

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248.1
Friday December 5, 2008
7:30 a.m.

Members Present: Robert Lee, Robert Weaver, Richard Berndt, Gene Simon & Carl Short

Visitors: Darla Sarn, Andrea Gallella, Jan Lemmer, Robert Lussow, John Mulder, Dan Leydet, Randy Scholz, Robert Reichelt, Jean Labbus, Don Dunphy, Robert Kunkel

1. Meeting called to order at 7:30 a.m. by Chairman Lee.

2. Minutes of November 7, 2008 were approved as printed by Motion/Second (M/S) Berndt/Simon – all voting aye.

3. Treasurer's Report – Treasurer Lemmer provided the committee with Investments Report Dated November 30, 08 and Year-to-Date Munis Budget report. M/S Lee/Short to place reports on file – all voting aye.

4. Resolution 2008-12-51 Cancellation of County Checks – Treasurer Lemmer explained the usual “clean up” resolution regarding uncashed checks. M/S Lee/Berndt to forward to County Board and recommend approval – all voting aye.

5. 2009 Landfill Module Construction Project – Landfill Manager Reichelt updated the committee of construction project schedule change in the Landfill Long Range Plan. \$391,000 Phase III construction scheduled for 2011 will be moved up to 2009. Reichelt explained the reasons and noted there will be no county levy change. No action required.

6. Humane Society – Human Society representatives Gallella and Sarn updated the committee on finances and operations. Humane Society Minutes of 10-20-08 and financial report through October 2008 was provided for review in advance of meeting. The committee continues to requested monthly written reports but monthly oral reports are no longer requested but welcome. Again thank you to all those who have participated in the ongoing improvements at the Humane Society.

7. Humane Society Contract for 2009 – The committee was provided a copy of the contract in advance of the meeting. Review and discussion led to minor changes in the contract noted and updated by Finance Director Leydet. M/S Weaver/Lee to approval of updated contract and recommend County Board Chairman sign the contract on behalf of Lincoln County – all voting aye.

8. Social Service Request for Purchase Card – Finance Director Leydet explained the procedure for implementing Purchase Cards for County Departments - Finance Committee needs to approve all new purchase cards. Jean Labbus, Social Services Department explained the card purpose and the Social Service Committee had approved use of Purchase Card. M/S Simon/Short to approve issuing a Purchase Card for use within Social Service Department with a maximum limit of \$2500 – all voting aye.

9. Highway Cash Flow – Highway Commissioner Randy Scholz pointed out a short fall in funding at the Highway Department and explained the issues. No action requested or taken.

10. Funding New Staff Position in District Attorney's Office – District Attorney Dunphy explained the backlog in his office and requested a Limited Term Employee for 60 days. The request has been approved by Personal and EMS Judicial Committees.

Funding for the position will be from contingency funds and be offset by forfeiture revenues. M/S Simon/Berndt to approve funding for Limited Term Employee.

11. Phase III Financing for Building Project – Supervisor Simon explained the bid opening for Court House remodeling has been delayed but is now scheduled for January 7, 2009. Finance Committee will meet January 9, 2009 to consider issuing Promissory Notes for Phase III of building project.

12. County Clerk Year-to-Date Budget Report – County Clerk Kunkel explained that additional election expenses have created a \$10,000 short fall in the County Clerks Budget. Budget Modification action will be requested in first months of 2009.

13. Resolution 2008-12-50 Ordering County Clerk to Take Tax Deed of 2006 Sales – Clerk Kunkel explained resolution that all procedures for taking Tax Deed have been followed. M/S Lee/Berndt to forward Resolution 2008-12-50 to County Board and recommend approval – all voting aye.

14. Building Project Purchase Order and Year-to-Date Expenditure Update – Written reports were made available prior to meeting, reviewed by committee and placed on file.

15. November Year-to-Date Budget Report – Report was reviewed and placed on file.

16. North Central Health Care Budget to Actual Report – Report was reviewed and placed on file.

17. County Cash Balance and Depository Report – Finance Director Leydet explained his concern over financial discussion at November County Board Meeting. Finance Director Leydet prepared Cash Review explanation dated December 5, 2008 and requested direction from the committee. The committee requested that Finance Director Leydet provide the report and explanation to the Administrative and Legislative Committee.

18. Resolution 2008-12-53 Designation of Public Depositories – The committee reviewed the Resolution - M/S Simon/Berndt to forward Resolution 2008-12-53 to County Board and recommend approval – all voting aye.

19. Budget Modifications – None

20. Closed Session Convene into Closed Session Pursuant to Sec. 19.85(1)© Wis. Stat. for Considering Employment, Promotion, Compensation, or Performance Evaluation Data of Any Public Employee. M/S Lee/Simon to convene into closed session – Lee, Simon, Weaver, Berndt, Short all voting aye by roll call vote.

A. Performance Evaluation of Finance Director

21. Open Session Take any Necessary Action on Items Discussed in Closed Session M/S Simon/Weaver to Convene into Open Session – Lee, Simon, Weaver, Berndt, Short all voting aye by roll call vote.

M/S Simon/Weaver - To commend Finance Director Leydet for his excellent job performance and approve a step increase – all voting aye.

22. Director's Report – A. Year-to-Date Budget Report B. Purchase Card – Budget Report reviewed; Purchase Card program has been implemented.

23. Review Correspondence/Communication – none

24. Review Voucher Listing – Voucher listing made available for review

25. Set Next Meeting Date – January 9 and February 6, 2009 at 7:30 a.m.

26. Adjourn – M/S Adjourn Berndt to adjourn at 8:30 a.m.

Submitted by, Robert Weaver Secretary