

**Meeting Minutes of
Lincoln County Administrative & Legislative Committee
Monday, July 9, 2012 at 9:00 a.m.
Lincoln County Service Center – Room 248**

MEMBERS PRESENT: Robert Lussow, Robert Lee, Greta Rusch, Dan Caylor, and Patricia Woller

MEMBERS NOT PRESENT: Graham Rankin and Frank Saal

VISITORS: Randy Scholz, Nancy Bergstrom, Rick Wolf, and Don Schlising

1. **Call Meeting to Order:** Robert Lussow called the meeting to order at 9:00 a.m.
2. **Approval of Minutes from Previous Meetings:** Motion by Caylor, second by Rusch to approve the minutes from the previous meeting. All ayes.
3. **Departmental Reports**
 - a. **Information Technology Activity and Financial Reports:** Don updated the committee on how the new hire is doing. He also informed the committee that the Sheriff's Office is finally up to grade. The only issue is the need to review federal requirements to make sure they are up to date. The report was placed on file.
 - b. **Corporation Counsel Activity and Financial Reports:** Nancy updated the committee on the Landfill expansion negotiations. She indicated the cell tower for the Sheriff's Office is moving forward. She is waiting for signatures to be returned to her. The Committee asked what a land patent is. Nancy informed the committee what it is and that we are starting to see them in the County. The report was placed on file.
 - c. **Veteran Service Activity and Financial Reports:** Rick Wolf reported they have 160 new files and lost 56 veterans since his last report. They updated job descriptions. For 2011, \$15.4 million in benefits were give out to the veterans of Lincoln County. The report was placed on file.
 - d. **Administrative Coordinator Activity and Financial Reports:** Randy updated the committee on the health insurance and indicated that there will be a Health Insurance Trustees Meeting before the next County Board meeting. The report was placed on file.
4. **Information Technology Budget Modification Request:** Motion by Lee, second by Rusch to approve the budget modification. All ayes. Don indicated it is a move from the Sheriff's Office budget to the IT budget for the IT position and responsibilities his department took over.
5. **Information Technology CIP Requests:** Don indicated the need for the CIP requests. They are for data backup and storage. He will probably be in front of the committee approximately every five years for the same request. Motion by Caylor, second by Woller to approve. All ayes.
6. **County Board YTD Budget Report:** Sheila was not present. Randy was not aware of any concerns. The report was placed on file.

Motion by Caylor, second by Rusch to go into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation date of any public employee over which the body has jurisdiction or exercises responsibility. Roll call vote, all ayes.

CLOSED SESSION

7. Convene into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation date of any public employee over which the body has jurisdiction or exercises responsibility.
 - a. Veterans Service Officer Evaluation
 - b. Administrative Coordinator Evaluation

Motion by Lee, second by Woller to re-convene into open session. Roll call vote, all ayes.

OPEN SESSION

8. Take any necessary action on items discussed in closed session:
 - a. Veterans Service Officer Evaluation: Motion by Lee, second by Woller to give a step increase and give an excellent review to the Veterans Service Officer; Rick Wolf. All ayes.
 - b. Administrative Coordinator Evaluation: Motion by Lee, second by Rusch to give a step increase and give an excellent review to the Administrative Coordinator; Randy Scholz. All ayes.
9. **Set Next Meeting:** The next meeting is scheduled for August 6th at 9:00 a.m.
10. **Adjourn:** Motion by Rusch, second by Woller to adjourn. The meeting adjourned at approximately 9:50 a.m.