

**Richland County Commissioners  
Budget Meeting  
Tuesday August 1, 2017 10:05 A.M.**

Present: Chairman Nathan Berseth, Rollie Ehlert, Danny Thompson, Sid Berg, Tim Campbell, Auditor Harris Bailey and Joan Oland  
Commission requested only major changes/line items be discussed.

**Recorder – Cyndy Kolle**

Expenses

- No major increases/decreases
- NDRIN Fees: Tyler Technologies increases 5% each year.
- NDRIN – Promoting consistent software for E-recording in 29 counties. NDRIN will be purchasing servers, providing the 1<sup>st</sup> year of maintenance and software for this project
- Maintenance – increase as will be adding E-recording in 2018.
- Capital Outlay
  - 2018 - \$3,000 for book repair
  - 2019 - \$3,000 for Computers/software

\$20,000 advance paid by Richland County has been paid in full.

Salaries – Based on the 2016 payroll study, some areas were not at market. The Recorder position was at 21.7% below market. In 2017, it was discussed it would be a two year process and adjustments were made to the grade/step for 2017. This brought the recorder position to a step 8, at this time that is the maximum step an employee moves to so would only receive the base increase in 2018. She is asking the Commission what can be done to bring this salary to the point that was discussed last year as she is retiring the end of 2018 and would like the additional income to reflect on her retirement.

The board told Cyndy Kolle that they would have to take a look at it. Board questioned how many more employees were at step 8.

Revenue

Recording fees – Guided by the state, the fee structure was changed to a flat fee structure based on number of pages in documents. This change should generate increase in revenue in the coming years.

NDRIN revenue - \$3.00/document is returned back to counties from the NDRIN Preservation fund. Consistent income each year.

**Health Department – Deb Flack, Anne LaPlante**

Deb Flack brought the Wellness Committee budget before the board. Requested the same as prior year. Wellness Committee budget request and year to date information attached.

Deb Flack provided a handout to Commission showing programs, FTE's and grant monies. Also provided Capital Outlay breakdown for 2018.

Public Health – Budget increased \$30,000 in 2018

Home Health – Budget remains the same

Family Planning – Budget decreases in 2018

Question by Auditor Bailey, how much carryover does the Commission want the health department to have at the end of each year? Transfers are made each year into these funds from the General fund to maintain consistent ending balances. Commissioner Berg stated to leave as is for this year and look at next year.

Deb Flack stated that they have gone after all the grants made available to them to bring additional monies in the department.

### **Summary of Changes – per handout**

Deb Flack announced the retirement of Muriel Hedrick the end of 2017. The County Board of Health would like to see the position filled. This is a full time position. Plan would be to hire someone in Sept./Oct. so Muriel can train as to the complexity of the program. Deb would also like to request that the grade/step for this position be evaluated and she was advised to turn this over to HR.

Deb also requested that the front desk area be redone at the same time as the remodel of Social Services as the areas are the same format. She has not budgeted for this item. The Commission requested that she visit with John to get a quote on what the cost would be.

Financial Assistant Position – See attached. She requested comparisons from other agencies and shared them with the Commission. This position is now at a Grade 12, Step 8. There was a lengthy discussion on this matter. Nathan stated that “we can't do it all” adding staff, increasing wages. The commission will look at after all budgets have been presented.

### **Maintenance and Grounds – John Anderson**

-See attached handout

Board requested John obtain another opinion for Ventilation project. Look at possibly moving this large project into 2019 as the Center Township shop will be paid in full. Can levy up to 10 mills. Capital Outlay 2018 \$75,500; 2019 \$27,000

### **Emergency Management – Brett Lambrecht**

No major changes in line items.

## **Veteran's Service – Mary Vetter**

-See Attached handout

Salary adjusted to full time with flexible hours.

Discussed an increase in mills from .75 to .85. Max levy for this is 2.0 Mills

The state is making major cuts to the VA Administration overall. Will affect the training and conferences.

## **Restitution – Darlene Lee**

Computer replacement in 2019.

Statewide grant revenue is \$75,000 next biennium. \$7,500 DOC Grant

## **Highway – Lowell Bladow, Troy Gutzmer, Ron Hohenstern, Moriah Herding**

Salaries – Using less temp. help.

Capital Expense 2017 – Roof on shop, concrete apron Wahpeton Shop \$14,700.

(Bring this request to the Commission Meeting)

Gravel/Road Maint. – 2017 decreased \$65,000 Co. did most of the gravel work.

Crushing – Over \$40,000 from 2016 project.

Patching paving Non Project- Project costs carryover; 2018–6 miles paving/overlay

Seal Coat NP – carryover from last year

Gas/fuel - down due to gas prices and winter

Misc./Drug test – FEMA Paybacks 2017.

Bridge Replacement –

Bridge North of Hankinson - \$140,000 – 2017 \$160,000 – 2018

Drain14 Water Resource Cost Share 60/40

Project Const. – Zetaka Bridge – cost carryover to 2018, 2019 will do more if state approves; 20% match

Engineering – 2017 \$100,000 carryover from 2016

## **R&B equipment-**

Equipment - 2019 pickup for Lowell

Leases on equipment come out of this budget.

JD Excavator – 2018 balloon – 900 hours will decide next year if they buy out of new lease. Leases are market driven

966 Loader – Oct. 2018 buyout

Snow Plow truck – 2018 - \$210,000

MG Leases – rotation as to when the leases expire.

Misc. Equipment – over spent \$32,550 on new truck, trade in on old %15,000

## **15 Mill Road**

Bond payment final in 2019

Construction Engineering on track \$250,000

## **Revenue**

Overload permits – collect at harvest time.

## **Special Revenue Fund**

Transfers out for Bridges/ Projects

End of 2019 balance will be a budget deficit – take out of county general.

**Joint Powers** – 2018 - \$150,000

## **Administration – Harris Bailey**

Capital Outlay – Computers/printers/chair

**Election Expense** – Discussed vote by mail in 2018. Commissioners decide this, not by vote.

## **Richland County Commissioners**

### **Budget Meeting**

**Tuesday August 3, 2017 10:00 A.M.**

Present: Chairman Nathan Berseth, Rollie Ehlert, Danny Thompson, Sid Berg, Tim Campbell, Auditor Harris Bailey and Joan Oland

## **Social Service – Kristen Hasbargen**

-See Attached worksheets

SB2206 Passed during 2017 legislative session. State will finance Social Services (or a portion of depending on individual county) based on formula.

During the interim, legislative study is occurring to look at structure of Social Services, Human Services and potential efficiencies.

### Items

-Line items on budget reflect those costs that the state is no longer billing for.

-\$8,000 annual Contract with NRG – Economic Assistance Main Frame apps.

-Capital 2017 - \$75,885 – Van, remodel project, Copier, computers.

Total 2017 - \$1,773,000

Total 2018 - \$1,779,000

-Remodel of front desk area will begin in September 2017. Projected to take approximately 3 weeks. Need to provide computer station for clients to apply online for benefits

-Kristen discussed the salary structure for eligibility workers and their placement on the salary schedule.

## Revenue

- Tax collection – going away in 2018. Some delinquent taxes will continue to come in.
- State reimbursement in 2018 \$1,718,489. With the billing of Medicaid programs should be ok.
- Maximum carryover balance is \$100,000. If exceeds, the state will reduce the amount of payment to compensate the overage. In 2019, fund balance could be down to \$51,000, will look at a transfer of funds if want to maintain a carryover balance of \$100,000 at end of year.
- discussed the TANF program. 8 cases currently in Richland County. Kristen was asked by Commission how much each family receives, \$338/mo/family that they can use to spend anywhere. There are requirements to qualify for this program. Need to work with job service. If they do not meet the requirements, payments will decrease.
- Food stamps - \$130,000/month average \$543/household.

## **Communications/911 – Jill Breuer; Larry Leshovsky**

See attached handout

- Contract with NDSCS and City of Wahpeton based off contract amounts.
- 911 Expense – 10% to NDACo for Joint Power, ESInet  
.50 of the 911 fees go to the state for SIRN20/20

## **Jail – Larry Leshovsky**

- Look at hiring additional staff in 2018

## **Sheriff Department/ Water Rescue– Larry Leshovsky**

- See Attached handout
- Replace at least 3 vehicles each year to keep rotation. Puts bids out at beginning of each year.

## **States Attorney – Ron McBeth/Megan Kummer**

- No significant changes.
- Will advertise for assistant States Attorney in October 2017.
- Ron McBeth will retire December 2017.
- Megan Kummer will fill vacancy and run for position in 2018.

## **Extension – Kayla Bakewell**

- Increase in postage, NDSU no longer providing \$400 for postage

County Agent Reserve – In and Out account – used to purchase 4-H ribbons etc. Money collected goes into revenue.

Things are going well in this department.

## **Harris Bailey – Miscellaneous funds**

Auditing – increases a little each year.

County Dues – Associate of Counties, increase \$50

Property Insurance – NDRIF – will be increasing  
County Park

– Lake Mooreton – includes maintenance fee,

- Special projects – removal of trees etc. \$5,500

- Park Distribution – vital to others parks. Keep the same \$55,500

Lake Agassiz - \$7,000 projects bring revenue to region

Historical/Library – keep same

3 Rivers Crisis Center - \$8,000

Consulting – pay study in 2019

SEMCA - \$8,000 for remodel

Weed Board – Concrete in Barney - \$7,500

JDA – Admin Fees – same, loans are increasing \$125,000

General fund income

PILT collections dropped off, Cargill went off in 2017

State Aid Distribution – Social Service amount is in this figure

Homeland Security Grant – Nothing projected.

Joint Powers – 40% Wilkin County

Total Budget Projections

2017 - \$28,818,131

2018 - \$29,324,239

2019 - \$26,788,131

Can levy up to 10 mills for Capital Projects Fund

After some discussion, it was decided that \$1,325,000 needed to be taken out of the Building/Grounds 2018 budget and put in 2019. Capital Outlay for 2018;

Courthouse - \$27,000; LEC- \$75,500 as requested in handout.

Budget Meeting adjourned 12:30pm

Respectfully submitted

Joan Oland