

KNOX COUNTY COMMISSION

Special Meeting

Thursday – September 29, 2016 - 9:00 a.m.

A special meeting of the Knox County Commission was held on Thursday, September 29, 2016, at 9:00 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: Administrator Andrew Hart, Communications Director Linwood Lothrop, EMA Director Ray Sisk, Register of Probate Elaine Hallett (*left at 9:43 a.m.*), Register of Deeds Lisa Simmons (*left at 9:43 a.m.*), Sheriff Donna Dennison, Chief Deputy Tim Carroll, Jail Administrator John Hinkley (*arrived at 9:11 a.m.*), District Attorney Geoffrey Rushlau (*left at 9:31 a.m.*), Finance Director Kathy Robinson, Airport Manager Jeff Northgraves, and Systems Administrator Mike Dean.

Others present included: Village Soup Reporter Dan Smith; Bangor Daily News Reporter Steve Betts (*arrived at 9:19 a.m., left at 9:31 a.m., returned at 9:49 a.m., left at 9:53 a.m., returned at 10:18 a.m., left at 10:38 a.m.*); and Knox County Budget Committee member Nick Lapham (*arrived at 9:10 a.m.*).

Special Meeting – Agenda

Thursday – September 29, 2016 – 9:00 a.m.

- I. 9:00 Meeting Called To Order
- II. 9:01 Discussion Items
 - 1. Review of the 2017 Knox County Budget Draft.
- III. Adjourn

I. Meeting Called to Order

Commission Chair Roger Moody called the special meeting of the Knox County Commission to order at 9:00 a.m. He reminded everyone that the meeting is streamed live. He noted that this meeting was the commissioners' first look at the budget draft.

II. Discussion Items

1. Discussion of Knox County 2017 Budget Draft.

Administrator Hart gave a brief overview of the 2017 budget draft:

- Projected \$182,354 increase over the 2016 budget, which is a 2.55% increase.
- Main reasons for the increase:
 - 1) The inclusion of the Lease/Purchase payment for the Jail Maintenance (replacement of control system, improve zone temperature control, replace rooftop air handling units, cooling system energy improvement, and site lighting figure replacement).
 - 2) Personnel services.
 - 3) Replacement of Patrol laptops used in cruisers.
- The proposed COLA is 0.7%.

Administration & IT

Presented by County Administrator Andrew Hart.

- Increased by \$11,925.
- Health insurance and workers' compensation projected at a 10% increase.
- Increase in personnel services, Internet Services & Web Hosting, and Labor Relations .
- Legal line kept the same.
- Commodities down.

- Going to be replacing the keyless door lock system on the courthouse so that it will be the same as what the Airport and Public Safety Building has.

Total budget of \$492,172, up 2% from the 2016 budget.

Building Maintenance – Courthouse

Presented by County Administrator Andrew Hart.

- Decreased by \$35,818.
- Now that mowing and trimming is contracted out, funding isn't needed in the Equipment Repairs and Maintenance line.
- No longer contracting out floor cleaning.
- Decreases in heating fuel and propane costs.

Total budget of \$220,080, down 14% from the 2016 budget.

Building Maintenance – Public Safety Building

Presented by County Administrator Andrew Hart.

- Decreased by \$6,472.
- Now that mowing and trimming is contracted out, funding isn't needed in the Equipment Repairs and Maintenance line.
- Grounds maintenance was lowered to match current trend.
- No longer contracting out floor cleaning.
- Decreases in heating fuel and propane costs.

Total budget of \$65,867, down 9% from the 2016 budget.

Registry of Deeds

Presented by Register of Deeds Lisa Simmons.

- Net increased by \$2,819.
- Revenues are back up to where they were a couple of years ago (the estimates may be adjusted after the September numbers are available).

Total budget of (\$179,081), up 2% from the 2016 budget.

District Attorney

Presented by District Attorney Geoffrey Rushlau.

- Increased by \$8,742
- Computer Consultant line increased by \$2,300 because of MEDASTS staff support

Total budget of \$445,674, up 2% from the 2016 budget.

Emergency Management Agency

Presented by EMA Director Ray Sisk.

- Increased by \$7,517.
- Personnel Services decreased by \$10,273 that was budgeted for the 2016 retirement of an employee (this employee is now not retiring until 12/31/2017 so the funds will go into a reserve until she retires).

- Capital line includes \$20,000 to replace the EMA truck that is 7 years old (still looking for options that will still have the towing capacity of the ¾ ton truck but get better gas mileage), \$10,000 of which will be reimbursed by EMA Matching Funds.

Total budget of \$82,580, up 10% from the 2016 budget.

Finance

Presented by Finance Director Kathy Robinson.

- Increased by \$25,098.
- The Finance Clerk position was originally 40 hours, but when the prior employee retired, it was decided to try the position out with 28 hours, but that has turned out to not be enough. Request is to bring the position up to 35 hours, which brings in eligibility for benefits.

Total budget of \$283,585, up 10% from the 2016 budget.

Jail

Presented by Jail Administrator John Hinkley.

- Increased by \$104,421.
- Control system needs to be replaced because it is beyond repair and it is no longer possible to get replacement parts for it. The Jail is working under a variance and one of the requirements of the variance is replacing that system. There will also be some improvements (lighting, air handlers, etc.) done on the jail at the same time. The County might go with a lease/purchase, which will be discussed with the Commission.

Total budget of \$3,388,782, which is up 3% above the capped amount of \$3,284,360.

Probate

Presented by Register of Probate Elaine Hallett.

- Decreased by \$1,194.
- Postage costs are up because of the department processing passports, but the cost is made up in the revenue line, so it's really a wash.

Total budget of \$130,685, down 1% from the 2016 budget.

Sheriff Department – Patrol Division

Presented by Chief Deputy Tim Carroll.

- Personnel services are in part due to the Sheriff being added to the County's compensation plan. The department is also going back to having a Patrol Administrator and will promote one of the 4 sergeants to fill that position, leaving just 3 sergeants.
- The increase in the computer supplies and equipment line is to replace the laptops purchased 8 years ago. The plan is to replace 2/3rds of the laptop computers this year, and then after that replace 1/3rd of them every year to keep up with the County's replacement schedule. There should be 12 being replaced in 2017.
- Replacing 3 vehicles in 2017 but will be utilizing some Vehicle Reserve money and Federal Forfeiture funds.
- Revenues are increased because of new Shellfish Warden contract and increase in MDEA wage levels paid to Deputy King while he's working for them as a detective, but the revenues coming in for those contracts are a wash with the expenditures.

Total budget of \$1,899,030, up 4% from the 2016 budget.

Airport

Presented by Airport Manager Jeff Northgraves.

- Decreased by \$8,092.
- Most of the differences are mostly from finance changing/merging budget lines.
- Repairs have been made to the heating system (geothermal) and we should know in the next couple weeks whether those repairs were successful.
- 2017 Capital includes AIP share \$55,000.
- Items that are not AIP funded that we need done (or equipment needed) at the airport. Going to sell some equipment that will help offset.

Total budget of \$97,473, down 8% from the 2016 budget.

Knox Regional Communications Center

Presented by KRCC Director Linwood Lothrop.

- Increased by \$7,230.
- Personnel Services is the major change. One of the new dispatcher positions asked for last year will be changed to a deputy communications director position in 2017. Since the Director is often at meetings, etc. relating to the FirstNet Broadband coming into play with voice and text contacts, there needs to be someone in the Center handling management-level tasks behind the scenes stuff on a daily basis. Overall impact is actually not that severe for this first year because the new position probably won't be filled until July 1st of 2017.
- Capital Expenditures:
 - Critical Spare Equipment – keeps the time the system is down shortened if we have the equipment on hand instead of having to order and wait for it to arrive
 - Redundant Microwave Path – covers the system if one of the microwaves goes down
 - Remote IP Monitor – allows us to trouble-shoot remotely without having to going up to the tower site unless we need to

Total budget of \$1,038,127, up 0.7% from the 2016 budget.

Miscellaneous

Presented by County Administrator Andrew Hart.

Debt Service

- The bond payment on the Public Safety Building is down \$3,401 from last year.

Insurance (MCCA Risk Pool)

- Increased by \$8,887 (10%) based off of a budget estimate increase. The final number should be in at the end of November.

Knox-Lincoln Cooperative Extension Service

- Asking for: \$57,041.50 (same request as last year).

Knox-Lincoln Soil & Water Conservation District

- Asking for \$27,473, a 3% increase (\$800) over their 2016 budget request.

Midcoast Economic Development District

- Asking for \$25,206.00 (MCEDD was not funded in 2016.)

Mid-Coast Regional Planning Commission

- Asking for same amount as in numerous prior years: \$2,500.00

Other Discussions

October 20th is the first budget review meeting with the presentation of the budget, the public hearing, the four program grants, and then the Admin & IT budget, insurance, and debt service.

III. Adjourn

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

The meeting adjourned at 10:50 a.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on October 11, 2016.