

BUDGET COMMITTEE MEETING MINUTES

DATE: April 4, 2022

TIME: 9:00 am

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, Recorder Laurie Cates via telephone, Frances Preston, Katie Nelson and Charlene Morris.

General Discussion: Julie asked that the committee members please speak clearly and not to talk over each other since Laurie is taking the minutes via telephone and it may be hard for her to hear. The first order of business was to elect a Chairperson and a Secretary.

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

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

Future Meeting Dates:

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

Apr 13	9 am – 4 pm
May 4	1 pm – 4 pm
May 18	1 pm – 4 pm

Budget Message Review and Discussion: Julie explained she updated and shortened the budget message this year. She read the budget message to the committee in its entirety. Bob asked about cash on hand, Julie explained some of the grants, and that the cash on hand has actually increased because of the grants. General discussion followed regarding the source of some of the grants related to Covid relief funds. Actual PILT funding from last year was \$723,000 and this funding should be about the same until 2024. Bob asked why the budget doesn't show any PILT funding received yet and Julie explained the money

comes in at the end of each fiscal year. Bob also asked what staff hours were reduced? Julie reported the Librarian, Assistant Librarian, Assistant Watermaster and on July 1 the Senior Programs Manager will go to 32 hours per week. There will also be some reconfiguring in Justice Court that should save around \$10,000 per year and two positions were added in the jail to decrease overtime. Julie explained all of the things that happened over the year that reduced costs such as the premium holiday from MODA, no increase in health premiums and reimbursements for Covid sick leave. Bob wanted to go on record that it is not the budget committee's role to negotiate with the City of John Day for a policing contract and it is going to be hard to budget for this without an agreement in place. Bob also pointed out that last year the City of Prairie contracted for police services and the budget committee was never notified that the City of Prairie would not be paying into the Sheriff's budget. Jim said he did contact the Sheriff about the funding. Title III funding was discussed. Amy added she wished there was a plan in place for policing for the City of John Day so the committee would have more information for the budget process.

First run through of scheduled departments

GENERAL FUNDS

Department: 101413 COUNTY CLERK

Page 5 TA

Staff Present: None.

This fund remains much the same as last year.

Department: 101415 COUNTY TREASURER

Page 8 TA

Staff Present: Julie Ellison.

This fund remains much the same as last year.

Department: 101416 COUNTY COURT

Page 9

Staff Present: Scott Myers, Jim Hamsher, Sam Palmer.

Expense

5100004 Admin Asst: Additional hours are in this line to allow for the Admin.

Assistant to learn payroll and be a backup for Laurie. The committee suggested these hours should be put in the personnel budget for transparency.

Department: 101417 COUNTY ASSESSOR

Page 10 TA

Staff Present: None.

This fund remains much the same as last year.

9:34 am The committee took a short break.

9:40 am The committee returned to session.

Department: 101418 COURTHOUSE & CO BLDGS
Revenue

Page 11 TA

3030118 Courthouse Rentals: This line increased due to Community Connections of Northeast Oregon (CCNO) paying rent at the L-Building and rent to be received from Emergency Management for the old county road building.

Expense

5200006 Fuel: Bob asked if this was for heating fuel and Julie explained it is and is for the Courthouse. The question was raised about whether this was enough because of the current cost of fuel. This may need to be increased.

Department: 101419 COUNTY CORONER
Expense

Page 12 TA

Discussion General: This fund used to pay a small monthly fee to a doctor at the hospital to act as the coroner, but there is no-one who is interested in performing this service so a county coroner had to be hired.

Department: 101422 COUNTY SURVEYOR
Staff Present: None.

Page 14 TA

Department: 101412 PERSONNEL
Staff Present: Laurie Cates

Page 4 TA

Expense

Discussion General: Cates advised the pay equity study was completed utilizing consultants from HR Answers. The consultants found no issues or concerns with the current grade placements in regard to pay equity. Need to add a line item for wages for payroll assistance, Julie will work with Laurie on this.

Department: 101430 ELECTIONS
Staff Present: None.

Page 17 TA

Department: 101451 RELIEF HELP
Revenue

Page 19

3030193 Covid-19 Fiscal Recovery: Julie explained this amount is part of the cash carry over.

Expense

5100001: Bob asked if employees accrued comp time was paid from here. Julie replied this fund is used for paying out accruals when a general fund employee leaves employment.

Department: 101420 DISTRICT ATTORNEY
Staff Present: Jim Carpenter.

Page 13 TA

Expense

5100003 Deputy DA: Bob said this amount has almost been expended this year and Jim C. advised this was due to a sex abuse case Riccola worked on and

normally she only works around 600 hours per year. Jim C. said it is difficult to hire for this position because larger counties pay much more and even they are struggling to fill vacant positions.

5200009 Witness Expense: Jim H. asked if this was enough and Jim C. believes it is for the upcoming year and explained when high profile cases happen it may take a year or more to go to trial.

5200013 Library Upkeep: This is for publications Jim C. needs in his office and not for the law library.

5200020 Karpel Maint: Case management software for the DA's office linked to Circuit Court and other DA offices in the state.

5400001 Capital Outlay – Equip/Furn: Jim C. is budgeting for a computer and explained the type used in his office that can be taken to court and that is was recommended by ESD.

9:57 am Amy Kreger left for an appointment but will return.

Department: 101425 WATERMASTER

Page 15 TA

Staff Present: None.

Discussion General: This fund has decreased dramatically due to attrition. The former Assistant Watermaster resigned and the County Court made the decision last budget year to no longer fund the position. Julie reported the state is working to hire an Assistant Watermaster.

Department: 101452 VETERAN'S SERVICE

Page 20 TA

Staff Present: None.

Revenue

Discussion General: This is pass through money from the state. The county contributes \$7,000 per year to this fund.

Expense

5100002 Dept Assistant: Discussion was held about whether the VSO needed an assistant.

5200012 Office Expense: The VSO is working to spend money from this budget to benefit veterans. There is roll-over each year that keeps building unless it is spent.

5400002 Capital Outlay – Vehicles: The current vehicle the VSO has is not four-wheel drive and the decision may be made to trade it in and get a four-wheel drive pickup.

Department: 101426 COUNTY LIBRARY

Page 16 TA

Staff Present: Chris Ostberg.

Revenue

Discussion General: Chris reported the Library Foundation has offered \$4,000 to hire someone to provide a summer reading program in outlying communities.

The Assistant Librarian works 30 hours per week currently and would work an additional 2 hours per week which would not affect her current work schedule. Discussion followed about how to receive the donation and pay the additional hours.

Expense

Discussion General: Preston questioned whether the Bookmobile had been retired. Sam said the Bookmobile was retired during his first year in office which was over 3 years ago. Chris explained how citizens can check out books online and that the Bookmobile was only for school children when it was active.

5100001 Librarian: This position was reduced to 32 hours per week after the former Librarian retired.

5100002 Assistant Librarian: This position was reduced to 30 hours per week after the former Librarian retired.

Department: 101456 4-H & EXTENSION

Page 22 TA

Staff Present: None.

Revenue

Discussion General: This is a pass-through fund.

Department: 101457 ECONOMIC DEVELOPMENT

Page 23 TA

Staff Present: None

Revenue

Discussion General: This is a pass-through fund for Oregon lottery dollars. Julie projects the revenue based off quarterly reports from the state.

Expense

Discussion General: Historically \$25,000 has been given to the Airport and Fair from this account with the balance remaining to Economic Development.

5200014 Economic Development Video-Poker

Department: 103100 COUNTY SCHOOL

Page 29 TA

Staff Present: None.

Revenue

Discussion General: This is a pass-through fund. The revenue is based on the percentage of electric co-op franchise fees paid by each community.

Expense

Discussion General:

5200011 ESD Apportionment: Julie receives a bill each year from the ESD for this.

Department: 101439 JUVENILE DEPT

Page 18 TA

Staff Present: Cindy Tirico

Expense

Discussion General: Cindy may need to re-address this budget because the Juvenile Department is likely moving to a new location at the L-Building. There will be some expense for the move. Cindy reported the new location would be beneficial for their youth.

5200004 Vehicle Expense: Cindy said after further review of fuel costs she would like to increase this line to \$2,000 and explained they have youth in Long Creek and Monument that they must visit and their fuel bill keeps increasing.

Department: 115100 JUVENILE REVOLVING

Page 38 TA

Staff Present: Cindy Tirico

Department: 104100 SCHOOL FOREST

Page 30 TA

Revenue

Discussion General: This is a pass-through fund for SRS funding. Jim H. said this fund may increase based on a bill at the federal level that would pay an extra allotment to counties based on the amount of federal land in the county. The amount to Grant County would be roughly 1.7 million dollars.

Expense

Discussion General:

5200011 School Forest 25% ADM: This is the schools portion of SRS funding (25%).

5200014 ORS 294.060 ADM Dist: Julie reported the excess SRS funding does not have to go to the school districts or cities.

Department: 105100 LAW LIBRARY

Page 31 TA

Expense

5900070 Unappropriated Ending Bal: Bob questioned why money wasn't put in this line and Julie explained it could be, but if something came up it couldn't be used.

Department: 101453 PLANNING DEPT

Page 21 TA

Staff Present: Shannon Springer.

Revenue

Discussion General: Shannon explained most of her revenues are directly linked to expenses and are estimates.

Expense

Discussion General: Shannon has been working to revise building codes and has hit the point where a consultant will need to be hired to assist. She is hoping to use left over expense funding and may need to request additional money in the future to hire a consultant, but she isn't sure yet. Jim suggested adding money to the budget now. Shannon reported some codes are from the early 90's and have

become problematic for development over the last couple of years. She has been working with legal counsel and it has now reached the point of exceeding their realm of expertise. Jim suggested adding \$10,000 to the proposed budget. **MSP: Rob/Sam: to add \$10,000 in contract services under materials for planning.** Shannon explained some of the processes she has already gone through and advised she has a list of consultants already.

Watermaster Eric Julsrud entered and apologized for not attending earlier, but he was with a customer. Eric explained that Water resources, through the legislature, has created cannabis enforcement positions. They will be used strictly for cannabis enforcement but the hope is within 2 years to be able to use this position as an assistant watermaster. Until cannabis issues are under control (mainly in southern Oregon) they can't be used for anything else. Discussion followed regarding current historic drought conditions and questions about private water development. Eric reported there is nothing in Oregon law prohibiting domestic well drilling.

Department: 113100 CLERKS RECORDS

Page 37 TA

Staff Present: None.

Expense

Discussion General: The Clerk keeps building this fund for future use to digitize records.

Department: 116100 EQUIPMENT RESERVE

Page 40 TA

Expense

Discussion General: Due to unanticipated cost savings in the current fiscal year the Treasurer did not have to abolish this fund.

Department: 117100 CITIES-STREETS-BRIDGES

Page 41 TA

Cities Present: None.

Expense

Discussion General: There is not a requirement to give this to cities. Sam suggested holding the money and making it project specific for cities after County Court approval. This would allow more control of where the money goes. Bob advised the budget committee's role is to approve the money in the budget, not the process. Rob added the funds paid to cities were originally done based on the miles of roads within cities for fairness.

11:00 am The committee took a short break.

11:12 am The committee returned to session.

Department: 119100 ROAD RESERVE

Page 44 TA

Revenue

3030109 Int Earn: Interest earned from this account goes to the Road fund for operating expenses.

Expense

5200067 Investment Fee: This goes to the general fund. Julie explained since she has been the Treasurer she has never touched the reserve fund and further explained the process of how this fund has historically been administered.

Department: 122100 SURVEYOR SPECIAL

Page 48 TA

Expense

Discussion General: The question was raised about whether the county could hire a surveyor and it was pointed out that the County Surveyor is an elected position pursuant to Oregon Revised Statutes.

5200015 Public Land Corner Preservation: This fund is for corner preservation if and when needed.

Department: 125100 MENTAL HEALTH

Page 53 TA

Staff Present: None.

Revenue

Discussion General: This is a pass-through fund for state and federal monies received and is separate from the Health Department.

Department 126100 SOLID WASTE

Page 55 TA

Expense

Discussion General: The question was raised about whether DEQ testing takes place at the transfer station. Scott advised there are monitors at the site and the county would be contacted if problems arose.

5200010 Contract Services: Funds are left in this line item in case any issues come up with the transfer station.

5200011 Permit Fees: This is an annual fee paid to the state.

Department: 13100 COURTHOUSE RESERVE

Page 57 TA

Revenue

Discussion General: There may be additional funding becoming available from the state to re-model or maybe even re-place the courthouse.

Expense

Discussion General: Due to unanticipated cost savings in the current fiscal year the Treasurer did not have to abolish this fund.

Department: 135100 COURT SECURITY

Page 61 TA

Expense

Discussion General: This fund is controlled by the Circuit Court Judge and is for security items such as door locks, etc.

5200003 Travel Expense: Rob asked why there was an amount in travel? Julie replied she isn't sure, it has always been there and she took the revenue and allocated it in different expense lines.

Department: 102100 ROAD

Page 26-28 TA

Staff Present: Alan Hickerson

Expense

Discussion General: There was discussion regarding Search & Rescue moving their equipment to the old road department. Alan said this will not cost the road anything and will free up space for some of the road equipment.

5200006 Gasoline/Diesel/Fuel: Alan isn't sure there is enough money in this line item, but is going to "go with it".

5200012 Radio Maintenance: Ryan reported they are working to update radios and radio sites. They are looking at two new sites that would expand coverage and are waiting on the Forest Service for approval.

5400002 Capital Outlay Road & Shop: Julie wants to put \$250,000 in this line and will take it from the unappropriated ending balance.

5400003 Capital Outlay Build Imp: Alan reported this line is for improvements at the Long Creek shop to put up a building to house the trucks.

5400004 Capital Outlay Land Acquisition

5400006 Capital Outlay Bridges

5400007 Capital Outlay Road Const

5400009 Capital Outlay-Heavy Equipment: Alan explained some of the purchases they are looking at including two snowplows for the F-450's, trash pumps for two water trucks, a water system kit for the 214 water truck, a 35' flagpole for the main shop and 4 lighted and flashing signs.

Department: 108100 EMERGENCY MANAGEMENT

Page 32

Staff Present: Eric Bush

Revenue

Discussion General: Eric explained the grant funding received to upgrade communication sites within the county. Eric said when he first started he did an emergency management assessment and explained his findings. Continuity of government and emergency preparedness were two priorities that became apparent as needing to be addressed. Eric advised grant application and administration is very labor intensive and can take several years to complete. He did say he could use some administrative assistance. Julie asked how moving EMS under the Sheriff's Department might affect the budget. It must be tracked for grant purposes. Jim H. believes this should remain a separate budget with the oversight of the department under the Sheriff. Grant funding pays for half of the cost of the EMC position. Eric went on to explain different grants he is working on.

3010101 Cash On Hand: Bob asked why the cash on hand and revenue is so much lower this year and expressed concern about the general fund providing additional money to this budget. He is worried that if special fund budgets continue to need general fund monies the general fund will not have any contingency. Julie reported no matter how much she bills OEM they will only pay half of it up to \$60,000.

Expense

Discussion General: Bob asked how long the county has had emergency management and whether what was done in the past was basically worthless? Eric reported it was not, but updates need to be made and things are always changing. Charlene asked how things would have been different if Eric were here in 2015 during the fire? Eric advised he can't speak to that because he wasn't here. Jim H. believes it would have been very different if we had an EMC during that time because they could have assisted citizens with reimbursement from FEMA, etc. Rob suggested tabling this discussion until the Sheriff can be involved.

5200017 Forest Title III: Julie will be putting \$3,000 into this line item for hand held satellite phones funded by Title III funds.

5400001 Capital Outlay-Equip/Furn: This money will only be expended if a grant is received to pay for it.

5400002 Capital Outlay – Vehicle: Eric wrote a grant that would allow for purchase of a vehicle for emergency management and if the grant is approved the county contribution would be \$15,000 of the \$69,000 cost. If the grant is not approved, the \$15,000 would be enough to lease a vehicle over the course of the year. Bob asked what was wrong with the pickup from the Watermaster's office? Eric said it is old with high miles and he needs a vehicle that is reliable, four-wheel drive and that has towing capacity for trailers.

Department: 101451 RELIEF HELP

Page 19 TA

Expense

Discussion General: This fund is used for tracking of ARPA Covid funds.

5100001 Relief Help Accrued Benefits: This is only used for general fund departments to pay out accrued benefits and is not used for any special funds.

5100002 Special Projects/COVID 19: Julie explained that prior to any money being spent from this line item Eric Bush sends it to legal counsel for review. Rob asked if the county were reimbursed for legal fees. Jim H. advised it is part of the retainer the county pays each month. Rob asked if all grants went through the County Court and Julie advised they are all approved through the court, reflected in the court minutes and she has all documentation showing monies spent. Bob asked what the \$225,000 that has been paid out already was used for? Julie explained some of this was premium pay for law enforcement who could not work from home during the pandemic. The fairgrounds and airport were also reimbursed for items related to Covid.

Department: 120100 UNEMPLOYMENT RESERVE

Page 45 TA

Department: 142100 FOREST TITLE III Revenue

Page 66 TA

3010101 Cash On Hand: Julie left \$50 in this fund for one last incidental item to be paid out of it and next year this fund will be abolished.

Department: 143100 FAMILY DOMESTIC RELATIONS

Page 67 TA

Staff Present: None.

Revenue

Discussion General: Circuit Court monitors this fund and it is funded from Circuit Court filing fees paid to the state.

Departments still left to present to the budget committee include Economic Development, Sheriff, Community Corrections, Seniors, Domestic Violence, Fair, Airport and Justice Court.

MSP: Bob/Scott – to adjourn.

Meeting adjourned at 12:30 p.m. the next meeting will be on April 13, 2022 at 9:00 a.m.

Respectfully Submitted,

Rob Stewart
Secretary