

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, June 7, 2023, 3:30 PM
Meeting Location: Room 247/248 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske, Jesse Boyd, Greg Hartwig, Lori Anderson-Malm
MEMBERS EXCUSED: Calvin Callahan (arrived late), Julie DePasse, Angela Cummings
VISITORS IN PERON: Renee Krueger, Karry Johnson, Art Lersch, Travis Spoehr, Dean Bowe, Tyler Verhasselt, John Hanz, Sarah Koss, Laurie Wegner, Nicole Krause, Ryan Hanson, Stacey Pettit, Grace Crass, Chris Marlowe
VIRTUAL ATTENDANCE: Jessi Rumsey

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 05.03.23: M/S Hartwig/Boyd to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - Krueger indicated that in speaking with the Director of finance, there were no concerns to report at this time
 - b. Timesheet(s) Approval: M/S Boyd/Hartwig to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: M/S Hartwig/Boyd to approve Veterans and IT Directors' Expense Reimbursement - carried.
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk - Marlowe provided updates in regards to Election Committee meetings and equipment needs. Marlow will be working on updating the MOU's for the 3 municipalities that we provide elections support to.
 - ii. UW Extension - Lersch explained that the Foodwise Educator is set for interviews beginning June 9th. The UW Extensions Strategic Planning continues. Half of the contract has been paid, which is reflected in the budget.
 - iii. Veterans Office - No additional information, report on file
 - iv. Information Technology: Spoehr explained a CIP request for the Air Conditioner unit for the server, the need for an amendment to the Munis Timekeeper request and that there is a potential resolve for the County Board speaker system
 - v. Corporation Counsel - Corporation Counsel provided highlights from her activity report.
 - vi. Administrative Coordinator - In addition to the written report, Krueger informed of a significant amount of personnel related matters this month as well as provided the committee information regarding a substantial increase in Workman Comp injuries and efforts to assess and provide targeted response. More information to be provided as we get additional information.
4. Director of Emergency Management Temporary Change In Hours: Krueger provided an overview of justification and funding that will result in no additional tax levy for 2023. Krueger provided the budgetary impact for 2024 if continued as full-time but clarified that is not the request at this time but could be as we receive information about shared revenue funding. M/S Hartwig/Anderson-Malm to approve the temporary change of the

Director of Emergency Management to full-time for the remainder of 2023 beginning July 1, 2023 - Carried.

5. Approve Updated Job Description for Director of Social Services: Krueger provided overview of changes to the needs for this role and the revisions contained within the proposed job description. M/S Boyd/Hartwig to approve the new job description - Carried.
6. ***Approval of Staffing Changes in Register of Deeds*** - Koss provided an update to staffing needs within her department. M/S Hartwig/Boyd to accept the recommendations for the change of hours to the positions in the ROD office as soon as practicable - Carried.
7. Wage Scale Discussion: Krueger provided an overview of information regarding history of 2016/2017 study, current best practice recommendations and impact to Lincoln County based on funding, and recommended consideration to dropping steps 1 & 2 and adding step 12. Committee discussed the fiscal impact, the inability to affect at this time. Clarification that this was discussion only.
8. Review and Approve RFP - Broker for Pine Crest Nursing Home: Discussion. M/S Boyd/Friske to have Administrative Coordinator post RFP as outlined.
9. Policy discussion and possible action
 - a. Holiday Schedule: Clarification that Courthouse and Sheriff's Office will likely need to be exempt for the July 5th building closure. Additionally, July 5th is not a holiday, but it allows for department heads to provide employees the opportunity to take off without concerns about office coverage. This is a unique request for 2024 as July 5th falls on a Friday. Further clarification that January 15th and February 19th are MANDATORY training days. This allows for both county wide and department wide training options. For County Wide training, employees will need to schedule for one of the days. Friske noted that there are not many opportunities to show appreciation for our employees and allowing the July 5th building closure when there is minimal foot traffic is one way we can. M/S Hartwig/Boyd to approve.
10. Ordinances
 - a. none
11. Resolutions
 - a. none
12. ARPA Requests
 - a. Kayak Rental: unanimous consent decision to postpone this discussion until 6.28.23
 - b. Highway:
 - i. Discussion regarding the assessment and repairs for the structural soundness of the Tomahawk building. Due to the request now inclusive of repairs, this is a new request and can't be voted on at this time. Unanimous consent to move to August agenda for further discussion and decision on the structural engineer assessment funding.
 - ii. Lengthy discussion regarding the conditions of roads and the proposed prioritization as noted in the request. M/S Hartwig/Anderson-Malm to approve 1.5 million to be directed to the Highway Commissioner and allow him to prioritize reconditioning and maintenance of roads.

13. Strategic Planning - Use of Approved Branding and Vision Statement: Committee requested to use this as often as possible in as many places as possible. Strategies discussed. Administrative Coordinator will implement as quickly as possible
14. Set Next Meeting Date June 28th (Due to July 4th Holiday week); Adjourn 6:00pm

Minutes prepared by: Renee Krueger