



County Administrator  
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*Providing Effective and Efficient Government*

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September 28, 2018

Winona County Board of Commissioners:

At the last County Board meeting, Commissioner Pomeroy suggested that an effort be made to work through the options available to the County Board in regards to balancing the 2019 budget. Previous to that Commissioner Jacob provided a list of programs, services and positions to review. Also, at the 08-28-18 budget working session a request was made to provide information about each outside entity's financial reserves.

I've provided this information and have added other items to consider when discussing how best to balance the 2019 budget.

The intent of the working session is to go through the list and indicate which ones we should research further and which ones for which a consensus can be found to support inclusion in the 2019 draft budget.

The County Board still has requests for new personnel to consider as well. I have added that list to the document as well.

Ken Fritz  
Winona County Administrator

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## List of Potential Budget Reductions

The following list of potential budget reductions is a combination of outside agencies, items mentioned by Commissioner Jacobs at the September 11<sup>th</sup> County Board meeting and other non-mandated items for consideration. I have provided only those programs or positions that are relevant to the unrestricted fund deficit or that were listed by Commissioner Jacob.

### Outside Agencies

| Description   | Savings   | Fund | Comments  |
|---|-----------|------|---|
| Historical Society Contribution                       | \$55,000  | 01   | Non-mandated.   |
| Veteran's Memorial Contribution                       | \$720     | 01   | Non-mandated.   |
| Tourism Association Membership                        | \$1,000   | 01   | Non-mandated.   |
| County Fair Contribution                              | \$30,550  | 01   | Non-mandated.   |
| Soil and Water Conservation District                  | \$123,000 | 01   | Non-mandated.   |
| SMIF Contribution                                     | \$6,000   | 01   | Non-mandated.   |
| Reduce SELCO contribution to state minimum            | \$53,629  | 01   | Non-mandated. State minimum maintenance amount is \$197,715.<br>\$251,344 - \$197,715 = \$53,629  |
| Big Brother Big Sister                                | \$14,720  | 01   | Non-mandated. Community Service is not requesting continuance of this service.  |
| SEMCAC Senior Nutrition                               | \$5,000   | 05   | Non-mandated. Previously used to supplement Medical Assistance (MA) meals but was found to be contrary to statute. SEMCAC is now asking for a contribution for non-MA meals.  |
| Senior Citizen Vulnerable Adult Services              | 29,500    | 05   | Vulnerable adult services would have to be performed in house if this contract is eliminated. Further research is necessary to determine the extent of the mandated services. |
| Winona Volunteer Services (County Food Shelf) Program | \$24,786  | 05   | Non-mandated.   |
| Women's Resource Center Services                      | \$15,300  | 05   | Non-mandated.   |
| Project Fine Referral Services                        | \$45,000  |      | Non-mandated.   |
| SEMCAC Medical Transportation                         | \$6,000   | 05   | Non-mandated.   |
| Primary Prevention Contribution                       | \$3,000   | 05   | Non-mandated.   |
| Southeast MN Rural                                    | \$7,200   | 01   | Non-mandated.   |

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|   |  |  |  |
|---|--|--|--|
| Education and Resource Center (St. Charles Food Shelf) Contribution |  |  |  |
|---|--|--|--|

**Items Suggested by Commissioner Jacob**

|   |           |    |   |
|---|-----------|----|---|
| Reduce Household Hazardous Waste (HHW) Facility Hours | Uncertain | 02 | Funding for HHW comes from the Solid Waste and Recycling fund. Reduction in HHW staffing will not affect the unrestricted revenues deficit. Reductions in HHW costs could reduce future need to raise recycling fees.   |
| Combine Maintenance with Highway                      | Uncertain | 01 | Some savings might be accomplished by combining Maintenance and Highway. Further research would be needed.  |
| Eliminate the Restorative Justice Program             | \$119,576 | 01 | DOC administers this program but the County funds it directly from the property tax levy.   |
| Eliminate Water Planner Position                      | \$27,703  | 01 | The Water Planner position was originally funded 50/50 between the Whitewater Joint Powers and Winona County. Since the JPA has demanded less time the distribution for 2019 is planned to be 1/3 JPA and 2/3 Winona County. If the Water Planner position was eliminated the County would have to hire water planning expertise on an ad hoc basis. Also, some non-water related duties done by the Water Planner would have to be absorbed into Planning. A \$50,000 estimate for outside services is included in the savings estimate. |

**Other Items for Consideration**

|                                   |           |    |  |
|-----------------------------------|-----------|----|--|
| Eliminate Respite Care            | \$40,000  | 05 | County funded portion. Checking with County Attorney to see if it is mandated.   |
| Eliminate Vacant Positions        | Uncertain | 05 | Three positions are currently vacant. Financial Worker, Office Support Positions, and Public Health Nurse. All these positions are in Community Services. Some position generated revenue so the savings are reduced.  |
| Eliminate CJCC Executive Director | \$65,000  | 01 | The Criminal Justice Coordinating Council (CJCC) is supported by a contracted Executive Director. Eliminating this position would require the County Attorney's Office to absorb the duties of the Executive Director. |

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|---|-----------|----|--|
| Eliminate the Extension 4-H Coordinator and .5 FTE Support Position   | \$124,837 | 01 | The 4-H Coordinator and the .5 FTE support position make up the basic Extension Program \$73,780 4-H Coordinator and \$51,057 for the .5 FTE support position. |
| Eliminate County subsidy for the Extension Ag Educator                | \$47,406  | 01 | Non-mandated. The Ag Educator is a partially grant funded position. The County pays 50% of the position. The Ag Educator is not a County employee.             |
| Eliminate Community Service Public Health Emergency Planning position | \$48,437  | 05 | Not mandated. The County has a full time position responsible for Public Health Emergency Planning.  |

Note: All numbers are estimates and may not reflect the actual number once labor and other personnel rules are applied. Estimates are accurate for planning purposes and should not vary in any material or significant way unless a factual or research error was made. Further study and planning is advised should the County Board want to pursue any of these options.

|  | 2018 Actual       | 2019 Request      | 2019 Budget       | Cash and Investments | Unrestricted Fund Balance | Year Ending | Comments   |
|--|-------------------|-------------------|-------------------|----------------------|---------------------------|-------------|--|
| <b>Revenue Fund</b>  |                   |                   |                   |                      |                           |             |  |
| Historical Society   | \$ 57,500         | \$ 57,250         | \$ 57,250         | \$ 413,784           | \$ 413,874                | 2017        | Cash and Investments minus restricted            |
| Veterans Memorial  | \$ 720            | \$ 810            | \$ 810            |                      |                           |             | Demimis contribution                             |
| Tourism Association  | \$ 1,200          | \$ 1,200          | \$ 1,200          | \$ 25,031            | \$ 25,031                 | 2018        |  |
| Humane Society   | \$ 20,000         | \$ 20,000         | \$ 20,000         |                      |                           |             | Service contract - budget amount only            |
| County Fair  | \$ 26,550         | \$ 26,550         | \$ 26,550         | \$ 52,663            | \$ 52,663                 | 2017        |  |
| Soil Conservation District   | \$ 123,000        | \$ 123,000        | \$ 123,000        | \$ 189,513           | \$ 157,029                | 2016        |  |
| SEMN Initiative Fund   | \$ 6,000          | \$ 6,000          | \$ 6,000          | \$ 1,988,734         | \$ 567,514                | 2018        |  |
| Whitewater Joint Powers - Joint Powers Agreement   | \$ 7,906          | \$ 7,906          | \$ 7,906          | \$ 90,716            | \$ 90,716                 | 2016        |  |
| Library (SELCO)  | \$ 246,416        | \$ 251,344        | \$ 251,344        | \$ 906,901           | \$ 767,882                | 2017        |  |
| <b>Total Revenue Fund</b>  | <b>\$ 489,292</b> | <b>\$ 494,060</b> | <b>\$ 494,060</b> |                      |                           |             |  |
| <b>Community Services</b>  |                   |                   |                   |                      |                           |             |  |
| Big Brother Big Sister - mentoring contract *  | \$ 14,720         | \$ 15,000         | \$ 14,720         |                      | \$ 162,330                |             | Line 22 tax Statement net assets or fund balance |
| SEMCAC - Senior Nutrition **   | \$ 5,000          | \$ 5,000          | \$ -              | \$ 892,680           | \$ 1,595,184              | 2017        |  |
| Senior Citizen Advocate Vulnerable Adult Services ***  | \$ 29,500         | \$ 57,313         | \$ 29,500         |                      |                           |             | City of Winona -vulnerable adults service        |
| Winona Volunteer Services  | \$ 24,786         | \$ 24,786         | \$ 24,786         | \$ 1,358,291         | \$ 1,958,494              | 2016        |  |
| Women's Resource Center  | \$ 15,300         | \$ 15,300         | \$ 15,300         | \$ 132,723           | \$ 173,754                | 2017        |  |
| Project Fine   | \$ 45,000         | \$ 45,000         | \$ 45,000         | \$ 998,533           | \$ 1,004,406              | 2017        |  |
| SEMCAC - Medical transportation  | \$ 6,000          | \$ 6,000          | \$ 6,000          |                      |                           |             | See above SEMCAC line                            |
| Winona County Primary Prevention Project   | \$ 3,000          | \$ 3,000          | \$ 3,000          |                      |                           |             | Revenue and Expense statement provided - no bal  |
| SEMN Rural Education and Resource Center   | \$ 7,200          | \$ 7,200          | \$ 7,200          | \$ 72,436            | \$ 133,218                | 2017        |  |
| <b>Total Community Services Fund</b>   | <b>\$ 150,506</b> | <b>\$ 178,599</b> | <b>\$ 145,506</b> |                      |                           |             |  |
| * Community Service indicated this service is not required and could be phased out in 2020                                   |                   |                   |                   |                      |                           |             |  |
| ** Medical Assistance does not allow supplementing meal costs for MA clients. SEMCAC request is to supplement non-MA clients |                   |                   |                   |                      |                           |             |  |
| *** Senior Citizen increase request is to fund the senior center and not to expand the vulnerable adult checks.              |                   |                   |                   |                      |                           |             |  |

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## 2019 Personnel Requests

### Attorney

1. Drug Court Coordinator – FT – cost \$77,546 (includes benefits) – requested to be paid by the levy. Currently, the State of MN is funding the position. The funding for the position ends on June 30, 2019. The request is to re-establish the position as a full-time County employee.

**The current position is funded through an allocation from the court, and there has not been any notification that the allocation will cease.**

### Auditor-Treasurer

1. Office Support Specialist – FT – cost \$60,182 (includes benefits) - paid by the levy. The position would assist in the License Center.

**Changes by the state to licenses center processes have made the wait time for clients longer. Wait times may increase with the implementation of Real ID. The Auditor-Treasurer is surveying wait times. Administration approved a temporary worker to eliminate the current backlog.**

### Highway

1. Mechanic – FT – cost \$71,984 (includes benefits) - paid by the levy. The position would perform mechanical work in the Highway Department. If approved, the cost can be covered by reducing line items for outside work in the Highway budget.

**Consensus for approval reached by County Board.**

### Recorder

1. Office Support Specialist – .75 FTE – cost \$41,098 - paid by the levy. The position would assist with data requests, helping, researching and responding to public inquiries, along with internal customer inquiries.

**The Recorder indicates the department workload has increased to a point where service levels have decreased.**

### Sheriff

1. Deputy Sheriff – FT – cost \$84,920 (includes benefits) - paid by the levy. This item is a resubmittal from last year. The position would be assigned to the Courthouse and oversee the security guards.
2. Jail Intake Worker – FT – cost \$69,327 (includes benefits) – 2019 budget contains \$59,632 which is covered by a grant. The grant ends 9-30-2019. The \$9,695 would be paid by levy if approved. The full cost would be funded by levy beginning in 2020.

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**The Jail Intake Worker position has improved the bail screening process substantially which is important in helping judges determine bail. Better bail determinations can lead to more efficient utilization of the jail and therefore reduce expense as well as improve public safety. Unfortunately, it is difficult to gather empirical evidence to substantiate the benefits of the position. The cost of funding the position in 2019 is relatively low. However, the full cost would be borne starting in 2020.**

3. Care Coordinator – FT - cost \$76,923 (includes benefits) paid by the levy.

**The Care Coordinator is only part of the CARE program. Total CARE program expenses for 2017 were \$81,816. The CARE program grant has been extended to March 2019.**

Please note that some estimates of personnel cost in this document may not match those provided by the department requesting new personnel. Personnel has reviewed all personnel request calculations and provided revised cost information based on current labor agreements, benefit-cost expectations, and position classifications.

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