

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248
Friday December 4, 2015
7:30 a.m.

1. **Call Meeting to Order** – Meeting Called to order by Vice-Chairman Alber at 7:30 a.m.
Members Present – Alber, Allen, Swanson, Vander Sanden, & Weaver
Others Present – Leydet, Scholz, Marlowe, Petruzates, Lee
2. **Election of Finance and Insurance Committee Chair** – Allen moved to nominate Weaver seconded by Vander Sanden. No other nominations were made. M/S Swanson/Allen for unanimous vote for Weaver for Finance and Insurance Committee chair – all voting aye.
3. **Election for Vice –Chair and Secretary if Necessary** – Motion by Vander Sanden seconded by Alber to nominate Allen for secretary. No other nominations were made. M/S Alber/Vander Sanden for unanimous vote for Allen for Finance and Insurance Committee secretary – all voting aye.
4. **Approval of Minutes of November 6, 2015** – M/S (Motion/Second) by Allen/Alber to approve minutes as printed – all voting aye.
5. **County Clerk Year-to-Date Budget and Activity Reports** – Clerk Marlowe reported no significant issues with monthly budget report. Marlowe presented activity report – M/S Allen/Alber to place reports on file – all voting aye.
6. **County Insurance Update** – Clerk Marlowe presented two property insurance proposals to the Committee. The County Mutual proposal was lowest by a wide margin at \$121,097. Discussion followed. M/S Vander Sanden/Allen to take lowest proposal – all voting aye.
7. **Resolution 2015-12-XXX Ordering County Clerk to Take Tax Deed of the 2012 Sale** – Marlowe presented resolution authorizing the clerk to take 12 parcels as tax deeds. Discussion followed. M/S Vander Sanden/Alber to forward resolution to County Board – all voting aye.
8. **Resolution 2015-12-52 Cancellation of County Checks** – Petruzates presented the resolution writing off five outstanding checks. Petruzates explained the process of attempting to contact the individuals. A total of \$61.55 will be written off. M/S Swanson/Alber to forward resolution to County Board – all voting aye.
9. **County Treasurer’s Report** – Treasurer Petruzates reviewed monthly reports with the Committee and reported no significant issues. M/S Allen/Alber to place report on file – all voting aye.
10. **Cash Report** – Director Leydet reviewed Cash Report. Cash increased .28 percent or \$70,493.86 over last year at this time. M/S Weaver/Swanson to place report on file – all voting aye.
11. **Resolution 2015-12-53 Designation of Public Depositories** – Leydet presented the resolution which authorizes depositories for the Treasurer. Discussion followed. M/S Allen/Vander Sanden to send to County Board – all voting aye.

12. **November Year-to-Date Budget Report** – Director Leydet reviewed report with the Committee, no significant issues reported – M/S Vander Sanden/Alber to place report on file – all voting aye.
13. **2015 Emergency Management Budget Modification** – Leydet presented budget modification which budgets for additional grant money in Emergency Management to cover half of the cost of file cabinet purchase in Health Department. M/S Alber/Vander Sanden to approve budget modification - all voting aye
14. **North Central Health Care Budget Report** – Report shows North Central Health Care services better than budget by \$25,067. Discussion followed. M/S Vander Sanden/Swanson to place report on file.
15. **Court Collection Position Report** – Report shows a total of \$250,327 collected by court collection position in 2015. Discussion followed. M/S Alber/Vander Sanden to place report on file – all voting aye.
16. **Closed Session**
Convene into Closed Session Pursuant to Sec. 19.85(1)(c) Wis. Stat. for Considering Employment, Promotion, Compensation, or Performance Evaluation Data of Any Public Employee
 - A. **Performance Evaluation of Finance Director**
M/S Vander Sanden/Allen to convene into closed session including Leydet, Scholz, and Lee – all voting aye by roll call vote.
17. **Open Session: Take Any Necessary Action on Items Discussed in Closed Session** – M/S Vander Sanden/Alber to convene back to open session – all voting aye by voice vote. M/S Swanson/Alber to approve step increase for finance director Leydet and commend him for his exemplary service – all voting aye.
18. **Directors Report** – Director Leydet reviewed monthly report and expects to be within budget. Leydet reported that the auditors were at the County for preliminary work. M/S Alber/Vander Sanden to place report on file – all voting aye.
19. **Review Correspondence/Communication** – none
20. **Review County Voucher Listing** – Listing made available
21. **Set Next Meeting Date** – January 8, 2016 and February 5, 2016 both at 7:30 a.m.
22. **Adjourn** – M/S Allen/Vander Sanden to adjourn at 8:25 a.m. – all voting aye.

Minutes prepared by,
Dan Leydet, Finance Director