LINCOLN COUNTY ADMINISTRATIVE & LEGISLATIVE COMMITTEE

Wednesday, April 1, 2026 - 4:30 PM

MINUTES

1. Call to Order

The meeting was called to order by Vice Chair DePasse at 4:30pm

Supervisors Present: Julie DePasse; Ken Wickham, Marguerite Lyskawa, Lori Anderson-Malm, Angela Cummings, and Greg Hartwig (virtual)
Supervisors Absent: Jesse Boyd (excused)
Department Heads Present: Renee Krueger, Karry Johnson, Matt Pultz, Travis Spoehr, Heather Marheine, Jason Lemmer, Jessi Rumsey

2. Approval of the Minutes

a. Approve Minutes From 03.04.2026:

M/S Cummings/Wickham to approve the minutes. ***Motion carried on voice vote.***

3. Consent Agenda

a. Service Recognition: 15 Years - John Van Lieshout - Information Technology Department

John Van Lieshout was recognized for his 15 years of service to Lincoln County.

b. Financials

There were no questions or concerns about the financials. Placed on file.

c. Activity Reports (written) & Discussion as needed

Department Heads answered questions related to their submitted activity reports. Placed on file.

4. Discussion & Action

a. Discussion and Possible Action — Emergency Closure (Inclement Weather) Policy

The Administrative Coordinator explained that the Building Hours Ordinance directed the A&L to develop a policy specific to building closures. The packet included an excerpt of what is currently in the employee handbook. The committee reviewed the policy and discussed various elements that could be expanded for clarification and secondary authorities in the event the Administrative Coordinator or the Board Chair were not available. Additionally, it was requested to include Department Heads notifying employees either through a phone call or text. Additional language that notes the Courthouse may only be closed by the Presiding Judge would also be necessary.

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

Krueger provided additional documents in addition to the draft changes included in the packet. Krueger explained the reason for the additional packets. Specific to the "BENEFITS" packet, Krueger explained a situation which was brought to her attention last week regarding how paid time off was being applied in the highway department, which is not consistent with the remainder of the county. Krueger consulted with Von Briesen Law Office regarding specific concerns regarding how to proceed. The committee discussed two issues: how to address the current month of March regarding pay of benefits to the Highway Employees and recommended language and scenarios to move forward.

M/S Lyskawa/Wickham to continue as we have in paying the Highway Employees and review again next

month. Carried on voice vote.
M/S Wickham/Anderson-Malm to approve the hire of an attorney to review the policy handbook, to review the inconsistencies in the whole handbook regarding all pay, hours, and workweek. Failed on voice vote.

Krueger requested that the committee approve the Employee Handbook with the changes approved to date, except for BENEFITS language as added and related sentences. This would allow for the "revised" handbook to be provided by the attorney, to reduce any concerns that we may already have changed. The committee discussed whether there were any additional concerns regarding the changes in the handbook. Telecommuting was further discussed. Krueger was directed to inform department heads to add to their committee's agenda discussion of telecommuting oversight. M/S Anderson-Malm/Hartwig to approve all the items in the Employee Handbook with changes except the benefits language and related sentences that were recently added. Carried on voice vote.

Committee took a short break

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

The committee considered information that should be included in an organizational chart, considered risks with various information consolidated in a single document and how the information could be used in oversight by committees. The committee decided the decision should be held off until the next sessions committee.

d. Discussion and Possible Approval to submit for Hosting Alice in Dairyland Finals

The committee discussed the upcoming county projects, the timing of the application and host years. The committee determined that submitting an application would benefit the county, but not at this time. Instead, they will use the next couple of years to gather additional information and prepare to submit for the next opportunity.

5. Resolutions and Ordinances

a. Approving Ord 2026-03-798 An Ordinance Amending the General Code of the County of Lincoln, Chapter 1 (General Government), Section 1.18 (Citizen Appointment to Committees)

M/S Wickham/Cummings to approve. Carried on voice vote.
M/S Wickham/Anderson-Malm to reconsider. Roll call vote. All ayes. Discussion regarding language that is currently in the draft.
M/S Anderson-Malm/Wickham to approve the ordinance with the changes striking the Long Term Support language. Carried on voice vote.

6. Closed Session

a. Closed Session: The committee may consider a motion to adjourn into closed session (roll call vote required), pursuant to:

i. 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 wit: LISO Collective Bargaining

ii. Wis. Stats. § 19.85(1)(g), for the purpose of "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved": To wit: consult with Corporation Counsel regarding (1) update and clarification regarding signatory authorization related to litigation for return of earnest money; (2) possible litigation related to Tortious Interference by Donald J. Dunphy with Contract of the Sale of Pine Crest Nursing Home

M/S Cummings/Lyskawa to go into closed session pursuant to 6aii: Wis. Stats. §19.85(1)(g) as read, 6ai is no longer needed. Roll call vote. All Ayes. Moved to closed session.

b. Reconvene to Open Session

M/S Anderson-Malm/Lyskawa to return to open session. Roll call vote. All ayes.

c. Possible Action as a result of closed session

M/S Cummings/Anderson-Malm to authorize the Administrative Coordinator to sign on behalf of the County with regard to the Earnest Money Litigation. Carried on Voice Vote.
M/S Wickham/Lyskawa to rescind the previous directive to Corporation Counsel to bring a resolution initiating litigation towards Donald J. Dunphy for tortious interference in the contract of the Pine Crest Nursing Home Sale. Carried on voice vote.

7. Set Next Meeting Date & Adjourn

Meeting adjourned at 7:40pm

a. Wednesday, May 6, 2026 at 4:30pm (or call of chair)