

**Minutes of the December 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
Gary Elliott
Rose Lillyroot

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 – Nicole Clapero, Linda Zillmer, Stacey Hessel, Carol Martin, Marshal Savitski, Libby Fandry, Ben Drier

Minutes from the previous meeting dated: November 9, 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 and reviewed by Mr. Elliott. Call, contact and pension claims were provided.

Information Technology Department Report –

A written report was provided. Mr. Coleson advised that the Kansas Conference Room is now available for video conference meetings. The IT expansion budget was reviewed.

Human Resources Report -

A written report was provided. Ms. Lillyroot reported that the Highway is fully staffed at this time.

County Clerk Department Report -

A written report was provided. County Board Candidacy papers have been distributed and are due in the County Clerk office by 5 pm on Tuesday, January 2nd. The 2024 dog licenses are now being sold as of December 1st. The public records request report was reviewed. The slate of candidates for the 2024-25 Board of Canvassers was presented for consideration. A motion was made Mr. Buckholtz to approve the BOC slate of candidates and forward to County Board; second by Mr. Duffy. Motion carried without negative vote.

County Board Vacancy -

Mr. Shuman reported that District 10 Supervisor has submitted a letter of resignation effective immediately, and this vacancy is advertised with an application deadline of December 29th.

County Administrator's Report –

Mr. Albarado advised that he's put out requests for staff feedback on the proposed PTO policy which was included in the packet. He reviewed various components of the plan that was provided and an explanation of the conversion process. A motion was made by Mr. Kinsley to postpone this item one month; second by Mr. Duffy. Motion carried without negative vote. Mr. Albarado provided a handout a page of proposed additional employee benefits including

maternity leave, a fitness reimbursement to fitness paid memberships and fitness entry fees. A call with the contractors regarding remaining courthouse expansion projects is pending. Corporate counsel has been spending time with open record requests. CJCC has been active and the recovery court is running. The 2024 cooperative Tribal Law Enforcement agreement has been approved. SCLCO Economic Development Corp. will be seeing a housing study presentation today. RFPs for the radio communications system proposals are under review now. Mr. Shuman left the meeting at 11:11 am.

Future Agenda Items – District 10 Supervisor Appointment, PTO Policy, Out-of-County Vehicle Policy

Correspondence, reports from conferences and meetings

Adjournment – 11:12 am

Next Meeting: January 11, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk