

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, June 7, 2023, 3:30 PM
Meeting Location: Room 247/248 Government Services Center
801 N. Sales St., Merrill, WI 54452

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Conference Call: 1 470-655-5119

Access Code: 435 973 352#

Meeting ID: <https://meet.google.com/vqx-jsdx-gno>

Please Note: Closed Session will only include those Committee Members that are attending in person. The teleconference cannot start until the host (county clerk) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

AGENDA

1. Call Meeting to Order
2. Approval of Minutes from 05.03.23
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date
 - b. Timesheet(s) Approval
 - c. Expense Reimbursement(s) Approval
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk
 - ii. UW Extension
 - iii. Veterans Office
 - iv. Information Technology
 - v. Corporation Counsel
 - vi. Administrative Coordinator
4. Director of Emergency Management Temporary Change In Hours
5. Approve Updated Job Description for Director of Social Services
6. Wage Scale Discussion
7. Review and Approve RFP - Broker for Pine Crest Nursing Home
8. Policy discussion and possible action
 - a. Holiday Schedule
9. Ordinances
 - a. none
10. Resolutions
 - a. none
11. ARPA Requests
 - a. Kayak Rental
 - b. Highway
12. Strategic Planning - Use of Approved Branding and Vision Statement (if Time)
13. Set Next Meeting Date June 28th (Due to July 4th Holiday week); Adjourn

DISTRIBUTION:

Committee Members – D. Friske-Chair, J. Boyd, L. Anderson-Malm, J. DePasse, C. Callahan, A. Cummings, G. Hartwig; Other County Board Supervisors, Department Heads

Posted on: _____ at: _____ a.m./p.m. by: _____

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715.539.1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

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

NOTICE REQUIREMENTS:

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

MANNER OF NOTICE:

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

TIME FOR NOTICE:

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

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

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

PROCEDURE FOR GOING INTO CLOSED SESSION:

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

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

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

CLOSED SESSION RESTRICTIONS:

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

BALLOTS, VOTES, AND RECORDS:

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

USE OF RECORDING EQUIPMENT:

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

LEGAL INTERPRETATION:

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

PENALTY:

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

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, May 3, 2023, 3:30 PM
Meeting Location: Room 247/248 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske, Jesse Boyd, Julie DePasse, Angela Cummings, Greg Hartwig, Lori Anderson-Malm

MEMBERS EXCUSED: Calvin Callahan

VISITORS IN PERON: John Olson, Renee Krueger, Karry Johnson, Art Lersch, Travis Spoehr,, Samantha Fenske, Dean Bowe,

VIRTUAL ATTENDANCE: Jessi Rumsey

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 04.05.23: M/S DePasse/Anderson-Malm to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - no further information to add
 - b. 2024 Budget Approvals: Discussion regarding all 2024 budgets. M/S Cummings/DePasse to approve the County Board, Veterans, Corporation Counsel, and Administration 2024 budgets as presented - carried.
 1. County Board
 2. Veterans
 3. Corporation Counsel
 4. Administration
 - c. Timesheet(s) Approval: M/S DePasse/Hartwig to approve timesheets as presented - carried.
 - d. Expense Reimbursement(s) Approval: M/S Cummings Hartwig to approve Veterans and Administrative Coordinators Expense Reimbursement - carried.
 - e. Activity Reports (written) & Discussion as needed
 - i. County Clerk - no report for this month
 - ii. UW Extension - Lersch explained that the Foodwise Educator position is now posted. Half of the contract has been paid, which is reflected in the budget.
 - iii. Veterans Office - Olson provided an overview of Veterans Benefit Expo; the CVSO office will be closed June 5-9 to allow staff to attend the state conference. Olson provided information that the veteran population statewide has significantly declined, but the county percentage remains high. Additionally, there is a higher amount of benefits being accessed than historically even though the overall population has decreased.
 - iv. Information Technology: Spoehr provided additional information regarding the stoppage of the Granite project, the Managed Print Services , Google analytics and how it will be useful in marketing, and plans to address the sound in the conference room.
 - v. Corporation Counsel

- vi. Administrative Coordinator - Discussion regarding *The Linc* ; explanation of increased workload resulted in less attention to activity report but no further information or discussion
4. Lincoln County Managed Print Services RFP Award: Spoehr explained results of RFP and provided recommended no action. M/S DePasse/Hartwig based on information that we have that we do not award the RFP at this time - carried.
 5. Cybersecurity Infrastructure Security Agency - Vulnerability and Risk Assessments: Spoehr provided overview. M/S Boyd/Anderson-Malm to approve implementation of the program upon review by Corporation Counsel of the documents - carried.
 6. Opioid Settlement Funds Planning - Request for Community Health Planner Grant Funded Position: Krueger explained that over the last year there has been discussion and community conversations regarding the most appropriate use of Lincoln County Opioid Funds but no clear plan developed. Krueger has met with Shelley Hersil, who is willing to hire for an LTE (grant funded) position of a Community Health Planner. There is an already approved job description for this. The intent is a person would be hired to assess and prepare a county plan which can then be presented to the committee and board for approval and implementation. M/S Cummings/DePasse to approve this position using the Opioid Settlement Funds as an LTE grant funded position - carried.
 7. Policy Discussion and possible action
 - a. New Positions - review of draft policy. Friske clarified that once approved by the A&L committee it is adopted by the county. M/S Anderson-Malm/Boyd to approve this policy as presented - carried.
 8. Ordinances
 - a. County Board of Canvas Mileage: This is the first of the “ordinance review and updates” project as presented by the County Clerk who was unable to attend the meeting. Changes were specifically to align with fees paid to board supervisors. M/S DePasse/Anderson-Malm - carried.
 9. Resolutions
 - a. Social Services Request for Lead Social Worker Position: Krueger explained the benefits to this position and clarified that this would be transitioning one social worker position to a lead worker and that it would be an internal recruitment. Fenske explained the financial impact. M/S Cummings/DePasse - carried.
 - b. Support for Utilization of State Surplus Funding to Offset Supplemental Payment Decreases in Fiscal Year 2022/23 and to Continue Future CPE Award Disbursements to County Owned Nursing Homes: Cummings provided overview. M/S DePasse/Hartwig - carried
- ***Committee allowed #11 to be addressed out of order***
10. ARPA Requests: Previously Approved items and balance reviewed. New Requests Discussed and Action:
 - a. Pine Crest Loss \$1,126,328 M/S Hartwig/Anderson-Malm to approve these funds to be earmarked in the event it becomes necessary - carried
 - b. Electronic Timekeeping \$101,000 M/S Anderson-Malm/DePasse to approve - carried
 - c. Tomahawk Shop Engineer: removed pending letter of qualification provided by architect.
 - d. M/S Anderson-Malm/Hartwig to postpone review of hwy and request the commission to prioritize the order of requests - carried

- e. Camp New Wood \$47,000 M/S DePasse/Hartwig to remove the bridge project and approve the remaining plans - carried
 - f. Otter Lake Campground: \$27,000 M/S Boyd/DePasse to approve the project to include an additional \$6,000 (total \$27,000) for a second bathroom
 - g. Larson Lake Park: At this time it is a state owned park and request was removed
 - h. Haymeadow Park/Prairie Dells \$232,175: M/S Cummings/Hartwig to approve all projects - carried
 - i. Tug Lake Park: M/S Hartwig/Boyd to hold over to next month
 - j. Hiawatha Trail Resurfacing \$92,145: M/S Cummings/Hartwig to approve project - carried
 - k. Crushing a stockpile of Gravel \$50,000: M/S Anderson-Malm/Cummings to approve - carried
 - l. Marketing \$500,000: M/S DePasse/Friske to earmark the requested amount with a full proposal to be developed over the next few months and brought back to the committee - carried
 - m. City/Township Campgrounds \$500,000: M/S DePasse/Hartwig to earmark the requested amount with a full proposal to be developed over the next few months and brought back to the committee - carried
11. Wisconsin Counties Association June Deadline discussion: Friske discussed importance of being a driver of WCA priorities and recommended that the 9b resolution be requested by Lincoln County to become a priority for WCA to address. Any additional ideas will be needed approval at the next board meeting.
12. Set Next Meeting Date; 06.07.23 3:30 pm
13. Meeting Adjourned 6:45pm

Minutes prepared by: Renee Krueger/Angela Cummings

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 COUNTY BOARD									
51 GENERAL GOVERNMENT									
10100151	511000	C.B. WAGE SALARY	7,500	7,500	2,500.00	625.00	.00	5,000.00	33.3%
	2023/05/000029	05/16/2023 PRJ	625.00	REF PAYROL			WARRANT=230516	RUN=4 COUNTY B	
10100151	511001	C.B. PER DIEM	18,000	18,000	5,472.50	871.97	.00	12,527.50	30.4%
	2023/05/000029	05/16/2023 PRJ	871.97	REF PAYROL			WARRANT=230516	RUN=4 COUNTY B	
10100151	520000	C.B. EMP BENEFIT	588	588	566.05	106.72	.00	21.95	96.3%
	2023/05/000029	05/16/2023 PRJ	106.72	REF PAYROL			WARRANT=230516	RUN=4 COUNTY B	
10100151	555000	C.B. TRAV TRAIN	3,000	3,000	448.00	.00	.00	2,552.00	14.9%
10100151	560000	C.B. SUPPLIES	500	500	28.78	.00	.00	471.22	5.8%
10100251	511001	COMM PER DIEM	30,000	30,000	8,364.41	1,750.39	.00	21,635.59	27.9%
	2023/05/000029	05/16/2023 PRJ	1,750.39	REF PAYROL			WARRANT=230516	RUN=4 COUNTY B	
10100251	520000	COMM BENEFITS	1,700	1,700	492.71	104.44	.00	1,207.29	29.0%
	2023/05/000029	05/16/2023 PRJ	104.44	REF PAYROL			WARRANT=230516	RUN=4 COUNTY B	
10100251	554001	PRINTING ALLOCATIO	1,250	1,250	433.25	.00	.00	816.75	34.7%
10100251	555000	COMM TRAVEL TRAIN	3,000	3,000	25.00	.00	.00	2,975.00	.8%
10100251	556000	COMM NACO DUES	0	0	500.00	.00	.00	-500.00	100.0%*
10100251	556001	COMM DUES WCA	5,281	5,281	5,281.00	.00	.00	.00	100.0%

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100251	556002	COMM ITBEC	0	0	.00	-1,001.00	.00	.00	.0%
	2023/05/000017	05/08/2023 GEN	-1,001.00	REF SF		RES 2023.03.15-ITBEC			
10100251	556003	COMM REG PLAN COMM	20,810	20,810	19,644.00	.00	.00	1,166.00	94.4%
10100251	556004	COMM CHAM OF COMM	0	0	.00	-1,800.00	.00	.00	.0%
	2023/05/000017	05/08/2023 GEN	-1,500.00	REF SF		RES 2023.03.15-MERRILL CHAMB			
	2023/05/000017	05/08/2023 GEN	-300.00	REF SF		RES 2023.03.15-TOMK CHAMB			
10100251	560000	COMM SUPPLIES	7,500	7,500	.00	.00	.00	7,500.00	.0%
10100251	561101	POSTAGE	1,500	1,500	283.18	.00	.00	1,216.82	18.9%
		TOTAL NO PROJECT	100,629	100,629	44,038.88	657.52	.00	56,590.12	43.8%
		TOTAL GENERAL GOVERNMENT	100,629	100,629	44,038.88	657.52	.00	56,590.12	43.8%
54 HEALTH AND HUMAN SERVICES									
10100254	532000	BIRTH TO THREE PRO	112,378	112,378	56,189.00	.00	.00	56,189.00	50.0%
10100454	532000	HUMANE SOCIETY	41,000	41,000	20,500.00	.00	.00	20,500.00	50.0%
10100754	532000	NCHCF PROF SERV	1,040,853	1,040,853	520,426.50	260,213.25	.00	520,426.50	50.0%
	2023/05/000026	05/11/2023 API	260,213.25	VND 600039 VCH351523	NO CENTRAL HEALTH CA	INSTALLMENT PAYMENT			342009
10109954	499990	FUNDS APPLIED (BUD	-289,849	-289,849	.00	.00	.00	-289,849.00	.0%*
10109954	536000	ADRC EXPENDITURE	149,466	149,466	74,733.00	.00	.00	74,733.00	50.0%
10109954	571000	STATE FAMILY CARE	289,849	289,849	289,849.00	.00	.00	.00	100.0%

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL NO PROJECT	1,343,697	1,343,697	961,697.50	260,213.25	.00	381,999.50	71.6%
TOTAL HEALTH AND HUMAN SERVICES	1,343,697	1,343,697	961,697.50	260,213.25	.00	381,999.50	71.6%
<u>55 CULTURE RECREATION AND EDUC</u>							
10100355 531220 LIBRARY SERVICES	653,780	653,780	326,890.00	.00	.00	326,890.00	50.0%
10100355 532000 LIBRARY SERV-OTHER	24,427	24,427	24,427.31	.00	.00	-.31	100.0%*
10107555 556000 WVLS MEMBERSHIP	4,177	4,177	4,176.98	.00	.00	.02	100.0%
TOTAL NO PROJECT	682,384	682,384	355,494.29	.00	.00	326,889.71	52.1%
TOTAL CULTURE RECREATION AND EDUC	682,384	682,384	355,494.29	.00	.00	326,889.71	52.1%
<u>56 CONSERVATION AND DEVELOPMENT</u>							
10100856 532000 NCCAP	8,000	8,000	8,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	8,000	8,000	8,000.00	.00	.00	.00	100.0%
TOTAL CONSERVATION AND DEVELOPMEN	8,000	8,000	8,000.00	.00	.00	.00	100.0%
<u>60 PROPERTY TAXES</u>							
10100160 411100 C.B. TAX LEVY	-29,588	-29,588	-29,588.00	.00	.00	.00	100.0%
10100260 411100 COMM TAX LEVY	-183,419	-183,419	-183,419.00	.00	.00	.00	100.0%

FOR 2023 05			JOURNAL DETAIL 2023 5 TO 2023 5						
			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100360	411100	PUBLIC LIBRARIES T	-678,207	-678,207	-678,207.00	.00	.00	.00	100.0%
10100460	411100	HUMANE SOCIETY TAX	-41,000	-41,000	-41,000.00	.00	.00	.00	100.0%
10100760	411100	NCHCF TAX LEVY	-1,040,853	-1,040,853	-1,040,853.00	.00	.00	.00	100.0%
10100860	411100	NCCAP TAX LEVY	-8,000	-8,000	-8,000.00	.00	.00	.00	100.0%
10107560	411100	WVLS PROPERTY TAXE	-4,177	-4,177	-4,177.00	.00	.00	.00	100.0%
10109960	411100	FAMILY CARE TAX LE	-149,466	-149,466	-149,466.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES			-2,134,710	-2,134,710	-2,134,710.00	.00	.00	.00	100.0%
TOTAL COUNTY BOARD			0	0	-765,479.33	260,870.77	.00	765,479.33	100.0%
TOTAL REVENUES			-2,424,559	-2,424,559	-2,134,710.00	.00	.00	-289,849.00	
TOTAL EXPENSES			2,424,559	2,424,559	1,369,230.67	260,870.77	.00	1,055,328.33	
GRAND TOTAL			0	0	-765,479.33	260,870.77	.00	765,479.33	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
44 UW EXTENSION							
55 CULTURE RECREATION AND EDUC							
10440055 530000 TL - AGENT CONTRA	45,000	0	.00	.00	.00	.00	.0%
10440055 552001 TL - TELEPHONE	0	0	41.33	.00	.00	-41.33	100.0%*
10440055 554001 TL - PRINTING ALLO	0	0	5.99	.00	.00	-5.99	100.0%*
10441955 530000 4H EDUCATOR CONTRA	0	34,900	17,450.00	.00	.00	17,450.00	50.0%
10441955 554000 TL 4 H PRINTING	0	0	6.88	.00	.00	-6.88	100.0%*
10441955 555000 TL 4H TRAVEL/TRAIN	0	4,100	.00	.00	.00	4,100.00	.0%
10441955 561100 TL - OFFICE SUPPLI	0	3,000	50.23	.00	.00	2,949.77	1.7%
10441955 571000 TL 4 H MISCELLANEO	0	3,000	627.93	.00	.00	2,372.07	20.9%
10441955 571001 NTL 4 H MISCELLANE	0	0	460.00	.00	.00	-460.00	100.0%*
10443955 571000 TL - YOUTH A. MISC	0	0	115.00	.00	.00	-115.00	100.0%*
10447655 571001 NTL STRONG BONES T	0	0	1,234.00	.00	.00	-1,234.00	100.0%*
10448155 561101 NTL - STATE POSTAG	0	0	-1,247.50	.00	.00	1,247.50	100.0%
10448955 571000 NCR-SEED TO TABLE	0	0	-1,650.00	.00	.00	1,650.00	100.0%

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL NO PROJECT	45,000	45,000	17,093.86	.00	.00	27,906.14	38.0%
TOTAL CULTURE RECREATION AND EDUC	45,000	45,000	17,093.86	.00	.00	27,906.14	38.0%
<hr/>							
60 PROPERTY TAXES							
10440060 411100 UW EXTENSION TAX L	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL UW EXTENSION	0	0	-27,906.14	.00	.00	27,906.14	100.0%
TOTAL REVENUES	-45,000	-45,000	-45,000.00	.00	.00	.00	
TOTAL EXPENSES	45,000	45,000	17,093.86	.00	.00	27,906.14	
GRAND TOTAL	0	0	-27,906.14	.00	.00	27,906.14	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
27 VETERANS DEPARTMENT									
54 HEALTH AND HUMAN SERVICES									
10270054	511000	VETERANS SALARIES	111,034	111,034	39,963.63	8,520.40	.00	71,070.37	36.0%
	2023/05/000009	05/05/2023 PRJ	4,260.20	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	4,260.20	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10270054	520000	VETERANS EMPLOYEE	47,012	47,012	16,705.93	3,417.43	.00	30,306.07	35.5%
	2023/05/000009	05/05/2023 PRJ	1,702.83	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	1,714.60	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10270054	552001	VETERANS TELEPHONE	450	450	176.21	.00	.00	273.79	39.2%
10270054	554001	PRINTING ALLOCATIO	950	950	145.03	.00	.00	804.97	15.3%
10270054	555000	VETERANS TRAVEL TR	5,000	5,000	1,058.29	.00	.00	3,941.71	21.2%
10270054	560000	VETERANS SUPPLIES	1,100	1,100	.00	.00	.00	1,100.00	.0%
10270054	561101	VETERANS POSTAGE	600	600	148.93	.00	.00	451.07	24.8%
10270054	561440	VETERANS GRAVE CAR	1,500	1,500	1,200.75	-106.00	.00	299.25	80.1%
	2023/05/000054	05/22/2023 CRP	-106.00	REF 79931	VETERANS		NON-DEPARTMENTAL	/JP	
10270754	571001	PRIVATE DONATION E	0	0	-300.00	.00	.00	300.00	100.0%
10275454	511001	VETERANS RELIEF PE	1,000	1,000	224.93	.00	.00	775.07	22.5%
10275454	520000	VETERANS RELIEF EM	0	0	10.72	.00	.00	-10.72	100.0%*

FOR 2023 05			JOURNAL DETAIL 2023 5 TO 2023 5						
			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10275454	571000	VETERANS RELIEF MI	4,300	4,300	4,357.02	.00	.00	-57.02	101.3%*
TOTAL NO PROJECT			172,946	172,946	63,691.44	11,831.83	.00	109,254.56	36.8%
10008 COUNTY VETERAN OFFICER GRANT									
10270054	435600	10008 VETERANS OFFI	-10,000	-10,000	-11,000.00	.00	.00	1,000.00	110.0%
TOTAL COUNTY VETERAN OFFICER GRAN			-10,000	-10,000	-11,000.00	.00	.00	1,000.00	110.0%
10181 CVSO ARPA GRANT									
10270054	435600	10181 CVSO ARPA GRA	0	0	-15,878.00	.00	.00	15,878.00	100.0%
10270054	571000	10181 CVSO ARPA GRA	0	0	1,348.25	.00	.00	-1,348.25	100.0%*
TOTAL CVSO ARPA GRANT			0	0	-14,529.75	.00	.00	14,529.75	100.0%
TOTAL HEALTH AND HUMAN SERVICES			162,946	162,946	38,161.69	11,831.83	.00	124,784.31	23.4%
60 PROPERTY TAXES									
10270060	411100	VETERANS TAX LEVY	-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES			-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%
TOTAL VETERANS DEPARTMENT			0	0	-124,784.31	11,831.83	.00	124,784.31	100.0%
TOTAL REVENUES			-172,946	-172,946	-189,824.00	.00	.00	16,878.00	
TOTAL EXPENSES			172,946	172,946	65,039.69	11,831.83	.00	107,906.31	
GRAND TOTAL			0	0	-124,784.31	11,831.83	.00	124,784.31	100.0%

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FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
25 INFORMATION TECHNOLOGY									
49 OTHER FINANCING SOURCES									
10250049	499990	FUNDS APPLIED (BUD	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%*
		TOTAL NO PROJECT	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%
		TOTAL OTHER FINANCING SOURCES	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%
51 GENERAL GOVERNMENT									
10250051	511000	IT SALARIES / WAG	326,475	326,475	118,438.50	25,032.77	.00	208,036.50	36.3%
	2023/05/000009	05/05/2023 PRJ	12,520.38	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	12,512.39	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10250051	520000	IT EMPL BENEFITS	137,876	137,876	53,864.87	11,002.37	.00	84,011.13	39.1%
	2023/05/000009	05/05/2023 PRJ	5,503.21	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	5,499.16	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10250051	530000	IT PROFESSIONAL SE	16,000	16,000	11,008.10	1,485.00	.00	4,991.90	68.8%
	2023/05/000045	05/18/2023 API	1,485.00	VND 007513 VCH351658	TRANSCENDENT TECHNOL	SERVER MIGRATION			342105
10250051	552001	IT TELEPHONE	1,000	1,000	577.01	37.99	.00	422.99	57.7%
	2023/05/000060	05/25/2023 API	37.99	VND 005069 VCH351743	VERIZON WIRELESS	CELL PHONES			342177
10250051	554001	PRINTING ALLOCATIO	200	200	88.55	.00	.00	111.45	44.3%
10250051	555000	IT TRAVEL TRAINING	9,000	9,000	731.47	.00	.00	8,268.53	8.1%
10250051	560000	IT OFFICE SUPPLIES	300	300	95.70	75.75	.00	204.30	31.9%
	2023/05/000045	05/18/2023 API	42.99	VND 300012 VCH351659	VIP OFFICE PRODUCTS	ANTIFATIGUE MAT			342107
	2023/05/000045	05/18/2023 API	32.76	VND 300012 VCH351660	VIP OFFICE PRODUCTS	SCREEN WIPES			342107

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Deana.Jankowsky

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

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FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10250051	561005	IT HARDWARE	62,000	62,000	43,355.87	15,057.28	.00	18,644.13	69.9%
	2023/05/000013	05/04/2023 API	10,464.00	VND 002292	VCH351214	DELL MARKETING L.P.	DELL COMPUTERS		341846
	2023/05/000026	05/11/2023 API	4,508.00	VND 002292	VCH351517	DELL MARKETING L.P.	NEW COMPUTERS		341972
	2023/05/000045	05/18/2023 API	35.54	VND 000085	VCH351653	CDW GOVERNMENT, INC	STYLUS		12528
	2023/05/000045	05/18/2023 API	49.74	VND 002292	VCH351655	DELL MARKETING L.P.	KEYBOARD		342070
10250051	561006	IT HARDWARE WARR,	45,000	45,000	41,702.58	.00	.00	3,297.42	92.7%
10250051	561101	IT POSTAGE	150	150	11.21	.00	.00	138.79	7.5%
10250051	561103	IT SOFTWARE	6,000	6,000	1,590.81	.00	.00	4,409.19	26.5%
10250051	561105	IT SOFTWARE WARR,	200,000	200,000	143,097.20	660.00	.00	56,902.80	71.5%
	2023/05/000045	05/18/2023 API	660.00	VND 008083	VCH351657	PANORAMIC VETPRO, IN	ANNUAL LICENSE FEE		342095
10250051	561420	IT VOICE/DATA/VIDE	30,000	30,000	13,609.90	149.98	.00	16,390.10	45.4%
	2023/05/000026	05/11/2023 API	149.98	VND 000089	VCH351515	CHARTER COMMUNICATIO	INTERNET CHARGES		341964
10259851	461901	ADRC IT SUPPORT FE	-66,225	-66,225	-67,650.00	-67,650.00	.00	1,425.00	102.2%
	2023/05/000018	05/08/2023 CRP	-67,650.00	REF 79749	FINANCE	NON-DEPARTMENTAL	/JP		
10259851	473100	ADRC - INTERGOV RE	0	0	-2,853.13	-874.44	.00	2,853.13	100.0%
	2023/05/000018	05/08/2023 CRP	-874.44	REF 79749	FINANCE	NON-DEPARTMENTAL	/JP		
10259851	571000	ADRC MISC EXPENDIT	0	0	6,680.22	5,805.78	.00	-6,680.22	100.0%*
	2023/05/000045	05/18/2023 API	1,060.00	VND 002292	VCH351654	DELL MARKETING L.P.	LAPTOP		342070
	2023/05/000060	05/25/2023 API	2,624.18	VND 000085	VCH351737	CDW GOVERNMENT, INC	VIDEO CONFERENCING		12550
	2023/05/000060	05/25/2023 API	2,121.60	VND 000085	VCH351738	CDW GOVERNMENT, INC	VIDEO CONFERENCING		12550
	TOTAL NO PROJECT		767,776	767,776	364,348.86	-9,217.52	.00	403,427.14	47.5%
	TOTAL GENERAL GOVERNMENT		767,776	767,776	364,348.86	-9,217.52	.00	403,427.14	47.5%

57 OUTLAY

10250057	581003	IT HARDWARE OUTLAY	0	0	8,200.00	8,200.00	.00	-8,200.00	100.0%*
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FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10250057 581003 IT HARDWARE OUTLAY 2023/05/000026 05/11/2023 API	8,200.00	VND 002292 VCH351516	DELL MARKETING L.P.	NEW SERVER			341972
10250057 583003 IT CIP	40,000	40,000	.00	.00	.00	40,000.00	.0%
TOTAL NO PROJECT	40,000	40,000	8,200.00	8,200.00	.00	31,800.00	20.5%
TOTAL OUTLAY	40,000	40,000	8,200.00	8,200.00	.00	31,800.00	20.5%
60 PROPERTY TAXES							
10250060 411100 IT TAX LEVY	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL INFORMATION TECHNOLOGY	0	0	-395,227.14	-1,017.52	.00	395,227.14	100.0%
TOTAL REVENUES	-874,001	-874,001	-838,279.13	-68,524.44	.00	-35,721.87	
TOTAL EXPENSES	874,001	874,001	443,051.99	67,506.92	.00	430,949.01	
GRAND TOTAL	0	0	-395,227.14	-1,017.52	.00	395,227.14	100.0%

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FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21 CORPORATION COUNSEL									
0000 DIVISION									
10210051	511000	CORP COUNSEL SALAR	90,715	90,715	28,349.72	6,074.63	.00	62,365.28	31.3%
	2023/05/000009	05/05/2023 PRJ	3,091.88	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	2,982.75	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10210051	520000	CORP COUNSEL EMPLO	37,231	37,231	12,778.70	2,594.25	.00	24,452.30	34.3%
	2023/05/000009	05/05/2023 PRJ	1,318.38	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	1,275.87	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10210051	531020	CORP COUNSEL OUTSI	52,500	52,500	12,500.00	.00	.00	40,000.00	23.8%
10210051	531210	CORP COUNSEL CODIF	2,800	2,800	716.82	450.00	.00	2,083.18	25.6%
	2023/05/000045	05/18/2023 API	450.00	VND 008794 VCH351662	CIVICPLUS LLC		MUNICODE ARCHIVAL RENEWAL		12530
10210051	552001	CORP COUNSEL TELEP	800	800	261.27	40.25	.00	538.73	32.7%
	2023/05/000060	05/25/2023 API	40.25	VND 005069 VCH351743	VERIZON WIRELESS		CELL PHONES		342177
10210051	554001	PRINTING ALLOCATIO	700	700	209.20	.00	.00	490.80	29.9%
10210051	555000	CORP COUNSEL TRAVE	3,000	3,000	35.00	.00	.00	2,965.00	1.2%
10210051	560000	CORP COUNSEL SUPPL	750	750	.00	.00	.00	750.00	.0%
10210051	561101	CORP COUNSEL POSTA	100	100	7.38	.00	.00	92.62	7.4%
10210051	564000	CORP COUNSEL LIBRA	1,500	1,500	.00	.00	.00	1,500.00	.0%
10210060	411100	CORPORATION COUNSE	-194,595	-194,595	-194,595.00	.00	.00	.00	100.0%

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL NO PROJECT	-4,499	-4,499	-139,736.91	9,159.13	.00	135,237.91	3106.0%
<u>10003 STATE CHILD SUPPORT</u>							
10210051 435600 10003 CORP COUNSEL	-9,000	-9,000	-3,157.48	.00	.00	-5,842.52	35.1%*
10210051 511000 10003 CORP COUNSEL	9,478	9,478	4,835.13	1,273.13	.00	4,642.87	51.0%
2023/05/000009 05/05/2023 PRJ	448.63	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
2023/05/000040 05/19/2023 PRJ	824.50	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10210051 520000 10003 CORP COUNSEL	4,021	4,021	2,086.27	543.99	.00	1,934.73	51.9%
2023/05/000009 05/05/2023 PRJ	191.31	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
2023/05/000040 05/19/2023 PRJ	352.68	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
TOTAL STATE CHILD SUPPORT	4,499	4,499	3,763.92	1,817.12	.00	735.08	83.7%
TOTAL DIVISION	0	0	-135,972.99	10,976.25	.00	135,972.99	100.0%
<u>4508 JUVENILE</u>							
<u>13573 TPR ADOPTION SERVICES</u>							
10210854 435600 13573 TPR GRANT REV	0	0	-27.10	.00	.00	27.10	100.0%
10210854 511000 13573 TPR WAGES	0	0	47.19	.00	.00	-47.19	100.0%*
10210854 520000 13573 TPR BENEFITS	0	0	20.57	.00	.00	-20.57	100.0%*
TOTAL TPR ADOPTION SERVICES	0	0	40.66	.00	.00	-40.66	100.0%
TOTAL JUVENILE	0	0	40.66	.00	.00	-40.66	100.0%

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4545 FOSTER PARENT TRAINING							
10397 CHIPS LEGAL SERVICE 4E							
10214554 435600 10397 CHIPS REV	0	0	-918.74	-690.20	.00	918.74	100.0%
2023/05/000016 05/05/2023 CRP	-690.20	REF 79722	SOCIAL SERVICES	NON-DEPARTMENTAL		/JP	
10214554 511000 10397 WAGES-CHIPS L	0	0	3,050.14	412.25	.00	-3,050.14	100.0%*
2023/05/000009 05/05/2023 PRJ	339.50	REF PAYROL		WARRANT=230505	RUN=2	GENERAL	
2023/05/000040 05/19/2023 PRJ	72.75	REF PAYROL		WARRANT=230519	RUN=2	GENERAL	
10214554 520000 10397 FRINGE-CHIPS	0	0	1,321.27	175.89	.00	-1,321.27	100.0%*
2023/05/000009 05/05/2023 PRJ	144.77	REF PAYROL		WARRANT=230505	RUN=2	GENERAL	
2023/05/000040 05/19/2023 PRJ	31.12	REF PAYROL		WARRANT=230519	RUN=2	GENERAL	
TOTAL CHIPS LEGAL SERVICE 4E	0	0	3,452.67	-102.06	.00	-3,452.67	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	3,452.67	-102.06	.00	-3,452.67	100.0%
TOTAL CORPORATION COUNSEL	0	0	-132,479.66	10,874.19	.00	132,479.66	100.0%
TOTAL REVENUES	-203,595	-203,595	-198,698.32	-690.20	.00	-4,896.68	
TOTAL EXPENSES	203,595	203,595	66,218.66	11,564.39	.00	137,376.34	
GRAND TOTAL	0	0	-132,479.66	10,874.19	.00	132,479.66	100.0%

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FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20 ADMINISTRATIVE PERSONNEL									
0000 DIVISION									
10200051	511000	ADMIN SALARIES	144,830	144,830	42,358.39	10,821.45	.00	102,471.61	29.2%
	2023/05/000009	05/05/2023 PRJ	5,410.73	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	5,410.72	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10200051	520000	ADMIN EMPLOYEE BEN	61,005	61,005	19,623.17	4,824.79	.00	41,381.83	32.2%
	2023/05/000009	05/05/2023 PRJ	2,411.45	REF PAYROL			WARRANT=230505	RUN=2 GENERAL	
	2023/05/000040	05/19/2023 PRJ	2,413.34	REF PAYROL			WARRANT=230519	RUN=2 GENERAL	
10200051	531020	ADMIN LEGAL SERVIC	5,000	5,000	.00	.00	.00	5,000.00	.0%
10200051	531190	ADMIN INHOUSE TRAI	5,000	5,000	.00	.00	.00	5,000.00	.0%
10200051	552001	ADMIN TELEPHONE	900	900	323.76	45.93	.00	576.24	36.0%
	2023/05/000060	05/25/2023 API	45.93	VND 005069 VCH351743	VERIZON WIRELESS	CELL PHONES			342177
10200051	553000	ADMIN ADVERTISING	3,000	3,000	.00	.00	.00	3,000.00	.0%
10200051	554001	PRINTING ALLOCATIO	4,000	4,000	666.28	.00	.00	3,333.72	16.7%
10200051	555000	ADMIN TRAVEL TRAIN	5,000	5,000	1,038.36	.00	.00	3,961.64	20.8%
10200051	560000	ADMIN SUPPLIES	500	500	63.50	.00	.00	436.50	12.7%
10200051	561101	ADMIN POSTAGE	350	350	27.51	.00	.00	322.49	7.9%
10200051	571000	COUNTY WIDE SAFETY	5,000	5,000	.00	.00	.00	5,000.00	.0%

FOR 2023 05

JOURNAL DETAIL 2023 5 TO 2023 5

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10200060 411100 ADMINISTRATION TAX	-234,585	-234,585	-234,585.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-170,484.03	15,692.17	.00	170,484.03	100.0%
TOTAL ADMINISTRATIVE PERSONNEL	0	0	-170,484.03	15,692.17	.00	170,484.03	100.0%
TOTAL REVENUES	-234,585	-234,585	-234,585.00	.00	.00	.00	
TOTAL EXPENSES	234,585	234,585	64,100.97	15,692.17	.00	170,484.03	
GRAND TOTAL	0	0	-170,484.03	15,692.17	.00	170,484.03	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

Lincoln County Employee Timesheet

Name: Travis Spoehr		Department: Information Technology				Pay Period:										
Employee Number: 442		IT Director														
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 4/17/2023		To: 4/30/2023								
4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8	9.5	9.5	8	9.5			8.5	9	8	8	8			86	Regular: IT	
														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	9.5	9.5	8	9.5	0	0	8.5	9	8	8	8	0	0	86	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: Travis Spoehr		Department: Information Technology				Pay Period:										
Employee Number: 442		IT Director														
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/1/2023		To: 5/14/2023								
5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8	8	8.5	8.5	8			8	3.5	8	10	8			78.5	Regular: IT	
								4.5						4.5	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	8.5	8.5	8	0	0	8	8	8	10	8	0	0	83	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: Travis Spoehr		Department: Information Technology				Pay Period:										
Employee Number: 442		IT Director														
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/15/2023		To: 5/28/2023								
5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8.5	13	7.5	12	7.5			8		8	8	8			80.5	Regular: IT	
														0	Vacation:	
														0	Holiday:	
								8						8	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	13	7.5	12	7.5	0	0	8	8	8	8	8	0	0	88.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

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

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: John Olson Jr

Department: VETERANS SERVICE

Pay Period:

Employee Number: 795

Representative Status: Nonrepresented

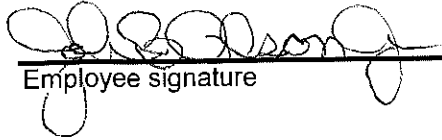
FLSA Status: Exempt

From: 4/17/2023

To: 4/30/2023

														From:	4/17/2023	To:	4/30/2023	FMLA
4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	Hours	Pay Category	hours		
8.5	9	8.5	9.5	8.5			10	7	9	9	9	6		94	Regular: Veterans			
														0	Vacation:			
														0	Holiday:			
								1						1	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	9	8.5	9.5	8.5	0	0	10	8	9	9	9	6	0	95	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: John Olson Jr		Department: VETERANS SERVICE				Pay Period:										
Employee Number: 795																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/15/2023		To: 5/28/2023								
5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA hours
6.5	8.5	8.5	9.5	8.5			8.5	9.5	9					68.5	Regular: Veterans	
										8	8			16	Vacation:	
														0	Holiday:	
1.5														1.5	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8	8.5	8.5	9.5	8.5	0	0	8.5	9.5	9	8	8	0	0	86	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: _____

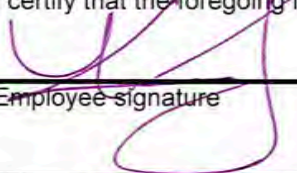
COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson		Department: Corporation Counsel				Pay Period:										
Employee Number: 760																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 4/17/2023 To: 4/30/2023										
4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
8	8.25	7.75	7	3.5			7.75	9	6	3.5	6			66.75	Regular: Corp Counsel	10210051.511000
0.5	0.25	1.25		0.25			1		3	2.5	0.5			9.25	Regular: Child Support	10210051.511000.10003
	0.5		2	4						0.5				7	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														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	9	9	9	7.75	0	0	8.75	9	9	6.5	6.5	0	0	83	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: _____

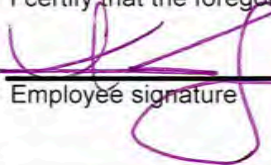
COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson		Department: Corporation Counsel				Pay Period:										
Employee Number: 760																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/1/2023 To: 5/14/2023										
5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
9.5	5.5	12.5	4.5	3.75			6	6.5	8.5		6.75			63.5	Regular: Corp Counsel	10210051.511000
0.5	2		1.5	5			3	2.5	1		1.5			17	Regular: Child Support	10210051.511000.10003
			1.5											1.5	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														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	7.5	12.5	7.5	8.75	0	0	9	9	9.5	0	8.25	0	0	82	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

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

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson		Department: Corporation Counsel				Pay Period:										
Employee Number: 760																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/15/2023 To: 5/28/2023										
5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
7.75	13	3.5	8	6			8	7.5	6.25	6.5				66.5	Regular: Corp Counsel	10210051.511000
0.5		4	1.5	0.5				0.5	2	2				11	Regular: Child Support	10210051.511000.10003
		1	0.25					0.75	0.5					2.5	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														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		
8.25	13	8.5	9.75	6.5	0	0	8	8.75	8.75	8.5	0	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: Renee Krueger		Department: Administration				Pay Period:										
Employee Number: 561																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 4/17/2023		To: 4/30/2023								
4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
	9	8	8	9		4	8.5	9	9	8.5	7			80	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		
0	9	8	8	9	0	4	8.5	9	9	8.5	7	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: Renee Krueger		Department: Administration				Pay Period:										
Employee Number: 561																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/1/2023		To: 5/14/2023								
5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8	5/9	5/10	5/11	5/12	5/13	5/14			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
10	7	10	9	6			9.5	7.75	7.75	7				74	Regular: ADMIN	10200051.511000
											6			6	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	7	10	9	6	0	0	9.5	7.75	7.75	7	6	0	0	80	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Renee Krueger

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: Renee Krueger		Department: Administration					Pay Period:										
Employee Number: 561																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt							From: 5/15/2023		To: 5/28/2023								
5/15	5/16	5/17	5/18	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28			FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs	
8.5	12	1	0.5				7.5	8	11	8				56.5	Regular: ADMIN		10200051.511000
		7	7.5	8							1			23.5	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	12	8	8	8	0	0	7.5	8	11	8	1	0	0	80	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.

Renee Krueger
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: _____



Extension Mission: *We teach, learn, lead, and serve, connecting the University of Wisconsin, and engaging with them in transforming lives and communities.*

Lincoln County 4-H



melissa.yates@wisc.edu

715-539-1074



UW-MADISON EXTENSION

*4-H involves youth in **project-based education**. Through project learning, youth can explore their interests (“sparks”) and master new skills. 4-H projects are meant to be hands on to create a memorable learning experience. Since 4-H started in the early 1900s, youth have learned by doing.*

Program Focus:

The 4-H program serves rural, urban and suburban communities in every state across the nation, including youth, families, and secure volunteer leaders. 4-H out-of-school programming, in-school enrichment programs, clubs and camps also offer a wide variety of science, engineering, technology and applied math educational opportunities. These opportunities range from agricultural and animal sciences to rocketry, robotics, environmental stewardship and computer science. Education programs like this improve the nation's ability to compete in key scientific fields and take on the leading challenges of the 21st century. The four H's are head, heart, hands, and health, showing our commitment to providing opportunities for youth to learn life skills like decision-making, problem

solving, caring for others, generosity, making healthy choices, and more. In all these activities, youth have the opportunity to become leaders and be involved in decision making.

Program Update:

Currently in Lincoln County 4-H we have **261 youth members and 116 adult volunteers**. We have 11 community clubs, and 3 project based clubs. The Leaders Association is part of the 11 community clubs. There is also a possibility of having other types of clubs like classroom, after-school, and military clubs.

- ❖ Melissa held two YQCA (Youth for the Quality Care of Animals) trainings, with 38 youth, to prepare them for their animal projects shown at, and required by, the Lincoln County Fair. YQCA is an annual education and certification program focused on food safety, animal well-being and character awareness for youth ages 8 to 21 producing and/or showing pigs, beef cattle, dairy cattle, sheep, goats, rabbits, and poultry.
- ❖ Melissa co-facilitated a virtual VIP training for new volunteers, which is just one of the four mandatory volunteer trainings 4-H requires to help make our programming a safe and positive experience.
- ❖ On April 15th, a great group of eight youth and three adults ventured to the UW Madison Campus for an enriching day learning about “cool” interactive science. Lincoln County shared in this experience with Marathon and Wood Counties, for a total of 47 participants.
- ❖ In collaboration with 4-H youth and adults, a sheep and goat workshop was held the end of April for 13 participants. Families involved learned about the basics of sheep and goat care, and built new relationships across the county, which will lead to future 4-H programming. What they learned will also help them to properly prepare and exhibit their animals at the county fair.
- ❖ Melissa continued to lead or be a part of camp counselor trainings held in person and virtually that prepare youth with tools in leadership, child development, people management, and marketing. Three youth and three volunteers also took advantage of the opportunity to help make our community safer by attending CPR and First Aide training.
- ❖ Along with the clothing, horse, and robotics clubs that continue to meet 1-2 times per month, the Junior Dairy Committee and Dog projects are also beginning their summer activities.

Upcoming 4-H Programs/Events:

- ❖ Dairy Project and Horse Project required meetings.
- ❖ Summer Camp June 11-14th at Northern Lakes Impact Camp Tri county
- ❖ Animal Workshops preparing for shows and image in and out of the show ring
- ❖ TB Scott and Tomahawk Library programs
- ❖ Discover WI Trip July 6-8th Quad County to Southeastern Wisconsin

Without office support staff, it continues to be a bit of a balancing act managing and maintaining the requirements to uphold the 4-H program, along with creating and leading new programs, and assisting members and projects/clubs with administrative actions.

(Note: FoodWise reporting will begin again once the Lincoln/Taylor FoodWise Educator is hired. Preliminary interviews for the position are scheduled for June 9).



LINCOLN COUNTY VETERANS SERVICE OFFICE



JOHN B OLSON JR
VETERANS SERVICE OFFICER
John.Olson@co.lincoln.wi.us

TIFFANY DAIGLE
DEPUTY VSO
tiffany.daigle@co.lincoln.wi.us

May 31, 2023

Veterans Services Report for the Month of May 2023

Office Activity / Summary

Activity	March	April	May	90 Day Avg	YTD	12 Month AVG
<u>Phone</u>	104	68	136	103	626	134
<u>Email</u>	25	17	20	21	128	26
<u>In-Person</u>	74	55	68	66	332	68
<u>Fax</u>	28	23	20	24	134	29
<u>Mail</u>	25	12	13	17	109	24
<u>Unspecified</u>	30	14	20	21	111	22
<u>Total</u>	286	189	277	251	1440	127

Trends

Still heavy volume for in person appointments and walk in activity for PACT Act related claims.

- New or Returning Veterans added – 4
- Claims Submitted for Disability, Pension, DIC - 21

Awards/Benefits

- April: 5 Claim Decisions: Total Benefits Awarded - \$53,727
- May: 7 Claim Decisions: Total Benefits Awarded - \$10,104

Training and Education

May 18th - WDVA Monthly Training – WDVA Vet Ed Reimbursement Grant
 June 1st – CVSO will attend National Veterans Legal Services Program Training (Virtual)
 June 5-9 – CVSO and Deputy attending National CVSO Conference in Madison- will attain annual continuing education credits needed for certification with NACVSO and Disabled American Veterans

Office Updates

Veterans Services will be closed June 5-9 to attend National CVSO conference and training in Madison, WI. Press releases have been sent out and notice will be posted on County Veterans Service Calendar and Facebook.

Community News / Outreach

Office Visits in Tomahawk

May 9th - Conducted 4 In-Person Visits, 0 Walk Ins

May 18th - Conducted 2 In-Person Visits, 1 Walk Ins

May 29th – CVSO Attended Memorial Day Ceremony at Merrill Memorial Park Cemetery

Veterans Budget

No concerns – all items are in line with expenditures for this time of year. One area of note is Veterans Relief expenditures is at 101% for the year, however still have carry over amount in excess of 13,000 for any remaining needs this year.

The Information Technology department has completed the following initiatives over the course of the reporting period:

- The scripts for the videos along with video & picture collection for CGI digital has been completed.
- Print servers have been migrated to the latest operating system.
- Training focus and release of recordings and materials for all users on usage of Google Shared Drives inclusive of the incorporation and usage of Drive for Desktop.
- Reconnected networking equipment and provided workstation and peripherals for access in the Highway sign shop, formerly the maintenance shop in the Highway compound.
- Resolved issues with the scale interface and reporting at the Tomahawk Highway shop.
- Transferred Crimestoppers number from a dedicated line into our Primary Rate Interface (PRI). Expected savings of about \$80-90 per month for the Sheriff's office.
- Instituting changes for overhead and phone live paging at Pine Crest so that they have both emergency and non-emergency live-page options which operate differently from one another.
- Attended the GIPAW (Governmental Information Processing Association of Wisconsin) Conference in Oshkosh.
- Submitted 2024 CIP request to replace the primary air conditioning unit dedicated to the data center at the Service Center. Increased frequency of issues and extended downtime due to a lack of parts and service availability for the unit have increased the priority. Working with Pat Gierl, Maintenance Director, on this as a joint effort.

The Information Technology department continues to work on the following initiatives:

- Further investigation into improving the in-room sound experience in the Board Room. Discovered that there are matching "smart" speakers that may solve the issue. Inquiring with resellers whether we can try one to test. Cost to replace all 13 speakers would be approximately \$6,000 for the equipment and cabling as we would do the installation at no additional cost aside from the time to do so.
- Continued assistance to the Broadband Committee, inclusive of regular meetings with the Broadband Equity Access and Deployment (BEAD) group via Centergy Regional Economic Development Organization (REDO).
 - Lincoln County was awarded funds for the BEAD Planning Grant by way of Centergy REDO.
 - Lincoln County was not awarded funds by the Public Service Commission for the project and application submitted by Charter Spectrum.
- Munis upgrade from version 11 to latest version is upcoming with the cut to live: June 19-20th, 2023. Beginning to work through the final pre-cut steps with Finance to ensure a smooth transition.
- Working with the Sheriff's Office, Emergency Management, and Land Services locally along with the State Dept. of Military Affairs (DMA) and Office of Emergency Communications (OEC) on planning and preparation for Next Generation 911 (NG911) emergency services and features.
- CGI Digital videographers and production team scheduled shoot date is June 17. Last steps are to organize the content and share with CGI, and finally the live shoot on the

weekend of June 15-16. The finished product completion is expected to be end of July or early August.

- Physical server replacement and migration of software platform for E911 dispatch phone and radio traffic recording solution. In progress: testing the data integrity post-restoration to the new server as a proof of concept before making the final cutover.
- 2023 workstation replacements are in progress with no major speed bumps to date. The deployments are all going out with Windows 11 operating system.
- Continued configuration of the ADRC's dedicated (backup) internet connection in Merrill.
- Remaining upgrades to server that are Windows Server 2012R2. Web services is the final remaining and at the time of this report, scheduled conversion for Friday 6/2/23.
- Continue working in conjunction with the Register of Deeds office to assist their document management application vendor, Fidlar. This is nearly completed as Fidlar is making their final passes to catch and remediate any issues.
- Testing continues on the new Munis platform and we continue to collaborate and learn alongside the Finance and Administration departments. New development is that printed signatures as we process them now will continue to work but won't be viable forever and thus we are exploring a built-in solution with Tyler Tech.
- We continue to review and evaluate current security systems and solutions to find strengths and weaknesses and how they fit into current best practice guidelines from the National Institute of Standards and Technology (NIST), Center for Internet Security (CIS), Multi-State and Election Information Sharing and Analysis Center (MS-ISAC and E-ISAC), and other standards and regulatory organizations including how to continue to meet mandates such as Criminal Justice Information Systems (CJIS) for law-enforcement.
- Upgrade of secure VPN system and client for Sheriff's Office and other public safety agencies. Usage to connect back to the CAD and RMS systems at the Sheriff's Office.
- The Cyber Hygiene risk assessment and vulnerability scanning program provided at no cost via the federal Cybersecurity and Infrastructure Security Agency (CISA). Approved last month and documents are currently being reviewed by Corporation Counsel prior to signing and sending back to begin participation in the program.

The Information Technology department expects to begin work on the following initiatives near-term or as indicated:

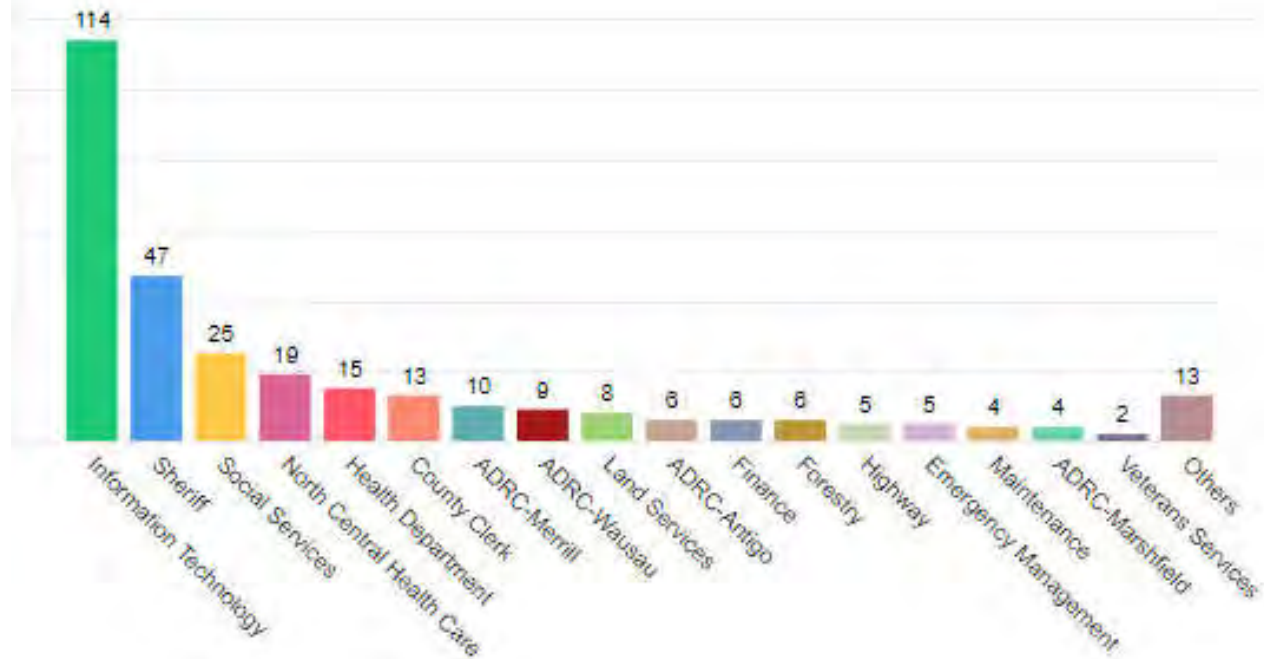
- Looking into additional Munis modules, TylerForms and TCM, to assist with modernization, continuity of operations, automation & paperless workflows, approval processes and electronic signatures, organization of documents, and records retention and rules. These additional modules have surfaced as we've worked through the research phase of the Time & Attendance module.
- Have procured final copies of PDF editing software to standardize all users on the same application for ease of use and support. Will be deploying those throughout the rest of the summer months.
- Researching modernization technologies for the website that could make it more accessible and user-friendly. CivicPlus has issued a notice that they will be upgrading hosted sites to Drupal version 9 in FY2023. The IT dept. is holding on this research and

possible development until more information is available on what the upgrade may mean in terms of the content manager and public facing site.

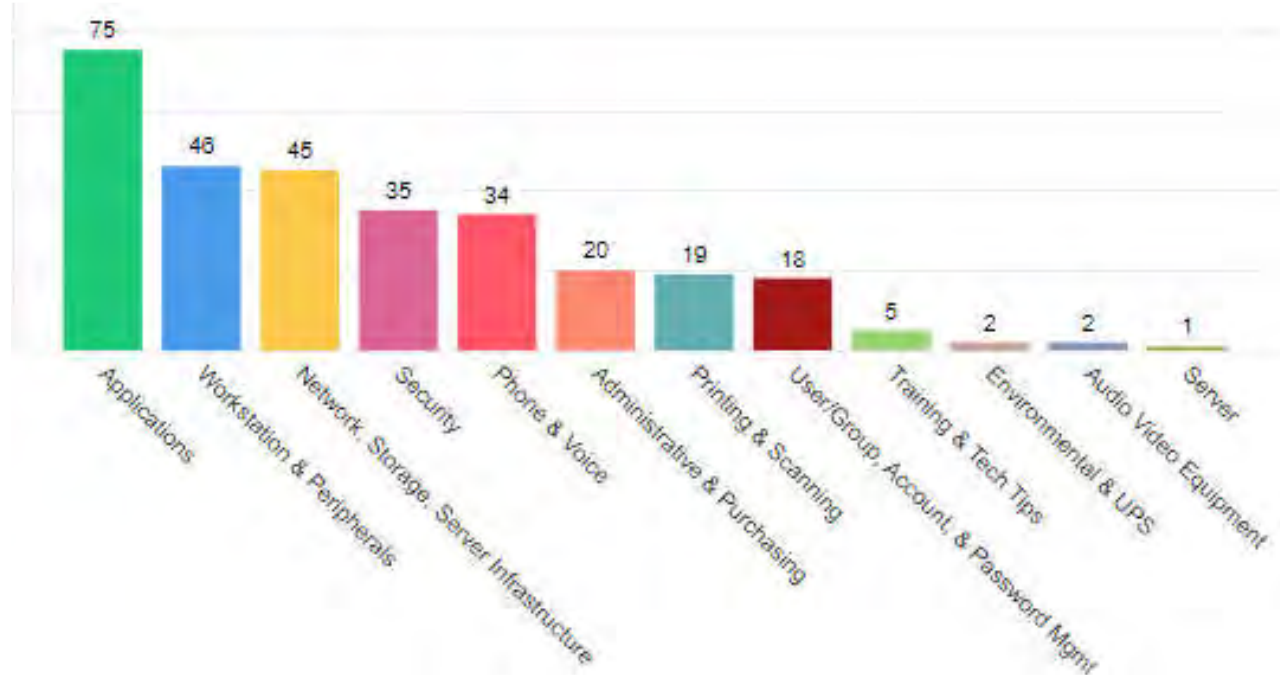
- Updates to the Lincoln County Acceptable Usage policy and other technology related policies – ongoing throughout 2023.
- CIP project: Replacement of point to point radios from Courthouse to Solid Waste. Tentative RFP release May 2023.
- Researching and working with the Sheriff's Office to potentially move the TraCS internal database server to Badger TraCS private cloud. All the same features they have currently for a nominal annual hosting fee. This eliminates internal server and database maintenance efforts.
- Researching steps and potential costs to claim/initiate and migrate to a Dot Gov domain. I.e. primary email would be travis.spoehr@lincolnwi.gov In discussions with the County Clerk, Chris Marlowe, we anticipate that the Wisconsin Elections Commission may institute this as a requirement or mandate for municipalities to be able to communicate with the WEC. It is not currently mandated.

Four (4) after-hours calls received this reporting period and 23 year to date. This remains below average year to date based on past years' call volumes.

311 Help Desk requests received in the reporting period. 1348 requests received year to date.



302 Help Desk requests completed in the reporting period. 1347 requests completed year to date.



Website statistics from Google Analytics for the reporting period:

Page title and screen class	↓ Views	Users	Views per user	Average engagement time	Event count
	100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1 Home Page Lincoln County, Wisconsin	6,997	3,365	2.08	0m 25s	23,268
2 GIS Mapping Lincoln County, Wisconsin	2,794	1,552	1.80	0m 16s	9,751
3 Jail Lincoln County, Wisconsin	2,675	1,163	2.30	0m 26s	12,530
4 Search Lincoln County, Wisconsin	2,199	1,022	2.15	0m 53s	6,347
5 Meetings Lincoln County, Wisconsin	2,138	554	3.86	1m 50s	9,836
6 Trail Updates and Maps Lincoln County, Wisconsin	1,692	1,001	1.69	0m 38s	5,511
7 Property Tax Records Lincoln County, Wisconsin	1,453	911	1.59	0m 11s	5,800
8 Sheriff's Office Lincoln County, Wisconsin	1,218	686	1.78	0m 30s	4,409
9 Summer ATV Lincoln County, Wisconsin	1,204	766	1.57	0m 59s	6,691
10 Real Estate and Tax Data Search Lincoln County, Wisconsin	1,117	685	1.63	0m 22s	3,682

Website statistics from Google Analytics for the year to date.

Page title and screen class	↓ Views	Users	Views per user	Average engagement time	Event count
	100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1 Home Page Lincoln County, Wisconsin	11,816	5,327	2.22	0m 29s	39,670
2 Jail Lincoln County, Wisconsin	4,886	2,029	2.41	0m 25s	23,018
3 GIS Mapping Lincoln County, Wisconsin	4,779	2,503	1.91	0m 16s	16,740
4 Meetings Lincoln County, Wisconsin	4,107	968	4.24	2m 06s	18,531
5 Search Lincoln County, Wisconsin	4,055	1,803	2.25	0m 55s	11,781
6 Property Tax Records Lincoln County, Wisconsin	2,792	1,733	1.61	0m 10s	11,268
7 Sheriff's Office Lincoln County, Wisconsin	2,451	1,388	1.77	0m 31s	8,907
8 Career Opportunities Lincoln County, Wisconsin	2,382	1,519	1.57	0m 28s	10,287
9 Real Estate and Tax Data Search Lincoln County, Wisconsin	2,081	1,201	1.73	0m 22s	6,841
10 Trail Updates and Maps Lincoln County, Wisconsin	2,053	1,221	1.68	0m 38s	6,823



Lincoln County Corporation Counsel

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

ACTIVITY REPORT 4/24/23 – 5/28/23

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	3.5	Prepare reports for committee; Attend meeting; Personnel policy Qs; Minutes/ORR;
Admin	35.5	WCA meetings; Rev legislative updates; Dept head meetings; CLEs; ORR; ERD Complaint; WACCC; Wis Legis Notif; ETF research; Act 4 webinar; Ice Age meeting; CGI meeting/photos
Child Support	35.0	Case prep and attend hearings; pleading review/approval; Filings on individual cases; Rec/Rev Appeal; Research; Training/CBTs; training
Clerk of Courts	3.0	ORR
County Board	20.25	Rev/attend meeting; Municode updates; Opioid update; Other resolutions/ords; Broadband Comm Qs; BEAD; BB Committee;
County Clerk		
Emergency Management	1.0	LEPC Bylaws; NG911; Code updates/resolutions from 2022
Finance	1.75	Ambulance K Qs; ARPA Qs; Committee mtg
Forestry	14.75	Tax deed/sales; ATV trail/easement;; Tax deed eviction follow up/appeal, writs/removal
Health	3.75	Prairie Motel; School Nurse Qs; UW Nursing K
Hwy	6.75	Charter claim; Pay reduction/uniforms Q
IT	5.0	ORRs
Land Services	21.25	Compliance/Zoning matters; Title search RFP; NMM; Shoreland Zoning; POWTS enforcement; Committee mtg;
Law Enforcement/EMS/Judicial	3.75	Aspirus GPS/Camera Q;
Pine Crest/LI/NCHC	10.25	Ad hoc meeting; Research/contracts; RFP process
Probate/Courts	5.0	Meeting re: JO citations, process, prosecution; Truancy/YJCC Mtg; Security/Historical Society
Public Property	1.75	Draft Ks from RFPs
Register of Deeds		
Sheriff	20.5	JO citation/trial; ROS/Writs on eviction matters; citations/court appearances; FO prep/trial; ERD Matter
Social Services	6.0	GN/TPR matters; CHIPS/conflicts – referrals; OR & disco responses; DHA CAN appeal
Solid Waste	.5	Disc re: RFP for Ins
Treasurer	2.5	Tax deed/bkrpty Qs; Opioid acct; Tax bill Qs/towns; NSF fee/Q
UW Ext		
Veterans Service		
Totals	201.75	
Court – prep/attend - included in Totals	25.0	(child support, social services, sheriff, land services)



LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Renee Krueger

Interim Administrative Coordinator

Human Resources Director



June 7, 2023

Administration:

- CGI Video Project is underway. On our website, you can see the introductory video under *NEW* Upcoming Video Tour. Our Lincoln County Team met and began to pull together pictures and videos as well as review the *script* for the video categories. Taping is schedule for June 15, 16, & 17th.
- Dream Up! Goals and financials were approved by the First Children's Finance. The Core Team will begin working on goal completion starting in June with hopes to wrap up by September for the majority of core work. There have been a number of partners who have expressed the value of the collaboration and the impact it has already made bringing attention to our community needs.
- Began scheduling and meeting with various community partners regarding tourism and marketing opportunities. This included attending the ITBEC and follow up phone call with Sarah Diedrick-Kasdorf, electronic billboard options and quotes, meeting with Supervisor Bialecki and Kathy Rankin (Tomahawk), communication with Merrill Park and Recreation, Director, Dan Wendorf, and scheduling meeting with the City of Tomahawk Clerk-Treasure, Amanda Bartz and other key stakeholders in Tomahawk.
- Revision of the Director of Social Services Job Description
- In regards to the fleet vehicle signage, after discussion with the department, it was decided to order a customized front license plate to allow for official recognition in times of removals; yet remaining subtle enough to preserve the confidentiality of routine home visits.
- There have been an increased number of work place injuries the last five months, with many resulting in medical care and/or time loss. The Human Resource Specialist and I have requested an analysis from our workman's comp carrier for future discussions. We have also begun to review the safety training and the Lincoln County Safety Compliance Plan. Future work to develop an internal policy and department head trainings/discussions will be a priority over the next couple of months.
- Assessment of the Emergency Management Director funding and proposal for remainder of the year to be full-time. Some of the additional duties may include addressing some of the gaps found in our Safety Compliance Plan. Additionally, it was requested by a department head we consider bringing back the "building" first responder program. Lincoln County used to have key staff within each building trained in CPR and 1st Aide in the event that there was a medical emergency. This is something that has not been kept up with in the last 8-10 years. The EM Director has some connections through his role to help with cost assessment and training availability as well as future coordination.
- The HR Specialist and I attended the Central WI HR meeting, held in Rib Mountain. This was well attended by other area HR government directors and was an informative and valuable investment of time.



LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Renee Krueger

Interim Administrative Coordinator

Human Resources Director



- Met with various department heads regarding a variety of needs from positions, employee issues, roles, budgeting, and policy clarification.
- I received a few calls from people (brokers) interested in further information regarding the potential sale of Pine Crest. All were informed of the director of the board and that an RFP would be reviewed and decided upon at the next Administrative and Legislative meeting. If additional information was requested, they were guided to the Ad Hoc committee report available on-line and informed that additional information would not be provided until the RFP is in place to allow for a fair and competitive process.
- Attended the exit interview for the 2022 audit
- Department Head meeting reviewed the 2024 Holiday and Building Closure proposal, the proposed wage scale adjustment, increased workman comp issues, and discussed building safety.
- Multiple DSS records requests

New Hires/Termination:

- 5 Terminations: 3 Highway, 1 LISO, 1 Health
- 9 Hires: 2 LISO, 5 Highway (3 LTE), 2 Land Services (LTE)

Open Positions Updates:

- Public Health Nurse (Part Time and LTE)
- Solid Waste LTE
- Correctional Officer
- Deputy Sheriff
- Highway Workers
- Environmental Health Technician

Director of Emergency Management Proposal for Part Time to Full Time for Remainder of 2023

The Emergency Management position is primarily funded by three revenue sources

- EMPG is a federal grant that will reimburse up to 50% of the award amount. The award amount has pretty consistently remained around \$38,000 annually. However, Lincoln County has held a part time position in the EM role and has not utilized that full amount
- EPCRA grant is a reimbursement amount that can be used to offset our EMPG match requirement. That has remained consistent of \$8,017.
- Tax Levy covers the remaining balance.

For 2023, the EM budget (including travel and training) is \$55,465. EMPG is anticipated to pay \$27,733 and EPCRA will pay \$8,017. The remaining tax levy for this position is \$19,714. Due to the vacancy for 3 months, Lincoln County can increase the Emergency Management position beginning 07.01.2023 from 24 hours/week to 40 hours/week through the remainder of the year without increasing tax levy contribution. ****This is contingent upon the current person not taking health insurance****

At this time it is not being request to approve beyond 2024, but providing information for potential near future consideration:

If the position remains full time, for 2024, the Fiscal impact would be an additional \$16,583 to \$44,495 of tax levy based on whether the person in the position takes our health insurance. At this time, Governor Evers' proposed 2023-25 biennial budget has included an increase in shared revenue funding. There are current proposals that a portion of that funding will be required to be used for specific public safety purposes. Increasing funding to allow for this position to be full time would qualify and would not create an on-going risk to the county of having "penalties applied" if reductions occur within the qualified uses of those funds.

Full Time will allow for additional responsibilities/potential of improvements to emergency response

- Develop strong working relationship to be responsive to LISO and Dispatch for coordination of county response
- coordination of MAVIS to be consistently applied for all county partners
- Coordination/Oversight of the implementation of Next Gen 911
- HAZMAT Response team is currently contracted out to Oneida County. Assess and if determined appropriate, coordinate and oversee creation of local HAZMAT Response Team
- Coordination/Oversight of Command Center
- Coordination/Oversight of WICAMS system
- Continuation of current roles including meeting current grant requirements of completing ESF updates within required time frame.
- Strengthen LEPC coordination and table top trainings
- Lincoln County Safety Program Coordinator (See Fehr Graham PPE excerpt for roles/responsibilities)
- Increased contact with county departments and community stakeholders
- Revive Lincoln County Building First Responders/CPR program

**Lincoln County
Position Description**

Position Title: Social Services Director

Department: Social Services

Pay Grade: P

FLSA: Exempt

Date: April 2016

Reports To: Social Services Committee

Purpose of Position

The purpose of this position is to supervise and administer the programs of the Department of Social Services and supervise the operations and administration of the department.

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.

Responsible and accountable for safety and motivation of individual employees in their department consistent with the specific responsibilities as outlined in the Lincoln County Safety Plan.

- Plans, organizes and directs the work of staff in the Income Maintenance Unit, Children and Families Unit, Child Support Unit, Developmental Disabled workshop/pre-vocational skills training, and Clerical Support Unit. This includes long range planning for departmental service systems.
- Evaluates service delivery and establishes priorities for the department resources.
- Acts as records custodian for the Social Services Department.
- Represents Lincoln County as the foster care coordinator.
- Prepares and manages Department annual budget; presents budget to the Social Services Board, the Finance Committee and the County Board of Supervisors. Advocates adequate State and local funding to sustain Department programs and operations. Monitors and reviews monthly program expenditures and revenue reports; makes recommendations to the Board concerning fund transfers. Coordinates the preparation of various grant applications.
- Prepares and monitors Purchase of Service Contracts with provider agencies.
- Coordinates execution of state-county contracts.
- Prepares materials for monthly Social Services Board meetings. Prepares County Board Resolutions and reports relating to the Social Services Department; speaks before the Board on related matters.
- Monitors and evaluates Department programs and services.
- Monitors and reviews monthly reports on all phases of Department activities. Oversees the preparation of the Department annual report; presents the annual report to the Social Services Board and the County Board.
- Conducts performance planning appraisals with unit supervisors and staff. Coordinates the preparation of agency corrective action plans.
- Works with supervisors and the Administrative Coordinator regarding personnel problems, staffing needs, and disciplinary actions. Recruits, interviews, and hires appropriate staff to meet agency staffing needs; makes recommendations to the Board regarding new staff positions. Ensures that appropriate staff development training programs are carried out.
- Ensures delivery of unit services and programs are in compliance with Federal, State, and County regulations and requirements governing these services and programs.

- Reports and follows up on client and citizen complaints regarding agency services and programs.
- Perform community outreach and represent the Department at various public events, boards and councils.
- Plans and makes recommendations for adequate office space needs on a long-range basis.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Human Services, Social Work, Public Administration or Business Administration with three to five years of supervisory experience; social work certification; competent computer skills/experience. Must have a valid Wisconsin driver's license, proof of auto liability insurance, a vehicle, and a good driving record.

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 satisfactorily. 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 may be required.
- Ability to ambulate between offices, court, and other facilities.
- Must have a valid Wisconsin driver's license, a reliable vehicle, proof of insurance that satisfies Lincoln County requirements and a good driving record.

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.
- Ability to enter information into eWiSACWIS as required and stay current with changes in the eWiSACWIS system.

Supervisory Skills

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of

the principles of descriptive statistics.

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

- Ability to comprehend and interpret a variety of documents relating to financial assistance, economic support, youth aids, social work, long term support, and child abuse and neglect from any state office or entity which provides funding to local Social Service agencies. In addition, the ability to comprehend and interpret state statutes as it relates to social services and economic support and personnel and administrative policies and procedures.
- Ability to prepare a variety of documents including annual budget, annual report, reports for Board meetings, performance planning reports, grant applications, County Board resolutions, program plans, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting, and personnel management terminology.
- Ability to communicate effectively with Unit Supervisors, Department staff, Social Services clients, Social Services Board, County Board, State staff, Administrative Coordinator, Corporation Counsel, District Attorney, Circuit Court Judge, County department heads, law enforcement agencies, school officials, and others verbally and in writing.

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.
- Ability to interact positively with public and others.

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

Date

Date

**Lincoln County
Position Description**

Position Title: Social Services Director

Department: Social Services

Pay Grade: P

FLSA: Exempt

Date: May 2023

Reports To: Social Services Committee

Purpose of Position

This high-level management position directs and manages the employees of the Social Services Department for Lincoln County. This includes program administration, personnel management, budgeting and fiscal management, and provider contracts. Mandated services include child protective services, youth justice, child support, and income maintenance. Additionally, this position administers the 85.21 Specialized Transportation program for Lincoln County.

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.

- Directs/manages the Social Services Department and administers mandatory programs as designated in state statute. Ensures compliance with local, state, and federal rules, statutes and requirements that govern applicable programs.
- Consults with the Social Service Committee pursuant to Wisconsin Statute 46.22.
- Responsible for creation of long-range and strategic planning for department; prepares annual work plan, goals, and objectives.
- Develops, implements, and oversees department policies and procedures.
- Evaluates and monitors program effectiveness; creates performance improvement plans, prepares, and delivers performance reports.
- Directs the preparation of the annual department budget; monitors, oversees and authorizes expenditures; research funding sources and directs the preparation of grant proposals and applications to obtain funding for department programs and services.
- Determines allocation of agency resources and initiates requests for additional resources and structural changes to maximize existing resources, including modifications of employee positions.
- Directs Request for Proposal contracting endeavors; oversees or directs the oversight of contracts with other agencies and service providers. Coordinates execution of state-county contracts.
- Supervises Child Welfare Manager, Child Support Lead Worker, Fiscal Information Specialists, Accountant and the Economic Support Supervisor/Energy Assistant Specialist.

- Interviews and selects personnel for key positions; provides and facilitates orientation, training, and instruction; coordinates, assigns and reviews work; approves leave; evaluates performance.
- Acts as department liaison to the community, other agencies, the media, and the public. Is designee to represent the Department's position on matters that pertain to the Department's operations.
- Provides policy interpretation, coordinates service delivery and planning with other County and community agencies.
- Acts as records custodian for the Social Services Department.
- Acts as lead staff to the Social Services Committee.
- Creates protocols to ensure effective customer service for voluntary and non-voluntary clients; monitors customer satisfaction and makes system improvements.
- Creates and implements mechanisms to maintain strong organizational culture including employee engagement, effective communication learning opportunities and ongoing culture action plans.
- Serves on Human Services Leadership Committee and the North Central Community Services Board for North Central Health Care which provides community services on behalf of Lincoln County as well as Marathon and Langlade Counties.
- Works with the Lincoln County Emergency Management Director to coordinate and execute Lincoln County Emergency Plan Annex F and any other Human Services Emergency planning needs for the county.
- Works with the Administrative Coordinator and Health Services Director to prepare and submit the Lincoln County Civil Rights Compliance plan.
- Acts as a liaison for other building agencies for building related concerns.

Minimum Training and Experience Required to Perform Essential Job Functions

This position requires education, work experience, and necessary skills to understand high level legal concepts and application of state programs, budgeting and program compliance, ability to manage/supervise employees, have excellent conflict resolution skills, and develop strong collaborative relationships with stakeholders. A Bachelor's Degree from an approved college/university in Social Work, Public Administration, Business Administration, or related field plus five years progressively responsible experience is preferred but candidates that have ten years of experience in county government and can demonstrate the skills needed for this position will be considered.

Must have a valid Wisconsin driver's license, proof of auto liability insurance, a vehicle, and a good driving record.

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 satisfactorily. 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 may be required.
- Ability to ambulate between offices, court, and other facilities.
- Must have a valid Wisconsin driver's license, a reliable vehicle, proof of insurance that satisfies Lincoln County requirements and a good driving record.

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 Google Suite, Microsoft Office programs with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Ability to enter information into eWiSACWIS as required and stay current with changes in the eWiSACWIS system.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make decisions regarding the selection, discipline, evaluation, and discharge of employees.
- Understand high level legal concepts and application of state programs
- Budgeting and program compliance,
- Excellent conflict resolution skills,
- Develop strong collaborative relationships

Mathematical Ability

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

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

- Ability to comprehend and interpret a variety of documents relating to financial assistance, economic support, youth aids, social work, and child abuse and neglect from any state office or entity which provides funding to local Social Service agencies. In addition, the ability to comprehend and interpret state statutes as it relates to social services and economic support and personnel and administrative policies and procedures.
- Ability to prepare a variety of documents including annual budget, annual report, reports for Board meetings, performance planning reports, grant applications, County Board resolutions, program plans, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret legal, accounting, and personnel management terminology.

- Ability to communicate effectively with Unit Supervisors, Department staff, Social Services clients, Social Services Board, County Board, State staff, Administrative Coordinator, Corporation Counsel, District Attorney, Circuit Court Judge, County department heads, law enforcement agencies, school officials, and others verbally and in writing.

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.
- Ability to interact positively with public and others.

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

Date

Date

In 2016, Lincoln County completed a comprehensive Job Evaluation through Carlson Dettmann Consulting. Carlson Dettman defines the Job evaluation as a systematic process used to establish internal equity among positions as a foundation for the development of an overall classification hierarchy. It is an attempt to measure “the job,” rather than the performance of an individual doing the job. Employees were rated through a job evaluation methodology using a point factor system. All job descriptions were reviewed by the individuals performing the job as well as complete a job description questionnaire. Supervisors and department heads reviewed the employee responses for accuracy and completeness. Interviews were conducted as necessary. Once completed, their point factor job evaluation methodology was applied. Upon completion, employees had an opportunity to appeal the results. The classification component of the wage scale was developed and from there, the steps were developed in accordance to what Lincoln County could fiscally achieve.

Since that time, Lincoln County has preserved the integrity of the classification of the jobs as established. While initially, the step progression was rigid, over the years, due to the lack of applications for various positions and the inability to fill critical positions, the Department Heads and the Administrative Coordinator were given permissions to allow negotiations upon hire up to Step 5. It is now recognized that most of our positions at the step 1 and step 2 ranges are not competitive or desirable and can't be filled without negotiating a more competitive starting wage. The Administrative and Legislative Committee directed the Administrative Coordinator to further assess the ability to address this issue. After a number of collaborative meetings and discussion, the Administrative Coordinator summarizes the following:

1. It is best practice to complete a full wage scale review every 3-5 years to ensure that the wages still reflect the competitive market that exists.
2. Wage scales are generally applied using step 1 to be at the midpoint range with the end step the maximum market point. When Lincoln County applied the 2016 study, we were not able to apply it accordingly due to the fiscal impact.
3. In order for a wage scale to be useful, the agency (in this case the County), needs to be able to apply the recommendations in a manner that is reflective of the current market.
4. The integrity of the classifications has not been altered and is unlikely to have substantially changed since the 2017 implementation.
5. The cost for a full review would cost between \$30,000-\$50,000

Therefore, based on the cost of a study and the unlikelihood of the ability to implement the recommendations in a meaningful manner, the Administrative Coordinator makes the following suggestions:

1. A full wage scale be completed in 2026
2. To address the “market range” issue instead, use the current classification and steps to make competitive by:
 - a. Remove steps 1 & 2, bringing all employees to step 3 January 1, 2024 and hiring all new employees at step 3.
 - b. Create a “lateral” case exemption to hiring at step 3 and negotiate based on years of service in another county in a “same” or qualifying position equivalent to

the Lincoln County position. No position will be hired higher than (the new) step 5 range.

- c. Add a Step 12 (we currently max out at Step 11). This is a one time addition and those who are increased to step 12 are then maxed out.
- d. Highway CDL employees would not be subject to a-d until January 1, 2025 based on the recent \$2 additional pay to address the urgency in filling critical positions.
- e. To maximize efficiencies, all staff would receive their step increases on January 1st beginning 2024 (for Highway beginning 2025) as opposed to their work anniversary.

The impact for 2024 would be:

- add/delete steps \$75,979 w/o highway \$22,473
- Step increases beginning 1/1 \$96,956 w/o highway \$25,226

Total 2024 impact w/o highway would be \$125,235

The impact for 2025 Highway only would be:

- add/delete steps
- Step increases beginning 1/1

Total 2025 impact would be \$63,669

Request for Proposal



Real Estate Broker for Pine Crest Nursing Home

The Lincoln County Board of Supervisors through the Administrative Coordinator's office is seeking to contract with an individual or entity to act as a Real Estate Broker to provide information to, and solicit proposals from, prospective buyers of the county-owned nursing home facility commonly known as Pine Crest in the City of Merrill, Wisconsin.

Specifications and instructions may be obtained from the County Clerk (801 N. Sales Street, Merrill, WI) or online at www.co.lincoln.wi.us. Proposals must conform to the requirements of the specifications and instructions.

Proposals must be received by the Administrative Coordinator (801 N. Sales Street, Suite 205, Merrill, WI 54452) on or before 8:30AM on June 26, 2023 and will be publicly opened at the Lincoln County Service Center lobby area located at 801 N. Sales Street, Merrill WI (upper parking lot entrance) at 9:00AM the same day.

INSTRUCTIONS

1. PROPOSALS.

All proposals will be addressed to the Lincoln County Administration Department (Attn: Administrative Coordinator), 801 North Sales Street, Suite 205, Merrill, WI 54452, and delivered to the Lincoln County Administration Department. Proposals must be legibly printed or type written. Proposals must be sealed in an opaque envelope labeled “**Broker for Pine Crest Nursing Home.**” Proposals must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Proposals must be signed by the individual or by a duly authorized representative of the entity and dated. Proposals must remain firm for a period of ninety (90) days.

Issuance of this request for proposal does not confer any rights to any prospective proposer and does not obligate Lincoln County to engage in any procurement or to purchase. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person submitting the proposal.

Any confidential or proprietary information should be clearly marked as such. The County will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the County is subject to Wisconsin’s Public Records Law. Where a proposal identifies any portion of your materials as confidential or proprietary, bidder agrees to indemnify and defend Lincoln County and provide legal counsel for purposes of any challenges to these designations. Be advised that under Wisconsin’s public records law, a prevailing challenger is entitled to attorney fees, damages of not less than \$100, and other actual costs if the challenger prevails in whole or in part. Wis. Stat. § 19.37(2)(a). If the denial of access to a record is determined by the court to be willful or intentional, the court shall award actual damages. Wis. Stat. § 19.37(2)(a). An arbitrary or capricious denial may result in the imposition of punitive damages or statutory penalties. Wis. Stat. § 19.37(3), (4).

Once submitted, the proposals and any supplementary documents become the property of Lincoln County.

2. LATE PROPOSALS

Proposals that are not timely received will not be accepted. Late proposals will not be opened nor returned to the bidder. Proposals by email or fax will NOT be accepted. Actual receipt is required.

3. COMPETITIVE PROPOSAL/BID

This is a competitive proposal/bid. The contract shall be awarded to the lowest qualified and responsible proposer/bidder.

4. QUALIFICATIONS OF INDIVIDUAL OR ENTITY

Individual or entity shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services/work contemplated. Lincoln County may make that investigation as it deems necessary to determine the ability of the individual or entity to perform the services/work. Lincoln County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services/work contemplated.

Lincoln County may, in its' sole discretion, require proposers to submit sworn statements as to financial ability, equipment and experience in the work/services prescribed AND other matters that the County requires for the protection and welfare of the public in the performance of a public contract. Persons or entities offering bid proposals are strongly encouraged to incorporate such information (and references for recent, similar work performed) in their bids.

5. CONSIDERATION/AWARD OF CONTRACT

Lincoln County reserves the right to reject or accept any or all proposals, or parts thereof, and/or waive technical defects. This solicitation may be cancelled.

The award of this contract shall be to the lowest responsible and qualified individual or entity offering the most advantageous bid to Lincoln County, so long as the bid is deemed compliant.

A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its' terms. Lincoln County reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity.

Lincoln County and/or its' designee may choose to conduct interviews of qualified and responsible proposers and/or contact current and former customers of proposer.

6. CONTRACT

The successful individual or entity shall execute an Independent Contractor Agreement within fifteen (15) days after notice of the award of the contract is given. The request for proposal, instructions, specifications and proposal in their entirety form the primary basis of the agreement and will be made part of the agreement.

7. BOND

The selected contractor will be required, within seven (7) calendar days of notification of award of the RFP, to post a "Performance Bond" at least equal to the contract price and valid for at least 90 days beyond the contract closing as security for the faithful performance of the work to be contracted.

8. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable federal, state and municipal laws, ordinances, rules and regulations. Any permit, license, certification, accreditation (and any fee therefor) shall be the responsibility of the successful individual or entity.

9. ETHICS/CONFLICT OF INTEREST

It shall be unethical for any person to offer, give or agree to give any elected official, employee or former employee or to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, a purchase request, influencing the contents of any specification or procurement standards, rendering any advice, investigation, auditing, or in any other advisory capacity in any proceedings or application request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

10. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Contractor for the request services addressed in this document.

11. INSURANCE

The selected individual or entity shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor or anyone employed by them. The contractor shall be required to furnish the County an insurance certificate five (5) days prior to contract award, certifying the contractor is covered by the following types and amounts of coverage:

Type	Limits
Worker's compensation & Employer's Liability	Coverage A: \$ Statutory; Coverage B: \$100,000 Employers Liability
CGL/General liability (Bodily injury/Personal injury, Property damage)	\$1,000,000 each occurrence, Combined single limit \$2,000,000 each occurrence, Combined single limit (excavating/underground/collapse, if applicable to project) \$5,000,000 each occurrence, Combined single limit (if asbestos is involved in project)
Automobile liability – owned/hired/non-owned vehicles (Bodily injury/Property damage)	\$1,000,000 each occurrence, Combined single limit
Umbrella excess liability insurance	\$1,000,000 each occurrence, Combined single limit

Failure of County to demand such certificates or other evidence of full compliance with these insurance requirements or failure of contractor to identify a deficiency from evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Contractor shall maintain insurance for the duration of the contract.

The certificate shall list the Certificate Holder and address as follows: Lincoln County, 801 North Sales Street, Merrill, Wisconsin 54452.

Insurance shall include under the General Liability and Automobile Liability Policies "Lincoln County, its employees, elected officials, representatives, and members of its boards and/or commissions" as "Additional Insured's".

All insurance shall include a thirty (30) day notice to the County prior to cancellation or material policy change.

Contractor shall require sub-supplier; if applicable, to furnish identical Certificates of Insurance to Lincoln County prior to contract taking effect.

12. NO ASSIGNMENT

Assignment by the selected Contractor to a third party of any contract entered into for this project is prohibited and will not be recognized by the County unless approved by the County in writing in advance.

13. DISPOSAL OF PROJECT-RELATED MATERIALS

Disposal of all materials must be at the Lincoln County Landfill located at N4750 Landfill Lane, Merrill, WI 54452 (715-536-9636).

14. TAX EXEMPT STATUS.

Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.

SPECIFICATIONS

1. PROJECT NARRATIVE

Lincoln County is soliciting proposals for real estate brokerage services for the sale of the Pine Crest Nursing Home facility. Respondents to this request are encouraged to submit a proposal in line with their experience in the sale of county run nursing homes. This document is being issued for the purpose of soliciting quotes and proposals from prospective brokers and to provide a framework for submitting your proposals. The target audience for this request for proposal is individuals and entities who have an interest in brokering the sale of the Pine Crest Nursing Home with the intent of maintaining the nursing home operations within the County.

Pine Crest is a county-owned 120-bed skilled nursing facility that is licensed with the State of Wisconsin and operated by North Central Health Care (a tri-county owned organization). Pine Crest Nursing Home has served Lincoln County for nearly 70 years, initially constructed in 1954 in the building now known as the Lincoln County Health and Human Services Building.

Pine Crest gradually transitioned to its current location and configuration through several phases of construction that occurred between 1975 and 2017. Pine Crest is located at 2100 E. Sixth Street, Merrill, WI. The facility consists of approximately 150,000 square feet of building space. It is physically connected to the Lincoln County Health and Human Services building via an access-controlled corridor. The building has asphalt parking lots that accommodate 273 vehicles.

A full report completed by the Lincoln County Ad Hoc Committee can be found on our website:

https://co.lincoln.wi.us/sites/default/files/fileattachments/county_board/meeting/packets/43192/cb_packet_2023-03-21_additional_pine_crest_executive_summary.final_reduced.pdf

2. SPECIFICATIONS/SCOPE OF SERVICES

These specifications/scope of services are intended to be primarily goal-oriented versus prescriptive in nature. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

Lincoln County is accepting proposals for brokerage services for purposes of the sale of the Pine Crest Nursing Home. Lincoln County is willing to consider bids that include the option of the sale of the Health and Human Services building in addition to the nursing home facility. The business sale includes the 120-bed license and facility, all inventory, all moveable equipment, and any fixed equipment necessary to operate the nursing home and the responsibility on the date of transfer to continue operations of a nursing home in Lincoln County.

The County encourages Vendors to submit the most competitive proposal possible. If additional information is required, the County is willing to respond to written questions and requests for more information from Vendors or their representative. All questions regarding this solicitation for information should be directed to the Lincoln County Administration Office. Send your written questions to the Administrative Coordinator by fax at (715) 539-8053, by email to renee.krueger@co.lincoln.wi.us, or by mail to Lincoln County Administrative Coordinator, Renee Krueger 801 N. Sales St., Suite 205, Merrill, WI 54452. **Questions must be received by 12:00PM on June 16, 2023 and will be collectively answered by 4:30PM on June 21, 2023.**

For an onsite inspection of the property, contact the Pine Crest Nursing Home Administrative Office, Ryan Hanson, at (715) 539-2539.

All costs associated with the preparation of vendor proposals are the sole responsibility of the vendor.

Any proposal must allow for the uninterrupted care of the current residents. Additionally, Lincoln County is committed to meeting its responsibility to serve the population that is unable to obtain needed services from other providers in the county. Accordingly, Lincoln County invites and encourages the submission of innovative proposals that will enable service to those persons who would otherwise find it difficult to receive services in Lincoln County.

Broker must be willing to negotiate a sale resulting in the continued, responsible operation of the nursing home and the care of its residents at a mutually agreeable date.

3. GENERAL REQUIREMENTS, PERMITS, CODES AND STANDARDS

- A. All work under this contract shall be done in strict accordance with State of Wisconsin DNR & DWD, Federal Environmental Protection Agency (EPA) Clean Air Act, Occupational Safety and Health Administration (OSHA) worker safety codes and regulations, and all applicable Federal, State and local regulations, standards and codes governing lead and asbestos abatement and any other trade work done in conjunction with this project. All applicable codes, regulations and standards are adopted into this specification and will have the same force and effect as this specification.
- B. The contractor shall apply for and have on-site all required permits and licenses to perform the work as required by Federal, State and Local regulations.
- C. It is the contractor's responsibility to provide all materials, equipment and labor necessary to achieve any clearance or approval to both do the work and to put the work into service.
- D. It is the contractor's responsibility to provide and maintain protection for the public from any hazards caused by this work.
- E. Contractor will need to be responsible for providing their own ladders, scaffolding, lifts or other equipment necessary for the proper performance of the work.
- F. Contractor will be responsible for providing any necessary containment measures to protect occupants, workers and property.
- G. Contractor will be responsible for assuring that employees are provided with and wear any protective gear as required by any regulatory agency.
- H. Contractor shall provide a schedule indicating the approximate dates of all the key functions for the job.
- I. Contractor shall be responsible for the safe handling and transportation of all waste generated by this contract to the Lincoln County Solid Waste Landfill. Tipping fees shall be the responsibility of the contractor.
- J. Contractor shall assure that the project area is free of refuse/repared or replaced to the satisfaction of the County.

- K. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of the work, with respect to hire tenure, terms, conditions or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

4. COMPENSATION

The vendor is to provide a fixed price/lump sum/fixed percentage for a specified period of time for brokerage services. A payment schedule will be agreed upon in advance of the commencement of services.

5. PROJECT SCHEDULE

EVENT	SCHEDULED DATE	TIME (all CST)
Release of RFP	June 12, 2023	9:00AM
Site Visit/Pre-Bid Conference		
Proposals Due	June 26, 2023	8:30AM
Proposals Opened	June 26, 2023	9:00AM
Reference Checks/Visits	June 27, 2023	NA
Committee Action on Bid	June 28, 2023	Meeting begins at 3:30PM
Completion Date	TBD as negotiated	

6. QUALIFICATIONS

A. Relevant Experience: Current real estate brokerage license in good standing with Wisconsin DSPS plus any other required licenses and/or certifications to supply the requested services. Must have prior experience in negotiating the sale of a skilled nursing facility with a preference for prior experience in negotiating the sale of a county-run skilled nursing facility.

B. Contractor Information

- i. Letter of introduction that includes name of contact person and contact information.
- ii. Office location(s), ownership and affiliation, size of entity/company
- iii. Entity’s objective in relation to this project
- iv. Key project personnel including responsibilities and qualifications to do this work.
- v. References – provide client name, contact name/title/address/phone of at least three clients that have been or are currently being provided similar service within the last five (5) years

ARPA Request Form

FOR LINCOLN COUNTY DEPARTMENTAL REQUESTS ONLY

Department Requesting: Forestry,
Land and Parks

Contact Person: Dean Bowe

Date of Request: 6/7/23

Briefly provide an overview of your request:

Camp New Wood Kayak Rental

A self-service kayak rental unit is being proposed for location at New Wood Park. A privately operated self-serve, on site, kayak rental facility can be installed at New Wood Park. A 4-unit facility is installed to start the project with potential for expansion.

5-year agreement with one-time \$18,000.00 fee paid up front.

Expansion based on demand (8 to 12-units) at no cost to the County.

After 5 years, renew agreement at no cost.

For market rate rental fees, County shall receive 50% of rental revenue generated during the term.

AMOUNT REQUESTED: \$20,000.00

How does this program, service create economic growth and/or generate county revenue? (Provide specific financial explanation or attach documentation that directly supports this request).

With the Great Pinery Heritage Waterway becoming a reality, people will be looking for convenient ways to enjoy the river. Installation of a self-serve kayak rental unit will add to the appeal of the water trail for those who do not own kayaks.

Does this request require any building, construction, repairs, IT applications, etc. that may require contracting services, permitting, or other necessary measuring such as an RFP to implement? If so, please explain:

Yes, minor site prep with installing a gravel pad for the facility. Rent.Fun maintains ownership of the equipment and is responsible for all ongoing program costs, logistics and maintenance.

Does this request result in any tax base building?

No. Rent.Fun would maintain ownership and be responsible for maintenance.

Does this request require any building, construction, repairs, IT applications, etc. that may require contracting services, permitting, or other necessary measuring such as an RFP to implement? If so, please explain:

Who will benefit from this request (i.e., employees, department, public, etc.).
Anyone interested in trying kayaking or someone unable to travel with their own kayaks.

Are there ongoing costs or maintenance required for this request beyond the initial funding?
Rent.Fun is responsible for maintenance and replacement of equipment.

What are the dates of project/program/service implementation:
30 to 90 days after contract agreement.

What is the expected completion date (if applicable)?
Same.

LINCOLN COUNTY USE ONLY

ARPA REQUEST REVIEW

DATE OF REVIEW:

Amount Requested: \$

Date approved by A&L Committee:

Specific Concerns or Recommendations from the committee attached?

YES

NO

Will this require an RFP?

YES

NO

REQUEST APPROVED:

YES

NO

SPECIFIC PROVISION WITH APPROVAL (pending RFP, staggered distribution of funds, fund matching based on other contributions, etc.)

AMOUNT GRANTED FOR THIS REQUEST: \$

Follow up Required IF APPLICABLE:

RENT!FUN



Self-Service Kayak Rental Proposal

2022-08-01

This proposal is valid for 60 days.



Cover Letter

Dear colleague,

Rent.Fun, a Movatic company, is excited to submit our proposal for the region's first-ever self-service kayak rental program.

Like most parks and rec enthusiasts, we believe that there is no better feeling than launching a kayak at sunset.

But buying your own boat is expensive! And lugging it to the park is a pain.

With rent.fun's self-service kayak rental program, your community can click a button on their smart phone and rent a kayak at the waters edge.

No lines. No paper forms. No reservations.

And unlike traditional operators, we're open for business 7 days a week, sun-up to sun down, all season long.

From assisting users with technical issues, to repairing and replacement equipment - we handle all the logistics so you don't have to lift a finger.

Welcome to the new age of recreational rentals.

We'd be honored to partner with you!

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Greenstein".



Adam Greenstein, JD/MBA
CEO & Chief Fun Officer
617.686.0667
adam@rent.fun

Our Story

With nearly a decade of experience powering self-service equipment rental programs, we have a deep understanding of how to deploy software and hardware to create equipment sharing programs that make usage more convenient, affordable, and environmentally-friendly than traditional rental models.

Equipment Sharing Pioneer.

In 2012, we began developing software-connected "smart locks" that could transform a fleet of standard bicycles into a fully functional bike sharing program. Through our parent company, that technology has been licensed to over 450 bike and scooter sharing systems across 44 countries, processing over 3000 equipment rentals every day.

Operational Excellence.

More than just technology, we've honed our operational skills through our first subsidiary - Tandem-Mobility (tandem-mobility.com) -- a bike share operations company that has launched and operated 18 municipal bike share programs over the past 24 months.

Continuous Innovation. In 2019, we started experimenting with a new app-based rental program - "kayak share." Since then, we've perfected our proprietary "smart lockers" and are expanding our kayak share network to include 20 locations across 10 states in Spring 2022. We plan to expand contactless rentals to other forms of recreational equipment - such as lawn games, pickle ball paddles and tennis rockets - in Fall 2022.





How Self-Service Kayak Rentals Work

Kayaks, lifejackets, and paddles are stored in solar-powered “smart lockers” and secured with app-controlled locks.

To rent and access equipment, users just download the rent.fun app, add payment information and sign the digital waiver, and then unlock and rent by scanning a QR code on the smart locker.

In-app tutorials provide water safety instructions and kayaking tips for beginners.

After a paddle on the water, the user returns the items to the same locker where they got it. The rental automatically ends and the user’s credit card is charged for the duration of their rental.



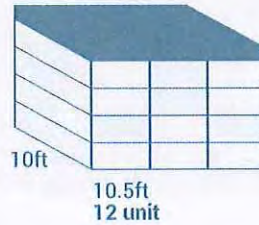
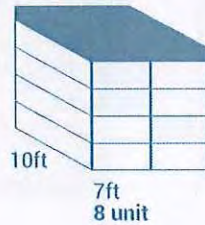


The Smart Locker

The First Kayak Locker controlled via Smart Phone:



Size Options





Example Installations

We can install on any service. A concrete pad is not required.



The Software

The Mobile App

Everything that a user needs to rent their favorite equipment - without needing to make reservations, wait in line, or fill out paper forms.

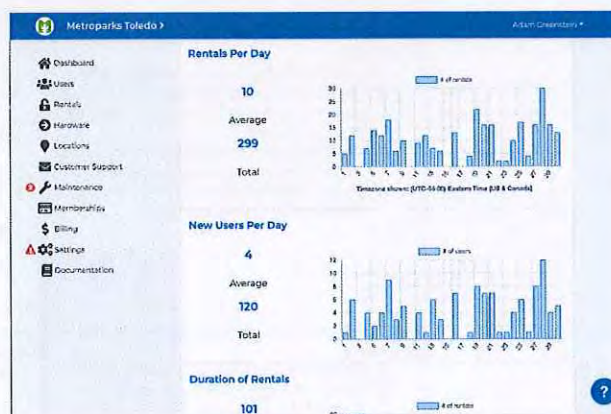


- Rental Instructions and Safety Tips
- Scan QR Code to Lock & Unlock Equipment
- Start & End Rentals
- Accepts Credit Card, Debit Card
- Communicate with Customer Support
- Sign Electronic Waivers
- Get your receipts sent via email
- View Available Units

The Admin Dashboard

Everything that a park system needs to manage and track the performance of their program.

- Utilization Data
- Revenue Reports
- Customizable Hours of Operation
- Track Maintenance Tickets.



Operations

Install

Upon contact execution, we will consult with you to identify the ideal water-front location to install your kayak rental station. We do not need a concrete pad or access to the electrical grid, any flat surface (gravel, dirt, grass, etc.) will do. Within 30 to 90 days, our Launch Manager will arrive by truck to deliver and install the station at the designated location, with the assistance of our local Field Technician (see below). Install will be completed within 1-2 days of arrival.

Ongoing Maintenance

30 days before launch, our team begins recruiting for a part-time Field Technician, local to your community. The Field Technician will assist with install and will be responsible for ongoing maintenance. During the install process, our Launch Manager will train our local Field Technician on all aspects of the equipment and technology.

Once the station is activated, our local Field Technician will conduct Preventive Maintenance Checks weekly or bi-weekly depending on the operational needs of the program. All tasks are logged digitally and to ensure compliance with our standard operating procedures and contractual requirements. In the event that equipment is damaged or goes missing, we will replace such items at no cost to the City. All field technicians are provided with safety stock of equipment (stored locally) to ensure prompt replacement of equipment.

Preventative Maintenance Checklist	
<p>(1) Kayaks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove the kayak from each locker unit. <input type="checkbox"/> Inspect the Rigging - Make sure the handles, perimeter lines and bungees and seats are all in good shape. <input type="checkbox"/> Inspect Bottom - Flip kayak over and look for damage, holes, scratches or gouges. <input type="checkbox"/> Clean - Wipe exterior and interior seats with water and/or disinfecting wipes. 	<p>(2) Lifejackets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove each lifejacket from each locker unit. <input type="checkbox"/> Check that all hardware and straps are firmly attached and are in working order. <input type="checkbox"/> Check for leaks, mildew, lumpy or hardened buoyancy material, and oil saturation in the fabric. <input type="checkbox"/> Make sure that there are no rips or tears in the fabric. <input type="checkbox"/> Make sure that the label stating USCG approval is attached, and that it is readable. <input type="checkbox"/> Discard and replace life jackets that show signs of deterioration - tears, mildew stains,
<p>(3) Paddles</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove each paddle from each unit. <input type="checkbox"/> Rinse with clean, fresh water; be sure to rinse the ferrule as well. <input type="checkbox"/> Examine the internal parts of the shaft to make sure they are clear of water and debris. 	<p>(4) Locker and Locker Door</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lock and unlock each lock and check battery levels. <input type="checkbox"/> Open and close each locker door, inspect hinge, check for proper functioning - make any necessary repairs. <input type="checkbox"/> Check that all signage is present and properly displayed. Signs should be straight, clean, and undamaged.



Marketing

Through Rent.Fun's full-service offering, we will invest heavily in marketing and community engagement to drive utilization of the program and increase awareness of your parks and public spaces.

Custom Website

We develop and promote a custom website for every program that we launch, which informs users of pricing information, rental instructions, and launch locations.

Local Partnerships

Through partnerships with local hotels, businesses, and nonprofits, we create a network of program ambassadors who promote the program and the park to their constituents. We arm these groups with digital and printed content and promo codes that promote the program and the parks.

Launch Events & Local Press

We recommend holding a joint City / Rent.Fun launch event and ribbon cutting ceremony to celebrate the program's launch. We will invite local and regional news outlets to attend the event and cover the story to general local press.

Digital Marketing

Pre- and post-launch we will invest in geo-targeted google ad words and social media ads to drive rent.fun app downloads and utilization of kayak rental stations. Our objective? When someone searches "kayak rental" or similar terms in your area, rent.fun rental stations will be the first result that they see.



Risk Management

Liability

All users must sign a digital waiver in app prior to rentals, under which they assume all risk associated with use of rent.fun equipment. In addition, per the terms of the agreement between Rent.Fun and our public agency partners, we take on all liability associated with the program and agree to indemnify and hold harmless our public agency partners.

Insurance

We will add our government agency partners as additionally insured under our policy, which includes \$1m of General Liability Coverage, \$5m aggregate.

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 10/15/2021			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.</p>									
PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804				CORRECT NAME: Rachel Bailey PHONE (AC, Ho, Ext): 877-783-1161 FAX (AC, Ho): 800-363-3694 EMAIL ADDRESS: OlanG@kandkinsurance.com PRODUCER CUSTOMER ID:					
INSURED Rent Fun LLC 201 S. Division St, Suite 400 Ann Arbor, MI 48104 A Member of the Sports, Leisure & Entertainment RPG				INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 23787			
COVERAGES				CERTIFICATE NUMBER: W02039423		REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>									
TR	TR	TYPE OF INSURANCE	TRK	TRM	TRW	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X	COMMERCIAL GENERAL LIABILITY				88FPV0000031575200	10/15/2021 3:33 PM EDT	10/15/2022 12:01 AM	EACH OCCURRENCE \$1,000,000 EXCESS TO RENTED PREMISES (EA Occurrence) \$300,000 MED EXP (per one person) EXCLUDED PERSONAL & ADV INURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LMS TO PARTICIPANTS
		<input type="checkbox"/> CLAIM <input checked="" type="checkbox"/> RICE <input type="checkbox"/>							
		GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: MEMBER							
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HOWAS							OWNED SINGLE LIMIT (EA ACCIDENT) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
		<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION							EACH OCCURRENCE AGGREGATE
		EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MANAGER EXCLUDED? (Mandatory in MI) <input type="checkbox"/> Y/N If Y, describe in the DESCRIPTION OF OPERATIONS below			N/A				<input type="checkbox"/> STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT EL DISEASE - EA EMPLOYEE EL DISEASE - POLICY LIMIT PRIMARY MEDICAL EXCESS MEDICAL
		MEDICAL PAYMENTS FOR PARTICIPANTS							
DESCRIPTION OF OPERATIONS (LOCATIONS) (VEHICLES) (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Kayak/Canoe/Raft/Tube/Paddle & Surf Board Rental Operations Class I, II, III rivers, flatwater (non-guided/guided)									
CERTIFICATE HOLDER				CANCELLATION					
Evidence of Coverage				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
				AUTHORIZED REPRESENTATIVE <i>Rachel Bailey</i>					
Coverage is only extended to U.S. events and activities. ** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas									
ACORD 25 (2016/93)		The ACORD name and logo are registered marks of ACORD			© 1999-2016 ACORD CORPORATION. All rights reserved.				



Costs & Revenue Share

5-year partnership

Rent.Fun will maintain ownership of the equipment and will be responsible for all ongoing program costs and logistics. We start with a 4-unit rack and then we expand to 8-unit or 12-unit based on program demand. Expansion comes as no cost to you.

5 year agreement	Price
One time Activation Fee Includes installation and activation of smart locker - fully equipped with kayaks / paddleboards / lifejackets / paddle; locker signage.	\$18,000 Paid upfront prior to launch;
5-year Services Agreement Guarantees that you'll have the service for 5 years. After that, you can renew annually at no cost.	No cost
Rental Fees You can choose to charge Market Rate Rental Fees (e.g. \$20 per hour), or a Nominal Rental Fee (e.g. \$5 per hour).	
Revenue Share For Market Rate Rental Fees, City shall receive 50% of the rental revenue generated during the Term.	

Customer is responsible for:

- help with marketing the program

Rent.Fun is responsible for:

- delivery, installation, maintenance
- on site signage
- providing end users with technical support
- mobile app
- utilization reporting
- maintenance and replacement of equipment
- collecting and processing rental revenue and refunds
- insurance and liability coverage



SAMPLE SERVICES AGREEMENT

This Services Agreement (this "Agreement"), effective as of _____, 2022 (the "Effective Date"), is entered into by and between Rent.fun, LLC, a Michigan limited liability company ("Operator") and _____ ("City"). Now, therefore, in consideration of the mutual covenants and representations set forth in this Agreement, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged and agreed, City and Operator hereby agree as follows:

The parties agree that the following schedules and attachments are herein incorporated by reference:

Schedule A – Rental Station Services and Obligations
Schedule B – Term & Premises
Schedule C – City Obligations

1. Purpose. Operator operates recreational equipment sharing programs that utilize recreational equipment, physical storage and blue-tooth and cellular locking technology to allow the equipment to be rented, paid for, and locked and unlocked by users with an app (collectively, the "Rental Station Services"). City now wishes to engage Operator, and Operator has agreed to provide the Rental Station Services on the City's parks, recreation, and open space areas (the "Premises") on the terms and conditions set forth herein.

2. Term. This Agreement is effective as of the Effective Date and shall continue as specified in Schedule B, unless terminated earlier in accordance with the terms of this Agreement.

3. Compensation for Services, Payment. City shall pay Operator an Activation Fee as set forth in Schedule C.

4. Exclusive License. City hereby grants to Operator an exclusive license during the Term to enter upon and utilize the Premises to install and operate the Rental Station Services and to bring onto the Premises personnel and equipment as Operator deems necessary in connection with the Rental Station Services. This exclusive license allows Operator to erect and store such equipment and materials as necessary on the Premises. Operator understands that City's Premises have varying rules and regulations depending on the location and will comply with said rules and regulations. During the Term of this Agreement, City agrees that Operator shall be the only self-service recreational equipment rental operator with the right to use the Premises.

5. Termination. Unless otherwise prohibited by law, either party may terminate this Agreement: (i) if the other party is adjudicated bankrupt or otherwise seeks to avoid its performance obligations under applicable bankruptcy or insolvency laws, (ii) upon the occurrence of a material breach of this Agreement by the other party if such breach is not cured within thirty (30) days after written notice identifying the matter constituting the material breach, or (iii) if City no longer owns or no longer has the right to license the Premises as specified herein this Agreement. In advance of any change in ownership of the Premises, City will provide Operator with at least fifteen (15) business days prior written notice of such change of ownership and use commercially reasonable efforts to get the new owner of the Premises to sign an agreement substantially similar to this Agreement with Operator (if this Agreement is not transferred as part of such change in ownership.) Upon termination or expiration of this Agreement, Operator shall collect and remove all equipment or items located on City's Premises within thirty (30) days.

6. DISCLAIMER. To the maximum extent permitted by law, except as otherwise set forth in this Agreement, neither party makes any representations or warranties to the other, including with respect to its products and services or the subject matter of this agreement, and each party hereby disclaims any express, implied or statutory warranties, including the implied warranties of fitness for a particular purpose, title, merchantability, and non-infringement.

7. Liability for Loss; Indemnity. City shall not be liable for any injury or damages to persons or property sustained by the Operator or by other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless against any and all third party claims, damages, and lawsuits

asserted against City arising out of this Agreement alleging (a) Operator's negligence or willful misconduct in providing the Rental Station Services; and/or (b) Operator was grossly negligent or committed an intentional act that caused injury to a person or damage to property arising out of this Agreement. Operator shall indemnify and hold City harmless from and against all damages finally awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

8. Liability for Loss; Indemnity. City shall not be liable for any injury or damages to persons or property sustained by the Operator or by other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless against any and all third party claims, damages, and lawsuits asserted against City arising out of this Agreement alleging (a) Operator's negligence or willful misconduct in providing the Rental Station Services; and/or (b) Operator was grossly negligent or committed an intentional act that caused injury to a person or damage to property arising out of this Agreement. Operator shall indemnify and hold City harmless from and against all damages finally awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

9. Insurance. The Operator shall, throughout the term of this Agreement, at its own cost and expense procure and maintain public liability insurance with respect to the Operator's operations arising out of this Agreement, with limits of at least \$1,000,000.00 for bodily injury and death. Such policy of insurance shall name the City as an insured or additional insured, as its interest may appear, and shall provide that the policy cannot be cancelled without at least ten (10) days written notice to the City. Such policy shall contain an endorsement waiving all rights of subrogation, if any, against the City. The Operator shall provide the City with a copy of such prior to placement of any equipment on the Premises, or conducting any business on the Premises. Operator acknowledges and agrees that it is not an insured under any property or general liability policy maintained by the City.

10. Compliance with Law and Policy. Operator agrees to provide the Rental Station Services in accordance with all City policies, regulations, rules, and practices and with all applicable municipal, state, and federal laws, including but not limited to fire codes.

11. Subcontractors. The Operator shall be the sole source of contact for the contract. The Operator is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

12. Miscellaneous. This Agreement and all matters concerning its interpretation, performance, or enforcement will be governed in accordance with the laws of the State of Michigan (exclusive of its choice of law rules), and the federal laws of the U.S. Notwithstanding any provision hereof, City and Operator are independent contractors under this Agreement and nothing herein shall be construed to create a partnership, joint venture or agency relationship. Each party is solely responsible for all applicable taxes, withholdings, and other statutory or contractual obligations. Neither party may assign performance of this Agreement or any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other, except that Operator may assign this Agreement without City's prior written consent in the case of a merger, acquisition or other change of control, and in such event this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement may be amended by mutual agreement of the parties. Such amendments shall only be effective if incorporated in written amendments to this Agreement and executed by duly authorized representatives of the parties. This Agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This Agreement contains the entire agreement of the parties relating to the subject matter hereof. In the event any of the provisions of this agreement shall be held to be invalid by any court of competent jurisdiction, the same shall be deemed severable, and as never having been contained herein, and this agreement shall then be construed and enforced in accordance with the remaining provisions hereof. In the event either party fails or refuses to comply with the terms of this agreement, then the non-breaching party may seek any remedy available at law or in equity.

13. Independent Contractor. Operator is an independent contractor and neither the Operator nor its officers, employees and/or agents shall be deemed the City's agent, representative or employee. This Agreement does not create an employee/employer relationship, a partnership, joint venture or any other type of legal relationship between the City and the Operator.



SCHEDULE A: Station Services and Obligations

1. EQUIPMENT & INITIAL LAUNCH: Operator will make available for rent Kayak Rental Stations Services, as collectively defined below in this subsection. Each Kayak Rental Station shall include:

- 4 sit-on-top kayaks / SUPs, with associated paddles and lifejackets
- Each craft offered for rent shall be furnished with all items of safety equipment specified by state laws governing the use and operation of watercraft on state water; and
- When not in use, all equipment shall be stored in a tamper-proof locker provided, maintained, and installed by Operator. The locker shall include individual storage units suitable to store each kayak and / or SUP and associated lifejackets and paddles. Each storage unit shall be secured by an app-controlled cellular lock, provided and maintained by Operator.

2. EXPANSION. At Operator's discretion, and upon the written approval of City, Operator shall have the right to expand the Kayak Rental Station Services at Premises to include a total of eight (8) or twelve (12) kayaks and / or SUPs, based on demand observed after initial launch.

3. SIGNAGE. Operator may choose to provide signage at the Premises. Operator may obtain third party sponsors for the signage and retain all revenue collected therefrom. Operator will submit designs of any anticipated decals or signage for City's approval prior to installation, not to be unreasonably withheld. Operator shall be solely responsible for installation and maintenance of any decals or signage.

4. CUSTOMER SUPPORT: Operator shall provide customer and technical support services to end users of its equipment to resolve billing issues, technical issues, and general inquiries.

5. MARKETING: Operator shall develop and deliver to City a custom website designed to market the Rental Station Services prior to launch.

6. MAINTENANCE: Operator maintenance personnel will visit the Premises to perform general maintenance and cleaning of all equipment to ensure that all equipment is in good repair and condition for use. In the event a safety or maintenance issue is discovered on any equipment available for rent, such equipment shall be made unavailable to users and shall be removed and repaired before it is put back into service.

SCHEDULE B: Term and Revenue Share

1. TERM: The Term shall commence on the Effective Date and shall continue for a period of 5 years, unless earlier terminated in accordance with the provisions of this Agreement ("Initial Term").

2. REVENUE SHARE: City shall receive 50% of the gross rental revenue received from watercraft rentals on Premises, less the direct costs of any Non-Standard Repairs that are required during the Term. Non-standard repairs shall include: (a) moving the locker to a new City-managed location, on written request of City; (b) replacement of locker or parts thereof due to vandalism, natural disasters, or other outside forces unrelated to Operators or its Rental Station Services.

SCHEDULE C: City Obligations

1. MARKETING. City will use reasonable efforts to promote the Rental Stations Services to the public, which shall include linking to the program website from the City's web properties and social media accounts.

2. COMPENSATION. City shall pay Operator the following fees:
• Activation Fee: \$16,000.

3. PAYMENT. An invoice shall be sent following execution of this Agreement, with payment terms of net 30 days.

AGREED AND ACCEPTED

Operator: Rent.fun, LLC

By: _____

Name: _____

Title: _____

Date: _____

City _____

By: _____

Name: _____

Title: _____

Date: _____

Lincoln County Highway Department

100 S. Cooper Street Merrill, WI 54452

Phone (715) 539-2500 Fax (715) 536-2901

John Hanz - Highway Commissioner
Heather Marheine - Financial Manager
Kris Reichelt - Program Assistant



June 1, 2023

RE: ARPA Fund Request Details

To A&L Committee:

The following are the requested details of Lincoln County Highway Department ARPA requests.

- 1.) Order of construction projects in Highway request.

A.) CTH K Larson Lake to USH 51 north	\$1,200,000.00
B.) CTH A USH 8 to Tomahawk	\$1,300,000.00
C.) CTH A USH 51 to CTH A north	\$ 560,000.00
D.) CTH U CTH A to USH 8	\$ 800,000.00
- 2.) Attached is an email from Funktion Design Studio to discuss structural engineer and cost reductions for Tomahawk shop.
- 3.) Copy of power point presentation of what makes up GTA (General Transportation Aids) and what effect reduction in funding to Highway Department maintenance will have on our GTA funding.
- 4.) Attached bar graphs of 2021 and 2023 PASER rating for CTH pavements to show accelerated degradation of CTH pavements.
- 5.) Power Point presentation making use of your Annual Report.
- 6.) 2023 Pipe Survey of culvert pipe that are failing on CTH system. (50% complete)

Thank you for the opportunity to discuss ARPA Funds with the A&L Committee.

John Hanz Commissioner
Lincoln County Highway Department



John Hanz <john.hanz@co.lincoln.wi.us>

Proposed services and range of fees for the Tomahawk Highway Garage

3 messages

Melody Hamlin <melody@funktiondesignstudio.com>

Wed, May 10, 2023 at 1:39 PM

To: "john.hanz@co.lincoln.wi.us" <john.hanz@co.lincoln.wi.us>

Cc: Patrick Gierl <patrick.gierl@co.lincoln.wi.us>, Rick Schroeder <rick@funktiondesignstudio.com>

John,

Per our discussion, the following is an initial scope of work and estimated fees for structural and architectural services for the repairs of the masonry and new roof.

Scope:

PHASE ONE: CONSTRUCTION DOCUMENT PREPARATION

A. *Prepare Construction Documents:*

- Complete an observation review with the structural engineer w/assistance from the county digging some observation holes along the north wall
 - Document the repair areas, gather critical dimensions and observe existing detailing
 - Outline the scope of work
 - Meet with client to present the outline and define the scope of work to be included in the contract document phase for bidding
- Develop Construction Documents
 - Prepare Architectural and Structural Drawings
 - Prepare a Scope Project Manual of building materials and general conditions for construction and bidding.
- Review of Construction Documents
 - Present the contract documents to the Client for final review and approval prior to distribution to contractors
 - Finalize Construction Documents based on Client's input
- Prepare documents for the client to submitting for permitting

PHASE TWO: BIDDING PHASE

A. *Administer Bid Process*

- Prepare Invitation for Bid Instructions to bid the building project
- Execute bid process through invitation for bids
- Issue contract documents to the selected contractors
- Direct Pre-Bid Conference to present and discuss the project scope, construction, and bidding requirements

- Answer contractor/supplier questions regarding the bid documents
- Issue addenda to clarify construction documents during bidding period
- Direct Bid Opening
- Prepare Bid Tab, Evaluate Bid and Bid recommendation for award
- Prepare AIA Owner/Contractor Agreements for general contractor

PHASE THREE: CONSTRUCTION PHASE (ASSUMED 10-12 WEEKS TOTAL CONSTRUCTION PERIOD)

A. Construction Administration

- Prepare and assist client with a construction kick off meeting with the contractor and subs

B. Construction Site Visits

- Conduct total of 4 site visits periodically to monitor repair installations
- Conduct final walk-thru to verify completion of the Contractor's work

Range of fees \$11, 500 - \$13,000. If you would like to pursue, I will prepare a formal service agreement with the County.

Also let me know if you want the ventilation recommendation included, if so, I will get a fee from our MEP subconsultant.

Melody Hamlin, Project Manager

Funktion Design Studio

Cell 715-571-8122

melody@funktiondesignstudio.com

www.funktiondesignstudio.com

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

John Hanz <john.hanz@co.lincoln.wi.us>

Wed, May 10, 2023 at 2:00 PM

To: Melody Hamlin <melody@funktiondesignstudio.com>

Cc: Patrick Gierl <patrick.gierl@co.lincoln.wi.us>, Rick Schroeder <rick@funktiondesignstudio.com>

Received, thank you. Received and will share with the Committee.

John

[Quoted text hidden]

john.hanz@co.lincoln.wi.us <john.hanz@co.lincoln.wi.us>

Wed, May 10, 2023 at 2:01 PM

To: melody@funktiondesignstudio.com, melody@funktiondesignstudio.com

Your message

To: melody@funktiondesignstudio.com



N7838 HWY 17
GLEASON, WI 54435
(715) 539-0943
WWW.KIMMONSROOFING.COM

Date: MAY 24, 2023

PROPOSAL FOR: TOMAHAWK HIGHWAY DEPARTMENT (1988 BUILDING)
574 SOUTHGATE DR
TOMAHAWK, WI 54487

PRICE INCLUDES BUT IS NOT EXCLUSIVE TO:

- REMOVE FIBERTITE, RUBBER ROOFING AND ONE LAYER OF 1" BOARD.
- REMOVE AND REPLACE GUTTERS WITH NEW ONES REUSING OLD DOWN SPOUTS.
- INSTALL 2X4'S ALONG SIDEWALLS TO ATTACH EDGING TO.
- DURO-LAST WILL ALL BE MECHANICALLY ATTACHED.
- INSTALL DURO-LAST 2" ISO INSULATION ONE LAYER.
- INSTALL DURO-LAST 2 WAY ROOF VENTS.
- INSTALL DURO-LAST FACTORY-MADE CURB FLASHINGS.
- INSTALL DURO-LAST FLAT ROOF SYSTEM.
- INSTALL DURO-LAST PARAPET MATERIAL ON WALL.
- INSTALL DURO-LAST 24 GAUGE 2 PIECE COMPRESSION METAL TO NON-WATER RUN OFF EDGES.
- INSTALL DURO-LAST 24 GAUGE T EDGING ON WATER RUNOFF EDGES.
- PERFORM ALL WORK IN A NEAT WORKMANLIKE MANNER AND REMOVE ALL ROOF DEBRIS FROM PREMISES.

TOTAL PROPOSAL FOR DURO-LAST 50 MIL ROOF SYSTEM 20 YEAR WARRANTY INCLUDED: \$69745.62
TOTAL PROPOSAL SAME SYSTEM WITH 2 LAYERS OF 2" INSULATION ADDED: \$80378.82

PAYMENT SCHEDULE: \$49745.62 DOWN NON-REFUNDABLE, \$20000.00 DUE AT COMPLETION. ALL DETAILS OF THIS WORK ORDER HAVE BEEN EXPLAINED TO THE CLIENT AND ACCEPTED BY SIGNATURE BELOW. ANY CHANGES FROM THE ABOVE PROPOSAL INVOLVING EXTRA COSTS WILL BE BY WRITTEN AGREEMENT ONLY. WORK TO BE COMPLETED AS SPECIFIED IN THE ABOVE PROPOSAL.

THE PROPOSAL WILL BE VOIDED AFTER 15 DAYS.

CUSTOMER SIGNATURE _____ DATE _____

SHAUN KIMMONS Shaun Kimmons DATE 5/24/2023



VISIT US AT "KIMMONSROOFING.COM"

Lincoln County Highway Facility - Tomahawk

Exterior and Interior Repairs

Prepared by Funktion Design Studio, LLC

4/3/2023

1	Clean building / prep interior and exterior	9240	sf	\$ 5.00	\$ 46,200
2	Allowance for Shoring	10	ea	\$ 500.00	\$ 5,000
3	Excavation for foundation repair/ damproof	120	lf	\$ 35.00	\$ 4,200
4	Major Tuckpointing	3200	sf	\$ 25.00	\$ 80,000
5	Surface Tuckpointing	1400	sf	\$ 18.00	\$ 25,200
6	Vertical Transition/Control Joints	210	lf	\$ 12.00	\$ 2,520
7	CMU Replacement	100	unit	\$ 65.00	\$ 6,500
8	CMU Structural grouting of cores	315	lf	\$ 10.00	\$ 3,150
9	CMU - Core fill Insulation	4620	sf	\$ 5.00	\$ 23,100
10	Sealant joints replaced and new @ all openings	150	lf	\$ 5.80	
11	Paint Exterior - Walls	4620		\$ 5.75	
12	Site clearing of the roof and flashing	5600	sf	\$ 5.00	
13	New EPDM Roof, flashing and fascia	5600	sf	\$ 25.00	
14	High-Volume Low Speed Ceiling Fans	1	allowance	\$ 40,000	
15	Subtotal				\$ 195,870
16					
17	Contingency	25%			\$ 48,968
18					
19	Mobilization/ General Conditions				\$ 80,000
20					
21	Exterior Building Repair OPC				\$ 324,838
22					
23	2024 Inflation increase	4.0%			\$ 12,994
24	Architectural/Engineering Services	T&M est	wo roof		\$ 12,000
25	Proposed Repair/Alterations				\$ 349,831
26					
27	Additional Maintenance/Upgrade Options				Contingency and Inflation
28	Alternate 1: New Hollow Metal Doors	4	ea	\$ 2,200.00	\$ 11,440
29	Alternate 2: Mechanical upgrade	1	allowance	\$170,000.00	\$ 221,000
30	Alternate 3: Paint Interior	4620	sf	\$ 4.00	\$ 24,024
31	Alternate 4: Clean roof decking and paint	6400	sf	\$ 6.50	\$ 54,080
32	Alternate 5: Floor control joints resealed	520	lf	\$ 12.00	\$ 8,112
33					\$ 318,656
34	Owner responsible for removing all loose equipment and cleaning the floor				
35					
36	In providing this Opinion of Probable Cost (OPC), the client understands that Funktion Design Studio, LLC (FDS) does not have control over the price of labor, equipment, materials, or the Contractors means or methods of pricing. The OPC provided is made on the basis of FDS's professional qualifications and related experience. FDS makes no warranty, expressed or implied, to the accuracy of opinions as compared to bid or actual costs.				

What makes up your GTA and how do you maximize what you get?

March 23, 2022



Tim Ramberg
Ram Resources LLC
715-928-0667
RamResourcesLLC@yahoo.com

1

Introduction

GTA can fake you out at times.

A 2% increase is not 2% for you.

(That is the average-No County was 2%)

Teachable Moments...

Results can leave a Bad taste

2

General Transportation Aids Statutory Authority: § 86.30

- General Transportation Aids (GTA) funds are distributed to all Wisconsin counties, cities, villages, and towns. (But today, we are just talk counties.)
- Payments are divided among all local governments based on either a percentage of ("aidable") eligible highway-related expenditures or a per-mile payment, whichever results in a higher payment.
- It covers a portion of the cost of such things as constructing roads, filling potholes, plowing snow, grading shoulders, marking pavement, and repairing curbs and gutters.

3

GTA
§ 86.30(7) Use of Aids

- All transportation aids distributed under this section shall be used for transportation related expenditures.
- There are two appropriations, one for counties and one for municipalities.
- Within a given annual funding level, the major determinant of the amount of aid a County will receive is the amount of its own resources it has spent on their system over an average of six years (used in determining "share of costs" (SOC) payments).

4

GTA Program

- To provide funds to help offset the cost of transportation related costs.
- The mix of fund sources supporting local roads reflects the mix of benefits they provide to both highway users and property owners.
- The yearly SOC percentage is determined through a calculation process by using the total costs reported and the balance of remaining funding within the appropriation are the two primary factors.

5

GTA Program (Continued)

- The calculation is limited to a minimum of 90% of the previous year's GTA (1) and a maximum of 115% of the previous year's GTA (5) .
 *(Min Co's reduce others & Max Co's increase others)
- If Form A/Tax 16 Report is late, the GTA amount shall be reduced by 1% for each working day that the Financial Report Form is late, to a maximum reduction of 10 % and subject to s. 86.303, Wis. Stats (2).
- There is a 2-year lag in its effect on transportation aid payments. (i.e. 2020 report /2022 GTA)

6

3 of 5-Step GTA Calculation

1. Calculate Preliminary Share of Costs (SOC)
2. Determine Preliminary Amount (Municipalities Only)
3. Calculate Minimum and Maximum Adjustments
4. Apply Cost Cap (Municipalities ONLY)
5. Apply Filing Penalty (If late)

7

What would change the GTA percentage?

- The Numerator of the percentage is the annual Appropriated County Funds
- The Denominator is the rolling 6-Year Average of all 72 county's reported "Net" eligible Costs.
- So when the Numerator (Funding) stays the same in the second year, the Denominator (Counties aidable Costs) will most likely continue to grow. (The unknown is - How much?)
- Result: the SOC rate will most likely go down.

8

		County GTA Actuals			
	A	B	C	D	E
	GTA	Appropriation Adjusted & used with SOC	Calculated 72 County 6-Yr Average	6-Yr County Change %	WisDOT Calculated SOC
1	2016	\$ 98,400,200	\$ 548,630,656		17.94%
2		\$ -	\$ 12,834,857	2.333%	
3	2017	\$ 98,400,200	\$ 561,465,513		17.53%
4		13% \$ 12,693,600	\$ (144,744)	-0.028%	
5	2018	\$ 111,093,800	\$ 561,320,769		19.79%
6		0.0% \$ -	\$ 20,482,083	3.649%	
7	2019	\$ 111,093,800	\$ 581,802,852	3-hit min	19.08%
8		10% \$ 11,109,400	\$ 8,547,919	1.469%	
9	2020	\$ 122,203,200	\$ 592,541,324	14-hit max	20.70%
10		0% \$ -	\$ 20,028,589	3.380%	
11	2021	\$ 122,203,200	\$ 612,569,913		19.95%
12		1.60% \$ 1,839,150	\$ 23,354,801	3.813%	
13	2022	\$ 124,042,300	\$ 635,924,714	7-max/P&I-min	19.77%
14		0.0% \$ -	\$ -	0.000%	
15	2023	\$ 124,042,350	\$ 635,924,714		19.51%
16		\$ -	\$ -		

9

Maximizing your GTA

- Look at 6-Year Ave. for your County
- Can verify & estimate yourself
- Worst case scenario
- Best case scenario
- Most probable outlook tools, insights
- Review major lines of "aidable" lines

10

For Calendar Year 2022 Payments		Estimated	
Six Year Cost History			
Name:	SAMPLE COUNTY		
	2022		
	2021 Was	\$	1,132,250.64
	Min=90%	\$	1,019,025.58
	Max=115%	\$	1,302,088.24
YEAR	COST	Yearly Change	
1 2020	\$ 11,975,771.40	\$	1,037,226.60
2 2019	\$ 10,938,544.80	\$	5,893,294.20
3 2018	\$ 5,045,250.60	\$	(150,648.20)
4 2017	\$ 5,195,898.80	\$	1,060,402.80
5 2016	\$ 4,135,496.00	\$	(255,393.00)
6 2015	\$ 4,390,889.00		
6-Year Average:	\$ 6,946,975.10	19.7770%	\$ -1,273,003.13
2014	\$ 4,347,825.00		\$ -244,653.48
Change was made change in SOC & change in 6 yr average			\$ 169,837.60
\$ (4,347,825.00)	2014 Closed out		
\$ (4,390,889.00)	2015 was added		
\$ 7,087,952.60	5 yrs	\$ 1,271,324.40	19.7770% \$ 251,423.60
\$	5-075-029.20	-0.4723%	(5,777.30)
			\$ 241,652.40

11

For Calendar Year 2022 Payments		Estimated	
Six Year Cost History			
Name:	SAMPLE COUNTY		
	2022		
	2021 Was	\$	1,671,363.07
	Min=90%	\$	1,504,226.76
	Max=115%	\$	1,922,067.53
YEAR	COST	Yearly Change	
1 2020	\$ 8,261,262.20	\$	(1,203,359.60)
2 2019	\$ 7,464,621.80	\$	859,854.20
3 2018	\$ 6,604,767.60	\$	(50,960.40)
4 2017	\$ 6,655,728.00	\$	(1,427,008.00)
5 2016	\$ 8,082,735.00	\$	(978,417.00)
6 2015	\$ 9,061,153.00		
6-Year Average:	\$ 7,355,044.77	19.7770%	\$ -1,454,607.06
2014	\$ 12,399,402.20		\$ -246,756.02
Change was made change in SOC & change in 6 yr average			(167,136.31)
\$ (12,399,402.20)	2014 Closed out		
\$ 6,354,262.20	2015 was added		
\$ (8,102,140.00)	5 yrs	\$ (1,093,023.33)	19.7770% \$ (202,323.04)
\$	0.35202310	0.4721%	(14,432.72)
			\$ (215,356.00)

12

Six Year Cost History			
Name:	County of XXXXX		2021 was \$ 3,345,440.73
	Sample (Future Plans)		Min=90% \$ 3,010,896.66
			Max=115% \$ 3,847,256.84
YEAR	COST	Yearly Change	
1 2020	\$ 14,475,485.20	\$ (2,863,757.80)	
2 2019	\$ 17,339,243.00	\$ (4,637,522.00)	
3 2018	\$ 21,976,765.00	\$ 6,755,859.00 In 4 Yrs = Drop	
4 2017	\$ 15,220,906.00		
5 2016	\$ 14,387,537.00		
6 2015	\$ 15,828,176.00		
6-Year Average:	\$ 16,538,018.70	19.7770%	\$ 3,270,723.96
	\$ (21,976,765.00)	ALL ELSE BEING EQUAL = "WHAT IF"	
	\$ 14,475,485.20		
	\$ 9,036,738.90	19.7770%	\$ 1,787,155.85
			\$ 3,010,896.66
		-7.9440%	\$ (259,827.30)

13

WisDOT GTA Website

GTA Website:

<https://wisconsin.dot.gov/Pages/doing-bus/local-gov/astnce-pgrms/highway/gta.aspx>

Six-Year Cost History: *Middle of the web site, **** find your County's figures *****

<https://wisconsin.dot.gov/Documents/doing-bus/local-gov/astnce-pgrms/highway/gta-sixyear.pdf>

Cost Reporting Manual: Only the "A"s are for County reporting, Pages 5-7. There are 62 of the 365 lines pertain to County Highway Departments for managing GTA at a deeper level. The way you report on eligible transportation costs may have an impact on your future payments.

Municipal Financial Report Form: Has the form and a description of costs for each line with notes as to which ones are included in the GTA formula for Towns, Cities, Villages & Counties. But remember only the "A"s are for Counties noted in the Cost Reporting Manual above. Places in the Report note: See DOT highway cost reporting manual.

14

Are New Building costs included in the GTA formula?

Excellent Question!

Think of the "site" not just the building

The answer is "No" and "Yes". A rigid interpretation of the line items in the formula makes it appear that is not, because there are no County Highway line items for building costs.

Not directly anyway...

15

Are New Building costs included in the GTA formula? (Continued)

There is a line item for land purchases (non-depreciable asset purchases). (I don't know of any non-depreciable buildings or equip for Counties)

The Municipal Financial Report Form (Instructions) state:

In the Proprietary Fund Types and Similar Trust Funds

Capital outlay expenditures normally are treated as additions to fixed assets on the balance sheet and would not appear on this form. The capital outlay for "non-depreciable highway land, buildings, and equipment purchased by the highway (internal service) fund" must be recorded on Specified Receipt, Disbursement, and Other Data - All Funds. This information is needed for highway aid purposes.

302-83360 – Non-depreciable highway land, buildings, and equipment purchased by highway fund This entry includes the cost of highway land and non-depreciable highway buildings and equipment purchased by the highway internal service fund during the calendar year. This is an eligible expenditure for highway-related costs.

16

Are New Building costs included in the GTA formula? (Continued)

BUT...

The depreciation every year gets distributed to various GTA eligible line items and/or state & other entities via Equipment Storage, etc.

So...

except for the 15% salvage value a new building is spread over 25-50 years of eligible recovery formulas and calculations.

17

Are New Building costs included in the GTA formula? (Continued)

For clarity: On the GTA website...

There are some lines in the GTA instructions and forms that show Building and Equipment as eligible outlays.

BUT, if we go to the "Cost Reporting Manual", it shows that Those lines are for Cities, Villages and Towns only. (C & CT):

A = Counties

C = Wisconsin Cities & Villages (& Towns With Proprietary Funds)

CT = Wisconsin Towns (without Proprietary Funds)

130-57324 C CT Highway Equipment Outlay Construction

130-57327 C CT Highway Building Outlay Construction

18

Sample of:
Major HWY GTA aidable line items

Aidable line item description	%	GTA Line #	Aidable Amount
1 Other General -Administration	100%	210-53199	350,661
2 Highway Maintenance	100%	210-53311	7,373,395
3 Highway Construction	100%	210-53315	1,565,922
4 Federal Highway Services	100%	203-47131	(523,615)
5 Other State Highway Grants	100%	214-43533	-
6 LRIP	100%	214-43534	(6,397)
7 Miscellaneous Highway Services	100%	217-46613	(30,875)
			8,729,091

19

Sample of:
Major Police GTA aidable line items

Aidable line item description	%	GTA Line #	Aidable Amount
1 Law Enforcement	40%	120-52100	2,595,654
2 Emerg. Comm. 911 (Law enforcement share)	40%	120-52601	693,692
3 Law Enforcement Outlay	40%	130-57210	255,915
4 Emerg. Comm. 911 Outlay (Law enf. share)	40%	130-57261	-
5 Federal-Law Enforcement Grant	40%	103-43211	(18,692)
6 State Law Enforcement Improvement Grant	40%	103-43521	(38,728)
7 State Water Patrol Grant	40%	103-43522	(9,558)
8 Other State Law Enforcement Grants	40%	103-43523	(3,503)
9 Public Law Enforcement Fees	40%	109-46210	(53,918)
			3,422,862

20

Other lines that have large numbers but
should reasonably sum to smaller amounts

Aidable line item description	%	GTA Line #	Aidable Amount
Maintenance (GTA+Appropriations)	100%	122-53311	7,781,712
Highway & Street Maintenance (GTA+Approp.)	100%	205-47430	(7,781,712)
			-
Highway-Local Departments	100%	210-53340	110,350
Highway & Street Construction (Other Depts.)	100%	205-47435	(110,350)
			-
State Maintenance & Construction	100%	210-53320	2,853,366
State Highway Services	100%	204-47230	(2,600,281)
			(6,915)
			-
Other Local Govt Maint. & Construction	100%	210-53330	4,905,956
Other Local Govt Highway Services	100%	205-47331	(4,745,036)
			157,930

21

Using GTA formula as a tool

- Strategize & plan for your specific situation
- Estimate GTA amounts with more confidence for the annual County Budget.
- The more detailed calculations can be found in the Form-A Instructions and the Cost Reporting Manual on the GTA website. (62 of the 385 lines apply)
- Early estimates in Sept. Oct. Nov give Counties the opportunity to check for errors and make corrections.
- Hence, the Final Estimate in December can and most likely will change from earlier versions.

22

Review

- When you get the first GTA Estimate review your 6-Year Cost History.
- Review your major "aidable" line items and trends.
- If something looks out of ordinary check into what created the aberration.
- Note maximum & minimum extremes.
- Look into the most probable outcome, considering what your County can control & project, barring everything else is constant

23

Review (Continued)

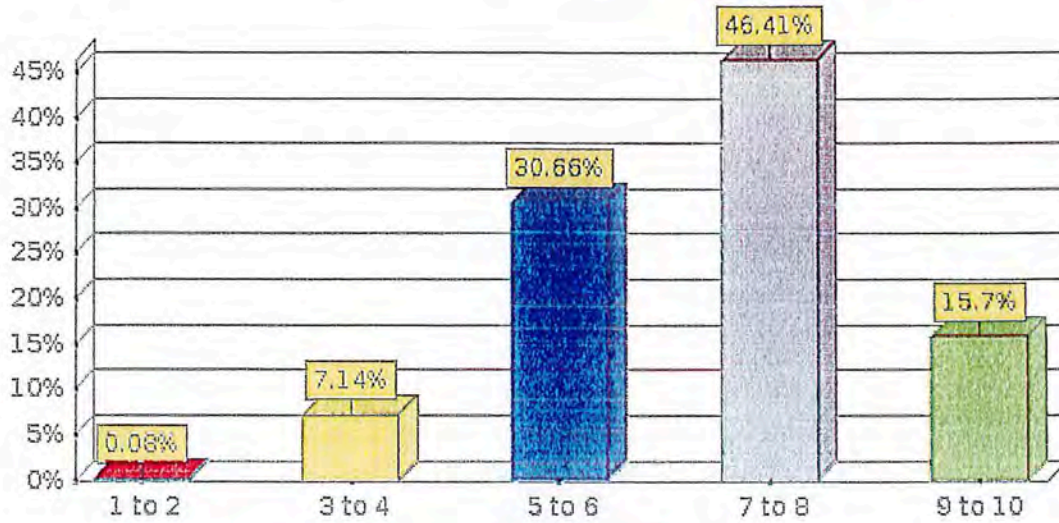
- Note what holding off on investing in the County system will do.
- Look into changes:
 - In eligible expenses
 - In eligible revenues
 - Major line-item trends
- Cost Reporting definitions & errors
- And finally, don't forget about – Late Filing

24

Condition Frequency Report - Paved Lincoln

Generated on 05/08/2023 09:54:22 AM

2021 PA



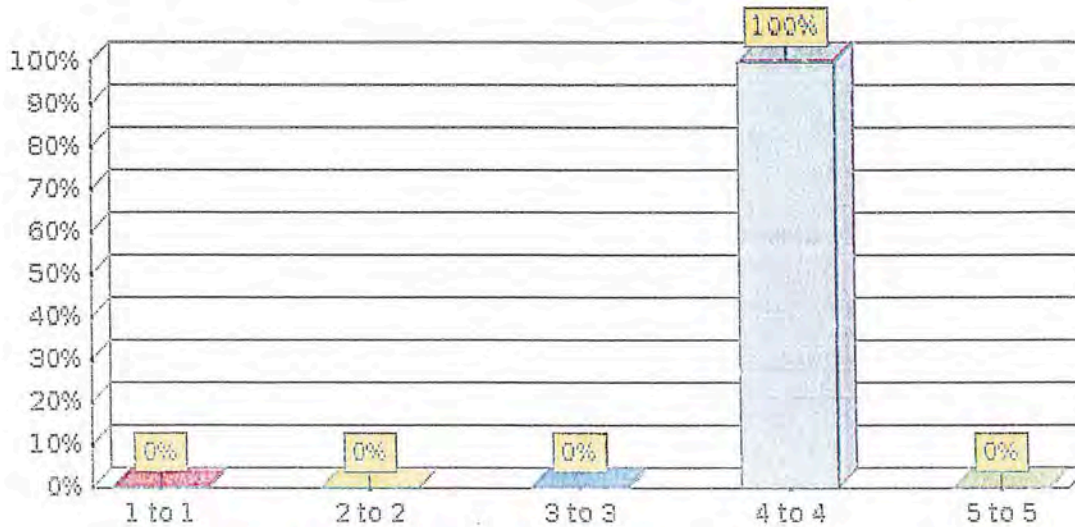
- Based on 265.34 miles of rated roadways.
- Paved: 45,50,52,55,57,60,65,70,75

[Show Map](#) [Open Printable Version](#)

***The information shown is based on actual data. Pavement Sections without actual rating data were not included in this analysis.*

Condition Frequency Report - Unpaved Lincoln

Generated on 05/08/2023 09:54:24 AM



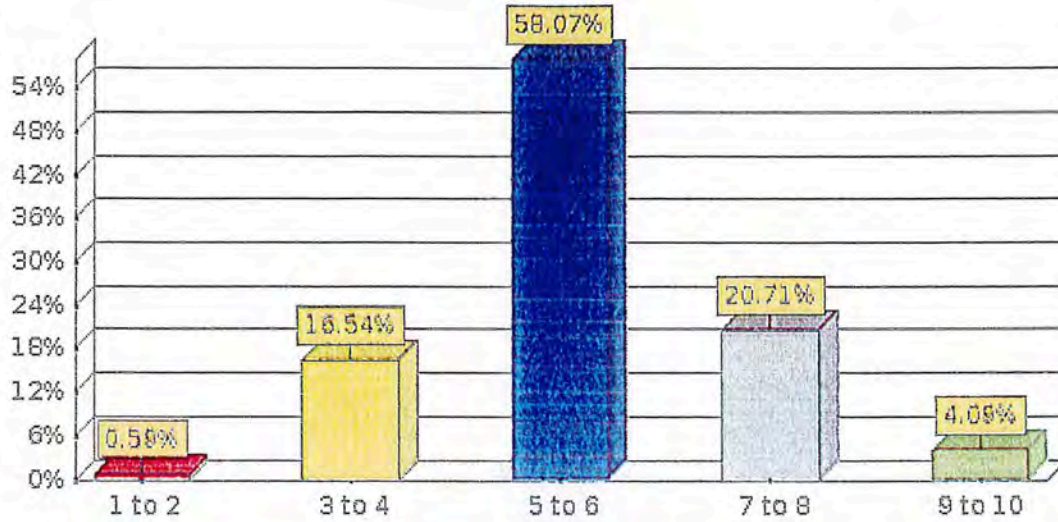
- Based on 5.05 miles of rated roadways.
- There are 26.94 miles of unrated roadways.
- Unpaved: 35,40



Condition Frequency Report - Paved Lincoln

Generated on 05/09/2023 03:42:58 PM

Prelim
2023 PA



- Based on 265.34 miles of rated roadways.
- Paved: 45,50,52,55,57,60,65,70,75

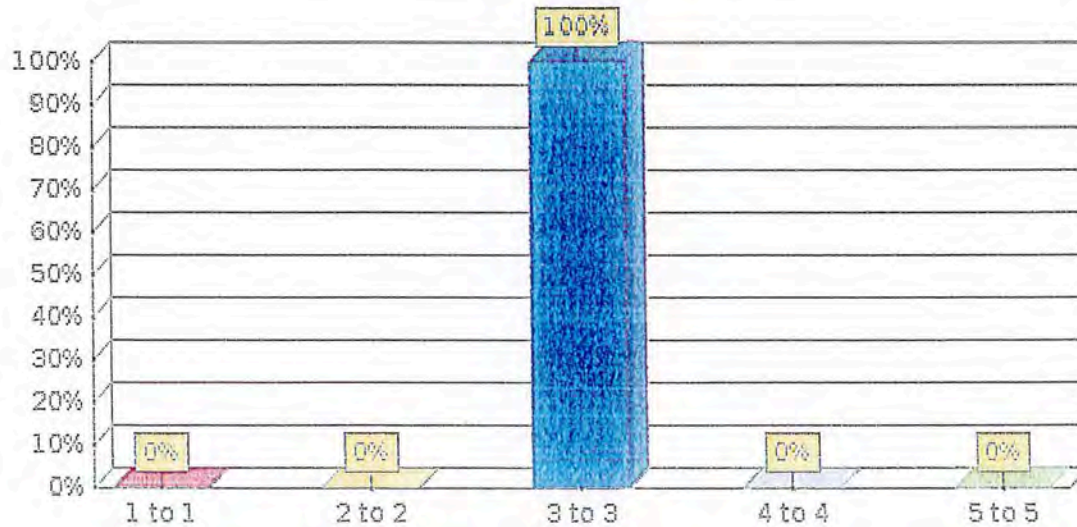
Show Map

Open Printable Version

***The information shown is based on actual data. Pavement Sections without actual rating data were not included in this analysis.*

Condition Frequency Report - Unpaved Lincoln

Generated on 05/09/2023 03:43:00 PM

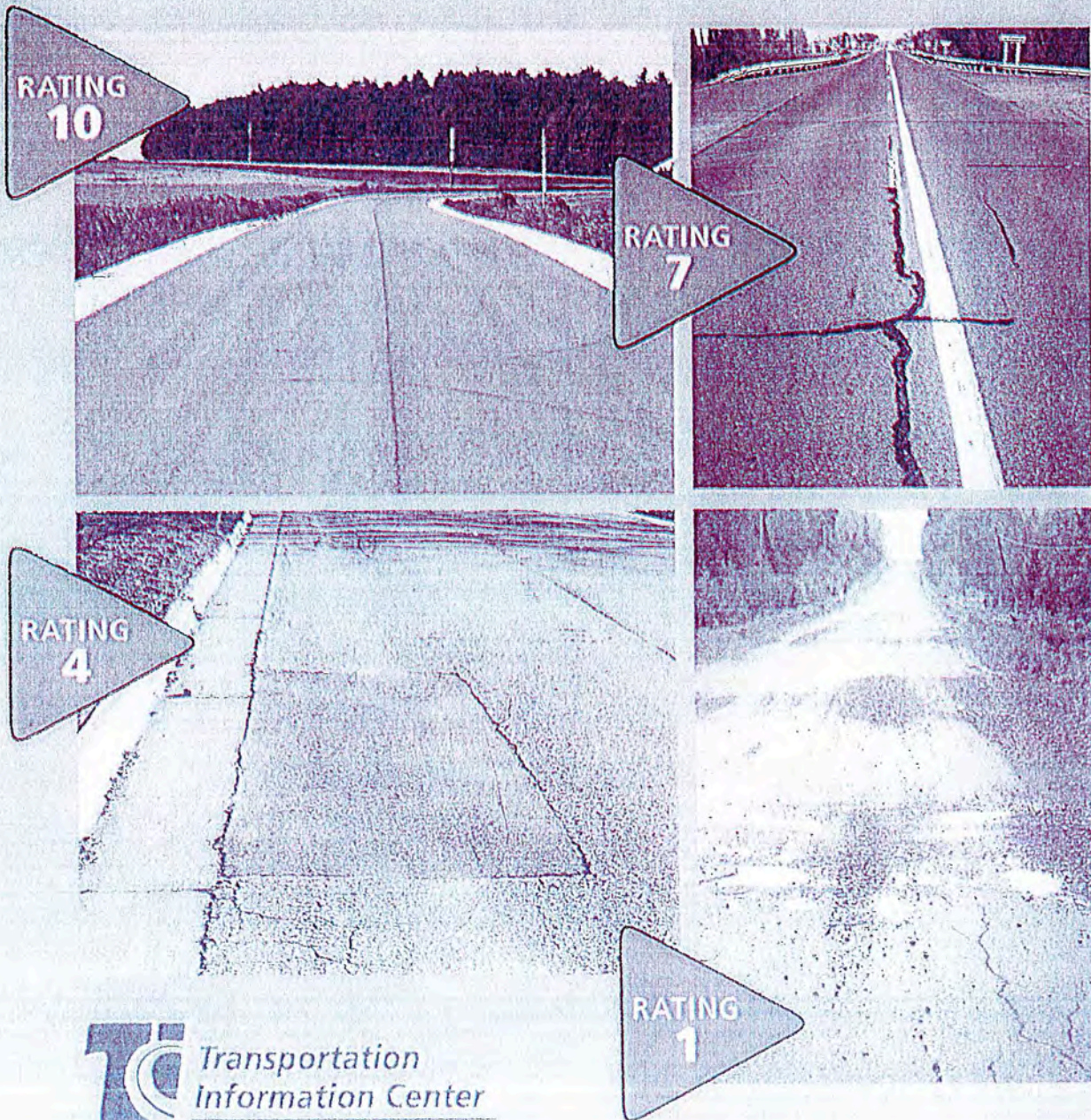


- Based on 5.05 miles of rated roadways.
- There are 26.94 miles of unrated roadways.
- Unpaved: 35,40

New Rating	County - Municipal Code	Current Pavement Rating and Year	Surface			Units (F = Feet/M = Miles)	On Route	At Route			Toward Route			Local ID (Optional Field)	
			Type	Year	Width		Name (Includes prefix, name, type, suffix and extension)	At Municipal Location	Name (Includes prefix, name, type, suffix and extension)	At Offset	Toward Municipal Location	Name (Includes prefix, name, type, suffix and extension)	Toward Offset (Optional Field)		Segment Length
	35000	6 (2021)	70	2003	30	F	CTH A		Roberts Rd / USH 8	0	35004	Dehart Dr	0	917	
	35000	6 (2021)	70	2003	30	F	CTH A	35004	Dehart Dr	0	35004	Short Rd	0	214	
	35000	6 (2021)	70	2003	30	F	CTH A	35004	Short Rd	0	35004	Muskellunge Rd	0	7845	
	35000	6 (2021)	70	2003	30	F	CTH A	35004	Muskellunge Rd	0	35004	CTH U	0	1003	
	35000	6 (2021)	70	2003	30	F	CTH A	35004	CTH U	0	35004	Willow Ln	0	1531	
	35000	6 (2021)	70	2003	30	F	CTH A	35004	Willow Ln	0	35286	Hometown Dr	0	1971	
	35000	6 (2021)	70	2003	30	F	CTH A	35286	Hometown Dr	0	35004	Norten Rd	0	458	
	35000	6 (2021)	70	2003	30	F	CTH A	35286	Hometown Dr	458	35004	Norten Rd	0	250	
	35000	6 (2021)	65	2003	24	F	CTH A	35004	Norten Rd	0		N 4th St / County Trunk Highway A	0	384	
	35000	6 (2021)	65	2003	24	F	CTH A		County Trunk Highway A / Willow	0	35286	Freedom Trl	0	3274	
	35000	6 (2021)	70	2009	28	F	CTH A	35286	Freedom Trl	0	35004	Moodig Rd	0	686	
	35000	6 (2021)	70	2009	28	F	CTH A	35004	Moodig Rd	0	35286	Cash Rd	0	1267	
	35000	6 (2021)	70	1988	30	F	CTH A	35286	Cash Rd	0		Ramp CTH A to USH 51 / Ramp U	0	1492	
	35000	6 (2021)	70	2021	26	F	CTH A		Ramp CTH A to USH 51 / Ramp U	0		Ramp CTH A to USH 51 / Ramp U	0	410	
	35000	6 (2021)	70	2021	26	F	CTH A		Ramp CTH A to USH 51 / Ramp U	0	35286	Erickson Ln	0	421	
	35000	10 (2021)	70	2021	26	F	CTH A	35286	Erickson Ln	0	35004	Erickson Ln	0	845	
	35000	10 (2021)	70	2021	26	F	CTH A	35004	Erickson Ln	0	35004	Echo Valley Rd	0	3326	
	35000	10 (2021)	70	2021	26	F	CTH A	35004	Echo Valley Rd	0	35012	Mable Highland Dr	0	1584	
	35000	10 (2021)	70	2021	26	F	CTH A	35004	Echo Valley Rd	1584	35012	Mable Highland Dr	0	898	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	Mable Highland Dr	0	35012	Pine Shore Ln	0	3062	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	Pine Shore Ln	0	35012	King Town Hall Rd	0	2050	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	King Town Hall Rd	0	35012	King Town Hall Rd	0	112	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	King Town Hall Rd	0	35012	Red Arrow Ln	0	53	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	Red Arrow Ln	0	35012	Serenity Way	0	161	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	Serenity Way	0	35012	Spring Creek Rd	0	1690	
	35000	10 (2021)	70	2021	26	F	CTH A	35012	Spring Creek Rd	0		N Pine Rd / S Pine Rd	0	2693	
	35000	5 (2021)	70	1980	30	F	CTH A		N Pine Rd / S Pine Rd	0	35012	Horseshoe Rd	0	1214	
	35000	5 (2021)	70	1994	24	F	CTH A	35012	Horseshoe Rd	0	35012	E Horseshoe Rd	0	1478	
	35000	5 (2021)	70	1994	24	F	CTH A	35012	E Horseshoe Rd	0	35012	Villa Rd	0	2904	
	35000	5 (2021)	70	1994	24	F	CTH A	35012	Villa Rd	0	35012	River Rd (2)	0	1531	
	35000	5 (2021)	70	1994	24	F	CTH A	35012	Villa Rd	1531	35012	River Rd (2)	0	211	
	35000	6 (2021)	70	1969	24	F	CTH A	35012	River Rd (2)	0	35012	River Rd (1)	0	792	
	35000	6 (2021)	70	1969	24	F	CTH A	35012	River Rd (1)	0		CTH H / Drott Rd	0	4858	
	35000	6 (2021)	70	1976	24	F	CTH A		CTH H / Drott Rd	0	35012	Pickerel Creek Rd	0	7513	
	35000	6 (2021)	70	2002	24	F	CTH A		CTH H / Drott Rd	7513	35012	Pickerel Creek Rd	0	4156	
	35000	6 (2021)	70	2002	24	F	CTH A	35012	Pickerel Creek Rd	0	35012	Mud Lake Rd	0	1373	
	35000	6 (2021)	70	2002	24	F	CTH A	35012	Mud Lake Rd	0	35012	Callahan Rd	0	3274	
	35000	7 (2021)	70	2008	22	F	CTH A	35012	Callahan Rd	0	35010	Old County A Rd	0	8474	
	35000	7 (2021)	70	2008	22	F	CTH A	35010	Old County A Rd	0	35010	Mail Route Rd (2)	0	370	
	35000	10 (2021)	70	2021	22	F	CTH A	35010	Mail Route Rd (2)	0	35010	Old County A Rd	0	4050	
	35000	10 (2021)	70	2021	22	F	CTH A	35010	Old County A Rd	0	35010	Camp Ten Rd	0	4118	
	35000	10 (2021)	70	2021	22	F	CTH A	35010	Camp Ten Rd	0	35010	Squaw Lake Rd	0	1478	
	35000	10 (2021)	70	2021	22	F	CTH A	35010	Squaw Lake Rd	0		Theis Rd / Woodford Rd	0	5386	
	35000	10 (2021)	70	2021	22	F	CTH A		Theis Rd / Woodford Rd	0		Noisy Creek Dr / CTH A	0	3749	

NOTE: If Previous Pavement Rating and Year column blank, previous submitted rating incompatible with surface type OR no rating data available.

RASER Asphalt Roads Manual



Rating pavement surface condition

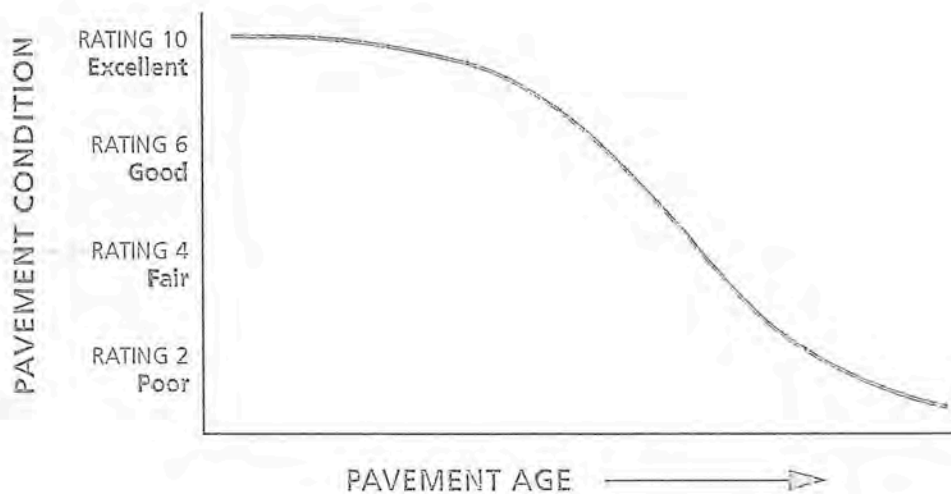
With an understanding of surface distress, you can evaluate and rate asphalt pavement surfaces. The rating scale ranges from 10—excellent condition to 1—failed. Most pavements will deteriorate through the phases listed in the rating scale. The time it takes to go from excellent condition (10) to complete failure (1) depends largely on the quality of the original construction and the amount of heavy traffic loading.

Once significant deterioration begins, it is common to see pavement decline rapidly. This is usually due to a combination of loading and the effects of additional moisture. As a pavement ages and additional cracking develops, more moisture can enter the pavement and accelerate the rate of deterioration.

Look at the photographs in this section to become familiar with the descriptions of the individual rating categories. To evaluate an individual pavement segment, first determine its general condition. Is it relatively new,

toward the top end of the scale? In very poor condition and at the bottom of the scale? Or somewhere in between? Next, think generally about the appropriate maintenance method. Use the rating categories outlined below.

Finally, review the individual pavement distress and select the appropriate surface rating. Individual pavements will *not* have all of the types of distress listed for any particular rating. They may have only one or two types.



In addition to indicating the surface condition of a road, a given rating also includes a recommendation for needed maintenance or repair. This feature of the rating system facilitates its use and enhances its value as a tool in ongoing road maintenance.

RATINGS ARE RELATED TO NEEDED MAINTENANCE OR REPAIR

Rating 9 & 10	No maintenance required
Rating 8	Little or no maintenance
Rating 7	Routine maintenance, cracksealing and minor patching
Rating 5 & 6	Preservative treatments (sealcoating)
Rating 3 & 4	Structural improvement and leveling (overlay or recycling)
Rating 1 & 2	Reconstruction

Rating system

Surface rating	Visible distress	Structural condition (overlay or reconstruction)
10 Excellent	None.	New construction.
9 Excellent	None.	Recent overlay. Like new.
8 Very Good	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
7 Good	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
6 Good	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"–1/2"). Transverse cracks (open 1/4"–1/2"), some spaced less than 10'. First sign of block cracking. Slight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
5 Fair	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2" or more) show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2")
4 Fair	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
3 Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (greater than 1/2" but less than 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
2 Very Poor	Alligator cracking (over 25% of surface). Severe rutting or distortions (2" or more deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
1 Failed	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

Individual pavements will not have all of the types of distress listed for any particular rating. They may have only one or two types.



Kris Reichelt <kris.reichelt@co.lincoln.wi.us>

Fwd: Local Program Funding Approval, Spirit River Bridge, B-35-0003

1 message

John Hanz <john.hanz@co.lincoln.wi.us>
To: Kris Reichelt <kris.reichelt@co.lincoln.wi.us>

Tue, May 23, 2023 at 3:34 PM

----- Forwarded message -----

From: Kelbley, Jordan D - DOT <Jordan.Kelbley@dot.wi.gov>
Date: Thu, May 11, 2023 at 12:21 PM
Subject: Local Program Funding Approval, Spirit River Bridge, B-35-0003
To: Hanz, John <john.hanz@co.lincoln.wi.us>

Afternoon Mr. Commissioner,

I am pleased to announce that the above mentioned structure has been approved for funding at 100% federal funding based on the estimate you included in your application. The next steps is for WisDOT to provide you a State Municipal Agreement (SMA) that you will need to sign to document the scope, schedule, and budget for the project. I hope to have this to you in within the next month.

I understand that during the application submittal process you worked with Ben Roskoskey but Ben has recently left state service. Until we can fill this position please work with me on any local program needs you would usually work with Ben on. My contact information is below. I looking forward to working with you.

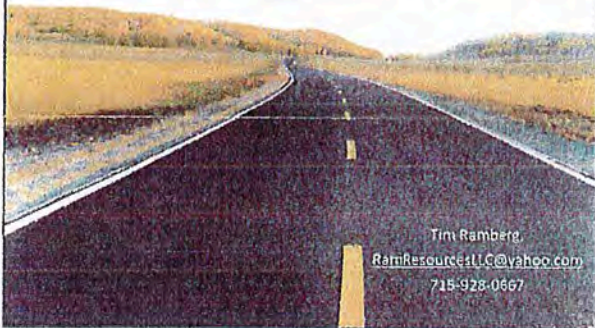
Sincerely,

Jordan Kelbley, PE | Planning Supervisor
Wisconsin Department of Transportation
North Central Region
Direct: (715) 459-4275
jordan.kelbley@dot.wi.gov

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Elected Officials and Members of Committees: In order to comply with Open Meetings Law requirements, please limit any reply to ONLY the sender of this electronic communication.

Making Use of your Annual Report



1

Three views – Reports used by (Three candidates)

- 1-County Board's expenses meet budget & cash balance.
- 2-Auditor's rear-view mirror review. (Variances)
- 3-Highway Commissioner's show of results of decisions...
Who knows better than the Highway Commissioner?
You can direct the eyes of the reader to important...
You can show results and trends.

2

State Statute requirement:

- Each County **SHALL** provide for and require the County Highway Department to use the system of accounting devised by the department of revenue (AKA the "Uniform Cost Accounting System").
- **83.015(3) COST ACCOUNTING SYSTEM.**
 - (a) Each county board, except in counties of a population of 750,000 or over, shall provide for and require the county highway committee and county highway department to use the system of cost accounting devised by the department of revenue.

3

Highway Financial Reports

- Required by Wis. Statutes 83.01(7)(d) to make annual report to WisDOT and county board on expenditures made and estimate of ensuing year's maintenance costs.
- WisDOT required report schedules – Annually required to complete 23 schedules that support operations and maintenance of highway department. (WisDOT Highway Maintenance Manual, Chapter 02-30-15)
- <http://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx>

4

Currently 23 WisDOT Required Schedules

- 1-Buildings & Grounds Ops.
- 2-Highway Administration
- 3-Other Administration
- 4-Fuel Handling
- 5-Shop Operations
- 6-Year-End Shop OH
- 7-Operation of Equipment
- 8-Current Year Dep'n
- 9-Bituminous Operations
- 10-Pits & Quarry Ops
- 11-Improvement Inventory
- 12-Buildings Inventory
- 13-Machinery Inventory
- 14-Machinery Purchased
- 15-Machinery Traded-In
- 16-Machinery Sold
- 17-Machinery Discarded
- 18-Fringe Benefit Analysis
- 19-Field Small Tool Account
- 20-Materials/Supplies Anal.
- 21-Accounts Receivable
- 22-A/R-Due from State
- 23-Brine

5

The Bottom Line (s)

- The Annual Report big picture (Table of Contents) is in the first three (3) financial pages.
- 1 = The Balance Sheet (B.S.)
- 2 = The Income Statement...
Revenues & Expenses (R.E.ally)...
AKA Statement of Retained Earnings
- 3 = The Sources & Uses of Cash (S.U.C.ks)...
AKA Statement of Changes in Financial Position...
AKA Cash Flow Statement

6

Uses for the Balance Sheet

- 1-2-3's
- Comprehensive view (snapshot) of where all your assets are.
- Your cash balance as of the end of the year.
- Summarized lines of some required schedules.
- What your net worth is and how it has changed last year.
 - Retained Earnings/Proprietorship (Up or Down?)
 - You are the best judge as to how and why that happened.
 - Three Birds...
- How much you have to work with. (Working Fund Balance)

7

Uses for the Income Statement

- 4-5's
- Comprehensive view Revenues & Expenditures.
- Summarized lines of some required schedules.
- Shows the sources of the change in Net Worth (RE)
 - That gives you the information as to the major areas that make up the change in Retained Earnings.
 - Prepares you for questions from County Board, Administration, Auditors, etc.
- Gives you the background figures to discuss the differences between the Levy, Budget, and the Level of Business Activity that so many people mix up.

8

Uses for the Cash Flow Statement

- Comprehensive view of where your cash has come from and where cash has gone.
- Summarized lines -Who was paid & how much?
- Shows the sources of the change in Cash.
- Gives you the background figures to discuss County Board topics like "Public-Private Partherships", etc.

9

Questions?

RamResourcesLLC@yahoo.com

715-928-0667

Pipe Survey

5/23/2023

CTH FF

Diameter	Length	Depth	Notes	Cost Est.
10' Arch	84'	10'	Bottom Rusted out	\$ 50,000.00
36"	84'	10'	South end crushed, bottom rusted out	\$ 32,000.00
				\$ 82,000.00

CTH Z

Diameter	Length	Depth	Notes	Cost Est.
36"	64	6.4	Bottom Rusted out	\$ 7,000.00
8'	64	6.4'	Bottom Rusted out	\$ 40,000.00
8'	70'	7.6'	West end rusted out and folded over	\$ 45,000.00
36"	116'	16.8'	Bottom Rusted out	\$ 45,000.00
				\$ 137,000.00

CTH JJ

Diameter	Length	Depth	Notes	Cost Est.
30"	64	6.4	Bottom Rusted out, East end collapsed 15'	\$ 7,000.00

CTH K

Diameter	Length	Depth	Notes	Cost Est.
72"	76	8.8	Bottom Rusted out	\$ 16,000.00

CTH Q

Diameter	Length	Depth	Notes	Cost Est.
54"	96'	12.8'	Bottom Rusted out	\$ 45,000.00
30"	112'	16'	Bottom Rusted out, half filled with sediment	\$ 43,000.00
				\$ 88,000.00

CTH J

Diameter	Length	Depth	Notes	Cost Est.
24"	90'	11.6'	Bottom Rusted out	\$ 24,000.00
30"	106'	14.8'	Total failure	\$ 30,000.00
24"	100'	13.6'	Bottom rusted out	\$ 28,000.00
				\$ 82,000.00

CTH YY

Diameter	Length	Depth	Notes	Cost Est.
18"	96"	3'	Bottom Rusted out	\$ 8,000.00
30"	64'	6.4'	Bottom Rusted out, Shoulder washed out	\$ 25,000.00
8'	72'	13.6'	Bottom rusted out	\$ 50,000.00
				\$ 83,000.00

CTH O

Diameter	Length	Depth	Notes	Cost Est.
8'	56'	4.8'	Bottom Rusted out	\$ 40,000.00
18' Arch	46'	1'	Nonfunctional	\$ 7,000.00
				\$ 47,000.00

CTH S

Diameter	Length	Depth	Notes	Cost Est.
24"	104'	11.6'	RCP East Joint repair	\$ 20,000.00
96" Arch	144'	22.4'	Bottom Rusted out, holes in bottom	\$ 50,000.00
96" Arch	144'	22.4'	Twin with above	\$ 50,000.00
12"	224'	22.4'	Bottom rusted out, failed	\$ 40,000.00
				\$ 160,000.00

CTH T

Diameter	Length	Depth	Notes	Cost Est.
18"	66'	6.8'	Bottom Rusted out, 1/3 fill with dirt	\$ 20,000.00
24" Arch	54'	4.4'	Bottom Rusted out, 1/4 fill with dirt	\$ 15,000.00
24" Arch	54'	4.4'	Bottom Rusted out	\$ 15,000.00
24" Arch	56'	4.8'	Bottom Rusted out, 3/4 fill with dirt	\$ 15,000.00
24"	62'	6'	Bottom Rusted out	\$ 18,000.00
24"	72'	8'	Bottom Rusted out	\$ 25,000.00
24"	72'	8'	Bottom Rusted out	\$ 25,000.00
24" Arch	70'	8	Bottom Rusted out, east end 3/4 crushed	\$ 16,000.00
24"	72'	8'	Bottom Rusted out, 1/2 filled, west end 1/2 Crushed	\$ 25,000.00
24"	68'	7.2'	Bottom Rusted out	\$ 25,000.00
24"	72'	8'	Bottom Rusted out	\$ 25,000.00
24"	68'	7.2'	Bottom Rusted out, sunk	\$ 25,000.00
18"	98'	13.2'	Bottom rusted out, some flow	\$ 34,000.00
18"	70'	7.6'	Junk	\$ 23,000.00
				\$ 306,000.00

CTH CC

Diameter	Length	Depth	Notes	Cost Est.
24"	54'	4.4	Bottom Rusted out, 1/2 fill with dirt	\$ 20,000.00
15"	66'	6.8'	Bottom Rusted out, 1/4 fill with dirt	\$ 20,000.00
15"	66'	6.8'	Twin above, failed	\$ 20,000.00
15"	64'	6.4	Bottom Rusted out, 3/4 fill with dirt	\$ 20,000.00
15"	52'	4'	East end buried, failed	\$ 15,000.00
48"	52'	4'	Bottom Rusted out	\$ 21,000.00
24"	53'	4'	Bottom Rusted out	\$ 15,000.00
30"	80'	9.6'	Bottom Rusted out, east end 3/4 crushed	\$ 35,000.00
30"	96'	12.8	Bottom Rusted out, 1/2 filled, west end 1/2 Crushed	\$ 50,000.00
				\$ 216,000.00

CTH A

Diameter	Length	Depth	Notes	Cost Est.
18"	66'	2	Bottom Rusted out, 1/4 fill with dirt	\$ 16,000.00

CTH E

Diameter	Length	Depth	Notes	Cost Est.
24"	78'	9.2	Bottom Rusted out, 1/3 fill with dirt	\$ 30,000.00
GR 24"	38'	1.2	Alumimnium, west end crushed	\$ 4,000.00
GR 15"	40'	1.6'	Bottom Rusted out, damaged both ends	\$ 7,000.00
GR 18"	42'	2'	Bottom Rusted out, south end damaged	\$ 8,000.00
GR 24"	54'	4.4'	Bottom Rusted out	\$ 10,000.00
GR 24"	72'	8'	Bottom Rusted out, east end collapsed, west end sunk	\$ 25,000.00
GR 24"	72'	8'	Bottom Rusted out	\$ 25,000.00
GR 24"	62'	6'	Bottom Rusted out, both end crushed	\$ 25,000.00
GR 24"	44	2.4'	Bottom Rusted out, 1/2 filled, south end 1/2 Crushed	\$ 12,000.00
GR 18"	52'	4'	South end sunk, north end 1/4 fill with sediment	\$ 20,000.00
GR 18"	44'	2.4'	Bottom Rusted out, 80 % blocked	\$ 12,000.00
GR 24" Arc	42'	2'	1/2 buried or filled	\$ 25,000.00
24'	62'	6'	Bottom rusted out, some flow	\$ 25,000.00
18"	68'	7.6'	Junk	\$ 28,000.00
24"	56'	4.8'	Bottom Rusted out	\$ 16,000.00
24"	66'	6.8'	Bottom Rusted out	\$ 24,000.00
15"	50'	3.6'	Bottom Rusted out, west end crushed	\$ 20,000.00
18"	52'	4'	Bottom Rusted out	\$ 20,000.00
18"	84'	10.4'	Bottom Rusted out	\$ 35,000.00
18"	70'	7.6'	Bottom Rusted out	\$ 35,000.00
18"	78'	9.2'	Bottom Rusted out	\$ 30,000.00
GR 24"	40'	1.6'	Bottom Rusted out ends damage	\$ 12,000.00
GR 18"	40'	1'	Damage and needs cover	\$ 5,000.00
GR 24"	60'	1'	Damage and needs cover	\$ 5,000.00
GR 15"	38'	1.2'	Crushed	\$ 5,000.00
GR 15"	60'	5.6'	Bottom Rusted out ends damage	\$ 25,000.00
24"	48'	3.2'	Bottom rusted out, some flow	\$ 10,000.00
24" Arch	44'	2.4'	Bottom rusted out, some flow	\$ 12,000.00
				\$ 510,000.00

Partial Summary of Pipe Repair Backlog

\$ 1,750,000.00

Please note this a partial list is through May 23, 2023 we are in the process of finishing all County cross drain pipe.

Lincoln County Highway Facility - Tomahawk

Exterior and Interior Repairs

Prepared by Funktion Design Studio, LLC

4/3/2023

1	Clean building / prep interior and exterior	9240	sf	\$ 5.00	\$ 46,200
2	Allowance for Shoring	10	ea	\$ 500.00	\$ 5,000
3	Excavation for foundation repair/ damproof	120	lf	\$ 35.00	\$ 4,200
4	Major Tuckpointing	3200	sf	\$ 25.00	\$ 80,000
5	Surface Tuckpointing	1400	sf	\$ 18.00	\$ 25,200
6	Vertical Transition/Control Joints	210	lf	\$ 12.00	\$ 2,520
7	CMU Replacement	100	unit	\$ 65.00	\$ 6,500
8	CMU Structural grouting of cores	315	lf	\$ 10.00	\$ 3,150
9	CMU - Core fill Insulation	4620	sf	\$ 5.00	\$ 23,100
10	Sealant joints replaced and new @ all openings	150	lf	\$ 5.80	
11	Paint Exterior - Walls	4620		\$ 5.75	
12	Site clearing of the roof and flashing	5600	sf	\$ 5.00	
13	New EPDM Roof, flashing and fascia	5600	sf	\$ 25.00	
14	High-Volume Low Speed Ceiling Fans	1	allowance	\$ 40,000	
15	Subtotal				\$ 195,870
16					
17	Contingency	25%			\$ 48,968
18					
19	Mobilization/ General Conditions				\$ 80,000
20					
21	Exterior Building Repair OPC				\$ 324,838
22					
23	2024 Inflation increase	4.0%			\$ 12,994
24	Architectural/Engineering Services	T&M est	wo roof		\$ 12,000
25	Proposed Repair/Alterations				\$ 349,831
26					
27	Additional Maintenance/Upgrade Options				Contingency and Inflation
28	Alternate 1: New Hollow Metal Doors	4	ea	\$ 2,200.00	\$ 11,440
29	Alternate 2: Mechanical upgrade	1	allowance	\$170,000.00	\$ 221,000
30	Alternate 3: Paint Interior	4620	sf	\$ 4.00	\$ 24,024
31	Alternate 4: Clean roof decking and paint	6400	sf	\$ 6.50	\$ 54,080
32	Alternate 5: Floor control joints resealed	520	lf	\$ 12.00	\$ 8,112
33					\$ 318,656
34	Owner responsible for removing all loose equipment and cleaning the floor				
35					
36	In providing this Opinion of Probable Cost (OPC), the client understands that Funktion Design Studio, LLC (FDS) does not have control over the price of labor, equipment, materials, or the Contractors means or methods of pricing. The OPC provided is made on the basis of FDS's professional qualifications and related experience. FDS makes no warranty, expressed or implied, to the accuracy of opinions as compared to bid or actual costs.				

Lincoln County Highway Facility - Tomahawk

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- Answer contractor/supplier questions regarding the bid documents
- Issue addenda to clarify construction documents during bidding period
- Direct Bid Opening
- Prepare Bid Tab, Evaluate Bid and Bid recommendation for award
- Prepare AIA Owner/Contractor Agreements for general contractor

PHASE THREE: CONSTRUCTION PHASE (ASSUMED 10-12 WEEKS TOTAL CONSTRUCTION PERIOD)

A. Construction Administration

- Prepare and assist client with a construction kick off meeting with the contractor and subs

B. Construction Site Visits

- Conduct total of 4 site visits periodically to monitor repair installations
- Conduct final walk-thru to verify completion of the Contractor's work

Range of fees \$11, 500 - \$13,000. If you would like to pursue, I will prepare a formal service agreement with the County. Also let me know if you want the ventilation recommendation included, if so, I will get a fee from our MEP subconsultant.

Melody Hamlin, Project Manager

Funktion Design Studio

Cell 715-571-8122

melody@funktiondesignstudio.com

www.funktiondesignstudio.com

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John Hanz <john.hanz@co.lincoln.wi.us>

Wed, May 10, 2023 at 2:00 PM

To: Melody Hamlin <melody@funktiondesignstudio.com>

Cc: Patrick Gierl <patrick.gierl@co.lincoln.wi.us>, Rick Schroeder <rick@funktiondesignstudio.com>

Received, thank you. Received and will share with the Committee.

John

[Quoted text hidden]

john.hanz@co.lincoln.wi.us <john.hanz@co.lincoln.wi.us>

Wed, May 10, 2023 at 2:01 PM

To: melody@funktiondesignstudio.com, melody@funktiondesignstudio.com

Your message

To: melody@funktiondesignstudio.com