

**Minutes of the September 14, 2023 meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board 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
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 dated: **August 10, 2023**

Motion to approve made by: Mr. Duffy Second by: Mr. Buckholtz
Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided showing contact statistics and claims detail; 148 disability/claims to date have been submitted and \$165,051.51 has been received in Veterans' favor. Mr. Elliott requesting that the part-time position in the department be moved to a full-time position in the 2024 budget.

Information Technology Department Report -

Mr. Coleson reported that most of their duties this month have been help desk related and they have been preparing for the Sheriff's Department video camera replacement project.

Human Resources Report -

A written report was provided showing staff turnover, interviewing and recruiting efforts.

County Clerk Department Report -

A written report was provided and reviewed; the upcoming 2024 airport hangar lease activity was outlined. The County Clerk's office has prepared a tri-fold brochure of all department services to hand out to individuals inquiring about specific department information. The brochure will eliminate numerous individual hand-outs now that information is combined into one document. A report of public records requests for the period January – August was provided showing staff activity involved and by department involved.

County Administrator's Report –

Mr. Albarado provided an update on the construction project, a review of employee insurance programs and benefits, and work on potential new ordinances. An update on the Town of Edgewater ambulance request was reviewed; the activity of the Tourist Rooming House sub committee is ramping up. A partial broadband coverage map has been developed by providers. Mr. Albarado and Mr. Kinsley met with members of LCO to open communication regarding road and other issues. An update on the carbon credit program was provided.

Future Agenda Items – WCA Conference Update

Correspondence, reports from conferences and meetings

Adjournment – 10:57 am

Next Meeting: October 12, 2023 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

DRAFT