

LINCOLN COUNTY ADMINISTRATIVE & LEGISLATIVE COMMITTEE

Wednesday, March 4, 2026 - 4:30 PM

MINUTES

1. Call to Order

Meeting was called to order by Chair Boyd at 4:30pm

Supervisors Present: Jesse Boyd, Greg Hartwig (virtual), Julie DePasse, Ken Wickham, Angela Cummings, Lori Anderson-Malm, Marguerite Lyskawa

Department Heads Present: Renee Krueger, Karry Johnson, Travis Spoehr, Matt Pultz

2. Approval of the Minutes

a. Approve Minutes From 02.04.2026:

M/S DePasse/Wickham to approve the minutes in the packet. Note that the agenda reflects minutes from 03.04.2026 which should be 02.04.2026. Carried on voice vote.

3. 2025 Budget Modifications

a. Approval of Veterans Services Office 2025 Budget Modification, Carryover Request, and Contingency Request

M/S DePasse/Anderson-Malm to approve the CVSO 2025 Budget Modification. Carried on voice vote.

M/S Cummings/DePasse to approve the CVSO 2025 Carryover Request. Carried on voice vote.

M/S DePasse/Cummings to approve CVSO 2025 Contingency Request. Carried on voice vote.

b. Approval of Information Technology 2025 Budget Modification, Carryover Requests, and Contingency Request

M/S DePasse/Wickham to approve the IT 2025 Budget Modification. Carried on voice vote.

M/S Cummings/DePasse to approve the IT 2025 Carryover Request. Carried on voice vote.

M/S DePasse/Anderson-Malm to approve IT 2025 Contingency Request. Carried on voice vote.

c. Approval of Corporation Counsel 2025 Budget Modification

M/S DePasse/Lyskawa to approve Corporation Counsel 2025 Budget Modification. Carried on voice vote.

d. Approval of Administration 2025 Budget Modification

M/S DePasse/Wickham to approve Administration 2025 Budget Modification. Carried on voice vote.

4. Consent Agenda

a. Financials

No concerns noted. Financials placed on file.

b. Expense Reimbursement(s) Approval

M/S Cummings/Wickham to approve the Administrative Coordinator's expense reimbursement. Carried on voice vote.

c. Activity Reports (written) & Discussion as needed

Department Heads responded to questions by the committee regarding respective reports. Reports placed on file.

5. Discussion & Action

a. Discussion and Possible Action *Draft 2026 Employee Handbook*

- *Telecommuting*
- *Conflict of Interest*
- *On-call Pay and Longevity*
- *Work Hours*
- *Travel & Training*
- *Vehicle Insurance*

The committee reviewed the proposed changes and the forms associated.

Telecommuting: The committee requested additional clarification language specific to when an employee is required to return to the office that it is not considered work time and included a list of reasons not eligible for telecommuting, such as lack of childcare or secondary employment. Additional requests include wording to appropriately reflect a telecommuting schedule and/or frequency, maintaining a copy in the personnel file and appropriate oversight by committees.

No recommended changes to the *Conflict of Interest*

On-call Pay and Longevity: The committee discussed the differences between departments for on-call pay.

The Administrative Coordinator noted that Uniform and Personal Protection Equipment Reimbursement was on the same page and that the recommendation is to include the Forestry Field Employees, not just the Foresters. No recommended changes.

Work Hours: The Lincoln County Ordinance, if passed, will be 1.07. No additional changes requested.

Travel & Training: The committee clarified the intent of the policy is that when meals are included in the cost of registration and/or provided that additional meal expenses are not allowed. Language will be changed to clearly reflect.

Vehicle Insurance: Corporation Counsel and the Administrative Coordinator explained that the statutory limits are \$25,000/\$50,000 versus the Wisconsin County Mutuals recommendation that we establish coverage that decreases county liability as the secondary insurer. Currently, Lincoln County pays the IRS rate for those covered at \$100,000/\$300,000 and \$.09 less for those covered below. Discussion regarding operational oversight. There is no requirement to pay mileage, but the Administration highly recommends continued practice. The intent is to have clear oversight and efficient management that is consistent. County Board Supervisors are treated statutory differently and that should be reflected in the Board Rules. The committee accepts the proposed changes with no additional recommendations.

The Administrative Coordinator will make changes and bring forward what is hoped to be the final draft for approval next month. The committee discussed the concerns that the next session's Administrative and Legislative Committee could choose to reverse these decisions. The Administrative Coordinator indicated that this doesn't typically occur and that having an updated policy to start the session with is helpful to a new committee.

b. Lincoln County AI Acceptable Use and Security Policy

IT Director Spoehr presented the updated draft of the AI Acceptable Use and Security Policy. This policy was reviewed in great length the previous month. M/S Cummings/Wickham to approve the changes. Carried on voice vote.

c. Discussion and possible action: Responsible Committee for Service Center Renovation Project.

Supervisor Wickham explained that he requested this agenda item to address the lack of clear oversight provided via the resolution passed to oversee the project of transitioning the departments in the Health and Human Services Building to the Service Center. The committee discussed Lincoln County Ordinance 2.09(7)(c)1 and the relationship between the Administrative Coordinators' role within this process. M/S Cummings/Lyskawa to have the public property committee be the oversight committee for the Service Center

Renovation. Discussion regarding how to incorporate clear language for the next session committees.

The committee took a short break.

M/S Cummings/DePasse to amend the motion to recognize Lincoln County Ordinance 2.09(7)(c)1, that the Public Property Committee is charged with caring for and keeping in repair all county-owned buildings and grounds, except those directly under the jurisdiction of another County Committee. The Administrative and Legislative Committee directs the Administrative Coordinator to continue to work with the Building and Grounds Superintendent to manage the operations of this project and report back to the Public Property Committee, who will oversee the project, review the expenditures and address any substantial conflicts that may occur. Amendment was carried on voice vote. The original motion, as amended, carried on voice vote.

d. Discussion and possible action: Organizational Charts and Vacant Positions

The organizational chart as developed by the Clerk's Office was provided to all supervisors. Supervisor Wickham handed out a different format that would include each position by FTE %, name, salary and/or vacancy. The Committee discussed the benefits of this. The Administrative Coordinator requested that someone put together the template to be filled in and a single person/department to be assigned, as opposed to multiple organizational charts being managed by different departments. No action taken at this time

- e. The Committee may consider a motion to adjourn into closed session (roll call vote required), pursuant to Wis. Stats. §19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session", to include Corporation Counsel, Administrative Coordinator, and any other Board Supervisors wishing to remain, to wit:**
- 1. Collective Bargaining Contracts**

The Administrative Coordinator explained that the purpose for items 5e, 5f, and 5g to be on the agenda is not needed at this time. The Chair struck these items.

f. Reconvene to Open Session

g. Possible Action as a result of closed session

6. Resolutions and Ordinances

a. Approval of Resolution Celebrating the 70th Anniversary of "The Lawrence Welk Show"

M/S Wickham/Lyskawa to approve the resolution. Carried on voice vote.

b. Establishing "The Bierman Foundation" As A Local Grant Resource

M/S Cummings/Wickham to approve the resolution. Krueger explained the uniqueness of this funding source specific to how Bierman funds are solicited as part of the application process. Additionally, to provide some oversight as to how/when funds are requested. Carried on voice vote.

c. Approving An Ordinance Amending the General Code of the County of Lincoln Chapter 1 — General Government: Hours of Business

It was noted that there was a quorum of the Ad Hoc Rules Committee at the Administrative and Legislative Committee. It was further explained that the resolution approved for the Ad Hoc Rules Committee does not require items 6a-6h to come to the Administrative and Legislative Item 6c was appropriate to still come through the Administrative and Legislative Committee for approval. M/S DePasse/Lyskawa to approve this ordinance. Carried on voice vote.

The Chair requested for Unanimous Consent to remove items 6d through 6h. No objections.

- d. Approving An Ordinance Amending the General Code of the County of Lincoln Chapter 2 - Repealing and Recreating Chapter 2 (Board Rules)
- e. Approving An Ordinance Amending the General Code of the County of Lincoln and Renumbering a portion of section 2.10 to Chapter 3, Section 3.01(2) and Amending Section 3.01
- f. Approving An Ordinance Amending the General Code of the County of Lincoln, Chapter 3, Section 3.02
- g. Approving An Ordinance Amending the General Code of the County of Lincoln, Renumbering Section 2.13 to Section 1.14 and amending Section 1.14
- h. Approving An Ordinance Amending the General Code of the County of Lincoln and Renumbering the following ordinances: Section 2.11 to create Section 1.08; Section 2.14 renumbered to create Section 1.06.

7. Set Next Meeting Date & Adjourn

- a. Wednesday, April 1, 2026 at 4:30pm

Meeting adjourned at 7:40pm