

LINCOLN COUNTY
FINANCE AND INSURANCE COMMITTEE
Lincoln County Service Center, Room 247
Friday November 3, 2023
7:30 a.m.

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting beginning ten minutes prior to the start time indicated above using the following number or address:

Conference Call: 1 650-761-2770
Access Code: 816 808 844#
Meeting ID: meet.google.com/snk-ytfv-dze

Attendance Policy: The teleconference cannot start until the host (County Clerk) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda. All public participants' phones, microphones and chat dialog boxes must be muted or disabled during the meeting.

Public Comment Policy: Persons wishing to make public comment must appear in person at the location designated. Public Comment is limited to agenda items only. Comments by members of the public are limited to three minutes per speaker on a first come, first served basis. You must indicate your desire to make public comment by completing the requested information on the sign-in sheet.

Agenda

- 1) Call Meeting to Order
- 2) Public Comment
- 3) Approval of Minutes – October 6, 2023
- 4) Treasurer
 - a. YTD Budget
 - b. Account Balance Reports
- 5) County Clerk
 - a. YTD Budget
 - b. Activity Report
 - 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
 - d. Approval of Resolution 2023-11-X2 Resolution to Authorize the Memorandum of Understanding between the County and its Municipalities for the Payment of Election Equipment Maintenance and Equipment Firmware Licensing Fees
 - e. Approval of Resolution 2023-11-X3 Resolution Ordering County Clerk to Take Tax Deeds for the 2020 Sale
- 6) Finance
 - a. YTD Budget Report
 - b. Approval of Expense Reimbursement
 - c. Finance Director Timesheet Approval for the Following Dates: 9/18/23-10/15/23
- 7) Approval of Maintenance Purchase Card limit from \$2,000 to \$7,500
- 8) Approval of Morgue CIP transfer from Coroner to Maintenance \$44,120
- 9) NCHC Financials – September
- 10) October YTD Budget Report
- 11) Cash Report-September
- 12) Sales Tax Report
- 13) Health Insurance Fund Report
- 14) 2024 Budget

- 15) Convene into close session
- 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 exercise responsibility.
 - a. Finance Director Performance Review
- 17) Reconvene into open session
- 18) Take any necessary action discussed in close session
- 19) Review Correspondence/Communications
- 20) Review County Voucher Listing
- 21) Set Next Meeting Date
- 22) Adjourn

DISTRIBUTION:

Finance Committee Members: Julie DePasse (electronic), Lori Anderson-Malm (electronic), Norbert Ashbeck, Angela Cummings (electronic), and Gene Simon

Administrative Coordinator, Other County Board Supervisors, Department Heads, News Media, Bulletin Board

Posted on: _____ at _____ a.m. /p.m. By _____

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715.539.1019. 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 247/248
Friday October 6, 2023
7:30 am

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

Members Excused: None

Others Present: Fenske, Gigl, Marlowe, Krause, Schneider, Stevenson, Woller, Woller, Bebel

Virtually Present: Kohnhorst

1. **Call Meeting to Order:** Meeting called to order by DePasse at 7:43 a.m.
2. **Public Comment:** Two people offered public comment for approximately 6 minutes total.
3. **Approval of Minutes – September 8, 2023:** M/S Anderson-Malm/Ashbeck to approve September 8, 2023 minutes. All voting aye.
4. **Treasurer**
 - a. **YTD Budget:** Budget is at 68.9% for the year. No concerns at this time.
 - b. **Account Balance Reports:** LGIP went from 5.15% to 5.31%. The ICS accounts went from 4.38% to 4.24% and the ARPA went from 4.38% to 4.23%.
 - c. **Approval of Expense Reimbursement:** M/S Cummings/Simon to approve the expense reimbursement. All voting aye.
5. **County Clerk**
 - a. **YTD Budget:** No concerns that haven't been mentioned. Election billings went out this month.
 - b. **Activity Report:** Report is in the packet.
 - c. **Approval of Expense Reimbursement:** M/S Ashbeck/Simon to approve the expense reimbursement. All voting aye.
 - d. **Approval of Resolution 2023-10-xx to Authorize the Application of the 2023 Absentee Ballot Envelope Sub grant Program.** Marlowe presented the resolution. M/S Simon/Ashbeck to approve Resolution 2023-10-xx. Anderson-Malm abstained from vote, Ashbeck and Simon voting aye, Cummings voting nay. Motion carried.
- ~~6. **Health Insurance Presentation:** Amended agenda removed this item~~
7. **Approval of Resolution Chief Deputy Sheriff Compensation Adjustment:** Sheriff Schneider presented the resolution. M/S Simon/Cummings to pass resolution onto County Board. All voting aye.
8. **911 Telecommunications Policy Change:** Sheriff Schneider explained the previous schedule and the proposed new schedule. M/S Cummings/Anderson-Malm to approve schedule change. Motion withdrawn. Postponed action until agenda item 17.
9. **Request approval to move step increases for 2024 to January 1 for all eligible employees except for those assigned to the Highway Department who would receive 2024 step increases on their anniversary date then the next step on January 1, 2025.** Fenske explained the current process and proposed change. Discussion occurred to include the

Highway Department also being included on January 1, 2024. Action postponed until agenda item 17.

- 10. NCHC Financials – August:** Report is in the packet. Pine Crest loss is at \$42,021. The net income for all services is \$80,889.
- 11. September YTD Budget:** Overall budget is at 75.5%. Fenske explained departments who are elevated.
- 12. Cash Report:** Cash is up from last year. Report is in the packet
- 13. Sales Tax Report:** September's payment was \$267,265. The sales tax revenue is up 2.6% overall.
- 14. Health Insurance Fund Report:** There is an overall loss of \$153,287.
- 15. Finance YTD Budget Report:** No concerns. Budget is currently at 75.5%.
- 16. Finance Director Timesheet Approval for the Following Dates: 8/21/23-9/17/23:** M/S Simon/Ashbeck to approve Finance Director Timesheets for 8/21/23-9/17/23. All voting aye.
- 17. 2024 Budget discussion, changes, and possible approvals:** Variance is currently at \$0. With the Chief Deputy Compensation Adjustment, 911 Schedule change, and step increases to January 1st, the total dollar change is \$175,229. There was also discussion to put the contingency budget line back to \$400,000 (a \$16,078 increase). M/S Simon/Cummings to increase interest income by \$102,827, reduce Social Services fringe by \$27,912, reduce Sheriff fringe by \$16,764, increase contingency by \$16,078, change the 911 budget to reflect the schedule change, change the Sheriff Chief Deputy to incorporate the wage adjustment, adjust the step increases to January 1, 2024 and to work with Forestry, Solid Waste, and Highway to adjust their budgets to accommodate the step changes. All voting aye.
- 18. Review Correspondence/Communications:** None.
- 19. Review County Voucher Listing:** Reviewed by DePasse.
- 20. Set Next Meeting Date:** November 3, 2023 at 7:30 a.m.
- 21. Adjourn:** Meeting adjourned at 9:18 a.m.

Minutes prepared by Samantha Fenske, Finance Director

YEAR TO DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
24 TREASURERS DEPARTMENT							
0000 DIVISION							
10240051 461900 TREASURER MISC PUB	-10	-10	.00	.00	.00	-10.00	.0%*
10240051 461902 TREAS TAX STATUS I	-20	-20	-84.65	-7.40	.00	64.65	423.3%
2023/10/000093 10/25/2023 CRP	-7.40	REF TR			NON-DEPARTMENTAL		
10240051 511000 TREASUER SALARIES	112,133	112,133	87,844.94	8,600.78	.00	24,288.06	78.3%
2023/10/000006 10/06/2023 PRJ	4,276.79	REF PAYROL			WARRANT=231006 RUN=2 GENERAL		
2023/10/000056 10/20/2023 PRJ	4,323.99	REF PAYROL			WARRANT=231020 RUN=2 GENERAL		
10240051 520000 TREASURER EMPLOYEE	55,422	55,422	44,663.83	4,302.94	.00	10,758.17	80.6%
2023/10/000006 10/06/2023 PRJ	2,150.54	REF PAYROL			WARRANT=231006 RUN=2 GENERAL		
2023/10/000056 10/20/2023 PRJ	2,152.40	REF PAYROL			WARRANT=231020 RUN=2 GENERAL		
10240051 552001 TREASURER TELEPHON	325	325	311.86	.00	.00	13.14	96.0%
10240051 553000 TREASURER ADVERTIS	300	300	138.00	.00	.00	162.00	46.0%
10240051 554001 PRINTING ALLOCATIO	2,500	2,500	441.38	.00	.00	2,058.62	17.7%
10240051 555000 TREASURER TRAVEL T	2,000	2,000	1,447.97	.00	.00	552.03	72.4%
10240051 560000 TREASURER SUPPLIES	2,000	2,000	292.30	.00	.00	1,707.70	14.6%
10240051 561101 TREASURER POSTAGE	3,900	3,900	1,023.08	.00	.00	2,876.92	26.2%
10240060 411100 TREASURER TAX LEVY	-178,550	-178,550	-178,550.00	.00	.00	.00	100.0%

YEAR TO DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL TREASURERS DEPARTMENT	0	0	-42,471.29	12,896.32	.00	42,471.29	100.0%
TOTAL REVENUES	-178,580	-178,580	-178,634.65	-7.40	.00	54.65	100.0%
TOTAL EXPENSES	178,580	178,580	136,163.36	12,903.72	.00	42,416.64	76.24%
GRAND TOTAL	0	0	-42,471.29	12,896.32	.00	42,471.29	100.0%

** END OF REPORT - Generated by Samantha Fenske **

YEAR TO DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
23 COUNTY CLERK								
0000 DIVISION								
10230051 442001	WORK PERMIT	-250	-250	-145.00	.00	.00	-105.00	58.0%*
10230051 442002	CTY CLERK MARRIAGE	-7,000	-7,000	-6,330.00	-590.00	.00	-670.00	90.4%*
2023/10/000033	10/06/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000037	10/09/2023 CRP	-135.00	REF TR				NON-DEPARTMENTAL	
2023/10/000043	10/10/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000043	10/10/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000043	10/10/2023 CRP	-70.00	REF TR				NON-DEPARTMENTAL	
2023/10/000057	10/17/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000057	10/17/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000057	10/17/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000057	10/17/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
2023/10/000066	10/18/2023 CRP	-25.00	REF TR				NON-DEPARTMENTAL	
2023/10/000092	10/24/2023 CRP	-45.00	REF TR				NON-DEPARTMENTAL	
10230051 461900	CTY CLERK MISC PUB	-1,000	-1,000	-95.90	-.45	.00	-904.10	9.6%*
2023/10/000066	10/18/2023 CRP	-.45	REF TR				NON-DEPARTMENTAL	
10230051 511000	CTY CLERK SALARIES	117,355	117,355	112,874.48	8,647.98	.00	4,480.52	96.2%
2023/10/000006	10/06/2023 PRJ	4,323.99	REF PAYROL				WARRANT=231006 RUN=2 GENERAL	
2023/10/000056	10/20/2023 PRJ	4,323.99	REF PAYROL				WARRANT=231020 RUN=2 GENERAL	
10230051 520000	CTY CLERK EMPLOYEE	45,502	45,502	65,470.43	4,311.13	.00	-19,968.43	143.9%*
2023/10/000006	10/06/2023 PRJ	2,161.16	REF PAYROL				WARRANT=231006 RUN=2 GENERAL	
2023/10/000056	10/20/2023 PRJ	2,149.97	REF PAYROL				WARRANT=231020 RUN=2 GENERAL	
10230051 552001	CTY CLERK TELEPHON	1,150	1,150	718.12	40.28	.00	431.88	62.4%
2023/10/000095	10/26/2023 API	40.28	VND 005069 VCH355862	VERIZON WIRELESS			CELL PHONES	344057
10230051 554001	PRINTING ALLOCATIO	600	600	270.60	.00	.00	329.40	45.1%

YEAR TO DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10230051 555000 CTY CLERK TRAVEL T	2,500	2,500	1,641.49	.00	.00	858.51	65.7%
10230051 560000 CTY CLERK SUPPLIES	2,500	2,500	996.87	.00	.00	1,503.13	39.9%
10230060 411100 COUNTY CLERK TAX L	-176,545	-176,545	-176,545.00	.00	.00	.00	100.0%
TOTAL DIVISION	-15,188	-15,188	-1,143.91	12,408.94	.00	-14,044.09	7.5%
0038 ELECTIONS							
10233851 473100 CTY CLERK ELECTION	-24,000	-24,000	.00	.00	.00	-24,000.00	.0%*
10233851 511000 CTY CLERK ELECTION	600	600	134.94	.00	.00	465.06	22.5%
10233851 520000 CTY CLERK ELECTION	88	88	35.24	.00	.00	52.76	40.0%
10233851 554001 PRINTING ALLOCATIO	500	500	.00	.00	.00	500.00	.0%
10233851 560000 CTY CLERK ELECTION	38,000	38,000	34,959.48	.00	.00	3,040.52	92.0%
TOTAL ELECTIONS	15,188	15,188	35,129.66	.00	.00	-19,941.66	231.3%
TOTAL COUNTY CLERK	0	0	33,985.75	12,408.94	.00	-33,985.75	100.0%
TOTAL REVENUES	-208,795	-208,795	-183,115.90	-590.45	.00	-25,679.10	87.7%
TOTAL EXPENSES	208,795	208,795	217,101.65	12,999.39	.00	-8,306.65	104.0%
GRAND TOTAL	0	0	33,985.75	12,408.94	.00	-33,985.75	100.0%

** END OF REPORT - Generated by Samantha Fenske **

County Clerk Activity Report - 2023														
Activity	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals	Revenue
Cutting Notices	46	25	4	1	6	6	7	6	1	3			105	
Number of Delinquent Parcels	0	0	0	0	0	0	0	0	0	0			0	
Tax Deed Issuance	0	0	0	0	0	0	0	0	0	0			0	
Release of Hunting Res.	0	0	0	0	0	0	0	0	0	0			0	\$0.00
DT Payment Agreements	0	0	1	1	0	1	1	0	2	1			7	
Mail Pieces	4,864	5,056	6,065	4,536	7,545	5,595	5,513	6,457	7,636	4,174			57,441	
Marriage License	8	6	5	6	19	12	21	23	17	12			129	6,425.00
Work Permits	4	6	10	3	8	13	0	0	0	0			44	220.00
Insurance Claims	2	0	2	1	1	0	0	0	1	1			8	
Total Revenue														\$ 6,645.00

Special Projects 2 Elections WisVote - Deceased, Inactive Voters, Absentee Tracking, Felons, New/Change Registrations, EDR Postcard Project, Address Corrections, Mapping, Movers Mailing
Poll Worker Training, Election Equipement Testing
Election Billing
Tax Deed Notices

County Clerk Activity Report - 2022														
Activity	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals	Revenue
Cutting Notices	36	18	6	10	7	5	8	4	6	17	13	4	134	
Tax Deed Issuance	0	0	0	0	0	0	0	200	0	0	0	0	200	
Release of Hunting Res.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
DT Payment Agreements	0	1	1	1	1	0	1	4	1	0	0	1	11	
Mail Pieces	6,300	5,423	4,863	6,416	6,807	4,247	6,042	6,350	8,315	5,023	3,756	3,842	67,384	
Marriage License	7	5	3	13	20	18	16	29	17	12	3	4	147	6,835.00
Work Permits	9	8	10	9	15	23	19	7	7	10	6	4	127	635.00
Insurance Claims	2	1	3	1	1	1	0	3	1	1	1	0	15	
Total Revenue														\$ 7,470.00

Special Projects 4 Elections WisVote - Deceased, Inactive Voters, Absentee Tracking, Felons, New/Change Registrations, EDR Postcard Project, Address Corrections, Mapping, Movers Mailing
Poll Worker Training, Election Equipement Testing
Election Billing
Tax Deed Notices

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE TOWN OF _____ AND THE COUNTY OF LINCOLN
RELATING TO THE WISCONSIN VOTER REGISTRATION SYSTEM (WisVote)**

This Memorandum of Understanding (MOU) relating to the Wisconsin Voter Registration System (WisVote) is hereby entered into by and between the local unit of government, the Town of _____ (hereafter referred to as the "LOCAL UNIT") and the County of Lincoln, Wisconsin, Office of the County Clerk (hereafter referred to as the "PROVIDER").

NOW, THEREFORE, in consideration of the terms and conditions herein, the parties agree as follows:

1. The LOCAL UNIT and PROVIDER understand that the Wisconsin Elections Commission, (hereinafter referred to as the W.E.C.) intends to continue to utilize the official centralized database of the Wisconsin Voter Registration Information System (WisVote).
2. The PROVIDER AND LOCAL UNIT understand their responsibilities and legal requirements for complying with Help America Vote Act of 2002 (HAVA) and related Wisconsin State Statutes, and accepts the responsibility of adhering to voter registration policies and procedures and maintaining the original hard copy of each voter's current registration documentation.
3. The LOCAL UNIT acknowledges that there are costs associated with the technology, technology maintenance, materials, staffing and training that are required to fulfill the responsibility of entering and maintaining data within WisVote, and that the PROVIDER will continue to enter and maintain LOCAL UNIT data within WisVote, provided that the LOCAL UNIT remunerate the PROVIDER for the service. A breakdown of WisVote activities and cost estimates for each activity for the participating "relied" municipalities are attached in Appendix A. The LOCAL UNIT fully understands that these amounts are only estimates, and that it will be billed according to actual WisVote costs incurred during these election processes.
4. The LOCAL UNIT agrees to utilize technology and resources of the PROVIDER to enter and maintain data within the WisVote System and agrees to reimburse the PROVIDER for the costs associated with entering and maintaining municipal data within WisVote as specified in paragraph three.
5. The PROVIDER accepts the technology and resource responsibilities necessary to enter and maintain the LOCAL UNIT'S data within WisVote.
6. This MOU will be in effect beginning on the date that it has been signed by both parties and will continue in effect through December 31, 2029 unless formally terminated. In addition, this MOU will automatically be renewed for successive 90-day intervals unless officially terminated.
7. Termination.
 - a. This MOU may be terminated without cause by either party upon written notice by certified mail to the other and to the W.E.C.. ninety (90) days prior to the effective date of termination.

b. If terminated, all duties and responsibilities of the PROVIDER shall transfer to the LOCAL UNIT effective on the date of termination. The LOCAL UNIT has the sole responsibility for:

(1) Performing all required municipal-level duties within WisVote.

(2) Purchasing the appropriate equipment and having said equipment validated by the W.E.C.

(3) Any other technology or resource responsibilities required by WisVote or HAVA.

(4) Training its clerks and other personnel in the use and functions of the WisVote, and obtaining W.E.C. validation of such training.

8. The LOCAL UNIT will be billed annually after the final election cycle (which includes the primary, election and/or special election) once the PROVIDER has received all applicable bills and determines the total of all costs. A schedule of the base fee for these services can be found on Appendix A of the agreement.

The persons signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this agreement on the date(s) shown below.

PROVIDER - COUNTY CLERK'S OFFICE

LOCAL UNIT OF GOVERNMENT

Christopher Marlowe
Printed Name

Printed Name

Signed Name

Signed Name

Lincoln County Clerk
Title

Title

Lincoln County
Municipality Name

Municipality Name

Date

Date

County Board Chair Printed Name

County Board Chair Signed Name

Date

WisVote Memorandum of Understanding (Appendix A)

	Self Relier	Absentee Light	Full Relier
Annual Fee	\$0	\$250	\$250
*Fee Per Eligible Voter	\$0	.25¢	.50¢
Poll Book Printing per Page	\$0	.15¢	.15¢

* Eligible voter numbers are based off the last US Census

Self Relier: Self Reliers perform all WisVote duties mandated to municipalities by the State Wisconsin Elections Commission (WEC). WisVote users must be fully certified by the WEC.

Absentee Light: Absentee Light Clerks are certified by the WEC to enter Absentee Ballot information in the Absentee Log as mandated by the WEC. Absentee Light Clerks rely on the county for all other WisVote Services.

Full Relier: Full Relier Clerks rely on the County Clerk's Office to perform all of their municipality's WisVote requirements.

List of WisVote Duties:

- Maintain active registered voter lists to include registrations, movers, DMV checks, inactive voter purges, and deaths.
- Perform all mailings related to the upkeep of the Voter Registration List.
- Enter all new addresses located within a jurisdiction.
- Set-up of Elections to include the entering of Contests and Candidates.
- Maintenance of Absentee Voter Logs to include entering the dates of the following: Date ABS Application was received, the date the ABS Ballot was sent to the voter, and the date the ABS Ballot was returned to the clerk.
- Election reconciliation to include the verification of voters equaling the number of votes for each election.

Resolution 2023-11-X2

Resolution to Authorize the Memorandum of Understanding between the County and its Municipalities for the Payment of Election Equipment Maintenance and Equipment Firmware Licensing Fees

WHEREAS; Lincoln County’s election equipment supplier, Election Systems & Software, offers maintenance agreements to its customers for both the DS200 Tabulator and the Express Vote (ADA compliant machine); and

WHEREAS; Lincoln County elects to purchase the Silver Maintenance Agreement which constitutes preventative maintenance on its equipment biennially; and

WHEREAS; ES&S also requires licensing fees for the use of the software used to program these machines; and

WHEREAS; Lincoln County helped facilitate the purchase of the Express Votes in 2023 where it was agreed that municipalities would purchase the equipment individually through ES&S; and

WHEREAS; the county, on behalf of all our municipalities, agrees to make the annual payments to ES&S for the maintenance and software use for all the county’s election equipment; and

WHEREAS; by signing this Memorandum of Understanding your municipality agrees to reimburse the county for your portion of the maintenance and licensing fees; and

WHEREAS; municipal fees will reflect the number of machines they are using or own and these fees will be available upon receipt of the invoice from ES&S by the county; and

WHEREAS; these fees are defined in the MOU and are susceptible to the current market and are not always determined prior to the county and municipal budgeting deadlines for the following year.

THEREFORE, BE IT RESOLVED; that the Lincoln County Board of Supervisors authorizes the county clerk to pay ES&S upon invoice for the entire county’s annual election equipment maintenance and firmware licensing user fees; and

BE IT FURTHER RESOLVED; that the Lincoln County Board of Supervisors instructs the county clerk to then include these fees on our municipality’s annual election fee invoice based on the pieces of equipment owned or used by each municipality.

Dated:

Authored by:
Co-Sponsored by:
Committee: Finance & Insurance Committee
Committee Vote:
Fiscal Impact: None

Date Passed: November 3, 2023

Drafted by: County Clerk Chris Marlowe

Motion By:
Second By:

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13				
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
	Carried			
	Defeated			
	Amended			
	Voice vote			
	Roll call			

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 the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
County Clerk



LINCOLN COUNTY
COUNTY CLERK'S OFFICE
CHRISTOPHER J. MARLOWE – COUNTY CLERK
801 North Sales Street, Suite 201 · Merrill, WI 54452
Tel. (715) 539-1019
Email: chris.marlowe@co.lincoln.wi.us
County Website: www.lincoln.co.wi

**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF _____
AND THE COUNTY OF LINCOLN RELATING TO THE ANNUAL PAYMENT OF ELECTION
EQUIPMENT MAINTENANCE AND FIRMWARE LICENSING FEES**

This Memorandum of Understanding (MOU) relating to the payment of election equipment maintenance and firmware agreement fees is hereby entered into by and between the local unit of government, the Town of _____ and the County of Lincoln, Wisconsin, Office of the County Clerk.

Lincoln County's election equipment supplier, Election Systems & Software, offers maintenance agreements to its customers for both the DS200 Tabulator and the Express Vote (ADA compliant machine). ES&S also requires licensing fees for the use of the software used to program these machines. There are two maintenance and software packages, Gold and Silver. Lincoln County has elected the Silver Maintenance Agreement which enables preventative maintenance to be done every two years with the agreement being billed annually. All software upgrades are done for no additional fees at the time of the preventative maintenance. Preventive maintenance on the machines is done at the Lincoln County Service Center and requires towns to deliver their equipment to Merrill on the agreed upon date. The Gold agreement allows PMs to be done every year and requires a higher annual fee. The fees for the agreement also include annual charges for the use of the proprietary software.

Lincoln County helped facilitate the purchase of the Express Votes in 2023 where it was agreed that municipalities would purchase the equipment individually through ES&S which made each of them eligible for \$750 in grant reimbursements from the Wisconsin Elections Commission. In 2009, with the help of grant funds, Lincoln County purchased enough DS200 Tabulators for each precinct to receive one machine with ownership remaining with the county. At the time of this purchase it was agreed upon that the towns would cover the maintenance agreement fees for the machine they were issued by the county when these fees became due in 2011 or when the one year warranty expired.

The Express Vote machines also come with a one year warranty and the 2024 software user fees are included in the purchase so annual maintenance fees, on this machine, will not be due until 2025. The current rate for the Silver Agreement is \$105 for maintenance and \$75 for software fees for a total of \$180.00/year/machine. In 2023 the annual maintenance and software fees for the DS200 were \$227.50/machine (firmware license - \$85 and maintenance - \$142.50). It is important to note that these fees are susceptible to the current market and are not determined prior to the county and municipal budgeting deadline of November for the following year.

The county, on behalf of all our municipalities, agrees to make the annual payments to ES&S for the maintenance and software use for all our election equipment. By signing this Memorandum of Understanding your municipality agrees to reimburse the county for your portion of the fees. Municipal fees will reflect the number of machines they are using or own and these fees will be available upon receipt of the invoice from ES&S by the county. Your municipality's maintenance fees

and firmware licensing fees, for the DS200 and Express Vote, will be added to your annual election fees invoice from the county and due no later than 45 days after the date of the invoice.

Please signify by signing below that your municipality agrees to reimburse the county annually for the costs associated with the ongoing training, programming, and maintenance of both the DS200 and the Express Vote. This agreement will renew annually through 2029 at which time the agreement will be reassessed.

The persons signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this agreement on the date(s) shown below.

PROVIDER - COUNTY CLERK'S OFFICE

LOCAL UNIT OF GOVERNMENT

Christopher J Marlowe

Printed Name:

Printed Name:

Signed Name:

Signed Name:

Lincoln County Clerk

Title

Title

Don Friske

County Board Chair

Municipality Name:

Signed Name

Date: _____

Date: _____

YEAR TO DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
22 FINANCE DEPARTMENT									
0000 DIVISION									
10220051	461900	FINANCE MISC REVEN	-100	-100	.00	.00	.00	-100.00	.0%*
10220051	511000	FINANCE SALARIES	331,017	331,017	240,336.20	21,529.58	.00	90,680.80	72.6%
	2023/10/000004	10/06/2023 PRJ	676.62	REF PAYROL			WARRANT=231006	RUN=1 HIGHWAY	
	2023/10/000006	10/06/2023 PRJ	10,088.17	REF PAYROL			WARRANT=231006	RUN=2 GENERAL	
	2023/10/000053	10/20/2023 PRJ	676.62	REF PAYROL			WARRANT=231020	RUN=1 HIGHWAY	
	2023/10/000056	10/20/2023 PRJ	10,088.17	REF PAYROL			WARRANT=231020	RUN=2 GENERAL	
10220051	520000	FINANCE EMPLOYEE B	172,294	172,294	125,769.15	12,394.71	.00	46,524.85	73.0%
	2023/10/000004	10/06/2023 PRJ	370.63	REF PAYROL			WARRANT=231006	RUN=1 HIGHWAY	
	2023/10/000006	10/06/2023 PRJ	5,832.57	REF PAYROL			WARRANT=231006	RUN=2 GENERAL	
	2023/10/000053	10/20/2023 PRJ	370.18	REF PAYROL			WARRANT=231020	RUN=1 HIGHWAY	
	2023/10/000056	10/20/2023 PRJ	5,821.33	REF PAYROL			WARRANT=231020	RUN=2 GENERAL	
10220051	531010	FINANCE AUDITING S	26,000	26,000	73,256.86	3,960.00	.00	-47,256.86	281.8%*
	2023/10/000095	10/26/2023 API	3,960.00	VND 000900 VCH355864	MAXIMUS, INC		2022 COST ALLOCATION		344031
10220051	552001	FINANCE TELEPHONE	600	600	494.01	.00	.00	105.99	82.3%
10220051	554001	PRINTING ALLOCATIO	1,700	1,700	691.16	.00	.00	1,008.84	40.7%
10220051	555000	FINANCE TRAVEL TRA	1,200	1,200	150.00	.00	.00	1,050.00	12.5%
10220051	556000	FINANCE DUES	300	300	325.00	.00	.00	-25.00	108.3%*
10220051	561100	FINANCE OFFICE SUP	2,000	2,000	931.33	.00	.00	1,068.67	46.6%
10220060	411100	FINANCE TAX LEVY	-535,011	-535,011	-535,011.00	.00	.00	.00	100.0%

YEAR TO DATE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL FINANCE DEPARTMENT	0	0	-93,057.29	37,884.29	.00	93,057.29	100.0%
TOTAL REVENUES	-535,111	-535,111	-535,011.00	.00	.00	-100.00	100.0%
TOTAL EXPENSES	535,111	535,111	441,953.71	37,884.29	.00	93,157.29	82.6%
GRAND TOTAL	0	0	-93,057.29	37,884.29	.00	93,057.29	100.0%

** END OF REPORT - Generated by Samantha Fenske **

Lincoln County Employee Timesheet

Name: Samantha Fenske		Department: FINANCE				Pay Period:										
Employee Number: 686																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 9/18/2023 To: 10/1/2023										
9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
8	10.5	8	8.5	10		3	8.5	8	8.25	10	7.5	2	4	96.25	Regular: Finance	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
														0		
														0		
														0		
8	8	8	8	8	0	3	8	8	8	8	8	2	4	80	TOTAL HOURS PAID	
														0		
														0		
8	10.5	8	8.5	10	0	3	8.5	8	8.25	10	7.5	2	4	96.25	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Samantha Fenske

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County
Finance and Insurance Committee
Service Center Room 248.1
Friday January 3, 2014
7:30 a.m.

1. **Meeting called to order at 7:30 a.m.** by Chairman Lee
Members Present – Lee, Vander Sanden, Pike, Giese & Weaver
Others present – Leydet, and Gierl
2. **Approve December 6, 2013 Minutes** – Motion/Second M/S Giese/Vander Sanden to approve minutes of December 6, 2013 as printed – all voting aye.
3. **Purchase Card Request for Maintenance Director** – Leydet explained that Maintenance Director Gierl has requested a purchase card with a limit of \$2,000 for daily maintenance purchases. The Public Property Committee has already approved the request. Discussion followed. M/S Lee/Vander Sanden to approve purchase card for Maintenance Director – all voting aye.
4. **Treasurer’s Report** – December Year-to-Date Budget Report and Investment report ending November 30, 2013 was reviewed and placed on file by M/S Lee/Pike – all voting aye.
5. **Cash Report** – Cash report showed a drop in cash of \$1,522,416 or 5.71 percent when compared to November 2012. This is largely due to the advance defeasance during 2013. Other variances were noted and discussed. Report was placed on file.
6. **County Clerk Year-to-Date Budget Report** – Report reviewed and placed on file.
7. **November 2013 Year-to-Date Budget Report** – Leydet reviewed the departments that were over 100 percent of budget. Leydet anticipates that contingency fund requests will total around \$100,000. This amount will be known by the end of March when the County concludes the 2013 year end process. Report placed on file.
8. **Standard and Poor’s Lincoln County Rating** – Leydet presented the rating summary from Standard and Poor’s. The rating agencies have been reevaluating credit profiles in order to give investors a more accurate picture of the rated organization. Lincoln County was reevaluated and has retained the previous AA /stable rating. Lincoln County received very strong profiles in budgetary flexibility, budgetary performance, liquidity, and debt and contingent liabilities. Lincoln County’s economy was classified as weak. The Committee cautioned that while this very good report was a reflection on management practices, it does not mean the County is “out of the woods” with budgetary issues. The Committee directed Leydet to give the report to the County Board in January. Report was placed on file.
9. **North Central Health Care Budget Report** – Report showed North Central operations \$114,935 better than budgeted. Discussion followed. Report was placed on file.
10. **Court Collection Position Report** – Report was not available due to timing of meeting. Report will be presented next month.
11. **Director’s Report** – Year-to-date report shows that Finance Department is over budget, but that will improve after auditing costs are allocated. Report was placed on file
12. **Review Correspondence/Communication** – None

13. **Review County Voucher Listing** – Listing made available
14. **Set next meeting dates** – Feb 7, and March 7, 2014 at 7:30 a.m.
15. **Adjourn** – M/S Pike/Vander Sanden to adjourn at 8:10 a.m. – all voting aye.

**Minutes prepared by,
Dan Leydet
Finance Director**

Meeting Minutes of
Lincoln County Public Property Committee
Tuesday November 15th, – 5:00 pm
Lincoln County Service Center
801 N. Sales Street – Room 247/48
Merrill WI, 54452

MEMBERS PRESENT: Bill Bialecki, Randy Detert, Brian Hafeman (by video)

MEMBERS EXCUSED: Marty Lemke

VISITORS: Patrick Gierl

1. **Call Meeting to Order** – Meeting was called to order by chair Bill Bialecki at 5:05 pm.
2. **Approve Minutes of Previous Meeting:** October 18th, 2022 – M/S Hafeman/Detert to approve as presented. All ayes – motion carried.
3. **Public Comment** – none
4. **Review of vouchers** – Discussed placed on file
5. **Year to date budget report** – Discussed placed on file
6. **Maintenance Directors report-** Discussed and placed on file
7. **Approval of time sheets and expense report** – M/S Bialecki/Detert to accept as presented. All ayes – motion carried.
8. **Discussion and approval of annual lease for Forward Services, CW Solutions and Wisconsin County Forest Assoc.** M/S Detert/Hafeman to approve lease for each organization as presented. All ayes – motion carried.
9. **Project updates on the AC-3 (Service Center), Boiler projects (courthouse) and Maintenance shop renovation. Request for CIP fund balance from AC-3 and boiler projects be transferred to maintenance shop project shortfall.** M/S Bialecki / Detert to transfer remaining funds from AC-3 and boiler project to the maintenance shop fund to offset project overages once checking with corp. council and administrative coordinator.. All ayes – motion carried.
10. **Discussion and possible action on procedures for future small equipment purchases for maintenance department.** M/S Bialecki/Detert to allow maintenance Director to purchase equipment as necessary within the operational budget up to \$7,500.00 with a minimum of two competitive quotes. All ayes – motion carried.
11. **Discussion and possible action on new maintenance staff position:** Discussion was had regarding this position and the status of Pine Crest. All in agreement that the position is warranted and approved by county board and the process should continue. No further action taken.
12. **Auction items:** none
13. **Set next meeting date:** Call of chair
14. **Adjourn** – M/S Detert/Bialecki to adjourn. All ayes – motion carried. Adjourned at 5:39 pm.

Minutes submitted November 21st, 2022
Maintenance Director
Patrick Gierl

YEAR TO DATE EXPENDITURE REPORT

FOR 2023 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
51 CORONERS DEPARTMENT							
0000 DIVISION							
10510049 499990 FUNDS APPLIED (BUD	-60,000	-60,000	.00	.00	.00	-60,000.00	.0%*
10510051 462900 CORONER FEES	-17,000	-17,000	-21,200.00	.00	.00	4,200.00	124.7%
10510051 511000 CORONER SALARIES	29,880	29,880	22,409.98	.00	.00	7,470.02	75.0%
10510051 511001 CORONER DEPUTY PER	8,000	8,000	3,852.33	.00	.00	4,147.67	48.2%
10510051 520000 CORONER EMPLOYEE B	5,260	5,260	3,345.40	.00	.00	1,914.60	63.6%
10510051 543001 VEHICLE REPAIR AND	2,000	2,000	.00	.00	.00	2,000.00	.0%
10510051 552001 CORONER TELEPHONE	800	800	123.59	.00	.00	676.41	15.4%
10510051 554001 PRINTING ALLOCATIO	0	0	.99	.00	.00	-.99	100.0%*
10510051 555000 CORONER TRAVEL	2,400	2,400	1,309.28	.00	.00	1,090.72	54.6%
10510051 555007 CORONER TRAINING	2,000	2,000	150.00	.00	.00	1,850.00	7.5%
10510051 560000 CORONER SUPPLIES	2,500	2,500	2,376.28	.00	.00	123.72	95.1%
10510051 561101 CORONER POSTAGE	50	50	52.02	.00	.00	-2.02	104.0%*
10510051 562001 FUEL	1,000	1,000	.00	.00	.00	1,000.00	.0%
10510051 564060 CORONER OPERATING	1,500	1,500	59.99	.00	.00	1,440.01	4.0%
10510051 564070 CORONER AUTOPSY SU	20,000	20,000	4,380.00	.00	.00	15,620.00	21.9%
10510057 582001 CORONER NON OPERAT	60,000	60,000	15,880.00	.00	.00	44,120.00	26.5%
10510060 411100 CORONER TAX LEVY	-58,390	-58,390	-58,390.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-25,650.14	.00	.00	25,650.14	100.0%
TOTAL CORONERS DEPARTMENT	0	0	-25,650.14	.00	.00	25,650.14	100.0%
TOTAL REVENUES	-135,390	-135,390	-79,590.00	.00	.00	-55,800.00	
TOTAL EXPENSES	135,390	135,390	53,939.86	.00	.00	81,450.14	
GRAND TOTAL	0	0	-25,650.14	.00	.00	25,650.14	100.0%

** END OF REPORT - Generated by Samantha Fenske **

**LINCOLN COUNTY
LAW ENFORCEMENT, EMERGENCY MEDICAL SERVICES, JUDICIAL AND
EMERGENCY MANAGEMENT COMMITTEE
Lincoln County Service Center Room 257
Wednesday, September 13, 2023, at 4 p.m.**

MINUTES

Members present: Jesse Boyd, Jim Meunier, Steve Osness, and Laurie Thiel. (4), Don Friske
Department Heads Present: Tom Barker Valorie Caylor, Becky Byer, Ken Schneider, Kristopher Ellis, Samantha Fenske, Chris Marlowe, Renee Krueger, and Tyler Verhasselt.
Virtual: Josh Klug **Guests:** Robert Caylor (Tomahawk EMS)

1. Chair Boyd called the meeting to order at 4:00 p.m.
2. October Meeting Date and Time was confirmed as: Wednesday, October 11, 2023 at 4:00 p.m.
3. M/S Osness/Thiel to approve the August 9, 2023 minutes as presented - All ayes - Motion carried
4. Public Comment - None
5. **Emergency Management**
 - a. Year-to-date Budget Report –
 - b. Travel & Expense Report – Osness/Thiel to approve expenses. All Ayes
 - c. Authorization to attend Wide Area Search (PER213) class in Houghton, MI. M/S Osness/Miller to authorize Verhasselt's lodging expenses for the Wide Area Search Training. All ayes.
6. **Coroner**
 - a. Coroner's Report – Caylor gave her report and it was placed on file.
 - b. Travel & Expense Report – M/S Osness/Miller to approve the expenses. All ayes.
 - c. Year-to-date Budget Report – Reviewed and placed on file.
 - d. Approval of Morgue CIP reallocation to Maintenance. M/S Thiel/Meunier to move the remaining CIP funds to the maintenance budget. All ayes.
7. **Judicial**
 - a. District Attorney and Victim Witness– Kristopher Ellis.
 - i. Year-to-date Budget Report – reviewed and placed on file. Ellis noted that there will be line item adjustments at the end of the year.
 - ii. Active Cases and Breakdown Report. Ellis reviewed his report and answered questions. Report was placed on file.
 - b. Clerk of Courts and Family Court – Thomas Barker
 - i. Year-to-date Budget Report – Barker reported no concern, report was placed on file. Also reported 3 jury trials last month.
 - ii. Judicare Caseload – Barker reported a high case load and the amount of paperwork that has resulted. Current cap is five cases per month.
 - c. Register in Probate and Circuit Court – Becky Byer
 - i. Year-to-date Budget Report – Byer had no major concerns citing her gaudian ad litem line item as her biggest concern. Her report was placed on file.
 - ii. Approval of Time Sheets. M/S Thiel/Meunier to approve Byer's time sheets. All ayes.
 - iii. Security Check Point Screening – Judge Russell updated the committee on their progress. Russell highlighted the three major pieces to the process as Historical Society approval, equipment purchases, and staffing. The committee cited the approval from the Historical Society as step one. The Historical Society has a planned walk through on Oct 10, 2023. Once the committee receives the Historical Society's recommendations they can continue to step two of identifying the equipment needed. Russell specified that this would result in having one public entrance. Russell the answered questions.
 - iv. Report on Active Shooter Exercise at Courthouse – Judge Russell reported on the August 11th active shooter training. He explained the details and felt it was useful for their Security Check Point planning. Russell felt these exercises should be done more often.
8. **Sheriff's Office**
 - a. Statistical Reports
 - i. Case Summary Report – Reviewed and placed on file.
 - ii. Expense Budget, Revenue Budget (Year-to-date Report) Iverson reported no major concerns. He pointed out that the influx of new squads, effecting their expenditures, is

due to the lack of supply being affected by the computer chip shortages at the manufacturing level. We are receiving squads that had been ordered long ago.

- iii. Recreational Officer Activity Report – Reviewed and placed on file.
- iv. 9-1-1 Supervisor's Report – Iverson reported two new hires in dispatch.
- v. Jail Census Report – Reviewed and placed on file. Iverson reported that local news agencies reported on the female corrections officer shortages. We did get one female applicant, and had not seen one for some time. We currently have a shortage and have one near retirement age.
- vi. Personal Policy Addendum Approval – 911 Telecommunications Officer. M/S Meunier/Miller to approve the Personal Policy Addendum as written.

9. Emergency Medical Services

- a) Tomahawk Report – Robert Caylor reviewed the report with the committee and answered questions. Placed on file.
- b) Merrill Report – Chief Klug was available for questions on his report. Placed on file.
- c) 2024 Provider Budgets – Tomahawk and Merrill M/S Miller/Osness to approve both the Merrill and Tomahawk 2024 provider budgets. All ayes.
- d) Monthly Charge Report, Write-offs, and Collections – M/S Osness/Thiel to approve write-offs of \$7,207.71. All ayes.
- e) Year-to-Date Budget Report. Fenske presented the EMS budgets where she had no major concerns. Report placed on record.
- f) Price increased to Ambulance cost. Robert Caylor reported that our ambulance quotes were good until the end of the month and that after that they would go up \$7500 each. The two gas chassis with four wheel drive are already ordered. Caylor also felt the autoworkers strike could delay production. Ambulance delivery would be in 2025. Traditionally Lincoln County has received discounts for paying upfront rather than on delivery. Fenske pointed out that the ambulance scheduled to be ordered in 2024 is subject to the county board approving the 2024 budget, which will be done in November. She also noted that the second round of ARPA Funding Requests was not yet open or available. Chief Klug believed that orders can be cancelled should the funding be struck from the final budget. Caylor will follow up with the manufacturer on hard deadlines and clarify when payment needs to be made. M/S Thiel/Meunier to forward to the Finance Committee for the approval of two ambulance boxes. All ayes.

10. Resolutions and Ordinances

- a. Resolutions
 1. Resolution to Change the Name of the Law Enforcement, Emergency Medical Services, Judicial and Emergency Management Committee to the Public Safety Committee. M/S Miller/ Meunier to approve and forward to the full county board. All ayes.
 2. Chief Deputy Sheriff Compensation Adjustment. Osness agreed to author and Miller agreed to co-author. M/S Osness/Miller to approve and forward to both the A&L and Finance Committees. All ayes.
- b. Ordinances (All ordinances are to update the committee name to Public Safety Committee)
 1. Chapter 2-The Governing Body. M/S Osness/Thiel to approve and forward to the full county board. All ayes.
 2. Chapter 3-Finance and Taxation. M/S Thiel/Osness to approve and forward to the full county board. All ayes.
 3. Chapter 5-Law Enforcement. M/S Osness/ Meunier to approve and forward to the full county board. All ayes.
 4. Chapter 6-Emergency Management. M/S Miller/Thiel to approve and forward to the full county board. All ayes.

11. Closed Session to discuss the Collective Bargaining agreement Article 22. M/S Thiel/Meunier to go into closed session and include Administrative Coordinator Renee Krueger. Roll call: Ayes Thiel, Osness, Miller, Meunier, and Boyd (5). Nays (0) Motion passes 5-0.

12. Return to Open Session. M/S Thiel/Osness to reconvene. All Ayes

13. Action, if any, from closed session. There was no action taken from closed session.

14. Boyd adjourned the meeting at 5:30

Meeting Minutes of
Lincoln County Public Property Committee
Tuesday September 19th, 2023 – 5:30 pm
Lincoln County Service Center
801 N. Sales Street – Room 247/48
Merrill WI, 54452

MEMBERS PRESENT: Bill Bialecki, Marty Lemke (by video), Donald Wendorf, Brian Hafeman

MEMBERS EXCUSED: Randy Detert

VISITORS: Patrick Gierl, Renee Krueger, Samantha Fenske

1. **Call Meeting to Order** – Meeting was called to order by chair Bill Bialecki at 5:30 pm.
2. **Approve Minutes of Previous Meeting:** August 15th, 2023 –Supervisor Wendorf pointed out an error on item number (7) on the motion and second. Minutes to be amended to reflect that Supervisor Lemke was the motion and supervisor Wendorf was the second. M/S Hafeman/Wendorf to approve as amended. All ayes – motion carried.
3. **Public Comment** – none
4. **Review of vouchers** – Discussed and placed on file
5. **Year to date budget report** – Discussed and placed on file
6. **Maintenance Directors report-** Discussed and placed on file
7. **Approval of time sheets and expense report** – M/S Hafeman/Wendorf to accept as presented. All ayes – motion carried.
8. **Review and award contract for the Service Center boiler project.** M/S Bialecki/Wendorf to award the project to August Winters and Sons in the amount of \$42,000.00. All ayes – motion carried.
9. **Approve the transfer of Coroner shop funds to the maintenance account 10266757-583001.** M/S Hafeman/Wendorf to approve the transfer of funds from the coroner account to the maintenance shop remodel account. All ayes – motion carried.
10. **Convene into close session**

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 exercise responsibility.

A. Maintenance Directors Performance Review

M/S Bialecki/Hafeman to enter into closed session with Administrative coordinator (Renee Krueger) invited.

Roll call vote: Bialecki – yes, Hafeman – yes, Lemke – yes, Wendorf – yes. Entered into close session.
11. **Reconvene into open session: M/S Lemke/Wendorf to reconvene into open session.**

Roll call vote: Bialecki – yes, Hafeman – yes, Lemke – yes, Wendorf – yes. Entered into open session.
12. **Take any necessary action discussed in close session.** M/S Bialecki/Hafeman to give Maintenance Director a favorable review and move him to the next step. All ayes – motion carried.
13. **Auction items:** none
14. **Set next meeting date:** October 17th, 2023 – Lincoln County Service Center – room 247-48 – 5:30 pm
15. **Adjourn** – M/S Hafeman/Wendorf to adjourn. All ayes – motion carried. Adjourned at 5:47 pm.

Minutes submitted September 20th, 2023

Maintenance Director

Patrick Gierl

North Central Health Care
Programs by Service Line
For the Period Ending September 30, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
BEHAVIORAL HEALTH SERVICES								
Adult Behavioral Health Hospital	4,850,288	3,858,890	991,398	5,737,812	4,943,227	(794,586)	(887,525)	196,812
Adult Crisis Stabilization Facility	1,260,915	1,310,422	(49,507)	969,636	1,214,740	245,105	291,279	195,597
Lakeside Recovery MMT	88,210	893,106	(804,896)	309,262	763,776	454,514	(221,051)	(350,382)
Youth Behavioral Health Hospital	1,764,172	1,079,974	684,198	2,273,964	2,375,882	101,917	(509,792)	786,115
Youth Crisis Stabilization Facility	763,863	862,492	(98,630)	603,395	805,279	201,883	160,467	103,254
Crisis Services	1,775,916	1,842,361	(66,445)	1,993,396	2,176,679	183,283	(217,480)	116,838
Psychiatry Residency	226,174	661,710	(435,536)	162,838	776,182	613,344	63,336	177,808
	<u>10,729,538</u>	<u>10,508,956</u>	<u>220,582</u>	<u>12,050,304</u>	<u>13,055,765</u>	<u>1,005,460</u>	<u>(1,320,766)</u>	<u>1,226,042</u>
COMMUNITY SERVICES								
Outpatient Services (Marathon)	3,638,350	3,329,880	308,470	3,790,491	4,360,824	570,333	(152,141)	878,803
Outpatient Services (Lincoln)	846,888	718,303	128,584	582,158	591,115	8,957	264,730	137,541
Outpatient Services (Langlade)	651,144	592,955	58,189	494,339	604,289	109,950	156,804	168,139
Community Treatment Adult (Marathon)	3,832,410	3,584,416	247,994	3,989,553	3,948,547	(41,006)	(157,143)	206,988
Community Treatment Adult (Lincoln)	590,105	605,118	(15,013)	595,300	668,072	72,772	(5,195)	57,759
Community Treatment Adult (Langlade)	198,812	245,318	(46,506)	427,799	460,110	32,310	(228,987)	(14,196)
Community Treatment Youth (Marathon)	4,721,550	3,519,477	1,202,073	4,451,465	3,362,417	(1,089,048)	270,085	113,025
Community Treatment Youth (Lincoln)	1,276,506	1,250,755	25,751	1,257,931	1,169,458	(88,473)	18,575	(62,722)
Community Treatment Youth (Langlade)	867,911	1,069,298	(201,386)	894,637	872,949	(21,688)	(26,726)	(223,074)
Jail Meals (Marathon)	607,700	-	607,700	412,537	-	(412,537)	195,164	195,164
	<u>17,231,376</u>	<u>14,915,520</u>	<u>2,315,856</u>	<u>16,896,210</u>	<u>16,037,781</u>	<u>(858,429)</u>	<u>335,166</u>	<u>1,457,427</u>
COMMUNITY LIVING								
Adult Day Services (Marathon)	677,239	799,432	(122,193)	608,076	810,593	202,517	69,163	80,324
Day Services (Langlade)	293,106	291,757	1,349	232,478	208,142	(24,336)	60,628	(22,987)
Supportive Employment Program	224,766	121,229	103,537	217,812	192,202	(25,610)	6,953	77,927
Andrea St Group Home	469,413	-	469,413	479,750	-	(479,750)	(10,337)	(10,337)
Chadwick Group Home	520,813	399,784	121,029	573,618	424,492	(149,126)	(52,805)	(28,097)
Bissell Street Group Home	175,391	-	175,391	323,132	-	(323,132)	(147,741)	(147,741)
Heather Street Group Home	249,367	349,609	(100,242)	186,553	412,107	225,554	62,813	125,312
Marshall Street Residential	-	812,539	(812,539)	-	818,537	818,537	-	5,999
Jelinek Apartments	727,176	627,219	99,957	692,011	538,592	(153,420)	35,165	(53,462)
River View Apartments	420,678	531,255	(110,577)	555,924	497,051	(58,873)	(135,247)	(169,451)
Riverview Terrace	179,804	-	179,804	182,312	-	(182,312)	(2,508)	(2,508)
Hope House (Sober Living Marathon)	20,883	15,280	5,603	60,919	40,504	(20,414)	(40,035)	(14,811)
Sober Living (Langlade)	37,576	45,314	(7,738)	51,759	45,965	(5,794)	(14,183)	(13,532)
	<u>3,996,211</u>	<u>3,993,418</u>	<u>2,793</u>	<u>4,164,344</u>	<u>3,988,186</u>	<u>(176,158)</u>	<u>(168,134)</u>	<u>(173,365)</u>
NURSING HOMES								
Mount View Care Center	15,824,024	17,912,830	(2,088,807)	14,163,551	15,141,110	977,559	1,660,473	(1,111,248)
Pine Crest Nursing Home	9,557,555	10,139,110	(581,556)	9,523,594	9,292,582	(231,012)	33,961	(812,567)
	<u>25,381,578</u>	<u>28,051,940</u>	<u>(2,670,362)</u>	<u>23,687,144</u>	<u>24,433,691</u>	<u>746,547</u>	<u>1,694,434</u>	<u>(1,923,815)</u>
Pharmacy	5,932,756	5,951,829	(19,073)	6,129,492	5,989,900	(139,593)	(196,736)	(158,666)
OTHER PROGRAMS								
Aquatic Services	860,206	935,518	(75,313)	801,541	842,457	40,916	58,664	(34,397)
Birth To Three	401,318	-	401,318	401,318	-	(401,318)	-	-
Adult Protective Services	581,494	649,712	(68,218)	537,226	626,585	89,359	44,268	21,141
Demand Transportation	323,981	336,411	(12,431)	352,715	368,941	16,226	(28,734)	3,795
	<u>2,166,998</u>	<u>1,921,642</u>	<u>245,357</u>	<u>2,092,800</u>	<u>1,837,983</u>	<u>(254,818)</u>	<u>74,198</u>	<u>(9,461)</u>
Total NCHC Service Programs	<u>65,438,457</u>	<u>65,343,304</u>	<u>95,153</u>	<u>65,020,295</u>	<u>65,343,305</u>	<u>323,010</u>	<u>418,162</u>	<u>418,163</u>
SELF-FUNDED INSURANCE TRUST FUNDS								
Health Insurance Trust Fund	6,531,728	-	6,531,728	5,969,926	-	(5,969,926)	561,803	561,803
Dental Insurance Trust Fund	375,796	-	375,796	315,705	-	(315,705)	60,091	60,091
Total NCHC Self-Funded Insurance Trusts	<u>6,907,524</u>	<u>-</u>	<u>6,907,524</u>	<u>6,285,630</u>	<u>-</u>	<u>(6,285,630)</u>	<u>621,894</u>	<u>621,894</u>

North Central Health Care
Fund Balance Review
For the Period Ending September 30, 2023

	<u>Marathon</u>	<u>Langlade</u>	<u>Lincoln</u>	<u>Total</u>
YTD Appropriation (Tax Levy) Revenue	3,585,904	172,640	780,640	4,539,183
Total Revenue at Period End	46,716,786	3,749,976	14,971,695	65,438,457
County Percent of Total Net Position	71.4%	5.7%	22.9%	
Total Operating Expenses, Year-to-Date *	46,081,336	4,086,065	14,852,895	65,020,295
<i>* Excluding Depreciation Expenses to be allocated at the end of the year</i>				
Share of Operating Cash	10,007,271	803,288	3,207,109	14,017,668
Days Cash on Hand	59	54	59	59
Minimum Target - 20%	12,288,356	1,089,617	3,960,772	17,338,745
Over/(Under) Target	(2,281,085)	(286,329)	(753,663)	(3,321,077)
Share of Investments	-	-	-	-
Days Invested Cash	0	0	0	0
Days Invested Cash on Hand Target - 90 Days	15,150,028	1,343,364	4,883,143	21,376,535
Current Percentage of Operating Cash	21.7%	19.7%	21.6%	21.6%
Over/(Under) Target	(2,281,085)	(286,329)	(753,663)	(3,321,077)
Share of Investments	-	-	-	-
Amount Needed to Fulfill Fund Balance Policy	<u>(2,281,085)</u>	<u>(286,329)</u>	<u>(753,663)</u>	<u>(3,321,077)</u>

North Central Health Care
Review of Services in Marathon County
For the Period Ending September 30, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	3,638,350	3,329,880	308,470	3,790,491	4,360,824	570,333	(152,141)	878,803
Community Treatment-Adult	3,832,410	3,584,416	247,994	3,989,553	3,948,547	(41,006)	(157,143)	206,988
Community Treatment-Youth	4,721,550	3,519,477	1,202,073	4,451,465	3,362,417	(1,089,048)	270,085	113,025
Residential	2,562,837	2,720,405	(157,569)	2,810,988	2,690,779	(120,209)	(248,152)	(277,778)
Hope House Sober Living	20,883	15,280	5,603	60,919	40,504	(20,414)	(40,035)	(14,811)
Riverview Terrace	179,804	-	179,804	182,312	-	(182,312)	(2,508)	(2,508)
Demand Transportation	323,981	336,411	(12,431)	352,715	368,941	16,226	(28,734)	3,795
Jail Meals	607,700	-	607,700	412,537	-	(412,537)	195,164	195,164
Adult Day Services	677,239	799,432	(122,193)	608,076	810,593	202,517	69,163	80,324
Aquatic Services	860,206	935,518	(75,313)	801,541	842,457	40,916	58,664	(34,397)
Mount View Care Center	15,824,024	17,912,830	(2,088,807)	14,163,551	15,141,110	977,559	1,660,473	(1,111,248)
	33,248,983	33,153,651	95,333	31,624,148	31,566,172	(57,976)	1,624,835	37,357
Shared Services								
Adult Behavioral Health Hospital	3,626,265	2,890,322	735,943	4,259,343	3,669,499	(589,844)	(633,078)	146,099
Youth Behavioral Health Hospital	1,309,508	801,609	507,900	1,688,029	1,763,685	75,656	(378,521)	583,556
Residency Program	167,895	491,206	(323,311)	120,879	576,182	455,303	47,016	131,992
Supportive Employment Program	166,850	89,992	76,858	161,688	142,677	(19,011)	5,162	57,847
Crisis Services	1,392,662	1,441,986	(49,324)	1,479,755	1,615,811	136,056	(87,094)	86,732
Adult Crisis Stabilization Facility	936,013	972,764	(36,751)	719,788	901,737	181,948	216,225	145,197
Youth Crisis Stabilization Facility	567,037	640,253	(73,216)	447,918	597,781	149,864	119,119	76,648
Pharmacy	4,404,055	4,418,213	(14,158)	4,550,098	4,446,474	(103,624)	(146,043)	(117,782)
Lakeside Recovery MMT	65,481	662,978	(597,497)	229,574	566,973	337,399	(164,093)	(260,098)
Adult Protective Services	430,718	481,358	(50,640)	398,798	465,132	66,333	31,920	15,694
Birth To Three	401,318	-	401,318	401,318	-	(401,318)	-	-
	13,467,803	12,890,680	577,122	14,457,188	14,745,951	288,763	(989,386)	865,885
Excess Revenue/(Expense)	46,716,786	46,044,331	672,455	46,081,336	46,312,123	230,787	635,450	903,242

North Central Health Care
Review of Services in Lincoln County
For the Period Ending September 30, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	846,888	718,303	128,584	582,158	591,115	8,957	264,730	137,541
Community Treatment-Adult	590,105	605,118	(15,013)	595,300	668,072	72,772	(5,195)	57,759
Community Treatment-Youth	1,276,506	1,250,755	25,751	1,257,931	1,169,458	(88,473)	18,575	(62,722)
Pine Crest Nursing Home	9,557,555	10,139,110	(581,556)	9,523,594	9,292,582	(231,012)	33,961	(812,567)
	<u>12,271,052</u>	<u>12,713,286</u>	<u>(442,233)</u>	<u>11,958,982</u>	<u>11,721,226</u>	<u>(237,756)</u>	<u>312,071</u>	<u>(679,989)</u>
Shared Services								
Adult Behavioral Health Hospital	777,369	625,848	151,521	876,941	755,500	(121,441)	(99,572)	30,080
Youth Behavioral Health Hospital	269,522	164,952	104,570	347,542	363,119	15,577	(78,021)	120,146
Residency Program	34,567	101,133	(66,565)	24,887	118,628	93,741	9,680	27,175
Supportive Employment Program	34,352	18,528	15,824	33,289	29,375	(3,914)	1,063	11,910
Crisis Services	267,433	277,588	(10,155)	304,661	332,674	28,012	(37,229)	17,857
Adult Crisis Stabilization Facility	192,712	200,279	(7,566)	148,195	185,655	37,461	44,518	29,894
Youth Crisis Stabilization Facility	116,745	131,819	(15,074)	92,220	123,075	30,855	24,525	15,781
Pharmacy	906,735	909,650	(2,915)	936,803	915,469	(21,335)	(30,068)	(24,250)
Lakeside Recovery MMT	13,482	136,498	(123,017)	47,266	116,732	69,466	(33,784)	(53,551)
Adult Protective Services	87,726	98,152	(10,426)	82,107	95,764	13,657	5,619	3,231
	<u>2,700,643</u>	<u>2,664,447</u>	<u>36,196</u>	<u>2,893,913</u>	<u>3,035,991</u>	<u>142,078</u>	<u>(193,270)</u>	<u>178,274</u>
Excess Revenue/(Expense)	14,971,695	15,377,733	(406,037)	14,852,895	14,757,217	(95,677)	118,801	(501,715)

North Central Health Care
Review of Services in Langlade County
For the Period Ending September 30, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	651,144	592,955	58,189	494,339	604,289	109,950	156,804	168,139
Community Treatment-Adult	198,812	245,318	(46,506)	427,799	460,110	32,310	(228,987)	(14,196)
Community Treatment-Youth	867,911	1,069,298	(201,386)	894,637	872,949	(21,688)	(26,726)	(223,074)
Sober Living	37,576	45,314	(7,738)	51,759	45,965	(5,794)	(14,183)	(13,532)
Day Services	293,106	291,757	1,349	232,478	208,142	(24,336)	60,628	(22,987)
	<u>2,048,549</u>	<u>2,244,642</u>	<u>(196,093)</u>	<u>2,101,013</u>	<u>2,191,455</u>	<u>90,443</u>	<u>(52,464)</u>	<u>(105,650)</u>
Shared Services								
Adult Behavioral Health Hospital	446,655	342,720	103,934	601,529	518,228	(83,301)	(154,875)	20,633
Youth Behavioral Health Hospital	185,142	113,414	71,729	238,393	249,078	10,685	(53,251)	82,413
Residency Program	23,711	69,371	(45,660)	17,071	81,372	64,300	6,640	18,641
Supportive Employment Program	23,564	12,709	10,854	22,835	20,150	(2,685)	729	8,170
Crisis Services	115,822	122,788	(6,966)	208,980	228,194	19,215	(93,158)	12,249
Adult Crisis Stabilization Facility	132,189	137,379	(5,190)	101,653	127,349	25,696	30,537	20,506
Youth Crisis Stabilization Facility	80,080	90,420	(10,340)	63,258	84,422	21,165	16,823	10,825
Pharmacy	621,966	623,966	(2,000)	642,591	627,957	(14,634)	(20,625)	(16,634)
Lakeside Recovery MMT	9,248	93,630	(84,382)	32,422	80,071	47,649	(23,174)	(36,733)
Adult Protective Services	63,050	70,202	(7,152)	56,321	65,689	9,368	6,730	2,216
	<u>1,701,427</u>	<u>1,676,599</u>	<u>24,828</u>	<u>1,985,052</u>	<u>2,082,509</u>	<u>97,457</u>	<u>(283,625)</u>	<u>122,285</u>
Excess Revenue/(Expense)	3,749,976	3,921,241	(171,265)	4,086,065	4,273,964	187,900	(336,089)	16,635

YEAR TO DATE EXPENDITURE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
00 NON-DEPARTMENTAL	1,331,514	1,331,514	1,271,733.82	-3,752.22	.00	59,780.18	95.5%
10 COUNTY BOARD	2,424,559	2,424,559	2,140,087.77	80,000.72	.00	284,471.23	88.3%
20 ADMINISTRATIVE PERSONNEL	234,585	234,585	150,900.12	15,709.64	.00	83,684.88	64.3%
21 CORPORATION COUNSEL	203,595	203,595	153,363.22	11,113.71	.00	50,231.78	75.3%
22 FINANCE DEPARTMENT	535,111	535,111	441,953.71	37,884.29	.00	93,157.29	82.6%
23 COUNTY CLERK	208,795	208,795	217,101.65	12,999.39	.00	-8,306.65	104.0%
24 TREASURERS DEPARTMENT	178,580	178,580	136,163.36	12,903.72	.00	42,416.64	76.2%
25 INFORMATION TECHNOLOGY	874,001	874,001	691,745.56	39,441.51	.00	182,255.44	79.1%
26 MAINTENANCE DEPARTMENT	1,800,683	2,122,471	1,591,608.29	286,727.81	.00	530,862.71	75.0%
27 VETERANS DEPARTMENT	172,946	188,422	134,759.62	12,268.76	.00	53,662.38	71.5%
30 CLERK OF COURTS	563,697	570,291	437,531.08	35,057.66	.00	132,759.92	76.7%
31 CIRCUIT COURT (PROBATE)	354,806	354,806	279,151.67	24,750.54	.00	75,654.33	78.7%
32 FAMILY COURT COMMISSIONER	47,050	47,261	28,219.05	.00	.00	19,041.95	59.7%
33 DISTRICT ATTORNEYS OFFICE	334,702	334,702	272,863.87	26,940.15	.00	61,838.13	81.5%
41 LAND SERVICES DEPARTMENT	1,221,575	1,290,254	813,584.46	72,352.35	.00	476,669.54	63.1%
43 REGISTER OF DEEDS	257,301	257,301	180,028.23	20,021.77	.00	77,272.77	70.0%
44 UW EXTENSION	45,000	54,932	20,661.84	.00	.00	34,270.16	37.6%
50 SHERIFFS DEPARTMENT	8,217,413	8,566,845	6,498,248.15	544,777.54	.00	2,068,596.85	75.9%
51 CORONERS DEPARTMENT	135,390	91,270	55,177.00	2,474.28	.00	36,093.00	60.5%
52 EMERGENCY MANAGEMENT	67,807	67,807	49,341.35	14,413.88	.00	18,465.65	72.8%
60 CHILD SUPPORT	300,391	300,391	213,831.69	18,103.67	.00	86,559.31	71.2%
TOTAL GENERAL FUND	19,509,501	20,237,493	15,778,055.51	1,264,189.17	.00	4,459,437.49	78.0%
0020 COUNTY ROADS FUND							
00 NON-DEPARTMENTAL	4,233,331	4,262,549	3,535,280.30	.00	.00	727,268.70	82.9%
TOTAL COUNTY ROADS FUND	4,233,331	4,262,549	3,535,280.30	.00	.00	727,268.70	82.9%
0021 JAIL ASSESSMENT FUND							
00 NON-DEPARTMENTAL	35,000	35,000	.00	.00	.00	35,000.00	.0%
TOTAL JAIL ASSESSMENT FUND	35,000	35,000	.00	.00	.00	35,000.00	.0%
0022 EMERGENCY MEDICAL FUND							

YEAR TO DATE EXPENDITURE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

0022	EMERGENCY MEDICAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	2,241,919	2,241,919	1,775,697.68	245,912.32	.00	466,221.32	79.2%
	TOTAL EMERGENCY MEDICAL FUND	2,241,919	2,241,919	1,775,697.68	245,912.32	.00	466,221.32	79.2%
0023 HEALTH DEPARTMENT FUND								
00	NON-DEPARTMENTAL	1,203,177	1,203,177	993,504.66	82,782.08	.00	209,672.34	82.6%
	TOTAL HEALTH DEPARTMENT FUND	1,203,177	1,203,177	993,504.66	82,782.08	.00	209,672.34	82.6%
0024 SOCIAL SERVICES FUND								
00	NON-DEPARTMENTAL	3,513,236	3,555,100	2,678,011.43	84,692.18	.00	877,088.57	75.3%
	TOTAL SOCIAL SERVICES FUND	3,513,236	3,555,100	2,678,011.43	84,692.18	.00	877,088.57	75.3%
0029 AMERICAN RESCUE PLAN FUND								
00	NON-DEPARTMENTAL	0	0	1,136,035.00	50,557.50	.00	-1,136,035.00	100.0%
	TOTAL AMERICAN RESCUE PLAN FUND	0	0	1,136,035.00	50,557.50	.00	-1,136,035.00	100.0%
0030 DEBT SERVICE FUND								
00	NON-DEPARTMENTAL	1,637,860	1,637,860	1,119,355.00	.00	.00	518,505.00	68.3%
	TOTAL DEBT SERVICE FUND	1,637,860	1,637,860	1,119,355.00	.00	.00	518,505.00	68.3%
0050 DOG LICENSE FUND								
00	NON-DEPARTMENTAL	29,500	29,500	635.14	.00	.00	28,864.86	2.2%
	TOTAL DOG LICENSE FUND	29,500	29,500	635.14	.00	.00	28,864.86	2.2%
0051 SEC 125 BENEFIT FUND								

YEAR TO DATE EXPENDITURE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

0051	SEC 125 BENEFIT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	0	0	727.65	.00	.00	-727.65	100.0%
	TOTAL SEC 125 BENEFIT FUND	0	0	727.65	.00	.00	-727.65	100.0%
0060 SOLID WASTE FUND								
00	NON-DEPARTMENTAL	2,086,955	2,086,955	1,071,689.05	125,213.23	.00	1,015,265.95	51.4%
	TOTAL SOLID WASTE FUND	2,086,955	2,086,955	1,071,689.05	125,213.23	.00	1,015,265.95	51.4%
0062 FORESTRY								
00	NON-DEPARTMENTAL	1,510,601	1,510,601	1,445,420.56	62,661.99	.00	65,180.44	95.7%
	TOTAL FORESTRY	1,510,601	1,510,601	1,445,420.56	62,661.99	.00	65,180.44	95.7%
0070 HIGHWAY FUND								
00	NON-DEPARTMENTAL	9,709,275	9,709,275	6,827,786.69	371,966.91	.00	2,881,488.31	70.3%
	TOTAL HIGHWAY FUND	9,709,275	9,709,275	6,827,786.69	371,966.91	.00	2,881,488.31	70.3%
0071 SELF FUNDED HEALTH INSURANCE								
00	NON-DEPARTMENTAL	0	0	3,174,369.28	3,611.64	.00	-3,174,369.28	100.0%
	TOTAL SELF FUNDED HEALTH INSURANC	0	0	3,174,369.28	3,611.64	.00	-3,174,369.28	100.0%
	GRAND TOTAL	45,710,355	46,509,429	39,536,567.95	2,291,587.02	.00	6,972,861.05	85.0%

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YEAR TO DATE REVENUE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
00 NON-DEPARTMENTAL	-1,331,514	-1,331,514	1,119,951.58	-111,260.55	.00	-2,451,465.58	-84.1%
10 COUNTY BOARD	-2,424,559	-2,424,559	-2,134,710.00	.00	.00	-289,849.00	88.0%
20 ADMINISTRATIVE PERSONNEL	-234,585	-234,585	-234,585.00	.00	.00	.00	100.0%
21 CORPORATION COUNSEL	-203,595	-203,595	-201,918.96	-72.00	.00	-1,676.04	99.2%
22 FINANCE DEPARTMENT	-535,111	-535,111	-535,011.00	.00	.00	-100.00	100.0%
23 COUNTY CLERK	-208,795	-208,795	-183,115.90	-590.45	.00	-25,679.10	87.7%
24 TREASURERS DEPARTMENT	-178,580	-178,580	-178,634.65	-7.40	.00	54.65	100.0%
25 INFORMATION TECHNOLOGY	-874,001	-874,001	-847,821.72	-2,893.80	.00	-26,179.28	97.0%
26 MAINTENANCE DEPARTMENT	-1,800,683	-2,122,471	-1,547,214.65	-8,309.75	.00	-575,256.35	72.9%
27 VETERANS DEPARTMENT	-172,946	-188,422	-189,824.00	.00	.00	1,402.00	100.7%
30 CLERK OF COURTS	-563,697	-570,291	-518,946.62	-17,616.04	.00	-51,344.38	91.0%
31 CIRCUIT COURT (PROBATE)	-354,806	-354,806	-358,518.88	-771.05	.00	3,712.88	101.0%
32 FAMILY COURT COMMISSIONER	-47,050	-47,261	-35,644.97	-430.00	.00	-11,616.03	75.4%
33 DISTRICT ATTORNEYS OFFICE	-334,702	-334,702	-309,872.64	-527.33	.00	-24,829.36	92.6%
41 LAND SERVICES DEPARTMENT	-1,221,575	-1,290,254	-1,222,770.27	-17,759.17	.00	-67,483.73	94.8%
43 REGISTER OF DEEDS	-257,301	-257,301	-224,917.01	-23,899.70	.00	-32,383.99	87.4%
44 UW EXTENSION	-45,000	-54,932	-46,247.50	.00	.00	-8,684.50	84.2%
50 SHERIFFS DEPARTMENT	-8,217,413	-8,566,845	-7,376,598.85	-134,292.77	.00	-1,190,246.15	86.1%
51 CORONERS DEPARTMENT	-135,390	-91,270	-79,590.00	.00	.00	-11,680.00	87.2%
52 EMERGENCY MANAGEMENT	-67,807	-67,807	-21,097.81	.00	.00	-46,709.19	31.1%
60 CHILD SUPPORT	-300,391	-300,391	-255,578.64	-21,317.65	.00	-44,812.36	85.1%
TOTAL GENERAL FUND	-19,509,501	-20,237,493	-15,382,667.49	-339,747.66	.00	-4,854,825.51	76.0%
0020 COUNTY ROADS FUND							
00 NON-DEPARTMENTAL	-4,233,331	-4,262,549	-4,570,231.17	-312,419.80	.00	307,682.17	107.2%
TOTAL COUNTY ROADS FUND	-4,233,331	-4,262,549	-4,570,231.17	-312,419.80	.00	307,682.17	107.2%
0021 JAIL ASSESSMENT FUND							
00 NON-DEPARTMENTAL	-35,000	-35,000	-22,089.70	-1,975.84	.00	-12,910.30	63.1%
TOTAL JAIL ASSESSMENT FUND	-35,000	-35,000	-22,089.70	-1,975.84	.00	-12,910.30	63.1%
0022 EMERGENCY MEDICAL FUND							

YEAR TO DATE REVENUE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

0022	EMERGENCY MEDICAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00	NON-DEPARTMENTAL	-2,241,919	-2,241,919	-2,682,211.51	260.62	.00	440,292.51	119.6%
	TOTAL EMERGENCY MEDICAL FUND	-2,241,919	-2,241,919	-2,682,211.51	260.62	.00	440,292.51	119.6%
0023 HEALTH DEPARTMENT FUND								
00	NON-DEPARTMENTAL	-1,203,177	-1,203,177	-1,116,254.03	-20,836.81	.00	-86,922.97	92.8%
	TOTAL HEALTH DEPARTMENT FUND	-1,203,177	-1,203,177	-1,116,254.03	-20,836.81	.00	-86,922.97	92.8%
0024 SOCIAL SERVICES FUND								
00	NON-DEPARTMENTAL	-3,513,236	-3,555,100	-2,795,456.03	.00	.00	-759,643.97	78.6%
	TOTAL SOCIAL SERVICES FUND	-3,513,236	-3,555,100	-2,795,456.03	.00	.00	-759,643.97	78.6%
0027 OPIOID ABATEMENT FUND								
00	NON-DEPARTMENTAL	0	0	-40,649.78	.00	.00	40,649.78	100.0%
	TOTAL OPIOID ABATEMENT FUND	0	0	-40,649.78	.00	.00	40,649.78	100.0%
0029 AMERICAN RESCUE PLAN FUND								
00	NON-DEPARTMENTAL	0	0	-156,286.42	.00	.00	156,286.42	100.0%
	TOTAL AMERICAN RESCUE PLAN FUND	0	0	-156,286.42	.00	.00	156,286.42	100.0%
0030 DEBT SERVICE FUND								
00	NON-DEPARTMENTAL	-1,637,860	-1,637,860	-1,005,850.00	.00	.00	-632,010.00	61.4%
	TOTAL DEBT SERVICE FUND	-1,637,860	-1,637,860	-1,005,850.00	.00	.00	-632,010.00	61.4%
0050 DOG LICENSE FUND								

YEAR TO DATE REVENUE BUDGET REPORT

FOR 2023 10

JOURNAL DETAIL 2023 10 TO 2023 10

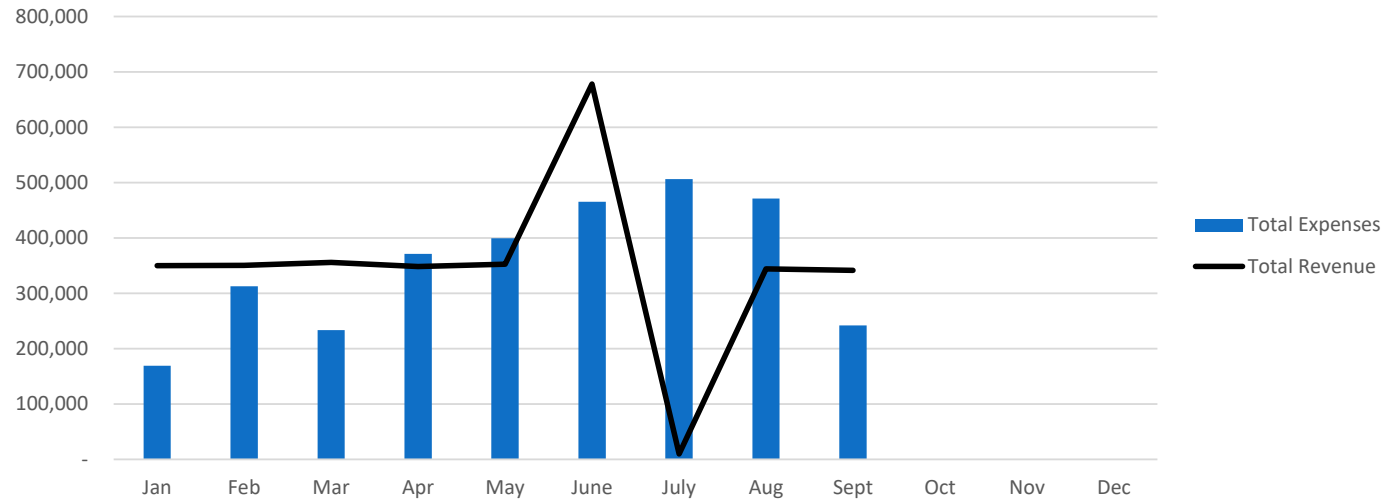
0050 DOG LICENSE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00 NON-DEPARTMENTAL	-29,500	-29,500	-31,075.60	-416.45	.00	1,575.60	105.3%
TOTAL DOG LICENSE FUND	-29,500	-29,500	-31,075.60	-416.45	.00	1,575.60	105.3%
0051 SEC 125 BENEFIT FUND							
00 NON-DEPARTMENTAL	0	0	-2,981.59	.00	.00	2,981.59	100.0%
TOTAL SEC 125 BENEFIT FUND	0	0	-2,981.59	.00	.00	2,981.59	100.0%
0060 SOLID WASTE FUND							
00 NON-DEPARTMENTAL	-2,086,955	-2,086,955	-1,879,958.86	-39,699.75	.00	-206,996.14	90.1%
TOTAL SOLID WASTE FUND	-2,086,955	-2,086,955	-1,879,958.86	-39,699.75	.00	-206,996.14	90.1%
0062 FORESTRY							
00 NON-DEPARTMENTAL	-1,510,601	-1,510,601	-2,059,921.43	-191,861.88	.00	549,320.43	136.4%
TOTAL FORESTRY	-1,510,601	-1,510,601	-2,059,921.43	-191,861.88	.00	549,320.43	136.4%
0070 HIGHWAY FUND							
00 NON-DEPARTMENTAL	-9,709,275	-9,709,275	-6,061,718.31	-1,348.00	.00	-3,647,556.69	62.4%
TOTAL HIGHWAY FUND	-9,709,275	-9,709,275	-6,061,718.31	-1,348.00	.00	-3,647,556.69	62.4%
0071 SELF FUNDED HEALTH INSURANCE							
00 NON-DEPARTMENTAL	0	0	-3,116,633.16	.00	.00	3,116,633.16	100.0%
TOTAL SELF FUNDED HEALTH INSURANC	0	0	-3,116,633.16	.00	.00	3,116,633.16	100.0%
GRAND TOTAL	-45,710,355	-46,509,429	-40,923,985.08	-908,045.57	.00	-5,585,443.92	88.0%

** END OF REPORT - Generated by Samantha Fenske **

**LINCOLN COUNTY
FINANCE COMMITTEE CASH REPORT
FOR THE MONTH OF SEPTEMBER, 2023
NOVEMBER 3, 2023**

	SEPTEMBER					
	2023		2022		Amount Change	% Change
	Pooled Cash	Segregated Accounts	Pooled Cash	Segregated Accounts		
POOLED INVESTMENTS						
STATE POOL	3,172,056.52		3,030,732.64		141,323.88	4.66%
CHECKING	14,645,659.12		11,901,096.51		2,744,562.61	23.06%
TOTAL	<u>17,817,715.64</u>		<u>14,931,829.15</u>		<u>2,885,886.49</u>	19.33%
COUNTY FUNDS						
GENERAL FUND						
CIP DESIGNATED	972,495.47		1,495,962.46		(523,466.99)	-34.99%
FUND BALANCE	9,953,717.53		8,931,439.61		1,022,277.92	11.45%
HUBER ACCOUNT		26,676.36		81,308.91	(54,632.55)	-67.19%
CLERK OF COURT DEPOSITS		551,891.47		571,784.23	(19,892.76)	-3.48%
IMPREST PAYROLL ACCT		427.22		143.92	283.30	196.85%
NONMETALLIC MINING BOND		-		5,328.35	(5,328.35)	-100.00%
COPS GRANT CHECKING		-		2,651.84	(2,651.84)	-100.00%
COUNTY ROADS	561,005.74		(380,926.33)		941,932.07	-247.27%
JAIL ASSESSMENT	149,577.21		(380,926.33)		530,503.54	-139.27%
EMERGENCY MEDICAL	902,271.67		244,444.77		657,826.90	269.11%
HEALTH DEPARTMENT	771,710.05		873,867.78		(102,157.73)	-11.69%
SOCIAL SERVICES	580,527.75		123,023.52		457,504.23	371.88%
REP PAYEE		3,284.47		2,467.13	817.34	33.13%
WELFARE TRUST		2,831.98		2,917.96	(85.98)	-2.95%
COMMUNITY DEVELOPMENT						
CDBG LOAN CHECKING	2.00	-		2.00	(2.00)	-100.00%
DEBT SERVICE	(39,245.26)		(44,230.26)		4,985.00	-11.27%
DOG LICENSE	31,551.46		32,764.70		(1,213.24)	-3.70%
SECTION 125	300.00		300.00		-	0.00%
SECTION 125 FLEX		21,531.65		19,630.52	1,901.13	9.68%
DELINQUENT SPECIALS	3,260.50		3,763.16			
SOLID WASTE	806,879.55		195,741.12		611,138.43	312.22%
CLOSURE TRUST		2,089,697.44		2,005,755.76	83,941.68	4.19%
LONG-TERM CARE		3,035,419.42		3,032,298.64	3,120.78	0.10%
FORESTRY	3,216,565.57		3,415,666.59		(199,101.02)	-5.83%
HIGHWAY	(19,179.77)		483,430.52		(502,610.29)	-103.97%
SELF FUNDED HEALTH INS	(73,723.83)		(62,492.16)		(11,231.67)	17.97%
CHECKING ACCT		-		(110,770.53)	110,770.53	-100.00%
INVESTMENT ACCT		1,323,169.94		1,289,689.50	33,480.44	2.60%
SAVINGS ACCT		1,140,346.37		1,275,073.75	(134,727.38)	-10.57%
	<u>17,817,715.64</u>	<u>8,195,276.32</u>	<u>14,931,829.15</u>	<u>8,178,281.98</u>	<u>2,902,880.83</u>	
OPIOID		206,643.78		27,333.69	179,310.09	656.00%
ARPA FUND	(12,206.66)	4,485,710.93		5,369,879.38	(896,375.11)	-16.69%
	<u>17,805,508.98</u>	<u>12,887,631.03</u>	<u>14,931,829.15</u>	<u>13,575,495.05</u>	<u>2,185,815.81</u>	
TOTAL CASH	<u><u>30,693,140.01</u></u>		<u><u>28,507,324.20</u></u>			

Lincoln County Health Insurance



2023		Enrollment		Total	Total	Post	YTD
Month	Single	Family	Total Revenue	Total Expenses	Month	Adjustments	Gain
Jan	55	120	350,175	169,071			181,104
Feb	54	120	350,491	312,670		(13,406)	24,416
Mar	53	121	355,527	233,520			122,008
Apr	54	122	348,396	371,130			(22,735)
May	56	123	352,389	399,513			(47,124)
June	57	122	678,017	465,194		(105)	212,718
July	55	120	9,790	506,391			(496,601)
Aug	54	121	344,034	471,107			(127,073)
Sept	55	121	341,221	242,058			99,163
Oct							0
Nov							0
Dec							0
Total			3,130,039	3,170,653			(54,124)

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE NAME: _____

DEPARTMENT: _____ JOB TITLE: _____

ANNIVERSARY DATE: _____

EVALUATION PERIOD: _____

-
-
- | | |
|--------------------|---|
| 1. Unsatisfactory: | Inadequate performance |
| 2. Fair: | Has potential, needs additional effort and experience |
| 3. Satisfactory: | Competent performance – average level expected of employee |
| 4. Very good: | Above average, consistently performs above satisfactory level |
| 5. Outstanding: | Excellent, admirable performance |
-
-

FACTORS	1	2	3	4	5	COMMENTS
JOB KNOWLEDGE (Duties and Responsibilities of the job)						
QUALITY OF WORK (Organization, Accuracy, Timeliness)						
DEPENDABILITY/ ACCOUNTABILITY (Perform job with minimum supervision/ Regular attendance)						
INTERPERSONAL SKILLS (Written/ Spoken Communication, Appearance, Engagement)						
JUDGMENT (Ability to analyzes facts, consider alternatives and arrives at a decision)						
ENVIRONMENTAL SAFETY (Orderliness of work space/ cleanliness; personal safety)						

FACTORS	1	2	3	4	5	COMMENTS
MISSION, VISION, VALUES (Complies with the Lincoln County Mission/Values Department goals)						
STANDARD OF ETHICS (Honesty & Integrity)						
MOTIVATION, PRODUCTIVITY & INITIATIVE (Ability to be a self-starter and successful working pace)						

EVALUATOR COMMENTS and/or GOALS:

EVALUATOR NAME: _____ POSITION: _____

EVALUATOR SIGNATURE _____ DATE: _____

EMPLOYEE COMMENTS and/or GOALS:

I do not wish to review the job description at this time.
 I have reviewed the job description at this time.

EMPLOYEE'S SIGNATURE _____

DATE: _____

DEPARTMENT HEAD'S SIGNATURE _____

DATE: _____

ADMIN. COORDINATOR SIGNATURE _____

DATE: _____