Minutes of the December 8th meeting of the Sawyer County Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County

Voting Committee Members (X) Present:	**Others Present:**	
☒ Chair: **Tweed Shuman**	Andy Albarado	Linda Zillmer
☒ Vice Chair: Ron Buckholtz	Lynn Fitch	Mike Markgren
☒ Tom Duffy	Mike Coleson	Janeen Aibric - virtual
☒ Ron Kinsley	Rose Lillyroot	
☒ Dale Schleeter	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. Duffy to approve the minutes of the November 10, 2022, meeting; second by Mr. Buckholtz. Motion carried without negative vote.

Treasurer's Report – Sales tax appears to be on target.

Veterans Service Department Report – A written report was provided. Mr. Elliott reviewed the highlights. He applied for the County Veterans Transportation grant and it was approved.

Information Technology Department Report – A written report was provided. Mr. Coleson advised they are coordinating with vendors on new equipment for the construction. Support requests consume about 85-90% of their time.

Human Resources Report – A written report was provided. Ms. Lillyroot will begin the recruitment process for the Highway Commissioner's position. They have made progress in hiring in dispatch and jail but still do not have enough female jailers.

Municode Update – An Ordinance Adopting and Enacting a New Code for Sawyer County. Mr. Albarado advised the document remains the same as was presented in previous meetings. As new codes are adopted, they are added. Zoning ordinances will remain in an appendix at this time. A motion was made to approve the ordinance and forward to County Board by Mr. Buckholtz; second by Mr. Duffy. A roll call vote was taken and passed 5-0.

Tribal Law Enforcement Assistance Grant Application – Mr. Albarado presented the grant program application. A motion was made by Mr. Duffy; second by Mr. Buckholtz and passed 5-0; roll call vote was taken and "yes" votes were Buckholtz, Duffy, Kinsley, Schleeter and Shuman.

Policy -- Mr. Albarado presented the Investment Policy that was approved at the Finance Committee and which will go to the full County Board. The purpose is to ensure that our money is being managed efficiently, securely and transparently. An addition to the policy will designate the Finance Committee as the Investment Committee. A motion was made for this addendum by Mr. Duffy; second by Mr. Schleeter to approve this change naming the Finance Committee as the Investment Committee. A roll call vote was taken and passed 5-0; "yes" votes from Kinsley, Buckholtz, Schleeter, Duffy, and Shuman.

Mr. Albarado presented a Contract Signing and Review procedure to ensure that contracts are signed in a manner that ensures all conditions are met for binding conditions and for audit review. A motion was made by Mr. Kinsley; second by Mr. Buckholtz to approve the Resolution Approving County Signatory Authority and forward it to County Board. A Roll Call vote was taken and passed 5-0; “yes” votes from Kinsley, Shuman, Schleeter, Buckholtz and Duffy.

Mr. Albarado presented a proposal to switch to PTO benefit option for time off. He has decided to delay implementation of this benefit until a full review of all benefits can be completed so no action was taken. A motion was made by Mr. Buckholtz; second by Mr. Duffy to postpone the implementation of PTO until it returns to the agenda. A roll call vote was taken and passed 5-0 with “yes” votes from Buckholtz, Duffy, Schleeter, Kinsley and Shuman.

Consider Implementation of Paid Time Off Benefit -- Mr. Albarado presented a proposal to switch to PTO benefit option for time off. He has decided to delay implementation of this benefit until a full review of all benefits can be completed so no action was taken. A motion was made by Mr. Buckholtz; second by Mr. Duffy to postpone the implementation of PTO until it returns to the agenda. A roll call vote was taken and passed 5-0 with “yes” votes from Buckholtz, Duffy, Schleeter, Kinsley and Shuman.

County Administrator’s Report – Mr. Albarado has been meeting with department heads to do an informal review of how things are going with a goal to eventually have official performance evaluations. A Wellness Day has been scheduled for December 20th that will be educational and have wellness components for staff and Board members. He reviewed the actions taken at Public Safety to fill various positions in EMS/Coroner/Medical Examiner. The Public Safety Committee approved the Child Support MOU, and the ATV/UTV ordinance remains in committee level yet.

Mr. Albarado reported that the Finance Committee made a motion to proceed with a 2% January 1st increase for staff and 1% in July. A motion was made by Mr. Buckholtz; second by Mr. Duffy to approve the recommended motion of the Finance Committee that is being forwarded to County Board. A roll call vote was taken and passed 5-0; “yes” votes from Kinsley, Schleeter, Duffy, Buckholtz and Shuman.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, July 12, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:48 am
Minutes recorded by Lynn Fitch, County Clerk