

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Wednesday, November 1, 2023, 3:30 PM

Meeting Location: Room 257 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 (virtual)

DEPARTMENT HEADS PRESENT: Renee Krueger, Karry Johnson, John Olson, Travis Spoehr, Tyler Verhasselt

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 10.04.23: M/S DePasse/Boyd to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - no concerns with the Year to Date budget.
 - b. Timesheet(s) Approval: M/S Hartwig/DePasse 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 - No report
 - iii. Veterans Office - No additional to the written report. Olson informed the committee that the training he attended was excellent and he was very appreciative of the opportunity.
 - iv. Information Technology - Spoehr noted his written addition to the packet. Spoehr noted the number of leaves of his staff of recent and the appreciation of the coverage of his unit during these times. Spoehr indicated that there was a zero day vulnerability that was caught by one of his staff and it was able to be remedied quickly. Munis project is still going well and open enrollment will come out soon.
 - v. Corporation Counsel - Johnson informed the committee that there are a number of petitions to be filed for social services in the upcoming months as well as a number of septic citations that have been issued and will require prosecution. Hartwig asked about the tax deed work group and who is all involved. Boyd asked about the opioid task group and noted the time Johnson spent on that subject. Krueger informed that there has not been a meeting yet, Johnson informed her time is typically reviewing settlement updates.
 - vi. Administrative Coordinator - Krueger informed of current status of the personnel policy handbook and that as soon as the draft is ready it will be sent to department heads first then to the committee for approval.
4. Authorize the Administrative Coordinator to engage in ADRC Lease Negotiations: M/S Hartwig/DePasse to direct the Administrative Coordinator to engage in ADRC Lease Negotiations - carried.

5. Appoint Jennifer Gartmann to LEPC as Media Representative & James Kelly as Business Representative: Verhasselt informed the committee that he has reviewed the statutory requirements for the LEPC and is recommending Lincoln County appoint Gartmann and Kelly to meet the requirements for membership. M/S DePasse/Anderson-Malm to appoint LEPC members as noted - carried.
6. Approval for "Request for Proposals" for electronic welcome to Lincoln County signage: Krueger informed the committee that to proceed with an RFP for a "Welcome To" sign as previously discussed that it would be beneficial to hire a company to do a full manufacturing print with specifications so as to ensure that all work and costs associated with the sign are clearly identified through the RFP process. M/S Friske/DePasse to provide the Administrative Coordinator the ability to use marketing funds for contracting with a company to provide the specification for the RFP - carried.
7. Policy Update - The policy handbook will be provided to the committee for review electronically once the draft is complete and can be discussed/approved next month.
8. Resolutions
 - a. Resolution to Restructure the Child Support Department: M/S Cummings/Hartwig; Discussion regarding the change will now include all three specialists increasing their time to 40-hours per week and fiscal impact of \$21,500. M/S Boyd/Hartwig to amend to reflect those changes - amendment passed. Resolution as amended carried on voice vote.
 - b. Resolution to approve Utilizing ARPA funding (Marketing) for participation in Uniquely WI.: M/S Friske/Boyd - Carried
 - c. Resolution to Dissolve Broker Agreement: No motion was made. Chair asked the committee to allow discussion by unanimous consent, hearing no objections, discussion was permitted but no action will be taken. Concerns raised regarding the language contained within the resolution, whether it was misleading, and concern whether the surveys completed were done by property tax payers. Committee asked Corporation Counsel whether dissolving the contract was legal. The listing contract runs through March 2024 and there are provisions within the contract that neither the seller nor the firm can unilaterally terminate the contract. It could result in a breach of contract and be subject to damages. Motion by Cummings to postpone indefinitely, no second. Brief discussion about whether a motion was appropriate given unanimous consent for discussion only, no action. Motion was withdrawn by Cummings. Additional discussion ensued regarding whether resolution could be brought to County Board.
6. Ordinance 2023-11-XXX - Amendment to Chapter 1, Section 1.33, Access to Records; Fees: M/S Depasse/Boyd - carried
7. ARPA Update; setting next round of review: Krueger noted the letter sent to townships. Committee discussed how to proceed. After reviewing township submission, the committee will determine next steps. At this time, the chair cautions to not designate the remaining funds until we have a better understanding of the final 2023 expenses.
8. Strategic Planning Update/Discussion: Krueger explained that our strategic planning has focused around use of ARPA funds, finalizing our budget, and continuation of marketing. The Department Head/Leadership Training kicks off and has emphasized looking at how departments are embracing our County Vision and focusing on professional development. Boyd discussed that he is trying to schedule a meeting with the Chambers to discuss

future planning. Chair discussed the importance of maintaining momentum and continuing to look at ways to push the branding out.

9. Set Next Meeting Date December 6, 2023; Adjourn 4:30pm

Minutes prepared by: Renee Krueger