



Sawyer County

Agenda

Administration Committee Meeting

January 6, 4:00 pm

Assembly Room/Virtual Meeting

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. MEETING AGENDA

5. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

6. RESOLUTION TO ESTABLISH AN AD HOC COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

- a. [Res 2022- Authorizing Creation of an Ad Hoc Committee to Recruit County Administrator](#)

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**SAWYER COUNTY BOARD OF SUPERVISORS RESOLUTION TO AUTHORIZE
CREATION OF AN AD HOC COMMITTEE**

WHEREAS, Sawyer County (the “County”) received notice of the upcoming retirement of the current County Administrator, Thomas R. Hoff;

WHEREAS, Part I, Section 3 of the Sawyer County Board of Supervisor Policy and Procedure Manual (“Board Rules”) permits a County standing committee to create an ad hoc committee so long as the specific procedures set forth in the Board Rules are followed;

WHEREAS, the County Board Chair brought forward this Resolution at the County Board meeting on December 16, 2021 to recommend creation of an ad hoc committee (the “Ad Hoc Committee”), to clearly state the Ad Hoc committee’s purpose (as set forth below), to describe the Ad Hoc Committee’s duties and responsibilities (set forth below), and to appoint members of the Ad Hoc Committee (as set forth below); and

WHEREAS, the County Board reviewed and discussed the contents of this Resolution at its meeting on December 16, 2021, and determined that it is in the best interest of the County to approve the the creation of the Ad Hoc Committee for the purposes stated herein and according to the terms set forth herein.

NOW, THEREFORE, BE IT RESOLVED, the County Board determines the following:

1. Recitals. The Recitals set forth above are true and correct, and are hereby incorporated into this Resolution.
2. Approval of Recruitment Ad Hoc Committee. The County Board hereby approves creation of the Ad Hoc Committee described above, which shall be an ad hoc committee of the County Administration Committee. The Ad Hoc Committee shall disband upon the hiring of a new County Administrator.
3. Purpose of Ad Hoc Committee. The purpose of the Ad Hoc Committee is to recruit a quality candidate for the position of County Administrator.
4. Duties of the Ad Hoc Committee. The duties of the Ad Hoc Committee are those necessary to achieve the purpose of the Ad Hoc Committee.
5. Members of the Ad Hoc Committee. The Ad Hoc Committee shall consist of the following members: (a) County Board Chair; (b) Public Works Committee Chair; (3) _____; (4) _____ and (5) _____.
6. Creation of Ad Hoc Committee. Consistent with Part 1, Section A.10 of the Board Rules, upon approval of the County Board of this Resolution, the County Administration

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Committee may officially create the Ad Hoc Committee at its meeting on January 13, 2021st or at a subsequent meeting thereafter.

7. Health, Welfare and Safety. The County's approval of this Resolution is beneficial to the health, welfare and safety of the County's residents, taxpayers and visitors.

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 16th day of December, 2021.

Tweed Shuman,
Sawyer County Board of Supervisors Chairman

Lynn Fitch,
Sawyer County Clerk

The Ad Hoc Committee described above is hereby created by the Sawyer County Administration Committee at its meeting on _____.

Tweed Shuman, Chair

Dale Schleeter, Vice-Chair

Tom Duffy, Member

Ron Kinsley, Member

_____, Member

Lynn Fitch,
Sawyer County Clerk