

**`BUDGET WORKSHOP
Draft MINUTES
Thursday, October 20, 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 IT Director Steve Mousseau; County 911/Emergency Director Kim Elkie; and County Board Assistant Lynn Bunting.

The Budget Workshop started at 9:00 a.m.

INFORMATION ITEM: County IT Director Steve Mousseau presented the IT Department 2023 budget request 101-228 for review/discussion. Director Mousseau reported that wages are his highest priority and expressed concern for his department. County Administrator Mary Catherine Hannah reported the wages were discussed with the Personnel Committee and wages in other County IT Departments.

Treasurer Ludlow informed the board that wages are not in the 2023 budget yet and departments were asked not to add these in as the Clerk's Office handles the payroll wages, payroll taxes, etc. for the County and will enter this.

The County has a current contract with the city for IT Services and could go back and work with the city on possibly adjusting the current contract with them and help offset the increase in IT wages. Discussion on 20% increase in wages for the three IT staff members and for the IT Director & staff be on call in case of emergency for IT services and if technicians can be salary. Administrator Hannah reported she will need to check to see if able to have a tech as salary. Discussion and recommendation to increase wages of 25% for the IT Department. Commissioner Karschnick recommended increase to 30% for the IT Department.

Discussion that City shares County IT Services and for Administrator Hannah to reach out to the City to request to cover 50% of the increase in the County IT wages for 2023.

INFORMATION ITEM: Director Mousseau presented the 2023 Equipment Fund 402 for review/discussion. Discussion and recommendation of the following:

402 – IT Hardware line item #402-234-980.251 to be \$200,000

County Treasurer Kim Ludlow recommended to add monies into Fund 402 for 2022 in the amount of \$460,000.00 before 2023 budget is approved. Administrator Hannah reported that sale of the old jail on Monday can put into Fund 402 if they choose.

Director Mousseau reported the TV for the zoom room is having issues and the camera is still

under warranty and has issues as well and budgeted for 2023 to replace and put as a Priority 2. Sheriff's Office has printer in correction area that breaks down and needs to be replaced and Director Mousseau looking into leasing printers (multifunction printers) for the County, but no decision at this time and this printer would be in on the lease payment. Discussion and recommendation for IT labor to be factored in the cost of leasing to include the County IT time.

Workstations – Director Steve gave a background and some on a 5-year rotation.

Discussion on working in phases – if do upgrade get all licensing for free on the phone system for 2023 and the company offered move forward with it for this year 2022 and City shares in the phone system and could help cover some of the cost. Currently have 190 phones. Steve will check into the licensing and will bring this number back to them. Steve spoke with the City and they are fine if they do phone system in 2023 and the County IT have been collaborating with the City.

Recommend IT Director put in his budget what he absolutely needs to have for 2023 budget and let them know if \$200,000 is not enough and look at if able do phone system into 2022. Steve will check on licensing for phone and printer lease.

INFORMATION ITEM: Treasurer Ludlow presented the Cost Allocation for 2021 for review and the impact on the 2023 budget. The Treasurer informed the Commissioners on who has cost allocation and who does not. Discussion and recommendation of the following:

Add Airport Cost Allocation of \$56,472.00 – General Fund supported \$400,000 per year and the CARES monies will reimburse cost allocation for the Airport.

Add Library Cost Allocation of \$2,621.00 – Treasurer will research if can charge cost allocation to Library and will reach out to the auditor today and if they do not know then go to legal to find out and let the Commissioners know.

Discussion and recommendation to stay with 100% of charging cost allocation. Commissioner Adrian informed the board that the 911 Fund has sustained cost allocations, but will not for long.

MGT Consulting Services line item #101-200-826.000 increased \$1,000 for 2023 from \$8,000 total to \$9,000 total.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the new Home Improvement General Department – Housing Fund and administrative monies to support this department and funds only used for projects. Pay only administrative costs. Administrator Hannah recommended to split the 276 department for tracking and accounting purposes.

INFORMATION ITEM: Discussion and review of General Fund Department Budget for 2023: 101-101 Board of Commissioners; 173 County Administrator; 200 General Fund; 245 Survey & Remonumentation; 257 Equalization; 265 Building & Grounds Maintenance; 267 DHS State

Lease; 268 Fairgrounds; 272 Capital Improvements; 273 Building Authority; 278 Public Conservator; 426 Emergency Preparedness; 704 CD Appropriation to Outside Organizations; 969 Appropriations/Other Co Funds.

Discussion and recommendation for the monies from the State Marijuana sales tax revenue of \$100,000 go into line item #101-200-439.000 State Marijuana.

Discussion on 227 Fund – Health Department and recommended good so that the Health Department can move forward with their proposed budget with their board.

Discussion and recommendation of \$982 to line item #101-257-801.001 NEMCOG.

The Budget Workshop ended at 12:05 p.m.

Bill Peterson, Finance, Chair

Lynn Bunting, Board Assistant

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