

**Minutes of the July 11, 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: Ron Kinsley
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ John Righeimer
- ☒ Stacey Hessel

Others Present:

Andy Albarado
Lynn Fitch
Nicole Clapero
Rose Lillyroot
Mike Coleson
Linda Zillmer

Call to Order –Chair Ron Kinsley 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: June 13, 2024

Motion to approve made by: Ms. Hessel
Motion carried without negative vote.

Second by: Mr. Righeimer

Apostle Island National Park Letter of Support

Mr. Albarado presented a request to provide a letter of support that would designate the Apostle Islands as a National Park to hopefully increase tourism in the area. A motion was made by Mr. Duffy; second by Ms. Hessel to allow Mr. Albarado to write a letter of support for the project. Motion carried without negative vote.

Veterans Service Department Report -

A written report with the budget was provided and reviewed by Ms. Clapero. June was a record month for claims. They've received payment of \$167,935.71 in retroactive claims for veterans to date.

Information Technology Department Report -

A written report was provided. Mr. Coleson advised that they completed 123 requests in June. A list of projects was included and new plans include providing backup internet for the airport and new cameras in the courthouse campus.

Human Resources Report -

A written report was provided and reviewed. Ms. Lillyroot reported progress in filling open positions. The grievance that was on today's agenda has been withdrawn for Jordan Price and we are awaiting the decision on the Ryan Schick grievance.

County Clerk Department Report -

Written reports were provided of counter activity and general office updates. The June WCCA Conference held in Hayward was a success with several clerks promising to return to vacation here. The NextRequest records request software is in place and requests are being directed to the website link.

Radio Communications Project --

Having been reviewed at the Finance meeting with all in attendance, the project was not reviewed again in Administration. The Finance Committee did approve sending the resolution and notice of intent to the full board for consideration.

Consideration of Short-term Financial Assistance to NWCEP

The item was heard at the Finance Committee which did approve a \$5,000 loan to NWCEP. This item will also go to full board for final approval. A motion was made by Ms. Hessel; second by Mr. Buckholtz to approve the resolution and send to County Board.

Public Records Request Update – Written documentation was provided.

Outside Committee Updates -

No updates

County Administrator's Report –

Designating a Newspaper of Record – Mr. Albarado introduced the item stating that Sawyer County has not previously designated a Newspaper of Record. A motion was made by Mr. Buckholtz to appoint the Gazette as the newspaper of record; second by Mr. Righeimer. Motion was rescinded to allow us to send an RFP to both papers. A motion was made by Ms. Hessel to create an RFP; second by Mr. Duffy. Motion carried without negative vote.

Public Records Request Memo and Fee Schedule – Mr. Albarado presented the Guidance for Wisconsin Public Records Law, Fee Schedule and a Resolution to adopt a Fee Schedule. A motion was made by Ms. Hessel; second by Mr. Righeimer to approve the Resolution and forward to county board. Motion carried without negative vote.

Mr. Albarado provided an update on recruiting and hiring efforts and a review of Highway Department projects. An update on CICC grant efforts and projects was also provided.

Review Grievance of Sawyer County Deputy Sheriff's Association Related to Disciple of Deputy Jordan Price -

Closed Session – No action was taken as the grievance was withdrawn.

Future Agenda Items –

Correspondence, reports from conferences and meetings

Adjournment – 10:54 am

Next Meeting: August 8, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk