

**RICHLAND COUNTY BOARD OF COMMISSIONERS  
BUDGET MEETING  
AUGUST 14, 2013**

The Richland County Board of Commissioners met on August 14, 2013 at the Richland County Courthouse with Commissioners Sid Berg, Tim Campbell, Jason Heitkamp, Perry Miller and Dan Thompson. Also present were Administration Personnel Bailey and DeVal.

**HIGHWAY DEPARTMENT  
Expenses**

Salaries - Should be lower in 2014 due to less overtime and fewer seasonal employees. Projecting a 3% adjustment to the base.

Map Printing - May need updating, will work with Matt Syvertsen with GIS.

Capital Expenses - include Software upgrades for the fueling system, Auto Cad and Computers at the Colfax and Hankinson shops.

Costs to remain the same for 2014 for:

- Travel
- Publishing
- Phone
- Crack Seal
- Bridge Supplies
- Seal Coat
- Gas/Fuel
- Equipment Repairs
- Misc Drug Tests
- Bridge Replacement/General Maintenance

Costs increasing in 2014 for:

- Culverts
- Shop Supplies
- Utilities

Costs reducing in 2014 for:

- Crushing - we won't crush until 2015
- Road Maintenance & Graveling - we are doing our own hauling
- Equipment Rental

Road & Bridge Equipment -

- No new pickups budgeted
- John Deere Excavator - propose buying out the current lease, trading it in and entering into a new lease
- 966 Loader - propose selling two loaders and entering into a lease for a new loader

Industrial Tractor - next year will be our final lease payment

MG5 Lease - propose buying out the current lease, advertising the MG5 for sale and entering into a new lease

MG2 Lease - continue with annual lease through 2015

MG1 Lease - continue with annual lease through 2016

MG3 Lease - continue with annual lease through 2018

Misc Highway Equipment -

- Bridge Truck \$40,000
- Gravel Pup Trailer \$40,000
- Snow Blower \$15,000
- Mower \$18,000
- Rubber Melter \$40,000
- Endgate Sander \$6000
- 1 Ton Pickup (for tar kettle) \$6000

Federal Aid Projects - Nothing programmed for 2014 or 2015

Bond Projects - Paying for County Road 8 through 2019

Pavement Preservation - Nothing Budgeted (doing through HB1358 funds)

15 Mill - In 2014 transferring \$425,000 to the Bridge Account

## **Income**

State Highway Distribution - Increase due to HB1358, legislative one-time funding, the State Highway Distribution Fund is growing

State & Government Projections - The DOT reimbursed for 2010 ER Projects

City/Twsp/Schools - Reimbursements from Richland 44 School parking lot project, Fairmount Elevator and Lake Elsie Road

Overload Permits - Effective July 1, 2013 we can keep the fines

Misc - Expect FEMA funds

## **DARLENE LEE - COMMUNITY SERVICE DEPARTMENT**

Lee distributed a hand-out with information on case loads and fees collected. Lee reported the cases are typically completed and filed in 30-60 days.

Equipment - The laptop is not working out well in the office. It is getting old and reboots approximately 4 times each day. Would like to replace it with a desktop and also purchase software for electronic filing with the Court System. Proposing \$2500 in the 2014 budget.

Training Budget - Hasn't been used for 2013 but will be used later in the year for a week long training in Dickinson.

As of November 2012, the office has the ability to collect fees by way of electronic payment. This has greatly enhanced the ability to make collections.

## **JOHN ANDERSON - BUILDINGS & GROUNDS**

(See attached hand-out for breakdown of Capital outlay for the LEC/CH)

Travel/Paging - Was planning to travel to Texas for a training this year, but it may be possible to receive the training here rather than having to travel to Texas.

Repair/Service - Should remain the same for 2014.

Snow Removal - Slight increase for 2014. Most of the cost is for haul away; we do our own removal from the Parking Lots/Sidewalks with the Bobcat and John Deere.

Service Master - Slight increase for 2014. Service Master cleans the second floor of the LEC with the exception of the State's Attorney Office and the Hallways. Plans are to clean the bathrooms mid-day that Service Master is responsible for.

Supplies - Increase next year, mainly due to shipping costs.

Capital Expense - Section 6 Renovation in the Jail, tile in LEC, security camera for dispatch, window covering for 2<sup>nd</sup> floor window in the Courthouse and rotunda repairs.

Utilities - Will remain the same for 2014.

Grants - Will be looking into grants for future projects for Courtroom/Rotunda Artwork and Courtroom Security.

**BILL PESCHEL - VETERANS SERVICE OFFICE**

Budget will remain the same for office expense, travel, dues, and postage/printing.

Telephone - will increase for 2014; upgraded cell plan due to the number of text messages being received.

Capital Expenditures - Nothing planned for 2014. There has been discussion of the system going paper-free so may need to purchase software in the future.

Misc/Cemetery Expense - Costs for the cemetery maintenance used to be covered by donations and gaming but those funds are no longer coming in. The County owns the cemetery and the VFW owns the shed and the equipment.

## **MISCELLANEOUS – HARRIS BAILEY**

Bailey presented information on Revenues for the General Fund explaining these figures were estimates because the Centrally Assessed information is not available yet. Bailey commented on the following:

Water Rescue - We transfer them \$2500 a year and they have a carry-over.

Weed Board - May need to look at decreasing mills because of carry-over.

Financial Institution Tax - Will go away because of legislative changes.

Bailey presented Misc budget information on Expenses and commented:

### Commissioners Budget -

- Salaries will increase in 2014 because the first two steps are being eliminated from the pay scale.
- Miscellaneous was overspent in 2013 due to funds lent to Duerr and Liberty Grove Townships.
- Joint Powers Authority has spent \$49,000 but the bills are now averaging \$8,000 to \$12,000 per month.

### Administration Budget -

- Dues Budget will increase in 2014 - Treasurer's and Auditor's are working with the NDACo to hire a lobbyist.
- Capital Expenditures - Plan to purchase a copy machine and three computers.

### Miscellaneous -

- Consulting - up this year because a salary survey was done.

SEMCA - Increase in budget for next year. SEMCA is losing some grant funding so the County is increasing their contribution.

Bailey presented a Spreadsheet indicating the General Fund had a Balance of \$1.5 million at the start of the year and he is projecting a \$2.1 million next year with a 10 mill deduction. Bailey asked the Board if this was reasonable.

Campbell replied he has been involved in meetings with the Highway Department and Sheriff to discuss a new building in the future. The Highway Department would like space for two plow trucks and the Sheriff Dept would like a secured area for storage and searching vehicles, an area for washing vehicles and an impound area. The Water Rescue Team would also like storage for their equipment. Talk is in the early stages and several possible locations are being considered. Campbell reported this is just a FYI for the rest of the Board, it is not being proposed for the 2014 budget but possibly for the 2015 budget year.


Bailey questioned going down 10 mills this year and then increasing next year. Campbell recommended not decreasing 10 mills and leaving as is for now.

Bailey informed the Board there is \$225,000 in the Emergency Fund and we have not levied since 2007 or 2008.

Thompson commented we can easily take off the 10 mills.

Campbell asked if there were any Departments that need to be addressed because of carry-overs. Bailey replied the Weed Board, Veteran's Service and JDA could be areas of concern.

Being there was no further business the meeting adjourned at 11:15 A.M.

ATTEST:   
Harris Bailey  
Auditor/Administrator

 CHAIRPERSON  
Dan Thompson  
Board of Richland County Commissioners

# Buildings + Grounds

## BUDGET SUMMARY FOR 2013-2014

### Law Enforcement Center capital outlay

2012

Section 6 renovation jail 50000.00

2013

Replace carpet/tile on 1<sup>st</sup> floor south side

Sewer line

Jail door locks

Replace exterior security door to recreation yard

TOTAL

32202.00

2014

Section 6 final payment 10000.00

Tile NE hallway/NE lobby/Squad room 25000.00

2015

Resurface parking lots 15000.00

### Courthouse capital outlay

2013

Floor machine 5200.00

Landscaping 1500.00

2014

Security camera for 911/dispatch 3000.00

Large blind for 2<sup>nd</sup> floor landing window *or Tinting* 1000.00

Fix damage to rotunda 500.00

2015

Renovate artwork in Rotunda/Courtroom 60000.00

Note; I will be looking into grants for this project.

### Courtroom Security Grant

25% County funds

75% State funds

Connect buildings and secure other doors.