1. **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
   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/95015680309. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 950 1568 0309. 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**
   4 - 7
   a. County Board 8-20-20

6. **REPORT FROM SHERIFF DOUG MROTEK AND EMERGENCY MANAGER PAT SANCHEZ ON SEARCH AND RESCUE OPERATIONS**

7. **ZONING COMMITTEE CHAIR REPORT**
   8 - 29
   a. Resolution to Adopt Rules and Bylaws of the Sawyer County Zoning Committee.
      Resolution to Adopt Zoning Rules and Bylaws
      Sawyer County Zoning Rules and By-Laws
8. PUBLIC SAFETY COMMITTEE CHAIR REPORT
a. Criminal Justice Coordinating Council Update

9. PUBLIC WORKS COMMITTEE CHAIR REPORT

10. LAND, WATER, AND FOREST RESOURCES COMMITTEE CHAIR REPORT

11. HEALTH AND HUMAN SERVICES BOARD CHAIR REPORT

12. FINANCE COMMITTEE CHAIR REPORT
30 - 31 a. Resolution to apply Capital Improvement Program Fund Balance to the 2020 Capital Improvement Program Maintenance Department for Equipment
Resolution Maintenance Equipment

32 - 44 b. Initial Resolution Authorizing not to Exceed $1,100,000 General Obligation Promissory Note for public works Highway Department equipment purchases and road construction projects
Resolution to Issue Debt for 2021 Budget
2021 Budget Presentation

13. ECONOMIC DEVELOPMENT & UW EXTENSION COMMITTEE CHAIR REPORT

14. COUNTY ADMINISTRATOR'S REPORT

15. SAWYER COUNTY BOARD OF SUPERVISORS POLICY AND PROCEDURE MANUAL - AMENDMENT RELATING TO PUBLIC COMMENT AT THE COUNTY BOARD AND COUNTY COMMITTEE MEETINGS. DISCUSSION AND POSSIBLE ACTION
45 - 46 a. Resolution regarding Board Rules on public comment

47 b. Exhibit A to Resolution regarding public comments

16. SAWYER COUNTY BOARD/LAC COURTE OREILLES TRIBAL COUNCIL JOINT COMMITTEE UPDATE

17. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY
18. CLOSED SESSION
a. CLOSED SESSION pursuant to Wisconsin Statute 19.85 (e) for the purpose of deliberating an exchange of public property relating to the Sawyer County Courtroom Public Works project.

19. THE COUNTY BOARD MAY RECONVENE IN OPEN SESSION TO TAKE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION
Chair Tweed Shuman called the August meeting of the Sawyer County Board of Supervisors to order. Roll call was as follows (x indicates present)

- 01 - Dale Schleeter – T Lenroot W 1, T Hayward W 7, C Hayward W 5 and 6
- 02 – Jesse Boettcher – T Lenroot W 2, T Round Lake W 1
- 03 – Tweed Shuman – T Hayward W 1 and 2
- 04 – Troy Morgan – T Hayward W 3 and 4
- 05 – James H. Schlender Jr. – T Hayward W 5 and 6
- 06 – Marc D. Helwig – C Hayward W 1 and 2
- 07 - Thomas W. Duffy – C Hayward W 3 and 4
- 08 - Bruce Paulsen – T Bass Lake W 1 and 2
- 09 – Susie Taylor – T Bass Lake W 3 and 4
- 10 – Chuck Van Etten – T Sand Lake, T Edgewater W 1
- 11 – Dale Olson – T Edgewater W 2, T Bass Lake W 5, T Hayward W 8, T Meteor, T Couderay, V Couderay
- 12 – Dawn Petit – T Spider Lake, T Round Lake W 2, T Winter W 1
- 13 - Ron Kinsley – T Hunter, T Radisson W 1, T Ojibwa W 1, V Radisson
- 14 – Ron Buckholtz – T Radisson W 2, T Ojibwa W 2, T Weirgor, V Exeland, T Meadowbrook
- 15 – Helen Dennis – T Winter W 2, T Draper, V Winter

Public Access to Virtual Meeting See agenda on website

Call to Order, Roll Call, Pledge of Allegiance
Certification of Compliance with the Open Meetings Law
Meeting Agenda
Minutes from Previous Meeting: July 16, 2020
Appointments:
- Appoint two citizens to the Criminal Justice Coordinating Council
- Appoint Tom Winiarczyk to the Land, Water, and Forest Resource Committee
- Designate County Administrator as the county’s representative on the Joint Review Board for the City of Hayward’s Tax Incremental District #6.

COVID-19 Update – Julia Lyons
Zoning Committee Chair Report
Public Safety Committee Chair report
- Criminal Justice Coordinating Council Update
- Discussion and Possible Action Regarding JusticePoint Proposal

Public Works Committee Chair Report
Land, Water, and Forest Resources Committee Chair Report
- Ground Lease with American Birkebeiner Ski Foundation - Discussion and Possible Action
Chair Shuman called meeting to order at 6:30 pm

Motion by Dennis, 2nd by Duffy, to approve the minutes from the July 16, 2020 meeting. Motion carried

Motion by Kinsley, 2nd by Schlender, to appoint Gary Hilgendorf and Kathy McCoy as citizen members to the Criminal Justice Coordinating Council. Motion carried

Motion by Dennis, 2nd by Buckholtz, to appoint Tom Winiarczyk to the Land, Water, and Forest Resources Committee. Motion carried

Motion by Buckholtz, 2nd by Kinsley, to designate the Sawyer County Administrator as the County’s representative on the Joint Review Board for the City of Hayward’s Tax Incremental District #6. Motion carried

Public Health Officer Julia Lyons gave a COVID-19 update. The power point is attached to the agenda on the website.

Zoning Committee Chair Ron Buckholtz reported to the Board.

Public Safety Committee Chair James Schlender reported to the Board. Jail population is near capacity, seven inmates out on electronic monitor.

County Administrator Tom Hoff presented a proposal from Justice Point to provide services previously performed by Sawyer County employees Diane McNamer and Richard Welsch. Justice Point works in other counties in the State of Wisconsin and has the expertise needed for these programs. Justice Point will do drug testing, provide
programs and assist with the TAD grant application. The proposal was discussed at the Criminal Justice Coordinating Council meeting and forwarded to the County Board for approval. Motion by Schleeter, 2nd by Helwig, to approve the Justice Point proposal. Motion carried.

Public Works Chair Ron Kinsley reported to the Board on the Maintenance Department, the Highway Department, and the Sawyer County Airport.

Land, Water, and Forest Resources Committee Chair Bruce Paulsen reported to the Board.

Administrator Hoff presented a Ground Lease and Memorandum of Understanding with the American Birkebeiner Ski Foundation. The Ground Lease is specific to the Birkie building on “OO” that is on County land. The MOU covers all areas in the County the Birkie uses and defines the rights and responsibility of the Birkie.

Motion by Buckholtz, 2nd by Duffy, to approve Resolution #2020-34 Authorizing Ground lease on Sawyer County Property with American Birkenbeiner Ski Foundation. Motion carried.

Motion by Morgan, 2nd by Duffy, to approve Resolution #2020-35 Authorizing Memorandum of Understanding and Agreement with American Birkenbeiner Ski Foundation. Motion carried.

The LWFRC approved an application to purchase county land at their meeting on August 12, 2020. Motion by Buckholtz, 2nd by Olson, to approve the purchase of county land in the Town of Bass Lake, Tax IDs 002-106-11-1300 & 002-106-16-2901. Motion carried.

Health and Human Services Board Chair Dale Schleeter reported to the Board.

Finance Committee Chair Bruce Paulsen reported to the Board. The Committee discussed pros and cons of short and long term loans. A long term loan will increase property taxes by 4-6%. A short term loan will increase property taxes by 14-16% and will have minimal interest expense. In June the County Board passed a resolution authorizing issuing debt to balance the 2021 budget. Two resolutions will come before the board this fall. The first one will be for borrowing to balance the 2021 budget. The second will be for borrowing to build the second courtroom facility.

Economic Development and UW Extension Committee Chair James Schlender reported to the Board. The Sawyer County/Lac Courte Oreilles Economic Development Corporation hired Mike Garner as Executive Director. Mr. Gardner attended the August Committee meeting and reviewed current activities of the SC/LCO EDC.

Sawyer County Administrator Tom Hoff reported to the Board. The Maintenance Department is installing Plexiglas in department windows to allow face to face customer
service when needed. Hoff sent a memo to Department Heads regarding the masking requirement in the courthouse and asked for cooperation. Employees are encouraged to work remotely where possible. Continue to work on an ordinance for local enforcement. Have met with most departments regarding the 2021 budget. Met with City of Hayward officials regarding vacating 5th Street for building the second courtroom. Winter Depot will hold a grand opening on September 4. The Census responses are very low in Sawyer County. The County receives funding based on Census Statistics. Everyone is encouraged to report to the 2020 Census. If you do not file a report, someone will be coming to your door soon. Working with the Zoning and Highway Department regarding high water on Perch Lake.

The board took a break at 8:09. Reconvened at 8:15. Supervisor Olson left the meeting.

The Administration Committee discussed the current Board Policy regarding Public Comments at their meeting on August 13, 2020. The committee failed to forward a recommendation to the County Board on this agenda item. The County Board Chair received a request that this item be put on the County Board agenda. In order for this item to be discussed, the board needs to have a 2/3 vote of the members present. Motion by Morgan, 2nd by Buckholtz, to review the County Board Supervisors Policy regarding Public Comments. The roll call votes was as follows: Paulsen – yes; Taylor – yes; Van Etten – yes; Olson – absent; Petit – yes; Kinsley – no; Buckholtz – yes; Dennis – yes; Schleeter – no; Boettcher – no; Shuman – yes; Morgan – yes; Schlender – no; Helwig – yes; Duffy – no; the motion failed with 9 voting yes and 5 voting no.

Motion by Kinsley, 2nd by Schleeter, to convene in Closed Session pursuant to Wisconsin Statute 19.85 (e) for the purpose of deliberating or negotiating an exchange of public property and other public business relating to the Sawyer County Courtroom Public Works project and the need for closed session discussions. Motion carried unanimous.

Motion by Buckholtz, 2nd by Dennis, to come out of closed session

Adjourned 9:10 pm

Audio of the County Board meeting is on the website.

Minutes prepared by Carol Williamson
SAWYER COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. ________

RESOLUTION TO ADOPT RULES AND BYLAWS
OF THE SA WYER COUNTY ZONING COMMITTEE

WHEREAS, Wisconsin law permits Sawyer County (the “County”) Board of Supervisors (“County Board”) to adopt certain rules, including the adoption of rules and bylaws pertaining to the operations of its standing committees, including the County Zoning Committee;

WHEREAS, Wis. Stat. § 59.69(2)(c) authorizes the County Zoning Committee (as the statutory county zoning agency) to adopt such rules and regulations governing its procedure as it considers necessary or advisable, and such rules and regulations are subject to change by the County Board;

WHEREAS, the County Zoning Committee wishes to revise the existing “Rules and By-Laws,” which was last updated in June 2013, due to various provisions therein being outdated, and to adopt new rules that are applicable to current County Zoning Committee procedures and operations;

WHEREAS, the County Zoning Committee discussed the appropriate provisions to be included in updated rules and regulations governing the County Zoning Committee’s procedures and operations;

WHEREAS, on August 21, 2020, the County Zoning Committee met and reviewed a final draft of the Rules and Bylaws of the Sawyer County Zoning Committee (the “Final Draft Rules”), a copy of which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, after discussion, the County Zoning Committee determined that adoption of the Final Draft Rules is in the best interest of the health, welfare and safety of the County and its residents, and thereafter voted to adopt the Final Draft Rules and voted to recommend that the County Board confirm the adoption of the Final Draft Rules at the County Board meeting to be held on September 17, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Sawyer County Board of Supervisors approves and does ordain as follows:

1. Recitals. The Recitals set forth above are true and accurate, and are therefore incorporated herein.

2. Adoption of Rules and Bylaws of the Sawyer County Zoning Committee. The Sawyer County Board of Supervisors hereby confirms the adoption of the Rules and Bylaws of the Sawyer County Zoning Committee, a copy of which is attached hereto as Exhibit A. All previous rules or bylaws pertaining to the operations of the Sawyer County Zoning Committee are hereby terminated and shall be superseded in part and whole by the Rules and Bylaws of the Sawyer County Zoning Committee being adopted herein.

(Signatures Appear on the Following Page)
This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its meeting on September 17, 2020 by this Sawyer County Zoning Committee on this August 21, 2020.

Ron Buckholtz, Chair
Bruce Paulsen, Vice-Chair

Jesse Boettcher, Member        Troy Morgan, Member

Dawn Petit, Member            Tweed Shuman, Alternate Member

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 17th day of September, 2020.

Tweed Shuman, Sawyer County Board of Supervisors Chair
Carol Williamson, Sawyer County Clerk
EXHIBIT A

Rules and Bylaws of the Sawyer County Zoning Committee (attached)
RULES AND BYLAWS OF THE  
SAWYER COUNTY ZONING COMMITTEE  

Amended:  June 17, 2004; September 16, 2005; August 17, 2007; October 17, 2008; March 19, 2009; November 20, 2009; June 20, 2013; and ______., 2020.

SECTION 1.0 DEFINITIONS

(1)  “Aggrieved person” means any person whose substantial interests are adversely affected by a determination.

(2)  “Applicant” means any person, company, business entity or governmental body requesting permission from the County, which such action falls within the County Zoning Committee’s jurisdiction and requires the zoning Committee’s approval to do or take such action that requires County approval.

(3)  “Application” means any application, petition, or other written request made to the County by an individual, company, business entity or governmental body for permission to do or take such action that requires County approval and falls within the Zoning Committee’s jurisdiction.

(4)  “Bylaws” mean these Rules and Bylaws of the Sawyer County Zoning Committee.

(5)  “Chairperson” means the Sawyer County Zoning Committee Chairperson.

(6)  “County” means Sawyer County.

(7)  “County Board” means the Sawyer County Board of Supervisors.

(8)  “County Comprehensive Plan” means the County’s development plan as set forth in Wis. Stat. § 59.69 (3) and Wis. Stat. § 66.1001(1)(a)1.

(9)  “Findings of Fact” means a statement of the Zoning Committee’s rationale behind the decision and facts that support the decision.

(10)  “Moot Question” means a hypothetical question or a question relating to a controversy that does not exist.

(11)  “Substantial Evidence” means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an Applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

(12)  “Zoning Administrator” means the Sawyer County Zoning and Conservation Department Administrator.
“Zoning Committee” means the Sawyer County Zoning Committee, which is also the designated zoning agency pursuant to Wis. Stat. § 59.69(2)(a).

SECTION 2.0 STATUTORY AUTHORITY; BYLAWS

2.1 **Statutory Authority.** The Sawyer County Zoning Committee is hereby designated as the zoning agency pursuant to Wis. Stat. § 59.69(2)(a). The Zoning Committee shall be responsible for performing all duties and maintaining all the rights and obligations set forth in Wis. Stat. § 59.69 or as otherwise delegated to a zoning agency.

2.2 **Adoption of Bylaws and Amendment of Bylaws.**

   (1) These Bylaws may be changed or amended from time to time by a majority vote of the Zoning Committee at any regular or special meeting.

   (2) These Bylaws are hereby adopted pursuant to the statutory authority set forth in Wis. Stat. § 59.69(2)(c).

2.3 **Interpretation of Bylaws.**

   (1) These Bylaws are supplementary to the provisions of the County Zoning Ordinance as they relate to the procedures of the Zoning Committee. In the event of a conflict between these Bylaws and the County Zoning Ordinance, the terms of the County Zoning Ordinance shall control.

   (2) These Bylaws are subject to and preempted by the Wisconsin Statutes, and any other applicable law or regulation. In the event of any conflict between these Bylaws and the Wisconsin Statutes or other applicable law or regulation, the Wisconsin Statutes, applicable law or regulation shall apply.

SECTION 3.0 JURISDICTION, POWER AND AUTHORITY OF THE ZONING COMMITTEE

3.1 **Committee of Jurisdiction.**

   (1) In addition to the obligations set forth in Wis. Stat. § 59.69(2), the Zoning Committee shall be the Committee of Jurisdiction for the following:

   (a) The County Zoning and Conservation Department, to the extent that the jurisdiction is not within the County Land, Water and Forest Resources Committee.

   (b) Hear and make recommendations to the County Board for Applications for zone district changes.

   (c) Hear and make recommendations to the County Board for amendments to the County Zoning Ordinance.
(d) Review and act on Applications for conditional use permits and special use permits.

(e) Conduct public hearings when necessary as required by the Statutes, the County Zoning Ordinance, or other applicable law.

(2) The powers of the Zoning Committee include the following:

(a) Draft Zoning Ordinances, Subdivision Ordinances and Sanitation Ordinances, and prepare any proposed amendments to Zoning Ordinances, Subdivision Ordinances and Sanitation Ordinances.

(b) Make recommendations to the County Board for its action on proposed Zoning Ordinances, Subdivision Ordinances or Sanitation Ordinances, and any amendments thereto.

(c) Hear and review proposed individual Zoning District amendments and make recommendations to the County Board on such proposed amendments.

(d) Conduct public hearings that are required pursuant to the Wisconsin Statutes or the County Zoning Ordinance for matters within the powers of the Zoning Committee’s jurisdiction.

(e) Prepare amendments to the County’s Comprehensive Plan, as defined by Wis. Stat. § 59.69(3) or as designated by Wis. Stat. § 66.1001, and make recommendations to the County Board for adoption of such amendments.

(f) Hear, review and decide land divisions pursuant to Wis. Stat. Ch. 236, Wis. Admin. Code Ch. NR 115, and the Subdivision Control Ordinance.

(g) Hear, review and decide Applications for conditional uses that are authorized and listed within the County Zoning Ordinance.

(h) Oversee the administering of the County Zoning Ordinances.

(i) Hear Wisconsin Fund Appeals.

(j) Waive specific provisions of the Bylaws in a specific matter and upon request, set forth in herein upon due consideration of a matter’s specific facts and circumstances.

(3) At all times, the Zoning Committee shall act pursuant to the Wisconsin Statutes, the County Zoning Ordinances and any other applicable law or regulation that takes legal precedence over these Bylaws and applies to the work of the Zoning Committee.
3.2 **Membership of Zoning Committee.**

(1) The Zoning Committee shall consist of five (5) members and one (1) alternate member from the County Board.

(2) Zoning Committee members shall reside in an unincorporated area of the County.

(3) Each Zoning Committee member shall be an elected representative of a District that is, either in part or in its entirety, subject to the jurisdiction of the County and the County Zoning Ordinances. A Zoning Committee member may not be the elected Board representative of District 6 or District 7.

3.3 **Limitations.** Nothing herein shall be construed to give or grant to the Zoning Committee any of the following:

(1) The power or authority to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official.

(2) The power to grant or otherwise authorize any such variance from the terms and conditions of the County Zoning Ordinance.

(3) Any other power that is within the jurisdiction of the County Board of Appeals pursuant to Wis. Stat. § 59.694.

**SECTION 4.0 OFFICERS AND DUTIES**

4.1 **Zoning Committee Chairperson.**

(1) **Appointment; Election.** The Zoning Committee shall elect the Zoning Committee Chairperson at the first Zoning Committee meeting following the organizational meeting of the County Board.

(2) **Duties.** The Chairperson shall:

(a) Preside over and direct the conduct of all Zoning Committee meetings and hearings of the Zoning Committee. In the event of a hearing conducted before the Zoning Committee, the Chairperson may administer oaths and compel the attendance of witnesses.

(b) Report on all official transactions that have not otherwise come to the attention of the Zoning Committee.

(c) Subject to these Bylaws and further instructions from the Zoning Committee:

(i) Direct the official business of the Zoning Committee.
(ii) Supervise the work of the Zoning Committee.

(iii) Request necessary help when required, coordinate the Zoning Committee’s needs to the appropriate Staff, and assist the Zoning Administrator with preparation of Zoning Committee meeting agendas.

(iv) Decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance on motion duly made and approved.

4.2 **Zoning Committee Vice-Chairperson.**

(1) Election: The Zoning Committee shall elect a Vice-chairperson.

(2) Duties: The Vice-chairperson shall perform all the duties of the Chairperson in the event the Chairperson is not able to perform those duties.

4.3 **Zoning Committee Secretary.**

(1) Election: The Zoning Administrator shall appoint a Secretary.

(2) Duties: The Secretary, or the Secretary’s designee, shall perform the following duties:

(a) Record and maintain permanent minutes of the Zoning Committee’s proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating the absence and reason for failure to vote.

(b) Keep records of its official actions.

(c) Summarize accurately the testimony of those appearing before the Zoning Committee and keep an audio recording of all hearings.

(d) Record the names and addresses (if provided) of all persons appearing before the Zoning Committee in person, or by attorney.

(e) Subject to the Zoning Committee and Chairperson’s discretion, conduct the correspondence of the Zoning Committee and have published in a local newspaper public notices of meetings or hearings as required by law.

(f) File the Zoning Committee minutes and records in the office of the Zoning Department.

(g) Act as the record custodian of all minutes, records and other materials deemed public records pursuant to a record retention policy adopted by the County or applicable state laws.
(h) County staff, including, but not limited to, the Zoning Department staff and the County Clerk, shall assist the Secretary of the Zoning Committee in performing these duties.

SECTION 5.0 ZONING COMMITTEE MEETINGS

5.1 **Time and Place of Meetings.**

(a) Zoning Committee meetings and hearings shall be held on the third Friday of each month, unless otherwise determined by the Zoning Committee Chairperson. The Zoning Committee shall approve a calendar of meeting dates on an annual basis.

(b) Zoning Committee meetings and hearings may otherwise be held, or may be cancelled, upon the determination of the Zoning Committee Chairperson, provided that all Zoning Committee members are notified by the Secretary at least 48 hours prior to such meeting or hearing, or within at least 48 hours prior to the cancelled meeting or hearing.

5.2 **Open Meetings.** All Zoning Committee meetings and hearings shall be open to the public and in conducted in accordance with applicable Wisconsin law.

5.3 **Closed Session Meeting.** The Zoning Committee may call a closed session in accordance with Wis. Stat. § 19.85 upon the request of the Zoning Committee Chairperson and after a motion to go into closed session that is approved by majority vote.

5.4 **Meeting Notices and Publication.** The Zoning Committee Secretary, or the Zoning Committee Secretary’s designee, shall comply with all applicable laws and regulations regarding publication and notices for Zoning Committee meetings and any hearing held before the Zoning Committee.

5.5 **Quorum.** A quorum must be present to conduct the business of the Zoning Committee. A quorum shall consist of a majority of all members of the Zoning Committee. No action may be taken except by a majority vote of such quorum.

5.6 **Order of Business.**

(1) The Zoning Administrator, with the input of the Chairperson, shall prepare an agenda for each Zoning Committee meeting, listing the matters of business at all meetings in the following order:

(a) Call to order and roll call.

(b) Pledge of Allegiance.
(c) Statement, or summary of statement, by the presiding officer concerning notice in accordance with the Wisconsin Open Meeting Law.

(d) Statement, or summary of statement, by the Chairperson concerning public hearing procedures.

(e) Public comment for items appearing on that meeting’s agenda.

(f) Application requests and any accompanying public hearings required for each Application request in the following order:

(i) Rezoning Applications.

(ii) Conditional use permit Applications and special use Applications.

(iii) Ordinance amendments.

(g) Unfinished business.

(h) Other new business that may come before the Zoning Committee.

(i) Communications and miscellaneous.

(j) Adjournment.

(2) The order of business at any Zoning Committee meeting may be amended by consent of a majority of Zoning Committee members present at the given Zoning Committee meeting.

5.7 Robert’s Rules of Order. Unless provided elsewhere in these Bylaws, Robert’s Rules of Order shall govern the actions of the Zoning Committee and conduct of the meetings if not covered by these Rules.

SECTION 6.0 APPLICATIONS AND PROCEDURES

6.1 Content of Applications.

(1) Application Form. The Zoning Administrator shall determine a standard form of each Application. The Zoning Committee may direct, and the Zoning Administrator shall comply with, any elements or contents of an Application or the required information to be supplied in an Application.

(2) Required Information.

(a) An Applicant shall provide all the required information set forth on a form Application and any additional information requested by the Zoning Administrator or the Zoning Committee at the time an Application is filed.
(b) An Applicant shall provide any additional information required by the Wisconsin Statutes, the Wisconsin Administrative Code, the County Zoning Ordinance, or any other applicable law, regulation or ordinance.

(c) Failure of the Applicant to supply the required information within 30 days of filing an Application may be considered by the Zoning Committee as a failure to comply with the Application procedure and the case may be dismissed for failure of timely filing.

(d) Any communication except on prescribed forms shall be deemed a mere notice of intention to file and shall not be deemed a filing to comply with the requirements of timely filing.

(3) **Fees.**

(a) The Applicant shall pay such fees as may be from time to time established upon recommendation by the Zoning Committee and adopted by the County Board. Application fees may consist of Application review fees, publication fees, and notification fees.

(b) All Application fees shall be paid in full at the time of filing the Application.

(c) The Zoning Administrator shall not take any action on an Application, including but not limited to review or publication, prior to receipt of the required Application fees.

(d) Application fees shall be deposited with the Zoning Administrator for each Application filed before a public hearing will be scheduled.

6.2 **Reasons to be Stated.** The reason for the Application must be stated and the reasons why the request should be granted must also be stated by the Applicant:

(1) If a change in zone district is requested, facts should be stated upon which findings may be made by the Zoning Committee to justify the granting of the change in zone district. Zone district changes must be accompanied by a map per Wis. Stat. § 59.69(5)(e).

(2) If a conditional use is requested, facts should be stated upon which findings may be made by the Zoning Committee to justify granting the conditional use permit or special use permit.

6.3 **Who May File.**

(1) Applications to the Zoning Committee shall be filed with the Zoning Administrator by an Applicant or the Applicant’s agent or representative. If an
Applicant is not the fee simple owner of the property that is the subject of the Application, the fee simple property owner must sign the Application.

(2) Petitions for zoning map amendments may be filed by a property owner, a County Board member, a member of the Zoning Committee, or by a Town Board.

6.4 **Copies to be Sent.** The Zoning Administrator shall transmit copies of the Application as follows:

(1) The original Application shall remain in the Zoning Administrator’s file and held as a public record.

(2) One (1) copy to the Zoning Administrator for publication and notice compliance.

(3) One (1) copy to each Zoning Committee member.

(4) One (1) copy to the Applicant.

(5) One (1) copy to the Clerk of the Town Board, City Council, or Village Council, as may be applicable.

(6) In the case of Applications or petitions affecting property within the Wetland/Shoreland Zoning District, one (1) copy of the Application shall also be sent to the Department of Natural Resources.

(7) Any other copies of an Application shall be sent in order to comply with any applicable law.

6.5 **Dismissal of Application and Request.** The Zoning Committee may refuse to hear or act on an Application upon the failure of the Applicant to pay the Application fees, supply the required information called for on the Application, or as further reasonably required by the Zoning Administrator.

6.6 **Time for Hearing and Meeting.** Each Application shall be considered by the Zoning Committee at its next meeting after date of the filing the Application and all required notices have been published.

6.7 **Notice of Hearing and Meeting.**

(1) The Secretary of the Zoning Committee, or the Secretary’s designee, shall give, or cause to be given, notice of each public hearing and meeting as required by law and these Bylaws. This shall include at least the following:

(a) Publication of a Class 2 pursuant to Wis. Stat. Ch. 985 hearing notice in a newspaper of general circulation, and pursuant to the terms of Wis. Stat. § 59.69(2)(e).
(b) Mailing a notice of the hearing to the Applicant and, where required, to the area office of the Department of Natural Resources at least 10 days before the hearing.

(c) Mailing a notice of the hearing to property owners of all lands, within the County, within 300 feet of the perimeter of the property subject to the Application. This notice shall include the following:

(i) A form opinion letter that includes the information required for a hearing notice and provide the recipient the opportunity to indicate whether he/she is in favor or opposed to the application and provide an area for additional comments.

(ii) A statement that comments from surrounding property owners may be considered by the Zoning Committee in granting or denying the request set forth in the Application.

(iii) A statement that the property owner is encouraged to submit comments in writing or attend the hearing so the property owner’s opinions may be heard.

(iv) A statement encouraging the property owner to provide information to substantiate the information set forth in the opinion letter, such as:

a. Letters from real estate professionals attesting to a support an argued increase or decrease in property values should the Application be approved.

b. Data supporting the potential impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.

c. Professional test results or reports such as traffic studies, environmental reports or soil testing.

(v) A statement that the property owner’s signature(s) are required on the form opinion letter in order that the comments receive consideration by the Zoning Committee.

(vi) The failure of each opinion letter to reach any property owner shall not invalidate any decision made on a change in zone district or conditional use.

(d) Mailing or emailing a notice of the hearing to the Town Clerk and Town Chairman of the Town Board of the Town in which the property subject to the Application is located, including the provisions set forth below. If
notice is sent via email, the Zoning Administrator shall include with the electronic mail a request that the Town Clerk promptly confirm receipt of the materials by return electronic mail. If the Zoning Administrator does not receive such confirmation within 2 business days, the Zoning Administrator shall submit the materials to the Town Clerk by certified mail.

(i) Notice that the Application shall be returned to the Zoning Administrator indicating whether the Town Board approved, denied or postponed decision on the Application.

(ii) The Town shall provide verification of its decision.

(iii) The decision shall be signed by the Town Board members and attested by the Town Clerk.

(iv) The decision of the Town may be considered by, but shall not be binding upon, the Zoning Committee in granting or denying the request set forth in the Application, unless otherwise required by law.

(e) Mailing or emailing a notice of the hearing to the City Clerk or Village Clerk and City Mayor or Village President when the property affected lies within 1-1/2 air miles of the closest city or village limits, no less than one week before the date of the hearing. If notice is sent via email, the Zoning Administrator shall include with the electronic mail a request that the Town Clerk promptly confirm receipt of the materials by return electronic mail. If the Zoning Administrator does not receive such confirmation within 2 business days, the Zoning Administrator shall submit the materials to the Town Clerk by certified mail. This notice shall also include the following:

(i) Request that the Application shall be returned to the Zoning Administrator indicating whether the City Council or Village Board approved, denied or postponed decision on the Application.

(ii) A form Findings of Fact.

(iii) The decision shall be signed by the City Council members or the City Council’s designated representative, or Village Board members or the Village Board’s designated representative, and attested by the City Clerk or Village Clerk.

(iv) The decision of the City or Village may be considered by, but is not binding upon, the Zoning Committee in granting or denying the request set forth in the Application.
SECTION 7.0 PROCEEDINGS OF PUBLIC HEARINGS AND MEETINGS

7.1 **Appearances, Adjournments.** At the time of the public hearing and meeting, the Applicant may appear on the Applicant's own behalf or be represented by a representative or agent. A motion passed to postpone, recess or adjourn until a date certain that is made at a noticed meeting date, to a future time and place certain, is adequate notice to the Zoning Committee members, the Applicant and the public of a new meeting date.

7.2 **Witnesses.** The Chairperson may compel the attendance of witnesses and may require those wishing to testify to state their names and interests in the matter before the Zoning Committee. Testimony may be taken under oath administered by the Chairperson.

7.3 **Order of Public Hearings.**

(1) A public hearing conducted at the same Zoning Committee meeting at the discussion or decision on that Application shall occur immediately prior to that decision or discussion on the agenda.

(2) Public hearings shall proceed as follows:

(a) Reading of the Application or a summary of the Application by the Zoning Administrator or Chairperson, as the Chairperson may determine.

(b) Determination of jurisdiction, if requested.

(c) Submission of the file to the Zoning Committee, which may include, but is not limited to information such as:

(i) The Town Board decision, Findings of Facts or other information from the Town.

(ii) Any City Council decision, Findings of Facts or other information from the City.

(iii) Any Village Board decision; Findings of Facts or other information from the Village.

(iv) Maps or surveys.

(v) Inspection reports or other expert reports such as engineering reports, traffic studies, environmental report, soil test or other test results, and surveyor information.

(vi) Opinion letters and other letters of correspondence.

(vii) Plots, plans or sketches.

(viii) Photographs.
(ix) Any other information that the Zoning Administrator deems relevant for the Zoning Committee to consider.

(d) Applicant’s statements and presentation of evidence, including but not limited to, further comments or presentation of additional evidence presented to the Zoning Committee.

(i) An Applicant has the burden of proof to present evidence to support the Applicant’s request. Such proof may include, but is not limited to, the following:

a. Letters from real estate professionals attesting to a positive impact of the proposal set forth in the Application on surrounding property values.

b. Data supporting positive economic impact on the surrounding community and the County.

c. Data supporting the Applicant’s statements regarding impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.

d. Professional test results or reports such as traffic studies, environmental reports or soil testing.

e. Information regarding future development or plans should the Application be approved.

(ii) Members of the public in support of Application may make statements and present evidence.

(iii) Members of the public in objection to the Application may make statements and presentation of evidence.

(iv) Members of the public are encouraged to supply statements and data to substantiate the opinions of support or objection to the Application. This information may include, but is not limited to, the following:

a. Letters from real estate professionals attesting to a support an argued increase or decrease in property values should the Application be approved.

b. Data supporting the potential impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.
c. Professional test results or reports such as traffic studies, environmental reports or soil testing.

d. Public comments may be limited by the provisions set forth herein, or as otherwise permitted by any applicable law, ordinance or regulation, within the discretion of the Chairperson.

(e) Staff recommendations.

(f) Questions by Zoning Committee members.

(g) Rebuttals as permitted by the Zoning Committee Chairperson.

7.4 **Preliminary Matters.** Following the reading of the application or petition, the Zoning Committee may hear arguments on the question of jurisdiction and request that briefs be filed on the point. The Zoning Committee may proceed with the hearing and the taking of testimony in any event and reserve its determination on a jurisdictional question until after hearing all testimony and render a decision on the merits as if it had jurisdiction. The Zoning Committee may make an immediate determination and close the hearing upon finding that it lacks jurisdiction. If the Zoning Committee determines by motion that it lacks jurisdiction, the Secretary shall record the decision as a vote to deny the request.

7.5 **Interruption; Decorum.**

(1) Orderly procedure requires that all individuals proceed without interruption and all discussion be directed to the Zoning Committee.

(2) Members of the public, an Applicant’s or an Applicant’s representatives shall not engage in questioning or arguments during a public hearing or otherwise when the Zoning Committee is in session.

(3) The Chairperson may order any individual to leave the Zoning Committee meeting if the person does not engage in respectful and proper decorum, as determined within the Chairperson’s reasonable discretion.

7.6 **Questions and Debate.** During the public hearing, the Chairperson, Zoning Committee members, and members of the staff may ask questions and make appropriate comments pertinent to the case; however, no member should debate or argue an issue with the Applicant. The Chairperson and Zoning Committee members may direct any question to the Applicant or to any person speaking in order to bring out all relevant facts, circumstances and conditions affecting the case and may call for questions from members of the staff.
7.7 **Presentation of Evidence.** All supporting evidence for and against each case shall be presented to the assembled Zoning Committee. The Applicant shall be responsible for the presentation of all information supporting his/her case.

7.8 **Additional Evidence.** The Zoning Committee may take a case under advisement for later consideration and determination, or may postpone additional action whenever it concludes that additional evidence is needed or future study is required.

7.9 **Rules of Evidence.**

   (1) The Zoning Committee shall not be bound by rules of evidence set forth in Wis. Stats. Chs. 901, 904 and 910.

   (2) The Zoning Committee shall be bound by applicable state laws, including but not limited to the presentation of Substantial Evidence in the request for a conditional use permit and rendering its determination based on Substantial Evidence, as set forth in Wis. Stat. § 59.69(5e).

   (3) The Zoning Committee may exclude irrelevant, immaterial, incompetent, unduly argumentative or repetitious testimony, or evidence. For Applications requesting a conditional use permit, the Zoning Committee may exclude testimony or evidence that it does not deem to be substantial evidence.

7.10 **Chairperson to Rule on Admissibility.** The Chairperson shall rule on all questions relating to the admissibility of evidence, which may be overruled by a majority of the Zoning Committee present.

7.11 **Record of Hearing and Meeting.** All proceedings at a hearing and meeting shall be recorded by audio recording. The Secretary shall prepare a summary of motions, witnesses, appearances, roll call, votes, and all other matters constituting the substance of the proceedings. Verbatim transcripts of recorded proceedings shall not be prepared unless ordered by the circuit court by a writ of certiorari. The proceedings shall become part of the written record filed in the office of the Zoning Committee and open to the public.

7.12 **Adjournments.** When all Applications cannot be disposed of on the day set, the Zoning Committee may adjourn from day to day or to a day certain, as it may order, and such adjourned day shall be construed as a continuance of the hearing. Notice of such adjournment shall be given to the absent members of the Zoning Committee.

7.13 **Withdrawal of Applications.** An Applicant may withdraw an Application at any time prior to the Zoning Committee’s decision, but a pending motion to grant or deny the application shall have precedence over withdrawal. Withdrawal of the Application shall not entitle the Applicant to reimbursement of any Application fees paid by the Applicant to the County.
SECTION 8.0 DECISIONS OF THE ZONING COMMITTEE

8.1 **Majority Vote Required.** The concurring vote of a majority of the quorum of the Zoning Committee members present shall be necessary to approve, deny, or postpone any Application or other matter upon which it is required to under any Zoning Ordinance.

8.2 **Decisions to be Written.** All decisions shall be in writing and contain the facts upon which the decision is based.

8.3 **Decisions to be Mailed.**

(1) Within 30 days of the close of the hearing or meeting to which the Zoning Committee’s decision relates, written copies of such decision shall be mailed to the Applicant, the local municipality, and when applicable, any other governmental body or state agency.

(2) The approval or granting by the Zoning Committee is deemed to constitute an order to the zoning official to issue a permit. A denial of the application or petition by the Zoning Committee is deemed to be an order to deny the permit.

(3) On matters in which the Zoning Committee is a recommending body for final decision by the County Board, the decision shall be mailed within 30 days after the County Board’s decision on the application to the Applicant, the local municipality, and when applicable, any other governmental body or state agency.

8.4 **Findings.** In acting on any matters before it, the Zoning Committee shall make Findings of Fact supporting its action. The Zoning Committee may rely upon recommended Findings of Fact set forth by the Zoning Administrator or legal counsel in rendering its findings.

8.5 **Conflict of Interest; Disqualification; Abstention.** The Zoning Committee shall adhere to the Sawyer County Board of Supervisors Policy and Procedures Manual’s provisions regarding conflicts of interest, disqualification and abstention.

8.6 **Decision to Relate to Specific Property.**

(1) The decision of the Zoning Committee shall be deemed as applying to the property that is the subject of the Application, rather than to the Applicant or owner of the property.

(2) Notwithstanding the foregoing, the Zoning Committee may determine and require that a conditional use permit be issued only to an individual Applicant or property owner for operation on a specific property that is included in the Application.

(3) The Zoning Committee may determine and require that any conditional use permit issued may not be transferrable or otherwise conveyed to any successor or assign.
8.7 **Informal Advice or Statements Not Binding.** Any advice, opinion or information given by any Zoning Committee member, the Zoning Administrator, or any other official or employee of the County, shall not be binding on the Zoning Committee.

8.8 **Cases to be Determined Individually.** No action of the Zoning Committee shall set a binding precedent. Each Application shall be decided upon its merits, upon the attendant circumstances, based on the evidence or information presented. The Zoning Committee shall not act arbitrarily or capriciously.

8.9 **Order for Permit Valid for One Year.** An order or approval by the Zoning Committee requiring a zoning official to issue a permit shall become void after one (1) year unless the Applicant shall have obtained such permit from the zoning official within such time, provided that the time may be extended when so specified by the Zoning Committee.

8.10 **Decisions to be Filed with State.** Copies of decisions on conditional uses and map or text amendments within the shorelands or affecting the Wetland/Shoreland District shall be sent to the appropriate district office of the Department of Natural Resources or as otherwise required by law. When required by applicable law, copies of decisions shall be provided to or filed with other governmental bodies or state agencies.

8.11 **Appeals of Zoning Committee Decision.** Any Applicant or other Aggrieved Person aggrieved by a conditional use, special use or any other decision in which the Zoning Committee is the decision-making authority may commence an action with the Sawyer County Board of Appeals to review the Zoning Committee’s decision, in whole or in part, within 30 days of the date following the date of the signing of the Zoning Committee’s decision letter. The date following the date of the signing of the Zoning Committee’s decision letter is the first day of the 30-day appeal filing period.

**SECTION 9.0 REFILING AND REHEARINGS**

9.1 **One-Year Refiling Rule.** No matter which has been acted upon by the Zoning Committee concerning the same or part of the same property shall be considered again within one (1) year from the date of the action, except as hereinafter provided.

9.2 **Reopenings and Rehearings Limited.** The Zoning Committee may not reopen any case upon which a previous hearing has been held, except to correct a manifest error.

9.3 **Closure of Case.** A case will be considered as heard and closed at such time as the Zoning Committee approves or rejects an Application or when it is considered closed by operation of these Bylaws.

9.4 **Reconsideration on Zoning Committee Decision.** A decision of the Zoning Committee may be reconsidered: (1) by motion to reconsider made at the same Zoning Committee meeting, which may be immediately disposed of without further notice, or (2) upon direction of the County Board of Supervisors, in which event the matter shall be placed
on the Zoning Committee calendar for a subsequent public hearing and a new notice given without additional fee.

9.5 **Reconsideration Tolls Appeal Period.** The filing of a motion for reconsideration shall stop the running of the 30-day period in which a petition to the County Board of Appeals must be made. The 30-day period will run in such event from the date a decision not to reconsider is made by the Zoning Committee, or if the matter is reconsidered, from the date the decision on the reconsidered matter is filed in the Zoning Committee’s office.

9.6 **Procedures for Reconsideration.** A simple majority vote shall be sufficient to reconsider a previous decision. If reconsideration is refused to an Applicant or Aggrieved Party who has requested reconsideration, the Zoning Committee shall enter on the minutes the basis of the request, the reason why it was refused, and the vote of the Zoning Committee members thereon.

9.7 **Waiver of Requirements.** The provisions of this Section 9.0 may be waived by the Zoning Committee upon a majority vote of the Zoning Committee members present.

**SECTION 10.0 STAFF**

10.1 **Zoning and Conservation Department Administrator and Staff.**

(1) The Zoning Committee may utilize the advice and assistance of the Zoning and Conservation Department Administrator and staff for delegation of administrative tasks or to otherwise assist with the work of the Zoning Committee.

(2) **Staff Reports.**

(a) The Zoning Administrator shall prepare staff reports and may make recommendations to the Zoning Committee on Applications and other matters coming before the Zoning Committee.

(b) Staff Reports shall be prepared with the information necessary for the Zoning Committee members to review an Application prior to a Zoning Committee meeting.

(c) The Zoning Committee may direct the Zoning Administrator what form and content should be included in a Staff Report or what information is to be included in a specific Application or a specific type of Application.

(3) The Zoning Committee may rely on the expertise of the Zoning Administrator in rendering determinations on any Application or matter before it.

10.2 **Other County Staff.** The Zoning Committee may utilize the advice and assistance of County employees and may delegate administrative tasks to such employees.
10.3 **Legal Counsel.**  

(1) The County Administrator shall appoint legal counsel for the Zoning Committee. The County Administrator may appoint different legal counsel for different Applications or issues coming before the Zoning Committee.  

(2) Legal counsel may attend Zoning Committee meetings as determined by the County Administrator.  

(3) Legal Counsel shall perform the requested legal tasks for the Zoning Committee prior to or at a Zoning Committee meeting upon the request of the County Administrator:  

(a) Conduct legal research.  

(b) Advise on potential risks, benefits or implications or decisions or actions rendered by the Zoning Committee.  

(c) Confer with parties deemed necessary to assist the Zoning Committee complete its work, such as discussions with an Applicant’s legal counsel to resolve legal questions.  

(d) Confer with staff or other County employees or officials as directed to advise on legal issues within the Zoning Committee’s jurisdiction or within the powers and duties of the Zoning Committee.  

(e) Advice of legal counsel shall be received and entered in the minutes of a given Zoning Committee meeting before disposition of any question of law or matter requiring legal interpretation or advice.  

(f) Advice of legal counsel is not binding upon the Zoning Committee.  

10.4 **Zoning Committee’s Office.** The office of the Zoning Committee shall be located at the Office of the Zoning Administrator. All records of the Zoning Committee shall be available for public inspection during office hours, 8:00 AM to 4:00 PM, Monday through Friday, except for legal holidays.
Resolution

RESOLUTION TO APPLY CAPITAL IMPROVEMENT PROGRAM FUND BALANCE TO THE 2020 CAPITAL IMPROVEMENT PROGRAM MAINTENANCE DEPARTMENT FOR EQUIPMENT

WHEREAS, the Sawyer County Maintenance Department is requesting approval to purchase snow removal equipment to increase efficiency, reduce the risk of injury to employees during snow removal and allow for increased usage year round;

WHEREAS, the Maintenance Department recommends purchasing a Bobcat, attachments and plow at a cost of $47,000. The Highway Department has equipment budget available and agrees to purchase the current skid steer from Maintenance for $32,000. The Maintenance Department has been selling on online auctions unused equipment to help pay towards the cost of the new equipment;

WHEREAS, the Capital Improvement Program Fund has available up to $15,000 fund balance to apply towards the balance of the purchase;

WHEREAS, the Sawyer County Public Works Committee recommends approval of the equipment purchase;

WHEREAS, these funds are not currently included in the 2020 Capital Improvement Program budget.

THEREFORE BE IT RESOLVED, that the Sawyer County Board of Supervisors approve the purchase of the snow removal equipment and appropriating Capital Improvement Program Fund Balance up to $15,000 for the balance of the equipment after the sale to the Highway Department.

FISCAL IMPACT: Purchase of Equipment and Fund Balance Applied – Up to $15,000
Recommended for approval by the Sawyer County Board of Supervisors at its meeting on September 17, 2020 by the Public Safety Committee at its meeting on September 9, 2020 as to the need of the equipment.

Ron Kinsley, Chairman
Helen Dennis, Member
Marc Helwig, Member
Dale Olson, Member
Susie Taylor, Member

Recommended for approval by the Sawyer County Board of Supervisors at its meeting on September 17, 2020 by the Finance Committee at its meeting on September 10, 2020 as to the financing of the equipment.

Bruce Paulsen, Chair
Ron Kinsley, Vice Chair
Thomas Duffy, Member
Troy Morgan, Member
Dawn Petit, Member
Resolution ________________

SAWYER COUNTY BOARD OF SUPERVISORS

INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED $1,100,000 GENERAL OBLIGATION PROMISSORY
NOTES FOR PUBLIC WORKS HIGHWAY DEPARTMENT EQUIPMENT PURCHASES AND ROAD
CONSTRUCTION PROJECTS

WHEREAS, over several years, Sawyer County (the “County”) has faced significant budget shortfalls in
light of the increasing costs of the state-mandated and essential services that County must provide;

WHEREAS, the Wisconsin Statutes set forth various restrictions on the County’s ability to increase
revenue in order to offset the County’s costs;

WHEREAS, in previous budget years, the County has taken numerous steps to reduce expenditures
without reducing or eliminating essential services, but due to the financial circumstances facing the
County, the County may no longer be able to provide the level of services and perform governmental
functions without additional revenues or exercising other budget options to reduce the budget shortfall;

WHEREAS, on June 18, 2020 the Sawyer County Board of Supervisors approved a plan to address the
budget shortfall, and determined that it is the best option to create additional operating levy by funding
Highway Department equipment purchases and road construction projects currently in the operating
budget by issuing short term debt as part of the 2021 Budget, and directed the County Administrator to
proceed in preparing the 2021 Budget in anticipation of the County issuing debt to fund the 2021 Budget
shortfall;

WHEREAS, the Sawyer County Finance Committee has reviewed the preliminary 2021 Budget and
recommends to the Board of Supervisors “authorizing not to exceed $1,100,000 General Obligation
Promissory Notes” to be included in the 2021 County Budget;

THEREFORE BE IT RESOLVED, the Sawyer County Board of Supervisors adopts the recitals set forth
above as true and accurate, and are therefore incorporated into the Resolution and shall be used not
just for reference;

THEREFORE BE IT FURTHER RESOLVED, by the Sawyer County Board of Supervisors, by a vote of at least
three-fourths of the members elect, pursuant to Wis. Stat. SS67.045(1)(f), that Sawyer County borrow
an amount not to exceed $1,100,000 by issuing general obligation promissory notes for the public
purpose of financing Public Works Highway Department equipment purchases and road construction
projects. There be and there hereby is levied on all the taxable property in Sawyer County a direct,
annual irrepealable tax in such years and in such amounts as are sufficient to pay when due principal
and interest on such notes.

FISCAL IMPACT: Up to $1,100,000 - Issuance of Debt Proceeds
This resolution was discussed and recommended for adoption by the Sawyer County Board of Supervisors at its meeting on September 17, 2020 by this Sawyer County Finance Committee at its meeting on September 10, 2020.

Bruce Paulsen, Chair

Thomas W. Duffy, Member

Dawn Petit, Member

Approved and adopted by the Sawyer County Board of Supervisors, by a vote of at least three-fourths of the members elect, pursuant to Wis. Stat. SS67.045{1)(f), this 17th day of September, 2020.

Tweed Shuman, Sawyer County Board Chair

Carol Williamson, Sawyer County Clerk
2021 OPERATING LEVY LIMIT

- Cannot exceed operating levy from previous year
- Except for “Net New Construction”
- Increase of $91,429
LEVY LIMIT EXCEPTIONS

- Bridge & Culvert Construction and Repair
- Countywide EMS
- Payments to Public Libraries
- Payment of any General Obligation Debt Service
  - Principal
  - Interest
  - Cost of Issuance
# BUDGET ADJUSTMENT SUMMARY

## OPERATING BUDGET

Department Requests: $11,780,919

<table>
<thead>
<tr>
<th>Department</th>
<th>Adjustments</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Register of Deeds</td>
<td>-$2,149</td>
<td>Exp-Reduce Document Imaging, Incr WRS</td>
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<tr>
<td>General Government</td>
<td>$1,295</td>
<td>Rev-Reduce Indirect Cost Revenue</td>
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<tr>
<td>All Funds</td>
<td>-$37,574</td>
<td>Exp-Reduce Workers Comp</td>
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<tr>
<td>Child Support</td>
<td>$65,000</td>
<td>Rev-Reduce for Formula</td>
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<td>Sheriff</td>
<td>-$32,950</td>
<td>Exp-Shift Exp to Tribal Grant</td>
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<tr>
<td>HHS</td>
<td>-$762,349</td>
<td>Shift Levy to Fund Balance</td>
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<tr>
<td>Highway</td>
<td>-$128,000</td>
<td>County E Bridge to Debt Proceeds</td>
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<tr>
<td>Highway</td>
<td>-$200,000</td>
<td>Shift Levy to Fund Balance</td>
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<tr>
<td>Highway</td>
<td>-$500,222</td>
<td>Shift Hwy Equipment to Debt Proceeds</td>
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</table>

Total Adjustments: -$1,596,949

Allowed Operating Levy: $10,183,970

Requested Add'l Debt Levy: $505,859

Tentative Operating Levy: $10,689,829
## 2021 LEVY LIMIT CALCULATION

<table>
<thead>
<tr>
<th>Description</th>
<th>2020</th>
<th>2021</th>
</tr>
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<tbody>
<tr>
<td>Base Operating Levy</td>
<td>$9,961,456</td>
<td>$10,110,122</td>
</tr>
<tr>
<td>Net New Construction Allowed</td>
<td>73,316</td>
<td>91,429</td>
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<tr>
<td>Personal Property Aid Decrease</td>
<td>-17,581</td>
<td>-17,581</td>
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<tr>
<td>Operating Levy before Debt</td>
<td>$10,017,191</td>
<td>$10,183,970</td>
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<tr>
<td>Debt Levy Increase</td>
<td>75,350</td>
<td>505,859</td>
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<td><strong>Base per WDOR-Operating</strong></td>
<td>$10,092,541</td>
<td>$10,689,829</td>
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<tr>
<td>+ Library Service – Weiss</td>
<td>200,000</td>
<td>200,000</td>
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<tr>
<td>+ Library Service - Winter</td>
<td>73,267</td>
<td>73,267</td>
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<tr>
<td>+ Library Service – LCO Ojibwa College Community Library</td>
<td>31,737</td>
<td>25,802</td>
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<tr>
<td>+ Library Service - Out of County</td>
<td>22,794</td>
<td>21,231</td>
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<tr>
<td>+ Bridge &amp; Culvert Aid</td>
<td>53,725</td>
<td>116,540</td>
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<td>+ EMS Operating Levy</td>
<td>814,672</td>
<td>904,691</td>
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<td>+ EMS CIP Levy</td>
<td>216,500</td>
<td>107,814</td>
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<td>+ EMS Indirects, Comm Center, etc</td>
<td>234,711</td>
<td>233,417</td>
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<tr>
<td><strong>Total Special Purpose Levy</strong></td>
<td>$1,647,406</td>
<td>$1,682,762</td>
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<tr>
<td><strong>Total Levy</strong></td>
<td>$11,739,947</td>
<td>$12,372,591</td>
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<tr>
<td>Increase</td>
<td>$632,644</td>
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# 2021 PROPOSED LEVY

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<th>Adopted 2020</th>
<th>Administrator 2021</th>
<th>% Change</th>
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<tr>
<td>Total Operating &amp; Debt Levy Proposed</td>
<td>$10,092,541</td>
<td>$10,689,829</td>
<td>5.92%</td>
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<tr>
<td>Special Purpose Levy Proposed</td>
<td>$1,647,406</td>
<td>$1,682,762</td>
<td>2.15%</td>
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<tr>
<td>TOTAL LEVY PROPOSED</td>
<td>$11,739,947</td>
<td>$12,372,591</td>
<td>5.39%</td>
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## 2021 CIP EXPENDITURES FUNDED BY DEBT ISSUANCE

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Expenditure</th>
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<tr>
<td>General Government Equipment</td>
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<tr>
<td>County Fleet</td>
<td>$65,254</td>
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<tr>
<td>Public Safety Fleet &amp; Equipment</td>
<td>$188,191</td>
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<tr>
<td>Airport Infrastructure</td>
<td>$21,550</td>
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<tr>
<td>Forestry Vehicle</td>
<td>$17,000</td>
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<td>Highway Infrastructure</td>
<td>$628,223</td>
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<tr>
<td><strong>Total CIP Expenditure Funded by Debt</strong></td>
<td><strong>$967,218</strong></td>
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# Capital Improvement Plan (CIP)

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
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<tr>
<td>Fund Balance - Beginning of Year</td>
<td>0</td>
<td>5,000,000</td>
<td>0</td>
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<td>Total Gross Expenditures</td>
<td>$4,880,347</td>
<td>$8,667,133</td>
<td>$3,242,254</td>
<td>$3,007,000</td>
<td>$2,836,000</td>
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<tr>
<td>REVENUES</td>
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<tr>
<td>Project Specific</td>
<td></td>
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<tr>
<td>Veterans Transportation Grant</td>
<td>$12,000</td>
<td>$12,000</td>
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<td>State-DNR Dam Grant</td>
<td>$0</td>
<td>$225,962</td>
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<td>Land Information Grant</td>
<td>$17,500</td>
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<td>Airport Entitlement Funds</td>
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<tr>
<td>Sale of Assets - Vehicles</td>
<td>$10,000</td>
<td>$4,500</td>
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<tr>
<td>Proceeds From Debt Issuance-Facility</td>
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<td>$0</td>
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<td>Proceeds From Debt Issuance-Dams</td>
<td>$0</td>
<td>$317,888</td>
<td>$150,000</td>
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<tr>
<td>Proceeds From Debt Issuance-Equipment</td>
<td>$967,218</td>
<td>$1,095,283</td>
<td>$923,254</td>
<td>$1,051,000</td>
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<td>Subtotal Revenues-Project Specific</td>
<td>$8,164,218</td>
<td>$1,848,133</td>
<td>$1,397,254</td>
<td>$1,225,000</td>
<td>$1,079,000</td>
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<tr>
<td>Transfers &amp; Fund Balance Applied</td>
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<td>CIP Fund Balance Applied</td>
<td>1</td>
<td>$89,538</td>
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<td>Veterans Fund Balance Excess</td>
<td>($3,000)</td>
<td>($8,000)</td>
<td>$27,000</td>
<td>($8,000)</td>
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<td>Subtotal Transfers for Capital Uses</td>
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<td>-$8,000</td>
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<td>-$8,000</td>
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<tr>
<td>Tax Levy</td>
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<tr>
<td>Operating Levy</td>
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<tr>
<td>EMS</td>
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<td>Highway Levy</td>
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<tr>
<td>Subtotal Tax Levy</td>
<td>$1,629,591</td>
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<td>$1,765,000</td>
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<td>Total Revenues</td>
<td>$9,880,347</td>
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<td>Fund Balance - End of Year</td>
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<tr>
<td>Year</td>
<td>Principal</td>
<td>Interest</td>
<td>Total Payment</td>
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<tr>
<td>------</td>
<td>-----------</td>
<td>----------</td>
<td>---------------</td>
<td></td>
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<tr>
<td>2021</td>
<td>$190,000</td>
<td>$14,690</td>
<td>$204,690</td>
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<tr>
<td></td>
<td>$195,000</td>
<td>$10,463</td>
<td>$205,463</td>
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<tr>
<td></td>
<td>$200,000</td>
<td>$6,560</td>
<td>$206,560</td>
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<td>$2,255</td>
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<td>$62,244</td>
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<td>$505,854</td>
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<td></td>
<td>$790,000</td>
<td>$33,968</td>
<td>$823,968</td>
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<tr>
<td></td>
<td>$559,015</td>
<td>$651,794</td>
<td></td>
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<tr>
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<td>$1,004,000</td>
<td>$1,019,698</td>
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</table>

Total Principal: $790,000, $559,015, $1,004,000
Total Interest: $33,968, $92,779, $15,698
Total Payment: $823,968, $651,794, $1,019,698
<table>
<thead>
<tr>
<th>Year</th>
<th>Tax Rate</th>
<th>% Increase</th>
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<tbody>
<tr>
<td>2021 (proposed)</td>
<td>$3.315</td>
<td>4.34%</td>
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<tr>
<td>2020</td>
<td>$3.177</td>
<td>(1.58%)</td>
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<td>2019</td>
<td>$3.228</td>
<td>3.99%</td>
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<tr>
<td>2018</td>
<td>$3.104</td>
<td>(0.26)%</td>
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<tr>
<td>2017</td>
<td>$3.112</td>
<td>3.84%</td>
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<tr>
<td>2016</td>
<td>$2.997</td>
<td>(0.26)%</td>
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<tr>
<td>2015</td>
<td>$3.005</td>
<td>0.004%</td>
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<td>2014</td>
<td>$2.993</td>
<td>1.02%</td>
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<td>2013</td>
<td>$2.937</td>
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<td>2012</td>
<td>$2.745</td>
<td>2.62%</td>
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<tr>
<td>2011</td>
<td>$2.675</td>
<td>4.17%</td>
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</table>
REMAINING BUDGET TIMELINE

• October 15th - Administrator’s Budget Presentation to Board

• October 19th – Budget submitted for publication

• November 5th – Finance Committee (8:30 a.m.)

• Public Hearing Date?
  • November 5th – at Finance Committee 8:30 a.m.?  
  • November 5th – Special Meeting 6:30 p.m.?  
  • November 10th – Immediately preceding budget adoption?
  • Other Date?

• November 10th – Budget Adoption
WHEREAS, Wisconsin law authorizes the Sawyer County (the “County”) Board of Supervisors (“County Board”) to adopt and enforce rules relating to the conduct and procedures at its public meetings;

WHEREAS, the County Board has adopted the “Sawyer County Board of Supervisors Policies and Procedures” (“Board Rules”);

WHEREAS, Rule 8 of the Board Rules states in part that public participation in meetings “must be balanced with the orderly and efficient proceeding” and members of the public will be given “the opportunity to address the Board during public comment for items not on the agenda…”

WHEREAS, Part I/Section A(18) of the Board Rules states that members of the public will be given the opportunity to address the Board (or committee) during public comment for items not on the agenda, or at the time of consideration for items on the agenda;

WHEREAS, the impact of Rule 8 and Part I/Section A(18) to allow members of the public to speak on non-agenda items results in unintended impacts including, but not limited to: (a) members of the public raising issues and rendering public statements that create a record the County Board or its committee may not respond to if the topic is not on that County Board or committee agenda, thereby potentially creating legal liability for the County that may not be effectively mitigated; (b) potential confusion by the public of whether the County Board or committee may take action on the item raised in public comment; and (c) an inefficient raising of issues that may have already been, or may subsequently, decided by the County Board and/or committee;

WHEREAS, Rule 10 of the Board Rules states that the Board Rules “may be amended by resolution at any regular session of the Board by a two-thirds vote of those Members voting”;

WHEREAS, the County Board discussed amending the Board Rules at its meeting on September 17, 2020, and thereafter voted, by 2/3 majority vote, to amend the Board Rules as set forth in Exhibit A, a copy of which is attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED, the Sawyer County Board of Supervisors determines, adopts and directs the following:

1. The Recitals set forth above are true and accurate, and are therefore incorporated into the Resolution and shall be used not just for reference.
2. The Sawyer County Board of Supervisors Policies and Procedures Manual is hereby amended, as set forth in Exhibit A, to permit public comments for only items appearing on a given County Board meeting agenda or committee meeting agenda. The public is encouraged to submit written comments the Board Chair, Board members and/or County staff for items not appearing for consideration on the agenda.

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 17th day of September, 2020.

______________________________  ______________________________
Tweed Shuman,                 Carol Williamson,
Sawyer County Board of Supervisors Chairman  Sawyer County Clerk

Rule 8 Revision:

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.

Part I/Section A(18) Revision:

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.