

**Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248.1
Friday February 6, 2009
7:30 a.m.**

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

Visitors: Randy Scholz, Dan Leydet, Andrea Gallella, Jan Lemmer, Robert Lussow, Ray Bloomer, Nancy Bergstrom, John Mulder

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

2. Minutes of January 9, 2009 were approved as printed by Motion/Second M/S Lee/Short – all voting aye.

3. Treasurer's Report – Treasurer Lemmer appeared and provided the committee with overview of current interest rate environment and commented on Year-to-Date Budget Report along with Investment Report – M/S Short/Berndt Place reports on file – all voting aye.

4. Phase III Funding of the Building Project – Phase III of the funding for the building project is still on hold due to the delay from the State Historical Society. Simon requested Finance Director Leydet to discuss options with bond consultant and report at next meeting.

5. Humane Society 2009 Contract – Leydet reported that Corporation Counsel Bergstrom recommended that the language in part V(12) remain in contract as is. The Finance Committee has a fiscal oversight role and the Supervisor appointed to the Humane Society Board has program oversight and acts as a liaison to the County Board. Sometimes those roles will overlap, but the oversight structure is favorable to the County. Gallella reported that the Humane Society does not have an issue over the language and will sign the contract. The Humane Society final review for 2008 was also received. The Humane Society reported \$31,737 in net income and around \$40,000 in cash at the end of 2008. No action taken.

6. Highway Contingency Fund Request – Scholz requested a contingency fund transfer of \$326,305 due to operations running over budget. Leydet pointed out that the Roads Fund will still have a deficit balance due to STP funding that the General Fund will have to cover at the end of the year. That deficit will be made up in the 2009 Roads Fund budget. M/S Simon/Short to approve transfer of \$326,305 from contingency funds to the County Road Fund. All voting aye.

7. County Clerk Year-to-date Budget Report – County Clerk year-to-date budget report was included in the Finance Committee packet. Leydet noted that the elections budget is over and will need contingency funds of around \$11,000. Clerk will request funds next month. Placed on file.

8. County Clerk Purchase Card Request- Leydet reported that the County Clerk requested a purchase card with a limit of \$1,500 for County Board activity that funnels through his office. Discussion followed. M/S Simon/Berndt to approve request for Purchase Card - all voting aye.

9. CIP Timeline – Leydet passed out a proposed 2010 budget timeline. CIP requests would be due to the Finance Director by 4/30/09 and be reviewed by the CIP Committee on 6/5/09.

10. 2010 Budget Timeline and Guidelines – Additionally Leydet handed out a memo to department heads with guidelines for the 2010 budget. The timeline would move the budget process up several months in order to give the County more time to review current operations. Departments would have to prepare preliminary budgets by 5/15/09 and those would be reviewed by the Finance and Insurance Committee on 6/5/09. The Finance Committee would prepare a first draft of the 2010 budget by 9/4/09 with the Board approving the budget at the November County Board meeting. Leydet will call a special department head meeting to discuss the new process with the department heads. M/S Lee/Short to approve of the 2010 budget timeline and guidelines. All voting aye.

11. 2010 Budget Issues – Mulder presented to the Committee a list of possible cost saving measures and reorganizational models. These were also presented to the Personnel Committee and Administrative Legislative Committee. Simon suggested that the Committee needs to see cost savings attached to each item. That will be provided in the next several months.

12. Administration Contingency Fund Request – Mulder requested a contingency fund transfer of \$20,238 to cover unbudgeted legal expenses incurred in 2008 as previously reported to the Committee. M/S Berndt/Simon to approve contingency fund transfer of \$20,238 to Administration budget. All voting Aye.

13. Building Project Purchase Order and Year-to-date Expenditures Update – Leydet provided the committee with expenditure report – placed on file

14. 2008 Preliminary Year End Budget Report – Leydet reported that it is still too early to have final 2008 numbers. Several departments will be over budget. Leydet estimated that a total of \$675,000 that he is aware of will be requested from contingency fund. Leydet Also reported that the General Fund will also have to make a transfer to Developmental Disabilities in order to cover the revenue shortfall. The exact amounts will be coming to Finance in March and April. Report placed on file.

15. January Year-to-date Budget Report – Provided to the committee and place on file.

16. North Central Health Care Budget to Actual Report – Monthly report received and placed on file.

17. Nondepartmental Contingency Fund Request – Leydet explained to the Committee that this is not needed at this time.

18. Budget Modifications – Leydet presented two budget modifications to the Committee. The first one was end of year line item adjustments to the Finance department budget. The second was line item adjustments to the Nondepartmental budget. M/S Lee/Simon to approve both budget modifications. All voting aye.

19. Director's Report – Year to date budget report received and placed on file.

20. Review Correspondence/Communications – None.

21. Review County Voucher Listing – Listing made available for review.

20. Set Next Meeting date – March 6, 2009 at 7:30 a.m. and April 10, 2009 at 7:30 a.m.

21. Adjourn – M/S Lee/Berndt to adjourn at 9:18 a.m. – all voting aye.

Submitted by, Dan Leydet