



GOODHUE COUNTY BUDGET COMMITTEE
MINUTES
Administration Conference Room
February 27, 2007
3:30 p.m.

Present: Commissioner Richard Samuelson, Commissioner Dan Rehtzigel, County Administrator Scott Arneson, Captain Pat Thompson, Finance Director Carolyn Holmsten, Chief Deputy-Auditor/Treasurer Amy Hove, Public Works Account Sheila Kirkwood, Public Health Account Kristine Holst, and Administrative Assistant Andrea Benck.

C/Samuelson called the meeting to order.

Ms. Benck made a request to add the 2007 Budget Calendar to the agenda as item number four.

C/Samuelson asked Soil and Water if they would like to make the first presentation. Glen Roberson, Paul Voxland, and John Jaeger were present on behalf of Soil and Water. Mr. Roberson reported that the request was for an additional 3.0% increase, or \$8,869 for the 2007 allocation.

The SWCD has tried to keep its budget request as low as possible, while still being able to function effectively. Their close working relationship with Goodhue County continues to provide valuable services, including the Feedlot Program, Wetland Conservation Act Program, Comprehensive Local Water Management Plan Program, and Erosion Control Ordinance assistance.

Soil and Water's approved 2007 Budget includes a County Allocation of \$295,611. This figure includes an anticipated Water Plan Levy of \$14,893; and represents a 0% increase to our 2006 allocation.

The Goodhue Co. SWCD's approved 2007 Budget currently has *\$72,970 more expenses than revenue*. This difference includes \$46,500 for Capital Equipment replacement (replacement of work truck & No-Till Drill). They currently own 4 pickup trucks (model years 1988, 1995, 2001, 2002) that are available for the 8 SWCD Staff. They plan on replacing the 1988 pickup truck this year, but this purchase has been delayed until their funding forecast becomes clearer. If adjusted to exclude these capital items, we are still projecting a deficit of \$26,470.

Additionally, all SWCD staff positions were frozen at 2006 levels (no cost of living or eligible salary steps allowed). If eligible salary steps and a 3.0% cost of living were implemented for 2007, this would increase expenses by \$24,747.

The projected deficit is due primarily to increasing health insurance expenses and the return from military duty of one of their staff in April 2006. (Note: a new permanent full time Feedlot Technician position was created in May 2005 to assist with the high feedlot workload).

C/Samuelson asked how many full time employees they had. Mr. Roberson stated that they have eight as of last Wednesday. They had one employee retire.

Ms. Holmsten asked if the budget reflected that retirement. Mr. Roberson stated that it did not; they were not aware that the retirement was going to take place until after the budget was complete.

C/Rechtzigel noted that it was hard to consider the Soil and Water Conservation District an outside agency. As much as they work with the county, with the water plan and conditional use permits, it would not be right if they did not put some money away for a cost of living adjustment for their employees.

C/Rechtzigel asked if there was money left over from the end of 2006 to cover their request.

Ms. Holmsten stated that with the interest rates being where they were, the funding was there if this was something the board wanted to do. The goal would be to work with all of the outside agencies so that all budget issues could be wrapped up by the end of the year. Ms. Holmsten stated that if this was what the board wanted to do, there is sufficient funding.

C/Samuelson appreciated the budget report submitted. He pointed out that this was not a common practice, but more of a one time thing.

C/Rechtzigel noted that some of the outside agencies are nice services to have, but not required. If Soil and Water were not there, the county would have to take on those duties and that was a factor that needed to be considered.

The Budget Committee agreed to recommend that Soil and Water receive an additional \$8,869 to the 2007 allocation.

Mr. Voxland pointed out that Soil and Water provided many services that people do not see. He also stated that Soil and Water would like to have a joint meeting with the County Board in the near future. Mr. Roberson and Ms. Benck would work out the details.

Ms. Holmsten noted that the \$8,869 was actually 3% of the 2006 allocation.

Out of State Travel Policy. Pat Thompson reported that the Office of the Goodhue County Sheriff has been using the Computerized Voice Stress Analyzer (CVSA) as an investigative tool since, 1996. The CVSA is used as a truth verification tool for witness and suspect interviews. The CVSA is a laptop computer that contains the voice analyzer program and must be operated by a trained operator.

Currently, Mr. Thompson is the only CVSA Operator and was due to be recertified. The operation of the CVSA should be performed by an investigator who is experienced and properly certified in the CVSA. Investigator Pete Badker has been selected to attend this training.

Training for the CVSA is held throughout the nation and is occasionally held in Minnesota. The nearest training in 2007 is being held in Chicago, IL from April 16-21, 2007. The cost for the training is \$1440.00 which does not include lodging, meals, or travel for the officer. Investigator Badker will be driving to this training if board approval is received. A review of the Sheriff's Office training budget will cover all expenses for the training.

Staff recommended the County Board approve the out of state travel for Investigator Pete Badker to attend the CVSA Certified Examiners Course being held in Chicago, IL April 16-21, 2007.

C/Rechtzigel asked how many people know how to run the equipment. Mr. Thompson stated that he was the only one right now so it made sense to have someone else as a back up.

Ms. Holmsten asked if the City had a person that did this. Mr. Thompson stated that they did.

The Budget Committee recommended approval of the out of state travel request for Investigator Pete Badker to attend the CVSA Certified Examiners Course being held in Chicago, IL April 16-21, 2007.

Out of State Travel Policy. Greg Isakson requested the Budget Committee and the County Board approve an Out of State Travel request for him to attend the National Association of County Engineers (NACE) conference which will be held this April in Milwaukee, WI.

As discussed at the December 19, 2006 County Board meeting, with full support of the Board, the Nominating Committee of the Minnesota County Engineers Association (MCEA) nominated Mr. Isakson as candidate for the association's NACE 'Director' position. The full membership of MCEA voted on this position at the annual conference on January 19, 2007 and Mr. Isakson was selected as the NACE Director.

As the new NACE Director, Mr. Isakson is expected to attend the annual NACE conference. The conference this spring is April 22nd thru the 26th in Milwaukee, WI. Therefore, Out of State travel authorization is requested to attend this conference.

Mr. Isakson has been budgeting to attend this conference every other year, and had not originally scheduled attending the NACE conference in 2007. The issue of becoming the NACE Director was not in the works when the department submitted this year's budget. It is anticipated that the total cost should be less than \$1,500 and he would use the funds originally budgeted for the Washington Fly-In to cover the cost. The department will in turn pay for the Fly-In out of the TH 52 Corridor Consultant and Planning line item. This is the same line item that covers the cost for the Legislative Liaison and a Commissioner to attend the Fly-In.

Staff recommended that the County Board approve this Out of State travel so that Mr. Isakson can perform the duties required of the NACE Director.

C/Samuelson thought it was a great honor for Goodhue County.

The Budget Committee recommended approving the out of state travel request for County Engineer Greg Isakson to attend the annual National Association of County Engineers (NACE) Conference April 22-26 in Milwaukee, WI.

4th Quarter Report. Ms. Holmsten reported that at year end for 2006 the county was at 105% of Revenues and 98% of expenditures. Ms. Holmsten briefly reviewed the quarter budget report included in the packet.

C/Rechtzigel asked about the court administration fees. Attorney fees have increased drastically in that department. The county has to pay the fees, but he would like to sit down with someone from Courts and talk about it. Ms. Holmsten stated that she intends to review this topic with them as well. Courts were taken over by the state a couple of years ago but the county is still obligated to pay those fees.

Year End Miscellaneous.

Public Health Carryovers. Public Health brought these issues forward in December. Ms. Holmsten suggested that this be deferred until February to see the year end figures. The first request was to carryover \$6,000 for pay for a vaccine refrigerator.

The Budget Committee recommended approval for Public Health to carryover \$6,000 from the 2006 Public Health Budget 471-6661 to the 2007 budget to purchase a vaccine refrigerator.

The second request was to carryover \$7,000 to purchase a Windstar van from the Sheriff's Department. Ms. Holmsten pointed out that this was money being transferred from one fund to another and in reality it was all government money. The question was if there needed to be the fund exchange. If one department is no longer in need of something and another department needed it, should there be the shuffling of dollars from one department to another to pay for it. The sheriff's department has mixed messages on whether or not they need to receive the money or not. If they received the money it would be deposited into their capital line item to pay for squads.

Ms. Holmsten suggested that Public Health not pay for the vehicle; however at the end of the year if the Sheriff falls short by \$7,000 in the squad car line item, then they remember this situation.

Mr. Arneson stated that he was not supportive of one department paying another department for equipment unless there was a way to draw down funds from the state or other resources.

C/Rechtzigel asked if it would be beneficial to have one fund for cars. Ms. Holmsten agreed that the Vehicle Replacement Fund will essential create that. Currently, proceeds from auctions go into the replacement funds and the hope is that once these funds get built up, it will all be coming from the same pot.

Mr. Arneson questioned the amount paid for mileage in Public Health and suggested that more analysis be done with mileage and the motor pool.

Ms. Holst stated that there were currently six vehicles between the Assessors and Public Health. Prior to 2006, Public Health did not have access to those cars. In addition, sometimes when they need a car, there is not one available which forces staff to use their own vehicle and claim mileage. Another issue is that some of the home health aids live out county so it doesn't make sense for them to drive to Red Wing to get a car and then drive back.

The Budget Committee agreed to recommend that the Windstar van from the Sheriff's Department be transferred to Public Health without the transfer of any funds and that staff continue to review the fleet within the Capital Plan.

Public Works Landfill. This issue was placed on the agenda as a leftover from 2006. At the end of 2006 the board requested that \$30,000 be placed in Public Works to pay for a study for the landfill. Public Works had a couple of phone conversations with a consultant. They put together quick numbers on the cost to do a study and that was where the \$30,000 came from. Originally they had budgeted \$225,000 for the new cell in 2007 and again in 2008. After the cell project last fall, it was estimated that the county could wait an additional year. That pushed the funding to the 2008-2009 budget; however that could change as well.

The question was if this was still necessary. At this point, Public Works has not heard much about the Randolph issue.

The Budget Committee agreed that it was not necessary to deal with this issue at this time.

2007 Budget Calendar. The proposed budget calendar was for information only. Departments have received the Capital worksheets and were due to return them to the Auditor/Treasurer's Office by March 1. Some of the dates may change slightly, but for the most part, this is the schedule that would be followed.

Ms. Holmsten pointed out that she has been working with Human Resources and there will be some change in how the HR figures are gathered. Hopefully, it will make the process easier and more efficient for everyone.

Meeting Adjourn 4:45 p.m.

Next meeting: March 27 at 3:30 p.m.