

**LINCOLN COUNTY  
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

**Wednesday, April 3rd, 2024, 3:30 PM**

Meeting Location: Room 255 County Board Room 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 03.6.24
3. Consent Agenda
  - a. Financials
    - i. 2024 Budget Modifications - IT for agenda management software
    - ii. 2024 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. Resolutions
  - a. DotGov domain - hosted by Cyber Infrastructure Security Agency (CISA)
  - b. Authorize Ambulance Biller Hours to 40 hours/week
5. Ordinances
  - a. 2.08(4) Amendment to Administrative and Legislative Committee
6. Set Next Meeting Date May 1, 2024; Adjourn

**DISTRIBUTION:**

Committee Members – D. Friske-Chair, J. Boyd, L. Anderson-Malm, J. DePasse, A. Cummings, G. Hartwig; K. Wickham. 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, March 6, 2024, 3:30 PM

Meeting Location: Room 255 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

MEMBERS ABSENT: Ken Wickham (excused)

DEPARTMENT HEADS PRESENT: Renee Krueger, John Olson, Travis Spoehr, Karry Johnson. Chris Marlowe, Art Lersch, Shelley Hersil, Sarah Koss, Tyler Verhasselt, Dean Bowe

### MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 02.07.24 & 2.12.24: M/S Boyd/Cummings to approve - carried.
3. Consent Agenda
  - a. Financials
    - i. 2023 Budget Modifications and Carry Over Requests - each department head explained their respective budget modifications and carry over requests
      - M/S DePasse/Boyd to approve County Board *Budget Modifications* - carried.
      - M/S Hartwig/DePasse to approve UW Extensions *Budget Modifications* - carried
      - M/S DePasse/Anderson-Malm to approve UW Extensions *Carry Over* requests - carried
      - M/S DePasse/Boyd to approve Veterans *Budget Modification* - carried
      - M/S Cummings/DePasse to approve Veterans *Carry Over* requests - carried
      - M/S Cummings/DePasse to approve Information Technology Budget Modification - carried
      - M/S DePasse/Hartwig to approve Corporation Counsel's *Budget Modification* - carried
      - M/S DePasse/Anderson-Malm to approve Administration's *Budget Modification* - carried
      - M/S DePasse/Boyd to approve Administrations *Carry Over* request - carried.
    - ii. 2024 Year To Date: Placed on file
  - b. Timesheet(s) Approval :M/S Hartwig/Anderson-Malm to approve timesheets - carried. Committee discussed hours of the Veteran's Office and noted the recent advertisements increasing the needs of the department.
  - c. Expense Reimbursement(s) Approval: M/SBoyd/DePasse to approve both the expense reimbursements - carried
  - d. Activity Reports (written) & Discussion as needed
    - i. County Clerk - Marlow noted that there was nothing to report
    - ii. UW Extension - Lersch provided an overview and noted the May 7th invite to the Extension Northwoods Forum.

- iii. Veterans Office - Olson noted that the CVSO conference is in April so the office will be closed during that time.
  - iv. Information Technology - Spoehr acknowledged that his team has been working hard and getting a lot of things accomplished and appreciates their efforts.
  - v. Corporation Counsel - Committee noted that there has been more court preparation time and expressed interest in discussion at a later time about what is entailed.
  - vi. Administrative Coordinator - Krueger provided an update regarding "County Signage."
- 4. Approval of Lincoln County Credentialing and Asset Management Program: Verhasselt explained the program. M/S DePasse/Hartwig to approve the program as Lincoln County Policy - carried.
- 5. Civic Plus Discussion and Possible Action: Spoehr and Marlow presented information on the Civic Plus. Committee discussed overall benefits, Anderson-Malm shared her experience in the City of Merrill's transition to it and the benefits. - M/S Boyd/Hartwig to approve the draft resolution and forward to the County Board - carried.
- 6. Authorizing the Administrative Coordinator to work with North Central Health Care, department heads, and the buyers to navigate the transition of Pine Crest operations: Friske informed the committee of the limits of the Administrative Coordinator to act on behalf of the committee without this action to navigate through the details of the transition. Johnson discussed prior authorization under the resolution approving the sale of Pine Crest. M/S Cummings/DePasse to authorize the Administrative Coordinator to work with North Central Health Care, department heads, and the buyers to navigate the transition of Pine Crest operations - carried
- 7. ARPA Update and Next Steps: Krueger provided updates to ARPA allocations and projects. Bowe explained project overage. Krueger noted that it is still the goal to fully dedicate the funds by mid summer and expense as much as possible by the end of 2024.
  - a. Approval of RFP contingent upon finding a suitable location for "Welcome to Lincoln County Signage": Krueger provided an update on efforts to locate a suitable site. More work is to be done, but the RFP is ready to go as soon as the site is located. M/S DePasse/Boyd to approve release of the RFP contingent upon identifying a suitable site - carried.
- 8. Resolutions
  - a. Allow LCHD Flexibility To Fill Public Health Nurse Positions with Staff Nurse Positions - Krueger and Hersil provided overview of need and efforts. M/S Hartwig/Cummings to approve the resolution and forward to the County Board - carried.
  - b. Elected Officials Compensation: Committee provided explanation to how the recommended salaries were made. M/S Boyd/DePasse to approve the resolution and forward to the County Board - carried.
  - c. ARPA
    - i. Midwest Communication: Presentation provided by Cameo Almli. M/S Boyd/DePasse to approve the resolution and forward to the County Board - carried.
    - ii. Map It - Author pulled the resolution back



**\*\*Committee took a short break\*\***

9. Policy Handbook: Committee reviewed the Employee Policy Handbook page by page and made final changes to the draft. M/S Cummings/Hartwig to approve the Policy Handbook with the changes as discussed - carried.
- 10.. Set Next Meeting Date April 3, 2024; Adjourn 6:10 pm

**Minutes prepared by: Renee Krueger**

Lincoln County  
Budget Modification Form  
For the Year 2024

Issue Date: 3/27/2024

County Department: Information Technology

Budget Modification Number:  
(Finance will assign)

Account Number	Account Name	Increase	Decrease
10250051 561005	IT Hardware		16,073
10250057.582001	Software Outlay	16,073	


Description of need:

Funds are being transferred to a new outlay account to pay for the implementation of the approved CivicPlus CivicClerk agenda management platform.

Workstations came in well under expected budget to date in 2024 allowing this modification and the implementation to begin immediately.

No increase to 2024 tax levy for the IT dept.

Department Head Signature



Committee Approval:

Finance Committee Approval:  
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>10 COUNTY BOARD</b>							
<b>0001 COUNTY BOARD CHAIRMAN</b>							
10100151 511000 C.B. WAGE SALARY	7,500	7,500	1,250.00	625.00	.00	6,250.00	16.7%
2024/03/000029 03/19/2024 PRJ	625.00 REF PAYROL				WARRANT=240319	RUN=4 COUNTY B	
10100151 511001 C.B. PER DIEM	18,000	18,000	2,236.49	1,150.50	.00	15,763.51	12.4%
2024/03/000029 03/19/2024 PRJ	1,150.50 REF PAYROL				WARRANT=240319	RUN=4 COUNTY B	
10100151 520000 C.B. EMP BENEFIT	1,951	1,951	250.86	128.12	.00	1,700.14	12.9%
2024/03/000029 03/19/2024 PRJ	128.12 REF PAYROL				WARRANT=240319	RUN=4 COUNTY B	
10100151 555000 C.B. TRAV TRAIN	2,500	2,500	.00	.00	.00	2,500.00	.0%
10100151 560000 C.B. SUPPLIES	500	500	.00	.00	.00	500.00	.0%
10100160 411100 C.B. TAX LEVY	-30,451	-30,451	-30,451.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-26,713.65	1,903.62	.00	26,713.65	100.0%
TOTAL COUNTY BOARD CHAIRMAN	0	0	-26,713.65	1,903.62	.00	26,713.65	100.0%
<b>0002 COUNTY BOARD COMMITTEES</b>							
10100251 511001 COMM PER DIEM	25,000	25,000	3,381.59	1,733.98	.00	21,618.41	13.5%
2024/03/000029 03/19/2024 PRJ	1,733.98 REF PAYROL				WARRANT=240319	RUN=4 COUNTY B	
10100251 520000 COMM BENEFITS	1,913	1,913	190.15	99.10	.00	1,722.85	9.9%
2024/03/000029 03/19/2024 PRJ	99.10 REF PAYROL				WARRANT=240319	RUN=4 COUNTY B	

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100251 554001 PRINTING ALLOCATIO	1,250	1,250	191.32	.00	.00	1,058.68	15.3%
10100251 555000 COMM TRAVEL TRAIN	3,500	3,500	.00	.00	.00	3,500.00	.0%
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%
10100251 556002 COMM ITBEC	1,001	1,001	1,001.00	.00	.00	.00	100.0%
10100251 556003 COMM REG PLAN COMM	22,000	22,000	19,659.00	.00	.00	2,341.00	89.4%
10100251 556004 COMM CHAM OF COMM	1,800	1,800	.00	.00	.00	1,800.00	.0%
10100251 560000 COMM SUPPLIES	4,000	4,000	767.85	.00	.00	3,232.15	19.2%
10100251 561101 POSTAGE	1,400	1,400	47.02	.00	.00	1,352.98	3.4%
10100254 532000 BIRTH TO THREE PRO	112,378	112,378	28,094.50	.00	.00	84,283.50	25.0%
10100260 411100 COMM TAX LEVY	-179,523	-179,523	-179,523.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-119,834.57	1,833.08	.00	119,834.57	100.0%
TOTAL COUNTY BOARD COMMITTEES	0	0	-119,834.57	1,833.08	.00	119,834.57	100.0%
<b>0003 PUBLIC LIBRARIES</b>							
10100355 531220 LIBRARY SERVICES	663,286	663,286	331,643.00	331,643.00	.00	331,643.00	50.0%
2024/03/000027 03/14/2024 API	222,193.00 VND	400116 VCH359840	MERRILL CITY CLERK	INSTALLMENT PAYMENT			345774
2024/03/000027 03/14/2024 API	109,450.00 VND	000468 VCH359841	TOMAHAWK PUBLIC LIBR	INSTALLMENT PAYMENT			345795

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100355 532000 LIBRARY SERV-OTHER	28,229	28,229	24,052.65	.00	.00	4,176.35	85.2%
10100360 411100 PUBLIC LIBRARIES T	-691,515	-691,515	-691,515.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-335,819.35	331,643.00	.00	335,819.35	100.0%
TOTAL PUBLIC LIBRARIES	0	0	-335,819.35	331,643.00	.00	335,819.35	100.0%
<b>0004 HUMANE SOCIETY</b>							
10100454 532000 HUMANE SOCIETY	41,000	41,000	10,250.00	.00	.00	30,750.00	25.0%
10100460 411100 HUMANE SOCIETY TAX	-41,000	-41,000	-41,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-30,750.00	.00	.00	30,750.00	100.0%
TOTAL HUMANE SOCIETY	0	0	-30,750.00	.00	.00	30,750.00	100.0%
<b>0007 NORTH CENTRAL HEALTH CARE</b>							
10100754 532000 NCHCF PROF SERV	1,058,854	1,058,854	264,713.50	.00	.00	794,140.50	25.0%
10100760 411100 NCHCF TAX LEVY	-1,058,854	-1,058,854	-1,058,854.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-794,140.50	.00	.00	794,140.50	100.0%
TOTAL NORTH CENTRAL HEALTH CARE	0	0	-794,140.50	.00	.00	794,140.50	100.0%
<b>0008 NO CENTRAL COM ACTION PROGRAM</b>							
10100856 532000 NCCAP	8,000	8,000	8,000.00	.00	.00	.00	100.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100860 411100 NCCAP TAX LEVY	-8,000	-8,000	-8,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	.00	.00	.00	.00	.0%
TOTAL NO CENTRAL COM ACTION PROGR	0	0	.00	.00	.00	.00	.0%
<b>0075 WVLS</b>							
10107555 556000 WVLS MEMBERSHIP	4,177	4,177	.00	.00	.00	4,177.00	.0%
10107560 411100 WVLS PROPERTY TAXE	-4,177	-4,177	-4,177.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-4,177.00	.00	.00	4,177.00	100.0%
TOTAL WVLS	0	0	-4,177.00	.00	.00	4,177.00	100.0%
<b>0099 FAMILY CARE</b>							
10109954 536000 ADRC EXPENDITURE	149,466	149,466	37,366.50	.00	.00	112,099.50	25.0%
10109954 571000 STATE FAMILY CARE	289,849	289,849	289,849.00	289,849.00	.00	.00	100.0%
2024/03/000041 03/21/2024 API	289,849.00	VND 400162 VCH359984	STATE OF WISCONSIN	FAMILY CARE ANNUAL PAYMENT			345879
10109960 411100 FAMILY CARE TAX LE	-439,315	-439,315	-439,315.00	.00	.00	.00	100.0%
TOTAL FAMILY CARE	0	0	-112,099.50	289,849.00	.00	112,099.50	100.0%
TOTAL COUNTY BOARD	0	0	-1,423,534.57	625,228.70	.00	1,423,534.57	100.0%
TOTAL REVENUES	-2,452,835	-2,452,835	-2,452,835.00	.00	.00	.00	
TOTAL EXPENSES	2,452,835	2,452,835	1,029,300.43	625,228.70	.00	1,423,534.57	
GRAND TOTAL	0	0	-1,423,534.57	625,228.70	.00	1,423,534.57	100.0%

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

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>44 UW EXTENSION</b>							
<b>0000 DIVISION</b>							
10440060 411100 UW EXTENSION TAX L	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL DIVISION	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
<b>0019 4 H PROGRAM EDUCATOR</b>							
10441955 530000 4H EDUCATOR CONTRA	36,250	36,250	.00	.00	.00	36,250.00	.0%
10441955 554000 TL 4 H PRINTING	0	0	53.05	.00	.00	-53.05	100.0%*
10441955 555000 TL 4H TRAVEL/TRAIN	3,500	3,500	.00	.00	.00	3,500.00	.0%
10441955 561100 TL - OFFICE SUPPLI	3,000	3,000	.00	.00	.00	3,000.00	.0%
10441955 571000 TL 4 H MISCELLANEO	2,250	2,250	209.03	.00	.00	2,040.97	9.3%
TOTAL 4 H PROGRAM EDUCATOR	45,000	45,000	262.08	.00	.00	44,737.92	.6%
TOTAL UW EXTENSION	0	0	-44,737.92	.00	.00	44,737.92	100.0%
TOTAL REVENUES	-45,000	-45,000	-45,000.00	.00	.00	.00	
TOTAL EXPENSES	45,000	45,000	262.08	.00	.00	44,737.92	
GRAND TOTAL	0	0	-44,737.92	.00	.00	44,737.92	100.0%

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

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>27 VETERANS DEPARTMENT</b>								
<b>0000 DIVISION</b>								
10270054 511000	VETERANS SALARIES	118,206	118,206	24,813.54	9,023.11	.00	93,392.46	21.0%
2024/03/000008	03/08/2024 PRJ	4,511.56	REF PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036	03/22/2024 PRJ	4,511.55	REF PAYROL			WARRANT=240322	RUN=2 GENERAL	
10270054 520000	VETERANS EMPLOYEE	49,838	49,838	10,490.75	3,598.73	.00	39,347.25	21.0%
2024/03/000008	03/08/2024 PRJ	1,799.17	REF PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036	03/22/2024 PRJ	1,799.56	REF PAYROL			WARRANT=240322	RUN=2 GENERAL	
10270054 552001	VETERANS TELEPHONE	550	550	80.10	.00	.00	469.90	14.6%
10270054 554001	PRINTING ALLOCATIO	850	850	49.51	.00	.00	800.49	5.8%
10270054 555000	VETERANS TRAVEL TR	5,500	5,500	128.14	.00	.00	5,371.86	2.3%
10270054 560000	VETERANS SUPPLIES	750	750	.00	.00	.00	750.00	.0%
10270054 561101	VETERANS POSTAGE	600	600	28.95	.00	.00	571.05	4.8%
10270054 561440	VETERANS GRAVE CAR	1,750	1,750	.00	.00	.00	1,750.00	.0%
10270060 411100	VETERANS TAX LEVY	-173,344	-173,344	-173,344.00	.00	.00	.00	100.0%
TOTAL NO PROJECT		4,700	4,700	-137,753.01	12,621.84	.00	142,453.01-2930.9%	
<b>10008 COUNTY VETERAN OFFICER GRANT</b>								
10270054 435600	10008 VETERANS OFFI	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL COUNTY VETERAN OFFICER GRAN	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%
<b>10181 CVSO ARPA GRANT</b>							
10270054 435600 10181 CVSO ARPA GRA	0	0	-13,347.02	.00	.00	13,347.02	100.0%
10270054 571000 10181 CVSO ARPA GRA	0	0	688.97	475.00	.00	-688.97	100.0%*
2024/03/000027 03/14/2024 API	475.00 VND	001310 VCH359822	MADISON MEDIA PARTNE	QIKVID CREATIVE		345770	
TOTAL CVSO ARPA GRANT	0	0	-12,658.05	475.00	.00	12,658.05	100.0%
TOTAL DIVISION	-5,300	-5,300	-150,411.06	13,096.84	.00	145,111.06	2837.9%
<b>0054 VETERANS RELIEF</b>							
10275454 511001 VETERANS RELIEF PE	1,000	1,000	.00	.00	.00	1,000.00	.0%
10275454 571000 VETERANS RELIEF MI	4,300	4,300	.00	.00	.00	4,300.00	.0%
TOTAL VETERANS RELIEF	5,300	5,300	.00	.00	.00	5,300.00	.0%
TOTAL VETERANS DEPARTMENT	0	0	-150,411.06	13,096.84	.00	150,411.06	100.0%
TOTAL REVENUES	-183,344	-183,344	-186,691.02	.00	.00	3,347.02	
TOTAL EXPENSES	183,344	183,344	36,279.96	13,096.84	.00	147,064.04	
GRAND TOTAL	0	0	-150,411.06	13,096.84	.00	150,411.06	100.0%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
25 INFORMATION TECHNOLOGY									
0000 DIVISION									
10250049 499990	FUNDS APPLIED (BUD		-100,000	-100,000	.00	.00	.00	-100,000.00	.0%*
10250051 511000	IT SALARIES / WAG		346,455	346,455	73,843.46	26,255.76	.00	272,611.54	21.3%
2024/03/000008	03/08/2024 PRJ	13,127.88	REF	PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036	03/22/2024 PRJ	13,127.88	REF	PAYROL			WARRANT=240322	RUN=2 GENERAL	
10250051 520000	IT EMPL BENEFITS		146,178	146,178	33,802.93	11,578.82	.00	112,375.07	23.1%
2024/03/000008	03/08/2024 PRJ	5,795.89	REF	PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036	03/22/2024 PRJ	5,782.93	REF	PAYROL			WARRANT=240322	RUN=2 GENERAL	
10250051 530000	IT PROFESSIONAL SE		15,000	15,000	17.69	.00	.00	14,982.31	.1%
10250051 552001	IT TELEPHONE		1,100	1,100	358.58	35.99	.00	741.42	32.6%
2024/03/000041	03/21/2024 API	35.99	VND	005069 VCH359969	VERIZON WIRELESS	CELL PHONES			345890
10250051 554001	PRINTING ALLOCATIO		200	200	8.81	.00	.00	191.19	4.4%
10250051 555000	IT TRAVEL TRAINING		10,000	10,000	269.52	.00	.00	9,730.48	2.7%
10250051 560000	IT OFFICE SUPPLIES		300	300	26.98	.00	.00	273.02	9.0%
10250051 561005	IT HARDWARE		50,000	50,000	26,336.39	515.00	.00	23,663.61	52.7%
2024/03/000041	03/21/2024 API	183.00	VND	002292 VCH359963	DELL MARKETING L.P.	LAPTOP BATTERIES			345828
2024/03/000041	03/21/2024 API	332.00	VND	005521 VCH359968	VAN ERT ELECTRIC CO	PROXIMITY CLAMSHELL CARDS			345888
10250051 561006	IT HARDWARE WARR,		46,000	46,000	17,860.98	14,081.98	.00	28,139.02	38.8%
2024/03/000012	03/07/2024 API	14,081.98	VND	000085 VCH359539	CDW GOVERNMENT, INC	HARDWARE WARRANTY			13676

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10250051 561101	IT POSTAGE		100	100	4.82	.00	.00	95.18	4.8%
10250051 561103	IT SOFTWARE		2,500	2,500	1,244.26	258.76	.00	1,255.74	49.8%
	2024/03/000012 03/07/2024 API	258.76 VND 000085 VCH359538			CDW GOVERNMENT, INC	SUBSCRIPTION			13676
10250051 561105	IT SOFTWARE WARR,		179,000	179,000	58,469.42	41,250.00	.00	120,530.58	32.7%
	2024/03/000027 03/14/2024 API	41,250.00 VND 007539 VCH359839			RESULTANT	WORKSPACE BUSINESS PLUS			13726
10250051 561420	IT VOICE/DATA/VIDE		30,000	30,000	247.56	-52.40	.00	29,752.44	.8%
	2024/03/000012 03/07/2024 API	-79.99 VND 000089 VCH359540			CHARTER COMMUNICATIO	SERVICE			345601
	2024/03/000041 03/21/2024 API	17.33 VND 007868 VCH359966			MCI	PHONE CHARGES			345852
	2024/03/000041 03/21/2024 API	10.26 VND 007868 VCH359967			MCI	PHONE CHARGES			345852
10250057 583003	IT CIP		100,000	100,000	.00	.00	.00	100,000.00	.0%
10250060 411100	IT TAX LEVY		-759,183	-759,183	-759,183.00	.00	.00	.00	100.0%
	TOTAL NO PROJECT		67,650	67,650	-546,691.60	93,923.91	.00	614,341.60	-808.1%
	TOTAL DIVISION		67,650	67,650	-546,691.60	93,923.91	.00	614,341.60	-808.1%
<b>0098 ADRC IT SUPPORT</b>									
10259851 461901	ADRC IT SUPPORT FE		-67,650	-67,650	.00	.00	.00	-67,650.00	.0%*
10259851 571000	ADRC MISC EXPENDIT		0	0	16,831.62	.00	.00	-16,831.62	100.0%*
	TOTAL ADRC IT SUPPORT		-67,650	-67,650	16,831.62	.00	.00	-84,481.62	-24.9%
	TOTAL INFORMATION TECHNOLOGY		0	0	-529,859.98	93,923.91	.00	529,859.98	100.0%
	TOTAL REVENUES		-926,833	-926,833	-759,183.00	.00	.00	-167,650.00	
	TOTAL EXPENSES		926,833	926,833	229,323.02	93,923.91	.00	697,509.98	
	GRAND TOTAL		0	0	-529,859.98	93,923.91	.00	529,859.98	100.0%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

		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	94,247	94,247	14,490.40	5,308.50	.00	79,756.60	15.4%
2024/03/000008	03/08/2024 PRJ	3,111.44	REF PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036	03/22/2024 PRJ	2,197.06	REF PAYROL			WARRANT=240322	RUN=2 GENERAL	
10210051 520000	CORP COUNSEL EMPLO	39,372	39,372	6,784.58	2,273.71	.00	32,587.42	17.2%
2024/03/000008	03/08/2024 PRJ	1,332.78	REF PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036	03/22/2024 PRJ	940.93	REF PAYROL			WARRANT=240322	RUN=2 GENERAL	
10210051 531020	CORP COUNSEL OUTSI	52,500	52,500	53.00	.00	.00	52,447.00	.1%
10210051 531210	CORP COUNSEL CODIF	2,800	2,800	.00	.00	.00	2,800.00	.0%
10210051 552001	CORP COUNSEL TELEP	800	800	148.51	40.29	.00	651.49	18.6%
2024/03/000041	03/21/2024 API	40.29	VND 005069 VCH359969	VERIZON WIRELESS		CELL PHONES		345890
10210051 554001	PRINTING ALLOCATIO	700	700	85.46	.00	.00	614.54	12.2%
10210051 555000	CORP COUNSEL TRAVE	3,000	3,000	.00	.00	.00	3,000.00	.0%
10210051 560000	CORP COUNSEL SUPPL	750	750	22.89	.00	.00	727.11	3.1%
10210051 561101	CORP COUNSEL POSTA	100	100	2.74	.00	.00	97.26	2.7%
10210051 564000	CORP COUNSEL LIBRA	1,500	1,500	.00	.00	.00	1,500.00	.0%
10210060 411100	CORPORATION COUNSE	-200,269	-200,269	-200,269.00	.00	.00	.00	100.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL NO PROJECT	-4,500	-4,500	-178,681.42	7,622.50	.00	174,181.42	3970.7%
<b>10003 STATE CHILD SUPPORT</b>							
10210051 435600 10003 CORP COUNSEL	-9,000	-9,000	.00	.00	.00	-9,000.00	.0%*
10210051 511000 10003 CORP COUNSEL	9,509	9,509	3,060.64	1,219.18	.00	6,448.36	32.2%
2024/03/000008 03/08/2024 PRJ	711.19	REF PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036 03/22/2024 PRJ	507.99	REF PAYROL			WARRANT=240322	RUN=2 GENERAL	
10210051 520000 10003 CORP COUNSEL	3,991	3,991	1,311.59	522.21	.00	2,679.41	32.9%
2024/03/000008 03/08/2024 PRJ	304.65	REF PAYROL			WARRANT=240308	RUN=2 GENERAL	
2024/03/000036 03/22/2024 PRJ	217.56	REF PAYROL			WARRANT=240322	RUN=2 GENERAL	
TOTAL STATE CHILD SUPPORT	4,500	4,500	4,372.23	1,741.39	.00	127.77	97.2%
TOTAL DIVISION	0	0	-174,309.19	9,363.89	.00	174,309.19	100.0%
<b>4508 JUVENILE</b>							
<b>13573 TPR ADOPTION SERVICES</b>							
10210854 435600 13573 TPR GRANT REV	0	0	-173.00	.00	.00	173.00	100.0%
10210854 511000 13573 TPR WAGES	0	0	1,333.50	.00	.00	-1,333.50	100.0%*
10210854 520000 13573 TPR BENEFITS	0	0	572.09	.00	.00	-572.09	100.0%*
TOTAL TPR ADOPTION SERVICES	0	0	1,732.59	.00	.00	-1,732.59	100.0%
TOTAL JUVENILE	0	0	1,732.59	.00	.00	-1,732.59	100.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4545 FOSTER PARENT TRAINING							
10397 CHIPS LEGAL SERVICE 4E							
10214554 435600 10397 CHIPS REV	0	0	-865.06	-542.66	.00	865.06	100.0%
2024/03/000004 03/05/2024 CRP	-542.66	REF TR			NON-DEPARTMENTAL		
10214554 511000 10397 WAGES-CHIPS L	0	0	3,467.00	1,600.17	.00	-3,467.00	100.0%*
2024/03/000008 03/08/2024 PRJ	241.30	REF PAYROL			WARRANT=240308 RUN=2 GENERAL		
2024/03/000036 03/22/2024 PRJ	1,358.87	REF PAYROL			WARRANT=240322 RUN=2 GENERAL		
10214554 520000 10397 FRINGE-CHIPS	0	0	1,485.18	685.33	.00	-1,485.18	100.0%*
2024/03/000008 03/08/2024 PRJ	103.36	REF PAYROL			WARRANT=240308 RUN=2 GENERAL		
2024/03/000036 03/22/2024 PRJ	581.97	REF PAYROL			WARRANT=240322 RUN=2 GENERAL		
TOTAL CHIPS LEGAL SERVICE 4E	0	0	4,087.12	1,742.84	.00	-4,087.12	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	4,087.12	1,742.84	.00	-4,087.12	100.0%
TOTAL CORPORATION COUNSEL	0	0	-168,489.48	11,106.73	.00	168,489.48	100.0%
TOTAL REVENUES	-209,269	-209,269	-201,307.06	-542.66	.00	-7,961.94	
TOTAL EXPENSES	209,269	209,269	32,817.58	11,649.39	.00	176,451.42	
GRAND TOTAL	0	0	-168,489.48	11,106.73	.00	168,489.48	100.0%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

			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		148,682	148,682	31,159.72	11,330.81	.00	117,522.28	21.0%
2024/03/000008	03/08/2024 PRJ	5,665.41	REF	PAYROL			WARRANT=240308	RUN=2	GENERAL
2024/03/000036	03/22/2024 PRJ	5,665.40	REF	PAYROL			WARRANT=240322	RUN=2	GENERAL
10200051 520000	ADMIN EMPLOYEE BEN		63,989	63,989	14,771.41	5,061.21	.00	49,217.59	23.1%
2024/03/000008	03/08/2024 PRJ	2,529.95	REF	PAYROL			WARRANT=240308	RUN=2	GENERAL
2024/03/000036	03/22/2024 PRJ	2,531.26	REF	PAYROL			WARRANT=240322	RUN=2	GENERAL
10200051 531020	ADMIN LEGAL SERVIC		5,000	5,000	32.55	.00	.00	4,967.45	.7%
10200051 531190	ADMIN INHOUSE TRAI		2,000	2,000	.00	.00	.00	2,000.00	.0%
10200051 552001	ADMIN TELEPHONE		900	900	48.25	.00	.00	851.75	5.4%
10200051 553000	ADMIN ADVERTISING		3,000	3,000	.00	.00	.00	3,000.00	.0%
10200051 554001	PRINTING ALLOCATIO		3,000	3,000	82.10	.00	.00	2,917.90	2.7%
10200051 555000	ADMIN TRAVEL TRAIN		4,000	4,000	885.28	.00	.00	3,114.72	22.1%
10200051 560000	ADMIN SUPPLIES		1,000	1,000	8,215.99	11.99	.00	-7,215.99	821.6%*
2024/03/000041	03/21/2024 API	11.99	VND	999658 VCH359973	KRAUSE, CHARLOTTE		REIMBURSE SUPPLIES		13744
10200051 561101	ADMIN POSTAGE		300	300	9.67	.00	.00	290.33	3.2%
10200051 571000	COUNTY WIDE SAFETY		3,000	3,000	.00	.00	.00	3,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

JOURNAL DETAIL 2024 3 TO 2024 3

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10200060 411100 ADMINISTRATION TAX	-234,871	-234,871	-234,871.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-179,666.03	16,404.01	.00	179,666.03	100.0%
TOTAL ADMINISTRATIVE PERSONNEL	0	0	-179,666.03	16,404.01	.00	179,666.03	100.0%
TOTAL REVENUES	-234,871	-234,871	-234,871.00	.00	.00	.00	
TOTAL EXPENSES	234,871	234,871	55,204.97	16,404.01	.00	179,666.03	
GRAND TOTAL	0	0	-179,666.03	16,404.01	.00	179,666.03	100.0%

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Lincoln County Employee Timesheet

Name:

John Olson Jr

Employee Number:

795

Representative Status:

Nonrepresented

FLSA Status:

Exempt

Department:

VETERANS SERVICE

Pay Period:

From:

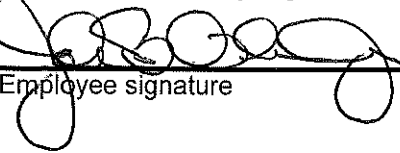
2/19/2024

To:

3/3/2024

2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3		FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
9	9.5	9	9.5	8	5			9.5	9	9.5	7			85	Regular: Veterans	
							8							8	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	9.5	9	9.5	8	5	0	8	9.5	9	9.5	7	0	0	93	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

Lincoln County Employee Timesheet

Name: John Olson Jr

Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt

Department: VETERANS SERVICE

Pay Period:

From: 3/4/2024

To: 3/17/2024

3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
9	8.5	9	8.5	6.5	5		8.5	9.5	9	8	8			89.5	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	8.5	9	8.5	6.5	5	0	8.5	9.5	9	8	8	0	0	89.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:


APPROVED BY:

Time summary Pay period: B: 2/19/2024 - 3/17/2024

	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
SPOEHR, TRAVIS L (442)	171	0	0	4.5	0	0	0	175.5

100 (FT SALARY)	171
300 (VACATION)	4.5

Date	In	Out	Pay code	Time log	Daily total	Weekly total	Total time	Amount	Comment	Employee app	Supervisor approval
Mon, 2/19/2024	08:00	21:00	100 (FT SALARY)	13	13	13	13	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Tue, 2/20/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	21.5	21.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Wed, 2/21/2024	08:00	16:00	100 (FT SALARY)	8	8	29.5	29.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Thu, 2/22/2024	08:00	19:00	100 (FT SALARY)	11	11	40.5	40.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Fri, 2/23/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	49	49	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
				49			49				
Mon, 2/26/2024	08:00	16:00	100 (FT SALARY)	8	8	8	57	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Tue, 2/27/2024	08:00	16:00	100 (FT SALARY)	8	8	16	65	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Wed, 2/28/2024	08:00	16:00	100 (FT SALARY)	8	8	24	73	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Thu, 2/29/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	32.5	81.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
Fri, 3/1/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	41	90	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/04/2024 10:17
				41			41				
Mon, 3/4/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	8.5	98.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Tue, 3/5/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	17	107	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Wed, 3/6/2024	08:00	17:30	100 (FT SALARY)	9.5	9.5	26.5	116.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Thu, 3/7/2024	08:00	16:00	100 (FT SALARY)	8	8	34.5	124.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Fri, 3/8/2024	08:00	16:00	100 (FT SALARY)	8	8	42.5	132.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
				42.5			42.5				
Mon, 3/11/2024	08:00	16:00	100 (FT SALARY)	8	8	8	140.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Tue, 3/12/2024	05:30	16:00	100 (FT SALARY)	10.5	10.5	18.5	151	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Wed, 3/13/2024	08:00	16:00	100 (FT SALARY)	8	8	26.5	159	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Thu, 3/14/2024	07:45	16:15	100 (FT SALARY)	8.5	8.5	35	167.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Fri, 3/15/2024	08:00	11:30	100 (FT SALARY)	3.5	3.5	38.5	171	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
Fri, 3/15/2024	11:30	16:00	300 (VACATION)	4.5	8	43	175.5	0		SPOEHR, TRA	SPOEHR, TRAVIS L (442) (TLS) 03/18/2024 10:40
				43			43				

Employee Signature: 

Committee Approval: \_\_\_\_\_

# Lincoln County Employee Timesheet

Name: Karry Johnson  
 Employee Number: 760  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

Department: Corporation Counsel

Pay Period:

From: 2/19/2024

To: 3/3/2024

2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3	Hours	Pay Category	FMLA hours	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun				
13	9	7.25	4.5	8			4	2.5	3	5	6.25			62.5	Regular: Corp Counsel		10210051.511000
0.5			0.5				0.75	2.75	5	4	0.5			14	Regular: Child Support		10210051.511000.10003
			0.5				3.25	0.25	0.75					4.75	Regular: CHIPS Legal Service 4E		10214554.511000.10397
														0	Vacation:		
														0	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
13.5	9	7.25	5.5	8	0	0	8	5.5	8.75	9	6.75	0	0	81.25	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

## GRANT ALLOWABLE EXPENDITURES

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

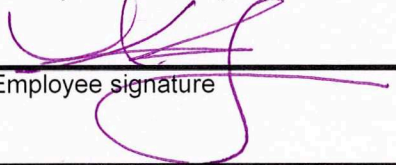
COMPLETED BY:

APPROVED BY:

# Lincoln County Employee Timesheet

<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> 3/4/2024													
				<b>To:</b> 3/17/2024													
3/4	3/5	3/6	3/7	3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17				
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA hours	
7	8.5	10	2.75	7			6.5	3	3.5	2.25	1.75		0.25	52.5	Regular: Corp Counsel		10210051.511000
0.5	0.5			0.5			0.5		2.25	1.75	0.75		3.25	10	Regular: Child Support		10210051.511000.10003
1.5			2	0.5			1.75	5	3	7.5	5.5			26.75	Regular: CHIPS Legal Service 4E		10214554.511000.10397
														0	Vacation:		
														0	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
9	9	10	4.75	8	0	0	8.75	8	8.75	11.5	8	0	3.5	89.25	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.



\_\_\_\_\_  
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: \_\_\_\_\_

Time summary

Pay period: B: 2/19/2024 - 3/3/2024

	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
KRUEGER, RENEE L (561)	90	0	0	0	0	0	0	90

100 (FT SALARY)	90
-----------------	----

Date	In	Out	Pay code	Time logged	Daily total	Weekly total	Total time	Amount	Comment	Employee approval	Supervisor approval
Mon, 2/19/2024	08:00	22:00	100 (FT SALARY)	14	14	14	14	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Tue, 2/20/2024	08:00	15:00	100 (FT SALARY)	7	7	21	21	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Wed, 2/21/2024	08:00	16:00	100 (FT SALARY)	8	8	29	29	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Thu, 2/22/2024	08:00	18:30	100 (FT SALARY)	10.5	10.5	39.5	39.5	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Fri, 2/23/2024	08:00	16:00	100 (FT SALARY)	8	8	47.5	47.5	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
				47.5	47.5						
Mon, 2/26/2024	08:00	15:00	100 (FT SALARY)	7	7	7	54.5	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Tue, 2/27/2024	08:00	18:30	100 (FT SALARY)	10.5	10.5	17.5	65	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Wed, 2/28/2024	08:00	17:00	100 (FT SALARY)	9	9	26.5	74	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Thu, 2/29/2024	08:00	16:00	100 (FT SALARY)	8	8	34.5	82	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
Fri, 3/1/2024	08:00	16:00	100 (FT SALARY)	8	8	42.5	90	0		KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:34	KRUEGER, RENEE L (561) (rlk) 03/04/2024 12:42
				42.5	42.5						

Renee Krueger 03.04.24  
Employee Signature

\_\_\_\_\_  
Chair Signature



# Time summary

Pay period: B: 3/4/2024 - 3/17/2024

	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
KRUEGER, RENEE L (561)	81	0	0	0	0	0	0	81

100 (FT SALARY)	81
-----------------	----

Date	In	Out	Pay code	Time logged	Daily total	Weekly total	Total time	Amount	Comment	Employee approval	Supervisor approval
Mon, 3/4/2024	08:00	16:00	100 (FT SALARY)	8	8	8	8	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Tue, 3/5/2024	08:00	16:00	100 (FT SALARY)	8	8	16	16	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Wed, 3/6/2024	08:00	18:00	100 (FT SALARY)	10	10	26	26	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Thu, 3/7/2024	08:00	14:00	100 (FT SALARY)	6	6	32	32	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Fri, 3/8/2024	08:00	12:00	100 (FT SALARY)	4	4	36	36	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
				36	36						
Mon, 3/11/2024	08:00	17:00	100 (FT SALARY)	9	9	9	45	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Tue, 3/12/2024	08:00	16:00	100 (FT SALARY)	8	8	17	53	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Wed, 3/13/2024	08:00	19:00	100 (FT SALARY)	11	11	28	64	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Thu, 3/14/2024	08:00	17:00	100 (FT SALARY)	9	9	37	73	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
Fri, 3/15/2024	08:00	16:00	100 (FT SALARY)	8	8	45	81	0		KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:49	KRUEGER, RENEE L (561) (rlk) 03/18/2024 10:51
				45	45						

Renee Krueger

Employee Signature

Oversight Chair Signature

Date \_\_\_\_\_





## Lincoln County 4-H



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

715-539-1074



Lincoln C

### **Program Focus:**

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. This hands-on process allows youth to understand not only how to do something but also why they are doing it. 4-H Projects are specific areas of interest for 4-H members and volunteers. Projects cover a wide variety of topics from animals, science, arts, and beyond. **There are approximately 136 project areas to choose from. According to the 2023 Wisconsin 4-H Impact Report.** The top 10 projects in the state are: Art, Photography, Cloverbuds (K-2 exploration). Foods and Nutrition. Woodworking, Swine, Poultry, Drawing and Painting, Beef, a4-H involves youth in **project-based edu** project learning, youth can explore their inter master new skills. 4-H projects are meant create a memorable learning experience. S the early 1900s, youth have learned

### **Program Update:**

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.

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- 
- UW-MADISON EXTENSION
- Our enrollment continues to grow **more volunteers finishing training** members, **48 approved volunteers**, and **31** **ings**. More 4-H interest is generated every month.
  - 4-H Summer camp is a large undertaking, which is why it is nice to plan this collaboratively with Marathon and Wood County 4-H. **Camp counselor and junior director training continues monthly through June to prepare for camp. Youth leaders help design what the camp experience will look like in 2024.**
  - The Discover Wisconsin travel experience, which is heading to Northwestern WI this year in July, was open for enrollment and filled during March. This travel experience idea started in Lincoln County 2 years ago, and includes 5 counties: Lincoln, Langlade, Marathon, Shawano, and Wood. This 6-8<sup>th</sup> grade opportunity is a fun way for students to experience Wisconsin's rich culture, history, and agriculture as we travel. **Youth will gain the invaluable experience of travel, foster independence, grow their leadership development skills all the while making new friends from 4 other counties.** As educators, besides planning it, we look for financial resources to help fund this opportunity to lower the cost for families to participate.
  - On April 6<sup>th</sup>, 4-H youth and approved volunteers from Lincoln, Langlade, Marathon, and Wood counties, will be traveling South to the **UW-Madison Science Expedition**. It is a fun experience where campus opens up to provide fun, family-friendly, interactive, science and art activities. We also will take a tour of the UW-Madison Arboretum and Farm. The experience would not be complete without enjoying a little ice cream from Babcock Hall. **1/3 of the participants on this trip will be from Lincoln County.**
  - Upcoming will be **YQCA (Youth for the Quality and Care of Animals) trainings**. I have to take a course each year to offer the program to all youth who plan to show animals at the fair.

Respectfully,  
Melissa

## Wisconsin 4-H Vision

***“A world in which youth and adults learn, grow, and work together as catalysts for positive change”***

Source: Division of Extension, UW Madison 4-H Website

**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)

(715) 539-1077



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

**Program Focus:**

FoodWise,  
Extension's nutrition

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 collaborates with community partners to "help make the healthy choice, the easy choice."

University of Wisconsin-  
education program is a

**Program Administrator's Key Efforts:**

**Build support through collaboration for community-based food/nutrition and food security programs** for SNAP-eligible (limited-income) populations, including Head Start

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 February and March Efforts:***

- FoodWise Statewide monthly Administrator/Coordinator meetings
- FoodWise Statewide monthly All-Staff meetings
- New FoodWise Administrator Onboarding – ongoing 4 hours/month
- FoodWise monthly fiscal and effort reporting
- Onboarding our new Lincoln/Taylor County Nutrition Educator- Shara
- Planning and facilitation of Area 3 and 4 FoodWise Educator meetings/trainings
- **Began the 3-year strategic plan for FY25-27 which is guided by overarching SNAP-Ed goals & objectives as well as those of the statewide FoodWise program**
  - Completed the required community assessment
  - County 3 year action plan draft submitted
  - Currently drafting the Plan of Work for FY25 which includes -Project description, planned interventions, evaluation, coordination & collaboration and annual budget
- Food Pantry Network - **planning and facilitation of quarterly meetings and pantry tours**
- **StockBox Administration at both Merrill and Tomahawk sites-** A Stockbox is a box of healthy foods that in partnership with Hunger Task Force is available to low- income seniors free of charge. Each box contains nutritious items such as rice, cereal, juice, beef stew, cheese, pasta and vegetables. We are looking for partners to aid in administration as well as other additional sites for distribution.
- Partner connections-see below

***Educator February and March Efforts:***

**Meetings**

- Together with the Lincoln County Health Department, **visits were made to four Lincoln County Food Pantries for introductions, walk-through, informal assessment and relationship building.**
- Food Pantry Group Meeting in Antigo. Second meeting of area county food pantry directors/workers for best practices, idea sharing, and community support.

### Events

- **Began teaching nutrition education sessions to the 3 and 4 year olds in Head Start at Pine River School for Young Learners.**
- **Organized the Feb. and March Stockbox distribution of free food from the Hunger Task Force of Milwaukee for ~ 50 seniors in Merrill and ~20 seniors in Tomahawk at the MEC.**

### Training

- UW-Madison Extension-Foundations in Extension Education training.
  - In-person training in Madison and biweekly on-line training that prepares educators for their roles in the community and introduces them to resources and colleagues throughout the state.
- University of MN Extension Systems Approaches for Healthy Communities
  - Online course that details the framework for healthy communities and how a systems approach can be used.
- **Completed USDA's SNAP-Ed Around the Table Curriculum training** that concentrates on trauma-sensitive facilitation while integrating social emotional learning as one builds food, nutrition, and cooking literacy.

### Partner Connections

- ADRC of Central WI
- Merrill Enrichment Center
- Lincoln County Health Department
- Healthy Lifestyles Coalition of Live Well Lincoln
- Aspirus
- Tomahawk Senior Congregate Meal Site and StockBox Manager
- Kinship of Tomahawk
- Prairie River School for Young Learners - Head Start
- Haven
- Hunger Task Force of Milwaukee
- Community Food Pantry of Merrill
- Merrill Area Schools
- Church Mutual

***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  
VETERANS SERVICES**  
JOHN B OLSON - CVSO  
801 North Sales Street, Suite 104· Merrill, WI 54452  
Tel. (715) 539-1083

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VETERANS SERVICE OFFICE REPORT FOR MARCH 2024

**ADMINISTRATIVE & LEGISLATIVE Date:** 04/03/2024

**Office Activity**

460 Veteran Interactions *(Phone calls, appointments, walk-ins, faxes, electronic communications, home visits)*  
10 Intent to File *(Marks the effective date of a claim while we assist the veteran with gathering evidence)* 4  
Appeals *(Supplemental Claim, Higher Level Review, Board of Veterans Appeals)*  
11 Disability Claims *(Compensation for service-connected disabilities)*  
0 Pensions *(Non-service connected pension for low income, wartime veterans)*  
1 Survivor Benefits *(Dependency and Indemnity Compensation, Survivor Pension)*  
10 Healthcare Enrollments *(VA health care, CHAMPVA)*  
8 Burial Benefits *(Funeral and plot allowance, burial 17ag, VA grave marker, presidential memorial certificate)*  
0 Life Insurance *(Application, claims)*  
0 Education Benefits *(Post 9/11 GI Bill, Dependent Education Assistance, Wisconsin GI Bill)*  
0 Retired Military Forms *(Survivor Benefit Plan, unpaid pay and allowances)*  
14 Wisconsin Property Tax Credit Application  
1 Wisconsin Driver's License Veteran Identifier  
77 Total Federal Forms Completed  
16 Total State Forms Completed

2

\$ 228.37

Grants Given to Veterans in Need

**Office Calendar**

14-Mar CVSO VISIT TO TOMAHAWK

19-Mar COUNTY VETERANS SERVICE COMMISSION MEETING

26-Mar CVSO VISIT TO TOMAHAWK

APRIL

7-Apr SPRING COUNTY VETERANS COUNCIL- CVSO TO ATTEND

15-Apr THRU 19 APRIL WIS CVSO ASSOCIATION CONFERENCE - GREEN BAY

**Office Updates**

1. CVSO ON LEAVE- 1 APRIL TO 4 APRIL
2. OFFICE WILL BE CLOSED APRIL 15- 19 (PRESS RELEASE SENT 03/28/2024)

**LINCOLN COUNTY VISION STATEMENT:**

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.

# Veterans Service Office Year-to-Date Report for 2024

Office Activity	January	February	March	April	May	June	July	August	September	October	November	December	Y-T-D	Monthly Average
Phone Calls In/Out	157	246	225	0	0	0	0	0	0	0	0	0	628	209
Mail Received/Sent	38	40	27	0	0	0	0	0	0	0	0	0	105	35
Faxes	23	39	43	0	0	0	0	0	0	0	0	0	105	35
Appointments	19	33	34	0	0	0	0	0	0	0	0		86	29
Walk-ins	55	56	60	0	0	0	0	0	0	0	0		171	57
Electronic Comm	46	63	70	0	0	0	0	0	0	0	0		179	60
Direct Uploads	0	0	20	0	0	0	0	0	0	0	0		20	20
Home Visits	0	0	1	0	0	0	0	0	0	0	0	0	1	0 *
Outreach Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0 *
<b>Total</b>	<b>338</b>	<b>477</b>	<b>480</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1295</b>	<b>432</b>
<b>Vital Records</b>														
Recorded	0	4	0	0	0	0	0	0	0	0	0		4	1 *
Requested	16	34	33	0	0	0	0	0	0	0	0		83	28
<b>Total</b>	<b>16</b>	<b>38</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87</b>	<b>29</b>
<b>VSC Grants</b>														
Approved	0	0	2	0	0	0	0	0	0	0	0	0	2	1 *
Amount	\$0.00	\$0.00	\$228.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.37	\$ 57.09 *
<b>Transportation</b>														
DAV Transports	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
<b>Miscellaneous</b>														
Letters	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Income Verification	0	0	3	0	0	0	0	0	0	0	0	0	3	1 *
Veterans Preference	0	0	0	0	0	0	0	0	0	0	0	0	0	0 *
Documents Notarized	0	0	0	0	0	0	0	0	0	0	0	0	0	0 *
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Forms</b>														
Federal	34	21	77	0	0	0	0	0	0	0	0	0	132	44
State	12	7	16	0	0	0	0	0	0	0	0	0	35	12
<b>Total</b>	<b>46</b>	<b>28</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>167</b>	<b>56</b>





**LINCOLN COUNTY  
INFORMATION TECHNOLOGY**

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

Administrative & Legislative Committee Meeting – April 3, 2024

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Activity & Statistics Reporting Period: 2/29/2024 to 3/25/2024

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

- ✓ Completed migration with Badger TraCS (Traffic and Criminal Software) and the Sheriff's Office to move the TraCS internal database server to Badger TraCS private cloud.
- ✓ Completed upgrade of jail camera surveillance server and client software to latest available version.
- ✓ Successful deployment of 34 Chromebooks for the ADRC-CW's employees. They have decided to go with this low cost option for the majority of their remote work given almost all of their files and folders have been successfully migrated to Google Drive (cloud).
- ✓ Completed a set of dynamic forms for the ADRC-CW's class registrations with Google Forms, App Script (also native to Google Workspace), and some additional add-ons the ADRC has employed as tools for us and their employees to work with, i.e. Form Ranger.
- ✓ WICAMS ID policy and procedure has been approved. We will begin instituting the new procedures and issuing new official picture identification cards to all current employees and partner agencies in a phased approach and then as part of our regular onboarding processes.
- ✓ Security awareness training was distributed to all employees and elected officials with a County email address. As of the report date, 70.4% have completed the training with one week of four total remaining in the campaign.
- ✓ We have expanded upon automating and prioritizing relevant notifications pertinent to technology systems security and availability using email tags, business rules in the Help Desk system, and filtering and forwarding rules in Gmail. Work will continue to further expand and refine rules and workflows.

The Information Technology department continues to work on the following in addition to our regular preventative maintenance and daily break/fix work:

- Discussion and action on a new DotGov domain is listed as a separate agenda item this month.
- Working with Highway, Solid Waste, and Finance to upgrade the scale software. To include centralizing the databases in a server/client configuration and eliminate some of the extra hoops we jump through currently to back the data up for records retention and disaster recovery efforts.
- Have begun to work with other Lincoln County departments in conjunction with Care & Rehab to successfully transition technology and other resources to their organization related to the sale of Pine Crest Nursing Home.
- Continued discussions with vendor partners on cost-effective and CJIS compliant options to encrypt data between the Sheriff's Office and the Service Center that meet Federal Information Processing Standards (FIPS) 140-2. Wisconsin Dept. of Justice has allowed us up until end of year 2024 to complete.
- Moving ahead with CivicClerk agenda management from CivicPlus as approved at the March 19, 2024 County Board Meeting. See this month's budget modification agenda item to fund implementation from the 2024 IT budget with no additional tax levy in order to get started immediately.

**LINCOLN COUNTY VISION STATEMENT:**

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.



## LINCOLN COUNTY INFORMATION TECHNOLOGY

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

Administrative & Legislative Committee Meeting – April 3, 2024

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- Continued work on some residuals from the camera system software upgrade in conjunction with the third party integration vendor. Also investigating costs to renew that support and maintenance contract expiring July 31, 2024.
- Continue work on 2024 workstation replacements and deployments.
- Continued work on planning and preparation for Next Generation 911 (NG911) emergency services and features.
  - Automatic location information has been provided and is in process of being updated by Norm Bushor, GIS Administrator. This amongst a number of other data-intensive tasks to adhere to the NG911 standards for the mapping data.
  - Project kickoff meeting is scheduled with AT&T.
- Continued assistance as needed for the branding and marketing efforts. Primary efforts in the reporting period have been focused on the now approved marketing plan by Midwest Communications (MWC). Expectations are that these efforts will lead to improvements and both higher and better engagement on the County website and Facebook page for residents and visitors alike.
- Continued assistance to the Broadband Commission.
  - BEAD plan expected to be approved and submitted at the April 4th commission meeting.
  - Upcoming BEAD regional workshops in the area hosted by UW Extension.
  - Many thanks to all in Lincoln County who took to the time to run the Broadband speed tests!
    - Completed speed tests have exceeded 13% of Lincoln County households. This is one of the highest rates in the State. This information was critical to the rapid design study that will be included in the BEAD plan to be submitted for funding.
    - This data will also be paramount to successfully challenging BEAD non-coverage areas that providers may have indicated are already served but truly are not.
- Testing continues on Munis modules with the Finance Department and key stakeholders.
  - Finance and IT have utilized PACE training days and Tyler Technologies support to make recent strides.
  - System Settings & Tyler Deploy
    - Working on integrating single-sign-on for the modules. County employees then only need to remember a single username and password that matches their computer and Google logons.
    - Successfully upgrade Enterprise ERP to version 2021.12.351 and Time & Attendance to version 2023.2.2.2
  - Time & Attendance. Live testing has been extended to a number of other departments.
    - All pay codes working as expected for the IT dept. One of the more complicated sets of pay codes with on-call after-hours support considerations.
  - Employee self-service (ESS).
    - Digital images of both remittance advice for direct deposits and W2 information are now available within this system using the Enterprise Forms and Content Manager modules.
  - Advanced Scheduler.
    - Training sessions postponed as we continue to make progress on the other modules.

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Administrative & Legislative Committee Meeting – April 3, 2024

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- Tyler Content Manager and Enterprise Forms: More training is expected to be scheduled.
- Continue on initial steps researching how best to organize IT documentation into an SOP manual.
  - Have tested a “portal of portals” using the existing Help Desk system.
  - Goal remains to leverage current systems to provide self-help and/or technology and other “at your own pace” training opportunities for all employees, especially new hires.
- Regarding website content management and upgrade to Drupal 10: We have completed the kick off meeting and received training materials to distribute to users. CivicPlus continues to work on the migration and upgrade in the background.
- Have begun to collect and assemble costs and details related to Lincoln County’s phone systems and lines.

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

- ❖ Discussions with Land Services and Emergency Management on options for a new wide format printer a.k.a. a plotter.
- ❖ Given consideration for applying multi-factor authentication to all systems that are capable to bolster security.
- ❖ Have begun to do some initial research on new backup and disaster recovery systems. Current system is not end of support or expected lifecycle, but the complexities of new feature sets and options are many.
- ❖ Additional work on plans and policy.
  - Backup and Disaster Recovery Plan
  - Continuity of Operations/Continuity of Government Plans
  - IT Policy refinement and new considerations, i.e. artificial intelligence.
- ❖ Looking into additional cybersecurity tools from the Cyber Infrastructure and Security Agency (CISA), Dept. of Homeland Security and WI Emergency Management. I.e. web application scanning, additional email security filtering, Albert security sensors, training regimens, workshops, and tabletop exercises. Some free and some pay for. As noted in the past, the County IT dept. currently uses a number of free tools and the County is registered as an MS-ISAC member with access to CISA’s security operations center (SOC) and cyber incident response team (CIRT) at no charge if and when needed.

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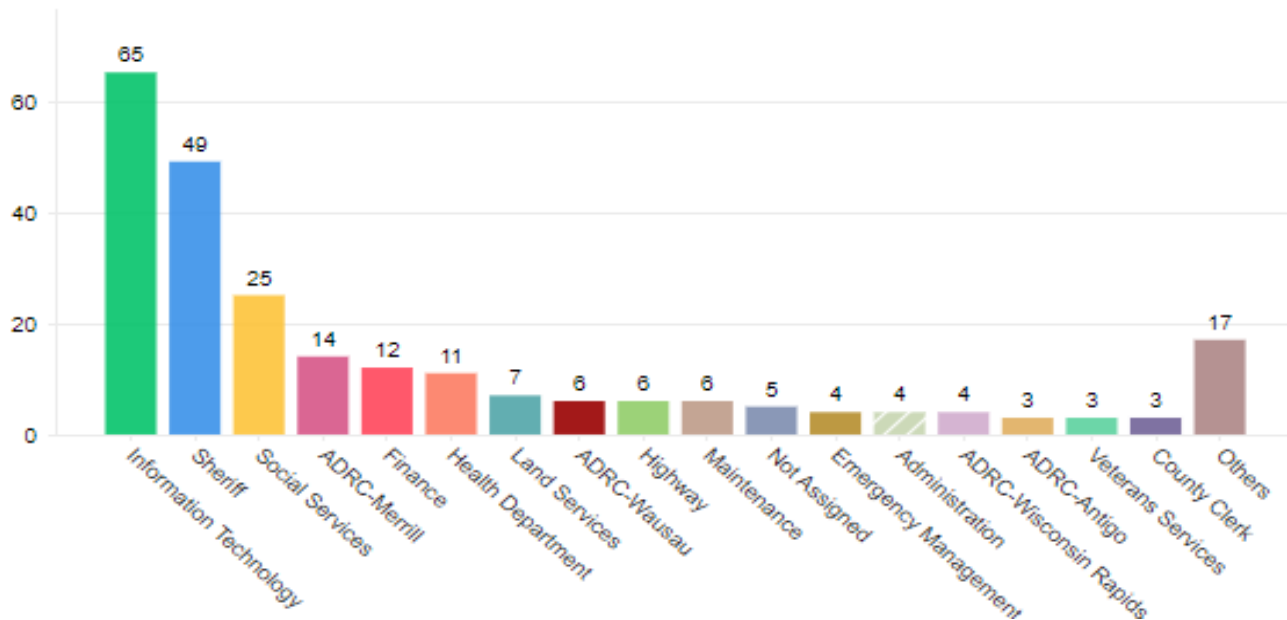
**LINCOLN COUNTY  
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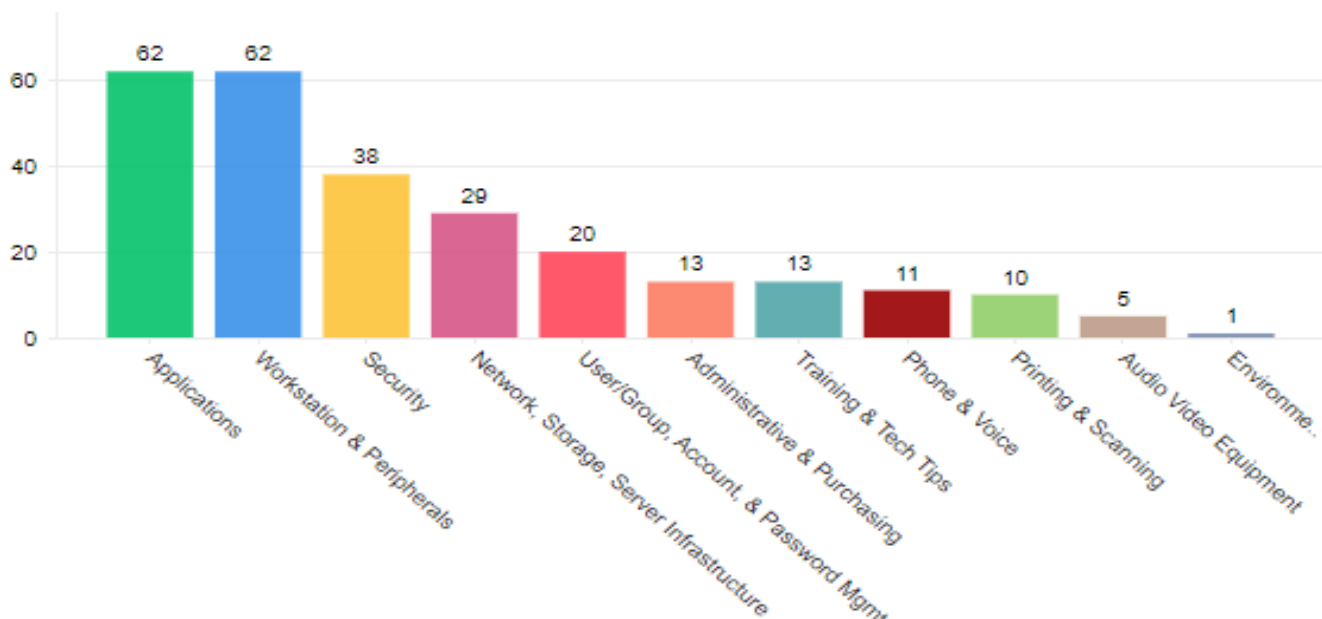
Administrative & Legislative Committee Meeting – April 3, 2024

Five (4) after-hours calls received this reporting period and 9 total in 2024. Historical average of 6 per month.

244 requests received in the reporting period and 803 requests received year to date:



264 requests completed in the reporting period and 747 requests completed year to date.



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# LINCOLN COUNTY INFORMATION TECHNOLOGY

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

## Administrative & Legislative Committee Meeting – April 3, 2024

Website statistics from Google Analytics for the reporting period:

Page title and screen class	Views	Users	Views per user	Average engagement time	Event count
	44,180 100% of total	10,758 100% of total	4.11 Avg 0%	1m 22s Avg 0%	170,098 100% of total
1 Home Page   Lincoln County, Wisconsin	3,823	1,863	2.05	29s	15,073
2 (not set)	3,028	101	29.98	8m 41s	3,232
3 GIS Mapping   Lincoln County, Wisconsin	2,130	1,208	1.76	14s	8,941
4 Jail   Lincoln County, Wisconsin	1,939	901	2.15	22s	10,315
5 Search   Lincoln County, Wisconsin	1,668	645	2.59	1m 00s	5,477
6 Property Tax Records   Lincoln County, Wisconsin	1,423	879	1.62	14s	6,796
7 Meetings   Lincoln County, Wisconsin	1,198	343	3.49	2m 01s	6,577
8 Career Opportunities   Lincoln County, Wisconsin	1,098	462	2.38	49s	4,720
9 Real Estate and Tax Data Search   Lincoln County, Wisconsin	942	546	1.73	18s	3,600
10 Sheriff's Office   Lincoln County, Wisconsin	771	469	1.64	28s	3,034

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Website statistics from Google Analytics year to date:

Page title and screen class	Views	Users	Views per user	Average engagement time	Event count
	129,948 100% of total	31,505 100% of total	4.12 Avg 0%	1m 23s Avg 0%	522,833 100% of total
1 Home Page   Lincoln County, Wisconsin	12,792	5,366	2.38	32s	50,293
2 GIS Mapping   Lincoln County, Wisconsin	6,734	3,298	2.04	17s	28,202
3 Jail   Lincoln County, Wisconsin	6,156	2,630	2.34	25s	32,624
4 Search   Lincoln County, Wisconsin	4,713	2,012	2.34	55s	15,571
5 Meetings   Lincoln County, Wisconsin	4,498	1,073	4.19	2m 19s	24,833
6 Property Tax Records   Lincoln County, Wisconsin	4,495	2,563	1.75	14s	21,827
7 Career Opportunities   Lincoln County, Wisconsin	3,281	1,499	2.19	41s	14,465
8 (not set)	3,028	101	29.98	8m 41s	3,232
9 Real Estate and Tax Data Search   Lincoln County, Wisconsin	2,827	1,554	1.82	20s	10,788
10 Sheriff's Office   Lincoln County, Wisconsin	2,356	1,378	1.71	30s	9,335

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# 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 02/26/24 – 03/24/24

Department/Committee	Hours	Subject Matter
A&L	7.0	Prepare reports for committee; Review packet/Attend meeting;
Admin	30.25	WCA meetings; Rev legislative updates; Dept head meetings; Wis Legis Notif;; Caselaw Express; Personnel issues/policy; ORRs; Writ of Habeas Corpus/response
Child Support	41.25	Case prep and attend hearings; pleading review/approval; Filings on individual cases; Research; Post-dispo/appeal work;
Clerk of Courts	2.5	Confid/Participant/CS Question; Prep/file answer 24CV34
County Board	12.5	Rev/attend meeting; Municode updates; Other resolutions/ords; Opioid updates; Meetings/discussions w/ supervisors; Litigation matters; NOC/Rev stats
County Clerk		
Emergency Management	1.0	WICAM/edit; NCWRPC/EM K – disc/rev
Finance	.25	Aspirus/Amb K Q
Forestry	16.0	Tax deed sales/Qs; Ch 16 & 19 Ords; Eviction; Hydro/Geology Study/K; Merrill to Wausau Trail, MOU;
Health	1.25	Contract, credible minds; vehicle bid/rfp
Hwy	12.75	Agenda language/permit request; minutes draft/review; permit; closed session language;
IT		
Land Services	5.25	Compliance/Zoning matters; Certiorari; Shoreland Zoning; USDA NRCS MOA/Rev
Law Enforcement/EMS/Judicial	2.25	Meet w/ Coroner re: ord/fees revision, TPD matter
Pine Crest/LI/NCHC		Disc re: NOC for NCHC cc: counties
Probate/Courts	.25	FCC Ins Cert; Participant Protection/email
Public Property		
Register of Deeds		
Sheriff	2.0	Citations; ORRs; Disc re: depo of deputy;
Social Services	33.50	GN & TPR matters, ORR & disco responses; CAN/DHA appeals; summary judgment brief/motions/affidavits for TPRs; Rev subpoenas
Solid Waste		
Treasurer	.75	Opioid deposits/emails
UW Ext		
Veterans Service		
Totals	168.75	
Court – prep/attend - <b>included</b> in Totals	39.0	(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**  
*April 3, 2024*

**Administration:**

- I had the opportunity to participate in the First Annual Lincoln County Economic Summit and presented as a key note speaker regarding the State of Lincoln County. I received positive feedback from participants who appreciated learning about how the county operates, how it is funded, and why the marketing is important to increasing operational revenues.
- We also participated in the Career Fair held after the Summit. As a result, we have now created a QR code that links to our career opportunities page, which has resulted in a number of visits already. We continue to work closely with department heads regarding recruitment. We have seen an increase in applications for recent postings.
- We had our year end meeting with M3. We also reviewed the first two months of 2025, which has had an unusual amount of claims and will need to closely monitor to determine if any changes will be necessary.
- *Uniquely WI* has finished the draft of the first story, are scheduled to start filming the second story in June and the third in fall. We also will begin working on the podcast in the near future.
- The Pine Crest transition teams have begun meeting and have a number of items that will require some time to work through, many of them related to IT services.
- There has been an increase in the number of residents seemingly “hanging out” in the Service Center and Health and Human Services Building. It is a good reminder that we are available as a warming/cooling center during business hours and that residents can use our buildings to access internet if needed. However, this is only available during business hours and in lobby areas. Conference rooms and break rooms are not “open” for public use. Also, there must not interfere with services to others.
- Lincoln County hosted the March North Central Wisconsin Tourism Partnership (previously known as ITBEC) meeting.

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



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

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

**Open Positions Updates:**

- Public Health Nurse
- Economic Support Specialist
- Health Aide
- Mechanic
- Circuit Court Bailiff
- Correctional Officer
- 911 Telecommunication Office
- Highway Worker
- Deputy Sheriff

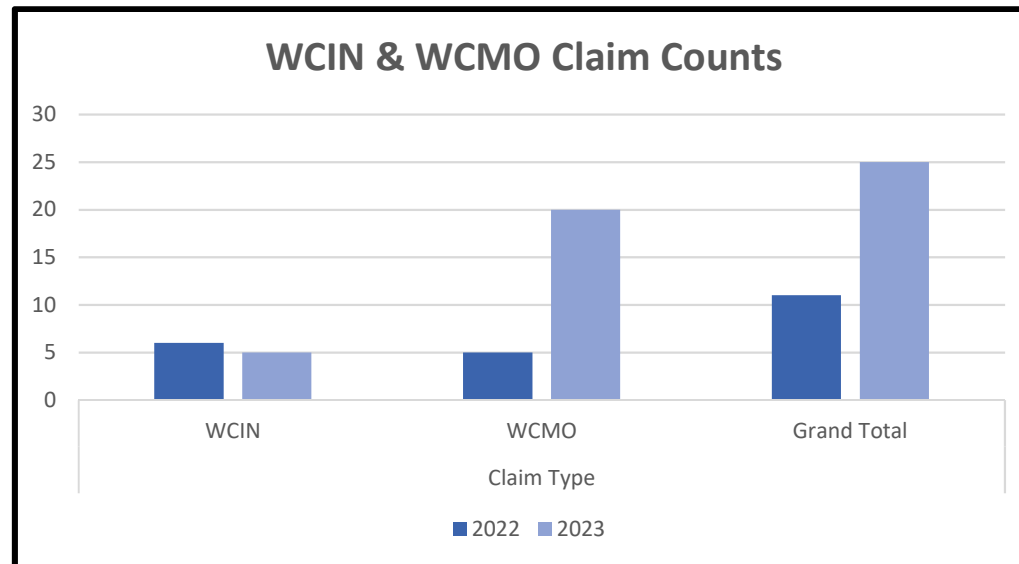


## 2022 vs. 2023 Worker's Compensation Claim Counts

**WCIN** – Indemnity (meaning lost time or a greater pa

**WCMO** – Medical Only (usually conservative treatme

Count of Claim Number	Claim Type		
Policy Year	WCIN	WCMO	Grand Total
<b>2022</b>	6	5	11
<b>2023</b>	5	20	25
<b>Grand Total</b>	<b>11</b>	<b>25</b>	<b>36</b>

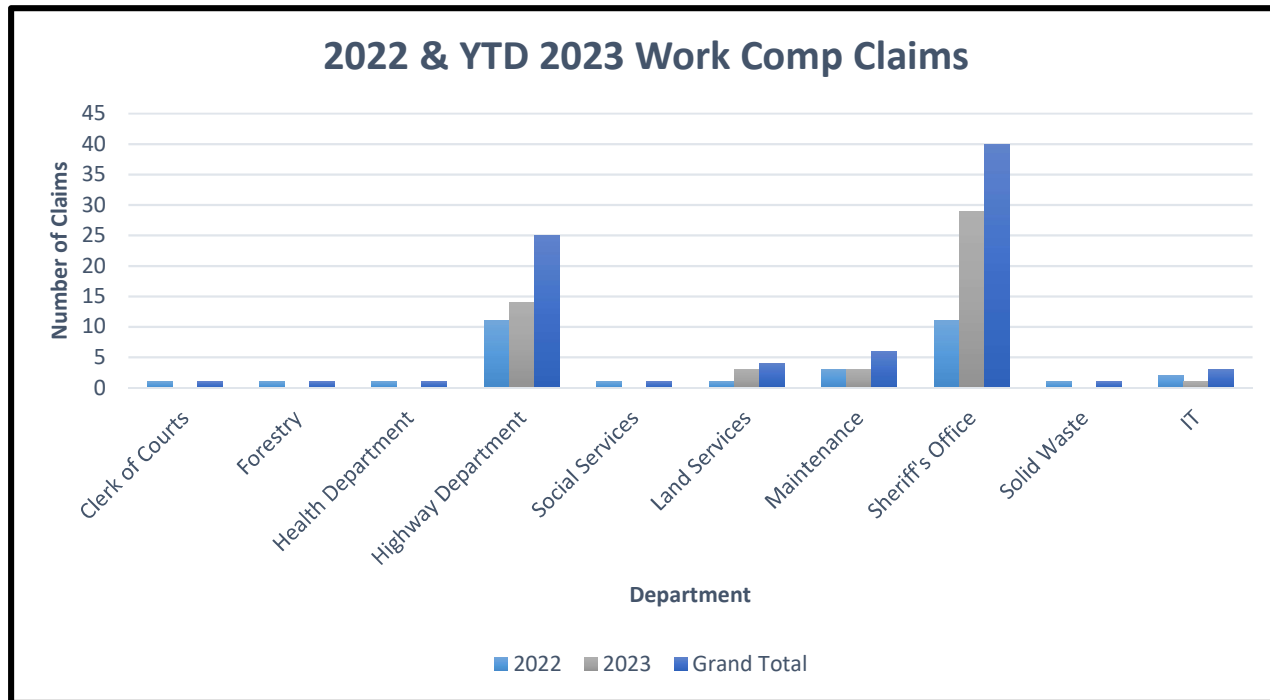


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## Grand Total of ALL Worker's Compensation Claims/Calls

Count of Claim Number	Policy Year		
Department	2022	2023	Grand Total
Clerk of Courts	1	0	1
Forestry	1	0	1
Health Department	1	0	1
Highway Department	11	14	25
Social Services	1	0	1
Land Services	1	3	4
Maintenance	3	3	6
Sheriff's Office	11	29	40
Solid Waste	1	0	1
IT	2	1	3
TOTALS:	33	50	83





# The LINC...

Volume II Issue I

Editor: Charli Krause

March 2024



## SPRING- is that you?!

Is it just me or did Winter FLY by! Well... until now. Don't get me wrong- I am disappointed that we did not get to build a snowman this year or go sledding- however, I am not disappointed in the fact that we did not have months of frigid temps! But *com'on now- Spring come back!*

We have been working behind the scenes these past couple of months on getting information/documents more readily at the hands of you, the employees! I am always open to suggestions/ideas so if you find that something is missing/should be somewhere else/or any idea to make it **BETTER** please let me know!

### Google Drive- Global

The first platform that was updated is Google Global. Here you can find ALL of the benefit information offered to you that you may need such as- Contact info for reps, Plan Descriptions, Forms, etc. To access this platform go to:

**Google Drive/Shared Drives/Global/Benefits**  
Topics you will find:

- 2024 Benefits
  - Allstate
  - Aspirus Health Plan
  - Delta Dental
  - VSP Vision
  - Flex Accounts
- Deferred Compensation Plans
- Employee Assistance Program
- Long-Term Disability
- M3 Fiduciary Services
- Wisconsin Retirement System
- 2024 Holiday Schedule

### Q1 New Hires- WELCOME!

Olivia Weber- Clerk of Courts  
Travis Payne- Highway  
Shannon Thorn- Sheriff's  
Adam Danielski- Sheriff's  
Steven Athanasiou- Highway  
Lacey Frisch- Highway

### Personnel Policy

The **2024 Personnel Policy** has been approved! In the next couple of weeks we are asking that all employees review the

### Q1 Anniversary's:

Meghan Snyder- Social Services- 10 years  
Heather Marheine- Highway- 15 years  
Timothy Kurtz- Sheriff's- 15 years

updated policy and complete an acknowledgment. Your department head will be giving further instruction in the next couple of days!

### Employee Self Service

The second platform that has been made available to employees is the Employee Self Service (ESS) portal. This platform syncs to our payroll software (Munis) so all the information is in real time (EXCEPT for the benefit module. This will NOT have your benefit info until we run an open enrollment cycle through this platform.) To access this platform go to:

<https://munisweb.co.lincoln.wi.us/ess/>

This site can be accessed from anywhere. Logging in:

- The Username will be your Employee ID. (found on your last pay printout)
- If this is the first time you are signing in, your password will be the last 4 numbers of your Social Security Number. It will prompt you to change your password.

Info that will be found on ESS:

- Personal Information (if your information is not up-to-date this is the time and place to update it!)
- Earned leave balances
- Paychecks
  - View your most recent paycheck detail by clicking the camera icon
  - Paycheck simulator
  - View last year's W-2
  - Edit your W-4 deductions
  - Benefits (to come in 2025)

If you have trouble logging on or questions regarding the ESS portal- Contact myself or Sam Fenske, our Finance Director.

### Q1's TEAM SPOTLIGHT:

#### Emergency Management!

#### Spring into Emergency Preparedness!

Planning is key to being ready for the diverse weather patterns that can affect people's safety as severe weather begins. Lincoln County Emergency Management encourages everyone to have an emergency plan in place to help you and family members know where to go or how to contact each other if you need to leave home quickly. Take time this weekend to review those plans with everyone in your home and make any needed updates.

People are also encouraged to have an emergency kit in their home with enough essential supplies for at least 72 hours after a disaster. An emergency kit is a collection of basic items your household may need in the event of an emergency, such as flashlights, first aid kit, and food and water.

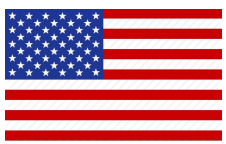
It is also an ideal time to get your home ready to mitigate the effects of disasters:

- Remove debris from your gutters, drains, and downspouts.
- Trim tree limbs and branches so they do not snap off during high winds and damage your home.
- If your home has a sump pump, test it to make sure it is clean and operable.
- Review your home insurance policies to ensure you are covered for hazards that threaten your area.
- Check your carbon monoxide and smoke detectors. Test the equipment to ensure it is functioning.

For more tips on emergency preparedness or what to stock in an emergency kit, visit <https://readywisconsin.wi.gov>.

### Q1 Retirement's- CONGRATS!

Tony Fischer- Highway  
Sherrie Zortman- Circuit Court  
Wendelin Mathis- Solid Waste  
John Hanson- Maintenance



# Why .gov?

GSA

**It should be easy to identify government on the internet.**



## **.gov is Trusted.**

- The General Services Administration (GSA) manages the .gov top-level domain (TLD), which is *exclusive* to U.S. government organizations
- We support all official U.S. government organizations, including federal, state, city, and county governments, native sovereign nations (NSN), interstate and independent intrastate government organizations
- A .gov domain name lends legitimacy to your websites and online tools, and helps your customers trust that your content is official



## **.gov is Authoritative.**

- We host the .gov domain registry and registrar, where .gov domains are housed & managed
- We serve as the policy authority for .gov, overseeing the issuance of .gov domain names, i.e., evaluate each registrant's authority over, and eligibility for, a given domain name
- We arbitrate name exception requests, set requirements for a domain name's continued use, and facilitate domain name transfers



## **.gov is Secure.**

- We oversee the security of the .gov infrastructure and facilitate reporting of potential security incidents to your domain points of contact
- Unlike any other TLD, we conduct HSTS preloading for newly registered domains to help ensure that modern browsers will always make secure HTTPS connections between users and websites

**.COM**

**.ORG**

**.GOV**

**Interested in a .gov domain?**  
**Visit [dotgov.gov](https://dotgov.gov)**



## Dot Gov Background Paper

- ***.gov domain registration is only available to federal, state, local, and tribal government***
- ***Managed by the General Services Administration (GSA), .gov registration provides enhanced security and increases the public trust in government***

- The U.S. government began operating the .gov domain in 1985 and extended availability to state, local, and tribal governments beginning in 2002. Prior to 2002, the federal government had exclusive use of the .gov domain. At that time, the domain's goal was to provide naming conventions to facilitate access to the electronic resources of federal government agencies.
- Nearly twenty years after making the .gov domain available to state and local governments, the vast majority of local governments are still not making use of this advantage. As of today, there are only 4,500 .gov domains registered to state and local governments, representing only 5 percent of all eligible entities.
- Registration of .gov sites require thorough vetting and background checks (including government officials as references with .gov email addresses), which prevents spoofing.
  - For state governments, authorization from the governor or state CIO is required. Domains for cities must be authorized by the mayor. For counties, authorization must be submitted by county commissioners or equivalent officials.
- Use of .gov sends a message to the user that the domain is authoritative and legitimate. With the vast majority of local government websites on domains other than .gov, there is no official governing body validating whether their websites are legitimate entities or fraudulent actors.
- .gov allows states and local government to distinguish their collective Internet presence from that of the commercial marketplace and other types of entities, many of which are located in other domains, such as .com, .net, .us, and .org.
- .gov registration provides active monitoring tools, on-call staff in case of emergency, and automatic updates and replication of data.
- Adoption of .gov allows for the search of government-related information and services more intuitive to citizens and increases collaboration among all levels of government.
- While GSA charges an annual fee of \$400 for .gov registration, states are encouraged to make third-level domain names available to local governments at no cost to the extent such an option is available.

**Requirements met or outstanding as outlined in detail farther below:**

- **Eligibility:** Lincoln County is eligible per the requirements.
- **Domain name:** Propose `lincolncountywi.gov` per the formatting standards and requirements.
- **Authorizing official:** Lincoln County Board Chair, Don Friske
- **Request form:** Gather [all the information you'll need](#) to complete your domain request.
- **Account:** completed. IT Director Spoehr has acquired a login.gov account, also used by and for materials and services provided by the United States Dept. of Homeland Security and Cyber Infrastructure and Security Agency (CISA). CISA is the official registrar and managing agency behind the .gov domains.

## Before you request a .gov domain

You must be a government employee, or be working on behalf of the government, to request a .gov domain.

If you're ready to request your domain then let's get started. You don't have to complete the process in one session. You can save what you enter and come back to it when you're ready.

### Start a .gov domain request

## Purpose of the domain request form

We'll use the information you provide to verify your organization's eligibility for a .gov domain. We'll also verify that the domain you request meets our guidelines.

## Steps to take before you request your .gov domain

Complete your request as quickly as possible by taking these actions.

- **Eligibility:** [Make sure your organization is eligible to have a .gov domain.](#)
- **Domain name:** [Choose an available .gov domain that complies with our requirements.](#)
- **Authorizing official:** [Find out who your authorizing official is](#) and make sure they approve your request.
- **Request form:** Gather [all the information you'll need](#) to complete your domain request.

- **Account:** [Create a Login.gov account](#). You'll need a Login.gov account to request a .gov domain. Login.gov provides a simple and secure process for signing in to many government services with one account.

## **Verify your identity with Login.gov (required for first-time domain requestors)**

Before you can request your first .gov domain, we'll require you to verify your identity with Login.gov. This is a necessary layer of security that requires you to prove you are you, and not someone pretending to be you. You'll need a state-issued ID, a Social Security number, and a phone number for identity verification. You'll be prompted to verify your identity when you begin the domain request process.

Read more about [verifying your identity with Login.gov](#)

## **Completing the request form might take 15 minutes**

If you have your Login.gov account and have gathered all the information you need, completing your domain request might take around 15 minutes.

## **You can request one domain per online service**

For non-federal agencies, we generally approve one domain per online service per government organization. We'll evaluate additional requests on a case-by-case basis.

You don't need to defensively register variations of your domain name. While this practice may be common when registering domains open to the general public, the .gov domain space is not first come, first serve. We'll only assign a domain to the organization whose real name or services actually correspond to the domain name.

## **Information you'll need to complete the domain request form**

We'll ask you questions about your organization and the domain you want. Here's what you'll need to know to complete the form. There's more information about each of these sections below.

- Type of government organization you represent
- Organization name and mailing address
- Your authorizing official
- Current websites for your organization (if you have one)



- .Gov domain you want
- Purpose of your domain
- Your contact information
- Other employees from your organization

## Type of government organization you represent

You'll choose from the list below.

- **Federal:** an agency of the U.S. government's legislative, executive, or judicial branches
- **Interstate:** an organization of two or more states
- **State or territory:** one of the 50 U.S. states, the District of Columbia, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands
- **Tribal:** a tribal government recognized by the federal or a state government
- **County:** a county, parish, or borough
- **City:** a city, town, township, village, etc.
- **Special district:** an independent government that delivers specialized, essential services
- **School district:** a school district that is not part of a local government

## Organization name and mailing address

We'll ask you the name and mailing address for the organization you represent. Your organization might be part of a larger entity. If so, enter the name of your part of the larger entity.

If your domain request is approved, the name of your organization and your city/state will be listed in [.gov's public data](#).

## Your authorizing official

Your authorizing official is a person within your organization who can authorize your domain request. This person must be in a role of significant, executive responsibility within the organization. Read more about [who can serve as an authorizing official](#).

What we'll need to know about your authorizing official:

- Name
- Role in your organization
- Email address

We typically don't reach out to the authorizing official, but if contact is necessary, our practice is to coordinate with you, the requestor, first.

### **Current websites for your organization**

We'll ask about your organization's current public websites. We can better evaluate your domain request if we know about domains you're already using. If you already have a .gov domain, include that in your list.

## **.Gov domain you want**

Here's the part where you'll tell us the .gov domain you want. We'll try to give you your preferred domain, but we first need to make sure it meets our requirements. We'll work with you to find the best domain for your organization.

Your domain name must:

- Be available ([Check availability](#))
- Relate to your organization's name, location, and/or services
- Be clear to the general public. Your domain name must not be easily confused with other organizations.

Names that *uniquely apply to your organization* are likely to be approved over names that could also apply to other organizations.

Requests for your organization's initials or an abbreviated name might not be approved, but we encourage you to request the name you want.

Read more about [our domain name requirements](#).

## **Purpose of your domain**

We'll ask you to explain how you plan to use your .gov domain. Will you use it for a website and/or email? Read about [activities that are prohibited on a .gov domain](#).

## **Your contact information**

We'll ask you to provide your contact information. While reviewing your domain request, we may need to reach out with questions. We'll also email you when we complete our review.

Your contact information won't be made public and will be used only for .gov purposes.

## **Other employees from your organization**

To help us determine your organization's eligibility for a .gov domain, it's helpful to have contact information for other employees from your organization.

- They should be clearly and publicly affiliated with your organization and familiar with your domain request.
- They don't need to be involved with the technical management of your domain (although they can be).

- **We typically don't reach out to these employees**, but if contact is necessary, our practice is to coordinate with you first.

## What happens after you request your .gov domain

We'll review your request. This review period can take 30 business days. Due to the volume of requests, the wait time is longer than usual. We appreciate your patience.

During our review we'll verify that:

- Your organization is eligible for a .gov domain
- You work at the organization and/or can make requests on its behalf
- Your requested domain meets our naming requirements

After your domain is approved, we'll ask you to provide the following information:

- Domain name server information (required)
- Additional domain managers
- Security email for public use

Before your approved .gov domain can be used, you'll need to connect it to your DNS hosting service. **At this time, we don't provide DNS hosting services.**

Read more about [domain management](#).

Motion By:
Second By:

Resolution 2024-04-xx

Table with 5 columns: Dist., Supervisor, Y, N, Abs. Rows include supervisors like Bialecki, Anderson-Malm, McCrank, Osness, Wendorf, Ashbeck, Rusch, Thiel, Friske, Boyd, Detert, DePasse, Brixius, Hafeman, Lemke, Miller, Meunier, Wickham, Allen, Cummings, Simon, Hartwig, and a Totals section with options like Carried, Defeated, Amended, Voice vote, and Roll call.

Title: Resolution Authorizing the Ambulance Biller Full-Time Hours of 36.25 hours/week be increased to 40 hours/week

WHEREAS, the Ambulance Biller is currently approved and budgeted for 36.25 hours/week.

WHEREAS, in 2023, the Ambulance biller’s workload increased due to changes from both ambulance providers, reporting requirements, and a reallocation of duties.

WHEREAS, on January 10, 2024, the Public Safety Committee approved a temporary increase to the EMS Biller hours to 40 hours/week and would re-evaluated in June. The additional hours have improved the ability to stay current on billing and allow proper time to monitor accounts. On March 13, 2024 the Public Safety Committee approved the replacement of the Ambulance Biller due to an upcoming retirement and were in support of moving the position to 40 hours/week.

WHEREAS, the fiscal impact would be \$4,834.05 for 2024 and can be covered within the Emergency Medical Services operating budget.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors approve and authorize the change of the Ambulance Biller’s hours to be increased from 36.25 hours/week to 40 hours/week.

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: April 16,2024
Authored by:
Co-Sponsored by:
Committee:
Committee Vote:
Date Passed:
Fiscal Impact: \$4,834.05 to be covered within the Emergency Medical Services budget.
Drafted by: Samantha Fenske, Finance Director