

**Minutes of the July 14th 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	Mike Markgren
Lynn Fitch	Linda Zillmer
Mike Coleson	
Rose Lillyroot	
Gary Elliott	

Call to Order –Chair Shuman 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.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting – A motion was made by Mr. Buckholtz to approve the minutes of the June 9, 2022, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided and highlights outlined by Mr. Elliot. Mr. Elliot spoke at the Memorial Day service at Greenwood Cemetery.

Information Technology Department Report – Mr. Coleson advised that they assisted in installing the jail video equipment, and continue to work on the radio tower project. They are using it to improve internet service. He advised that the audio equipment for the new construction project came in over budget so they are bidding it out to a couple other firms.

Human Resources Report – A written report was provided. Ms. Lillyroot advised that we hired six individuals this past month to fill vacancies. We have received additional EMS notices of resignation which will bring us to a total of seven. We have two full-time jail openings with a potential third.

Elected Officials' Wage Options -- Mr. Albarado advised that he reviewed the topic with corporate counsel and there does not seem to be any options. Finance Committee directed him to seek a second opinion.

ARPA – Mr. Albarado reviewed the decisions made at the Finance Committee, at which time the committee decided to approve \$40,000 for the helipad project from ARPA funds and reserve the remaining funds for the construction project pending full Board approval. Copies of the helipad expenses of these funds will be requested.

Ethics Complaint Process -- Mr. Albarado presented a draft version of a policy for consideration as our policy does not identify the process of submitting a complaint. Samples of policies from other counties were used to create the draft that would apply to all board members, elected officials and employees. Committee member comments should be returned to the Administrator and a new draft will be on the August agenda.

Review Board Policy & Procedure Manual Committee Role & Responsibilities -- Review Board Policy & Procedure Manual Committee Role & Responsibilities – Mr. Albarado presented a draft proposal for this Committee for

consideration since one currently doesn't exist. Committee member comments should be returned to the Administrator and a new draft will be on the August agenda.

County Administrator's Report – A written report was provided. Mr. Albarado reported that he will provide a list of issues that Corporate Counsel has been working on. Highlights of the report were shared including a definition of First Amendment Auditors.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, August 11, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:57am

Minutes recorded by Lynn Fitch, County Clerk

DRAFT