

**Minutes of the February 8, 2024 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 - Excused**
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☒ Dale Schleeter

Others Present:

Andy Albarado
Lynn Fitch
Gary Elliott - virtual
Rose Lillyroot
Mike Coleson
Stacey Hessel

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: January 11, 2024

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

Second by: Mr. Kinsley

Veterans Service Department Report -

A written report was provided detailing office activity and was summarized by Mr. Elliott. They submitted 21 disability claims to date and received over \$10,000 in claims in favor of Veterans.

Information Technology Department Report -

A written report was provided identifying projects pending, completed and in process. Mr. Coleson reviewed the highlights.

Human Resources Report -

A written report was provided. Ms. Lillyroot advised that we made arrangements to have our employee handbook reviewed by our insurance company.

County Clerk Department Report -

A written report was provided of counter activity and elections materials.

Public Records Request Update –

Elected Officials Wage Review -

A copy of the 2024 WCA Elected Officers Salary and Benefits survey was provided. This topic was heard in the Finance Committee. The wages recommended from the finance committee started at \$67,863 in 2025, \$69,220 in 2026, \$70,605 in 2027, and \$72,017 in 2028. A motion was made by Mr. Buckholtz to approve the recommended changes and forward the Resolution to the County Board; second by Mr. Schleeter. Motion carried without negative vote.

Out-of-County Vehicle Policy -

Mr. Albarado provided an update on what was approved at the Finance Committee level, allowing the take-home policy within 25 miles of the county. A resolution to amend the personnel policies for this change was reviewed by

Mr. Albarado and will be presented to the board. This summarizes each language change for the policy, and he recommended two additional language changes in the presented resolution that was not discussed at the Finance Committee. A motion was made by Mr. Kinsley to approve the Out-of-County squad vehicles up to a 25-mile radius; second by Mr. Buckholtz. A roll call vote was taken and passed 4-1 with “yes” votes from Schleeter, Kinsley, Duffy and Buckholtz; “nay” vote from Shuman.

County Administrator’s Report –

Consider Proposal to Implement Paid Time Off – Mr. Albarado provided an update on how time off is categorized, and he would advise that a change be made that the proposal be revised to allow staff to their use sick leave bank indefinitely until they are exhausted or separate from the County. A motion was made by Mr. Kinsley to approve the policy with PTO time equal to vacation and sick time; second by Mr. Duffy. A roll call vote was taken and passed 4-0 with “yes” votes from Schleeter, Kinsley, Duffy and Buckholtz; there was no vote submitted from Mr. Shuman who left the meeting.

Closed Session -

A motion was made at 10:53 am by Mr. Duffy; second by Mr. Kinsley to enter closed session pursuant to 19.85(1)(c), (e), and (f), Wis. Stats. Update on personnel matter and Union grievance before the Administrative Committee and discuss the Committee’s response to same. A roll call vote was taken and passed 4-0 with “yes” votes from Schleeter, Buckholtz, Kinsley and Duffy. Mr. Shuman was not present in the meeting.

A motion was made at 11:06 by Mr. Duffy; second by Mr. Kinsley. Motion carried without negative vote.

Open Session – Discussion and possible action RE: Closed Session – No action taken in closed session

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 11:09 am

Next Meeting: March 14, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk