

**Lincoln County**  
**Finance & Insurance Committee**  
**Lincoln County Service Center, Room 247/248**  
**Friday April 12, 2024**  
**7:30 am**

**Members Present:** Anderson-Malm, Ashbeck, DePasse, Simon

**Members Excused:** Cummings

**Others Present:** Fenske, Marlowe

**Virtually Present:** None

- 1) **Call Meeting to Order:** Meeting called to order by DePasse at 7:30 a.m.
- 2) **Public Comment:** None
- 3) **Approval of Minutes – March 1, 2024:** M/S. Simon/Anderson-Malm to approve the March 1, 2024 minutes. All voting aye.
- 4) **Treasurer**
  - a. **YTD Budget:** Budget will be over this year due to a health insurance change. Estimated impact is around \$17,000. No other concerns.
  - b. **Account Balance Reports:** LGIP went up slightly. The General and ARPA accounts remained at the same rate from last month.
  - c. **Approval of Expense Reimbursement.** M/S Ashbeck/Anderson-Malm to approve the expense reimbursement. All voting aye.
- 5) **County Clerk**
  - a. **YTD Budget:** Marlowe reviewed. Election budget is elevated at this time partly due to the new equipment but should have some additional revenues this year. The recent voting process was discussed along with how electronic voting works.
  - b. **Activity Report:** Marlowe reviewed for the committee.
  - c. **Approval of Expense Reimbursement:** M/S. Ashbeck/Simon to approve the expense reimbursement. All voting aye.
- 6) **Finance**
  - a. **YTD Budget Report:** Fenske reported budget is as expected for now but may experience a contingency in the future.
  - b. **Approval of replacement of authorized position and training of new person:** The Payroll Specialist is retiring and will have their last day in the office in the first week of October. Fenske requested to have a cross training period with a new employee. Further discussion occurred. M/S Anderson-Malm/Simon to authorize the replacement of the Payroll Specialist with a training period and to post the position as soon as possible. All voting aye.
  - c. **Finance Director Timesheet Approval for the Following Dates: 02/19/2024-03/31/2024.** M/S Ashbeck/Anderson-Malm to approve Finance Director Timesheets for 02/19/2024-03/31/2024. All voting aye.
- 7) **Approval of Resolution 2024-04-xx to Authorizing the Ambulance Biller Full-Time Hours of 36.25 hours/week be increased to 40 hours/week:** Fenske explained the resolution and request to move the ambulance biller to 40 hours/week. M/S Anderson-Malm/Ashbeck to approve Resolution 2024-04-xx Authorizing the Ambulance Biller Full-Time Hours of 36.25 hours/week be increased to 40 hours/week. All voting aye.
- 8) **Discussion and Possible Action of \$5,000 Indigent Funeral Costs for Coroner:** Discussion about the request of a \$5,000 indigent funeral cost was discussed. Further information was needed and will be brought next month.

- 9) **Approval of 2023 Budget Modifications: County Board, Veterans, Information Technology, Clerk of Courts, District Attorney, Sheriff, Emergency Management, EMS:** Budget modifications were reviewed and discussed. M/S Simon/Ashbeck to approve the all presented budget modifications. All voting aye.
- 10) **Approval of Contingency Requests: Circuit Court, District Attorney, Emergency Management.** Contingency requests were discussed. M/S Anderson-Malm/Simon to approve the presented contingency requests. All voting aye.
- 11) **Approval of Resolution 2024-04-xx Authorizing Increasing the 2023 Budget by \$487,613 in the Emergency Medicals Services (EMS) Budget:** Fenske explained that an adjustment over 10% of original approved budget needs to be approved by County Board. Due to the recognition of the ambulance from 2020/2021 CIP approval and the Bierman Family Donation purchases of new equipment required the EMS budget to meet the threshold requiring a resolution. M/S Simon/Ashbeck to approve Resolution 2024-04-xx Authorizing Increasing the 2023 Budget by \$487,613 in the Emergency Medical Services (EMS) Budget. All voting aye.
- 12) **NCHC Financials – February:** Reports were in the packet and discussed.
- 13) **Cash Report-February:** Report was in the packet and discussed.
- 14) **Sales Tax Report:** Sales tax is up 9.2% from the same time last year.
- 15) **Health Insurance Fund Report:** At this time there is a gain of \$1,115.
- 16) **2023 Budget Update:** A couple of departments/funds are finalizing this month. Audit will start May 8<sup>th</sup>.
- 17) **2024 YTD Budget Report:** Fenske explained the elevated budgets. No concerns at this time.
- 18) **2025 Budget:** 2025 budgets should be going to committees between April and May. They will all come to Finance starting in June.
- 19) **Review Correspondence/Communications:** None
- 20) **Review County Voucher Listing:** Reviewed by DePasse.
- 21) **Set Next Meeting Date:** May 3, 2024 at 7:30 a.m.
- 22) **Adjourn:** Meeting adjourned at 8:45 a.m.

*Minutes prepared by Samantha Fenske, Finance Director*