

BUDGET COMMITTEE MEETING MINUTES

DATE: April 7, 2021

TIME: 9:03 a.m.

Members Present: Scott W. Myers, Jim Hamsher, Sam Palmer, Rob Stewart, Amy Kreger and Bob Quinton.

Members Absent: None.

Others Present: Budget Officer Julie Ellison, Economic Development Director Tory Stinnett and Recorder Laurie Cates.

General Discussion: The first order of business was to elect a Chairperson and a Secretary.

Motion: Amy Kreger made a motion to elect Bob Quinton as Chairperson,
Seconded by: Rob Stewart
Those in Favor: All
Those Opposed: None

Motion: Amy Kreger made a motion to elect Rob Stewart as Secretary,
Seconded by: Scott Myers
Those in Favor: All
Those Opposed: None
This position will supervise the recorder taking minutes.

Future Meeting Dates:

The Calendar's for March and April are in the Budget Committee's notebooks. The dates marked with X indicate days NOT available for budget meetings.

Apr 14	1 pm – 4 pm
Apr 15	9 am - 4 pm
Apr 21	9 am – 4 pm
Apr 28	1 pm – 4 pm
May 5	9 am – 4 pm
May 12	1 pm – 4 pm

Julie advised the Budget Hearing will be the 23rd of June unless something drastic changes and she has to call a special meeting.

Budget Message Review and Discussion:

Bob gave the floor to Julie to explain the budget message. Julie said when she prepares the budget she must guess on what revenues and expenditures will be. She advised the contingency is only going to be around \$39,000 and that

additional funding needs to be found in order to increase this number. Julie summarized some of the paragraphs in the budget message and cuts she made in order to balance the budget to present to the committee. Community Counseling Solutions has continued to request funding assistance. 911 costs have not decreased as anticipated. Amy asked why pay equity has not been completed and expressed concern about this. Laurie Cates said that COVID happened and put everything behind. Laurie advised that the study is about half completed and she is waiting on HR Answers to respond to her email to review what has been done so far. Amy advised the hospital struggled to get HR Answers to respond to them and ended up using a different company for their study. Committee members asked for clarification on some of the items referenced in the budget message. Julie pointed out that she had to abolish the emergency equipment and building upgrades and repair reserve accounts in order to bring a balanced budget to the committee. Amy and Bob expressed concern that this was not an issue last year and questioned why it has now become such a huge issue. Julie said revenue that was expected to come in did not. Scott pointed out that the expected revenue was not spent, but rather was banked on and did not come in. Julie had been directed to budget for \$900,000 in PILT funding and only \$700,000 was actually received. This caused an immediate shortage of \$200,000. Julie added that budgets are based on best revenue projections, but there is no way to be 100% accurate on the revenue and expenditure figures. Other factors that have caused the current situation have to do with unanticipated accumulation of revenue shortages, unanticipated expenses along with the addition of extra positions and increased hours for other positions over the last three or so years. Jim Hamsher asked where in the budget it was showing the \$700,000 coming in for funding due to revenue losses from COVID? Julie reported she has not used that in her calculations in case it doesn't come in and the money can only be used for certain things. Jim said the money is supposed to arrive in the next month or so and Bob advised a supplemental budget hearing will have to be held to receive the money and so reviewing this budget might be a futile exercise at this time. Julie explained some of the general fund items she can most likely use the money to reimburse. The court approved replacement of the pavilion project at the Fairgrounds which was estimated to cost the courthouse reserve fund \$320,000 and with additional expenses the total cost was approximately \$378,000. Sam reported the floor came in at \$20,000 instead of \$34,000. The county received COVID reimbursement of \$283,000 for this project which was going to be placed back into the courthouse reserve fund. The Treasurer was unable to put this money in the courthouse reserve fund, because this fund was budgeted to be abolished in order to present a balanced budget to the committee. The committee continued to run through the remainder of the budget message.

10:20 am – The committee took a short break. 10:37 am – The committee returned to session.

First run through all accounts

GENERAL FUNDS

Rob asked the committee which departments they would like to see. Amy also said there are citizens that would like to come in and discuss the animal damage control line item. The committee decided on April 14th at 1:10 pm. The committee decided on the Sheriff's Department, Economic Development, Emergency Management, Justice Court, Community Corrections, Fairgrounds and Community Counseling Solutions. The committee decided to wait on any further departments until the budgets have been gone through.

Department: 101100 NON-DEPARTMENTAL Revenue **Page 1**

Discussion General: The committee decided to discuss this at a later date.

Department: 101411 JUSTICE COURT **Page 3**
Staff Present: None.
Revenue

Discussion General: The committee decided to discuss this at a later date.

Department: 101412 PERSONNEL **Page 4**
Staff Present: Laurie Cates
Revenue

Discussion General: Rob asked how things were going. Laurie reported that the department heads have been bringing small items to her before they become big issues. All advertising and hiring have been going through the department. Laurie suggested asking department heads their thoughts on the department.

Department: 101413 COUNTY CLERK **Page 5**
Staff Present: None.

Department: 101414 COUNTY SHERIFF **Page 6**
Staff Present: None.
Revenue

Discussion General: The committee decided to wait to discuss this until the Sheriff can come in.

Department: 101415 COUNTY TREASURER **Page 8**
Staff Present: Julie Ellison

Department: 101416 COUNTY COURT

Page 9

Staff Present: Scott Myers, Jim Hamsher and Sam Palmer

Expense

Discussion General: Rob said last year Jim mentioned a committee that was supposed to look at elected salaries and asked what happened with this? Jim said COVID happened and for now it isn't a big deal and believes this should wait due to the budget issues.

Department: 101417 COUNTY ASSESSOR

Page 10

Staff Present: None.

Department: 101418 COURTHOUSE & CO BLDGS

Page 12

Expense

Discussion General: Bob asked what would happen if you took a maintenance position and instead of hiring for it, you contracted this out. Julie pointed out the position is a general fund employee and the general fund should be reimbursed for the employee's time when they do work on special fund projects. Scott said the cost would depend on the project as far as contracting for projects goes.

Department: 101419 COUNTY CORONER

Page 13

Department: 101420 DISTRICT ATTORNEY

Page 14

Staff Present: None.

Department: 101422 COUNTY SURVEYOR

Page 15

Staff Present: None.

Department: 101425 WATERMASTER

Page 16

Staff Present: None.

Expense

Discussion General: Sam asked if this should be looked at further and if the county was required to fund an Assistant Watermaster. Scott doesn't believe it is a requirement to fund the position, but questioned if the Watermaster would be able to do the job alone. Sam said he doesn't want to cut any positions, but believes that non-mandatory departments must at least be looked at. Rob would like to know if other comparable counties had one or two people in this department.

Department: 101426 COUNTY LIBRARY **Page 17**

Staff Present: None.

Expense

Discussion General: Once the current librarian retires the County Court will need to discuss the position and job description to make sure it is accurate.

Department: 101430 ELECTIONS **Page 18**

Staff Present: None.

Department: 101439 JUVENILE DEPT **Page 19**

Staff Present: None.

Revenue

Discussion General: The committee will discuss this fund when Todd McKinley comes in.

Department: 101451 RELIEF HELP **Page 20**

Expense

Discussion General: Julie explained that when employees retire there are large amounts paid out of this for vacation, sick leave and comp pay outs.

Department: 101452 VETERAN'S SERVICE **Page 21**

Staff Present: None.

Department: 101453 PLANNING DEPT **Page 22**

Staff Present: None.

Department: 101456 4-H & EXTENSION **Page 23**

Staff Present: None.

Department: 101457 ECONOMIC DEVELOPMENT **Page 24**

Staff Present: Tory Stinnett

Department: 101458 ECONOMIC STABILIZATION **Page 25**

Staff Present: Tory Stinnett

Revenue

Discussion General: The committee will ask Tory Stinnett to come in to discuss this budget at another meeting.

SPECIAL FUNDS

Department: 102100 ROAD

Page 27-29

Staff Present: None.

Expense

Discussion General: The committee decided they did not need to see the Road Department after all.

5400002 Capital Outlay Road & Shop: The department is asking for two F-250 pickups and one F-450 chassis along with a flatbed for the F-450.

5400007 Capital Outlay Road Const: The department is requesting a message board and match for the Granite Hill Project reimbursement.

5400009 Capital Outlay-Heavy Equipment: The department is requesting a dump truck/plow truck, used peanut roller, walk and roll roller and used backhoe.

Department: 103100 COUNTY SCHOOL

Page 30

Department: 104100 SCHOOL FOREST

Page 31

Revenue

Discussion General: Julie received a letter from the State saying 25% of the money must be paid to schools as soon as it is received. Bob asked when this money comes in and Julie said it should arrive any day and she will change the figures in the budget once it arrives.

Department: 105100 LAW LIBRARY

Page 32

Expense

Discussion General: Sam asked if the Circuit Court used a lot of books or rather online sources. Jim said his understanding is that this fund is required by the state. Julie advised the fund is controlled by the Circuit Court and they didn't not use very much over the last two years.

Department: 108100 EMERGENCY MANAGEMENT

Page 33

Staff Present: None.

Department: 111100 FAIR RESERVE

Page 35

Staff Present: None.

Revenue

Discussion General: Julie stated her understanding is that this fund is supposed to be utilized for fair expenses and events and not to be used as a savings account for the fairgrounds.

Department: 112100 COUNTY FAIR

Page 36-37

Staff Present: None.

Department: 113100 CLERKS RECORDS

Page 38

Staff Present: None.

Revenue

Discussion General: The Clerk is building this fund up in order to someday be able to digitize records and brings money into the fund by providing records to title companies and then putting the revenue into this fund.

Department: 115100 JUVENILE REVOLVING**Page 39****Staff Present:** None.**Department: 116100 EQUIPMENT RESERVE****Page 41****Revenue**

Discussion General: This fund is one that the Treasurer abolished in order to balance the budget. Julie reported she doesn't want to see this fund go away and pointed out issues with the outside of the Courthouse as an example of maintenance needing to be done. Rob does not feel that getting rid of this fund completely is a good idea and suggested reducing it, but not eliminating it. Rob also questioned where the reimbursement money went that was received from the CARES Act and used on the floor at the Fairgrounds. Julie explained how much money was received from the act (\$292,428.11) and that it went back out for other expenses such as the new roof on the Courthouse. The committee agreed they are not ready to zero this fund out.

Department: 117100 CITIES-STREETS-BRIDGES**Page 42****Cities Present:** None.**Revenue**

Discussion General: This fund is based on SRS funding and the formula that has been used in the past.

Expense

Discussion General: Rob asked about a request from Nick Green from the City of John Day in the amount of \$385,000. Sam said this is for a City of John Day 4th Street project. Amy questioned why this request would come to the county. Sam reported there are some county assets that could be protected by the project and explained the public safety issues as well. Rob pointed out that this would set a dangerous precedent when other cities requested financial help for projects. Jim said the City of John Day did receive some additional allocations recently. Amy agreed with Rob's assessment of setting precedent. Amy pointed out that the Budget Committee is here representing the interests of the county.

Department: 118100 COMMUNITY CORRECTIONS**Page 43-44****Staff Present:** None.**Department: 119100 ROAD RESERVE****Page 45****Revenue**

Discussion General: This fund remains static and gains interest. Once per year an investment fee is paid from this fund.

**Department: 120100 UNEMPLOYMENT RESERVE
Revenue**

Page 46

Expense

Discussion General: Julie explained that she and Laurie called the State Unemployment Department to question why our costs were so high. The state explained that what we pay now is cheaper than what it would cost to change to a formula like what is used in Harney County.

Department: 121100 AIRPORT RESERVE

Page 47

Staff Present: None.

Expense

Discussion General: There are no large projects planned at this time for the Airport.

Department: 122100 SURVEYOR SPECIAL

Page 49

Department: 123100 SHERIFF PATROLS

Page 50

Staff Present: None.

Revenue

Discussion General: Rob agreed with Julie's budget message that this position was never intended to be a full-time position. This position was intended to be part time and filled by reserve deputies. Rob expressed concern that this position is a ¾ time FTE. Revenue sources were discussed including issues with billing to the Forest Service in the past. Bob pointed out that this fund needed to run under the money that was known to be available. The committee will need to talk to the Sheriff about this fund.

Department: 124100 AIRPORT

Page 52-53

Staff Present: None.

Department: 125100 MENTAL HEALTH

Page 54

Staff Present: None.

Revenue

Discussion General: Julie explained this is a pass through fund and doesn't cost the county anything.

Department 126100 SOLID WASTE

Page 56

Department: 127100 MATERNAL & CHILD HEALTH

Page 57

Staff Present: None.

Revenue

Discussion General: Sam asked if the committee needed to know what was mandatory for the health department to provide? Bob asked what the new

Agency IC Allocation line item of \$84,434 was that is listed on the spreadsheet provided by CCS? Bob said the committee will need to discuss this budget with CCS.

Department: 13100 COURTHOUSE RESERVE **Page 58**
Expense

Discussion General: This is another fund that Julie had to abolish in order to present a balanced budget to the committee. The committee will hold off on this until a later meeting.

Department: 133100 DOMESTIC VIOLENCE PREVENTION **Page 59**
Staff Present: None.

Department: 134100 DA REVOLVING **Page 60**
Staff Present: None.

Department: 135100 COURT SECURITY **Page 62**

Department: 136100 COUNTY RV PARK **Page 63**
Revenue

Discussion General: The committee would like Mindy Winegar to come in from the Fairgrounds.

Department: 138100 SENIOR CITIZENS **Page 65-66**
Staff Present: None.
Revenue

Discussion General: Scott said discussions are in the works with Community Connections of Northeast Oregon (CCNEO) to provide a part time assistant to Angie Uptmor in order to allow for more CCNEO services to be provided. The committee agreed that this fund is extremely important for the county's senior population.

Department: 142100 FOREST TITLE III **Page 67**
Revenue

Discussion General: This fund will be going away and be moved into 147100.

Department: 143100 FAMILY DOMESTIC RELATIONS **Page 68**
Expense

Discussion General: This fund is utilized by Circuit Court for mediation in divorce cases.

Department: 147100 FOREST TITLE III SRS **Page 69**
Revenue

Discussion General: Julie said Beth Simonsen is currently contracted to handle Title III accounts payable. Irene Jerome's contract is also paid from this fund for Firewise and Community Wildfire preparedness.

Motion to adjourn from Scott, seconded by Amy. Passed unanimously.

The committee will discuss predator control with interested citizens at the next meeting at 1:10 p.m.

Meeting adjourned at 12:11 p.m. The next meeting will be on April 14, 2021 at 1:00 p.m.

Respectfully Submitted,

Rob Stewart
Secretary