

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248
Friday March 4, 2016
7:30 a.m.

1. **Call Meeting to Order** – Meeting Called to order Chairman Weaver at 7:30 a.m.
Members Present – Alber, Allen, Vander Sanden, & Weaver
Others Present – Leydet, Marlowe, Scholz, and Petruzates,
2. **Approval of Minutes of February 5, 2016** – M/S (Motion/Second) by Vander Sanden/Allen to approve minutes as printed – all voting aye.
3. **County Clerk Year-to-Date Budget and Activity Reports** – Reports were included in the packet. The Clerk’s staff is spending much time on software updates. No concerns were noted. M/S Vander Sanden/Allen to place reports on file – all voting aye.
4. **County Treasurer’s Report** – Treasurer Petruzates reviewed monthly reports with the Committee and reported no significant issues or changes. M/S Alber/Vander Sanden to place report on file – all voting aye.
5. **Cash Report** – Director Leydet reviewed Cash Report. Cash decreased 6 percent or \$1,766,982.43 over last year at this time. Leydet reported that most of this was expected due to higher fund balances at the beginning of 2015 and from accounting timing issues. Discussion followed. M/S Vander Sanden/Alber to place report on file – all voting aye.
6. **Delinquent Property Tax Analysis** – Leydet reported that the outstanding property tax receivable decreased \$265,074 or 12.56 percent at the end of 2015. This is the first decrease in eight years. Discussion followed. Allen/Alber to place report on file – all voting aye.
7. **County Board 2016 Budget Modification** – Leydet presented the budget modification which increases the North Central Health Care line by \$26,000 for crisis services. This was discovered too late to include in the 2016 budget. Discussion followed. M/S Alber/Vander Sanden to approve budget modification as presented – all voting aye.
8. **January 2016 Year-to-Date Budget Report** - Leydet reviewed report with the Committee, no significant issues reported – M/S Vander Sanden/Allen to place report on file – all voting aye.
9. **2017 Budget Timeline** – Leydet presented the 2017 budget timeline which is similar to previous years. Leydet will present timeline to the March County Board meeting. M/S Vander Sanden/Allen to approve the 2017 budget timeline – all voting aye.
10. **Department Long Range Plan** – Leydet presented a template for a possible department based long range plan process. The process would begin with each department head and oversight committee developing a 10 year plan based on issues dealing with State mandates, personnel needs, legal needs, financial needs, IT needs, and CIP projects. These would be compiled by the administrative coordinator and presented in total to County Board. Each department would be required to update the plan at least once every two years. Discussion followed. Leydet will bring a resolution to the April Finance Committee meeting to be forwarded to the County Board.

11. **North Central Health Care Budget Report** – Report shows North Central Health Care services better than budget by \$23,643 for January 2016. Discussion followed. M/S Alber/Vander Sanden to place report on file – all voting aye.
12. **Court Collection Position Report** – Report shows a total of \$50,058 collected by court collection position in February 2016. Discussion followed. M/S Weaver/Vander Sanden to place the report on file.
13. **2015 Finance Department Budget Modification** – Leydet presented the year end line item adjustment for the Finance Department budget. M/S Vander Sanden/Allen to approve the budget modification as presented – all voting aye.
14. **Directors Report** – Director Leydet reviewed February report and expects to be within budget in 2016. M/S Alber/Allen to place report on file – all voting aye.
15. **Review Correspondence/Communication** – none
16. **Review County Voucher Listing** – Listing was made available all checks were sequentially numbered with no unusual checks being noted.
17. **Set Next Meeting Date** – April 8, 2016 at 7:30 a.m.
18. **Adjourn** – M/S Vander Sanden/Alber to adjourn at 8:24 a.m. – all voting aye.

Minutes prepared by,
Dan Leydet, Finance Director