

**MEETING NOTICE**  
**LINCOLN COUNTY LAND INFORMATION, CONSERVATION  
AND UNIVERSITY EXTENSION COMMITTEE**  
**Wednesday, January 3, 2007 - 9:30 a.m**  
**Lincoln County Land Resource Center Meeting Room**  
**1106 E. 8<sup>th</sup> Street**  
**Merrill, WI 54452**

---

---

**Agenda**

1. Call to Order
2. Approval of Minutes from the December 5, 2006 Committee Meeting
3. Public Comment

UW-Extension

4. Review Extension budget monthly report
5. Update on Cooperative Extension Interim Dean and Director Position
6. Preparations for District 3 Wisconsin Associated County Extension Committees (WACEC) Annual Meeting to be held on Friday, January 5, 2007 at the Elizabeth Inn in Plover
7. Preparations for 2007 State WACEC Conference to be held March 26-28, 2007 in Madison
8. Request to fill vacancy of Administrative Secretary position due to transfer
9. Authorization for Possible Use of Temporary Employee
10. Q & A on Agriculture Development Agent Written Report
11. Q & A on Community and Economic Development Educator Written Report
  - a. Presentation on Tomahawk and Merrill Training for Retailers: Dealing with Big Boxes
12. Q & A on Family Living Educator Written Report
13. Q & A on Wisconsin Nutrition Education Written Report
14. Q & A on 4-H Youth Development Program Advisor Written Report
15. Q & A on 4-H Youth Development Agent/Department Head Written Report
16. Next Meeting Date
17. Adjournment

Copy to: R. Wayne Plant, James Alber, Gail Schneider, Carl Short, Frank Saal, Jr., Sue Buck, Robert Kunkel, Tomahawk Leader, Foto News, Daily Herald, WJJQ Radio, WJMT Radio, Lincoln County Annex, Tomahawk Annex and Health and Human Services Center

*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.*

Courthouse – Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_  
8<sup>th</sup> Street Annex – Posted on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_  
Tomahawk Annex – Posted on \_\_\_\_\_ at \_\_\_\_\_ m. by \_\_\_\_\_

**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 publicly announces the time, place, and subject matter of the subunit 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 matters; 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 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)(e).
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 within 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 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.