

**Minutes of the June 12, 2025 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- Excused
- ☒ John Righeimer
- ☒ Stacey Hessel

Others Present:

Mike Markgren
Liz Klein
Gary Elliot
Marc Helwig

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 – Set

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: May 8, 2025

Motion to approve by: Mr. Righeimer

Second by: Ms. Hessel

Motion carried without negative vote.

Minutes from the previous meeting dated: May 9, 2025

Motion to approve by: Mr. Buckholtz

Second by: Mr. Righeimer

Motion carried without negative vote.

Minutes from the previous meeting dated: May 20, 2025

Motion to approve by: Mr. Righeimer

Second by: Ms. Hessel

Motion carried without negative vote.

Confirm Nomination of County Administrator Candidate Michael Markgren--

The committee confirmed their nomination of Michael Markgren for the position of Sawyer County Administrator to be confirmed by the County Board on a motion by: Ms. Hessel

Second by: Mr. Buckholtz

Motion carried without negative vote.

Appointments—

The committee appointed Michael Markgren to the Northwest Regional Economic Development Fund Administrative Committee to be confirmed by the County Board on a motion by: Ms. Hessel

Second by: Mr. Buckholtz

Motion carried without negative vote.

County Clerk Report-

Ms. Klein provided the NextRequest public records requests report. Discussion about the value of NextRequest for tracking where requests are coming from, pros and cons of the software. A statewide request for standing meeting notices and agenda packets from the Sunlight Report was reviewed by Atolles and will be complied with by Sawyer County.

19 dog licenses and 10 marriage licenses were issued in May, 4 plat books sold. Municipalities and school districts have paid \$13,652.78 for election expenses as of May 31. Ms. Klein will attend a WCCA conference June 22-25 in New Glarus.

Information Technology Department Report -

Mr. Coleson provided a written IT report.

Human Resources Report -

A written report was provided. Mr. Margren reported that the county has seen an uptick in the quality and quantity of applicants for open positions.

Interim County Administrator Report—

Mr. Markgren updated the committee on recent administrative goals and projects; he would like to create an onboarding process, implement 30/60/360 day employee reviews, and regular professional development for department heads. The Airport project is done and planes can land again. He is meeting with the Ambulance Director to work on reporting. ARPA broadband projects are wrapped up and closed. Preliminary strategic planning meetings are underway with UW Extension staff. Resolutions drafted. Maintenance has finished big Courthouse projects including a new roof on the Huber wing, and is starting to work on airport buildings using funds from the runway pavement millings. GenComm is moving forward, Mr. Markgren and Ms. Hessel visited a new housing development in Washburn to explore affordable housing options in the future. The 2026 Budget process starts today with letters to department heads. Mr. Markgren is active in the downtown Hayward BID and has met with Discover Wisconsin to look at promoting Sawyer County.

Veterans Service Office Report -

Mr. Elliot provided a written report of May 2024 and 2025 department activity. Mr. Elliot and Ms. Clapero attended CVSO trainings in May. Mr. Elliot spoke about the unreported work their department does and would like a way to give more information to the County Board than what is covered in the current reports. He stated that no veterans funds or services have been cut by the current administration.

The Finance Committee approved purchase of property to construct a Veterans Tribute site. No closed session was necessary in this meeting.

Finance Department Director Position—

Mr. Markgren stated he would like to continue as the County's Finance Director in addition to his County Administrator role, and will perform both positions for the County Administrator pay. No closed session was necessary.

After discussion, a motion was made to keep Mr. Markgren as the Finance Director by: Ms. Hessel Second: Mr. Buckholtz.

Discussion. Motion rescinded by Ms. Hessel to restate the motion to be more specific.

Motion to accept Mr. Markgren as dual County Administrator and Finance Director for six months with a review in December Admin meeting by: Ms. Hessel Second by: Mr. Buckholtz
Motion carried without negative vote.

Board Appointed Committee Updates – None

Correspondence, reports from conferences and meetings –

WCA Conference at Kalahari in September- deadline to register will be Thursday at the County Board meeting. Can bring a spouse. Members who sign up and do not attend will have to refund the money. Clerk will send out reminders.

Future Agenda Items- None

Adjournment – 11:09 am

Next Meeting: July 10, 2025

Time: 10:00 am

Location: Board Room

Minutes recorded by Liz Klein, County Clerk