

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, October 4, 2023, 3:30 PM
Meeting Location: Room 247/248 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske,, Greg Hartwig, Lori Anderson-Malm, Julie DePasse, Jesse Boyd, Angela Cummings

MEMBERS EXCUSED:

VISITORS IN PERON: Renee Krueger, Karry Johnson, John Olson, Travis Spoehr, Terri Kolb, Shara Allen, Melissa Yates, Charlotte Krause, Ken Schneider, Samantha Fenske

VIRTUAL ATTENDANCE: Kevin Stevenson, Sherry Hulett, Mike Huth, Becky Byer

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 9.6.23: M/S Boyd/Hartwig to approve - carried.
Unanimous Consent to move #4, #6a, #7a - no objection
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - no concerns with the Year to Date budget.
 - b. Timesheet(s) Approval: M/S Cummings/Anderson-Malm to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: M/S Hartwig/Boyd to approve Expense Reimbursement - carried.
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk - No report
 - ii. UW Extension - The new Nutrition Educator, Shara Allen, was introduced. Yates provided an overview of 4 H activity. Lincoln County has had 4 H since the 1920's.
 - iii. Veterans Office - Olson highlighted the difference between the number of claims they process. The number of claims is a lot in comparison but means that our Veterans are getting health care and additional support.
 - iv. Information Technology - Spoehr shared that the new speakers are in the boardroom. Some adjustments will need to be made but overall will be better. There has been a large amount of records requests, no patterns, just overall spending more time on them. Time & attendance has been a significant undertaking, but core pieces are falling in line. Spoehr explained that in looking at the New Point to Point wireless equipment and installation servicing the Solid Waste facility. It was not as broken as initially thought and may be returning up to \$40,000 back into the CIP. Discussion regarding the website "hit" report that would help track impact of marketing.
 - v. Corporation Counsel - Johnson shared her CLE benefit to attending the WCA conference. Johnson also attended the Wisconsin County Mutual Insurance Company conference. Johnson also mentioned the recent number of open records requests. Discussion regarding what information is considered open records versus attorney-client privilege.

- vi. Administrative Coordinator -Krueger and Krause discussed open enrollment coming up and the number of meetings regarding benefits over the last month. Kruger shared a couple community events that were not noted in the report.
4. *Request approval to move step increases for 2024 to January 1 for all eligible employees except for those assigned to the Highway Department who would receive 2024 step increases on their anniversary date and then the next step on January 1, 2025.*
Fenske explained the request will allow for efficiencies for the Human Resources and Finance departments. The entire county would be just under \$97,000 and without the highway department it would be just under \$72,000. Fenske has been working with the budget and will be providing recommendations to the Finance Committee and believes this will be able to be covered. Committee discussed the impact of this. It was asked about how this works with new hires and it was explained that it will be important to stick to the step 1/step 2 on new hires knowing that they will be getting a raise the first of the following year. M/S Hartwig/Boyd to approve pending finance committee approval. - carried *
 5. Policy Handbook Update - Krueger provided an overview of what the new policy handbook will look like and why the format in which it is presented to the committee has changed.
 6. Policy Action
 - a. *911 Telecommunications* - Sheriff Schneider explained the history of the change to the schedule for dispatch based on a need due to being significantly short staffed. They have been operating under this new schedule since January and the employees prefer this schedule because they are able to have their days off, overtime is more spread out to all staff, and they have closer working relationships with the patrol and detectives on their shifts. Funding for this policy was discussed. There are some personnel changes that bring the projected expense down from \$80,000 to \$50,000. There are additional changes that may be able to occur to reduce the built in overtime. Committee discussed at length. M/S Cummings/Hartwig to approve schedule as policy pending finance committee approval.- carried *
 - b. Workplace policy - work hours - M/S Cummings/Anderson to pilot the early closures on Fridays as outlined in the proposed policy through 2024; adopt the changes to the Holiday pay and timekeeper to be effective 01.01.24 - carried
 - c. Employee Travel - Meal Reimbursement - M/S Boyd/Cummings to approve the proposed changes to the meal reimbursement and remaining employee travel proposed changes - carried.
 7. Resolutions
 - a. *Chief Deputy Sheriff Compensation Adjustment - M/S Boyd/Hartwig to approve pending finance committee approval - carried*
 - b. Authorizing ARPA Funding in the Amount Not To Exceed \$100,000 for City of Merrill Festival Grounds Campsite Development - M/S Hartwig/Boyd to approve and forward to County Board - carried.
 - c. Lincoln County in Support of Operation Green Light for Veterans - M/S Boyd/Hartwig to approve and forward to County Board - carried.
 8. ARPA Requests Update/Discussion - Krueger explained that the Highway Commission needed to use some of the ARPA funding to repair the culvert on Highway O. An ariel

video was provided (Krueger was unable to show at the meeting but emailed to committee members subsequent to meeting).

9. Strategic Planning Update/Discussion: No updates
10. Set Next Meeting Date November 1, 2023; Adjourn 5:30pm

Minutes prepared by: Renee Krueger