

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE  
COUNTY BOARD ROOM  
TUESDAY, AUGUST 11, 2020  
MINUTES  
6:00 PM**

**1. Call to Order**

**2. Roll Call** –Chuck Nagel (chairman), Richard Hill (veh.), alternate Jerry Smith present. Emily Barker, Bryant Kempf, Josh Davis are all excused.

**3. Approval of Minutes**

a. Approval of July 7, 2020 Regular Meeting

Motion to approve July 7, 2020 minutes made by Smith, seconded by Hill. *Motion passed.*

**4. Public Input**

**5. Approval of Claims**

**6. Treasurers Report**

There are positive funds in all accounts. The first distribution of tax money has been made. A chart of the revenue received from the past three years for the 1 cent, ¼ cent, and 1 cent public safety tax was distributed. While the revenue from these taxes is down a little due to Covid, the county as a whole is doing well. The Circuit Clerk fees are down due to waivers. We may see an increase in funds with the wind farms coming in. The treasurer will continue to monitor these funds.

**7. Budget**

a. **Judicial – General Fund #150 Funds #064, #082**

This budget is unique in that there is some discretion used in determining how much additional attorneys, experts, etc. will be used in the coming year. Overall the budget is good.

b. **Circuit Clerk – adjustments**

The Circuit Clerk made adjustments in her employee salaries. Her employees are non-union and do not receive step increases. They are behind in wages compared to union employees who have been here the same length of time. The Clerk is trying to bring them in line with the union employees. Without these increases, her staff keeps falling further and further behind. Since they are not part of the union, she is their voice. Her employees are all deputies and held at a higher standard because of the court files.

c. **Highway – Funds #45, #46, #47, #001, #002, #003**

Fund #001 is increased due to contractual salaries. They have been saving for a new shop for several years. This past year expenditures were not as expected, so the savings were rolled over into the new shop saving account, along with the budget amount. They are hoping to hire a new tech, and that has been budgeted for. The Bridge and Matching Funds are flat.

d. **Sheriff – EMA fund #050, General Fund Departments: #170, #175, #180, #190, #195, part of #210, #220, #225 Funds: #067, #077, #078, #085, #087, #089, #090, #091, #092, #095, #096, #099, #108, #109**

-Increase in salaries are at 3%. There is an increase in GPS equipment for search and rescue, repairs, personal protection equipment, disaster response, and Covid equipment. A portion of this budget will be reimbursed through grant funds since we are an accredited county.

-There are a few projects/improvements within the courthouse that need attention next year – heat pumps, and the 3<sup>rd</sup> floor small courtroom flooring and ceiling. We are getting caught up with repairs. It was asked about the heating system maintenance and the heating system repair line items being the same. The

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maintenance line item is for keeping the units running, things that are scheduled. The repair line item is for unforeseen things that break and need fixed.

- Annex 1 increase is due to renovating for Probations use of the whole building. When annex 1 renovation takes place depends on completion of annex 4. While annex 1 renovations have been budgeted for in FY 2020, some of it may roll over to 2021. There are a couple upgrades needed at annex 2.

-There are some old phones that we are having problems with that need attention.

-There is a slight increase in the overtime line.

-Increase in vehicles is due to equipment. The equipment in the old vehicles cannot be moved over to the new vehicles. There is labor cost for installing the equipment, and the maintenance on the radios. Several of the vehicles have 140,000 miles on them. By the time a vehicle is found, purchased, and delivered, several months go by. In that time the vehicle is still being used, increasing the miles on it. Once a vehicle hits around 115,000 miles things start to go wrong with it and it needs repaired, costing the county money. It was discussed that we need to put the cars on a rotation basis so we are not hit hard with buying several cars one year, and only a couple the next year – even it out. It was asked about the intergovernmental agreements we have with towns we patrol, if those contracts include any vehicle use fee. They do have a use agreement fee since we supply the vehicle. Therefore, what is budgeted for may not be bottom line as money is received from those contracts. Discussion on different types of vehicles (Tahoe, Durango) and leasing versus buying.

-Increase in food costs. We are housing more prisoners.

-Medical costs have increased. Inmates require medical attention so staff has to be here every day. If inmate doesn't receive the medical attention they believe they need, there is a potential for a lawsuit.

-The DARE officer is still going into schools.

-Woodcom 911 may be reduced since 911 has a large reserve.

-The maintenance contract has increased because every few years we have to recertify the wet fire suppression system.

-Extraordinary – finishing the flashing on the roof, replacing domestic hot water boiler, courtroom 1 flooring and back hallway, Crac air condition unit caught on fire (parts from it are being used to fix other Crac unit), jail security equipment needs replaced. It was discussed that we would not fund any extraordinary cost this year. These “fixes” need to be added to the repair line item and taken out of extraordinary expenses.

**e. State's Attorney – General Fund #130 Funds #081, #093, #097**

The State's Attorney salary is set by statute. The assistant SA salary was set at 2%, but that will be raised to 3%. The Appellate Attorney does all the appellate work. There is an increase in printing as they go over every year. The traffic assistant is the new Assistant State's Attorney salary. It was stated that he is doing a great job. The fees for the CAC is paid from funds received from court costs. However, with the new laws, most people are getting waivers so the funds received are decreasing.

**f. County Board – General Fund #100, #290, #295, #300, #310, #320**

Discussion on how to handle IT purchases. All department purchases fall under 290. There needs to be some accountability on how this account is used. Department heads can purchase up to \$3,000 without committee approval. One committee needs to oversee so that it can be tracked accurately. It was decided that Public Safety will oversee. The utilities on annex 4 have been combined in with the other utility line item.

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**g. County Clerk – General Fund #010, #160 Fund #065, #071**

Salaries are set at 3% or are contractual. Office expenses have gone up, thus the increase. Fund 160 has added OT due to the election requirements that have been added. Ballot and supplies went down as there is only one election next year. The County Clerk has a grant that can help with the purchase for security at annex 4 since it houses the election equipment. She has not budgeted for this, but was given the go-ahead at Public Safety to pursue purchasing security equipment. That expense will need to be added to budget.

**h. Health Department - - Fund #057**

The budget has increased significantly due to Covid. They want to budget for what could be potential cost. There is grant money available that will offset some of these costs. The staff is working 24/7 with Covid. She would like to hire three temporary people. There is a contact tracing grant that will cover 90% of the rent costs. Grant funds will be used to cover all costs that can be allowed. Question about salaries – salaries are at 3% with an epidemiologist included.

**i. Supervisor of Assessment's - General Fund #110, #120 Fund #080**

The Supervisor's salary was set by the Board. The staff is contractual. With the windfarms coming, there may be a need for an overtime line. She is in need of more help, and will continue to request the hiring of another person. Because of Covid, training that is required to maintain certifications have been cancelled, so she rolled the 2020 training budget funds over to the 2021 budget year. She zeroed out one line item and created a new line item for software maintenance. She has gone down on a few line items and increased the Board of Review supplies a little.

**8. New Business**

**a. Paying Revolving Loan Grant Project Costs**

We will pay invoices received out of general fund and then will reimburse the general fund once the grant money is received. The treasurer will need to set up two separate accounts – one for the sidewalks and 1 for buildings. There will also need to be an account set up for the downstate small business operating grant.

**b. Additional line item for document disposal**

Several department heads have expressed the need for document shredding. The Treasurer will create a line item for document shredding. Each spring she will confer with other department heads to set a date and contact a shredding company that will come out and shred documents. She will include this in the budget.

**9. Unfinished Business**

**10. Other**

**11. Executive Session**


**12. Any Action Coming Out of Executive Session**

**13. Adjournment**

Motion to adjourn made by Hill, seconded by Smith. *Motion passed.*  
Meeting adjourned at 8:42 PM.

Submitted by: Deb Breyman

FOL

  
Chuck Nagel, Chairman  
Finance Committee

JOSE DAVIS