

**LINCOLN COUNTY LAND INFORMATION, CONSERVATION AND UNIVERSITY EXTENSION COMMITTEE**  
**MEETING AGENDA**  
**“AMENDED”**  
**Wednesday May 11, 2011 10:00 am.**  
**Lincoln County Service Center**  
**Lower Level Conference Room 156**  
**801 N Sales Street**  
**Merrill, WI 54452**

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1. Call to Order
2. Approval of Minutes from the March 9<sup>th</sup>, 2011 Committee Meeting
3. Public Comment

**REGISTER OF DEEDS**

4. Q & A on Monthly Budget Report
5. Q & A on Monthly Written Report
6. Review/Action on ROD 2012 Budget – 5%,10%,15% Contingency Options

**UW-EXTENSION**

7. Q&A on Agriculture Development Educator Written Report
  - a. Future arrangement with Marathon County on the Joint Ag Educator position
8. Discuss/Action on WNEP County Agreement Letter for October 1, 2011 – September 30, 2012
9. Review 2011 Extension Budget Report
10. Discuss/Action on 2012 Department Budget
11. Discuss/Action on Contingency Budgets with 5, 10 and 15% reductions
12. Report on State WACEC Conference/Legislative Visits on March 29<sup>th</sup>
  - a. Wisconsin Idea Partnership – State WACEC Resolution and Florence County Resolution

**LAND INFORMATION and CONSERVATION**

13. Budget Reports/Retained Fee Report
14. Discussion regarding organization of Land Information, Conservation and Zoning departments
  - a. Appointing Diane Hanson Land Services Administrator & approve Job Description
15. Review/Action on 2011 DATCP Soil and Water Resource Management Grant Contract
16. Review/Action on 2012 CIP Requests
17. Review/Action on 2012 budget proposals
  - a. Land Conservation
  - b. Land Information
  - c. Tax Assessment and Tax Description
  - d. Surveyor
18. Preliminary discussions related to 5, 10 and 15% budget reduction proposals
19. Review/Action on preliminary plan for utilization of retained fees and electronic access monies
20. Discuss/Action on request for limited term employee
21. Review/Action on resolution authorizing application for Target Runoff Management Grant Funds
22. Review/Action on LWRM cost share agreement(s)
23. Department Head Report
  - a. Update on 2011 DNR Lake Grants
  - b. Update on 2011-2013 Biennial Budget Proposal and Impact on department programs
  - c. Preliminary discussion on allowing names on web site
  - d. Tri County Aquatic Invasives Project Update
24. Q & A on Staff Activity Reports
25. Review/Action on WLWCA Membership dues
26. Convene into closed session pursuant to sec. 19.85(1) (c), Wis. Stats. for purpose of considering employment, promotion, compensation or performance evaluation data of any public employee(s) over which the government body has jurisdiction or exercises responsibility. [Conservationist /Department Head]
27. Reconvene into open session and take any necessary action on closed session item (above).
28. Discuss and Set next Meeting, Date and Time
29. Adjournment

**DISTRIBUTION:**

**Land Information Conservation & UW-Extension Committee Members - James Alber, David J. Fox, Frank Saal, Ramona Pampuch, Ray Bloomer, FSA Representative Hans Breitenmoser Jr.**

Jeremy Irish – APHIS-WS, Peggy Lane – NRCS, Matt Peplinski – FSA, Tom Schmitz – UW Central District Director

Administrative Coordinator

Other County Board Supervisors

Department Heads

News Media

Bulletin Boards

Service Center - Posted on \_\_\_\_\_ at \_\_\_\_\_ a .m. by \_\_\_\_\_

News Media – Notified on \_\_\_\_\_ at \_\_\_\_\_ a m. by \_\_\_\_\_

Courthouse - Posted on \_\_\_\_\_ at \_\_\_\_\_ a.m. by \_\_\_\_\_

Tomahawk Annex - Posted on \_\_\_\_\_ at \_\_\_\_\_ a. m. by \_\_\_\_\_

*There may be a quorum of other Lincoln County committees present at this meeting.*

*Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.*

#### GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

#### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

#### MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

#### TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

#### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

#### CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

#### BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

#### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

#### LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

#### PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.