

Morrow County Budget Committee Meeting Minutes
Tuesday, April 13, 2021
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
Mike Gorman, Tax Assessor
Julia Finch, Minutes & Notes

Present Via Zoom

Lindsay Grogan, Bobbi Childers, Ronda
Fox, Justin Nelson, Jaylene Papineau,
Katie Imes, Roberta Lutchter

Call to Order & Pledge of Allegiance: 9:02 a.m.

Election of Chairperson & Secretary

Commissioner Russell nominated Linda LaRue. Kim Cutsforth seconded. Motion carried. Ms. LaRue motioned Kim Cutsforth to be Secretary. Commissioner Lindsay seconded. Motion carried.

Approval of 2020-21 Meeting Minutes

Kim Cutsforth nominated that we approve the minutes from 2020-2021. Commissioner Russell Seconded. Motion carried.

Budget Message (Section 1)

Kate Knop, Finance Director

Ms. Knop said the total proposed budget for Fiscal Year 2020-2021, including all funds, was \$57,892,375. This represented an increase of \$7,593,186 over last year, or 15.10%. She then went on to review her five-page report.

Commissioner Lindsay asked about the Road Fund. Ms. Knop said materially, it's flat.

Commissioner Lindsay asked where the cut was from. Ms. Knop said the beginning fund from last year was significantly higher.

Commissioner Lindsay said we should take a break until we can make sure the public is able to view the meeting via Zoom. We took a 10-minute break so Ms. Knop could upload the new information to the website.

Break (10 min)

Presentation of Revenue

Kate Knop, Finance Director
Mike Gorman, Assessor/Tax Collector

Mike Gorman reported on financial growth in Morrow County. Much of the growth is related to the Port of Morrow. Mr. Gorman reviewed his PowerPoint presentation “Morrow County/Exciting Times!/2017-2021.” COVID has not affected people’s ability to pay taxes. Mr. Gorman said it has been a record year for collecting taxes. Ms. Cutsforth asked about the percentage of collections. Mr. Gorman said it was about 99%. Mr. Gorman said there are no other counties in the state that are experiencing the kind of growth Morrow County is experiencing. Commissioner Russell asked about Easterday Dairy. Mr. Gorman said that large-scaled dairies have substantial infrastructure.

Ms. Knop reviewed her “2021-2022 Budget Committee Hearings” PowerPoint.

Compensation & Benefits Update

Lindsay Grogan, Human Resources Director

Ms. Grogan said she did not know what the cost-of-living adjustment (COLA) was going to be. The Treasurer and Sheriff will not receive a COLA increase. However, it should be noted we went back to the Treasurer COLA and did grant that at 2.5%.

Ms. LaRue mentioned that the COLA would be 3%. She asked if we looked at other counties.

Ms. Childers mentioned she believes we should re-visit the Treasurer getting her COLA increase. Commissioner Russell said we look at other similar counties. He said that Baker County was probably closest to us in population. Ms. Grogan said the Treasurer position varies so much from one county to another. There was discussion about COLA.

Budget Requests - Decision Packages

Ms. Knop reviewed the Budget Requests/Decision packages spreadsheet and said the requests totaled \$3,108,655. Ms. Cutsforth noted a correction of \$30,000 for the Board of Commissioners Budget Request.

- Board of Commissioners: \$30,000 for office equipment
- Assessment & Tax: \$45,000 for professional services
- Planning Department: \$66,870 for professional services
- Surveyor Department: \$22,930 for office supplies, fuel & more
- Public Works General Maintenance: \$45,000 for pickup replacement
- South Transfer Station: \$11,000 for equipment
- Computer: \$26,000 for replacement equipment
- Non-departmental: \$67,700 for Courthouse upgrades & more
- Airport: \$31,175 for Automated Weather Observing System (AWOS) Project
- Fair: \$50,000 for operating contingency
- Special Transportation: \$38,000 for equipment
- Computer: \$78,255 for Programming
- Special Transportation: \$478,874 for equipment & more
- Capital Improvement Fund: \$1,800,000 for Courthouse upgrades and remodel
- Cutsforth Park: \$274,861 for new Cutsforth building
- Water Planning Fund: \$10,000 – No resources in #245
- FTA Grant: \$50,000 for dispatching software

Break: 10:30 – 10:45 a.m.

Board of Commissioners (BOC) (Section 2)

Darrell Green, Administrator

Mr. Green had to step out, so Ms. Knop reviewed his budget and discussed changes of significance to this budget. Ms. Cutsforth asked how Mr. Green arrived at \$15,000 for an audio-visual upgrade for the Bartholomew Building Upper Conference Room. Commissioner Russell said that Mr. Green probably consulted with our IT personnel: Jordan Stanley. Ms. Knop said this was part of the Discretionary Funds.

Commissioner Russell moved to tentatively approve the BOC budget with 2.5% COLA. Ms. LaRue seconded the motion. Motion carried.

Commissioner Doherty said he supports what the compensation committee recommends.

Building Reserve Fund

Mr. Green explained that the money was already there for this fund. Commissioner Lindsay asked for an explanation of transfer from other funds. Ms. Knop said that was part of the contribution to the Courthouse. We came back to this on Wednesday, April 14th right after lunch.

Equity Fund

Ms. Knop said this is very similar to last year. Most of the activity comes through the asset and liability side.

Commissioner Lindsay moved to tentatively accept this budget [in the amount of \$21,000]. Ms. Cutsforth seconded. The motion carried.

Resiliency Fund

Ms. Knop explained that this budget doesn't have any dollars in it as of yet. This is new as of 2021. Ms. Cutsforth asked if this fund is for COVID relief. Ms. Knop said this is where we would track that. We came back to this on Thursday, April 15th.

Computer Department

Mr. Green said this is used to replace computers that were purchased several years ago. He said we were purchasing about 20 more computers with an average of about \$1,900 per computer.

Mr. Wenholz nominated we tentatively accept this budget [in the amount of \$195,759]. Commissioner Doherty seconded. Motion carried.

Computer Reserve

Commissioner Russell moved for approval of this fund in the amount of \$77,006. Commissioner Lindsay seconded. Motion carried.

Programming Reserve

Mr. Green discussed this fund.

OpenGov Software and Ascentis HRIS System Software

Ms. Knop discussed the advantages of the program. Mr. Green asked if the public can view this system. Ms. Knop said individuals would have to request it. Ms. Knop has been asking for this program for over a year. Total ask is \$78,255. The increase is \$17,101. The total transfer would be: \$47,101. Ms. Grogan explained the benefits of the program. Ms. Knop said these 2 programs are eligible for reimbursement. We will make a decision later since the budget is not approved until July.

Commissioner Russell moved to tentatively accept this budget in the amount of \$78,255. Commissioner Doherty seconded it. Motion carried.

Safety Committee

Ms. Knop presented this item.

Commissioner Russell moved to tentatively accept this budget in the amount of \$18,892. Mr. Wenholz seconded. Motion carried.

Administration (Finance & Human Resources) (Section 3)

Mr. Wenholz moved to tentatively accept this budget in the amount of \$600,944. Commissioner Lindsay seconded. Motion carried.

Assessor/Tax Collector

Mr. Gorman discussed his budget. He is requesting an additional \$45,000 to scan and digitize some old maps from the 1950s. He said he asked in 2014, he believes, as well. Commissioner Lindsay asked about the A&T Program Maintenance line item. Mr. Gorman explained it depends on legislation.

Commissioner Russell makes the motion to tentatively accept this budget in the amount of \$931,815. Mr. Wenholz seconded. Motion carried.

Ms. Knop said she would add the COLA later on. The assessor is to receive COLA plus \$10,000.

Treasurer (Section 4)

Ms. Papineau did not request any changes to her budget. She asked if there were any questions.

Ms. Cutsforth made the motion to tentatively approve the budget in the amount of \$135,026, plus the addition of the COLA adjustment. Commissioner Russell seconded. Motion carried.

County School Fund

Commissioner Russell made the motion to tentatively approve the budget in the amount of \$201,350. Commissioner Lindsay seconded. Motion carried.

Ione School Fund

Commissioner Lindsay made a motion to tentatively approve the budget in the amount of \$20,265. Mr. Wenholz seconded. Motion carried.

County Clerk (Section 5)

Ms. Childers presented her budget. She had asked for her elections line to go up. She discussed cost per voter. She said she averages two elections per year. She also mentioned an increase of \$15,000 to \$25,000 for elections.

Ms. Cutsforth made a motion to tentatively approve the budget in the amount of \$364,550 with the COLA adjustment. Mr. Wenholz seconded. Motion carried.

Board of Property Tax Appeals (BOPTA)

Commissioner Doherty made a motion to tentatively approve the budget in the amount of \$2,942. Mr. Wenholz seconded the motion. Motion carried.

Clerk's Record Fund

Commissioner Lindsay made a motion to tentatively approve the budget in the amount of \$23,503. Mr. Wenholz seconded. Motion carried.

Public Comment: No Comments

Lunch Break: 12:22 – 1:00 p.m.

District Attorney (Section 6)

Justin Nelson, D.A.

Mr. Nelson mentioned that his only change was on the case management line of the General Fund expenses. It is now \$2,750. Previously, it was \$2,550.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$439,146. Commissioner Doherty seconded it. Motion carried.

Alcohol Enforcement

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$500.00. Ms. Cutsforth seconded it. Motion carried.

Victim/Witness Fund

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$143,769. Commissioner Russell seconded. Motion carried.

CAMI (Child Abuse Multidisciplinary Intervention) Fund

Mr. Nelson mentioned that we have had conferences cancelled due to COVID, so there will be carryover from the grants.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$65,328. Mr. Wenholz seconded. Motion carried.

Law Library

Mr. Nelson said he uses electronic means to access law documents.

Commissioner Lindsay made a motion to tentatively approve the budget in the amount of \$42,506. Mr. Wenholz seconded. Motion carried.

DUII Impact

Mr. Wenholz made a motion to tentatively approve the budget in the amount of \$30,007. Commissioner Lindsay seconded. Motion carried.

Liquor Control Fund

There was discussion that we may close this account next year. Commissioner Lindsay asked if Mr. Nelson could do something with CCS to extend it.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$887. Mr. Wenholz seconded. Motion carried.

Court Security Fund

Mr. Nelson suggested this account come from the Sheriff's department at some point in the future. He said this fund is not sustainable. He said there were a lot of criminal fines that could be collected, but enforcement is a challenge.

Mr. Wenholz made a motion to tentatively approve the budget in the amount of \$89,351. Commissioner Russell seconded. Motion carried.

Sheriff's Department – General Fund (Section 7)

Undersheriff John Bowles
Lt. Brian Snyder

Undersheriff Bowles reported that there was a \$10,000 increase for fuel. Ms. Knop said the uniform expense went up \$5,000. Undersheriff Bowles said they have been able to save a lot of money. Ms. Knop said the other big item is their new vehicles. Undersheriff Bowles said they would be ordering seven new vehicles this year. He said the cost is about \$50,000 per vehicle. Undersheriff Bowles also said their software expenses have increased.

Undersheriff Bowles said there is a \$45,000 request for a search and rescue vehicle: A four-seat Polaris. There has been an increase in search and rescue events. Ms. Knop said the money would come from contingency. Commissioner Lindsay asked why this amount couldn't come from an ATV grant. Undersheriff Bowles explained you can only use that for certain purposes. Undersheriff Bowles said they had to call on a private citizen to use a Ranger for a Search and Rescue (SAR) mission. Sgt. Snyder said they have had 23 snow rescues this year.

Ms. Cutsforth made a motion to tentatively approve the budget in the amount of \$4,606,958 with the addition of the \$45,000 for a new rescue vehicle. Mr. Wenholz seconded. Motion carried.

911 Emergency

Undersheriff Bowles said there were some improvements that can be made next year. Commissioner Lindsay asked about the radio upgrades.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$1,281,780. Ms. Cutsforth seconded. Motion carried.

Community Corrections

Undersheriff Bowles said they need to buy some more equipment.

Commissioner Lindsay asked about the contract services in the amount of \$13,000. Undersheriff Bowles said that could be for CCS or polygraphs.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$933,824. Ms. Cutsforth seconded. Motion carried.

Emergency Management

Undersheriff Bowles said 0.1% of his salary was paid out of the Emergency budget and 0.9% was out of the Sheriff's budget. Ms. Knop said the new Emergency Manager would be supervised by Mr. Green. Ms. Cutsforth asked if this person will need office space at the Sheriff's Office. Undersheriff Bowles said the Upper Conference Room of the Bartholomew Building is the Emergency Operation Center. Sgt. Snyder mentioned an SAR in Irrigon in which Irrigon's Fire Department was used.

Commissioner Doherty made a motion to tentatively approve the budget in the amount of \$125,933. Ms. Cutsforth seconded. Motion carried.

Sheriff's Reserve Fund

Ms. Cutsforth made a motion to tentatively approve the budget in the amount of \$23,760. Commissioner Russell seconded. Motion carried.

Justice Court (Section 8)

Judge Glen Diehl

Judge Diehl said that his budget was pretty much the same. He also said legislature is changing what you can and can't do with fines. There has been a reduction in citations. Judge Diehl said if those who owe court fees and fines move and become indigent, it is no longer an option to collect fines. He also said they have lost the ability to suspend driver's licenses.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$336,271. Mr. Wenholz seconded. Motion carried.

Bails & Fines – 231

Judge Diehl said that Justice Court combined fines from Heppner with fines from Irrigon and Boardman. The total is \$500,000.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$529,190. Mr. Wenholz seconded. Motion carried.

Juvenile Department (Section 9)

Christy Kenny, Juvenile Department Director

Ms. Kenny said she doesn't really have any changes from last year's budget. She kept the Measure 11 and the Detention dollar fees. She said they just hired a new Office Support Specialist. Commissioner Lindsay asked what would fall under Contract Services. Ms. Kenny said it is for Juvenile Crime Prevention (JCP) dollars, such as pool passes and 4-H summer camps.

Commissioner Russell asked why the Student Resource Officers (SROs) don't come out of the Juvenile Department. Ms. Knop explained they are coming from the Sheriff's Office. Commissioner Russell said they can be called out for other things related only to the Sheriff's Office. He also said the schools paid part of the SRO salaries.

Commissioner Doherty made a motion to tentatively approve the budget in the amount of \$410,274. Commissioner Russell seconded. Motion carried.

Break: 2:40 – 2:55 p.m.

Health Department (Section 10)

Nazario Rivera, Public Health Director

Vickie Turrell, Office Manager

Ms. Turrell said the biggest thing is that they don't know what's coming for the future with the CARES dollars. Mr. Rivera discussed Babies First program and vacancies within their department and the need to aggressively advertise in order to help fill these positions. Commissioner Doherty asked about the additional expenses. Mr. Rivera said they are in the process of transferring to a new electronic records system.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$1,559,374. Commissioner Lindsay seconded. Motion carried.

Veterans Department (Section 11)

Linda Skendzel, Veterans Services Officer (via Zoom)

Ms. Skendzel said the only change was due to the cost of living.

Ms. Cutsforth made a motion to tentatively approve the budget in the amount of \$111,180. Commissioner Lindsay seconded. Motion carried.

Community Development Department (Section 12)

Tamara Mabbott, Planning

Mr. Green said we did not get the grant, so we do not have it in the budget to pay out \$6,250.00.

Commissioner Lindsay made a motion to tentatively approve the budget with the \$6,250 (on page 3) in the amount of \$156,757. Commissioner Doherty seconded. Motion carried.

Planning Department

Ms. Mabbott said they have two overarching ideas: one is to streamline current planning process and the other is to update a very old Comprehensive Plan. She said they took two part-time positions and made one full-time position. They now have a team of five in their office. Ms. Mabbott said she would like to ask for a \$50,000 grant which would be pass-through money with the U.S. Department of the Navy. She also said that the total grant match is \$10,270. She put in a request for between \$14,000 to \$20,000 to possibly be a local match for a planning grant. Her desire is to keep this within the Heritage Trail. Ms. Mabbott said the FTE (full-time equivalent) costs went up quite a bit.

Ms. Cutsforth said that code enforcement takes a little bit different expertise than what the deputies want to do.

Ms. Mabbott said they would like to transfer \$50,000 from the Building Fund. It will pay part of the salaries of others on the team.

Commissioner Lindsay asked about the \$10,000 on page 27. Ms. Mabbott said it had to do with when they changed their fee schedule. Commissioner Lindsay also asked about the plats increasing. Ms. Mabbott said the economy is good based on the land partitioning and zoning fee lines.

Ms. Cutsforth made a motion to tentatively approve the budget in the amount of \$629,587. Commissioner Russell seconded. Motion carried.

Heritage Trail

Ms. Mabbott said a three-mile and five-mile bike route would be good between Irrigon and Boardman. She said it would be a twenty-minute bike ride. Commissioner Doherty said it would be good to set aside funds for this. Ms. Knop said we could move \$4,000 of the \$8,000 from contracted services to set aside for match of future grants. Mr. Green said this item is looking at a total of \$32,000 with \$14,000 for ask added to the \$18,000. The additional \$14,000 would come from the General Fund.

Ms. Cutsforth made a motion to tentatively approve the budget in the amount of \$32,063. Mr. Wenholz seconded. Motion carried.

Building Permit Fund

Ms. Mabbott said the big numbers come from data centers outside the city limits.

Commissioner Russell made a motion to tentatively approve the budget in the amount of \$1,282,736. Commissioner Lindsay seconded. Motion carried.

Water Planning

Ms. Mabbott asked for \$6,000 for the Northeast Oregon Water Association (NOWA) and \$4,000 for Oregon State University Extension. She said there was a nitrate problem for the farmers. Ms. Knop asked if this \$10,000 could come from the General Fund.

Mr. Wenholz made a motion to tentatively approve the budget in the amount of \$258. Commissioner Russell seconded. Motion carried.

We will make an addition to the General Fund.

Commissioner Russell made a motion to increase the Planning General Fund to \$639,587. Ms. Cutsforth seconded. Motion carried.

Public Comment: No comments

Recessed: 4:20 p.m.

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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

Judy Healy, Rodeo Board
Deanne Irving, Staff Accountant
SaBrina Bailey Cave, Accounting Clerk
Julia Finch, Minutes & Notes

Present Via Zoom

Bobbi Childers, Ronda Fox, Mike Gorman,
Roberta Lutcher, Ann Jones, Sandi Pointer,
Matt Scrivner, Greg Close, Erika Lasater,
Lindsay Grogan, Matt Scrivner

Call to Order & Pledge of Allegiance: 9:08 a.m.

Budget Update

Finance Director Kate Knop, summarized the proposed changes to the budget that were made the previous day. The asks from yesterday totaled \$220,221. All of these funds are coming from the General Fund Contingency.

Public Comment: No comments

Road Fund (Section 13)

Matt Scrivner, Public Works Director (via Zoom)
Greg Close, Parks Manager (via Zoom)
Anthony Clement, General Maintenance Supervisor (via Zoom)

Mr. Scrivner reviewed his budget requests, line by line. He said that overall, there wasn't much change. They are down one dump truck and insurance paid out \$17,000. Commissioner Doherty asked why we weren't doing the Wilson Road Project. Mr. Scrivner said we contracted it out to Silver Creek. Ms. Lindsay asked about contract services.

202 Road Fund

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$8,569,795. Mr. Wenholz seconded. Motion carried.

201 Road Equipment Reserve Fund

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$2,237,911. Commissioner Lindsay seconded. Motion carried.

203 Finley Buttes Trust Fund

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$1,824,613. Commissioner Lindsay seconded. Motion carried.

238 Park Fund

Mr. Scrivner said the revenue for camping fees exceeded their expectations, but they plan on a more “normal” year next year of \$30,000. Mr. Close reviewed his ask of a trail maintenance shed in the amount of \$274,861.05. Match amount would be \$59,861.05. Commissioner Russell said if the Sheriff is going to be using the building, that part of the match should come from them. He asked why Parks is paying the match when they are prohibited from being in the building. Mr. Scrivner said they have applied for other grants, as well, and they would like to be awarded a grant that allows them to have access to the shed. He also made the point that without this building there is nowhere to store the new SAR vehicle being requested by the Sheriff’s Office. Ms. Cutsforth said they have been working toward having this building for two years now. Commissioner Lindsay said the plan is to house the two pieces of equipment and an ambulance. Commissioner Russell said he feels it should not come out of Parks budget. Commissioner Doherty said this may need to be discussed during a BOC meeting. Ms. Knop said this could be a budget resolution after July 1st. Commissioner Russell said there are going to be taxes, utilities, and maintenance on the building. Ms. Cutsforth said she thinks we should table the discussion for now.

Commissioner Russell made a motion to table the ask at this time for further discussion. Mr. Wenholz seconded. Motion carried with Commissioner Lindsay being the only nay vote.

Ms. Cutsforth made a motion to tentatively accept the budget, without the ask, in the amount of \$963,050. Commissioner Russell seconded. Motion carried.

205 Airport Fund

Mr. Scrivner said it is recommended to replace their ceilometer (a device for measuring and recording the height of clouds). Mr. Clement said it was an important tool for the landing. Mr. Scrivner said the County is required to match 10% of the \$756,524 for the Federal Aviation Administration (FAA) Grant. He said they are planning for construction in July or August 2021. Ms. Knop said the match would be \$8,406. Ms. Knop said the report did not run correctly as the year-to-date is zero on all line items.

Ms. Cutsforth made a motion to tentatively accept the budget with the addition that we agree to add in the ask of \$31,170 coming out of contingencies, and the overall budget in the amount of \$950,377. Commissioner Russell seconded. Motion carried.

Public Works – General Maintenance (Section 14)

Mr. Scrivner said with the new building in the north end, it will need more cleaning than the smaller building we currently use. He said that is why the new Janitorial Contract is proposed to be \$120,000. Mr. Clement said he has two sanders and one van in the General Maintenance fleet. The van is a 2018 with less than 30,000 miles. The other pickup is a gasoline engine. He said it would be at least another three years before he asks for another vehicle.

Mr. Wenholz made a motion to tentatively accept the budget in the amount of \$646,764 to include the new pickup. Commissioner Lindsay seconded. Motion carried.

Public Works - Administration

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$76,085. Ms. Cutsforth seconded. Motion carried.

Transfer Station North

Mr. Scrivner said they are getting a lot more usage.

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$44,425. Commissioner Russell seconded. Motion carried.

Transfer Station South

Mr. Scrivner said they asked for an additional dumpster last year.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$60,706 to include the additional dumpster. Mr. Wenzholz seconded. Motion carried.

Weed Department

Mr. Scrivner said that the \$25,000 for weed revenue is money paid from the Road Department to the Weed Department for the roadside spraying. Commissioner Lindsay asked if there were any grants available. Commissioner Lindsay asked why it is showing \$0 for Chemicals for the year to date. Ms. Knop said that Dave Pranger, Weed Coordinator/Inspector, usually buys chemicals close to the end of the year, so that's why it is showing \$0 for Chemicals so far.

Mr. Wenzholz made a motion to tentatively accept the budget in the amount of \$142,668. Ms. Cutsforth seconded. Motion carried.

Weed Equipment Reserve

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$25,797. Ms. Cutsforth seconded. Motion carried.

Break: 10:36 – 10:55 a.m.

Fair Fund (Section 15)

Ann Jones, Fair Secretary (via Zoom)

Cody High, Fair Board Committee Member (via Zoom)

Ms. Jones said there hasn't been a lot of changes. She said the Video Lottery may increase, but she said we should still get that \$53,166 for that line item. Ms. Jones mentioned a grant that helped to replace lighting, fix bathrooms, and fix an outlet in the big kitchen, amongst other things. Ms. Knop said there is an ask for \$50,000 and Mr. High clarified that it is to transfer that amount out of the contingency fund to put on some extra events. It has already been moved, but it needs Budget Committee approval.

Mr. High said we need to do a long-term plan for repairs for the fairgrounds. He also said if we want to take \$25,000 out of the contingency fund to put toward repairs, that would be fine. Ms. Knop said this could be a budget resolution and could be decided later.

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$404,310, to remove the \$5,000 from the line item 214-100-3-90-3827 "Transfer from Video Lottery." Commissioner Russell seconded. Motion carried.

Barn Roof Reserve

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$27,052. Commissioner Lindsay seconded. Motion carried.

Fair Improvement Fund

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$26,258. Commissioner Lindsay seconded. Motion carried.

Rodeo Fund

Judy Healy, Oregon Trail Pro Rodeo Secretary

Ms. Healy asked if the \$10,000 from the Video Lottery could be transferred into the next year.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$20,000. Ms. Cutsforth seconded. Motion carried.

Bleacher Reserve Fund

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$25,985. Commissioner Lindsay seconded. Motion carried.

Special Transportation Fund (STF) (Section 16)

Katie Imes, Transportation Coordinator

Ms. Imes reviewed her ask requests. Ms. Knop said this is a self-sufficient fund. Ms. Imes is moving around some of her funds based on changes in need. Ms. Imes said discretionary has a miscalculation on her part. There is an increase of \$56,341 within the STIF Discretionary Grant for a total \$1,394,475.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$1,394,475. Mr. Wenzholz seconded. Motion carried.

Vehicle Reserve Fund

Ms. Imes reviewed her Capital Outlay asks.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$578,449. Commissioner Doherty seconded. Motion carried.

5310 and 5311 Grant Fund

Ms. Knop said we moved Veteran's revenue from the STIF fund 216 to the 504. They are actually federal dollars. Ms. Imes reviewed her budget asks. Ms. Imes explained this is a reimbursement grant. Ms. Knop explained if the answer is ultimately a "no," we would come back and ask for an interfund loan. Ms. Imes would like to put up to \$15,000 under insurance from the 216 State fund. Commissioner Doherty asked about the funds coming from contingency. Ms. Knop explained if it doesn't get used, it goes back to contingency.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$403,080. Commissioner Doherty seconded. Motion carried.

Surveyor (Section 17)

Matt Kenny, Surveyor

Mr. Kenny reviewed his budget requests. Commissioner Lindsay asked if we are able to pull from the Monumentation Fund. Mr. Kenny said it should be paid out of the General Fund. Ms. Knop said she can move the \$3,000 out of General Fund. Mr. Kenny said he would like to keep \$1,000 for the surveyor's needs.

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$169,183 with the subtraction of \$2,000. Mr. Wenholz seconded. Motion carried.

Surveyor Preservation Fund

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$255,876. Mr. Wenholz seconded. Motion carried.

Public Comment: No comments

Lunch Break: 12:00 – 1:00 p.m.

Requests for County Funds: 1:00 – 4:00 p.m.

Two Corrections:

1. Fund 241 Building Reserve Fund (Section 2)

Ms. Knop reviewed the correction of a carryover error.

Commissioner Lindsay made a motion to tentatively accept the revised budget in the amount of \$1,148,762. Mr. Wenholz seconded. Motion carried.

2. County Clerk

Ms. Knop said the net change was \$489.

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$365,424. Mr. Wenholz seconded. Motion carried.

Cities – Grants to Cities (Section 18)

Commissioner Lindsay moved that we table the discussion until the end. Commissioner Russell seconded it. Motion carried.

OSU Extension (Section 19)

Julie Baker, Office Manager

Nicole Strong, Regional Director

Anna Browne, via Downstairs Zoom

Erin Heideman, via Downstairs Zoom

Ms. Strong presented on their office and what they do, with a PowerPoint slide show. Ms. Baker said their services and supplies budget decreased a little. Their personnel services expense went up a little and their overall budget decreased. Ms. Knop said this ask is supported through the General Fund and the Video Lottery dollars. Commissioner Doherty asked for clarification if we have had some of the Video Lottery funds come through and Ms. Knop said that yes, we have one adjustment so far. Ms. Baker explained their office is open. She also said they are looking at getting a wheelchair ramp to make their building more accessible.

Commissioner Doherty made a motion to tentatively accept the budget in the amount of \$192,906. Commissioner Russell seconded. Motion carried.

Willow Creek Valley Economic Development (Section 20)

Sheryll Bates, Heppner Chamber of Commerce

Ms. Bates reviewed her request for funding and expressed her appreciation. This is funded by Video Lottery funds.

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$25,000. Commissioner Russell seconded. Motion carried.

Morrow County Tourism

Ms. Bates said we have been able to get some of this funding from the Video Lottery funds.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$15,000. Ms. Cutsforth seconded. Motion carried.

Video Lottery (Section 21)

Ms. Knop said she hopes this is flat. Ms. Knop said she anticipates the carryover will be \$44,645.

We are moving this by consensus to discuss at 3:45 after the Museum budget.

USDA Wildlife Services (Section 22)

Chris Lulay, Wildlife Technician

Shane Koyle, District Supervisor

Mr. Lulay discussed how things are going for them. Ms. Knop said the current year was budgeted at \$60,000. Mr. Koyle said they need to increase their budget request due to inflation. He said the big jump is because the shares were high last year and this year it is projected to be \$7,000 less. Mr. Koyle explained how the shares work.

Commissioner Doherty made a motion to tentatively accept the budget in the amount of \$60,000, which is what they received last year, with the condition that we revisit this at the end of today. Ms. Cutsforth seconded. Motion carried.

Break: 2:30 – 2:45 p.m.

Soil & Water Conservation District (Section 23)

Kevin Payne, District Manager, via Zoom

Commissioner Russell noted that Mr. Payne is asking for the same amount as last year.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$55,000 on line 15 of their budget. Commissioner Lindsay seconded. Motion carried.

Oregon Water Resources Department (Section 24)

Chris Kowitz, North Central Region Manager

Greg Silbernagel, District 5 Watermaster

Ken Thiemann, District 21 Watermaster

Ms. Knop said this year's ask is \$12,200. Commissioner Lindsay asked if it was standard practice to start the clock as soon as leaving the office to go to the site regardless of where the office is located. Mr. Kowitz confirmed that, yes, that is standard procedure. Mr. Kowitz said the department uses some of these funds to help offset their expenses. There are also gauge stations managed in Morrow County. Mr. Kowitz explained surface water availability in Butter Creek. Mr. Kowitz explained the \$12,200 is used to help cover the expenses for the position that Jasmine Loupe fills. Mr. Silbernagel was able to call in. Commissioner Doherty asked if Umatilla County had picked up two-thirds of the cost. Mr. Silbernagel said no, they had not. Commissioner Lindsay asked what is different or if upgrades need to take place. Mr. Thiemann said it's complex because the water fluctuates so much.

Commissioner Doherty made a motion to attend to this matter tomorrow. Commissioner Lindsay seconded it. Motion carried.

Irrigon/Boardman Emergency Center

Ina Abercrombie, Coordinator

Ms. Abercrombie explained they don't turn anyone away. She said they have seen an increase in new clients. She said they have received grant money to purchase all new refrigerators and freezers.

It was decided to hear from all three groups and then get back to them either later today or tomorrow: Irrigon/Boardman Emergency Center, Neighborhood Center of South Morrow County, and the Boardman Food Pantry. (We addressed these budgets on Thursday morning.)

Neighborhood Center of South Morrow County

Lisa Patton, Director

Ms. Patton said they spend about \$7,500 on food last year. They had over 13,000 people come in through their doors. Ms. Patton went on to explain their various services. Ms. Cutsforth asked what amount they received last year. Ms. Patton said they received \$20,000, but also received \$7,500 due to COVID relief grants. She said they are applying for grants through Wildhorse and United Way. The United Way grants are mini grants. They did not receive any grants from Amazon.

Boardman Food Pantry

Mary Killion, Boardman Food Pantry President

Anna Browne, Boardman Food Pantry Vice-President

Ms. Killion invited us to the appreciation dinner on May 18th. She said it is not a fundraiser dinner. Ms Killion said their needs are met from one month to the next. Ms. Browne said at the end of the year, they won't be broke, but they could use the money for contingency. Ms. Killion said they delivered food boxes to those who are positive for COVID, as well as people who don't have a driver's license or are elderly and can't get out. Ms. Knop said this fund comes out of 199 for the non-profits. Ms. Browne said it would be great if their kitchen was a usable space for 4-H clubs. Commissioner Russell said it was great they could re-purpose the Lutheran church.

Commissioner Lindsay made a motion that we hold off on making a decision on these three above funds until later today or tomorrow. Commissioner Doherty seconded. Motion carried.

Museum (Section 26)

Merle Cowett, Chariman, Board of Directors

Mr. Cowett said he was surprised when he received a check for \$11,000. He said the money is used for maintenance and to pay a janitor. Ms. Cutsforth mentioned the sign from Lott's Electric will be displayed.

Commissioner Doherty made a motion to tentatively accept the budget in the amount of \$11,000. Commissioner Lindsay seconded. Motion carried.

Public Comment: No comments

Recess: 4:12 p.m.

Morrow County Budget Committee Meeting Minutes
Thursday, April 15, 2021
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
Julia Finch, Minutes & Notes

Present Via Zoom

Lindsay Grogan, Ronda Fox, Mike Gorman,
Matt Scrivner, Roberta Lutchter,
SaBrina Bailey Cave

Call to Order & Pledge of Allegiance: 9:00 a.m.

Budget Update

Finance Director Kate Knop, summarized the proposed changes to the budget that were made the previous day. She also went over a handout with the agenda items we have to come back to.

Public Comment: No comments

Ms. LaRue said she had a phone call last night from a representative from Four Corners Snowmobile Club. She was not aware of some of the points he made. She also said we decided this should be brought up at a BOC meeting per our motion yesterday.

Commissioner Russell said he talked to someone yesterday about the issue of the Parks Department paying \$60,000 for a building they can't use.

Ms. LaRue asked about the Farm Museum and Ms. Knop said we own it and insure it.

Willow Creek Wind Fees Fund

Commissioner Lindsay asked about investment earnings. Ms. Knop said the Treasurer posts that allocation monthly.

Commissioner Russell made a motion to tentatively accept the budget in the amount of \$136,885. Mr. Wenholz seconded. Motion carried.

We came back to this one after Echo Winds Fees Fund (see below).

Echo Winds Fees Fund

Commissioner Lindsay asked if it was worth letting these funds stay here. Ms. Knop said she would move it to Improvement Fees.

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$101,885 for expenditures, leaving \$39,705 in the fund as a contingency. Commissioner Doherty seconded. Motion carried.

Willow Creek Wind Fees Fund (We came back to this again.)

Commissioner Lindsay made a motion to tentatively revise the Willow Creek Wind Fees Fund to retain the \$46,885 in the fund. Ms. Cutsforth seconded. Motion carried.

Shepherds Flat Fee Fund

Commissioner Lindsay asked why the other expenses in the amount of \$189,861 weren't in the General Fund like in previous years. Ms. Knop said Building Reserve has evolved to large repairs and maintenance. Commissioner Lindsay said she liked the idea of having the funds being allocated for repairs. Ms. Knop said they could put the money in Building Reserve.

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$1,672,351 with the condition of moving the \$189,861 into the transfer to Building Reserve. Commissioner Russell seconded. Motion carried

PGE Carty Fund

Commissioner Lindsay asked about the \$500,000 for PGE Community Service fund. Mr. Gorman said this is a community service fee. Ms. Knop said the Treasurer issues those checks. Commissioner Lindsay asked about long-term goals. Ms. Knop said they don't have a contingency fund.

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$2,450,694. Ms. Cutsforth seconded. Motion carried.

Wheatridge Wind Fund

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$1,500,000. Commissioner Russell seconded. Motion carried.

(Skipped Break)

Finley Buttes License Fee Fund (Section 28)

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$2,179,368. Commissioner Russell seconded. Motion carried.

Break 10:05 – 10:20 a.m.

Capital Improvement Fund (Section 29)

Ms. Knop reviewed the asks for this budget. Mr. Green said the historical society does not help financially. He explained the issue of overcrowding and sharing spaces within the Courthouse and the need to have a feasibility study to see what can be improved. Ms. Knop explained we are requesting to transfer the debt payments for the new Irrigon facility.

Ms. Knop reviewed updates she made during break. There was some discussion about what is left in the Discretionary Fund.

It was decided to review some of the asks we had decided to wait on from yesterday before proceeding with any more budget approvals.

Resiliency Fund

Commissioner Doherty made a motion to move the \$500,000 into Resiliency Fund. Commissioner Lindsay seconded. Motion carried.

Ms. Knop reviewed the three non-profits: Irrigon/Boardman Emergency Assistance Center, Neighborhood Center, and Boardman Food Pantry.

Commissioner Russell suggested we fund the IBEAC with \$25,000 with the idea that \$5,000 is for the Boardman Food Pantry. There will be up to \$500,000 for Grants to Cities.

Three Non-Profits

Commissioner Russell moved to tentatively approve the Neighborhood Center to receive \$20,000, and the IBEAC to receive \$25,000 with the understanding that \$5,000 of that amount be designated for the Boardman Food Pantry. Mr. Wenholz seconded. Motion carried.

Wildlife Services

Commissioner Doherty moved to tentatively have the Wildlife Services budget remain as \$60,000. Commissioner Lindsay seconded. Motion carried.

Watermaster

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$10,000. Commissioner Lindsay seconded. Motion failed. Commissioner Russell said he would like to hear their presentation before voting. Commissioner Doherty agreed.

Commissioner Russell made a motion that the Watermaster give a more formal presentation and after that time, a decision about the budget can be made. Mr. Wenholz seconded. Motion carried.

Programming Reserve

Ms. Knop discussed the use of the Oregon Records Management Solutions (ORMS). Mr. Green said we are trying to move toward less paper. Documents would have to be scanned into the system. Mr. Wenholz explained that Morrow County is one of only five counties in the State that does not allow the public to view tax records online. Mr. Gorman said they started a year ago meeting with IT Server Specialist, Jordan Standley, to look at their Helion software to see how to get that online and available to the public, but COVID put a stop to that. Mr. Gorman said he does not withhold any public information, but as of right now, people have to call and/or email in because the current system does not allow the public to view records online. Mr. Gorman said once we do get our system online, it's still going to be limited with what you can search by.

Mr. Wenholz made a motion to tentatively accept the budget in the amount of \$36,700. Ms. Knop said it would be a transfer from the General Fund to the Programming reserve. Commissioner Lindsay seconded. Motion carried. 2:06:00 – check who made the motion and who seconded.

Heritage Trail Fund

Commissioner Lindsay made a motion to tentatively accept the budget in the amount of \$14,000 to be transferred from the Echo Wind Strategic Investment Program (SIP) Fund. Commissioner Russell seconded. Motion carried.

Capital Improvement Fund (continued)

Commissioner Lindsay asked Ms. Knop if we allocate the \$1.8 million for the Capital Improve Project (CIP) fund, where does that leave us? Ms. Knop says it leaves about \$400,000.

The four Capital Projects are:

Courthouse (Courthouse Upgrades & Remodel) \$1,000,000.
Building Improvement 1 (Additional Work Space) \$250,000.
Building Improvement 2 (Docken Building Improvements) \$50,000.
Public Works Facility (Boardman Location) \$500,000

Mr. Wenholz made a motion to tentatively accept the budget in the amount of \$1.8 million for the CIP. Ms. Cutsforth seconded. Motion carried.

Forest Service Fund (Title III) (Section 30)

Ms. Knop said the funds are used for SAR, training and equipment. Ms. Cutsforth clarified that the funds are available, but they have to submit a request to the Forest Service for use each time they need to use it.

Ms. Cutsforth made a motion to tentatively accept the budget in the amount of \$78,538. Commissioner Russell seconded. Motion carried.

Ms. Knop would like to update her information before continuing.

Lunch: 11:47 a.m. – 1:06 p.m.

Budget Update

Ms. Knop reviewed the changes made to the budget.

Special Transportation Fund

Ms. Knop said that Ms. Imes noticed her Personnel Budget for her drivers was low. The change would be to increase Personnel to \$198,674 from the original \$143,684. Ms. Knop said that Ms. Imes was using contingency to support that.

The New Budget Total

\$60,760,485

Approval of Tax Rate

Ms. Custforth made a motion that the Morrow County Budget Committee approves the Budget and Taxes for the 2021-2022 Fiscal Year at the rate of \$4.1347 per \$1,000 of Assessed Value for Operating Purposes. Mr. Wenzholz seconded. Motion carried.

Public Comment: No comments

Adjourned: 1:28 p.m.