

Morrow County Budget Committee Meeting Minutes
Tuesday, April 14, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Commissioner Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Linda LaRue, Budget Committee
Kim Cutsforth, Budget Committee
Darrell J. Green, Administrator
Kate Knop, Finance Director
Deanne Irving, Staff Accountant
SaBrina Bailey Cave, Accounting Clerk

Gayle Gutierrez, Treasurer
Roberta Lutcher, Executive Assistant

Present Via Electronic Means

Karmen Carlson, Bobbi Childers, Ronda Fox, Mike Gorman, Justin Nelson, Sandi Pointer, Matt Scrivner, Gregg Zody, Karen Wolff

Excused

Jeff Wenholz, Budget Committee

Call to Order & Pledge of Allegiance: 9:06 a.m.

Election of Chairperson & Secretary

Commissioner Russell nominated Linda LaRue as Chair. Commissioner Lindsay seconded. Motion carried.

Chair LaRue nominated Kim Cutsforth as Secretary. Commissioner Russell seconded. Motion carried. Ms. Cutsforth appointed those duties to Executive Assistant, Roberta Lutcher.

Budget Message

Kate Knop, Finance Director

Ms. Knop said the total proposed budget for Fiscal Year 2020-2021, including all funds, was \$49,654,298. This represented an increase of \$6,035,937 over last year, or 13.84%. She then went on to review her six-page report.

Commissioner Russell asked if the potential reduction in state funds due to COVID-19 was taken into consideration in the various budgets.

Ms. Knop said no adjustments were made in proposed budgets but the possibility had been discussed with Department Directors/Elected Officials. She said she anticipated it to impact The Loop and the Road Department because of reduced gas tax revenue. There was the potential for future budget changes, if the impact was more than 10%, she said. Discussion continued on the potential impact to the Video Lottery Fund, the Fair, Non-Professional Services, Oregon State University Extension, Veterans Services, non-profit organizations, etc.

Presentation of Revenue

Kate Knop, Finance Director

Mike Gorman, Assessor/Tax Collector

Ms. Knop discussed some of the changes to the Budget Committee Meeting structure since last year, most notably the ability to participate electronically. She reviewed the Budget Process,

which included the County's Organizational Chart and an explanation of the County's Fund Structure, with Descriptions. She also guided the group through a separate PowerPoint presentation.

Mr. Gorman also reviewed his PowerPoint presentation, "Morrow County Values and Taxes 2016-2020." He covered multiple topics including Real Market Values and Assessed Values over the years, the Certified Tax, both Standard and Long-Term Rural Enterprise agreements, and Strategic Investment Program agreements on wind projects.

Compensation & Benefits Update

Karmen Carlson, Human Resources Director

Ms. Carlson reviewed:

- The recommendations of the Compensation Board
- History of Cost of Living Adjustment (COLA) Compensation for Teamsters, Road, General and Management

Minutes

Commissioner Russell moved to approve the minutes of the 2019 Budget Committee Meetings, as presented. Commissioner Doherty seconded. Motion carried.

Budget Requests – Decision Packages

Ms. Knop explained the Budget Requests/Decision Packages spreadsheet and said the requests totaled \$2,830,406.00:

- Human Resources/Payroll: \$11,299 for a payroll software program
- Finance: \$36,000 for a County-wide records management system
- Assessor/Tax Collector: \$15,500 for a contracted appraiser for dairy valuations
- Clerk's Office: \$13,157 for camera equipment, security-related
- Justice Court: \$9,000 for continuing education for the Judge
- Justice Court: \$8,000 for a PolyCom Video Conferencing system
- District Attorney: \$10,000 for a paid legal intern
- General Fund: \$159,596 for a County Surveyor Department
- Public Works General Maintenance: \$15,000 for two 40-yard garbage roll-off containers
- Weed Department: \$700 for an education trailer
- General Fund: \$249,500 for Sheriff's Office storage facility
- General Fund: \$20,000 for temporary help for long-term employee absence(s)
- General Fund: \$125,000 for succession planning
- General Fund: \$50,000 for a Courthouse space analysis
- General Fund: \$16,160 for U.S.D.A. Wildlife Services
- General Fund: \$2,000 increase for the Irrigon-Boardman Emergency Assistance Center
- General Fund: \$21,684 for the Hermiston Agricultural & Research Center (HAREC)
- Airport Fund: \$10,000 for a grant match
- Airport Fund: \$5,000 for a courtesy car at the Airport
- Airport Fund: \$75,000 for airport feasibility infrastructure study for additional hangars

- Airport Fund: \$1,017,283 grant for Airport runway and taxi seal coat, and runway end identifier light (REIL) installation
- Programming Reserve: \$20,000 for OpenGov Software Program for the Finance Department
- Video Lottery/Economic Development: \$5,000 increase for Morrow County Tourism
- Video Lottery/Economic Development: \$5,827 increase for Oregon State University
- Parks Fund: \$187,000 for a new backhoe and portable sawmill
- Equity Fund: \$500,000 to expand economic development
- Forest Service Fund: \$40,000 for a Polaris Ranger for the Sheriff's Office
- Shepherds Flat Fund: \$200,000 for Grants to Cities Program

Break

Prior to reviewing the first budget, a discussion took place between the Finance Director, Chair LaRue and Commissioner Lindsay that in the future, when Department Directors/Elected Officials prepare their budget documents, they need to indicate which budget lines have increased or decreased by 10% or more.

Board of Commissioners

Darrell Green, Administrator

Mr. Green discussed changes of significance to this budget.

Commissioner Russell moved tentative approval of the budget for the Board of Commissioners in the amount of \$635,980. Commissioner Lindsay seconded. Motion carried.

Building Reserve Fund

Ms. Knop explained \$500,000 was moved into this Reserve Fund last year with the anticipation it would be used as a grant match for Courthouse improvements but the grant application was unsuccessful. She said this fund might be a good place to reserve dollars for a north end facility, or toward the debt service fund for the same facility.

Commissioner Lindsay asked if there were still funds available for other improvements/repairs at the Courthouse.

Ms. Knop replied, yes, and this could be a resource to transfer to the loan but it was currently a Reserve Fund. She added the Board still had the flexibility to designate its use.

Commissioner Lindsay moved tentative approval of the Building Reserve Fund in the amount of \$1,240,699. Commissioner Russell seconded. Motion carried.

Equity Fund

Commissioner Lindsay said the Board already had limited conversations about the recovery phase of COVID because the impacts to main street businesses were just beginning. She suggested something be set aside to support the recovery effort but was not sure whether that would be in the form of a grant, a loan or a combination of the two. She explained GEODC

(Greater Eastern Oregon Development Corporation) currently services the County's Equity Fund and they were willing to assist but it would need to be a separate structure from the Equity Fund.

Ms. Knop talked about the \$679,000 the County received as its portion of CREZ (Columbia River Enterprise Zone) dollars and those funds could be considered as requests were reviewed. It was decided to discuss this again after reviewing the other requests.

Commissioner Lindsay moved tentative approval of the Equity Fund budget with the addition of \$500,000 from General Fund, Contingency, bringing it to \$1,190,192, with the caveat the \$500,000 was for recovery. Commissioner Doherty seconded. Motion carried.

Computer Department

Commissioner Doherty moved tentative approval of the Computer Department budget in the amount of \$190,267. Ms. Cutsforth seconded. Motion carried.

Computer Reserve

Commissioner Russell moved tentative approval of the Computer Reserve budget in the amount of \$67,071. Commissioner Lindsay seconded. Motion carried.

Programming Reserve

Ms. Knop said there were three Decision Package requests in this budget. They were the \$11,299 request from HR for a payroll program; \$36,700 for a County-wide records management/storage system; and \$20,000 for OpenGov Software Program in the Finance Department.

ORMS Records Management Request

Mr. Green talked about the need throughout the County to free-up space taken up by records storage. He proposed using ORMS (Oregon Records Management Solution), which would also mean a part-time temporary employee would be needed, as well as equipment, such as high-speed scanner(s). During the discussion, Clerk Bobbi Childers offered to work with County Admin to coordinate efforts already undertaken by her Department for records storage.

Chair LaRue said the approval action would be tentative and allow time for staff to work through the questions that were just brought up.

Commissioner Lindsay moved tentative approval of the \$36,700 ORMS request. Commissioner Russell seconded. Motion carried.

HR Request for Payroll Program

Ms. Carlson outlined the advantages of the program. The initial cost would be \$11,299 with annual fees in the amount of \$6,600. The Committee preferred to have staff make contact with another entity using the program and report back, time permitting.

Commissioner Doherty moved to table the request. Commissioner Lindsay seconded. Motion carried.

OpenGov Software Program

Ms. Knop discussed the advantages of the program. Chair LaRue asked her to contact someone already using it and Ms. Knop said she would contact the City of Umatilla, where it was just being installed.

Commissioner Lindsay moved to table the OpenGov request for further conversation. Commissioner Doherty seconded. Motion carried.

Safety Committee

Ms. Carlson discussed the activities of the Safety Committee and how it's funded.

Commissioner Lindsay moved tentative approval of the Safety Committee budget in the amount of \$22,356. Commissioner Russell seconded. Motion carried.

Administration (Finance & Human Resources)

Ms. Cutsforth moved tentative approval of the Administration budget in the amount of \$574,536. Commissioner Russell seconded. Motion carried.

Assessor/Tax Collector

Mr. Gorman said the most significant change in his budget was the increase under Professional Services to bring in someone for one year to help develop the value of the former Lost Valley Dairy on Homestead Lane. He outlined the problematic history with the previous owner, and the plans of the new owner, Easterday Farms.

Commissioner Lindsay discussed the "substantial" increase in pay for the Assessor and said the Compensation Board recommended it be increased because of workload, etc. She noted past decisions to make the salaries of the Elected Officials equal and this was not keeping them equal. Decisions are to be made for the job and not the person, and we tend more toward the person, she said. To be clear, she said she wanted to not set a precedent to now change the other Elected Officials to the same salary because that decision was made individually.

Commissioner Russell moved tentative approval of the Assessor/Tax Collector budget in the amount of \$877,540. Commissioner Doherty seconded. Motion carried.

Clerk

Ms. Childers briefly reviewed her budget and asked to remove the request for cameras as she planned to apply for a grant instead.

Commissioner Doherty moved tentative approval of the Clerk's budget at \$347,147. Ms. Cutsforth seconded. Motion carried.

Board of Property Tax Appeals (BOPTA)

Commissioner Russell moved tentative approval of the BOPTA budget in the amount of \$2,887. Ms. Cutsforth seconded. Motion carried.

Clerk's Records Fund

Commissioner Lindsay moved tentative approval of the Clerk's Records Fund budget in the amount of \$23,257. Ms. Cutsforth seconded. Motion carried.

Public Comment: None received

Lunch Break: 12:00-1:07 p.m.

Treasurer

Gayle Gutierrez, Treasurer

Ms. Gutierrez reviewed the changes, primarily in Material & Services for the incoming Treasurer to order new stationery, business cards, signature stamp and other office supplies. She said she hoped the new Treasurer would go to trainings, so she increased those associated categories.

Commissioner Russell moved tentative approval of the Treasurer budget in the amount of \$132,625. Commissioner Doherty seconded. Motion carried.

County School Funds

Commissioner Russell moved tentative approval of the County School Fund (Morrow County Schools) in the amount of \$201,060. Ms. Cutsforth seconded. Motion carried.

Commissioner Lindsay moved tentative approval of the County School Fund (Ione Schools) in the amount of \$20,240. Commissioner Doherty seconded. Motion carried.

District Attorney

Justin Nelson, D.A., via Zoom

Commissioner Lindsay commented on the decrease over the last four years in Non-Support grant revenue and said she wanted to make sure grant funding was maintained as much as possible.

Mr. Nelson explained this particular grant was reimbursed according to submitted timesheets at 50% or 66% and not a set amount, and grant opportunities were not being turned down.

Commissioner Lindsay said the D.A.'s stipend was now at \$11,000 and according to the Budget Committee minutes, in 2016/2017 it was \$6,000. The minutes indicated a clear conversation that Mr. Nelson should not expect increases every year. She said the \$6,000 almost doubled since then and she wanted that to be reflected in the minutes. She went on to say the stipend should not be considered at Compensation Board meetings since the D.A. was a State employee. Instead, there should be a contract between the D.A. and the County for the stipend, she said; Chair LaRue agreed.

Commissioner Lindsay moved to do the research to see if the consideration of a stipend for the D.A. should be before the Compensation Board or not. Commissioner Russell said he wasn't sure this was the place for the motion, suggesting it should be handled at the Board of Commissioners. Ms. Knop said a resolution could be done July 1st to move things, if needed. Motion died for lack of a second.

The Committee then heard Mr. Nelson's request for a paid legal intern at \$10,000.

Commissioner Russell said he would contact Kaylie Davis to see if payment could be made using enterprise zone funding and report back.

Commissioner Lindsay moved tentative approval of the District Attorney budget in the amount of \$430,875 and to review the internship request at the end of the meetings on Thursday. Commissioner Doherty seconded. Motion carried.

Alcohol Enforcement Fund - 218

Commissioner Lindsay moved tentative approval of the Alcohol Enforcement Fund budget in the amount of \$24,403. Ms. Cutsforth seconded. Motion carried.

Law Library - 206

Commissioner Russell moved tentative approval of the Law Library budget in the amount of \$41,565. Ms. Cutsforth seconded. Motion carried.

Victim/Witness Fund

Commissioner Russell moved tentative approval of the Victim/Witness Fund budget in the amount of \$108,876. Commissioner Doherty seconded. Motion carried.

CAMI (Child Abuse Multidisciplinary Intervention) Fund

Mr. Nelson said there will be an excess in this fund of about \$10,000-12,000 due to the COVID cancellation of training events. He said they would explore other options to use these funds. Ms. Knop reminded him this was the first year of the biennium, so the funds should carryover.

Commissioner Russell moved tentative approval of the CAMI Fund budget in the amount of \$36,920. Commissioner Lindsay seconded. Motion carried.

DUII Impact Fund

Commissioner Doherty moved tentative approval of the DUII Impact Fund budget in the amount of \$30,174. Commissioner Lindsay seconded. Motion carried.

Liquor Control Fund

Chair Lindsay said one use for these funds could be education of bar and restaurant owners, in regards to COVID.

Commissioner Russell moved tentative approval of the Liquor Control Fund budget in the amount of \$883. Commissioner Lindsay seconded. Motion carried.

Court Security Fund

Commissioner Lindsay moved tentative approval of the Court Security Fund budget in the amount of \$127,682. Ms. Cutsforth seconded. Motion carried.

Sheriff's Department – General Fund

Sheriff Ken Matlack
Undersheriff John Bowles

After discussing several line items, the conversation turned to the K-9 Program. Ms. Knop said it was an oversight that a Special Revenue Fund had not been created for this and she asked if it could be presented on Wednesday; there were no objections.

Commissioner Russell moved tentative approval of the Sheriff's Department – General Fund budget in the amount of \$4,620,014. Ms. Cutsforth seconded. Motion carried.

911 Emergency

Sheriff Matlack talked about how funding is calculated for different counties and a proposal from one city in Umatilla County that Morrow County take on its dispatching services.

Ms. Cutsforth moved tentative approval of the 911 Emergency budget in the amount of \$869,224. Commissioner Lindsay seconded. Motion carried.

Community Corrections

Several options were discussed for use of these funds and Undersheriff Bowles requested time to add those in for consideration when he returned on Wednesday.

Commissioner Lindsay moved to table to Community Corrections budget. Commissioner Russell seconded. Motion carried.

Emergency Management

Ms. Cutsforth moved tentative approval of the Emergency Management budget in the amount of \$44,539. Commissioner Russell seconded. Motion carried.

Justice Court

Judge Glen Diehl

Judge Diehl discussed the minor changes to his budget and the request for a PolyCom Video Conferencing System estimated to be \$8,000.

Ms. Knop said the \$9,000 for Judge's training at the National Judges Conference was already budgeted but the PolyCom was not.

Chair Lindsay listed multiple line items where the request was greater than what was spent in recent years and said she could find the \$8,000 in the budget by reducing those line items.

Ms. Knop said unless there was a document or policy she could reference, it was a challenge for her to tell those submitting budgets that something might need to be changed. When she's done that in the past, people have complained to Commissioners that she was "outside her wheelhouse." She also explained the process she and her staff would go through tonight to accommodate the requested changes since the budget document was already generated for these meetings.

Chair LaRue said budgeting has to come with training for Department Directors/Elected Officials and reminders from the Board that they need to look at their budgets more carefully. They might fear they won't have enough, or it's easy to do it this way, but at this point, it's very difficult to fix it, she said, and others are in the same situation.

Judge Diehl said the latest information he had was the National Judges Conference was not taking place this year.

Chair LaRue said there was the \$8,000 for the PolyCom. She said, in general, more discussions have to take place before this point in the process.

Ms. Knop suggested there be a policy to build budgets in a certain way.

Chair LaRue said policy needed to relate more to the Budget Committee's findings...It's tough because one change in this (budget document) creates a ripple effect.

Commissioner Lindsay moved tentative approval of the Justice Court budget in the amount of \$335,656 with an adjustment of \$8,000 from Legal Education into Capital Outlay for cameras. Discussion: Judge Diehl said he would need the funds for the next Judges Conference. Commissioner Russell said if it's needed and the Committee has shorted him, come back and, we'll find the money somewhere. Commissioner Doherty seconded. Motion carried.

Bails & Fines – 231

Commissioner Lindsay moved tentative approval of the Bails & Fines budget in the amount of \$593,253. Commissioner Russell seconded. Discussion took place on the company doing collections for the County. Motion carried. (See note after the next item – Juvenile Department budget.)

Juvenile Department

Christy Kenny, Juvenile Department Director

Ms. Kenny discussed the \$30,000 received for the first year of a two-year Juvenile Crime Prevention (JCP) grant. She said the majority went to the Made to Thrive program to serve youth in Morrow County and some went for juvenile crime prevention services training. The goal is to keep youth out of the system to begin with, she said.

Commissioner Russell moved tentative approval of the Juvenile Department budget in the amount of \$409,868. Commissioner Doherty seconded. Motion carried.

Clarification of Vote

Commissioner Doherty said he wanted to clarify that he withheld his vote on the Justice Court budgets because his wife was running for the Justice of the Peace position.

Break: 3:09-3:19 p.m.

Health Department

Diane Kilkenny, Interim Public Health Department Director

In acknowledging Ms. Kilkenny as Interim Director, Commissioner Doherty said the County was thrilled to have her step in, but "we're equally missing our Public Health Director, Sheree Smith."

Ms. Kilkenny agreed, adding Ms. Smith has done an extraordinary amount of work for Public Health. She then reviewed several aspects of the budget but said the majority of it was prepared by Ms. Smith before her extended leave. When asked about mileage reimbursements to staff,

Ms. Kilkenny said there was now an internal policy that if a County car was available, personal vehicles were not to be used.

Commissioner Lindsay moved tentative approval of the Health Department budget in the amount of \$1,519,637. Commissioner Russell seconded. Motion carried.

Veterans Department

Linda Skendzel, Veterans Services Officer (via Zoom)

Commissioner Russell moved tentative approval of the Veterans Department budget in the amount of \$108,941. Ms. Cutsforth seconded. Motion carried.

Community Development Department

Gregg Zody, Community Development Director

Ms. Knop noted this was a newly created department and the numbers reflected six months rather than a full year.

Commissioner Lindsay moved tentative approval of the Community Development Department budget in the amount of \$155,546. Ms. Cutsforth seconded. Motion carried.

Planning Department

Darrell Green

Stephanie Case, Interim Planning Director, via Zoom

A brief discussion took place on the change in the application fee payment process. Ms. Case said checks will be processed at the point of application instead of being held until the entire application process has been completed. If an application is withdrawn, the unused portion of the fee will be refunded, she said.

Commissioner Lindsay moved tentative approval of the Planning Department budget of \$366,772. Ms. Cutsforth seconded. Motion carried.

Heritage Trail

Commissioner Lindsay moved tentative approval of the Heritage Trail budget in the amount of \$18,095. Commissioner Russell seconded. Motion carried.

Building Permit Fund

Ms. Knop explained this fund had a large carryover balance with the Beginning Fund Balance estimated to be \$877,499 and another \$100,000 anticipated. She said there has not been a lot spent from this fund.

Commissioner Russell asked if any of these funds could be used on the new building in Irrigon and Mr. Green said that was being explored. Commissioner Russell added he thought the City of Boardman purchased the former Blue Mountain Community College building using its Building Permit funds and located the building official there.

Commissioner Russell moved tentative approval of the Building Permit Fund budget in the amount of \$989,499. Ms. Cutsforth seconded. Motion carried.

Commissioner Lindsay said the work to assess housing needs in the County might be a use for these funds, with Commissioner Russell saying there could be a follow-up to the Buildable Lands Inventory.

Water Planning

Ms. Knop said the annual fees for NOWA (Northeast Oregon Water Association) historically have been paid from this fund, but she hadn't seen those yet.

Commissioner Russell moved tentative approval of the Water Planning budget in the amount of \$6,258. Commissioner Lindsay seconded. Motion carried.

Commissioner Doherty said in the past, the previous Planning Director worked on signage for the Heritage Trail, Wells Springs and possibly others. He then asked Ms. Case to send him the information so he could start pulling it together to see what he could do.

Public comment: No comments

Recessed: 3:55 p.m.

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Commissioner Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Linda LaRue, Budget Committee
Kim Cutsforth, Budget Committee
Jeff Wenholz, Budget Committee
Darrell J. Green, Administrator

Kate Knop, Finance Director
Deanne Irving, Staff Accountant
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Roberta Lutcher, Executive Assistant

Present Via Electronic Means

Bobbi Childers, Ronda Fox, Mike Gorman,
Gayle Gutierrez, Ann Jones, Sandi Pointer,
Gregg Zody,

Call to Order & Pledge of Allegiance: 9:01 a.m.

Budget Update

Finance Director, Kate Knop, summarized the proposed changes to the budget that were made the previous day.

Public Comment: No comments

Road Fund

Matt Scrivner, Public Works Director

Mr. Scrivner reviewed his budget requests, line by line. When it came to the impact of COVID-19 on gas tax revenue, he estimated a decrease of almost \$37,000 for this fiscal year, and \$84,000 for the next fiscal year. Multiple discussion topics.

202 Road Fund

Commissioner Lindsay moved tentative approval of the 202 Road Fund budget in the amount of \$8,860,421, with the following change: \$20,000 in Capital transfers down to Road Equipment Reserve. Commissioner Russell seconded. Motion carried.

201 Road Equipment Reserve Fund

Commissioner Russell moved tentative approval of the 201 Road Equipment Reserve Fund budget in the amount of \$1,340,000. Ms. Cutsforth second. Motion carried.

203 Finley Buttes Trust Fund

Commissioner Russell moved tentative approval of the 203 Finley Buttes Trust Fund budget of \$1,273,337. Ms. Cutsforth seconded. Motion carried.

238 Park Fund

Mr. Scrivner said there were no changes for Cutsforth and Anson Wright Parks, however, he anticipated a significant negative impact from COVID to the OHV Park. Discussion.

Ms. Cutsforth moved tentative approval of the 238 Park Fund budget in the amount of \$1,067,442. Mr. Wenholz seconded. Motion carried.

205 Airport Fund

Mr. Scrivner said there was grant revenue anticipated from the Federal Aviation Administration (FAA) of \$915,555. An Oregon Department of Aviation grant of \$91,000 will assist with the required match, leaving \$10,173 to come from the County. That amount was not reflected in the budget and was listed as one of the Decision Packages.

Commissioner Russell moved tentative approval of the 205 Airport Fund budget with \$10,173 to be transferred from the General Fund, contingency, to the Airport as a match for the taxiway project. Commissioner Lindsay seconded. Motion carried.

Ms. Knop said there were two other Decision Packages in this fund: \$5,000 for an airport courtesy car and \$75,000 for an airport feasibility study to look at potentially building more hangar buildings. Commissioner Lindsay talked about finding the funds for the courtesy car within areas of the budget that remained unspent. Commissioner Doherty asked what percentage of the County budget was allocated to this department, to which Ms. Knop replied, "About one-third." Discussion.

Commissioner Lindsay moved to incorporate the \$75,000 request for an airport feasibility study into the Airport budget, later clarifying that it be from the General Fund. Ms. Cutsforth seconded. Motion carried.

Commissioner Russell moved tentative approval of the Airport Fund budget in the amount of \$1,187,846. Commissioner Lindsay seconded. Motion carried.

Public Works Administration

Commissioner Russell moved tentative approval of the Public Works Administration fund budget in the amount of \$548,555. Ms. Cutsforth seconded. Motion carried.

Commissioner Russell said the wrong figures were used for the above motion.

Commissioner Russell moved tentative approval of the Public Works Administration fund budget in the amount of \$573,959. Ms. Cutsforth seconded. Motion carried.

Public Works General Maintenance

Ms. Cutsforth moved tentative approval of the Public Work General Maintenance budget in the amount of \$590,555. Mr. Wenholz seconded. Motion carried.

Transfer Station North

Discussion took place that Personnel Services, for the attendants at both the north and south Transfer Stations appeared to be only coming out from the Transfer Station North, Personnel Services, Attendant line 1001. Ms. Knop said she contacted Payroll and determined it should be split 50/50, so she made that correction.

Commissioner Russell moved tentative approval of the General Fund, Transfer Station North budget in the amount of \$37,670. Mr. Wenholz seconded. Motion carried.

Transfer Station South

Ms. Knop said Public Works requested \$15,000 for new dumpsters and she proposed the purchase come from this fund.

Commissioner Russell moved tentative approval of the Transfer Station South budget in the amount of \$65,221. Mr. Wenholz seconded. Motion carried.

Weed Department

Mr. Scrivner said there was a Decision Package request listed in the Publication line for \$700. Commissioner Lindsay said there were funds available within Miscellaneous Supplies, line 2375 to do that.

Commissioner Russell moved tentative approval of the Weed Department fund budget in the amount of \$156,326. Commissioner Doherty seconded. Motion carried.

Weed Equipment Reserve

Commissioner Russell moved tentative approval of the Weed Equipment Reserve fund budget in the amount of \$20,640. Mr. Wenholz seconded. Motion carried.

Break: 10:52-11:07 a.m.

Fair Fund

Ann Jones, Fair Secretary

Cody High & Shelby Krebs, Fair Board Members

Among the various discussions, Ms. Jones talked about the planning that was beginning to take place in the event the Fair was cancelled, due to COVID.

Ms. Cutsforth moved tentative approval of the Fair Fund budget in the amount of \$314,071. Commissioner Russell seconded. Motion carried.

Ms. Knop said the Fair included other departments, totaling \$409,390.

Ms. Cutsforth amended her previous motion to tentatively approve the Fair Fund budget in the amount of \$409,390. Commissioner Russell seconded. Discussion: Mr. High asked to change the "St. Pat's Motocross" line to "Fair, Other Event" fund. Commissioner Russell said the BOC ought to have the opportunity to raise its hand on it. Motion carried.

Barn Roof Reserve

Commissioner Russell moved tentative approval of the Fair Roof Reserve Fund budget in the amount of \$24,830. Ms. Cutsforth seconded. Motion carried.

Fair Improvement Fund

Commissioner Russell moved tentative approval of the Fair Improvement Fund budget in the amount of \$21,097. Mr. Wenholz seconded. Motion carried.

Rodeo Fund

Judy Healy, Rodeo Board Member

Ms. Healy said, once again, the Rodeo Board requested \$10,000 from Video Lottery funds to help cover expenses. She said the Rodeo Board currently planned to hold the rodeo, however, if it didn't take place, she assumed the funds could possibly transfer to the Rodeo's reserve fund. Commissioner Doherty suggested the funds be used for facility upgrades, but Commissioner Lindsay said if the rodeo doesn't happen, it should come back to the Board of Commissioners because a rodeo that doesn't complement the Fair, should be a conversation.

Ms. Cutsforth moved tentative approval of the Rodeo Fund request of \$10,000. Commissioner Doherty seconded. Motion carried.

Bleacher Reserve Fund

Commissioner Lindsay moved tentative approval of the Bleacher Reserve Fund budget of \$25,724. Commissioner Doherty seconded. Motion carried.

Special Transportation Fund (STF)

Gregg Zody, Community Development Director

Katie Imes, Coordinator, The Loop

Ms. Knop said some of the figures in the budget were estimates and for that reason, Mr. Zody and Ms. Imes will be working on a plan and communicate it to the Board of Commissioners.

Commissioner Russell moved tentative approval of the 216 STF budget in the amount of \$2,128,060. Mr. Wenholz seconded. Motion carried.

Vehicle Reserve Fund

Ms. Cutsforth moved tentative approval of the Vehicle Reserve Fund budget in the amount of \$146,250. Commissioner Russell seconded. Motion carried.

FTA (Federal Transit Administration) Grant Fund

Ms. Knop said the Dispatcher position was approved last year using these funds but she needed to confirm it will continue for the entire fiscal year. The dollars don't appear to be there after this year to support 50% or all of personnel, but the carryover keeps it whole. Moving forward, she said, we'll have to look at the personnel allocation on that.

Commissioner Lindsay moved to approve the FTA Grant Fund budget in the amount of \$116,754. Commissioner Doherty seconded. Motion carried.

Surveyor

Stephen Haddock, Surveyor

Ms. Knop said, effective January 1, 2021, the Surveyor position will be an appointed rather than an elected position. The Decision Request within this budget was for personnel dollars, pro-

rated for six months (\$56,796), \$40,000 for a vehicle and \$50,000 for specialized office equipment. Discussion.

Ms. Cutsforth moved tentative approval of the Surveyor Budget in the amount of \$179,226. Commissioner Russell seconded. Commissioner Lindsay offered a friendly amendment that there was a spreadsheet that breaks it out. Ms. Cutsforth accepted the friendly amendment and Commissioner Russell seconded it. Motion carried.

Surveyor Preservation Fund

Ms. Knop said the beginning fund balance was \$238,876 and \$11,000 was anticipated again this year. Mr. Haddock talked about the purpose of the fund.

Commissioner Lindsay moved tentative approval of the Surveyor Preservation Fund budget in the amount of \$253,876. Commissioner Doherty seconded. Motion carried.

Public Comment: No comments

Lunch Break: 12:08-1:03 p.m.

Requests for County Funds

Grants to Cities

Commissioner Lindsay tabled the discussion until the end of the meeting on Thursday to see how much funding might be available. Commissioner Doherty seconded. Motion carried.

Willow Creek Valley Economic Development

Sheryll Bates, Executive Director, Heppner Chamber of Commerce

Ms. Bates said the request was for the same amount - \$25,000.

Commissioner Russell moved tentative approval of the WCVEDG request of \$25,000. Commissioner Lindsay seconded. Motion carried.

Morrow County Tourism

Ms. Bates explained the request increased by \$5,000 to \$15,000 because the group now encompassed the Boardman, Heppner and Irrigon Chambers of Commerce, as well as the community of Ione. Discussion.

Commissioner Russell moved tentative approval of \$10,000 for the Morrow County Tourism request, with the understanding it will be reviewed at the end of the meeting on Thursday to see if extra money is available. Commissioner Lindsay seconded. Motion carried.

Oregon State University (OSU) Extension

Julie Baker, Administrative Office Manager

Ms. Baker reviewed her memo, "2019-2020 Highlights" for the Morrow County/OSU Extension Office. She also explained the reason for the increase in this year's request. Ms. Knop provided an overview of the County's funding to OSU – 2017-2018 and 2018-2019 fiscal years: \$165,197; 2019-2020: \$190,745; and the 2020-2021 request: \$196,572. Discussion.

Commissioner Doherty moved tentative approval of the OSU Extension budget, suspending the \$5,827 for consideration at the end of the meeting on Thursday. Ms. Knop explained to Ms. Baker that \$197,045 would be kept whole between the General Fund and Video Lottery, but the \$5,827 was being tabled. Commissioner Lindsay seconded. Motion carried.

Museum

Commissioner Lindsay moved tentative approval of the Museum budget request of \$11,000. Commissioner Russell seconded. Motion carried.

Hermiston Agricultural Research and Extension Center (HAREC) Request

Commissioner Russell said the State continues to reduce funding to agencies, such as HAREC, in order to have local governments to pick up the difference. He talked about an analysis HAREC provided on what each County should pay. It was decided to suspend consideration until the end of the meeting on Thursday.

Break: 1:45-2:15 p.m.

USDA Wildlife Services

Chris Lulay, Morrow County Wildlife Specialist, via Zoom

Brian Thomas, District Supervisor, via Zoom

Last year, Wildlife Services received \$60,000 from the County and this year's request was for \$76,195.85. Mr. Lulay discussed his job duties in the County, such as trapping activities, and coyote and scavenger control. When asked why his salary needed to be backfilled, Mr. Thomas said it didn't involve a salary increase, but was a way to keep Mr. Lulay operational in the County. Discussion.

Commissioner Doherty moved tentative approval of the Wildlife Services request of \$60,000 with the option of reviewing it at the end of the meeting on Thursday. Commissioner Lindsay seconded. Motion carried.

Succession Planning

Mr. Green said there were two requests – Succession Planning and Miscellaneous Professional Services. He said quite a few retirements were anticipated in the next two or three years and the County needed to plan for the exchange of institutional knowledge. Discussion.

Commissioner Russell moved tentative approval of \$125,000 for Succession Planning. Commissioner Lindsay seconded. Motion carried.

Soil & Water Conservation District

Kevin Payne, District Manager, via telephone

Mr. Payne noted there were no changes compared to last year's request.

Commissioner Lindsay moved tentative approval of the SWCD request of \$55,000. Ms. Cutsforth seconded. Motion carried.

Oregon Water Resources Department

Greg Silbernagel, Watermaster, District 5
Chris Kowitz, North Central Region Manager

The Committee learned how billing is broken out for Morrow and Umatilla Counties and what the status of Easterday Farms to obtain a CAFO (confined animal feeding operation) permit.

Commissioner Russell moved tentative approval of the Oregon Water Resources Department request of \$12,200. Commissioner Lindsay seconded. Motion carried.

Irrigon Boardman Emergency Assistance Center

Ina Abercrombie, Coordinator
Shirley David

After Ms. Abercrombie and Ms. David provided overviews of the services provided and the increase in activity due to COVID, Commissioner Russell requested to postpone a decision until after hearing from the Neighborhood Center of South Morrow County. He said the Committee might grant both organizations more than they requested.

101-199-5-20-3140 – Miscellaneous Professional Services

Mr. Green said this line was increased by \$20,000, from \$28,000 to \$48,000. He said the County has been contracting with an employment agency for some hiring needs, which then covers the benefits aspect.

Neighborhood Center of South Morrow County

Lisa Patton, Director

Ms. Patton also provided an overview of services and talked about the increase in activities due to COVID. She asked the Committee to consider more than the \$18,000 granted last year.
Discussion.

Commissioner Russell moved to increase the base amount to \$20,000 this year for both the Irrigon Boardman Emergency Assistance Center and the Neighborhood Center of South Morrow County, and also one-time additional funding of \$7,500, which brings it to \$27,500 for each Center. Mr. Wenholz seconded. Discussion: Commissioner Lindsay requested the checks go out separately. Ms. Knop said \$7,500 would be identified as a one-time distribution for emergency service, and the base amount of \$20,000. Motion carried.

Public Comment: No comments

As a reminder, staff listed the items the Committee opted to review again at the end of tomorrow's meeting.

Recessed: 3:56 p.m.

Morrow County Budget Committee Meeting Minutes
Thursday, April 16, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Commissioner Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Linda LaRue, Budget Committee
Kim Cutsforth, Budget Committee
Jeff Wenholz, Budget Committee
Darrell J. Green, Administrator

Kate Knop, Finance Director
Deanne Irving, Staff Accountant
SaBrina Bailey Cave, Accounting Clerk
Roberta Lutchter, Executive Assistant

Present Via Electronic Means

Karmen Carlson, Ronda Fox, Mike Gorman,
Gayle Gutierrez, Matt Scrivner, Gregg Zody

Call to Order & Pledge of Allegiance: 9:01 a.m.

Budget Update

Finance Director, Kate Knop, summarized the proposed changes to the budget that were made the previous day.

Public Comment: No comments

Willow Creek Wind Fees Fund

Commissioner Lindsay moved tentative approval of the Willow Creek Wind Fees Fund budget in the amount of \$123,167. Commissioner Russell seconded. Motion carried.

Echo Winds Fees Fund

Commissioner Russell moved tentative approval of the Echo Winds Fees Fund budget in the amount of \$97,310. Ms. Cutsforth seconded. Motion carried.

Shepherds Flat Fee Fund

After discussion, Ms. Kop requested a break to review one of the items within this budget.

Commissioner Lindsay moved to table the Shepherds Flat Fee Fund. Commissioner Doherty seconded. Motion carried.

PGE Carty Fund

Commissioner Lindsay moved tentative approval of the PGE Carty Fund budget in the amount of \$2,374,677. Commissioner Russell seconded. Motion carried.

Break: 9:53-10:21 a.m.

Shepherds Flat Fee Fund, continued

Ms. Knop said the Community Service Fee line had an error that needed to transfer over. She said she had \$140,000 as the Morrow County portion but didn't include the \$359,000, which was

the estimated portion the County needed to turn over. It brings it down to \$280,000, she explained. She asked where it should be appropriated and Chair LaRue said tentative approval still allowed it to be reviewed later.

Ms. Cutsforth moved tentative approval of the Shepherds Flat Fee Fund budget in the amount of \$1,822,490. Commissioner Russell seconded. Motion carried.

Finley Buttes License Fee Fund

Commissioner Lindsay moved tentative approval of the Finley Buttes License Fee Fund budget in the amount of \$1,904,478. Ms. Cutsforth seconded. Motion carried.

Heppner Administration Building Fund

Commissioner Lindsay moved tentative approval of the Heppner Administration Building Fund budget in the amount of \$424,049. Commissioner Doherty seconded. Motion carried.

Forest Service Fund (Title III)

Sheriff Ken Matlack

Undersheriff John Bowles

Ms. Knop said there was a \$40,000 Decision Package Request from the Sheriff's Office for a Polaris Ranger (with tracks, snow plow and trailer) for search and rescue operations. Various discussions.

Commissioner Doherty moved tentative approval to move forward with the purchase of a Polaris Ranger through the Title III Program in the amount of \$71,237. Commissioner Russell seconded. Motion carried.

Sheriff's Reserve Fund

Ms. Knop said a discussion was needed on the new Sheriff's Reserve Fund. Last night, Undersheriff Bowles sent through a proposed budget and she then created a new Sheriff Reserve Fund. Undersheriff Bowles provided three different departments – Sheriff's Account, Department 200; Reserve Department, Department 300; and K-9 Program, Department 400. She then reviewed each department. Discussion took place on the past history of these accounts that were held within the Sheriff's Office and how it will work moving forward now that the accounts will be encompassed within the County's budget.

Ms. Cutsforth moved tentative approval of the Sheriff's Reserve Fund budget in the amount of \$27,600. Commissioner Russell seconded. Discussion: Commissioner Doherty said there was one caveat – BOC Chair Lindsay will convene a work session with Ms. Knop, Mr. Green, the Treasurer and the Sheriff to get all parties on the same page. Motion carried.

Transfer to Other Funds, Department 124

Commissioner Russell moved tentative approval of the General Fund Transfer to Other Funds budget in the amount of \$944,000. Ms. Cutsforth seconded. Motion carried.

Non-Departmental Revenue & Expenditures – 199

Ms. Knop reviewed the budget and changes made within it.

Commissioner Doherty said he visited with OSU's Anna Browne about the Juntos program and she said if the budget was reduced by \$5,000, it would impact her program. He asked the Committee to consider allocating the \$5,000 removed from Temporary Help to this program. The Committee instructed Ms. Knop to create a separate line item for the Juntos Program and clearly communicate to OSU that the Committee wanted it for that particular outreach program.

Commissioner Doherty moved to take the \$5,000 Mr. Green previously had in this fund (Non-Departmental 199) and move it to the Juntos Program and have Ms. Knop section out a new line item for it. Commissioner Lindsay seconded. Motion carried with Commissioner Russell voting nay. Discussion: Commissioner Russell said he didn't want to micromanage the money. Commissioner Lindsay asked Mr. Wenholz if he voted. Mr. Wenholz replied, no, because he didn't know enough about the program. Ms. Cutsforth said the motion was for \$5,000 but the "ask" was \$5,827. Commissioner Doherty moved to add the full amount, another \$827. Commissioner Lindsay seconded. Motion carried with Commissioner Russell voting nay.

Sheriff's Building

Mr. Green explained the building used by the Sheriff's Office at the former Kinzua Mill site, could come to an end if the Port of Morrow opted to lease or sell it to someone else. Various discussions.

Commissioner Lindsay moved to put \$250,000 into this budget for getting the traction started, at a minimum, to build the proposed building, but we may have to look at additional as we get actual proposals. Ms. Cutsforth seconded. Discussion: Commissioner Doherty wanted to know the plans for the Surveyor Records and the Law Library. Mr. Green said the intent was to bring the Surveyor records to the new building in Irrigon. Vote: Aye: Chair LaRue, Ms. Cutsforth, Commissioner Lindsay, Commissioner Doherty; Nay: Commissioner Russell, Mr. Wenholz. Motion carried.

Miscellaneous

Ms. Knop said she would update the totals over the lunch hour, and she then provided a summary of recent activity.

Lunch Break: 12:00-1:40 p.m.

Revisit Miscellaneous Issues

Ms. Knop presented her revised budget numbers for multiple funds. The Committee reviewed the requests that were tentatively approved without the increases requested (Wildlife Services, HAREC, Morrow County Tourism, D.A.).

Wildlife Services & HAREC

Commissioner Russell moved to decline the additional \$16,160 increase for Wildlife Services this year over last year, making it revenue neutral. Ms. Cutsforth seconded. Motion carried.

Commissioner Russell moved to decline the request from HAREC for \$20,000. Commissioner Lindsay seconded. Motion carried.

Morrow County Tourism

Commissioner Lindsay moved to put \$5,000 that usually goes to the Fair Fund into Morrow County Tourism this year because of the situation we're in and the amount of money in that fund already, noting this is not to become permanent and is only this year to help with COVID-19. Commissioner Russell seconded. Motion carried.

Grants to Cities

Ms. Knop noted the money available in the General Fund: \$179,000 in CREZ dollars; contingency dollars of \$898,000. Discussion.

Ms. Cutsforth moved to use the balance of CREZ Funds, \$179,000, for Grants to Cities and the balance in unappropriated funds, \$898,000 to contingency. Commissioner Russell seconded. Motion carried.

Community Corrections

Ms. Cutsforth moved tentative approval of the Community Corrections budget of \$1,057,608. Commissioner Russell seconded. Motion carried.

Approval of Tax Rate

Ms. Knop said the totals for the major funds were:

- General Fund: \$20,511,158
- Road Fund: \$8,860,421
- Grand Total: \$50,299,189

Commissioner Russell moved that the Morrow County Budget Committee approves the Budget and Taxes for the 2020-2021 Fiscal Year at the rate of \$4.1347 per \$1,000 of Assessed Value for Operating Purposes. Ms. Cutsforth seconded. Motion carried.

Public Comment: No comments

Adjourned: 2:31 p.m.