

## BUDGET COMMITTEE MEETING MINUTES

**DATE:** April 14, 2021

**TIME:** 1:02 p.m.

**Members Present:** Scott W. Myers, Jim Hamsher, Sam Palmer, Rob Stewart, Amy Kreger (via telephone) and Bob Quinton.

**Members Absent:** None.

**Others Present:** Budget Officer Julie Ellison, Recorder Laurie Cates and Shane Koyle, Department of Agriculture (via telephone) Jim Dovenburg.

**Minutes.** The minutes of April 7<sup>th</sup> were reviewed and additions were suggested. Laurie will make the changes and the committee will review the minutes at tomorrow's meeting for approval.

### GENERAL FUNDS

**Department: 101100 NON-DEPARTMENTAL**

**Page 1**

#### Revenue

3030188 Animal Damage Control: Jim Dovenburg explained that about 3 years ago he began working to bring animal damage control to Grant County. Dovenburg explained the history of the position and how Nick Lulay was brought here to act as the predator control agent. Lulay took a position in Wallowa County because he was afraid that the position in Grant County would never be fully funded. Dovenburg estimated that for \$40,000 the county could get a part time trapper and for \$70,000 the county could get a full-time trapper. For the last three years Dovenburg reported Lulay spent around 90% of his time in Grant County. Dovenburg explained the entire estimated cost for a full-time trapper would be around \$150,000 which would include benefits, salary, a vehicle, etc., the cost is shared with other entities. Sam said Wallowa County funds this position with a tax base and asked Dovenburg if he had thought about this approach. Dovenburg replied that they did in the past, but were concerned with the amount of time it would take and the fact that a tax measure might not pass. Dovenburg would like to see the county fund a full-time trapper position. The local ranchers biggest issue is with ravens, but when Lulay was here he also dealt with skunk removal, cougars, coyotes and other predator issues. Sam asked if Dovenburg saw this position as a county employee and Dovenburg reported that they saw this as a contract position due to liability issues. Julie asked Dovenburg about the donations he referenced being received from other sources and reported in the last three years she has only received \$12,432.38. Amy said she wanted to step away for a moment and speak as a private citizen instead of a budget committee member and expressed her support for the predator control program. Amy reported she has spoken with Dovenburg and

others who truly benefit from this program including people living in the city limits. Jim Hamsher said he has seen the benefits in the City of Prairie City and added his belief that predator control can also help with the declining deer population in the county. Hamsher added this benefits all citizens and not just ranchers. Sam expressed his agreement. Amy asked everyone to keep in mind we might not get another agent like Nick Lulay here. Shane Koyle wanted to point out that if the part time option is chosen, an agent might not be available when needed and people could get frustrated. Scott asked if the position were funded, either full or part time, how sustainable was it on Shane's end? Shane said things look good for this year, but he can't speak to the future since it is dependent on state funding from year to year. Scott stated there is no question about the need, but it comes down to funding and what might need to be eliminated in order to fund it. Bob pointed out this is early in the budget process and it is too early to make a decision? Jim asked when a decision might be made and Julie said the budget process should be completed on or before June 23<sup>rd</sup>. Scott stated he has been approached by locals who would be interested in performing the functions of this position part time, but isn't sure this would be feasible. Dovenburg said 26 counties in Oregon have a predator control position and all of those counties assist with the funding. Shane reported he has had people express interest in the position at full and part time.

1:32 pm Kathy Stinnett entered.

**Department: 101411 JUSTICE COURT**

**Page 3**

**Staff Present:** Justice of the Peace Kathy Stinnett.

### **Revenue**

Discussion General: Stinnett presented handouts to the committee members. Stinnett expressed her understanding that she was here to address whether or not her part time person was bringing in enough revenue to justify the position. Sam stated he was going to be extremely blunt and asked why the committee should fund any of the positions in her office. Sam stated he will be asking every department this question and didn't want Stinnett to feel singled out. Stinnett said without staff in her office the court would have to go completely away because it couldn't function. She said her department is finally staffed to a level that is working well.

3030111 Fines: Stinnett summarized the collection process and the different issues encountered when working to collect fines. Changes in the law have also made it much harder to collect fines. The current amounts in collections are: Western Revenue in the amount of \$433,000 and the Oregon Department of Revenue in the amount of \$160,229, these numbers do not include people who are on payment plans with the court.

### **Expense**

Discussion General: Stinnett reported she has cut as much as possible out of her budget for the upcoming fiscal year.

5100003 Clerical 50%: Stinnett explained in the 5 1/2 months this position has been in place collections have increased. Stinnett said the average cost to the county for this position right now is around \$2525 per month. She also asked the committee to keep in mind that the first three months were training months for the position. During the month of March collections brought in were \$3,897 from Western Revenue and \$270 from the Oregon Department of Revenue, so she believes the position is definitely paying for itself, especially since the collections were put on the back burner until this position was funded. Julie asked why Stinnett didn't budget for higher revenues for the upcoming budget. Stinnett advised she was using estimated numbers in February and everything with the budget is fluid. Stinnett also pointed out this has all been going on during COVID and she is doing to best with the numbers she has. Stinnett said this is the first time since she's been here that her office is running efficiently. She said it can take 12 weeks to collect on one account. Bob asked what would happen if the upward trend of collections went down? He said it isn't just for this budget, but for all of the general fund budgets that continue to show increases in costs. The committee agreed that future budget decisions would fall on the budget committee and county court. Bob pointed out that in the newspaper most traffic tickets seem to be going to people from out of the county and wanted to know if those people paid their fines. Stinnett stated the people who aren't paying their fines tend to be the ones who continue to get tickets and owe fines everywhere (for example suspended driver's licenses). Stinnett advised she is willing to return in 6 months to update the committee about the status of collections and the position if they wanted her to.

1:55 pm The committee took a short break. 2:02 pm The committee returned to session.

**Department: 101414 COUNTY SHERIFF**

**Page 6**

**Staff Present:** Sheriff Todd McKinley

**Revenue**

3030144 Inmate Boarding Fees: Todd reported a contract with the Department of Corrections has been signed and a contract with the Bureau of Indian Affairs is about to be completed. Todd said even with contracts in place it is very difficult to determine what the adult in custody (AIC) population might be from other entities. Todd also reported other entities assist each other in a reciprocal way when it involves one AIC who has to go to a different facility. For example if he sends an AIC to Harney or Malheur County for housing they won't charge the county for this and in return if they send an AIC here for housing we will do the same. Todd added that revenue in this line is down because of COVID and the average AIC population currently is around 12 a day. Todd estimates that because of the low boarding numbers for AIC's there is a revenue loss of around \$50,000. Julie said so far this year there has been \$70,000 in boarding fees received.

3030176 Ankle Monitor: This is a new line item and should be self-sustaining.

3030179 Prairie City/John Day Contract: Prairie City reduced the contract cost with the county to \$35,000 instead of \$48,000. Todd stated it is still up in the air

regarding what the City of John Day is going to do with their police department. The city could do what the Town of Canyon City did and just decide not to fund a police department at which time it would fall to the Sheriff's Department. Todd stated this will be an issue the county will face and may not know anything with certainty until September 1<sup>st</sup>. Todd said if the City of John Day didn't contribute funding only priority calls would be handled by his department just as they are in Canyon City.

### **Expense**

Discussion General: Todd reported he isn't asking for anything new in this budget cycle, but believes the purchase of a new patrol vehicle should be discussed. Todd said there are no vehicles available to buy this year due to a component issue with Ford and GM. Todd believes the department is fine this year with the vehicles they have, but he doesn't want to get off schedule with vehicle replacement. Sam asked Todd why the committee shouldn't cut any of the staff in his department. Todd said it is up the committee to decide what they need to do, but to keep in mind that we are all here to serve the citizens of the county. Todd added there is a certain amount of staff needed to cover a county of this size along with coverage for staff who are out because of vacation or sick leave. If there is not sufficient staffing then overtime costs would increase. Sam said he has went on record several times with the fact that he is not in support of cutting any public safety. Todd reported drug re-entry court is being discussed which will affect the probation department and Sheriff's Department. He said this will fiscally affect the county in time, but not affect the budget.

5100010 Accrued Holiday/Overtime: Todd expressed concern that the new union contract allows for senior deputies to get the first opportunity at overtime and so this has caused the overtime costs to increase.

5100020 Relief Help: This line item is under what it normally would be due to full time deputies getting the first opportunity at overtime instead of using relief help for coverage.

5200001 Supplies: Todd is hopeful that the personal protective equipment (PPE) that was purchased due to COVID protocols can possibly be reimbursed from recovery act funding.

5200002 Telephone: Todd would like to see the phone system updated in the Sheriff's Office at some point in the future. The current phone system is antiquated.

5200007 Building Maint & Supplies: Todd said the water fountain in the lobby of the building is original and they would like to put a water fountain in that refills water bottles and would be more sanitary (especially given the current situation with COVID). Sam believes COVID money may be able to be used for this because of disease control.

5200011 Uniforms & Clothing: This line item increased due to the union contract allowing for an increase in uniform allowance. Todd has encouraged employees to be frugal and no employees are going out and spending the entire amount.

5200014 24 Hour Dispatch: Todd doesn't see this changing and if anything he believes the cost might increase due to the increase in call volume. He added the case numbers have doubled versus this same time last year. Sam asked what Frontier would cost for dispatch services. Todd stated this is not something the county should do and encouraged Sam to discuss this with other Sheriffs. Todd added Frontier is having difficulties keeping staff and he isn't sure if Frontier will even remain in existence. Todd said there is now an increase at the state level for 911 funding and believes that in 2 or 3 years or so this cost to the county should decrease significantly. Bob asked if John Day decided to not to fund a department and it falls on the Sheriff's Department, then would the 911 costs also fall to the county that John Day currently pays. Todd stated yes and it would increase costs substantially. If an on duty officer were at another call and one came in from John Day then someone would have to be called in to cover the call.

5200015 Firearm Training: Todd reported on two quotes he had received for 50,000 rounds of ammunition, one for \$23,000 and one for \$11,000. They have not spent these amounts, but wanted to know what ammunition currently costs. Todd stated ammunition for training and to meet qualifications is getting very expensive and hard to come by. He wanted the committee to understand the current cost of ammunition. The ammunition that was quoted is actually being manufactured in Mexico.

5200016 Training Fees: Julie asked if the training one of Todd's employees is at is absolutely necessary? Todd reported it was budgeted for in the current fiscal year and was absolutely necessary. Todd said training for his staff is necessary for certain things, especially as state laws change and for insurance purposes. Julie wanted an email to be sent from the court to all departments advising them that spending needed to stop unless absolutely necessary, but no message was sent. She added that she would still like to see this message sent. Scott pointed out that firearm training is an absolute necessity.

5200031 Meal Services: This may not increase for the upcoming year unless the in custody population increases. Sam suggested reaching out to the hospital to see if it would be cheaper to get meals from the hospital versus cooking in house. Todd stated he is willing to look into this and has no problem with finding a cheaper route.

5200032 Health Services: Todd reported costs were up due to COVID protocol this year. He is hopeful some of the money being provided by the federal government can reimburse some of these costs.

5200038 Communication Maint. & Repair: Sam asked if EMC Paul Gray would be able to assist with the jail radio equipment Todd is requesting. Todd said maybe, but he isn't sure. Todd added that because the courthouse is built so solid his staff has issues with radio communications when they are in the building. Bob asked if this could be tied into court security? Todd will check with Tammy Wheeler and find out since it is a security issue.

5200076 Ankle Monitor: Bob said it doesn't look like this was budgeted for in the past. Todd reported it wasn't, but it pays for itself. Todd explained it is actually cheaper to monitor an AIC in this way than it is to house them. Probation and

Parole has been utilizing ankle monitors for the last two years. Todd said they pay form themselves as they cost \$6.50 per day and the individual wearing the monitor is charged \$10 per day. He gave an example of an AIC with medical issues that is on house arrest in this manner. If the AIC wasn't on house arrest it would fall on the department to pay for medical care if necessary instead of the AIC. Todd pointed out it is actually cheaper to monitor an AIC with the ankle monitor than it is to house them in the jail.

5400001 Capital Outlay-Equip/Furn: Todd said re-keying the building would allow for accountability of every staff member who enters the building by using a key fob entry system. The request for the re-keying is \$4,000. Possibly re-keying the exterior upstairs door to Circuit Court that AIC's enter in the courthouse was also discussed. Todd said to replace the current tumblers in the old doors would cost more than re-keying the building.

5400004 Communications Bldg/Equip: Sam asked about the request for jail radio repairs/upgrades in the amount of \$2,000. This would be for the jail to use when they come into the Courthouse. The current radio's the corrections deputies use have a hard time receiving within the Courthouse building. Todd said EMC Paul Gray is working on radio upgrades and if he gets it done then one of the current radios could be given to the jail instead of purchasing a new one and this money would then not need to be spent. This might be able to be tied to court security because it involves the ability to be able to communicate with staff when they are in the Courthouse.

**Department: 101439 JUVENILE DEPT**

**Page 19**

**Staff Present:** Todd McKinley

**Revenue**

Discussion General: With the proposed revamping Todd has estimated a savings of approximately \$30,000 per year to the county. Julie estimates in the general fund alone the changes will save almost \$90,000 per year.

**Expense**

Discussion General: Todd is proposing revamping the structure of this department to eliminate the director position. He has other entities he must meet with to discuss his proposal. There is a chance that this department may go away at the state level at some point in the future.

5100001 Juvenile Director 90%: The proposal is to not fill this position.

5100002 Counselor 60%: This position would change to a manager position and supervise the Community Service Supervisor who would assist with juvenile probation matters half of the time. This would allow for two people to share the on-call duties.

**Department: 115100 JUVENILE REVOLVING**  
**Staff Present:** Todd McKinley

**Page 39**

**Expense**

Discussion General: Todd thinks funding for this may eventually go away at the state level.

5100004 Detention/Transport Officer

5100007 Juv Probation officer 40%:

5100010 On Call Compensation

**Department: 118100 COMMUNITY CORRECTIONS**

**Page 43-44**

**Staff Present:** Todd McKinley

**Revenue**

Discussion General: Todd said this budget currently has sufficient funding.

**Expense**

Discussion General: With the changes Todd is proposing to this budget and the 101439 Juvenile Department budget the 4 current positions would change in a manner that would make 1.5 FTE general fund positions and the other .5 FTE funded from 118100 Community Corrections.

5100002 Clerical Case Aid 40%: This position would attend the academy and become a certified adult probation officer. Todd would like to see this position become a sworn officer of the Sheriff's Office.

5100003 Adult Director 10%: This position is proposed to not be filled for the upcoming fiscal year.

5100004 Felony Probation Officer: This position would become a manager and supervise the clerical case aid. Todd would like to see this position become a sworn officer of the Sheriff's Office.

5100007 Comm Service Supervisor: This position would change to also work with the juvenile probationers half time under the supervision of the Juvenile Counselor.

**Department: 123100 SHERIFF PATROLS**

**Page 50**

**Staff Present:** Sheriff Todd McKinley

**Revenue**

Discussion General: Bob asked if this was the fund that Julie was concerned about? Julie replied yes, and added she and Todd have had several conversations about this fund. She reported the history of this fund was for a reserve patrol deputy to work a couple of times a week and perform forest patrol at \$14 per hour with no benefits. Now this position has become 30 hours per week with benefits and the employee filling this position is highly paid with high insurance and PERS costs. Sam pointed out this employee also has high certifications. Julie said it is beginning to look like it might be able to be sustainable, but there needs to be some money up front for it. Todd said it appears there were some billing issues in the past and he believes they have figured this out. There may be some COVID money that can assist with getting

this fund on track. He also stated this is a valuable position and is being done very well and the employee is a great ambassador for the county. Todd said this employee is doing good work with search and rescue and forest patrol. Todd is reviewing past billing that has not been done and is working to make sure the billing is being re-submitted. Todd believes the billing is getting caught up and will bring in the funding needed for the position. Todd would like to see \$20,000 from the general fund go into this fund to cover items like search and rescues that are not on the forest. Todd added that he isn't privy to how the change in this position came about, but does believe with the contracts and Title III funding there will be money to cover it.

3032305 Malheur National Forest: This contract is for \$43,000. When the deputy is out working on the forest this is billed as forest patrol. Todd reported the current employee is doing the job in the way the Forest Service wants it done and has been really selling the program to the USFS.

3032324 BLM Reimburs: This contract is for \$10,000. When the deputy is out working on the forest this is billed as forest patrol.

3032380 Forest Title III Search: This money is reimbursement for search and rescues conducted on the national forest.

### **Expense**

Discussion General: Bob questioned what would happen if the contract money was exceeded. Sam asked about possibly making this position salaried. Rob said he believes this position was tied into the Prairie City contract when it started and it making this position half forest patrol and half patrol in Prairie City was talked about. Scott remembers the discussion, but isn't sure it was ever actually tied to Prairie City. Bob also remembers the discussion, but doesn't think this was ever followed up on. Todd will look into this. Todd said if Prairie City wants more services, they will need to pay for those. Todd believes the City of Prairie has enough tax funding, along with the Town of Canyon City, to provide additional funding if the cities decide they want additional services. Todd said he has been working on this budget for the last three months and stated getting the billing right on this will help the program immensely. The committee thanked Todd for coming in.

3:14 pm The committee took a short break.      3:38 pm The committee returned to session.

**Department: 101414 COUNTY SHERIFF**

**Page 6**

### **Expense**

5200007 Building Maint & Supplies: COVID money may be able to be used for a new water fountain. Bob asked what the water valve replacement is for? Julie thinks it could be for the toilets in the building and suggested it would be a good time to replace these since our Property Maintenance Specialist has the ability to change these out. It was determined that the valves are flow valves in the cells and the Sheriff would like to replace a few each year.

5200036 Mental Health Services: The committee discussed whether or not this is a requirement and Sam thought this could possibly be contracted out.

5200038 Communication Maint. & Repair: The committee believes new radios might be able to be tied to court security funding and this should be looked at.

5400002 Capital Outlay-Vehicles: Rob suggested removing this vehicle for now, especially since Todd reported that none were available.

**Discussion general:** Sam said in the past departments had to request court approval to purchase non-budgeted items or go to training that cost over \$100. At some point, the court increased the amount that could be spent without court approval from \$100 to \$500. Sam suggested requiring that every expenditure moving forward be approved by the court. Scott thought this might be mundane and suggested going back to the \$100 limit.

**Department: 121100 AIRPORT RESERVE**

**Page 47**

**Staff Present:** None.

**Expense**

5900070 Unappropriated Ending Bal: Bob expressed concern that there is no amount shown in this line item now, but in the past it was \$62,482 and the next year was \$34,786. The capital outlay line item is showing \$53,900 even though there are no capital outlay projects planned for the upcoming year. Bob suggested this money needed to go someplace else. Julie reported you can't move unappropriated funds within a budget year. Bob said he isn't picking on the airport, but rather all of the special funds could show money not being used in the unappropriated line item instead of all being put into capital outlay. Julie added putting the money in capital outlay makes it available for emergencies, but if it was in unappropriated it couldn't be used without calling a supplemental budget hearing. Julie said if that is the way the committee would like to see this done she could change it.

Amy motioned to adjourn, Sam seconded. Passed unanimously.

Meeting adjourned at 3:57 p.m. the next meeting will be on April 15, 2021 at 9:00 a.m.

Respectfully Submitted,

Rob Stewart  
Secretary