

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, June 28, 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 06.07.23
3. Consent Agenda
 - a. Financials - not included due to nothing substantial to report given the short time between meeting
 - b. Timesheet(s) Approval
 - c. Expense Reimbursement(s) Approval
 - d. Activity Reports - no written reports and nothing substantial to report given the short time between meetings
 - i. County Clerk
 - ii. UW Extension
 - iii. Veterans Office
 - iv. Information Technology
 - v. Corporation Counsel
 - vi. Administrative Coordinator
4. Discussion regarding NACO participation
5. Review and Award RFP - Broker for Pine Crest Nursing Home
6. Ordinances
 - a. none
7. Resolutions
 - a. none
8. ARPA Requests
 - a. Amendment to 2023-05-33 Electronic Timekeeping
 - b. Kayak Rental - update and discussion
9. Strategic Planning - Use of Approved Branding and Vision Statement
10. Set Next Meeting Date August 2; 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)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

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

BALLOTS, VOTES, AND RECORDS:

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

USE OF RECORDING EQUIPMENT:

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

LEGAL INTERPRETATION:

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

PENALTY:

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

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

MEMBERS PRESENT: Don Friske, Jesse Boyd, Greg Hartwig, Lori Anderson-Malm
MEMBERS EXCUSED: Calvin Callahan (arrived late), Julie DePasse, Angela Cummings
VISITORS IN PERON: Renee Krueger, Karry Johnson, Art Lersch, Travis Spoehr, Dean Bowe, Tyler Verhasselt, John Hanz, Sarah Koss, Laurie Wegner, Nicole Krause, Ryan Hanson, Stacey Pettit, Grace Crass, Chris Marlowe
VIRTUAL ATTENDANCE: Jessi Rumsey

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 05.03.23: M/S Hartwig/Boyd to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - Krueger indicated that in speaking with the Director of finance, there were no concerns to report at this time
 - b. Timesheet(s) Approval: M/S Boyd/Hartwig to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: M/S Hartwig/Boyd to approve Veterans and IT Directors' Expense Reimbursement - carried.
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk - Marlowe provided updates in regards to Election Committee meetings and equipment needs. Marlow will be working on updating the MOU's for the 3 municipalities that we provide elections support to.
 - ii. UW Extension - Lersch explained that the Foodwise Educator is set for interviews beginning June 9th. The UW Extensions Strategic Planning continues. Half of the contract has been paid, which is reflected in the budget.
 - iii. Veterans Office - No additional information, report on file
 - iv. Information Technology: Spoehr explained a CIP request for the Air Conditioner unit for the server, the need for an amendment to the Munis Timekeeper request and that there is a potential resolve for the County Board speaker system
 - v. Corporation Counsel - Corporation Counsel provided highlights from her activity report.
 - vi. Administrative Coordinator - In addition to the written report, Krueger informed of a significant amount of personnel related matters this month as well as provided the committee information regarding a substantial increase in Workman Comp injuries and efforts to assess and provide targeted response. More information to be provided as we get additional information.
4. Director of Emergency Management Temporary Change In Hours: Krueger provided an overview of justification and funding that will result in no additional tax levy for 2023. Krueger provided the budgetary impact for 2024 if continued as full-time but clarified that is not the request at this time but could be as we receive information about shared revenue funding. M/S Hartwig/Anderson-Malm to approve the temporary change of the

Director of Emergency Management to full-time for the remainder of 2023 beginning July 1, 2023 - Carried.

5. Approve Updated Job Description for Director of Social Services: Krueger provided overview of changes to the needs for this role and the revisions contained within the proposed job description. M/S Boyd/Hartwig to approve the new job description - Carried.
6. ***Approval of Staffing Changes in Register of Deeds*** - Koss provided an update to staffing needs within her department. M/S Hartwig/Boyd to accept the recommendations for the change of hours to the positions in the ROD office as soon as practicable - Carried.
7. Wage Scale Discussion: Krueger provided an overview of information regarding history of 2016/2017 study, current best practice recommendations and impact to Lincoln County based on funding, and recommended consideration to dropping steps 1 & 2 and adding step 12. Committee discussed the fiscal impact, the inability to affect at this time. Clarification that this was discussion only.
8. Review and Approve RFP - Broker for Pine Crest Nursing Home: Discussion. M/S Boyd/Friske to have Administrative Coordinator post RFP as outlined.
9. Policy discussion and possible action
 - a. Holiday Schedule: Clarification that Courthouse and Sheriff's Office will likely need to be exempt for the July 5th building closure. Additionally, July 5th is not a holiday, but it allows for department heads to provide employees the opportunity to take off without concerns about office coverage. This is a unique request for 2024 as July 5th falls on a Friday. Further clarification that January 15th and February 19th are MANDATORY training days. This allows for both county wide and department wide training options. For County Wide training, employees will need to schedule for one of the days. Friske noted that there are not many opportunities to show appreciation for our employees and allowing the July 5th building closure when there is minimal foot traffic is one way we can. M/S Hartwig/Boyd to approve.
10. Ordinances
 - a. none
11. Resolutions
 - a. none
12. ARPA Requests
 - a. Kayak Rental: unanimous consent decision to postpone this discussion until 6.28.23
 - b. Highway:
 - i. Discussion regarding the assessment and repairs for the structural soundness of the Tomahawk building. Due to the request now inclusive of repairs, this is a new request and can't be voted on at this time. Unanimous consent to move to August agenda for further discussion and decision on the structural engineer assessment funding.
 - ii. Lengthy discussion regarding the conditions of roads and the proposed prioritization as noted in the request. M/S Hartwig/Anderson-Malm to approve 1.5 million to be directed to the Highway Commissioner and allow him to prioritize reconditioning and maintenance of roads.

13. Strategic Planning - Use of Approved Branding and Vision Statement: Committee requested to use this as often as possible in as many places as possible. Strategies discussed. Administrative Coordinator will implement as quickly as possible
14. Set Next Meeting Date June 28th (Due to July 4th Holiday week); Adjourn 6:00pm

Minutes prepared by: Renee Krueger

Lincoln County Employee Timesheet

Name: John Olson Jr Department: VETERANS SERVICE Pay Period:

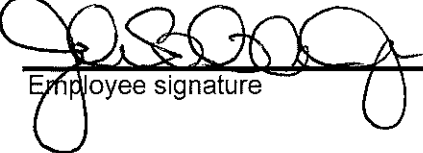
Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt From: 5/29/2023 To: 6/11/2023

5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	Hours	Pay Category	FMLA hours
4	9.5	8.5	8.5	9			8	8	8	8	5			76.5	Regular: Veterans	
											3			3	Vacation:	
4														4	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	8.5	8.5	9	0	0	8	8	8	8	8	0	0	83.5	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: Travis Spoehr		Department: Information Technology				Pay Period:										
Employee Number: 442		IT Director														
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/29/2023		To: 6/11/2023								
5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
	6.5	8	8.5	8.5			9.5	8	8	8	8			73	Regular: IT	
														0	Vacation:	
8														8	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	8	8.5	8.5	0	0	9.5	8	8	8	8	0	0	82.5	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: _____

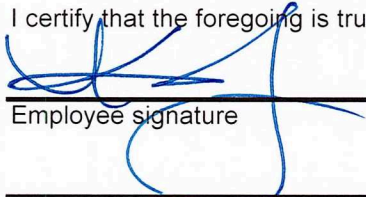
COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Karry Johnson		Department: Corporation Counsel				Pay Period:										
Employee Number: 760																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 5/29/2023 To: 6/11/2023										
5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
	8	8.75	6.75	7			8.5	8	7	4.75	4.5			63.25	Regular: Corp Counsel	10210051.511000
	0.5		3				0.5	0.5	3	4				11.5	Regular: Child Support	10210051.511000.10003
	0.5		0.25					0.5						1.25	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														0	Vacation:	
8														8	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8	9	8.75	10	7	0	0	9	9	10	8.75	4.5	0	0	84	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: 5/29/2003					To: 6/11/2003					
5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11			FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs	
	8.5	9.25	10.75	8			8	8	8.5	10.5	4.5			76	Regular: ADMIN		10200051.511000
														0	Vacation:		
8														8	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
8	8.5	9.25	10.75	8	0	0	8	8	8.5	10.5	4.5	0	0	84	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: _____



1 West Dayton Street | Madison, Wisconsin 53703
800 356 8293 | fax 608 257 5280 | concoursehotel.com

Reservation Number 1073177

Room Number 0732

Send to John Olson
801 N Sales Street
Merrill, WI 54452

Phone 715-539-1029

Guest Name John Olson

Arrival Date
6/4/23

Departure Date
6/9/23

Group NACVSO 2023 Annual Conference

Bill To Olson, John
801 N Sales Street
Merrill, WI 54452

Phone 715-539-1029

Folio Number 1068306

Trans Date	Description	Voucher	Amount
Charges			
6/4/23	Nacvso 2023	c -0732	165.00
6/4/23	\$15 Overnight Parking	-	15.00
6/5/23	Nacvso 2023	c -0732	165.00
6/5/23	\$15 Overnight Parking	-	15.00
6/6/23	Nacvso 2023	c -0732	165.00
6/6/23	\$15 Overnight Parking	-	15.00
6/7/23	Nacvso 2023	c -0732	165.00
6/7/23	\$15 Overnight Parking	-	15.00
6/8/23	Nacvso 2023	c -0732	165.00
6/8/23	\$15 Overnight Parking	-	15.00
		Subtotal	900.00
	Total Charges		900.00
Payments			
5/1/23	B4 Mastercard Prepaid	Room Pre-P	-825.00
6/9/23	Visa #####9265	H23076732 0000788930	-75.00
		Subtotal	-900.00
	Total Payments		-900.00
		Balance Due:	0.00

Motion By: DePasse
Second By: Simon

Approval of ARPA Funding in the Amount of \$101,000 for Electronic Timekeeping

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Callahan			
14	Hafeman			
15	Lemke			
16	Loka			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
<input type="checkbox"/> Carried				
<input type="checkbox"/> Defeated				
<input type="checkbox"/> Amended				
<input checked="" type="checkbox"/> Voice vote				
<input type="checkbox"/> Roll call				

WHEREAS, Lincoln County currently operates on paper timesheets; and

WHEREAS, the external auditors (CLA) brought to the attention of the Finance Committee the need to implement electronic timesheets; and

WHEREAS, the current scheduled upgrade to MUNIS has the capability to meeting this need and allowed the elimination of a previously approved human resources software, BAMBOO; and

WHEREAS, the upfront purchase is expensive but the annual costs are covered through the removal of BAMBOO.

Furthermore, the implementation of the electronic timesheets through MUNIS provides benefits to include elimination/reducing of double entry, employee access to enroll in their own benefits and update personal information, eliminate most manual entry of time for 250 employees, reducing workload and human error of human resources and payroll specialists, increase telecommuting opportunities, and oversight of real time supervision; and

WHEREAS, using the ARPA funding for electronic timekeeping has the potential to reduce expenditures/tax levy obligations, create a more attractive organization for recruitment by modernizing the way we work which could potentially increase revenues through relocations; and

WHEREAS, the electronic time keeping will also help create efficiencies within our organization that reduce the county's liability as well as allow management more effective supervision tools.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors, based on the recommendation of the Administrative and Legislative Committee who was charged with vetting all ARPA requests, order the Director of Finance to allocate \$101,000 from the County's American Rescue Plan Act (ARPA) allocation for the purpose of purchasing software to implement electronic timekeeping.

STATE OF WISCONSIN)
) SS
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by the Lincoln County Board of Supervisors on:
May 16, 2023

 Christopher J. Marlowe
 Lincoln County Clerk

Dated: May 16, 2023

Authored by: Don Friske, Supervisor, District 9
 Co-Sponsored by: Administrative and Legislative Committee
 Committee: Administrative and Legislative
 Committee Vote: 6-0
 Fiscal Impact: ARPA funds \$101,000

Date Passed: May 3, 2023

Drafted by: Renee Krueger, Administrative Coordinator

