

**Minutes of the December 12, 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

Andy Albarado
Lynn Fitch
Gary Elliott

Others Present:

**Public Comment Speakers are
listed below:**
Rose Lillyroot

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, Steve Beining

Minutes from the previous meeting dated: November 7, 2024

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

Second by: Mr. Righeimer

Appoint Board Member for Vacancy of District 9 – Mr. Kinsley reported that he met with Mr. Jim Evans of District 9 and he is interested in joining the board. He also received positive emails of recommendation from the community. Mr. Buckholtz made a motion to approve appointing Jim Evans to this position; second by Mr. Righeimer and forward to County Board. Motion carried without negative vote.

Veterans Service Department Report -

A written report of department activity and budget were provided and reviewed by Mr. Elliott. There were 408 phone calls, 731 letters/emails/faxes and 228 office visits reported. By the end of the month, they may beat their record number of claims from the year 2023.

US Highway 63 Property Purchase – Mr. Albarado presented a signed offer to purchase of the property at 15785 US Hwy 63, Hayward. The letter of intent approved earlier was replaced by a signed agreement. The seller has now signed off on the purchase price of \$153,196.74. Mr. Albarado presented a resolution approving the offer to purchase, the agreement, and the letter of intent. Final closing would likely take place in January, if approved at the County Board. A motion was made by Mr. Buckholtz to deny the purchase of the property; second by Mr. Duffy. A voice vote was taken and the motion failed 2:3 with two “nays” from Duffy and Buckholtz. A motion was made by Ms. Hessel; second by Mr. Righeimer to move forward with the existing purchase. A voice vote was taken and carried 3:2 with “nay” votes from Duffy and Buckholtz.

Information Technology Department Report -

A written report was provided; the new agenda software is now in place and being used. They are in the process of assisting other departments in automating payment processing (Highway, Forestry and soon to be Zoning departments). A request was received to track TRH applications and they will be researching this possibility and move forward.

Human Resources Report -

A written report was provided identifying staff turnovers in November, positions available, and the number of new hires/terminations for the past three years. They are recruiting for a Highway driveway operator and received many applications and they will be likely making an offer to an individual on the Maintenance position.

County Clerk Report -

Written reports were provided and reviewed. The November election went well overall; three municipalities were selected to complete machine audits and those are now done. Laura Bruce has started in the Elected Officials Deputy position. A year-end summary of the department was included. The records request report shows an estimated \$3,848.68 of staff costs involved in requests but this is low because not all staff time spent has been recorded. An amount of \$434 has been recovered in request fees.

Ad-Hoc Committee Formation -

Mr. Albarado presented a Resolution to Establish an Ad Hoc Committee Called "Sawyer County Multi-Dwelling Development Committee". The resolution will allow them to address conflicts in the zoning ordinance and flesh out inconsistencies. A preliminary list of recommended names for committee members was included. Mr. Buckholtz requested that he be on the committee as non-voting member. A motion was made by Mr. Buckholtz moved to approve creation of this ad hoc committee adding names as they come; second by Ms. Hessel. Motion carried without negative vote.

County Administrator's Report –

Mr. Albarado provided a verbal review of current projects. Due to Mr. Suralski's recent resignation from the Board, the December LWFR meeting was postponed until December 20th. Work on the Callahan/Mud Lake District application continues. They will be meeting with several towns to discuss ambulance service review. We received our first BEAD request and approved endorsing a letter for Mosaic which will come before the Board in December. The 2025 TAD grant was approved for CJCC funding of treatment court. A new conversation with BugTussel for the EMS radio system will be happening soon. The transition for the three elected officials has been started. The County currently has multiple email domains but will begin transitioning to one next spring.

Board Appointed Committee Updates -

Future Agenda Items –

Correspondence, reports from conferences and meetings

Adjournment – 11:17 am

Next Meeting: January 9, 2025

Time: 10:00 am

Location: Board Room

Minutes recorded by Lynn Fitch, County Clerk