

**Morrow County Budget Committee Meeting**  
**Tuesday, April 25, 2017**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present**

Commissioner Melissa Lindsay  
Commissioner Don Russell  
Commissioner Jim Doherty  
Larry Mills, Budget Committee  
Linda LaRue, Budget Committee

Jill Parker, Budget Committee  
Jerry Sorte, Administrative Officer  
Kate Knop, Finance Director  
Karen Wolff, Human Resources Director  
Ronda Fox, Finance Management Assistant  
Roberta Lutchter, Executive Assistant

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

**Election of Budget Committee Chairperson and Secretary**

*Ms. LaRue nominated Mr. Mills as Chairperson. Commissioner Russell seconded. Unanimous approval.*

*Chair Mills nominated Ms. LaRue as Secretary. Commissioner Lindsay seconded. Unanimous approval. (Ms. LaRue delegated the Secretary duties to the Board Executive Assistant.)*

**Minutes**

*Commissioner Russell moved to approve the minutes of the 2016 Morrow County Budget Hearings as presented. Ms. LaRue seconded. Unanimous approval.*

**Budget Message**

Jerry Sorte, Administrative Officer

The main topic areas of Mr. Sorte's Budget Message were:

- Changes that have occurred in the County over the past year
- Revenues
- Expenditures and Strategic Issues

**Explanation of Budget Documents**

Kate Knop, Finance Director

Ms. Knop reviewed the changes implemented for this budget cycle in the way departments and other entities make budget requests.

**Presentation of Revenue, Property Taxes, Strategic Investment Program (SIP) & Long Range Planning**

Kate Knop, Finance Director

Mike Gorman, Assessor/Tax Collector

Both Ms. Knop and Mr. Gorman presented information and statistics on assessed values in the County; property tax revenue (will decrease \$1,400,000); Enterprise Zone exemptions; and 2017-2018 anticipated funds from SIP agreements.

Ms. Knop said the adopted Fiscal Year 2016 Budget for the General Fund only was \$17,112,000. The proposed Fiscal Year 2017 is \$16,684,000, a decrease of 2.5%, she said.

### **Compensation and Benefits Update**

Karen Wolff, Human Resources Director

Ms. Wolff outlined the changes coming to medical, dental and vision insurance premiums, as well as, liability, property, and auto physical damage premiums (increases for every category except auto physical damage). She continued by reviewing Workers' Compensation rates; anticipated rates for cost of living adjustments (COLAs); and other HR items of interest.

**Break:** 10:01 a.m.                      **Resumed:** 10:17 a.m.

### **Road Fund**

Presenters for various Road & Public Works Funds:

Burke O'Brien, Public Works Director

Matt Scrivner, Assistant Road Master

Sandi Putman, Public Works Management Assistant

Greg Close, Parks General Manager

Tony Clement, General Maintenance Supervisor

Dave Pranger, Weed Coordinator/Inspector

Mr. O'Brien explained road projects are established by the Road Committee through the Five Year Road Plan. He said the original budget submission reflected those projects in their entirety. Chair Mills requested a summary of projects the Road Department would like to complete this year, which was provided by Mr. Scrivner. He noted the current Five Year Plan runs through the 2018 season and all but two projects have been completed. They are the Ella Road project (being done this year), and the Ione-Boardman Road project, which is planned for next year.

At the request of the Budget Committee, Mr. Scrivner outlined the impact to upcoming projects and the Five Year Road Plan if the Road Department received funding above the requested amount.

Chair Mills said because the County has money now, it presents a great opportunity to upgrade the road system and infrastructure. He said he'd like to dedicate as much as possible to Roads rather than adding programs and personnel. As we near the end of the budget process, the Committee will have a better understanding as to whether or not the County can increase funds to the Road budget, he said.

Mr. O'Brien discussed the need to increase a part-time position in the Public Works Office because some tasks are not getting done.

Commissioner Doherty commented the Road Department budget request is the highest to date. Mr. O'Brien agreed and noted it includes a great deal of paver patching outside the Five Year Road Plan.

Commissioner Russell said he preferred the SIP funds be used for infrastructure such as roads and buildings because these funds have a defined end-date. If they were used for programs or personnel, they would eventually have to be cut when the funding ends, he explained.

Discussion.

*Ms. Parker moved to tentatively change the Road Budget to add \$500,000 to Operating Contingency and \$500,000 to Unappropriated Ending Fund Balance. Ms. LaRue seconded. Unanimous approval.*

### **Equipment Reserve**

Mr. Scrivner reviewed payments that will come from this fund for several pieces of heavy equipment. He also said four used pickups were purchased from this fund in the last year but there is still equipment remaining to be upgraded. Mr. O'Brien discussed the need for grinding work and the possibility of leasing a machine to do that for five years.

*Ms. LaRue moved tentative approval of the Equipment Reserve Fund. Ms. Parker seconded. Unanimous approval.*

### **Finley Buttes Trust Fund**

*Ms. LaRue moved tentative approval of the Finley Buttes Trust Fund. Ms. Parker seconded. Unanimous approval.*

### **Park Fund**

Mr. Close began by presenting revised budget numbers; Ms. Knop requested a list of the changes. Discussion.

During review of the budget, it was clarified the Parks are entirely grant and fee funded and receive no General Fund dollars. Commissioner Doherty brought up the fact that the Board of Commissioners recently approved the purchase of a Quonset hut at the OHV Park but the deal fell through. He requested Mr. Close rebid it and bring it before the Board for consideration.

*Ms. LaRue moved tentative approval of the Park Fund. Ms. Parker seconded. Aye: Chair Mills, Ms. LaRue, Ms. Parker, Commissioner Russell, Commissioner Doherty. Nay: Chair Lindsay. Chair Lindsay said she voted no because the numbers are not clear.*

### **Airport**

Tom Headley, Project Manager, Century West Engineering

Ms. Pointer said the Lexington Airport receives Federal Aviation Administration funds every three years and the plan is to use some of the funds for apron improvements and tie-down areas. Mr. Headley discussed the process of Airport Improvement Program grants and State match funding grants for these types of projects.

Ms. Pointer and Mr. O'Brien requested to replace the above-ground fuel tanks while other work is being done at the Airport, but that cost was not included in the budget. Mr. Headley explained tank replacements are not eligible for FAA grant funding. Discussion. It was decided to consider the request at the end of the Budget Hearing process.

*Ms. Parker moved tentative approval of the Airport Fund, with the fuel tank request to be considered at the end. Ms. LaRue seconded. Unanimous approval.*

### **Public Works General Maintenance**

Mr. Sorte discussed the recent change in the General Maintenance Department by consolidating all maintenance activities instead of having a separate part-time maintenance person at the Fairgrounds. Mr. O'Brien said the budget request is to increase staffing from 2.5 FTEs (full-time equivalents) to 3.0 FTEs.

Commissioner Doherty asked if the decisions on FTE requests should wait until the end of the budget process. Mr. Sorte said there were 5.40 FTE requests County-wide totaling \$500,000 but it is up to the Board and the Committee. Commissioner Russell said he'd prefer to wait until the end to ensure consistency in the process.

*Commissioner Russell moved tentative approval of the Public Works General Maintenance Fund. Ms. LaRue seconded. Unanimous approval.*

### **Public Works Administration**

Ms. Pointer explained the request includes a 40% portion related to the FTE increase request.

*Ms. LaRue moved tentative approval of the Public Works Administration Fund. Ms. Parker seconded. Unanimous approval.*

### **Weed Department**

Mr. Pranger said this fund is seeing more revenue from a few different grants. He also said he'd like to order new weed booklets, which are running low and have been updated. He said he plans to put any additional funds in an Equipment Reserve Fund in anticipation of replacing the spray pickup and sprayer next year.

*Ms. LaRue moved tentative approval of the Weed Department Fund. Ms. Parker seconded. Unanimous approval.*

### **Public Comment**

Cyde Estes, Heppner

Ms. Estes said the recent addition of the full-time General Maintenance person has resulted in the Courthouse area looking much better.

Gerry Aronson, Heppner

Mr. Aronson suggested a few ways to better inform the public as to how the County Parks are funded and operate. Ms. LaRue agreed the information would be helpful, and added she spends a great deal of time clearing up people's misconceptions about the way the Parks are funded.

Cam Sweeney, Road Committee Member

Mr. Sweeney said he attended to show his support of the budget submitted by the Road Committee. He said the Oregon Department of Transportation is scaling back and counties are feeling the results all over the State.

**Lunch Recess:** 12:30 p.m.

**Resumed:** 1:36 p.m.

### **Soil & Water Conservation District**

Janet Greenup, Manager, SWCD

Ms. Knop said Ms. Greenup's \$55,000 request is the same as last year's. However, Ms. Greenup said last year's request was for \$100,000, but they received \$55,000.

*Commissioner Russell moved tentative approval of the Soil & Water Conservation District Fund. Ms. LaRue seconded. Unanimous approval.*

### **Sheriff's Office**

Sheriff Ken Matlack

Undersheriff John Bowles

Administrative Lieutenant Melissa Ross

Sheriff Matlack reviewed the budget requests for departments and funds within his purview, which was followed by Undersheriff Bowles' review of the four new positions requested.

Questions and answers. Chair Mills informed them the Committee and Commissioners would revisit this at the end of the Budget process to determine what can be funded and what cannot.

(Sheriff Matlack noted several of his budget numbers differed from those of Ms. Knop. The two decided to follow-up outside the Budget Hearings.)

### **Assessment & Taxation**

Mike Gorman, Assessor/Tax Collector

*Commissioner Russell moved tentative approval of the Assessor/Tax Collector Fund. Ms. Parker seconded. Unanimous approval.*

### **District Attorney**

Justin Nelson, District Attorney/County Counsel

Chair Mills asked Mr. Nelson about his request to increase his DA stipend from \$6,000 per year to \$8,000 per year. Chair Mills referenced the 2016 Budget Hearing minutes in which Commissioner Leann Rea made it clear Mr. Nelson was not to expect an increase every year. Mr. Nelson explained it was a recommendation of the Compensation Committee.

Mr. Nelson discussed his request to change how the Victim/Witness Advocate position is funded. Currently, the General Fund pays \$48,000 and grants fund the remainder of the salary and benefits (current salary for that position is \$50,377; factor in benefits and it brings it to \$83,683.46). Mr. Nelson said if the position was not dependent on grant funds, it would free up time for that employee since she currently spends a substantial amount of time on grant writing and reporting. (Mr. Nelson's request is for an additional \$35,000-40,000 from the General Fund for this position.) After various options and scenarios were discussed, Chair Mills asked Mr. Nelson to check when and how the Victim/Witness Advocate position was established in the County, which he said he would do.

*Ms. LaRue moved tentative approval of the District Attorney General Fund, with \$46,611 set out for discussion at the end of the Budget process. Ms. Parker seconded. Unanimous approval.*

#### **Alcohol Enforcement Fund**

Mr. Nelson said there is a balance that can be used in this fund and he doesn't anticipate any more funds coming in.

*Ms. LaRue moved tentative approval of the Alcohol Enforcement Fund. Ms. Parker seconded. Unanimous approval.*

#### **Victim Witness Assistance Fund**

Mr. Nelson said this fund currently shows zero FTE but it's important to note it may change, depending on the decision of the Budget Committee later in the Budget process.

*Ms. Parker moved tentative approval of the Victim Witness Assistance Fund. Ms. LaRue seconded. Unanimous approval.*

#### **CAMI (Child Abuse Multidisciplinary Intervention) Grant**

Mr. Nelson said this grant pays for trainings and payments to our interview facility at the Mt. Emily Safe Center in La Grande.

*Ms. LaRue moved tentative approval of the CAMI Grant Fund. Ms. Parker seconded. Unanimous approval.*

#### **Law Library Fund**

*Ms. Parker moved tentative approval of the Law Library Fund. Ms. LaRue seconded. Unanimous approval.*

### **DUII (Driving Under the Influence of Intoxicants) Impact Fund**

*Ms. LaRue moved tentative approval of the DUII Impact Fund. Ms. Parker seconded. Unanimous approval.*

(Ms. Parker temporarily left the meeting to attend to a work-related matter.)

### **Liquor Control Fund**

*Ms. LaRue moved tentative approval of the Liquor Control Fund. Commissioner Russell seconded. Unanimous approval.*

### **Law Library Fund, continued**

Commissioner Doherty asked for additional discussion on the Law Library Fund. Mr. Nelson said he is considering purchasing a computer to put in the Law Library to access legal information online because people do not use the books very often. The difficulty in doing this would be access to the computer/Law Library in the courtroom because the State Circuit Court locks the courtroom. Chair Lindsay suggested moving it elsewhere and the group decided this should be a discussion for a later time.

### **Treasurer**

Gayle Gutierrez, Treasurer

*Ms. LaRue moved tentative approval of the Treasurer Fund (General Fund). Commissioner Russell seconded. Unanimous approval.*

### **County School Fund (Morrow County School District)**

*Commissioner Russell moved tentative approval of the County School Fund. Ms. LaRue seconded. Unanimous approval.*

### **Ione School Fund**

*Ms. LaRue moved tentative approval of the Ione School Fund. Commissioner Russell seconded. Unanimous approval.*

**Break:** 3:36 p.m.                      **Resume:** 3:51 p.m.

(Ms. Parker returned to the meeting.)

### **Accountant Fund**

Kate Knop, Finance Director

*Commissioner Doherty moved tentative approval of the Accountant Fund. Commissioner Lindsay seconded. Unanimous approval.*

### **Justice Court**

Judge Ann Spicer

Judge Spicer discussed her request to increase a staff member from 0.80 FTE to full-time due to increased workload from citations. Judge Spicer said she also requested her salary be increased

but she did not include it in the budget request because it may still be under review by the Compensation Committee.

*Commissioner Doherty moved tentative approval of the Justice Court Fund and to set aside the FTE request until the end of the Budget process. Ms. Parker seconded. Unanimous approval.*

### **Bails & Fines**

*Ms. Parker moved tentative approval of the Bails and Fines Fund. Ms. LaRue seconded. Unanimous approval.*

### **Video Lottery - Economic Development Fund**

Mr. Sorte said the request remains much the same as last year. Money from this fund goes toward the brochures and website for County Parks; labor attorney; Oregon State University Extension Office; Rodeo Fund; Museum; Fair Fund; Morrow County Tourism; and the Willow Creek Economic Development Group. He also said there is \$12,000 in Professional Services as a placeholder in the event outside legal counsel is needed during upcoming SIP negotiations.

*Commissioner Russell moved tentative approval of the Video Lottery – Economic Development Fund. Ms. LaRue seconded. Unanimous approval.*

### **County Clerk**

Bobbi Childers, Clerk

*Commissioner Russell moved tentative approval of the County Clerk Fund. Ms. Parker seconded. Unanimous approval.*

### **Board of Property Tax Appeals Fund**

*Ms. LaRue moved tentative approval of the Board of Property Tax Appeals Fund. Commissioner Lindsay seconded. Unanimous approval.*

### **Clerk's Records Fund**

*Commissioner Russell moved tentative approval of the Clerk's Records Fund. Ms. Parker seconded. Unanimous approval.*

**Public Comment** - No comments

**Recessed until 9:00 a.m. April 26<sup>th</sup>:** 4:29 p.m.