

Executive Committee – Budget Meeting #2
September 6, 2012
Time: 8:00am
Place: Room 115, Courthouse
Time Adjourned: 11:41am

Members Present: Trent Miner, Chairperson
Peter Hendler, Vice-Chairperson
Lance Pliml
Hilde Henkel

Present by conference call: Donna Rozar, Secretary (excused at 10:20am)

Others Present: Michael Martin, Shelly Fleury, Dennis Pollach, Ken Curry, Bill Clendenning, Peter Kastenholz, Cindy Joosten, John Adam Kruse, Susan Ginter, John Henkelmann, Judge Potter, Judge Brazeau, Luann Mancl, Sue Kunferman, Kathy Alft, Rock Larson, Amy Slattery, Christina Conrad, Kathy Roetter, Rhonda Kozik, Jo Timmerman, Doreen Alfred, Brent Vruwink, Jim Alfred, Chad Schooley, Heather Gehrt, Amy Kaup, Cindy Cephress, Ed Reed, Paula Tracy, Bonnie Nuber, Terry Stelzer

1. **Call To Order**

Meeting called to order at 8:00am by Chairman Miner.

2. **Public Comments**

There were no public comments.

3. **Health**

Donna Rozar, Sue Kunferman and Kathy Alft presented the budgets for Public Health, WIC, Grants, Rural Health, and Dental Sealants. Questions and general discussion followed. Rozar commented that because the Health departments receives their grants that it helps their position not to depend on tax levy. Hendler asked what would happen if they lose any of their grants. Kunferman stated that they would have to reduce FTE's.

Public Health budget #54121 as presented:

Expenditures	\$1,645,812
Revenues	\$411,779
Levy	\$1,234,033

WIC budget #54122 as presented:

Expenditures	\$319,823
Revenues	\$319,823

Grants budget #54128 as presented:

Expenditures	\$101,306
Revenues	\$90,610
Use of Carryover	\$10,696

Dental Sealants budget #51430 as presented:

Expenditures	\$94,202
Revenues	\$79,319
Use of Carryover	\$14,883

4. **Edgewater Haven Nursing Home**

Donna Rozar, Amy Slattery and Christina Conrad presented the budget and capital outlay requests for Edgewater Haven Nursing Home. Questions and general discussion followed. Rozar stated that they are starting the behavioral unit which will help with revenues. Miner asked what the projection for 2012 is. Martin stated that they anticipate coming in right at the budgeted amount. Martin stated how there is a capital surplus fund and suggested to move some of their projects into the capital projects fund and use the premium they received with borrowing to fund 2013 projects. It was the consensus of the committee to move those capital projects in the Edgewater budget to the capital projects budget.

Nursing budget #54210 as presented:

Expenditures	\$4,178,297
Revenues	\$6,540,296
Levy	(\$2,361,999)

Housekeeping budget #54211 as presented:

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

Dietary budget #54212 as presented:

Expenditures	\$782,700
Revenues	\$4,500
Levy	\$778,200

Laundry budget #54213 as presented:

Expenditures	\$129,205
Levy	\$129,205

Maintenance budget #54214 as presented:

Expenditures	\$519,462
Levy	\$519,462

Occupational Therapy budget #54215 as presented:

Expenditures	\$377,500
Revenue	\$171,600
Levy	\$205,900

Activities budget #54217 as presented:

Expenditures	\$181,906
Revenues	\$4,500
Levy	\$177,406

Social Services budget #54218 as presented:

Expenditures	\$115,198
Revenues	\$4,500
Levy	\$110,698

Administration budget #54219 as presented:

Expenditures	\$699,173
Revenues	\$30
Levy	\$699,143

5. **Veterans Services**

Donna Rozar and 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	\$299,783
Revenues	\$11,500
Levy	\$288,283

Veterans Donations budget #54730 as presented:

Expenditures	\$300
Revenues	\$350
Increase in Carryover	\$50

Care of Veterans Graves budget #54740 as presented:

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

6. Human Services

Kathy Roetter, Jo Timmerman, Rhonda Kozik and Doreen Alfred presented the budgets for Human Services. Martin commented that there was a slight change due to a computation error. Roetter stated that when they put their budget together they didn't have an answer for some of their state revenue streams from the state and that they still haven't heard what those changes are going to be going into 2013. She stated that at the end of 2012 the W2 program will be ending which is the reduction of FTE's. Miner asked about children's waivers and the reason why it is going off the levy for 2013. Roetter said that all the children are in fully funded waivers at this time but that can vary from year to year. Miner asked about the new crisis stabilization unit being asked for on the institutional side. Rozar stated that it is from the fact that they are moving patients that are more stable to the new unit. She stated that it frees up beds in the more acute unit without having to move those patients out of the county and potentially cost us more. Capital outlay needs were discussed, specifically the roof project at Norwood. It was suggested by the committee not do any major renovations until the decision of space needs are addressed.

CSP/CTT Support budget #54455 as presented:

Expenditures	\$583,266
Revenues	\$344,080
Levy	\$239,186

Crisis Legal Services budget #54470 as presented:

Expenditures	\$565,979
Revenues	\$355,972
Levy	\$210,007

AODA CBRF budget #54490 as presented:

Expenditures	\$258,099
Revenues	\$248,380
Levy	\$9,719

OPC MH budget #54460 as presented:

Expenditures	\$1,054,310
Revenues	\$730,623
Levy	\$323,687

OPC MH AODA budget #54480 as presented:

Expenditures	\$398,347
Revenues	\$562,167
Levy	(\$163,820)

OPC Day Treatment budget #54485 as presented:

Expenditures	\$67,231
Revenues	\$304,191
Levy	(\$236,960)

MH Contr COP budget #54475 as presented:

Expenditures	\$1,351,857
Revenues	\$1,015,510
Levy	\$336,347

AODA Contr budget #54495 as presented:

Expenditures	\$167,978
Revenues	\$124,720
Levy	\$43,258

CCS budget #54465 as presented:

Expenditures	\$996,688
Revenues	\$579,519
Levy	\$417,169

Birth to Three budget #54440 as presented:

Expenditures	\$450,236
Revenues	\$318,773
Levy	\$131,463

Family Support budget #54445 as presented:

Expenditures	\$193,559
Revenues	\$131,853
Levy	\$61,706

Children's Waivers budget #54450 as presented:

Expenditures	\$184,286
Revenues	\$185,358
Levy	(\$1,072)

Child Welfare budget #54401 as presented:

Expenditures	\$3,254,365
Revenues	\$1,661,109
Levy	\$1,593,256

Youth Aids budget #54405 as presented:

Expenditures	\$2,727,660
Revenues	\$1,329,260
Levy	\$1,351,400

Child Care budget #54410 as presented:

Expenditures	\$137,093
Revenues	\$180,450
Levy	(\$43,357)

ESS budget #54420 as presented:

Expenditures	\$1,104,362
Revenues	\$1,012,108
Levy	\$92,252

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

Expenditures	\$509,668
Revenues	\$539,198
Levy	(\$29,530)

LIEAP budget #54435 as presented:

Expenditures	\$114,637
Revenues	\$150,324
Levy	(\$35,687)

Administration budget #54500-05 as presented:

Expenditures	\$2,975,958
Revenues	\$1,102,830
Levy	\$1,873,128

Norwood Health Center Functions as Presented:

Crisis Stabilization budget (new function) as presented:

Expenditures	\$349,488
Revenues	\$530,920
Levy	(\$181,432)

SNF-CMI budget #54324 as presented:

Expenditures	\$930,801
Revenues	\$899,627
Levy	\$31,174

Inpatient Service budget #54326 as presented:

Expenditures	\$2,842,834
Revenues	\$3,521,061
Levy	(\$678,227)

Nursing Administration budget #54330 as presented:

Expenditures	\$204,568
Levy	\$204,568

Dietary budget #54350 as presented:

Expenditures	\$769,679
Revenues	\$271,500
Levy	\$498,179

Plant Operations and Maintenance budget #54351 as presented:

Expenditures	\$1,281,061
Levy	\$1,281,061

Medical Records budget #54363 as presented:

Expenditures	\$202,086
Levy	\$202,086

Administration budget #54365 as presented:

Expenditures	\$970,553
Revenues	\$36,700
Levy	\$933,853

SNF-TBI budget #54325 as presented:

Expenditures	\$1,294,996
Revenues	\$1,457,970
Levy	(\$162,974)

7. Corporation Counsel

Peter Kastenholtz presented the budget for Corporation Counsel. Questions and general discussion followed. Martin stated that there is one minor issue that the liability insurance budgeted for is not the correct amount for 2013. Miner stated that is so noted and will be changed with no other changes to the budget.

Corporation Counsel budget #51320 as presented:

Expenditures	\$209,600
Revenues	\$15,000
Levy	\$194,600

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

Cindy Joosten presented the budgets for Clerk of Courts, Law Library, and Divorce Mediation. John Adam Kruse presented the budget for Family Court Commissioner. Questions and general discussion followed.

Law Library budget #51211 as presented:

Expenditures	\$11,550
Levy	\$11,550

Divorce Mediation budget #51217 as presented:

Expenditures	\$15,000
Revenues	\$9,000
Levy	\$6,000

Clerk of Courts budget #51221 as presented:

Expenditures	\$1,196,470
Revenues	\$704,541
Levy	\$491,929

Family Court Commissioner budget #51220 as presented:

Expenditures	\$98,000
Revenues	\$14,000
Levy	\$84,000

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

Judge Potter presented the budgets for Branch I. Questions and general discussion followed. Rozar asked if the state is going to be budgeting for another circuit court judge. Judge Potter stated they are not because there is no funding. He also stated the case loads are down a little bit so that helps but who knows if it is a one year thing. Rozar asked if we are still at the top of the list to receive a new judge. Potter stated that we are still at the top of the list.

Branch I budget #51212 as presented:

Expenditures	\$281,850
Revenues	\$84,256
Levy	\$197,594

10. **Circuit Court Branch II**

Nicholas Brazeau presented the Branch II budget. Questions and general discussion followed.

Branch II budget #51213 as presented:

Expenditures	\$146,009
Revenues	\$53,157
Levy	\$92,852

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

Luann Mancl presented the budget for Branch III and Drug Court. Questions and general discussion followed.

Branch III budget #51214 as presented:

Expenditures	\$110,560
Revenues	\$53,157
Levy	\$57,403

Drug Court budget #51215 as presented:

Expenditures	\$141,631
Revenues	\$114,390
Use of Carryover	\$1,108
Levy	\$26,133

12. **Register of Deeds**

Bill Clendenning and Susan Ginter presented the budget for Register of Deeds. Questions and general discussion followed. Miner asked how the recording revenues are doing. Ginter stated that it is going very well and is over what they anticipated at mid year. Miner asked about the redaction budget and how long it will be needed. Ginter stated that it is approved until the end of 2014 but that she applied for extension with the state and anticipates receiving that extension.

Register of Deeds budget #51710 as presented:

Expenditures	\$383,076
Revenues	\$390,000
Levy	(\$8,924)

Redaction budget #51711 as presented:

Expenditures	\$4,000
Revenues	\$60,000
Increase in Carry Over	\$56,000

13. **Child Support**

Bill Clendenning and Brent Vruwink presented the Child Support budget. Questions and general discussion followed. Vruwink stated that Child Support will be returning to the levy due to their general purpose revenues being reduced and doesn't see being able to get back off the levy until at least 2014.

Child Support budget #54810 as presented:

Expenditures	\$866,952
Revenues	\$824,859
Decrease in non-lapsing balance	\$42,093

14. **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	\$262,105
Revenues	\$10,900
Levy	\$251,205

Victim Witness budget #51315 as presented:

Expenditures	\$128,585
Revenues	\$70,578
Levy	\$58,007

15. **Highway**

Jim Alfred presented the various budgets for the Highway Department. Questions and general discussion followed. Martin stated that the carryovers do not make sense and need to be addressed. Miner asked why the fund balances do not match the general ledger. He said the highway accountant is to take the time to explain to the finance department what the reporting needs of the department are and the department needs to know what is expected from the finance department. Miner stated this will be a big undertaking and he would like the committee notified monthly by email as the process goes along. Miner asked about the FTE increase. Alfred stated it is because of the hours of the full time employees going from 2015 hours to the 2080 hours, which is what they actually work.

Highway Administration budget #53110 as presented:

Expenditures	\$295,083
Revenues	\$72,600
Levy	\$222,483

County Engineer budget #53120 as presented:

Expenditures	Allocated
Levy	\$0

Other Administration budget #53191-53193 as presented:

Expenditures	\$131,078
Revenues	\$132,000
Increase in Carryover	\$922

Patrol Sections budget #53311 as presented:

Expenditures	\$862,837
Levy	\$862,837

Maintenance Gang budget #53313 - #53315 as presented:

Expenditures	\$2,329,104
Revenues	\$1,600,000
Levy	\$729,104

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	\$12,500
Revenues	\$12,500

Machinery Operations budget #53240 as presented:

Expenditures	\$1,779,566
Revenues	\$1,782,083
Increase in Carryover	\$2,517

Bituminous Operations budget #53260 - #53266 as presented:

Expenditures	\$1,744,868
Revenues	\$1,744,868

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

Expenditures	Allocated
Levy	\$0

Employee Taxes & Benefits budget #53210 as presented:

Expenditures	\$1,826
Use of Carryover	\$1,826

Snow Removal budget #53312 as presented:

Expenditures	\$738,773
Levy	\$738,773

County Aid Road budget#53340 as presented:

Expenditures	\$484,517
Revenues	\$120,000
Use of Carryover	\$244,517
Levy	\$120,000

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	\$1,334,449
Revenues	\$1,334,449

Local Roads budget #53330 as presented:

Expenditures	\$1,183,733
Revenues	\$1,183,733

16. **Park & Forestry**

Chad Schooley and Heather Gehrt presented the budgets for the County Parks & Forests, Maintenance Snowmobile Trails, ATV Maintenance, State Wildlife Habitat, and State Forestry Roads operational budgets. Questions and general discussion followed. Schooley commented on the change of capital outlay that is now within the operational budget due to grass cutting and how he would like the committee to be aware that it makes the budget look different. They moved this to a contracted operation and they have to absorb that now within their operating budget. Pliml commented that it makes sense that the budget looks differently because of this but no matter where the allocation comes from it is still saving the county money.

County Parks & Forests budget #55210 as presented:

Expenditures	\$1,621,293
Revenues	\$779,256
Levy	\$842,037

Maintenance Snowmobile Trails budget #55441 as presented:

Expenditures	\$328,126
Revenues	\$322,350
Use of Carryover	\$5,776

ATV Maintenance budget #55442 as presented:

Expenditures	\$14,518
Revenues	\$16,888
Increase of Carryover	\$2,370

State Wildlife Habitat budget #56911 as presented:

Expenditures	\$2,500
Revenues	\$1,868
Use of Carryover	\$632

County Forest State Aid budget #56912 as presented:

Expenditures	\$10,000
Revenues	\$5,000
Use of Carryover	\$5,000

State Forestry Road budget #56111 as presented:

Expenditures	\$3,000
Revenues	\$3,268
Increase in Carryover	\$268

Capital Projects budget #56913 as presented:

Expenditures	\$71,882
Revenues	\$4,330
Use of carryover	\$67,552

17. Systems

Amy Kaup presented the Systems and Voice Over IP budgets. General questions and discussion followed. Kaup commented on the new PC replacement fund and that there is now a good acceptance by the departments for this new process.

Systems budget #51450 as presented:

Expenditures	\$1,753,427
Revenues	\$7,620
Use of carryover	\$49,937
Levy	\$1,695,870

Voice Over IP budget #51451 as presented:

Expenditures	\$120,600
Revenues	\$120,600

PC Replacement Fund budget #51452 as presented:

Expenditures	\$346,000
Revenues	\$361,000
Increase in Carryover	\$15,000

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

Cindy Ceyress presented the budgets for County Clerk, Elections, Postage Meter, Information & Communications, and Committees & Commissions budgets. General questions and discussion followed.

County Clerk budget #51420 as presented:

Expenditures	\$292,766
Revenues	\$46,300
Levy	\$246,466

Postage Meter budget #51424 as presented:

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

Elections budget #51440 as presented:

Expenditures	\$48,567
Revenues	\$12,500
Increase in Carryover	\$47,968
Levy	\$84,035

Information & Communications budget #51453 as presented:

Expenditures	\$20,900
Levy	\$20,900

Committees & Commissions budget # 51120 as presented:

Expenditures	\$140,869
Levy	\$140,869

19. Treasurer

Cheryl Grosbier presented the budget for the County Treasurer. General questions and discussion followed.

Treasurer budget #51520 as presented:

Expenditures	\$403,193
Revenues	\$362,000
Levy	\$41,193

20. **Human Resources**

Ed Reed and Paula Tracy were present again for discussion of the Human Resources budget. The committee had previously discussed the Human Resources budgets during the HR portion of the regular business meeting September 4, 2012. Questions and comments on these budgets can be found in those minutes. Reed stated that the Acclaim claims could be slightly overstated but that it doesn't affect the over all budget.

Health Plan budget #51430:

Expenditures	\$10,651,739
Revenues	\$10,069,877
Increase of Carry Over	\$647,294

Labor Relations budget #51433:

Expenditures	\$28,200
Levy	\$28,200

Human Resources #51435:

Expenditures	\$377,987
Revenues	\$309
Levy	\$377,678

Human Resources Programs budget #51436:

Expenditures	\$40,067
Levy	\$40,067

Wellness budget #51431

Expenditures	\$124,196
Revenues	\$124,196

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

The committee reviewed the budgets for Finance, 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	\$229,447
Levy	\$229,447

Capital Projects budget #57120 - #57620 as presented:

Expenditures	\$2,318,516
Use of carryover	\$2,318,516

Debt Service #58140-58250 as presented:

Expenditures	\$466,267
Revenues	\$122,650
Increase of Carry Over	\$122,650
Levy	\$466,267

Contingency & General Revenues budget #51590 as presented:

Expenditures	\$700,000
Revenues	\$8,521,642
Levy	(\$7,821,642)

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	\$5,104,378
Revenues	\$5,104,378

Marshfield Fairgrounds Contributions budget #55460 as presented:

Expenditures	\$25,000
Levy	\$25,000

Ho-Chunk Donations budget #54121 as presented:

Expenditures	\$91,720
Revenues	\$91,720

22. **Building Maintenance & Purchasing**

Bonnie Nuber presented the budgets for purchasing and the following buildings: Courthouse & Jail, Joint Use, Unified Services, Sheriff's Lockup, Courthouse Annex, and CBRF's budgets. General questions and discussion followed.

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	Allocated
Levy	\$0

Unified Services Building budget #51630 as presented:

Expenditures	Allocated
Levy	\$0

Joint Use Building budget #51640 as presented:

Expenditures	Allocated
Levy	\$0

Sheriff's Lockup budget #51650 as presented:

Expenditures	Allocated
Levy	\$0

CBRF's budget #51660 as presented:

Expenditures	Allocated
Levy	\$0

Purchasing budget #51550 as presented:

Expenditures	\$53,572
Levy	\$53,572

23. **Risk Management**

Terry Stelzer presented the budget for Risk Management. General questions and discussion followed.

Property & Liability Insurance budget #51931 as presented:

Expenditures	\$608,812
Revenues	\$539,336
Decrease in Carryover	\$46,963
Levy	\$22,512

Workers Comp budget #51933 as presented:

Expenditures	\$471,505
Revenues	\$450,000
Decrease in Carryover	\$21,505

24. **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	\$347,623
Revenues	\$190,730
Use of carryover	\$73,113
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

25. Discussion of the 2013 budgeted revenues and expenditures

The committee discussed what the county should do if the WRS rates come in lower than budgeted on September 20th. Miner suggested that those departments that met the parameters set by the Executive committee could reallocate the savings this would generate and those that didn't meet the parameters will just have their budgets adjusted by the WRS rate change. Martin suggested to leave the budgets as is and to draft a resolution for that change instead.

Motion (Henkel/Pliml) to tentatively accept the departmental budgets as presented and modified at budget meetings and place on file. Motion carried unanimously.

26. Adjournment

Motion (Pliml/Henkel) to adjourn at 11:49 am. Motion carried unanimously.

Hilde Henkel

Hilde Henkel, Acting Secretary (signed electronically)

Prepared by Shelly Fleury