

**Minutes of the September 8th 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 Linda Zillmer
Lynn Fitch
Mike Coleson
Rose Lillyroot

Call to Order –Chair Shuman called the meeting to order at 10:10 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. Kinsley to approve the minutes of the August 10, 2022, meeting; second by Mr. Duffy. Motion carried without negative vote.

Advisory Referendum Prohibiting Outside Funding Sources for Elections – Mr. Albarado advised that the resolution had a sponsor, and per board policies, anytime a board member submits a resolution it must go to a committee meeting if not discussed at the board meeting. Clerk Fitch and Mr. Albarado were directed to work with the Sponsor to draft language based on other Resolutions passed throughout the State. A motion was made by Mr. Duffy; second by Mr. Kinsley to postpone the item until the October meeting. Motion carried 4-1 with a negative vote from Mr. Buckholtz.

Veterans Service Department Report -- A written report was provided. Mr. Elliott does not have an assistant at this time and is not requesting to fill the position in the 2023 budget.

Information Technology Department Report – A written report was provided. Mr. Coleson advised that both the highway department and airport are getting much better internet service with the upgrades the IT department has provided. Additional funds requested in the 2023 budget are due to new security upgrades that are planned.

Human Resources Report – A written report was provided to board members. Ms. Lillyroot advised we need to look at alternatives for staffing the jailer positions.

Municode – The Final Municode document was presented after having been reviewed by counsel. Mr. Albarado advised that no changes have been made since May 2022. A motion was made by Mr. Duffy; second by Mr. Buckholtz to approve the Municode package and forward to County Board with an updated officials list. Motion carried without negative vote.

Resolution Designating Sawyer County Health & Human Services as the Intoxicated Driver Program Assessment Facility – Mr. Albarado advised that the county is required to have an intoxicated driver program. The resolution designates the HHS department as the designated facility. A motion was made by Mr. Buckholtz to approve the resolution; second by Mr. Kinsley and forward to County Board. Motion carried without negative vote.

County Board Plans & Policy Revisions – An updated document was provided. Mr. Albarado presented the Ethics Policy for approval. Under counsel recommendation, we should codify our policy into the ordinances. A motion was made by Mr. Duffy; second by Mr. Buckholtz to approve the Ethics policy and forward it to the County Board. Motion carried without negative vote. Mr. Andy Phillips of Atolles Law joined at 10:51 am.

Mr. Albarado presented the updated Board Plans & Policies that have been reviewed by legal counsel. Mr. Albarado referred to the additional section allowing board members to be appointed at a committee to make quorum. Under Rule 8, public comment language has been updated for committee and board meeting participation. Language has been updated for filling board member vacancies. A motion was made by Mr. Buckholtz; second by Mr. Duffy to approve the new amended Board Plans & Policies and forward to County Board. Motion carried without negative vote.

Closed Session – At 10:58 am, a motion was made by Mr. Kinsley; second by Mr. Buckholtz to enter closed session pursuant to Claim against County – 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved relating to Pinewood Properties v Sawyer County; DOL: 4-21-22. Roll call vote was taken and “aye” votes were received from Shuman, Buckholtz, Schleeter, Duffy and Kinsley.

A motion to enter open session was made by Mr. Duffy; second by Mr. Kinsley at 11:07 am. No action taken.

County Administrator’s Report – Mr. Albarado reported that he has been working on the updating of policies and referring zoning issues to corporate counsel. He is working on the Child Support MOU. There are no major delays on the remodel at this time and project is on schedule. The work at the Oasis Building is almost finished and he recommends continuing with the lease arrangement with the tenant at the end of the year. Nate Dunston is resigning from the EMS department and an interim person should be appointed; he recommends John Froemel for this position. He provided an update on the Opioid Settlement funds, and we are developing an agreement to dispense ARPA funds to the approved entities receiving them. The preliminary 2023 budget is underway, and he would like to begin creating a multi-year budget projection process for the future. We will likely be doing a dam repair project for the next few years.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, October 13, at 10:00 am in the Assembly Room.

Meeting adjourned at 11:33 am
Minutes recorded by Lynn Fitch, County Clerk