

KNOX COUNTY COMMISSION

Special Meeting

Friday – October 19, 2012 - 8:30 a.m.

A special meeting of the Knox County Commission was held on Friday, October 19, 2012, at 8:30 a.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3.

County staff present included: Administrative Assistant Candice Richards, Communications Director Linwood Lothrop, EMA Director Ray Sisk, Registrar of Probate Elaine Hallett, Register of Deeds Lisa Simmons, Chief Deputy Tim Carroll, District Attorney Geoffrey Rushlau (*arrived at 9:05 a.m.*), Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, and Systems Administrator Mike Dean.

Others present included: Jesse McCue and Paul Cook from Maine Real Estate Management, Building Maintenance Supervisor Don Decker, and Steve Betts of the *Bangor Daily News* (*left at 9:03 a.m., returned at 9:08 a.m.*).

Special Meeting – Work Session – Agenda Friday – October 19, 2012 – 8:30 a.m.

- I. 8:30 Meeting Called To Order**
- II. 8:31 Discussion Items**
 - 1. Discussion of Knox County 2013 Budget Draft.
- III. Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the October 19, 2012 special meeting of the Knox County Commission to order at 8:30 a.m.

II. Discussion Items

1. Discussion of Knox County 2013 Budget Draft.

Commissioner Moody noted that although Administrator Hart was unable to attend the meeting, the department heads were in attendance and might be called on to answer questions. Below is a summary of topics discussed:

Personnel Services

Finance Director Robinson explained that personnel services are not something that the department heads put into the budget because department heads don't propose salaries – the County has the wage plan in place. If a CPI is included in the budget, all employees would receive that. The question was raised of whether the commissioners would receive a CPI increase, but it was decided to discuss that at a later time. The Commission also asked about whether there should be a 2% step increase in the budget or if the County should just do a CPI (also in the budget as 2%). It was noted that the only input a department head is going to have in his/her budget's personnel services is if the department head wanted to add or reduce staff or the number of hours worked by the staff.

Page 5 LD1 – Tax Cap Calculations

The County is still under the tax limit by \$145,336. The property growth comes from the towns and the state calculates the income growth.

Page 8 - MSRS

The cost for the Maine State Retirement is down 43%, but that is not a number that the County controls. The County receives it on a fiscal year basis and the figure comes from the State of Maine

Retirement System. Knox County employees don't participate anymore so this cost is just for former County employees still in the system.

Page 9 - Spillman server upgrade \$11,800

There are two components to the upgrade – one is the upgrade of the equipment and the other is the migration of the data from one server to the other. The computer reserve is paying for some of it. There is no budgeting for computer replacement in the 2013 budget. The money is being put where it's needed rather than where we want it.

Page 15 - EMA

The number of hours for the administrative assistant is correct at 35 because she also works another 5 for the LEPC.

Page 17 - Finance

The Munis conference in Boston is a priority because this is the first time it's been on this side of the country and it costs too much to travel to it when it takes place elsewhere. The more you know about the system, the more efficient you can be. It could be another 15 years before the conference comes back around this way.

Page 24 - Patrol

Commissioner Moody noted that he had mentioned to Administrator Hart about Wright Express for processing of gas invoices because it saves about \$1,000.

Page 26 - Airport

The miscellaneous revenue line is for things like people paying the airport to put up some advertising in the terminal, and other revenues that don't fit into any specific revenue line. The County receives revenue because of the cemetery located on the Airport property. The Town of Owls Head rents a plot of land from the airport for their cemetery and the FAA requires that the town pay fair market value for renting it.

Page 31 Communications

State legislation has recently changed Warren's census numbers to no longer include the state prison's population in it, which then changed how much of the Communications funding Warren was responsible for.

Public Safety Building Project

Commissioner Moody commented that the County has never really tapped the State and Federal forfeiture money for the public safety building project at 301 Park Street. It's appropriate to take some of that money and apply it to that project. He asked Chief Deputy Tim Carroll to talk to Administrator Andrew Hart (who was not at the meeting) and Finance Director Kathy Robinson to see if some of that money could be used to offset some of the debt from that project.

Finance Director Robinson noted that the County has about \$175,000 of surplus that could be used for the 2013 budget because the County is above the 20%, but still keeping in mind that there are still salaries that weren't built into the 2012 budget that will need to be covered in the 2013 budget and that will also need to be paid for from that surplus.

Courthouse Furniture Reserve

This reserve account has been in existence for quite some time. Commissioner Moody asked what the County would do with the account if it were no longer needed. He asked how the money would be moved into another reserve account. Director Robinson explained that the County would have to write a letter to the state auditor and get permission. When asked if this is something that happens commonly, Director Robinson replied that it really wasn't and that the closest the County usually gets is combining

accounts. She didn't think that the State would deny the request; the money would still be in a reserve account but the purpose is changing.

Commissioner Moody stated that he felt that the County should look at the reserve accounts that haven't been used much in the past few years and look at moving the money somewhere else. He asked Finance Director Robinson to do research to see which accounts haven't been touched in a while and for how long. Director Robinson responded that she would do as asked.

Page 15 - EMA

Director Sisk noted that the equipment and repairs line should be \$1,000. The figure was left out somehow.

III. Adjourn

- A motion was made by Commissioner Carol Maines to adjourn the meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The meeting adjourned at 9:34 a.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on January 8, 2013.