

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, MARCH 10, 2020  
MINUTES  
4:30 P.M.**

**1. Call to Order**

**2. Roll Call** – Russ Cotton, Chuck Nagel, Jason Spence present. Emily Barker arrived at 4:37. Dan Steffen is excused.

**3. Approval of Minutes**

a. Approval of February 11, 2020 regular meeting minutes.

Motion to approve February 11, 2020 minutes made by Nagel, seconded by Spence. *Motion passed.*

**4. Public Input**

**5. Appointments**

a. Approval of Appointment of Vincent Winkler to the Mt. Vernon Cemetery Association to complete the unexpired 4 year term of Robert Beschorner expiring April 30, 2021.

b. Approval of Appointment of Robin Strauch to the Mt. Vernon Cemetery Association to complete the unexpired 4 year term of Steven Beschorner expiring April 30, 2022

c. Approval of Appointment of Linda Haas to the El Paso Fire Protection District to complete the unexpired 3 year term of Ronald Mool expiring April 30, 2021.

d. Approval of the reappointment of Robert Sutton to the Caterpillar Trail Water District for a 5 year term expiring May 1, 2025.

e. Approval of the reappointment of Zachery M. Taylor to the Caterpillar Trail Water District for a 5 year term expiring May 1, 2025.

f. Approval of the reappointment of Bolden Malcolm to the Board of Review for a 2 year term expiring June 1, 2022.

g. Approval of the reappointment of Shirley A. Miller to the Board of Review for a 2 year term expiring June 1, 2022.

h. Approval of the reappointment of Jim Ott to the Roanoke Fire Protection District for a 3 year term expiring May 12, 2023.

i. Approval of the reappointment of Brian Shirey to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2023.

Motion to approve appointments ‘a’ through ‘i’ as written made by Spence, seconded by Nagel. *Motion passed.*

**6. Approval of Claims**

a. Approval of March claims

Motion to approve March claims made by Nagel, seconded by Spence. It was asked about the three County Clerk charges. Those charges were for the upcoming election- ballot styles, ballots and cards for the voting machines. In November there will be the same

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, MARCH 10, 2020  
MINUTES  
4:30 P.M.**

charges, but the charges will be slightly lower because there are not that many ballot styles. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There is one per diem claim for Bryant Kempf. Motion to approve per diem claim made by Spence, seconded by Nagel. Roll call vote – Cotton-yes; Nagel-yes; Spence-yes. *Motion passed.*

**7. Unfinished Business**

**8. New Business**

**a. Discussion** of salary survey

The information on the survey is what was gathered from other counties. We just took the information they provided and plugged it into a spread sheet.

The Assessor is due for her annual raise. There needs to be some kind of evaluation done on the three appointed positions. The data from the salary survey will be used to set base pay. It was questioned if we raise the base pay, then give an annual raise or give the annual raise and then set the base pay. It was felt that raising the base pay and then giving the raise was the best option. Extra money was put into the budget to accommodate the Assessor's raise. The Assessor will receive a raise on her anniversary date every year. Before the next meeting in April, Ms. Goff should receive an evaluation. Ms. Goff requested that her evaluation be done by three people – the Board Chairman, the County Office Chairman, and Mr. Nagel. Motion to table this discussion until Mr. Cotton, Mr. Krug and Mr. Nagel meet with the Assessor and report back in April in executive session made by Spence. It was asked if we have an objective measurable list for the evaluation. What do we use to evaluate her with? The Assessor's job description is laid out by statute. That is the job she was hired to do. So a raise should be based on what is done above and beyond that job description. There were 6 performance standards given to CP&Z to evaluate the Zoning Administrator. The same set of standards would be used at this time to evaluate the Assessor. It was brought up that all three should have the same guidelines so one is not seen as more difficult than the others. The 6 indicators given to CP&Z are in areas that are general in nature so they could be used for any job evaluation. Ms. Barker seconded motion. *Motion passed.*

Ms. Breyman requested that her salary be based on the work she does in her office and not based on someone in another office who may or may not run for an elected position years down the road. That has nothing to do with the work that she does. Mr. Nagel assured her that she will be evaluated on the work she does.

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, MARCH 10, 2020  
MINUTES  
4:30 P.M.**

It was asked about the other two positions. CP&Z will handle the raise for the Zoning Administrator and the County Coordinator salary will be handled by this committee at budget time.

**9. Budget**

**10. Other**

**11. Executive Session (if necessary)**

**12. Any action coming out of Executive Session**

**13. Adjournment**

Motion to adjourn made by Spence, seconded by Barker. *Motion passed.*

Meeting adjourned at 5:05 PM.

Submitted by; Deb Breyman

/s/ Russ Cotton  
Russ Cotton, Chairman  
County Office Committee