

**LINCOLN COUNTY  
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

**Monday, May 18, 2020 at 8:00 a.m.**

Meeting Location: Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452  
Via Teleconference and In-Person Attendance

Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: 1 617-675-4444

Access Code: 710 145 761 2081#

Meeting ID: <https://meet.google.com/zms-dnxj-ceq?hs=122&authuser=0>

The teleconference cannot start until the host (department head) dials in and enters the host password.

Due to COVID-19 restrictions on mass gatherings, you are encouraged to attend by phone. Preference for in-person attendance will be given to committee members, County Board members and essential staff. For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room.

## **Agenda**

1. Call meeting to order
2. Approval of Minutes from Previous Meeting(s) – 3/4/20, 3/23/20, 4/6/20, 4/20/20, 5/4/20
3. Budget Management During COVID-19
  - a. Hiring Freeze
  - b. Moratorium on Non-Essential Purchasing
4. Personnel Policy Management During COVID-19
  - a. Voluntary Temporary Telecommuting (Work from Home)
  - b. Self-Assessment Health Check
  - c. Workplace Prevention & Screening Guidance
  - d. Reduction in Work Hours – Utilization of Leave Balances
5. Reopening County Facilities
6. Renew Declaration of Emergency
7. Committee Meetings – Continuation of Teleconference Option
8. Other COVID-19 Concerns/Updates
9. Set Next Meeting
10. Adjourn

### **DISTRIBUTION:**

Administrative & Legislative Committee Members – Robert Lee (Chair), Bob Weaver (Vice Chair)(Electronic), Julie Allen (Secretary) (Electronic), Hans Breitenmoser, Jr., Paul Gilk, Greta Rusch, and Calvin Callahan

Administrative Coordinator

Other County Board Supervisors

Department Heads

Service Center – Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_  
News Media - Notified on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_

**While there may be a quorum of the following committees present, no committee business will be conducted at this meeting:**

**Finance & Insurance Committee  
Land Services Committee**

**Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.**

**GENERAL REQUIREMENTS:**

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

**NOTICE REQUIREMENTS:**

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

**MANNER OF NOTICE:**

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

**TIME FOR NOTICE:**

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

**EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:**

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

**PROCEDURE FOR GOING INTO CLOSED SESSION:**

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

**STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:**

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

**CLOSED SESSION RESTRICTIONS:**

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

**BALLOTS, VOTES, AND RECORDS:**

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

**USE OF RECORDING EQUIPMENT:**

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

**LEGAL INTERPRETATION:**

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

**PENALTY:**

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Wednesday, March 4, 2020 at 8:00 a.m.  
Lincoln County Service Center Room 257**

**MEMBERS PRESENT:** Bob Lee, Paul Gilk, Julie Allen, Greta Rusch, Hans Breitenmoser

**MEMBERS EXCUSED:** Robert Weaver, Calvin Callahan

**MEMBERS ABSENT:**

**VISITORS:** Jason Hake, Dora Gorski, Rick Wolf, Dave Smith, NL Bergstrom, Ken Schneider, Art Lersch, Shelley Hersil, Matt Bremer, Diana Petruzates, Melinda Osterberg, Draco Fink

1. **Call Meeting to Order:** Chair Lee called the meeting to order at 8:00 a.m.
2. **Approval of Minutes from 2/05/20 Meeting(s):** Supervisor Allen stated item 12. Should read March 4, 2020. Motion by Breitenmoser to approve the minutes from 2/05/20 with the correction to item 12, seconded by Gilk. All ayes. Motion carried.
3. **Activity/Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement**
  - a. Administrative Coordinator Activity and Financial Reports – Hake highlighted his reports, which were then placed on file.
  - b. Corporation Counsel Activity and Financial Reports – Bergstrom highlighted her reports, which were placed on file.
  - c. County Board – placed on file.
  - d. Information Technology Activity and Financial Reports – Smith highlighted his reports, which were placed on file.
  - e. Veteran Service Activity and Financial Reports – Wolf highlighted his reports, which were placed on file.
  - f. UW Extension Activity and Financial Reports – Lersch highlighted his reports, which were placed on file.

Motion by Breitenmoser to approve timesheets (pay periods 1/27/20 – 2/9/20 & 2/10/20 – 2/23/20) for Administrative Coordinator, Corporation Counsel and Veterans Service Officer, seconded by Allen. All ayes. Motion carried.

4. **UW Extension 2019 Budget Modification:** No action taken. Will bring back next month.
5. **Information Technology 2020 Budget Modification:** Motion by Allen to approve Information Technology 2020 budget modification, seconded by Breitenmoser. All ayes. Motion carried.
6. **Complete Count Committee Update:** Melinda Osterberg gave an update on the Lincoln County Complete Count Committee.
7. **Broadband Update:** Melinda Osterberg gave a broadband update. The committee would like Melinda to reach out to local legislators to advocate for better mapping and inform local legislators on the challenges county's face with broadband expansion.

8. **Approval of a New Position in the Department of Land Services – Conservation Specialist:** Discussion occurred around the request of a new conservation specialist and the funding of the position. The committee agreed that this position needs to be 100% grant funded in order to proceed filling. Jason will proceed with completing a thorough assessment of this position request.

Motion by Gilk to approve a new position in the department of Land Services – Conservation Specialist, second by Breitenmoser. All ayes. Motion carried.

9. **Exit Interview Process:** Jason stated that the current exit interview process is to have department heads distribute the exit interview form (included in packet) to exiting employees. Employees return the form to the department head and the department head forwards to Administration. Jason will work on updating the current process with the goal of improving response rates.
10. **Vehicle Registration Fee:** Jason gave a presentation on how the vehicle registration fee affects Lincoln County roads and reviewed the current state and life-cycle of our road preservation and rehabilitation. Additionally, Jason reviewed the different options if the vehicle registration fee is not renewed.

Motion by Allen to approve the annual vehicle registration fee, second by Rusch. All ayes. Motion carried.

Motion by Allen to go into closed session and include NL Bergstrom, Jason Hake and Dora Gorski, second by Rusch. Roll call. All ayes.

11. **Convene into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.**
  - a. **Health Department staff employee request for leave without pay – no other leave time available (2/1/20 – 3/08/20)**

12. **Reconvene into open session:** Motion by Breitenmoser to reconvene into open session, seconded by Rusch. Roll call. All ayes.

13. **Take any necessary action on item discussed in closed session:**

Motion by Breitenmoser to approve leave without pay as presented by Administrative Coordinator, seconded by Gilk. All ayes. Motion carried.

#### 14. **Resolutions Received from Other Counties**

- a. **Resolution supporting pending legislation that would correct a discrepancy between parallel statutes that compute the detention hearing timeline for Children in Need of Protection (CHIPS) proceedings under State Statutes Chapter 48 and juvenile delinquency cases under Chapter 938 (Outagamie County)** Forward resolution to Social Services Committee.

- b. **Resolution supporting pending legislation, known as the “Commitment to Veteran Support and Outreach Act” that authorizes the Secretary of Veterans Affairs to enter into contract with States or to award grants to States to promote health and wellness, prevent suicide, and improve outreach to veterans (Outagamie County)** Motion by Breitenmoser to approve and forward to county board with suggested amendments by Administrative Coordinator, second by Rusch. All ayes. Motion carried.

15. **Set Next Meeting:** April 1, 2020 at 8:00 a.m.

16. **Adjourn:** Motion by Gilk to adjourn, second by Allen. All Ayes. Motion Carried.

**Minutes prepared by Jason Hake, Administrative Coordinator**

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, March 23, 2020 at 8:00 a.m.**

**Via Teleconference**

Instructions for Attendees:

Teleconference Toll Free Dial-In Number: 1 402-282-0080

Access Code (for attendees): 959801852#

**MEMBERS PRESENT:** Bob Lee, Paul Gilk, Julie Allen, Greta Rusch, Hans Breitenmoser, Robert Weaver, Calvin Callahan

**MEMBERS EXCUSED:**

**MEMBERS ABSENT:**

**VISITORS:** Jason Hake, Dave Smith, NL Bergstrom, Nate Walrath, Diana Petruzates, September Murphy, Chris Marlowe

**1. Call meeting to order.**

Meeting called to order at 8:00 AM by Chair Lee.

**2. Work-From-Home-Policy**

Hake explained the effort to protect employee/public health and maintain social distancing by allowing telecommuting (working from home) on a temporary basis. In consultation with Bergstrom (corp counsel) and Smith (IT), Hake has developed a "voluntary temporary telecommuting policy" which sets forth telecommuting program expectations for employees. The policy requires if Department Heads determine that employees can continue to provide valuable public service by telecommuting, then the Dept Head requests approval for each person from the Administrative Coordinator and IT Director. Assuming approval from all three, then the employee fills-out an application and agrees to follow the policy (as well as all other current work rules).

Weaver/Rusch to approve the Voluntary Temporary Telecommuting Policy to be administered by the Administrative Coordinator. Motion passed on a voice vote.

**3. Committee Meetings - Only if Necessary**

In light of the COVID-19 pandemic and social distancing recommendations by public health, department heads should consult with respective committee chairs to determine when committee meetings are required.

Gilk/Allen to dispense with regular meeting schedules and hold committee meetings only when necessary; when necessary - teleconference meetings are the preferred method of holding meetings until further notice. Motion carried on a voice vote.

**4. Limited Access to Buildings - Appointment Only**

Hake indicates that across the state, counties are closing public buildings to foot traffic. Bergstrom added that the Circuit Court system has issued orders which significantly scale back court operations. Hake & Bergstrom have prepared a press release to inform the public that until further notice, Lincoln County will be limiting access to public buildings for the well-being of the public and county employees. To the greatest extent possible, public business should be

conducted by email, phone or regular mail. When public service needs cannot be met by any other method, then appointments will be available (with appropriate social distancing).

Rusch/Callahan to approve limited access to buildings with Hake to issue a press release outlining the changes in building access. Motion carried on a voice vote.

**5. General Update- COVID-19 Budget Implications**

Hake indicates that Chair Lee signed a COVID-19 Emergency Declaration on March 19, 2020. This was suggested by WCA and is being done by counties throughout the state. Hake also stressed the severe budget implications which this pandemic will have on the county revenues and the 2020 budget including (a) a decline in sales tax revenue; (b) a decline in jail revenue due to housing fewer out-of-county inmates.

This has immediate and ongoing implications for county operations and service; this is not a business-as-usual time. Departments will be expected to immediately undertake whatever austerity measures are possible to assist in the impact of these revenue shortfalls.

Breitenmoser/Rusch to authorize the Administrative Coordinator or Corporation Counsel to contact state and federal legislators on behalf of the county, as necessary, to relay the county's position on COVID-19 related legislation with reports to the Administrative & Legislative Committee, as appropriate. Motion carried on a voice vote.

**6. Hiring Freeze Except Essential Service Positions**

Hake reiterates that the budget impact of the pandemic is immediate and substantial; therefore, he recommends that hiring be frozen except for essential service positions. The committee discussed the mechanics of hiring, authorizations and clarified what is meant by "essential positions."

Weaver/Breitenmoser to adopt a hiring freeze effective immediately; authorize the Administrative Coordinator to reassign work (if necessary) to meet service demands without rehiring for vacant/new positions; and give the Administrative Coordinator the authority to determine which positions are essential. Motion carried on a voice vote.

**7. Moratorium on Non-Essential Purchasing by Departments**

Hake recommended that ALL purchasing (operations or CIP) cease immediately except those required to maintain essential services and for COVID-19 response. Additionally, Hake recommended a moratorium on NEW contracts or purchases of services for programs except for programs/services directly related to COVID-19 preparedness/response. To the greatest extent possible, departments should be undertaking austerity measures to help blunt expected 2020 budget shortfalls.

Weaver/Rusch to place a moratorium on county purchasing (and contracts) except for those directly related to providing essential services or for COVID-19 preparedness/response with the Administrative Coordinator having the authority to determine what is essential. Motion carried on a voice vote.

**8. Reporting Requirements to Administrative Coordinator**

- a. Employee Accountability - Hake indicated that especially in light of telecommuting and potential absences due to COVID-19 that it is essential that his office obtain and maintain current records of employee attendance and productivity.
- b. Record-keeping of Expenses for Possible Federal/State Reimbursement - Hake also indicated that efforts to obtain any available state or federal disaster reimbursement will be highly dependent on good record-keeping.

For both of these reasons, Hake will develop record-keeping tools with reporting to the Administrative Coordinator.

Breitenmoser/Weaver to authorize the Administrative Coordinator to develop record-keeping mechanisms and require that departments comply with record-keeping and reporting requirements as prescribed by the Administrative Coordinator. Motion carried on a voice vote.

**9. NCHC Funding Request - Advance of 2020 Payment**

Hake reported that NCHC has requested the Lincoln County advance their 2020 levy immediately rather than pay it on a quarterly basis, as prescribed by the Joint Agreement. Hake explained and Weaver expounded on the extreme impact that service interruption (due to COVID-19) will have on the NCHC budget since it relies so heavily on program revenues rather than tax levy. Hake suggested that within approximately one month, the Pine Crest Nursing Home final vacation liability balance should be finalized and paid which will result in a cash transfer to NCHC.

Weaver/Rusch to advance our second and third quarter tax levy (payments) to NCHC earlier than scheduled if the Administrative Coordinator and Finance Director determine that (a) it can be done without without critical impact to Lincoln County cash management and is essential to NCHC financial viability. Motion carried on a voice vote.

**10. Set next meeting date.**

The committee will meet via teleconference twice monthly to receive updates on county operations, financial outlook and community response. There was a consensus around scheduling teleconferences for 8 am on Mondays. The next meeting will be held via teleconference on Monday, April 6, 2020 at 8 AM. Suggested agenda items include: County Board elections/implications of COVID-19; YTD budget reports (county-wide) with emphasis on budget shortfalls; general updates.

**11. Adjourn.**

Breitenmoser/Allen to adjourn. Motion carried on a voice vote.

**Minutes prepared by Jason Hake, Administrative Coordinator**

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, April 6, 2020 at 8:00 a.m.**

**Via Teleconference**

**MEMBERS PRESENT (in person):** Bob Lee, Robert Weaver, Calvin Callahan

**MEMBERS PRESENT (via teleconference):** Julie Allen, Hans Breitenmoser, Greta Rusch, Paul Gilk

**MEMBERS ABSENT:**

**VISITORS (in person):** Jason Hake, N.L.Bergstrom

**VISITORS (via teleconference):** John Hanz, Rick Wulf, Dan Leydet, September Murphy, Sam Venske, Galen Bayne-Allison, Elizabeth Peronto, Dean Bowe, Mike Huth, Diana Petruzates, Marie Peterson, Becky Byer, Pam Schotz, Nate Walrath, Ken Schneider

1. Call meeting to order.

Meeting called to order at 8:00 AM by Chair Lee. Members were present by roll call; visitors (via teleconference) by self-report.

2. Approve Personnel Policy Appendix C – Families First Coronavirus Response Act

Hake gave a brief overview of the new benefits provided under FFCRA. Appendix C incorporates the new law into the Personnel Policy for the duration of the law (3/13/20 – 12/31/20). He also clarified that FFCRA benefits are not available to “emergency responders”. Based on the US Dept of Labor definitions, in Lincoln County, emergency responders include law enforcement officers (Sheriff’s Office except for clerical), correctional institution personnel (all LISO staff), nurses, public health personnel, emergency management personnel, 911 operators, public works personnel (Solid Waste Dept and Hwy Dept), persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is essential to maintain the operation of the facility (Maintenance Dept).

Callahan/Breitenmoser to adopt Appendix C (to the county Personnel Policy) with the Lincoln County-specific emergency responder designations. Motion carried on a voice vote with no dissenters.

3. Budget Management During COVID-19 Pandemic

- a. Hiring Freeze Except for Essential Service Positions Approved by A & L Committee on 3/23/20
- b. Moratorium on Non-Essential Purchasing Approved by A & L committee on 3/23/20
- c. Consider Reduction in Staffing

a & b Hake reviewed the already approved hiring freeze and moratorium on non-essential purchasing along with the reasons for these measures. He also reiterated his concerns about

the impact the pandemic will have on sales tax revenue, outside (jail) housing revenue and state/federal reimbursement for services.

c Hake also explained that at present, the county has employees (i) continuing to work full-time or more; (ii) working from home likely at less than full-time given the reduced demand for service under the Safer at Home order; (iii) not working but continuing to be paid as though they were working. He laid-out a range of possible options for managing budget shortfalls (in addition to the hiring freeze and purchasing moratorium) including:

- Doing nothing and hoping for the best in terms of balancing the 2020 budget
- Paying employees continuing to work some type of bonus pay
- Requiring employees not actively working to use PTO benefits to cover time not worked
- Furloughing/laying-off non-essential employees but continuing their health insurance coverage

Hake explained that other counties are doing these things. Committee members voiced a variety of concerns for employees as well as budget management.

Callahan/Weaver to authorize the Administrative Coordinator to work with department heads to define essential vs non-essential workers and workloads within departments. Motion carried on a voice vote with no dissents.

#### 4. County Board Organizational Meeting Issues

- a. Secret Ballots for County Board Chair and Vice Chair – procedure
- b. Non-Secret Ballot for Elective Committees – procedure
- c. Seating for In-Person Meeting
- d. Other Concerns

Hake explained that in anticipation of the required organizational meeting on 4/21, that he and Bergstrom had identified some of the practical/legal issues associated with holding the meeting. He reported County Boards in the state considering holding an organizational meeting only to maintain the status quo until an in-person organizational meeting can be held. In response to Callahan's concern about the impact of 'delays' in the April 7 election, Bergstrom clarified that current board member terms continue until midnight on April 20. Committee members voiced support for this approach. Committee directed Bergstrom to draft a resolution for Chair Lee's signature (for the April 21 meeting) to effectuate this approach – specifically (i) continuing the current board chair and vice-chair until an in-person organizational meeting can be held; (ii) continuing committee assignments (with new members to have the same assignments as their predecessor) until an in-person organizational meeting can be held.

Allen/Breitenmoser to proceed with a tele-conference organizational meeting to consider a resolution to maintain the status-quo (outlined above) until an in-person organizational meeting can be held. Motion carried on a voice vote with no dissenters.

#### 5. April County Board Meeting Agenda Items

Hake asked what, if any, other business should be taken up at the April meeting.

There was discussion about how much business should be conducted by the County Board given the Safer at Home Order which could limit public (and employee) attendance. The consensus was that County Board and committee business should be limited to essential business and crisis-response type issues at this time; therefore, only the resolution continuing the board organization (until an in-person organizational meeting can be held) will be considered at the April 21 board meeting.

6. Set Next Meeting

The committee will meet via teleconference at 8 AM on Monday, April 21, 2020.

7. Adjourn

Weaver/Callahan to adjourn. Motion carried on a voice vote without dissent.

Minutes prepared by Jason Hake, Administrative Coordinator

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, April 20, 2020 at 8:00 a.m.**

**Via Teleconference**

**MEMBERS PRESENT (in person):** Bob Lee, Robert Weaver, Calvin Callahan

**MEMBERS PRESENT (via teleconference):** Julie Allen, Hans Breitenmoser, Greta Rusch, Paul Gilk

**MEMBERS ABSENT:**

**VISITORS (in person):** Jason Hake, N.L.Bergstrom, Matt Bremer, Don Friske, Renee Krueger, Dan Leydet

**VISITORS (via teleconference):** September Murphy, Sam Venske, Elizabeth Peronto, Dean Bowe, Diana Petruzates, Marie Peterson, Pam Schotz, Nate Walrath, Ken Schneider, Becky Beyer, Sarah Koss, Rick Wolf, Kari Weiland, Amy Kohnhorst

1. Call meeting to order.

Meeting called to order at 8:00 AM by Chair Lee. Members were present by roll call; visitors (via teleconference) by self-report.

2. Budget Management During COVID-19 Pandemic

- a. Reduction in Staffing Options

Hake gave an overview of the current staffing situation. He stated there are equity issues with the current process of having some staff getting paid while at home and not working. Hake reviewed three options on how we could handle staffing reductions. 1) we could continue with what we are currently doing, which includes physical distancing as much as possible and having staff get paid to be at home due to a reduction in workload 2) we could layoff staff and allow staff to collect unemployment 3) have employees utilize leave balance (comp first and then sick or vacation) to supplement their down-time due to workload demands.

Breitenmoser/Callahan to have employees use leave time (comp time first then sick or vacation) during their down-time, with the ability to borrow up to 160 hours, and the requirement that employees repay any borrowed time as soon as possible. Department heads are also required to work the Administrative Coordinator on a work plan moving forward. Motion carried on a voice vote with no dissenters.

- b. Other Budget Management Concerns

Hake stated that he is concerned about a decrease in revenues. We received sales tax projections from WCA which show a projected decrease of \$185,000 – \$280,000 and the outside inmate housing in the jail is also projected to be down. Hake explained that maintaining current service levels will be difficult if we see this revenue shortfall. With the current levy limits we are already facing shortfalls and these additional revenue shortfalls will create budget challenges for 2021 and potentially years to come.

3. Other COVID-19 Concerns

Hake stated that he is working with Shelley Hersil, Health Department Director on a reopening plan for the future.

4. Set Next Meeting

The committee will meet via teleconference at 8 AM on Monday, May 4, 2020.

5. Adjourn

Callahan/Allen to adjourn. Motion carried on a voice vote without dissent.

Minutes prepared by Jason Hake, Administrative Coordinator

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, May 4, 2020 at 8:00 a.m.**

**Via Teleconference**

**MEMBERS PRESENT (in person):** Bob Lee, Robert Weaver, Calvin Callahan

**MEMBERS PRESENT (via teleconference):** Julie Allen, Hans Breitenmoser, Greta Rusch, Paul Gilk

**MEMBERS ABSENT:**

**VISITORS (in person):** Jason Hake, N.L. Bergstrom, Matt Bremer, Don Friske, David Smith, Diana Petruzates

**VISITORS (via teleconference):** September Murphy, Elizabeth Peronto, Dean Bowe, Dan Leydet, Marie Peterson, Becky Beyer, Renee Krueger, Rick Wolf, Amy Kohnhorst, Dora Gorski, Chris Marlowe, John Hanz

1. Call meeting to order.

Meeting called to order at 8:00 AM by Chair Lee. Members were present by roll call; visitors (via teleconference) by self-report.

2. May County Board Organizational Meeting

Discussion occurred on the format of the meeting and how to handle secret balloting for the supervisors that elect to call in. N.L. Bergstrom stated that one option would be to suspend the county board rules for anyone that calls-in to the meeting.

Weaver/Gilk to hold the May County Board organizational meeting on May 19<sup>th</sup> at 9:00 a.m. and suspend the rules for all persons calling-in. Motion carried on a voice vote with no dissenters.

3. Update on Workforce Status

Hake stated that he was able to connect with each department head and come up with a plan that aligns with their workload demands. Hours will continue to be adjusted with the change in workload. Hake stated that he believes some department workloads will not go back to 100% normal when the safer-at-home orders are lifted.

4. Budget Management During COVID-19 Pandemic

- a. Act 185 – Property Tax Installment Payments

Hake gave an overview of Act 185 – Property Tax Installment Payment delay and how it affects the county and municipalities. Hake stated that the City of Merrill was not interested in participating and no other municipality has reached out to express interest. Diana Petruzates expressed some concerns about our software being able to handle these changes. Hake, Petruzates, Leydet and Bergstrom would not recommend this due to no interest from any municipalities and the software challenges. The committee agreed and no action was taken.

- b. Other Budget Management Concerns/Updates

Hake stated that the State is projecting a \$2 billion loss and have implemented a hiring

freeze and asked each department to cut 5%. Hake stated that with the state facing large losses he could see local governments receiving less revenue from the state. We should prepare for a loss in revenues in 2021 and could potentially see a decrease as early as 2020 due to the state budget cycle starting on July 1<sup>st</sup> and ending June 30<sup>th</sup>.

5. Other COVID-19 Concerns/Updates

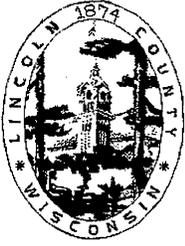
Hake stated that the proclamation declaring a state of emergency signed by Chair Lee is set to expire on May 19<sup>th</sup>. Since the safer-at-home orders were issued we have implemented policies to help abide by the orders and keep our employees and visitors safe. With the orders expiring on May 26<sup>th</sup>, we should discuss extending these policies out past the May 26<sup>th</sup> date. Hake doesn't envision things returning to normal immediately after the orders expire and we know we will face budget challenges in 2021. Discussion will continue at the May 18<sup>th</sup> Meeting.

6. Set Next Meeting

The committee will meet via teleconference at 8 AM on Monday, May 18, 2020.

7. Adjourn

Allen/Rusch to adjourn. Motion carried on a voice vote without dissent.



# LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Lincoln County Service Center

801 N Sales St, Ste 205

Merrill, WI 54452

Tele. (715) 539-1010

Fax (715) 539-8053

Jason Hake  
Administrative Coordinator

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## Hiring Freeze Plan

Purpose: With the uncertainty of the economic impacts resulting from COVID-19, Lincoln County will be implementing a hiring freeze plan. The purpose of the hiring freeze plan is to reduce county expenditures and evaluate staffing reductions through attrition.

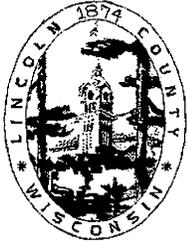
Goal: The intention of the hiring freeze plan is to reduce expenditures to help offset the loss in revenue, while ensuring critical services are maintained. All current and future vacant positions that are non-essential (with the exception of deputies and jailers) will be left unfilled through XX/XX/XXXX, unless an exception is granted.

Approval: No approvals to fill vacant positions shall be granted by the Administrative Coordinator or Administrative & Legislative Committee unless one the following criteria is met:

- The position is essential to ongoing operations.
- There is a possibility of consolidating or combining with other position(s), not limited to combining positions within the same department.
- The position is funded with non-tax levy revenue source and is essential to ongoing operations. Positions funded by a combination of tax levy and other revenue sources will be evaluated on a case by case basis.

Any request to fill a vacant position requires approval from the Administrative Coordinator and Administrative and Legislative Committee. Approval may include a limited term reassignment for a vacant position to be filled by a current Lincoln County employee.

Approved Date: XX/XX/XXXX



# LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Lincoln County Service Center

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Merrill, WI 54452

Tele. (715) 539-1010

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Jason Hake  
Administrative Coordinator

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## Moratorium on Non-Essential Spending

Purpose: With the uncertainty of the economic impacts resulting from COVID-19, Lincoln County will be implementing a moratorium on non-essential spending. The purpose of the moratorium is to reduce county expenditures and evaluate non-essential purchases.

Nonessential purchases: Any expenditure for anything should be made ONLY if it is essential to continuing to provide the core services/mission of a department. Departments should utilize stock on-hand and refrain from purchasing bulk stock beyond what is needed for 30 days. Equipment and vehicle purchases should be delayed to the greatest extent possible. Replacement schedules for all equipment and vehicles will be closely examined and likely delayed. No contracts for new programs/services are allowed under this moratorium. They will be considered for approval as part of the 2021 budget adoption process.

Goal: The intention of the moratorium is to reduce expenditures to help offset the loss in revenue, while ensuring critical services are maintained. All current non-essential purchases will be delayed until XX/XX/XXXX.

Approval: Any non-essential purchases are prohibited unless permission is granted from oversight committee, Finance Committee and County Board.

Approved Date: XX/XX/XXXX



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## Voluntary Temporary Telecommuting

Purpose: With the rapidly changing public health threat, the voluntary temporary telecommuting agreement promotes the health and safety of Lincoln County staff and residents.

Goal: The intention of the voluntary temporary telecommuting agreement (work from home) is to help reduce the transmission of COVID-19. The health and safety of Lincoln County staff is a top priority and ensuring our employees are safe is critical to County operations.

Approval: Work from home requests must be approved by Department Head, Information Technology Director and Administrative Coordinator. Requests must be submitted on the Voluntary Temporary Telecommuting Agreement form. Only one request is necessary to be submitted per employee and will be valid until XX/XX/XXXX or discontinued by Administrative & Legislative Committee.

Approved Date: XX/XX/XXXX

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## Lincoln County COVID-19 Self-Assessment Health Check

Employees are required to complete a self-assessment health check prior to reporting to any Lincoln County worksite or occupying any Lincoln County vehicle.

**PLAIN AND SIMPLE – IF YOU ARE SICK, DO NOT REPORT TO WORK. If you are sick, please contact your supervisor.**

### Self-Assessment Health Check:

Before each shift, screen yourself for the following symptoms

- Do you have a fever of (100.4°F or higher), or a sense of having a fever (i.e. chills, body aches)?
- Do you have a cough?
- Do you have shortness of breath?
- Do you have a sore throat?
- Do you have a headache?
- Do you have a loss or change in your sense of smell or taste?
- Do you have nausea, vomiting or diarrhea?
- Do you have nasal congestion?

If you answer “YES” to any of the questions (and cannot positively attribute it to another non-contagious health condition or specific activity like physical work, exercise, allergies, etc.) you should NOT report to work or occupy any Lincoln County Vehicle.

1. Call your supervisor and follow your sick leave call-in procedures
2. Self-isolate
  - a. Please visit the CDC website for self-isolating guidelines  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Returning to the work place:

Employees who have become ill and have had any of the above symptoms should remain at home until all of the following criteria are met:

- At least 3 days have passed since the symptoms of illness began;
- Fever (less than 100.4°F) has resolved and has not been present for at least 72 hours without the use of fever-reducing medications
- Symptoms are improving (such as a decrease in frequency of cough, no associated chest discomfort or shortness of breath, sore throat and/or headache are absent.

**Potential COVID-19 Exposure:**

Have you been in close contact (within 6 feet) with others known to be ill, exhibiting symptoms such as fever, cough, or shortness of breath, within the past 14 days?

*If yes, the employee should practice good health and hygiene practices, self-monitor, and adhere to social distancing standards (maintaining 6 feet of distance between themselves and others). If an employee starts to exhibit the symptoms above they must contact their supervisor to determine appropriate course of action.*

**Have you tested positive for COVID-19?**

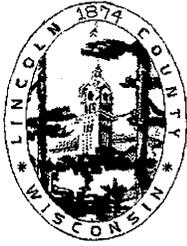
*If yes you must follow your medical provider requirement and cannot return to work until cleared by your medical provider.*

*If tests were negative and you are free of symptoms, individual should practice good health and hygiene practices and adhere to social distancing standards.*

**Have you been exposed to someone who has COVID-19 and the individual was not fully recovered or have been cleared by a medical professional?**

*If yes, you are not permitted at a Lincoln County work site or in a Lincoln County vehicle and you must follow the directions of your public health office and/or medical provider.*

Approved Date: XX/XX/XXXX



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## Lincoln County COVID-19 Workplace Prevention & Screening Guidance

### **Social Distancing:**

Social distancing is important to help reduce the spread of COVID-19. Departments should continue to practice social distancing by:

- Placing staff members at least 6 feet away from one another
- Do not have in person meetings, unless staff can maintain 6 feet of distance from one another
- Arrange the flow of customers to reduce crowding as much as possible
- Discontinue common food or drink areas (coffee carts, treats, candy dishes, pot lucks)

### **Personal Protective Equipment:**

It is recommended that employees wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others.

- Cloth face coverings may be made from household items or common materials
- It is not recommended that the general public use surgical masks or N-95 respirators, as those are in high demand for healthcare providers

The needs within departments may vary based on individual tasks and the type of services being provided outside Lincoln County facilities. Department heads should consult with Public Health about implementing other protective measures where job duties dictate.

### **Barriers:**

Barriers that encourage keeping 6 feet apart are an important strategy.

- Where possible use a physical barrier such as a wide counter or Plexiglas window to provide an additional physical barrier.
- If you typically have multiple customers waiting for service, consider marking the floor with lines or boxes so that people have a visual guide to encourage social distancing while waiting in line.

### **Screening Protocol for employees providing personal cares or service in home settings:**

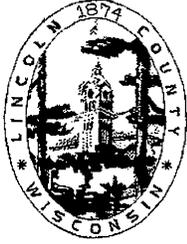
Before an employee provides personal (hands-on) service/care or enters an in-home setting, employees should ask following screening questions :

- Do you (or anyone in the household) have a fever of (100.4°F or higher), or a sense of having a fever (i.e. chills, body aches)?
- Do you (or anyone in your household) have a cough that you cannot attribute to another health condition?
- Do you (or anyone in your household) have shortness of breath that you cannot attribute to another health condition?
- Do you (or anyone in your household) have a sore throat that you cannot attribute to another health condition?

- Do you (or anyone in your household) have a headache that you cannot attribute to another health condition?
- Do you (or anyone in your household) have a loss or change in your sense of smell or taste?
- Do you (or anyone in your household) have nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- Do you (or anyone in your household) have nasal congestion that is not attributed to allergies?

Employees should not meet with visitors that answer YES to any of the above questions, unless they can maintain 6 feet of distance.

Approved Date: XX/XX/XXXX



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## Reduction in Work Hours – Utilization of Leave Balance

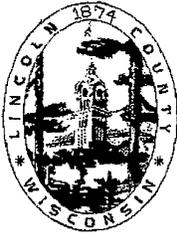
Purpose: With the uncertainty of the economic impacts and a reduction in workload within departments, resulting from COVID-19, Lincoln County will be continuing their utilization of leave balance policy. The purpose of the leave balance policy is to reduce county liability and adjust staffing levels based on workload demands.

Goal: The intention of the utilization of leave balance policy is to reduce county liability to help offset the loss in revenue and appropriately adjust staffing levels to align with workload demands, while ensuring critical services are maintained.

Approval: Department Heads and Employees should follow the Reduction in Work Hours – Utilization of Leave Balance memo (attached). This policy will remain in effect until terminated by the Administrative & Legislative Committee.

Approved Date: XX/XX/XXXX

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Jason Hake  
Administrative Coordinator

Sharon Prasnicky  
Human Resources Specialist  
sprasnicky@co.lincoln.wi.us

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April 22, 2020

RE: Reduction in Work Hours - Utilization of Leave Balances

All Staff,

As you likely know, Wisconsin's initial COVID-19 Safer-at-Home Order which was set to expire on 4/24/20 (8 am) has been extended until 5/26/20 (8 am). The Orders have resulted in a decrease in workload in most departments since citizens are focused on home-schooling and staying healthy. Since late March and up to this point, regardless of whether you are working from home full-time/part-time or you are at home not working, you have been paid your usual wage (with benefits, if eligible).

On 4/20/20, the Administrative & Legislative Committee met to discuss how to best deal with these workload challenges while impacting employees as little as possible but while still discharging their fiduciary duty to our taxpayers. The committee unanimously agreed to the following, **effective**

**4/24/20:**

1. Department Heads are required to cooperate with the Administrative Coordinator to determine appropriate staffing levels. This should help create a consistent approach county-wide. You will be notified by your department head what your going-forward work schedule (if any) will be. Call-backs/increased hours will be communicated to you based on a schedule to be determined by your department head (in consultation with the Administrative Coordinator) as workload dictates.
2. Employees with a decreased workload will be required to use leave balances to supplement their reduction in work hours (up to their usual FTE hours). Compensatory time must be used first; thereafter the employee may choose to use vacation OR sick leave (in no less than 15 minute increments).
3. Employees who have exhausted all leave balances (compensatory, sick & vacation) will be allowed to borrow up to 160 hours (prorated based on FTE status) of leave time, which must be repaid as soon as possible. Any accrued benefits will automatically be deducted against borrowed leave, until the borrowed leave balance reaches zero. By borrowing paid time-off benefits which are not yet earned by the employee, employee agrees that the borrowed paid time-off benefits can be recouped by county in this (or any other legal) fashion. Additionally, if employee terminates employment before repaying the borrowed time-off benefits, employee agrees, if borrowed time-off it utilized, that any amount advanced and still owing may be deducted from any compensation due employee for any reason.

Alternatively, if you have a desire to voluntarily enter into a layoff status, you may contact me directly in writing at [Jason.Hake@co.lincoln.wi.us](mailto:Jason.Hake@co.lincoln.wi.us). Employees should understand that any call-backs will be communicated to you by the Administrative Coordinator (in consultation with your department head) as workload may dictate. Employees on layoff under the current circumstances can continue their health insurance through May 31<sup>st</sup> by paying the employee share of premiums. After May 31<sup>st</sup>, COBRA rates would apply. To the extent allowed by our benefit program providers, all other benefits would continue if employee continues premium payments. Employees may terminate these benefits by providing written notice to the Administration Department that you desire to terminate (any) other voluntary employment benefit. While in lay-off status, employees would no longer accrue new benefits, but would maintain their current leave balances (compensatory, sick & vacation). If employees are not called back, your termination would be treated as a resignation or retirement per the County Personnel Policy.

If you have any questions or concerns, please don't hesitate to call/email Sharon or me.

We expect that the fiscal impact of this pandemic will be felt by taxpayers and all levels of government -- including the County - for years to come. In the near term, we know that we will face a loss of sales tax revenue and jail revenue. Realistically, given the State projections, we expect to see reductions in shared revenue and grant funding creating severe budget challenges for us going forward. COVID-19 economic impacts on top of budget reductions in recent years due to levy limits will inevitably result in changes in programming, services and service delivery methods. In challenging times like these, it is ever-more important we work as a team to problem-solve. I sincerely thank you all for your public service, flexibility, and patience.

Thank you,

Jason Hake  
Administrative Coordinator

**PROCLAMATION DECLARING STATE OF EMERGENCY  
IN LINCOLN COUNTY REGARDING COVID-19**

**WHEREAS**, in December, 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the State of Wisconsin; and

**WHEREAS**, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 12, 2020 the Governor of the State of Wisconsin declared a Health Emergency in the State; and

**WHEREAS**, Lincoln County (the "County") has been working to protect the health and well-being of its residents from the spread of COVID-19, and to prepare for the impacts the disease is likely to have on the County; and

**WHEREAS**, it is necessary to make all possible resources and means available to the County in order to protect the health, safety, and welfare of its residents from the threat posed by the continued spread of COVID-19.

**NOW THEREFORE BE IT RESOLVED** that pursuant to Wis. Stat. § 323.11, as Chief elected official, of the County of Lincoln Board, I do proclaim that an emergency exists within the County by reason of an imminent threat of disaster impairing medical care, health, and other critical systems of the County due to the spread of COVID-19; and

**BE IT FURTHER RESOLVED** that during the period of emergency prescribed by this declaration, the Board may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the County; and

**BE IT FURTHER RESOLVED** that the County Administrative Coordinator is hereby authorized and directed by the Board to coordinate and administer the County's emergency management response and to carry out the orders of the Board related thereto

**BE IT FURTHER RESOLVED** that the Head of Emergency Management of the County is authorized and directed to carry out their duties under the County's Emergency Management Plan under the supervision and direction of the County Administrative Coordinator and perform such other duties as may be directed by further resolution of the Board.

**BE IT FURTHER RESOLVED** that Lincoln County Board Rules are hereby suspended during the period of emergency and the County Supervisors are hereby authorized to attend meetings of the Board remotely, and the Board shall take all actions necessary to effectuate the same in compliance with all other applicable laws.

**BE IT FURTHER RESOLVED** that, based upon the information available to the Board and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue for sixty (60) days from the effective date of this Declaration unless sooner terminated or extended.

Done on the 19<sup>th</sup> day of March in the year two thousand and twenty.

A handwritten signature in black ink, appearing to read "Robert Lee", written in a cursive style. The signature is positioned above a horizontal line.

County Board Chairman  
Robert Lee