



# Sawyer County

## Agenda

Administration Committee Meeting  
Thursday, August 13, 2020 @ 10:00 AM  
Assembly Room Virtual meeting

Page

### 1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at [1-312-626-6799](tel:1-312-626-6799) with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
- b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
- c. If you are on a telephone, dial \*9 and wait to be recognized.

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

### 3. MEETING AGENDA

### 4. PUBLIC COMMENTS

### 5. MINUTES FROM PREVIOUS MEETING

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- a. [Admin 7-9-2020](#)

### 6. VETERANS SERVICE DEPARTMENT REPORT

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- a. [Veteran Service Office's July report](#)

### 7. INFORMATION TECHNOLOGY DEPARTMENT REPORT

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- a. [IT Report](#)

### 8. HUMAN RESOURCES REPORT

**9. COUNTY ADMINISTRATOR'S REPORT**

**10. BOARD POLICY REGARDING PUBLIC COMMENT - DISCUSSION AND POSSIBLE ACTION**

**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 July 9, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Tweed Shuman, Ron Kinsley, Helen Dennis, James Schlender, Dale Schleeter.

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Rose Lillyroot, Mike Coleson, Linda Zillmer, Dianne Ince, Rebecca Roeker,

Shuman called the meeting to order at 10:00

Motion by Dennis, 2<sup>nd</sup> by Kinsley, to approve the minutes from the June 11, 2020 meeting. Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 400 phone calls, 100 office visits in June. On June 25 started back up transporting to VA Medical Center Minneapolis. No budget changes expected.

Information Technology Director Mike Coleson reported to the Committee. Coleson working on Wisconsin Elections Commission grant. A couple items to use the grant funding on are email upgrade and security assessment.

Human Resource Coordinator Rose Lillyroot provided a written report.

Administrator Hoff reported to the Committee. Daily updates on COVID 19. Continue having employees working outside the courthouse. Working with Justice Point to identify services they can provide the county. Met with City of Hayward officials regarding California Avenue expansion and vacating 5<sup>th</sup> Street. Conveyed the benefit to Sawyer County of building on 5<sup>th</sup> street. Sawyer County employees received the annual raise of 1.5% on July 1, 2020.

The Committee discussed the policy for masking at county meetings. Sawyer County employees are required to mask for meetings. The public is highly encouraged to mask.

The Committee discussed 2<sup>nd</sup> courtroom options. Extension of California Avenue and vacating 5<sup>th</sup> Street is on the City Council agenda July 13, 2020. The 5<sup>th</sup> Street building option is an answer to safety issues for inmates and officers.

Supervisor James Schlender reported on the Special meeting of the Public Safety Committee to discuss bus safety.

Motion by Kinsley, 2<sup>nd</sup> by Schlender, to convene in Closed Session pursuant to Section 19.85 (g) , Wisconsin Statutes, to confer with legal counsel for the County concerning possible litigation involving Sawyer County. Motion carried unanimous.

Meeting adjourned 11:33 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, August 13, 2020**

**A. Budget Performance Report:** Attached.

**B. Office Report:**

**Contacts:**

June: 403 phone calls, 194 letters/emails/faxes and 84 office visits.

**VA Disability Compensation/Pension Claims:**

The Veteran Service office submitted 45 disability/pension claims to date and received retroactive payment of \$317,668.53 for claims decided in the Veteran's favor.

**Training:** Up to date.

During the week of July 20<sup>th</sup> Michelle Pederson attended and successfully completed the first, ever, on-line National Accreditation training offered by the National Association of County Veteran Service Officers, Inc. Michelle is Sawyer County's first Nationally Accredited Veteran Benefit Specialist.

Wisconsin CVSOA (State) continuation training remains scheduled for October 5<sup>th</sup>-9<sup>th</sup> in Siren, WI.

**Miscellaneous items of interest:**

2021 Budget – The Veteran Service Office 2021 budget was submitted on-time with no increase in operating expenses from the previous year (less external cost increases outside the Veteran Service Office's control).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott", is written over a circular stamp or seal.

Gary Elliott  
CVSO



# Budget Performance Report

Fiscal Year to Date 08/03/20  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>REVENUE</b>										
Department <b>57 - Veteran's Administration</b>										
46250	Veterans' Trans. Fees	9,000.00	.00	9,000.00	.00	.00	750.00	8,250.00	8	4,975.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
Department <b>57 - Veteran's Administration Totals</b>		<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$12,250.00</b>	<b>6%</b>	<b>\$8,975.00</b>
<b>REVENUE TOTALS</b>		<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$12,250.00</b>	<b>6%</b>	<b>\$8,975.00</b>
<b>EXPENSE</b>										
Department <b>57 - Veteran's Administration</b>										
State Account <b>54710 - Veteran's Relief</b>										
50217	Donation Expense	.00	.00	.00	.00	.00	.00	.00	+++	100.00
50217-301		.00	.00	.00	.00	.00	.00	.00	+++	100.00
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	999.36	4,000.64	20	1,894.18
State Account <b>54710 - Veteran's Relief Totals</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$999.36</b>	<b>\$4,000.64</b>	<b>20%</b>	<b>\$1,994.18</b>
State Account <b>54720 - Veteran's Office</b>										
50111	Regular Salaries	118,402.00	.00	118,402.00	.00	.00	49,516.74	68,885.26	42	102,388.24
50112	Salaries Overtime	.00	.00	.00	.00	.00	34.46	(34.46)	+++	.00
50144	Term Life Ins./Employer's Share	22.00	.00	22.00	.00	.00	16.39	5.61	74	41.57
50147	Workers Comp	5,537.00	.00	5,537.00	.00	.00	2,432.00	3,105.00	44	5,491.88
50151	FICA-Employer's Share	9,057.00	.00	9,057.00	.00	.00	3,786.15	5,270.85	42	7,988.23
50152	Retirement-Employer's Share	5,126.00	.00	5,126.00	.00	.00	3,033.96	2,092.04	59	4,347.37
50154	Hospital and Health Insurance	9,064.00	.00	9,064.00	.00	.00	.00	9,064.00	0	.00
50155	Flex Administration Fees	41.00	.00	41.00	.00	.00	30.10	10.90	73	88.40
50156	Health Reimb. Act.	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
50158	Unemployment Compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
50225	Telephone	500.00	.00	500.00	.00	.00	205.39	294.61	41	484.84
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	108.90	2,391.10	4	3,466.64
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	47.75	152.25	24	184.03
50312	Office Supplies	1,000.00	.00	1,000.00	.00	.00	59.74	940.26	6	75.10
50313	Printing	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
50325	Registration Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
50329	Dues/Subscriptions	350.00	.00	350.00	.00	.00	79.00	271.00	23	214.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	270.00
50343	Boards & Commissions	900.00	.00	900.00	.00	.00	.00	900.00	0	180.00
<b>50349</b>										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	984.96
<b>50349 - Totals</b>										
		<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	<b>\$984.96</b>
50351	Vehicle Fuel	7,000.00	.00	7,000.00	.00	.00	593.04	6,406.96	8	4,219.36
State Account <b>54720 - Veteran's Office Totals</b>		<b>\$169,499.00</b>	<b>\$0.00</b>	<b>\$169,499.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$61,307.62</b>	<b>\$108,191.38</b>	<b>36%</b>	<b>\$132,927.12</b>



# Budget Performance Report

Fiscal Year to Date 08/03/20  
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>EXPENSE</b>										
<b>Fund 100 - General Fund</b>										
<b>Department 57 - Veteran's Administration</b>										
<b>State Account 54730 - Care of Veteran's Graves</b>										
50220	Contracted Expenses	6,000.00	.00	6,000.00	.00	.00	736.00	5,264.00	12%	5,524.00
State Account 54730 - Care of Veteran's Graves Totals		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$736.00	\$5,264.00	12%	\$5,524.00
<b>Department 57 - Veteran's Administration Totals</b>										
EXPENSE TOTALS		\$180,499.00	\$0.00	\$180,499.00	\$0.00	\$0.00	\$63,042.98	\$117,456.02	35%	\$140,445.30
Fund 100 - General Fund Totals		\$180,499.00	\$0.00	\$180,499.00	\$0.00	\$0.00	\$63,042.98	\$117,456.02	35%	\$140,445.30
<b>EXPENSE TOTALS</b>										
Fund 100 - General Fund Totals		13,000.00	.00	13,000.00	.00	.00	750.00	12,250.00	6%	8,975.00
REVENUE TOTALS		180,499.00	.00	180,499.00	.00	.00	63,042.98	117,456.02	35%	140,445.30
EXPENSE TOTALS		(\$167,499.00)	\$0.00	(\$167,499.00)	\$0.00	\$0.00	(\$62,292.98)	(\$105,206.02)		(\$131,470.30)
<b>Fund 100 - General Fund Totals</b>										
<b>Department 00 - General</b>										
<b>State Account 54700 - Veteran's Grant Expenses</b>										
43565	State Aid/Veteran's Grant	8,500.00	.00	8,500.00	.00	.00	8,500.00	.00	100%	8,500.00
49300	Use of Prior Years' Fund Balance	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0%	.00
Department 00 - General Totals		\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$8,500.00	\$8,500.00	50%	\$8,500.00
REVENUE TOTALS		\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$8,500.00	\$8,500.00	50%	\$8,500.00
EXPENSE TOTALS		\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$8,500.00	\$8,500.00	50%	\$8,500.00
<b>Department 00 - General</b>										
<b>State Account 54700 - Veteran's Grant Expenses</b>										
50111	Regular Salaries	2,150.00	.00	2,150.00	.00	.00	.00	2,150.00	0%	2,150.00
50226	Hardware/Software	1,450.00	.00	1,450.00	.00	.00	.00	1,450.00	0%	898.00
50247	Repairs-Buildings	7,650.00	.00	7,650.00	.00	.00	10.00	7,640.00	0%	.00
50325	Registration Fees	1,450.00	.00	1,450.00	.00	.00	470.00	980.00	32%	180.00
50335	Meal Expenses	500.00	.00	500.00	.00	.00	.00	500.00	0%	135.00
50336	Lodging	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0%	1,350.00
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0%	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	14.52	285.48	5%	107.64
State Account 54700 - Veteran's Grant Expenses Totals		\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$494.52	\$16,505.48	3%	\$4,820.64
Department 00 - General Totals		\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$494.52	\$16,505.48	3%	\$4,820.64
EXPENSE TOTALS		\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$494.52	\$16,505.48	3%	\$4,820.64
<b>Fund 213 - Veteran's Service Grant Totals</b>										
REVENUE TOTALS		17,000.00	.00	17,000.00	.00	.00	8,500.00	8,500.00	50%	8,500.00
EXPENSE TOTALS		17,000.00	.00	17,000.00	.00	.00	494.52	16,505.48	3%	4,820.64
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,005.48	(\$8,005.48)		\$3,679.36



# Budget Performance Report

Fiscal Year to Date 08/03/20

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund 411 - Veteran's Transportation Grant</b>										
<b>REVENUE</b>										
Department 00 - General										
43566	Veterans' Trans. Grant	12,800.00	.00	12,800.00	.00	.00	9,594.39	3,205.61	75	12,434.16
48301	Sale of Fixed Assets	.00	.00	.00	.00	.00	.00	.00	+++	6,575.00
Department 00 - General Totals		\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$0.00	\$9,594.39	\$3,205.61	75%	\$19,009.16
<b>REVENUE TOTALS</b>		\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$0.00	\$9,594.39	\$3,205.61	75%	\$19,009.16
<b>EXPENSE</b>										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50811	Capital Outlay -Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	34,293.75
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
State Account 54725 - Capital Outlay/Van Purchase Totals		\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$38,293.75
<b>EXPENSE TOTALS</b>		\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$38,293.75
Fund 411 - Veteran's Transportation Grant Totals										
<b>REVENUE TOTALS</b>		12,800.00	.00	12,800.00	.00	.00	9,594.39	3,205.61	75%	19,009.16
<b>EXPENSE TOTALS</b>		9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0%	38,293.75
Fund 411 - Veteran's Transportation Grant Totals		\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$0.00	\$9,594.39	(\$5,794.39)		(\$19,284.59)
Grand Totals										
<b>REVENUE TOTALS</b>		42,800.00	.00	42,800.00	.00	.00	18,844.39	23,955.61	44%	36,484.16
<b>EXPENSE TOTALS</b>		206,499.00	.00	206,499.00	.00	.00	63,537.50	142,961.50	31%	183,559.69
<b>Grand Totals</b>		(\$163,699.00)	\$0.00	(\$163,699.00)	\$0.00	\$0.00	(\$44,693.11)	(\$119,005.89)		(\$147,075.53)

**Mike Coleson**  
*Sawyer County IT Director*



August 13, 2020

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

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email [mcoleson@sawyercountygov.org](mailto:mcoleson@sawyercountygov.org)

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**

- o Possible grant funded security initiatives. Waiting for approval.
- o

**Projects in progress**

- HHS video camera deployment for staff

**HelpDesk activities**

Average of 6 support calls per day. Remote / On-site comparison: about 30-70.

**Maintenance**

Highway shop cameras  
PC replacement/upgrades: 4  
Printer replacement 1

**Projects completed**

- Shoretel mobility router. Allows personal phones to act as extensions of county phones.
- Airport internet. Replaced equipment and wiring.
- Shutdown old server for sheriff: SRVMAIN.