

Executive Committee – Budget Meeting #2

September 8, 2011

Time: 8:00am

Place: Room 115, Courthouse

Time Adjourned: 11:41am

Members Present: Trent Miner, Chairperson
Donna Rozar, Secretary
Lance Pliml
Jeff Conradt

Excused: Peter Hendler, Vice-Chairperson

Others Present: Michael Martin, Shelly Fleury, Dennis Pollach, Peter Kastenholz,
Cindy Joosten, John Adam Kruse, Susan Ginter, John
Henkelmann, Emily Nolan, Nathaniel Hargrove, Matt Stake, David
Dickman, Randall Ambrosius, Judge Potter, Judge Wolfe, Sue
Kunferman, Kathy Alft, Rock Larson, Amy Slattery, Christina
Conrad, Kathy Roetter, Rhonda Kozik, Diane Cable, Doreen
Alfred

1. **Call To Order**

Meeting called to order at 8:04am by Chairman Miner.

2. **Approve Wellness Plan**

Motion (Rozar/Pliml) to approve the 2012 Wellness Program. Motion carried unanimously.

3. **Public Comments**

There were no public comments.

4. **Corporation Counsel**

Peter Kastenholz presented the budget for Corporation Counsel. Questions and general discussion followed.

Corporation Counsel budget #51320 as presented:

Expenditures	\$210,409
Revenues	\$15,000
Levy	\$195,409

5. Clerk of Courts, Law Library, and Divorce Mediation

Cindy Joosten presented the budgets for Clerk of Courts, Law Library, and Divorce Mediation and Family Court Commissioner. Questions and general discussion followed. Kruse stated that he is requesting \$20,000 more in 2012 and the reason is to streamline the small claims process as the procedures have not been changed in 20-30 years. Kruse is expecting an increase in this area. Potter expressed his support as there is a need at this time. Rozar asked if there would ever be a time the County would need a 4th judge. Potter stated he believes there will be but there isn't funding at the state level for a 4th judge at this time. Making the above requests is a way to alleviate the need for an additional judge for now. Rozar commented she appreciated the creativity of the judges in trying to save county funds without a fourth judge.

Law Library budget #51211 as presented:

Expenditures	\$10,550
Levy	\$10,550

Divorce Mediation budget #51217 as presented:

Expenditures	\$9,000
Revenues	\$9,000

Clerk of Courts budget #51221 as presented:

Expenditures	\$1,136,197
Revenues	\$711,729
Levy	\$424,468

Family Court Commissioner budget #51220 as presented:

Expenditures	\$92,798
Revenues	\$11,000
Levy	\$81,798

6. Register of Deeds

Susan Ginter presented the budget for Register of Deeds. Questions and general discussion followed. Rozar asked how the Redaction Project is going. Ginter replied she applied for an extension until December 31, 2013 and is confident she will receive the extension although there has been no notification of that to date.

Register of Deeds budget #51710 as presented:

Expenditures	\$376,253
Revenues	\$391,350
Levy	(\$8,347)

Redaction budget #51711 as presented:

Expenditures	\$105,000
Revenues	\$60,000
Decrease in Carry Over	\$45,000

7. Child Support

Brent Vruwink presented the Child Support budget. Questions and general discussion followed. Vruwink stated he would like to increase the professional services item from \$8,500 to \$10,500. Vruwink further stated that the RMS calculation hasn't been done for an unknown reason and he will be doing that calculation. He will review the budget again so it will be more accurate. Vruwink also stated that Child Support will be communicating with Finance quarterly so the department is kept current on how revenues are trending.

Child Support budget #54810 as presented:

Expenditures	\$888,058
Revenues	\$850,692
Decrease in non-lapsing balance	\$37,366

8. District Attorney & Victim Witness

John Henkelmann presented the budgets for District Attorney and Victim Witness. Questions and general discussion followed.

District Attorney budget #51310 as presented:

Expenditures	\$262,184
Revenues	\$10,900
Levy	\$251,284

Victim Witness budget #51315 as presented:

Expenditures	\$128,814
Revenues	\$73,420
Levy	\$55,394

9. **Circuit Court Branch I & Juvenile Court**

Judge Potter presented the budgets for Branch I. Questions and general discussion followed.

Branch I budget #51212 as presented:

Expenditures	\$276,053
Revenues	\$85,053
Levy	\$191,043

10. **Circuit Court Branch II**

The committee reviewed the Branch II budget. Questions and general discussion followed.

Branch II budget #51213 as presented:

Expenditures	\$141,421
Revenues	\$53,953
Levy	\$87,468

11. **Circuit Court Branch III & Drug Court**

Judge Wolfe presented the budget for Branch III and Drug Court. Questions and general discussion followed. Conradt stated that Judge Wolfe reported last year that the Drug Court program had a 54% success rate. Conradt asked how many of those are “repeats” of the program. Wolfe replied that he has only seen a couple individuals return after they have successfully completed the program. Pliml stated we didn’t have much success before implementing the program and that there truly is a net savings since Drug Court was begun.

Branch III budget #51214 as presented:

Expenditures	\$111,719
Revenues	\$53,953
Levy	\$57,766

Drug Court budget #51215 as presented:

Expenditures	\$144,111
Revenues	\$103,306
Use of Carryover	\$18,564
Levy	\$22,241

12. Health

Sue Kunferman and Kathy Alft presented the budgets for Public Health, WIC, Grants, Rural Health, and Dental Sealants. Questions and general discussion followed. Rozar asked what the schedule is for the move of the Health Department. Kunferman replied that a draft agreement of the lease has been received but and it wasn't what had been discussed. A corrected draft of the lease will be available for the Health and Human Services committee at their September 19th meeting.

Public Health budget #54121 as presented:

Expenditures	\$2,028,361
Revenues	\$796,954
Levy	\$1,231,407

WIC budget #54122 as presented:

Expenditures	\$288,768
Revenues	\$288,768

Grants budget #54128 as presented:

Expenditures	\$89,247
Revenues	\$89,247

Dental Sealants budget #51430 as presented:

Expenditures	\$91,932
Revenues	\$91,932

13. Veterans Services

Rock Larson presented the budgets for Veterans Relief, Veterans Service Officer, and Care of Veterans Graves. Questions and general discussion followed.

Veterans Relief budget #54710 as presented:

Expenditures	\$2,911
Levy	\$2,911

Veterans Service Officer budget #54720 as presented:

Expenditures	\$294,745
Revenues	\$11,500
Levy	\$283,245

Veterans Donations budget #54730 as presented:

Expenditures	\$556
Revenues	\$500
Decrease in Carryover	\$56

Care of Veterans Graves budget #54740 as presented:

Expenditures	\$2,865
Levy	\$2,865

14. Edgewater Haven Nursing Home

Amy Slattery and Christina Conrad presented the budget and capital outlay requests for Edgewater Haven Nursing Home. Questions and general discussion followed. Slattery stated they are currently at 71 beds and she is budgeting for 76 in 2012. Rozar commended both Slattery and Conrad for keeping a close eye on the 2011 budget month-by-month and the moral of the employees up over a difficult year.

Martin asked if this 2012 reduced levy is doable. Slattery replied that it is. Conradt added that hours have been cut and staffing is still at an acceptable level. Martin further asked if the revenues will be affected due to the reduced expenses. Conradt replied the two are not directly related.

Martin stated it appears we are overall in great shape but he would like to see the year end numbers before reducing the tax rate for 2012.

Nursing budget #54210 as presented:

Expenditures	\$4,191,393
Revenues	\$6,527,214
Levy	(\$2,335,821)

Housekeeping budget #54211 as presented:

Expenditures	\$150,400
Levy	\$150,400

Dietary budget #54212 as presented:

Expenditures	\$757,282
Revenues	\$4,000
Levy	\$753,282

Laundry budget #54213 as presented:

Expenditures	\$127,277
Levy	\$127,277

Maintenance budget #54214 as presented:

Expenditures	\$531,733
Levy	\$531,733

Occupational Therapy budget #54215 as presented:

Expenditures	\$344,188
Revenue	\$150,100
Levy	\$194,088

Activities budget #54217 as presented:

Expenditures	\$179,397
Revenues	\$3,000
Levy	\$176,397

Social Services budget #54218 as presented:

Expenditures	\$112,152
Revenues	\$5,500
Levy	\$106,652

Administration budget #54219 as presented:

Expenditures	\$691,583
Revenues	(\$11,970)
Levy	\$703,553

15. Human Services

Kathy Roetter, Diane Cable, Rhonda Kozik, and Doreen Alfred presented the budgets for Human Services. Roetter stated there will be more tweaking of the budget for 2012 and they hope to integrate Norwood into the Human Services budget in the future. Roetter also stated the department expects continued volumes of their Mental Health Unit because of the closure of the inpatient mental health unit at Ministry St. Joseph's Hospital. Also, the audit of the state of the TBI unit has made an immense impact on the rates they will be receiving which directly reduces the levy needed. Rozar asked if the space for the department has been reviewed. Roetter replied they are having continued discussion and evaluation of department needs. Martin requested more monitoring of the projections for 2011 as we get closer to the end of the year. Roetter wanted to make sure that the budget gets approved at the broader categories. Martin and the committee assured her that is the way the budget would be approved. Rozar ask the committee to note the ICF/MR has 2012 funding even though the unit should be closed by the end of the year. Kozik reported that CCCW hasn't written up adequate behavior plans for the clients in that unit so the clients could be transferred and the unit closed.

Martin stated that since the greatest portion of balancing the budget is from funds being returned to the general fund from Norwood, we need to monitor the department's operations closely.

CSP/CTT Support budget #54455 as presented:

Expenditures	\$643,424
Revenues	\$385,125
Levy	\$258,299

Crisis Legal Services budget #54470 as presented:

Expenditures	\$487,217
Revenues	\$310,942
Levy	\$176,275

AODA CBRF budget #54490 as presented:

Expenditures	\$246,847
Revenues	\$246,847

OPC MH budget #54460 as presented:

Expenditures	\$994,946
Revenues	\$565,591
Levy	\$429,355

OPC MH AODA budget #54480 as presented:

Expenditures	\$410,431
Revenues	\$625,126
Levy	(\$214,695)

OPC Day Treatment budget #54485 as presented:

Expenditures	\$63,979
Revenues	\$362,201
Levy	(\$298,222)

MH Contr COP budget #54475 as presented:

Expenditures	\$1,351,005
Revenues	\$886,026
Levy	\$464,979

CCS budget #54465 as presented:

Expenditures	\$1,125,124
Revenues	\$684,792
Levy	\$440,332

Birth to Three budget #54440 as presented:

Expenditures	\$479,559
Revenues	\$360,134
Levy	\$119,425

Family Support budget #54445 as presented:

Expenditures	\$184,600
Revenues	\$119,761
Levy	\$64,839

Children's Waivers budget #54450 as presented:

Expenditures	\$468,296
Revenues	\$454,500
Levy	\$13,796

Child Welfare budget #54401 as presented:

Expenditures	\$3,024,654
Revenues	\$1,571,660
Levy	\$1,452,994

Youth Aids budget #54405 as presented:

Expenditures	\$2,805,548
Revenues	\$1,445,404
Levy	\$1,360,144

W2 budget #54415 as presented:

Expenditures	\$701,916
Revenues	\$816,478
Use of Carryover	\$681
Levy	(\$115,243)

Child Care budget #54410 as presented:

Expenditures	\$163,581
Revenues	\$218,420
Levy	(\$54,839)

ESS budget #54420 as presented:

Expenditures	\$1,176,121
Revenues	\$1,025,239
Levy	\$150,882

FSET-FSET 50/50 budget #54425-30 as presented:

Expenditures	\$531,132
Revenues	\$589,301
Levy	(\$58,169)

LIEAP budget #54435 as presented:

Expenditures	\$117,403
Revenues	\$142,269
Levy	(\$24,866)

Administration budget #54500-05 as presented:

Expenditures	\$3,123,549
Revenues	\$1,172,285
Levy	\$1,951,264

Norwood Health Center Functions as Presented:

ICF/MR budget #54322 as presented:

Expenditures	\$832,138
Revenues	\$665,424
Levy	\$166,714

SNF-CMI budget #54324 as presented:

Expenditures	\$786,778
Revenues	\$938,332
Levy	(\$151,554)

Inpatient Service budget #54326 as presented:

Expenditures	\$2,612,909
Revenues	\$3,161,969
Levy	(\$549,060)

Nursing Administration budget #54330 as presented:

Expenditures	\$205,864
Levy	\$205,864

Dietary budget #54350 as presented:

Expenditures	\$767,340
Revenues	\$266,700
Levy	\$500,640

Plant Operations and Maintenance budget #54351 as presented:

Expenditures	\$670,970
Levy	\$670,970

Medical Records budget #54363 as presented:

Expenditures	\$198,190
Levy	\$198,190

Administration budget #54365 as presented:

Expenditures	\$955,010
Revenues	\$34,700
Levy	\$920,310

SNF-TBI budget #54325 as presented:

Expenditures	\$1,188,041
Revenues	\$1,255,755
Levy	(\$67,714)

16. Highway

Doug Passineau and Jim Alfred presented the various budgets for the Highway Department. Questions and general discussion followed. Miner stated that they are estimated to go over budget for 2011 and asked why. Alfred replied it is because of the snow removal fund. Based on estimated averages and salt expenses, he believes the department will go over the \$150,000 left for the rest of 2011. Passineau stated we go through $\frac{3}{4}$ of their budget in salt and that one storm could cost as much as \$50,000. Questions and discussion on the capital improvements commenced. Miner asked where the funding would come from. Passineau replied they would like to go for long term

borrowing. Discussion on the necessity of each of the projects to fund with long term borrowing followed. Miner stated he would be open to an interdepartmental loan from Maintenance for some of the capital needs. The committee by consensus decided long term borrowing is not an option, so the department will only be able to complete their boiler project with borrowing from Maintenance and reduce expenditures in their machinery operations. They will not complete the window and fuel system project at this time.

Highway Administration budget #53110 as presented:

Expenditures	\$278,595
Revenues	\$67,550
Levy	\$211,045

County Engineer budget #53120 as presented:

Expenditures	Allocated
Levy	\$0

Other Administration budget #53191-53193 as presented:

Expenditures	\$131,347
Revenues	\$131,347

Patrol Sections budget #53311 as presented:

Expenditures	\$815,302
Levy	\$815,302

Maintenance Gang budget #53313 - #53315 as presented:

Expenditures	\$2,372,128
Revenues	\$1,600,000
Levy	\$772,128

Field Tools budget #53220 as presented:

Expenditures	Allocated
Levy	\$0

Shop Operations budget #53230 as presented:

Expenditures	Allocated
Levy	\$0

Fuel Handling budget #53232 as presented:

Expenditures	\$98,576
Revenues	\$98,576

Machinery Operations budget #53240 as presented:

Expenditures	\$2,097,582
Revenues	\$2,097,582

Bituminous Operations budget #53260 - #53266 as presented:

Expenditures	\$1,862,500
Revenues	\$1,862,500

Buildings & Grounds budget #53270 - #53275 as presented:

Expenditures	Allocated
Levy	\$0

Employee Taxes & Benefits budget #53210 as presented:

Expenditures	(\$2)
Revenues	\$0
Levy	(\$2)

Snow Removal budget #53312 as presented:

Expenditures	\$736,708
Levy	\$736,708

County Aid Road budget#53340 as presented:

Expenditures	\$328,000
Revenues	\$128,000
Use of Carryover	\$72,000
Levy	\$128,000

County Aid Bridge budget#53182-53341 as presented:

Expenditures	\$127,756
Revenues	\$18,378
Use of Carryover	\$91,000
Levy	\$18,378

Maintenance STHS budget #53320 as presented:

Expenditures	\$1,291,034
Revenues	\$1,291,034

Local Roads budget #53330 as presented:

Expenditures	\$1,159,131
Revenues	\$1,159,131

17. **Park & Forestry**

The committee reviewed the County Parks & Forests, Maintenance Snowmobile Trails, ATV Maintenance, State Wildlife Habitat, and State Forestry Roads operational budgets. Questions and general discussion followed.

County Parks & Forests budget #55210 as presented:

Expenditures	\$1,421,008
Revenues	\$756,971
Levy	\$874,437

Maintenance Snowmobile Trails budget #55441 as presented:

Expenditures	\$139,977
Revenues	\$139,977
Use of Carryover	\$1,369

ATV Maintenance budget #55442 as presented:

Expenditures	\$11,984
Revenues	\$10,715
Increase of Carryover	\$1,269

State Wildlife Habitat budget #56911 as presented:

Expenditures	\$2,500
Revenues	\$1,880
Use of Carryover	\$620

State Forestry Road budget #56111 as presented:

Expenditures	\$5,000
Revenues	\$3,498
Use of Carry Over	\$1,502

Capital Projects budget #56913 as presented:

Expenditures	\$393,740
Revenues	\$175,000
Use of carryover	\$218,740

18. Finance, Debt Service, Contingency, Sales Tax, General County Revenues, and Payment in Lieu of Taxes

The committee reviewed the budgets for Finance, 2006 Capital Projects, various budgets for debt service, Contingency, Sales Tax, Payment in Lieu of Taxes, Marshfield Fairgrounds, and Ho-Chunk Donations.

Finance budget #51510 as presented:

Expenditures	\$225,072
Levy	\$225,072

2006 Capital Projects budget #57120 - #57620 as presented:

Expenditures	\$200,000
Use of carryover	\$200,000

Pension Debt #58140 as presented:

Expenditures	\$824,808
Levy	\$824,808

Contingency & General Revenues budget #51590 as presented:

Expenditures	\$445,865
Revenues	\$9,240,802
Levy	(\$8,794,937)

Payment in Lieu of Taxes budget #56740 as presented:

Expenditures	\$77,345
Revenues	\$13,350
Levy	\$63,995

Sales Tax budget #59210 as presented:

Expenditures	\$4,677,651
Revenues	\$4,677,651

Marshfield Fairgrounds Contributions budget #55460 as presented:

Expenditures	\$25,000
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Levy	\$25,000
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Ho-Chunk Donations budget #54121 as presented:

Expenditures	\$91,720
Levy	\$91,720

19. **Aging & CW-ADRC**

The committee reviewed the budget for Aging & CW-ADRC.

Transportation for Aging Administration budget #54621 as presented:

Expenditures	\$133,100
Revenues	\$133,100

Transportation for Aging budget #54622 as presented:

Expenditures	\$274,510
Revenues	\$190,730
Levy	\$83,780

ADRC-CW budget #54630 as presented:

Expenditures	\$198,278
Levy	\$198,278

Schmidt Endowment budget #54615 as presented:

Expenditures	\$1,000
Revenues	\$1,000

Trust Fund budget #54674 as presented:

Expenditures	\$10,000
Revenues	\$10,000

20. **Systems**

The Committee reviewed Systems and Voice Over IP budgets.

Systems budget #51450 as presented:

Expenditures	\$1,491,383
Revenues	\$7,620
Levy	\$1,483,763

Voice Over IP budget #51451 as presented:

Expenditures	\$122,600
Revenues	\$122,600

21. **Treasurer**

The committee reviewed the budget for the Treasurer.

Treasurer budget #51520 as presented:

Expenditures	\$402,639
Revenues	\$351,500
Levy	\$51,139

22. **Risk Management**

The committee reviewed the budget for Risk Management.

Property & Liability Insurance budget #51931 as presented:

Expenditures	\$609,816
Revenues	\$508,304
Decrease in Carryover	\$79,446
Levy	\$22,066

Workers Comp budget #51933 as presented:

Expenditures	\$469,865
Revenues	\$450,000
Increase in Carryover	\$19,865

23. **County Clerk, Elections, Postage Meter, Information & Communications and Committees & Commissions**

The committee discussed the County Clerk, Elections, Postage Meter, Information & Communications, and Committees & Commissions budgets.

County Clerk budget #51420 as presented:

Expenditures	\$284,413
Revenues	\$44,800
Levy	\$243,613

Postage Meter budget #51424 as presented:

Expenditures	\$13,366
Levy	\$13,366

Elections budget #51440 as presented:

Expenditures	\$104,328
Revenues	\$10,000
Decrease of Carry Over	\$10,293
Levy	\$84,035

Information & Communications budget #51453 as presented:

Expenditures	\$24,900
Levy	\$24,900

Committees & Commissions budget # 51120 as presented:

Expenditures	\$142,166
Levy	\$142,166

24. **Building Maintenance & Purchasing**

The committee discussed the budgets for purchasing and the following buildings: Courthouse & Jail, Joint Use, Unified Services, Sheriff's Lockup, Courthouse Annex, and CBRF's budgets.

Courthouse & Jail budget #51611 as presented:

Expenditures	\$863,303
Revenues	\$928,010
Increase of Carry Over	\$64,707

Courthouse Annex budget #51620 as presented:

Expenditures	\$61,200
Revenues	\$61,200

Unified Services Building budget #51630 as presented:

Expenditures	\$137,124
Revenues	\$137,124

Joint Use Building budget #51640 as presented:

Expenditures	\$8,000
Revenues	\$8,000

Sheriff's Lockup budget #51650 as presented:

Expenditures	\$16,000
Revenues	\$16,000

CBRF's budget #51660 as presented:

Expenditures	\$80,400
Revenues	\$80,400

Purchasing budget #51550 as presented:

Expenditures	\$53,400
Levy	\$53,400

25. Discussion of strategies for balancing 2012 budgeted revenues and expenditures

The committee discussed strategies for balancing the 2012 budget. Martin stated that we are budgeting to increase our working capital back up to the 15%. Pliml stated he wants to send a message to the public that we are going to do everything we can to hold the tax rate the same or even slightly lower. He further stated that any funds left over should be put into contingency for any unexpected expenditures. Martin agreed that would be a good plan. The consensus of the committee was to increase the working capital amount with any surplus generated instead of increasing contingency. The committee decided to keep the library reimbursement rate at the 75% instead of reducing it to the allowable statute amount of 70%. Martin will adjust the budgets that need to be adjusted and the committee is comfortable with the budgets as presented.

26. Adjournment

Motion (Pliml/Conradt) to adjourn at 11:41 am. Motion carried unanimously.

Donna Rozar, Secretary

Prepared by Shelly Fleury

