

**BUDGET WORKSHOP  
MINUTES  
Tuesday, October 25, 2022  
Howard Male Conference Room**

COMMISSIONERS PRESENT: Don Gilmet, Bob Adrian, Dave Karschnick, Bill Peterson, Brenda Fournier, Kevin Osbourne, Marty Thomson, and John Kozlowski.

OTHERS PRESENT: County Administrator Mary Catherine Hannah; County Clerk Keri Bertrand; County Treasurer Kim Ludlow; County Board Assistant Kim MacArthur; Emergency Manager/E911 Director Kim Elkie; and Assistant EM/E911 Director Al Rapson.

The Budget Workshop started at 2:42 p.m.

208 PARKS & RECREATION FUND: This budget is created by the Parks Commission. The parks are doing incredibly well since receiving Youth & Recreation funding which has helped improve bathrooms and playgrounds. The parks were struggling 10 years ago without that funding. No changes were made to the budget.

210 AMBULANCE FUND: The Ambulance Fund was reviewed at the Courts Committee and no changes were made.

213 NEW JAIL MILLAGE/JAIL LEVY FUND: Discussion and recommendation was made to transfer \$25,000 from the 213 Jail Levy Fund (for a canopy for the jail entrance) into the 631 Building & Grounds Fund and to increase the transfer to General Fund/Jail from \$160,000 to \$175,000.

County Administrator Mary Catherine Hannah reported open enrollment will end Friday and will get a better idea of those numbers. The first draft of the 2023 budget is projected to be ready for the Finance Meeting for review, or afterwards at a Budget Work session after the meeting, and then presented for tentative approval at the Full Board meeting in November with final approval at the first meeting in December.

214 ARPA FUND: Discussion was made whether to include the whole \$800,000 ARPA funds into the 2023 budget or choose a smaller dollar amount to be reflected on the budget for final presentation. ARPA monies are to be used by 2026. Treasurer Ludlow will adjust the ARPA fund budget for 2023 by transferring the \$800,000 as follows: \$250,000 into the 402 Equipment Fund; \$250,000 into the 631 Building & Grounds Fund; and budget for \$300,000 to come into the General Fund Budget to offset Sheriff's Department expenses.

246 DISTRICT HEALTH BLDG FUND: Maintenance Superintendent Wes Wilder budgeted \$20,000 for flooring replacement. The CIP lists the DHD building flooring at \$25,000. Recommendation was made to add an additional \$5,000 for flooring and add an additional \$25,000 for security upgrades for 2023. Treasurer Ludlow has these numbers already put in from previous discussions.

261 911 ENHANCED 911 FUND: There is a large increase in cost allocation for 2023. EM/E911 Director Kim Elkie reported she contacted the state 911 office, and she cannot pay a total cost allocation and would require detailed invoices. Administrator Hannah reported it is not strictly a formula and a time study is being done as part of the cost allocation. Commissioner Gilmet requested all questions go through Administrator Hannah before contacting the state. Administrator Hannah will follow up with other County Administrators to inquire how they handle their 911 cost allocations. No changes were made to the 911 Fund at this time.

272 NLA SURCHARGE FUND: The following adjustments were made based on the CIP discussions: \$25,000 for the stairwell repair and \$8,000 for the exterior brick sealing.

273 PLAZA POOL FUND: Discussion was made on the increased expenses in this budget. The decision was ratified to put the pool management out for bid which could impact some of the numbers if a different person bids for management purposes. Current Pool Manager Norm Sommerfield reduced his management fee but increased \$12,000 for cleaning services and increased \$2,000 for accounting purposes. Lifeguard wages have increased as well. This budget assumes the County will cover the capital bond improvement bond payment. The RFP for pool management will be out by the end of the week with a 2–3-week turnaround. Recommendation to reduce 727 Pool Office Supplies by \$2,000; reduce 803 contractual Help by \$3,000; reduce 921 Lights by \$3,000; reduce 931.001 Equipment Maintenance by \$2,000; and reduce 932 Building Maintenance by \$2,000. Commissioner Osbourne questioned the website costs which could potentially be eliminated once the County has a new website implemented and the pool could be included on the webpage.

276 HOME IMPROVEMENT FUND (HOUSING COMMISSION): Discussion was made on bringing money in from the General Fund to the Housing Fund. Treasurer Ludlow updated the Housing Commission Fund name to Home Improvement Fund per recommendation.

292 CHILD CARE FUND: Mostly informational for the Commissioners. The contribution from the General Fund to the Child Care Fund has increased due to the General Fund short funding the Child Care Fund for a number of years at approximately \$100,000 a year so that they would use their fund balance. This is not able to be short funded this year. The department does have cashflow issues with hopes of some clients being reimbursed 100% rather than 50%.

293 VETERANS AFFAIRS: Tight but positive budget. Cost allocation did increase.

295 AIRPORT FUND: Department is requesting \$37,442 to make the part time Assistant Manager a full time Assistant Manager due to the upcoming projects at the airport. The expense will be reimbursable for 2023 and 2024. The natural gas budget for 2023 more than doubled. Decision was made to leave the budget as is, revisit, and request Airport Manager Steve Smigelski to present at the Personnel Meeting to discuss further.

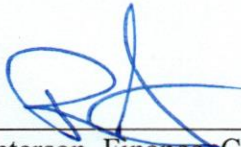
631 BUILDING & GROUNDS MAINTENANCE FUND: Discussion was made on the additional items that were added from the CIP list and the \$25,000 being added in from the Jail Levy Fund.

677 SELF INSURANCE FUND: Projected fund balance for 2022 is \$280,441 with a \$200,000 fund balance.

730 EMPLOYEES SICK PAY FUND: Recommendation to leave as is.

ADJOURMENT

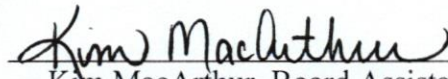
The meeting adjourned at 4:30 p.m.



11-2-22

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Bill Peterson, Finance, Chair



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Kim MacArthur, Board Assistant

kvm