

**LINCOLN COUNTY
FINANCE AND INSURANCE COMMITTEE**

Lincoln County Service Center, Room 248

Friday December 13, 2019

7:30 a.m.

- 1) Call Meeting to Order
- 2) Approval of Minutes – November 1, 2019
- 3) County Clerk Year-to-Date Budget and Activity Reports
- 4) Tax Deed Update
- 5) Treasurer’s Report- Petruzates
 - Year-to-Date Budget Report
 - Report
- 6) Resolution 2019-12-55 Cancellation of County Checks
- 7) Funding for Compensation for Account Technician/Chief Deputy of Circuit Courts/Collections Specialist
- 8) Cash Report
- 9) 2020 Humane Society Contract
- 10) November 2019 Year-to-Date Budget Report
- 11) Resolution 2019-12-56 Designation of Public Depositories
- 12) North Central Health Care Budget Report
- 13) 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
- 14) Open Session: Take Any Necessary Action on Items Discussed in Closed Session
- 15) Director’s Report
 - A. Year-to-Date Budget Report
- 16) Review Correspondence/Communications
- 17) Review County Voucher Listing
- 18) Set Next Meeting Date
- 19) Adjourn

DISTRIBUTION:

Finance Committee Members: Julie Allen(electronically), Norbert Ashbeck, Greta Rusch, Frank Saal, and Robert Weaver(electronically)

Administrative Coordinator

Other County Board Supervisors

Department Heads

News Media

Bulletin Boards

Service Center – Posted on _____	at _____	.m by _____
News Media – Posted on _____	at _____	.m by _____
Courthouse – Posted on _____	at _____	.m by _____
Tomahawk Annex – Posted on _____	at _____	.m by _____

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session;

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Lincoln County
Finance & Insurance Committee
Lincoln County Service Center, Room 248
Friday November 1, 2019
7:30 a.m.

Members Present – Rusch, Ashbeck, Allen and Weaver

Member Excused - Saal

Others Present – Leydet, Marlowe, Hake, and Petruzates

1. **Call Meeting to Order – Meeting Called to order by Chair Weaver at 7:30 a.m.**
2. **Approval of Minutes of October 4, 2019**– M/S (Motion/Second) by Rusch/Allen to approve minutes as printed – all voting aye.
3. **Tax Deed Update** – Marlowe reported nothing new. Discussion followed. No action taken.
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. **Treasurer Reports** – Reports were presented by Petruzates. Interest rates are 2.18 percent for the Local Government Investment Pool in September which is a slight decline from August. No other concerns were noted. Reports were placed on file.
6. **Cash Report** – Leydet presented the cash report which shows a 1.5 percent or \$363,455.60 increase in cash over the same time last year. Cash amounts are as anticipated. Discussion followed. Report was placed on file.
7. **October Year-to-Date Budget Report** – Leydet reported no additional issues that have not been previously reported. Lincoln Industries and Pine Crest continue to see losses. Discussion followed. Report will be placed on file and will be presented at the November County Board meeting.
8. **Resolution 2019-11-48 Approving the 2020 Budget and Providing for Tax Levy** – Leydet presented the 2020 Budget Report to the Committee. The budget has not been changed since the October Finance and Insurance Committee meeting. The tax levy increase of 1.35 percent or \$196,414 will mean an **average** decrease of 9 cents on the mill rate for towns and 8 cents on the mill rate for the cities. Discussion followed. M/S Rusch/Ashbeck to approve the budget as presented and forward to November County Board – all voting aye.
9. **North Central Health Care Budget Report** – Report was not available.
10. **Director’s Report** – Leydet presented the YTD budget report for Finance. Overall Leydet anticipates being under budget. Leydet handed out department evaluation forms for his evaluation next month.
11. **Review Correspondence/Communications** – Leydet handed out a letter from the Department of Children and Families accepting the 2018 financial statements.
12. **Review Voucher Listing** – The list was available for review. Leydet reported all checks in sequential order and no unusual activity.
13. **Set Next Meeting Date** – December 13th at 7:30 a.m. Additionally, the Finance and Insurance Committee set meeting dates in 2020 to be on the first Friday of each month.
14. **Adjourn** – M/S Allen/Ashbeck to adjourn at 8:35 a.m. – all voting aye.

Minutes prepared by,

Dan Leydet, Finance Director

County Clerk Activity Report - 2019

Activity	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals	Revenue
Cutting Notices	72	3	18	1	12	10	7	8	3	4	4	6	144	-
Tax Deed Notices	0	1	5	0	0	6	0	0	0	0	0	0	12	-
DT Payment Agreements	0	1	3	2	2	2	1	1	2	1	1	1	16	-
DMV/Temp Plates	1	0	3	4	3	2	2	2	0	1	1	1	19	190.00
DMV/Plates*	1	0	0	0	0	0	0	0	0	0	0	0	1	10.25
DMV/Renewals*	1	0	0	0	0	0	0	0	0	0	0	0	1	5.00
Marriage License	7	4	4	10	18	22	21	30	21	13	5		155	8,080.00
Work Permits	3	3	2	6	14	7	11	7	8	3	6		70	175.00
Insurance Claims	2	2	2	2	0	4	1	2	0	5	3		23	-
Grand Totals	87	14	37	25	49	53	43	50	34	27	22	0	441	\$ 8,460.25

Special Projects 2 Elections

*Stopped Issuing WisVote - Deceased, Inactive Voters, Absentee Tracking, Felons, New/Change Registrations, EDR Postcard Project, ERIC Postcard Project, Address Corrections, Mapping, Movers Mailing

County Clerk Activity Report - 2018

Activity	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals	Revenue
Cutting Notices	110	15	13	3	2	6	9	12	5	6	11	13	205	-
Tax Deed Notices	0	0	0	0	0	0	0	41	2	0	1	0	44	-
DT Payment Agreements	1	1	1	3	2	3	2	4	5	2	0	1	25	-
DMV/Temp Plates	0	2	1	0	3	1	0	3	0	2	0	0	12	120.00
DMV/Plates	2	2	4	4	5	3	2	5	4	4	0	2	37	379.25
DMV/Renewals	2	1	2	1	1	1	2	2	0	0	0	0	12	60.00
Marriage License	5	9	7	11	17	19	21	23	21	10	8	9	160	7,825.00
Work Permits	2	4	3	6	8	16	9	15	2	8	5	5	83	207.50
Insurance Claims	1	1	0	2	5	0	4	1	1	3	2	0	20	-
Grand Totals	123	35	31	30	43	49	49	106	40	35	27	30	578	\$ 8,591.75

Special Projects 4 Elections

WisVote - Deceased, Inactive Voters, Absentee Tracking, Felons, New/Change Registrations, Voter Postcard Project, ERIC Postcard Project, Address Corrections, Mapping



ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10230051	COUNTY CLERK							
10230051	511000	104,426	104,426	92,021.70	8,479.16	.00	12,404.30	88.1%
2019/11/000020	11/08/2019 PRJ	4,468.13	REF PAYROL				WARRANT=191108	GENERAL
2019/11/000073	11/22/2019 PRJ	4,011.03	REF PAYROL				WARRANT=191122	GENERAL
10230051	520000	57,128	57,128	45,412.68	2,913.29	.00	11,715.32	79.5%
2019/11/000020	11/08/2019 PRJ	1,494.93	REF PAYROL				WARRANT=191108	GENERAL
2019/11/000073	11/22/2019 PRJ	1,418.36	REF PAYROL				WARRANT=191122	GENERAL
10230051	552001	250	250	293.53	25.74	.00	-43.53	117.4%*
2019/11/000109	11/25/2019 GEN	25.74	REF LK					
10230051	554001	730	730	505.54	55.00	.00	224.46	69.3%
2019/11/000108	11/25/2019 GEN	55.00	REF LK				NOVEMBER COPY CHARGES	
10230051	555000	2,600	2,600	1,297.18	.00	.00	1,302.82	49.9%
2019/11/000000	CTY CLERK TRAVEL T							
10230051	560000	3,000	3,000	1,147.07	146.37	.00	1,852.93	38.2%
2019/11/000006	11/01/2019 CRP	-3.00	REF 64690				NON-DEPARTMENTAL	/RG
2019/11/000047	11/14/2019 API	144.18	VND 300028				JACKSON-HIRSH, INC.	
2019/11/000047	11/14/2019 API	8.19	VND 002915				OFFICE SUPPLIES	325070
2019/11/000058	11/15/2019 CRP	-3.00	REF 64853				SEND PACKAGE	325127
							SUPPLIES	/DP
TOTAL COUNTY CLERK		168,134	168,134	140,677.70	11,619.56	.00	27,456.30	83.7%
10233851	ELECTIONS							
10233851	511000	600	600	94.10	.00	.00	505.90	15.7%
2019/11/000000	CTY CLERK ELECTION							
10233851	520000	87	87	61.31	.00	.00	25.69	70.5%
2019/11/000000	CTY CLERK ELECTION							



12/03/2019 13:30
dan.leydet

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT
NOVEMBER 2019 EXPENDITURE REPORT

P 2
glytdbud

FOR 2019 11

JOURNAL DETAIL 2019 11 TO 2019 11

ACCOUNTS FOR: GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10233851 560000 CTY CLERK ELECTION	32,000	32,000	32,073.01	1,185.51	.00	-73.01	100.2%*
2019/11/000028 11/07/2019 API	875.09 VND	300004 VCH317443	BEAR GRAPHICS, INC	BEAR GRAPHICS, INC	CLEAR BALLOT BAGS		324855
2019/11/000086 11/21/2019 API	262.44 VND	300004 VCH317915	BEAR GRAPHICS, INC	BEAR GRAPHICS, INC	ABSENTEE ENVELOPES		325159
2019/11/000108 11/25/2019 GEN	47.98 REF LK				NOVEMBER COPY CHARGES		
TOTAL ELECTIONS	32,687	32,687	32,228.42	1,185.51	.00	458.58	98.6%
TOTAL GENERAL FUND	200,821	200,821	172,906.12	12,805.07	.00	27,914.88	86.1%
TOTAL EXPENSES	200,821	200,821	172,906.12	12,805.07	.00	27,914.88	

LINCOLN COUNTY INVESTMENTS

OCTOBER 31, 2019

CHECKING ACCOUNT		INVESTMENTS				
DATE	RIVER VALLEY	Date	Type	Rate Int.	C.D.'s	State Pool
09/30/19	CASH BALANCE \$ 13,778,229.18					
	+ RECEIPTS \$ 3,357,706.92 (GENERAL)					
	+ RECEIPTS \$ 180,186.55 (TAXES)					
	\$ 17,316,122.65		State Investment	1.92%		\$ 2,979,988.33
			Pool			
	- DISBURSEMENT \$ (3,486,752.54) (GENERAL)		(Jan. 2015 Int 0.10%)			\$ 4,871.61 INTEREST
	- DISBURSEMENT \$ (1,036,070.37) (PAYROLL)		(Jan. 2016 Int 0.33%)			\$ 2,984,859.94 BALANCE
			(Jan. 2017 Int 0.53%)			
			(Jan. 2018 Int 1.35%)			
			(Jan. 2019 Int 2.47%)			
	CASH BALANCE \$ 12,793,299.74					
	Incredible Bank					
	ICS Deposit acct. \$ 14,529,067.84					
	\$ (1,279,072.97) SWEEP					
	2.02% \$ 23,153.17 INTEREST					
	ICS BALANCE \$ 13,273,148.04					
	ICS Accts established 01/02/13 & 03/26/13 - Liquidated 10/20/2016					
	(Jan. 2015-2017 Int .35%)					
	(Jan. 2018 Int 1.00%)					
	(Jan. 2019 Int 2.12%)					
Compiled by Diana Petruzates, Treasurer						



ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10240051 TREASURERS DEPARTMENT							
10240051 511000 TREASUER SALARIES	104,172	104,172	91,163.40	8,059.31	.00	13,008.60	87.5%
2019/11/000020 11/08/2019 PRJ	4,048.28 REF PAYROL				WARRANT=191108	GENERAL	
2019/11/000073 11/22/2019 PRJ	4,011.03 REF PAYROL				WARRANT=191122	GENERAL	
10240051 520000 TREASURER EMPLOYEE	44,524	44,524	39,150.92	3,528.98	.00	5,373.08	87.9%
2019/11/000020 11/08/2019 PRJ	1,766.23 REF PAYROL				WARRANT=191108	GENERAL	
2019/11/000073 11/22/2019 PRJ	1,762.75 REF PAYROL				WARRANT=191122	GENERAL	
10240051 552001 TREASURER TELEPHON	300	300	292.22	24.38	.00	7.78	97.4%
2019/11/000109 11/25/2019 GEN	24.38 REF LK						
10240051 553000 TREASURER ADVERTIS	300	300	199.32	.00	.00	100.68	66.4%
10240051 554001 PRINTING ALLOCATIO	2,500	2,500	1,828.73	345.66	.00	671.27	73.1%
2019/11/000108 11/25/2019 GEN	345.66 REF LK				NOVEMBER COPY CHARGES		
10240051 555000 TREASURER TRAVEL T	2,000	2,000	1,336.91	-37.12	.00	663.09	66.8%
2019/11/000016 11/04/2019 CRP	-18.56 REF 64696				TRAV TRAIN	/DP	
2019/11/000026 11/06/2019 CRP	-18.56 REF 64715				TRAV TRAIN	/DP	
10240051 560000 TREASURER SUPPLIES	2,000	2,000	387.46	.00	.00	1,612.54	19.4%
10240051 561101 TREASURER POSTAGE	3,900	3,900	2,256.55	.00	.00	1,643.45	57.9%
TOTAL TREASURERS DEPARTMENT	159,696	159,696	136,615.51	11,921.21	.00	23,080.49	85.5%
TOTAL GENERAL FUND	159,696	159,696	136,615.51	11,921.21	.00	23,080.49	85.5%
TOTAL EXPENSES	159,696	159,696	136,615.51	11,921.21	.00	23,080.49	

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
9	Bolder			
11	Breitenmoser			
13	Callahan			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
21	Nowak			
22	Panfil			
10	Ratliff			
7	Rusch			
5	Saal			
18	Voermans			
2	Weaver			
4	Woellner			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Cancellation of County Checks

WHEREAS, it is in the business interest of Lincoln County that all County Checks be negotiated promptly, and

WHEREAS, the following checks have reached their expiration date,

NOW, THEREFORE BE IT RESOLVED, by the Lincoln County Board of Supervisors that the following checks be canceled and returned to the fund from which the check originated:

<u>DATE</u>	<u>CHECK #</u>	<u>NAME</u>	<u>AMOUNT</u>
08/2018	317083	BRAD LEDER	\$ 2.95
09/2018	317240	SCOTT BIXBY	\$ 7.39
10/2018	318118	STATE OF WISCONSIN	\$ 1.00
11/2018	318369	BRANDY BODA	\$22.68
11/2018	318399	COSMO THEATRE	\$50.00
11/2018	318818	JESIRAE A FORD	\$81.64
11/2018	318823	JANE M KUMMER	\$49.77
01/2019	319659	FOX VALLEY TECHNICAL COLLEGE	\$25.00
03/2019	320498	TIMOTHY PREBEG	\$ 4.83
03/2019	320616	PAUL COEY	\$ 9.14
05/2019	321962	TRACY ZOBOROWSKI	\$ 6.74
06/2019	322498	GREGORY LONGMILLER	\$ 3.00
06/2019	322525	BARBARA TESKE	\$10.00
07/2019	322950	RONALD KALKOWSKI	\$ 3.00

TOTAL \$277.14

STATE OF WISCONSIN)
) SS:
 COUNTY OF LINCOLN)

Dated: December 13, 2019

Introduced by: Finance Committee Committee Action: _____ on December __, 2019

Fiscal Impact: \$277.14

Drafted by: Diana Petruzates, Lincoln County Treasurer

 Christopher J. Marlowe
 County Clerk

LINCOLN COUNTY January 1, 2019		2019 GRADE ORDER LIST STEP PLAN										
GRADE	JOB TITLE	Minimum Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 10	Maximum Year 11
G	PAYROLL SPECIALIST	\$21.11	\$21.72	\$22.32	\$22.92	\$23.52	\$24.13	\$24.72	\$25.33	\$25.93	\$26.54	\$27.15
	EQUIPMENT OPERATOR II											
	FABRICATOR											
	LAB TECH/STAKER											
	MECHANIC											
	BUILDING MAINTENANCE WORKER - LEAD											
	MAINTENANCE ELECTRICIAN											
	CHILD SUPPORT SPECIALIST											
F	ACCOUNT TECHNICIAN	\$19.26	\$19.81	\$20.36	\$20.92	\$21.46	\$22.02	\$22.56	\$23.12	\$23.66	\$24.22	\$24.77
	CHIEF DEPUTY CLERK OF COURT											
	DEPUTY COUNTY CLERK											
	ACCOUNTS PAYABLE TECHNICIAN											
	ACCOUNT TECHNICIAN/PAYROLL CLERK											
	FORESTRY WORKER											
	PROGRAM ASSISTANT											
	ENVIRONMENTAL HEALTH TECHNICIAN											
	EQUIPMENT OPERATOR I											
	PARTS CLERK											
	GIS SPECIALIST/SURVEY TECH											
	DEPUTY REGISTER OF DEEDS											
	911 TELECOMMUNICATOR											
	CORRECTIONAL OFFICER											
	LINCOLN INDUSTRIES PROGRAM/PRODUCTION ASSISTANT MANAGER											
F	SOLID WASTE EQUIPMENT OPERATOR LEAD	\$19.26	\$19.81	\$20.36	\$20.92	\$21.46	\$22.02	\$22.56	\$23.12	\$23.66	\$24.22	\$24.77
	DEPUTY REG. IN PROBATE											
	DEPUTY TREASURER											
	DEPUTY VETERANS SERVICE OFFICER											
E	JUDICIAL ASSISTANT	\$17.42	\$17.93	\$18.42	\$18.92	\$19.41	\$19.92	\$20.41	\$20.92	\$21.40	\$21.90	\$22.40
	COURT CLERK											
	LEGAL SECRETARY											
	HIGHWAY WORKER											
	IT SUPPORT SPECIALIST											
	BUILDING MAINTENANCE WORKER											
	OFFICE ASSISTANT II											
	ECONOMIC SUPPORT SPECIALIST											
	SOCIAL SERVICES AID II											
	LINCOLN INDUSTRIES JOB DEVELOPER											
	SOLID WASTE EQUIPMENT OPERATOR											
	LANDFILL & HIGHWAY WORKER											
D	OFFICE ASSISTANT I	\$15.57	\$16.03	\$16.46	\$16.92	\$17.35	\$17.80	\$18.25	\$18.69	\$19.14	\$19.58	\$20.03
	FISCAL CLERK											
	FISCAL INFORMATION SPECIALIST											
	SOLID WASTE ASSISTANT											
B	STAFF AIDE	\$13.35	\$13.73	\$14.12	\$14.49	\$14.89	\$15.26	\$15.63	\$16.03	\$16.40	\$16.79	\$17.17
A	PROGRAM AIDE	\$12.36	\$12.72	\$13.07	\$13.42	\$13.78	\$14.14	\$14.48	\$14.84	\$15.19	\$15.54	\$15.91

**Lincoln County
Position Description**

Position Title: Collections Specialist/
Business Manager

Department: Clerk of Circuit Courts

Pay Grade: H

FLSA: Exempt

Date: April 2016

Reports To: Clerk of Circuit Courts

Purpose of Position

The purpose of this position is to collect unpaid court fees, fines, and assessments owed to the County and serve as the business manager for the Court related and Sheriff's departments.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for developing, administering, and maintaining a system to collect unpaid fines, forfeitures, and assessments in the Court system and Sheriff's Department.
- Completes necessary accounting for Sheriff's Department, Clerk of Circuit Courts, Register in Probate, District Attorney, and Circuit Court.
- Assists with year-end closing and audit work papers; assists auditors as required.
- Prepares monthly departmental reconciliations for Sheriff's Department, Clerk of Circuit Courts, Register in Probate, District Attorney.
- Maintains fund accounting system in accordance with GAAP requirements. Assists departments with GAAP procedures, internal controls, and financial efficiency.
- Completes state and federal grant accounting and reported for related departments.
- Maintains accounting journals and spreadsheets.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Accounting with three to five years government accounting experience and/or collections experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be free of Federal and State felony conviction, as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust. Honesty and integrity essential.

Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, receipt station, and scanner.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Ability to work with long documents (add an index, footnotes, cross-reference, table of contents, and create sections), create and work with tables, use and modify styles, create and edit templates, use AutoText and AutoFormat, use and create macros, work with columns
- Ability to use absolute cell addressing in a formula, customize a worksheet (borders, colors, cell height, protect cells, freeze titles, etc.), customize a chart, sort data, problem solve using "what-if" statements, create and name ranges, create and name multiple sheets, link data from multiple worksheets and workbooks.
- Ability to grant access for users to view my calendar/e-mail, create folders and save and move messages to different folders, schedule meetings and resources based on free time, use e-mail tracking options.

Supervisory Skills

- Ability to assign, coordinates, and reviews the work of others.

Mathematical Skills

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including financial statements, journal entries, budget requests, government accounting manuals, State statutes, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including financial reports, budgets, journal entries, department reconciliations, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting terminology.

- Ability to communicate effectively with the Finance Director, Court and Law Enforcement staff, oversight Committee, and other County staff verbally and in writing.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position Title: Chief Deputy Clerk of Circuit Courts	Department: Clerk of Circuit Courts
Pay Grade: F	FLSA: Non-Exempt
Date: April 2016	Reports To: Clerk of Circuit Courts

Purpose of Position

The purpose of this position is to independently coordinate and enforce all aspects and duties of the Clerk of Circuit Courts office as required by the Wisconsin Statutes and County procedures in his/her absence. Supervise, train and assist in the direction of office staff to ensure sufficient coverage and efficient processing of all civil and criminal cases

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee office operations in Clerk of Circuit Courts absence, to include:
 - Maintains records of documents and proceedings on all court files.
 - Retain records in accordance with Supreme Court Rule 72.
 - Collect various fees, fines and forfeitures ordered by the court or specific statute.
 - Establish and promote procedures for reasonable access to court records as well as maintain the confidentiality of records as set forth by statute or court order.
 - Jury management.
 - Court administration.
 - Court finances.
- Assist with hiring, supervising, training, evaluating and disciplining office staff.
- Assist with diffusing disgruntled public and address their concerns and/or complaints.
- Assist public, media and other judicial partners as needed.
- Assist with implementing and coordinating new procedures as required by Wisconsin Statutes changes or amendments.
- Assist public by acting as liaison between the public and Circuit Court Judges.
- Assist with all other clerical duties shared with office staff.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must possess a high school diploma or equivalent, vocational/technical training in paralegal/legal secretarial science, two to three years Clerk of Circuit Courts office experience, two to three years legal experience or any combination of education and experience which provides equivalent knowledge, skills and abilities.
- Must be free of Federal and State felony conviction, as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust. Honesty and integrity essential.
- Knowledge of all functions of the Clerk of Circuit Courts office.

Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, receipt station, and scanner.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs. Knowledge of Consolidated Court Automation Program (CCAP) program beneficial.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.
- Ability to handle money, balance cash drawers prepare bank deposits and calculate payment plans.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations. Ability to provide guidance involving instructing, maintaining standards, and coordinating activities.
- Ability to utilize a variety of advisory data and information such as legislation, court forms, court orders/documents, office manuals, state statutes, court rules, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with justice partners, other county employees, and the general public.

- Ability to follow instructions and operate office efficiently, deal with a variety of people, including other employees and the public, using good business ethics.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

**Lincoln County
Position Description**

Position: Account Technician	Department: Clerk of Circuit Courts
Pay Grade: F	FSLA: Non-exempt
Date: April 2016	Reports to: Clerk of Circuit Courts

Purpose of Position

The purpose of this position is to perform a variety of para-professional accounting and recordkeeping duties utilizing accepted accounting practices and principles. Duties and responsibilities will include performing complex work in the operation of a network computer system which includes the CCAP and Munis programs; overseeing all revenues, receipts and payables relating to the Clerk of Circuit Courts office; completing all applicable account reporting; and assisting in the development of work methods and procedures for the Clerk of Circuit Courts office staff which relate to the accounting requirements for the office.

Essential Duties & Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs recordkeeping and accounting functions in cooperation with accounting assistants and professional accountants in other departments or outside county service.
- Assists in budget preparation by gathering data, organizing figures, and preparing summaries of past expenditures and estimated needs.
- Determines allocations of disbursements and receipts to proper funds and/or accounts through interpretation of established policy.
- Oversees reports to the State done by other employees.
- Prepares claims for reimbursement for the State and verifies that the correct reimbursement is received from the State by reconciling with them on a monthly basis.
- Assists in the development of work methods and procedures related to the accounting requirements of the office.
- Works with Department specific software on accounting records.
- Completes vouchers and maintains flow of invoices.
- Works independently in completion of duties with some support from the Clerk of Circuit Courts and Finance Department staff.
- Develops and maintains cooperative working relationships within the County.
- Assists the public at the counter and clerks court proceedings.
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Must have knowledge of the court system, courtroom procedures and legal terminology.

Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court, and other facilities.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, receipt station, scanner, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Knowledge of Consolidated Court Automation Program (CCAP) and Munis programs beneficial.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including financial statements, journal entries, budget requests, government accounting manuals, State statutes, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including financial reports, budgets, journal entries, department reconciliations, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret accounting terminology.
- Ability to communicate effectively with the Finance Director, and other County staff verbally and in writing.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

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Employee's Signature

Supervisor's Signature

Date

Date

**LINCOLN COUNTY
FINANCE COMMITTEE CASH REPORT
FOR THE MONTH OF OCTOBER, 2019
DECEMBER 13, 2019**

	OCTOBER					
	2019		2018		Amount Change	% Change
	Pooled Cash	Segregated Accounts	Pooled Cash	Segregated Accounts		
POOLED INVESTMENTS						
STATE POOL	2,984,859.94		2,915,945.02		68,914.92	2.36%
CHECKING	12,793,309.74		13,168,512.33		(375,202.59)	-2.85%
TOTAL	<u>15,778,169.68</u>		<u>16,084,457.35</u>		<u>(306,287.67)</u>	-1.90%
COUNTY FUNDS						
GENERAL FUND						
CIP DESIGNATED	1,942,844.83		2,449,883.83		(507,039.00)	-20.70%
FUND BALANCE	8,090,582.66		6,165,465.82		1,925,116.84	31.22%
HUBER ACCOUNT		53,797.28		120,048.54	(66,251.26)	-55.19%
CLERK OF COURT DEPOSITS		306,216.24		298,577.94	7,638.30	2.56%
IMPREST PAYROLL ACCT		260.20		205.82	54.38	26.42%
CLERK OF COURT CD		-		10,000.00	(10,000.00)	-100.00%
CLERK OF COURT CD		-		15,000.00	(15,000.00)	-100.00%
NONMETALLIC MINING BOND		5,538.17		5,419.99	118.18	2.18%
COPS GRANT CHECKING		211.21		2,132.86	(1,921.65)	-90.10%
COUNTY ROADS	1,064,389.65		975,645.10		88,744.55	9.10%
JAIL ASSESSMENT	75,703.51		69,628.87		6,074.64	8.72%
EMERGENCY MEDICAL	(325,850.94)		(244,031.72)		(81,819.22)	33.53%
HEALTH DEPARTMENT	550,510.01		637,557.14		(87,047.13)	-13.65%
SOCIAL SERVICES	468,113.96		(127,447.17)		595,561.13	-467.30%
REP PAYEE		275.83		285.83	(10.00)	-3.50%
WELFARE TRUST		2,969.75		3,604.73	(634.98)	-17.62%
COMMUNITY DEVELOPMENT					-	
CDBG LOAN CHECKING		2.00		2.00	-	0.00%
DEBT SERVICE	74,565.94		84,654.00		(10,088.06)	-11.92%
DOG LICENSE	37,492.35		38,386.06		(893.71)	-2.33%
SECTION 125	300.00		300.00		-	0.00%
SECTION 125 FLEX		24,910.24		26,154.54	(1,244.30)	-4.76%
SOLID WASTE	957,711.28		1,220,550.57		(262,839.29)	-21.53%
CLOSURE TRUST		2,150,895.99		1,965,724.30	185,171.69	9.42%
LONG-TERM CARE		3,222,456.94		2,950,202.29	272,254.65	9.23%
PINE CREST	(969,040.85)		(466,379.30)		(502,661.55)	107.78%
PETTY CASH		3,000.00		3,000.00	-	0.00%
DONATION FUND		21,190.97		18,391.56	2,799.41	15.22%
RESIDENT TRUST FUND		24,823.35		26,399.50	(1,576.15)	-5.97%
BANK TRANSFER		34,064.95		2,508.26	31,556.69	1258.11%
RESIDENT CLEARING FUND		7,729.00		6,419.83	1,309.17	20.39%
SPECIAL FUND		1,005.75		1,897.05	(891.30)	-46.98%
FORESTRY	2,858,439.71		3,519,697.06		(661,257.35)	-18.79%
LINCOLN INDUSTRIES	438,164.63		676,542.88		(238,378.25)	-35.23%
HIGHWAY	532,303.47		489,400.09		42,903.38	8.77%
SELF FUNDED HEALTH INS	(18,060.53)		594,604.12		(612,664.65)	-103.04%
CHECKING ACCT					-	#DIV/0!
INVESTMENT ACCT		1,299,845.55		1,259,639.29	40,206.26	3.19%
SAVINGS ACCT		505,242.95		682,203.45	(176,960.50)	-25.94%
	<u>15,778,169.68</u>	<u>7,664,436.37</u>	<u>16,084,457.35</u>	<u>7,397,817.78</u>	<u>(39,669.08)</u>	-0.17%
TOTAL CASH	<u>23,442,606.05</u>		<u>23,482,275.13</u>			

**PURCHASE CONTRACT
LINCOLN COUNTY HUMANE SOCIETY, INC.
2020**

I. PARTIES

This Contract is made and entered into this first day of January, 2020, by and between Lincoln County, hereinafter referred to as PURCHASER, and Lincoln County Humane Society, Inc., hereinafter referred to as PROVIDER.

PURCHASER's employee responsible for administration of this Contract will be the Finance Director, whose principal business address is 801 North Sales Street, Suite 211, Merrill, Wisconsin 54452-1632. PROVIDER's employee responsible for administration of this Contract will be Humane Society Director/Manager duly appointed by the board of Directors of PROVIDER, whose principal business address is 310 N. Memorial Drive, Merrill, Wisconsin 54452.

II. SERVICES TO BE PROVIDED AND CONTRACT TERM

Subject to the terms and conditions set forth in this Contract, PURCHASER agrees to purchase and PROVIDER agrees to provide services described in Section V during the period of:

January 1, 2020 to December 31, 2020

III. PAYMENT FOR SERVICES

In exchange for providing services as outlined herein PURCHASER shall, for the contract term, pay PROVIDER the amount of forty-one thousand dollars (\$41,000.00), in equal quarterly installments of \$10,250 each. In addition, PURCHASER will turn over in 2020, the remainder of dog license fees generated in 2019, payable under sec. 174.09, Stats., on March 1, 2020, less expenses as necessarily incurred by PURCHASER in purchasing and providing books, forms and other supplies required in administering the dog license law, expenses incurred under sec. 95.21(4)(b) and (8), Stats., and less claims allowed by PURCHASER to the owners of domestic animals because of damages done by dogs during the license year for which the taxes were paid and less \$1,000 of the surplus amount.

IV. RENEGOTIATIONS

This Contract, or any part thereof, must be renegotiated in the case (1) change required by federal or state law or regulations or court actions; or (2) monies available affecting the substance of this agreement.

V. PROVIDER RESPONSIBILITIES

A. Provider shall provide the following services to PURCHASER:

1. Shelter business hours (open to the public) for the acceptance of strays from 12:00 p.m. to 5:00 p.m., Monday through Friday, 12:00 p.m. to 4:00 p.m. on Saturday, 12:00 p.m. to 2:00 p.m. on Sunday and by appointment.
2. Telephone coverage at the shelter from 10:00 a.m. to 4:00 p.m., Monday through Saturday.
3. On-call availability 24 hours per day, 365 days per year for emergency assistance to County or City law enforcement.
4. Provide an animal shelter at the Lincoln County Humane Society, Inc. to impound stray dogs and cats that are picked up in Lincoln County.
5. Provide holding facilities and care for stray animals to be kept under quarantine because of biting incidents, unless verification of rabies vaccination is presented.
6. Require that animals being reclaimed be properly licensed, have current identification tags, and vaccinated with the costs of same being paid for in advance of physical reclamation by the animal's owner.
7. Make available for adoption animals not reclaimed with prospective owners paying in advance of physical ownership/adoption all licensing, vaccination, spaying or neutering fees and miscellaneous veterinary fees for each animal owned/adopted. Animals should not be released for adoption unless spaying or neutering has been completed and paid for or unless a financial guarantee is provided by the prospective owner that such medical procedure shall be accomplished and completed by a licensed veterinarian and certified to the PROVIDER.
8. Provide for the care, shelter and feeding of animals seized under the authority of sec. 951, Stats. PROVIDER shall not release these animals to anyone except by order of the Court or upon direction from the Lincoln County District Attorney.

9. Maintain complete detailed records (including disposition) of all stray animals housed by the shelter and make same available to PURCHASER upon request.
10. Establish and administer a boarding and service fee schedule payable by owners redeeming animals. A copy of said boarding and service fee schedule shall be attached hereto and made a part of this contract. Said fees shall be subject to change as costs increase or decrease and shall reflect the actual costs of such boarding and services provided. In no way should it be construed that periodic changes in boarding and service fees indicate that the entire contract should be changed, but instead only that portion of the contract shall be altered. No other provisions of the contract shall be altered or changed as a result unless provided by sections hereafter contained in this contract.
11. Allow a member of the following entities to serve on PROVIDER's Board of Directors; Lincoln County Board of Supervisors, Lincoln County Towns Association, Merrill City Council and Tomahawk City Council.
12. Provide to PURCHASER on a quarterly basis financial statements to include an Income Statement, Balance Sheet, Profit and Loss Statement and other such pertinent financial data and reports as the PURCHASER may request. In addition, PROVIDER agrees to provide to PURCHASER a copy of an independent review of PROVIDER's financial records on a yearly basis. Said review and financial reports shall be reviewed by the Finance Committee of the Lincoln County Board of Supervisors. The Finance Committee of the Lincoln County Board of Supervisors shall provide oversight through these reports and periodic meetings with the Humane Society directors, and shall, from time to time, make certain recommendations to the Lincoln County Board of Supervisors concerning the Committee's findings.

VI. INDEMNITY AND INSURANCE

- A. PROVIDER agrees that it will at all times during the existence of this Contract indemnify PURCHASER and hold the PURCHASER harmless against any and all loss, damages, and costs or expenses which PURCHASER may sustain, incur, or be required to pay by reason of any person and/or third party's suffering personal injury, death, or property loss resulting from PROVIDER's acts or omissions in providing the services to be furnished by the PROVIDER under this agreement, or by reason of the PROVIDER, its employees or members of the families of PROVIDER's employees suffering personal injury, death, or property loss resulting from the services provided under this agreement.

- B. PROVIDER agrees that in order to protect itself as well as PURCHASER under the indemnity provisions set forth in the above paragraph, PROVIDER will at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided therein of at least \$25,000 for property damages sustained by one person, \$300,000 for injury and/or damages to any one person, and \$1,000,000 for the total injuries and/or damages arising from any one accident. UPON THE EXECUTION OF THIS AGREEMENT, PROVIDER SHALL FURNISH PURCHASER WITH WRITTEN VERIFICATION OF THE EXISTENCE OF SUCH INSURANCE. Each policy of insurance shall contain the following clauses: "It is agreed that these policies shall not be cancelled nor their coverage reduced until thirty (30) days after the County has received written notice by certified mail of such cancellation or reduction." In the event of any action, suit or proceedings against PURCHASER upon any matter thereon indemnified, PURCHASER shall within five working days, cause notice in writing thereof to be given to PROVIDER by certified mail, addressed to its post address.

VII. CONTRACT REVISION AND/OR TERMINATION

- A. Failure to comply with any part of this contract may be considered cause for revision, suspension, or termination.
- B. Revision of this Contract must be agreed to by PROVIDER and PURCHASER by an addendum signed by authorized representatives of both parties.
- C. PROVIDER shall notify PURCHASER whenever it is unable to provide the required quality or quantity of services. Upon such notification, PURCHASER shall determine whether such inability will require a revision or cancellation of this Contract.
- D. If PURCHASER finds it necessary to terminate the Contract prior to the Contract expiration date for reasons other than nonperformance by the PROVIDER, actual costs incurred by the PROVIDER may be reimbursed for an amount determined by mutual agreement of both parties.
- E. This contract can be terminated by thirty (30) day written notice delivered by certified mail by either party.

VIII. CONDITIONS OF THE PARTY'S OBLIGATIONS

- A. This contract is contingent on authorization of Wisconsin and United States laws, and any material amendment or repeal of the same affecting

the terms of this agreement shall serve to terminate this agreement except as further agreed to by the parties hereto.

- B. Nothing contained in this Contract shall be construed to supersede the lawful powers or duties of either party.
- C. It is understood and agreed that the entire Contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this agreement supersedes all oral agreements and negotiations.

PURCHASER'S AUTHORIZED REPRESENTATIVE

County Board Chair

Date

PROVIDER'S AUTHORIZED REPRESENTATIVE

Name: _____
Title: _____

Date



12/03/2019 15:08
dan.leydet

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT
NOVEMBER 2019 EXPENDITURE REPORT

P 1
glytbdud

FOR 2019 11

JOURNAL DETAIL 2019 11 TO 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
00 NON-DEPARTMENTAL	1,079,714	1,079,714	1,310,939.07	17,632.67	.00	-231,225.07	121.4%
10 COUNTY BOARD	1,884,222	1,884,222	1,849,684.02	150,455.52	.00	34,537.98	98.2%
20 ADMINISTRATIVE PERSONNEL	276,495	276,495	225,912.61	19,955.00	.00	50,582.39	81.7%
21 CORPORATION COUNSEL	194,476	194,476	159,975.18	11,969.80	.00	34,500.82	82.3%
22 FINANCE DEPARTMENT	466,489	466,489	432,487.70	54,739.41	.00	34,001.30	92.7%
23 COUNTY CLERK	200,821	200,821	172,906.12	12,805.07	.00	27,914.88	86.1%
24 TREASURERS DEPARTMENT	159,696	159,696	136,615.51	11,921.21	.00	23,080.49	85.5%
25 INFORMATION TECHNOLOGY	1,053,445	1,146,155	930,413.94	38,921.31	.00	215,741.06	81.2%
26 MAINTENANCE DEPARTMENT	1,247,128	1,485,677	1,141,922.12	40,349.01	.00	343,754.88	76.9%
27 VETERANS DEPARTMENT	173,413	187,952	157,057.07	13,254.52	.00	30,894.93	83.6%
30 CLERK OF COURTS	532,342	548,551	422,670.67	27,171.78	.00	125,880.33	77.1%
31 CIRCUIT COURT (PROBATE)	305,643	305,643	278,922.06	23,917.33	.00	26,720.94	91.3%
32 FAMILY COURT COMMISSIONER	29,550	29,550	21,749.88	-85.42	.00	7,800.12	73.6%
33 DISTRICT ATTORNEYS OFFICE	271,321	271,321	216,087.83	18,788.60	.00	55,233.17	79.6%
41 LAND SERVICES DEPARTMENT	1,258,791	1,547,420	913,326.39	77,996.21	.00	634,093.61	59.0%
43 REGISTER OF DEEDS	241,511	241,511	195,846.04	16,845.45	.00	45,664.96	81.1%
44 UW EXTENSION	202,654	215,595	204,324.12	6,497.97	.00	11,270.88	94.8%
50 SHERIFFS DEPARTMENT	7,906,913	8,147,942	6,549,368.39	618,631.80	.00	1,598,573.61	80.4%
51 CORONERS DEPARTMENT	61,986	61,986	38,950.23	2,155.42	.00	23,035.77	62.8%
52 EMERGENCY MANAGEMENT	72,850	72,850	41,930.29	3,076.45	.00	30,919.71	57.6%
60 CHILD SUPPORT	305,066	305,066	252,646.01	19,368.10	.00	52,419.99	82.8%
TOTAL GENERAL FUND	17,924,526	18,829,132	15,653,735.25	1,186,367.21	.00	3,175,396.75	83.1%
0020 COUNTY ROADS FUND							
00 NON-DEPARTMENTAL	4,244,602	4,810,485	3,715,971.19	.00	.00	1,094,513.81	77.2%
TOTAL COUNTY ROADS FUND	4,244,602	4,810,485	3,715,971.19	.00	.00	1,094,513.81	77.2%
0021 JAIL ASSESSMENT FUND							
00 NON-DEPARTMENTAL	35,000	35,000	21,631.67	.00	.00	13,368.33	61.8%
TOTAL JAIL ASSESSMENT FUND	35,000	35,000	21,631.67	.00	.00	13,368.33	61.8%
0022 EMERGENCY MEDICAL FUND							



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0022	EMERGENCY MEDICAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	2,284,761	2,284,761	1,839,776.55	15,078.15	.00	444,984.45	80.5%
	TOTAL EMERGENCY MEDICAL FUND	2,284,761	2,284,761	1,839,776.55	15,078.15	.00	444,984.45	80.5%
0023	HEALTH DEPARTMENT FUND							
00	NON-DEPARTMENTAL	1,037,912	1,069,354	939,359.76	74,353.34	.00	129,994.24	87.8%
	TOTAL HEALTH DEPARTMENT FUND	1,037,912	1,069,354	939,359.76	74,353.34	.00	129,994.24	87.8%
0024	SOCIAL SERVICES FUND							
00	NON-DEPARTMENTAL	2,593,960	2,593,960	2,152,021.57	163,894.47	.00	441,938.43	83.0%
	TOTAL SOCIAL SERVICES FUND	2,593,960	2,593,960	2,152,021.57	163,894.47	.00	441,938.43	83.0%
0030	DEBT SERVICE FUND							
00	NON-DEPARTMENTAL	1,104,775	1,104,775	1,104,775.00	.00	.00	.00	100.0%
	TOTAL DEBT SERVICE FUND	1,104,775	1,104,775	1,104,775.00	.00	.00	.00	100.0%
0050	DOG LICENSE FUND							
00	NON-DEPARTMENTAL	41,000	41,000	782.83	583.22	.00	40,217.17	1.9%
	TOTAL DOG LICENSE FUND	41,000	41,000	782.83	583.22	.00	40,217.17	1.9%
0051	SEC 125 BENEFIT FUND							
00	NON-DEPARTMENTAL	0	0	1,196.50	.00	.00	-1,196.50	100.0%
	TOTAL SEC 125 BENEFIT FUND	0	0	1,196.50	.00	.00	-1,196.50	100.0%
0060	SOLID WASTE FUND							



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0060	SOLID WASTE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	2,604,733	2,604,733	1,104,019.58	50,033.36	.00	1,500,713.42	42.4%
	TOTAL SOLID WASTE FUND	2,604,733	2,604,733	1,104,019.58	50,033.36	.00	1,500,713.42	42.4%
0061	PINE CREST NURSING HOME							
00	NON-DEPARTMENTAL	13,050,933	13,050,933	13,641,871.05	850,084.43	.00	-590,938.05	104.5%
	TOTAL PINE CREST NURSING HOME	13,050,933	13,050,933	13,641,871.05	850,084.43	.00	-590,938.05	104.5%
0062	FORESTRY							
00	NON-DEPARTMENTAL	1,349,993	1,415,658	2,033,544.74	55,745.20	.00	-617,886.74	143.6%
	TOTAL FORESTRY	1,349,993	1,415,658	2,033,544.74	55,745.20	.00	-617,886.74	143.6%
0063	LINCOLN INDUSTRIES WORKSHOP							
00	NON-DEPARTMENTAL	1,821,060	1,821,060	1,617,346.99	80,343.74	.00	203,713.01	88.8%
	TOTAL LINCOLN INDUSTRIES WORKSHOP	1,821,060	1,821,060	1,617,346.99	80,343.74	.00	203,713.01	88.8%
0070	HIGHWAY FUND							
00	NON-DEPARTMENTAL	6,711,252	6,711,252	6,636,051.77	428,420.86	.00	75,200.23	98.9%
	TOTAL HIGHWAY FUND	6,711,252	6,711,252	6,636,051.77	428,420.86	.00	75,200.23	98.9%
0071	SELF FUNDED HEALTH INSURANCE							
00	NON-DEPARTMENTAL	0	0	5,037,896.49	2,062.27	.00	-5,037,896.49	100.0%
	TOTAL SELF FUNDED HEALTH INSURANC	0	0	5,037,896.49	2,062.27	.00	-5,037,896.49	100.0%
	GRAND TOTAL	54,804,507	56,372,103	55,499,980.94	2,906,966.25	.00	872,122.06	98.5%

** END OF REPORT - Generated by Dan Leydet **

Designation of Public Depositories

Motion by:
 Second by:

Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
9	Bolder			
11	Breitenmoser			
13	Callahan			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
21	Nowak			
22	Panfil			
10	Ratliff			
7	Rusch			
5	Saal			
18	Voermans			
2	Weaver			
4	Woellner			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, provisions in Chapter 34 and Chapter 59 of Wisconsin Statutes require that counties designate public depositories;

NOW, THEREFORE BE IT RESOLVED, that the following banking institutions shall be and are hereby designated, until further action, as public depositories for all public monies coming into the hands of the Treasurer of Lincoln County, State of Wisconsin:

- Associated Bank, Tomahawk, WI 54487
- mBank, Merrill, WI 54452
- BMO Harris Bank, Merrill, WI 54452
- IncredibleBank, Merrill, WI 54452
- Park City Credit Union, Merrill, WI 54452
- Merrill Community Bank, Merrill, WI 54452
- State Investment Pool, Madison, WI 53707
- Tomahawk Community Bank, Tomahawk, WI 54487
- Huntington Bank, Chicago, IL 60601
- American Deposit Management, LLC, Delafield, WI 53018
- U.S. Bank, Madison, WI 53703
- PMA Financial Network, Inc.

NOW, THEREFORE BE IT ALSO RESOLVED, that the list of bank accounts on the accompanying schedule be approved for use by Lincoln County.

Dated this 17th day of December 2019.

Introduced by: Finance and Insurance Committee

Committee Action: Passed () on December 13, 2019.

Fiscal Impact: N/A

Drafted by: Dan Leydet, Finance Director

STATE OF WISCONSIN)
) SS:
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

 Christopher J. Marlowe
 County Clerk

LINCOLN COUNTY
BANK STATEMENTS - DECEMBER 2019

<u>Account Description</u>	<u>Explanation</u>	<u>Account Number</u>	<u>Bank Name</u>	<u>Street</u>	<u>City</u>	<u>St. Zip</u>
Treasurer's Cash	County's Main Cash Account	3101797	INCREDIBLEBANK	327 N 17th Ave	WAUSAU	WI 54402
Treasurer's Cash	County's Main Cash Account-ICS	797	INCREDIBLEBANK	328 N 17th Ave	WAUSAU	WI 54403
Payroll Account	Imprest Payroll Account	100121659	INCREDIBLEBANK	3210 E MAIN ST	MERRILL	WI 54452
Payroll Account	Imprest Payroll Account-ICS	659	INCREDIBLEBANK	3211 E MAIN ST	MERRILL	WI 54453
Clerk of Court Dept. Cash	Bonds	100799196	INCREDIBLEBANK	325 N 17th Ave	MERRILL	WI 54450
Sheriff's Dept. - Huber - Lockdown	Canteen Acct	100399781	INCREDIBLEBANK	327 N 17th Ave	MERRILL	WI 54452
Sheriff's Dept. - Huber - Lockdown	Canteen Acct	781	INCREDIBLEBANK	328 N 17th Ave	MERRILL	WI 54453
NMM Bond Account	NMM Bond	500374202	INCREDIBLEBANK	326 N 17th Ave	MERRILL	WI 54451
NMM Bond Account	NMM Bond	202	INCREDIBLEBANK	327 N 17th Ave	MERRILL	WI 54452
General Fund Investment	County Investment	83500-01	LOCAL GOV INVESTMENT	PO BOX 7871	MADISON	WI 53707
Sheriff Dept - COPS Grant	vest grant account	500427166	INCREDIBLEBANK	3210 E MAIN ST	MERRILL	WI 54452
Soc. Serv. - Welfare Trust Cash	Trust Account	100173845	INCREDIBLEBANK	3210 E MAIN ST	MERRILL	WI 54452
Soc. Serv. Dedicated Rep Payee	Representative Payee-Invest	10066346	INCREDIBLEBANK	3211 E MAIN ST	MERRILL	WI 54453
Soc Services MM-Rep Payee	Representative Payee-Invest	100117619	INCREDIBLEBANK	327 N 17th Ave	WAUSAU	WI 54402
CDBG Loan Account	CDBG Economic Development	100182763	INCREDIBLEBANK	500 THIRD ST	WAUSAU	WI 54402
Cash - Section 125 Flex	Flex 125 checking	100208851	INCREDIBLEBANK	500 THIRD ST	WAUSAU	WI 54402
Cash - Section 125 Flex	Flex 125 checking-ICS	851	INCREDIBLEBANK	501 THIRD ST	WAUSAU	WI 54403
Dept. Investment LTC Landfill	Long-Term Care Trust	43-V331-01-3	US BANK	1 S PINCKNEY ST	MADISON	WI 53703
Dept. Investment Landfill Closure	Closure Trust	43-V332-01-1	US BANK	2 S PINCKNEY ST	MADISON	WI 53703
Bank Transfer - Pinecrest	Electronic Transfer to County	306894	LINCOLN COMMUNITY BANK	1400 East Main St	MERRILL	WI 54450
Pine Crest-Special Fund	Special Purchases	330842	LINCOLN COMMUNITY BANK	1400 East Main St	MERRILL	WI 54451
Petty Cash Ckng - Pine Crest	Petty Cash Checking	308662	LINCOLN COMMUNITY BANK	1402 East Main St	MERRILL	WI 54452
Pine Crest Custodial Patient	Resident Trust Fund	306-237	LINCOLN COMMUNITY BANK	1400 East Main St	MERRILL	WI 54452
Pine Crest Clearing Acct	Social Security Clearing Acct	DDA-8929	LINCOLN COMMUNITY BANK	1400 East Main St	MERRILL	WI 54453
Pine Crest Donation Fund	Donations	330-893	LINCOLN COMMUNITY BANK	1400 East Main St	MERRILL	WI 54452
Health Insurance Fund Ckg (WPS)	Records Health Ins. Transactions	4526233376	ASSOCIATED BANK	227 W WISCONSIN AVE	TOMAHAWK	WI 54487
Health Insurance Savings Account	Variable Interest Rate	4515668487	ASSOCIATED BANK	227 W WISCONSIN AVE	TOMAHAWK	WI 54487
Health Insurance Investment Account	Health Ins Fund Investments	C120422	HUNTINGTON BANK	222 N. LASALLE STREET	CHICAGO	IL 60601



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LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT
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FOR 2019 11 JOURNAL DETAIL 2019 11 TO 2019 11

ACCOUNTS FOR: 0010 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10220051 FINANCE DEPARTMENT							
2019/11/000018 FINANCE SALARIES	294,157	294,157	251,409.56	23,497.58	.00	42,747.44	85.5%
2019/11/000020 11/08/2019 PRJ	775.80 REF PAYROL				WARRANT=191108		
2019/11/000020 11/08/2019 PRJ	11,908.78 REF PAYROL				WARRANT=191108		
2019/11/000072 11/22/2019 PRJ	580.80 REF PAYROL				WARRANT=191122		
2019/11/000073 11/22/2019 PRJ	10,232.20 REF PAYROL				WARRANT=191122		
10220051 520000 FINANCE EMPLOYEE B	140,632	140,632	125,258.06	11,390.52	.00	15,373.94	89.1%
2019/11/000018 11/08/2019 PRJ	322.74 REF PAYROL				WARRANT=191108		
2019/11/000020 11/08/2019 PRJ	5,540.03 REF PAYROL				WARRANT=191108		
2019/11/000072 11/22/2019 PRJ	295.11 REF PAYROL				WARRANT=191122		
2019/11/000073 11/22/2019 PRJ	5,232.64 REF PAYROL				WARRANT=191122		
10220051 531010 FINANCE AUDITING S	24,000	24,000	51,260.00	19,300.00	.00	-27,260.00	213.6%*
2019/11/000047 11/14/2019 API	19,300.00 VND 000736 VCH317734				CLIFTONLARSONALLEN L FINAL BILL 2018 AUDIT		325054
10220051 552001 FINANCE TELEPHONE	450	450	475.10	42.40	.00	-25.10	105.6%*
2019/11/000109 11/25/2019 GEN	42.40 REF LK						
10220051 554001 PRINTING ALLOCATIO	2,000	2,000	1,750.86	338.91	.00	249.14	87.5%
2019/11/000108 11/25/2019 GEN	338.91 REF LK				NOVEMBER COPY CHARGES		
10220051 555000 FINANCE TRAVEL TRA	1,500	1,500	378.46	170.00	.00	1,121.54	25.2%
2019/11/000101 11/21/2019 API	170.00 VND 001470 VCH318015				REGISTRATION		9568
10220051 556000 FINANCE DUES	250	250	275.00	.00	.00	-25.00	110.0%*
10220051 561100 FINANCE OFFICE SUP	3,500	3,500	1,680.66	.00	.00	1,819.34	48.0%
TOTAL FINANCE DEPARTMENT	466,489	466,489	432,487.70	54,739.41	.00	34,001.30	92.7%
TOTAL GENERAL FUND	466,489	466,489	432,487.70	54,739.41	.00	34,001.30	92.7%
TOTAL EXPENSES	466,489	466,489	432,487.70	54,739.41	.00	34,001.30	