

**Minutes of the May 13th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- Chair: **Tweed Shuman**
- Vice Chair: Dale Schleeter
- James Schlender
- Ron Kinsley
- Tom Duffy

Others Present:

Tom Hoff
Lynn Fitch
Alex Butterfield
Mike Coleson
Rose Lillyroot

Call to Order – Chair Tweed Shuman 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 --

Minutes from the previous meeting – A motion was made by Mr. Schlender to approve the minutes of the April 15, 2020, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided. Mr. Elliot shared the last month's data showing there were 487 calls, 308 letters/emails/faxes and 129 office visits. He shared ideas as to what a new veterans' facility would require, if provided sometime in the future.

Information Technology Department Report – A written report was provided. Mr. Coleson advised that the final touches on the Laserfiche project in Zoning are almost complete. IT is working with the Clerk of Court for a new software process for warrants.

Human Resources Report – A written report was provided. Ms. Lillyroot added that that they have made an offer for a social services position which has been accepted and the ambulance garage should be fully staffed with the recent hire of an EMT Basic.

Northwest Regional Planning Resolution – Mr. Kinsley made a motion to move this resolution to the May 20th County Board meeting and invite Sheldon Johnson to attend to explain the purpose of the document. A second was made by Mr. Schlender. Motion carried without negative vote.

County Administrator's Report – Mr. Hoff advised that the road project on California is underway and expected to be completed in June. The Courthouse Construction Ad Hoc Committee interviewed four construction managers on May 7th and have made a recommendation to hire Miron Construction. This recommendation has been approved at the Public Works Committee and will move to the May County Board meeting.

The US Treasury Interim Final Rule guidelines are now available and will be on the May County Board agenda. The portal to receive the funds is open and we expect the first half of the funding to arrive by the end of next week. These funds will be kept separate from the County operating budget.

Mr. Hoff provided a written report and stated that the budget process will begin in June. The first draft of the Municode project should also arrive in June.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, June 10, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:55 am

Minutes recorded by Lynn Fitch, County Clerk

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