



## **CURRY COUNTY BOARD OF COMMISSIONERS**

Approval Date

November 12, 2019

Commissioners' Hearing Room, Courthouse Annex  
94235 Moore Street, Gold Beach, Oregon

[www.co.curry.or.us](http://www.co.curry.or.us)

### **BUDGET COMMITTEE MEETING**

**May 14, 2019**

#### **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chair Dukek at 10:00 a.m. Present were Chair Ken Dukek, Vice-Chair Brad Alcorn, Court Boice Budget Committee Member, Sue Gold Budget Committee Member Christopher Paasch Budget Committee Member, and Richard Thode Budget Committee Member

Also present: Legal Counsel John Huttel, Budget Officer Louise Kallstrom, Julie Schmelzer, Director of County Operations, and Administrative Assistant John Jezuit

The Pledge was recited by all.

#### **2. AMEND AGENDA**

Dukek - Add Sheriff Ward to the 10:45 a.m. time slot.

Dukek - Pull Counsel as he presented yesterday.

Motion by Gold, seconded by Paasch, to approve the agenda as amended. Motion carried unanimously.

Dukek asked where the county budget was for the year to date. Kallstrom responded the post to date is as of April 30, 2019.

#### **3. PUBLIC COMMENTS**

David Barnes spoke about bringing IT and GIS (Geographic Information System) back in house.

#### **4. DEPARTMENT REPORTS**

Kallstrom answered Thode's question on health insurance.

The Budget Committee, with Kallstrom responding in detail, proceeded to discuss the following topics:

##### Treasurer - Debbie Crumley

Crumley stated not much different than last year and spoke about retaining deputy treasurer, Karlie Wright, as back up. Thode asked about interest and investment in short term funds.

Paasch stated he sat in on a meeting with Piper Jaffray, Investment Banking Company, and also expressed confidence in Karlie Wright. Crumley stated Wright is an irregular employee. Dukek recommend changing budget wording to regular. Gold observed we had to get someone to come in due to conflict of interest in Finance Department.

For detailed information on any agenda item, refer to Audio/Video.

#### Parks - Josh Hopkins, Parks Director

Hopkins described the County parks, their operation, and revenues by park. He also spoke about the Parks Department budget move to the General Fund, under budgeting in the area of State RV (Recreational Vehicle) license fees, getting a yearly marine board grant, the new on line reservation site for Boice Cope and Lobster Creek and the ability to collect money now for next FY (Fiscal Year). Thode asked about the State Park land swap.

#### Sheriff Ward

Ward handed out an organizational chart, discussed the chart with Captain McDonald who gave an overview of what the organization looks like, talked about staffing – both current and future, and spoke about the budget's impact on the General Fund. Paasch asked what total budget is for next year, supports a K-9 unit, and suggested funding it with the General Fund. Dukek stated he wants to know all the changes in the budget and asked for a revised budget. Thode stated he agrees with Dukek. Kallstrom explained general fund adjustments, stated she can do another budget for Marine, and stated budget transfers come at the end of the year. Ward stated the budget is cut back on Marine, is asking for money to come from the general fund, and suggested doing a supplemental budget. Huttl suggested incorporating all changes into a single budget. Boice speculated we are sending a message to potential donors that the general fund will cover the K-9 unit, asked if the organization chart was available to the public, and asked about the status of the Marine boats.

#### District Attorney Everett Dial

Dial described staff and organization, stated the budget has stayed the same, explained Redwoods is a funeral home and functions as a morgue, and stated not getting as many applicants for deputy district attorney positions. Boice stated he is not familiar with Redwoods. Dukek asked about lack of staffing.

#### Victims – CAMI (Child Abuse Multidisciplinary Intervention)

Dial stated Gwen Nielsen runs the victim advocate office, let's people know their victim's rights; stated the budget is almost totally grant funded and stated his office has a DSART (Designated Sexual Assault Response Team) grant. Kallstrom stated the State money comes in quarterly.

#### Surveyor

Schmelzer stated the Surveyor, Reily Smith, has resigned, effective end of month. Schmelzer also stated she is looking at a different approach to do the Cornerstone program which is eligible for funding, and she is reaching out to other counties to use their surveyors. Paasch asked about the state standard rate for a surveyor. Dukek suggested bringing someone in from outside the county. Gold stated a surveyor is a required position and asked about full-time or part time status. Thode suggested contracting for a surveyor and asked about eligibility of funding for the Cornerstone program. Boice stated the Cornerstone program should be increased for us as part of the fire season extra equipment.

#### Occupancy - Eric Hanson, Maintenance Director

Hanson reported an increase in fees due to the Colvin building, reviewed status of RFP (Request For Proposal) for custodian services due to short term staffing changes, spoke about hiring a maintenance trainee due to long term staffing changes, spoke about the status of the five (5) year plan projects in progress, and commented on interest charges on courthouse windows. Kallstrom directed the Budget Committee members to specific pages in the budget dealing with the topics covered. Dukek asked if RFP cost was included in the budget. Paasch asked if RFP firm was licensed and bonded. Gold asked about RFP cost compared to employee cost including PERS, benefits, and health insurance.

Thode suggested borrowing from road funds to resolve interest payments on courthouse windows and voting machines. Huttel stated funds can be borrowed over a three (3) year period.

#### Economic Development-Summer Matteson Economic Development Coordinator

Matteson stated she is still identifying needs, working with a regional partner, and added bridge lighting funds. Thode asked about the salary and the grant writer. Schmelzer spoke about the Economic Development goals and work in progress, specifically, internship program, workforce housing, training more people for firefighting, and working with groups on fire response emergency. Schmelzer stated Matteson is being proactive and her efforts will benefit the county financially. Gold asked about the long term focus and hopes this will be part of the strategic plan for the county. Boice praised Matteson's work and anticipates a lot of benefits down the road.

#### Planning

Kallstrom stated Planning Director Becky Crockett was not available. Paasch asked about online files. Dukek asked about regular salaries observing they are pretty significant. Gold asked about Urban Growth Boundary and housing and stated the Planning Department has been getting general funds. Schmelzer stated fees have doubled since going from a part time planner to a full time planner. Schmelzer stated online file access will require scanning all property files and result in a quicker process and lower costs. Boice asked if Schmelzer feels secure and competent to cut planning department costs.

#### Assessor -Jim Kolen Curry County Assessor

Kolen spoke about the amount of property taxes, estimated at well over \$500,000, not realized from unpermitted building, commented on the software update, suggested increasing the budget due to the net cost of the software update, stated union employees have gotten more benefit increases than non-represented employees, and recommended the Budget Committee look at non-represented employees pay. Dukek suggested Coos-Curry Electric advise the County of any new hook ups and stressed all budget determinations will be made on Thursday, May 16, 2019, afternoon. Paasch asked about an amnesty program for back taxes due from unpermitted building. Thode asked if a deputy could advise when a new building is going up and asked about the effect on the assessment process if the assessor's office gets another person. Alcorn suggested deputies be involved in Code Enforcement. Gold stated RFP process has to take place when purchasing. Boice asked about the computer system finances stating the county has a list of requirements for using road fund reserves. Huttel offered advice on how County money in the road fund can be used to make inter-fund loans.

#### POLT (Port Orford Landfill Trust)

Huttel stated the county is maintaining it under a court order, the funds are restricted, and the budget entry is mainly informational. Gold asked if the fund goes on in perpetuity.

#### Event Center/Fair-Nikki Sparks, Event Center Manager

Sparks explained they have two (2) budgets: a fair budget and an event center budget. Sparks spoke about the fire camp which was there for nearly 3 months, was charged retail prices, and spoke about the impact the fire camp had on the budget and on Fair preparation. Sparks also stated she has really cut back on personnel. Paasch asked about Fairground facilities. Dukek asked about lower personnel costs. Gold asked about the increase in revenue. Kallstrom explained the buildings are owned by the county and the county pays for property insurance

#### Road Department-Richard Christensen, Roadmaster

Christensen stated he was trying to improve the Road Department operations to be more cost effective by acquiring new equipment, looking at cutting overlay program, and adding three (3)

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employees in the field. Christensen stated all of these combined will be saving money in the long run. Christensen also stated he feels we will receive FEMA funds, noted that State has changed some of its annual funding policies, and spoke about the strong possibility of increasing county revenues by doing chip sealing for other government entities. Gold mentioned budget increase due to road damage during storm and asked where the county was at with FEMA (Federal Emergency Management Agency). Paasch asked Christensen to explain how outlay on the equipment will save the county money. Boice asked if there is a reasonable outlook for demand in the future.

#### Road Capital Improvement

Kallstrom spoke about reserve for future funds in case something comes up. Christensen observed grants require matching funds thus the need for an emergency pool of money. Thode stated the county is at a turning point with the county as regards to road fund loan programs that will hopefully generate revenue and noted he hopes the SRS (Secure Rural Schools) funds will be restored as this is better than doing nothing. Dukek stated we will talk about a five (5) year plan as we have added money to make things better and hopefully this will generate revenue. Dukek warned if we continue taking money from the road fund, in seven (7) years the road funds are gone. Gold stated the conversation of generating revenues by using road funds has to be part of the strategic plan.

#### Self-Insurance

Christensen observed if we had catastrophic accident, we'd need the funds and noted in the meantime, these funds are drawing interest. Dukek clarified the self-insurance funds are for heavy equipment and not for county vehicles. Gold asked where does the interest from the fund go.

#### Communication Towers

Kallstrom stated she is reviewing all leases, observed both the County along with other entities use the towers, noted Day Wireless is fixing current tower problems, and said the county is over budget right now. Gold asked how often are the leases renegotiated. Christensen feels the situation will get worse before it will be better as the towers are in critical condition.

#### General Services

Dukek asked about administrative fees and why departments are charged. Christensen stated the per mile charge is for mile is oil, materials and maintenance, said as a government we cannot make money, and stated the county gets fuel from ODOT and Colvin Oil.

Paasch asked why we aren't making on money on this. Huttel stated if we made money, the property would be taxed. Gold also asked about the administrative costs. Thode wanted to know where the county gets their fuel.

#### Building Department-Julie Schmelzer, Community Development Director

Schmelzer explained most building inspection in the county is residential, stated the building inspectors on staff were not skilled in residential inspection services, and noted high costs of outsourcing building inspection services. Schmelzer outlined a plan to cut the costs significantly by working with Josephine County and their building inspection department interns. Schmelzer also spoke about electrical inspections, administrative assistants in the department, and reorganizing to improve efficiency. Kallstrom recommended transferring funds from the General Fund to the Building Department until permit fees allow Building Department to be self-supporting.

In conclusion, Dukek spoke about the following day's agenda items; Huttel addressed the procedure for elected official compensation which begins with the Compensation Board recommendation; and Kallstrom observed the Code Enforcement agenda item was already covered.

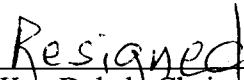
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**5. ADJOURN**

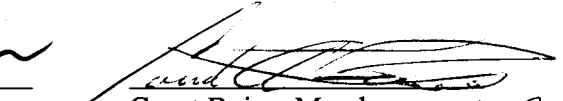
Chair Dukek adjourned the meeting at 4:22p.m.

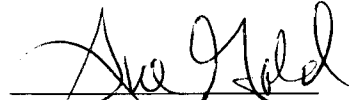
Dated this 12<sup>th</sup> day of November, 2019.

Curry County Budget Committee of 2019-2020


  
Resigned  
Ken Dukek, Chair

  
Brad Alcorn, Vice Chair

  
Court Boice, Member 11/12/19

  
Sue Gold, Member

  
Christopher S Paasch, Member

  
Richard Thode, Member

Minutes prepared by: John Jezuit, Administrative Assistant