall sign all ordinances and resolutions approved by the County Board and where required to do so by Board action counter sign orders, contracts, and the like. The Chair shall transact all necessary County Board business with others and represent Sawyer County at legislative hearings, conventions or other matters pertaining to the county. The Chair may delegate to department heads, County Administrator, other elected and appointed officers and other Board Members such roles and responsibilities.

Rule 5: Order of Business

1. Organizational Meeting
   - Call to order
   - Administration of oath of office
   - Roll call by the County Clerk
   - Pledge of allegiance
   - Certification of compliance with the open meeting law
   - Approval of agenda
   - Approval of minutes of last meeting
   - Election of Chairperson and Vice Chairperson
   - Adoption of Rules of Order
• Election of members of the committee which has jurisdiction over the Highway Department
• Follow order of business as established for other meetings

2. Other meetings
   • Call to order
   • Roll call by County Clerk
   • Pledge of allegiance
   • Certification of compliance with the open meetings law
   • Approval of agenda
   • Public comment See Rule 8
   • Approval of minutes of last meeting
   • Presentations when appropriate
   • Public hearing when needed
   • Committee reports, resolutions and ordinances
   • Election and appointments as needed
   • Correspondence, reports from conferences and meetings, other matters for discussion
   • Adjourn

Rule 6: Resolutions and Ordinances

1. All resolutions or ordinances must be in writing.
2. Resolutions or ordinances sponsored by committees, or by at least two Board Members, shall be delivered to the County Administrator 6 calendar days before the Board meeting.
3. Resolutions or ordinances sponsored by at least two Board Members and not previously considered by a committee of the Board shall, without motion to adopt or discussion, be referred by the Chair to the appropriate committee. This rule may be waived by a two-third vote of those members voting.
4. Any resolution or ordinance presented for consideration must bear the signature of the Members offering the resolution or ordinance, or if being presented by a committee, the signatures of those committee members approving the resolution or ordinance.

Rule 7 Voting and Procedure

1. Unless provided for elsewhere, Robert’s Rules of Order shall govern the procedures of the Board.
2. When a Board Member wishes to speak, they will activate the red light on their speaker, wait to be recognized by the chair, and address the chair. When two or more Members activate the red light at the same time, the Chair shall designate the Member who is to speak first. In all cases, a Member who activates the red light first shall speak first after being recognized by the Chair. Members speaking to the Board shall confine their remarks to the subject at hand and shall not deal in personalities. When called to order, the Member speaking will not proceed further without express permission of the Chair.
3. Any unanimous vote shall be considered and recorded as an affirmative unanimous roll call vote when so directed by the Chair.

4. Any Board Member can request a roll call vote. Whenever there is a roll call vote, the County Clerk shall call the roll by name. The County Clerk shall take roll call votes in rotating fashion.

5. No vote shall be taken on any orally presented motion or amendment to a resolution or ordinance until the County Clerk has written it out in full and read it back to the Board.

6. When a motion is made and seconded, it shall be stated by the Chair or designee prior to debate (except for motions to adjourn, postpone, table or commit). Thereafter, it is in the possession of the Board for debate. If agreed to by all the sponsors, the motion may be withdrawn at any time before amendment or decision. If withdrawn, it shall not be entered into the minutes.

7. Each Board Member will be allotted two opportunities to speak on an action being discussed by the Board.

8. If a motion before the Board contains several points, any Member may have it divided so that each point may be voted upon separately.

9. Any Member wanting to terminate the debate may call for the previous question (“call the question”). The Chair will ask if there is an objection to closing debate. If a Member objects to calling the question, the Chair may call for a motion to end debate. If the motion is made a seconded, the Chair should immediately call for a vote on the motion to close debate. Such a motion requires a two-thirds vote of Members attending to pass.

10. Once debate on a motion has begun, no other motions are permitted except the following, all of which need a second:

<table>
<thead>
<tr>
<th>Debatable</th>
<th>Votes to</th>
</tr>
</thead>
<tbody>
<tr>
<td>To adjourn</td>
<td>No</td>
</tr>
<tr>
<td>To table</td>
<td>No</td>
</tr>
<tr>
<td>Call the question</td>
<td>No</td>
</tr>
<tr>
<td>Postpone to certain day</td>
<td>Yes</td>
</tr>
<tr>
<td>To refer to a committee</td>
<td>Yes</td>
</tr>
<tr>
<td>To amend</td>
<td>Yes</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>Yes</td>
</tr>
<tr>
<td>To consider</td>
<td>Yes</td>
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</tbody>
</table>

Majority shall mean the majority of those voting. Two-thirds shall mean two-thirds of members voting.

See appendix A for a more complete list of resolutions requiring a supermajority vote of the Board.

11. A motion to adjourn or to table does not authorize a Member to move for adjournment or to table when another Member has the floor or when the Board is voting.

12. All motions amending or changing the current year budget as approved by the Board shall clearly state the reason for the amendment or change, the dollar amounts involved and the source of funding. Such motions require a two-thirds vote of the board membership to pass (10). Voting shall be by roll call.

13. It is in order for a Member who voted on the prevailing side, or a member excused from the previous board meeting, to move for reconsideration of the vote on any question in the same or next regular meeting of the Board.

14. If the Chair is participating in debate, the Chair shall upon the request of any Member, relinquish the gavel to the Vice Chair who shall not participate in the debate.
15. Other than election of Board officers, all votes will be public by voice (ayes and nays), show of hands, paper if the Board Members name is on the ballot, or by electronic voting if implemented.
16. All Members are required to vote unless there is a conflict or excused by the Chair.
17. A Member with a conflict of interest shall not vote, and prior to the matter being debated, seek authority form the Chair to abstain.

Rule 8: Public Participation in Board Meetings

The public is encouraged to attend Board meetings and participate in its proceedings. Such participation must be balanced with the orderly and efficient proceeding to the Board meetings. Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda or at the time of consideration for items on the agenda.

Those wishing to speak will sign up before the Board meeting indicating their name and topic they wish to address. They will be recognized by the Chair at the appropriate time. Once recognized, the person wishing to speak will approach the podium and state their name and subject upon which they will speak. The time allocated to any person addressing the board will be 3 minutes or less at the discretion of the Chair, with all public comment limited to a maximum of 30 minutes.

Rule 10: Suspension of the Rules

These rules may be amended by resolution at any regular session of the Board by a two-thirds vote of those Members voting.

Sawyer County Board of Supervisors
Board Compensation

Section A: Per Diem

1. Compensation of County Board Members shall be determined by the County Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. Compensation will be paid to committee members, a substitute for an absent committee member, or if requested to attend the committee meeting by the committee chair or Board Chair.
   a. All Board and County Board committee meetings.
   b. Meetings of other entities or committees to which the board member has been appointed.
   c. Formally schedule meetings such as the interviewing candidates to fill an open position or to provide guidance.
2. Travel time is not counted as meeting time except to attend the Wisconsin Counties Convention, other conventions and training sessions that involves a significant commute. Per diem / compensation will be calculated as in Section A 1. Above.
Section B: Mileage and Other Travel Expenses

A Board Member may charge mileage for travel to drive from their homes to any meeting, convention or training session for which they are eligible to receive a per diem. The mileage rate will be the same as that paid to county employees who drive their own car when no county car is available. When traveling to events involving a significant commute, board members are encouraged to car pool.

All other travel related expenses will be reimbursed according to what is set forth in the Personnel – Administrative Manual.

Section C: Board Chairperson Compensation

Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the County Board Chairperson.

Section D: Change in Board Compensation

Wisconsin State Statutes Section 59.10 (3)(f) provides that the County Board at its Annual Meeting may, with a two-thirds vote of all members, fix the per diem of the Board Members to be next elected.
Sawyer County Board of Supervisors
Committees, Boards and Commissions

Part I Standing and Ad hoc Committees of the Board

Section A: General Rules for All Committees

1. At its first meeting, a committee shall elect a chair and a vice chair. Following nominations, which need not be seconded each nominee may address the committee for three minutes. Secret ballots will be used to elect the committee chair and vice chair by separate votes on each. Only persons nominated may be voted for. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

2. When approved by the County Clerk, the committee may appoint a recording secretary. The recording secretary shall submit all agendas, minutes, and other records of all committee meetings to the County Clerk.

3. The committee chair, or in their absence, the vice chair shall call the meeting to order and preside over the meeting following the order of business as prescribed in Board Rule 5.

4. If the office of committee chair is vacated a new committee chair and vice chair will be elected as in item 1 above.

5. If the committee does not have a quorum, the meeting can take place for discussion only or the chair of the committee can reschedule the meeting. If a makeup meeting is to be scheduled, the time required to properly notice the meeting should be considered when setting the new meeting date.

6. Board Rule 7 shall apply to committee meetings.

7. No board member may serve on more than three standing committees nor less than two standing committees unless the board member requests to be on fewer that two.

8. Ex officio members are excluded from the quorum count, unless a quorum would not otherwise be present, in which case ex officio members or other County Board Members shall be deemed regular members.

9. Each committee shall approve goals and objectives for all programs and activities of the departments the committee oversees.

10. After approval by the Board as to purpose and members, each committee may create ad hoc subcommittees.

11. The committee chair working with the County Administrator will be responsible for the preparation of the written agenda. The agenda, related resolutions, ordinances and other attachments and minutes from the preceding meeting will be distributed to the committee members at least five calendar days before the scheduled meeting. In rare instances it may be necessary to add items to the committee agenda subsequent to the agenda being distributed. In such case, the documentation concerning that agenda item will be distributed to committee members as soon as possible.

12. The County Clerk is responsible for publishing committee agendas and proceedings in compliance with the open meeting policy.

13. Board Members not on the committee will be considered as part of the public and have the right to speak when called on by the committee chair. If the Board Member is attending at the
invitation of the committee chair, they may participate in the discussion on the relative agenda item.

14. Each committee shall act on all resolutions and ordinances which come before it that affect any department or agency that reports to it.

15. Resolution and ordinances presented for consideration at any meeting must be in writing. If approved by the committee, to be forwarded to the County Board they should bear the signatures of committee members voting for the resolution or ordinance.

16. Approved resolutions and ordinances must be forwarded to the County Administrator within two days of the committee meeting.

17. The chair of each committee shall present that committee’s resolutions and ordinances to the Board.

18. Members of the public will be given the opportunity to address the Board during public comment for items not on the agenda, or at the time of consideration for items on the agenda. The committee chair will call on the member of the public at the appropriate time. The committee chair has the discretion to limit the amount of time each person may speak and the total amount of time devoted to public comment.

19. A member with a conflict shall not vote and prior to the matter being debated, seek authority from the chair (vice chair in the case of the committee chair) to abstain. It is the State Attorney General’s opinion that such member shall leave the meeting room during debate and voting.

Section B: Standing Committees

1. Except for the Health and Human Services committee, Members shall be appointed for two-year terms by the Chair after spring election, and prior to the May meeting. The Chair’s appointment shall be confirmed by a majority of the Board voting. The standing committees are:
   a. Administration consisting of the County Board Chair and Vice Chair sitting as Chair and Vice Chair of the committee plus three appointed members.
   b. Public Safety/Court System consisting of five appointed members.
   c. Zoning, Forestry, Land Records, Survey and Register of Deeds consisting of six members five of which will be members of the Sawyer County Board and one representative of the Sawyer County farm service agency (Wisconsin statute s. 59.56 (3) (b)).
   d. Health and Human Services Board consisting of nine members, five of which will be County Board Members, shall be appointed by the County Administrator with confirmation by the majority of the Board voting. See the Health and Human Services Board section for more details about board selection and board terms.
   e. Public Works consisting of five appointed members.
   f. Economic Development/UW-Extension Committee consisting of five appointed members.
   g. Zoning Committee consisting of five appointed members.
   h. Finance Committee consisting of five appointed members.

Roles and responsibilities of the standing committees are as follows:

This section will be drafted by the standing committees and approved by the majority of board members voting.
Part I Section C. 3. Land, Water, Forestry, Surveyor, Land Records and Register of Deeds

Mission: Develop, guide and implement policies that protect and ensure the sustainability of our bio-diverse community.

Composition: Six members appointed by the Chair with approval of the board. Five members will be members of the Sawyer County Board. Two of which are to be members of the Committee of jurisdiction for agriculture and extension education (Sawyer County Economic Development Committee) and a representative of the Sawyer County farm service agency (Wisconsin statute s. 92.06 (1)(b) 1. & 2)

Committee of Jurisdiction for: Land, Water, Forestry, Land Records, Land Information, Surveyor and Register of Deeds

Primary Responsibilities:

- Approve the sale of property acquired by tax foreclosure.
- Approve semiannual forestry stumpage bids.
- Approve bids for trail work on trails overseen by the Forestry Department.
- Approve events to be held on County forest land
- Approve Forestry, Land and Water Conservation and Land Information plans that are required by governmental bodies.
- Hear reports from Sawyer County Trails Alliance, LCO Conservation, Wisconsin DNR Forestry and National Resources Conservation Services.
- Receive monthly reports from departments subject to the committee’s jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee’s jurisdiction.
- Approve grant requests for departments subject to the committee’s jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval.
- Approve contracts and agreements, and where the counter party requires board approval, forward to the County Board for approval.
- Review budgets for the departments subject to the committee’s jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments.
- Approve changes or amendments to the previously adopted annual budget (excluding line item transfers) for departments subject to the committee’s jurisdiction. This action will be passed on to the Finance Committee and then the County Board.
- Deal with all other issues of policy raised by the departments subject to the committee’s jurisdiction while avoiding interfering the day to day operations of county government.
Section C Ad Hoc Committees

The Chair will recommend creation of an ad hoc committee and shall appoint members of that committee with the approval of the majority of those board members voting. Prior to voting, the purpose of the ad hoc committee will be clearly stated. Once that purpose has been accomplished, the committee will automatically disband.

Part II Boards, Commission and other Committees

Section A: Other Boards and Commissions

County board members and/or other members where indicated will be appointed by the County Administrator, confirmed by a majority of the board members voting to the following committees and boards:

- Aging and Disability Resource Center of the North - one appointed board member
- American Birkebeiner Foundation - one appointed board member
- Criminal Justice Coordinating Committee – two appointed board members
- Ethics Board – three appointed board members and two Sawyer County citizens
- Hayward Lakes Visitor/Convention Bureau - two appointed members of which one must be a board member
- Indianhead Community Action Program - one appointed board member
- LCO Library - one appointed board member
- Local Emergency Planning Committee - one appointed board member
- Northern Regional Trail Advisory Committee-NoRTAC – one appointed board member
- Northern Waters Library Service - one appointed board member
- Northwest Regional Community Development Block Grant Housing Program – one appointed board member
- Northwest Regional Planning Commission - two appointed board members of which second member is an alternate.
- NW Wisconsin CEP - one appointed board member
- Sawyer County Fair - one appointed board member
- Sawyer County Housing Authority Commission - two board members. By State Statute all members appointed to the commission must be approved by the County Board
- Sawyer County Justice Committee
- Sawyer County/LCO Economic Development Corporation – two appointed board members
- Sawyer County/LCO Joint Committee – two appointed board members
- Sawyer County /LCO Transit - three appointed members
- Senior Resource Center (Aging unit) – two appointed board members
- Traffic Safety Committee – one appointed board member
- Visions Northwest – one appointed member
- Weiss Community Library Board - one appointed board member
- Winter Library Board - one appointed board member
- Zoning Board of Appeals - no board members
Sawyer County Board
Open/Closed Meetings

Section A: Policy

It is the policy of the Sawyer County that the public is entitled to the fullest and most complete
information regarding the affairs of county government as is compatible with conduct of county affairs
and the transaction of county business. All meetings of the Board, committees, boards and commissions
shall be held in public buildings or any place accessible to members of the public and shall be "open
sessions" as provided by s. 19.83, Wis. Stats. To that end:

1. The Board of Supervisors, committees, boards and commissions shall comply with the Open
   Meeting Law. Every meeting shall be preceded by a public notice. Discussion shall be held and
   action shall be initiated, deliberated upon and acted upon only in open session.

2. Every public notice of a meeting of board meeting, standing or ad hoc committees shall set forth
   the time, date, place and subject matter of the meeting, including the intended consideration at
   any contemplated closed session. The notice must be in enough detail so that it is reasonably
   clear to members of the public and the news media the business to be transacted. Public notice
   of every meeting shall be given at least 24 hours prior to commencement of such meeting,
   unless for good cause such notice is impossible or impractical, in which case shorted notice can
   be given, but no less than 2 hours prior to the meeting. The "good cause" provision should be
   used sparingly and only when truly necessary.

Section B: Closed Session

The County Board or any committees, upon motion duly made and carried by roll call vote may convene
in closed session. This motion may not be adopted unless the Chair announces to those present at the
meeting the nature of the business to be considered in closed session and the specific statutory
exemption by which such closed session is claimed. Such announcement will be recorded in the minutes.
No business may be taken up at any closed session except that which relates to matters germane to the
closed session. If the agenda does not give notice of a closed session a member who believes that the
agenda item under discussion in an open session should be discussed in closed session may make a
motion to convene in closed session. In such case, the closed session will be placed at the end of the
agenda. This provision should be used sparingly.

The Chair will state which, if any, non-board members may attend a closed session.

A closed session may be held for any of the following purposes:

1. Deliberating after any judicial or quasi-judicial trial or hearing.

2. Considering dismissal, demotion, licensing, or discipline of any county employee, unless an open
   session is requested by the person charged or otherwise under discussion.

3. Considering employment, promotion, and compensation or performance evaluation of any
   county employee.

4. Considering strategy for crime detection or prevention.
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session.

6. Considering financial, medical, social or personal histories or disciplinary action of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such person.

7. Conferring with county legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation.

8. Consideration of requests for confidential written advice from the government accountability board or from any county or municipal ethics board.

If the Board or committee intends to meet in open session after a closed session, the public notice must indicate this intent. If not, the Board or committee cannot convene within 12 hours of recession of the closed session.

No member of the county board shall be excluded from any closed session of the County Board or any standing committee of the Board. No person attending a closed session shall divulge any information pertaining to such closed session without specific authorization to do so. Penalties for violation of the secrecy of a legal closed session include censure and payment of damages the Board suffers by reason the unlawful breach of secrecy.

The minutes, records, proceedings and papers of a closed session shall be privileged and shall not be made available to the public unless authorized by the County Board, committee, board, or commission involved until such time as the purpose necessitating such closed session no longer exists.
Sawyer County Board of Supervisors
Code of Ethics

It is in the best interests of the members of the Sawyer County Board of Supervisors to be aware of and properly disclose all conflicts of interests and appearance of conflict of interests. Such action will improve the standards of public service. Such action will straighten the faith and confidence of the citizens of Sawyer County in their county board members.

Wisconsin State Statute Section 946.13 sets forth conduct which is deemed unlawful. This code is not a criminal code. This code covers acts which may not be illegal but which might cast doubt on the integrity of the Board and on County Board Members.

Generally, a conflict of interest may occur if:
1. The Board Member or any member of their family may receive a financial or other significant benefit as a result of their position on the county board. Significant benefit is anything of value that could reasonably be expected to influence a board members official action or judgement, or could reasonably be considered as a reward for any official action or inaction.
2. The Board Member has the ability to influence a decision for personal gain or advantage.
3. The Board Member has a financial or other significant interest, which impairs or might appear to impair the individual’s independence in the discharge of their responsibilities as a Board Member.

Although each circumstance will be different, some examples of conflict of interests include:
1. Self-benefit. Using your position or relationship as a board member to promote your own interests or those of your family.
2. Influence peddling. Soliciting or receiving benefits for yourself or your family from outside entities in exchange for using your influence to advance the interests of that entity within the County operations.
3. Other business relationships and dealings. Voting for purchases or contracts with entities in which you or your family have a significant financial or other interest or relationship.
4. Outside commitments. Participating in social or political activities is not restricted as long as you participate as an individual or as requested by the Chair or board.
5. Use of Sawyer County property for personal advantage. Using or taking Sawyer County resources, including facilities, equipment, personnel and supplies for private use or other unauthorized use
6. Recording or reporting false information. Misrepresenting, withholding or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes in order to derive personal benefit
7. Using inside information. Using information obtained as a board member to promote your own interests or those of your family
8. Closed session proceedings. Disclosing information discussed in closed sessions to others not part of the closed session.

Real or potential conflicts of interest should be disclosed to the Ethics Board. When deciding what kind of relationships should be disclosed consider the situation from the perspective of an outsider and
whether the relationship is of such a nature that it could raise an allegation of an apparent or actual conflict of interest. When making the decision about disclosure, err on the side of transparency. This will alleviate or avoid future misunderstandings.

Any county board member having a conflict of interest in any matter before the board should disclose that conflict and refrain from voting. Any Board Member who has reason to believe that the vote of another Board Member would be a conflict of interest shall request that board member to abstain from voting.

The recourse of the Board Member requested to abstain from voting is to request a ruling from the Chair. Any Board Member dissatisfied with the Chair’s decision has the right to apply for a hearing before the Ethics Board.

Each Board Member will be required to annually sign a Conflict of Interest Statement. Each Board Member is required to disclose to the Ethics Board real or perceived conflicts that arise after the Conflict of Interest Statement is submitted.

The Ethics Board will be appointed by the County Administrator with confirmation by a majority of Board Members voting.

Since the Ethics Board deliberations deal with personnel matters, the Ethic Committee shall deliberate in closed session. All deliberations of the Ethics Board will be documented. This documentation and the Conflict of Interest Statements are open for inspection by any Board Member on the condition items therein will not be disclosed to any person not on the Board.

Each year, all Board Members will be required to sign a Conflict of Interest Statement similar to Appendix B.
Administrative Committee Meeting, June 11, 2020

A. Budget Performance Report: Attached.

B. Office Report:

Contacts:

May: 375 phone calls, 188 letters/emails/faxes and 62 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 39 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: Re-starting this month (June).

Training: Up-to-date

Respectfully submitted,

Gary Elliott
CVSO
### Budget Performance Report

Fiscal Year to Date 06/10/2020

#### Includes Rollback Account and Rollup to Account

<table>
<thead>
<tr>
<th>Account</th>
<th>Transactions</th>
<th>Budget</th>
<th>Variance</th>
<th>Total</th>
<th>Forecast Total</th>
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<tr>
<td></td>
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<td></td>
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#### Performance

- **Expense**: Program Services, Administration
- **Rollback**: Office of General Counsel
- **Rollup**: Office of the Auditor General

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### Budget Performance Report

**Fiscal Year to Date 06/01/20**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>Forecast</th>
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<th>Projected (1)</th>
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</table>

- **Account:** Rollup Account and Rollup to Account
- **Budget Performance Report**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>Forecast</th>
<th>% Variance</th>
<th>Projected (1)</th>
<th>Actual (2)</th>
<th>% Variance (3)</th>
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</tbody>
</table>

- **Account:** Rollup Account and Rollup to Account
- **Budget Performance Report**
# Budget Performance Report

**Account - Account Description**

- Revenue
- Revenue Transfers
- Expenditures
- Expenditure Transfers
- Budget
- Current Month
- Amended
- Approved
- Revenue Totals
- Revenue Transfers
- Expenditure Totals
- Expenditure Transfers

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Total</th>
<th>General</th>
<th>Revenue</th>
<th>Revenue Transfers</th>
<th>Expenditure</th>
<th>Expenditure Transfers</th>
<th>Budget</th>
<th>Current Month</th>
<th>Amended</th>
<th>Approved</th>
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</table>

Fiscal Year to Date 06/10/02

Include Rollback and Rollin to Account
June 11, 2020

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
- new DAR in Large courtroom, Phone system update for new conference phones. Just need to install cabling in the ceiling for a camera.
- Move legacy servers in Sheriff dept to virtual.
- Highway Internet quality: Continuing saga. Looks like we will be converting again. Voice quality is poor. Seems the Norva line is getting more congested. Causes jitter on voice calls. Charter Spectrum has a coax solution that seems very promising.

Projects in progress
- Highway shop camera repair. Radisson and Winter. Cameras were damaged by water and ice. Replace with dome cameras. Winter shop complete. Radisson: awaiting replacement camera (1st replacement was defective)
- Much of our time in the last two months has been spent supporting remote workers due to the Covid-19 situation.
- Shoretel phone system upgrade for new conference phones.
- Much of the last 2 months has been spent in maintenance mode and supporting the Covid-19 remote work situation.

Projects completed
- Sheriff Dept servers and storage. Now running. New primary and backup storage.
June 11, 2020
Rose Lillyroot

May 2020 Turnover

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee</th>
<th>Department</th>
<th>Status</th>
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<tr>
<td>5/11/20</td>
<td>Mike Bestland</td>
<td>Maintenance</td>
<td>PT</td>
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<tr>
<td>5/12/20</td>
<td>Jon Frank</td>
<td>Maintenance</td>
<td>LTE</td>
</tr>
<tr>
<td>5/14/20</td>
<td>Tyas Mower</td>
<td>Highway</td>
<td>PT</td>
</tr>
<tr>
<td>5/14/20</td>
<td>Scott Prochaska</td>
<td>Highway</td>
<td>PT</td>
</tr>
<tr>
<td>5/18/20</td>
<td>Paul Ostrum</td>
<td>Highway</td>
<td>PT</td>
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<tr>
<td>5/27/20</td>
<td>Gary Hosler</td>
<td>Ambulance</td>
<td>PT</td>
</tr>
<tr>
<td>5/28/20</td>
<td>Katie Stark</td>
<td>Human Services</td>
<td>Intern</td>
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<td>5/28/20</td>
<td>Theresa Moore</td>
<td>Ambulance</td>
<td>PT</td>
</tr>
<tr>
<td>5/30/20</td>
<td>Chris Seeger</td>
<td>Ambulance</td>
<td>PT</td>
</tr>
<tr>
<td>5/31/20</td>
<td>Richard Welsh Jr</td>
<td>Sheriff</td>
<td></td>
</tr>
</tbody>
</table>

******************************************************************************
Time Clock project – conference call today to get the project started again

Working with maintenance and public health regarding precautions and modifications needed to begin face to face meetings in the courthouse

Continue working with departments regarding remote workers, continuity of operations, returning employees to the offices, etc

Budget/staffing discussions

Discussions regarding Criminal Justice Coordinator and Program Officer vacancies

Working with various employees regarding FMLA and Short Term Disability leaves

Addressing personnel issues in various departments
COVID-19 Update:

Enforcement/PHO Orders
Employee Work and Building Access:
Virtual Meeting
Screen/Mask
COVID-19 Expense
Sales Tax

CJCC
Open Positions
Testing Program
JusticePoint?
Programming
TAD grant

Court
2nd Courtroom options
California Avenue expansion
2nd Circuit Court – Operational Costs
Re-opening/PPE/Space needs

Airport
Terminal Remodeling
Taxiway repaving

Winter Depot
Senior Resource Center
TimeClockPlus
Municode
UniverCity
COWS sessions

Budget
2020
2021
Referendum
Debt
Cash Flow Analysis

Any Other Item for Discussion Only
Presentation Outline

Introductions

1. Review Previous Second Court Options
   - Scheme – 1
   - Scheme – 2
   - Scheme – 3

2. New Second Courtroom Options
   - Scheme – 4A
   - Scheme – 4B
   - Scheme – 5
   - Scheme – 6
   - Scheme – 7A
   - Scheme – 7B
   - Scheme – 8A
   - Scheme – 8B

3. Cost Summary
Budget Development


2. Budget Development
   - Construction Cost: Bricks & Mortar
   - Non-Construction Costs: Other Costs (20%)
   - Associated Costs To Remodel Affected Existing Areas (TBD)
Design Consideration

1. SCR 68 – Court Security, Facilities, and Staffing
   - 3 way Separation, Public, Secure, Restricted
   - Room Sizes

2. District Court Administrator Involvement

3. Project Phasing / Relocation (And Associated Costs)

4. Clerk of Court Function

5. Code Review – Fire Separation
Code Review – Fire Separation

- Discussed project with State Code Official, Erik Hansen (WI Dept. of Safety & Professional Services).

- Remodeling work in Existing Courthouse will not require fire sprinkler (less than 50% of Courthouse size).

- Connection between Existing Courthouse and new Courts Addition may require a fire separation (similar to HHS and Child Support Additions). Fire Rating TBD.

- Will Review with Erik Hansen During Final Design Phase.
Code Review – Fire Separation

- Scheme - 1
Code Review – Fire Separation

- Scheme - 1
Review Previous Second Court Options

Sawyer County Study Options to Add Second Courtroom to Existing Courthouse • Final Report • May 21st, 2020
Review Scheme 1

Scheme 1 – Floor Plan Diagram

= New Construction

= Remodel

= Inmate Movement

Entrance
Review Scheme 1

Scheme 1 – New Addition

Inmate Holding Area

Jury Deliberation Suite

Judge’s Suite

Judge’s Suite (Court Commissioner)

Court Suite

LOBBY

SECURITY

SECURE LOBBY

ASSEMBLY ROOM

1,030 sf

680 sf

Total BGSF = 10,137 SF

(PLUS MECH. PENTHOUSE) = 1,500 SF
### Scheme – 1

**Construction Cost Range**

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Range</th>
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<tbody>
<tr>
<td>Construction Cost Range</td>
<td>$3.48M (to) $3.75M</td>
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<tr>
<td>Non-Construction Cost Range @ 20%</td>
<td>$.83M (to) $.89M</td>
</tr>
<tr>
<td>Total Project Cost Range</td>
<td>$4.31M (to) $4.64M</td>
</tr>
</tbody>
</table>

**Cost To Relocate Displaced Departments**

No Cost
Review Scheme 2

Scheme 2 – Floor Plan Diagram

- Inmate Movement
- New Construction
- Remodel
- Inmate Movement

Entrance
Review Scheme 2
Scheme 2 – New Addition

Total BGSF = 10,098 SF
(PLUS MECH. PENTHOUSE) = 1,500 SF
### Scheme – 2

**Construction Cost Range**

- **Scheme – 2 (Same as Scheme 1)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Range</th>
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<tbody>
<tr>
<td>Construction Cost Range</td>
<td>$3.48M (to) $3.75M</td>
</tr>
<tr>
<td>Non-Construction Cost Range @ 20%</td>
<td>$.83M (to) $.89M</td>
</tr>
<tr>
<td>Total Project Cost Range</td>
<td>$4.31M (to) $4.64M</td>
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<tr>
<td>Cost To Relocate Displaced Departments</td>
<td>No Cost</td>
</tr>
</tbody>
</table>
Review Updated Scheme 3

Scheme 3 – 3D Image

- Aerial View
### Scheme – 3

**Construction Cost Range**

- **Construction Cost Range**: $10.0M (to) $10.8M

- **Non-Construction Cost Range @ 20%**: $2.36 M (to) $2.60 M

- **Total Project Cost Range**: $12.36M (to) $13.4M

- **Cost To Relocate Displaced Departments**: No Cost
New Second Courtroom Options
Scheme – 4A
Exterior
Scheme – 4A
Floor Plan Diagram

Remodel
2,920 SF
Additions
1,780 SF
Addition
2,860 SF

Total
7,560 SF
Scheme – 4A
Floor Plan Diagram

Addition 2,860 SF
Remodel 2,920 SF
Judge
Jury
Inmate
Public
Remodel 2,920 SF
Addition 1,780 SF

Total 7,560 SF
## Scheme – 4A

### Construction Cost Range

<table>
<thead>
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<th>Description</th>
<th>Range</th>
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<tbody>
<tr>
<td>Construction Cost Range</td>
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<tr>
<td>Non-Construction Cost Range @ 20%</td>
<td>$.546M (to) $.581M</td>
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<td>Total Project Cost Range</td>
<td>$3.277M (to) $3.486M</td>
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<tr>
<td>Cost To Relocate Displaced Departments</td>
<td>TBD</td>
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</table>
Scheme – 4B Courtyard
Scheme – 4B
Floor Plan Diagram

- Remodel 2,920 SF
- Additions 3,500 SF

Total 6,420 SF
## Scheme – 4B

### Construction Cost Range

<table>
<thead>
<tr>
<th>Scheme – 4B</th>
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<tbody>
<tr>
<td>Construction Cost Range</td>
<td>$2.116M (to) $2.263M</td>
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<tr>
<td>Non-Construction Cost Range @ 20%</td>
<td>$.423M (to) $.452M</td>
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<td>$2.539M (to) $2.715M</td>
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<tr>
<td>Cost To Relocate Displaced Departments</td>
<td>TBD</td>
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</table>
Scheme – 5
Exterior
Scheme – 5
Floor Plan Diagram

Addition
4,800 SF

Addition
1,200 SF

Total
6,000 SF
Scheme – 5

Floor Plan Diagram

(Sally Port) Addition 1,200 SF

Inmate

Public

Addition 4,800 SF

Judge

Jury

Total 6,000 SF
### Scheme – 5

#### Construction Cost Range

<table>
<thead>
<tr>
<th>Scheme – 5</th>
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<tbody>
<tr>
<td>Construction Cost Range</td>
</tr>
<tr>
<td>Non-Construction Cost Range @ 20%</td>
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<td>Total Project Cost Range</td>
</tr>
<tr>
<td>Cost To Relocate Displaced Departments</td>
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</tbody>
</table>
Scheme – 6
Floor Plan Diagram

Total 5,800 SF

Remodel 4,600 SF

Addition 1,200 SF
Scheme - 6
Floor Plan Diagram

Judge
Jury
Inmate
Remodel 4,600 SF
(Sally Port) Addition 1,200 SF
Total 5,800 SF

Public
I.T.
LAND RECORDS
Empty Conf.
A.
Empty
Offices
Toilets
Offices

Sawyer County Study Options to Add Second Courtroom to Existing Courthouse • Final Report • May 21st, 2020
Venture/Architects

Page 63 of 89
Scheme – 6

Construction Cost Range

$1.814M (to) $1.953M

Non-Construction Cost Range @ 20%

$.362M (to) $.39M

Total Project Cost Range

$2.176M (to) $2.343M

Cost To Relocate Displaced Departments

TBD
Scheme – 7A
Exterior
Scheme – 7A
Floor Plan Diagram

Addition 1,200 SF
Remodel 2,080 SF
Remodel 1,080 SF
Additions 2,230 SF

Total 6,590 SF
Scheme – 7A

Floor Plan Diagram

(Sally Port) Addition
1,200 SF

Total
6,590 SF

Addition
2,230 SF

Remodel
2,080 SF

Remodel
1,080 SF

Judge

Jury

Inmate

Public

CIRCUIT COURT

CLERK OF COURTS

Addition
2,230 SF

Remodel
1,080 SF

Reg. In Prop.
### Scheme – 7A

**Construction Cost Range**

- **Construction Cost Range**: $2.335M (to) $2.500M
- **Non-Construction Cost Range @ 20%**: $.467M (to) $.5M
- **Total Project Cost Range**: $2.802M (to) $3.0M
- **Cost To Relocate Displaced Departments**: TBD
Scheme – 7B
Floor Plan Diagram

Addition 1,200 SF
Addition 2,800 SF
Remodel 2,270 SF

Total 6,270 SF
Scheme – 7B
Floor Plan Diagram

(Sally Port) Addition
1,200 SF

Addition
2,800 SF

Remodel
2,270 SF

Total
6,270 SF
### Scheme – 7B

**Construction Cost Range**

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<td>$2.778M (to) $2.965M</td>
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<td>Cost To Relocate Displaced Departments</td>
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**Notes:**
- Scheme – 7B
- Construction Cost Range:
  - $2.315M (to) $2.471M
- Non-Construction Cost Range @ 20%:
  - $.463M (to) $.494M
- Total Project Cost Range:
  - $2.778M (to) $2.965M
- Cost To Relocate Displaced Departments:
  - TBD
Scheme – 8A
Floor Plan Diagram

Addition
1,200 SF

Remodel
4,910 SF

Addition
740 SF

Total
6,850 SF
Scheme – 8A
Floor Plan Diagram

(Sally Port) Addition
1,200 SF

Total
6,850 SF
## Scheme – 8A

**Construction Cost Range**

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<th>Description</th>
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<td>$2.598M (to) $2.794M</td>
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<td>Cost To Relocate Displaced Departments</td>
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Scheme – 8B

Exterior
Scheme – 8B
Floor Plan Diagram

Total 6,670 SF

- Addition 1,200 SF
- Remodel 1,030 SF
- Remodel 2,400 SF
- Additions 2,040 SF
Scheme - 8B
Floor Plan Diagram

(Sally Port) Addition
690 SF

Total
6,670 SF

Remodel
1,030 SF

Addition
2,040 SF

Remodel
2,400 SF

Inmate
Public

C.J.C.
CLERK OF COURTS

Jury
Judge

REG. IN PROP.

Assembly

CLERK OF COURTS

CIRCUIT COURT

I.T.
AND WORDS

NING

CLERK OF COURTS

Jury
Judge

Remodel
2,400 SF

Addition
2,040 SF

(Sally Port) Addition
690 SF

Total
6,670 SF
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<th>Scheme – 8B</th>
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### Construction Cost Range

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<tr>
<td>Total Project Cost Range</td>
<td>$2.528M to $2.703M</td>
</tr>
<tr>
<td>Cost To Relocate Displaced Departments</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Cost Summary
## Cost Summary

*(By The Number – Bid Spring 2021)*

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Description</th>
<th>Construction Cost</th>
<th>Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Courtroom Addition &amp; Support Spaces</td>
<td>$3.48 M to $3.75 M</td>
<td>$4.31 M to $4.64 M</td>
</tr>
<tr>
<td></td>
<td>Remodeling = $.38 M - $.45 M Construction Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Same as Scheme 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>$10.0 M to $10.8 M</td>
<td>$12.36 M to $13.4 M</td>
</tr>
<tr>
<td>4A</td>
<td></td>
<td>$2.731 M to $2.905 M</td>
<td>$3.277 M to $3.486 M</td>
</tr>
<tr>
<td>4B</td>
<td></td>
<td>$2.116 M to $2.263 M</td>
<td>$2.539 M to $2.715 M</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>$2.379 M to $2.514 M</td>
<td>$2.854 M to $3.016 M</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>$1.814 M to $1.953 M</td>
<td>$2.176 M to $2.343 M</td>
</tr>
<tr>
<td>7A</td>
<td></td>
<td>$2.335 M to $2.500 M</td>
<td>$2.802 M to $3.0 M</td>
</tr>
<tr>
<td>7B</td>
<td></td>
<td>$2.315 M to $2.471 M</td>
<td>$2.778 M to $2.965 M</td>
</tr>
<tr>
<td>8A</td>
<td></td>
<td>$2.165 M to $2.329 M</td>
<td>$2.598 M to $2.794 M</td>
</tr>
<tr>
<td>8B</td>
<td></td>
<td>$2.107 M to $2.253 M</td>
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</tr>
</tbody>
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## Cost Summary

(Cost Low To High – Bid Spring 2021)

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<thead>
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<tbody>
<tr>
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<td>$1.814 M (to) $1.953 M</td>
<td>$2.176 M (to) $2.343 M</td>
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</tr>
</tbody>
</table>
Scheme Key Map

Floor Plan Diagram

# = Least To Most Cost

1 2 3 4A 4B 5 6 7A 7B 8 8A 8B 9

Page 82 of 89
The following tables ranks the different options with respect to their constructability with 1 being the best and 11 being the worse.

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Scheme</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 1       | 2      | **Pro(s):**  
• Easiest to construct – minimum impact on existing building  
• Single phase construction in one location  
• Minimal disruption to daily operations during construction including unwanted noise  
• Minimal required fire separation wall  
**Con(s):**  
• Displaces existing parking  
• Construction can be affected by time of year and adverse weather |
| 2       | 1      | **Pro(s):**  
• Fairly easy to construct  
• Single phase construction in one location  
• Minimal disruption to daily operations during construction including unwanted noise  
**Con(s):**  
• Displaces existing parking  
• Construction can be affected by time of year and adverse weather |
**Constructability Assessment**

Sawyer County  
Study Options to Add Second Courtroom to Existing Courthouse  
Hayward, Wisconsin  

May 29, 2020  
Venture Project 190039.02

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Scheme</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 3       | 6      | **Pro(s):**  
• Remodeling is fairly simple  
• Single phase construction in one location  
• Fairly minimal disruption to daily operations during construction  
• Does not displace existing parking  
**Con(s):**  
• May require fire separation wall  
• Working above occupied space will be disruptive to the occupants below |

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Scheme</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 4       | 4A     | **Pro(s):**  
• New construction is fairly easy to construct  
• Does not displace existing parking  
**Con(s):**  
• Remodeling around existing vaults may be complicated  
• May require fire separation wall  
• Noise transfer into existing courtoom  
• Loss of existing windows |
Constructability Assessment

Sawyer County
Study Options to Add Second Courtroom to Existing Courthouse
Hayward, Wisconsin

May 29, 2020

Venture Project 190039.02

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<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>• Need to relocate existing condensing units</td>
</tr>
<tr>
<td>5</td>
<td>4B</td>
<td>Pro(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Construction access from the street is good</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Does not displace existing parking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Addition scope is concentrated in one area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimal noise disruption to existing courtroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Con(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Construction in the courtyard will require redesign of the adjoining existing roofs</td>
</tr>
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<td></td>
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</tr>
<tr>
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<td>• May require fire separation wall</td>
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<tr>
<td></td>
<td></td>
<td>• Loss of existing windows</td>
</tr>
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<td>• Need to relocate existing condensing units</td>
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<tr>
<td>6</td>
<td>4B modified</td>
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</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Venture/Architects • 212 North 25th Street, Milwaukee, Wisconsin 53233 • 414.271.3359 • ventarch.com
**Constructability Assessment**

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<thead>
<tr>
<th>Ranking</th>
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<th>Comments</th>
</tr>
</thead>
</table>
| 7       | 5      | **Pro(s):**  
• Construction access from the street is good  
• Fairly minimal disruption to daily operations during construction  
• Does not disrupt existing parking  

| Con(s): |  
• Construction in the courtyard will require redesign of the adjoining existing roofs  
• Will require fire separation wall  
• Loss of existing windows |

| Con(s):  
• Multiple phases of construction is less desirable  
• Construction in the courtyard will require redesign of the adjoining existing roofs  
• Remodeling around existing vaults may be complicated  
• May require fire separation wall  
• Loss of existing windows  
• Need to relocate existing condensing units |
### Constructability Assessment

**Sawyer County**  
Study Options to Add Second Courtroom to Existing Courthouse  
Hayward, Wisconsin  

May 29, 2020  

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</table>
| 8       | 8B     | - Construction noise along three sides of existing building  
          - Need to relocate existing condensing units  

<table>
<thead>
<tr>
<th>Pro(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy construction access to new addition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Con(s):</th>
</tr>
</thead>
</table>
| - Construction of courtroom in both the existing and addition may be complicated  
  - Disruption to daily operations during construction  
  - Construction will require redesign of adjoining existing roof  
  - Displaces existing parking |

<table>
<thead>
<tr>
<th>9</th>
<th>8A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro(s):</td>
<td></td>
</tr>
<tr>
<td>- Minimal addition size reduces weather impact</td>
<td></td>
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</tbody>
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<table>
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Study Options to Add Second Courtroom to Existing Courthouse
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May 29, 2020

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|         |        | • Disruption to daily operations during construction  
|         |        | • Construction will require redesign of the adjoining existing roof  
|         |        | • Displaces existing parking |

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<th>Comments</th>
</tr>
</thead>
</table>
| 10      | 7A     | Pro(s):  
|         |        | • Does not displace existing parking |
|         |        | Con(s):  
|         |        | • Construction in the courtyard is extremely difficult as there is no easy access to the construction zone  
|         |        | • Disruption to daily operations during construction  
|         |        | • Main power feed to the existing building may have to be relocated  
|         |        | • Loss of existing windows |

<table>
<thead>
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<th>Comments</th>
</tr>
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</table>
| 11      | 7B     | Pro(s):  
|         |        | • Does not displace existing parking |
|         |        | Con(s):  
|         |        | • Construction in the courtyard is extremely difficult as there is no easy access to the construction zone |
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