

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248
Friday May 6, 2016
7:30 a.m.

1. **Call Meeting to Order** – Meeting Called to order Chairman Weaver at 7:30 a.m.
Members Present – Swanson, Allen, Baughan, & Weaver
Others Present – Leydet, Marlowe, Scholz, Gierl, Bremer, and Petruzates
2. **Election of Finance and Insurance Committee Officers** –
 - a. **Chair** – M/S Allen/Baughan to nominate Weaver for Chair. M/S Baughan/Allen to close nominations and cast a unanimous ballot for Weaver – all voting aye.
 - b. **Vice Chair** – M/S Swanson/Baughan to nominate Allen for Vice Chair. M/S Weaver/Swanson to close nominations and cast a unanimous ballot for Allen – all voting aye.
 - c. **Secretary** – M/S Swanson/Allen to nominate Baughan for Secretary and cast a unanimous ballot – all voting aye.
3. **Approval of Minutes of April 8, 2016** – M/S (Motion/Second) by Allen/Weaver to approve minutes as printed – all voting aye.
4. **County Clerk Year-to-Date Budget and Activity Reports** – Reports were included in the packet. Marlowe noted that he will need to buy batteries for the election machines that have not been budgeted. Marlowe will try to cover the purchase in his budget but may need contingency funds at end of year. Reports were placed on file.
5. **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 .41 percent. Reports were placed on file.
6. **2017 Treasurer Department Preliminary Budget** – Petruzates presented her budget with a 2.8 percent tax levy increase due to payroll. M/S Weaver/Allen to include budget as presented in the 2017 budget process – all voting aye.
7. **Cash Report** – Director Leydet reviewed the cash report. Cash decreased 8.13 percent or \$2,609,064 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. Report was placed on file.
8. **Maintenance Capital Improvement Project Fund (CIP) Request** – Gierl reviewed the conversation that Public Property had regarding the retro commissioning report on the air flow issues at the safety building. The project will cost an additional \$86,000. Discussion followed. M/S Baughan/Swanson to approve \$86,000 from CIP for the safety building retro commissioning project – all voting aye.
9. **April 2016 Year-to-Date Budget Report** - Leydet reviewed report with the Committee, no significant issues reported – Report was placed on file and will be presented to County Board at the May meeting.

10. **Resolution 2016-05-17 Authorizing Budget Modification in Land Services Department to Reflect an Increase on Expenditures** – Leydet and Bremer presented the resolution. The budget modification needs County Board approval because the increase grant activity is over ten percent of the budget. Discussion followed. M/S Weaver/Swanson to forward resolution to County Board as presented – all voting aye.
11. **2015 Carryover Approvals** – Leydet presented the 2015 carryover approvals. The adjustment amounted to \$671,414 of which \$303,126 are restricted for specific purposes by outside entities, \$301,530 have been committed by County Board and the remainder of \$66,758 is assigned. All funds were budgeted in 2015 and will be spent in 2016. Discussion followed. M/S Allen/Swanson to approve the 2015 carryovers – all voting aye.
12. **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. No new budget issues were discussed.
13. **2017 Finance Department Preliminary budget** - Leydet presented the 2017 budget with a 2.8 percent increase in tax levy due to payroll increases. Discussion followed. M/S Baughan/Allen to include budget as presented in the 2017 budget process – all voting aye.
14. **2017 Debt Service Preliminary Budget** – Leydet presented the 2017 budget along with the debt schedule. Discussion followed. M/S Swanson/Baughan to include budget as presented in the 2017 budget process – all voting aye.
15. **2017 Nondepartmental Budget** – Leydet presented the 2017 nondepartmental budget. The budget will offset tax levy by \$3,479,618. Discussion followed. M/S Swanson/Weaver to include budget as presented in the 2017 budget process – all voting aye.
16. **North Central Health Care Budget Report** – Report shows North Central Health Care services better than budget by \$30,618 for March 2016. Discussion followed. Report was placed on file.
17. **Court Collection Position Report** – Report shows a total of \$36,291 collected by court collection position in April 2016. Discussion followed. Report was placed on file.
18. **Director's Report** – Director Leydet reviewed April report and expects to be within budget in 2016. Report was placed on file.
19. **Review Correspondence/Communication** – Leydet received letters from the Wisconsin Department of Children and Families and the Wisconsin Department of Administration both accepting the 2014 Single Audit Report.
20. **Review County Voucher Listing** – Listing was made available all checks were sequentially numbered with no unusual checks being noted.
21. **Set Next Meeting Date** – June 3rd and July 8th, both at 7:30 a.m.
22. **Adjourn** – M/S Baughan/Swanson to adjourn at 9:10 a.m. – all voting aye.

Minutes prepared by,
Dan Leydet, Finance Director