

**LINCOLN COUNTY  
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

**Wednesday, September 02, 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: 329 299 231 1246#

Meeting ID: <https://meet.google.com/yiz-kifz-xtx?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 – 8/05/20
3. 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
4. 2021 Budget Report
5. Personnel Policy Management During COVID-19
6. Other COVID-19 Concerns/Updates
7. Resolution – Approval of Memorandum of Understanding with WPPA (Deputies Union – Vacation Accumulation (Carry-over).
8. Lincoln County Code of Ordinances sec. 1.18(2) (citizen appointment to committees)
9. Virtual Meetings and Remote Attendance (ordinance revisions/Ch 2, Lincoln County Code)
10. Set Next Meeting
11. 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  
Wednesday, August 5, 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):** Robert Weaver

**MEMBERS EXCUSED:**

**MEMBERS ABSENT:**

**VISITORS (in person):** Jason Hake, N.L. Bergstrom, Chris Marlowe, Shelley Hersil, Dora Gorski, Marie Peterson, Dean Bowe, Matt Bremer, Art Lersch

**VISITORS (via teleconference):** Dan Leydet, Ken Schneider, Elizabeth Peronto, Renee Krueger, Rick Wolf, Diana Petruzates, Becky Beyer

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. Approval of Minutes from Previous Meeting(s) – 7/1/20

Rusch/Friske to approve minutes from previous meetings 7/1/20 Motion carried on a voice vote with no dissenters.

3. Request to Fill Vacant Position During Hiring Freeze

- a. Assistant Forestry Administrator (Forestry)
- b. \*Forestry Worker (Forestry)\*
- c. Fiscal Clerk (Health)
- d. Registered Sanitarian (Health)
- e. Operator (Highway)
- f. GIS Specialist/Assistant RPL (Land Services)
- g. Economic Support Specialist (Social Services)
- h. Social Worker (Social Services)

Hake reviewed each position and his recommendation as stated per the committee action report.

Weaver/Breitenmoser to accept the Administrative Coordinator's recommendations for all vacant positions. Motion carries on voice vote with no dissenters.

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

- a. Administrative Coordinator  
Hake highlighted his reports which were placed on file.
- b. Corporation Counsel  
Bergstrom highlighted her reports which were placed on file.
- c. Veterans

Wolf highlighted his reports which were placed on file.

Breitenmoser/Allen to approve Administrative Coordinator, Corporation Counsel & Veterans Officer time sheets. Motion carries on a voice vote with no dissenters.

- d. County Board YTD Budget Report  
Marlowe reviewed the budget report which was placed on file.
- e. Information Technology  
Smith highlighted his reports which were placed on file.
- f. UW Extension  
Lersch highlighted his reports which were placed on file.

5. UW Extension – 2019 Budget Modifications

Allen/Rusch to approve the UW Extension – 2019 Budget Modifications. Motion carries on a voice vote with no dissenters.

6. Resolution accepting \$100 donation from the Park City Cares Program for Health Minds Programming

Gilk/Friske to approve resolution accepting \$100 donation from the Park City Cares Program for Healthy Minds Programming. Motion carries on a voice vote with no dissenters.

7. 2021 Preliminary Budget

- a. Administration
- b. Corporation Counsel
- c. County Board
- d. Information Technology
- e. Veterans
- f. UW Extension

Allen/Rusch to approve 2021 preliminary budgets for Administration, Corporation Counsel, County Board, Information Technology, Veterans and UW Extension. Motion carries on a voice vote with no dissenters.

8. Personnel Policy Management During COVID-19

- a. Voluntary Temporary Telecommuting (Work from Home)
- b. Self-Assessment Health Check
- c. \*Workplace Prevention & Screen Guidance – Impact of Emergency Order #1\*
- d. Other Personnel Policy Management Concerns/Updates

Hake stated he updated the workplace prevention & screen guidance policy to align with the Governor's Emergency Order #1.

Breitenmoser/Rusch to approve the updated workplace prevention & screen guidance policy with the amendment to change the date from 9/1/20 to 8/1/20. Motion carries on voice vote with no dissenters.

9. Other COVID-19 Concerns/Updates

No concerns or updates.

10. Lincoln County Code of Ordinances sec. 1.18 (citizen appointment to committees)

Bergstrom highlighted the changes to the ordinance. She stated that the recommended changes help better align the ordinance with statutes.

Rusch/Friske to approve Lincoln County Code of Ordinance sec. 1.18 (citizen appointment to committees). Motion carries on voice vote with no dissenters.

11. Chapter 2 Lincoln County Code of Ordinances Chapter 2 – Virtual Meetings and Remote Attendance  
Hake stated there is a webinar hosted by the Wisconsin Counties Association on 8/6/20 and he recommends waiting to discuss this item until September. No action taken.

12. ADRC Agreement – Adult Protective Services Program

Hake gave an update as to the status of the transition of APS Services to the ADRC from NCHC.

There is a current draft contract and once finalized it will be brought to committee for approval.

13. Set Next Meeting

September 2, 2020 at 8:00 am

14. Adjourn

Gilk/Rusch to adjourn. Motion carried on a voice vote with no dissenters.

Minutes prepared by Jason Hake, Administrative Coordinator



# LINCOLN COUNTY

## ADMINISTRATION DEPARTMENT

Jason Hake

Administrative Coordinator

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### Activity Report

7/29/20 – 8/26/20

#### COMMITTEE MEETINGS

- Administrative & Legislative Committee
- North Central Health Care
- Finance & Insurance Committee
- North Central Executive Committee
- County Board
- Land Services (3)
- Highway Committee
- Forestry Committee
- Law Enforcement, EMS & Judicial Committee
- Social Services Committee

#### DEPARTMENT COORDINATION

Jul	30	North Central Community Services Program Board
Aug	03	Tax Delinquent Parcels – Matt Bremer, Sandy Toburen
Aug	03	Maintenance Department – Pat Gierl
Aug	05	North Central Health Care – Pine Crest & LI Budget
Aug	06	WCA – Virtual Meetings Webinar
Aug	20	Land Services Staff Meeting
Aug	20	NCHC Executive Committee
Aug	24	Tax Delinquent Process – Treasurer, County Clerk, Forestry, Land Services
Aug	25	APS/ADRC Contract Review
Aug	25	Nursing Home Operations Committee

#### HIRING UPDATES

##### ACCEPTING APPLICATIONS:

- Correctional Officer
- Fiscal Clerk
- Economic Support Specialist

##### INTERVIEWS BEING SCHEDULED/HELD:

- 911 Telecommunication Officer

##### OFFER MADE:

- Contract Tracer
- Registered Sanitarian/Environmental Health Specialist
- Deputy
- Bailiffs

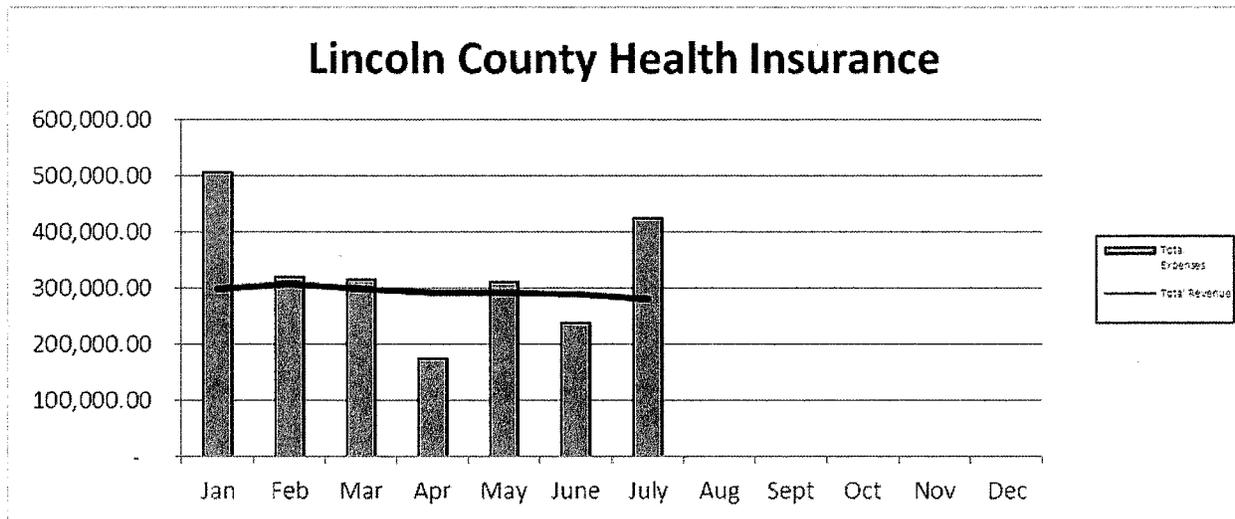
#### STATUS OF UNION CONTRACTS

Sheriff Deputies: December 2021

Sheriff-Supervisors: December 2021

**HEALTH INSURANCE  
2020**

Month	Enrollment		Total Total Revenue	Total Total Expenses	YTD Gain (loss)
	Single	Family			
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	61	129	288,585	237,845	50,740
July	60	128	279,020	423,514	(144,495)
Aug			0	0	0
Sept			0	0	0
Oct			0	0	0
Nov			0	0	0
Dec			0	0	0
<b>Total</b>			<b>2,057,512</b>	<b>2,288,244</b>	<b>(230,732)</b>





08/27/2020 08:14  
jason.hake

LINCOLN COUNTY  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10200051 ADMINISTRATIVE PERSONNEL							
511000 SALARIES AND WAGES	184,990	0	184,990	92,791.41	.00	92,198.59	50.2%
520000 EMPLOYEE BENEFITS	69,218	0	69,218	36,033.60	.00	33,184.40	52.1%
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	650	0	650	457.14	.00	192.86	70.3%
553000 ADVERTISING	6,000	0	6,000	.00	.00	6,000.00	.0%
554001 PRINTING ALLOCATION	4,500	0	4,500	945.04	.00	3,554.96	21.0%
555000 TRAVEL TRAINING	3,000	0	3,000	174.15	.00	2,825.85	5.8%
560000 SUPPLIES	250	0	250	404.98	.00	-154.98	162.0%
561101 POSTAGE	350	0	350	66.78	.00	283.22	19.1%
571000 MISCELLANEOUS	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL ADMINISTRATIVE PERSONNEL	285,608	0	285,608	130,873.10	.00	154,734.90	45.8%
TOTAL EXPENSES	285,608	0	285,608	130,873.10	.00	154,734.90	
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	-154,734.90	.00	154,734.90	100.0%

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

Lincoln County Employee Timesheet

Name: Jason Hake  
 Employee Number: 664  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt  
 Department: Administration  
 Pay Period: 7/27/2020 From: 8/9 To: 8/9/2020

7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	Hours	Pay Category	FMLA Hrs
9	9.5	8.25	9.5	8.5	8.5		9	9.25	9	9	8.5			89.5	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	<b>TOTAL HOURS PAID</b>	
														0		
														0		
9	9.5	8.25	9.5	8.5	0	0	9	9.25	9	9	8.5	0	0	89.5	<b>TOTAL HOURS REPORTED</b>	

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: Jason Hake Department: Administration Pay Period: 8/10/2020 To: 8/23/2020  
 Employee Number: 664  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	From:	Hours	Pay Category	FMLA Hrs
8.5	8.75	8.75	10	8			9.5	11.5	10.5	9	7.5		1.5	93.5	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	<b>TOTAL HOURS PAID</b>		
														0			
														0			
8.5	8.75	8.75	10	8	0	0	9.5	11.5	10.5	9	7.5	0	1.5	93.5	<b>TOTAL HOURS REPORTED</b>		

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 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 7/27/20 – 8/23/20

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	30.75	
Admin	17.25	
Clerk of Courts	1.00	Courthouse sign
County Board	17.50	
County Clerk	3.00	Minutes, agenda, city resolution
Department of Social Services	65.50	TPR trial, EE issue, complaint response, g'ships, records requests
Emergency Mgmt		
Finance	3.00	Corp op ltr
Forestry	3.00	Committee matters
Health	33.25	Eee issue, COVID guidance doc, records request
Hwy	3.25	Bid question
IT	8.00	Eee issue, Palo Alto K revisions
Land Services	51.00	Eee issue, BOA minutes, CUP, POWTS enf
Law Enforcement/LISO	4.00	Bond Q
Probate/Courts	1.50	COVID task force
Pub Prop	3.25	WHS - sign
Register of Deeds		
Solid Waste	2.00	
Treasurer		
UW Ext		
Veterans Service		
Totals	247.25	



LINCOLN COUNTY  
YEAR-TO-DATE BUDGET REPORT

08/27/2020 08:14  
jason.hake

FOR 2020 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10210051 CORPORATION COUNSEL							
511000 SALARIES AND WAGES	102,543	0	102,543	65,490.12	.00	37,052.88	63.9%
520000 EMPLOYEE BENEFITS	36,208	0	36,208	23,182.68	.00	13,025.32	64.0%
531020 LEGAL SERVICES	50,000	0	50,000	25,000.00	.00	25,000.00	50.0%
531210 CODIFICATION SERVICES	2,900	0	2,900	922.27	.00	1,977.73	31.8%
552001 TELEPHONE	700	0	700	392.24	.00	307.76	56.0%
554001 PRINTING ALLOCATION	700	0	700	224.56	.00	475.44	32.1%
555000 TRAVEL TRAINING	3,000	0	3,000	564.90	.00	2,435.10	18.8%
560000 SUPPLIES	750	0	750	53.23	.00	696.77	7.1%
561101 POSTAGE	100	0	100	22.30	.00	77.70	22.3%
564000 BOOKS AND PERIODICALS	1,500	0	1,500	688.04	.00	811.96	45.9%
TOTAL CORPORATION COUNSEL	198,401	0	198,401	116,540.34	.00	81,860.66	58.7%
TOTAL EXPENSES	198,401	0	198,401	116,540.34	.00	81,860.66	
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	-81,860.66	.00	81,860.66	100.0%

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

Lincoln County Employee Timesheet

Name: Nancy Bergstrom  
 Employee Number: 116  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt  
 Department: Corporation Counsel  
 Pay Period: From: 7/27/2020 To: 8/9/2020

	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	FLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category
10	9.75	10	11.75	10	0.5	1	11	10.25	11.5	11.5	12.25	4	6	119.5	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	<b>TOTAL HOURS PAID</b>
														0	
10	9.75	10	11.75	10	0.5	1	11	10.25	11.5	11.5	12.25	4	6	119.5	<b>TOTAL HOURS REPORTED</b>

I certify that the foregoing is true and correct.

*[Signature]*

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: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

Lincoln County Employee Timesheet

Name: Nancy Bergstrom  
 Employee Number: 116  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

Department: Corporation Counsel  
 Pay Period: 8/10/2020 To: 8/23/2020

8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	From:	Hours	Pay Category	To:	FMLA hours
13.5	12	12	11	7.5	0.75	0.5	11.5	13	12	6	5	1	0.75	106.5	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	<b>TOTAL HOURS PAID</b>			
														0				
														0				
13.5	12	12	11	7.5	0.75	0.5	11.5	13	12	6	5	1	0.75	106.5	<b>TOTAL HOURS REPORTED</b>			

I certify that the foregoing is true and correct.

*[Signature]*  
 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 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: August 2nd, 2020

## County Veterans Services Officer Report

For Period 7/28/2020 thru 8/26/2020

- 59 veterans and 17 widow have died in the county for the year of 2020.
- CVSO attended the Iron Mountain Veterans Service Officer / Healthcare Committee Stakeholder Meeting via teleconference on August 3<sup>th</sup>. Topics covered: COVID-19 updates, Caregiver Support Program, and the Mission Act.
- CVSO attended the Pension Management Center – Veteran Service Officer briefing on August 19<sup>th</sup> via teleconference. Topics covered were the importance of PII accuracy, claims processing timeliness, minimum service information requirements, death certificates related to COVID 19, new procedures for direct deposit, form 21-22 processing, typed signatures, and viewing notes for surviving spouse claims.
- As of May 27<sup>th</sup>, 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.

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	ORIGINAL APPROP	TRNFRS/ 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	66,389.44	.00	39,327.56	62.8%
520000 EMPLOYEE BENEFITS	57,528	0	57,528	36,623.17	.00	20,904.83	63.7%
552001 TELEPHONE	400	0	400	203.64	.00	196.36	50.9%
554001 PRINTING ALLOCATION	950	0	950	275.56	.00	674.44	29.0%
555000 TRAVEL TRAINING	3,900	0	3,900	525.01	.00	3,374.99	13.5%
560000 SUPPLIES	1,100	0	1,100	74.54	.00	1,025.46	6.8%
561101 POSTAGE	600	0	600	209.46	.00	390.54	34.9%
561440 GRAVE CARE	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL VETERANS DEPARTMENT	161,395	0	161,395	94,300.82	.00	67,094.18	58.4%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	171,395	0	171,395	104,300.82	.00	67,094.18	
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	
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	
10275454 VETERANS RELIEF							

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10275454 VETERANS RELIEF

	ORIGINAL APPROP	TRANSFERS/ 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	-69,245.40	.00	69,245.40	100.0%

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

Lincoln County Employee Timesheet

Name: Richard Wolf Department: VETERANS SERVICE Pay Period: 8/10/2020 To: 8/23/2020

Employee Number: 406

Representative Status: Nonrepresented

FLSA Status: Exempt

From: 8/10/2020 To: 8/23/2020

8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	Hours	Pay Category	FMLA hours
8	8	8	8	8			7.5	8	6.25	4	8			73.75	Regular: Veterans	
							0.5		1.75	4				0	Vacation:	
														0	Holiday:	
														6.25	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	<b>TOTAL HOURS PAID</b>	
														0		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS REPORTED</b>	

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 Department: VETERANS SERVICE Pay Period: 7/27/2020 To: 8/9/2020  
 Employee Number: 406 From: 7/27/2020  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	From:	Hours	Pay Category	To:
Mon	8														66.25	Regular: Veterans	8/9/2020	
															13.75	Vacation:	FMLA	
															0	Holiday:	hours	
															0	Paid Sick Allowance:		
															0	Paid Funeral Leave:		
															0	Worker's Compensation:		
															80	<b>TOTAL HOURS PAID</b>		
															0			
															0			
															80	<b>TOTAL HOURS REPORTED</b>		

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: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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LINCOLN COUNTY  
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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100151 COUNTY BOARD CHAIRMAN							
511000 SALARIES AND WAGES	7,500	0	7,500	4,375.00	.00	3,125.00	58.3%
511001 PER DIEM	20,000	0	20,000	10,075.34	.00	9,924.66	50.4%
520000 EMPLOYEE BENEFITS	2,000	0	2,000	1,020.02	.00	979.98	51.0%
555000 TRAVEL TRAINING	3,000	0	3,000	905.64	.00	2,094.36	30.2%
560000 SUPPLIES	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL COUNTY BOARD CHAIRMAN	33,500	0	33,500	16,376.00	.00	17,124.00	48.9%
TOTAL EXPENSES	33,500	0	33,500	16,376.00	.00	17,124.00	
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	13,089.68	.00	21,910.32	37.4%
520000 EMPLOYEE BENEFITS	2,000	0	2,000	760.57	.00	1,239.43	38.0%
554001 PRINTING ALLOCATION	1,500	0	1,500	751.99	.00	748.01	50.1%
555000 TRAVEL TRAINING	2,500	0	2,500	230.00	.00	2,270.00	9.2%
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	1,055.00	.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	2,069.41	.00	5,930.59	25.9%
561101 POSTAGE	2,000	0	2,000	490.51	.00	1,509.49	24.5%
TOTAL COUNTY BOARD COMMITTEES	85,001	0	85,001	49,004.16	.00	35,996.84	57.7%
TOTAL EXPENSES	85,001	0	85,001	49,004.16	.00	35,996.84	
10100260 CNTY BD COMMITTEE PROPERTY TAX							

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10100260 CNTY BD COMMITTEE PROPERTY TAX	ORIGINAL APPROP	TRANSERS/ 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	
<hr/>							
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	30,750.00	.00	10,250.00	75.0%
TOTAL HUMANE SOCIETY	41,000	0	41,000	30,750.00	.00	10,250.00	75.0%
TOTAL EXPENSES	41,000	0	41,000	30,750.00	.00	10,250.00	
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							

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10100556 ECONOMIC DEVELOPMENT	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
532000 OTHER PURCHASED PROF SERV	45,000	0	45,000	45,000.00	.00	.00	100.0%
TOTAL ECONOMIC DEVELOPMENT	45,000	0	45,000	45,000.00	.00	.00	100.0%
TOTAL EXPENSES	45,000	0	45,000	45,000.00	.00	.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	621,897.00	.00	400,553.00	60.8%
TOTAL NORTH CENTRAL HEALTH CARE	1,022,450	0	1,022,450	621,897.00	.00	400,553.00	60.8%
TOTAL EXPENSES	1,022,450	0	1,022,450	621,897.00	.00	400,553.00	
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							

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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	
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	
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	
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	112,099.50	.00	37,900.50	74.7%
571000 MISCELLANEOUS	289,849	0	289,849	289,849.00	.00	.00	100.0%
TOTAL FAMILY CARE	150,000	0	150,000	401,948.50	.00	-251,948.50	268.0%
TOTAL REVENUES	-289,849	0	-289,849	.00	.00	-289,849.00	
TOTAL EXPENSES	439,849	0	439,849	401,948.50	.00	37,900.50	
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	-525,178.06	.00	525,178.06	100.0%

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## Information Technology Director's Report

For Period: 7/28/2020 thru 8/26/2020

### Items for A&L report

#### Lincoln County

- Pine Crest IT turnover completed
- Met with Motorola Rep. and discussed cost and options to reduce costs for CAD Console upgrades
- Received notification of being awarded \$41,873.30 for Election Security Subgrant
- Received new Palo Alto Firewall solution and licensing, working on configuration
- Buyout of Pine Crest copiers complete, these are being redeployed within the County
- Continued work on County-wide wireless network to outlying sites
- Completed mail migration
- Spoken to AT&T representative about cellular needs (Firstnet coverage) and plans within Lincoln County
- Obtain quote for speaker additions in Branch I and ordered
- Spoken with Stormwinds Studio in regards to new training platform and options
- Meeting with Wiscnet, Nsight, and City of Merrill to discuss moving forward with aggregated Internet connection
- Meeting with Soundworks Systems to get quote to upgrade County Board room
- Meeting with Virtru and new account manager to discuss County needs and current software issues
- Attended monthly EI/MS-ISAC Meeting
- Held two department meetings

#### ADRC-CW

- Weekly calls with Ring Central working on phone system conversion/migration
- Working on IT Budget for ADRC

#### Current Developments

- Firewall and security suite upgrade
- Countywide WLAN solution

#### Statistics

Help Desk	M/YTD:	After hour calls	M/YTD	Website	M/YTD
Requests received	277	2547	7	Total Visits	19,681/122,370
Request Closed	277	2472		New Visitors	13,599/91,103
Projects Opened	52				
Projects Closed	42				



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	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	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	221,814.17	.00	126,102.83	63.8%
520000 EMPLOYEE BENEFITS	143,443	0	143,443	92,484.87	.00	50,958.13	64.5%
530000 PURCHASED PROF AND TECH SERV	15,050	11,088	26,138	8,326.74	.00	17,811.26	31.9%
552001 TELEPHONE	1,000	0	1,000	681.95	.00	318.05	68.2%
554001 PRINTING ALLOCATION	400	8,500	8,900	7,165.39	.00	1,734.61	80.5%
555000 TRAVEL TRAINING	10,000	-6,000	4,000	1,409.75	.00	2,590.25	35.2%
560000 SUPPLIES	500	0	500	126.64	.00	373.36	25.3%
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	23,114.65	.00	6,206.35	78.8%
561101 POSTAGE	200	0	200	67.38	.00	132.62	33.7%
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	131,482.09	.00	7,117.91	94.9%
561420 VOICE/DATA/VIDEO COMMUNICATI	30,238	0	30,238	14,554.75	.00	15,683.25	48.1%
561430 PARTS	2,500	0	2,500	1,358.16	.00	1,141.84	54.3%
571005 COVID 19	0	0	0	22,695.26	.00	-22,695.26	100.0%
TOTAL INFORMATION TECHNOLOGY	818,857	9,938	828,795	544,728.07	.00	284,066.93	65.7%
TOTAL EXPENSES	818,857	9,938	828,795	544,728.07	.00	284,066.93	
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	81,292.02	.00	163,023.98	33.3%
TOTAL INFORMATION TECH SERV OUTLAY	138,000	124,316	262,316	81,292.02	.00	181,023.98	31.0%
TOTAL EXPENSES	138,000	124,316	262,316	81,292.02	.00	181,023.98	
10250060 INFORMATION TECH PROPERTY TAX							



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10250060 INFORMATION TECH PROPERTY TAX	ORIGINAL APPROP	TRANFRS/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	-2,507.42	.00	2,507.42	100.0%
571000 MISCELLANEOUS	0	0	0	15,652.20	.00	-15,652.20	100.0%
TOTAL ADRC IT SUPPORT	-66,225	0	-66,225	13,144.78	.00	-79,369.78	-19.8%
TOTAL REVENUES	-66,225	0	-66,225	-2,507.42	.00	-63,717.58	
TOTAL EXPENSES	0	0	0	15,652.20	.00	-15,652.20	
GRAND TOTAL	0	0	0	-112,670.97	.00	112,670.97	100.0%

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

Resolution 2020-XX-XX

Approval of Memorandum of Understanding – Vacation Accumulation (Carry-over) Waiver

WHEREAS, the Administrative and Legislative Committee has reviewed the tentative Memorandum of Understanding – Vacation Carryover (see attached) between Lincoln County and the Sheriff’s Office Deputies Union being represented by Wisconsin Professional Police Association (WPPA) and recommends that the County Board approve the memorandum of understanding on the terms reflected in the attachment to this resolution

THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors accepts the recommendation of the Administrative and Legislative Committee and approves the tentative Memorandum of Understanding (see attached) between Lincoln County and the WPPA and authorized the necessary County officials to sign contracts consistent with the tentative agreements

Dated: September 15, 2020

Introduced by: Administrative and Legislative Committee

Date Passed: Committee Vote:

Fiscal Impact: None

Drafted by: Jason Hake, Administrative Coordinator

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

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

\_\_\_\_\_  
 Robert Lee, County Board Chair

## Memorandum of Understanding

### “Vacation Accumulation (Carry-over) Waiver”

With mutual consideration between **Lincoln County** and the **Wisconsin Professional Police Association, LEER Division** on behalf of the **Lincoln County Professional Deputies Association, Local 438** the parties agree for the duration of the current 2018 – 2021 Collective Bargaining Agreement to waive the specific language associated with vacation accrual within Section 18.4.

**18.4 No Accumulation.** Vacations shall not accumulate from year to year.

This waiver allows all employees covered under the Agreement to carry-over up to five (5) days of accumulated unused calendar year 2020 vacation, for scheduling and use during calendar year 2021. Any carry-over vacation days shall be scheduled in accordance with Article 18.6.

The parties hereto acknowledge that this does not set a precedent nor a past-practice for purposes of future contracts or contract negotiations.

**IN WITNESS HEREOF,**

LINCOLN COUNTY

LINCOLN COUNTY DEPUTY SHERIFF'S  
ASSOCIATION

\_\_\_\_\_  
Jason Hake  
Administrative Coordinator

\_\_\_\_\_  
Association President, Local 438

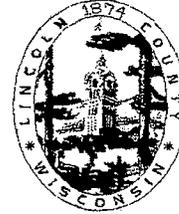
\_\_\_\_\_  
WPPA/LEER

(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

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 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)

Ordinance 2020 -08-xx

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	Woellner			
<b>Totals</b>				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Amending Ch 2, Lincoln County Code to Allow for Virtual Meetings and Remote Attendance (by Members) at Meetings of Boards, Committees and Commissions

An Ordinance Amending the General Code of the County of Lincoln (Ch 2 )

The County Board of Supervisors of Lincoln County, Wisconsin, does hereby ordain:

Chapter 2, Lincoln Co Code is amended to read as follows:

2.01 ORDER OF BUSINESS. (Am. #239-93; #350-2000; #384-2001; #2014-01-602)

(1) The order of business shall be as follows:

(a) Call to Order/Roll Call. A majority of members elected must be present in order to transact business. A member shall be considered present at a properly-noticed virtual meeting by orally responding "Aye" during the roll call for the meeting. Meeting minutes shall reflect whether a member attended 'in person' or 'virtually' via the official/noticed virtual meeting medium. A member may not attend 'virtually' by any means other than the official/noticed virtual meeting medium.

2.02 CONVENING THE MEETING AFTER LEGAL NOTICE. Am. #239-93; #271-96; #350-2000)

(1) The Board shall convene at the call of the Chair. (See sec. 2.06, Notice of Public Meetings.)

(2) Conduct of Virtual Meetings and Remote Attendance at Meetings of Boards, Committees and Commissions.

(a) Virtual Meetings with Remote Attendance by Members. The chair of the applicable county board, committee or commission may determine on a case-by-case basis whether a meeting shall be held on a virtual basis with remote attendance (by members) as described in this section. Virtual meetings and remote attendance (by members) are only authorized when the chair determines that health, safety, welfare, family or work circumstances warrant a virtual meeting and remote attendance. Virtual meetings and remote attendance (by members) are not authorized solely for convenience, or due to vacation, travel or seasonal relocation of one or more members of the body. For meetings that include quasi-judicial action requiring due process, the chair must consult with the Corporation Counsel before authorizing a virtual meeting with remote attendance by members. Virtual meetings (with remote attendance by members) are subject to the following:

1. Virtual Meetings – Compliance with Open Meetings Law. In no event shall a virtual meeting be convened (or remote attendance by members be permitted) where a violation of Wisconsin’s Open Meetings Law would result.
2. Virtual Meeting with Remote Attendance by Members Authorized. Upon direction of the chair, a body may on a case-by-case basis conduct a virtual meeting provided; however, that a public meeting space be available for in-person member and citizen attendance at such virtual meeting.

