

**Minutes of the December 11, 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
- ☒ John Righeimer
- ☒ Stacey Hessel

Others Present:

Mike Markgren
Liz Klein
Gary Elliot
Mike Coleson
John Pinnow- Virtual

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: November 6, 2025

Motion to approve by: Mr. Duffy

Second by: Mr. Righeimer

Motion carried without negative vote.

Virtual Meeting Policy— Mr. Buckholtz requested a review and discussion of the virtual meeting policy in the County Board manual. The committee discussed the bylaws and intentions of the rules and agreed in person attendance is preferred but the virtual option allows members to participate to make quorums. The rules state members need to notify the Chair, Clerk or County Administrator to attend by Zoom or when they will be absent. The committee asked the clerk to include a reminder statement of the attendance policy on all emails to committee members and board members when sending out agendas.

County Clerk Report-

Ms. Klein provided a written department report. All towns have converted to the ICE tabulator machines and attendees received 2 hours of training on December 4th.

The public records requests report was reviewed; NextRequest will be discontinued on December 15th and the website link will direct requests to the appropriate departments. The clerk will continue to field other incoming requests and assign them to the appropriate departments. Department heads will need to utilize an internal spreadsheet to track requests going forward; this will be provided at the next Department Head meeting.

Veterans Service Office Report -

Mr. Elliot provided a written report of November department activity: 424 phone calls, 655 letters/emails/faxes sent and 170 office visits. 170 disability claims were filed to date and \$556,637.67 was awarded in Veterans' favor. The department is co-hosting counseling sessions at La Crosse Vet Center, hosting Coffee & Conversation, and the social media report was provided.

Veteran's Tribute Update- No update- Mr. Markgren is waiting for the Phase 2 environmental report to proceed.

Information Technology Department Report -

Mr. Coleson provided a written IT report and discussed options for recording meetings. AI manipulation of online videos is a risk; the alternatives were discussed and Mr. Buckholtz asked for the item to be placed on the January agenda for further discussion.

Human Resources Report -

A written report was provided on staffing and recruiting for open positions within the county.

County Administrator Report—

Mr. Markgren is preparing for an all-staff training day focused on wellness. He thanked Maintenance and Highway for cleaning up after the recent winter storm. Carson Kipfer spoke at a recent NWRPC meeting about the Lumber Exchange; Mr. Markgren noted that other counties were very interested in creating a similar facility and stated that the presence of the Lumber Exchange in Hayward will energize our downtown business community. The apportionment and levy have been filed with DOR. Strategic Planning input from departments has been productive, yielding realistic goals with measurable results. The plan should be ready for presenting in January. Five contracts for service went out to the organizations the county provides financial support to. Ms. Hessel asked to look at adding the libraries. Mr. Markgren has attended weekly meetings with other County Administrators. There is no signed MOU for the WOJB tower yet; the hold up appears to be an engineering issue.

Board Appointed Committee Updates – None

Correspondence, reports from conferences and meetings— None

Future Agenda Items- IT options for meetings

Adjournment – 11:01 am

Next Meeting: January 8, 2026 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Liz Klein, County Clerk