

# Agenda

October 8, 2021



Of: Citizen Budget Committee

Voting Members: Commissioners Rick Haaland and Neal Gaalswyk, Andrea Foster - District #3, Chris Hanneken – District #2, Kevin Krueger – District #5, David Laursen – District #4, and Craig Kochsiek– District #1

Staff : Sandra Norikane, Mark Peterson, and Joshua Stevenson

Date: Friday, October 8, 2021 - Public Meeting Room, Land Department Building, Backus, MN

- 9:00 A.M. 1. Call meeting to order with the flag pledge
- 2. Approval of Agenda
- 3. Budget related changes since last meeting (August 13, 2021)
- 9:15 A.M. 4. Sheriff
- 9:40 A.M. 5. Central Services (MIS)
- 10:05 A.M. 6. Health, Human and Veterans Services
- 10:30 A.M. 7. MN Extension (4-H)
- 8. Additional budget request review
- 9. Confirm next meeting date – Friday, October 15, 2021 beginning at 9:00am Public Meeting Room, Land Department Building, Backus MN
- 11:30 A.M. 5. Adjourn



## Budget related changes since last meeting (August 13, 2021)

- County Board adopted Preliminary levy at 3.5% directing Department Heads and Budget Committee Members to look for a lower final levy
  - Department Requests were at 5.73%
  - Requires Additional reduction of \$522,923
- 2020 General Fund Balance Increased
  - \$325,000 – COVID Funds recovered from salaries and used in 2021 as planned
  - \$614,726 – Net cash increase to unassigned fund balance for 2020
- 2020 Local Option Sales Tax (LOST)
  - \$605,000 – Owed in property tax relief from collections to date
  - \$125,000 – Estimated over the 5 years remaining
- Impact to Taxpayers shows small reductions in all property classes
  - Utility Valuations have been updated since net tax capacity has been set for TNT Notices
  - Shift in tax burden to individual properties can result in increases



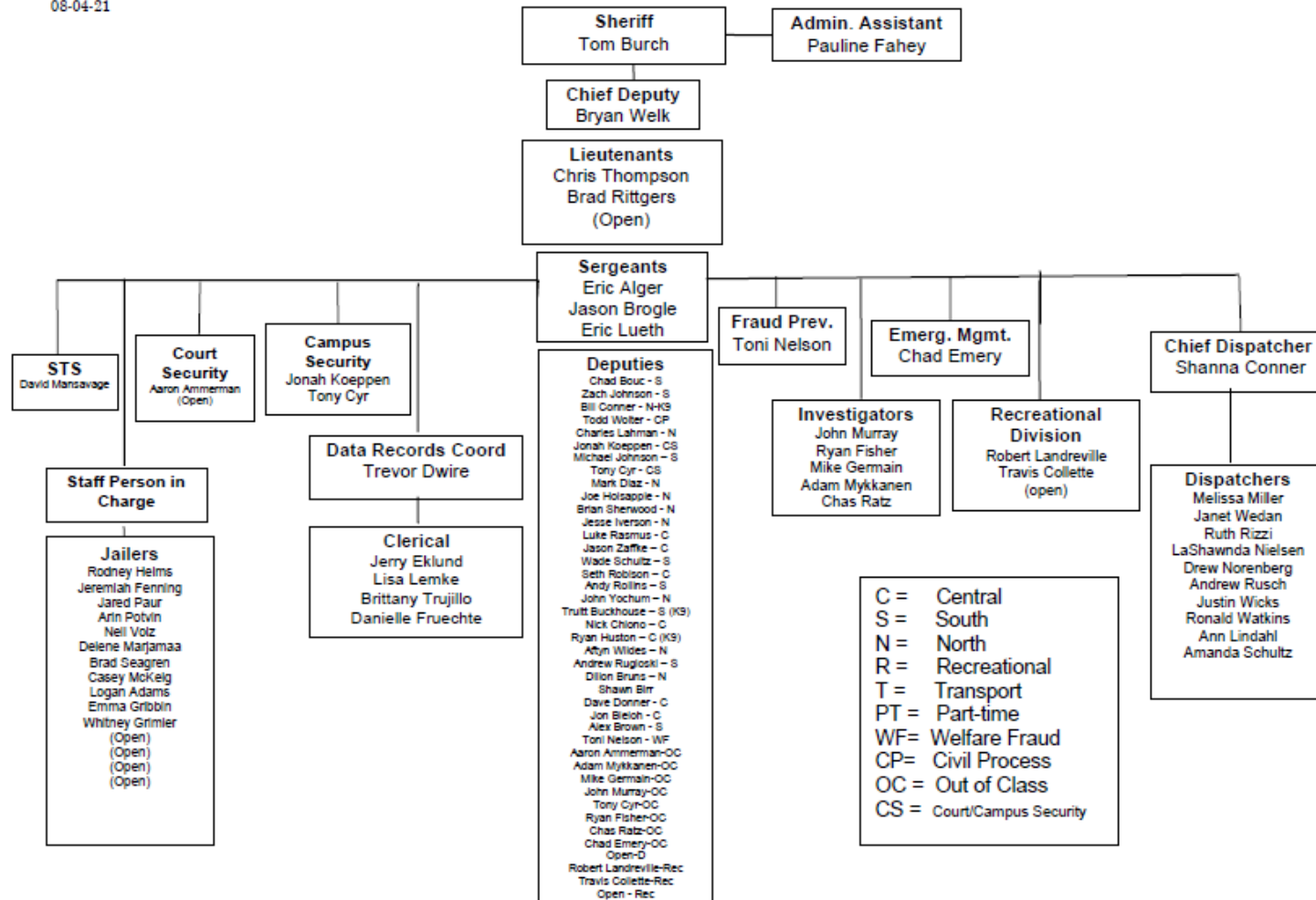
## Sheriff's Office Items

- \$400,591 over 2021 Budget – Net of COVID Fund Balance Use (Department 200 – Road Patrol)
  - Increase year over year
    - 2 Additional Deputies Positions for Courthouse Security (COVID = \$204,315)
    - 1 Additional Squad
    - COLA, STEPS, and Fringe (FICA, PERA, Insurance) = \$351,301
  - Proposed Jail Contract for 2022 40 beds (same as 2021)
- Staffing
  - Open positions in all divisions continue.
  - Overtime remains at \$250K from 2021 (Two K9 Units and Two Drug Investigators in 2022)
- Medical Examiner costs flat at \$125,000 since 2019
- Rotation of 10 squads (Proposed for 2022 due to increase activity)
  - Crash reports with injuries
  - Line 3 Project Safety Patrols
  - Boat and Water calls



### CASS COUNTY SHERIFF'S OFFICE CURRENT STAFFING

08-04-21





## Central Services (IT)

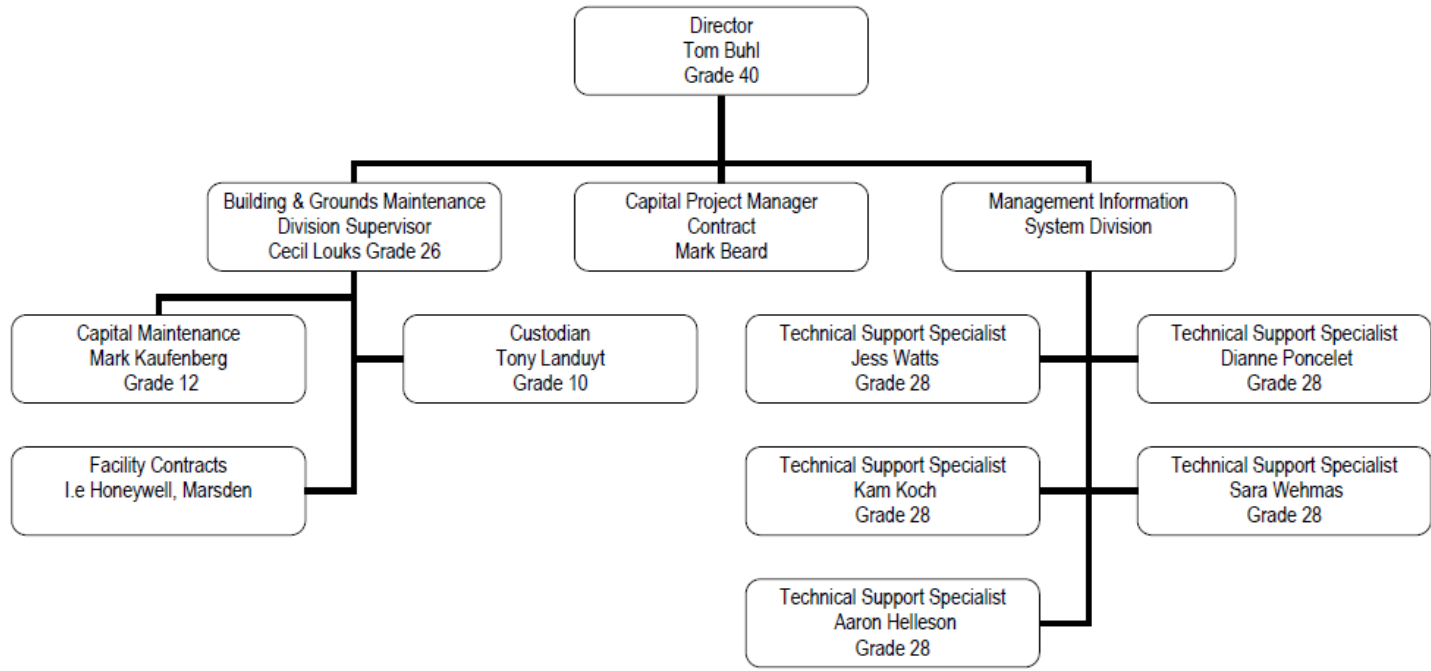
- 2022 Budget - MIS
  - Increase in supplies for computers - \$42,600 (Countywide with the exception of HHVS and Sheriff's office)
  - Increase in equipment for software licenses - \$13,000
  - Computer rotation is currently 5 years consistent with warranties
  
- 2022 Budget – Building and Grounds
  - Propane Increase - \$8,000 (25% year over year)
  - Maintenance Contract Increase - \$10,000 (HVAC)
  - Grounds maintenance landscaping – Pending STS availability



# Central Services

Our mission is to deliver quality public services to the citizens in an effective, professional and efficient manner.

Web services: [www.co.cass.mn.us](http://www.co.cass.mn.us)



October 8, 2021

Agenda Item 6



## Health Human and Veterans Services

- 2022 Budget
  - HHVS Fund Balance Activity
    - End of 2020 fund balance up \$1.1M – After \$500,000 transferred to capital projects
    - 2021 Commitments exceeding current budgets and expected this to double before year
  - 2022 Budget increase of \$7,897 net of COVID Fund Balance use (\$37,500)
  - Open positions continue with current job market
  - Shifting of staff constantly to cover daily constituent demands



# Table of Organization

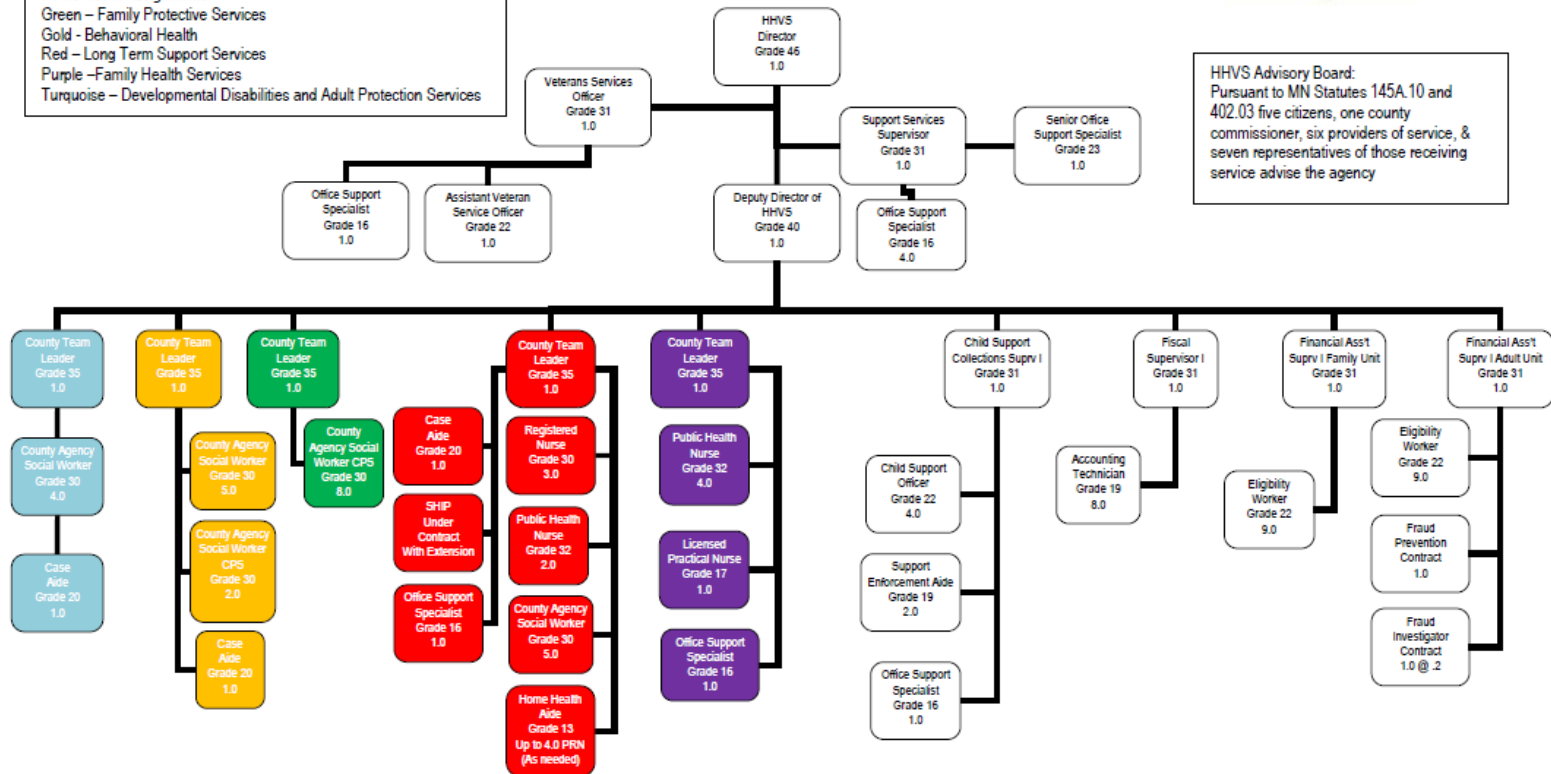
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**HHVS Team Assignments:**  
 Green – Family Protective Services  
 Gold - Behavioral Health  
 Red – Long Term Support Services  
 Purple –Family Health Services  
 Turquoise – Developmental Disabilities and Adult Protection Services

**HHVS Advisory Board:**  
 Pursuant to MN Statutes 145A.10 and 402.03 five citizens, one county commissioner, six providers of service, & seven representatives of those receiving service advise the agency







## MN Extension

- 2022 Budget
  - Up \$4,351 from 2021 – 2021 was flat from 2020
  - Unspent funds go to the general fund
  - Extension Office is now open to the public and providing other options to the public for service
  - Intern was not filled in 2020 or 2021
  - Any changes to current program may result in less child participation (reduction in afterschool programs)
- 2022 Activity
  - Working with fair board to develop an American Rescue Plan Act Grant application for updated restrooms
  - Working with Central Services to update office space

October 8, 2021

Agenda Item 9



Additional Budget Request Review – See Proposed October 15 Agenda

### Additional Changes to Department Submittals

- Use of Fund Balance from 2020 will show true cost increases going forward
- Options remain available in 2023 for use of American Rescue Plan Act Funds
- Options remain available for 4 additional years in Local Option Sales Tax

Health Insurance alone is \$98,280 or 0.39% of our levy increase

Current savings do not reduce a single expenditure in the budget

We are no longer setting the levy on what is needed to fund operations

*Net Result = XX.XX% Final Levy Recommendation to Date*

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- 9:00 A.M. 2. Approval of Agenda
- 9:00 A.M. 3. Budget related changes since last meeting (October 8, 2021)
- 9:15 A.M. 4. Capital Plan
- 9:45 A.M. 5. Road and Bridge (Highway)
- 10:05 A.M. 6. Program Accomplishments
- 10:20 A.M. 7. Consider final budget recommendations
- 10:55 A.M. 8. Confirm next meeting date – (If needed) Friday, November 5, 2021 beginning at 9:00 A.M. Public Meeting Room, Land Department Building, Backus MN
- 11:00 A.M. 9. Adjourn