

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, December 6, 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, Ken Wickham
DEPARTMENT HEADS PRESENT: Renee Krueger, John Olson, Travis Spoehr, Tyler Verhasselt, Samantha Fenske, Chris Marlowe

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 10.04.23 from 11.01.23 & 11.21.23: M/S Cummings/Hartwig to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - Fenske informed committee that as the year closes overall budgets will be tight but no concerns presented before this committee today.
 - ii. ARPA Update - Krueger noted last month a request was made for a year to date account of balance remaining. At this time there is \$1,387,652 undesignated.
 - b. Timesheet(s) Approval: M/S DePasse/Boyd to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: M/S Boyd/DePasse to approve Expense Reimbursement - carried.*Cummings noted a formatting error on Krueger's form. Updated form will be attached when submitted.
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk - Nothing to report
 - ii. UW Extension - Lersch noted that all educators were present at the committee. Discussion regarding goals for youth membership and volunteers. Last year there were 260 youth members and 100 volunteers. Trying to exceed those numbers.
 - iii. Veterans Office - No additional to the written report. Committee noted the additional hours over the last few months. Discussion regarding workload.
 - iv. Information Technology - Nothing additional to the written report.
 - v. Corporation Counsel - Johnson was not present but previously informed the Chair there was nothing additional to add to her report.
 - vi. Administrative Coordinator - Krueger added that there has been a wide range of a number of personnel related matters this month not reflected in the report.
4. Lincoln County Economic Development Corporation (LCEDC) Updates - Elsa Duranceau provided an overview of what she has been working on since starting three months ago. They are currently restructuring to become a 501(c)3 instead of a 501(c)6. This will allow additional grant opportunities and receive charitable contributions. She has attended a number of conventions, summits, and conferences. She is planning a Lincoln County 2024 Summit with a theme of "Succession." Committee discussion

- occurred regarding what the summit will entail. She has been working with 3 businesses in accessing grants for development. She received a grant allowing her to hire a part-time person to be able to support outreach specific to economic development.
5. Approval of the ADRC Lease: Krueger discussed changes in this lease, specifically it would be a 5-year lease with a 2.5% increase annually. M/S DePasse/Hartwig to approve the Lease - carried.
 6. Approval of UW Extension Contract: M/S Boyd/Hartwig to approve - carried.
 7. Policy Update - Information Technology: Discussion regarding changes to IT policy. Spoehr noted that there will need to be further changes but for the purpose of moving the full policy along, this is what he is recommending with further review at a later time. M/S Cummings/Boyd to approve the policy for content purposes only - carried.
 8. Discussion and Possible Action: Energy Saving Performance Contracting Campaign (ESPC): Krueger provided an overview of this agreement and the possible benefits. Committee discussed possible time commitment and other possible issues with committing to this agreement. M/S until a date of the availability of someone who could present on it or next A&L - carried.
 9. Resolutions
 - a. Approval of Creation of Job Classification of “Staff Nurse” (not an additional position): This has been returned for additional discussion.
 - b. Infosec IQ Cybersecurity Awareness and Training Platform: Spoehr provided an overview. M/S Hartwig/Boyd to approve - carried.
 - c. Approving ARPA Marketing Funds for Chatbot and Promotional Purchases: Krueger explained the purpose for discretionary funds for promotional items to move branding forward and increase marketing; Spoehr provided an overview of the Chatbot. Both items are funded through the designated *Marketing* ARPA Funds. M/S DePasse/Wickham to approve -carried.
 9. Motion to go into closed session: M/S Cummings/DePasse to move to closed session - roll call vote; carried.
 10. Convene into Closed Session pursuant to sec. 19.85(1)(f), Wis. Stats., considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
 - i. *Extended Leave of Employee*
 11. Reconvene to open session: M/S Hartwig/DePasse to reconvene to open session - roll call vote; carried.
 12. Take any necessary action on the closed session items(s). - no action
 13. Set Next Meeting Date January 3rd, 2024; Adjourn 4:40 pm

Minutes prepared by: Renee Krueger