LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, October 07, 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

In-Person Attendance: 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. Consistent with Governor Evers' Emergency Order #1 (Executive Order #90), face coverings will be required of all attendees with the limited exceptions set forth in Emergency Order #1.

Teleconference 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: 308 794 121 0828#
Meeting ID: https://meet.google.com/qty-rimd-rbu?hs=122&authuser=0

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

All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, before the meeting is called to order, the clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the clerk or chair, any person offering public comment should state their name and comments.

Agenda

1. Call meeting to order
2. Approve Minutes from Previous Meeting – 9/23/20
3. Other COVID-19 Concerns/Updates
4. Continuation of Hiring Freeze Plan
5. Continuation of Moratorium on Non-Essential Spending
6. Request to Fill Vacant Position During Hiring Freeze
    a. Assistant Forestry Administrator (Forestry)
    b. Forester (Forestry)/Equipment Operator (Solid Waste)
    c. GIS Specialist
    d. Social Worker 3.0 FTE (Social Services)
    e. Building Maintenance Worker 1.50 FTE (Maintenance)
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
    f. UW Extension
8. UW Extension Resolution Accepting $15,000 Donation from Ascension Good Samaritan Hospital
9. Resolution Accepting Election Security Subgrant of $41,873.30
10. Tug Lake Preservation District – County Role/Involvement
11. North Central health Care Joint Agreement Update – Status of Transfer of APS to ADRC-CW
12. Sale of Lincoln Industries Tomahawk Building (1775 Kaphaem Road, Tomahawk, WI)

13. Virtual Meetings and Remote Attendance (ordinance revisions/Ch 2, Lincoln County Code)
14. Declaration of Emergency Status
15. Personnel Policy Management During COVID-19
16. Motion to go into closed session: a. Pursuant to sec. 19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the governmental body has jurisdiction or exercise responsibility.
    a. Preliminary Exit Interview – Administrative Coordinator
17. Reconvene into open session
18. Take any necessary action discussed in close session
19. Approve Human Resources Director/Administrative Coordinator Job Description
20. Resignation & Recruitment – Timeline and Process
21. Set Next Meeting
22. 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 statue.
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 consider 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 SEESIONS 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, nay 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, September 23, 2020 at 8:00 a.m.

Via Teleconference

MEMBERS PRESENT (in person): Kevin Koth, Greta Rusch, Julie Allen, Don Friske, Hans Breitenmoser, Paul Gilk, Bob Weaver
MEMBERS PRESENT (via teleconference): none
MEMBERS EXCUSED: none
MEMBERS ABSENT: none

VISITORS (in person): Jason Hake, N.L. Bergstrom, Diana Petruzates, Chris Marlowe, Dora Gorski, Dan Leydet, Dale Bacher
VISITORS (via teleconference): David Smith, September Murphy, Pam Schotz, Dan Leydet, Nathan Walrath, Shelley Hersil, Becky Byer, Marie Peterson, Patricia Voermans, Rob Spencer

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) – 9/2/20
   Breitenmoser/Rusch to approve minutes from 9/2/20 meeting. Motion carried on a voice vote.

3. County Board Supervisors Claims (Mileage & Per Diems). A discussion was held following press coverage of Supervisor Calvin Callahan's "double-dipping" for mileage for meetings held back-to-back on a single day. Chris Marlowe (County Clerk) assured the committee that this will not happen again. The committee directed that Marlowe do a training presentation at a County Board meeting on proper claims and how to accurately fill-out the claim form. Dan Leydet (Finance Director) reminded members that a failure to provide odometer readings for mileage reimbursement from the county creates a (personal) taxation issue for supervisors. He encouraged supervisors to consult with their tax/accounting providers regarding this issue.

4. Personnel Policy Management During COVID-19
   a. Lincoln County COVID-19 Workplace Prevention & Screening Guidance (Masking after Emergency Order #1). Between the agenda packet and this meeting, Gov. Evers issued a new Emergency Order (#90) as well as a new Executive Order #1 which are effective until 11/21/20. Jason Hake (Administrative Coordinator) provided a revised Lincoln County Workplace Prevention & Screening Guidance policy which incorporates the new Executive Order into the county's Personnel Policy. Discussion was held regarding exceptions to the mask requirements – both as they appear in the Executive Order and as suggested by Dale Bacher (in public comment). Weaver/Rusch to adopt the policy update to include all of the "exceptions" which appear in the Executive Order #1. Friske moved to amend the policy to include language which would end the policy if the Executive Order #1 is found by a court to be unconstitutional. There being no second, this motion to amend failed.

The motion to adopt with the noted revisions passed on a voice vote.

5. Other COVID-19 Concerns/Updates. Shelley Hersil (Public Health Officer) provided an update on COVID-19 outbreaks, trends, etc both statewide and in Lincoln County. She reports outbreaks in school, facility and workplace settings – including several Lincoln County government departments.

6. Motion to go into closed session pursuant to sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the government body has jurisdiction or exercises responsibility. Friske/Rusch to go into closed session pursuant to the notice above including Dora Gorski, Jason Hake and N.L.Bergstrom. Motion carried unanimously by a roll call vote.
    a. Maintenance Department staff employee request for leave without pay-no other leave time available.
    b. Preliminary Exit Interview – Administrative Coordinator

7. Reconvene into open session. Rusch/Allen to return to open session. Motion carried unanimously on by a roll call vote.

8. Take any necessary action discussed in closed session.
    a. Weaver/Friske to approve leave without pay (no other leave time available) to maintenance department employee through 9/30/20. Motion carried on a voice vote.

9. Resignation & Recruitment – Administrative Coordinator
    (a))Gilk/Rusch to direct Hake to update the Administrative Coordinator job description to highlight human resources/personnel skills requirements and reassess pay grade for updated job description. Motion carried on a voice vote. The committee would like this completed for the 10/7/20 meeting.
    (b) Weaver/Friske to designate the Administrative & Legislative Committee as the search committee for a successor to Hake. Motion carried on a voice vote.
    (c) Rusch/Allen to appoint N.L.Bergstrom as interim administrative coordinator with Hake/Koth to negotiate pay for the interim services. Motion carried on a voice vote.

10. Set Next Meeting: October 7, 2020 at 8:00 AM.
11. Adjourn: Weaver/Breitenmoser to adjourn. Motion carried on a voice vote.

12. Adjourn
    Gilk/Friske to adjourn. Motion carried on a voice vote.

Minutes prepared by Jason Hake, Administrative Coordinator
N.L.Bergstrom, Corporation Counsel

Resolution 2020-06-17

Adopting a Hiring Freeze Plan

WHEREAS, as a hedge against the 2020 budget impacts (both state and local) resulting from COVID-19, the Administrative & Legislative Committee recommends adoption of the "Hiring Freeze Plan" recited below; and

NOW, THEREFORE BE IT RESOLVED, that the plan is adopted as set forth below.

Hiring Freeze Plan

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

Goal: The intention of the hiring freeze plan is to reduce expenditures to help offset the loss in revenue, while ensuring critical services are maintained. All current and future vacant positions that are non-essential (with the exception of deputies and jailers) will be left unfilled through 12/31/2020, unless an exception is granted.

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

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

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

Dated this 16th day of June, 2020.

Introduced by: Administrative & Legislative Committee
Passed 6-0 on 6/3/20
Fiscal Impact: Unknown savings (from vacant positions)

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			
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

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

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

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

Resolution 2020-06-18

Adopting a Moratorium on Non-Essential Spending

WHEREAS, as a hedge against the 2020 budget impacts (both state and local) resulting from COVID-19, the Administrative & Legislative Committee recommends adoption of the "Moratorium on Non-Essential Spending" recited below; and

NOW, THEREFORE BE IT RESOLVED, that the plan is adopted as set forth below.

Moratorium on Non-Essential Spending

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

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

Goal: The intention of the moratorium is to reduce expenditures to help offset the loss in revenue, while ensuring critical services are maintained. All current non-essential purchases will be delayed through 12/31/2020.

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

Dated this 16th day of June, 2020.

Introduced by: Administrative & Legislative Committee
Passed 6-0 on 6/03/20
Fiscal Impact: Unknown savings

Drafted by: Jason Hake, Administrative Coordinator

LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Jason Hake
Administrative Coordinator

Activity Report
8/27/20 – 9/28/20

COMMITTEE MEETINGS

- Administrative & Legislative Committee
- North Central Health Care
- Finance & Insurance Committee
- North Central Executive Committee
- Nursing Home Operations Committee
- County Board
- Land Services
- Public Property

DEPARTMENT COORDINATION

Aug	27	Department Head Meeting
Aug	31	Sheriff's Office Mast Mandate – Shelley Hersil, Sheriff's Office Staff
Aug	31	2021 Budget – Dan Leydet
Sep	03	2021 Health Insurance Renewal – M3 Consulting
Sep	17	2021 Health Department Budget – Dan Leydet, Shelley Hersil
Sep	22	Staffing Discussion (Forestry) – Dean Bowe
Sep	23	Adult Protective Services – NCHC, ADRC, Marathon & Langlade Counties
Sep	23	Courthouse Staffing Discussion
Sep	24	Potential COVID Testing in Jail – Shelley Hersil & Sheriff's Office Staff
Sep	24	2021 Health Insurance Renewal – M3 Consulting
Sep	28	Staffing Discussion (Forestry & Solid Waste) – Dean Bowe & Dan Miller

HIRING UPDATES

ACCEPTING APPLICATIONS:

- Correctional Officer

INTERVIEWS BEING SCHEDULED/HELD:

OFFER MADE:

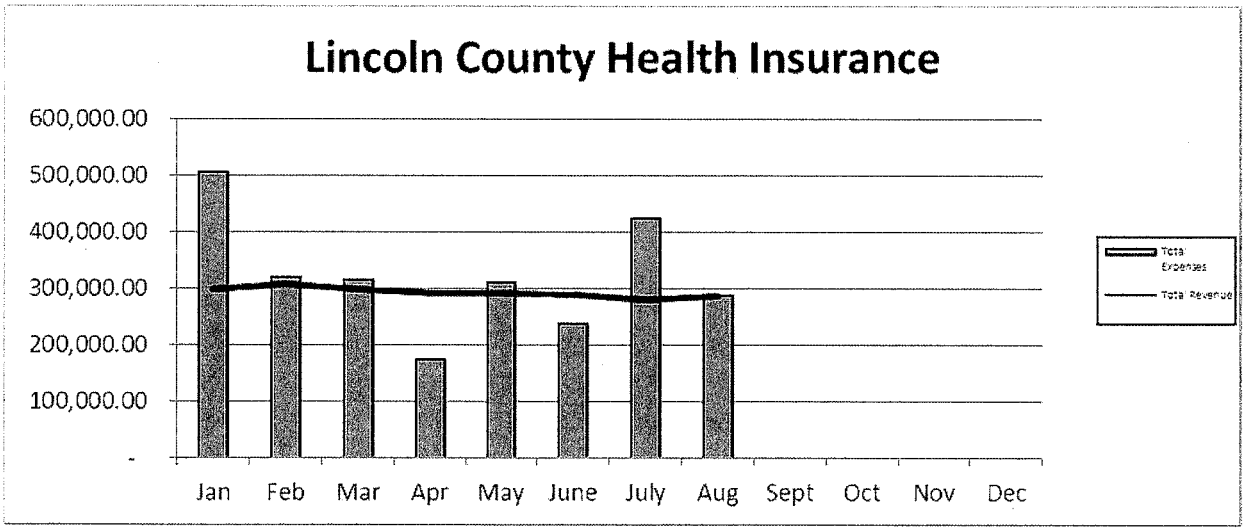
- 911 Telecommunication Officer
- Fiscal Clerk

STATUS OF UNION CONTRACTS

Sheriff Deputies: December 2021
Sheriff-Supervisors: December 2021

HEALTH INSURANCE
2020

Month	Enrollment Single	Enrollment Family	Total Total Revenue	Total Total Expenses	YTD 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	61	129	288,585	237,845	50,740
July	60	128	279,020	423,514	(144,495)
Aug	59	128	286,011	287,380	(1,368)
Sept			0	0	0
Oct			0	0	0
Nov			0	0	0
Dec			0	0	0
Total			**2,343,524**	**2,575,624**	**(232,100)**



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	103,081.76	.00	81,908.24	55.7%
520000 EMPLOYEE BENEFITS	69,218	0	69,218	40,154.96	.00	29,063.04	58.0%
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	544.51	.00	105.49	83.8%
553000 ADVERTISING	6,000	0	6,000	317.00	.00	5,683.00	5.3%
554001 PRINTING ALLOCATION	4,500	0	4,500	1,101.53	.00	3,398.47	24.5%
555000 TRAVEL TRAINING	3,000	0	3,000	174.15	.00	2,825.85	5.8%
560000 SUPPLIES	250	0	250	439.98	.00	-189.98	176.0%
561101 POSTAGE	350	0	350	71.01	.00	278.99	20.3%
571000 MISCELLANEOUS	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL ADMINISTRATIVE PERSONNEL	285,608	0	285,608	145,884.90	.00	139,723.10	51.1%
TOTAL EXPENSES	285,608	0	285,608	145,884.90	.00	139,723.10	
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	-139,723.10	.00	139,723.10	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:

From: 9/7/2020 **To:** 9/20/2020

9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20			
Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Hours**	**Pay Category**	**FMLA Hrs**
	3	**4**	**7**	**8**		**1**	**8**	**11.25**	**9**	**8.75**	**8**		**1**	69	**Regular: ADMIN**	10200051.511000
	1	4												5	Vacation:	
8														8	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		
8	4	8	7	8	0	1	8	11.25	9	8.75	8	0	1	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: Jason Hake **Department:** Administration **Pay Period:**
Employee Number: 664
Representative Status: **Nonrepresented**
FLSA Status: **Exempt** **From:** 8/24/2020 **To:** 9/6/2020

8/24 Mon	8/25 Tue	8/26 Wed	8/27 Thur	8/28 Fri	8/29 Sat	8/30 Sun	8/31 Mon	9/1 Tue	9/2 Wed	9/3 Thur	9/4 Fri	9/5 Sat	9/6 Sun	Hours	Pay Category	FMLA Hrs	
8.5	**8.75**	**8.5**	**9**	**8**			**8.25**	**8.5**	**8.5**	**8.25**	**6**		**1.5**	83.75	**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			
														0			
8.5	8.75	8.5	9	8	0	0	8.25	8.5	8.5	8.25	6	0	1.5	83.75	**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:
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
8/24/20 – 9/28/20

Department/Committee	Hours	Subject Matter
A&L	66.75	Transition planning
Admin	21.00	
Clerk of Courts	1.25	Fam Ct Commr K
County Board	38.75	
County Clerk	3.25	
Department of Social Services	28.00	TPR, witness fees, 85.12 program expansion
Emergency Mgmt		
Finance	4.50	
Forestry	8.25	Jack Pine RFP, Hiawatha Trail. Comm mtg
Health	12.50	COVID records request
Hwy	7.50	Road Use agreement
IT	4.75	
Land Services	36.25	POWTS enf, BOA membership Q, pers issues, tax deed Qs, comm prep
Law Enforcement/LISO	14.75	Motorola/console contract/bid issues
Probate/Courts	1.50	COVID task force
Pub Prop	4.75	WCFA lease; Truck RFP
Register of Deeds		
Solid Waste	4.50	Credit app issues
Treasurer	.75	Tax deeds
UW Ext		
Veterans Service		
Totals	260.75	

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10210051 CORPORATION COUNSEL							
511000 SALARIES AND WAGES	102,543	0	102,543	73,272.28	.00	29,270.72	71.5%
520000 EMPLOYEE BENEFITS	36,208	0	36,208	26,040.45	.00	10,167.55	71.9%
531020 LEGAL SERVICES	50,000	0	50,000	25,000.00	.00	25,000.00	50.0%
531210 CODIFICATION SRVICES	2,900	0	2,900	1,306.56	.00	1,593.44	45.1%
552001 TELEPHONE	700	0	700	404.89	.00	295.11	57.8%
554001 PRINTING ALLOCATION	700	0	700	244.36	.00	455.64	34.9%
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	26.00	.00	74.00	26.0%
564000 BOOKS AND PERIODICALS	1,500	0	1,500	688.04	.00	811.96	45.9%
TOTAL CORPORATION COUNSEL	198,401	0	198,401	127,600.71	.00	70,800.29	64.3%
TOTAL EXPENSES	198,401	0	198,401	127,600.71	.00	70,800.29	
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	-70,800.29	.00	70,800.29	100.0%

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

Lincoln County Employee Timesheet

Name: Nancy Bergstrom **Department:** Corporation Counsel **Pay Period:**
Employee Number: 116
Representative Status: **Nonrepresented**
FLSA Status: **Exempt** **From:** 9/7/2020 **To:** 9/20/2020

9/7 Mon	9/8 Tue	9/9 Wed	9/10 Thur	9/11 Fri	9/12 Sat	9/13 Sun	9/14 Mon	9/15 Tue	9/16 Wed	9/17 Thur	9/18 Fri	9/19 Sat	9/20 Sun	Hours	Pay Category	FMLA hours
	9.5	10	10	9	0.5	0.75	9.5	13.25	10.5	10	8.25	0.75	1	93	Regular: Corp Counsel	
														0	Vacation:	
8														8	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		
8	9.5	10	10	9	0.5	0.75	9.5	13.25	10.5	10	8.25	0.75	1	101	**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: Nancy Bergstrom **Department:** Corporation Counsel **Pay Period:**
Employee Number: 116
Representative Status: **Nonrepresented**
FLSA Status: **Exempt**
From: 8/24/2020 **To:** 9/6/2020

8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6			FMLA
Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Hours**	**Pay Category**	**hours**
10.5	11.75	10.5	9.5	9.25	0.5	0.75	10.25	10.5	9.75	10.75	8.75	0.5	0.5	103.8	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		
10.5	11.75	10.5	9.5	9.25	0.5	0.75	10.25	10.5	9.75	10.75	8.75	0.5	0.5	103.8	**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 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 SERVICI OFFICER
pschotz@co.lincoln.wi.us

Administrative and Legislative Committee
Meeting Date: October 7th, 2020

County Veterans Services Officer Report

For Period 8/27/2020 thru 9/29/2020

- 65 veterans and 19 widow have died in the county for the year of 2020.
- CVSO attended teleconference on Aid and Attendance Benefits presented by the Veterans Benefits Administration – Seattle Regional Office on September 2nd.
- CVSO travelled to the Iron Mountain VA Medical Center on September 4th to renew security clearance credentials.
- CVSO attended teleconference on the Caregiver Program expansion hosted by the Caregiver Program Team on September 15th.
- For the month of September the Deputy CVSO's time was split supporting the Lincoln County Veterans Services and the Lincoln County Health Department tracking COVID cases.
- 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.

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ 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	
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	73,577.76	.00	32,139.24	69.6%
520000 EMPLOYEE BENEFITS	57,528	0	57,528	40,513.48	.00	17,014.52	70.4%
552001 TELEPHONE	400	0	400	232.46	.00	167.54	58.1%
554001 PRINTING ALLOCATION	950	0	950	292.92	.00	657.08	30.8%
555000 TRAVEL TRAINING	3,900	0	3,900	625.01	.00	3,274.99	16.0%
560000 SUPPLIES	1,100	0	1,100	74.54	.00	1,025.46	6.8%
561101 POSTAGE	600	0	600	234.44	.00	365.56	39.1%
561440 GRAVE CARE	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL VETERANS DEPARTMENT	161,395	0	161,395	105,550.61	.00	55,844.39	65.4%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	171,395	0	171,395	115,550.61	.00	55,844.39	
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							

FOR 2020 13

10275454 VETERANS RELIEF	ORIGINAL APPROP	TRANFRS/ 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	-57,995.61	.00	57,995.61	100.0%

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

Lincoln County Employee Timesheet

Name: Richard Wolf **Department:** VETERANS SERVICE **Pay Period:**
Employee Number: 406
Representative Status: **Nonrepresented**
FLSA Status: **Exempt** **From:** 9/7/2020 **To:** 9/20/2020

9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20			FMLA
Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Hours**	**Pay Category**	**hours**
	5.75	8		8			6	8	8	4	8			55.75	Regular: Veterans	
			8											8	Vacation:	
8														8	Holiday:	
	2.25						2			4				8.25	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	**TOTAL HOURS PAID**	
														0		
														0		
8	8	8	8	8	0	0	8	8	8	8	8	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:

Lincoln County Employee Timesheet

Name: Richard Wolf **Department:** VETERANS SERVICE **Pay Period:**
Employee Number: 406
Representative Status: **Nonrepresented**
FLSA Status: **Exempt**
From: 8/24/2020 **To:** 9/6/2020

8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6			FMLA	
Mon	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Hours**	**Pay Category**	**hours**	
4.25	4	8	8	4			8	8	8	8	8			68.25	Regular: Veterans		
3.75	4			4										11.75	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			
8	8	8	8	8	0	0	8	8	8	8	8	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:

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100151 COUNTY BOARD CHAIRMAN							
511000 SALARIES AND WAGES	7,500	0	7,500	5,000.00	.00	2,500.00	66.7%
511001 PER DIEM	20,000	0	20,000	11,461.56	.00	8,538.44	57.3%
520000 EMPLOYEE BENEFITS	2,000	0	2,000	1,164.20	.00	835.80	58.2%
555000 TRAVEL TRAINING	3,000	0	3,000	961.42	.00	2,038.58	32.0%
560000 SUPPLIES	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL COUNTY BOARD CHAIRMAN	33,500	0	33,500	18,587.18	.00	14,912.82	55.5%
TOTAL EXPENSES	33,500	0	33,500	18,587.18	.00	14,912.82	
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	15,025.82	.00	19,974.18	42.9%
520000 EMPLOYEE BENEFITS	2,000	0	2,000	899.83	.00	1,100.17	45.0%
554001 PRINTING ALLOCATION	1,500	0	1,500	818.34	.00	681.66	54.6%
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	4,900.00	.00	100.00	98.0%
560000 SUPPLIES	8,000	0	8,000	2,069.41	.00	5,930.59	25.9%
561101 POSTAGE	2,000	0	2,000	578.77	.00	1,421.23	28.9%
TOTAL COUNTY BOARD COMMITTEES	85,001	0	85,001	52,704.17	.00	32,296.83	62.0%
TOTAL EXPENSES	85,001	0	85,001	52,704.17	.00	32,296.83	
10100260 CNTY BD COMMITTEE PROPERTY TAX							

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	626,405.00	.00	.00	100.0%
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	643,350.80	.00	.20	100.0%
TOTAL EXPENSES	643,351	0	643,351	643,350.80	.00	.20	
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							

FOR 2020 13

10100556 ECONOMIC DEVELOPMENT	ORIGINAL APPROP	TRANFRS/ 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							

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	
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	-206,064.37	.00	206,064.37	100.0%

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

Administrative and Legislative Committee
Meeting Date: October 7, 2020

Information Technology Director's Report

For Period: 8/26/2020 thru 9/29/2020

Items for A&L report

Lincoln County

- New Palo Alto security appliance installed, configured and implemented. Waiting on VPN deployment to decommission Cisco ASA firewall
- Kickoff for DMARC and network assessment project, external testing started
- Contacted vendor regarding MFA (multi-factor authentication) solution to add to Palo Alto installation, MFA will be paid for through Cares funds
- Conference calls to discuss options for MFA solutions, Okta, Cisco DUO, and RSA
- Spoken with PCS Technology regarding elevation, limitations and bandwidth we can expect on phase 1 of county wireless project
- Power and fiber cables trenched between forestry building and pole by maintenance
- Emailed City of Tomahawk contacts regard John Cole and Amanda Bartz for update on request to use water tower for use with County Wireless network, no response yet
- Developed Cyber Security Incident Response plan
- Held two team meetings
- Deployed Pine Crest copiers, Circuit Court and Register in Probate are now under County leased copier plan
- Spoken with SKC about handling wiring for DAR along with requested speaker upgrades at Courthouse, these are schedule for mid-November
- Followed up with SoundWorks on County Board room upgrade
- Virtru encryption solution implemented at Sheriff's office

ADRC-CW

- Continued working with RingCentral on new phone system, received training, and cut-over is scheduled for October 1st
- Researched headsets to be used with RingCentral phone system, placed order
- Met for monthly meeting, presented IT Budget with numerous changes based on strategic plan

Current Developments

- Firewall and security suite upgrade
- Risk Assessment & DMARC
- MFA implementation and deployment
- Countywide WLAN solution
-

Statistics

Help Desk	M/YTD:	After hour calls	M/YTD	Website	M/YTD
Requests received	307/2854		9/64	Total Visits	20,888/143,258
Request Closed	287/2759			New Visitors	14,827/105,930
Projects Opened	54				
Projects Closed	46				

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	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	248,552.62	.00	99,364.38	71.4%
520000 EMPLOYEE BENEFITS	143,443	0	143,443	103,931.90	.00	39,511.10	72.5%
530000 PURCHASED PROF AND TECH SERV	15,050	11,088	26,138	18,264.24	.00	7,873.76	69.9%
552001 TELEPHONE	1,000	0	1,000	773.29	.00	226.71	77.3%
554001 PRINTING ALLOCATION	400	8,500	8,900	7,188.98	.00	1,711.02	80.8%
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	13,954.83	.00	65,433.17	17.6%
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	73.73	.00	126.27	36.9%
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	131,583.26	.00	7,016.74	94.9%
561420 VOICE/DATA/VIDEO COMMUNICATI	30,238	0	30,238	14,852.95	.00	15,385.05	49.1%
561430 PARTS	2,500	0	2,500	1,605.96	.00	894.04	64.2%
571005 COVID 19	0	0	0	23,517.91	.00	-23,517.91	100.0%
TOTAL INFORMATION TECHNOLOGY	818,857	9,938	828,795	596,094.86	.00	232,700.14	71.9%
TOTAL EXPENSES	818,857	9,938	828,795	596,094.86	.00	232,700.14	
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	105,428.83	.00	138,887.17	43.2%
TOTAL INFORMATION TECH SERV OUTLAY	138,000	124,316	262,316	105,428.83	.00	156,887.17	40.2%
TOTAL EXPENSES	138,000	124,316	262,316	105,428.83	.00	156,887.17	
10250060 INFORMATION TECH PROPERTY TAX							

FOR 2020 13

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	-2,954.82	.00	2,954.82	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	12,697.38	.00	-78,922.38	-19.2%
TOTAL REVENUES	-66,225	0	-66,225	-2,954.82	.00	-63,270.18	
TOTAL EXPENSES	0	0	0	15,652.20	.00	-15,652.20	
GRAND TOTAL	0	0	0	-37,614.77	.00	37,614.77	100.0%

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

Extension
UNIVERSITY OF WISCONSIN–MADISON

Dan Marzu, Agriculture Extension Educator
Merrill: 715-539-1078 Antigo: 715-627-6236
dan.marzu@wisc.edu

August & September 2020 Report

Badger Crop Connect Zoom Meetings

I am continuing to lead a team of agriculture educators to offer a bi-weekly webinar series discussing current crop production related topics. The target audience for these webinars were farmers, agronomists, crop consultants, government agencies, and other agricultural professionals. A total of 351 farmers, crop consultants, government agency personnel, agricultural media, and other agriculture service providers have signed up to attend one or more of the webinars. Locally, about twenty individuals that farm in or provide services to farmers in Lincoln and Langlade Counties have signed up to participate in one or more of the webinars. Certified Crop Advisers (CCAs) are able to earn continuing education credits by participating in these webinars.

August & September Badger Crop Connect Participation Numbers		
	Number of Log-ins	Number of CCAs
Corn silage harvest & pricing	88	32
Implementing cover crops	120	32
Winter Wheat & Combine Cleaning	100	51
Fall Fertilizer & Lime & Soil Compaction	99	45

A "Special Edition" is planned for September 29 – just prior to submitting this report – on pest management practices for the 2021 cropping season. This meeting will be the last of these types of Zoom meetings until the 2021 growing season. The workgroup is looking into doing short videos and fact sheets on the various topics to be housed on the Crops and Soils Topic Hub website.

Local Research Activities

Potato cover crop study:

This study examines oat, sorghum-sudan grass, and pearl millet effect on root lesion nematodes, a pest that reduces potato yield and quality. We will also be examining forage quality of these covers and their effect on soil health. This research is in collaboration with Jamie Patton, UW Nutrient and Pest Management Program Outreach Specialist. Forage tests were conducted on the sorghum sudan grass & pearl millet. Results suggest excellent forage for beef and non-lactating dairy cows and heifers. Nematode samples have been submitted and we are waiting on the results.

Maximum Return to Nitrogen corn fertilization study & cover crop study:

This study is looking at optimum nitrogen rates to grow corn profitably and examining the ability to interseed clover as a cover crop into corn to decrease soil erosion and nutrient runoff in Northern Wisconsin. This research is in collaboration with Dr. Carrie Laboski, UW-Madison Division of Extension Soil Fertility Specialist and Ashley Blackburn, UW Nutrient and Pest Management Program Outreach Specialist. The research is being conducted near Merrill. I am currently working with the farmer cooperator for harvest dates.

DATCP Western Bean Cutworm Pheromone Trap & Moth Blacklight Trap Collection Site: The last collection and reports were on August 24th for the pheromone trap and August 31st for the blacklight trap. The numbers are reported to DATCP to be published on the Wisconsin Pest Bulletin (http://datcpservices.wisconsin.gov/pb/).

Additional Activities

- Office hours to have in person discussions with residents regarding agriculture and horticulture questions:
  - Lincoln County: First and Third Mondays of the month from 2:00 to 4:00 pm
  - Langlade County: Second and Fourth Thursdays of the month from 9:00 to 11:00 am
    - Met with six home owners in person on various insect and potential diseases.
- Radio interviews with WACD (Antigo) and WJMT (Merrill) on National Farm Safety and Health Week
- Performed two farm visits to discuss with farmers on potential cropping system implementation

Extension
UNIVERSITY OF WISCONSIN-MADISON
LINCOLN COUNTY

August – September 2020 Program Highlights

Debbie Moellendorf, Positive Youth Development and Health and Well Being Educator
deborah.moellendorf@wisc.edu or 715-539-1077

Outcome 1: Expand and maintain community collaborations to improve the health of all Lincoln County residents.

- Continue to work with four members of Healthy Minds Coalition on the coalition's educational campaign to address social and emotional wellbeing during this time. During the month of August and September, ads focused on healthy coping strategies, resources for those struggling with addiction, on-going support for those in caregiver roles and 24/7 resources for those who are experiencing anxiety. Funding for the August and September campaign came from Ascension Good Samaritan Hospital. Since we began our educational campaign on April 1st, there have been 247,720 impressions of our Google Pay per click ads with 3,434 clicks (September statistics not available at the time this report prepared) and the WJMT radio ads have aired 10 times each day Monday through Friday.
- Completed creation and distribution of 200 August "Summer Fun Project Packs with Holly Luerssen and community partners. T.B. Scott and Tomahawk Library staff as well as Kinship of Tomahawk staff received many positive comments throughout the summer about the packs from individuals who picked them up from their locations. A feedback form was included with the August bags to formally collect information about how the packs were utilized by families during the summer to provide healthy activities. Four forms were returned with 100% indicating the relationships between family members were strengthened as a result of completing the projects in the pack, the packs provided healthy activities for their children and activities in place of in-person summer programming for their children. In a handwritten letter received by the Director at the Tomahawk Library, one parent wrote "It was so much fun to do unique activities with her that I would not have thought of and that she enjoyed. Thank you to those who made and planned the Summer Project bags. It definitely was a highlight and I am impressed and grateful." In our September 17th wrap up meeting with partners from T. B. Scott Library, Kinship of Tomahawk and Tomahawk Library, we reviewed the feedback received both formal and informally. Based on this the group has decided and is beginning plans to offer future project pack(s) this winter after the holidays.
- Heidi O'Hare, the director for the Tomahawk Library, approached me in mid-August with an idea to provide "goodie bags" to older or isolated adults this winter. Based on the success of the youth packs, her idea is to provide activities/ideas to support mental health during our upcoming winter months for isolated adults. As I have shared resources that I helped create as a member of Extension's Lifespan COVID-19 Response Statewide Team locally, I have had conversations with staff at the Merrill Enrichment Center, Tomahawk Senior Center, ADRC-CW and T.B. Scott Library about similar concerns they have. So I reached out to each of them to see if they would be interested in partnering and all of them agreed to be a part of this new collaborative effort. I have facilitate d two planning meetings to date. We are planning to distribute the first bag in mid-late November. Funding has been secured from Ascension Good Samaritan Hospital and pursuing additional funders for Tomahawk area.
- Continue to provide primary leadership for efforts of the Healthy Minds for Lincoln County coalition as Kristin Bath, Public Health Educator, needs to continue to focus her time on responding to COVID-19 cases in the county. We held our first coalition meeting since January virtually on August 19th with nine members present. During this meeting, members' present provided updates on progress on action plan goals. Dan Marzu provided an overview of the Hemp agricultural industry in Wisconsin and mental health resources for farmers during the meeting. I was asked to participate in Merrill Area United Way's campaign video for Church Mutual to talk about the coalition and how funding from United Way supports this work. This video is replacing the in person displays that are put out each year in fall at Church Mutual as part of the United Way's campaign since the vast majority of Church Mutual employees continue to work from home during this time.
- Facilitated the first meeting of the 2020-21 school year for the Lincoln County Interagency Advisory Council via Zoom virtual platform on September 15th with 37 individuals present representing 21 agencies/organizations. The Lincoln County Interagency Advisory Council is a network of individuals from agencies and organizations working together to address the needs of Lincoln County residents of all ages. During this meeting, I provided a brief overview on the 2019 Youth Risk Behavior Survey (YRBS) results as well as provided updates on Healthy Minds and Extension programming efforts. The YRBS results were released right as the COVID-19 pandemic began so many agencies/organizations may have missed their release with all that was occurring at that time. Both Merrill and Tomahawk middle and high schools participated in this statewide survey in spring of 2019.

Outcome 2: Increase education and outreach that improves health of all Lincoln County residents.

- Continued work as member of the statewide Lifespan COVID-19 Response team for Extension in completion of the Moving Forward during COVID-19 decision guide and tools (https://aging.extension.wisc.edu/articles/moving-forward-during-covid-19/). I shared this resource along with marketing materials with over 75 agencies/organizations throughout the county so they can share with residents they work with. This decision guide was highlighted on my August 11th WJJQ and August 12th WJMT radio programs, promoted on our Extension website and Facebook page, and part of it was included in Issue 3 of the COVID newsletter as a tool resident could use in making decisions. The Social Isolation Resource Guide for Lincoln County was finalized with staff from ADRC in Lincoln County in early August and shared with agencies and organizations in Lincoln County (https://drive.google.com/file/d/1W_MLEZmIsYL4aHiAusGwt1FgXBG4OCsO/view?usp=sharing). In early August, we finalized the statewide survey tool to send to agencies/organizations throughout the state that serve adults to identify "best practices" that have worked to reduce social isolation and loneliness among adults during COVID-19. I sent an invite to Lincoln County agencies/organizations to participate in this statewide survey. We are currently analyzing the responses we received that will be compiled into a report that will be shared throughout the state and beyond. On August 12th, I along with other members of the Lifespan COVID-19 Response Team conducted a webinar to provide background and information about all of these efforts to Extension Colleagues throughout the state to assist them in using the resources in their local communities.
- Worked with Becky Kludy and other staff to create the third issue of our Coping with COVID newsletter that was distributed in early August. Content in this newsletter focused on providing resources to assist residents in making decisions about who, when and how they will interact with others in their home or in public spaces as the "Safer at Home orders" are ending. This third newsletter was shared in the same manner as the first and second issue with over 1,000 print newsletters provided to community partners for distribution to residents throughout the county. Currently, we are not planning a fourth issue but could if it is needed.
- Gail Kell, Executive Director for Northern Highland AHEC, approached me about offering the "Highlights of Taking Care of You" program for AHEC Scholars (https://ahec.wisc.edu/ahec-for-students/scholars/) throughout the state. I have offered an overview of this program at a 2019 Overcoming Addictions conference hosted by Northern Highland AHEC so Gail is familiar with this program and interested in the virtual option. Since this would be a statewide program, I facilitated discussions with Gail; Jen Park-Mroch, State Specialist coordinating the program; Beth Smetana, Behavioral Health Program Manager; Carrie Kubacki, Langlade County Educator who I co-presented program with in June and July; and myself to discuss this possibility. As a result, a program syllabus has been created and the program is being promoted during AHEC Scholar Orientation sessions. AHEC Scholars are currently registering for sessions to be offered during this academic year.
- As the new school year began, I reached out to school counselors to provide resources available through Healthy Minds Coalition and/or Extension (i.e. new posters with HOPELINE, suicide prevention hotline and other mental health resources; Small Talks statewide campaign materials; Lincoln County Parent Pact, medication disposal cards, Lincoln County Mental Health and AODA Resource Guides) to support them in their role of working with youth. I also initiated conversations about virtual options to hold Social Norms youth committee meetings to begin work on this year's campaign and Raise Your Voice Club.

Outcome 3: Increase outreach and programming for those identified as high risk in the community.

- Due to the success of virtual Mindfulness Strengthening Families program (MSFP) offered here and interest from other Extension Educators. A team, which I am a member of, has been created to facilitate a statewide virtual program this fall. MSFP is a seven week program for families with youth ages 10-14. The program is based on the original Strengthening Families Program and has been shown to improve parenting practices, delay and reduce substance use in teens, reduce destructive and aggressive conduct in teens, improve parent-youth relationships, and increase parent well-being. The youth will participate in their own session at 4:00 pm. Adult caregivers will participate at 6:00 pm, and the family will unite for the final session at 7:15 pm. The goal of virtual MSFP is to provide a quality family education program while maintaining safe physical distancing measures. The program will run on Thursdays from October 8 – November 19, 2020. During the past month, worked with team to develop marketing materials and promoted the program to families in Lincoln County through public and parochial middle schools, agencies/organizations who are members of the Lincoln County Interagency Network; the Healthy Minds Coalition; local media; Extension Lincoln County website and Facebook page.

Extension
UNIVERSITY OF WISCONSIN–MADISON
LINCOLN COUNTY

Melinda Osterberg, Community Development Educator
Merrill: 715-539-1080 Mobile: 715-252-9459
Melinda.osterberg@wisc.edu

August through September 2020 Report

Lincoln County Census

The Census officially completed the enumeration process on September 30th. The has been a court case extending the enumeration process, however, that decision is currently being appealed by the Trump administration. Correspondence from the Census Bureau indicates that the contracts for field enumerators terminate on September 30th. Sixty two percent of Lincoln County self responded to the Census, through the work of the field enumerators 99.2 of the State has responded to the Census.

The following is a copy from Daniel McCullum, U.S. Census Partnership Specialist recognizing the work of the Complete Count Committee.

2020 Census - Thank You and Farewell

daniel.mccollum@2020census.gov <daniel.mccollum@2020census.gov>
Sun 9/20/2020 8:46 AM
To: Melinda Osterberg <melinda.osterberg@wisc.edu>

Melinda,

It is hard to believe as I write this, but we are coming to the end of our journey.

Months ago for some, more than a year ago for others, we set out together on the 2020 Census. In perfect times this is a challenging job. But who could have anticipated a pandemic shaping our personal and professional lives so much? Through it all we have faced the challenges with professionalism, patience, and when needed, a sense of humor. A "full and complete count" sounds like a simple goal, but we know the reality.

Years from now, I hope you remember one thing; when we asked you to sign up for the job, you did. You did not look away or make excuses. You did the job. I hope you can carry that sense of accomplishment with you forever. I will be grateful to you and the other members of the Complete Count Committee for what you have done. Without their efforts and your leadership, the response rate for the communities in Lincoln County would have been nowhere near as successful. Please pass along my appreciation to the other Committee members.

My last day will be Friday, September 25th. Until then, I welcome your calls and emails. After that date, please contact the State Coordinator, Gina Manley, on any issues. Her phone number is (414) 719.2051 and her email is georgina.manley@2020census.gov. If you wish to contact me personally, please use; drdanrmccollum@gmail.com

Although we faced unique challenges in Lincoln County, you remained committed and continued to invest your time and efforts. Again, you should be justifiably proud of the work you did and what you accomplished. You stepped up when Wisconsin needed you and assisted all of your communities in being represented - thank you.

Stay safe and stay healthy - your community depends upon you.

With warmest regards and sincere appreciation,

Daniel R. McCollum, Partnership Specialist
Chicago Region
U.S. Census Bureau
O: 312-579-1605 | M: 715-699-6175
census.gov | daniel.mccollum@2020census.gov

Shape your future. START HERE > 2020census.gov

Tomahawk Area Housing Study

The Lincoln County Economic Development Corporation, Tomahawk Main Street Organization, Tomahawk Area Chamber of Commerce, and the City of Tomahawk have requested assistance in conducting a survey of Tomahawk area residents and businesses to determine housing needs in the Tomahawk community. I prepared a survey for

Tomahawk area residents and employees and a separate survey for business owners. The Committee approved the surveys on September 25th and set a survey roll out day of October 15th. The survey will be open until mid-December. It is anticipated that the survey results will be used to help demonstrate housing demand to perspective developers. The draft surveys may be viewed at:

Business Owners Survey: https://uwmadison.co1.qualtrics.com/jfe/form/SV_2aYY5Pri9FT8KVv

General Public Housing Survey: https://uwmadison.co1.qualtrics.com/jfe/form/SV_a4QTx2ZgySa61UN

Broadband Survey

A UW-Extension colleague in Iowa County has prepared a very good broadband survey for the general public to provide information on their current level of service and their willingness/ability to pay for increased service. I have provided input on the survey and believe that it would be a benefit to conducting the survey in Lincoln County, especially in light of increased need due to the COVID-19 pandemic. Results of the survey could be used to map broadband need throughout the County and be used to engage internet service providers in discussions about expanding access. I am currently developing a budget to fund mailing of the survey to the 18,214 improved properties in Lincoln County. For survey purposes, it is important to identify need for seasonal residences as well as permanent households.

Other Activities

- Continued to work with the Land Services Department and area Towns to update the Lincoln County Comprehensive Plan. The draft updated plan was provided to the Land Services Department in the beginning of September. Additional information is needed from the Land Services Department to complete land use projections to include in the updated Plan.
- Routes to Recovery Funds. As many municipalities were either unaware or had not fully used their full allocation under the Routes to Recovery program, I contact all municipalities in Lincoln County to encourage participation in the program and to make sure to use their full allocation prior to the November 6th deadline. The WI Towns Association has a very good summary of the Routes to Recovery program, please share and encourage your jurisdiction to participate in the program: https://files.constantcontact.com/c87cc2c9601/0f95295e-531e-41a3-81a5-90be15db2167.pdf

Division Extension – Lincoln County

A&L Committee Meeting - July 2020
Holly Luerssen, 4-H Educator - Langlade & Lincoln Counties

Local 4-H Programming

- **4-H Will Rock U Workshop** – An August program for youth ages 6-11 to engage in learning about geology. During this three week workshop, youth explored geodes, gold mining, make rock candy, and visited with the UW Madison Geology Museum staff via zoom to learn more about the rocks and minerals of our state. This is a first in a series of "& U" workshops where I plan to provide education and create a connection to the UW Madison campus Enrollment: 9 youth. More information: https://fyi.extension.wisc.edu/lincolncounty4h/2020/07/27/4-h-will-rock-u-join-us-for-this-workshop/
-
- **4-H Kitchen Science & U** – A September program for youth in grades 3-6 to engage in learning about the science in the kitchen. During this three week workshop, youth will explored making bouncy balls, milk bubbles, cleaning with taco sauce, and visited with the UW Madison Biotech staff via zoom. This is a second in a series of "& U" workshops where I plan to provide education and create a connection to the UW Madison campus. More information: https://langlade.extension.wisc.edu/2020/08/20/4947/

- **Discover 4-H Spa & Relaxation** – An upcoming workshop for 8th grade and older youth. They will create items and learn technique from the new Learn 2 Breathe curriculum. Items the youth will make include body scrub and a zen garden. There will be additional items they can create at home with little to no supplies. Additionally, this is a cross institute program I am planning with Debbie Moellendorf, the Health and Well-being Educator. Classes are being planned for October and registration information is available now. Check https://langlade.extension.wisc.edu soon for more information.

- **National 4-H Week (October 4-10, 2020)** – Beginning to create a plan of activities to promote National 4-H Week while encouraging enrollment in Langlade County 4-H.
  - Theme: Locally – 100 Years of Lincoln County 4-H; Nationally – Opportunity 4 All
  - Enrollment Blitz – Promoting our program through radio, local papers, and social media to encourage families to enroll.
  - Currently taping radio PSAs with youth and adults to air on local stations in Merrill & Tomahawk.
  - Poster Contest: Youth have the opportunity to create a promotional poster for 4-H.
  - Lawn & Window Displays – Youth, Families, or Clubs have the opportunity to create a display to promote 4-H using our local 4-H Week Theme.

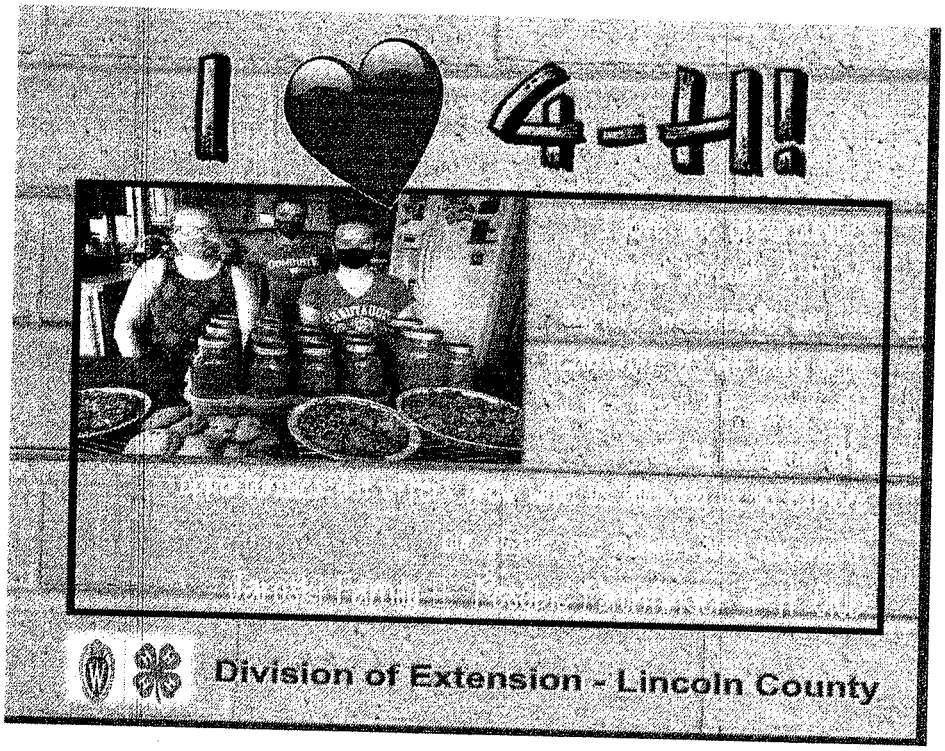
- **In Person Meeting Guidance** – Assisting clubs and projects with setting up September and October in person meetings. Due to meeting guidance requirements from UW Madison Extension, I guide each group interested in meeting in person through a plan to gather safely.

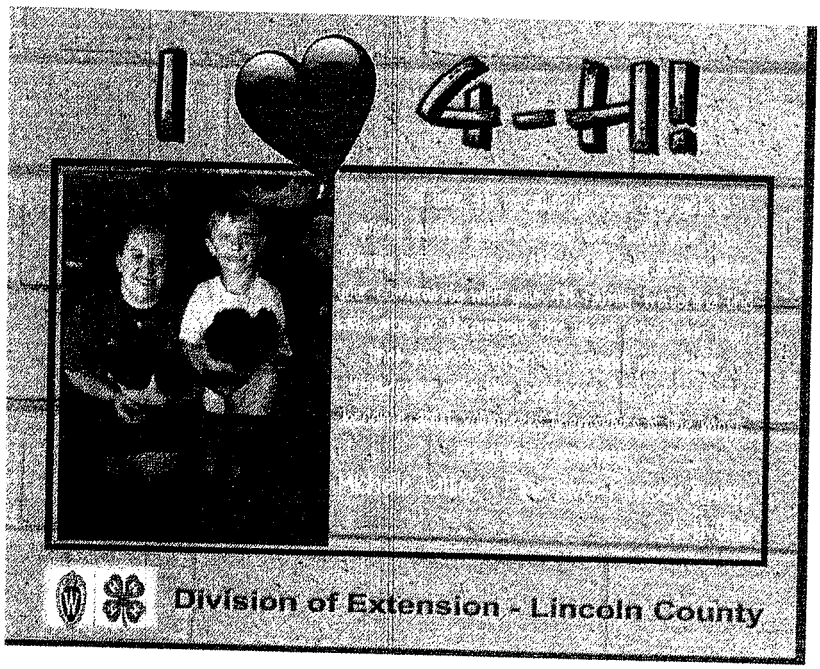
Typically groups are gathering outside at a local park. Families bring their own chairs and leaders encourage safe distancing by marking where families will sit during the meeting. Then submit the request for approval by our AED and the 4-H Program Manager. Currently, 6 clubs, groups or projects have requested over 10 meeting approvals for September and October.

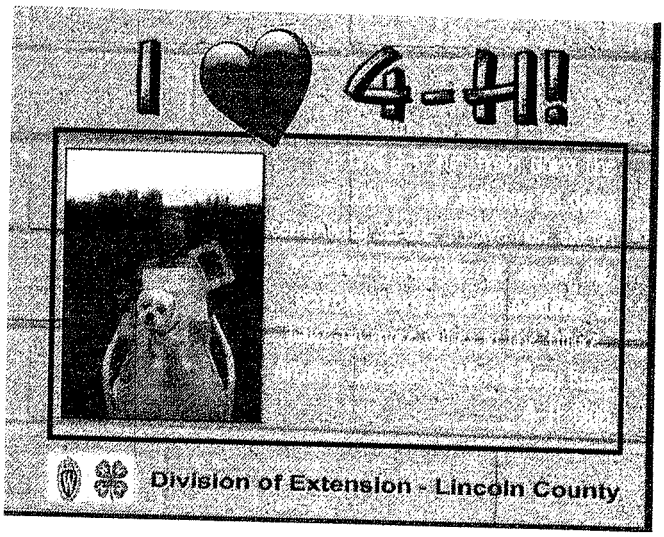
- **Virtual Meetings** – Assist Clubs, Projects, and Groups with moving their in person meetings to the virtual or the new hybrid platform. (Approximately 2-3 per week)

I Love 4-H Campaign

- Youth, parents, and leaders were encouraged to submit a photo and 2-3 sentences on "Why you love 4-H". The photos and quotes were shared via Facebook in August and September. A few of them are attached.







Extension
UNIVERSITY OF WISCONSIN-MADISON

FOOD WISE
Healthy choices, healthy lives.

Tammy Hansen, FoodWIse Coordinator- Langlade/Lincoln/Marathon Counties
Melissa Yates, Lincoln County FoodWIse Educator
August/September 2020

Program Focus:

FoodWIse, University of Wisconsin-Extension's nutrition education program, is a federally-funded effort that seeks to empower Wisconsin residents with limited-incomes to choose healthful diets and become more food secure by spending food dollars more wisely. FoodWIse staff works with community partners to "help make the healthy choice, the easy choice."

Program Update:

- Tammy and Melissa continued to participate in numerous trainings and webinars on virtual communication platforms, food security issues, health/racial equity issues, nutrition/physical activity updates and ideas on virtual teaching. We both also participated in many statewide/regional/local Extension and FoodWise zoom meetings.
- In August and September, Melissa participated on her second statewide curriculum workgroup reviewing the 2nd grade "Show Me Nutrition" curriculum from the University of Missouri. In September, she led the presentation of the "Discover Wisconsin Farmers' Markets" curriculum review team in the statewide FoodWIse zoom meeting. Tammy is participating on the statewide Policy, Systems and Environmental (PSE) review team looking at the issue of Food Security and FoodWIse work with food pantries.
- Tammy and Melissa continued to review the done by the various statewide FoodWIse curriculum teams to determine what lessons/activities we might want to use during virtual programming with both youth and adult participants.
- Tammy and Melissa are both working to stay connected to our local partners. In September, Tammy completed our FoodWIse FY21 partner agreements for programming that will begin October 1st. Melissa reached out to each partner to discuss programming options. Merrill Area Public Schools and Merrill Head Start both responded that they are excited that we are willing to adapt our program delivery model to fit the current need and are working with us to plan virtual programming in the next few months. We are still waiting to hear from our other partners.
- Tammy and Melissa, along with our FoodWIse Educators in Langlade and Marathon Counties, meet biweekly by zoom to discuss successes and challenges, to brainstorm ideas on how to conduct innovative, interactive nutrition lessons for youth and adults virtually and to determine what additional training/resources are needed to make virtual lessons successful.

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10440049 UW FUNDS APPLIED							
499990 FUNDS APPLIED (BUDGETARY)	-8,333	-18,948	-27,281	.00	.00	-27,281.00	.0%
TOTAL UW FUNDS APPLIED	-8,333	-18,948	-27,281	.00	.00	-27,281.00	.0%
TOTAL REVENUES	-8,333	-18,948	-27,281	.00	.00	-27,281.00	
10440055 UW EXTENSION							
461920 MISCELLANEOUS REVENUES	-1,500	0	-1,500	-136.01	.00	-1,363.99	9.1%
467700 UW EXTENSION PUBLIC CHARGE	-100	0	-100	.00	.00	-100.00	.0%
511000 SALARIES AND WAGES	44,400	0	44,400	29,608.91	.00	14,791.09	66.7%
520000 EMPLOYEE BENEFITS	11,808	0	11,808	6,893.68	.00	4,914.32	58.4%
530000 PURCHASED PROF AND TECH SERV	93,750	0	93,750	46,875.00	.00	46,875.00	50.0%
543000 REPAIR AND MAINTENANCE	235	0	235	.00	.00	235.00	.0%
552001 TELEPHONE	750	0	750	492.73	.00	257.27	65.7%
554001 PRINTING ALLOCATION	5,000	0	5,000	3,349.36	.00	1,650.64	67.0%
556000 DUES	50	0	50	.00	.00	50.00	.0%
561100 OFFICE SUPPLIES	2,500	0	2,500	654.37	.00	1,845.63	26.2%
561101 POSTAGE	200	0	200	230.70	.00	-30.70	115.4%
571000 MISCELLANEOUS	100	0	100	.00	.00	100.00	.0%
571005 COVID 19	0	0	0	820.00	.00	-820.00	100.0%
TOTAL UW EXTENSION	157,193	0	157,193	88,788.74	.00	68,404.26	56.5%
TOTAL REVENUES	-1,600	0	-1,600	-136.01	.00	-1,463.99	
TOTAL EXPENSES	158,793	0	158,793	88,924.75	.00	69,868.25	
10440060 UW EXTENSION PROPERTY TAXES							
411100 GENERAL PROPERTY TAXES	-165,843	0	-165,843	-165,843.00	.00	.00	100.0%
TOTAL UW EXTENSION PROPERTY TAXES	-165,843	0	-165,843	-165,843.00	.00	.00	100.0%
TOTAL REVENUES	-165,843	0	-165,843	-165,843.00	.00	.00	
10441955 4H PROGRAM							

FOR 2020 13

10441955 4H PROGRAM	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
554000 PRINTING	1,000	0	1,000	.00	.00	1,000.00	.0%
555000 TRAVEL TRAINING	500	0	500	1,458.20	.00	-958.20	291.6%
555007 TRAINING	600	0	600	198.17	.00	401.83	33.0%
571000 MISCELLANEOUS	600	0	600	376.99	.00	223.01	62.8%
TOTAL 4H PROGRAM	2,700	0	2,700	2,033.36	.00	666.64	75.3%
TOTAL EXPENSES	2,700	0	2,700	2,033.36	.00	666.64	
10443955 UW YOUTH DEVELOPMENT							
467700 UW EXTENSION PUBLIC CHARGE	0	0	0	-56.79	.00	56.79	100.0%
554000 PRINTING	600	0	600	.00	.00	600.00	.0%
555000 TRAVEL TRAINING	500	0	500	.00	.00	500.00	.0%
571000 MISCELLANEOUS	500	0	500	459.33	.00	40.67	91.9%
571002 UNCLASSIFIED EXPENDITURES	50	533	583	.00	.00	583.00	.0%
TOTAL UW YOUTH DEVELOPMENT	1,650	533	2,183	402.54	.00	1,780.46	18.4%
TOTAL REVENUES	0	0	0	-56.79	.00	56.79	
TOTAL EXPENSES	1,650	533	2,183	459.33	.00	1,723.67	
10444255 UW AG AGENT							
555000 TRAVEL TRAINING	900	0	900	84.52	.00	815.48	9.4%
555002 TRANSPORTATION NONLOCAL REIM	0	0	0	26.45	.00	-26.45	100.0%
555007 TRAINING	500	0	500	242.32	.00	257.68	48.5%
571000 MISCELLANEOUS	200	0	200	.00	.00	200.00	.0%
571002 UNCLASSIFIED EXPENDITURES	100	0	100	187.00	.00	-87.00	187.0%
TOTAL UW AG AGENT	1,700	0	1,700	540.29	.00	1,159.71	31.8%
TOTAL EXPENSES	1,700	0	1,700	540.29	.00	1,159.71	
10444455 CRD AGENT							
555000 TRAVEL TRAINING	1,100	0	1,100	75.90	.00	1,024.10	6.9%
555002 TRANSPORTATION NONLOCAL REIM	0	0	0	-13.34	.00	13.34	100.0%
555007 TRAINING	0	0	0	29.88	.00	-29.88	100.0%
571000 MISCELLANEOUS	600	0	600	.00	.00	600.00	.0%
TOTAL CRD AGENT	1,700	0	1,700	92.44	.00	1,607.56	5.4%
TOTAL EXPENSES	1,700	0	1,700	92.44	.00	1,607.56	

FOR 2020 13

10444655 FAMILY LIVING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10444655 FAMILY LIVING							
555000 TRAVEL TRAINING	600	0	600	-24.15	.00	624.15	-4.0%
571000 MISCELLANEOUS	350	0	350	254.60	.00	95.40	72.7%
TOTAL FAMILY LIVING	950	0	950	230.45	.00	719.55	24.3%
TOTAL EXPENSES	950	0	950	230.45	.00	719.55	
10445155 4-H AFTER SCHOOL CLUB							
474000 LOCAL DEPARTMENTS	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
571000 MISCELLANEOUS	1,530	-30	1,500	.00	.00	1,500.00	.0%
TOTAL 4-H AFTER SCHOOL CLUB	30	-30	0	.00	.00	.00	.0%
TOTAL REVENUES	-1,500	0	-1,500	.00	.00	-1,500.00	
TOTAL EXPENSES	1,530	-30	1,500	.00	.00	1,500.00	
10446855 FARM SAFETY PROGRAM							
571000 MISCELLANEOUS	600	4	604	.00	.00	604.00	.0%
TOTAL FARM SAFETY PROGRAM	600	4	604	.00	.00	604.00	.0%
TOTAL EXPENSES	600	4	604	.00	.00	604.00	
10447455 NTL- HEALTHY MINDS							
467701 NTL - UWEX PROGRAM REV	0	0	0	-5,250.00	.00	5,250.00	100.0%
485000 DONATIONS FROM PRIVATE ENT	-10,000	0	-10,000	-12,276.00	.00	2,276.00	122.8%
554001 PRINTING ALLOCATION	0	0	0	113.24	.00	-113.24	100.0%
571000 MISCELLANEOUS	12,000	10,006	22,006	16,806.85	.00	5,199.15	76.4%
TOTAL NTL- HEALTHY MINDS	2,000	10,006	12,006	-605.91	.00	12,611.91	-5.0%
TOTAL REVENUES	-10,000	0	-10,000	-17,526.00	.00	7,526.00	
TOTAL EXPENSES	12,000	10,006	22,006	16,920.09	.00	5,085.91	
10447655 HEALTHY LIVING							

FOR 2020 13

10447655 HEALTHY LIVING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
467700 UW EXTENSION PUBLIC CHARGE	-4,200	0	-4,200	-915.00	.00	-3,285.00	21.8%
467701 NTL - UWEX PROGRAM REV	-8,400	0	-8,400	-1,540.15	.00	-6,859.85	18.3%
554000 PRINTING	0	0	0	53.89	.00	-53.89	100.0%
571000 MISCELLANEOUS	4,450	4,514	8,964	1,244.72	.00	7,719.28	13.9%
571001 PROGRAM EXPENDITURE	8,650	0	8,650	4,600.55	.00	4,049.45	53.2%
TOTAL HEALTHY LIVING	500	4,514	5,014	3,444.01	.00	1,569.99	68.7%
TOTAL REVENUES	-12,600	0	-12,600	-2,455.15	.00	-10,144.85	
TOTAL EXPENSES	13,100	4,514	17,614	5,899.16	.00	11,714.84	
10447955 SAFETY DAY CAMP							
474000 LOCAL DEPARTMENTS	-325	0	-325	.00	.00	-325.00	.0%
571000 MISCELLANEOUS	350	43	393	.00	.00	393.00	.0%
TOTAL SAFETY DAY CAMP	25	43	68	.00	.00	68.00	.0%
TOTAL REVENUES	-325	0	-325	.00	.00	-325.00	
TOTAL EXPENSES	350	43	393	.00	.00	393.00	
10448055 UWEX-PEST APPLICATION TRAINING							
467700 UW EXTENSION PUBLIC CHARGE	-200	0	-200	-890.00	.00	690.00	445.0%
571000 MISCELLANEOUS	300	260	560	21.10	.00	538.90	3.8%
TOTAL UWEX-PEST APPLICATION TRAINING	100	260	360	-868.90	.00	1,228.90	-241.4%
TOTAL REVENUES	-200	0	-200	-890.00	.00	690.00	
TOTAL EXPENSES	300	260	560	21.10	.00	538.90	
10448155 UWEX STATE POSTAGE							
436900 OTHER STATE PAYMENTS	-3,085	0	-3,085	-600.00	.00	-2,485.00	19.4%
561101 POSTAGE	3,885	716	4,601	1,179.01	.00	3,421.99	25.6%
TOTAL UWEX STATE POSTAGE	800	716	1,516	579.01	.00	936.99	38.2%
TOTAL REVENUES	-3,085	0	-3,085	-600.00	.00	-2,485.00	
TOTAL EXPENSES	3,885	716	4,601	1,179.01	.00	3,421.99	
10448255 4-H AFTER THE BELL							

FOR 2020 13

10448255 4-H AFTER THE BELL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
474000 LOCAL DEPARTMENTS	-700	0	-700	.00	.00	-700.00	.0%
554001 PRINTING ALLOCATION	0	0	0	4.08	.00	-4.08	100.0%
571000 MISCELLANEOUS	2,200	861	3,061	-393.81	.00	3,454.81	-12.9%
TOTAL 4-H AFTER THE BELL	1,500	861	2,361	-389.73	.00	2,750.73	-16.5%
TOTAL REVENUES	-700	0	-700	.00	.00	-700.00	
TOTAL EXPENSES	2,200	861	3,061	-389.73	.00	3,450.73	
10448455 UWEX PROGRAM							
571001 PROGRAM EXPENDITURE	100	43	143	.00	.00	143.00	.0%
TOTAL UWEX PROGRAM	100	43	143	.00	.00	143.00	.0%
TOTAL EXPENSES	100	43	143	.00	.00	143.00	
10448855 UW MASTER GARDENER PROGRAM							
467700 UW EXTENSION PUBLIC CHARGE	-600	0	-600	.00	.00	-600.00	.0%
554001 PRINTING ALLOCATION	0	0	0	.88	.00	-.88	100.0%
571000 MISCELLANEOUS	700	435	1,135	.00	.00	1,135.00	.0%
TOTAL UW MASTER GARDENER PROGRAM	100	435	535	.88	.00	534.12	.2%
TOTAL REVENUES	-600	0	-600	.00	.00	-600.00	
TOTAL EXPENSES	700	435	1,135	.88	.00	1,134.12	
10448955 NCR-SEED TO TABLE							
571000 MISCELLANEOUS	2,000	1,482	3,482	146.10	.00	3,335.90	4.2%
TOTAL NCR-SEED TO TABLE	2,000	1,482	3,482	146.10	.00	3,335.90	4.2%
TOTAL EXPENSES	2,000	1,482	3,482	146.10	.00	3,335.90	
10449055 UWEX PROGRAM ACCOUNT							
571000 MISCELLANEOUS	328	0	328	.00	.00	328.00	.0%
TOTAL UWEX PROGRAM ACCOUNT	328	0	328	.00	.00	328.00	.0%
TOTAL EXPENSES	328	0	328	.00	.00	328.00	

FOR 2020 13

10449655 STRENGTHENING FAMILIES	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10449655 STRENGTHENING FAMILIES							
554001 PRINTING ALLOCATION	0	0	0	.37	.00	-.37	100.0%
571000 MISCELLANEOUS	100	181	281	223.84	.00	57.16	79.7%
TOTAL STRENGTHENING FAMILIES	100	181	281	224.21	.00	56.79	79.8%
TOTAL EXPENSES	100	181	281	224.21	.00	56.79	
10449755 NTL - SOCIAL NORMS							
485000 DONATIONS FROM PRIVATE ENT	-500	0	-500	.00	.00	-500.00	.0%
554001 PRINTING ALLOCATION	200	0	200	.00	.00	200.00	.0%
571000 MISCELLANEOUS	400	-100	300	.00	.00	300.00	.0%
TOTAL NTL - SOCIAL NORMS	100	-100	0	.00	.00	.00	.0%
TOTAL REVENUES	-500	0	-500	.00	.00	-500.00	
TOTAL EXPENSES	600	-100	500	.00	.00	500.00	
GRAND TOTAL	0	0	0	-71,225.51	.00	71,225.51	100.0%

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

Resolution 2020 -

Resolution Accepting $15,000 Donation from Ascension Good Samaritan Hospital

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, a donation of $15,000 from Ascension Good Samaritan Hospital has been received to assist in implementation of the Community Health Improvement Plan Mental Health & Substance Abuse Action Plan (attached); and

NOW, THEREFORE BE IT RESOLVED that the Lincoln County Board of Supervisors accepts and expresses gratitude for the $15,000 donation from Ascension Good Samaritan Hospital on behalf of the Healthy Minds for Lincoln County who is responsible for implementing these projects.

Dated: October 20, 2020

Introduced by: Administrative and Legislative Committee
Date Passed: Committee Vote:

Fiscal Impact: Receiving $15,000 towards implementation of projects identified above.

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

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			
8	Voermans			
2	Weaver			
4	Wendt			
	Totals			

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 the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
County Clerk

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

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

Resolution 2020 -

Resolution accepting Election Security Subgrant of $41,873.30

WHEREAS, Wisconsin Elections Commission received a grant for Wisconsin's Help America Vote Act (HAVA) of $7,818,581 to be used by the State, municipalities, and counties to address election security concerns, phase 1 for 2020 general election.

WHEREAS, On June 10, 2020, the Elections Commission authorized a $3.9 million County Election Security Subgrant to assist counties with improvement of their overall election security posture as they prepare for the remainder of the 2020 election year and head into future election cycles. These funds are specifically earmarked for assessment, remediation, and overall improvements to election security at the county level. The County Election Security Subgrant provides a maximum allocation of a base amount of $35,000 per county, plus an additional amount based on the voting-age population estimated by the Department of Administration ("DOA") Wisconsin Demographic Services Center. The additional amount is $0.30 per person, based on the 2019 voting-age population.

WHEREAS, a Subgrant Narrative and Plan was required and proposed by Lincoln County IT outlining how these funds would be allocated and meet the requirements of the grant.

- DEMARC record configured and tested (required) $300.00
- Risk Assessment (Required) $12,527.50
- Remediation and support $6,000.00
- Security & Social Engineering Awareness Training $17,393.40
- Palo Alto Firewall end – to – end Solution Balance

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors accepts the recommendation of the Administrative and Legislative Committee and approves the acceptance of the Election Security Subgrant for the purposes as outlined above.

Dated: October 20, 2020

Introduced by: Administrative and Legislative Committee

Date Passed:

Committee Vote:

Fiscal Impact: None

Drafted by: David Smith, Information Technology Director

Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

2020 County Election Security Subgrant

Notice of County Election Security Subgrant Award

Wisconsin Elections Commission
212 East Washington Avenue, 3rd Floor
PO Box 7984; Madison, WI 53707-7984

Subgrantee: Lincoln County
Subgrantee DUNS Number: 153547344
Date: 8/14/2020

Lincoln County has been awarded **$41,873.30** (the lessor of the approved requested amount or a base subgrant of $35,000 plus $0.30 per voting-age population, based on the 2019 voting age population estimated by the DOA Wisconsin Demographic Services Center) under the County Election Security Subgrant, issued by the Wisconsin Elections Commission. These funds are a subgrant of the 2020 HAVA Election Security Grant, Agreement Number WI20101001, CFDA Number 90.404, authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-252), provided for by the *52 U.S.C. §§ 20901, 20903-20905, Consolidated Appropriations Act, 2020 (Public Law 116-93)* and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020XX-2020-61000001-410001-EAC1908000000) for which the Wisconsin Elections Commission was awarded on January 17, 2020.

As a sub-recipient, your jurisdiction must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

I. PURPOSE

The purpose of this subgrant is to make funds available to Wisconsin counties to help address 2020 federal election security needs. The intent is to allow individual counties to apply for subgrant funds on an "individual needs basis" instead of a one size fits all approach. Funds may be used to make payments for activities that enhance election technology and make election

Wisconsin Elections Commissioners
Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

security improvements, as authorized under sections 101, 103, and 104 of HAVA and under the Consolidated Appropriations Act, 2020 (Public Law 116-93), which include personnel, equipment, and training costs associated with cyber vulnerabilities, physical security, voter registration systems and management, election auditing, staff training and communications. Because all counties may have different election security needs, this subgrant was designed to allow counties to assess their unique security environment and then submit an application to the Commission that outlines its needs.

II. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Subgrant Compliance Form.

The receiving county shall report on its use of subgrant funds and compliance with the terms of the subgrant by completing a "Subgrant Compliance Form" provided by the Commission. The jurisdiction is required to sign and complete the form and submit it to the Commission by February 1, 2021. Reasonable extensions of time to submit the subgrant compliance form will be reviewed and granted when deemed appropriate. Additionally, the compliance form will require reporting total expenditures related to election security incurred through December 31, 2020. If a county does not spend the subgrant funds it was allocated, it must return any unallocated funds by February 15, 2021.

B. Certification.

The receiving jurisdiction shall certify (by completing a "Subgrant Compliance Form") that information provided is true and correct; it has complied or will comply with all terms of the subgrant; the election security subgrant funds were used in accordance with this agreement and the plan submitted to the Commission to receive the funds; the jurisdiction has or will have the necessary processes and systems in place to comply with federal reporting requirements; all required documentation as requested on the Grant Compliance Form has been submitted; the jurisdiction will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (https://www.govinfo.gov/app/collection/cfr/2020/); the jurisdiction will return any unused funds by February 15, 2021; any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

C. Documentation.

The receiving county shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of ten years from the date of the expenditure or until the WEC authorizes destruction of said records. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing

documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records. Submission of copies of some purchasing documentation may be required.

D. Audit.

All subgrant funds received by a receiving county are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county shall repay the amount of the subgrant to the Commission.

Julia Billingham, MAcc
Senior Accountant
WI Elections Commission
212 East Washington Avenue, 3rd Floor
PO Box 7984; Madison, WI 53707-7984
Direct: 608.266.2094; General WEC: 608.266.8005
julia.billingham@wisconsin.gov
http://elections.wi.gov

Tug Lake Task Force

Summer 2020

Dear Tug Lake Property Owner:

The Tug Lake Task Force is seeking your critical assistance to initiate the actions necessary to seek the establishment of a Lake District by the Lincoln County Board of Supervisors.

The purpose of this letter is to provide you with relevant background information about the Lake District AND to secure your signature in support of the petition to be filed with the Lincoln County Board of Supervisors.

The Tug Lake Task Force seeks to initiate the process to establish a Lake District because we have concluded that the formation of a Lake District is the optimum solution to assuring there are sufficient financial resources to combat and control harmful blue-green algae within the lake.

The purpose for the Lake District is to define present and anticipated problems of Tug Lake, identify their causes and implement various educational and/or remedial measures to deal with the problems, and undertake activities such as protection of fishery, control of harmful blue green algae, aquatic weeds and/or invasive species, reduction and/or treatment of harmful sedimentation to abate internal nutrient cycling, and otherwise improve the water health of Tug Lake. The purpose of the Lake District is NOT to regulate recreational activities on the lake or dictate what residents need to do to be responsible caretakers of the lake.

As Tug Lake riparians, we have experienced how bad harmful blue-green algae can get if left untreated. The soupy green mats we have had since 2016 have dramatically altered the way we are able to enjoy the lake, especially regarding the health and safety of aquatic and human life and the eco-system of the lake. Because the reality is that we can expect Tug Lake will permanently require harmful blue-green algae control action and monitoring on an annual basis, a major project for the Lake District will be to install and maintain an aeration system to reduce the harmful effects of blue green algae.

Therefore, in line with this thinking, the Tug Lake Task Force is advancing a petition to the Lincoln County Board of Supervisors and requesting your signature in support of the petition.

Please take the time to review the other documents that accompany this letter in your petition packet of materials:

1. Lake District Purpose, Budget and Tax Illustration
2. The Petition to Establish the Tug Lake District
3. A map of the proposed Lake District boundary **(*Exhibit A*)**
4. A detailed legal description of the proposed Lake District boundary **(*Exhibit B*)**
5. Petition Signature Instructions
6. Preferred phone number and email address

A Tug Lake Task Force member will call you or, if you desire, have a one-on-one discussion, to answer any questions and secure your signed Petition.

Thank you for your support. If you have any questions or need additional information, please contact members of the ***Tug Lake District Task Force:***

Todd Nicklaus, Chairperson – tnicklaus@incrediblebank.com
715-571-7011
Glenn Hartley – ghartley447@gmail.com
715-21805886
Don Olson – dwoslo@msn.com
715-536-4731
Reid Badeau – rbad0@frontier.com
715-218-4679
Shannon Murray – shannonmurray038@gmail.com
715-218-0844
Bill Wulf – williamawulf@gmail.com
715-218-1234
Jeanne Nienow – nienows@yahoo.com
715-218-3595
John Greenwood – jgreenwood@uwsa.edu
715-218-0284

Legal Description of Proposed Lake District Boundary

Commencing at the NE corner of S 35 Township 33North of Range 6East; thence southwesterly to the intersection of the West ROW of County Hwy JJ with the Southern ROW of Tug Lake Ave., the Point of Beginning; Then westerly on said southern edge of said ROW to the intersection with the Easterly ROW of Resort Lane East; Thence southerly along the edge of said Eastern ROW to the intersection with the North line of Gov. Lot 2 in said section as extended easterly: Thence West on the North line of said Gov. Lot 2 to the NW corner of said Lot, Thence South on West line of said Gov. Lot 2 to the SW corner thereof; thence East on the South line of Gov Lot 2 to the NW corner of Lot 1 of CSM 872 (V. 4, P.187, Doc #344116); Thence southerly along the west lines of Lots 1, 2,3, and 4 of said CSM 872 to the Southwest corner of said Parcel 4; Thence Northeasterly to the western most corner of Geiss's First Addition Subdivision; thence southerly along the Southwesterly line of Geiss's First Addition to the cul de sac at the north end of Rick's Rd; thence proceed clockwise around outer ROW of said cul de sac to the Easterly ROW of Rick's Rd.; thence southerly on said east ROW to its intersection with the North ROW of Wilderness Shore Lane; Thence easterly along said ROW to and clockwise on the cul de sac to the West line of Pcl 1 CSM 672, Vol. 3 P. 209; thence South to the SW corner of said parcel; thence East alon the South line of said parcel to the SE corner: Thence northerly along East line of said parcel to the NW corner of Tax Parcel ID # 01833063549895; Thence Easterly along the north lines of Tax Parcel ID #01833063549893 and 01833063549896 to the West ROW Of County Hwy JJ; Thence North along the ROW to the point of beginning. excluding therefrom the property encompassed within tax parcel ID# 01833063549893.

PROPOSED TUG LAKE DISTRICT

LAKE DISTRICT PURPOSE AND BUDGET

Questions and Answers

Three years ago, the residents of Tug Lake created an 18-person Tug Lake Task Force to study the harmful effects of blue green algae within our lake. After extensive research, the Task Force has concluded that the establishment of a Lake District is the best way to ensure that we manage the lake eco-system for the benefit of aquatic and human health, recreational activities, and property values. The creation of the proposed Lake District is necessary to define the present and anticipated problems of Tug Lake, identify their causes and implement various educational and/or remedial measures to deal with the problems, and undertake activities such as: protection of the fishery; control of harmful blue green algae and aquatic weeds and/or invasive species; reduction and or treatment of harmful sedimentation to abate internal nutrient cycling; and otherwise improve the water health of Tug lake.

This Q & A was prepared by the Tug Lake Task Force to address common questions and help property owners decide whether to join the Petition to establish the proposed Lake District.

WHAT ARE LAKE DISTRICTS?

Lake Districts are special purpose units of government designed to protect and rehabilitate lakes and their ecosystem for the benefit of residents, property owners and the general public. Since they were first authorized in Wisconsin in 1973, more than 250 Lake Districts have been established in Wisconsin, including four in Lincoln County. These districts work to manage and protect water quality, manage nuisance invasive species, and undertake other activities to maintain lake ecosystems, recreation and property values. Lake Districts must be organized and operated in accordance with Chapter 33 of the Wisconsin Statutes.

HOW ARE LAKE DISTRICTS ESTABLISHED?

The first step toward establishing a Lake District is a Petition circulated among property owners within its proposed boundaries. The Tug Lake Task Force prepared the Petition included in this packet to establish a Tug Lake District.

The Petition includes a map and legal description of the proposed Lake District's boundaries. The boundary includes all parcels the Tug Lake Task Force considered would benefit by the establishment of The District, including all waterfront parcels and some nearby parcels that include deeded lake access, shared access lots, or other preferential access arrangements to access and enjoy Tug Lake.

The proposed Lake District includes a total of 109 parcels and 122 property owners who are potentially eligible to sign the petition. Each owner has the opportunity to "vote" YES by signing the petition. Every signature or "vote" counts toward the needed 51% or about 63 owners.

Once a sufficient number of signed Petitions have been returned to the Tug Lake Task Force, they will be presented to the Lincoln County Board of Directors for approval. If a majority of County Supervisors approve, the Lincoln County Board will officially establish the District.

HOW WILL THE LAKE DISTRICT OPERATE?

Once the County Board declares the Lake District organized, the Tug Lake District will be able to undertake critical lake management activities under state law. The Lake District will be a vehicle to enable fair and equitable solutions to issues and concerns regarding the continuing maintenance of Tug Lake with every property owner sharing costs and participating in the decision-making process. Wisconsin's Lake District law authorizes Lake Districts to:

1. Make contracts for water quality monitoring and treatment.
2. Apply for and obtain State and other grants.
3. Levy a property tax or "special charge" if authorized by District members at the Annual Meeting.
4. Borrow money for special purposes with approval at the Annual Meeting.
5. Manage and control the mitigation of harmful blue green algae.
6. Fund any expense needed to maintain our lakes' quality and assist in protecting lake properties for present owners and future generations to come.

HOW WILL THE LAKE DISTRICT'S BUDGET BE DETERMINED?

The District's property owners and residents determine which projects and activities the Lake District will pursue and approve all spending decisions through an Annual Budget considered at an Annual Meeting each summer. Each year the Board of Commissioners will propose an Annual Budget for the Lake District, which must be mailed to each District property owner at least 14 days before the Annual Meeting. (That meeting must be held between May 22 and September 8 of each year.) The budget must be approved by a majority vote at the Annual Meeting and the Board must manage the District in strict accordance with the adopted budget.

HOW WILL DISTRICT OPERATIONS BE FUNDED?

As part of the Annual Budget, the Lake District will determine how to raise revenue needed to pay for the District's lake management program. State grants are available for some Lake District activities (including management of invasive species like Eurasian water milfoil) but those grants must be matched by local funds. Some other District projects and activities will depend on local funds. Most Lake Districts rely on either general taxes or a "special charge" on each parcel to raise revenue. But these and other budget decisions can only be made by the property owners present at the Annual Meeting.

WHO WILL SERVE ON THE LAKE DISTRICT'S BOARD?

A Lake District is managed by a five-member Board of Commissioners. Three Commissioners of the proposed Lake District would be elected at the Annual Meeting and one each appointed by the Lincoln County Board and the Town of Rock Falls Board.

To get things started, the County Board would appoint three initial commissioners to serve until the new Lake District's first Annual Meeting. At that meeting, three Commissioners would be elected to one, two and three-year staggered terms. Those appointments are the responsibility of the County

Board, but members of the Tug Lake District Task Force have indicated their willingness to serve as interim Commissioners. These individuals have participated in conducting the research, soliciting input, and listening to questions and concerns of property owners about the proposed Lake District.

WHAT WOULD A TUG LAKE DISTRICT ANNUAL BUDGET LOOK LIKE?

As we write this letter requesting your signature on a Petition in support of establishing the Lake District, we cannot commit to an amount of a flat-rate Special Charge or a Tax Levy rate for each property. Only the Commissioners and those attending the Annual Meeting can make this decision.

We can illustrate a Lake District Budget and convert that budget to a flat-rate Special Charge tax based on the number of properties expected to be included in the Lake District. One half of the Lake Districts in Wisconsin use this Special Charge approach.

We can also illustrate a Lake District Budget and convert that budget to a Tax Levy based on resident property valuation.

Tug Lake Cash Flow Illustration – Annual Operating Expenses and Five-Year Lake Treatment Expenses

- Please refer to the Tug Lake Cash Flow Illustration contained in your Petition Packet.

- A Tug Lake District Task Force member will contact you about the Lake District Petition and answer any questions you may have about the Tug Lake Cash Flow Illustration and any other documents in the Petition Packet.

- You are not being asked to pay anything regarding the Lake District at this time. An annual budget will be established in May of 2021 dependent upon the Lincoln County Board ratifying the Petition for the Tug Lake District.

Petition to Establish Tug Lake District

TO: Board of Supervisors for Lincoln County

We, the undersigned land owners (the "Petitioners") hereby petition the Lincoln County Board of Supervisors to establish a public inland lake protection and rehabilitation district pursuant to authority vested in Chapter 33, Wisconsin Statutes, and state that:

1. The district, if established, shall be known as the Tug Lake District ("the District").

2. The proposed District is necessary to define the present and anticipated problems of Tug Lake, to identify their causes and to implement various educational and/or remedial measures to deal with the problems and to undertake activities such as: protection of the fishery, control of harmful blue green algae, aquatic weeds and or invasive species, and reduction and or treatment of harmful sedimentation to abate internal nutrient cycling, and otherwise improve the water health of Tug lake.

3. Establishment of the District will promote the public health, comfort, convenience, necessity and public welfare.

4. The lands to be included within the District will be benefitted by the establishment of the District.

5. The parcels to be included in the proposed District are set forth in Exhibit A attached hereto and incorporated herein by reference. This listing includes parcel numbers in existence as of December 31, 2019 and is intended to identify land to be included in the proposed District. Any land identified in Exhibit A that is assigned a revised parcel number or numbers shall remain in the proposed District.

6. The boundaries of the land described in the preceding paragraph are shown on the attached plat/sketch attached as Exhibit B, indicating the approximate area and boundaries of the proposed District. The District includes all riparian parcels of land on Tug Lake and properties with recorded lake access.

I, Todd Nicklaus, being duly sworn, deposes and says that I am an owner of land within the proposed District and that to the best of my knowledge the allegations of the petition are true and correct; that to the best of my knowledge, all persons who have signed the foregoing Petition are landowners within the boundaries of the proposed District; that the accompanying map and parcel listing indicates the territory to be included in the proposed District; and that the Petition has been signed by persons who comprise more than 51% of all the owners eligible to sign as owners of the land in the proposed District and whose lands comprise more than 51% of the lands within the proposed District.

Date:_____

_____

Todd Nicklaus

State of Wisconsin

County of Lincoln

Subscribed and sworn before me this _____day of _____,2020

_____ Notary Public State of Wis. My commission_____

The persons signing this Petition below requesting the Board of Supervisors of Lincoln County to establish Tug Lake District state that they own land, or are authorized to sign on behalf of entities owning land, within the boundaries of the proposed district.

Date	Signature	Printed Name	Property Address	Tax Parcel#	GIS / Asses Acre
				018330635+	
		Lincoln County	W5387 Tug Lake Ave	19969: 49878	22.34/21.873
		Wisconsin Central Ltd		19998: 19973	4.91/4.80
		Leo Delisle	N5266 N. Shore Rd.	19986	1.03/0.39
		Betty Delisle	N5266 N. Shore Rd	19986	
		Kenneth Delisle	N5270 N. Shore Rd	19991	0.19/0.17
		Richard Serafin	N5274 N. Shore Rd	19972	0.25/0.36
		Dawn Serafin	N5274 N. Shore Rd	19972	
		Robert A. Krombholz Jr	N2575 N Shore Rd	19987	0.26/0.26
		Brian Russ	N5279 N. Shore Rd	19988	0.26/0.23
		Vicky Russ	N5279 N. Shore Rd	19988	
		William Hinnrichs	W5407 N. Shore Dr	19985	0.17/0.10
		Penny Hinnrichs	W5407 N. Shore Dr	19985	
		James L. Koltes	W5411 N. Shore Dr	49964	0.20/0.00
			W5417 N. Shore Dr	49976	0.49/0.00
				49990	0.23/0.00
				49971	0.32/0.00
		John A. Koltes	W5411 N. Shore Dr	49964	
			W5417 N. Shore Dr	49976	
			W5423 N. Shore Dr	49977	0.26/0.00
				49990: 49971	

Circulated by _____

I,_____ being duly sworn, state that I am the circulator described herein, a landowner in the proposed district entitled to sign and hereby certify that the signatures on the petition above are true and correct to the best of my knowledge.

_____ State of Wisconsin

County of Lincoln Subscribed and sworn before me this ___day of _____,2020

_____ Notary Public State of Wis. My commission_____

EXHIBIT A

01833063519969	01833063519998	01833063519973	01833063549878
01833063519986	01833063519991	01833063519972	01833063519987
01833063519988	01833063519985	01833063549964	01833063549976
01833063549977	01833063549872	01833063549873	01833063549897
01833063549983	01833063549986	01833063549967	01833063549968
01833063549987	01833063549988	01833063549969	01833063549970
01833063549989	01833063549990	01833063549971	01833063549991
01833063549992	01833063549993	01833063549972	01833063549973
01833063549974	01833063549975	01833063549962	01833063549961
01833063549960	01833063549959	01833063549892	01833063549956
01833063549955	01833063549954	01833063549952	01833063549886
01833063549950	01833063549885	01833063549949	01833063549948
01833063529994	01833063549947	01833063549938	01833063549946
01833063549945	01833063549905	01833063549943	01833063549942
01833063549941	01833063529996	01833063549940	01833063549882
01833063549883	01833063549930	01833063549934	01833063549936
01833063549937	01833063549929	01833063549931	01833063549891
01833063549888	01833063549890	01833063549889	01833063529995
01833063539993	01833063539992	01833063539991	01833063539990
01833063539984	01833063539983	01833063539982	01833063539981
01833063539978	01833063549900	01833063549912	01833063549913

01833063549914 01833063549880 01833063549881 01833063549879

01833063549918 01833063549919 01833063549894 01833063549898

01833063549899 01833063549902 01833063549901 01833063519984

01833063519983 01833063519982 01833063519974 01833063519975

01833063519976 01833063519970 01833063519980 01833063519971

01833063519992 01833063519995 01833063519997 01833063519996

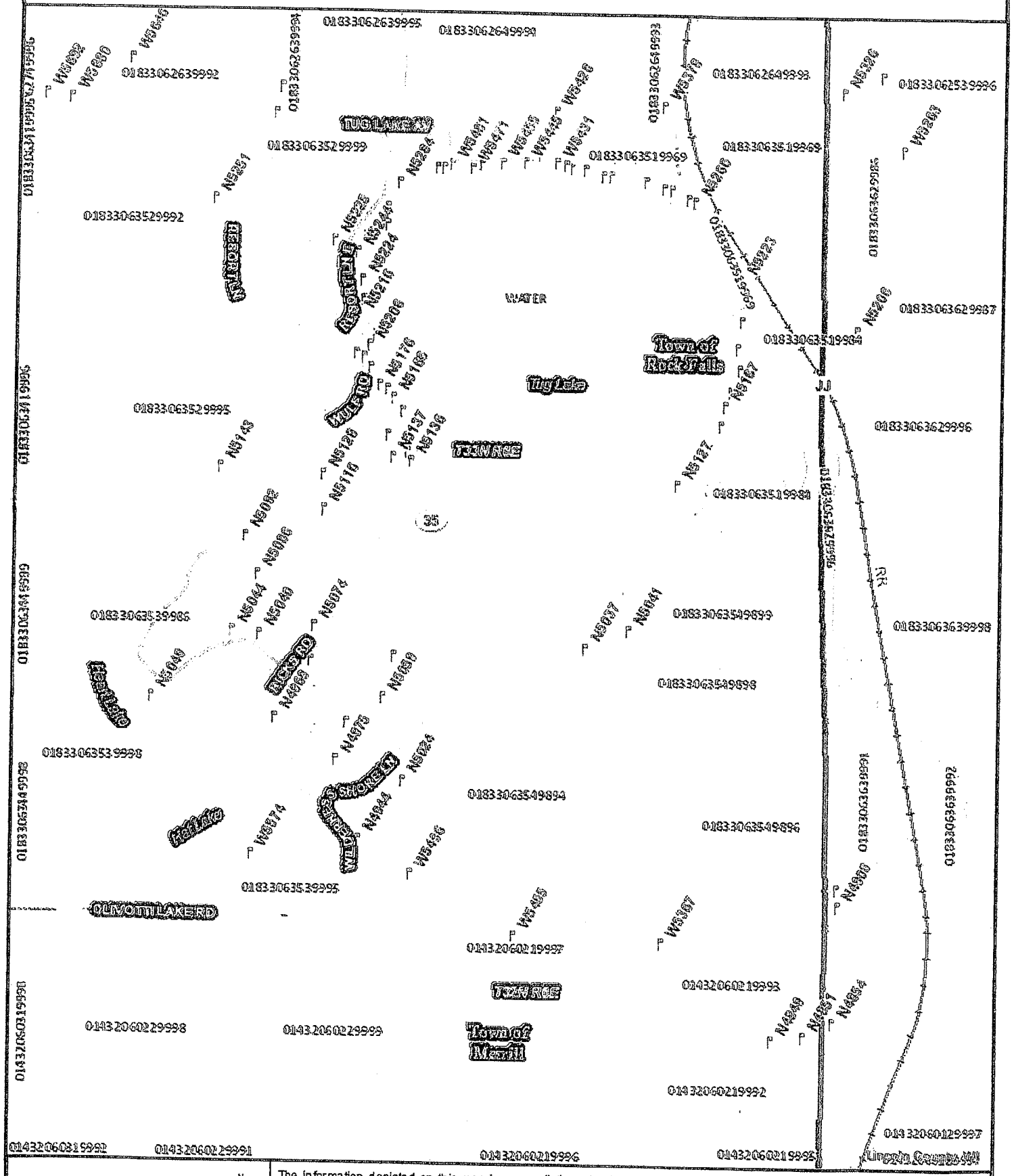
01833063549998

Total 109 (includes 2 town, 2 county, 2 RR)

EXHIBIT B--- SKETCH // MAP OF PROPOSED DISTRICT

Commencing at the NE corner of Sec. 35 Township 33North of Range 6East; thence southwesterly to the intersection of the West ROW of County Hwy JJ with the Southern ROW of Tug Lake Ave., the Point of Beginning; Then westerly on said southern edge of said ROW to the intersection with the Easterly ROW of Resort Lane East; Thence southerly along the edge of said Eastern ROW to the intersection with the North line of Gov't. Lot 2 in said section as extended easterly: Thence West on the North line of said Gov't. Lot 2 to the NW corner of said Lot, Thence South on West line of said Gov't. Lot 2 to the SW corner thereof; thence East on the South line of Gov't. Lot 2 to the NW corner of Lot 1 of CSM 872 (V. 4, P.187, Doc #344116); Thence southerly along the west lines of Lots 1, 2,3, and 4 of said CSM 872 to the Southwest corner of said Parcel 4; Thence Northeasterly to the western most corner of Geiss's First Addition subdivision; thence southerly along the Southwesterly line of Geiss's First Addition to the cul de sac at the north end of Rick's Rd; thence proceed clockwise around outer ROW of said cul de sac to the Easterly ROW of Rick's Rd.; thence southerly on said east ROW to its intersection with the North ROW of Wilderness Shore Lane; Thence easterly along said ROW to and clockwise on the cul de sac to the West line of Pcl 1 CSM 672, Vol. 3 P. 209; thence South to the SW corner of said parcel; thence East along the South line of said parcel to the SE corner, also being the SW corner of the SE1/4 of the SE1/4 S35-33N-R6E in said section; Thence North on the West line of the SE1/4 of SE1/4 S35-33N-R6E to the SE corner of that parcel listed with Tax Parcel ID# 01833063549893; thence following the boundary lines of said parcel west to the SW corner thereof; thence continuing on its boundary lines North, thence East; thence North to its Northern most corner; thence Southeasterly to the NW corner of the SE1/4 of the SE1/4 S35-T33N-R6E; Thence east on the north line of said SE1/4 of SE1/4 to the West ROW of County Hwy JJ; Thence North along the ROW to the point of beginning; all located in the Township of Rock Falls in Lincoln County, Wisconsin.

Exhibit B1 Lincoln County Public Access Land Records Viewer



Author: Public
Date Printed: 6/1/2020

The information depicted on this map is a compilation of public record information including aerial photography and other base maps. No warranty is made, express or implied, as to the accuracy of the information used. The data layers are a representation of current data to the best of our knowledge and may contain errors. It is not a legally recorded map and cannot be substituted for field-verified information. Map may be reproduced with permission of the Lincoln County Land Services Department. Errors should be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452. Copyright © 2015 Phone (715) 539-1049.

Tug Lake Cash Flow

		Units		Units/Pacels		Parcels	
Loan Term (years)		10	15	10	15	10	15
Cash Inflows:		**$20,400**	**$17,000**	**$20,295**	**$17,050**	**$20,600**	**$16,995**
Units	68	$300	$250	$200	$175	$0	$0
Parcels	103	$0	$0	$65	$50	$200	$165
Cash Outflows:							
Loan Servicing		$13,200	$9,600	$13,200	$9,600	$13,200	$9,600
Airation Operating Expense		$3,500	$3,500	$3,500	$3,500	$3,500	$3,500
Other Expense		$2,000	$2,000	$2,000	$2,000	$2,000	$2,000
Total Cash Outflows		**$18,700**	**$15,100**	**$18,700**	**$15,100**	**$18,700**	**$15,100**
Net Cash Flow		**$1,700**	**$1,900**	**$1,595**	**$1,950**	**$1,900**	**$1,895**
Loan:							
Loan Amount		$100,000	$100,000	$100,000	$100,000	$100,000	$100,000
Amortization		120	180	120	180	120	180
Rate		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Payment		**$1,100**	**$800**	**$1,100**	**$800**	**$1,100**	**$800**

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 to 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	Woelfner			
	Totals			

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.

3. Virtual Meeting – Public Access and Notice. The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens (and members) as part of the agenda and regular Open Meetings Law procedures. Best efforts shall be used to ensure that citizens lacking access to the virtual meeting platform are provided alternative reasonable methods to attend. Members attending virtually must do so via the official/noticed virtual meeting platform.

4. Virtual Meeting – Member Participation. Members of the body attending virtually via the official/noticed virtual meeting medium shall have all powers of participation, including counting toward a quorum and having the opportunity to vote (except as specified under sub 5, *infra*. If, at any time or for any reason, a member ceases to be 'connected' to the meeting virtually, that member's absence shall be noted in the minutes and may impact the ability of the meeting to continue if a quorum does not remain.

5. Virtual Meeting – Visual Information. If visual information is presented at the meeting, remote attendees must have the opportunity before or during the meeting to view what is presented or be prohibited from voting on the matter.

2.05 (9) LOCATION OF MEETINGS. (Rep. & recr. #2006-03-470) The County Board will endeavor to hold a minimum of 3 meeting in a suitable facility in Tomahawk.

2.07 COMMITTEES – GENERAL. (Am. #350-2000; #2014-01-602)

(1) QUORUM. No committee shall convene unless a majority of members shall be present. Where a virtual meeting is convened after proper public notice, a member attending virtually shall be considered present by orally responding "Aye" during the roll call for the meeting. Meeting minutes shall reflect whether a member attended 'in person' or 'virtually'. No member shall be entitled to draw pay except for actual attendance (in person or virtually) at a meeting from beginning to end.

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:

Kevin Koth, Chair

Christopher J. Marlowe
County Clerk

Dated: 8/18/20

Introduced by: Administrative & Legislative Committee
Passed: (date) (vote)
Fiscal Impact: approximately $100/month for Zoom (or other) subscription/new system fiscal impact unknown
Drafted by: N.L.Bergstrom, Corporation Counsel

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED that an earlier proclamation of emergency was ratified by the Lincoln County Board on April 3rd and June 16th

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

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

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

BE IT FURTHER RESOLVED that, based upon the information available to the Board and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue for one hundred and twenty (120) days from the effective date of this Declaration unless sooner terminated or extended.

Done on the 17th day of July in the year two thousand and twenty.

County Board Chairman
Kevin Koth

Resolution 2020-07-20

Motion by:

Second by:

Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
9	Friske			
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			
	Totals			

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

Providing County Administration Emergency Administrative Flexibility for COVID-19 and Ratification, Alteration, Modification or Repeal of July 17, 2020 Proclamation Declaring a State of Emergency

WHEREAS, the United States is experiencing an expanding COVID-19 pandemic; and

WHEREAS, Wisconsin has had confirmed cases of COVID-19; and

WHEREAS, Lincoln County desires to be as strategic as possible to ensure the health and safety of Lincoln County staff, residents and those traveling throughout Lincoln County; and

WHEREAS, Lincoln County desires to maintain the highest level of services to the general public, such as Public Safety, Social Services, Emergency Management and those departments directly related to the general welfare of all residents; and

WHEREAS, Lincoln County desires flexibility to manage throughout this pandemic; and

WHEREAS, Lincoln County is providing administrative flexibility to allow the County Administrative Coordinator, in consultation with the County Board Chair, the ability to, and not limited to: Close Lincoln County government facilities as necessary; implement strategic staffing changes to ensure enough healthy staff are in place to carry out necessary and critical services; waive administrative polices regarding health insurance premium splits and assist in personnel expenses as a result of implementing staffing changes; and

WHEREAS, the County Administrative Coordinator and County Board Chair shall, upon a reasonable time, but no later than 48 hours after implementing necessary decisions, inform the Lincoln County Board of Supervisors by email and/or phone; and

WHEREAS, the Administrative Coordinator and County Board Chair shall report on this resolution and any actions taken hereunder at the Administrative & Legislative Committee; and

WHEREAS, the Lincoln County Board of Supervisors shall discuss such decision(s) as a County Board monthly so long as this resolution is in effect; and

WHEREAS, an earlier proclamation of emergency was ratified by the Lincoln County Board on April 3rd and June 16th

WHEREAS, on July 17, 2020, Lincoln County Board Chairman Kevin Koth by proclamation declared that a state of emergency exists in Lincoln County because of the COVID-19 pandemic consistent with Section 323.14(4)(a), *Wisconsin Statutes*; and

WHEREAS, Pursuant to *Section 323.14(4)(a), Wisconsin Statutes* the proclamation is "...subject to ratification, alteration, modification or repeal by the County Board as soon thereafter as the Board can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation...".

NOW, THEREFORE, BE IT RESOVED, that the Lincoln County Board of Supervisors hereby ratifies the July 17, 2020 Proclamation Declaring a State of Emergency in Lincoln County (attached hereto and incorporated herein by reference) by Lincoln County Board Chairman Kevin Koth for a period of one hundred and twenty (120) days or until modified by further proclamation or an action of the Lincoln County Board; and

NOW, THEREFORE, BE IT RESOLVED, that the Lincoln County Board of Supervisors does hereby acknowledge, accept and support the County Administrative Coordinator and County Board Chair to strategically implement necessary plans to ensure the safety and health of the Lincoln County workforce, residents and those traveling throughout the community; and

BE IT FURTHER RESOLVED, that this resolution will remain in effect until rescinded by the Lincoln County Board of Supervisors.

Dated this 21st day of July, 2020.
Introduced by: Kevin Koth, Chair

Lincoln County
Position Description

Position Title: Human Resources Director/Administrative Coordinator
Department: County Administration Office

Pay Grade: ~~S~~ **FLSA:** Exempt

Date: ~~April 2016~~October 2020 **Reports To:** Administrative &Legislative Committee County Board of Supervisors

Evaluated by: Administrative & Legislative Committee

Appointed by: County Board of Supervisors

Purpose of Position

The purpose of this position is to serve as chief administrative officer for the County; to supervise and coordinate the administrative and management functions for the County; and to perform other administrative duties as assigned by the County Board. The work is performed under the direction of the County Board and in accordance with sec. 59.19, Wis. Stats. ~~This job description is subject to review and revision by the Administrative and Legislative Committee of the County Board. Any revisions must be approved by a majority vote of the County Board.~~ A significant portion of these administrative responsibilities include managing the human resources, benefits and health insurance functions for Lincoln County.

Supervision Exercised: This position directly supervises the HR Specialist, Information Technology Director and Emergency Management Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes and directs the activities of the Administration Department including supervision of staff and budget expenditures.
- Administer all county human resource functions including, but not limited to recruitment, discipline, employee classification and evaluation, benefits (including a self-funded health plan.)
- Attend all meetings of the County Board;
- ~~Attend at least one committee meeting of each county committee annually, except when excused;~~
- ~~Assist each department head/oversight committee with the provision of research and data as requested by the department head or the oversight committee chair;~~
- Advise and make recommendations to the County Board on matters within his or her administrative authority;

- Present to the County Board all data pertaining to the responsibilities of the Board and all needs for legislative action which come to his or her attention.

Human Resources/Personnel

- Through the department heads, supervises and coordinates the work of the departments and agencies under the direct supervision or fiscal control of the County Board; assists and participates in the oversight committees' performance evaluation of the department heads; ~~,~~and conducts regular staff meetings with the department heads;
- With the assistance of the department heads, conducts salary and benefit surveys; analyzes current salary levels; prepares recommendations for changes. ~~to the Personnel Committee~~; reviews requests for new county positions and presents recommendations to the ~~Personnel~~ appropriate Committee.
- ~~With the assistance of department heads, administers and coordinates personnel/labor policies and procedures; administers the recruitment, screening and selection policies for the county; recommends new/updated policies as required; and maintains the County Employee Personnel Policies;~~
- Directs and coordinates the County's system of employee benefit programs; reviews programs for relevance and cost effectiveness; makes recommendations for implementing, modifying and/or eliminating programs; comply with laws and reporting requirements pertaining to human resource functions and directs action necessary for compliance.
- Responsible for administration of self-funded health insurance program and replacement as necessary or desirable.
- Administer the County's self-funded health insurance program with assistance from consultants, as authorized.
- Serves as the Affirmative Action/Equal Employment Opportunity Officer for the county, the Compliance Officer for the Americans with Disabilities Act, and ensures compliance with other federal, state, and county regulations pertaining to employment;
- With the assistance of department heads, serves as the county spokesperson in negotiations, mediation and interest arbitration;
- With the assistance of department heads, administers the provisions of the collective bargaining agreements, serves as the hearing officer in contract disputes, and represents the county position in grievance and interest arbitration where legal counsel is not utilized;
- Provides reports, data, and other information to assist the County Board in making decisions regarding operational and policy matters pertaining to personnel operations;
- With the assistance of department heads prepares orientation packets for new employees including information on health and life insurance, deferred compensation, State Retirement Fund, county personnel policies and other information as appropriate, and coordinates training for new employees and ongoing training for employees and department heads;

Agendas, Resolutions, Ordinances

- Assists in the preparation of the agendas for meetings of the County Board in consultation with the chair of the County Board and the County Clerk;
- ~~Assists in the preparation of all county resolutions and ordinances.~~
- Prepares the agenda for the Administrative & Legislative Committee and any resolutions/ordinances related to the function of the position.

Budget/Fiscal Responsibilities

- With the Finance Director, ~~M~~meets with the Finance Committee of the County Board early each fiscal year (January 1 to December 31) to establish procedures, format and priorities desired in the preparation of the budget.
- Assists the Finance Director in compiling reports summarizing the county's fiscal condition and future financial needs ensuring that the director regularly presents those reports at County Board meetings;
- Attends Finance Committee budget review meetings;
- With the Finance Dirrector, ~~C~~conducts and schedules, with the Finance Committee, budget hearings and meetings on budget requests, and present recommendations on same;
- Submits the annual budget for the Human Resources Director/Administrative Coordinator's office to the ~~Finance~~ oversight Committee;
- With the Finance Director, ~~S~~submits the final recommended annual budget and capital improvement program (CIP) to the County Board for approval as recommended by the Finance Committee.

Administrative Duties/Responsibilities

- The Human Resources Director/Administrative Coordinator shall have oversight responsibilities/authority over county administrative matters unless otherwise specified.
- Consults with and advises department heads, oversight committees and/or the County Board on the organizational structure of the county departments and nongovernmental agencies funded by Lincoln County and makes written recommendations for reorganization, consolidation, expansion, contraction or transfer of responsibilities to the oversight committees and the County Board.
- Prepares/provides such reports, studies and research as the County Board may require concerning present and future operations of the county government.
- ~~Oversees the care and custody of all real and personal property of the county over which the County Board has authority. Maintains and keeps such property in repair and maintains in a permanent record a perpetual inventory of property;~~
- Oversees the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities needed to render county services properly. Said plans shall recommend the priority of projects and be submitted to the County Board for its final approval.
- Handles the public relations affairs of the county and the County Board.
- Coordinates the County Loss Control/Risk Management Program
- Nothing in this job description shall be construed to grant the Human Resources Director/Administrative Coordinator any authority vested by Wisconsin statute and/or federal law in any other county officer, commission, committee, or board.

Relationship with County Departments/Department Heads

- Conduct periodic staff meetings with department heads to relay information and coordinate department activities and compliance.
- ~~Appoints and supervises the heads of all departments of the county except constitutional office-holders and except where statutes provide that the appointment shall be made by elected officers;~~
- ~~Appointments by the Administrative Coordinator under this section require the confirmation of the County Board unless, by ordinance, it elects to waive confirmation or unless the appointment is made under a statutory civil service system competitive~~

~~examination procedure.~~

- The Human Resources Director/Administrative Coordinator may place department heads/employees on leave with pay pending an investigation of job performance without having to obtain permission first from the department's oversight committee. The Human Resources Director/Administrative Coordinator shall provide written notification of such action taken to the chair of the County Board and chair of the appropriate oversight committee. The oversight committee shall review any leave decision made by the Human Resources Director/Administrative Coordinator.

~~Legal~~

- ~~The Administrative Coordinator ensures that all orders, ordinances, resolutions, and regulations of the County Board are executed, whether personally or by the department heads.~~

~~Personnel~~

- ~~Through the department heads, supervises and coordinates the work of the departments and agencies under the direct supervision or fiscal control of the County Board; assists and participates in the oversight committees' performance evaluation of the department heads; , and conducts regular staff meetings with the department heads;~~
- ~~With the assistance of department heads, administers and coordinates personnel/labor policies and procedures; administers the recruitment, screening and selection policies for the county; recommends new/updated policies as required; and maintains the County Employee Personnel Policies;~~
- ~~With the assistance of the department heads, conducts salary and benefit surveys; analyzes current salary levels; prepares recommendations for changes to the Personnel Committee; reviews requests for new county positions and presents recommendations to the Personnel Committee.~~

Effectiveness/Efficiency of Services

- Recommends the adoption of new or revised ordinances, orders and resolutions with assistance from department heads**,** oversight committees and Corporation Counsel when these actions will promote improved county services and operations;
- Develops county policies and administrative procedures to be adopted by the board.

Monitor State and Federal Legislation

- Remains informed of federal and state legislation affecting the county.

Complaints

- Processes complaints received concerning county operations by conducting an appropriate investigation and/or referring same to the appropriate committee/department head and reporting such findings to the appropriate parties.

General

The Human Resources Director/Administrative Coordinator shall serve as county spokesperson at the direction of the County Board in the transaction of its business and shall do the following:

- Serves as the County Board's representative in communications with other county officers and boards, with other federal, state, or local government officials, and with the media;

- ~~Encourages and initiates collaborative relationships with local government units in the county through the County Board.~~
- ~~Remains informed about federal and state grant programs and procedures, provides data as requested on same to the departments, and assists in applications for and procurement of grants;~~
- When necessary, coordinates county functions with federal, state, and other county, municipal, or special districts;
- Acts as the legal custodian of ~~county~~ department records as provided by Wisconsin statutes.
- ~~Serves as the Affirmative Action/Equal Employment Opportunity Officer for the county, the Compliance Officer for the Americans with Disabilities Act, and ensures compliance with other federal, state, and county regulations pertaining to employment;~~
- ~~Assists department heads with interviews and the selection of new employees;~~
- ~~With the assistance of department heads, serves as the county spokesperson in negotiations, mediation and interest arbitration;~~
- ~~With the assistance of department heads, administers the provisions of the collective bargaining agreements, serves as the hearing officer in contract disputes, and represents the county position in grievance and interest arbitration where legal counsel is not utilized;~~
- ~~Administers the county self-funded health insurance program in conjunction with the Health Plan Trustees;~~
- ~~Provides reports, data, and other information to assist the County Board in making decisions regarding operational and policy matters pertaining to personnel operations;~~
- ~~With the assistance of department heads prepares orientation packets for new employees including information on health and life insurance, deferred compensation, State Retirement Fund, county personnel policies and other information as appropriate, and coordinates training for new employees and ongoing training for employees and department heads;~~
- Attends various committee meetings, seminars and workshops as required.

Accountability, Responsibility, Tenure, Removal

- The Human Resources Director/Administrative Coordinator is accountable to the County Board for the administration of county policies and programs and for his/her conduct as a responsible public official.
- No provision of this description is intended to vest in the Human Resources Director/Administrative Coordinator any duty, or grant the Human Resources Director/Administrative Coordinator any authority which is vested by law in any other county officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the county Human Resources Director/Administrative Coordinator, policy direction shall be solicited from the County Board.
- The Human Resources Director/Administrative Coordinator is an at-will employee that serves at the pleasure of the County Board. The action of the County Board in removing the Human Resources Director/Administrative Coordinator by a majority vote shall be final.
- A vacancy in the office of Human Resources Director/Administrative Coordinator created by reason of death, resignation, or removal shall be filled by appointment as provided by Wisconsin state statutes and/or county ordinance.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from an accredited college or university in Business Management,

Business/Public Administration, Human Resource~~ Management~~, labor management relations, government finance or related field; Masters degree preferred~~,~~

SPHR or SHRM preferred.

~~with a m~~Minimum of three years of successful management experience in business, industry or government~~, or any combination of education and successful experience that provides equivalent knowledge, skills, and abilities.~~

Successful human resources or administrative management experience in county or municipal government is highly desirable. A valid Wisconsin driver's license is required. Incumbent will be required to furnish his or her own means of transportation for limited business travel and furnish proof of minimum levels of auto liability insurance.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents, and make use of principles of descriptive statistics.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to provide leadership and guidance to county personnel.
- Ability to comprehend and interpret a variety of documents including Worker's Compensation, insurance, and other reports, union grievances, contracts, job applications, resumes, personnel records, performance evaluations, letters and other correspondence, federal, state and county law, policy and procedure manuals, court and arbitration decisions, and other such documents as needed or required.
- Ability to negotiate contracts, record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret accounting, legal, medical and personnel management terminology.
- Ability to work without close supervision and be a self-starter.
- Ability to exercise discretion and maintain confidentiality in general and in particular as it relates to sensitive materials and matters being handled in the office.
- Ability to work under stress.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

_____	_____
Employee's Signature	~~Supervisor's Signature~~County Board Chair's Signature
_____	_____
Date	Date