

**Minutes of the May 12th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- Chair: **Tweed Shuman**
- Vice Chair: Ron Buckholtz
- Tom Duffy
- Ron Kinsley
- Dale Schleeter

Others Present:

Andy Albarado
Lynn Fitch
Mike Coleson
Mike Keefe
Rose Lillyroot

Gary Elliott
Linda Zillmer

Call to Order – Clerk Fitch called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Elections -- Chair Fitch conducted the election of the Chair and Vice Chair. A motion was made by Mr. Buckholtz to nominate Tweed Shuman as Chair. With no other nominations coming forth, a voice vote was cast to unanimously accept the nomination of Tweed Shuman as Chair; motion carried without negative vote. A motion was made by Mr. Duffy to nominate Ron Buckholtz as Vice Chair. With no other nominations coming forth, a voice vote was cast to unanimously accept the nomination of Ron Buckholtz as Vice Chair; motion carried without negative vote.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting – A motion was made by Mr. Duffy to approve the minutes of the April 14, 2022, meeting; second by Mr. Kinsley. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided. Mr. Elliott reviewed the report figures. All training is current. He would like additional signage for the services at the new location at Oasis Building.

Information Technology Department Report – A written report was provided. Mr. Coleson advised they are working on pre-construction work and handling lots of help desk calls. They are close to finishing setup for the ADRC move to Oasis.

Human Resources Report – Written reports were provided. Ms. Lillyroot provided an overview of the recruiting process. She advised we do conduct exit interviews but not all choose to complete them. Rose and Andy are working on developing a retention package.

County Administrator's Report – Mr. Albarado provided a written report that will be added to the packet. Municode will likely include zoning ordinances but as an appendix. He is reviewing the County Board Plans and Policies. He will be bringing a staff retention proposal to committee in June. He provided a courthouse renovation and opioid settlement update. Expected allocation is \$726,277 at this time.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, June 9, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:51 am
Minutes recorded by Lynn Fitch, County Clerk