

**LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

Wednesday, July 01, 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: 799 348 338 0917#

Meeting ID: <https://meet.google.com/stk-hhrn-dvj?hs=122&authuser=0>

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

Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. 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. Approve Minutes from Previous Meeting – 6/03/20
3. Service Recognitions
 - a. 10 Years of Service: Travis Spoehr – IT Department (Network Engineer)
 - b. 20 Years of Service: Tammy Saal – IT (Network Administrator)
4. Merrill Ice Dragers Inc. ordinance request – Hans Breitenmoser [Parliamentary Note: This ordinance was tabled at the 12/4/19 meeting, so a 2/3 vote is required to take up this ordinance, i.e. take it from the table.]
5. Lincoln County Code of Ordinances sec. 1.18 (citizen appointment to committees)
6. Video/Phone Meetings (Board Member, Citizen Participation)
7. Activity/Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement
 - a. Administrative Coordinator
 - b. Corporation Counsel
 - c. Veterans
 - d. County Board YTD Budget Report
 - e. Information Technology
8. Resolution Accepting \$1,000 Donation from Ascension Good Samaritan Hospital
9. Approval to Contract with CDW Government LLC for Installation, Software and Hardware of Palo Alto Firewall Solution (Information Technology – CIP)
10. 2019-2020 Carryovers
 - a. Information Technology - CIP \$124,316
 - b. Information Technology - Professional Services \$9,938
 - c. Veterans - Relief & Donations \$7,201 & \$1,850
11. 2019 Budget Modification
 - a. Administration
 - b. Information Technology
 - c. Veterans
12. Personnel Policy Management During COVID-19
 - a. Voluntary Temporary Telecommuting (Work from Home)
 - b. Reduction in Work Hours – Utilization of Leave Balances
 - c. Workplace Prevention & Screen Guidance (Including Universal Mask Requirements)

d. Department of Public Instruction (DPI) – Safely and Successfully Reopening Wisconsin Schools

13. COVID-19 Funding
14. Other COVID-19 Concerns/Updates
15. ADRC Agreement – Adult Protective Services Program
16. Set Next Meeting
17. Adjourn

DISTRIBUTION:

Administrative & Legislative Committee Members – Kevin Koth (Chair), Bob Weaver (Electronic), Julie Allen (Electronic), Hans Breitenmoser, Jr., Paul Gilk, Greta Rusch, and Don Friske

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
Monday, June 3, 2020 at 8:00 a.m.**

Via Teleconference

MEMBERS PRESENT (in person): Kevin Koth, Greta Rusch, Julie Allen, Don Friske, Hans Breitenmoser, Paul Gilk

MEMBERS PRESENT (via teleconference):

MEMBERS EXCUSED: Robert Weaver

MEMBERS ABSENT:

VISITORS (in person): Jason Hake, N.L. Bergstrom, Matt Bremer, David Smith, Diana Petruzates, Chris Marlowe, Art Lersch, Calvin Callahan

VISITORS (via teleconference): September Murphy, Elizabeth Peronto, Dan Leydet, Marie Peterson, Becky Beyer, Rick Wolf, Mike Huth, Nathan Walrath, Shelley Hersil

1. Call meeting to order.

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

2. Election of Officers

a. Vice-Chairperson

Breitenmoser nominated Weaver. Allen/Breitenmoser to cast a unanimous ballot for Weaver as vice-chairperson. Motion carried on a voice vote with no dissenters.

b. Secretary

Breitenmoser nominated Allen. Koth/Rusch to cast a unanimous ballot for Allen as secretary. Motion Carried on a voice vote with no dissenters.

3. Approval of Minutes from Previous Meeting(s) – 5/18/20

Allen/Friske to approve minutes from previous meetings 5/18/20 Motion carried on a voice vote with no dissenters.

4. Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement

a. Administrative Coordinator

b. Corporation Counsel

Koth/Gilk to approve Administrative Coordinator and Corporation Counsel Timesheets. Motion carried on a voice vote with no dissenters.

c. County Board YRD Budget Report

d. Information Technology

e. UW Extension

f. Veterans

Rusch/Friske to approve Veterans Officer Timesheet. Motion carried on a voice vote with no dissenters.

5. Resolution Accepting \$3,500 Donation from Ascension Good Samaritan Hospital
6. Resolution Accepting \$1,500 Donation from Ascension Sacred Heart Hospital
7. Resolution Accepting \$250 Donation from the Northwoods Tobacco Coalition
Gilk/Allen to approve items 5, 6, 7 accepting donations. Motion carried on a voice vote with no dissenters.

8. Resolution Adopting a Hiring Freeze Plan

Discussion occurred around the continuation of the hiring freeze plan. Hake stated that there are four positions that have not been refilled since COVID-19. Some of those remain vacant, not because of a hiring freeze but other circumstances limiting the ability the refill.

Friske/Breitenmoser to approve the resolution adopting a hiring freeze plan. Motion carried on a voice vote with no dissenters.

9. Resolution Adopting a Moratorium on Non-Essential Spending.

Hake stated that this is a budget control to help absorb loss in revenue or additional expenditures. What is deemed as essential is based on the discretion of department heads. Many have been in contact with Jason or Dan to discuss what is essential.

Breitenmoser/Allen to approve the resolution adopting a moratorium on non-essential spending. Motion carried on a voice vote with no dissenters.

10. Personnel Policy Management During COVID-19

a. Voluntary Temporary Telecommuting (Work from Home)

Hake stated that the majority of staff are back in the office. Emergency Management, Health, Social Services and Veterans are the only departments still working from home. Friske asked Hake what feedback he has received from Department Heads. Hake stated he has been contacted by some department heads who voiced their frustration with accountability, supervision, productivity and efficiency while working from home.

Discussion occurred around making a requirement for all staff to wear masks while in common areas of county buildings. Allen asked that discussion around this topic be addressed at a department head meeting to gain feedback.

b. Reduction in Work Hours – Utilization of Leave Balances

Hake stated there are 3 employees who have a decreased workload. Two of which are on a very limited basis. The other employee will be reassigned to assist in contract tracing in the Health Department.

11. Declaration of Emergency Status

Hake stated that we do not need to declare a state of emergency in order to receive FEMA funding, since all 72 counties have already been declared by the state. The one reason the county may want to declare a state of emergency is to continue the teleconference option for committee and board meetings. If the county does not declare a state of emergency and wanted to continue teleconference options they would need to make an ordinance change.

Friske asked that Corporation Counsel draft a memo on teleconference meetings and what is reasonable to defend and what, if anything could not be defended in court.

12. Meetings – Continuation of Teleconference Option

Hake stated this was addressed under the previous agenda item.

13. Other COVID-19 Concerns/Updates

Hake stated that the County received about \$470,000 (on a reimbursement basis) from the governors Route to Recovery Plan. One item that he believes the county could benefit from is Ultra/Violet Device for the Jail. Hake will work with Finance on starting to collecting reimbursable expenses.

Allen/Friske to go into closed session and include Jason Hake and Dora Gorski. Roll call. All ayes.

14. Convene into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.

a. Administrative Coordinator – Annual Evaluation

15. Reconvene into open session

Breitenmoser/Allen to reconvene into open session. Roll call. All ayes.

16. Take any necessary action on item discussed in closed session

Allen/Rusch to give Hake a favorable evaluation. Motion carried on a voice vote with no dissenters.

17. Set Next Meeting

July 1, 2020 at 9:00 am

18. Adjourn

Gilk/Breitenmoser to adjourn. Motion carried on a voice vote without dissent.

Minutes prepared by Jason Hake, Administrative Coordinator

1.18 - CITIZEN APPOINTMENT TO COMMITTEES. (Cr. #2006-03-469; Am. #2014-01-602)

- (1) [COMMITTEE APPOINTMENTS.] The County Board will appoint citizens members to the following committees as outlined in the table below:

Ordinance Reference	Committee (Responsible Department)	Number of Citizen Members	Term	Number Appointed Each Year	Term Expires (Month)
<u>1.21</u>	Zoning Board of Adjustment (Zoning)	<u>5</u> plus <u>2</u> alternates	3 years §59.694(2) (a), Wis. Stats.	<u>2</u> in odd years <u>1</u> in even years	June 30 §59.694(2), Wis. Stats.
<p>Special Considerations:</p> <ol style="list-style-type: none"> 1. Only one person from a town can serve on the board at one time. 2. Must reside within the County but outside of any incorporated city or village. §59.694(2)(c), Wis. Stats. 3. Must reside in town under the County's comprehensive zoning. 					
<u>1.22</u>	Veteran's Service Commission	3 §45.12, Wis. Stats.	3 years §45.12, Wis. Stats.		Dec. 31
<p>Special Considerations: Must be a Veteran. §45.12, Wis. Stats.</p>					
<u>1.25</u>	North Central Health Care	<u>2</u>	2-year term		Coinciding with Co Bd supervisory terms

<p><u>1.27</u></p>	<p>Traffic Safety Committee (Emergency Management)</p>	<p><u>2</u> citizen representatives (Plus: Tomahawk EMS Director, Merrill Police Chief, Tomahawk Mayor, MAPS Rep. WI-DOT State Patrol Rep., WI-DOT District Rep., WI-DOT Transportation Safety Rep.)</p>	<p>2-year term</p>	<p>Entire committee appointed by County Board every other year (May County Board meeting of even years)</p>	
<p>Special Considerations: County Code §1.27. §83.013, Wis. Stats.</p>					
<p><u>1.28</u></p>					
<p><u>1.29</u></p>	<p>Board of Health</p>	<p>3 members <u>1</u> physician <u>1</u> nurse §251.03(1), Wis. Stats.</p>			
<p><u>2.08(1)</u></p>	<p>Land Services Committee</p>	<p><u>1</u></p>	<p>2-year term §92.06(1)c, Wis. Stats.</p>		

Special considerations:

1. With the consolidated committee, is only responsible for participation with land conservation issues.
2. Section 92.06(1)(b)(2), Wis. Stats. The County Board shall appoint to the Land Conservation Committee a person who is the Chairperson of the County Agricultural Stabilization and Conservation Committee (ASCS which is now Farm Service Agency (FSA)) or other County Agriculture Stabilization and Conservation Committee member designated by the Chairperson of the County Agricultural Stabilization and Conservation Committee.

5.05	Civil Service Commission (Sheriff)	<u>5</u> §63.01, Wis. Stats.	5 years §63.01(2), Wis. Stats.	<u>1</u>	Dec. 31 §63.01(2), Wis. Stats.
------	------------------------------------	------------------------------------	--------------------------------------	----------	--------------------------------------

Special Considerations:

No person holding any elective or appointive public position or office of any sort in said county government shall be appointed. §63.01(1), Wis. Stats.

5.06	Civil Service Grievance Commission (Sheriff)	5	5 years	<u>1</u>	April 1
------	--	---	---------	----------	---------

<p><u>6.03</u></p>	<p>Local Emergency Planning Committee (LEPC)</p>	<p><u>9</u> citizen representatives to include: Media Rep., Merrill Mayor, Merrill Fire Chief, Tomahawk Fire Chief, Merrill Police Chief, NTC Fire Science Instructor, Merrill Chamber of Commerce Rep., Industry Rep., 35th District Assemblyman</p>	<p>2-year term</p>	<p>Entire committee appointed by County Board every other year (May County Board meeting of even years)</p>	
<p>Special Considerations: Federal Superfund Amendments and Reauthorization Act (SARA) Title III Emergency Planning and Community Right-to-Know Act (EPCRA)</p>					
	<p>Long Term Support Committee</p>	<p><u>2</u></p>	<p>Indefinite</p>		

(Am. #2020-01-685)

(2) APPOINTMENT PROCESS.

- (a) Applications are available from the County Clerk’s office and each person expressing in an interest should complete an application form. Cover letters and resumes may be

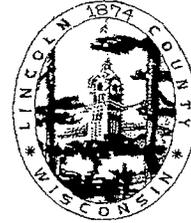
attached.

- (b) At the start of the month prior to expiration of the term of office, the County Clerk will publish an ad in the local papers (decided by the County Clerk) requesting applications. Applications will be due at the end of the month prior to the expiration of the term (e.g. applications due November 30 for terms of office that expire on December 31).
- (c) The County Board Chair may determine the screening process (use of Committee on appointments, Administrative and Legislative Committee, or recommendations from other bodies).
 - 1. If the chair wishes to use the recommendation of a separate standing committee, the applications should be forwarded to the department responsible for the standing committee for inclusion on the agenda. The Committee would then make a recommendation to the County Board Chair who would then make a recommendation to the full County Board.
- (d) The County Board will consider the appointments at the County Board meeting prior to the expiration of the term of office.
- (e) The County Clerk will send a letter to all applicants thanking them for their interest, and a letter to the appointee with basic information and directing them to contact the responsible party if they have any questions regarding their appointments.
- (f) The responsible department will be responsible for any orientation of newly appointed members.

LINCOLN COUNTY

OFFICE OF CORPORATION COUNSEL

GOVERNMENT SERVICE CENTER
801 N. SALES STREET, SUITE 207
MERRILL, WI 54452
Tel: 715.539.1015
Fax: 715.539.8053



CORPORATION COUNSEL -- ATTORNEY N.L. BERGSTROM

MEMO

TO: County Board Supervisors

FROM: N. L. Bergstrom, Corporation Counsel *NLB*

DATE: June 10, 2020

RE: Resolution 2020-06-16 (Declaration of Emergency)
[Video/Telephonic County Board and Committee Meetings –
Compliance with Open Meetings Law Requirements]

At its' June, 2020 meeting, the Board will consider a resolution to extend the Lincoln County Declaration of Emergency (first declared by Chair Lee on 3/17/20 and extended by Chair Koth on 5/19/20). For your convenience, I have provided a copy of res 2020-06-16 herewith. Since the question of whether a local declaration of emergency was required to obtain FEMA funding has been answered in the negative, the only apparent present purpose for ratifying and continuing the declaration would be to authorize continuing member attendance via video/telephone at county board and committee meetings.

At the 6/3/20 Administrative & Legislative Committee meeting, I was asked to provide a memo to the Board on this issue. While advisory guidance has already been provided by both the Wisconsin Attorney General and WCA in the context of COVID-19, I interpreted this request as more open-ended, i.e. not framed solely around the current health crisis. I also frame this memo around MEMBER attendance at meetings via video or telephone. To what extent the Board may choose to make its' meetings available to the PUBLIC via video/telephone (even if members are still required to attend in person) is a separate policy issue for the Board to consider.

Remote attendance at meetings (by members) is not expressly authorized under ch 59, Wis. Stats. Likewise, the Lincoln County board rules (ch 1, 2, Lincoln County Code) do not authorize

remote attendance at meetings. Because Robert's Rules of Order define "present" as in-person attendance, either the county board rules should expressly permit remote attendance or there must be an accommodation made for remote attendance in the context of a declaration of emergency. In other words, if you desire to continue the practice of members attending meetings via telephone or videoconference, you must revise your board rules to allow for same OR pass the resolution ratifying the extension of the declaration of emergency. Doing the latter would only extend the video/phone member appearance option through 7/18/20 when the declaration of emergency expires.

The open meetings law states: "[I]t is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business." Sec. 19.81(1), Wis. Stats. To that end, the law requires that "all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens unless otherwise expressly provided by law." Sec. 19.81(2), Wis. Stats.

PROPER PUBLIC NOTICE. A meeting must be preceded by notice providing the time, date, place, and subject matter of the meeting, generally, at least 24 hours before it begins. Sec. 19.84, Wis. Stats. Since meetings of governmental bodies must be 'reasonably accessible to members of the public', where an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. As we have done during COVID-19 Safer-at-Home restrictions, a governmental body can meet this obligation by providing the public with information (in accordance with legal notice requirements) for joining the meeting remotely. Notices should provide instructions for how the public may access the remote meeting. This includes providing the telephone number, video conference link, and any necessary passcodes or other login information. The attorney general also advises providing an alternative telephone dial-in option for observing such a meeting so that lack of internet access is not a barrier to observing the meeting.

ACCOMMODATIONS. Whether the board or a committee meets in-person or by remote communication, accommodations must be offered and made for those persons with disabilities that are unable to monitor the meeting. In its 3/16/20 advisory opinion, the DOJ's Office of Open Government indicates "a governmental body conducting a meeting remotely should be mindful of the possibility that it may be particularly burdensome or even infeasible for one or more individuals who would like to observe a meeting to do so remotely – for example, for people without telephone or internet access or who are deaf or hard of hearing."

PUBLIC MEETING PLACE. Absent Safer-at-Home restrictions, in addition to the option to join the meeting remotely, there should be a central location at which the public may convene for the meeting – even if all members appear by phone/video. Someone will need to facilitate this by reserving the room; connecting to and monitoring the video conference meeting, etc.

OTHER CONSIDERATIONS.

Telephone-only Meeting/No Video. In its 3/16/20 advisory opinion, the DOJ's Office of Open Government indicates "[t]o be clear, providing only remote access to an open meeting is not always permissible. Where a complex plan, drawing, or chart is needed for display or the demeanor of a witness is significant, a meeting held by telephone conference likely would not be 'reasonably accessible' to the public because important aspects of the discussion or deliberation would not be communicated to the public." This also has practical implications for members. If members have not received/accessed their meeting materials, your ability to make a well-informed decision may be affected. In the case of a decision impacting a specific applicant, your ability to make a fair decision without access to visual aids may be questioned.

Recording/Preserving the Meeting. Likewise, the same AG advisory suggests that "[w]hen possible, a governmental body may wish to consider recording the meeting and posting it on its website as soon as practicable after the meeting concludes. To my knowledge, this is not presently being done and may pose a tech and/or labor challenge.

Closed Sessions. If teleconference or videoconference meetings are continued, it is highly recommended that we utilize services that allow us to control meeting participants. We would need to have the ability to drop all lines that are not board/committee members (or parties deemed necessary) from a closed session portion of an agenda. Additionally, because we always reconvene to open session, you would need to set a time to resume in open session and tell the public to dial back in at the time specified in the public notice and agenda. This could be hard to manage if your closed session runs long.

Board Decorum. (1) At the beginning of each meeting, Committee chairs should encourage all committee members to identify themselves before they begin speaking and not to speak over one another. This can be difficult to manage for larger committees and the county board. (2) Board/committee members should request permission to leave a meeting, even temporarily, so the clerk or secretary can manage quorum requirements and record votes. (3) The Chair should always ask for a roll call vote on matters requiring a vote unless the matter is routine, in which case the chair can ask for objections to unanimous adoption. (4) Attendees not speaking should mute their device. (5) Chairs will need to advise citizen attendees of rules/procedure controlling public input.

Tech Issues. Consider assigning someone to monitor an email account/phone number to serve as the recipient of member/public questions or identification of problems associated with remote participation in the meeting. This would represent a significant time commitment by IT staff which, at present, does not attend committee or county board meetings.

Public Hearings. Outside the COVID-19 mass gathering orders, some meetings may not be appropriate to hold remotely. There are different types of public hearings. For example, a Conditional Use Permit hearing (Land Services Committee) is quasi-judicial and the credibility of witnesses is important, so this type of meeting may not lend itself to a video/telephone option.

Public hearings held solely to solicit public comment/opinion would not give rise to these concerns.

Public Participation. If the board desires to continue allowing attendance by members via video/teleconference, then it should also consider how to manage public comment and participation by members of the public. Presently, the board rules require that persons desiring to speak on an agenda item at County Board must register (in writing) their name/agenda topic in advance of the meeting starting. Will citizen comments at committees be strictly limited to a “public comment” agenda item; if not – how will the chair manage both committee members and citizens needing to ‘interrupt’ in order to get recognized?

In summary, if the board desires to continue appearing at meetings via video/teleconference, it may do so (a) temporarily, by ratifying the declaration of emergency signed by Chair Koth or (b) indefinitely, by amending your rules (via ordinance) to allow for same. A new board rule would remain in place unless amended or rescinded. If the board desires to continue this practice, it will need to consider the practical issues outlined herein as well as any others identified by its members before an ordinance amending its rules can be drafted.

enc. (res 2020-06-16)



LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Jason Hake

Administrative Coordinator

Activity Report

6/1/20 – 6/23/20

COMMITTEE MEETINGS

- Administrative & Legislative Committee
- Forestry
- Finance & Insurance Committee
- Law Enforcement, EMS and Judicial Committee
- Social Services
- Public Property
- County Board

DEPARTMENT COORDINATION

Jun	02	Community Testing – Public Health, State of WI, Emergency Management
June	03	COVID Funding – Shelley Hersil
June	04	Court Task Force Sub Committee – Marie Peterson, Becky Byer
June	08	Forestry Administrator Interviews
June	10	COVID Funding – Shelley Hersil
Jun	11	Court Security Meeting
Jun	16	APS Transitions – ADRC, Wood, Marathon, Langlade, Lincoln County
Jun	16	Department Head Meeting
Jun	16	COVID Funding – Shelley Hersil

HIRING UPDATES

ACCEPTING APPLICATIONS:

- Correctional Officer
- Circuit Court Bailiff

INTERVIEWS BEING SCHEDULED/HELD:

- 911 Telecommunication Officer

OFFER MADE:

- David Gigl/Forestry Seasonal

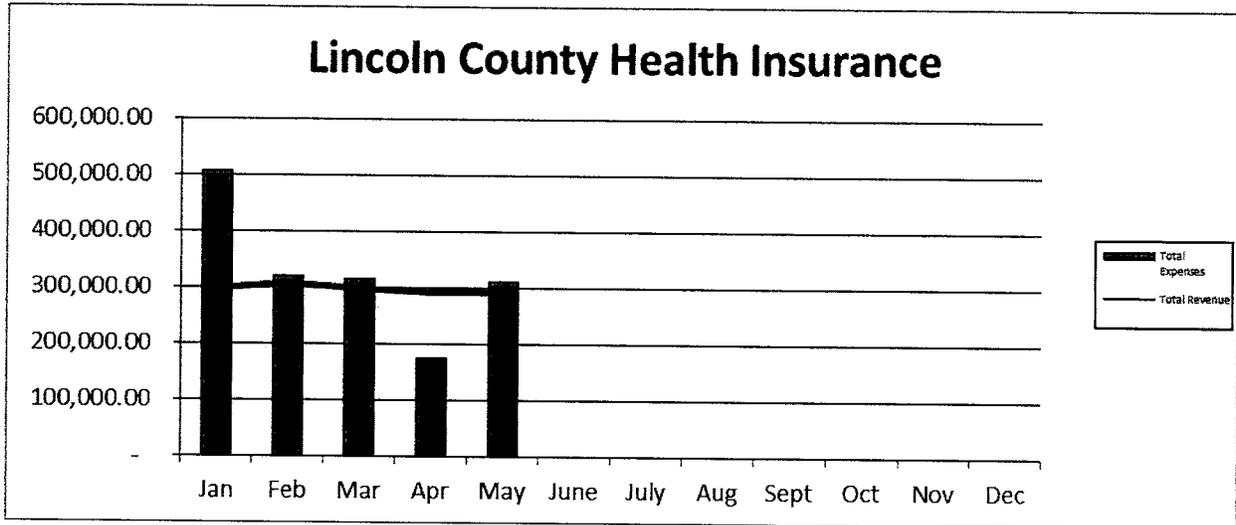
STATUS OF UNION CONTRACTS

Sheriff Deputies: December 2021

Sheriff-Supervisors: December 2021

**HEALTH INSURANCE
2020**

Month	Enrollment		Total Total Revenue	Total Total Expenses	YTD
	Single	Family			Gain (loss)
Jan	52	131	299,055	506,722	(207,668)
Feb	65	131	307,099	320,844	(13,744)
Mar	63	132	299,311	314,257	(14,946)
Apr	63	130	291,927	174,353	117,574
May	63	130	292,515	310,710	(18,194)
June			0	0	0
July			0	0	0
Aug			0	0	0
Sept			0	0	0
Oct			0	0	0
Nov			0	0	0
Dec			0	0	0
Total			1,489,908	1,626,885	(136,978)





06/24/2020 11:22
jason.hake

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10200051 ADMINISTRATIVE PERSONNEL							
511000 SALARIES AND WAGES	184,990	0	184,990	66,867.40	.00	118,122.60	36.1%
520000 EMPLOYEE BENEFITS	69,218	0	69,218	26,939.86	.00	42,278.14	38.9%
531020 LEGAL SERVICES	6,100	0	6,100	.00	.00	6,100.00	.0%
531190 TRAINING SERVICES	5,000	0	5,000	.00	.00	5,000.00	.0%
532000 OTHER PURCHASED PROF SERV	4,050	0	4,050	.00	.00	4,050.00	.0%
552001 TELEPHONE	6,650	0	6,650	305.53	.00	344.47	47.0%
553000 ADVERTISING	6,000	0	6,000	.00	.00	6,000.00	.0%
554001 PRINTING ALLOCATION	4,500	0	4,500	732.50	.00	3,767.50	16.3%
555000 TRAVEL TRAINING	3,000	0	3,000	174.15	.00	2,825.85	5.8%
560000 SUPPLIES	3,250	0	3,250	397.98	.00	-147.98	159.2%
561101 POSTAGE	350	0	350	49.17	.00	300.83	14.0%
571000 MISCELLANEOUS	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL ADMINISTRATIVE PERSONNEL	285,608	0	285,608	95,466.59	.00	190,141.41	33.4%
TOTAL EXPENSES	285,608	0	285,608	95,466.59	.00	190,141.41	
10200060 ADMIN/PERSONNEL PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-285,608	0	-285,608	-285,608.00	.00	.00	100.0%
TOTAL ADMIN/PERSONNEL PROPERTY TAXES	-285,608	0	-285,608	-285,608.00	.00	.00	100.0%
TOTAL REVENUES	-285,608	0	-285,608	-285,608.00	.00	.00	
GRAND TOTAL	0	0	0	-190,141.41	.00	190,141.41	100.0%

** END OF REPORT - Generated by Jason Hake **

Lincoln County Employee Timesheet

Name: Jason Hake Department: Administration Pay Period: From: 5/18/2020 To: 5/31/2020
 Employee Number: 664
 Representative Status: Nonrepresented
 FLSA Status: Exempt

5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	Hours	Pay Category	FMLA Hrs
9.5	8.5	8.25	8.5	8	1.5	8	8	8.75	8.5	10.5	5.75		1	86.75	Regular: ADMIN	10200051.511000
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
9.5	8.5	8.25	8.5	8	0	1.5	8	8.75	8.5	10.5	5.75	0	1	86.75	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.


 Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____ COMPLETED BY: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____ APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Jason Hake Department: Administration

Employee Number: 664

Representative Status: Nonrepresented

FLSA Status: Exempt

Pay Period:

From: 6/1/2020

To: 6/14/2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	Pay Category	FMLA Hrs
8.5	9	9	8.25	8.5		2	8.75	8.5	8.5	2	8					8.5	6	8			73	Regular: ADMIN	10200051.511000
																					14	Vacation:	
																					0	Holiday:	
																					0	Paid Sick Allowance:	
																					0	Paid Funeral Leave:	
																					0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
																					0		
																					0		
8.5	9	9	8.25	8.5	0	2	8.75	8.5	8.5	8	8	0	0	8.75	8.5	8.5	8	8	0	0	87	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:



Lincoln County Corporation Counsel

N. L. Bergstrom
 Corporation Counsel
 715/539-1015
 nbergstrom@co.lincoln.wi.us

Lincoln County Service Center
 801 N. Sales Street, Suite 207
 Merrill, WI 54452
 Fax: 715/539-8053

ACTIVITY REPORT 3/13/20 – 6/12/20

Department/Committee	Hours	Subject Matter
A&L	146.25	COVID: disaster dec. bldg. closure, FFRCA, hiring freeze, furlough/unemp, work fr home policy, return to work policies
Admin	44.50	
Clerk of Courts	3.00	COVID jail release motion; probate claim
County Board	111.50	COVID: sample mtg notice, org meeting; RCA; opioid litigation
County Clerk	22.50	Tax deed mtg, records requests, election delay, redistricting, Tn Russell sanitary district collections issue
Department of Social Services	88.75	TPR, gship, records requests, CAN consortium, staff conferences, comm mtg
Emergency Mgmt	2.75	Open mtgs Q (subcommittees)
Finance	5.00	
Forestry	5.75	Hiawatha Trail encroachments, agenda prep, snomo bridge salvage, herbicide spraying
Health	142.25	COVID: isolation shelter K; Safer at Home, media Qs, law enf/HIPAA, campgrnd closure, reopening plan, quarantine policy, POD MOU, LHO authority, state orders, CARES Act K, mitigation plan; lead paint enf issue
Hwy	8.00	RFPs, ATV ord, driveway encroachment
IT	5.00	Google ops & network problems, Eee issue
Land Services	25.50	CUP hgs, IL land transfer issue, BOA, Eee issues
Law Enforcement/LISO	6.50	Rec requests, dog bite rpt, seminar
Probate/Courts	16.25	Sup Ct Task Force (COVID)
Pub Prop	2.25	Gas purch K, PCNH roof leak
Register of Deeds		
Solid Waste	4.00	COVID pymnt protocol, drill K
Treasurer	2.50	Act 185
UW Ext		
Veterans Service	7.50	DWD/ERD complaint
Totals	792.00	



06/24/2020 11:23
jason.hake

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

FOR 2020 13

P I
glytdbud

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10210051 CORPORATION COUNSEL							
511000 SALARIES AND WAGES	102,543	0	102,543	46,034.72	.00	56,508.28	44.9%
520000 EMPLOYEE BENEFITS	36,208	0	36,208	16,906.82	.00	19,301.18	46.7%
531020 LEGAL SERVICES	50,000	0	50,000	12,500.00	.00	37,500.00	25.0%
531210 CODIFICATION SRVICES	2,900	0	2,900	472.27	.00	2,427.73	16.3%
552001 TELEPHONE	700	0	700	357.73	.00	342.27	51.1%
554001 PRINTING ALLOCATION	700	0	700	160.37	.00	539.63	22.9%
555000 TRAVEL TRAINING	3,000	0	3,000	35.00	.00	2,965.00	1.2%
560000 SUPPLIES	750	0	750	.00	.00	750.00	0.0%
561101 POSTAGE	100	0	100	9.98	.00	90.02	10.0%
564000 BOOKS AND PERIODICALS	1,500	0	1,500	188.73	.00	1,311.27	12.6%
TOTAL CORPORATION COUNSEL	198,401	0	198,401	76,665.62	.00	121,735.38	38.6%
TOTAL EXPENSES	198,401	0	198,401	76,665.62	.00	121,735.38	
10210060 CORP COUNSEL PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-198,401	0	-198,401	-198,401.00	.00	.00	100.0%
TOTAL CORP COUNSEL PROPERTY TAXES	-198,401	0	-198,401	-198,401.00	.00	.00	100.0%
TOTAL REVENUES	-198,401	0	-198,401	-198,401.00	.00	.00	
GRAND TOTAL	0	0	0	-121,735.38	.00	121,735.38	100.0%

** END OF REPORT - Generated by Jason Hake **

Lincoln County Employee Timesheet

Name: Nancy Bergstrom Department: Corporation Counsel Pay Period: 6/1/2020 To: 6/14/2020
 Employee Number: 116
 Representative Status: Nonrepresented
 FLSA Status: Exempt

6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	Hours	Pay Category	FMLA hours
9.5	9.75	10.5	8.75	8.5	0.5	0.75	10.25	10	11.5	9.25	1	0.5	0.75	91.5	Regular: Corp Counsel	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9.5	9.75	10.5	8.75	8.5	0.5	0.75	10.25	10	11.5	9.25	1	0.5	0.75	91.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.


 Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Nancy Bergstrom Department: Corporation Counsel Pay Period: From: 5/18/2020 To: 5/31/2020

Employee Number: 116

Representative Status: Nonrepresented
FLSA Status: Exempt

	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	Pay Category	Hours	FMLA hours
10	10	10	10.5	2.5	7.75	0.5	0.75	1	9.25	10.25	10	7	0.5	0.5	Regular: Corp Counsel	80.5	
								8							Vacation:	0	
															Holiday:	8	
															Paid Sick Allowance:	0	
															Paid Funeral Leave:	0	
															Worker's Compensation:	0	
8	8	8	8	8	8	0	0	8	8	8	8	8	0	0	TOTAL HOURS PAID	80	
																0	
10	10	10.5	2.5	7.75	0.5	0.75	9	9.25	10.25	10	7	0.5	0.5		TOTAL HOURS REPORTED	88.5	

I certify that the foregoing is true and correct.

Employee signature _____

Supervisor signature _____

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____



LINCOLN COUNTY VETERANS SERVICE OFFICE



801 N. SALES STREET · SUITE #104 · MERRILL, WI 54452
PHONE: (715) 539-1083 · FAX: (715) 539-8324

RICHARD J. WOLF
VETERANS SERVICE OFFICER
rwolf@co.lincoln.wi.us

PAMELA SCHOTZ
DEPUTY VETERANS SERVICE
OFFICER
pschotz@co.lincoln.wi.us

Administrative and Legislative Committee
Meeting Date: July 1st, 2020

County Veterans Services Officer Report

For Period 2/25/2020 thru 6/23/2020

- 47 veterans and 13 widow have died in the county for the year of 2020.
- CVSO attended the Iron Mountain Veterans Service Officer Meeting/Healthcare Committee Stakeholder Meeting on April 6th, May 4th, and June 1st.
- CVSO attended Emergency Operations Center briefings on March 24th and 31st, April 7th, 14th, 21st, 28th, May 5th, 12th, 19th, and 26th, and 28th, and June 2nd.
- May 20th, CVSO attended the Pension Management Center and Veteran Service Officer Tele-Conference. Topics included PMC quarterly review, the impact of COVID-19 on PMC claims, modifications and allowances to the claims process, and methods of contacting the PMC.
- As of May 27th, the Veterans Services COVID in-person policy has been appointment only, to avoid exposure to veterans or family members who are immunocompromised, while waiting in the waiting room or hallways. This is reflected on our voicemail, website, and signs on our door.
- Hours at the Tomahawk Annex are still on hiatus. The small waiting room and office, as well as the long exposure times during meetings/appointments, are not safe for veterans, family members, and staff. This is in line with North Central Health Care's current COVID policy.
- The second attempt for WICVSO training from July 27th through July 30th on the Menominee Reservation has been cancelled. The next training will be October 5th through the 9th in Siren, WI.



FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10270049 VETERANS FUNDS APPLIED							
499990 FUNDS APPLIED (BUDGETARY)	0	-9,051	-9,051	.00	.00	-9,051.00	.0%
TOTAL VETERANS FUNDS APPLIED	0	-9,051	-9,051	.00	.00	-9,051.00	.0%
TOTAL REVENUES	0	-9,051	-9,051	.00	.00	-9,051.00	.0%
10270054 VETERANS DEPARTMENT							
435600 HUMAN SERVICE GRANTS	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
511000 SALARIES AND WAGES	105,717	0	105,717	47,005.58	.00	58,711.42	44.5%
520000 EMPLOYEE BENEFITS	57,528	0	57,528	27,402.23	.00	30,125.77	47.6%
552001 TELEPHONE	400	0	400	142.54	.00	257.46	35.6%
554001 PRINTING ALLOCATION	950	0	950	194.91	.00	755.09	20.1%
555000 TRAVEL TRAINING	3,900	0	3,900	240.00	.00	3,660.00	6.2%
560000 SUPPLIES	1,100	0	1,100	74.54	.00	1,025.46	6.8%
561101 POSTAGE	600	0	600	119.04	.00	480.96	19.8%
561440 GRAVE CARE	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL VETERANS DEPARTMENT	161,395	0	161,395	65,178.84	.00	96,216.16	40.4%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
TOTAL EXPENSES	171,395	0	171,395	75,178.84	.00	96,216.16	100.0%
10270060 VETERANS DEPT PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-166,395	0	-166,395	-166,395.00	.00	.00	100.0%
TOTAL VETERANS DEPT PROPERTY TAXES	-166,395	0	-166,395	-166,395.00	.00	.00	100.0%
TOTAL REVENUES	-166,395	0	-166,395	-166,395.00	.00	.00	100.0%
10270754 VETERANS PRIVATE DONATIONS							
571001 PROGRAM EXPENDITURE	0	1,850	1,850	.00	.00	1,850.00	.0%
TOTAL VETERANS PRIVATE DONATIONS	0	1,850	1,850	.00	.00	1,850.00	.0%
TOTAL EXPENSES	0	1,850	1,850	.00	.00	1,850.00	.0%
10275454 VETERANS RELIEF							



FOR 2020 13

10275454 VETERANS RELIEF

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
485000 DONATIONS FROM PRIVATE ENT	0	0	0	-45.10	.00	45.10	100.0%
511001 PER DIEM	700	0	700	206.16	.00	493.84	29.5%
520000 EMPLOYEE BENEFITS	0	0	0	4.51	.00	-4.51	100.0%
571000 MISCELLANEOUS	4,300	7,201	11,501	2,683.21	.00	8,817.79	23.3%
TOTAL VETERANS RELIEF	5,000	7,201	12,201	2,848.78	.00	9,352.22	23.3%
TOTAL REVENUES	0	0	0	-45.10	.00	45.10	
TOTAL EXPENSES	5,000	7,201	12,201	2,893.88	.00	9,307.12	
GRAND TOTAL	0	0	0	-98,367.38	.00	98,367.38	100.0%

** END OF REPORT - Generated by Jason Hake **

Lincoln County Employee Timesheet

Name: Richard Wolf Department: VETERANS SERVICE Pay Period: From: 5/18/2020 To: 5/31/2020
 Employee Number: 406
 Representative Status: Nonrepresented
 FLSA Status: Exempt

5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	Hours	Pay Category	FLMRA hours
8.25	8.25	8.75	8.25	8.5			8.5	8.5	8	7	8			82	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
8.25	8.25	8.75	8.25	8.5	0	0	8.5	8.5	8	7	8	0	0	82	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.


 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Richard Wolf
 Employee Number: 406
 Representative Status: Nonrepresented
 FLSA Status: Exempt
 Department: VETERANS SERVICE
 Pay Period: 6/1/2020 To: 6/14/2020

6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	Hours	Pay Category	FMILA hours
8.5	8.25	8.5	8.75	8.5			8	8	8.5	7.5	5			79.5	Regular: Veterans	
														0	Vacation:	
											0.5			0	Holiday:	
														0.5	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
8.5	8.25	8.5	8.75	8.5	0	0	8	8	8.5	7.5	5.5	0	0	80	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.


 Employee signature

 Supervisor signature Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____



06/24/2020 11:21
jason.hake

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

FOR 2020 13

F 1
glytdbud

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100151 COUNTY BOARD CHAIRMAN							
511000 SALARIES AND WAGES	7,500	0	7,500	3,125.00	.00	4,375.00	41.7%
511001 PER DIEM	20,000	0	20,000	6,171.40	.00	13,828.60	30.9%
520000 EMPLOYEE BENEFITS	2,000	0	2,000	662.02	.00	1,337.98	33.1%
555000 TRAVEL TRAINING	3,000	0	3,000	672.19	.00	2,327.81	22.4%
560000 SUPPLIES	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL COUNTY BOARD CHAIRMAN	33,500	0	33,500	10,630.61	.00	22,869.39	31.7%
TOTAL EXPENSES	33,500	0	33,500	10,630.61	.00	22,869.39	
10100160 CNTY BD CHAIR PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-33,500	0	-33,500	-33,500.00	.00	.00	100.0%
TOTAL CNTY BD CHAIR PROPERTY TAXES	-33,500	0	-33,500	-33,500.00	.00	.00	100.0%
TOTAL REVENUES	-33,500	0	-33,500	-33,500.00	.00	.00	
10100251 COUNTY BOARD COMMITTEES							
511001 PER DIEM	35,000	0	35,000	8,537.22	.00	26,462.78	24.4%
520000 EMPLOYEE BENEFITS	2,000	0	2,000	479.39	.00	1,520.61	24.0%
554001 PRINTING ALLOCATION	1,500	0	1,500	389.39	.00	1,110.61	26.0%
555000 TRAVEL TRAINING	2,500	0	2,500	.00	.00	2,500.00	.0%
556000 DUES	600	0	600	1,075.00	.00	-475.00	179.2%
556001 DUES WCA	5,900	0	5,900	5,281.00	.00	619.00	89.5%
556002 ITBEC	1,001	0	1,001	1,001.00	.00	.00	100.0%
556003 REGIONAL PLANNING COMMISSION	21,500	0	21,500	21,055.00	.00	445.00	97.9%
556004 CHAMBER OF COMMERCE	5,000	0	5,000	3,200.00	.00	1,800.00	64.0%
560000 SUPPLIES	8,000	0	8,000	1,544.41	.00	6,455.59	19.3%
561101 POSTAGE	2,000	0	2,000	259.37	.00	1,740.63	13.0%
TOTAL COUNTY BOARD COMMITTEES	85,001	0	85,001	42,821.78	.00	42,179.22	50.4%
TOTAL EXPENSES	85,001	0	85,001	42,821.78	.00	42,179.22	
10100260 CNTY BD COMMITTEE PROPERTY TAX							



06/24/2020 11:21
jason.hake

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

P 2
glytbdud

FOR 2020 13

10100260 CNTY BD COMMITTEE PROPERTY TAX	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
411100 GENERAL PROPERTY TAXES	-85,001	0	-85,001	-85,001.00	.00	.00	100.0%
TOTAL CNTY BD COMMITTEE PROPERTY TAX	-85,001	0	-85,001	-85,001.00	.00	.00	100.0%
TOTAL REVENUES	-85,001	0	-85,001	-85,001.00	.00	.00	
10100355 PUBLIC LIBRARIES							
531220 LIBRARY SERVICES	626,405	0	626,405	313,202.50	.00	313,202.50	50.0%
532000 OTHER PURCHASED PROF SERV	16,946	0	16,946	16,945.80	.00	.20	100.0%
TOTAL PUBLIC LIBRARIES	643,351	0	643,351	330,148.30	.00	313,202.70	51.3%
TOTAL EXPENSES	643,351	0	643,351	330,148.30	.00	313,202.70	
10100360 PUBLIC LIB PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-643,351	0	-643,351	-643,351.00	.00	.00	100.0%
TOTAL PUBLIC LIB PROPERTY TAXES	-643,351	0	-643,351	-643,351.00	.00	.00	100.0%
TOTAL REVENUES	-643,351	0	-643,351	-643,351.00	.00	.00	
10100454 HUMANE SOCIETY							
532000 OTHER PURCHASED PROF SERV	41,000	0	41,000	20,500.00	.00	20,500.00	50.0%
TOTAL HUMANE SOCIETY	41,000	0	41,000	20,500.00	.00	20,500.00	50.0%
TOTAL EXPENSES	41,000	0	41,000	20,500.00	.00	20,500.00	
10100460 HUMANE SOCIETY PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-41,000	0	-41,000	-41,000.00	.00	.00	100.0%
TOTAL HUMANE SOCIETY PROPERTY TAXES	-41,000	0	-41,000	-41,000.00	.00	.00	100.0%
TOTAL REVENUES	-41,000	0	-41,000	-41,000.00	.00	.00	
10100556 ECONOMIC DEVELOPMENT							



06/24/2020 11:21
jason.hake

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

P 3
glytcbud

FOR 2020 13

10100556 ECONOMIC DEVELOPMENT	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
532000 OTHER PURCHASED PROF SERV	45,000	0	45,000	22,500.00	.00	22,500.00	50.0%
TOTAL ECONOMIC DEVELOPMENT	45,000	0	45,000	22,500.00	.00	22,500.00	50.0%
TOTAL EXPENSES	45,000	0	45,000	22,500.00	.00	22,500.00	
10100560 ECONOMIC DEVELMNT PROPERTY TAX							
411100 GENERAL PROPERTY TAXES	-45,000	0	-45,000	-45,000.00	.00	.00	100.0%
TOTAL ECONOMIC DEVELMNT PROPERTY TAX	-45,000	0	-45,000	-45,000.00	.00	.00	100.0%
TOTAL REVENUES	-45,000	0	-45,000	-45,000.00	.00	.00	
10100754 NORTH CENTRAL HEALTH CARE							
532000 OTHER PURCHASED PROF SERV	1,022,450	0	1,022,450	414,598.00	.00	607,852.00	40.5%
TOTAL NORTH CENTRAL HEALTH CARE	1,022,450	0	1,022,450	414,598.00	.00	607,852.00	40.5%
TOTAL EXPENSES	1,022,450	0	1,022,450	414,598.00	.00	607,852.00	
10100760 NCHCF PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-1,022,450	0	-1,022,450	-1,022,450.00	.00	.00	100.0%
TOTAL NCHCF PROPERTY TAXES	-1,022,450	0	-1,022,450	-1,022,450.00	.00	.00	100.0%
TOTAL REVENUES	-1,022,450	0	-1,022,450	-1,022,450.00	.00	.00	
10100856 NO CENTRAL COM ACTION PROGRAM							
532000 OTHER PURCHASED PROF SERV	8,000	0	8,000	8,000.00	.00	.00	100.0%
TOTAL NO CENTRAL COM ACTION PROGRAM	8,000	0	8,000	8,000.00	.00	.00	100.0%
TOTAL EXPENSES	8,000	0	8,000	8,000.00	.00	.00	
10100860 NCCAP PROPERTY TAXES							



06/24/2020 11:21
jason.hake

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

P 4
glytdbud

FOR 2020 13

10100860 NCCAP PROPERTY TAXES	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
411100 GENERAL PROPERTY TAXES	-8,000	0	-8,000	-8,000.00	.00	.00	100.0%
TOTAL NCCAP PROPERTY TAXES	-8,000	0	-8,000	-8,000.00	.00	.00	100.0%
TOTAL REVENUES	-8,000	0	-8,000	-8,000.00	.00	.00	
<hr/>							
10107555 WVLS EXPENDITURES							
556000 DUES	4,177	0	4,177	4,176.98	.00	.02	100.0%
TOTAL WVLS EXPENDITURES	4,177	0	4,177	4,176.98	.00	.02	100.0%
TOTAL EXPENSES	4,177	0	4,177	4,176.98	.00	.02	
<hr/>							
10107560 WVLS							
411100 GENERAL PROPERTY TAXES	-4,177	0	-4,177	-4,177.00	.00	.00	100.0%
TOTAL WVLS	-4,177	0	-4,177	-4,177.00	.00	.00	100.0%
TOTAL REVENUES	-4,177	0	-4,177	-4,177.00	.00	.00	
<hr/>							
10109954 FAMILY CARE							
499990 FUNDS APPLIED (BUDGETARY)	-289,849	0	-289,849	.00	.00	-289,849.00	.0%
536000 ADRC	150,000	0	150,000	74,733.00	.00	75,267.00	49.8%
571000 MISCELLANEOUS	289,849	0	289,849	289,849.00	.00	.00	100.0%
TOTAL FAMILY CARE	150,000	0	150,000	364,582.00	.00	-214,582.00	243.1%
TOTAL REVENUES	-289,849	0	-289,849	.00	.00	-289,849.00	
TOTAL EXPENSES	439,849	0	439,849	364,582.00	.00	75,267.00	
10109960 FAMILY CARE TAX LEVY							
411100 GENERAL PROPERTY TAXES	-150,000	0	-150,000	-150,000.00	.00	.00	100.0%
TOTAL FAMILY CARE TAX LEVY	-150,000	0	-150,000	-150,000.00	.00	.00	100.0%
TOTAL REVENUES	-150,000	0	-150,000	-150,000.00	.00	.00	
GRAND TOTAL	0	0	0	-814,521.33	.00	814,521.33	100.0%

** END OF REPORT - Generated by Jason Hake **

Information Technology Director's Report

For Period: 2/25/2020 thru 6/23/2020

Items for A&L report

Lincoln County

March – May

- Prepared and issued laptops for Safe at Home workers
- 3/26 – IT staff start working from home, Director continued to work in County
- Changed IT staff meetings to weekly (virtual conference)
- Ordered in components and setup County Bd. Room for Video Conferencing
- Worked with Van Ert to install/upgrade door security at Pine Crest and HHS Building
- Handled a number of wiring additions and changes at Pine Crest related to COVID and operational changes
- Worked with PCS-Technologies, numerous times, installing technology for wireless connections
- Attended vendor presentations to evaluation for ADRC's new phone solution
- NACo Leadership Cybersecurity classes starts and goes for 14 weeks
- Worked with Judges and Courthouse staff to get courtrooms setup using Zoom
- Setup County cell phones with WPS/GETS priority service (except Health Dept. and Sheriff's office – they handle this themselves)
- Completed Finance and Social Services IT audits
- Worked on reviews and budget as time allowed
- Met with Maintenance Dept. and Trane to discuss software options
- Conference, with Palo Alto and CDWG regarding new firewall solution to discuss configuration and features
- Worked with CCITC (City County Information Technology Commission) on the Pine Crest switch-over of equipment and services

June

- 6/3 – IT staff back to work in office
- Department meetings set back to bi-weekly
- Discussed with PCS Technologies issues with equipment height on Irma Tower, sent out emails requesting additional height location
- Spoke with John Boutain, NCHC, about cutover date and security concerns. They are shooting for July 20th for Pine Crest cutover, Lincoln Industries has been completed
- Continued work on budget, waiting on quotes for 2021 to complete
- Researched alternate camera solution for the Highway Department. We are reviewing a cellular solution with battery
- Additional discussions with both Palo Alto and CDWG to finalize configuration and installation for quote
- Setup SQL Lite server (virtualized) for new Phoenix software used at Hwy Department, work is progressing alone
- Setup SQL server (virtualized) for Trane Ensemble software and assisting with installation

ADRC-CW

- Postponed ADRC meetings until after COVID
- Monthly meetings will resume in July
- E-mail migration to G Suite completed

Current Developments

- Countywide WLAN solution

Statistics

Help Desk	M/YTD:	After hour calls	M/YTD	Website	M/YTD
Requests received	1615/1953		27/37	Total Visits	65,332/78,916
Request Closed	1529/1875			New Visitors	50,959/60,455
Projects Opened	32				
Projects Closed	29				

Helpdesk tickets are up 134%, and website visits are up 201%, from last June.



1
P
glytdbud

06/24/2020 11:22
jason.hake
LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10250049 IT DEPT FUNDS APPLIED							
499990 FUNDS APPLIED (BUDGETARY)	-138,000	-134,254	-272,254	.00	.00	-272,254.00	.0%
TOTAL IT DEPT FUNDS APPLIED	-138,000	-134,254	-272,254	.00	.00	-272,254.00	.0%
TOTAL REVENUES	-138,000	-134,254	-272,254	.00	.00	-272,254.00	
10250051 INFORMATION TECHNOLOGY							
511000 SALARIES AND WAGES	347,917	0	347,917	155,379.03	.00	192,537.97	44.7%
520000 EMPLOYEE BENEFITS	143,443	0	143,443	67,734.00	.00	75,709.00	47.2%
530000 PURCHASED PROF AND TECH SERV	15,050	11,088	26,138	8,184.24	.00	17,953.76	31.3%
552001 TELEPHONE	1,000	0	1,000	449.41	.00	550.59	44.9%
554001 PRINTING ALLOCATION	400	8,500	8,900	96.41	.00	8,803.59	1.1%
555000 TRAVEL TRAINING	10,000	-6,000	4,000	1,089.72	.00	2,910.28	27.2%
560000 SUPPLIES	500	0	500	64.46	.00	435.54	12.9%
560001 PRINTER SUPPLIES	500	0	500	.00	.00	500.00	.0%
561005 HARDWARE	78,600	788	79,388	12,302.12	.00	67,085.88	15.5%
561006 IT HARDWARE WARR, MAINT & SU	33,176	-3,855	29,321	22,042.07	.00	7,278.93	75.2%
561101 POSTAGE	200	0	200	57.70	.00	142.30	28.9%
561103 SOFTWARE	15,800	350	16,150	7,144.15	.00	9,005.85	44.2%
561105 IT SOFTWARE WARR, SUB & SUP	139,533	-933	138,600	115,966.54	.00	22,633.46	83.7%
561420 VOICE/DATA/VIDEO COMMUNICATI	30,238	0	30,238	13,958.35	.00	16,279.65	46.2%
561430 PARTS	2,500	0	2,500	1,260.24	.00	1,239.76	50.4%
571005 COVID 19	0	0	0	2,261.33	.00	-2,261.33	100.0%
TOTAL INFORMATION TECHNOLOGY	818,857	9,938	828,795	407,989.77	.00	420,805.23	49.2%
TOTAL EXPENSES	818,857	9,938	828,795	407,989.77	.00	420,805.23	
10250057 INFORMATION TECH SERV OUTLAY							
581003 OPERATING HARDWARE OUTLAY	18,000	0	18,000	.00	.00	18,000.00	.0%
583003 CAPITAL IMPROVEMENTS OTHER	120,000	124,316	244,316	40,756.80	.00	203,559.20	16.7%
TOTAL INFORMATION TECH SERV OUTLAY	138,000	124,316	262,316	40,756.80	.00	221,559.20	15.5%
TOTAL EXPENSES	138,000	124,316	262,316	40,756.80	.00	221,559.20	
10250060 INFORMATION TECH PROPERTY TAX							



FOR 2020 13

10250060 INFORMATION TECH PROPERTY TAX	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
411100 GENERAL PROPERTY TAXES	-752,632	0	-752,632	-752,632.00	.00	.00	100.0%
TOTAL INFORMATION TECH PROPERTY TAX	-752,632	0	-752,632	-752,632.00	.00	.00	100.0%
TOTAL REVENUES	-752,632	0	-752,632	-752,632.00	.00	.00	
10258351 IT PINE CREST							
571000 MISCELLANEOUS	0	0	0	796.16	.00	-796.16	100.0%
TOTAL IT PINE CREST	0	0	0	796.16	.00	-796.16	100.0%
TOTAL EXPENSES	0	0	0	796.16	.00	-796.16	
10259851 ADRC IT SUPPORT							
461901 ADMINISTRATION FEES	-66,225	0	-66,225	.00	.00	-66,225.00	.0%
473100 INTERGOVT CHARGES GEN GOVT	0	0	0	-1,887.38	.00	1,887.38	100.0%
571000 MISCELLANEOUS	0	0	0	14,441.96	.00	-14,441.96	100.0%
TOTAL ADRC IT SUPPORT	-66,225	0	-66,225	12,554.58	.00	-78,779.58	-19.0%
TOTAL REVENUES	-66,225	0	-66,225	-1,887.38	.00	-64,337.62	
TOTAL EXPENSES	0	0	0	14,441.96	.00	-14,441.96	
GRAND TOTAL	0	0	0	-290,534.69	.00	290,534.69	100.0%

** END OF REPORT - Generated by Jason Hake **

Resolution 2020 -

Resolution Accepting \$1,000 Donation from Ascension Good Samaritan Hospital

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
9	Friske			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	McCrank			
22	Panfil			
5	Peterson			
10	Ratliff			
7	Rusch			
21	Simon			
18	Voermans			
2	Weaver			
4	Wendt			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, the Healthy Minds for Lincoln County, brings the community together to empower people through education and resources to support healthy choices regarding substances and social and emotional well-being.; and

WHEREAS, the Healthy Minds for Lincoln County is currently co-chaired by Debbie Moellendorf, UW-Madison Division of Extension and Kristin Bath, Health Department; and

WHEREAS, with the current COVID 19 virus and physical distancing, we are anticipating that most summer youth programs will not be held in our community during 2020 leaving many families struggling to provide opportunities for youth during the summer months adding to stress levels among parents/caregivers and for the youth themselves; and

WHEREAS, to provide options for parents/caregivers, the Healthy Minds Coalition is partnering with UW-Madison Division of Extension 4-H program and the T.B. Scott Library to provide a youth-family educational activity bag for May, June, July and August; and

WHEREAS, a donation of \$1,000 from Ascension Good Samaritan Hospital has been received to cover costs to produce the educational bags; and

NOW, THEREFORE BE IT RESOLVED that the Lincoln County Board of Supervisors accepts and expresses gratitude for the \$1,000 donation from Ascension Good Samaritan Hospital on behalf of the Healthy Minds for Lincoln County who is responsible for implementing these projects.

Dated:

Introduced by: Administrative and Legislative Committee

Date Passed:

Committee Vote:

Fiscal Impact: Receiving \$1,000 towards implementation of project identified above.

Drafted by: Art Lersch, Area Extension Director Langlade, Lincoln, Taylor and Price Counties

STATE OF WISCONSIN)
) SS:
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

 Christopher J. Marlowe
 County Clerk



STATEMENT OF WORK

Project Name:	Palo Alto Implementation	Seller Representative: Mike Crooks (715) 241-4420 Mike.Crooks@cdw.com
Customer Name:	LINCOLN COUNTY	
CDW Affiliate:	CDW Government LLC	
SOW Created Date:	May 19, 2020	Solution Architect: Kent Johnson
Version:	2	Drafted by:

This statement of work (“**Statement of Work**” or “**SOW**”) is made and entered into on the last date that this SOW is fully executed as set forth below (“**SOW Effective Date**”) by and between the undersigned, CDW Government LLC (“**Provider**,” and “**Seller**,”) and LINCOLN COUNTY (“**Customer**,” and “**Client**,”).

This SOW shall be governed by Seller’s “**SOW Services**,” accessed via the “**Terms & Conditions**” link at www.cdwg.com (the “**Agreement**”). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement. References in the Agreement to a SOW or a Work Order apply to this SOW.

Customer is acquiring Palo Alto Networks Next-Generation firewalls to enhance existing security infrastructure. Customer will be migrating from a Cisco ASA5515 firewall to an Active/Standby pair of PA-3220 firewalls. Seller will provide professional services to assist with the design, migration/configuration and implementation of a security solution leveraging Palo Alto Next Generation Firewalls. Palo Alto’s security platforms provide market leading Next Generation security, offering URL Filtering, Malware Detection, and Intrusion Prevention services. As part of this project, Seller will perform the following tasks:

PA-3220 ACTIVE /STANDBY DEPLOYMENT

- General configuration of 2 Palo Alto PA-3220 and Next Generation Services
 - Set the hostname, domain name, date and time
 - Configure Ethernet settings and sub-interfaces
 - Configure appropriate security level of interfaces
 - Configure Routed mode
 - Configure IP routing

- Design and configure stateful failover based on High Availability considerations for Customer
 - Configure the Control Link
 - Configure the Data Link
- Design and configuration of security rule sets relevant to Customer's business and technical requirements
 - Configure authentication, authorization, and accounting (AAA) services for network access
- Configure inbound and outbound access-lists for permitting or denying network access
- Design and configuration of NAT/PAT addressing policies to reflect connectivity requirements
- Design and configuration of any IPsec and/or SSL VPN connectivity requirements
 - Define IKE Crypto Profiles
 - Define IPSEC Crypto Profiles
 - Configure tunnel monitoring
 - Configuration of SSL Global Protect client VPN services
 - Generate CSR for SSL Certificate
 - Install 3rd Party Certificate on new Palo Alto Firewalls
 - Configure (3) VPN Profiles
 - Employee User VPN
 - Contractor User VPN
 - TBD
 - Enable Host Information Profiles (HIP)
 - Check for 3 characteristics (such as: OS and Patch Level, Anti-Malware, Host firewall)
 - Integration Authentication to Active Directory for User VPN
 - Create RA IP Pools for each group
 - Create full tunnel or split tunnel policy
 - Test VPN Connectivity based on Customer Use-Cases
- Design and configure a Pilot of SSL Decryption
 - Pilot SSL Decryption outbound Policy
- Define security zones
- Creation of security policies
 - Design and configure Threat Prevention Policy
 - Design and configure URL Filtering Policy
 - Design and configure WildFire Policy
 - Define and configure User Policy
 - Define and configure Application Policy
 - Define and configure DNS Inspection and Sinkhole Policy
 - Apply Security Policies to defined security zones
- Analysis and basic tuning of Threat Prevention

Project Plan

Planning

The planning phase consists of the following:

- Project Kickoff – The project team will be chartered and staff will be assigned to project roles. The team will review Customer's needs, discuss/revise the project scope and assumptions, and finalize logistical details.
- Inventory Hardware – Seller staff will inventory, document, and hardware power-on test. Issues with faulty hardware, as well as inventory discrepancies, will be identified and resolved.
- Project Planning – Members of the project team will develop a detailed project plan and test plan for the Palo Alto Firewall with Next Generation Services deployment.

Design

Seller will conduct a detailed design session with the project team. The goal of this design session is to identify and address architectural, security, and device management requirements. The design phase consists of the following sub-phases:

- Analysis – Seller and Customer technical staff will work together to:
 - Review network architecture, technical specifications, and VPN requirements
 - Analyze hardware configuration
 - Review industry best practices in order to develop baseline design information.
- Network Design – Seller staff will lead an effort to:
 - Develop the final design
 - Identify all security zones on the network
 - Map security zones to physical and virtual interfaces on the Firewall
 - Design site-to-site and remote access VPN considerations
 - Design SSL VPN considerations
- Documentation – Seller staff will document and diagram the Firewall with Next Generation Services design, including VPN.

Staging

The process for staging, configuring and testing the Palo Alto Firewall can be further detailed as follows:

- Unpack the hardware
- Upgrade the Firewall software to meet the standards specified in the design phase
 - Download latest signatures and service updates
 - Install User-ID on a Domain Member computer and ensure User and Group information is populated in the Palo Alto Firewall
- Build the Firewall configuration to the specifications documented in the design phase, including:
 - Firewall security zones
 - Apply initial security policies
 - VPN configuration
- Execute the test plan developed during the planning phase to ensure proper design and configuration

Palo Alto Firewall Implementation

The process for implementing the Palo Alto firewalls can be further detailed as follows:

- During a scheduled change period, the Palo Alto firewalls will be placed into production.
- Seller will work with Customer to perform application testing to validate the implemented firewall policy developed in the design phase of this project.
- Remote User VPN connectivity will be tested
- Site to Site VPN connectivity will be tested

The Seller will provide day one support on the first production day following the cutover.

Palo Alto Services implementation

The process for implementing the Palo Alto Services on the firewall can be further detailed as follows:

- An initial Threat Prevention policy in “alert, don’t block” configuration will be applied to begin creating a tuned ruleset based upon the initial network discovery information
- An initial URL filtering policy will be applied for web browsing and reporting
- An initial File Policy will be created to identify potential malware being transferred across the network or identify any infected hosts via the Security Intelligence information

- App-ID rules will be created using the identified applications in the Palo Alto Management Console's

If a malware outbreak is identified Seller will assist Customer in identifying and remediating the infected hosts. If the outbreak is determined to be severe and Customer wishes Seller assistance with remediation a Change Order may be required for additional remediation efforts.

Knowledge Transfer

Seller will provide up to 4 hours of knowledge transfer for the Palo Alto Management interface. Topics include operational tasks, managing security policies and updates.

Project Closure

This phase signifies the end of the project. All services in the Description of Services section of this document are completed and all items to be provided are received by Customer.

Customer Responsibilities

Customer is responsible for the following:

1. Provide a 4 hour maintenance window to allow for the cutover to the Palo Alto solution.
2. Configuration of their LDAP environment when integrating with the Palo Alto solution. Seller will provide guidance on the required configuration for integration.
3. Customer will provide documentation for required connectivity through the firewall that includes source IP, destination IP, port, protocol information, and network address translation requirements. If traffic analysis is required to determine the appropriate connectivity information; it may result in a revision of the services estimate.
4. Customer is responsible for all change control procedures and notifications that are necessary for the performance of this project.
5. Customer is responsible for application testing performed during cutover(s).
6. Customer will provide full access to all network devices to Seller.
7. Customer is responsible for racking, cabling, and powering of all equipment
8. Customer is responsible for any additional hardware, software, certificates, and licenses that are required for installation.
9. Customer is responsible for interpreting firewall configuration or provide a resource who is familiar with the existing solution
10. Customer will provide at least one (1) domain member computer for installation of the Palo Alto User-ID agent to allow for user policy creation.
11. Customer is responsible for distributing any client certificates required for SSL Decryption

Project Assumptions

1. Customer will provide Seller staff with appropriate physical and network access to implement configurations defined in this statement of work.
2. There is adequate power, UPS, rack space, and network connectivity for the devices included on the bill of materials
3. For the Next Generation services, Seller will configure up to:
 - a. (1) - Vulnerability Protection Profile
 - b. (1) - Zone Protection Profile
 - c. (1) - File Blocking Profile
 - d. (1) - Wildfire Analysis Profile
 - e. (2) - URL Filtering Profile
 - f. (1) - Antivirus and Spyware Profile
 - g. (2) - DNS Inspection Profile
4. Training documentation is not part of this project.
5. For Migration Deployments:

- a. Firewall configurations will be migrated ‘as-is’.
- b. Migrations may be manual and/or use Palo Alto’s Firewall Migration Tool. ***Note – Palo Alto Migration Tool only supports limited vendors and limited features within the configuration***
- c. In addition, Seller will configure up to 4 Interfaces/Zones.
- d. In addition, Seller will configure up to 75 Rules in each Security Policy.
- e. In addition, Seller will configure up to 50 NAT/PAT Entries.
- f. In addition, Seller will configure up to 3 SSL VPN Profile Policies.

Out of Scope

Tasks outside this SOW include, but are not limited to:

1. Configuration of any other network equipment not directly related task of implementing the Palo Alto Firewall with Next Generation services and configuring required services. Within scope are minor changes to existing network infrastructure that may need to occur to accommodate required services, such as VLAN configurations, routing, and AAA (authentication, authorization, accounting) services.
2. Racking, cabling, and powering hardware equipment
3. Custom Vulnerability Protect Profile Creation
4. Custom App ID creation.
5. Firewall Configuration Cleanup and Optimization
6. Certificate distribution of certificates or configuration of existing PKI solution

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

ITEM(S) PROVIDED TO CUSTOMER

Table 1– Item(s) Provided to Customer

Item	Description	Format
Design and As-Built Document	A detailed design and as-built document including any Next-Generation Services and/or VPN services	PDF
Network Diagram	Diagram of logical and physical connectivity	PDF

PROJECT MANAGEMENT

Seller will assign a project management resource to perform the following activities during the project:

- **Kickoff Meeting.** Review SOW including project objectives and schedule, logistics, identify and confirm project participants and discuss project prerequisites.
- **Project Schedule or Plan.** A project schedule that details the schedule and resources assigned to the project.
- **Weekly Status Meetings and Reports.** Status meetings will be conducted on a weekly basis. During these meetings, Seller and you will discuss action items, tasks completed tasks outstanding, issues and conduct a budget review.
- **Change Management.** When a change to a project occurs, Seller’s project change control process will be utilized.
- **Project Closure Meeting.** The project team will meet to recap the project activities, provide required documentation, discuss any next steps, and formally close the project.

CONTACT PERSONS

Each Party will appoint a person to act as that Party's point of contact ("**Contact Person**") as the time for performance nears and will communicate that person's name and information to the other Party's Contact Person.

Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties' Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

CHANGE MANAGEMENT

This SOW may be modified or amended only in a writing signed by both Customer and Seller, generally in the form provided by Seller ("**Change Order**"). Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule ("**Anticipated Schedule**") based on Seller's project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

TOTAL FEES

The total fees due and payable under this SOW ("**Total Fees**") include both fees for Seller's performance of work ("**Services Fees**") and any other related costs and fees specified in the Expenses section ("**Expenses**").

Seller will invoice for Total Fees. Customer will pay invoices containing amounts authorized by this SOW in accordance with the terms of the Agreement. Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein. Any objections to an invoice must be communicated to the Seller Contact Person within fifteen (15) days after receipt of the invoice.

SERVICES FEES

Services Fees will be calculated on a TIME AND MATERIALS basis.

The invoiced amount of Services Fees will equal the rate applicable for a unit of a service or resource (“**Unit Rate**”) multiplied by the number of units being provided (“**Billable Units**”) for each unit type provided by Seller (see Table below).

Services Fees of \$15,052.50 is merely an *estimate* and does not represent a *fixed fee*. Neither the Billable Units of 73 nor the Services Fees are intended to limit the bounds of what may be requested or required for performance of the Services.

The rates presented in the table below apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

Any non-Hourly Units will be measured in one (1) unit increments when Services are performed remotely or at any Customer-Designated Location(s) (as defined below).

Any Hourly Units will be measured in one (1) hour increments with a minimum of one (1) hour billed each day Services are performed remotely and four (4) hours billed each day Services are performed at any Customer-Designated Location(s). When Hourly Seller personnel must travel more than two (2) hours a day to work at any Customer-Designated Location(s), there will be a minimum of eight (8) hours billed for each day (less travel time that is invoiced pursuant to the “Expenses” section below).

Upon notice, Seller may adjust the rates below, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment.

The rates below only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

Table – Services Fees

Unit Type	Unit Rate	Billable Units	Subtotal
Senior Engineer – Per Hour	\$200.00	60	\$12,000.00
Senior Engineer – OT Per Hour	\$300.00	4	\$1,200.00
Project Manager – Per Hour	\$195.00	8	\$1,560.00
Project Manager – OT Per Hour	\$292.50	1	\$292.50
Estimated Totals		73	\$15,052.50

EXPENSES

When Seller’s personnel are located more than 60 miles from the Customer-Designated location, travel charges will apply. Seller will invoice Customer for the time Seller’s personnel spend traveling to and/or from the Customer-Designated Location(s) (or otherwise, as necessary) at a rate of \$85/hour. Seller will make efforts to schedule appropriate personnel from Seller’s offices located nearest to the Customer-Designated Location(s) in order to minimize such expenses. Seller’s ability to do so may depend on various factors (e.g., specialized project skills needed, personnel availability, and changes to, or challenges inherent in, the Anticipated Schedule).

Seller will invoice Customer for Seller’s reasonable, direct costs incurred in performance of the Services. Direct expenses include, but may not be limited to: airfare, lodging, mileage, meals, shipping, lift rentals, photo copies, tolls and parking. Seller will charge actual costs for these expenses. Any projected expenses set forth in this SOW are estimates only.

TRAVEL NOTICE

Two (2) weeks' advance notice from Customer is required for any necessary travel by Seller personnel.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the locations specified on the attached Exhibit ("**Customer-Designated Locations**").

EXHIBIT A

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations (“Customer-Designated Locations”).

Location(s)	Address
Main Office	801 N. Sales St. Suite 206, Merrill, WI 54452-1632

QUOTE CONFIRMATION



DEAR DAVID SMITH,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Thanks.



ACCOUNT MANAGER NOTES: Adam Flynn
 Executive Account Manager
 866-723-3621
 adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMFX154	6/23/2020	PALO PA3220 - 5YR W/SERVICES	301307	\$158,932.50

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Palo Alto Networks PA-3220 - security appliance</u> Mfg. Part#: PAN-PA-3220 UNSPSC: 43222501 ** State of WI - UW system contract pricing ** Contract: MARKET	2	5001114	\$12,852.00	\$25,704.00
<u>Palo Alto 4-Post Rack Mount Kit for PA</u> Mfg. Part#: PAN-PA-2RU-RACK4 UNSPSC: 24102001 ** State of WI - UW system contract pricing ** Contract: MARKET	2	5001118	\$102.00	\$204.00
<u>Palo Threat Prevention - subscription license (5 years) - 1 device in HA pa</u> Mfg. Part#: PAN-PA-3220-TP-5YR-HA2 UNSPSC: 43233204 ** State of WI - UW system contract pricing ** 5 year term ** Electronic distribution - NO MEDIA Contract: MARKET	2	5014624	\$8,064.00	\$16,128.00
<u>Palo PANdb URL Filtering - subscription license (5 years) - 1 device in HA</u> Mfg. Part#: PAN-PA-3220-URL4-5YR-HA2 UNSPSC: 43233205 ** State of WI - UW system contract pricing **	2	5014627	\$8,064.00	\$16,128.00

Quote Details (cont)

5 year term ** Electronic distribution - NO MEDIA Contract: MARKET				
<u>WildFire - subscription license (5 years) - 1 device in HA pair</u>	2	5014679	\$8,064.00	\$16,128.00
Mfg. Part#: PAN-PA-3220-WF-5YR-HA2 UNSPSC: 43233204 ** State of WI - UW system contract pricng ** 5 year term ** Electronic distribution - NO MEDIA Contract: MARKET				
<u>Palo Premium Support Program - extended service agreement - 5 years - shipm</u>	2	5011953	\$12,294.00	\$24,588.00
Mfg. Part#: PAN-SVC-PREM-3220-5YR UNSPSC: 81111811 ** State of WI - UW system contract pricng ** 5 year term ** Electronic distribution - NO MEDIA Contract: MARKET				
<u>Palo Alto Networks Aperture - subscription license (3 years) + Premium Supp</u>	250	5120512	\$90.00	\$22,500.00
Mfg. Part#: PAN-APERTURE-SAAS-ALLAPP-3YR ** State of WI - UW system contract pricng ** 5 year term ** Electronic distribution - NO MEDIA Contract: MARKET				
<u>Cortex XDR Prevent - license - 1 endpoint</u>	300	5873863	\$75.00	\$22,500.00
Mfg. Part#: PAN-XDR-PRVT ** State of WI - UW system contract pricng ** 5 year term ** \$7500 credit already included in cost to buy down reamininder of Sophos term ** Electronic distribution - NO MEDIA Contract: MARKET				
<u>NEW ITEM</u>	1	NEW-ITEM	\$15,052.50	\$15,052.50
Mfg. Part#: NEW-ITEM * * CDW Professional Services * * See Statement of Work for details ** Contract: MARKET				

PURCHASER BILLING INFO	SUBTOTAL	\$158,932.50
-------------------------------	-----------------	--------------

Billing Address: LINCOLN COUNTY COMPUTER SERV 801 N SALES ST STE 206 MERRILL, WI 54452-1632 Phone: (715) 539-1043 Payment Terms: Net 30 Days-Govt State/Local	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$158,932.50
DELIVER TO	Please remit payments to:	
Shipping Address: LINCOLN COUNTY INFORMATION TECH DAVID SMITH 801 N. SALES STREET, SUITE 206 MERRILL, WI 54452 Shipping Method: DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	Adam Flynn	(866) 723-3621
		adamfly@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

2019 Carryover Request – No. _____ (To be completed by Finance)

Department INFORMATION TECHNOLOGY **Dept. No.** 25

Directions: Any department requesting a carryover of funds from 2020 to 2021 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
IT CIP	10250057.583003	\$124,316

Explanation

County Wide Wireless Project

Grant Name

--

Source of Funds

CIP

Expected Use

County Wide Wireless Project

Department Head's Signature _____
Date _____

2019 Carryover Request – No. _____ (To be completed by Finance)

Department INFORMATION TECHNOLOGY Dept. No. 25

Directions: Any department requesting a carryover of funds from 2020 to 2021 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

Account Number

Account Name

Amount

Professional Services	10250051.530000	\$9,938
-----------------------	-----------------	---------

Explanation

Contract with Transend for mail migration

Grant Name

--

Source of Funds

Operation Budget

Expected Use

Contract with Transend for mail migration

Department Head's Signature _____

Date _____

2019 Carryover Request – No. _____ (To be completed by Finance)

Department Veterans **Dept. No.** 27

Directions: Any department requesting a carryover of funds from 2019 to 2020 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
10275454.571000	Veteran Relief	\$7201
10270754.571001	Private Donations	\$1850

Explanation

Carryover of Veteran Relief and Private Donations

Grant Name

N/A

Source of Funds

Donation, Operational Budget

Expected Use

Per Program

Department Head's Signature _____
Date _____

Lincoln County

Budget Modification Form

For the Year 2019

Issue Date:

County Department: ADMINISTRATIVE PERSONNEL

Budget Modification Number:
(Finance will assign)

Decrease

Increase

Account Name

10200051.511000

SALARIES

7762

10200051.552001

TELEPHONE

308

10200051.531020

LEGAL SERVICES

8070

Description of need:

End of Year Budget Modifications

Department Head Signature

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

Lincoln County

Budget Modification Form

For the Year 2019

Issue Date:

County Department: VETERANS

Budget Modification Number:
(Finance will assign)

Decrease

Increase

Account Name

Account Number

10270054.555000

TRAVEL/TRAIN

817

10270054.560000

SUPPLIES

646

10270054.554001

PRINTING

171

Description of need:

End of Year Budget Modifications

Department Head Signature

Finance Committee Approval:
(If total appropriation has been increased)

Committee Approval:

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

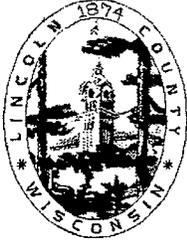
GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:



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

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: 05/18/2020

Scheduling Scenarios for Physical Distancing

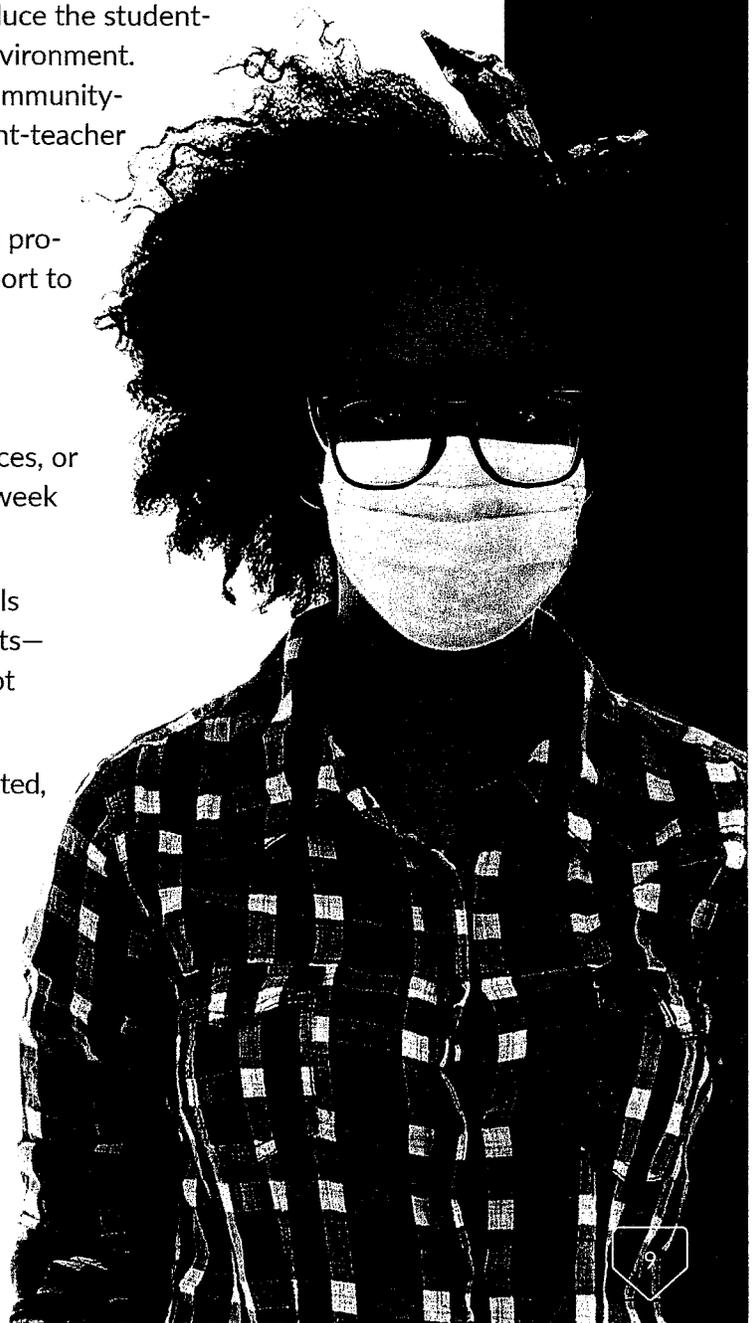
As schools reopen, the department is providing the following examples of modified scheduling options. This is not an exhaustive list, but is meant to provide examples of scheduling modifications a school could use if the school is looking to return on a different schedule than one it would normally use.

Four-Day Week

- Each student level (elementary, middle, and high school) reports to school, outdoor learning spaces, or community-based organizations four full days a week. Schools are closed on the fifth day to allow for deep-cleaning.
- Students are provided with virtual learning materials—digital, analog, or a combination of the two formats—to support learning on those days when they do not report to school for in-person learning.
- All English learner, special education, gifted and talented, and resource teachers work with small groups of students to reduce the student-teacher ratios to 10/1 or fewer in each learning environment. Learning in outdoor spaces or partnerships with community-based organizations may be needed to keep student-teacher ratios to 10/1 or fewer.
- One day per week is used for teacher planning and professional learning. On this day, students do not report to school but virtual learning continues.

Two-Day Rotation

- All students report to school, outdoor learning spaces, or community-based organizations two full days per week (Monday/Tuesday or Thursday/Friday).
- Students are provided with virtual learning materials—digital, analog, or a combination of the two formats—to support learning on those days when they do not report to school for in-person learning.
- All English learner, special education, gifted and talented, and resource teachers work with small groups of students to reduce the student-teacher ratios to 10/1 or fewer in each learning environment. Learning in outdoor spaces or partnerships with community-based organizations may be needed to keep student-teacher ratios to 10/1 or fewer.
- One day per week is used for teacher planning and professional learning. On this day, students do not report to school but virtual learning continues.



A/B Week Rotation

- Half of the student population reports to school, outdoor learning spaces, or community-based organizations four full days per week for in-person learning while the other half of the school population participates in virtual learning at home. The two student groups alternate between in-person and virtual learning weekly. All grade bands are included.
- Students are provided with virtual learning materials—digital, analog, or a combination of the two formats—to support learning on those days when they do not report to school for in-person learning.
- All English learner, special education, gifted and talented, and resource teachers work with small groups of students to reduce the student-teacher ratios to 10/1 or fewer in each learning environment. Learning in outdoor spaces or partnerships with community-based organizations may be needed to keep student-teacher ratios to 10/1 or fewer.
- One day per week is used for teacher planning and professional learning. Students do not report to school on these days but continue learning independently.

Elementary Face-to-Face and Secondary Virtual Learning

- Elementary students start back to school first, before other levels. Elementary students attend four full days per week and are distributed across multiple sites (e.g., elementary and middle school buildings) to reduce the student-teacher ratio in accordance with physical distancing recommendations.
- Secondary students continue to engage in virtual learning.
- Students are provided with virtual learning materials—digital, analog, or a combination of the two formats—to support learning on those days when they do not report to school for in-person learning.
- All English learner, special education, gifted and talented, and resource teachers work with small groups of students to reduce the student-teacher ratios to 10/1 or fewer in each learning environment. Learning in outdoor spaces or partnerships with community-based organizations may be needed to keep student-teacher ratios to 10/1 or fewer.
- One day per week is used for teacher planning and professional learning. Students do not report to school on these days but continue learning independently.

