

**Meeting Minutes of  
Lincoln County Administrative & Legislative Committee  
Monday, May 5, 2014 at 9:00 a.m.  
Lincoln County Service Center Room 248**

**MEMBERS PRESENT:** Robert Lussow, Robert Lee, Patricia Woller, Greta Rusch, Dan Caylor, and Hans Breitenmoser, Jr.

**MEMBERS NOT PRESENT:** James Alber

**VISITORS:** Randy Scholz, Debbie Moellendorf, Chris Marlowe, Travis Spoehr, Rick Wolf, N.L.Bergstrom, Dan Marzu, Tammy Hansen, Meghan Young, Amanda Kostman, Art Lersch

1. **Call Meeting to Order:** Chair Robert Lussow called the meeting to order at 9:04 a.m.
2. **Elections of Officers**
  - a. Vice Chair – Nomination by Caylor for Lee, All ayes
  - b. Secretary – Nomination by Caylor for Woller, All ayes.
3. **Approval of Minutes from Previous Meetings:** Motion by Woller, second by Rusch to approve the minutes of the March 3, 2014 meeting. All ayes.
4. **County Board YTD Budget Report:** County Clerk indicated there were no pending concerns. The report was placed on file.
5. **Departmental Reports:**
  - a. Information Technology Activity and Financial Reports: Spoehr reviewed his report for the committee. The report was placed on file.
  - b. Corporation Counsel Activity and Financial Reports: Bergstrom reviewed her report for the committee. The report was placed on file.
  - c. Veteran Service Activity and Financial Reports: Wolf reviewed his report for the committee. The report was placed on file.
  - d. Administrative Coordinator Activity and Financial Reports: Scholz reviewed his report for the committee. The report was placed on file.

Motion by Caylor, Second by Rusch to go into closed session and allow Rick Wolf and Randy Scholz in the meeting. Roll call vote, all ayes.

**CLOSED SESSION**

6. 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. Rick Wolf's Evaluation

**OPEN SESSION**

Motion by Caylor, Second by Woller to come out of closed session. Roll call vote all ayes.

7. **Take any necessary action on item discussed in closed session:** Motion by Caylor, Second by Rusch to give Rick Wolf an excellent review and step increase. All ayes.
8. **Lincoln County Board Electronic Mail Policy \*\*\*:** IT Director Spoehr and Corporation Counsel Bergstrom explained the reasons for the changes. Motion by Lussow, Second by Lee to adopt changes as presented. All ayes.

9. **Introduction of UW-Extension Department Head & UW Programs:** Debbie Moellendorf introduced her staff to the committee and explained the programs they provide.
10. **Wisconsin Associated County Extension Committees Conference, June 23-24, 2014 in Eau Claire:** Debbie Moellendorf explained what the conference is. Motion by Lee, second by Rusch to allow one member of the committee to attend. All ayes.
11. **2015 Corporation Counsel Preliminary Budget:** Bergstrom presented the budget. Motion by Lee, Second by Woller to approve the budget and to forward it to finance. All ayes.
12. **2015 Veteran's Service Preliminary Budget:** Motion by Caylor, second by Breitenmoser to approve budget and forward it to finance. All ayes.
13. **Purchase of Eight Automated External Defibrillation (AED) Units:** Scholz explained that after doing safety inspection of the buildings that some buildings had AED units and some did not. He indicated that he would try to absorb the cost of \$13,992.32 into his current budget, but if not, would have to request contingency at the end of the year. Suggestion by the committee to see if we can find additional funding. Randy will try to find additional grants for this purchase. Motion by Caylor, Second by Lee to move forward with purchasing the AED units and try to get reimbursed through any grants. All ayes.
14. **Contract with Becher-Hoppe Associates, Inc. for Plan Review Services for Securing the Social Services Building:** Scholz explained the need to have a consultant in order to have plans submitted to the building inspector and to avoid having to do full architecture plans. Cost of \$1,500.00. Motion by Rusch, second by Woller to approve the contract. All ayes.
15. **Set next meeting:** June 3, 2014 at 8:00 a.m. and July 8, 2014 at 8:00 a.m.
16. **Adjourn:** Motion by Caylor, second by Woller to adjourn the meeting at 10:10 a.m. All ayes.