

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 247/248
Friday November 3, 2023
7:30 am

Members Present: DePasse, Ashbeck, Cummings (virtual), Simon, Anderson-Malm

Members Excused: None

Others Present: Fenske, Gigl, Marlowe, Krueger

Virtually Present: Kohnhorst, Bowe

1. **Call Meeting to Order:** Meeting called to order by DePasse at 7:30 a.m.
2. **Public Comment:** None.
3. **Approval of Minutes – October 6, 2023:** M/S Cummings/Simon to approve October 6, 2023 minutes with the correction to 5d to include DePasse voted aye. All voting aye.
4. **Treasurer**
 - a. **YTD Budget:** No concerns at this time.
 - b. **Account Balance Reports:** LGIP went from 5.31% to 5.35%. The General and ARPA went down to 4.09%.
5. **County Clerk**
 - a. **YTD Budget:** No new concerns. Election revenues have been received for the year.
 - b. **Activity Report:** Report is in the packet.
 - c. **Approval of Resolution 2023-11-X1 Resolution Supporting Updated Memoranda of Understandings between the County of Lincoln and Municipalities requesting a resource sharing relationship for use of the Statewide Voter Registration System.** Marlowe presented the resolution. Discussion followed. M/S Anderson-Malm/Simon to approve Resolution 2023-11-X1. All voting aye.
 - d. **Approval of Resolution 2023-11-X2 Resolution to Authorize the Memorandum of Understanding Equipment Firmware Licensing Fees.** Marlowe presented the resolution. M/S Simon/Ashbeck to approve Resolution 2023-11-X2. Anderson-Malm abstained from vote. Cummings, DePasse, Simon, and Ashbeck voting aye. Motion carried.
 - e. **Approval of Resolution 2023-11-X3 Resolution Ordering County Clerk to Take Tax Deeds for the 2020 Sale.** Marlowe presented the resolution. There is one change to the Resolution in the “NOW, THEREFORE...” section to change the word “ordered” to “authorized”. Discussion followed. M/S Cummings/Ashbeck to approve the Resolution. All voting aye.
6. **Finance**
 - a. **YTD Budget Report.** Report is in the packet. Expenditure budget is at 82.6%. No concerns.
 - b. **Approval of Expense Reimbursement.** M/S Ashbeck/Simon to approve the expense reimbursement. All voting aye.

- c. **Finance Director Timesheet Approval for the Following Dates: 9/18/23-10/15/23.** M/S Simon/Anderson-Malm to approve Finance Director time sheets for 9/18/23-10/15/23. All voting aye.
 - d. **Approval of Resolution 2023-11-74 Approving the 2024 Budget and Providing Tax Levy.** DePasse presented the resolution. M/S Anderson-Malm/Ashbeck to approve Resolution 2023-11-74. All voting aye.
- 7. **Approval of Maintenance Purchase Card limit from \$2,000 to \$7,500.** In 2014 a \$2,000 purchase card was approved for Maintenance. The request is to move that limit to \$7,500 due to the rising costs of parts. Discussion followed. M/S Anderson-Malm/Simon to approve request to increase the purchase card limit from \$2,000 to \$7,500. All voting aye.
- 8. **Approval of Morgue CIP transfer from Coroner to Maintenance \$44,120.** The CIP Morgue project was approved in the 2023 budget but tracked in the Coroner and Maintenance budgets. Request is to move the portion of the project tracked in Maintenance to the Maintenance budget. M/S. Cummings/Ashbeck to Approve Morgue CIP transfer from Coroner to Maintenance \$44,120. All voting aye.
- 9. **NCHC Financials – September:** Report is in the packet. Pine Crest is showing a gain of \$33,961 and direct services a gain of \$118,801. Discussion followed.
- 10. **October YTD Budget.** The YTD Revenue and Expenditure reports were in the packet. Overall expenditure budget is at 85.0% and overall revenue budget is at 88.0%. Discussion followed.
- 11. **Cash Report:** Report is in the packet. Discussion followed.
- 12. **Sales Tax Report:** October’s payment was \$233,724.61. The sales tax revenue is up 2% overall from last year.
- 13. **Health Insurance Fund Report:** There is an overall loss of \$54,124.
- 14. **2024 Budget.** Fenske noted that the PSAP grant was not approved for 2024 but didn’t not have concerns about adjusting for this in 2024.
- 15. **Convene into close session.** M/S. Ashbeck/Anderson-Malm to go into closed session to include Samantha Fenske and Renee Krueger. Roll call vote. All voting aye.
- 16. **Consideration of motion to adjourn into closed session pursuant to Section 19.85 (1) (c), WI Stats., for purpose of considering employment, promotion or performance evaluation data of a public employee over which the governmental body has jurisdiction or excise responsibility**
 - a. **Finance Director Review**
- 17. **Reconvene into open session.** M/S Ashbeck/Anderson-Malm to reconvene into open session. Roll call vote. All voting aye.
- 18. **Take any necessary action discussed in close session.** M/S. Ashbeck/Simon to give an outstanding review and approve next step increase. All voting aye.
- 19. **Review Correspondence/Communications:** None.
- 20. **Review County Voucher Listing:** Reviewed by DePasse.
- 21. **Set Next Meeting Date:** December 8, 2023 at 7:30 a.m.
- 22. **Adjourn:** Meeting adjourned at 9:15 a.m.

Minutes prepared by Samantha Fenske, Finance Director