

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, September 6, 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 08.02.23
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. Discussion and Action on Election Evaluation Committee Report
5. Ordinances/Policy Action
 - a. Approval of On-Call Pay
6. Resolutions
 - a. Appointment of Social Services Director
 - b. Approve Director Emergency Management Position as Full Time
 - c. Creation of Opioid Settlement Task Force
7. Workman's Compensation Update
8. ARPA Requests Update/Discussion
9. Strategic Planning Update/Discussion
10. Set Next Meeting Date October 4, 2023; 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)(f).
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, August 2, 2023, 3:30 PM
Meeting Location: Room 247/248 Government Services Center
801 N. Sales St., Merrill, WI 54452

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

MEMBERS EXCUSED:Calvin Callahan, Jesse Boyd

VISITORS IN PERON: Renee Krueger, Karry Johnson, Melissa Yates, Travis Spoehr, Dean Bowe, John Olson, John Hanz, Judy Woller, R. Woller, Sister Celine Goessl, Sister Kathy Lange, Dora V. Gorski, Gene Bebel, Irene Mehlos, Terry Kolb, Carol Wendorf, William Wendorf, Kim R. Hanson, Don Dunphy, Grace Crass,

VIRTUAL ATTENDANCE: Ryan Hanson, Jalen Maki, Sam Fenske

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 06.28.23: M/S DePasse/Cummings to approve - carried.
3. Consent Agenda
 - a. Financials
 - i. 2023 Year To Date - Krueger indicated there were no concerns to report at this time
 - b. Timesheet(s) Approval: M/S DePasse/Hartwig to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: M/S Anderson-Malm/DePasse to approve Veterans and IT Directors' Expense Reimbursement - carried.
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk - No updates for this meeting
 - ii. UW Extension - The Nutrition Educator has been hired and starts 8.28.23
 - iii. Veterans Office - Olson indicated that there is an expected increase in allocations through the governor's biennial budget but nothing definitive at this time.
 - iv. Information Technology: Spoehr explained that the speakers for the County Board audio system are on backorder. Spoehr indicated that he is looking into a new phone system that could allow for some cost savings. Spoehr further shared that Langlade County is about 80% in operational recovery since the incident that affected their system and resulted in approximately 4-days of "shut down." His team has reviewed our own safeguards and continues to make some extra precautions to protect our own systems.
 - v. Corporation Counsel - Corporation Counsel reported that septic violations have gone out and this year there were approximately 30.
 - vi. Administrative Coordinator - Informed that an offer was made and declined for the Community Health Planner - Opioid Grant Coordinator LTE. Krueger anticipates bringing a different proposal forward next month.
4. Ordinances
 - a. none
5. Resolutions
 - a. none
6. ARPA Requests Update/Discussion:

- a. Fenske reported that some modules for the electronic timekeeping have been rolled out
 - b. Hanz reported that approximately \$250,000 have been dedicated for 2023 with the remaining targeted for 2024. Northern Lincoln County roads should be in better shape for the Fall Ride.
 - c. Bowe reported that the RFP's for the toilets, wells, Hiawatha Trail, and crushed gravel are posted.
 - d. Krueger indicated that progress is being made towards a marketing plan.
7. Strategic Planning - Krueger provided feedback after discussion at the Department Head meeting. Further discussion regarding professional development training for department heads will include using the vision statement in connecting our department objectives. Request by committee was made to update our organizational charts in our annual budget reports.
 8. Closed Session: M/S DePasse/Hartwig to move into closed session to include Johnson, Krueger and Marcus & Millichap for the purpose of the committee may consider a motion to adjourn into closed session (roll call vote required), pursuant to: Wis. Stats. §19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session", to wit: Discussion regarding Pine Crest Nursing Home and Marcus & Millichap Contract Negotiations; Roll Call Vote, moved to closed session.
 9. Reconvene into open session: M/S Cummings/Hartwig to move into open session; Roll Call Vote; moved to open session
 10. Take any action on items discussed in closed session: no action
 11. Set Next Meeting Date September 6, 2023; Adjourn 4:30pm

Minutes prepared by: Renee Krueger

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 COUNTY BOARD							
51 GENERAL GOVERNMENT							
10100151 511000 C.B. WAGE SALARY	7,500	7,500	4,375.00	625.00	.00	3,125.00	58.3%
2023/08/000025 08/15/2023 PRJ	625.00	REF PAYROL			WARRANT=230815	RUN=4 COUNTY B	
10100151 511001 C.B. PER DIEM	18,000	18,000	8,734.64	1,088.73	.00	9,265.36	48.5%
2023/08/000025 08/15/2023 PRJ	1,088.73	REF PAYROL			WARRANT=230815	RUN=4 COUNTY B	
10100151 520000 C.B. EMP BENEFIT	588	588	928.95	122.73	.00	-340.95	158.0%*
2023/08/000025 08/15/2023 PRJ	122.73	REF PAYROL			WARRANT=230815	RUN=4 COUNTY B	
10100151 555000 C.B. TRAV TRAIN	3,000	3,000	1,488.00	.00	.00	1,512.00	49.6%
10100151 560000 C.B. SUPPLIES	500	500	28.78	.00	.00	471.22	5.8%
10100251 511001 COMM PER DIEM	30,000	30,000	12,619.47	1,207.70	.00	17,380.53	42.1%
2023/08/000025 08/15/2023 PRJ	1,207.70	REF PAYROL			WARRANT=230815	RUN=4 COUNTY B	
10100251 520000 COMM BENEFITS	1,700	1,700	736.43	77.67	.00	963.57	43.3%
2023/08/000025 08/15/2023 PRJ	77.67	REF PAYROL			WARRANT=230815	RUN=4 COUNTY B	
10100251 554001 PRINTING ALLOCATIO	1,250	1,250	763.32	.00	.00	486.68	61.1%
10100251 555000 COMM TRAVEL TRAIN	3,000	3,000	263.00	.00	.00	2,737.00	8.8%
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%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100251 556003 COMM REG PLAN COMM	20,810	20,810	19,644.00	.00	.00	1,166.00	94.4%
10100251 560000 COMM SUPPLIES	7,500	7,500	343.74	-256.26	.00	7,156.26	4.6%
2023/08/000061 08/23/2023 CRP	-256.26	REF TR			NON-DEPARTMENTAL		
10100251 561101 POSTAGE	1,500	1,500	589.27	.00	.00	910.73	39.3%
TOTAL NO PROJECT	100,629	100,629	56,295.60	2,865.57	.00	44,333.40	55.9%
TOTAL GENERAL GOVERNMENT	100,629	100,629	56,295.60	2,865.57	.00	44,333.40	55.9%
54 HEALTH AND HUMAN SERVICES							
10100254 532000 BIRTH TO THREE PRO	112,378	112,378	84,283.50	28,094.50	.00	28,094.50	75.0%
2023/08/000063 08/24/2023 API	28,094.50	VND 400689 VCH354155	MARATHON CO SPECIAL	3RD QTR BIRTH TO 3	PAYMENT		343218
10100454 532000 HUMANE SOCIETY	41,000	41,000	30,750.00	.00	.00	10,250.00	75.0%
10100754 532000 NCHCF PROF SERV	1,040,853	1,040,853	780,639.75	260,213.25	.00	260,213.25	75.0%
2023/08/000044 08/17/2023 API	260,213.25	VND 600039 VCH354064	NO CENTRAL HEALTH CA	INSTALLMENT	PAYMENT		343146
10109954 499990 FUNDS APPLIED (BUD	-289,849	-289,849	.00	.00	.00	-289,849.00	.0%*
10109954 536000 ADRC EXPENDITURE	149,466	149,466	112,099.50	.00	.00	37,366.50	75.0%
10109954 571000 STATE FAMILY CARE	289,849	289,849	289,849.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	1,343,697	1,343,697	1,297,621.75	288,307.75	.00	46,075.25	96.6%
TOTAL HEALTH AND HUMAN SERVICES	1,343,697	1,343,697	1,297,621.75	288,307.75	.00	46,075.25	96.6%
55 CULTURE RECREATION AND EDUC							
10100355 531220 LIBRARY SERVICES	653,780	653,780	326,890.00	.00	.00	326,890.00	50.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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%
56 CONSERVATION AND DEVELOPMENT							
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%
60 PROPERTY TAXES							
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%
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%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	-417,298.36	291,173.32	.00	417,298.36	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	1,717,411.64	291,173.32	.00	707,147.36	
GRAND TOTAL	0	0	-417,298.36	291,173.32	.00	417,298.36	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	125.19	.00	.00	-125.19	100.0%*
10441955 555000 TL 4H TRAVEL/TRAIN	0	4,100	416.58	.00	.00	3,683.42	10.2%
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	1,099.26	.00	.00	1,900.74	36.6%
10441955 571001 NTL 4 H MISCELLANE	0	0	929.85	.00	.00	-929.85	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 436900 NTL - STATE POSTAG	0	0	-1,247.50	.00	.00	1,247.50	100.0%
10448155 561101 NTL - STATE POSTAG	0	0	290.00	.00	.00	-290.00	100.0%*

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10448955 571000 NCR-SEED TO TABLE	0	0	-1,650.00	.00	.00	1,650.00	100.0%
10449755 571000 NTL - SOCIAL NORMS	0	0	141.01	.00	.00	-141.01	100.0%*
TOTAL CULTURE RECREATION AND EDUC	45,000	45,000	19,000.94	.00	.00	25,999.06	42.2%
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	-25,999.06	.00	.00	25,999.06	100.0%
TOTAL REVENUES	-45,000	-45,000	-46,247.50	.00	.00	1,247.50	
TOTAL EXPENSES	45,000	45,000	20,248.44	.00	.00	24,751.56	
GRAND TOTAL	0	0	-25,999.06	.00	.00	25,999.06	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
27 VETERANS DEPARTMENT							
54 HEALTH AND HUMAN SERVICES							
10270054 511000 VETERANS SALARIES	111,034	111,034	70,073.94	8,613.20	.00	40,960.06	63.1%
2023/08/000015 08/11/2023 PRJ	4,306.60	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	4,306.60	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10270054 520000 VETERANS EMPLOYEE	47,012	47,012	27,615.58	3,430.85	.00	19,396.42	58.7%
2023/08/000015 08/11/2023 PRJ	1,709.54	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	1,721.31	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10270054 552001 VETERANS TELEPHONE	450	450	293.23	.00	.00	156.77	65.2%
10270054 554001 PRINTING ALLOCATIO	950	950	232.57	.00	.00	717.43	24.5%
10270054 555000 VETERANS TRAVEL TR	5,000	5,000	2,692.63	.00	.00	2,307.37	53.9%
10270054 560000 VETERANS SUPPLIES	1,100	1,100	85.00	.00	.00	1,015.00	7.7%
10270054 561101 VETERANS POSTAGE	600	600	272.72	.00	.00	327.28	45.5%
10270054 561440 VETERANS GRAVE CAR	1,500	1,500	1,200.75	.00	.00	299.25	80.1%
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%*

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	106,759.09	12,044.05	.00	66,186.91	61.7%
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	2,530.98	.00	.00	-2,530.98	100.0%*
TOTAL CVSO ARPA GRANT	0	0	-13,347.02	.00	.00	13,347.02	100.0%
TOTAL HEALTH AND HUMAN SERVICES	162,946	162,946	82,412.07	12,044.05	.00	80,533.93	50.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	-80,533.93	12,044.05	.00	80,533.93	100.0%
TOTAL REVENUES	-172,946	-172,946	-189,824.00	.00	.00	16,878.00	
TOTAL EXPENSES	172,946	172,946	109,290.07	12,044.05	.00	63,655.93	
GRAND TOTAL	0	0	-80,533.93	12,044.05	.00	80,533.93	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
25 INFORMATION TECHNOLOGY							
49 OTHER FINANCING SOURCES							
10250049 499990 FUNDS APPLIED (BUD	-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	206,517.39	25,054.42	.00	119,957.61	63.3%
2023/08/000015 08/11/2023 PRJ	12,534.02	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	12,520.40	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10250051 520000 IT EMPL BENEFITS	137,876	137,876	88,709.57	11,006.23	.00	49,166.43	64.3%
2023/08/000015 08/11/2023 PRJ	5,505.62	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	5,500.61	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10250051 530000 IT PROFESSIONAL SE	16,000	16,000	12,360.10	.00	.00	3,639.90	77.3%
10250051 552001 IT TELEPHONE	1,000	1,000	982.87	35.99	.00	17.13	98.3%
2023/08/000063 08/24/2023 API	35.99	VND 005069 VCH354150	VERIZON WIRELESS	CELL PHONES			343237
10250051 554001 PRINTING ALLOCATIO	200	200	153.81	.00	.00	46.19	76.9%
10250051 555000 IT TRAVEL TRAINING	9,000	9,000	3,296.82	.00	.00	5,703.18	36.6%
10250051 560000 IT OFFICE SUPPLIES	300	300	95.70	.00	.00	204.30	31.9%
10250051 561005 IT HARDWARE	62,000	62,000	45,439.12	36.40	.00	16,560.88	73.3%
2023/08/000063 08/24/2023 API	36.40	VND 000085 VCH354148	CDW GOVERNMENT, INC	FLASH DRIVE			12870

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10250051 561006 IT HARDWARE WARR,	45,000	45,000	41,949.26	.00	.00	3,050.74	93.2%
10250051 561101 IT POSTAGE	150	150	43.72	.00	.00	106.28	29.1%
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	164,690.80	.00	.00	35,309.20	82.3%
10250051 561420 IT VOICE/DATA/VIDE	30,000	30,000	26,939.84	149.98	.00	3,060.16	89.8%
2023/08/000020 08/09/2023 API	149.98 VND	000089 VCH353788	CHARTER COMMUNICATIO	INTERNET			342999
10259851 461901 ADRC IT SUPPORT FE	-66,225	-66,225	-67,650.00	.00	.00	1,425.00	102.2%
10259851 473100 ADRC - INTERGOV RE	0	0	-9,501.92	-6,648.79	.00	9,501.92	100.0%
2023/08/000061 08/23/2023 CRP	-6,648.79 REF TR				NON-DEPARTMENTAL		
10259851 571000 ADRC MISC EXPENDIT	0	0	7,523.23	.00	.00	-7,523.23	100.0%*
TOTAL GENERAL GOVERNMENT	767,776	767,776	523,141.12	29,634.23	.00	244,634.88	68.1%
57 OUTLAY							
10250057 581003 IT HARDWARE OUTLAY	0	0	8,200.00	.00	.00	-8,200.00	100.0%*
10250057 583003 IT CIP	40,000	40,000	.00	.00	.00	40,000.00	.0%
TOTAL OUTLAY	40,000	40,000	8,200.00	.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%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL PROPERTY TAXES	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL INFORMATION TECHNOLOGY	0	0	-236,434.88	29,634.23	.00	236,434.88	100.0%
TOTAL REVENUES	-874,001	-874,001	-844,927.92	-6,648.79	.00	-29,073.08	
TOTAL EXPENSES	874,001	874,001	608,493.04	36,283.02	.00	265,507.96	
GRAND TOTAL	0	0	-236,434.88	29,634.23	.00	236,434.88	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
21 CORPORATION COUNSEL							
0000 DIVISION							
10210051 511000 CORP COUNSEL SALAR	90,715	90,715	51,071.37	6,340.76	.00	39,643.63	56.3%
2023/08/000015 08/11/2023 PRJ	3,164.32	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	3,176.44	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10210051 520000 CORP COUNSEL EMPLO	37,231	37,231	21,503.16	2,708.30	.00	15,727.84	57.8%
2023/08/000015 08/11/2023 PRJ	1,349.52	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	1,358.78	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10210051 531020 CORP COUNSEL OUTSI	52,500	52,500	25,000.00	.00	.00	27,500.00	47.6%
10210051 531210 CORP COUNSEL CODIF	2,800	2,800	1,183.96	91.32	.00	1,616.04	42.3%
2023/08/000063 08/24/2023 API	91.32	VND 008794 VCH354151	CIVICPLUS LLC		ORDINANCES UPDATES		12872
10210051 552001 CORP COUNSEL TELEP	800	800	430.46	40.25	.00	369.54	53.8%
2023/08/000063 08/24/2023 API	40.25	VND 005069 VCH354150	VERIZON WIRELESS		CELL PHONES		343237
10210051 554001 PRINTING ALLOCATIO	700	700	328.79	.00	.00	371.21	47.0%
10210051 555000 CORP COUNSEL TRAVE	3,000	3,000	878.53	.00	.00	2,121.47	29.3%
10210051 560000 CORP COUNSEL SUPPL	750	750	.00	.00	.00	750.00	.0%
10210051 561101 CORP COUNSEL POSTA	100	100	16.89	.00	.00	83.11	16.9%
10210051 564000 CORP COUNSEL LIBRA	1,500	1,500	262.02	.00	.00	1,237.98	17.5%
10210060 411100 CORPORATION COUNSE	-194,595	-194,595	-194,595.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL NO PROJECT	-4,499	-4,499	-93,919.82	9,180.63	.00	89,420.82	2087.6%
10003 STATE CHILD SUPPORT							
10210051 435600 10003 CORP COUNSEL	-9,000	-9,000	-5,821.36	.00	.00	-3,178.64	64.7%*
10210051 511000 10003 CORP COUNSEL	9,478	9,478	8,533.15	1,260.88	.00	944.85	90.0%
2023/08/000015 08/11/2023 PRJ	666.81	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	594.07	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10210051 520000 10003 CORP COUNSEL	4,021	4,021	3,566.56	538.52	.00	454.44	88.7%
2023/08/000015 08/11/2023 PRJ	284.38	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	254.14	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
TOTAL STATE CHILD SUPPORT	4,499	4,499	6,278.35	1,799.40	.00	-1,779.35	139.5%
TOTAL DIVISION	0	0	-87,641.47	10,980.03	.00	87,641.47	100.0%
4508 JUVENILE							
13573 TPR ADOPTION SERVICES							
10210854 435600 13573 TPR GRANT REV	0	0	-38.20	-11.10	.00	38.20	100.0%
2023/08/000010 08/07/2023 CRP	-11.10	REF TR			NON-DEPARTMENTAL		
10210854 511000 13573 TPR WAGES	0	0	71.44	.00	.00	-71.44	100.0%*
10210854 520000 13573 TPR BENEFITS	0	0	24.08	.00	.00	-24.08	100.0%*
TOTAL TPR ADOPTION SERVICES	0	0	57.32	-11.10	.00	-57.32	100.0%
TOTAL JUVENILE	0	0	57.32	-11.10	.00	-57.32	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4545 FOSTER PARENT TRAINING							
10397 CHIPS LEGAL SERVICE 4E							
10214554 435600 10397 CHIPS REV	0	0	-1,261.59	-81.31	.00	1,261.59	100.0%
2023/08/000010 08/07/2023 CRP	-81.31	REF TR			NON-DEPARTMENTAL		
10214554 511000 10397 WAGES-CHIPS L	0	0	3,765.51	157.61	.00	-3,765.51	100.0%*
2023/08/000015 08/11/2023 PRJ	48.50	REF PAYROL			WARRANT=230811 RUN=2	GENERAL	
2023/08/000057 08/25/2023 PRJ	109.11	REF PAYROL			WARRANT=230825 RUN=2	GENERAL	
10214554 520000 10397 FRINGE-CHIPS	0	0	1,616.52	67.37	.00	-1,616.52	100.0%*
2023/08/000015 08/11/2023 PRJ	20.69	REF PAYROL			WARRANT=230811 RUN=2	GENERAL	
2023/08/000057 08/25/2023 PRJ	46.68	REF PAYROL			WARRANT=230825 RUN=2	GENERAL	
TOTAL CHIPS LEGAL SERVICE 4E	0	0	4,120.44	143.67	.00	-4,120.44	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	4,120.44	143.67	.00	-4,120.44	100.0%
TOTAL CORPORATION COUNSEL	0	0	-83,463.71	11,112.60	.00	83,463.71	100.0%
TOTAL REVENUES	-203,595	-203,595	-201,716.15	-92.41	.00	-1,878.85	
TOTAL EXPENSES	203,595	203,595	118,252.44	11,205.01	.00	85,342.56	
GRAND TOTAL	0	0	-83,463.71	11,112.60	.00	83,463.71	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
20 ADMINISTRATIVE PERSONNEL							
0000 DIVISION							
10200051 511000 ADMIN SALARIES	144,830	144,830	80,233.49	10,821.46	.00	64,596.51	55.4%
2023/08/000015 08/11/2023 PRJ	5,410.73	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	5,410.73	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10200051 520000 ADMIN EMPLOYEE BEN	61,005	61,005	34,872.04	4,825.33	.00	26,132.96	57.2%
2023/08/000015 08/11/2023 PRJ	2,411.99	REF PAYROL			WARRANT=230811	RUN=2 GENERAL	
2023/08/000057 08/25/2023 PRJ	2,413.34	REF PAYROL			WARRANT=230825	RUN=2 GENERAL	
10200051 531020 ADMIN LEGAL SERVIC	5,000	5,000	15.50	.00	.00	4,984.50	.3%
10200051 531190 ADMIN INHOUSE TRAI	5,000	5,000	.00	.00	.00	5,000.00	.0%
10200051 552001 ADMIN TELEPHONE	900	900	540.31	45.93	.00	359.69	60.0%
2023/08/000063 08/24/2023 API	45.93	VND 005069 VCH354150	VERIZON WIRELESS	CELL PHONES			343237
10200051 553000 ADMIN ADVERTISING	3,000	3,000	333.00	.00	.00	2,667.00	11.1%
10200051 554001 PRINTING ALLOCATIO	4,000	4,000	754.19	.00	.00	3,245.81	18.9%
10200051 555000 ADMIN TRAVEL TRAIN	5,000	5,000	1,677.48	.00	.00	3,322.52	33.5%
10200051 560000 ADMIN SUPPLIES	500	500	247.15	.00	.00	252.85	49.4%
10200051 561101 ADMIN POSTAGE	350	350	43.74	.00	.00	306.26	12.5%
10200051 571000 COUNTY WIDE SAFETY	5,000	5,000	.00	.00	.00	5,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

JOURNAL DETAIL 2023 8 TO 2023 8

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10200060 411100 ADMINISTRATION TAX	-234,585	-234,585	-234,585.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-115,868.10	15,692.72	.00	115,868.10	100.0%
TOTAL ADMINISTRATIVE PERSONNEL	0	0	-115,868.10	15,692.72	.00	115,868.10	100.0%
TOTAL REVENUES	-234,585	-234,585	-234,585.00	.00	.00	.00	
TOTAL EXPENSES	234,585	234,585	118,716.90	15,692.72	.00	115,868.10	
GRAND TOTAL	0	0	-115,868.10	15,692.72	.00	115,868.10	100.0%

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

Lincoln County Employee Timesheet

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


Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt **From:** 8/7/2023 **To:** 8/20/2023

8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
9.5	6.5	9	9	8.5			10	8.5	8	8.5	8.5			86	Regular: Veterans	
														0	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		
9.5	8	9	9	8.5	0	0	10	8.5	8	8.5	8.5	0	0	87.5	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: 7/24/2023		To: 8/6/2023								
7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8	8	8	9	8			8.5	8	7.5	8				73	Regular: IT	
											8			8	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	9	8	0	0	8.5	8	7.5	8	8	0	0	81	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: 8/7/2023		To: 8/20/2023								
8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8	8.5	8	8	8.5			8	10.5	8	8				75.5	Regular: IT	
											8			8	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	8.5	8	8	8.5	0	0	8	10.5	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: Karry Johnson		Department: Corporation Counsel				Pay Period:											
Employee Number: 760																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt						From: 8/7/2023		To: 8/20/2023									
8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20			FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours	
8.25	5.75	7.75	8.5	7.5			6.75	12.5	4	4.5				65.5	Regular: Corp Counsel		10210051.511000
1	0.25	0.5	0.5	0.5					5	4.5				12.25	Regular: Child Support		10210051.511000.10003
		1	0.5	0.25				0.25	0.25					2.25	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			
9.25	6	9.25	9.5	8.25	0	0	6.75	12.75	9.25	9	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: Karry Johnson		Department: Corporation Counsel				Pay Period:										
Employee Number: 760																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 7/24/2023 To: 8/6/2023										
7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8.75	0.5	8.5	8.5	1.5			8	9	6.5	6.25	5.75			63.25	Regular: Corp Counsel	10210051.511000
	0.5	0.75	0.5	4.5			1		2.5	3.5	0.5			13.75	Regular: Child Support	10210051.511000.10003
0.25		0.75												1	Regular: CHIPS Legal Service 4E	10214554.511000.10397
														0	Vacation:	
														0	Holiday:	
	2													2	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	3	10	9	6	0	0	9	9	9	9.75	6.25	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: 7/24/2023		To: 8/6/2023							
7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31	8/1	8/2	8/3	8/4	8/5	8/6	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
2	10	9.5	8.5	1			9	9	8	9	5	1		72	Regular: ADMIN	10200051.511000
				8										8	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		
2	10	9.5	8.5	9	0	0	9	9	8	9	5	1	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: 8/7/2023		To: 8/20/2023							
8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
8	9.5	8.5	9.5	9.5		1	11	11	4.5	1.5		2		76	Regular: ADMIN	10200051.511000
										4				4	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	8.5	9.5	9.5	0	1	11	11	4.5	5.5	0	2	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
VETERANS SERVICE**
JOHN OLSON – CVSO
801 North Sales Street, Suite 104 · Merrill, WI 54452
Tel. (715) 539-1010

August 31, 2023

Veterans Services Report for the Months of August 2023

Office Activity / Summary

Activity	June	July	August	90 Day Avg	YTD
<u>Phone</u>	104	116	172	131	1061
<u>Email</u>	25	25	40	30	220
<u>In-Person</u>	58	50	88	65	538
<u>Fax</u>	24	17	31	24	219
<u>Mail</u>	19	33	18	23	192
<u>Unspecified</u>	20	34	43	32	208
<u>Total</u>	250	275	392	306	2438

Trends

Our office experienced the heaviest volume of in person traffic in past three years – due to PACT Act initial filing period coming to an end. 160 percent increase in office traffic and activity over 2021 and 51 percent increase over 2022. Our Office submitted 45 Intent to File applications in the month of August.

- New or Returning Veterans added – 18
- Claims Submitted for Disability, Pension, DIC - 25

Awards/Benefits

- **18 Awards for compensation and benefits totaling \$199,339**

Training and Education

Completed:

August 17th – WDVA Monthly Training – WDVA Retraining Grants

Planned:

October 9-13th – Kenosha WI – Annual WI CVSO Association Fall Conference

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Community News / Outreach

Office Visits in Tomahawk

August 1st - Conducted 6 In-Person Visits, 0 Walk Ins

August 24th - Conducted 4 In-Person Visits, 0 Walk Ins

August 29th - Conducted 6 In-Person Visits, 1 Walk Ins

August 16th – CVSO – Attended Dream Flights Event

CVSO – Toured High Grounds Veterans Memorial Park with Fond du Lac and

August 23rd – Deputy CVSO Attended Open House at Northwood’s National Cemetery



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – September 6, 2023

Activity & Statistics Report: 7/26/2023 to 8/28/2023

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

- Have completed review of Lincoln County Ordinances that are applicable to Information Technology. Corp Counsel will be reviewing before changes presented to the Committee.
- 2023 workstation replacements have been completed as scheduled. The new workstations have gone out with the Windows 11 operating system.
- Released the Courthouse to Solid Waste point-to-point wireless RFP, 2023 CIP funded.
- Installation of new video conferencing equipment for the ADRC Wausau office Boardroom. Thanks to Maintenance for use of their covered trailer and cart dollies to safely transport equipment.
- Installation of new copies of PDF editing software to standardize all users on the same application for ease of use and support.
- Assistance was provided in collaboration with the Sheriff's Office to complete an extensive Criminal Justice Information Systems (CJIS) compliance audit initiated by the WI Dept. of Justice. This is a regular and expected event.
- Completed two separate open records requests in collaboration with Land Services and Corporation Counsel.
- All overcharges, billing issues, and problems that arose from the Granite Telecommunications project have been resolved included a credit for the early termination fee that appeared on a number of past invoices.

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

- County Board Assembly room speakers: We have worked with our vendors and their distributors and have found a different branded, but similar, speakers that are in stock and to be tested ASAP. We are beginning new cabling in the Board room for these in anticipation of these similar "smart" speakers working as expected, despite being a different brand.
- We have begun to review Information Technology policy in relation to acceptable use, security, compliance, governance, and records retention. Department heads were given an opportunity at our last meeting to express questions and concerns and provide input. The goals are to eliminate redundancy and to arrive at a policy framework that is clear, concise, and purposeful.
 - Considerations for standards and compliance to include applicable State statutes and local ordinances, 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), Criminal Justice Information Systems (CJIS) for law-enforcement, Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) security standards, and others that may be applicable.
- Continued assistance to the Broadband Committee, inclusive of regular meetings with the North Central WI Regional Planning Commission to push ahead with Broadband Equity Access and Deployment (BEAD) project planning per the eligibility requirements.

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INFORMATION TECHNOLOGY**

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Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – September 6, 2023

- In addition to the upcoming BEAD grants, a new round of grant funding has become available from the WI Public Service Commission. \$42 million total is available across the state.
- Assisting the Sheriff's Office and Emergency Management with remediation and mitigation related to the recent active shooter tabletop exercise at the Courthouse.
- Continued work 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.
 - Recent developments include Board approval of grant applications and subsequent submission for funds.
- Continued assistance as needed for the branding and marketing efforts. Specifically Lincoln County Website updates in conjunction with Forestry, Parks & Recreation over the past month.
- Continued configuration of the ADRC's dedicated (backup) internet connection in Merrill.
- Testing continues on the Munis with the Finance Department and key stakeholders.
 - Time & Attendance and employee self-service platforms. Formal training and work sessions have been scheduled as part of the pre-deployment steps. A staggered cut-to-live for these modules is tentatively set for the beginning of November. HID prox cards and badges were successfully tested for compability with the time clocks.
 - Advanced Scheduler. Tyler Tech is working with us to do as much as we can in parallel, given Time & Attendance is a prerequisite, to have this ready for usage by the end of January. This deadline was determined as the Sheriff's Office current scheduling application's licenses expire in Mid-February and will not be renewed.
 - Tyler Forms and the Tyler Content Manager also yet to be scheduled for server builds and subsequent testing. Initial contact and planning has been made with Tyler Technologies project team for these modules.
- Have begun to collect and assemble costs and details related to Lincoln County's phone system and services in order to present to the committee for discussion along with the potential release of an RFI (Request For Information) to get budgetary figures on potential alternative solutions and whether or not said alternatives would be able to fully meet the County's needs.
- 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 Information Technology department expects to begin work on the following initiatives near-term or as indicated:

- New squad cars are being delivered and will begin deployment and installation of the computers, cameras, peripherals, and other equipment that the officers require within the vehicle.
- 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.

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Administrative & Legislative Committee Meeting – September 6, 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@lincolncountywi.gov New information from the County Clerk, Chris Marlowe, has indicated the WI Elections Commissions may require this for elections communications sometime in 2024. We expect to begin work on the initial transition steps yet in 2023, i.e. domain name acquisition. Reimbursement grant funding is available for qualified expenses related to this transition.

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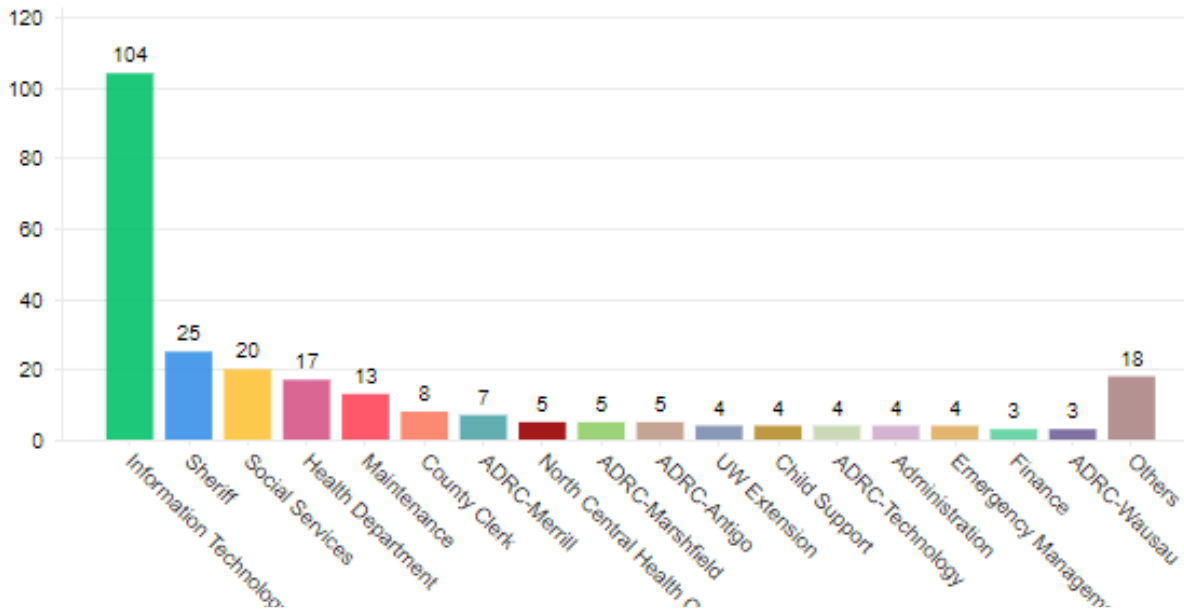
**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
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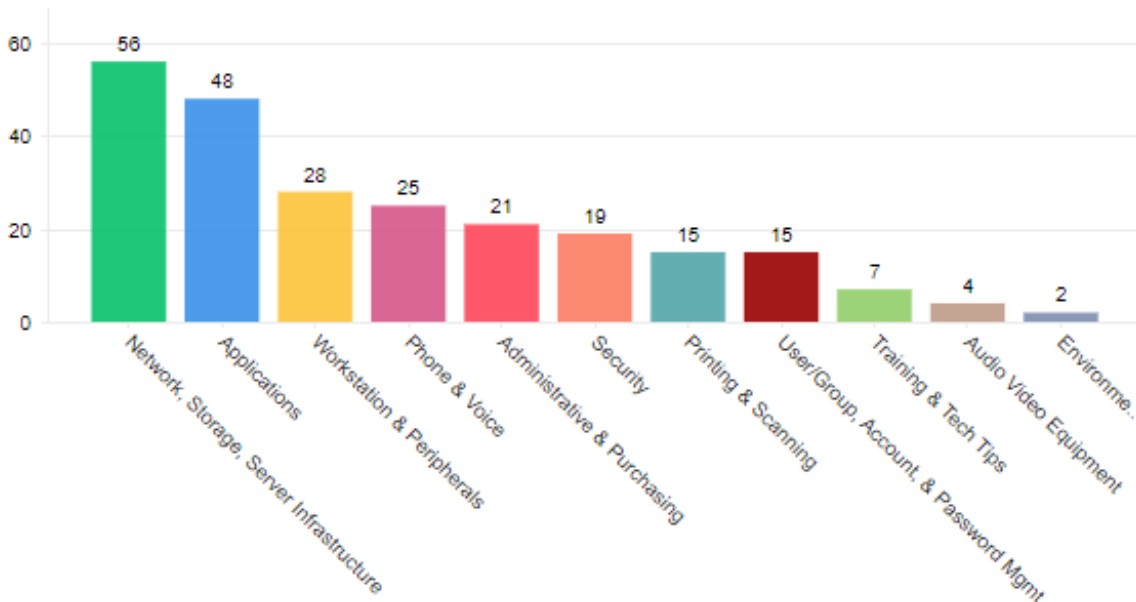
Administrative & Legislative Committee Meeting – September 6, 2023

Three (3) after-hours calls received this reporting period and 32 year to date. Four (4) per month to date remains below average based on last years' call volume of ≈ six (6) per month.

253 Help Desk requests received in the reporting period. 2,003 requests received year to date.



240 Help Desk requests completed in the reporting period. 2035 requests completed year to date.



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INFORMATION TECHNOLOGY**

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Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – September 6, 2023

Website statistics from Google Analytics for the reporting period:

Page path and screen class	+	↓ Views	Users	Views per user	Average engagement time	Event count All events
		55,259 100% of total	14,790 100% of total	3.74 Avg 0%	1m 20s Avg 0%	229,629 100% of total
1 /		6,092	2,791	2.18	0m 30s	24,509
2 /land-services/page/gis-mapping		2,944	1,609	1.83	0m 16s	12,287
3 /sheriffs-office/page/jail		2,570	1,209	2.13	0m 23s	13,472
4 /meetings		2,170	593	3.66	1m 38s	10,911
5 /treasurer/page/property-tax-records		1,641	1,015	1.62	0m 13s	7,965
6 /land-services/page/real-estate-and-tax-data-search		1,384	891	1.55	0m 19s	5,460
7 /sheriffs-office		1,153	661	1.74	0m 30s	4,483
8 /land-services		880	489	1.80	0m 24s	2,916
9 /jobs		700	468	1.50	0m 36s	3,100
10 /rfps		655	257	2.55	0m 18s	2,152

Website statistics from Google Analytics year to date.

Page path and screen class	+	↓ Views	Users	Views per user	Average engagement time	Event count All events
		117,578 100% of total	30,261 100% of total	3.89 Avg 0%	1m 24s Avg 0%	490,272 100% of total
1 /		13,388	6,009	2.23	0m 29s	54,168
2 /land-services/page/gis-mapping		6,173	3,131	1.97	0m 17s	25,827
3 /sheriffs-office/page/jail		5,519	2,414	2.29	0m 26s	29,235
4 /meetings		4,575	1,110	4.12	1m 56s	23,108
5 /treasurer/page/property-tax-records		3,500	2,037	1.72	0m 14s	17,130
6 /land-services/page/real-estate-and-tax-data-search		2,892	1,739	1.66	0m 20s	11,306
7 /sheriffs-office		2,611	1,471	1.77	0m 32s	10,226
8 /land-services		1,782	928	1.92	0m 27s	5,857
9 /jobs		1,574	964	1.63	0m 36s	6,933
10 /forestry-land-and-parks/page/camping		1,442	889	1.62	0m 31s	4,791

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Lincoln County Corporation Counsel

Karry A. Johnson
 Corporation Counsel
 715/539-1015
karry.johnson@co.lincoln.wi.us

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

ACTIVITY REPORT 7/24/23 – 8/27/23

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	6.5	Prepare reports for committee; Attend meeting;
Admin	23.0	WCA meetings; Rev legislative updates; Dept head meetings; CLEs; ORR; ERD Complaint; WACCC; Wis Legis Notif; ETF research; Broker K; In the Board Room mtgs/WCA;
Child Support	27.75	Case prep and attend hearings; pleading review/approval; Filings on individual cases; Rec/Rev Appeal; Research; Training/CBTs
Clerk of Courts	1.5	Research statute, confidentiality/"key" filed, disclosure
County Board	30.75	Rev/attend meeting; Municode updates; Other resolutions/ords; Broadband Comm Qs; Litigation matters; Ordinance updates/revisions
County Clerk	.5	Rev Affidavit of Clerk, discussion re: accuracy;
Emergency Management	3.75	NextGen911, Participation Agreement; Research past resolutions; PSAP Resolution; LEPC Membership, Bylaws – review; ORR; Disc large crowd ordinance re: fall ride
Finance	.5	EMS Grant, discuss resolution to accept
Forestry	10.0	Tax deed/sales; ATV trail/land purchase; attend committee mtg; RFPs; Kayak launch RFP
Health	2.5	MOU review; MAPS & Seal a Smile – Liab Ins Reqs/New Language;
Hwy	14.75	Rev/prep and attend Hwy committee mtg; claims; Closed session language; CTH S issue; Meet w/ Hanz re: claims, CTH S issue/history; Rev lease sent by Atlas Tower; ATV Route ord
IT	2.0	ORRs
Land Services	50.5	Compliance/Zoning matters; NMM; Shoreland Zoning; POWTS citations, other citations; BOA role/appeals; attend mtgs, public hearings; ORRs; ROD/Fidlar K; CUP matters/research; Attend BOA hrg; Bid policy/review
Law Enforcement/EMS/Judicial	3.5	Rev/Attend mtgs; Resolution/ords re: committee name change
Pine Crest/LI/NCHC		
Probate/Courts	4.5	Court Security Meeting; Active Shooter Training at Courthouse
Public Property	2.0	RFP – Boiler Svc Center; Liab waiver/Tall Pines; Safety Bldg AC K
Register of Deeds		
Sheriff	5.0	Citations/court appearances; Statute/code research re: rabies, humane officer; Prairie Trails Park/issues/enf
Social Services	7.50	GN & TPR matters, ORR & disco responses; Donations/ordinance
Solid Waste	2.75	Review K
Treasurer		
UW Ext		
Veterans Service		
Totals	199.25	
Court – prep/attend - included in Totals	20.5	(child support, social services, sheriff, land services)



**LINCOLN COUNTY
ADMINISTRATION**

Renee Krueger – Administrative Coordinator
801 North Sales Street, Suite 202 · Merrill, WI 54452
Tel. (715) 539-1010

**Administrative Coordinator
Activity Report
September 6, 2023**

Administration:

- Contract negotiations with the Broker for Pine Crest Nursing Home were finalized.
- The 85.21 Kayak Project RFP has been awarded. The bids came in much higher than expected and only 2 projects will be able to be completed using the 85.21 trust funds. Given the scope of the funding, the primary locations will be Ott's Park and Sara Park. However, additional options are being looked at for the Lokemoen Landing and New Wood sites. (This falls under social service committee oversight)
- Final planning for department heads training is occurring. There will be 3 sessions. Approximately every 6 weeks for 4 hour increments. The sessions will include performance management, teaming and collaboration, and bias and culture responsiveness. The first two sessions tentatively scheduled for November 2nd and December 14th.
- Marketing:
 - The official letterheads have been forwarded to all staff to work with their department heads for finalization and usages.
- The DREAM UP! Team presented to the Merrill Enrichment Center and the Rotary Club. There have been some creative ideas to promote supporting childcare providers.
- Social Services Director position interview(s) occurred and an offer was made and accepted.
- An internal team was put together to include the administrative coordinator, Emergency Management Director and the Directors of Health, Land Services, Forestry and Solid Waste to assess for any necessary Lincoln County PFAS action.
- Policy Work:
 - IT
 - On-call

New Hires & Termination/Resignation/Retirement:

- 2 Term/Res/Ret
- 1 Hires: LISO C/O

Open Positions Updates:

- Public Health Nurse (Part Time and LTE)
- Community Health Planner - Opioid Grant Position
- 911 Dispatcher
- Correctional Officer (3)
- Highway Worker (2)

WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS!



EQUIPMENT EVALUATION COMMITTEE’S FACTS, FINDINGS, AND CONCLUSION

On September 20, 2022, through the passage of Resolution 2022-09-29, the Lincoln County Board of Supervisors directed the County Clerk to put together a team of municipal clerks and election inspectors to evaluate our current election equipment, to research current state certified equipment, and to provide a report and recommendation based on their findings to the Lincoln County Board of Supervisors. Leading up to the team’s findings they met on six separate occasions under the name of the Election Equipment Evaluation Committee. This committee/team held both its meetings and equipment demonstrations at the Lincoln County Government Services Building in the County Board Chambers. These meetings began on May 18th and commenced on June 28th at which time a unanimous conclusion was made. The Agendas, Packets, Minutes, and Video Recordings of these meetings can be viewed on the County Website and are available on the Agendas and Minutes Calendar by Clicking on the link that reads “View Details”. The meeting minutes are also included in this report.

County Clerk Chris Marlowe began these meetings by defining the Committees Overview and Purpose this way:

- ▶ Our current Election Equipment is reaching its end of life. Our federally mandated Americans with Disabilities Act Equipment (ADA) is more than 15 years old and is running on Windows 7 which is no longer supported by Microsoft.
- ▶ This committee or team is tasked with evaluating the election equipment that is certified for use by the Wisconsin Elections Commission.
- ▶ After our study is complete, we will submit a recommendation to our County and Municipal Boards on which equipment best fits Lincoln County’s needs and budget in the event it is determined that we should replace what we currently use.
- ▶ Along with a group purchase comes an understanding of who will pay for what? This deep dive into our election processes gives Lincoln County Governments and residents an opportunity to learn or better understand the costs incurred with our elections and will help us determine how to budget accordingly. This committee will also recommend an updated Memorandum of Understanding (MOU) between our municipalities and the county for how our elections will be funded. This MOU will include voter registration list maintenance services (WisVote).

The committee then began their review of the equipment that is available to our Wisconsin Voters. It is important to note that voting equipment in the state must be certified for use by both the Federal and State Election Commissions. This limited the committee to evaluating these three equipment vendors, their level of service, and the equipment they sell:

- ▶ Election System & Software (ES&S): Lincoln, NE. Tabulator – ES&S DS200 and ADA compatible machine –ES&S Express Vote. ES&S has one sales representative for the State of Wisconsin, Kyle Weber. Kyle has serviced Lincoln County for nearly ten years and is stationed out of Madison. His largest accounts consist of Milwaukee, Dane, Brown, Waukesha, Marathon, and Portage. ES&S also services other WI counties enabling them to claim that they service the majority of voters in the state. With this volume and the fact they only have one rep in the state, there was concern that Kyle would be less accessible than other vendors. The Express Vote was found to be very user friendly. It was much lighter than its predecessor (Auto Mark) making it easier to transport and store. The Express Vote uses a blank printable card and not the printed ballot.

EQUIPMENT EVALUATION COMMITTEE'S FACTS, FINDINGS, AND CONCLUSION

These cards can be kept in stock by all our municipal clerks and used for any election. This was found to be very useful and would eliminate the fear of running out of ballots during an election. The Express Vote uses a thermal printer which eliminates the need to purchase ink cartridges.

- ▶ **Command Central: St. Cloud, MN. Dominion Imagecast Evolution (ICE)** – Although being located in MN, Command Central services the majority of our counties in the state. They are a much smaller company than ES&S and do not manufacture the equipment they sell. The Dominion ICE tabulator is a dual purpose tabulator due to the fact that it has an ADA compatible feature which is certified by our state and federal commissions. The two in one feature has both its advantages and disadvantages. The major advantage is that there is less equipment to deal with. The main disadvantage is that the ADA function does not run in conjunction with regular voting. While the ADA screen is being used regular voters will not be able to feed their ballots in the tabulator. This could significantly slow down the voting process creating stress on both the voters and inspectors. They do offer a satellite ADA option that must be wired to the ICE tabulator which allows more privacy to the voter. Dominion's ADA systems mark a blank ballot using an ink cartridge very similar to that of the Auto Mark's. It is common knowledge amongst Lincoln County Election Officials that these ink cartridges can be finicky and the heads may dry up between uses. Command Central services seven of the eight counties in our County Clerk district 7. They do service some of Wisconsin's larger counties but the majority of their business consists of our smaller counties. They are very service orientated and do much of the ballot configuration for their counties. This service is very useful for clerks with little staff, but does command a higher service fee.
- ▶ **Clear Ballot: Tampa Bay, FL. Clear Ballot ClearCast Go Tabulator and ADA compatible ClearAccess.** Clear Ballot is a newer company that currently services two counties in Wisconsin. This system was our most expensive option up front but would save a considerable amount per election in coding fees. This system comes with user friendly software for coding and ballot layout which allows the county clerk to design the ballot and code the election in house. This feature would save us money but would require more of the county clerk's time. The system consisted of the most equipment and would be harder to set up, store, and transport. Service and usability were questioned due to the fact they do not have a representative in our vicinity and there would be far less support from other county clerks. Clear Ballot was not considered a viable option at this time.

Purchase Options and Funding:

- ▶ **Municipal ARPA Funds** – Not all municipalities had ARPA monies still available.
- ▶ **County ARPA Funds** – This was considered an option if needed. Clerk Marlowe suggested a county upfront purchase with a leasing fee to the municipalities that would eventually reimburse the county over the expected life of the equipment
- ▶ **Accessible Voting Equipment Sub-grant** – The state is offering this \$750 grant to municipalities for the upgrade of their ADA Equipment. This grant is only available to the municipalities and would require proof of payment on an invoice addressed to the municipality. All of our

EQUIPMENT EVALUATION COMMITTEE'S FACTS, FINDINGS, AND CONCLUSION

municipalities have agreed to purchase their own Express Votes and pay the preventative maintenance and software licensing fees.

Equipment Demonstrations were held in on June 19th and the 21st. These demonstrations are available on the county website agenda and minutes calendar under the meeting details. All vendors were very accommodating to our needs and were very knowledgeable on their equipment.

On June 28th the Equipment Evaluation Committee unanimously elected to recommend, to the county board, that the county remain a customer of ES&S and replace our Auto Marks with the Express Votes citing these reasons:

- ▶ Most cost effective route – allows us to use our current tabulators and saves on the expense of replacing them at this time. Both the DS200 and ICE machines have been in existence for some time. We feared purchasing these new at this time and speculate that new technology will be available in the foreseeable future. The Express Vote was considered a safe buy considering that it was relatively new to the market and that ES&S would most likely develop the DS200 replacement to be compatible with its Express Vote.
- ▶ Maintain the continuity of our current election operations - The committee as a whole is satisfied with the performance of our DS200s. These machines have been properly maintained and we have been guaranteed that they will continue to work as expected. The new software that our current machines will be upgraded too will give the machines an updated look and are easier for the voter to read.
- ▶ Easiest machine to use - The display is large and optically pleasant. The on screen instructions are clear and easy to follow. When the blank card is printed it clearly allows the voter to see the candidate names that were selected.
- ▶ Light weight and maneuverable - The machine is half the weight of the Auto Mark and half the size. The carrier bag has a shoulder strap and is not bulky.
- ▶ Versatility – We predict that regular voters may opt to use the Express Vote. This machine can be used for in-person absentee voting. The main advantage to this is that it will not allow the voter to over vote or cross parties in the partisan primaries. It will prompt the voter to correct the ballot before putting it in the absentee return envelope. This will save our inspectors valuable time on Election Day due to the fact that they will not have to remake any of these absentee ballots due to elector error.
- ▶ Ballot Insurance – Elections are not real predictable meaning that we never know exactly how many voters a precinct will process. When ordering ballots we try to determine these numbers so we do not waste money on printing too many ballots. We will no longer need to fear running out of ballots at the end of the day. If a precinct runs out of preprinted ballots they can direct their voters to use the Express Vote. There are some municipalities in the state that are exclusively using Express votes and only printing ballot for the purpose of absentee voting.

Initially the committee assumed a Memorandum of Understanding would be needed for a group purchase. Seeing as each municipality will be purchasing their own Express Vote a group purchase MOU is not needed. What is still needed is an MOU between the county and each municipalities clarifying election expenses and defining who pays for what. Currently the county clerk is contracted by 14 of our 18 municipalities to maintain their voter registration records. The State Voter Registration Program was called SVRS and is now referred to as WisVote. Along with voter registration responsibilities come other

EQUIPMENT EVALUATION COMMITTEE'S FACTS, FINDINGS, AND CONCLUSION

WisVote requirements such as setting up elections and balancing or closing the elections. This system has evolved over the years and requires much more attention and man hours than the original SVRS program. In 2005 the Federal Government mandated that municipalities maintain voter records. At that time the county was better prepared than our municipalities to provide these services and MOUs were formed for the services. These MOUs have not been updated since then. When these MOUs were drafted there were additional staff in the clerk's office and the services being performed were minimal. Today the clerk's office has less staff and the services require much more time than they did in 2005. Clerk Marlowe and our municipal clerks plan to present an updated MOU to our boards in the coming months.

The Express Votes require the county to update our election infrastructure such as our election results reporting hardware and software. The county will need to purchase one Express Vote and ideally one more DS200. Both of these will be used for testing our election programming, recounts, and used as loaners on Election Day in the event of a machine failure. With the age of our DS200s the committee recommends the county purchase the additional DS200 as a backup. The county's upfront costs will be approximately \$16,000. Clerk Marlowe will be presenting a CIP Request to the Finance Committee at its September 8th meeting.

This concludes the committee's recommendation. It is important to note Clerk Marlowe's gratitude to the municipal clerks, election inspectors, and the city of Merrill's IT director for their diligence and attendance at all our meetings. Collaboratively and unanimously we have concluded that the purchase of the Express Votes is the best possible option for the Lincoln County.

**Meeting Minutes of
LINCOLN COUNTY CLERK
ELECTION EQUIPMENT EVALUATION COMMITTEE
Thursday, May 18, 2023, 10:00 AM
Meeting Location: Room 257 Government Services Center
801 N. Sales St., Merrill, WI 54452**

Present: Chris Marlowe-County Clerk, Debbie Rauchle-Deputy County Clerk, Heather Hurley-Deputy County Clerk, Jan Bares-Merrill (T), Kathy David-Skanawan, Anita Schulz-Skanawan, Mary Wolfe-Skanawan, Allen Russ-Wilson, Barb Krueger-Wilson, Norbert Ashbeck-City of Merrill, Laura Ament-Harding, Dustin Brown-City of Merrill, Megan Webb-Birch, Charmaine Hamilton-Birch, Kathy Voermans-Harrison, Tammy Marion-Harrison, Amanda Herdt-Pine River, Linda Dorgan-Russell, Brian Weber-Russell, Elizabeth McCrank-City of Merrill, Mary Ann Gretenhardt-Schley, Ann Krueger-Scott, and Margaret Powell-King
Virtual: Samantha Fenske-County Finance Director, Georgene Linden-King, Kari Kiser-Bradley, Kathy Unertl-City of Merrill, and Naomi Welker-Rock Falls,

1. Call Meeting to Order
Meeting was called to order by Christopher Marlowe.
2. Introductions
3. Committee Overview and Purpose
 - a) Our current Election Equipment is reaching its end of life. Our federally mandated Americans with Disabilities Act Equipment (ADA); the AutoMark is more than 15 years old and is running on Windows 7 which is no longer supported by Microsoft.
 - b) This committee or team is tasked with evaluating the election equipment that is certified for use by the Wisconsin Elections Commission.
 - c) After our study is complete, we will submit a recommendation to our County and Municipal Boards on which equipment best fits Lincoln County's needs and budget in the event it is determined that we should replace what we are currently using.
 - d) Along with a group purchase comes an understanding of who will pay for what? This deep dive into our election processes gives Lincoln County Governments and residents an opportunity to learn or better understand the costs incurred with our elections and will help us determine how to budget accordingly. This committee will also recommend an updated Memorandum of Understanding (MOU) between our municipalities and the county for how our elections will be funded. This MOU will include voter registration list maintenance services (WisVote).
4. Evaluate our current Equipment and Processes –
 - a. Election System & Software (ES&S)
 - b. AutoMark
Windows 7 (obsolete)
Committee discussed compiling a list of pros and cons related to the current equipment/software to bring forth for discussion at the June 1, 2023 meeting.
5. Wisconsin Elections Commission Certified Equipment Vendors – you can view the 2021 & 2022 recorded demonstrations on our website under this meeting notice.
 - a. Election System & Software (ES&S) and ExpressVote
 - Concerns with ExpressVote related to recounts and write-ins.
 - b. Command Central
 - Support Team is prominent in Northern Wisconsin.
 - Maintenance/Service Technician would be available in the County during elections.
 - Ballot Preparations cost
 - How to unjam the machine
 - c. Clear Ballot
 - Ballot Preparations cost (if they do)
 - How to unjam the machine

- d. Hart
- e. Possibly one additional

Previous demonstrations will be posted on the Lincoln County website for viewing.

6. What are our Purchase Options

- A. Municipal ARPA funds – some of the municipalities have already earmarked their funds for other items.
- B. County ARPA funds
- C. Lump Payment or Finance
- D. Accessible Voting Equipment Sub grant

The Wisconsin Elections Commission has approved the allocation of funds for accessible voting equipment sub grant program. Each municipality/jurisdiction may receive up to \$750 under the sub grant, until allocated funds are depleted. Jurisdictions may request reimbursement for the purchase of approved accessible voting equipment or associated accessories. Approved equipment includes ES&S ExpressVote, ES&S ExpressVote Tabulator, Dominion Voting Image Cast Evolution (ICE), Dominion voting – ImageCast X (ICX) BMD, Dominion Voting – ImageCast X (ICX) VVPAT, Clear Ballot ClearAccess 2.0.1.

Concerns regarding the cost of equipment discussed. Municipality ARPA funds may have already been designated for projects. Municipalities would be responsible for the cost of purchasing ADA equipment. The option of purchasing only ADA (ExpressVote) was brought forth with the question of “Are we purchasing new equipment with new technology or new equipment with the same technology?”.

If new equipment (Command Center) is purchased toward the end of the year, refurbished machines will be made available for the first election and will get new machines when available. The capability of transmitting election results via modem discussed, however not all municipalities would have internet/cell phone reception to accommodate this option.

7. Equipment Demonstrations Dates

- A. Command Central – Monday June 19th at 1:00
- B. Clear Ballot – Thursday June 22nd at 1:00
- C. Election Software and Solutions Thursday June 22nd at 3:00

8. Cost of Elections

- A. Identify Expenses
 - Cost break down by machine and company
 - Ask for a 3-5 year contract at around 3% per year increase.
 - Modems?
 - Lease agreements and cost

B. Who pays what per State Statute? County, Municipality, State, School, or Feds

The breakdown of the Cost of Elections per Wis. Stat. § 5.68. Discussed and full details available via the handout provided.

Election fees billed by Lincoln County to the Municipalities (based on 2022 Elections) reviewed.

- Total cost for 2022 is \$59,878.71.
- Total billed to the municipalities \$27,950.81.
- Total cost to the Lincoln County is \$31,927.90.

Election fees absorbed by Lincoln County (not billed to municipalities) for 2022 totaled \$17,893.44 which includes DS200 annual maintenance fee of \$14,014.00. Previous voting equipment was purchased by the County and municipalities have also not been charged a lease fee.

9. Memorandum of Understanding (MOU) with end Users (Municipalities and Towns)

- A. Current MOU
- B. Purchase Agreement

C. Election Expense Responsibilities

10. Committee Timeline for Submitting our Recommendation

A. Committee Equipment Preference

- B. Submit a Cost of Elections Memorandum of Understanding for approval by Towns and County
The timeline for submitting election equipment recommendations is June 28, 2023. Submission of Cost of Elections Memorandum of Understanding (MOU) for approval by Towns and County is June 27, 2023.

The committee has requested a cost analysis for each equipment option, potential lease agreements, and annual maintenance fees and a cost comparison of the 2023 election fees and potential future election fees (to assist with determining annual budgets) to be available at the next meeting.

11. Next Meeting: June 1th at 10:00 a.m.

Judy from Langlade County will be invited to discuss their county's experience using the Dominion voting equipment.

Reminder to all Town Clerks regarding the application deadline of January 31, 2024 regarding the 2023 HAVA Election Security .gov email domain sub grant.

12. Adjourned at 11:30 a.m.

**Meeting Minutes of
LINCOLN COUNTY CLERK
ELECTION EQUIPMENT EVALUATION COMMITTEE
Thursday, June 8, 2023, 10:00 AM
Meeting Location: Room 257 Government Services Center
801 N. Sales St., Merrill, WI 54452**

Present: Chris Marlowe-County Clerk, Debbie Rauchle-Deputy County Clerk, Heather Hurley-Deputy County Clerk, Jan Bares-Merrill (T), Kathy David-Skanawan, Anita Schulz-Skanawan, Mary Wolfe-Skanawan, Allen Russ-Wilson, Barb Krueger-Wilson, Laura Ament-Harding, Charmaine Hamilton-Birch, Amanda Herdt-Pine River, Linda Dorgan-Russell, Brian Weber-Russell, Margaret Powell-King, Georgene Linden-King, Charles Woller – Corning, Darlene Raunio-Tomahawk (T), Sheila Jaecks-Tomahawk (T), Shelley Wolf-Tomahawk (T), Mary Ann Grutenhardt-Shley, Marge Fehrman-Scott, Mitzi Flegner-Merrill (T), Lori Anderson-Merrill, Coreen Wendorf-Merrill (T), Dustin Brown-Merrill (C), Teresa Lepkowski-Wilson **Virtual:** Kari Kaiser-Bradley, Megan Webb-Birch, Tammy Marion-Harrison

1. Call Meeting to Order
Meeting was called to order by Christopher Marlowe.
2. Approval of Journal – April 18, 2023: M/S Laura Ament/Shelley Wolf to approve the May 18th minutes as presented.
3. Introductions – Welcome to Mitzi Flegner, new Merrill Town Clerk.
4. Scanning Manufacturing Process and Locations
 - a. Command Central (Dominion) – Manufactured and assembled in McKinney, Texas
 - b. ES&S – Manufactured and assembled in Omaha, Nebraska.
5. 2022 Lincoln County Quotes
Quotes reviewed for Command Central (Dominion) and ES&S. There are no quotes available for Clear Ballot and Hart. The group agreed that current detailed quotes need to be obtained from each vendor. Annual flat rate billing was discussed and based on election fees over an eight year average. Amounts did not include fees for pre-election paperwork, lease and maintenance fees the DS200 which have not been billed since the purchase of this equipment.

Town clerks were reminded that there is a WEC sub-grant available for each municipality for up to \$750 towards the purchase of new equipment. A receipt will need to be submitted with the request for funds. Clarification will need to be made regarding WEC requirements regarding purchases made by individual municipalities or if one purchase can be made by the County on behalf of the municipalities. Clarification will also need to be made regarding the use of County ARPA funds for this purchase.

Memorandum of Understanding (MOU) was discussed how each municipality would have their own. MOU's would reflect machine hardware maintenance, software maintenance, election fees (looking into a flat rate pricing) maybe leasing of the new machine.

It was agreed budgeting for the purchase of new equipment and if adopted, new billing process, would be implemented in 2024. Each municipality has requested the following information be available at the next meeting:

Election Equipment and Election Costs

- Current quotes from vendors.
- Initial Cost of Equipment per Municipality/per Unit
- Annual Fees (Maintenance fees, hardware/software, Lease fees etc.)
- Warranty information
- Annual Election Costs (Current Billing Process vs Annual Flat Rate) for supplies, publications, WisVote, etc.

- Cost of new bin/case for DS200
6. Other Wisconsin County's Recent Purchases
 7. Evaluation Form for Demonstrations
 - Ease of use and visibility will be added to the evaluation form as additional items.

Current Pros and Cons

- ES&S
- Dominion
- Clear Ballot
- Hart

Group discussion regarding pros and cons for ES&S and Command Central (ICE) machines prior to demos scheduled on June 19th and 22nd incurred. Pros and Cons will be compiled into a complete list after equipment demonstrations.

ES&S	COMMAND CENTRAL (ICE)
PROS	PROS
Error Prompts/Alerts	New machines
Familiarity	One machine
Mobility/Storage Capacity	Building Ballots
Ease of clearing ballot jams	
Two units – more accessibility	
USB Drives	
File retrieval/security	
Lower initial cost for Express Vote	
CONS	CONS
Old machine	Unfamiliarity/not user friendly
Paper jams/feed ability	Higher initial cost
Bin construction/locks	One machine-less accessibility/single point of failure
Life expectancy/storage of thermal ballot paper	Additional poll work hands-on involvement/poll worker activation card? (Poll worker must enter information for ADA voters/accessing correct ballots/need to relocate ballots from write-in bin to larger bin, if necessary).
	Compact flash cards

8. Compile a list of questions.
 - The current list of questions for the vendors was reviewed. Additional questions will be added to this list to include:
 - Is the screen easy to see/visibility – (may improve with software upgrade for ES&S).
 - Do machine utilize ink cartridges/toner?
 - Modem(s) – how would they work for the Northern polling places?
9. Next Meeting: June 25, 2023 at 10:00am
10. Adjourn

Minutes prepared by Heather Hurley, Debbie Rauchle and Chris Marlowe

**Meeting Minutes of
LINCOLN COUNTY CLERK
ELECTION EQUIPMENT EVALUATION COMMITTEE
Thursday, June 28, 2023, 10:00 AM
Meeting Location: Room 257 Government Services Center
801 N. Sales St., Merrill, WI 54452**

Present: Chris Marlowe-County Clerk, Debbie Rauchle-Deputy County Clerk, Heather Hurley-Deputy County Clerk, Jan Bares-Merrill (T), Barb Krueger-Wilson, Charmaine Hamilton-Birch, Amanda Herdt-Pine River, Margaret Powell-King, Charles Woller – Corning, Darlene Raunio-Tomahawk (T), Sheila Jaecks-Tomahawk (T), Mary Ann Grutenhardt-Shley, Barb Krueger-Wilson, Mitzi Flegner-Merrill (T), Lori Anderson-Merrill, Coreen Wendorf-Merrill (T), Dustin Brown-Merrill (C), Teresa Lepkowski-Wilson, Heather Marheine-Somo, Rick Haas-Corning , Dennis Knott

1. Call Meeting to Order

Meeting was called to order by Christopher Marlowe.

2. Demonstration Wrap Up

Pros and cons for the three vendors were briefly discussed.

3. Vendor Discussions

- a. Command Central-Dominion
- b. Clear Ballot
- c. ES&S-Express Vote

It was agreed upon by the entire committee that there is no need to entertain further discussion regarding Command Central-Dominion or Clear Ballot.

4. Determine Our Recommendation

The committee agreed to recommend retaining DS200 machines and purchase the ExpressVote machines. Pricing was discussed at length. Unanimous decision not to utilize the option of modems. Confirmation from the ES&S will need to be obtained regarding what would be included with each ExpressVote machine (is the case included?) and the discount amount for the AutoMark Machines. The town clerks are requesting an order form to be distributed to them with detailed information prior to their town meetings. Town clerks were reminded that in order to be eligible for the \$750 grant, the purchase of equipment would need to be made by the municipality and not the County. The grant request requires submission of purchase receipt. Once the municipalities have determined the method of purchase, an additional meeting will be scheduled with the Town Clerks to draft a memorandum of understanding (MOU). Timeline to complete MOU would be September 2023 to present at November meetings. At that time, the committee will also revisit the topic of a flat annual election fee.

5. Absentee Envelope Re-Design

New envelope designs were reviewed. The use of color on the envelopes will cost approximately \$60 more per 500 envelopes for the inner envelopes and \$20 more per 500 for the outer envelopes. The WEC is holding two additional meetings to discuss the new designs prior to their August meeting to finalize envelopes. Once new envelopes are approved, all old envelopes will need to be destroyed. Lincoln County will purchase these envelopes as well as apply for the grant with the WEC on behalf of all municipalities.

6. Next Steps

- Confirm quote information with ES&S
- Order Forms will be created and distributed to Town Clerks.
- Municipalities to determine method of purchase.
- Memorandum of Understanding to be drafted.
- Present to County Board

7. Next Meeting – Tentative, July 26, 2023 at 10:00am

8. Adjourn

Minutes prepared by Heather Hurley and Chris Marlowe

Social Services

On-Call Time:

Employees having responsibilities for Children's Court Intake Services shall receive \$143.49 per weekend \$33.85 per night (Monday through Thursday) and \$71.73 per holiday on-call time.

Employees required to work on call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

Health Department

The employee taking the on call phone for the week will receive 2 hours of pay.

IT Department

On Call Weekly Schedule:

Monday evening at 4:30 p.m. to the following Monday morning at 7:30.

Date	Start	Stop	Start	Stop	Total Hrs
Monday	4:30:00 PM	11:59:59 AM			7.50
Tuesday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00
Wednesday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00
Thursday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00
Friday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00

Saturday	12:00:00 AM	11:59:00 AM	24.00
Sunday	12:00:00 AM	11:59:59 AM	24.00
Monday	12:00:00 AM	7:30:00 AM	7.50

Service Response Expectations:

The expectation is a fifteen minute response time (a call back to the person who called with an issue) and a one hour service call response, meaning you need to be onsite or working on the issue within one hour.

Pay Rates (on call standby pay):

\$1.00/hour for every hour on call (non-holidays)

\$2.00/hour for every hour on call on a holiday

Service call pay:

If called, you receive a minimum of two hours of comp time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.

Phones:

It is expected that you have your mobile phone with you while you're on call. You will receive a \$25/month reimbursement for your personally owned mobile phone, or one will be provided to you upon request.

Rotation:

On call hours will be assigned as part of a weekly rotation. If scheduled on call hours need to be traded or moved, contact the IT Director.

Documentation:

A detailed log will be kept for all calls received while on call. These calls are automatically generated within the help desk system and must be filled out by the on-call staff member upon

returning to work the next day. These calls should also be referenced in the box on the employee's time sheet.

Maintenance Department

On Call:

The employee on call during a week day will receive 15 hours of pay per day divided by 8 and 24 hours of pay divided by 8 on weekends and holidays. They will receive two hours of call pay when they get called into work.

Weekend overtime:

Employees working between the hours of 12:00 am Saturday and 11:59 pm Sunday will be paid at time and one-half their normal rate.

Uniform & Personal Protection Equipment:

Employees will receive four hundred (\$400.00) dollars annually paid with the second check in January.

Highway Department

All Changes Under This Section Are Effective April 1, 2017 Unless otherwise indicated

Call Pay

Each employee called to work after going home at the end of a day, or called to work in case of emergency shall receive one (1) hour's pay at straight time rate of pay, as call pay, in addition to pay for actual time worked.

Compensatory Time

Employees who work overtime shall be allowed the option to take compensatory time-off at the overtime rate. If the employee opts for compensatory time-off they shall be allowed to bank up to a maximum of 80 hours. As of December 20, 2016, any employee with compensatory time over 80 hours will not be able to add to their banked total.

Special Work Week

The Department's hours of operation are ten-hour days, four days per work. Employees are entitled to a ten (10) minute break at approximately 9:00 a.m. each day, and to a fifteen (15) minute lunch, without loss of pay. Office hours will be from 6:30 am to 4:30 pm during the special workweek.

Job Classification Assignment

Assignment into any Job Classification will be at the discretion of the Highway Commissioner.

Personal Protection Equipment:

Employees will receive two hundred fifty (\$250.00) dollars annually paid with the second check in January.

Weekend overtime:

Employees working between the hours of 12:00 am Saturday and 11:59 pm Sunday will be paid at time and one-half their normal rate.

Commercial Driver's License (CDL) Suspension:

For highway workers, possession of valid CDL is required to perform the essential duties and responsibilities of employment. At any given time, there shall be no more than one employee employed at the Highway Department with a suspended CDL.

If a highway worker has his/her CDL suspended for six (6) months or less (and is able to obtain an occupational standard driver's license within ten days of the CDL suspension), he/she may remain employed at the discretion of the Highway Commissioner. If a highway worker has his/her CDL suspended more than six (6) months in any combination over the life of his/her employment or is not able to produce an occupational standard driver's license within ten days of having his/her CDL suspended, this shall result in an immediate quit based upon an inability to perform the essential job functions of a highway worker

ON-CALL PAY

Departments that require on-call services outside of the normal business hours will assign duties accordingly based on job description and department procedures. Exempt employees are not eligible for on-call pay but will receive service call pay as outlined for non-exempt employees.

Social Services

On-Call Time: All employees of the social services department are subject to call-in if an emergency sheltering need is directed by the Director of Emergency Management. If called, employees receive a minimum of two hours of compensatory time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.

Intake On-Call Pay:

Employees having responsibilities for Children's Court Intake Services shall receive \$143.49 per weekend \$33.85 per night (Monday through Thursday) and \$71.73 per holiday on-call time. Employees having responsibilities for Children's Court Intake Services are required to be on-call as directed by the department. The employee shall receive \$144.00 per weekend (Friday through Monday), \$34.00 per night (Monday through Thursday) and \$72.00 per holiday on-call time.

- If the holiday falls on a Friday, Saturday, or Sunday, the employee who carries the on-call phone will receive \$72 for Thursday evening into Friday and the weekend pay for Friday through Monday 8am.
- If a holiday falls on a Monday the employee would receive the \$144 for Friday through Monday and the \$72 for Monday through Tuesday 8am.
- If a holiday occurs on a Tuesday, Wednesday, or Thursday, the employee will receive \$34 for the evening prior and the \$72 on the day of the holiday.

Employees required to work on call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

Intake Service Call Pay:

Employees who receive a call will record their time worked to the nearest 15 minute increment. County overtime and compensatory time policies apply for time actually worked.

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Health Department, Maintenance Department (excluding Pine Crest), IT Department

Employees in these departments will be assigned on-call as directed by the department head. All employees within these departments are subject to call-in if an emergency is declared and the department head determines it is necessary. If called, employees receive a minimum of two hours of comp time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked

On-Call Pay:

\$1.00/hour for every hour on call (non-holidays)

\$2.00/hour for every hour on call on the day of the holiday

Employees required to work on call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

The employee taking the on-call phone for the week will receive 2 hours of pay.

IT Department

On-Call Weekly Schedule:

Monday evening at 4:30 p.m. to the following Monday morning at 7:30.

Date	Start	Stop	Start	Stop	Total Hrs
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Tuesday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00
Wednesday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00

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Thursday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00
Friday	12:00:00 AM	7:30:00 AM	4:30:00 PM	11:59:59 AM	15.00
Saturday	12:00:00 AM	11:59:00 AM			24.00
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Service Response Expectations:

~~The expectation is a fifteen minute response time (a call back to the person who called with an issue) and a one hour service call response, meaning you need to be onsite or working on the issue within one hour.~~

Pay Rates (on call standby pay):

~~\$1.00/hour for every hour on call (non-holidays)~~

~~\$2.00/hour for every hour on call on a holiday~~

Service call pay:

~~If called, you receive a minimum of two hours of comp time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.~~

Phones:

~~It is expected that you have your mobile phone with you while you're on call. You will receive a \$25/month reimbursement for your personally owned mobile phone, or one will be provided to you upon request.~~

Rotation:

~~On call hours will be assigned as part of a weekly rotation. If scheduled on call hours need to be traded or moved, contact the IT Director.~~

Documentation:

A detailed log will be kept for all calls received while on call. These calls are automatically generated within the help desk system and must be filled out by the on-call staff member upon returning to work the next day. These calls should also be referenced in the box on the employee's time sheet.

Maintenance Department

On-Call:

The employee on call during a week day will receive 15 hours of pay per day divided by 8 and 24 hours of pay divided by 8 on weekends and holidays. They will receive two hours of call pay when they get called into work.

Weekend overtime:

Employees working between the hours of 12:00 am Saturday and 11:59 pm Sunday will be paid at time and one half their normal rate.

Uniform & Personal Protection Equipment:

Employees will receive four hundred (\$400.00) dollars annually paid with the second check in January.

Highway Department

All employees of the highway department are subject to call-in due to weather or other road related emergencies that present a public safety. Each employee called to work after going home at the end of a day, or called to work in case of emergency shall receive one (1) hour's pay at straight time rate of pay, as call pay, in addition to pay for actual time worked. County overtime and compensatory time policies apply for time actually worked.

All Changes Under This Section Are Effective April 1, 2017 Unless otherwise indicated

Call Pay

Each employee called to work after going home at the end of a day, or called to work in case of emergency shall receive one (1) hour's pay at straight time rate of pay, as call pay, in addition to pay for actual time worked.

Compensatory Time

Employees who work overtime shall be allowed the option to take compensatory time off at the overtime rate. If the employee opts for compensatory time off they shall be allowed to bank up to a maximum of 80 hours. As of December 20, 2016, any employee with compensatory time over 80 hours will not be able to add to their banked total.

Special Work Week

The Department's hours of operation are ten-hour days, four days per work. Employees are entitled to a ten (10) minute break at approximately 9:00 a.m. each day, and to a fifteen (15) minute lunch, without loss of pay. Office hours will be from 6:30 am to 4:30 pm during the special workweek.

Job Classification Assignment

Assignment into any Job Classification will be at the discretion of the Highway Commissioner.

Personal Protection Equipment:

Employees will receive two hundred fifty (\$250.00) dollars annually paid with the second check in January.

Weekend overtime:

Employees working between the hours of 12:00 am Saturday and 11:59 pm Sunday will be paid at time and one half their normal rate.

Commercial Driver's License (CDL) Suspension:

For highway workers, possession of valid CDL is required to perform the essential duties and responsibilities of employment. At any given time, there shall be no more than one employee employed at the Highway Department with a suspended CDL.

If a highway worker has his/her CDL suspended for six (6) months or less (and is able to obtain an occupational standard driver's license within ten days of the CDL suspension), he/she may remain employed at the discretion of the Highway Commissioner. If a highway worker has his/her CDL suspended more than six (6) months in any combination over the life of his/her employment or is not able to produce an occupational standard driver's license within ten days of having his/her CDL suspended, this shall result in an immediate quit based upon an inability to perform the essential job functions of a highway worker.

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ON-CALL PAY

Departments that require on-call services outside of the normal business hours will assign duties accordingly based on job description and department procedures. Exempt employees are not eligible for on-call pay but will receive service call pay as outline for non-exempt employees.

Social Services

All employees of the social services department are subject to call-in if an emergency sheltering need is directed by the Director of Emergency Management. If called, employees receive a minimum of two hours of compensatory time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.

Intake On-Call Pay:

Employees having responsibilities for Children's Court Intake Services are required to be on-call as directed by the department. The employee shall receive \$144.00 per weekend (Friday through Monday), \$34.00 per night (Monday through Thursday) and \$72.00 per holiday on-call time.

- If the holiday falls on a Friday, Saturday, or Sunday, the employee who carries the on-call phone will receive \$72 for Thursday evening into Friday and the weekend pay for Friday through Monday 8am.
- If a holiday falls on a Monday the employee would receive the \$144 for Friday through Monday and the \$72 for Monday through Tuesday 8am.
- If a holiday occurs on a Tuesday, Wednesday, or Thursday, the employee will receive \$34 for the evening prior and the \$72 on the day of the holiday.

Employees required to be on-call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

Intake Service Call Pay:

Employees who receive a call will record their time worked to the nearest 15 minute increment. County overtime and compensatory time policies apply for time actually worked.

Health Department, IT Department, Maintenance Department (excluding Pine Crest)

Employees in these departments will be assigned on-call as directed by the department head. All employees within these departments are subject to call-in if an emergency is declared and the department head determines it is necessary. If called, employees receive a minimum of two hours of comp time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.

On-Call Pay:

\$1.00/hour for every hour on call (non-holidays)

\$2.00/hour for every hour on call on the day of the holiday

Employees required to work on call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

Highway Department

All employees of the highway department are subject to call-in due to weather or other road related emergencies that present a public safety. Each employee called to work after going home at the end of a day, or called to work in case of emergency shall receive one (1) hour's pay at straight time rate of pay, as call pay, in addition to pay for actual time worked. County overtime and compensatory time policies apply for time actually worked.

Motion By:
Second By:

APPROVE THE APPOINTMENT OF THE DIRECTOR OF SOCIAL SERVICES

WHEREAS, the Social Services Committee according to Lincoln County Ordinance 2.08 (2)(c)2 is charged with Appointing the Director for the Social Services Department; and

WHEREAS, the Social Services Committee recommends the appointment of Jessi Rumsey as the Director of Social Services.

NOW, THEREFORE BE IT RESOLVED this 19th day of September 2023, that the Lincoln County Board of Supervisors approves the appointment of Jessi Rumsey as the Lincoln County Director of Social Services effective September 19, 2023.

BE IT FURTHER RESOLVED, that this appointee will be placed at Step 2 (\$85,915) of the 2023 pay scale, Grade P, on the salary plan.

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				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

STATE OF WISCONSIN)
) SS
 COUNTY OF LINCOLN)

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

Dated: September 18, 2023

Authored by: Laurie Thiel, Supervisor, District 8
 Co-Sponsored by: Greta Rusch, District 7 Supervisor; Marty Lemke, District 15 Supervisor, James Meunier, District 17 Supervisor, Lori Anderson-Malm, District 2 Supervisor

 Christopher J. Marlowe
 Lincoln County Clerk

Committee: Administrative & Legislative
 Committee Vote:

Date Passed: 09.XX.2023

Committee: Social Services
 Committee Vote:

Date Passed: 09.XX.2023

Fiscal Impact: \$85,915 (wage) & \$15,892 (Fringe)

Drafted by: Renee Krueger

Motion By:
Second By:

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				
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

RESOLUTION APPROVING THE DIRECTOR OF EMERGENCY MANAGEMENT POSITION FROM PART-TIME TO FULL-TIME

WHEREAS, the powers and duties of the Director of Emergency Management are established through Wisconsin State Statutes under Chapter 323; and

WHEREAS, those responsibilities include but are not limited to provide Emergency Management services to Lincoln County in a manner that is effective and efficient and serves the needs of the community; to plan, develop, implement and administer Emergency Management, Superfund Amendment Reauthorization Act (SARA), Emergency Planning and Community Right-to-Know Act (EPCRA) programs, administer Emergency Communications programs for Lincoln County and to provide responsive, courteous and efficient service to County residents and the general public; and

WHEREAS, Lincoln County’s Director of Emergency Management (EM) is a 24 hour per week salaried position that is on-call 24/7; and

WHEREAS, funding for this position consists of:

- EMPG is a federal grant that will reimburse up to 50% of the award amount which for Lincoln County is around \$76,000. Thus the available funds reimbursable to the county is approximately \$38,000 annually. However, Lincoln County has held a part time position in the EM role and has not utilized that allocation to its fullest;
- 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; and

WHEREAS, since being placed in a temporary full time assignment, the current Director of EM has been able to identify additional sources of funding to support county operations resulting in potential cost savings; identify gaps in services internally and externally within our county and has been communicating and developing plans with stakeholders to become congruent with the remainder of the state’s continuity of services, improving safety to our employees and community; and

WHEREAS, the Administrative Coordinator has identified additional supports that could be included in the job description that address county wide internal and external safety.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors recognize the importance of the need for Emergency Management Services in Lincoln County and approves the position of the Director of Emergency Management to a full-time position

Dated: XX,XX, 2023

Authored by: Don Friske, District 9 Supervisor
Co-Sponsored by: Jesse Boyd, District10 Supervisor
Laurie Thiel, District 8 Supervisor

Committee: Law Enforcement/EM/Judicial/Emergency Management
Committee Vote: 4-0
Date Passed: August 9, 2023
Committee: Administrative & Legislative
Committee Vote:
Date Passed:
Committee: Finance
Committee Vote:
Date Passed:
Fiscal Impact: For 2024, the impact is \$16,583 to \$44,495 of tax levy based on whether the person in the position takes our health insurance

STATE OF WISCONSIN)
) SS
COUNTY OF LINCOLN)

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

Christopher J. Marlowe
Lincoln County Clerk

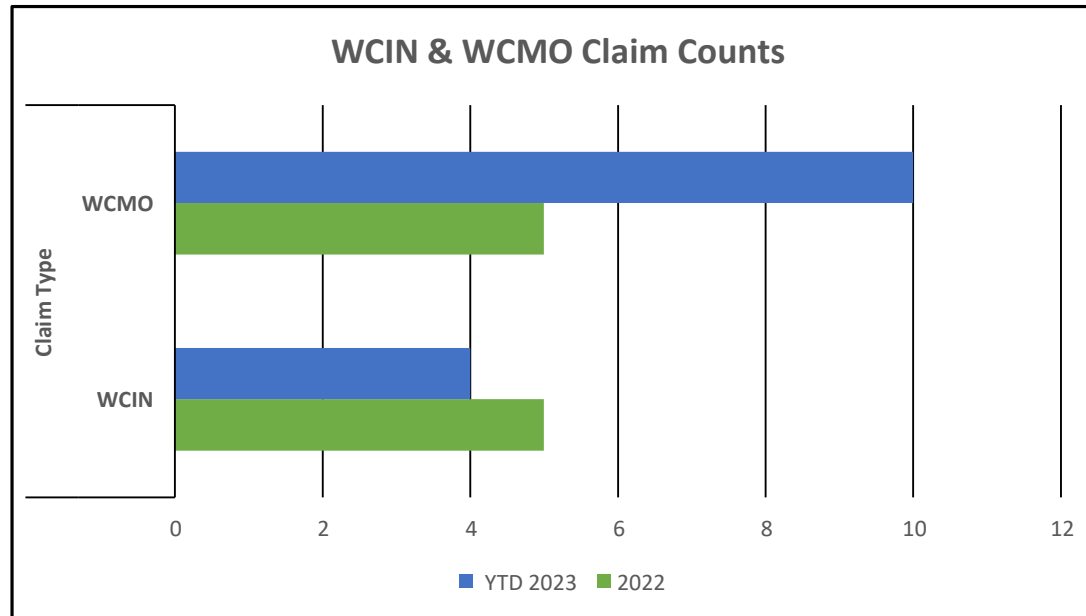
2022 vs. YTD 2023 Worker's Compensation Claim Counts

Count of Claim Number	Claim Type	
	WCIN	WCMO
2022	5	5
YTD 2023	4	10
Totals	9	15

YTD - January 1, 2023 to May 31, 2023

IN – Indemnity (meaning lost time or a greater payout)

MO – Medical Only (usually conservative treatment)



Grand Total of ALL Worker's Compensation Claims/Calls

Count of Claim Number	Policy Year	
	2022	2023
Department		
Clerk of Courts	1	0
Forestry	1	0
Health Department	1	0
Highway	11	9
Social Services	1	0
Solid Waste	1	0
Maintenance	3	3
Land Services	1	3
IT	2	1
Sheriff	11	16
Totals	33	32

YTD = January 1, 2023 to May 31, 2023

