

**Meeting Minutes of  
Lincoln County Administrative & Legislative Committee  
Monday, June 3, 2013 at 9:00 a.m.  
Lincoln County Service Center Room 248**

**MEMBERS PRESENT:** Robert Lussow, Robert Lee, Frank Saal, Greta Rusch, Patricia Woller, Graham Rankin and Dan Caylor

**MEMBERS NOT PRESENT:**

**VISITORS:** Randy Scholz, Chris Marlowe, Don Schlising, Rick Wolf, Nancy Bergstrom, Ray Bloomer, and Bill Zeitz

1. **Call Meeting to Order:** Chair Robert Lussow called the meeting to order at 9:00 a.m.
2. **Approval of Minutes from Previous Meetings:** Motion by Rusch, second by Woller to approve the minutes. All ayes.
3. **Departmental Reports**
  - a. **Information Technology Activity and Financial Reports:** Don Schlising reviewed his report with the committee. The report was placed on file
  - b. **Corporation Counsel Activity and Financial Reports:** Nancy Bergstrom reviewed her report for the committee. The report was placed on file.
  - c. **Veteran Service Activity and Financial Reports:** Rick Wolf reviewed his report for the committee. The report was placed on file.
  - d. **Administrative Coordinator Activity and Financial Reports:** Randy Scholz reviewed his report for the committee. The report was placed on file.
4. **County Board YTD Budget Report:** Chris Marlowe indicated there were no issues. The report was placed on file.
5. **Budget Modification 2012 – County Board Budget:** Chris Marlowe indicated there were only a few line items that needed to be adjusted. There were no questions. Motion by Caylor, second by Rusch to approve the budget modifications. All ayes.
6. **Revised Clerical Job Description – Corporation Counsel and Administration Departments:** Nancy gave the history of this clerical position. She talked about ongoing budget challenges and the decision to reduce both the pay grade and hours for this position. The proposed job description reduces the clerical position in corp counsel from program assistant to legal secretary (a reduction in pay grade) and reduces the Administration Department reliance on this shared position to 6 hours per week (down from 16). This then becomes a 30 hour/week position. Motion by Rush, second by Woller to approve the new job description. All ayes.

Motion by Woller, second by Caylor 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. Randy Scholz, Rick Wolf, Ray Bloomer, and Bill Zeitz stayed in the meeting.

**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. Evaluation – Veteran Service Officer

Motion by Caylor, second by Lee 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. Motion by Caylor, second by Saal to give a favorable review for the Veterans Service Officer Rick Wolf. All ayes.
  
9. **Change to Administrative Coordinator Job Description – add Coordinates the County Loss Control/Risk Management Program:** Randy explained the change is needed because the responsibility has been removed from the emergency management director's job description. Motion by Lee, second by Caylor to approve the change. All ayes.
  
10. **Resolution by Wood County – “Request the state to enact legislation that prohibits an entity from foreclosing on property unless that entity itself has a recorded interest in the property”:** Randy indicated this was referred to this committee from a county board meeting. The options for the committee are to take action or to refer this to the Register of Deeds or another committee. Bill Zeitz explained the resolution and explained why he thought it was a good ideal. Motion by Lee, second by Rankin to approve changing the name to Lincoln County on the resolution. All ayes.
  
11. **Set Next Meeting:** The committee set the next meeting for July 8 and August 5 at 9:00 a.m.
  
14. **Adjourn:** Motion by Caylor, second by Lussow to adjourn the meeting at approximately 9:40 a.m. All ayes.