

Draft

Minutes of the May 10, 2018, Administration Committee Meeting, Sawyer County Board of Supervisors

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

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Dianne Ince, Mike Keefe, Mike Coleson, Rose Lillyroot, Linda Zillmer, Blair Rogacki

County Board Chair Tweed Shuman called meeting to order at 8:30

The Committee discussed whether the County Board Chair and Vice Chair need to be elected as Chair and Vice Chair of the Administration Committee. The Board Rules state "Administration consisting of five appointed members two of which will be the Chair and Vice Chair." The Committee decided to do elections.

Ron Kinsley nominated Tweed Shuman for Chair of the Administration Committee. Motion by McCoy, 2<sup>nd</sup> by Kinsley, to close nominations and cast a unanimous ballot for Shuman. Motion carried unanimous

Ron Kinsley nominated Dale Schleeter for Vice Chair of the Administration Committee. Motion by McCoy, 2<sup>nd</sup> by Kinsley, to close nominations and cast a unanimous ballot for Schleeter. Motion carried unanimous

Motion by Kinsley, 2<sup>nd</sup> by McCoy, to approve the minutes of the April 12, 2018 committee meeting. Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 845 phone calls and 469 office visits in April. There were 59 counseling appointments held.

Treasurer Dianne Ince provided a written financial report and sales tax report to the Committee.

Information Technology Director Mike Coleson provided his department report. The Committee discussed backup procedures and costs.

The Committee discussed the formation of a Finance Committee and meeting time. Motion by Kinsley, 2<sup>nd</sup> by Schleeter to forward a recommendation to County Board to hold the Finance Committee meeting on the Thursday before County Board at 8:30 am and move the Administration Committee meeting to 10:00 am. The Finance Committee members may be, Bisonette, Kinsley, Morgan, Shuman, and Voight.

County Administrator Tom Hoff provided a written report to the Committee. On Friday, May 18, 2018, there is a Criminal Justice Coordinating Council meeting.

Two responses received for property insurance. County Mutual provided the lower bid. The Committee discussed receiving only two bids. This is due to high claims. Motion by McCoy, 2<sup>nd</sup> by Bisonette, to approve Option 2 from County Mutual. Motion carried

Future Agenda Items: Policy on Funding Outside Agencies moved to the Finance Committee agenda. Hiring of Criminal Justice Coordinator June Administration agenda. In house legal counsel July Administration agenda.

Motion by Kinsley, 2<sup>nd</sup> by McCoy, to convene into closed session pursuant to section 19.85 (1) (f & g). Motion carried unanimous

Meeting adjourned

Minutes prepared by Carol Williamson