

WASECA COUNTY GOVERNMENT
 Brief Summary of Department Activities and Costs
2007

PERSONNEL SERVICES	OPERATING EXPENSES	OTHER EXPENSES	ESTIMATED TOTAL EXPENSES 2007
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GENERAL GOVERNMENT

COUNTY COMMISSIONERS			
\$210,801	\$19,430	\$0	\$230,231
Sets policy for County operations, including 20 departments. Approves budget (+/- \$18 million) and tax levy (+/- \$8.5 million) Authorizes all expenses, sets supervisory salaries Appoint/serve on advisory boards/committees Communicates with citizens			

COUNTY COORDINATOR			
\$174,484	\$15,700		\$190,184
Prepares/recommends annual budget/tax levy for board action, monitors budget Recruits employees; recommends hiring choices (+/- 10 times annually) Administers pay plans, job evaluations, benefits; conducts labor negotiations (125 employees in 75 positions, 4 union groups) Recommends/administers policies, purchases, capital projects, management decisions Supervises Information Technology/Payroll; reviews and advises county departments			

INFORMATION TECHNOLOGY			
\$208,508	\$250,453	\$106,800	\$565,761
Provides computer services supporting county operations (property taxes, budget/finance, welfare, highway, law enforcement, etc.) Prepares county payroll (+/- \$7 million) Maintains county-wide network (approx. 140 workstations); installs new computer programs; recommends hardware/software, telephone and office equipment purchases Maintains county web site Responsible for enhancing E-county services via county web site			

AUDITOR			
\$238,287	\$19,050	\$0	\$257,337
Process all financial transactions and financial statements Conducts elections (11,000 registered voters) Computes property taxes for county, city, townships and schools; distributes tax settlement to proper taxing districts Oversees 50 drainage ditch systems Keeps official records of County Board proceedings as Clerk of County Board			

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GENERAL GOVERNMENT continued

TREASURER			
\$148,652	\$11,050	\$0	\$159,702
Issues tax statements, collects/records payments (+/- \$7 million total), 11,500+ tax statements Receives/records all non-tax income (+/- \$10,500,000 in fines, fees, grants, etc.) Invests all County funds			

ASSESSOR			
\$330,492	\$9,100	\$0	\$339,592
Appraises all land/buildings for tax purposes (+/- 11,500 parcels) Maintains/provides information on properties (legal descriptions, values, etc.) Reviews appeals of valuation at boards or equalization; recommends action			

LICENSE BUREAU			
\$158,478	\$7,750		\$166,228
Issues licenses including: Drivers (5,196 +/- annually) Motor Vehicles (23,520 +/- annually) Boats/Snowmobiles/ATV (2,500 +/- annually) Game and Fish (6,000 +/- annually) Notary Registration (\$3,000 +/- annually) Passport Photos (\$5,200 +/- annually) Assists customers with application; account for fees (+/- \$100,000 annually) Vital Statistics including: birth and death records, marriage license and passports.			

CORONER			
\$0	\$20,000	\$0	\$20,000
Investigates unusual deaths (15-20 annually) May order autopsies			

VETERANS SERVICE			
\$91,264	\$11,960	\$2,500	\$105,724
Advises 1,867 (+/-) veterans about 25 (+/-) benefit programs Assesses benefit eligibility, assists with applications Assist dependents of veterans Approval of benefit Transports patients to appointments annually at VA Medical Hospital, in Minneapolis and St. Cloud (1,100 patients +/- annually)			

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GENERAL GOVERNMENT continued

RECORDER			
\$183,758	\$12,150	\$0	\$195,908
Reviews, records or files documents and collects fees for: Abstract & Torrens Real Estate properties, uniform commercial code (UCC), central notification system, state and federal tax liens and military dischargess (10,000 +/- documents annually)			
Images documents and posts in tract index			
Assists public with document and information requests; accounts for fees (\$100,000 +/- annually)			

LAND & WATER USE PLANNING/ZONING/AGRICULTURAL INSPECTOR			
\$170,085	\$46,280	\$0	\$216,365
Administer zoning, land alteration, feedlot, shoreland, and nuisance regulations (300 +/- permits, 100 +/- inspections)			
Advise Planning Commission/Board of Adjustment re: variances, conditional use permits, rezoning, subdivisions, ordinance amendment (24 +/- meetings)			
Administer Agricultural Land Preservation Program and the Agricultural Best Management Practices Loan Program and County Water Plan			
Inspect and enforce regulations re: noxious weeds, herbicides, pesticides, seed, etc. (600 +/- inspections)			

MAINTENANCE			
\$242,448	\$202,700	\$10,300	\$455,448
Maintains/Repairs county buildings and grounds (+/- 100,000 square feet)			
Maintains county fleet (13 vehicles)			
Plans and supervises major buildings repairs and remodeling projects			

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JUDICIAL

ATTORNEY			
\$445,391	\$78,211		\$523,602
Prosecutes criminal violations (255), juvenile offenses (145), and DWI and traffic offenses (230) Defends county in certain civil suits Represents petitioners in all commitment proceedings (15) Serve as legal counsel to welfare/social services regarding child abuse (90 reports), child support (over \$1,200,000 collected annually representing 940 families), paternitys (25), child protection orders (20), and other matters Advises and counsels county officials and departments and related organizations (19 departments or organizations) Law Enforcement training (six law enforcement agencies)			

DISTRICT COURT JUDGE			
State Paid Salary			
Hears and decides legal cases, as follows: Probate: estates, guardianships, trusts (56 in 2005) Family: divorce, paternity, domestic abuse, etc. (209 in 2005) Civil: lawsuits, foreclosures, real estate, etc. (366 in 2005) Conciliation: small claims (217 in 2005) Criminal: violations of state or local law, including traffic/minor criminal (1,904 in 2005); grossmisdemeanor/felony filings (187/2005); juvenile petitions (166/2005)			

COURT ADMINISTRATOR			
\$137,566			\$137,566
Schedules court activities and case docket Administers jury selections (+/- 15 times annually) Process orders and decisions of court Collects/pays out victim restitution; Collect fines and fees \$115,000			

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PUBLIC SAFETY/CORRECTIONS

SHERIFF			
\$1,708,061	\$459,700	\$25,000	\$2,192,761
Investigates/apprehends law breakers in county - responds to (+/-) 6,000 complaints annually Dispatches patrols, ambulance, fire and rescue vehicles providing continuous emergency service (+/-) 53,214 calls received annually Executes authorized legal orders - summons, judgments, etc. (+/-) 900-1000 annually Promotes traffic/boat and water safety; aids motorists/accident victims Has custody of jail inmates (+/-) 16/day average); provides rehabilitative services			

COURT SERVICES			
\$377,771	\$50,554	\$0	\$428,325
Supervises 438 adult and juvenile probationers; 58 adolescent pretrial divertees; 98 pretrial releases; 60 electronic monitoring clients and 75 chemical dependency clients Provide the court with 247 written presentence/predispositional reports and 21 written bail studies Present chemical awareness workshop to 120 offenders Prepare 189 chemical use assessments			

EMERGENCY MANAGEMENT			
\$46,127	\$11,100		\$57,227
Develops public disaster plans; educates the public Trains/supervises (+/-) 50 volunteers for emergency weather services Determines/publicizes emergency situations DEM Grant Applicant for Waseca County First Responders, Law Enforcement, Fire Departments and Emergency Medical Services Submits local status reports to MN DEM through the Information Reporting System (daily, weekly or monthly, as required) County Emergency Operations Plan County Hazard Mitigation Plan Support and coordinate public safety agencies and activities			

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PUBLIC WORKS

ROAD AND BRIDGE			
\$1,280,139	\$4,011,626	\$430,000	\$5,721,765
Provides efficient and safe transportation system by maintaining/repairing county roads (+/-) 379 miles, 16% concrete, 52% asphalt, 32% gravel) and bridges (89). For example: gravel spreading (+/-) 90 miles annually), seal coating (+/-) 25 miles annually), snow removal. Designs, specifies and supervises road/bridge construction projects (8 miles concrete in 2001) Records/allocates costs of maintenance (\$1,500,000/2003) and construction (\$1,800,000/2003) for each roadway Prepares/conducts hearings on long-range improvement plans			

PARKS			
\$26,733	\$20,395	\$7,000	\$54,128
Maintains county park system (13 parks, +/- 525 acres) for recreation/conservation purposes Develops facilities in selected parks, (4 major) trails, shelters, picnic areas and playgrounds Recommends park acquisitions and policies about park usage			

SOLID WASTE			
\$213,833	\$346,320	\$31,000	\$591,153
Operates transfer station, receiving and processing +/- 1,000 tons of garbage annually Operates disposal site for tires, brush, appliances, demolition materials +/- 3,000 tons annually) Operates household hazardous waste disposal facility (+/- 1,000 gallons annually) Operates recycling center, receiving +/- 1500 tons of paper, metal, cardboard, plastics, etc. Assures compliance with applicable environmental regulations			

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HEALTH/HUMAN SERVICES

HUMAN SERVICES			
\$1,574,664	\$220,099	\$2,485,995	\$4,280,758
Provide basic food, shelter, health needs for low-income citizens. For example: Medical Assistance, Aid to Families with Dependent Children, food stamps, etc. (+/- 1,250 families currently served) Provides counseling/treatment to people with special needs. For example: foster care, marital/divorce counseling, child protection, mental illness, etc. (+/- 850 families at present) Contracts for specialized social services (mental health center, Jobs Plus, chemical dependency treatment, etc.) Enforces child support obligations involving +/- 980 families			

PUBLIC HEALTH SERVICES			
\$1,105,426	\$370,878	\$0	\$1,476,304
Assesses community health needs and assures that these needs are met by the agency or local partners Administers Women, Infant, and Children (WIC) services to eligible pregnant women, new mothers, babies, and young children. WIC provides nutrition education and counseling, nutritious foods, and referrals to health and other social services. (650 average monthly participants) Provides senior care services including, Long Term Care Consultations (94 screenings), limited home health services (214 visits), case management (75 clients) for Alternative Care, Elderly Waiver and Community Alternatives for Disabled Individual (CADI) waiver Assures that children are vaccinated against vaccine preventable diseases. Holds twice monthly immunization clinics. (546 child vaccinations in 2005) Provides family services including maternal and child health, school health, and family home visiting Licenses and provides food safety consultation for food, beverage and lodging establishments to assure safe, sanitary conditions of facilities, food and pools (+/- 80 inspections in 2005). Reviews plans, licenses, and inspects temporary food events. (+/- 80 inspections in 2005) Inspects +/- 150 well constructions, well sealings, and individual sewage treatment systems to protect groundwater quality.			

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AGRICULTURE/RECREATION

EXTENSION			
\$57,615	\$73,275	\$0	\$130,890
Administers the on-going programs including the 4-H club program and the Simply Good Eating Program (nutrition program for Food Stamp Grant recipients) Collaborates with cluster faculty members (18 Extension Educators) and community agencies and organization in the delivery of educational programs			