

LINCOLN COUNTY BOARD OF SUPERVISORS

Tuesday, June 15, 2021 – 6:00 p.m.

Meeting Location: Lincoln County Service Center, 801 N Sales Street, Room 257, Merrill, WI 54452
Via Teleconference and In-Person Attendance

In-Person Attendance: For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room. Consistent with Chair Koth’s Emergency Order (Resolution 2021-05-26), face coverings will be required of all attendees with the limited exceptions set forth in the Emergency Order.

Teleconference Attendance: Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: (US) +1 980-221-2670

Access Code (PIN): 492 467 134#

Meeting ID: <https://meet.google.com/vqr-xbnr-ijj?hs=122&authuser=0>

The teleconference cannot start until the host (county clerk) dials in and enters the host password.

PUBLIC COMMENT ON AGENDA ITEMS: Under the current (COVID-19 pandemic) circumstances, citizens attending by teleconference may have floor privileges to speak on agenda items without signing-in at the meeting location. Before the meeting is called to order, the Clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the Clerk or Board Chair by name, any persons offering public comment should state his/her name and express in good order his/her comments upon the topic under consideration for no more than 5 minutes.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements/Recognitions/Awards/Appointments
 - A. Announcements: None
 - B. Service Recognitions – June: None
 - C. Appointments & Re-Appointments:
 1. Appointment of Dr. Kathy Meyer (Wood County) and Tony Omernik (Marathon County) to ADRC-CW Board.
5. Reading & Approval of the Journal – May 18, 2021
6. Letters and Memorials
 - A. Letters – None
 - B. Memorials – None
7. Reports of Standing & Special Committees
 - A. Finance Committee: 2021 Year-to-date Report – Finance Director (Dan Leydet)
 - B. Finance Committee: Department Reports: County Clerk, Treasurer, and Non Departmental – Finance Director (Dan Leydet)
 - C. Finance Committee: 2022 Preliminary Budget Discussion – Finance Director (Dan Leydet)
 - D. Administrative & Legislative Committee: Administrative Coordinator/HR Director’s Written Report – (Cate Wylie)
 - E. Administrative & Legislative Committee: Corporation Council’s Written Report – (Karry Johnson)
8. Resolutions and Ordinances
 - A. Res 1) Resolution 2021-06-27 IT CIP Funds (\$65,000) – Re-appropriate to Replacement of Sheriff’s Office Radio Repeaters
 - 2) Resolution 2021-06-28 Authorizing Contingency Fund Transfer to Lincoln County Corporation Counsel Department to Cover Post Employment Payout of Past Employee
 - 3) Resolution 2021-06-29 Resolution Approving Standard Cooperative Agreement Between Corporation Counsel and Child Support Agency
 - B. Ord 1) Ordinance 2021-06-701 An Ordinance Amending the General Code of the County of Lincoln – Chapter 17, 17.2.03, Zoning Ordinance as a result of a Rezoning Petition by Michael Kernan for property in the Town of Bradley
9. Report of Claims - None
10. Approval for Mileage and Per Diem for Board Meeting
11. Next County Board Meeting Date: Tuesday, July 20, 2021 at 6:00 p.m., Meeting Location: Lincoln County Service Center, 801 N Sales Street, Room 257, Merrill, WI 54452
12. Adjourn

Posted: Date _____ Time _____ m. By _____

Request 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 SEESIONS ARE PERMITTED:

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

CLOSED SESSION RESTRICTIONS:

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

BALLOTS, VOTES, AND RECORDS:

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

USE OF RECORDING EQUIPMENT:

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

LEGAL INTERPRETATION:

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

PENALTY:

Upon conviction, nay 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.

Lincoln County Board of Supervisors
Meeting: May 18, 2021

The Lincoln County Board of Supervisors met at the Lincoln County Service Center, 801 N Sales Street, Room 257, Merrill, WI in session assembled pursuant to law.

1. Chair Koth called the meeting to order at 6:00 p.m.
2. Pledge of allegiance followed.
3. Roll was called with the following present (in person): Allen, Ashbeck, Bialecki, Breitenmoser, Friske, Gilk, Gorski, Heller, Koth, Loka, McCrank, Panfil, Peterson, Rusch, Simon, Voermans, Weaver, Woller. Attending via teleconference: Hafeman, Wendt. (20) Absent: Callahan
4. Announcements/Recognitions/Awards/Appointments
 - A. Announcements: Chair Koth announced that there will be Table Top Exercise on May 27th starting at 1 p.m. at the Service Center Board Room. All board members are welcomed to attend. Clerk Marlowe added that there is a handout, included with the meeting details on the county website, listed as "Additional Packet" with information on this exercise.
 - B. Service Recognitions for May 2021:
20 Years: Amber Gorell, Social Services
5. Approval of the Journal: M/S Heller/Hafeman to approve the April 20, 2021 minutes as presented. Motion carried by a voice vote.
6. A. Letters: None
B. Memorials: None
7. Reports of Standing & Special Committees:
 - A. Finance Committee: 2021 Year-to-date Report – Finance Director (Dan Leydet) Leydet reviewed his report and answered questions.
 - B. Finance Committee: Department Reports: Administration, Corporation Counsel, and Finance (Cate Wylie, Karry Johnson, and Dan Leydet) Leydet explained that the Finance Committee asked him to review departments at county board to help board members understand how each department impacts the Tax Levy.
 - C. Finance Committee: 2022 Preliminary Budget Discussion – Finance Director (Dan Leydet) Leydet mentioned that leading up to the approval of the 2022 budget there will be discussion at their monthly meetings. Leydet concluded by answering questions on the budget approval process.
 - D. Administrative & Legislative Committee: Administrative Coordinator/HR Director's Written Report – Administrative Coordinator/HR Director (Cate Wylie) Wylie reviewed her report and answered questions.
8. Resolutions and Ordinances

A. 1) Resolution 2021-05-20

Granting Permission to Purchase a Coroner Van and Trade Specific Stretcher

WHEREAS, the Coroner Van used for transporting corpses is a hand me down vehicle, with 177,000 miles, from the sheriff office not designed for coroner use; and

WHEREAS, the stretcher used by the coroner is outdated, bulky, and extremely heavy; and

WHEREAS, the coroner has made the recommendation to replace the van with a new van in order to avoid costly repairs and down time; and

WHEREAS, The Lincoln County Board of Supervisors passed Resolution 2020-12-47 in December of 2020 which prohibits non-essential purchases "unless permission is granted from oversight committee, Finance Committee and County Board through May 19, 2021; and

WHEREAS, the Law Enforcement Committee on March 10, 2021 unanimously approved the purchase of a new van and stretcher; and

WHEREAS, the Finance and Insurance Committee on April 9, 2021 voted to approve the purchase of a truck using the CIP fund.

NOW, THEREFORE BE IT RESOLVED, the Lincoln County Board of Supervisors approves the purchase of Van using the CIP fund.

Dated this 20th day of April, 2021

Introduced by: Law Enforcement Committee

Passed 4-0 by Law Enforcement Committee on March 10, 2022 and passed 5-0 by Finance on April 9, 2021.

Fiscal impact: Cost of a Van and Stretcher not to exceed \$35,000

M/S Heller/Loka to adopt Resolution 2021-05-20. Coroner Proulx explained that the current vehicle he is using has very high mileage and that the repairs outweigh its worth. The van is a liability in its current condition. He added that his current stretcher is also a hand me down that is extremely heavy and not trade specific. Discussion followed. Coroner cannot bill for removal or transportation. Motion carried by a voice vote.

2) Resolution 2021-05-21

Resolution Accepting \$2,000 from Ascension Sacred Heart Hospital

WHEREAS, the Healthy Minds for Lincoln County, brings the community together to empower people through education and resources to support healthy choices regarding substances and social and emotional well-being.; and WHEREAS, the Healthy Minds for Lincoln County is currently co-chaired by Debbie Moellendorf, UW-Madison Division of Extension and Kristin Bath, Health Department; and WHEREAS, the Healthy Minds Coalition is partnering with Kinship of Tomahawk, Tomahawk Public Library, and University of Wisconsin-Madison Division of Extension Lincoln County to provide youth-family activity bags for youth in the Tomahawk area along with the virtual project/maker programs during June, July and August. NOW, THEREFORE BE IT RESOLVED that the Lincoln County Board of Supervisors accepts and expresses gratitude for the \$2,000 from Ascension Sacred Heart Hospital on behalf of the Healthy Minds for Lincoln County who is responsible for implementing these projects.

Dated: May 18, 2021

Introduced by: Administrative and Legislative Committee Endorsed by: Don Friske

Date Passed: May 5, 2021 Committee Vote: 7-0

Fiscal Impact: Receiving \$2,000 towards implementation of project identified above.

M/S Heller/Ashbeck to adopt Resolution 2021-05-21. Motion carried by a voice vote.

3) Resolution 2021-05-22

Approving Conveyance of Delinquent Real Estate to the City of Tomahawk

NOW, THEREFORE BE IT RESOLVED, by the Lincoln County Board of Supervisors duly assembled this 18th day of May, 2021 that the following conveyance of real estate to be made by the County Clerk on behalf of Lincoln County, be and same are hereby ratified, confirmed, and approved:

Purchaser	Description	Amount
City of Tomahawk	7 E Spirit Ave. Tomahawk Lot Seventeen (17), in Block Twenty-four (24) of the Original Plat of Tomahawk, Except the West Five (5) feet thereof, in the City of Tomahawk, Lincoln County, Wisconsin. PIN: 286-3506-343-0251	\$ 3,152.80
	429 E Somo Ave. Tomahawk Lot Seven (7) in Block Fifty-three (53) of Assessor's Plat of Tomahawk, in the City of Tomahawk, Lincoln County, Wisconsin. PIN: 286-3506-344-0148	\$ 5,215.47
	3 W Wisconsin Ave. Tomahawk Lot Twelve (12) Block Seventeen (17), Original Pat of Tomahawk, in the City of Tomahawk, Lincoln County, Wisconsin. PIN: 286-3506-343-0173	\$ 6,343.03

Dated: May 18, 2021

Introduced by: Forestry, Land and Parks Committee Date Passed: May 10, 2021

Committee Vote: All Ayes Fiscal impact: \$ 14,711.30

M/S Heller/Panfil to adopt Resolution 2021-05-22. Clerk Marlowe spoke on these properties and explained that municipalities have first right of refusal on delinquent properties within their municipality. He reiterated when asked that Tomahawk and Merrill receive the same considerations when formulating the sale prices on these properties. Motion carried by a voice vote.

4) Resolution 2021-05-23

Title: Authorizing Budget Modification in Lincoln County Solid Waste Fund to Reflect an Increase in Expenses

WHEREAS, on November 12, 2019 the Lincoln County Board of Supervisors passed Resolution 2019-11- 48 approving the 2020 budget and providing an appropriation amount of \$2,078,924 in the Lincoln County Solid Waste Fund; and

WHEREAS in 2020 the landfill incurred \$1,075,248 more expenses than budgeted due to receiving seventy-six percent more waste volume than the ten year average; and

WHEREAS, the total increase in budgeted revenues and expenditures is \$1,075,241 which is over ten percent of the original appropriation of \$2,078,924;

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors does approve and authorize the increase of \$1,075,241 in the 2020 Lincoln County Solid Waste budget appropriation.

Dated this 18th day of May 2021

Introduced by: Finance & Insurance Committee and Solid Waste Committee

Committee Action: Finance & Insurance Committee; Passed on 4/9/21 unanimously (5-0)

Solid Waste Committee: Passed on 4/27/21 unanimously (5-0)

Fiscal Impact: Increase appropriation of \$1,075,241 funded by Solid Waste revenues and funds applied.

M/S Heller/Voermans to adopt Resolution 2021-05-23. Leydet spoke on this resolution and answered questions. Motion carried by a voice vote.

5) Resolution 2021-05-24

Title: Committing \$438,000 in the Social Services Fund to be Used for Out-of-Home Placements

WHEREAS, Lincoln County Department of Social Services places children in out of home care when cases involve an unsafe child where impending danger is controlled through an out-of-home placement, and

WHEREAS, Lincoln County Department of Social Services places children in out of home care in cases where a child may be safe, but it is determined that a child requires either specific services or placement setting to manage the community safety, and

WHEREAS, the level of care is determined based on a Child and Adolescent Needs and Strengths(CANS) assessment tool, which also sets the level of care required, and

WHEREAS, the daily rate approved by the Wisconsin Department of Children and Families for a residential setting typically used by Lincoln County ranges between \$345 and \$600 per day, and

WHEREAS, a placement in an average residential placement at \$400 per day for 365 days costs the county \$146,000. Thus, the Lincoln County Social Services budget is significantly impacted by any single higher level of care placement and multiple placements in the same year is not predictable nor absorbable in the routine budgeting process, and

WHEREAS, the cost of three placements would cost the County \$438,000 annually, and

WHEREAS, the Social Services Fund has a total fund balance of \$744,462:

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors does approve and authorize Committing \$438,000 in the Social Services Fund to be used for out-of-home placements.

Dated this 18th day of May 2021

Introduced by: Social Services Committee and Finance & Insurance Committee

Committee Action: Social Services Committee; Finance & Insurance Committee; Passed (5-0)

Fiscal Impact: Limiting the use of \$438,000 for out-of-home placements.

M/S Heller/Rusch to adopt Resolution 2021-05-24. Before discussion, Dan Leydet, on behalf of Renee Krueger and the Social Services Committee, stated that this resolution is being pulled back to committee for further review.

6) Resolution 2021-05-25

Granting Permission to Replace the Panel/Door Alarm at Pine Crest Nursing Home Using \$50,000 from the CIP Fund

WHEREAS, the current panel/door alarm system is outdated; and

WHEREAS, the current outdated system frequently trips the alarm causing overtime to reset on nights and weekends, and

WHEREAS, when the current system is down and being attended to, a safety concern arises for the residents of Pine Crest nursing home, and

WHEREAS, The Lincoln County CIP Fund currently has a balance of \$798,889.03.

NOW, THEREFORE BE IT RESOLVED, the Lincoln County Board of Supervisors approves the purchase of a new panel/door alarm system at Pine Crest Nursing Home not to exceed \$50,000 using CIP funds.

Dated this 18th day of May 2021

Introduced by: Public Property and Finance and Insurance Committees

Finance and Insurance Committee passed (5-0) on May 7, 2021

Public Property Committee ()

Fiscal Impact: An amount not to exceed \$50,000 from the CIP Fund

M/S Heller/Simon to adopt Resolution 2021-05-25. Discussion followed on whether Lincoln County IT would be able to fix the issues. IT Director Spoehr said that they would not be able to fix the issues. It was mentioned that it is a special board that needs to be replaced by a certified contractor for liability compliance. Motion carried by a voice vote.

7) Resolution 2021-05-26

Ratification, Alteration, Modification or Repeal of Proclamation Declaring a State of Emergency

WHEREAS, the United States is experiencing an expanding COVID-19 pandemic; and
 WHEREAS, according to WI-DHS, as of 04/26/21 Wisconsin had 4,224 new cases of COVID-19; and
 WHEREAS, as of 04/26/21, only 28.3% (7,808) of Lincoln County residents have completed the COVID-19 vaccine series. This means a majority of Lincoln County residents (71.7%) have not completed the COVID-19 vaccine series; and
 WHEREAS, in recent weeks there has been a decrease in the number of weekly vaccine doses administered, demonstrating a decrease in vaccine demand; and
 WHEREAS, unless this trend changes, it will be difficult to achieve herd immunity levels needed to protect unvaccinated individuals from COVID-19 infection, including those who are too young to receive the vaccine; and
 WHEREAS, Lincoln County desires to be as strategic as possible to ensure the health and safety of Lincoln County staff, residents and those traveling throughout Lincoln County; and
 WHEREAS, Lincoln County desires to maintain the highest level of services to the general public including but not limited to Public Health, Public Safety, Social Services, Emergency Management; and
 WHEREAS, Lincoln County requires flexibility to manage through this pandemic; and
 WHEREAS, Lincoln County is providing administrative flexibility to allow the County Administrative Coordinator, in consultation with the County Board Chair, the ability to, and not limited to: Close Lincoln County government facilities as necessary; implement strategic staffing changes to ensure enough healthy staff are in place to carry out necessary and critical services; modify or waive administrative policies regarding health insurance premium splits and assist in personnel expenses as a result of implementing staffing changes; and
 WHEREAS, the County Human Resources Director/Administrative Coordinator and County Board Chair shall, upon a reasonable time, but no later than 48 hours after implementing necessary decisions, inform the Lincoln County Board of Supervisors by email and/or phone; and
 WHEREAS, the Human Resources Director/Administrative Coordinator and County Board Chair shall report on this resolution and any actions taken hereunder at the Administrative & Legislative Committee; and
 WHEREAS, the Lincoln County Board of Supervisors shall discuss such decision(s) as a County Board monthly so long as this resolution is in effect; and
 WHEREAS, earlier proclamations of emergency were ratified by the Lincoln County Board on 4/3/20, 6/16/20, 7/21/20 and 10/20/20; and
 WHEREAS, on 05/05/21, the Administrative & Legislative Committee indicated its support for extending the Declaration of Emergency; and
 WHEREAS, on 05/10/21, Lincoln County Board Chairman Kevin Koth by proclamation declared that a state of emergency continues to exist in Lincoln County because of the COVID-19 pandemic consistent with sec. 323.14(4)(a), *Wis. Stats*; and
 WHEREAS, pursuant to sec. 323.14(4)(a), *Wis. Stats* the proclamation is "...subject to ratification, alteration, modification or repeal by the County Board as soon thereafter as the Board can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation...".
 NOW, THEREFORE, BE IT RESOLVED, that the Lincoln County Board of Supervisors hereby ratifies the 05/10/21 Proclamation Declaring a State of Emergency in Lincoln County (attached hereto and incorporated herein by reference) by Lincoln County Board Chairman Kevin Koth effective through or until modified by further proclamation or an action of the Lincoln County Board; and
 BE IT FURTHER RESOLVED, that this resolution will remain in effect until rescinded by the Lincoln County Board of Supervisors.

Introduced by: Kevin Koth, Chair (with support of Administrative & Legislative Committee on 05/05/21)

Dated: May 18, 2021

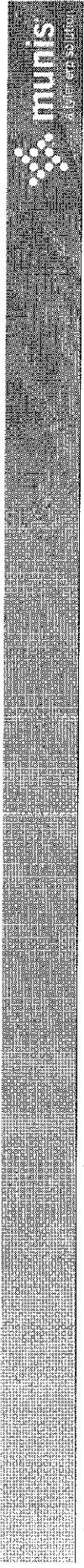
Introduced by: Kevin Koth, Chair (with support of A&L Comm) Endorsed by: Kevin Koth, Chair

Date Passed by Committee: 05/05/21 Committee Vote: Fiscal Impact: None



LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT
MAY 2021 EXPENDITURE REPORT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
00 NON-DEPARTMENTAL	791,714	791,714	711,686.30	139,781.30	.00	80,027.70	89.9%
10 COUNTY BOARD	2,462,859	2,462,859	1,088,217.03	263,880.41	.00	1,374,641.97	44.2%
20 ADMINISTRATIVE PERSONNEL	222,045	222,045	70,898.05	14,458.89	.00	151,146.95	31.9%
21 CORPORATION COUNSEL	206,459	206,459	119,521.93	22,778.97	.00	86,937.07	57.9%
22 FINANCE DEPARTMENT	496,911	496,911	175,620.96	35,942.08	.00	321,290.04	35.3%
23 COUNTY CLERK	202,777	202,777	98,598.62	11,631.27	.00	104,178.38	48.6%
24 TREASURERS DEPARTMENT	179,747	179,747	74,500.42	13,553.54	.00	105,246.58	41.4%
25 INFORMATION TECHNOLOGY	914,147	914,147	410,892.10	28,266.22	.00	503,254.90	44.9%
26 MAINTENANCE DEPARTMENT	1,687,950	1,687,950	587,088.42	63,187.75	.00	1,100,861.58	34.8%
27 VETERANS DEPARTMENT	187,925	187,925	58,468.84	13,781.22	.00	129,456.16	31.1%
30 CLERK OF COURTS	523,882	523,882	166,343.72	36,833.82	.00	357,538.28	31.8%
31 CIRCUIT COURT (PROBATE)	358,595	358,595	132,151.60	24,550.71	.00	226,443.40	36.9%
32 FAMILY COURT COMMISSIONER	46,510	46,510	7,838.91	2,085.00	.00	38,671.09	16.9%
33 DISTRICT ATTORNEYS OFFICE	294,424	294,424	100,237.28	19,781.92	.00	194,186.72	34.0%
41 LAND SERVICES DEPARTMENT	1,544,147	1,544,147	324,831.78	48,968.09	.00	1,219,315.22	21.0%
43 REGISTER OF DEEDS	255,390	255,390	98,656.77	17,220.92	.00	156,733.23	38.6%
44 UW EXTENSION	224,133	224,133	93,027.24	9,410.44	.00	131,105.76	41.5%
50 SHERIFFS DEPARTMENT	8,079,919	8,079,919	2,801,327.27	519,804.57	.00	5,278,591.73	34.7%
51 CORONERS DEPARTMENT	71,392	71,392	13,247.15	2,792.17	.00	58,144.85	18.6%
52 EMERGENCY MANAGEMENT	70,065	70,065	23,493.18	11,506.50	.00	46,571.82	33.5%
60 CHILD SUPPORT	303,710	303,710	106,227.11	18,941.31	.00	197,482.89	35.0%
TOTAL GENERAL FUND	19,124,701	19,124,701	7,262,874.68	1,319,157.10	.00	11,861,826.32	38.0%
0020 COUNTY ROADS FUND							
00 NON-DEPARTMENTAL	5,536,582	5,354,648	902,751.45	.00	.00	4,451,896.55	16.9%
TOTAL COUNTY ROADS FUND	5,536,582	5,354,648	902,751.45	.00	.00	4,451,896.55	16.9%
0021 JAIL ASSESSMENT FUND							
00 NON-DEPARTMENTAL	35,000	35,000	15,668.07	5,510.27	.00	19,331.93	44.8%
TOTAL JAIL ASSESSMENT FUND	35,000	35,000	15,668.07	5,510.27	.00	19,331.93	44.8%
0022 EMERGENCY MEDICAL FUND							



0022	EMERGENCY MEDICAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	2,353,477	2,353,477	640,603.07	5,046.51	.00	1,712,873.93	27.2%
	TOTAL EMERGENCY MEDICAL FUND	2,353,477	2,353,477	640,603.07	5,046.51	.00	1,712,873.93	27.2%
0023	HEALTH DEPARTMENT FUND							
00	NON-DEPARTMENTAL	1,068,699	1,068,699	445,419.70	83,765.67	.00	623,279.30	41.7%
	TOTAL HEALTH DEPARTMENT FUND	1,068,699	1,068,699	445,419.70	83,765.67	.00	623,279.30	41.7%
0024	SOCIAL SERVICES FUND							
00	NON-DEPARTMENTAL	2,699,731	2,699,731	1,019,944.37	136,895.36	.00	1,679,786.63	37.8%
	TOTAL SOCIAL SERVICES FUND	2,699,731	2,699,731	1,019,944.37	136,895.36	.00	1,679,786.63	37.8%
0030	DEBT SERVICE FUND							
00	NON-DEPARTMENTAL	4,197,250	4,197,250	1,027,725.00	131,025.00	.00	3,169,525.00	24.5%
	TOTAL DEBT SERVICE FUND	4,197,250	4,197,250	1,027,725.00	131,025.00	.00	3,169,525.00	24.5%
0050	DOG LICENSE FUND							
00	NON-DEPARTMENTAL	38,000	38,000	153.05	.00	.00	37,846.95	.4%
	TOTAL DOG LICENSE FUND	38,000	38,000	153.05	.00	.00	37,846.95	.4%
0051	SEC 125 BENEFIT FUND							
00	NON-DEPARTMENTAL	0	0	332.05	.00	.00	-332.05	100.0%
	TOTAL SEC 125 BENEFIT FUND	0	0	332.05	.00	.00	-332.05	100.0%
0060	SOLID WASTE FUND							

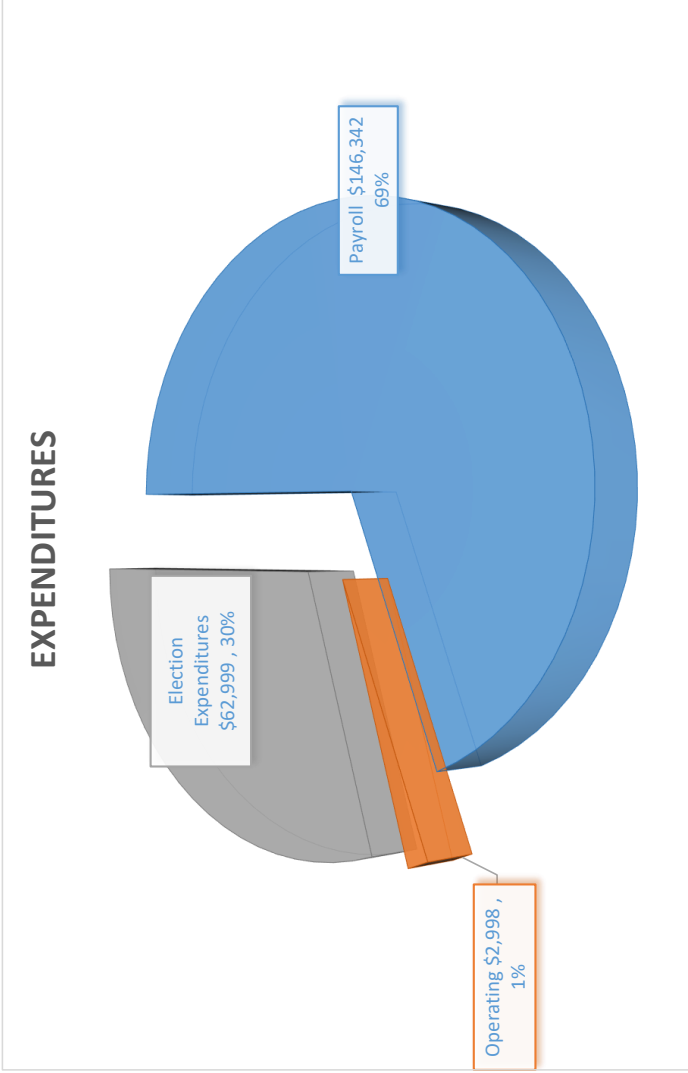
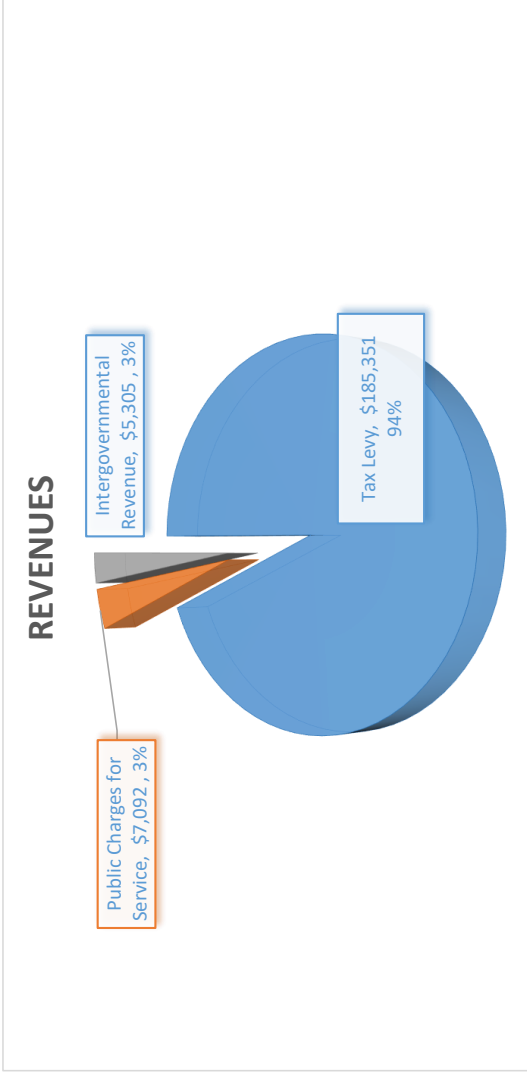


FOR 2021 05 JOURNAL DETAIL 2021 5 TO 2021 5

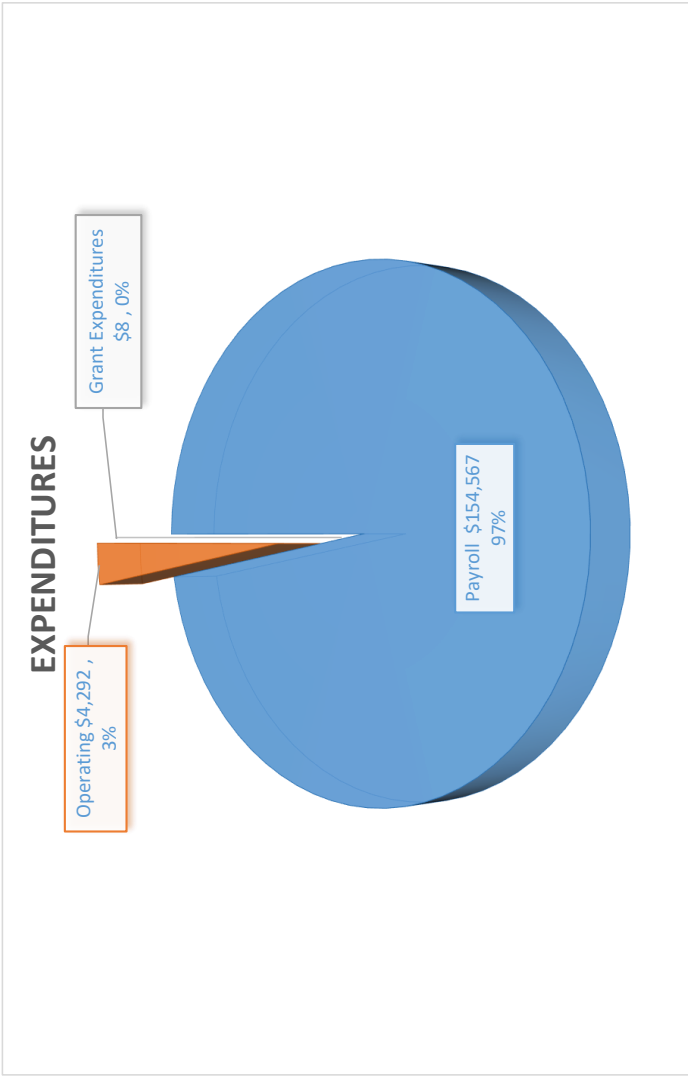
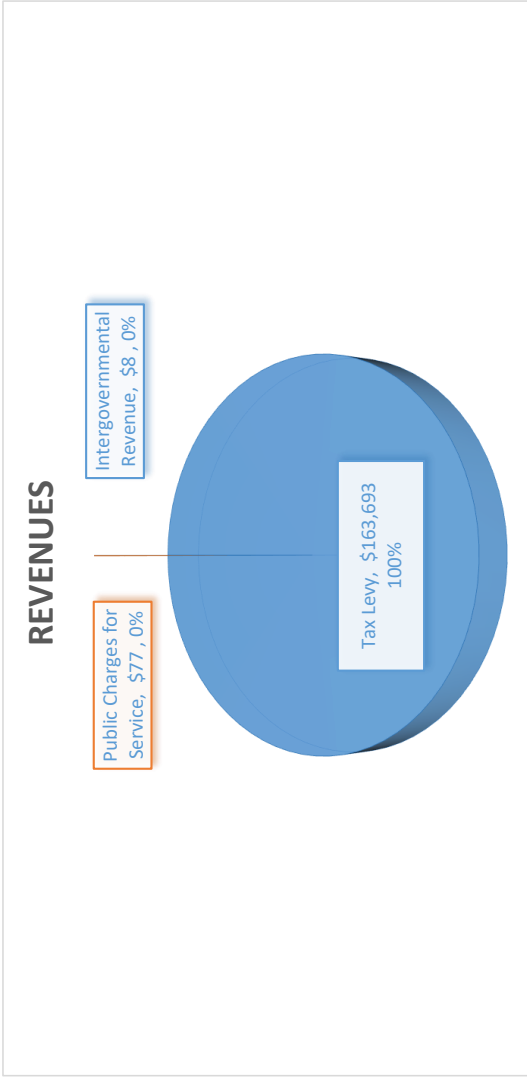
0060	SOLID WASTE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	2,195,861	2,195,861	333,781.42	42,658.16	.00	1,862,079.58	15.2%
	TOTAL SOLID WASTE FUND	2,195,861	2,195,861	333,781.42	42,658.16	.00	1,862,079.58	15.2%
0062	FORESTRY							
00	NON-DEPARTMENTAL	1,496,532	1,496,532	279,842.83	42,529.25	.00	1,216,689.17	18.7%
	TOTAL FORESTRY	1,496,532	1,496,532	279,842.83	42,529.25	.00	1,216,689.17	18.7%
0070	HIGHWAY FUND							
00	NON-DEPARTMENTAL	9,182,406	9,182,406	2,001,684.39	395,002.39	.00	7,180,721.61	21.8%
	TOTAL HIGHWAY FUND	9,182,406	9,182,406	2,001,684.39	395,002.39	.00	7,180,721.61	21.8%
0071	SELF FUNDED HEALTH INSURANCE							
00	NON-DEPARTMENTAL	0	0	1,493,995.34	3,053.88	.00	-1,493,995.34	100.0%
	TOTAL SELF FUNDED HEALTH INSURANC	0	0	1,493,995.34	3,053.88	.00	-1,493,995.34	100.0%
	GRAND TOTAL	47,928,239	47,746,305	15,424,775.42	2,164,643.59	.00	32,321,529.58	32.3%

** END OF REPORT - Generated by Dan Leydet **

	Dollars	%
Revenues:		
Tax Levy	\$ 185,351	79.243%
Public Charges for Service	\$ 7,092	3.032%
Intergovernmental Revenue	\$ 5,305	2.268%
Election Revenue	\$ 36,153	
Total	\$ 233,901	84.543%
Expenditures:		
Payroll	\$ 146,342	68.919%
Operating	\$ 2,998	1.412%
Election Expenditures	\$ 62,999	29.669%
Total	\$ 212,339	100.000%

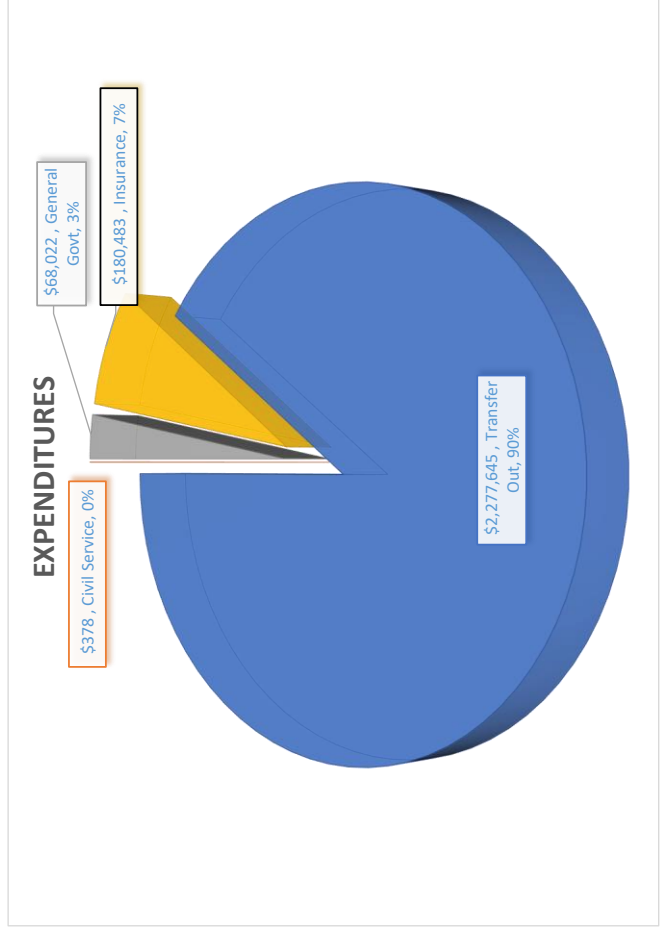
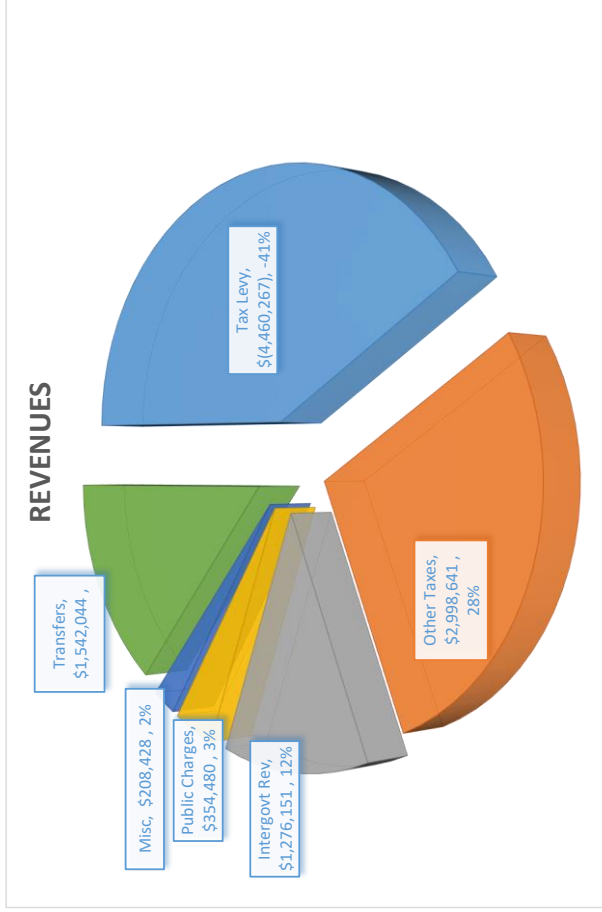


	Dollars	%
Revenues:		
Tax Levy	\$ 163,693	99.948%
Public Charges for Service	\$ 77	0.047%
Intergovernmental Revenue	\$ 8	0.005%
Total	\$ 163,778	100.000%
Expenditures:		
Payroll	\$ 154,567	97.294%
Operating	\$ 4,292	2.701%
Grant Expenditures	\$ 8	0.005%
Total	\$ 158,867	100.000%



	Dollars	%
Revenues:		
Tax Levy	\$ (4,460,267)	-232.369%
Other Taxes	\$ 2,998,641	156.222%
Intergovt Rev	\$ 1,276,151	66.484%
Public Charges	\$ 354,480	18.468%
Misc	\$ 208,428	10.859%
Transfers	\$ 1,542,044	80.337%
Total	\$ 1,919,477	100.000%

Expenditures:	
Civil Service	\$ 378
General Govt	\$ 68,022
Insurance	\$ 180,483
Transfer Out	\$ 2,277,645
Total	\$ 2,526,527





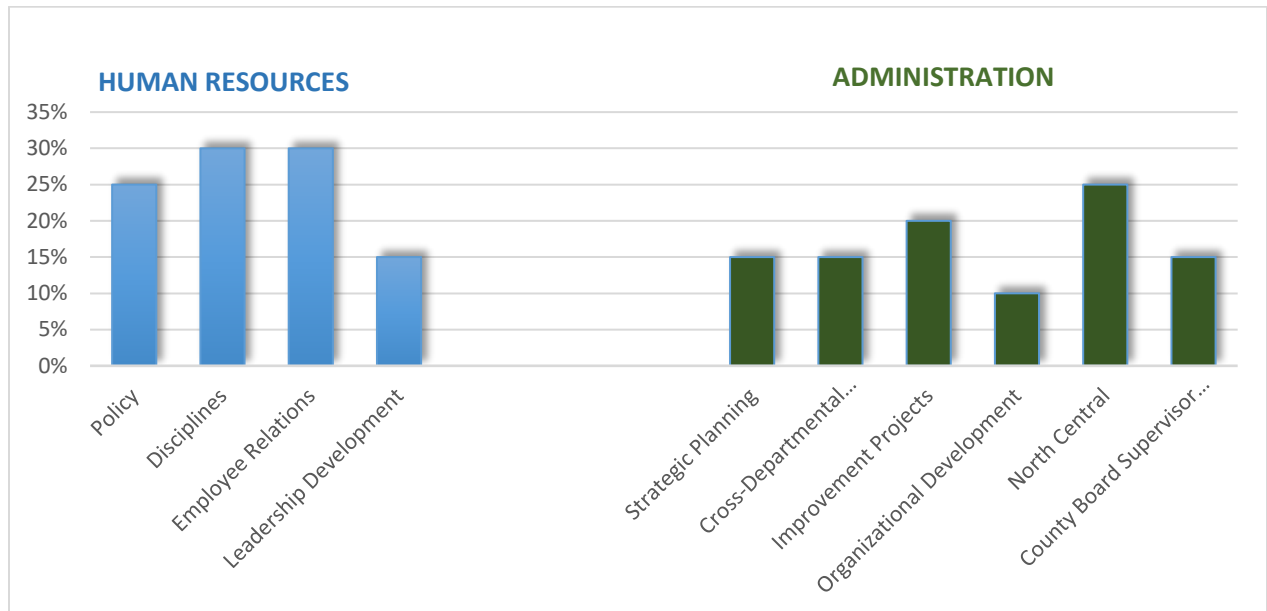
LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Cate Wylie
Administrative Coordinator
Human Resources Director

Administrative Coordinator/ HR Director Report

June 2, 2021



ADMINISTRATIVE REPORT

North Central Health Care

- Pine Crest collaborations for additional revenue options
- CLA survey on Pine Crest
- NCCSP Retreat and Nursing Home Operations Meeting rescheduled.
- CEO on Administrative leave. The Executive Committee is in privileged and confidential negotiations at this time. I will report the resolution to this Board in a closed session at the appropriate time.

American Rescue Plan Act:

- Additional provisions from the Treasury department released. Attending a workshop 6/23/21.
- The first fund disbursement were made to the County

Carbon Credits:

- Report provided by BlueSource.



LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Cate Wylie
Administrative Coordinator
Human Resources Director

- Planning an informational presentation: TBD

Cross-Departmental Activities:

- Budget Reviews
- Tax Delinquent Properties

HUMAN RESOURCES REPORT

New Hires:

Correctional Officer	Zachary Iris
Highway LTE	Alex Mezera
Highway LTE	Katelyn Wayda
Bailiff	Mark Hecendorf

Posted Positions Updates:

- **Forester** – interviewing
- **Conservation Program Manager** open until filled
- **911 Telecommunications Officer** – accepting applications

Policy Revisions:

- COVID Policy review
 - Updates/Edits for A&L review 7/7/21
 - Personnel Policy revisions

HRIS:

The need for a Human Resources Information System (HRIS) is evident based on the work we do, the need to decrease costs in the department, as well as the limitation of minimal staffing requires us to find innovative ways to accomplish critical work. The review of a system has begun to determine appropriate core needs, options and pricing structure. This will be a CIP request.



Lincoln County Corporation Counsel

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

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

Corporation Counsel Report: 06/02/2021

NCHC/Pine Crest EIN

- Tax Attorney Consult – Bill Milne, Weld Riley
- Insurance piece
 - Tim Ottosen – M3 - Pine Crest/Aspirus Health Plan Provider Network
 - Joined 2019/2020
 - Prior PP Agreement w/ WI Physicians Service Ins. Corp (2004)
 - If we accept one plan, ramifications?
 - Impact on Ambulance/EMS billings?

Ch. 980 Committee/Supervised Release

- Next Meeting 6/7/21 – report/placement

Child Support Contract

- Standard Cooperative Agreement in Packet
 - Looking for approval

Emergency Declaration

- Remote/virtual meetings
- Considerations (closed sessions, for example)
- Need to amend ordinance/County Board rules to allow for it

Resolution 2021-06-27

IT CIP Funds (\$65,000) – Re-appropriate to Replacement of Sheriff’s Office Radio Repeaters

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
9	Friske			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Vacant			
16	Loka			
3	McCrank			
22	Panfil			
5	Peterson			
7	Rusch			
21	Simon			
18	Voermans			
2	Weaver			
4	Wendt			
10	Woller			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, five of the Sheriff’s Office Radio Repeaters need to be replaced as they have failed or reached the end of their expected life; and

WHEREAS, the Sheriff’s Office spare repeater and a loaner repeater from Northway communications are currently deployed to cover for two failed repeaters; and

WHEREAS, the \$65,000.00 appropriated to the Information Technology budget is no longer required for the County Board Assembly room audio video upgrade as that was completed with CARES Act grant funding.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board does hereby authorize the re-appropriation of budgeted CIP funds in the amount of \$65,000.00 in order to complete the replacement of the Sheriff’s Office Radio Repeaters at the tower sites in Tripoli, the Merrill Highway Department, the Town of Corning, the Town of Pine River, and the Town of Harrison.

Dated this 15th Day of June, 2021.

Introduced by: Administrative & Legislative Committee

Endorsed by: Julie Allen, Norbert Ashbeck, Robert Weaver, Greta Rusch, Eugene Simon, Kevin Koth, and Paul Gilk

Date Passed: 5-0 by Finance on 5/7/21 and 5-0 by Administrative & Legislative on 6/2/21

Fiscal Impact: None

Drafted by: Travis Spoehr – Information Technology Director

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 Lincoln County Board of Supervisors on:

 Christopher J. Marlowe
 County Clerk

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
9	Friske			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Vacant			
16	Loka			
3	McCrank			
22	Panfil			
5	Peterson			
7	Rusch			
21	Simon			
18	Voermans			
2	Weaver			
4	Wendt			
10	Woller			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Resolution 2021-06-28

Title: Authorizing Contingency Fund Transfer to Lincoln County Corporation Counsel Department to Cover Post Employment Payout of Past Employee

WHEREAS, on November 10, 2020 the Lincoln County Board of Supervisors passed Resolution 2020-11- 35 approving the 2021 budget and providing an appropriation amount of \$206,459 for the Corporation Counsel Department; and

WHEREAS in 2021 Lincoln County made a post-employment payment for the outgoing Corporation Counsel that was not budgeted; and

WHEREAS, an additional \$30,300 will be needed to cover the current Corporation Counsel's salary and fringe benefits for the remainder of 2021; and

WHEREAS, \$30,300 is in excess of ten percent of the original budget appropriation;

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors does approve and authorize the contingency fund transfer of \$30,300 to the 2021 Lincoln County Corporation Counsel budget.

Dated this 15th day of June 2021

Introduced by: Administration & Legislation Committee and Finance & Insurance Committee
 Endorsed by: Kevin Koth, Bob Weaver, Greta Rusch, Julie Allen, Paul Gilk, Norbert Ashbeck and Eugene Simon

Committee Action: Administration & Legislation Committee: Passed on June 2, 2021
 Finance & Insurance Committee; Passed on June 4, 2021 unanimously (5-0)

Fiscal Impact: \$30,300 from contingency fund.

Drafted by: Dan Leydet,
 Lincoln County Finance Director

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 Lincoln County Board of Supervisors on:

 Christopher J. Marlowe
 County Clerk

RESOLUTION APPROVING STANDARD COOPERATIVE AGREEMENT BETWEEN CORPORATION COUNSEL AND CHILD SUPPORT AGENCY

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
9	Friske			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Vacant			
16	Loka			
3	McCrack			
22	Panfil			
5	Peterson			
7	Rusch			
21	Simon			
18	Voermans			
2	Weaver			
4	Wendt			
10	Woller			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, Lincoln County Child Support Agency currently contracts with a private attorney to provide legal services and representation to the Child Support Agency; and

WHEREAS, The Agreement between Lincoln County Child Support Agency and the private attorney expires on June 30, 2021; and

WHEREAS, Lincoln County Child Support Agency and Lincoln County Corporation Counsel wish to enter into a Standard Cooperative Agreement such that Corporation Counsel would provide legal services and representation to the Child Support Agency, as more specifically delineated in the attached Standard Cooperative Agreement; and

WHEREAS, Representing the Child Support Agency is an appropriate function of the Corporation Counsel pursuant to Wis. Stat. §59.42(2)(b).

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors approves the attached contract, and authorizes Lincoln County Corporation Counsel to execute the attached contract.

Dated: June 15, 2021

Introduced by: A & L Committee

Endorsed by: Julie Allen, Paul Gilk, Kevin Koth, Greta Rusch, Robert Weaver and Karry A.

Johnson, Corporation Counsel

Date Passed: June 2, 2021

Committee Vote: 5-0

Fiscal Impact: Unknown

Drafted by: Karry A. Johnson, Lincoln County Corporation Counsel

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 Lincoln County Board of Supervisors on:

 Christopher J. Marlowe
 County Clerk

STANDARD COOPERATIVE AGREEMENT

THIS AGREEMENT is entered into between the Lincoln County Board of Supervisors or the Child Support Agency (CSA) designated by the county board under Wis. Stat. § 59.53(5), and Lincoln County Corporation Counsel (Cooperative Agency).

This agreement is required by the State/Agency Contract for Child Support and is intended to provide support for the Child Support Agency in carrying out the functions of the IV-D program under Wis. Stats. §§ 49.22 and 59.53(5) and section 454(33) of the Federal Social Security Act related to establishing paternity, establishing and enforcing support obligations, collecting and distributing support payments, establishing and enforcing medical support obligations, locating absent parents, and reporting. State and federal reimbursement of allowable administrative costs incurred by the Cooperative Agency is provided through this agreement.

A. EFFECTIVE DATES (45 CFR 303.107(f))

This agreement is in effect April 1, 2021 through December 31, 2021. Amendments to this agreement may be made upon the written concurrence of all parties. This agreement may be terminated by any party upon 30 days written notice to the other parties of intent to terminate. This agreement shall be renewed annually upon written agreement of all parties.

B. COMPLIANCE (45 CFR 303.107(c))

The Cooperative Agency agrees to conform to Title IV-D of the Social Security Act; the Code of Federal Regulations (CFR) governing the Child Support Enforcement Program; and other applicable Wisconsin state statutes, federal regulations and administrative rules governing the child support program. The Cooperative Agency also agrees to cooperate with the CSA and to comply with the provisions of State/County Child Support Contract. The Cooperative Agency agrees to comply with any state or federally approved corrective action plans.

C. RECORDS AND REPORTING REQUIREMENTS (45 CFR 303.107(e))

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for conducting state and federal audits and reviews.

Pursuant to 45 CFR 303.2 (c), Establishment of cases and maintenance of case records, Cooperative Agency staff with Kids Information Data System (KIDS) update access shall appropriately document case activity. For Cooperative Agency staff that does not have KIDS update access, the CSA shall ensure that the CSA staff record IV-D case activity. Said documentation shall include the date of action, a description of services rendered, and the result of the action.

All IV-D related contacts, actions and other appropriate IV-D case activity must be recorded as case events in KIDS by the CSA or the Cooperative Agency.

Case records that are held or maintained by the Cooperative Agency must be maintained pursuant to the requirements under 45 CFR 303.2(c) and referenced by a note in KIDS. The note must identify the nature of the records and the specific location of the records.

D. CONFIDENTIALITY (Wis. Stat. §§ 49.83 and 49.22(2m)(a))

The CSA will provide the Cooperative Agency with all available information necessary to perform the tasks under this agreement. The information received from the CSA shall be used exclusively for the performance of its functions as described in this agreement. The Cooperative Agency will be responsible for safeguarding this information and may disclose information only in the administration of the programs under Wis. Stat. §49.22 (2m). The Cooperative Agency may not disclose information concerning applicants and recipients of IV-D services for any purpose not connected with the administration of the programs. Any person violating this section may be fined pursuant to Wis. Stat. §. 49.83.

The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state law and the penalties for violating confidentiality.

E. PROTECTION OF KIDS DATA: PROTECTION AGAINST UNAUTHORIZED ACCESS OR DISCLOSURE (Wis. Stat. §§ 49.83, 49.22(2m)(a), and 45 CFR 307.13)

The Cooperative Agency agrees to comply with the following measures to protect confidentiality of KIDS information and to protect child support case information against unauthorized access or disclosure:

- Only authorized Cooperative Agency employees shall be given access to KIDS. Said access shall be limited to the access levels necessary to perform job duties specified under this agreement.
- The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state and federal law.
- Child support case information and KIDS data shall be used only to the extent necessary to administer child support cases and the child support enforcement program, and shall not be used for any other purposes, and may not be re-released to any other organization or agency.
- KIDS information shall be stored in a place physically secure from access by unauthorized persons in conformance with the Wisconsin's Bureau of Child Support Policy Manual: Privacy Protection and Program Security sections regarding computer security.

The Cooperative Agency shall attest that all personnel with access to KIDS information will adhere to the policies and procedures of the Department of Children and Families (DCF) and state statutes regarding confidentiality and computer access. This includes, but is not limited to, completing a DCF-F-2923-E Request for Access form for each person who ends employment with the Cooperative Agency who had access to KIDS, and for each person no longer requiring access to KIDS. The CSA director or designee should periodically review each staff's access to KIDS to ensure the level of access is consistent with their job duties.

F. FAMILY VIOLENCE INDICATOR (Wis. Stat §§ 49.22(12) and 454 (26) of the Social Security Act)

Pursuant to Wisconsin statute and federal law, a CSA may not release information about the whereabouts of a person, if the person seeking information is subject to a temporary restraining order or injunction with respect to the person about whom the information is sought, or if the CSA has reason to believe that releasing the information might result in physical or emotional harm to the person about whom the information is sought. Child support workers are required to safeguard the privacy of said individuals by entering a participant privacy indicator in KIDS.

KIDS data includes information about all case participants, including persons with privacy protection. The Cooperative Agency will explain the sensitive nature of the privacy protection indicator to all agency personnel with access to case information and will comply with safeguards to protect the privacy of all parties, including individuals protected with a privacy protection indicator.

Information about protected individuals may not be published, used, transmitted or otherwise shared, without first removing all information about location, employment or other information identifying the whereabouts of the protected individual.

G. MONITORING AND CORRECTIVE ACTION (45 CFR 304.20(b)(1)(ii))

The Cooperative Agency's performance, as set forth in this agreement, may be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of services covered by the agreement. The CSA may develop corrective action plans as necessary to avoid fiscal sanctions which may result if the Cooperative Agency does not meet its obligation under this agreement. The Cooperative Agency must notify the CSA of conditions that have caused or may hinder its ability to meet its obligations under this agreement. The Cooperative Agency will help develop corrective action plans and comply with them.

H. FEDERAL FINANCIAL PARTICIPATION (FFP) REIMBURSEMENT FOR CHILD SUPPORT ACTIVITIES (45 CFR 304.21)

The Cooperative Agency agrees to comply with the provisions of 45 CFR 304.21, FFP, in the costs of cooperative arrangements, as a condition for FFP. The Cooperative Agency may be reimbursed for administrative expenses incurred by the Cooperative Agency as a result of the activities performed under this agreement. Said reimbursement shall not exceed the percentage set by federal regulations or state statutes, and it may change during a given calendar year.

The CSA shall send written notification to the Cooperative Agency as soon as the CSA is officially notified of a proposed change in the reimbursement rate for administrative expenses.

I. CHILD SUPPORT AGENCY'S DUTIES, FUNCTIONS, AND RESPONSIBILITIES

The CSA is responsible for administering the county program to establish paternity, establish, and enforce child and spousal support orders, and to establish and enforce medical support orders pursuant to state and federal law.

The CSA will provide the Cooperative Agency with the necessary child support information, policies and procedures to carry out the requirements of this agreement.

On behalf of the county, the CSA will seek reimbursement for the allowable costs incurred by the Cooperative Agency under the terms of this agreement by appropriately reporting those costs to the DCF.

J. REQUIRED ATTACHMENTS TO COOPERATIVE AGREEMENTS

ATTACHMENT 2: Required Duties and Performance Standards (45 CFR 303.107(a) and (b)) contains a clear description of the specific duties, functions and responsibilities of the Cooperative Agency, and clear and definite standards of performance.

ATTACHMENT 3: Methods of Determining Costs (45 CFR 303.107(d) and 45 CFR 304.21(c)) contains the methods of determining costs and the procedures for billing by the Cooperative Agency.

ATTACHMENT 4: Cooperative Agency Budget Worksheet (45 CFR 303.107(d)) contains a budget estimate and covered expenditures for the Cooperative Agency.

The Cooperative Agency and the CSA should monitor the cost of the Cooperative Agreement so the cost remains necessary and reasonable for the child support program.

K. SIGNATURES (45 CFR 304.21 (d))

Reimbursement is available for IV-D costs incurred as of the first day of the calendar quarter in which this agreement is signed by parties sufficient to create a contractual arrangement under state law and county ordinance.

FOR THE CHILD SUPPORT AGENCY:

_____	_____
<i>Print Name: County Board Chair/Designee or CSA Designee under Wis. Stat. § 59.53(5)</i>	<i>Title</i>
_____	_____
<i>Signature</i>	<i>Date</i>

FOR THE COOPERATIVE AGENCY:

_____	_____
<i>Print Name</i>	<i>Title</i>
_____	_____
<i>Signature</i>	<i>Date</i>

Attachment 2
Required Duties and Performance Standards

CORPORATION COUNSEL DUTIES (required for reimbursement of services)

Subject to availability of Corporation Counsel, provide legal services to the Child Support Agency (CSA), as follows:

- On behalf of the CSA, appear in court representing the State's interest in matters related to establishing paternity; and establishing, modifying, or enforcing child support and/or medical support, and/or maintenance, or any other matters related to services provided to IV-D cases. Provide at least 3 1/2 hours (8:30 - Noon) for the regular schedule child support court time. Child support court time is currently scheduled for Thursday mornings on a bi-weekly basis from 9:00 am - noon. The yearly schedule is usually provided to the CSA by October 1st of each year and will be submitted to the Cooperative agency for review and approval. The CSA will prep all cases for court and provide court prep sheets to the Corporation Counsel for each child support hearing no later than noon on the business day preceding the scheduled child support court date. In addition to court time, legal services shall include court preparation time and follow-up. The Cooperating Agency shall be available to conference with a child support worker prior to court to address any questions or concerns regarding the court prep. It is understood by both parties that court appearances will be as ordered by the court. If at all possible, routine court appearances shall be handled by either letter or appearance by telephone to minimize time commitment.
- Review and approve or provide correction for all pleadings, including summons, petitions, orders to show cause, motions, etc., drafted by the CSA for scheduled IV-D court hearings. Use the electronic filing system established by the Director of State Courts for filing documents with the circuit court or provide direction to the CSA for the process of submission.
- Review and approve or provide correction on all orders drafted by the CSA following court.
- Create a KIDS case event to document all contacts and case actions taken by the Cooperative Agency or provide a summary to any worker in the child support unit for entry into KIDS. All information related to contacts and case actions should be documented into KIDS within one working day.
- At the discretion of the CSA; attend, if available, training sessions provided by the County CSA, the Bureau of Child Support (BCS) and/or the Wisconsin Child Support Enforcement Association (WCSEA).
- Defer communication by mail, fax, or telephone on IV-D matters to the CSA to allow the CSA to continue to serve as the first point of contact.
- Notify the DCF attorney of any appearance on behalf of the State in any appeal involving a IV-D case.
- Duties from April 1, 2021 through June 30, 2021 include cooperative agreement content negotiation meeting time and training/job shadowing for IVD court hearings.

Ensure equal opportunity and equal access in service delivery. Help the CSA and the courts identify the need for translation and interpretation services, and the need to provide reasonable accommodations or aids for people with disabilities.

Attachment 2
Required Duties and Performance Standards

CORPORATION COUNSEL STANDARDS OF PERFORMANCE

Upon request of the CSA, and subject to the availability of Corporation Counsel, reserve conference time with workers for IV-D cases.

Reserve, at a minimum, (8) hours per month of court time for allotted child support court dates and appear at hearings (in person or remote, as directed by the Court) to represent the State's interests. Additional related duties up to (12) hours per month are expected, for a total cumulative commitment of (20) hours per month.

A maximum of 20 cases will be scheduled for court during the child support court schedule. It is expected the Cooperative Agency will conduct these hearings during the allotted time period.

Review and approve or provide direction for corrections on pleadings and orders that are submitted for review.

Upon request, provide direction to the CSA on policies and procedures.

Meet all timeframes for taking legal actions and establishing and enforcing orders, as set forth in the federal regulations and state policies, to the extent possible.

Subject to the availability of the Court, Cooperate with the CSA to meet federal timeframes for IV-D services:

- Within 90 calendar days of locating the alleged father or noncustodial parent, establish paternity and establish an order for support, or complete service of process necessary to commence proceedings.
- For cases in which service of process is necessary, establish paternity and establish an order for support from the date of service of process:
 - within six (6) months in 75% of the cases, and
 - within twelve (12) months in 90% of the cases.
- Within 180 calendar days of receiving a request for review or of locating the non-requesting parent, review and adjust the order or determine that the order should not be adjusted.

Comply with the Civil Rights Compliance standards for agencies that deliver services under contract with or sub-contracts/cooperative agreements with the DCF.

~end~

**Attachment 3:
Methods of Determining Costs and Procedures for Billing
Lincoln County Corporation Counsel Cooperative Agency**

Methodologies for Determining Costs for Staff and Non-salary Items

Actual Time Accounting

The Cooperative Agency will maintain detailed timesheets of actual time spent on IV-D activities. The detailed timesheets will include the actual dates, hours spent, activities performed, and IV-D case identifiers. (Optional: Attached IV-D Activity Time Log may be used to support this method.)

Procedures for Billing: The detailed timesheets will be provided to the Child Support Agency (CSA) by the tenth (10th) day of the month following the month that the activities were performed. The amount of hours reported on the detailed timesheets will be multiplied by the staff person's hourly productive rate to establish IV-D charges eligible for FFP for the following staff:

Staff:
Corporation Counsel - Attorney Karry Johnson

Documenting Allowable Costs for Non-Salary Items

The Cooperative Agency will claim non-salary IV-D costs to the extent that these costs are reasonable and necessary to assure quality IV-D services, and the amounts charged are reasonably assignable to the IV-D program. Cooperative Agency non-salary costs will be charged to the IV-D program as follows:

<u>Cost Item</u>	<u>Methodology/Cost Basis</u>
Paper/printing	Cooperative Agency shall be provided a print code from the IT department that will allow for printing and paper costs incurred to be billed directly to CSA through the monthly printing bill.
Conference/training costs including: Mileage, Meals, Registration Fees, and Room and Board	Registration fees and hotel reservations shall be submitted for and paid directly by the CSA. A Travel and Expense report shall be submitted by the Cooperative Agency detailing expenses for mileage and meals.
Postage/Envelopes	All mail related to IVD cases shall be provided to the CSA to be mailed by the CSA using CSA envelopes and postage account.

IV-D Activity Time Log (Sample)

County Agency/Department:
Month and Year:
Name of Person completing the form:
Title of Person completing the form:

Date	Begin Time	End Time	Total Units of Time	IV-D Case Identifier(s)	Description of IV-D activity/activities
01/02/21	8:30	10:00	1.50 hrs	IVD 99999 IVD 88888	Court hearing - paternity/establishment Court hearing - contempt

I certify that the above IV-D activities were completed as indicated.

Signature: _____ Date: _____

Title: _____ Monthly Total Units/Hours: _____

ORDINANCE 2021 -06-701

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
9	Friske			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15				
16	Loka			
3	McCrank			
22	Panfil			
5	Peterson			
7	Rusch			
21	Simon			
18	Voermans			
2	Weaver			
4	Wendt			
10	Woller			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

AN ORDINANCE AMENDING THE GENERAL CODE OF THE COUNTY OF LINCOLN – CHAPTER 17, 17.2.03, ZONING ORDINANCE AS A RESULT OF A REZONING PETITION BY MICHAEL KERNAN FOR PROPERTY IN THE TOWN OF BRADLEY.

The County Board of Supervisors of Lincoln County, Wisconsin, does hereby ordain:

Chapter 17.2.03, Lincoln County Code, is amended to rezone a portion of tax parcel pin# 004-3406-062-9998 from Forestry (F) to Rural Lands (RL-4). The parcel size of the property is approximately 15.62 acres and is located in the NW/NW in Section 6, T34N-R6E, in the Town of Bradley, and having address of N9696 Loop Rd.

Any areas designated as Wetlands on the Wisconsin Wetland Inventory Map will not be rezoned to upland.

This ordinance shall take effect following its passage and publication.

Dated: 6/15/21

Introduced by: Land Services Committee

Endorsed by: Chris Heller, Bill Bialecki, Greta Rusch, Julie Allen, Elizabeth McCrank, and Joshua Wendt

Date Passed: 5/13/21 Committee Vote: 6-0

Fiscal Impact: None

Drafted by: Mike Huth (Zoning Program Manager – Land Service Administrator)

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 Lincoln County Board of Supervisors on:

Christopher J Marlowe,
 County Clerk