

BUDGET COMMITTEE MEETING MINUTES

DATE: June 1, 2022

TIME: 12:00 pm

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, John Morris, Eric Julsrud, John Rowell, Reporter Steven Mitchell, Frances Preston, Tory Stinnett, Ken Ellison, David Thunell, Eric Bush, and Kathy Stinnett.

General Discussion: Bob said public comment will be accepted, but advised people to raise their hands and wait to be called upon. He also asked that any comments received be brief as time is limited today.

Minutes. The minutes of May 18th were reviewed. **MSP: Scott/Rob: to approve the minutes as presented.**

Permanent tax rate: Rate of .0028819. **MSP: Jim/Amy: to approve the permanent tax rate of .0028819.**

General Discussion: Bob asked Julie if the documents provided were items the committee had seen before. Julie said they had been emailed to the committee members in the time since the last meeting. Bob asked about one of the documents and Scott explained Community Connections of Northeast Oregon (CCNO) has offered to send a trainer for a month to train a new Senior Programs Manager and have also discussed changing the Senior Programs Manager to a CCNO employee instead of a county employee. CCNO provides the Manager in other counties. Any change to employee status wouldn't be done until the current Seniors Program Manager retires at the end of September. Bob liked the suggestion of switching the position to CCNO, but believes this is a County Court decision. Scott added it would also reduce some of the income received for county services. Bob asked if this was beneficial to other counties and Scott believes it is. Supervision of the Senior Center cooks would need to be figured out. It has also been recommended to reduce the Manager's hours to 32 per week. Amy asked if PILT funding has been received. Julie said it arrives in June. ARPA money has not been received yet, but Eric Bush thinks it will be in prior to July 1. Bob asked Bush about grant information he provided to the committee. Julie said the OEM money was received and so she didn't need to provide a cash loan to Emergency Management and explained some of the figures she had to change. Bob wanted to clarify the email sent by the District Attorney was in error in indicating the committee is trying to fill an \$800,000 gap, but rather with

the elimination of the reserve accounts the committee still needs to come up with around \$300,000 for the upcoming year. Julie said figures have changed and without knowing what is going to happen she can't come up with actual figures. Bob wanted to go back to the last meeting when it was assumed that there would be \$20,000 in contingency. Julie said departments were asked to make cuts and provided a list of the only departments that participated, but it isn't much. Jim suggested changing the PILT revenue to \$723,000 instead of \$700,000 and thinks it may come in slightly higher than this. Sam asked Bush for clarification on the use of ARPA funding. Bush reported you can't use ARPA to backfill reserve accounts, but you can use it to replace revenue loss. Jim said next year PILT should increase to around \$900,000. Sam asked if the ARPA money could be used to reach the budget figure they need to this year. Discussion followed about potential uses of ARPA funding instead of draining the reserve accounts. Bush said he would need to check with county counsel regarding some of the questions the committee asked. Frances Preston asked if a letter had been received from county counsel regarding how ARPA funding can be used and Sam said yes. Jim suggested using ARPA funding for additional staff in the Sheriff's Department. Bob read a portion of the legal opinion to those in attendance and wants to make sure the funding is used correctly. Bush explained the lost revenue portion would be his recommendation of which option to work under. Bob wants to ensure that if an audit were completed the county complied with the ARPA rules. Julie said in the past it was never budgeted to receive and spend the entire amount of PILT funding and if for some reason the money were to be less it's going to be a problem. Julie added with the continued increase in PERS, and other costs, if cuts are not made the county will be facing the same issues next year. Scott agreed that in the past the entire projected amount of PILT was not put in the budget.

12:38 pm The committee took a short break.

12:48 pm The committee returned to session.

Sam asked if ARPA dollars are used will the reserve accounts need to be eliminated? Julie said it depends on what the committee decides with staffing for the Sheriff's Department. Julie reported if the additional employees weren't added and the ARPA money could be used instead of eliminating the reserve accounts the county would continue to "skate by". Bush reported there is around \$68,000 in the current budget that is uncommitted and there should be another \$699,000 coming in July. Bush reiterated that ARPA funding can be used for general fund lost revenue, but cannot replenish reserves.

12:51 pm Shannon Springer entered.

Julie asked if the committee wanted her to not budget to spend the ARPA money. Sam suggested this would buy some time to work on revenue increases for the county. Jim said additional funding for broadband has been released and so the ARPA funding may not need to be used for this. Jim mentioned the

potential additional federal funding and Bob pointed out the committee needs something more formal than a newsletter in order to budget for additional funding. Frances expressed her concern that the Treasurer presents recommendations to the County Court and then gets confused by different ideas being thrown her way and is concerned about the comment Julie made about the county skating by.

Bob said to make the Sheriff's Department budget work the \$300,000 from the City of John Day would need to be removed along with the expense line for additional employees. Rob questioned what will happen when the ARPA funding goes away and there are new employees involved. Will the county be able to sustain this? Jim believes so. Julie again expressed concern about the continued cost increase of PERS.

1:00 pm Charlene Morris entered.

Amy asked if the County Court is seriously looking at a police levy. Sam said it isn't off the table for him, but Jim said it is for him. Jim's opinion is the majority of calls come from the City of John Day and they should provide funding.

GENERAL FUNDS

Department: 101100 NON-DEPARTMENTAL

Page 1

Revenue

3030133 Marijuana Tax St/County: Increase to \$40,000 by eliminating line

3030136 (Marijuana Tax County).

3030142 PILT – Fed Entitlement: Increase to \$723,000.

Expense

5200027 Public Health Support: Bob suggested supporting half of the requested \$45,000. Scott suggested \$30,000. The committee agreed by consensus to change this amount to \$30,000.

5200043 Insurance & Bonds: Increase to \$75,000.

5200048 Animal Damage Cntrl: Amy said the committee committed to \$35,000 for two years and if this changes in the future the USDA APHIS would need to be notified in advance.

5200054 All Other: Reduce to \$30,000.

5600008 Transfer – Emergency MGT: Decrease to \$30,000.

5600038 Transfer – Senior Citizen: This may change if CCNO were to take over the employment of the Senior Programs Manager.

5700050 Operating Contingency: Julie isn't sure what this will be yet.

Department: 101411 JUSTICE COURT

Page 3 TA

Staff Present: Justice of the Peace Kathy Stinnett.

Revenue

3030111 Fines: Decrease to \$73,500.

3030112 Small Claims: Decrease to \$3,500.

3030159 Indigent Defense Fees: Increase to \$2,000.

Expense

Discussion General: Bob pointed out expenses outpace revenue in this department and added it's nothing personal, just stating the facts. Kathy said she understood, but asked if other departments were also going to face cuts. The possibility of using relief help was discussed. Kathy thinks this might be more of a County Court decision. Bob believes the question is whether or not the committee should fund a relief help line. Kathy said it is up to the County Court and how they feel about the office being closed when necessary. Sam would prefer the office be closed and if relief help is needed Kathy could come and ask the County Court.

5100002 JC Clerical Salary: This position has been changed to 32 hours per week. Kathy explained this office has to be closed when this employee is gone and is now closed on Fridays since she doesn't have a half-time person any longer. The court will be closed whenever this employee is unavailable. Kathy explained she can't do the job the Clerk does because it violates the judicial code of conduct. Kathy does the finances and forms in the background, but cannot have ex-parte contact with the public.

Department: 101412 PERSONNEL

Page 4 TA

Staff Present: Human Resources Manager Laurie Cates.

Expense

5200001 Supplies: Reduce to \$100.

5200002 Telephone: Reduce to \$250.

5200003 Dues & Travel: Reduce to \$500.

Department: 101413 COUNTY CLERK

Page 5 TA

Staff Present: None.

Expense

5200002 Telephone: Reduce to \$450.

5200020 Codes: Reduce to \$0.

Department: 101414 COUNTY SHERIFF

Page 6

Staff Present: None.

Revenue

3030179 Prairie City/John Day Contract: Reduce to \$40,000 and remove John Day contract amount.

3030188 School Resource Officer: Decrease to \$50,000.

3030196 ESD Truant Officer: \$40,000.

Expense

5100003 Deputy Patrol Salary: Decrease to 5 FTE.
5100004 Deputy Clerical Salary: Decrease to .5 FTE.

Department: 101415 COUNTY TREASURER

Page 8 TA

Staff Present: Treasurer Julie Ellison

Revenue

Discussion General: Bob abstained from discussing this budget because his wife works in the Treasurer's Office.

Department: 101416 COUNTY COURT

Page 9 TA

Staff Present: Judge Scott Myers, Commissioners Jim Hamsher and Sam Palmer.

Expense

5200022 Water Quality Mgt Plan: Planning Director Shannon Springer explained this line is for a plan to control water quality such as non-source pollution into waterways. It is a requirement for the county to have.

Department: 101417 COUNTY ASSESSOR

Page 10 TA

Staff Present: Assessor David Thunell.

Expense

5200001 Supplies: Decrease to \$2,500.
5200002 Telephone: Decrease to \$800.
5200003 Dues & Travel: Decrease to \$3,000.
5200010 Contracts – Appraisal: Decrease to \$2,500.
5200012 Title Search & Foreclosure: Decrease to \$2,000.
5200018 Program Development: Decrease to \$2,000.

Department: 101418 COURTHOUSE & CO BLDGS

Page 11 TA

Department: 101419 COUNTY CORONER

Page 12 TA

Department: 101420 DISTRICT ATTORNEY

Page 13 TA

Staff Present: None.

Department: 101422 COUNTY SURVEYOR

Page 14 TA

Staff Present: None.

Department: 101425 WATERMASTER

Page 15 TA

Staff Present: Watermaster Eric Julsrud.

1:34 pm Chris Ostberg entered.

Department: 101426 COUNTY LIBRARY

Page 16 TA

Staff Present: Librarian Chris Ostberg.

Revenue

3030129 Grant Revenue: The Library Foundation is working on a grant of \$60,000 to fund an intern for the summer at the Library. This would also assist with wages for the Librarian and Assistant Librarian for the summer.

1:36 pm Brenda Percy entered.

Department: 101430 ELECTIONS

Page 17 TA

Staff Present: Clerk Brenda Percy.

Revenue

3030110 Elections Reimbursement: Increase to \$18,000.

Expense

5400001 Capital Outlay-Equip/Furn: Increase to \$15,000.

Department: 101439 JUVENILE DEPT

Page 18 TA

Staff Present: None.

Department: 101451 RELIEF HELP

Page 19 TA

Expense

Discussion General: The committee decided to utilize ARPA funding for lost revenue instead of other projects. This can assist with funding for additional Sheriff Department employees.

5100002 Special Projects/COVID 19: This line will change based upon how much ARPA money remains at the end of the current fiscal year.

Department: 101452 VETERAN'S SERVICE

Page 20 TA

Staff Present: None.

Revenue

3030152 Vet 's Affairs Reimb: Decrease to \$81,100.

Expense

5200012 Office Expense: Decrease to \$22,313.

5400002 Capital Outlay – Vehicles: Increase to \$26,000.

Department: 101453 PLANNING DEPT

Page 21 TA

Staff Present: Planning Director Shannon Springer.

Expense

5200003 Dues & Travel: Reduce to \$1,400.

5200010 Contract Services: Decrease to \$0.

5200028 Advertising: Reduce to \$1,000.

Department: 101456 4-H & EXTENSION

Page 22 TA

Staff Present: None.

Department: 101457 ECONOMIC DEVELOPMENT

Page 23 TA

Staff Present: Economic Director Tory Stinnett.

Department: 101458 ECONOMIC STABILIZATION

Page 24 TA

Staff Present: Economic Development Director Tory Stinnett.

Revenue

3030192 Eco Stabilization Reimb: Increase to \$35,712.

Expense

5100003 Economic Specialist: Bob said last year it was discussed that this position would be funded from administration of grants and asked if the position is necessary. Tory believes the position is necessary, but it is up to the budget committee on whether or not to fund it. Jim said the fairgrounds will need the assistance of this department for help with the grant funding they will be receiving. Sam added he has given projects to them to work on as well and believes the position should be funded for at least one more year. Bob wanted to go on record that based upon what was discussed before he is not in favor of funding this line item. Bob asked if Tory would be able to bill out her time if working on the grant for the fairgrounds.

5200028 Advertising: Reduce to \$7,000.

5200045 Project Dev-Marketing: Reduce to \$32,000.

SPECIAL FUNDS

Department: 102100 ROAD

Page 26-28 TA

Staff Present: None.

Expense

5600004 Trans-School Forest: Decrease to \$468,440.

5600017 Trans-Cities-Streets-Bridges: Decrease to \$406,945.

Department: 103100 COUNTY SCHOOL

Page 29 TA

Staff Present: None.

Department: 104100 SCHOOL FOREST

Page 30 TA

Revenue

3030442 Transfer – Road Funds: Decrease to \$406,945.

Expense

5200014 ORS 294.060 ADM Dist: Decrease to \$406,945.

Department: 105100 LAW LIBRARY

Page 31 TA

Department: 108100 EMERGENCY MANAGEMENT

Page 32

Staff Present: None.

Revenue

Discussion General: Julie reported she is still working on numbers for this fund as there have been many changes and she will have updated numbers for the next meeting.

Department: 111100 FAIR RESERVE

Page 34 TA

Staff Present: Fair Manager Mindy Winegar via telephone.

Department: 112100 COUNTY FAIR

Page 35-36 TA

Staff Present: Fair Manager Mindy Winegar via telephone.

Revenue

3031247 Infrastructure Grant: \$2,277,000.

Expense

Discussion General: Mindy reported she uses Economic Development quite a bit and they do bill for it. She explained some of the services they do for her including making copies and proof-reading. Sam asked if Mindy could check and find out if there is an administrative fee for assisting with the grant. She advised she will have to look into this. Frances asked how the money billed to the Fairgrounds were reflected in the Economic Development budget and Tory replied it is reflected in the contract revenue line.

5200035 Small Grant Funding Expense: This is a grant match for small grants that might be applied for.

5400003 Capital Outlay – Bldg/Grounds: \$2,277,000.

Department: 113100 CLERKS RECORDS

Page 37 TA

Staff Present: None.

Department: 115100 JUVENILE REVOLVING

Page 38 TA

Staff Present: None.

Department: 116100 EQUIPMENT RESERVE

Page 40 TA

Revenue

Discussion General: This is one of the reserve accounts that was discussed for elimination during the last budget cycle. The committee started putting money into this account for future computer software upgrades. Shannon asked if the current computer system could become obsolete. Brenda said it is maintained and supported by Chaves Consulting and doesn't believe this would happen.

3010101 Cash on Hand: There is currently \$295,230 in this fund.

Department: 117100 CITIES-STREETS-BRIDGES

Page 41 TA

Cities Present: Prairie City Mayor Jim Hamsher.

Revenue

3031742 Transfer Road Fund: Decrease to \$468,440.

Expense

5200011 Allocation to Cities: Decrease to \$468,440.

Department: 118100 COMMUNITY CORRECTIONS
Staff Present: None.

Page 42-43 TA

Department: 119100 ROAD RESERVE

Page 44 TA

Department: 120100 UNEMPLOYMENT RESERVE

Page 45 TA

2:08 pm The committee took a break.

2:21 pm The committee returned to session.

Department: 121100 AIRPORT RESERVE
Staff Present: None.

Page 46 TA

Revenue

3010101 Cash on Hand: Decrease to \$10,200.

3032127 FAA Bil Snow Removal: \$110,000.

Expense

5200007 Fuel Maintenance/Repairs: Decrease to \$3,500.

5200008 Facility Maintenance & Repairs: Decrease to \$500.

5200012 Common Space Maintenance: Decrease to \$500.

5400002 Capital Outlay -Vehicles: Decrease to \$100.

5400025 FAA Bil Snow Removal: \$110,000.

Department: 122100 SURVEYOR SPECIAL

Page 48 TA

Department: 124100 AIRPORT
Staff Present: None.

Page 51-52 TA

Revenue

3010101 Cash on Hand: \$115,000.

Expense

5400001 Capital Outlay Equip/Furn: Decrease to \$15,000.

Department: 125100 MENTAL HEALTH
Staff Present: None.

Page 53 TA

Department 126100 SOLID WASTE

Page 55 TA

Department: 127100 MATERNAL & CHILD HEALTH
Staff Present: None.

Page 56 TA

Department: 13100 COURTHOUSE RESERVE **Page 57**
Revenue

Discussion General: This was another reserve account that was budgeted to be abolished during the last budget year.
3010101 Cash On Hand: There is \$224,575.

Department: 133100 DOMESTIC VIOLENCE PREVENTION **Page 58 TA**
Staff Present: None.

Department: 134100 DA REVOLVING **Page 59 TA**
Staff Present: None.

Department: 135100 COURT SECURITY **Page 61 TA**

Department: 136100 COUNTY RV PARK **Page 62 TA**

Department: 138100 SENIOR CITIZENS **Page 64-65**
Staff Present: None.

Revenue
Discussion General: Julie will need to recalculate numbers on this one with the assistance being offered by CCNO.

Department: 142100 FOREST TITLE III **Page 66 TA**

Department: 143100 FAMILY DOMESTIC RELATIONS **Page 67 TA**

Department: 147100 FOREST TITLE III SRS **Page 68 TA**
Revenue

Discussion General: Jim said according to the Forest Supervisor the county should receive a letter in the next month allowing for changes to allocation of funding between Title II and Title III. Jim suggested this could allow for additional funding for Forest Patrol.

Department: 101458 ECONOMIC STABILIZATION **Page 24**

Staff Present: Economic Development Director Tory Stinnett.
Revenue

3030192 Eco Stabilization Reimb: Increase to \$35,712.

Expense

5100003 Economic Specialist: The committee discussed whether or not to continue to fund this position. **MS: Bob/Amy - to tentatively approve the budget and not fund the Economic Development Specialist position.** Tory asked if this was the proper venue to decide this, or should it go before the County Court. Sam said the budget committee decides on funding line items. Tory asked what would happen to this employee and Scott advised there would be no position as of July 1 if it weren't funded. Tory said the employee in this

position does incredible work and volunteered to cut her own hours instead to allow this position to remain. Sam would like to see this position funded for one more year. **Bob, Amy and Rob voted yes, Sam, Scott and Jim voted no. Motion failed.**

Department: 101414 COUNTY SHERIFF

Page 6

Staff Present: None.

Expense

Discussion General: Jim suggested budgeting for 2 deputies and 1 half-time clerical assistant. Julie will re-run the numbers and bring it back to the committee. Bob asked Julie to look at items the Sheriff said he could do without as well. Scott said some of the requests should also reduce because of only budgeting for 2 deputies instead of 3.

Department: 101411 JUSTICE COURT

Page 3

Staff Present: Justice of the Peace Kathy Stinnett.

Expense

Discussion General: Kathy Stinnett said her department is the only department that has had any FTE cuts. She stated she had re-structured her department earlier in the budget process to save approximately \$13,000 and would have had 2.5 FTE. During the budget process this has changed from 2.5 FTE to 1.8 FTE. She asked the committee to re-evaluate the decision and at least allow her a .5 FTE which would make her department 2.3 FTE. She added she wouldn't have questioned this decision if cuts had been made to other departments as well. Jim suggested having Julie run the numbers so the committee will have true numbers to look at before deciding. Bob asked if Kathy could send them a break down of what has been received in collections July 1, 2022 to date. Kathy will get this to the committee members.

MSP: Amy/Rob – to adjourn.

Meeting adjourned at 2:51p.m. the next meeting will be on June 7, 2022 at 4:00 p.m.

Respectfully Submitted,

Rob Stewart
Secretary