

COMMISSIONERS APPROVAL

FOSS

CHILCOTT 

IMAN 

STOLTZ 

BURROWS 

Members Present.....Commissioner Suzy Foss, Commissioner Greg Chilcott, Commissioner J.R. Iman, Commissioner Ron Stoltz and Commissioner Jeff Burrows

Date.....October 9, 2012

► Minutes: Beth Perkins

► The Board met at 9:00 a.m. to discuss the Corvallis Gravel Pit with Wayne Edens. Present were Road Administrator Erik Anderson and Wayne & Judy Edens. Commissioner Chilcott was not present for this meeting.

Commissioner Iman gave an update of the situation with the Edens and Corvallis Gravel Pit. He stated the County is not taking as much gravel out of the pit as they have in the past. The pit is permitted, stripped and ready for removal of materials. Annual payments have been made to the Edens, but none were made this year. Wayne indicated he would like to be paid per ton for the materials. Discussion included the payment not being made this year and the potential of creating a new contract as well as the amount of materials still available for removal at the pit.

It was agreed that Erick will work with Commissioners Iman and Stoltz to develop a new contract with County Attorney's legal review.

Due to the hour, Commissioner Stoltz made a motion to move the update with the Chief Financial Officer to 9:40 a.m. Commissioner Iman seconded the motion. Commissioner Foss called for any public comment and heard none. All voted "aye". (4-0)

► The Board met at 9:40 a.m. for an update with Chief Financial Officer Klarryse Murphy including a discussion and decision on seeking an InterCap loan for the Kurtz Lane park property. Present was Park Member Gary Leese. Commissioner Chilcott was not present for this meeting.

Klarryse stated the current loan balance is \$275,000 and the interest rate for the InterCap loan is 1.25% viable. The Board expressed concern with hyperinflation and suggested waiting until mid-February.

Klarryse is currently completing the budget noting the budget will be \$35 million.

► The Board met at 10:00 a.m. for an update with Human Resource Director Robert Jenni including a discussion of the job description for Facilities Manager. Commissioner Chilcott was not present for this meeting.

► The Board met at 11:00 a.m. for an update with IT Director Joe Frohlich. Commissioner Chilcott was not present for this meeting.

► The Board met at 11:30 a.m. for a Department Head meeting. Present were Weed Supervisor Kelliann Morris, Human Resource Director Robert Jenni, Facilities Manager Brian Jameson, Clerk & Recorder Regina Plettenberg, Treasurer Marie Keeton, Fair Manager Deborah Rogala, Drug Free Communities Grant Coordinator Charmell Owens, Comptroller Jana Exner, Environmental Health Director Lea Guthrie, Public Health Nurse Judy Griffin, Extension Agent Katelyn Andersen, Planning Administrator Terry Nelson, Airport Manager Page Gough, Planning Staff Chris Cobb-Taggart, Road Administrator Eric Anderson, I.T. Director Joe Frohlich, GIS Director Ken Miller, Judge Robin Clute, Judge Jim Bailey, Office of Emergency Services Ron Nicholas, Clerk of Court Staff Paige Trautwein, Undersheriff Perry Johnson, County Attorney Bill Fulbright, Clerk of Court Debbie Harmon, and Road Office Staff Danielle Senn. Commissioner Chilcott was not present for this meeting.

The agenda consisted of an update on health insurance, a discussion on per diem, the ending of the social security employee tax holiday, evaluations, and the budget process.

Robert Jenni reviewed the current health insurance coverage for employees explaining that the premiums will increase since the county is considered high-risk. The health insurance is currently out to bid to MACO Trust, Allegiance, New Pacific, and Blue Cross to include tier and composite rates. He will have the insurance options available in November and a benefit workshop the second week of December.

Jana Exner reminded the department heads that per diem is \$5 for breakfast, \$6 for lunch and \$12 for dinner, 55 1/2 cents per mile for mileage and an agenda for meetings is required as well as hotel receipts with claims. If a prepay or funds are needed, please have them submitted prior to a claims run.

Klarryse Murphy discussed social security rates increasing with the removal of the employee tax "holiday". This will affect the deductions from payroll as of 1/1/13 in the amount of 2% for social security wages.

Robert Jenni discussed employee evaluations being reinstated. Evaluations need to be tailored to each department with expectations & feedback to monitor progress and to keep focus on department goals. Commissioner Foss discussed the need for measurable dialogue between employer and employee for both productivity and legal issues.

Klarryse Murphy reviewed the budget process with the Department Heads (see attached) and invited an open discussion regarding the process and any suggestions. This discussion included reserves being at 41 days for operations.

► The Board met at 1:30 p.m. to appoint two At-Large positions to the Fair Commission. Present was Fair Manager Deborah Rogala.

Commissioner Chilcott made a motion to appoint RAN Pigman and Jeff Carter to the At-Large Fair Commission positions. Commissioner Stoltz seconded the motion. Commissioner Foss called for any public comment and heard none. All voted "aye". (5-0)

Terms were discussed and the Board concurred to make a decision for term limitations at a later time.

► The Board met at 2:00 p.m. with the Human Resource Director Robert Jenni and Fair Manager Deborah Rogala to discuss and decide on a staff fair position.

The current Fair Administrative Assistant is retiring and this presents an opportunity to separate the duties of the office and the Event Center. This could allow for an Administrative Assistant at a full time rate and the second position for data entry at a rate of .4 FTE (two days per week) with extra work during the Fair. The Board reviewed the job descriptions presented and discussed modifications to those positions such as .75 FTE at a Grade 9 pay rate or 1.0 FTE at a pay rate of Grade 8 for the Administrative Assistant position and remove the managerial portion to the data entry position.

Commissioner Chilcott made a motion to approve an administrative assistant position at Grade 8 1.0 FTE and allow the recruitment and hiring of a data entry specialist as amended at a pay rate of Grade 7, .4 FTE. Commissioner Iman seconded the motion and all voted "aye". (5-0)

RAVALLI COUNTY

DEPARTMENT HEAD MEETING

AGENDA

OCTOBER 9, 2012

- 1) Health insurance update – Robert**
- 2) Per diem discussion – Finance Dept.**
- 3) Social Security employee tax “holiday” possibly going away by 1/1/13 – Klarryse**
- 4) Evaluations – Suzy, Robert, Howard**
- 5) Budget process – open discussion on FY 2013**

RAVALLI COUNTY BUDGET PROCESS FOR FISCAL YEAR ENDING JUNE 30, 2013						
	Process	MCA	Responsible Official(s)	Statutory Date	Proposed Due Date	Completed
1	Create standardized revenue projection forms that will be given to dept heads/elected officials		CFO		February 9, 2012	
2	Requests for revenue projections to be sent to dept heads/elected officials on forms provided by Finance Dept.		CFO		February 15, 2012	
3	Create standardized forms for budget proposals that will be given to dept heads/elected officials		CFO		February 29, 2012	
4	C&R to notify BCC and each board, office, regional resource authority, or official that they are required to file preliminary budget proposals for their component of the total county budget (At 1/30/12 mtg, C&R stated that she will do this by e-mail)	7-6-4020 (3)(a)	CFO by delegation of C & R	Before June 1	March 1, 2012	
5	Component budgets must be submitted on forms provided by the C&R (give forms to dept heads)	7-6-4020 (3)(b)	C&R and Dept heads/ Elected officials	Before June 10	March 1, 2012	
6	Revenue projections due to Finance Dept.		Dept heads/ Elected officials		March 15, 2012	
7	The preliminary budget for EACH FUND for which the County will levy an ad valorem property tax must include the estimated amount to be raised by the tax. Component budgets must be submitted to C&R before June 10th or on a date designated by the BCC (proposals due back from dept heads)	7-6-4020 (5)	CFO		This can be done during revenue projection time in February/March	
8	County surveyor or any special engineer shall compute road and bridge component budgets & submit them to BCC	7-6-4020 (3)(b)	Dept heads/ Elected officials	Before June 10	April 2, 2012	
9	BCC shall submit road and bridge component budgets	7-6-4020 (3)(d)(i)	County surveyor/ special engineer		April 2, 2012	
10	County Treasurer shall submit debt service component budgets	7-6-4020 (3)(d)(ii)	BCC		April 2, 2012	
11	BCC shall submit component budgets for construction or improvements to be made from NEW general obligation debt	7-6-4020 (3)(d)(iii)	County Treasurer		April 2, 2012	
12	Estimate tax levy & revenue projections	7-6-4020 (3)(d)(iv)	BCC		April 2, 2012	
13	Finance Dept to prepare worksheets for revenue projections & budget proposals then submit to each Commissioner for their individual review		CFO		April 15, 2012	
14	Schedule BUDGET REQUEST PRESENTATIONS & DISCUSSIONS between BCC and department heads/elected officials		Finance Dept		May 4, 2012	
15			Commissioners' office		Schedule between May 7 - 18, 2012	
16	C&R shall prepare & submit the County's preliminary annual operating budget Preliminary annual operating budget for each fund must include, at a minimum: (#17 - #26)	7-6-4020 (3)(c)	CFO by delegation of C & R		Have completed by May 31, 2012 so it can be on the counter by June 8, 2012	
17	Listing of all revenue & other resources for PRIOR budget year, CURRENT budget year, and PROPOSED budget year	7-6-4020 (4)(a)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
18	Listing of all expenditures for PRIOR budget year, CURRENT budget year, and PROPOSED budget year	7-6-4020 (4)(b)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	

	Process	MCA	Responsible Official(s)	Statutory Date	Proposed Due Date	Completed
19	All expenditures must be classified under one of the following categories: salaries & wages, operations & maintenance, capital outlay, debt service, or transfers out	7-6-4020 (4)(b)(i-v)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
20	A projection of changes in fund balances or cash balances available for GOVERNMENTAL fund types. Projection must be supported by a summary for each fund or group of funds listing the estimated beginning balance plus estimated revenue, less proposed expenditures, cash reserves, and estimated ending balances.	7-6-4020 (4)(c)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
21	A projection of changes in cash balances and working capital for PROPRIETARY fund types. Projection must be supported by a summary for each fund or group of funds listing the estimated beginning balance plus estimated revenue, less proposed expenditures, cash reserves, and estimated ending balances.	7-6-4020 (4)(c)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
22	A detailed list of proposed capital expenditures and a list of proposed major capital projects for the budget year	7-6-4020 (4)(d)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
23	Financial data on current and future debt obligations	7-6-4020 (4)(e)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
24	Schedules or summary tables of personnel or position counts for the PRIOR budget year, CURRENT budget year, & PROPOSED budget year. See #17 below.	7-6-4020 (4)(f)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
25	Budgeted amounts for personnel services must be supported by a listing of positions, salaries, and benefits for all position of the County. The listing is NOT required to be a part of the budget document.	7-6-4020 (4)(f)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
26	All other estimates that fall under the purview of the budget.	7-6-4020 (4)(g)	CFO		Finance Dept has from April 2 - May 3 when dept budget discussions happen with BCC to get this done	
27	Preliminary budget open for inspection		CFO		June 15, 2012	
28	Notice of a public hearing on the preliminary budget shall be made. It must provide that the governing body has completed its prelim budget, state that budget has been placed on file & is open to inspection in an office designated in the notice; designate date, time & place of meeting for approval; and state that any taxpayer or resident may appear at the meeting & be heard for or against any part of the proposed budget. It must conform to provisions of MCA 7-1-2121.	7-6-4021	Commissioners' office		Coincide with date of prelim budget open for inspection	Glenda to run public hearing notices on 5/31 & 6/7. Discussed with her on 4/9/12.
29	Hearing on preliminary budget - Local gov't officials shall attend the preliminary budget hearing to answer questions on their proposed budgets if called up by the governing body or by a taxpayer or resident.	7-6-4024 (2)	BCC/Dept heads/ Elected officials		June 18 - 26, 2012	
30	Hearing on preliminary budget - may be continued from day to day.	7-6-4024 (3)	BCC			
31	Hearing on preliminary budget - must be concluded and budget finally approved & adopted by resolution by the later of the 2nd Monday in August or within 45 calendar days of receiving certified taxable values from DOR.	7-6-4024 (3)	BCC	Later of 2nd Monday in August or within 45 days after receipt of taxable values		

	Process	MCA	Responsible Official(s)	Statutory Date	Proposed Due Date	Completed
32	E-mail County Supt of Schools, City of Hamilton, Town of Stevensville & Town of Pinesdale with due date to get their tax levies to the County (by end of August)		CFO		By July 5th	
33	Receive certified taxable values from Dept of Revenue	15-10-202	DOR		By the 1st Monday in August	
34	Set up meeting with Treasurer and C&R for review of tax levies prior to submitting to DOR (right after Labor Day)		CFO		By the first of August	
35	Calculate outside district tax levies & mail to them along with State Entitlement share calculation		CFO		By mid-August	
36	Schedule public hearing on final budget				August 1, 2012	
37	Prepare final revenue calculations		CFO		Aug 7-9, 2012	
38	Present individual commissioners with final budget showing final revenue calculations so they can review prior to public hearing on final budget		CFO		August 13, 2012	
39	Present final projected revenues and budgeted expenses to BCC at public hearing for BCC to consider amending preliminary budget (to be continued until final budget adopted on August 23, 2012)		BCC		August 20, 2012 so we can adopt by August 23, 2012	
40	Final budget - BCC may amend preliminary budget AFTER the public hearing & AFTER considering any public comment.	7-6-4030 (1)	BCC		Aug 6 - 17, 2012	
41	Final budget - the amended budget constitutes the FINAL budget.	7-6-4030 (2)	BCC		August 23, 2012	
42	Final budget - MUST be adopted by resolution of the BCC.	7-6-4030 (3)	BCC		August 23, 2012	
43	Final budget - resolution MUST authorize appropriations AND establish legal spending limits of detail in the resolution.	7-6-4030 (3)(a-b)	BCC		August 23, 2012	
44	Final budget - the EFFECTIVE date of the resolution is JULY 1 of the fiscal year even if the resolution is adopted AFTER that date.	7-6-4030 (4)	BCC		August 23, 2012	
45	Finalize tax requirement schedule to BCC can fix the levy on Sept 6		CFO		By August 28, 2012	
46	Fixing tax levy - BCC shall fix the tax levy by the later of the first Thursday in September or within 30 calendar days after receiving certified taxable values	7-6-4036 (a)	BCC	Later of 1st Thursday in Sept or within 30 days after receipt of taxable values	September 6, 2012	
47	Fixing tax levy - BCC shall fix the tax levy after the approval & adoption of the final budget	7-6-4036 (b)	BCC		September 6, 2012	
48	Fixing tax levy - BCC shall fix the tax levy at levels that will balance the budget	7-6-4036 (c)	BCC		September 6, 2012	
49	Meet with Treasurer and C&R to review tax levies prior to submitting to DOR		CFO		September 8, 2012	
50	Reporting the tax levy to Dept of Revenue - by the second Monday in September or within 30 calendar days after receiving certified taxable values notify the department of the number of mills needed to be levied for each taxing jurisdiction in the county	15-10-305	CFO by delegation of C & R	Later of 2nd Monday in Sept or within 30 days after receipt of taxable values	September 10, 2012	
51	Budget document for public completed and put into Black Mountain		Finance Dept		September 26, 2012	
52	Final budget - must be submitted to Dept of Administration with a statement of tax levies by the later of October 1 or 60 days after receipt of taxable values	7-6-4003 (1)	CFO by delegation of C & R	Later of October 1 or 60 days after receipt of taxable values	October 1, 2012	