

## BUDGET MEETING MINUTES

### GOVERNMENT OPERATIONS

**Tuesday, September 28, 2021 9:00 a.m.**

Present: Supervisors Emmel, Spickerman, Eygnor and Chatfield, County Administrator Rick House, Fiscal Assistants Ken Blake and Brian Sams, Board of Elections Commissioners John Zornow and Mark Alquist, Human Resource Director Chris Kalinski, County Clerk Mike Jankowski and County Attorney Dan Connors.

Departments reporting to the Government Operations Committee had 2022 budgets totaling \$6.7 million, revenues of \$4.2 and a County appropriation of \$2.5 million; this is a reduction from this year. There are no staff additions requested in budgets presented today. A discussion took place on the amount paid to the State Retirement System in 2022. Mr. Blake stated the percentage increase for retirement in each budget is higher than what will be needed; rates were not known by administration until after the preliminary budget was prepared. (Supervisors were electronically sent a copy of the budgets prior to today's meeting):

- County Attorney: Personal services \$311,934, equipment \$3,840, contractual expenses \$61,557, fringe benefits \$126,974, County cost up 9.2% to \$504,305. Four computers will be purchased for the Office in the coming year. Equipment purchases were delayed in 2021 due to the pandemic.
- Legislative Board: Personal services \$353,123, contractual expenses \$82,631, fringe benefits \$78,079, County cost remains the same at \$513,833. The budget includes salary increases for Supervisors and the Chairman of the Board.
- Clerk of the Legislative Board: Personal services \$62,850, contractual expenses \$24,308, fringe benefits \$29,536, County cost up 8.5% to \$115,694.
- Compliance: Personal services \$13,843, contractual expenses \$200, fringe benefits \$3,579, County cost down 10% to \$17,622. Mr. Hunt stated office space he had in the Court House is no longer being utilized and related costs were removed from this budget. Mr. House noted the amount of work being done by Mr. Hunt in his Compliance Officer position.
- County Administration: Personal services \$296,790, contractual expenses \$45,957, fringe benefits \$138,349, County cost increase of 11% to \$481,069. The budget includes paying two Fiscal Assistants for a portion of the year, the purchase of one computer, and a salary increase for the Grant Administrator from \$25,000 to \$30,000. The County has yet to receive any State reimbursement for this shared services program.
- MD Disability: County appropriation up 33.7% to \$99,000. Program fund balance is used to pay the appropriation. Mr. Sams noted the cost of this program continues to increase.

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- Workers Compensation Plan: There is no County cost for this \$1.2 million program. Mr. Sams said this program is financially strong.
- 1720 Workers' Compensation Payment: County cost down 5.7% to \$1,203,000.
- Human Resources: Revenue \$63,500, personal services \$376,423, contractual expenses \$122,492, fringe benefits \$153,168, County cost up 7.7% to \$588,583. Contracts for IUE, Corrections and Sheriff's Deputies need to be re-negotiated in 2022. The Insurance Specialist title is no longer in this budget; it was replaced mid-2021 with a Senior Clerk.
- Cafeteria Plan: County cost \$8,900, same as this year.
- Undistributed Postage: County cost remains the same at \$13,576.
- Printing Department: There is no County cost for this \$5,000 budget.
- County Officers Association: County cost up 3% to \$11,711.
- County Clerk: Revenue \$2,215,640, personal services \$699,688, equipment \$65,400, contractual expenses \$274,430, fringe benefits \$331,366, there is no County cost for operation of this Department. Mr. Jankowski noted revenues are up in 2021 29.8% over the same time last year. The majority of revenue increase is due to land transactions. It is anticipated this number will be lower in 2022 if interest rates increase. There is a decline in project cost, as the 3<sup>rd</sup> year of digital records project is now being completed. The budget includes the purchase of replacement computers and expansion of the laser fiche system. There remain old books in the Clerk's Office that need to be restored and preserved. The plan is to restore the books over a three-year period. The cost is estimated at \$30,000 a year.
- County Historian: Revenue \$1,500, personal services \$40,017, contractual expenses \$34,486, fringe benefits 10,930, County cost up 10% to \$83,933. There is \$12,000 included in the budget for promotion of the County's bi-centennial.
- Board of Elections: Revenue \$500, personal services \$273,508, contractual expenses \$523,420, fringe benefits \$128,296, County cost up 2.8% to \$924,724. Mr. Zornow stated the Department is driven by Federal and State mandates. Costs are dependent on the number of elections during a year. There are no equipment requests in the budget; however, there will be in future years. Early voting has an effect on the budget; in 2022 there will be two Early Voting sites in the County. The need to find individuals to be Election Inspectors was stated.

The meeting adjourned at 10:10 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, October 7<sup>th</sup> at 9:30 a.m.