

## LINCOLN COUNTY LAND SERVICES COMMITTEE

Thursday, September 10, 2020 at 3:30pm

Meeting Location: Lincoln County Service Center, 801 N. Sales St, Room #257, Merrill, WI 54452

Via Teleconference and In-Person Attendance

**In-Person Attendance:** Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. 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 Governor Evers' Emergency Order #1 (Executive Order #82), face coverings will be required of all attendees with the limited exceptions set forth in Emergency Order #1.

**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: 1 319-493-7607

Access Code: 176 541 026#

Meeting ID: meet.google.com/atn-vqhb-fgf

The teleconference cannot start until the host (department head) dials in and enters the host password.

All public participants' phones, microphones, and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, 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 chair, any person offering public comment should state their name and comments.

### MEETING AGENDA

*Action where applicable and necessary*

1. Call meeting to order

#### **REGISTER OF DEEDS**

2. Q&A on Monthly Munis Reports

3. Q&A on Monthly Written Reports

#### **LAND SERVICES DEPARTMENT**

4. Public Comment

5. Approval of the July 31, 2020 LSC meeting minutes

6. Approval of the August 13, 2020 LSC meeting minutes

7. Agency Updates

8. Department Activity/Financial Reports & Correspondence

a) Conservation – Amanda Kasparek

b) Land Information – Norm Bushor

c) Zoning – Mike Huth

9. 2021 Speaking and Poster Contest (Conservation Program) – Amanda Kasparek

10. Aquatic Invasive Species Partnership with Oneida County and DNR Grant Funding – Amanda Kasparek

11. Lumberjack RC&D Representatives

a) Appoint second alternate for Lumberjack RC & D

b) Proxy Voting Authorization Letter and Code of Ethics/Conflict of Interest Certificates

12. Lincoln County Comprehensive Plan Update – Mike Huth

13. Tax Deed Process

14. 2021 Land Services Preliminary Budget

15. Future Agenda Items

16. Confirm next meeting/public hearing date

17. Convene into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.

a) Land Services Administrator

18. Reconvene into open session

19. Take any necessary action on item discussed in closed session

20. Adjourn

NOTE: Public Hearings published numerically are itemized in agenda alphabetically in the same order.

**DISTRIBUTION:**

Land Services Committee Members – Julie Allen, Bill Bialecki, Hans Breitenmoser Jr., Elizabeth McCrank, Christopher Heller, Greta Rusch, & Joshua Wendt  
Jeremy Irish – APHS-WS, Peggy Winter – NRCS, Carrie Brezesinski – FSA, Ann Krueger – FSA, Tracy Beckman – Lumberjack RC&D  
County Board Chairman – Kevin Koth  
Administrative Coordinator – Jason Hake

Posted on \_\_\_\_\_ at \_\_\_\_\_ .m by \_\_\_\_\_

***While there may be a quorum of the County Highway Committee or the Public Property Committee present, no County Highway Committee or Public Property Committee business will be conducted at this meeting.***

***Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please contact the Lincoln County Clerk at 715-539-1019 as early as possible so that proper arrangements may 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 within 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. Sec. 19.85(2).
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.