

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Wednesday, April 3rd, 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, Jesse Boyd, Angela Cummings, Ken Wickham

MEMBERS ABSENT: Julie DePasse (excused)

DEPARTMENT HEADS PRESENT: Renee Krueger, Travis Spoehr, Karry Johnson, Art Lersch, Samantha Fenske (virtual)

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 03.06.24: M/S Cummings/Wickham to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2024 Budget Modifications - IT for agenda management software: Spoehr explained that this modification is due to shifting funds from Hardware to Software to cover the approval last month of the Civic Plus Agenda Management program. M/S Boyd/Wickham to approve - carried.
 - ii. 2024 Year To Date: Placed on file
 - b. Timesheet(s) Approval :M/S Cummings/Hartwig to approve timesheets - carried. Committee discussed the formatting difference between Krueger and Spoehr's. Spoehr explained that *we* are still working on an auto format within the program and the difference is a result of how the report is run and then formatting independently.
 - c. Expense Reimbursement(s) Approval: M/SBoyd/Wickham to approve both the expense reimbursements - carried
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk: Marlow informed the chair prior to meeting that he was unable to attend due to wrapping up elections and that he didn't have anything additional to report.
 - ii. UW Extension: Lersch noted the "bolded" areas of the written reports. Committee requested that a presentation be provided at a later date on the food wise curriculum provided to the 3 and 4 year old programs.
 - iii. Veterans Office: Olson was unable to attend the meeting and requested Krueger to provide explanation of the change in format to his report to coincide with his grant reporting requirements as well as greater transparency to time, services and funding provided by his department. The committee appreciated the new format.
 - iv. Information Technology: Committee discussed the cyber security activities. Committee requested Spoehr provide information next month on explaining the statistical data.
 - v. Corporation Counsel: Johnson provided an overview of areas within her report that are consuming a significant amount of time currently and likely for the next couple of months.
 - vi. Administrative Coordinator: Krueger provided an overview of her report.
4. Resolutions

- a. DotGov domain - hosted by Cyber Infrastructure Security Agency (CISA): Spoehr provided an overview of what this will entail. M/S Wickham/Hartwig to approve. Carried on voice vote.
 - b. Authorize Ambulance Biller Hours to 40 hours/week: Fenske explained the increase in work in this office, that funding will be covered through the operational budget and the need to increase the hours when we hire for the position. M/S Boyd/Hartwig to approve and send to county board. Discussion regarding unanimous consent to an amendment to the third wheres to change “EMS” to “Ambulance” biller. No objection. Carried on voice vote.
5. Ordinances
- a. 2.08(4) Amendment to Administrative and Legislative Committee: Chair Friske explained the request to the change in the structure of the committee and how the thought originated as a result of one of the largest departments in the county not being well informed and not having any input to changes within policy that impacted their operations and employees. Committee discussed. Author withdrew without objection.
6. Set Next Meeting Date May 1, 2024; Adjourn 4:20 pm

Minutes prepared by: Renee Krueger