

## ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Wednesday, March 6, 2024, 3:30 PM

Meeting Location: Room 255 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 ABSENT: Ken Wickham (excused)

DEPARTMENT HEADS PRESENT: Renee Krueger, John Olson, Travis Spoeher, Karry Johnson. Chris Marlowe, Art Lersch, Shelley Hersil, Sarah Koss, Tyler Verhasselt, Dean Bowe

### MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 02.07.24 & 2.12.24: M/S Boyd/Cummings to approve - carried.
3. Consent Agenda
  - a. Financials
    - i. 2023 Budget Modifications and Carry Over Requests - each department head explained their respective budget modifications and carry over requests
      - M/S DePasse/Boyd to approve County Board *Budget Modifications* - carried.
      - M/S Hartwig/DePasse to approve UW Extensions *Budget Modifications* - carried
      - M/S DePasse/Anderson-Malm to approve UW Extensions *Carry Over* requests - carried
      - M/S DePasse/Boyd to approve Veterans *Budget Modification* - carried
      - M/S Cummings/DePasse to approve Veterans *Carry Over* requests - carried
      - M/S Cummings/DePasse to approve Information Technology Budget Modification - carried
      - M/S DePasse/Hartwig to approve Corporation Counsel's *Budget Modification* - carried
      - M/S DePasse/Anderson-Malm to approve Administration's *Budget Modification* - carried
      - M/S DePasse/Boyd to approve Administrations *Carry Over* request - carried.
    - ii. 2024 Year To Date: Placed on file
  - b. Timesheet(s) Approval :M/S Hartwig/Anderson-Malm to approve timesheets - carried. Committee discussed hours of the Veteran's Office and noted the recent advertisements increasing the needs of the department.
  - c. Expense Reimbursement(s) Approval: M/SBoyd/DePasse to approve both the expense reimbursements - carried
  - d. Activity Reports (written) & Discussion as needed
    - i. County Clerk - Marlow noted that there was nothing to report
    - ii. UW Extension - Lersch provided an overview and noted the May 7th invite to the Extension Northwoods Forum.

- iii. Veterans Office - Olson noted that the CVSO conference is in April so the office will be closed during that time.
  - iv. Information Technology - Spoehr acknowledged that his team has been working hard and getting a lot of things accomplished and appreciates their efforts.
  - v. Corporation Counsel - Committee noted that there has been more court preparation time and expressed interest in discussion at a later time about what is entailed.
  - vi. Administrative Coordinator - Krueger provided an update regarding "County Signage."
- 4. Approval of Lincoln County Credentialing and Asset Management Program: Verhasselt explained the program. M/S DePasse/Hartwig to approve the program as Lincoln County Policy - carried.
- 5. Civic Plus Discussion and Possible Action: Spoehr and Marlow presented information on the Civic Plus. Committee discussed overall benefits, Anderson-Malm shared her experience in the City of Merrill's transition to it and the benefits. - M/S Boyd/Hartwig to approve the draft resolution and forward to the County Board - carried.
- 6. Authorizing the Administrative Coordinator to work with North Central Health Care, department heads, and the buyers to navigate the transition of Pine Crest operations: Friske informed the committee of the limits of the Administrative Coordinator to act on behalf of the committee without this action to navigate through the details of the transition. Johnson discussed prior authorization under the resolution approving the sale of Pine Crest. M/S Cummings/DePasse to authorize the Administrative Coordinator to work with North Central Health Care, department heads, and the buyers to navigate the transition of Pine Crest operations - carried
- 7. ARPA Update and Next Steps: Krueger provided updates to ARPA allocations and projects. Bowe explained project overage. Krueger noted that it is still the goal to fully dedicate the funds by mid summer and expense as much as possible by the end of 2024.
  - a. Approval of RFP contingent upon finding a suitable location for "Welcome to Lincoln County Signage": Krueger provided an update on efforts to locate a suitable site. More work is to be done, but the RFP is ready to go as soon as the site is located. M/S DePasse/Boyd to approve release of the RFP contingent upon identifying a suitable site - carried.
- 8. Resolutions
  - a. Allow LCHD Flexibility To Fill Public Health Nurse Positions with Staff Nurse Positions - Krueger and Hersil provided overview of need and efforts. M/S Hartwig/Cummings to approve the resolution and forward to the County Board - carried.
  - b. Elected Officials Compensation: Committee provided explanation to how the recommended salaries were made. M/S Boyd/DePasse to approve the resolution and forward to the County Board - carried.
  - c. ARPA
    - i. Midwest Communication: Presentation provided by Cameo Almli. M/S Boyd/DePasse to approve the resolution and forward to the County Board - carried.
    - ii. Map It - Author pulled the resolution back

**\*\*Committee took a short break\*\***

9. Policy Handbook: Committee reviewed the Employee Policy Handbook page by page and made final changes to the draft. M/S Cummings/Hartwig to approve the Policy Handbook with the changes as discussed - carried.
- 10.. Set Next Meeting Date April 3, 2024; Adjourn 6:10 pm

**Minutes prepared by: Renee Krueger**