

**Minutes of the March 27, 2025 Special Meeting of the Sawyer County
Administration Committee
of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting members present:

- ☒ Chair: Ron Kinsley
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ John Righeimer- Virtual
- ☒ Stacey Hessel

Others present:

Andy Albarado- virtual
Liz Klein
Mike Markgren
Jon Hochkammer- virtual
Dave Bretl- virtual
Mike Coleson

Call to Order –Chair Ron Kinsley called the meeting to order at 10:30 am.

Certification of Compliance. Roll Call taken; quorum was met.

Meeting Agenda – Set

Public Comments – None

Recruitment Details for CA Position-

Mr. Hochkammer and Mr. Bretl reviewed the PAA packet with the committee: plan, dates, position description, assessment memo, position announcement, marketing plan and emotional intelligence test were discussed. The Sawyer County CA position will be advertised starting today and closing on April 28, 2025. PAA will provide a report on the finalists on May 7th; May 9th Mr. Bretl will attend a special meeting of the Administration Committee to go over details. May 19-20 finalists will visit the county for a meet and greet with county board and department heads and a final assessment will be made. If a qualified candidate is chosen, hiring will take place by early June, with a target employment start date of mid July-August. The previous PAA position description will be used, with a few details cleaned up.

Motion to approve the position description with the revisions as agreed by: Mr. Buckholtz Second by: Ms. Hessel
Motion carried without negative vote.

Survey results were reviewed: 23 board and staff members identified their concerns for the county and qualities sought in an administrator. Top priorities include intergovernmental relations, strategic planning, budget/financial administration, affordable housing, and aging demographic. Drugs and alcohol and youth justice were also identified areas of concern.

The one page job announcement was reviewed and approved by the committee.

The marketing plan includes a several-state area of the Midwest. The committee agreed that an important question to ask candidates is “Why Sawyer?” to identify candidates who will stay in the position long-term.

Motion to approve the proposed salary range of \$120,000-\$140,000 by: Mr. Buckholtz Second by: Mr. Righeimer
Motion carried with Ms. Hessel opposed.

The committee agreed to pay \$1,900 for a highly recommended Emotional Intelligence test on a motion by: Ms. Hessel Second by: Mr. Righeimer

Motion carried without negative vote.

PAA will conduct zoom interviews of candidates and ask the question, "Why Sawyer?" The emotional intelligence test and a writing skills test will be part of the assessment process.

PAA will provide a color brochure to attract candidates to the Sawyer County position. The brochure was reviewed by the committee. The listing will be shared on the website and social media accounts.

The survey results will be shared with county staff. PAA will work through Chair Ron Kinsley for future updates.

The closed session was not needed. A closed session will be held at the next Administration meeting, and an exit interview with Mr. Alborado was requested.

Meeting adjourned on a motion by Ms. Hessel Second by: Mr. Duffy

Adjournment- 11:25 am

Next meeting- April 9, 2025 at 10:00 am

Minutes recorded by Liz Klein, County Clerk