

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARDROOM
MONDAY, JANUARY 9, 2017
AGENDA
6:00 PM**

1. **Call to order.**
2. **Roll call.** – Russell Cotton (ch), Randy Roethler, Bryant Kempf, Jason Jording, Richard Hill
3. **Approval or correction minutes**
 - a. December 12, 2016 Regular minutes
4. **Public Input**
5. **Approval of claims**
6. **Treasurers Report**
7. **Report of CEDS**
8. **Report of EDC**
9. **Budget**
10. **New Business**
 - a. Resolution 2016/17 #005 Non-Union Pay increases
 - b. February meeting date change
11. **Unfinished Business**
 - a. Raffle Ordinance modification/elimination.
 - b. Circuit Clerk Audit issues/update
 - c. Purchasing Ordinance rewrite
 - d. Economic Development Property Tax Levy
 - e. Feasibility of itemized property tax bills by individual levy
 - f. Requirement for audit to be on file prior to approving block grant funding.
 - g. Woodford County plan of action concerning economic development
 - h. Historical Labor costs for the County/Projected labor costs through 2025 – Discussion on strategies to control these costs.
12. **Other**
13. **Executive Session (if necessary)**
14. **Any action coming out of executive session**
15. **Adjournment**

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARDROOM
MONDAY, DECEMBER 12, 2016
MINUTES
5:30 PM**

1. Call to order.

2. Roll call. – Present: Russell Cotton (ch), Randy Roethler, Bryant Kempf, Jason Jording. Absent: Richard Hill

3. Approval or correction minutes

a. November 7, 2016 Regular minutes

Motion to approve made by Jording, seconded by Kempf. *Motion Carried.*

4. Public Input - None

5. Approval of claims

Motion to approve the claims presented made by Jording, seconded by Kempf. *Motion Carried.*

6. Treasurers Report

Mrs. Andrews explained the monthly treasurer's report as well as the annual Summary of accounts. Mr. Roethler asked about the 911 Fund showing a \$365,669.30 increase in the fund. Mr. Jording discussed that the state was having issues distributing the proper payments to the county 9-1-1 programs. The county had increased their payments to 9-1-1 to cover the shortfall from the state. It appears that maybe the state is correcting some of the issues with payments. Mr. Cotton asked about the Premium and Claims Reserve Fund, this is the health insurance fund. Mrs. Andrews discussed that the Health Insurance Committee has a goal of having \$500,000 in reserves in that fund.

Mrs. Andrews discussed that the next report is the Revolving Loan Fund report. This report shows the current loans and the loans which have defaulted during the program, with the exception of a few that have been written off by the auditors. Mrs. Andrews noted that there will be a Revolving loan meeting that she will have to attend to discuss the program. She also noted that there will be a semi-annual revolving loan report next month which will show every loan in the history of the program.

Mrs. Andrew also presented the monthly revenue report, which shows how much revenue has come into each Fund.

7. Report of CEDS

Mr. Glazier discussed that he will be the CEDS representative. He would like to see the County develop our own program and become a kind of facilitator to the city governments. Mr. Glazier explained that this is a federal program which we must be a part of to receive grant money. Mr. Jording asked Mr. Glazier to bring a report on what the CEDS program has accomplished for Woodford County. Mr. Jording noted that EDC manages the CEDS and revolving loan administration. Mr. Jording also noted that we pay an additional fee for the EDC to administer the revolving loan program. Mrs. Andrews noted that the County is billed once a loan is finalized.

8. Report of EDC - None

9. Budget

Mr. Cotton asked the committee if they would like a hard copy of the budget, each member noted that an electronic copy was sufficient. Mr. Roethler noted that he has been disappointed to see that year after year the budget is in the red, he noted that over a six year period the general fund was increased 24.6%, the inflation over those 6 years was 9%. He also noted that the public safety sales tax expires next year. Mr. Jording noted that the Public Safety Sales Tax will have to be decided. Mrs. Andrews noted that the first \$500,000 of the 1% sales tax goes into the bond reserves, anything over that 076 and then we transfer 1.6M to the general fund. We used to transfer \$1M but that fund grew over time to instead of increasing the levy for a few years they increase the amount they transferred to cover the cost of the public safety building. Mr. Jording noted that the tax in did not cover the bond and the \$1.6M this year so they took from reserves. Mr. Cotton asked what

the expenses for the jail are. Mrs. Andrews noted that she does not track that, and Sheriff Smith would be able to discuss those expenses.

10. New Business

a. Election of Vice Chairman

Mr. Cotton opened nominations for vice chairman

Mr. Kempf nominated Mr. Jording, seconded by Roethler. *Motion Carried with Jording abstaining.*

b. Set Regular Meeting Schedule for the Session

Mr. Jording noted that he would like to propose moving the meeting to Monday at 6pm. Mr. Roethler indicated that later is better for him. Mr. Kempf indicated he is fine with 6 but would prefer to not go much later due to his work schedule. The Committee discussed the possibility of switching Finance and C.P. & Z., there was concern over the potential per diem impact of that move.

Motion to set the meeting date to the Monday prior to the board meeting at 6 pm made by Jording, seconded by Kempf. *Motion Carried.*

c. Resolution 2016/17 #003 Budget Line Item Adjustments

Mrs. Andrews noted this is a requirement from our Auditors. This adjust individual line items so they are not over the appropriation. Motion to approve and send to the full board made by Jording, seconded by Kempf. *Motion Carried.*

d. Resolution 2016/17 #004 Special Appropriations Resolution

Mrs. Andrews noted that this resolution increases the budget for the funds specified. Mr. Jording noted that some of these funds could have met the budget, some of these items there are issues we cannot accurately guess the expenditure. Mrs. Andrews discussed that these are all Special revenue funds that are not Tax Levied funds. Motion to approve and send to the full board made by Jording, seconded by Kempf. *Motion Carried.*

e. Resolution 2016/17 #005 Non-Union Pay increases

Mr. Jording noted that this is not a full list of the non-union employees. Most of the increases on this resolution are in compliance with the 1.5% increase. Mr. Noar is set at 2% per the Chief Judge who has the authority to set that salary. Mr. Umdenstock's increase is at 11.58% he noted that the VAC office also added a part time position to the office as well. This reflects a reduction in the workload, this should preclude an 11.58% salary increase.

Motion to approve and send to the full board made by Jording, seconded by Roethler. Motion to amend Mr. Umdenstock's salary increase to 1.5% made by Jording, seconded by Roethler. *Motion Carried. Motion as Amended Carried.*

11. Unfinished Business

a. Raffle Ordinance modification/elimination.

Mr. Jording noted he would like to work on this after the purchasing ordinance rewrite is complete.

b. Circuit Clerk Audit issues/update

Mrs. Gilbert discussed that the 2015 Audit is in the progress, She noted that this audit was delinquent from the previous Circuit Clerk. Mrs. Gilbert discussed that the 2016 Audit will begin as soon as the 2015 audit is completed. Mr. Jording also noted there are many other issues with the Circuit Clerk office the Mrs. Gilbert inherited from the previous clerk which she is working to correct as they are discovered.

c. Purchasing Ordinance rewrite

Mr. Jording noted he would like this to be the top priority for the committee with the goal of having a draft ready in the next month or two.

d. Economic Development Property Tax Levy

Mr. Jording noted that there is a provision to place a referendum on the ballot to determine if the County wishes for their tax dollars to be spent on economic development. He would like to discuss this in the future.

e. Feasibility of itemized property tax bills by individual levy

Mr. Jording noted that he would like to see the individual levy's listed on the tax bill, the current bill is not large enough to accommodate that information. He would like to discuss in the future.

f. Requirement for audit to be on file prior to approving block grant funding.

Mr. Jording discussed that C.P.&Z. mandates this for the agencies they grant funding to. He would like to see it mandated that all organizations which receive block funding have to file some form of audit showing how those funds are utilized. He noted this may be something which can be included in the Purchasing Ordinance.

g. Woodford County plan of action concerning economic development

Mr. Jording noted this was a standing item, to allow the committee to brain storm Economic Development in the County.

h. Historical Labor costs for the County/Projected labor costs through 2025 – Discussion on strategies to control these costs.

Mr. Jording noted that this was Mr. Hinrichsen's item to look at the inflation of the County employee costs and the affect that will have on overall costs. Mr. Roethler indicated he would like to see this in a data base to allow for easier manipulation of the data.

12. Other

Mr. Jording noted that there are 5 months until the budget cycle starts again, he would like to see the purchasing ordinance completed before the budget work begins again.

Mr. Jording noted that the new FLSA law is on hold it needs to be determined what the salary decision for the Assistant States Attorneys will be. Mr. Spence noted personally he would prefer to not receive any pay until it is determined long term.

13. Executive Session (if necessary) - None

14. Any action coming out of executive session

15. Adjournment

Motion to Adjourn made by Jording at 7:10pm, seconded by Kempf. *Motion Carried.*

Submitted by: Lisa Jording

Date

Russell Cotton, Chairman
Finance and Economic Development Committee



RESOLUTION 2016/17 #005

RESOLUTION APPROVING PAY INCREASES FOR NON-UNION EMPLOYEES

WHEREAS, the Finance Committee at the December 12, 2016 meeting made a motion recommending the County Board to increase the pay for non-union employees of Woodford County retroactive to December 1, 2016, and

WHEREAS, a list of the non-union employees receiving an increase is attached.

NOW THEREFORE BE IT RESOLVED by the Woodford County Board this 20th day of December, 2016 that the salary of the non-union employees be increased as listed,

AND BE IT FURTHER RESOLVED that said salary increase be approved and retroactive to December 1, 2016.

Ayes _____

Nays _____

Absent _____

ATTEST:

Debbie Harms
Woodford County Clerk

Stan Glazier
Chairman of the Woodford County Board

Department	Employee Name	Hire Date	Employee Type	Job Title	Current Hourly Rate	New Rate	Percent of Increase	Current Bi-weekly Salary	New Bi-weekly Salary	Percent of Increase
Animal Control	Sarah C. Hany	03/17/08	Fulltime	Warden	17.14	17.40	1.50%			
Animal Control	Charles C. Pinkham	08/15/06	Part-time	Part-time Warden	13.33	13.53	1.50%			
CCA	Patricia S. Wienzierl	12/01/87	Part-time	Clerical	14.14	14.35	1.50%			
Judicial	Yvonne M. Folkerts	07/17/06	Fulltime	Clerical	16.21	16.45	1.50%			
Judicial	Lynn M. Getz	05/27/97	Part-time	Clerical	13.39	13.59	1.50%			
Probation	Regina M. Reiland	05/03/13	Fulltime	Clerical	13.03	13.23	1.50%			
Probation	Jennifer L. Toureene	08/15/14	Fulltime	Clerical	12.96	13.15	1.50%			
Probation	Matthew T. Noar	10/01/99	Fulltime	Director of Court Services				2,170.83	2,214.25	2.00%
Public Defender	Andrew J. Lankton	12/01/06	Fulltime	Lead Public Defender				2,240.75	2,274.36	1.50%
Public Defender	Jason B. Netzley	07/07/14	Fulltime	Public Defender				1,072.85	1,088.94	1.50%
Public Defender	Kelly Harms	12/09/14	Fulltime	Public Defender				1,072.85	1,088.94	1.50%
ESDA	Kent McCanless	03/19/14	Fulltime	EMA Director				1,275.00	1,294.13	1.50%
County Board Office	Lisa A. Jording	09/02/14	Fulltime	County Board Coordinator				1,373.07	1,393.67	1.50%
Highway	Conrad Moore	07/13/15	Fulltime	Assistant County Engineer				2,824.80	2,867.17	1.50%
Highway Seasonal	Stanley Zoss	12/13/00	Part-time	Seasonal	15.31	15.54	1.50%			
Highway Seasonal	Michael J. Oltman	02/15/03	Part-time	Seasonal	14.94	15.16	1.50%			
Highway Seasonal	Justin Zoss	01/08/14	Part-time	Seasonal	15.31	15.54	1.50%			
ESDA	Michael J. Oltman	09/16/89	Monthly	Assistant EMA				552.50	560.75	1.50%
VAC	Ronald E. Umdenstock	04/15/08	Monthly	Veterans Commission				932.05	946.07	1.50%
VAC	Randy W. Prunty	08/25/16	Monthly	VAC Assistant Part-time	10.00	10.15	1.50%			