

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
WEDNESDAY, OCTOBER 10, 2018
MINUTES
6:00 PM**

1. Call to Order

2. Roll Call – Richard Hill (Chairman), Jason Jording (Vice-Chairman), Pete Streid, Bryant Kempf present. Randy Roethler absent. (Mr. Hill left at 7PM).

3. Approval of Minutes

a. Approval of September 10, 2018 Regular Meeting

Motion to approve September 10, 2018 minutes made by Jording, seconded by Kempf. *Motion passed.*

4. Public Input

5. Approval of Claims

Motion to approve October claims made by Kempf, seconded by Streid. *Motion passed.*

6. Treasurers Report

Ms. Andrews reported that all funds are good. Her office has done the second distribution of taxes and on November 15 there will be another small distribution of taxes. All loans are current except for one. The health fund is still doing well. Next month David Wortman, and David Goben from the Department of Commerce and Economic Development, along with Sally Hanley will be present to provide guidance and answer any question the committee may have regarding the revolving loan program ending and buy out. 95% of the taxes have been paid.

7. Budget

a. County Coordinator salary

Ms. Breyman stated that at the last Finance meeting it was stated that “all department heads should be treated the same with regard to pay.” Several Board members have stated that she is a department head. Ms. Breyman asked if that meant she too would receive \$60,000 in pay. She also stated that while she would love to make that amount, she did not feel that her job was a \$60,000 job. She stated that if more duties were added to her job, that it could potentially become a \$60,000 a year job, but the way it stands right now, it is not. A committee member stated that it was decided that pay for performance be given. It was asked if Ms. Breyman had a performance review, which she did not. It was stated that while it was discussed about performance reviews, it was never determined that that would be the determination for pay. Several extra duties have been added to Ms. Breyman’s position – HR, PIO, Noxious Weed Administrator, We Care PCOM. R&B duties, etc. Ms. Breyman is willing to take on more responsibilities. It was asked how much time is used for noxious weeds. Ms. Breyman reported that we have had no noxious weeds reported this year. She just finished the report to the state that is due November first, and is working on the noxious weed plan that is due to the state by December 1. Comments that they pay off the street at \$13.99. Ms. Breyman has experience, training, and is here at nights for committee meetings without overtime pay. The committee feels that this position is probably a \$20.00 an hour job. The committee feels that they are making things right that have been done wrong in the past. This is a step in making things right. Motion to give Ms. Breyman a 10% raise, and amend budget to \$39,270 made by Jording, seconded by Kempf. *Motion passed.* Right now the committee will be handling raises on a case by case basis.

b. IT budget (contractual contract and licenses)

Last night the County Offices meeting it was approved to have five year contract licenses for the equipment. The law stated that we cannot have 5 year contract unless there is an out clause in the contract. That clause is present in the contracts. Mr. Zimmerman did not bring the information he has received with him to the meeting from vendors who are wishing to do our IT. He stated that the prices range from \$5,500 a month for day to day and an additional fee for anything beyond that. He suggested that we budget for \$66,000. It was brought up that we need to budget for more than \$66,000 as we do not know which way we are going yet. The

Board would rather we budget for it instead of saying we need more out of contingency. Discussion that if an IT company knows what is budgeted for, then that is the number they will quote. We have infra structure needs that need to be budgeted for. With regard to equipment, it was felt that we needed to put in an additional \$25,000 for upgrades that are needed. If need be, some of that money could go to IT salary. We know that we have several computers that will need to be replaced by 2020 as they are windows 7. We should be replacing equipment before it fails. If we have Mr. Zimmerman stay as IT, he would have Mike Raney here 4 mornings a week to handle day to day IT. It was questioned if that was too small a step.

c. Health Dept. Building budget

The contract should be done within the next month. Discussion on if it is possible to have the deal completed by November 30. The Board needs to hold State's Attorney Minger and the building owner to the fire and make sure it gets done in the next month. This has been in the works for over a year and was budgeted for last year. Neither party moves very fast, but the committee feels that all parties need to make this deal a priority and make it happen in the next 30 days. Discussion on the maintenance of the building. It was decided that the Health Department will pay the maintenance on the building. As of now, we do not have a plan what to do with other half of building. Suggested that we put money in for construction on the other half of the building and purchase in FY 2018-19 budget. Motion by Mr. Streid to appropriate \$600,000 for the building and construction for next year. No second. *Motion failed.* Motion by Jording to put \$50,000 in a line for construction/repairs. No second. *Motion failed.* Motion by Kempf to put \$100,000 in a line for construction/repairs, seconded by Jording. *Motion passed.* Money has to be appropriated in order to spend it. If the deal is not done this year, and no money as been appropriated, then the building cannot be purchased. Committee feels this is another reason to make this purchase a priority and get it done this year. Once the budget is published, it cannot be increased. It was stressed that this purchase needs to be made within the next 30 days.

d. Health Department Budget

Ms. Aggertt presented two budgets. One was with rent for the Health Department building and the other was without rent. Every 5 years they do a salary comparison. The salaries she is proposing are based on those comparisons. They will have a part time epidemiologist if the Federal grant is approved. She questioned if she needed to budget for snow removal, and mowing. It was stated that the County would take care of that. She would like more space to implement more programs. Committee stated that they need to go with the budget that does not include rent. The County does not know at this time what the additional space will be used for. Suggested that the boardroom be placed in it, and then the current boardroom would be used for much needed office space. Ms. Aggertt also asked about the electric sign out front. It was felt that she needed to continue to pay for that. The maintenance will on the building will remain status quo for now.

e. CEDS and Tri-County budget

Leave Tri-County at \$1,600 and CEDS at zero.

f. Tort Fund Budget #70 (Work Comp, General Liability)

The premium for work comp and general liability has gone down, and we have more coverage. The insurance deductible will now be paid out of this fund.

g. All budgetary changes or adjustments for any previously discussed or approved budget as needed

The Committee went through the budget page by page. Discussion on Emergency Management. There was an employee performance evaluation done on Mr. McCanless tonight in the Public Safety Committee. The committee does not have a problem with the work Mr. McCanless is doing. The committee believes that this is a part time position and \$54,000 was too much for a part time position. Per Public Safety recommendation, the number should be \$36,600. Motion by Jording to make salary \$36,600, seconded by Streid. The committee looked back several years to compare how the EMS budget has increased over time. Mr. McCanless is receiving full time benefits and works more than 40 hours a week Sheriff Smith and Ms. Cheryl Wolfe confirmed that it started as a part-time position, but later moved to a full time position. The Public Safety Committee does not want a county wide ESDA. They feel the municipalities should take over some of the responsibilities. Sheriff Smith pointed that because we were not accredited the Roanoke flood did not receive any Federal money. Because of Mr. McCanless we are now an accredited county. Mr. McCanless stated that this job cannot be done part time. He cannot do all the state and Federal requirements, along with the grants on part-time. The accreditation of the County, and having a full time ESDA made it possible for part of Mr. McCanless's salary to be matched by Federal money. Mr. Streid withdrew his second and stated if

full time \$36,600 is to low. Motion was withdrawn. Mr. McCanless did not have a problem with Mr. Jording discussing his performance evaluation. He also explained that his position did start out as part-time, but became full time when he found out all the requirements that had to be met. The change was voted on by the committee and approved with the Board. Since January 1st he has put in more than 250 hours in over time. The committee is well aware of the time and effort Mr. McCanless puts in and is very appreciative of that. However, they question how much ESDA they want. Some members of the committee feel that in a rural area, when there is a disaster, people show up to help. Mr. McCanless has brought money into the County. Because of the full time status, they will leave salary at \$54,000.

h. Approval of draft budget to County Board

Discussion on annex 3. Last month approved remediation but hold if to see if Rep. Bennet comes through with state money. If we move ahead with annex 3 project this year, then the money budgeted this year needs to be moved over the courthouse to fix the bell. The question was raised if we needed to budget more for snow removal and mowing with the Health Department building being taken on. Sheriff Smith stated that they will be bidding the snow plowing soon, and the mowing in the spring. Ms. Aggert reported that the person currently doing the snow plowing has stated he will not do their portion if the building is purchased. She also suggested that we consolidate cleaning companies. Committee agrees with changes made in appropriation on budget. The general corporate levy was adjusted to keep it the same as last year. There should be no tax increase. Motion to approve budget with the changes made tonight and send to full Board made by Kempf, seconded by Streid. *Motion passed.*

8. New Business

- a. Discussion/Action on ad-hoc committee for Economic Development – Russ Cotton Chairman, need two to four others to volunteer – per Russ Cotton.

Mr. Cotton was not present to address this.

9. Unfinished Business

10. Other

A reminder that next month there will a presentation by David Wortman, and David Goben from the Department of Commerce and Economic Development, along with Sally Hanley.

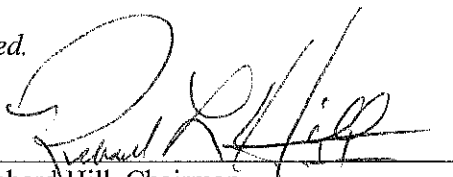
11. Executive Session

12. Any Action Coming Out of Executive Session

13. Adjournment

Motion to adjourn made by Kempf, seconded by Hill. *Motion passed.*

Submitted by: Deb Breyman


Richard Hill, Chairman
Finance Committee