

**LINCOLN COUNTY**  
**ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**  
**Wednesday, October 4, 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 09.6.23
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. Request approval to move step increases for 2024 to January 1 for all eligible employees except for those assigned to the Highway Department who would receive 2024 step increases on their anniversary date and then the next step on January 1, 2025.
5. Policy Handbook Update
6. Policy Action
  - a. 911 Telecommunications
  - b. Workplace policy - work hours
  - c. Employee Travel - Meal Reimbursement
7. Resolutions
  - a. Chief Deputy Sheriff Compensation Adjustment
  - b. Authorizing ARPA Funding in the Amount Not To Exceed \$100,000 for City of Merrill Festival Grounds Campsite Development
8. ARPA Requests Update/Discussion
9. Strategic Planning Update/Discussion
10. Set Next Meeting Date November 1, 2023; Adjourn

**DISTRIBUTION:**

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

Posted on: \_\_\_\_\_ at: \_\_\_\_\_ a.m./p.m. by: \_\_\_\_\_

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

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

**GENERAL REQUIREMENTS:**

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

**NOTICE REQUIREMENTS:**

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

**MANNER OF NOTICE:**

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

**TIME FOR NOTICE:**

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

**EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:**

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

**PROCEDURE FOR GOING INTO CLOSED SESSION:**

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

**STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:**

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

**CLOSED SESSION RESTRICTIONS:**

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

**BALLOTS, VOTES, AND RECORDS:**

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

**USE OF RECORDING EQUIPMENT:**

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

**LEGAL INTERPRETATION:**

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

**PENALTY:**

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

**ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**  
**Wednesday, September 6, 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, Jesse Boyd, Angela Cummings (virtual)

MEMBERS EXCUSED: Calvin Callahan

VISITORS IN PERON: Renee Krueger, Karry Johnson, Art Lersch, Dean Bowe, John Olson, Chris Marlow, Tyler Verhasselt

VIRTUAL ATTENDANCE: Amy Kohnhorst, Ryan Hanson, Sherry Hulett, Jason Woodruff

**MINUTES**

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 08.02.23: M/S DePasse/Hartwig to approve - carried.
3. Consent Agenda
  - a. Financials
    - i. 2023 Year To Date
  - b. Timesheet(s) Approval: M/S DePasse/Cummings to approve timesheets as presented - carried.
  - c. Expense Reimbursement(s) Approval: M/S Hartwig/Boyd to approve Expense Reimbursement - carried.
  - d. Activity Reports (written) & Discussion as needed
    - i. County Clerk - Marlow explained that there is a need to order new flags/stands for the county board room. There is funding left in his budget to cover this. Olson will help dispose of old flags. No objections noted to this purchase.
    - ii. UW Extension - Lersch explained that Melissa Yates reported that the fair appeared to be a success and that attendance was up for both general and exhibits.
    - iii. Veterans Office - Olson indicated that the volume of traffic has increased in the last sixty days, mostly due to the Pact Act. Chair Friske inquired about what he is targeting with his ARPA funds that are still available and Olson explained that those are to be used for outreach and so he has plans for marketing such as billboards.
    - iv. Information Technology: Committee noted that they saw the PDF editor comments in the report and wanted to ensure that IT staff are helping departments learn to use the rotating element so that when packets are pulled up electronically that they are in readable format.
    - v. Corporation Counsel - Corporation Counsel reported that there has been additional research necessary for Land Services Public Hearing this month. Committee asked how many of the land sales did not sell and the process for those parcels moving forward was discussed. Committee asked about an item on the report regarding purchase of a parcel of land for the purpose of re-routing ATV/UTV trail.
    - vi. Administrative Coordinator - Krueger noted the department head/supervisor training that is coming up and the importance of having good attendance.

Krueger also provided an update to the kayak project. Discussion by the committee regarding the use of vision versus branding footer on letters.

4. Discussion and Action on Election Evaluation Committee Report: Marlow provided an overview of the report and the benefits/challenges in the equipment options. Marlow will be presenting to the finance committee to request CIP funding for purchase of chosen equipment. Committee thanked Marlow and the municipalities for their work on this project.
5. Ordinances/Policy Action
  - a. Approval of On-Call Pay: Krueger explained this revision brings 3 departments into a single on-call compensation plan. Social Services and Highway would remain on their own plan. Financial implications to this policy are anticipated to be minimal and be absorbed into the current budget. M/S DePasse/Anderson-Malm to approve the policy with understanding that the Administrative Coordinator will confirm language of straight time versus according to FLSA requirements; carried.
6. Resolutions
  - a. Appointment of Social Services Director: Krueger informed the committee of the social services committee recruitment process and recommendation to appoint Jessi Rumsey. M/S Boyd/DePasse to pass the resolution with the amendment to the Co-Sponsorship members; carried.
  - b. Approve Director Emergency Management Position as Full Time: Krueger explained the funding allocation for this position, the impact of having this position full-time over the last few months and the potential benefits of keeping it full time including coordination and collaboration that could result in substantial savings for the county through grant applications and safety coordination and workman's compensation.. M/S Anderson-Malm/DePasse to approve the resolution and forward to the county board; carried.
  - c. Creation of Opioid Settlement Task Force: Krueger explained efforts to hire a position to assess the best use of the Opioid Settlement Funding with no success in finding a qualified candidate for this project. Committee asked about whether both school districts should be included and Krueger advised that they both could be invited but didn't want to restrict the participation in the resolution in the event one district couldn't commit to the demands that this task force might entail. M/S DePasse/Hartwig to pass the resolution and move to the County Board with the amendment to the sixth "Whereas" as discussed; carried.
7. Workman's Compensation Update: Krueger informed that since 05.31.23 there had been 9 claims, 5 that were medical only and 4 that were no time loss or medical treatment received. This is a substantial improvement since we have been bringing more attention to addressing safety with department heads. Committee discussed the impact financially to the county if we aren't able to effect positive change.
8. ARPA Requests Update/Discussion: Bowe provided an update to the forestry projects, Krueger provided updates to Marketing. Hulett shared the experience at the State Fair in which 300 bags with Lincoln County Logo were handed out in just 1 day and how they were utilized by people to carry other things throughout the Fair.
9. Strategic Planning Update/Discussion: Committee discussed use of the Vision Statement and the "Broader Goals" that were previously discussed. Further discussion about how



the new hire for Economic Development might assist in further moving the strategic plan forward.

10. Set Next Meeting Date October 4, 2023; Adjourn 5:30pm

**Minutes prepared by: Renee Krueger**

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>10 COUNTY BOARD</b>							
<b>51 GENERAL GOVERNMENT</b>							
10100151 511000 C.B. WAGE SALARY	7,500	7,500	5,000.00	625.00	.00	2,500.00	66.7%
2023/09/000033 09/19/2023 PRJ	625.00	REF PAYROL			WARRANT=230919	RUN=4 COUNTY B	
10100151 511001 C.B. PER DIEM	18,000	18,000	10,096.11	1,361.47	.00	7,903.89	56.1%
2023/09/000033 09/19/2023 PRJ	1,361.47	REF PAYROL			WARRANT=230919	RUN=4 COUNTY B	
10100151 520000 C.B. EMP BENEFIT	588	588	1,067.74	138.79	.00	-479.74	181.6%*
2023/09/000033 09/19/2023 PRJ	138.79	REF PAYROL			WARRANT=230919	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	280.78	.00	.00	219.22	56.2%
10100251 511001 COMM PER DIEM	30,000	30,000	14,403.62	1,784.15	.00	15,596.38	48.0%
2023/09/000033 09/19/2023 PRJ	1,784.15	REF PAYROL			WARRANT=230919	RUN=4 COUNTY B	
10100251 520000 COMM BENEFITS	1,700	1,700	840.88	104.45	.00	859.12	49.5%
2023/09/000033 09/19/2023 PRJ	104.45	REF PAYROL			WARRANT=230919	RUN=4 COUNTY B	
10100251 554001 PRINTING ALLOCATIO	1,250	1,250	829.56	.00	.00	420.44	66.4%
10100251 555000 COMM TRAVEL TRAIN	3,000	3,000	1,063.00	.00	.00	1,937.00	35.4%
10100251 556000 COMM NACO DUES	0	0	1,075.00	.00	.00	-1,075.00	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 09

JOURNAL DETAIL 2023 9 TO 2023 9

	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	406.61	.00	.00	7,093.39	5.4%
10100251 561101 POSTAGE	1,500	1,500	675.73	.00	.00	824.27	45.0%
TOTAL GENERAL GOVERNMENT	100,629	100,629	62,152.03	4,013.86	.00	38,476.97	61.8%
<b>54 HEALTH AND HUMAN SERVICES</b>							
10100254 532000 BIRTH TO THREE PRO	112,378	112,378	84,283.50	.00	.00	28,094.50	75.0%
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	.00	.00	260,213.25	75.0%
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 HEALTH AND HUMAN SERVICES	1,343,697	1,343,697	1,297,621.75	.00	.00	46,075.25	96.6%
<b>55 CULTURE RECREATION AND EDUC</b>							
10100355 531220 LIBRARY SERVICES	653,780	653,780	653,780.00	326,890.00	.00	.00	100.0%
2023/09/000026 09/14/2023 API	221,435.00	VND 400116	VCH354816	MERRILL CITY CLERK	INSTALLMENT PAYMENT		343496
2023/09/000026 09/14/2023 API	105,455.00	VND 000468	VCH354817	TOMAHAWK PUBLIC LIBR	INSTALLMENT PAYMNET		343530

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	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 CULTURE RECREATION AND EDUC	682,384	682,384	682,384.29	326,890.00	.00	-.29	100.0%
<b>56 CONSERVATION AND DEVELOPMENT</b>							
10100856 532000 NCCAP	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%
<b>60 PROPERTY TAXES</b>							
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%
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%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	-84,551.93	330,903.86	.00	84,551.93	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	2,050,158.07	330,903.86	.00	374,400.93	
GRAND TOTAL	0	0	-84,551.93	330,903.86	.00	84,551.93	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>44 UW EXTENSION</b>							
<b>49 OTHER FINANCING SOURCES</b>							
10440049 499990 FUNDS APPLIED (BUD	0	-9,932	.00	.00	.00	-9,932.00	.0%*
TOTAL OTHER FINANCING SOURCES	0	-9,932	.00	.00	.00	-9,932.00	.0%
<b>55 CULTURE RECREATION AND EDUC</b>							
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	255.05	.00	.00	-255.05	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	1,179.30	.00	.00	1,820.70	39.3%
10441955 571001 NTL 4 H MISCELLANE	0	6,729	929.85	.00	.00	5,799.15	13.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10443955 571000 TL - YOUTH A. MISC	0	0	115.00	.00	.00	-115.00	100.0%*
10447655 571001 NTL STRONG BONES T	0	1,234	1,234.00	.00	.00	.00	100.0%
10448055 571000 NTL - PEST APPL TR	0	124	.00	.00	.00	124.00	.0%
10448155 436900 NTL - STATE POSTAG	0	0	-1,247.50	.00	.00	1,247.50	100.0%
10448155 561101 NTL - STATE POSTAG	0	825	290.00	.00	.00	535.00	35.2%
10448455 571001 NTL - LLC PROG MIS	0	143	.00	.00	.00	143.00	.0%
10448955 571000 NCR-SEED TO TABLE	0	0	-1,650.00	.00	.00	1,650.00	100.0%
10449055 571000 NTL - WEN GRT EXP	0	328	.00	.00	.00	328.00	.0%
10449755 571000 NTL - SOCIAL NORMS	0	549	141.01	.00	.00	407.99	25.7%
TOTAL CULTURE RECREATION AND EDUC	45,000	54,932	19,210.84	.00	.00	35,721.16	35.0%
<b>60 PROPERTY TAXES</b>							
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	-25,789.16	.00	.00	25,789.16	100.0%
TOTAL REVENUES	-45,000	-54,932	-46,247.50	.00	.00	-8,684.50	
TOTAL EXPENSES	45,000	54,932	20,458.34	.00	.00	34,473.66	
GRAND TOTAL	0	0	-25,789.16	.00	.00	25,789.16	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>27 VETERANS DEPARTMENT</b>							
<b>49 OTHER FINANCING SOURCES</b>							
10270049 499990 FUNDS APPLIED (BUD	0	-15,476	.00	.00	.00	-15,476.00	.0%*
TOTAL NO PROJECT	0	-15,476	.00	.00	.00	-15,476.00	.0%
TOTAL OTHER FINANCING SOURCES	0	-15,476	.00	.00	.00	-15,476.00	.0%
<b>54 HEALTH AND HUMAN SERVICES</b>							
10270054 511000 VETERANS SALARIES	111,034	111,034	78,687.14	8,613.20	.00	32,346.86	70.9%
2023/09/000006 09/08/2023 PRJ	4,306.60	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	4,306.60	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
10270054 520000 VETERANS EMPLOYEE	47,012	47,012	31,046.43	3,430.85	.00	15,965.57	66.0%
2023/09/000006 09/08/2023 PRJ	1,709.54	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	1,721.31	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
10270054 552001 VETERANS TELEPHONE	450	450	337.66	.00	.00	112.34	75.0%
10270054 554001 PRINTING ALLOCATIO	950	950	265.69	.00	.00	684.31	28.0%
10270054 555000 VETERANS TRAVEL TR	5,000	5,000	3,121.77	175.00	.00	1,878.23	62.4%
2023/09/000049 09/21/2023 API	175.00	VND 000121 VCH354988	CVSO ASSOCIATION OF	REGISTRATION, MEMBERSHIP DUES			343593
10270054 560000 VETERANS SUPPLIES	1,100	1,100	85.00	.00	.00	1,015.00	7.7%
10270054 561101 VETERANS POSTAGE	600	600	305.65	.00	.00	294.35	50.9%



YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10270054 561440 VETERANS GRAVE CAR	1,500	1,500	1,200.75	.00	.00	299.25	80.1%
10270754 571001 PRIVATE DONATION E	0	1,678	-300.00	.00	.00	1,978.00	-17.9%
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%*
10275454 571000 VETERANS RELIEF MI	4,300	18,098	4,357.02	.00	.00	13,740.98	24.1%
TOTAL NO PROJECT	172,946	188,422	119,342.76	12,219.05	.00	69,079.24	63.3%
<b>10008 COUNTY VETERAN OFFICER GRANT</b>							
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%
<b>10181 CVSO ARPA GRANT</b>							
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	178,422	94,995.74	12,219.05	.00	83,426.26	53.2%
<b>60 PROPERTY TAXES</b>							
10270060 411100 VETERANS TAX LEVY	-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL PROPERTY TAXES	-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%
TOTAL VETERANS DEPARTMENT	0	0	-67,950.26	12,219.05	.00	67,950.26	100.0%
TOTAL REVENUES	-172,946	-188,422	-189,824.00	.00	.00	1,402.00	
TOTAL EXPENSES	172,946	188,422	121,873.74	12,219.05	.00	66,548.26	
GRAND TOTAL	0	0	-67,950.26	12,219.05	.00	67,950.26	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>25 INFORMATION TECHNOLOGY</b>							
<b>49 OTHER FINANCING SOURCES</b>							
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%
<b>51 GENERAL GOVERNMENT</b>							
10250051 511000 IT SALARIES / WAG	326,475	326,475	232,517.61	26,000.22	.00	93,957.39	71.2%
2023/09/000006 09/08/2023 PRJ	12,788.29	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	13,211.93	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
10250051 520000 IT EMPL BENEFITS	137,876	137,876	99,851.49	11,141.92	.00	38,024.51	72.4%
2023/09/000006 09/08/2023 PRJ	5,542.36	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	5,599.56	REF PAYROL			WARRANT=230922	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	1,083.97	.00	.00	-83.97	108.4%*
10250051 554001 PRINTING ALLOCATIO	200	200	170.54	.00	.00	29.46	85.3%
10250051 555000 IT TRAVEL TRAINING	9,000	9,000	3,470.18	100.00	.00	5,529.82	38.6%
2023/09/000010 09/07/2023 API	100.00	VND 003786 VCH354512	GIPAW		REGISTRATION		343376
10250051 560000 IT OFFICE SUPPLIES	300	300	142.57	.00	.00	157.43	47.5%
10250051 561005 IT HARDWARE	62,000	62,000	38,693.47	-7,324.39	.00	23,306.53	62.4%
2023/09/000034 09/15/2023 GEN	-7,420.00	REF SF			RECLASS LAPTOPS FOR IV-E		
2023/09/000049 09/21/2023 API	95.61	VND 000085 VCH355032	CDW GOVERNMENT, INC		CISCO BATTERY,POWER ADAPTER		12985

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	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	54.71	.00	.00	95.29	36.5%
10250051 561103 IT SOFTWARE	6,000	6,000	1,654.06	.00	.00	4,345.94	27.6%
10250051 561105 IT SOFTWARE WARR,	200,000	200,000	165,025.80	.00	.00	34,974.20	82.5%
10250051 561420 IT VOICE/DATA/VIDE	30,000	30,000	28,026.31	936.49	.00	1,973.69	93.4%
2023/09/000049 09/21/2023 API	936.49 VND	007771 VCH355036	GRANITE TELECOMMUNIC TELEPHONE				12993
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	.00	.00	9,501.92	100.0%
10259851 571000 ADRC MISC EXPENDIT	0	0	7,727.28	204.05	.00	-7,727.28	100.0%*
2023/09/000049 09/21/2023 API	204.05 VND	000085 VCH355033	CDW GOVERNMENT, INC UNIFI CLOUD KEY				12985
TOTAL GENERAL GOVERNMENT	767,776	767,776	555,575.43	31,058.29	.00	212,200.57	72.4%
<b>54 HEALTH AND HUMAN SERVICES</b>							
<b>10326 SACWIS</b>							
10256454 561005 10326 EWISCACWIS HA	0	0	7,420.00	7,420.00	.00	-7,420.00	100.0%*
2023/09/000042 09/15/2023 GEN	7,420.00 REF	SF	LAPTOPS				
TOTAL HEALTH AND HUMAN SERVICES	0	0	7,420.00	7,420.00	.00	-7,420.00	100.0%
<b>57 OUTLAY</b>							
10250057 581003 IT HARDWARE OUTLAY	0	0	8,200.00	.00	.00	-8,200.00	100.0%*

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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%
<b>60 PROPERTY TAXES</b>							
10250060 411100 IT TAX LEVY	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL PROPERTY TAXES	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL INFORMATION TECHNOLOGY	0	0	-196,580.57	38,478.29	.00	196,580.57	100.0%
TOTAL REVENUES	-874,001	-874,001	-844,927.92	.00	.00	-29,073.08	
TOTAL EXPENSES	874,001	874,001	648,347.35	38,478.29	.00	225,653.65	
GRAND TOTAL	0	0	-196,580.57	38,478.29	.00	196,580.57	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>21 CORPORATION COUNSEL</b>							
<b>0000 DIVISION</b>							
10210051 511000 CORP COUNSEL SALAR	90,715	90,715	57,581.86	6,510.49	.00	33,133.14	63.5%
2023/09/000006 09/08/2023 PRJ	3,358.30	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	3,152.19	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
10210051 520000 CORP COUNSEL EMPLO	37,231	37,231	24,283.84	2,780.68	.00	12,947.16	65.2%
2023/09/000006 09/08/2023 PRJ	1,432.24	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	1,348.44	REF PAYROL			WARRANT=230922	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	.00	.00	1,616.04	42.3%
10210051 552001 CORP COUNSEL TELEP	800	800	447.41	.00	.00	352.59	55.9%
10210051 554001 PRINTING ALLOCATIO	700	700	351.89	.00	.00	348.11	50.3%
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	20.40	.00	.00	79.60	20.4%
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 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL NO PROJECT	-4,499	-4,499	-84,585.09	9,291.17	.00	80,086.09	1880.1%
<b>10003 STATE CHILD SUPPORT</b>							
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	9,321.20	788.05	.00	156.80	98.3%
2023/09/000006 09/08/2023 PRJ	400.09	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	387.96	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
10210051 520000 10003 CORP COUNSEL	4,021	4,021	3,903.15	336.59	.00	117.85	97.1%
2023/09/000006 09/08/2023 PRJ	170.64	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	165.95	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
TOTAL STATE CHILD SUPPORT	4,499	4,499	7,402.99	1,124.64	.00	-2,903.99	164.5%
TOTAL DIVISION	0	0	-77,182.10	10,415.81	.00	77,182.10	100.0%
<b>4508 JUVENILE</b>							
<b>13573 TPR ADOPTION SERVICES</b>							
10210854 435600 13573 TPR GRANT REV	0	0	-38.20	.00	.00	38.20	100.0%
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	.00	.00	-57.32	100.0%
TOTAL JUVENILE	0	0	57.32	.00	.00	-57.32	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>4545 FOSTER PARENT TRAINING</b>							
<b>10397 CHIPS LEGAL SERVICE 4E</b>							
10214554 435600 10397 CHIPS REV	0	0	-1,392.40	-130.81	.00	1,392.40	100.0%
2023/09/000013 09/07/2023 CRP	-130.81	REF TR			NON-DEPARTMENTAL		
10214554 511000 10397 WAGES-CHIPS L	0	0	4,226.22	460.71	.00	-4,226.22	100.0%*
2023/09/000006 09/08/2023 PRJ	121.24	REF PAYROL			WARRANT=230908 RUN=2 GENERAL		
2023/09/000044 09/22/2023 PRJ	339.47	REF PAYROL			WARRANT=230922 RUN=2 GENERAL		
10214554 520000 10397 FRINGE-CHIPS	0	0	1,813.44	196.92	.00	-1,813.44	100.0%*
2023/09/000006 09/08/2023 PRJ	51.71	REF PAYROL			WARRANT=230908 RUN=2 GENERAL		
2023/09/000044 09/22/2023 PRJ	145.21	REF PAYROL			WARRANT=230922 RUN=2 GENERAL		
TOTAL CHIPS LEGAL SERVICE 4E	0	0	4,647.26	526.82	.00	-4,647.26	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	4,647.26	526.82	.00	-4,647.26	100.0%
TOTAL CORPORATION COUNSEL	0	0	-72,477.52	10,942.63	.00	72,477.52	100.0%
TOTAL REVENUES	-203,595	-203,595	-201,846.96	-130.81	.00	-1,748.04	
TOTAL EXPENSES	203,595	203,595	129,369.44	11,073.44	.00	74,225.56	
GRAND TOTAL	0	0	-72,477.52	10,942.63	.00	72,477.52	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>20 ADMINISTRATIVE PERSONNEL</b>							
<b>0000 DIVISION</b>							
10200051 511000 ADMIN SALARIES	144,830	144,830	91,054.95	10,821.46	.00	53,775.05	62.9%
2023/09/000006 09/08/2023 PRJ	5,410.73	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	5,410.73	REF PAYROL			WARRANT=230922	RUN=2 GENERAL	
10200051 520000 ADMIN EMPLOYEE BEN	61,005	61,005	39,697.37	4,825.33	.00	21,307.63	65.1%
2023/09/000006 09/08/2023 PRJ	2,411.99	REF PAYROL			WARRANT=230908	RUN=2 GENERAL	
2023/09/000044 09/22/2023 PRJ	2,413.34	REF PAYROL			WARRANT=230922	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	566.81	.00	.00	333.19	63.0%
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	773.86	.00	.00	3,226.14	19.3%
10200051 555000 ADMIN TRAVEL TRAIN	5,000	5,000	1,711.54	.00	.00	3,288.46	34.2%
10200051 560000 ADMIN SUPPLIES	500	500	307.88	.00	.00	192.12	61.6%
10200051 561101 ADMIN POSTAGE	350	350	47.91	.00	.00	302.09	13.7%
10200051 571000 COUNTY WIDE SAFETY	5,000	5,000	.00	.00	.00	5,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

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JOURNAL DETAIL 2023 9 TO 2023 9

	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	-100,076.18	15,646.79	.00	100,076.18	100.0%
TOTAL ADMINISTRATIVE PERSONNEL	0	0	-100,076.18	15,646.79	.00	100,076.18	100.0%
TOTAL REVENUES	-234,585	-234,585	-234,585.00	.00	.00	.00	
TOTAL EXPENSES	234,585	234,585	134,508.82	15,646.79	.00	100,076.18	
GRAND TOTAL	0	0	-100,076.18	15,646.79	.00	100,076.18	100.0%

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Lincoln County Employee Timesheet

Name: John Olson Jr

Department: VETERANS SERVICE

Pay Period:

Employee Number: 795

Representative Status: Nonrepresented


FLSA Status: Exempt

From: 8/21/2023

To: 9/3/2023

8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA hours
9	8.5	8.5	10	8.5				9	9	8.5	8			79	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
							8							8	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
9	8.5	8.5	10	8.5	0	0	8	9	9	8.5	8	0	0	87	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
Employee signature

\_\_\_\_\_  
Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_


COMPLETED BY: \_\_\_\_\_

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

Lincoln County Employee Timesheet

<b>Name:</b> Karry Johnson		<b>Department:</b> Corporation Counsel				<b>Pay Period:</b>										
<b>Employee Number:</b> 760																
<b>Representative Status:</b> Nonrepresented																
<b>FLSA Status:</b> Exempt																
														<b>From:</b> 8/21/2023	<b>To:</b> 9/3/2023	
8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3		<b>FMLA</b>	
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Hours</b>	<b>Pay Category</b>	<b>hours</b>
8.75	7.5	7.25	7	7.75			8.75	8	6.25	4				65.25	Regular: Corp Counsel	10210051.511000
0.25	0.5			0.5				0.5	3	3.5				8.25	Regular: Child Support	10210051.511000.10003
	0.5	0.25	1				0.25			0.5				2.5	Regular: CHIPS Legal Service 4E	10214554.511000.10397
											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	<b>TOTAL HOURS PAID</b>	
														0		
														0		
9	8.5	7.5	8	8.25	0	0	9	8.5	9.25	8	4	0	0	80	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
 \_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

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

Lincoln County Employee Timesheet

<b>Name:</b> Karry Johnson		<b>Department:</b> Corporation Counsel				<b>Pay Period:</b>											
<b>Employee Number:</b> 760																	
<b>Representative Status:</b> Nonrepresented																	
<b>FLSA Status:</b> Exempt						<b>From:</b> 9/4/2023				<b>To:</b> 9/17/2023							
9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17			<b>FMLA</b>	
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Hours</b>	<b>Pay Category</b>	<b>hours</b>	
	7.75	8.25	9.5	8			7.25	8.75	6	5.5	2			63	Regular: Corp Counsel		10210051.511000
	0.5	0.5	0.5	0.5			0.5		2.5	3				8	Regular: Child Support		10210051.511000.10003
	0.25	0.5		0.25			0.75	0.25		0.5	4.5			7	Regular: CHIPS Legal Service 4E		10214554.511000.10397
														0	Vacation:		
8														8	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>		
														0			
														0			
8	8.5	9.25	10	8.75	0	0	8.5	9	8.5	9	6.5	0	0	86	<b>TOTAL HOURS REPORTED</b>		

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

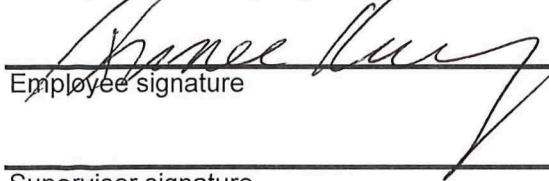
APPROVED BY:



Lincoln County Employee Timesheet

Name: Renee Krueger		Department: Administration				Pay Period:										
Employee Number: 561																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 8/21/2023		To: 9/3/2023								
8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	Hrs
2.5							9	6		11	8.5			37	Regular: ADMIN	10200051.511000
5.5	8	8	8	8					5.5					43	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
8	8	8	8	8	0	0	9	6	5.5	11	8.5	0	0	80	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
 \_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

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

**Lincoln County Employee Timesheet**

<b>Name:</b> Renee Krueger		<b>Department:</b> Administration					<b>Pay Period:</b>										
<b>Employee Number:</b> 561																	
<b>Representative Status:</b> Nonrepresented																	
<b>FLSA Status:</b> Exempt							<b>From:</b> 9/4/2023		<b>To:</b> 9/17/2023								
<b>9/4</b>	<b>9/5</b>	<b>9/6</b>	<b>9/7</b>	<b>9/8</b>	<b>9/9</b>	<b>9/10</b>	<b>9/11</b>	<b>9/12</b>	<b>9/13</b>	<b>9/14</b>	<b>9/15</b>	<b>9/16</b>	<b>9/17</b>			<b>FMLA</b>	
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>	<b>Hours</b>	<b>Pay Category</b>	<b>Hrs</b>	
	8	9.5	10.75	8			7	8	8	9.75	8		3	80	<b>Regular: ADMIN</b>		10200051.511000
														0	Vacation:		
8														8	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>		
														0			
														0			
8	8	9.5	10.75	8	0	0	7	8	8	9.75	8	0	3	88	<b>TOTAL HOURS REPORTED</b>		

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: \_\_\_\_\_

**2023 TRAVEL EXPENSE REPORT  
LINCOLN COUNTY**

**(For Use By County Employees)**

Name: John Olson

Department: Veterans Services

Period: 1-Oct-23

County Ordinances will be followed regarding reimbursement rates and allowable expenses.  
\*\*\*\*\*Any meal reimbursements for same day travel will be considered taxable income and included in your gross wages.\*\*\*\*\*

Date	Purpose	Departed From	Time Left	Destination	Time Returned	Odometer Rdng Beginning	Odometer Rdng. Ending	Miles Traveled	Meals			Total Meals	OTHER	
									Brkfst	Lunch	Dinner		Expense	Amount
9/12/2023	CVSO Visit to Tomahawk	Merrill, WI	7:00AM	Tomahawk WI	3:45PM	58920	58964	44.00				\$ -		
9/29/2023	CVSO Visit to Tomahawk	Merrill, WI	11:00AM	Neilsville WI	5:30PM	36850	37026	176.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
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								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		

Total Miles Traveled	220	\$ -	\$ -	\$ -				
Mileage Rate	0.655	Total Meal Cost Due						
Reimbursement Due	\$ 144.10	2					Total Other	\$ -

Account Distribution	Taxable	Nontaxable
	\$ -	

**Mileage Rates**  
Incentive Rate = IRS Standard Rate (currently 0.655/mi)  
Regular Rate = .09 Less Than Incentive (currently 0.565/mi)

	Max Meal Rates	Leave times
Breakfast	\$7.00	Ive before 6:30 am
Lunch	\$9.00	Ive bef 10:30     ret aft 2:30
Dinner	\$13.00	return after 6:00 pm

SUMMARY	
1 Mileage	\$144.10
2 Meals	\$ -
3 Other	\$ -
Total Due	\$144.10

I certify that this request is true and correct, and that I hold a valid driver's license in the State of Wisconsin and insurance consistent with the reimbursement requested.

\_\_\_\_\_  
Employee    Date

\_\_\_\_\_  
Supervisor    Date

**GRANT ALLOWABLE EXPENDITURES**  
GRANT NAME/PROJECT: \_\_\_\_\_  
GRANT NAME/PROJECT: \_\_\_\_\_  
GRANT NAME/PROJECT: \_\_\_\_\_  
GRANT NAME/PROJECT: \_\_\_\_\_  
GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

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







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

## FoodWise

**Terri Kolb –Administrator**  
[terri.kolb@wisc.edu](mailto:terri.kolb@wisc.edu)  
(715) 539-1073



**Shara Allen –Educator**  
[shara.allen@wisc.edu](mailto:shara.allen@wisc.edu)



ADVANCES HEALTHY EATING HABITS, ACTIVE LIFESTYLES, AND HEALTHY COMMUNITY ENVIRONMENTS FOR COUNTY RESIDENTS WITH LIMITED INCOMES.

### Program Focus:

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



### **Program Administrator's Key Efforts:**

- Build support through collaboration for community-based food/nutrition and food security programs for SNAP-eligible (limited-income) populations
- Provide staff training, onboarding and needs-based programming and evaluation, which is fiscally responsible
- Collaborate with nutrition educators and partner agencies to plan and implement interventions that improve healthy food practices and encourage practical healthy food and physical activity choices

### **Administrator August and September Efforts:**

- FoodWise Leadership Team meetings (2 X/month) - discussion of Lincoln County Nutrition Educator Position
- FoodWise Statewide Monthly Administrator/Coordinator
- FoodWise Statewide Monthly All-Staff
- FoodWise Administrator Onboarding – ongoing 2 hours/week
- University of MN – Systems Approaches to Community Health Course – ongoing independent with monthly virtual meetings.
- FY24 Plan of Work and Budget submitted to state FoodWise Office- accepted
- FoodWise fiscal and effort reporting
- FY24 Action Plan draft complete
- Partner connections-see below
- Onboarding our new Lincoln/Taylor County Nutrition Educator- Shara

### **Educator September Efforts:**

Shara started August 28 as the FoodWise Educator for Lincoln and Taylor counties. Educated at UW-Madison with a master's degree in Bacteriology, she has experience teaching children and adults and working with a non-profit organization. She is excited to make connections with partners in the community to help residents become educated about food resources and nutrition.

### Meetings

- Live Well Lincoln-Lincoln County Nutrition Coalition Meeting
- Stockboxes for Seniors with Merrill Enrichment Center and Aging and Disability Resource Center-September & October distribution
- Lincoln Extension Staff-Previous FoodWise instruction materials and supplies
- Area 3 and 4 team meeting for Nutrition Educators in Rhinelander –full day



### Training

- New Employee Onboarding for UW-Madison
- New Employee Onboarding for FoodWise
- Completed the Food Smarts Curriculum Training-a USDA SNAP-Ed program that incorporates a trauma-informed perspective into nutrition education and workshop facilitation
- Attended the New FoodWise Educator Workshop in Medford

### Partner Connections

- ADRC of Central WI
- Merrill Enrichment Center
- Lincoln County Health Department
- Nutrition Coalition of Live Well Lincoln
- Aspirus- Jane Bentz
- Tomahawk Senior Congregate Meal Site Manager – Patti Panfil
- Kinship
- Head Start



## Lincoln County 4-H

[melissa.yates@wisc.edu](mailto:melissa.yates@wisc.edu)

715-539-1074



UW-MADISON EXTENSION

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



## Program Focus:

The 4-H program consists of youth, families, and secure volunteer leaders who serve rural, urban and suburban communities in every state across the nation, and in more than 80 countries. The 4-H program relies on the partnership with adults serving as 4-H volunteers, chaperones, project leaders, general leaders, activity leaders, and other roles. For the safety and well-being of all youth participants, adults wishing to become 4-H volunteers need to complete 4 steps, including a background check, agreeing to Extension Volunteer Expectations, completing Extension Volunteer Mandated Reporter Training, Building Safe Spaces Training, Supporting You, Supporting Youth and participating in Volunteer in Preparation (VIP) training.

## Program Update:

As of the end of the 4-H year (September 30), we had about **260 youth members and 115 adult volunteers**. We have 11 community clubs, and 3 project based clubs. The Leaders Association is part of the 11 community clubs. There is also a possibility of having other types of clubs like classroom, after-school, and military clubs.

- ❖ The new 4-H year starts October 1<sup>st</sup>, which means beginning September 1 members and adult volunteer leaders register for a club, start to pick out projects that interest them, and set goals for the year. Training for adult volunteers will be occurring, virtually, and in-person locally. Resume building workshops will be happening for those interested in awards, scholarships, and state and National trip experiences. Each year, to help with the cost of these experiences we conduct an application process for youth interested in applying for scholarship money from the 4-H Leaders Association. This is an invaluable process where youth learn how to build their resume, create a cover letter, and participate in the interview process.
- ❖ Every fall, clubs are required to complete the annual financial report, along with the 4-H Educators guidance, and submit it to the IRS and State. Next month, club leaders will work through the charter process, in accordance with the objectives of the Wisconsin 4-H program. This process includes compliance with laws and 4-H policies, educational planning and goals, along with identifying educational activities of the 4-H club/project needed for liability coverage for 4-H volunteers and members.
- ❖ National 4-H week is October 1-7<sup>th</sup>, which locally will include a poster display at the TB Scott Library, a 4-H display contest, and a wear your 4-H shirt to school and workday. Another fall celebration will be happening this year, which will include share-outs from youth who attended educational experiences and the summer outbound travel program last year, and seasonal food and fun. I am looking forward to increasing youth spark activities this year, along with career exploration and citizenship.

Respectfully, Melissa



***For any questions related to this report or about Extension, please contact Art Lersch, Area Extension Director (Langlade, Lincoln, Price, Taylor Counties) at [art.lersch@wisc.edu](mailto:art.lersch@wisc.edu) or 715-218-5360***



**LINCOLN COUNTY  
INSERT DEPARTMENT HERE**

John Olson – Veterans Services Officer  
801 North Sales Street, Suite 104 · Merrill, WI 54452  
Tel. (715) 539-1083

County Veterans Service Officer  
Activity Report  
October 6, 2023

September 27, 2023

**Veterans Services Report for the Months of September 2023**

**Office Activity / Summary**

Activity	July	August	September	90 Day Avg	YTD
<u>Phone</u>	116	172	103	130	1164
<u>Email</u>	25	40	34	34	254
<u>In-Person</u>	50	88	43	43	581
<u>Fax</u>	17	31	22	22	241
<u>Mail</u>	33	18	13	13	205
<u>Unspecified</u>	34	43	12	12	220
<u>Total</u>	275	392	227	227	2665

**Trends**

**PACT ACT – UPDATE**

Since August 10, 2022 our office has opened claims for 263 of our county residents for VA benefits. This includes claims for VA Disability, Pension and Dependency and Indemnity Compensation (DIC).

- 192 or, 73% of these claims were initiated because of changes brought about by the PACT ACT.
- 63 or 24% of these claims were opened between July 1<sup>st</sup> and August 14<sup>th</sup> – the deadline for submission of Intent to File for claims related to PACT ACT
- Our office has filed 148 claims for benefits so far this year
- 79 claims have been fully decided
- 37 veterans for VA healthcare benefits under the PACT Act Open Enrollment period.

**WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS!**





**LINCOLN COUNTY**  
**INSERT DEPARTMENT HERE**

John Olson – Veterans Services Officer  
801 North Sales Street, Suite 104 · Merrill, WI 54452  
Tel. (715) 539-1083

**Awards/Benefits**

**YTD- Jan to Sep**

- Average Beginning Disability Rating = 30%
- Average Increase in Disability Rating = 30% (Increase from 30% to 60%)
- Total Retroactive Awards Benefits to County Residents YTD (JAN – SEP) = \$551,309
- Average Retroactive pay: \$7,350.00
- Average Monthly Increase in Award Benefits: \$816.00

**Training and Education**

Completed:

September 21st – WDVA Monthly Training – WDVA Veteran Identifier / Filing SC claims for Hearing Loss

Planned:

October 9-13<sup>th</sup> – Kenosha WI – Annual WI CVSO Association Fall Conference

**Community News / Outreach**

Office Visits in Tomahawk

September 12th - Conducted 3 In-Person Visits, 1 Walk Ins

September 29th - Scheduled 5 In-Person Visits, 0 Walk Ins

**WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS!**







**LINCOLN COUNTY  
CORPORATION COUNSEL**

KARRY A. JOHNSON

801 North Sales Street, Suite 207 · Merrill, WI 54452

Tel. (715) 539-1015 · Fax (715) 539-8053

**ACTIVITY REPORT**

8/28/23 – 9/24/23

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	4.75	Prepare reports for committee; Attend meeting;
Admin	44.75	WCA meetings; Rev legislative updates; Dept head meetings; CLEs; WACCC; Wis Legis Notif; ETF research; Public Record policies/postings; Opioid Resolution; WCA Annual Conf (travel/workshops); WACCC Fall Conf (at WCA); 85.21 Kayak Launch RFP/K;
Child Support	17.0	Case prep and attend hearings; pleading review/approval; Filings on individual cases; Rec/Rev Appeal; Research;
Clerk of Courts	1.0	SOP/Clerk fees, waiver; IT help w/ court trial;
County Board	9.25	Rev/attend meeting; Municode updates; Other resolutions/ords; Broadband Comm Qs; BEAD; BB Committee; research quorum/Chair
County Clerk	3.0	DNR Presentation re: contaminated sites/tax deeds; ORR;
Emergency Management	2.0	Fall Ride/partnerships;
Finance		
Forestry	7.5	Tax deed/sales; ATV trail/land purchase; attend committee mtg; RFPs; Tree seedling bids, K;
Health		
Hwy	8.0	Claims, Dorova matter; Fall Ride, status of projects; ATV routes/ords; CTH N emails/tc w/ Hanz;
IT	3.0	Archiving/UW Ext; ORRs;
Land Services	21.5	Compliance/Zoning matters; NMM; Shoreland Zoning; BOA role/appeals; attend mtgs, ORRs; CUP research, DATCP Ks; Review policies; Subpoena, prep; POWTs; Prep/attend committee mtg
Law Enforcement/EMS/Judicial		
Pine Crest/LI/NCHC		
Probate/Courts	3.25	Truancy court meeting; research re: ords, statute; YJCC re: truancy;
Public Property		
Register of Deeds		
Sheriff	17.5	SOP fees, waiver – research; Joint Dispatch Agr; Ord re: abandoned vehicles; Citation/Solid waste;
Social Services	11.5	GN & TPR matters, ORR & disco responses; Ch 938 Housing/Cost Recoup; CAN/DHA appeals
Solid Waste	.75	ORRs
Treasurer		
UW Ext		
Veterans Service		
Totals	154.75	
Court – prep/attend - <b>included</b> in Totals	12.5	(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  
October 4, 2023**

**Administration:**

- The month of September has been heavily focused on HR related matters:
  - The WI DSPS Occupational Safety Inspector requested to meet with the HR Specialist and myself to discuss the last three injury reports, and claims we will be reporting for 2023. The purpose of this is to review patterns and assess and Lincoln County safety and prevention. The Emergency Management Director will also now be attending.
  - Meeting with Aspirus and M3 to assess the health plan options and negotiate 2023 rates. These will be presented to Finance Committee on October 6<sup>th</sup>.
  - Meeting with Nationwide to discuss our PHEP account options. Currently, employees, with the exception of the employees under a bargaining agreement, can only use their PHEP accounts towards health insurance premiums upon retirement. We are exploring whether there is an option to expand usage to all medical expenses.
  - Attending West Central/Northwest Regional Public Sector HR Group for a training provided by Von Briesen & Roper regarding updates on a number of labor and employment issues
  - Annual meeting with Allstate
  - Meeting with NIS (long term disability) regarding contract renewal and new employee benefits.
  - Meeting with White Pine Consultation regarding upcoming department head training.
- I participated in the Lincoln County focus group with the Wisconsin Alcohol Policy Project, part of the Comprehensive Injury Center at the Medical College of Wisconsin. The project's name is "Impact of Alcohol Policies on Health in Rural Northern Wisconsin." The goal is to better understand how local alcohol policies in northern Wisconsin relate to alcohol consumption patterns, traffic crashes, and health outcomes.
- Marketing:
  - CGI video project received final approval and should be available in the near future
  - Contract with vendor for Kayak Lift Docks completed.
- Monthly meeting with internal PFAS team. We continue to share information to ensure we have up to date information regarding action if needed.

**WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS!**



- Policy Work:
  - Work Hours
  - Temporary reduction of hours
  - Meal Reimbursement
  - Step Increases

**New Hires & Termination/Resignation/Retirement:**

- 2 Term/Res/Ret
- 3 Hires: 911 Dispatcher (2); Hwy (1)

**Open Positions Updates:**

- Public Health Nurse (Part Time and LTE)
- Correctional Officer (3)
- Highway Worker (3)
- Solid Waste Equipment Operator

**9-1-1 Telecommunication Officer:**

**Work Schedule:**

Rotating work schedule of two days on, two days off, three on, two off, two on, three off, 12 hour days. All lunch periods and breaks will be taken at the work site.

**Shifts:**

- 1) 6:00 a.m. to 6:00 p.m.
- 2) 6:00 p.m. to 6:00 a.m.

Shift selection for Telecommunication Officers will be based on position hiring date. Shifts will be picked during October of each year for the following year. The Sheriff or designee will re-assign shifts as they deem necessary.

Vacation: Telecommunication Officers are allowed to bank up to 48 hours of vacation.

Non-represented vacation schedule

<u>Years</u>	<u>Hours</u>
1-5	80.0
6-12	120.0
13-19	160.0
20-22	200.0
23	208.0
24	216.0
25	224.0
26	232.0
27	240.0
28	248.0
29	256.0
30+	264.0

**Vacation Upon Hire (for employee's hired before 7/1):**

Employees will be allowed to use 40 hours of vacation upon hire. Their 2nd week of vacation will be pro-rated for the amount of time left in that calendar year after they reach their 6 month Anniversary.

Pro-ration calculation for second week of vacation (for employees hired before 7/1):  $40 \text{ hours} / 26 \text{ weeks} = 1.53 \times \text{the number of full weeks left from their 6 month anniversary date to the end of}$

the calendar year (rounded to the nearest hour).

**Vacation Upon Hire (for employee's hired after 7/1):**

$40 \text{ hours} / 26 \text{ weeks} = 1.53 \times \text{the number of full weeks left from hire date to the end of the calendar year (rounded to the nearest hour). Given to employee upon hire.}$

**Years of Service:**

For the purposes of computing completed years of service, as of January 1st of the calendar year

following the employee's hire date, an employee will be deemed to have completed one (1) year of service, and on the succeeding January 1st, employee will be deemed to have completed two (2) years of service, etc.

Resignation:

Employees who resign and have served more than one year or retire from County service and give two (2) weeks' notice of such retirement/resignation, will be compensated at their regular rate for earned and new accrued vacation accumulated to their credit. If an employee's employment is terminated or the employee resigns less than one year from their start date earned or new accrued vacation will not be paid out.

Vacation Scheduling:

Vacation schedules for employees working in the Sheriff's Office will be determined by the Sheriff or designee. Employees will be allowed to pick vacation days on a calendar year basis according to a procedure established by the Sheriff.

Vacation selection will be by position hiring date and commence immediately upon completion of the shift selection process and end no later than January 31st of the successor year. Telecommunication Officers (TCO) will have five separate vacation picks. The first hired TCO will have the first selection, then the next hired until all TCO have made their first round selection. If there are any vacation days left, a second round of selection will begin in the identical manner as the first round, up to a maximum of five rounds.

- A. First Round Pick: Employees will be limited to vacation selections not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off.
- B. Second Round through Fourth Round Pick: Employees will be limited to vacation selections not to exceed a block of fourteen (14) days inclusive of the normal scheduled days off, or to the allowable bank of 48 hours or the remainder of the employee's vacation accrual.
- C. Fifth Round Pick: Any remaining vacation accrual may be selected outside of the block format.
- D. Remaining vacation accrual of up to 48 hours may be banked and selected outside of the block format

Overtime:

Time worked in excess of 40 hours worked in a week (Monday-Sunday) will be paid at time and one-half their normal rate of pay. Vacation, sick, and bereavement time shall not count towards time worked in a week. No comp time will be accumulated.

Shift Differential:

Telecommunication Officers required to work between the hours of 0600-1800 will receive no shift differential. Those required to work between 1800-0600 will receive an additional .25 cents per hour.

Holidays:

Active employees shall receive eighty (80) hours pay each year as holiday pay paid with the first check in November. This benefit is prorated during the year of hire and the year of termination of employment.

## **MAXIMUM RATES OF PAY**

The salary paid to an employee in any classification in a given pay range shall not exceed the maximum rate in that pay range.

Employee wage information can be found at Appendix B

## **HOURS OF WORK / OFFICE HOURS**

To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations. Hours of work may vary as deemed necessary for the effective and efficient operation of each department.

- A. How designated: Offices and departments shall be open for business and service from 8:00 a.m. to 4:30 p.m. Monday through Friday, except on designated holidays. Highway Department will be closed on Fridays.
- B. Union Employees: Union employees are to work the hours as stated in the applicable contract.
- C. Workweek: The workweek is Monday through Sunday, beginning the first shift on Monday.
- D. Break Time: Break periods of 15 minutes will be counted as hours worked. Breaks are given at the discretion of management. If necessary for continuity of services, breaks are to be taken on a staggered basis within a department. Employees may be docked for excessive break time.
  - 1. Full-time employees may take 2 such breaks; one during the first half of their work schedule, and the other during the second half of their work schedule.
  - 2. Employees working less than a full shift will receive break time as follows.
    - a. Four (4) or less scheduled hours: one fifteen (15) minute break;
    - b. More than four (4), and up to seven (7) scheduled hours: one (1) fifteen (15) minute break and a half (1/2) hour off duty lunch period;
      - i. Break may not be combined with or added to an employee's lunch breaks unless special conditions warrant the supervisor's approval.
      - ii. Employees who choose to remain at work during breaks are not entitled to leave before the normal quitting time and will not receive pay for break time worked.
- E. Lunch Breaks: Breaks for lunch (either one-half hour or one hour depending on the employee's schedule) will not be paid or considered time worked. An employee may not forgo a lunch break to shorten the workday.
- F. Department Work Schedules: If they are different from this policy they will be located at Appendix A.

## **ATTENDANCE AND PUNCTUALITY**

It is the expectation of Lincoln County that employees will be punctual and in regular attendance. Poor attendance and excessive tardiness are disruptive to the work environment. Either may lead to disciplinary action, up to and including termination of employment. Any employee attendance falling below 98% shall be reviewed by the department head. FMLA, scheduled sick leave and approved vacation shall not be counted against attendance.

## **PAYROLL & DEDUCTIONS FROM PAYROLL**

To standardize payroll and payroll procedures in accordance with applicable State and Federal guidelines.

- A. **Pay Periods:** Bi-Weekly Pay will be deposited by direct deposit on alternating Fridays. All employees shall provide bank information to the Finance Department to facilitate direct deposit.
- B. **Data Changes:** Notify the Administration Department if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

## **OVERTIME & COMPENSATORY TIME**

To comply with the overtime-pay provisions of the Fair Labor Standards Act. Overtime, when applicable to covered employees, shall only be accumulated after 40 hours worked per work week.

- A. **Overtime:** Any paid leave time including comp time shall not be counted as hours worked for overtime purposes.
- B. **Compensation Time:** Employees may accumulate comp time subject to departmental policies. Employees who normally work less than 40 hours per week shall accumulate comp time at straight time up to 40 hours.
- C. **Exempt Employees:** Exempt employees are expected to work the hours required to discharge their responsibilities to the county as identified in their job description. Full-time equivalent employees' timesheets should record full-time equivalent hours worked, sick leave and vacation time. Hours in excess of the full-time equivalent total (80 hours per pay period) have no monetary or time-off value to the exempt employee.
- D. **Approval:** All overtime or comp time must be approved in advance by management.
- E. **Compensatory time balance (Non-Exempt Employees Only):** If there is no departmental policy, comp time may not exceed 20 hours without the approval of the department head. County Departments Heads may choose to limit the compensatory time accrual and pay out accumulated hours. Whenever possible, compensatory time is to be taken within 30 days of the date it is earned; and be taken with the prior approval of the department head.

## COMPENSATION

Employee compensation information can be found in Appendix B.

## EMPLOYEE REQUIRED LICENSES AND CERTIFICATIONS

Employees must acquire and maintain any license or certification that is required by Federal, State or County to perform his or her job duties. If an employee loses a required license or certification, he or she must inform the department head immediately. Loss of a license or certification may result in termination.

## FLEX TIME

- A. **Definition:** Flex time shall be defined as a regular schedule which varies from the normal schedule established by either contract or by this procedure. Flex time involves working longer hours on some days in order to have a shorter day or time off on other days. For example, an employee consistently works one hour longer on Tuesday - Friday in order to have four hours off on Monday. It does not include occasional absences of less than a day on the part of exempt employees.
1. Every flex time schedule shall be approved by the department head, Administrative Coordinator and oversight committee. Approval should include a written schedule including start and end times, length of lunch period, and total hours per day, week, and pay period. A one-time per calendar year flex time schedule that does not exceed 60 days may be approved by the department head and Administrative Coordinator.
  2. Every office must stay open during the official business hours. Flex schedules shall not affect a department's public service hours.
  3. Flex time must be in conformance to the Fair Labor Standards Act. Nonexempt employees may not work more than 40 hours in a week in order to flex their schedule. Employees will not be eligible for overtime in a day as specified in their respective labor agreement unless the day is longer than the regular scheduled flex day.
  4. Flex time should be in minimum increments of 15 minutes.
  5. Flex time should occur so that all time is made up within a pay period.
  6. No increase in time off with pay benefits.
  7. Holiday pay will be based on the normal work day. (i.e., 7.25 or 8 hours)
  8. No increase in the number of vacation hours given to the employee (i.e., a week remains the same number of hours as under the regular schedule.)
  9. No increase in the number of accumulated sick leave hours.
  10. Flex time will not be used as rationale for either additional staff or help, or as justification for poor performance.
  11. Poor performance, abuse of flex time, changes in operational needs of the department and/or creation of a hardship for the department may result in the revocation of the privilege or changes to a flex schedule at the discretion of management.

## LONGEVITY

All regular full-time employees shall be eligible to receive longevity payments, provided they have completed 36 months of service with the County by December 1 of any year.



The longevity payment shall be \$1.50 per month for each full month of service and shall be paid each year to eligible employees on the first pay date in December. Part-time employees regularly working half-time or more, but less than full-time, shall receive ½ of the longevity pay amounts.

No proration shall be permitted in computing an employee's length of employment or longevity payment. Eligibility and payment are based on date of (current) hire. Partial longevity payments may not be made to employees who terminate during the year, except to those who retire under the provisions of the Wisconsin Retirement Plan or to the beneficiaries of an employee who dies.

### **LEAVES - HOLIDAYS**

To identify employee holidays and to establish a consistent procedure for scheduling and payment.

A. Holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. 4<sup>th</sup> of July
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day
10. December 31<sup>st</sup>

B. Observance: When a holiday falls on a Saturday or Sunday, the holiday will be observed on the Friday immediately preceding, the Monday immediately succeeding, or another day as determined by the employer.

C. Eligibility: To be eligible for holiday pay, an employee must have worked the day preceding and the day following the holiday (or the day designated as the holiday), unless the employee has pre-approved leave.

D. Working on a Holiday: Any employee who is required to work on any of the above-mentioned holidays shall be paid time and one-half or may request a scheduled day off in lieu of the holiday during the same pay period.

E. Holiday Pay Rate: Holiday pay rate shall be computed at the employee's base rate at the regularly scheduled number of hours.

# WORKPLACE POLICIES

The following policies are intended to be a guideline for the daily business of Lincoln County. It is the expectation of Lincoln County Administration and the Board of Supervisors that all employees align their work hours with the spirit and intent of our policies and ensure proper office coverage for effective operations. Work schedules shall be approved by the Department Head and in some cases shall be approved by the Administrative Coordinator.

Flexible Schedules enhance the ability of the County to fulfill its responsibilities, render services to the public, and enhance employee morale. For purposes of this section, a flexible schedule is not a permanent schedule or shift change. Rather, a flexible schedule is designed to offer the employee and the Department Head flexibility to alter a shift as needed for a short term, temporary or one-time basis. A flexible schedule may be established upon request of the employee, with the prior approval of the Department Head or designee. The Department Head may discontinue or alter the flexible schedule. When discontinuing or altering an established flexible schedule, the Department Head will normally provide advance notice of such change whenever possible. f.

Daylight Savings Time Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours actually worked.

## OFFICE HOURS

Offices and departments shall be open for business and service from 8:00 a.m. to 4:30 p.m. Monday through Friday Thursday and 8:00a.m. to 1:00p.m. on Fridays, except on designated holidays and countywide closures.

- Highway Department office hours are from 6:30am to 4:30pm Monday through Thursday.
- Solid Waste office hours are based on the schedule determined by the oversight committee.
- The core hours of operations at the courthouse will remain 8:00a.m. to 4:30p.m. Monday through Friday. However, all county offices in the courthouse will be closed to the public on Friday's at 1:00p.m.

The County reserves the right to schedule and/or change all hours and schedules of work as deemed necessary and nothing contained herein shall be construed as a guaranteed work week. The core hours of operation for County Courthouse offices are generally 8:00 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday. However, this does not guarantee a work schedule of such, and scheduling may be adjusted according to the operational needs of a department. The core hours of operation for the Highway Department are generally 6:30 a.m. to 4:30 p.m. Monday through Thursday. However, this does not guarantee a work schedule of such, and scheduling may be adjusted according to the operational needs of a department. Certain departments may work varied hours based on 24/7 operations, customer needs, including the Sheriff's Department.

The workweek is Monday through Sunday, beginning the first shift on Monday.

Break periods of 15 minutes will be counted as hours worked. Breaks are scheduled at the discretion of management. If necessary for continuity of services, breaks are to be taken on a staggered basis within a department. Employees may be docked for excessive break time.

## **HOLIDAYS**

Lincoln County observes the following 10 holidays:

- New Year's Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Not all holidays fall during a work week. Human Resources will share the yearly holiday calendar in late fall with benefits open enrollment materials.

Employee must have worked the day preceding and the day following the holiday (or the day designated as the holiday), unless the employee has pre-approved leave. **All full-time and part-time employees will receive holiday pay at the regular pay rate for eight (8) hours, with the exception of the Highway Department and Sheriff's Office**

employees who receive vacation based on the department's operational hours. Any employee who is required to work on any of the above-mentioned holidays shall be paid time and one-half or may request a scheduled day off in lieu of the holiday during the same pay period.

In addition to the Holiday building closures, additional planned building closures may be authorized by the Administration and Legislative Committee and posted with the Holiday Schedule. While the buildings are closed, they are not holidays and employees are subject to their regular work hours. These dates are designated to allow for mandated training for all employees and are subject to change annually.

## **ATTENDANCE**

It is the expectation of Lincoln County that employees will be punctual and in regular attendance. Poor attendance and excessive tardiness are disruptive to the work environment. Either may lead to disciplinary action, up to and including termination of employment. Any employee attendance falling below 98% shall be reviewed by the department head. FMLA, scheduled sick leave and approved vacation shall not be counted against attendance.

## **BREAKS/LUNCH**

Non-exempt (hourly) employees are entitled to two 15 minute rest periods each day, as well as a 30 minute unpaid meal break. Meal and rest breaks will be scheduled by the department designee.

## **TIME REPORTING**

All employees shall be required to participate in the County time and attendance scheduling program as designed by the program. Employees are responsible for accurate recording of time and requests for leave daily.

# EMPLOYEE TRAVEL

This section will define the parameters of acceptable expense claims for County employees. While procedures contained herein are generally applicable to all employees, some may be modified by collective bargaining agreements. If information herein conflicts with the provisions of a union contract, the terms of that contract will control. The most cost-effective form of transportation available must be utilized, taking into consideration work assignment, costs and travel time.

## Training:

Appropriate and necessary training will be provided to employees in order to maintain a level of professional competence to perform the work assigned. Each employee assumes full responsibility for learning and knowing the material presented in training sessions. Attendance at conferences and training must be approved by the department head as appropriate. Any out-of-state travel must be approved by your oversight committee in advance.

B. Reimbursement Procedure: In order to receive reimbursement, expenses incurred by employees while on County business must be reported on the Lincoln County expense form and accompanied by the required original vendor receipts.

C. Disallowed Expenses: Expenses which are not Lincoln County business-related. The following is a list of expenses which are not reimbursable. This list is not all-inclusive.

- Alcoholic beverages
- Spouse or family members costs
- Telephone calls which are not business-related
- Lost/stolen cash or personal property
- Personal items and services
- Expenses which are not Lincoln County business-related
- Laundry or cleaning costs
- Expenses for nonbusiness-related activities
- Traffic citations, parking tickets and other fines
- Repairs, towing service, locksmiths, repair of flat tires, lubrication, etc., and other similar expenses for personal vehicles
- Meals included in the cost of registration fees

- Pay-for-view movie in hotel/motel room
- Personal entertainment
- Extra costs for additional person(s) in room
- Additional charges for late checkout or failing to cancel guaranteed reservations (unless justified)
- Lodging costs within 70-mile radius from primary work site.
- Trip/flight insurance
- Extra baggage charges for personal items
- Child care costs

## **Vehicle Use**

Employees required to drive a vehicle as part of their job must possess a valid driver's license at all times. Employees who drive on County business are required to inform their department head of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees must notify their department head if their license becomes invalid or suspended. Employees must follow all rules of operation and all laws regulating driving.

Employees are not permitted under any circumstance to operate a vehicle for County business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication. Employees who are unable to operate their vehicle for health reasons must notify their department head as soon as possible.

Employees who drive a vehicle on County business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees must exercise due diligence to drive safely and are responsible for any driving infractions or fines as a result of their driving.

**Carpooling.** Consistent with good management, when two or more employees are traveling to the same destination, carpooling is encouraged required whenever possible.

**Insurance Minimum Coverage:** County personnel, including elected public officials, who use their personal vehicles for County travel on a regular and frequent basis, are required by our insurance carrier to carry minimum limits of automobile liability insurance. The minimum limits of liability are \$100,000/\$300,000 or a combined single limit of \$300,000. It is understood that the term "regular and frequent" means as required by position description. Personnel in this category must provide the County

with evidence of insurance (a certificate of insurance or photocopy of their policy declarations page) showing the minimum limits required on or before January 15 of each year. Department heads are required to keep on file a copy of each employee's auto insurance declarations page verifying that they have the minimum liability coverage. Department heads must also complete the departmental "Verification of Insurance Form" indicating which employees have the minimum coverage. This form should be returned to accounts payable. Those employees with the minimum coverage will be reimbursed at the current IRS rate.

Volunteer Drivers: Volunteer drivers must also provide evidence of insurance (a certificate of insurance or a photocopy of their policy declarations page). Volunteer drivers are exempt from the required minimum limits of liability.

Primary Coverage: In each case, County personnel using their personal vehicle or volunteer drivers should be covered by their primary automobile liability insurance.

Mileage Regulations: County personnel, including elected public officials and volunteer drivers, who use their personal vehicles for approved County travel and are in compliance with current insurance requirements on the vehicle for which mileage is claimed, will be reimbursed for mileage at the current Internal Revenue Service (IRS) rate. Those not in compliance with the insurance requirements will be paid \$.25 per mile. The County shall reimburse employees traveling on business for expenses that would be deductible as local transportation expenses for IRS purposes. Use the chart on the following page to determine what transportation expenses are reimbursable/deductible.

Temporary Work Location: If your job requires that you travel to a temporary work location, you may claim actual mileage from home to the temporary work location and back home. A temporary work location is a place where your work assignment is realistically expected to last one year or less. This guideline applies to mileage reimbursement for seminars and training also.

Two Places of Work: For departments where staff is required to travel to both a primary (regular) work location and a secondary work location, the oversight committee should designate the primary and secondary work location. This schedule should limit travel to both locations on the same day as much as is practical to conduct business. For those situations where travel to both locations is required the same day, use the chart on the following page to determine what is reimbursable.

If you regularly work at two or more places in one day, you can be reimbursed for your transportation expenses of getting from one workplace to another. Transportation from

home to the first workplace during the day and from the second workplace back home, are commuting expenses and are never reimbursable.

Local Travel: If your job requires that you use your personal vehicle to run errands for a business purpose, such as to pick up mail, you may claim reimbursement for mileage for the most direct route.

If you drive home at the end of the workday and must return to your primary work location for a meeting in the evening, the second trip to work and return home is a reimbursable expense.

Parking and Tolls: Out-of-County parking fees and tolls will be reimbursed to the employee. Where the amount claimed is over \$10.00 per day, the employee must provide a receipt.

### County Vehicle Use

Lincoln County provides the use of County-owned vehicles to certain employees to conduct County business or to report directly to their work from home. The following procedures will be used for such for authorization.

Department heads may authorize the employees to take vehicles home on an occasional basis when the needs of the department dictate that the employee should take the vehicle home.

Employees who are assigned a vehicle to take home on a regular basis for improved response or for reporting to work directly from their home must be authorized by their department head and appropriate standing oversight committee.

Employees who are assigned a County Vehicle should store the vehicle at the County's facilities during extended absences due to vacation, sick leave or other absences exceeding 3 successive working days unless approved by the department head.

County owned vehicles should not be used for any personal reasons except for incidental use on route to and from work pre-approved by the department head. All other personal use of County owned vehicles is strictly prohibited. Vehicle use outside of Lincoln County will be for official business only.

Employees assigned a county vehicle should not allow anyone else to operate the vehicle or provide rides to passengers unless business related.



Employees operating or riding in a vehicle owned or leased by the County are prohibited from smoking. Consistent with state law, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" shall include the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in the county ordinance. "Electronic Delivery Device" shall mean any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. "Electronic Delivery Device" shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Employees assigned a county vehicle will be responsible for maintaining the cleanliness of the car by removing all trash and waste on a regular basis.

Employees should complete a pre-trip inspection report and report any damage and or accidents. Employees should also report the need for any minor repairs such as defective wipers and/or lights as well as the need for other routine maintenance.

## Meals

### General

Tax Tip: Reimbursement for the cost of meals paid in connection with single day/non-overnight travel is considered by the IRS as taxable income to the employee.

Meals for Others: In certain situations, with supervisor or department head approval, meals for non-County employees may be reimbursed if the meal is a necessary business courtesy extended to a non-County employee visiting on official business.

### Claims

Regulations: Reimbursement for meals in connection with official business **out of the county** away from the city in which your principal place of business is located will be allowed only on the following conditions:

No breakfast will be reimbursed unless there is an overnight trip the previous night. However, if departure is prior to 6:30 a.m. and return after 10:00 a.m., breakfast will be reimbursed.

Lunch, when travel assignment is outside the county beyond the city where the place of employment is located and extends over the period 10:30 a.m. to 2:30 p.m.

Dinner provided the employee returns from travel status after 6:00 p.m.

Rates: Claims shall represent actual, reasonable and necessary expenses. Maximum amounts: Breakfast \$710.00; Lunch \$915.00; and Dinner \$1320.00.

## Lodging

### General

Allowed Expenses: Overnight accommodations are allowable where:

1. The distance traveled is more than 70 miles one-way from the primary work site; or
2. Training requires the employee to be away overnight; or
3. The meeting begins too early for travel to commence after 6:00 a.m. or ends too late to allow a return to the employee's home or principal place of business (whichever is nearer the meeting site) prior to 10:00 p.m.; or
4. An evening meeting is a part of the business activity.
5. The intent of this section is to allow for safe travel and well-being of the employee. Available daylight hours and current road and weather conditions should be taken into consideration when making the request to stay overnight.

Choice of Accommodations: Choice of lodging shall be based on cost with consideration given to accessibility in conducting business. A state rate is available at many hotels/motels. When making a reservation, employees seeking lodging for County business should request the established state rate, excluding tax. If an employee is attending a conference, the employee may choose to stay at that location regardless of the rate or seek separate lodging at a cheaper rate so long as the travel reimbursement does not exceed the cost of the lodging expense.

Standard Room Rate: Employees will be reimbursed at the standard room rate. Where employees of the same sex are traveling together, however, they are encouraged — whenever feasible — to share lodging accommodations.

Tax Exemption: County employees traveling on County business are exempt from payment of state and some local taxes on lodging. When making reservations, employees can avoid the tax on hotel/motel rooms by advising the hotel/motel of the tax exempt status and provide the facility with documentation (including the tax exempt number) explaining the County's tax exempt status. As an alternative, a purchase order providing that information can be utilized.

# EMPLOYEE TRAVEL

This section will define the parameters of acceptable expense claims for County employees. While procedures contained herein are generally applicable to all employees, some may be modified by collective bargaining agreements. If information herein conflicts with the provisions of a union contract, the terms of that contract will control. The most cost-effective form of transportation available must be utilized, taking into consideration work assignment, costs and travel time.

## Training:

Attendance at conferences and training must be approved by the department head as appropriate. Any out-of-state travel must be approved by your oversight committee in advance.

B. Reimbursement Procedure: In order to receive reimbursement, expenses incurred by employees while on County business must be reported on the Lincoln County expense form and accompanied by the required original vendor receipts.

C. Disallowed Expenses: Expenses which are not Lincoln County business-related are not reimbursable. This list is not all-inclusive.

- Alcoholic beverages
- Spouse or family members costs
- Lost/stolen cash or personal property
- Laundry or cleaning costs
- Traffic citations, parking tickets and other fines
- Repairs, towing service, locksmiths, repair of flat tires, lubrication, etc., and other similar expenses for personal vehicles
- Meals included in the cost of registration fees
- Additional charges for late checkout or failing to cancel guaranteed reservations (unless justified)
- Lodging costs within 70-mile radius from primary work site.
- Trip/flight insurance
- Extra baggage charges for personal items
- Child care costs

## Vehicle Use

Employees required to drive a vehicle as part of their job must possess a valid driver's license at all times. Employees who drive on County business are required to inform their department head of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees must notify their department head if their license becomes invalid or suspended. Employees must follow all rules of operation and all laws regulating driving.

Employees are not permitted under any circumstance to operate a vehicle for County business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication. Employees who are unable to operate their vehicle for health reasons must notify their department head as soon as possible.

Employees who drive a vehicle on County business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees must exercise due diligence to drive safely and are responsible for any driving infractions or fines as a result of their driving.

When two or more employees are traveling to the same destination, carpooling is required whenever possible.

Insurance Minimum Coverage: County personnel, including elected public officials, who use their personal vehicles for County travel are required by our insurance carrier to carry minimum limits of automobile liability insurance. The minimum limits of liability are \$100,000/\$300,000 or a combined single limit of \$300,000. Personnel in this category must provide the County with evidence of insurance (a certificate of insurance or photocopy of their policy declarations page) showing the minimum limits required on or before January 15 of each year. Department heads are required to keep on file a copy of each employee's auto insurance declarations page verifying that they have the minimum liability coverage. Department heads must also complete the departmental "Verification of Insurance Form" indicating which employees have the minimum coverage. This form should be returned to accounts payable. Those employees with the minimum coverage will be reimbursed at the current IRS rate.

Volunteer Drivers: Volunteer drivers must also provide evidence of insurance (a certificate of insurance or a photocopy of their policy declarations page). Volunteer drivers are exempt from the required minimum limits of liability.

Primary Coverage: In each case, County personnel using their personal vehicle or volunteer drivers should be covered by their primary automobile liability insurance.

Mileage Regulations: County personnel, including elected public officials and volunteer drivers, who use their personal vehicles for approved County travel and are in compliance with current insurance requirements on the vehicle for which mileage is claimed, will be reimbursed for mileage at the current Internal Revenue Service (IRS) rate. Those not in compliance with the insurance requirements will be paid \$.25 per mile. The County shall reimburse employees traveling on business for expenses that would be deductible as local transportation expenses for IRS purposes.

Temporary Work Location: If your job requires that you travel to a temporary work location, you may claim actual mileage from home to the temporary work location and back home. A temporary work location is a place where your work assignment is realistically expected to last one year or less. This guideline applies to mileage reimbursement for seminars and training also.

Two Places of Work: For departments where staff is required to travel to both a primary (regular) work location and a secondary work location, the oversight committee should designate the primary and secondary work location. This schedule should limit travel to both locations on the same day as much as is practical to conduct business.

If you regularly work at two or more places in one day, you can be reimbursed for your transportation expenses of getting from one workplace to another. Transportation from home to the first workplace during the day and from the second workplace back home, are commuting expenses and are never reimbursable.

Local Travel: If your job requires that you use your personal vehicle for a business purpose, such as to pick up mail, you may claim reimbursement for mileage for the most direct route.

If you drive home at the end of the workday and must return to your primary work location for a meeting in the evening, the second trip to work and return home is a reimbursable expense.

Parking and Tolls: Out-of-County parking fees and tolls will be reimbursed to the employee. Where the amount claimed is over \$10.00 per day, the employee must provide a receipt.

County Vehicle Use

Lincoln County provides the use of County-owned vehicles to certain employees to conduct County business or to report directly to their work from home. The following procedures will be used for such for authorization.

Department heads may authorize the employees to take vehicles home on an occasional basis when the needs of the department dictate that the employee should take the vehicle home.

Employees who are assigned a vehicle to take home on a regular basis for improved response or for reporting to work directly from their home must be authorized by their department head and appropriate oversight committee.

Employees who are assigned a County Vehicle should store the vehicle at the County's facilities during extended absences due to vacation, sick leave or other absences exceeding 3 successive working days unless approved by the department head.

County owned vehicles should not be used for any personal reasons except for incidental use on route to and from work pre-approved by the department head. All other personal use of County owned vehicles is strictly prohibited. Vehicle use outside of Lincoln County will be for official business only.

Employees assigned a county vehicle should not allow anyone else to operate the vehicle or provide rides to passengers unless business related.

Employees operating or riding in a vehicle owned or leased by the County are prohibited from smoking. Consistent with state law, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" shall include the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in the county ordinance. "Electronic Delivery Device" shall mean any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. "Electronic Delivery Device" shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Employees assigned a county vehicle will be responsible for maintaining the cleanliness of the car by removing all trash and waste on a regular basis.

Employees should complete a pre-trip inspection report and report any damage and or accidents. Employees should also report the need for any minor repairs such as defective wipers and/or lights as well as the need for other routine maintenance.

## Meals

### General

Tax Tip: Reimbursement for the cost of meals paid in connection with single day/non-overnight travel is considered by the IRS as taxable income to the employee.

Meals for Others: In certain situations, with supervisor or department head approval, meals for non-County employees may be reimbursed if the meal is a necessary business courtesy extended to a non-County employee visiting on official business.

### Claims

Regulations: Reimbursement for meals in connection with official business out of the county will be allowed only on the following conditions:

Breakfast will be reimbursed if departure is prior to 6:30 a.m. and return after 10:00 a.m.

Lunch, when travel assignment is outside the county and extends over the period 10:30 a.m. to 2:30 p.m.

Dinner provided the employee returns from travel status after 6:00 p.m.

Claims shall represent actual, reasonable and necessary expenses.

Maximum amounts: Breakfast \$10.00; Lunch \$15.00; and Dinner \$20.00.

## Lodging

### General

Allowed Expenses: Overnight accommodations are allowable where:

1. The distance traveled is more than 70 miles one-way from the primary work site; or
2. Training requires the employee to be away overnight; or
3. The meeting begins too early for travel to commence after 6:00 a.m. or ends too late to allow a return to the employee's home or principal place of business (whichever is nearer the meeting site) prior to 10:00 p.m.; or



4. An evening meeting is a part of the business activity.
5. The intent of this section is to allow for safe travel and well-being of the employee. Available daylight hours and current road and weather conditions should be taken into consideration when making the request to stay overnight.

Choice of Accommodations: Choice of lodging shall be based on cost with consideration given to accessibility in conducting business. A state rate is available at many hotels/motels. When making a reservation, employees seeking lodging for County business should request the established state rate, excluding tax. If an employee is attending a conference, the employee may choose to stay at that location regardless of the rate or seek separate lodging at a cheaper rate so long as the travel reimbursement does not exceed the cost of the lodging expense.

Standard Room Rate: Employees will be reimbursed at the standard room rate. Where employees of the same sex are traveling together, however, they are encouraged – whenever feasible – to share lodging accommodations.

Tax Exemption: County employees traveling on County business are exempt from payment of state and some local taxes on lodging. When making reservations, employees can avoid the tax on hotel/motel rooms by advising the hotel/motel of the tax exempt status and provide the facility with documentation (including the tax exempt number) explaining the County's tax exempt status. As an alternative, a purchase order providing that information can be utilized.

Resolution 2023-

Chief Deputy Sheriff Compensation Adjustment

**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	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
<b>Totals</b>				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, contractual raises between Lincoln County and the Lincoln County Sheriff’s Office Supervisors Association (Lieutenants) have consistently been greater than the COLA raises that have been provided to other county employees on the Lincoln County Wage Scale; and

WHEREAS, the position of the Chief Deputy in Lincoln County is on the Lincoln County Wage Scale and is subject to the COLA raises provided to all non-represented county employees; and

WHEREAS, due to inconsistencies between annual COLA raises and the negotiated raises with WPPA SORD, an unforeseen wage compression between the Lieutenants and the Chief Deputy has occurred, resulting in the base wage and fringe package of the Chief Deputy being less than that of tenured Lieutenants; and

WHEREAS, without future COLA raises afforded to the Chief Deputy being consistent with the raises negotiated with the Lieutenants, the wage compression being experienced will only result in further compression to the point where the Lieutenants may further surpass the Chief Deputy in their base wage / fringe compensation package; and

WHEREAS, the discrepancy between the base wage / fringe packages being offered to the Lieutenants and Chief Deputy will make recruitment and retention of qualified persons for the position of Chief Deputy difficult and does not provide an incentive for interested persons in the future to seek promotion to the position of Chief Deputy; and

WHEREAS, providing the Chief Deputy with holiday pay consistent with the holiday pay currently paid to all Deputy Sheriffs and Lieutenants will provide a small base wage / fringe gap between the Lieutenants and the Chief Deputy, thus correcting the base wage / fringe compression that currently exists between these positions.

NOW, THEREFORE BE IT RESOLVED, at the recommendation of the Sheriff of Lincoln County and the Law Enforcement, EMS / Judicial, Emergency Management Committee, it is requested that the Lincoln County Board of Supervisors allow for the Chief Deputy to receive holiday pay compensation consistent with all other sworn members of the Lincoln County Sheriff’s Office.

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:

Authored by: Steve Osness  
Co-Sponsored by: Dana Miller  
Committee: Law Enforcement / EMS / EM  
Committee Vote: 5-0

Date Passed: 9/13/23

Committee: Administrative & Legislative  
Committee Vote:

Date Passed:

Committee: Finance  
Committee Vote:

Date Passed:

Fiscal Impact: \$4,451.69 (hourly rate x 90 hours, inclusive of FICA, WRS, and Workers Comp) for 2023. Subject to future adjustment due to step increases, COLA, WRS and Workers Comp adjustments, or contractual changes of holiday pay afforded to all other sworn Sheriff’s Office employees)

\_\_\_\_\_  
Christopher J. Marlowe  
Lincoln County Clerk

Drafted by: Sheriff Ken Schneider

Resolution 2023-09-

**Motion By:**  
**Second By:**

Authorizing ARPA Funding in the Amount Not To Exceed \$100,000 for City of Merrill Festival Grounds Campsite Development

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				
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
<b>Totals</b>				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, Lincoln County Board of Supervisors identified Administrative and Legislative committee to review and vet all requests against the criteria that it does not create base building and creates economic growth and/or generates county revenue; and

WHEREAS, the Lincoln County Board of Supervisors through resolution 2023-05-40 approved earmarking \$500,000 for the purpose of supporting municipalities in developing strategies that create economic growth, such as campsites; and

WHEREAS, once specific and detailed plans were developed, the requests would be brought forward for further approval; and

WHEREAS, the City of Merrill has presented a plan to develop already pre-existing campsites at the Festival Grounds; and

WHEREAS, Lincoln County Board of Supervisors acknowledges the City of Merrill best understands the needs of their property and can determine how to best use the funding for the purpose of developing this site; and

WHEREAS, the plan includes developing 20 sites consisting of gravel pads, fire rings, deposit box, message boards, signage, picnic tables, ash dump containers, key pads for bathrooms, and privacy fencing; and

WHEREAS, the cost estimates at this time is approximately \$81,000; and

WHEREAS, it is recognized that this amount does not include inflation, unexpected expenses related to purchase of these items, and additional supplies that the City of Merrill determines enhances the campsite development and/or attraction not yet realized.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors, authorizes the use of up to \$100,000 to be issued to the City of Merrill who will provide invoices or receipts of purchase for the purpose of developing the Festival Grounds Campsite.

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

Dated: October 17, 2023

Authored by: Don Friske, Supervisor, District 9

Co-Sponsored by:

Committee: Administrative and Legislative

Committee Vote:

Date Passed:

Fiscal Impact: ARPA funds \$100,000

Drafted by: Renee Krueger, Administrative Coordinator