

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248
Friday March 6, 2020
7:30 a.m.

Members Present – Rusch, Ashbeck, Allen, and Saal

Members Excused - Weaver

Others Present – Leydet, Marlowe, Hake, Schneider, Walrath, and Petruzates

1. **Call Meeting to Order** – Meeting Called to order by Vice-Chair Allen at 7:30 a.m.
2. **Approval of Minutes of February 7, 2020**– M/S (Motion/Second) by Saal/Rusch to approve minutes as printed – all voting aye.
3. **Approve Kwik Trip Account for Sheriff's Office Fuel Purchase** – Sheriff Schneider and Chief Deputy Walrath explained the need for the account at Kwik Trip explaining that deputies and other staff are driving out the their way in order to find stations to use the current cards. Discussion followed. M/S Rusch/Allen to approve the Kwik Trip account for Sheriff's Office fuel purchase – all voting aye.
4. **County Clerk Year-to Date Budget Report Activity Reports** – The reports were in the packet. Marlowe expressed no concerns at this time. Reports were placed on file.
5. **Approve County Clerk Travel Expense Report** – Marlowe presented his February travel voucher in the amount of \$59.94 for election costs for approval. M/S Rusch/Ashbeck to approve the County Clerk's travel expense voucher – all voting aye.
6. **County Clerk Request for Purchase Card** – Marlowe requested a purchase card for purchases in his office that need a more immediate response. Discussion followed. M/S Saal/Ashbeck to approve purchase card with a limit of \$2,500 for County Clerk – all voting aye.
7. **Tax Deed Update** – Marlowe reported he is working on 15 properties that the City of Merrill is interested in taking. Discussion followed. No action taken.
8. **Treasurer Reports** – Reports were presented by Petruzates. Interest rates are 1.61 percent for the Local Government Investment Pool in January which is a slight decline from December. No other concerns were noted. Reports were placed on file.
9. **Cash Report** – Leydet presented the cash report which shows a 5.29 percent or \$1,231,975.91 increase in cash over the same time last year. Cash amounts are as anticipated. Leydet discussed the probable decrease of cash due to the transfer of Lincoln Industries and Pine Crest to North Central Health Care. Discussion followed. Report was placed on file.
10. **2021-2025 CIP Guidelines and Forms** – Hake presented new forms for CIP and outlay projects for the years 2021-2025. The forms are updated and will hopefully give the Committee enough information to be able to make good decisions. Leydet added that in the past five years the CIP process has been a little casual. Leydet will inform the department heads that all projects will need to be submitted on the new forms. Additionally, the Committee will be asked to approve the full five years. In the past, the Committee only acted on the first year of the plan. Discussion followed. M/S Rusch/Saal to approve the new forms and process – all voting aye.
11. **2021 Budget Guidelines** – Hake presented an updated budget guidelines document. If approved the guidelines will be presented at the March County Board meeting and the

March Department Head meeting. Leydet recommended using a 15 percent increase in health insurance premiums in the 2021 payroll projection. This is based off of 9 percent increase to meet the \$300,000 goal in the Health Insurance Fund and a 6 percent inflation adjustment. Discussion followed. M/S Rusch/Ashbeck to approve budgeting for a 15 percent increase in health insurance and approving the 2021 Budgetary Guidelines – all voting aye. .

12. **February Year-to-Date Budget Report** – Leydet reported no issues regarding the 2020 budget at this time except a possible large cost out of home placement in Social Services. Discussion followed. Report will be placed on file and will be presented at the March County Board meeting.
13. **North Central Health Care Budget Report** – Report shows a negative budge variance of \$28,196 in January. The Pine Crest report shows a positive variance of \$28,300 for the same period. Discussion followed. Report was placed on file
14. **Finance Director Timesheet Approval for Pay Periods 1/27/20 – 2/9/20 and 2/10/20 – 2/23/20** – The timesheets were included in the packet. Discussion followed. M/S Allen/Saal to approve timesheets and have vice-chair Allen sign - all voting aye.
15. **Director's Report** – Leydet presented the YTD budget report for Finance. No concerns were noted. Leydet had nothing new to report on the year end. Final numbers will be available in May. Discussion followed. No action taken.
16. **Review Correspondence/Communications** – None.
17. **Review Voucher Listing** – The list was available for review. Leydet reported all checks in sequential order and no unusual activity.
18. **Set Next Meeting Date** – April 3rd at 7:30 a.m.
19. **Adjourn** – M/S Saal/Ashbeck to adjourn at 8:20 a.m. – all voting aye.

Minutes prepared by,
Dan Leydet, Finance Director