

**Lincoln County**  
**Finance & Insurance Committee**  
**Lincoln County Service Center, Room 248**  
**Friday April 8, 2016**  
**7:30 a.m.**

1. **Call Meeting to Order** – Meeting Called to order Chairman Weaver at 7:47 a.m.  
**Members Present** – Swanson, Vander Sanden, & Weaver  
**Others Present** – Leydet, Marlowe, Scholz, and Petruzates,
2. **Approval of Minutes of March 4, 2016** – M/S (Motion/Second) by Vander Sanden/Weaver to approve minutes as printed – all voting aye.
3. **County Clerk Year-to-Date Budget and Activity Reports** – Reports were included in the packet. No budgetary concerns were noted. M/S Vander Sanden/Swanson 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 budget issues. Petruzates mentioned interest rates were creeping up. The investment pool rate is at .39 percent. M/S Swanson/Vander Sanden to place report on file – all voting aye.
5. **Cash Report** – Director Leydet reviewed Cash Report. Cash decreased 7 percent or \$2,376,646 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/Weaver to place report on file – all voting aye.
6. **Approval of Indirect Cost Contract** – Leydet presented the updated contract for the County’s indirect cost allocation plan. The Maximus contract extends their engagement for three years at with no cost increase. Each year the County will pay \$3,960 for the plan and receives around \$75,000 in grant reimbursement from the indirect cost allocation plan. Discussion followed. Vander Sanden/Swanson to approve the contract – all voting aye.
7. **March 2016 Year-to-Date Budget Report** - Leydet reviewed report with the Committee, no significant issues reported – M/S Vander Sanden/Swanson to place report on file – all voting aye.
8. **2017 Budget Issues** – Leydet reported that the payroll projections for the 2017 budget were distributed to the department heads with an overall 3.5 percent wage increase as an estimate to cover the wage study. When the County receives the results of the wage study, the updated salaries will be inserted in the budget projection. This is expected to happen in August of this year. Discussion followed.
9. **2015 Nondepartmental Year-End Budget Modification** – Leydet presented the Nondepartmental budget modification which adjusts budget lines at year-end. Discussion followed. M/S Weaver/Vander Sanden to approve the budget modification as presented – all voting aye.
10. **2015 Administration Contingency Fund Request for \$8,939** – Scholz presented the Administration contingency fund request due to staffing changes and an increase in advertising expenses. M/S Vander Sanden/Weaver to approve contingency fund transfer – all voting aye.

11. **2015 Coroner Contingency Fund Request for \$1,324** – Leydet presented the Coroner contingency fund request due to higher than expected autopsy costs. M/S Swanson/Vander Sanden to approve contingency fund transfer – all voting aye.
12. **Department Long Range Plan** – Leydet presented a resolution to require department heads to develop a long range plan. 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. M/S Vander Sanden/Swanson to forward resolution to County Board with Committee recommendation – all voting aye.
13. **North Central Health Care Budget Report** – Report shows North Central Health Care services better than budget by \$41,900 for February 2016. Leydet also presented Lincoln County’s interest in North Central Health Care’s net position and cash position on December 31, 2015. Lincoln County has unrestricted net position of \$2,249,901 and cash balance of \$569,690. Discussion followed. M/S Vander Sanden/Swanson to place report on file – all voting aye.
14. **Court Collection Position Report** – Report shows a total of \$110,059 collected by court collection position in March 2016. Discussion followed. M/S Weaver/Swanson to place the report on file.
15. **Director’s Report** – Director Leydet reviewed February report and expects to be within budget in 2016. Report was placed on file.
16. **Review Correspondence/Communication** – none
17. **Review County Voucher Listing** – Listing was made available all checks were sequentially numbered with no unusual checks being noted.
18. **Set Next Meeting Date** – May 6, 2016 at 7:30 a.m.
19. **Adjourn** – M/S Vander Sanden/Swanson to adjourn at 8:52 a.m. – all voting aye.

Minutes prepared by,  
Dan Leydet, Finance Director