

## GENERAL ADMINISTRATION COMMITTEE MEETING

**April 3, 2013**

The meeting of the General Administrative Committee was held Wednesday, April 3, 2013 at 5:00 p.m. in County Board Conference Room.

**PRESENT:** Thomas, Schwallenstecker, Lewis, Armour, CFO Springer, Jeanette Baker, Shari Albrecht, Kent Tarro

**GUESTS:** Don Wall, Vince Bodner and son; and Russ Alexander.

**ABSENT:** Wiggins

Agenda:

1. Review of timesheet for non union personnel
2. Public Health-Food License Fees
3. Public Health – Public Transportation Ordinances
4. Carl Nail - Request to Vacate Road in Undeveloped Subdivision (Mt. Olive)
5. County Farm Lease Revisions
6. Board of Review
7. Revolving Loan Application-Bodner Equipment
8. Non-union Back-pay Request

Committee Chairman Thomas called the meeting to order at 5:05 p.m.

Committee reviewed March 2013 timesheets for non-union personnel.

**MOTION: Motion made by Schwallenstecker and seconded by Armour to approve timesheets for March and place on file. All in favor, motion carried.**

### **Item # 2 Public Health – Food License Fees**

Kent Tarro spoke to the committee about the basic health protection programs that the health department which include: the inspection work that the department does in stores, taverns, restaurants, and school to make sure that food, water and milk supply is safe. Tarro says the department seals well and test wells for people, permit new well construction, and permit private septic systems; the other part of the program is communicable disease control.

Tarro stated that they have come up with moderate price for any type of services we offer. About 10-12 years ago the County Board approved food license fees which are very reasonable and include 4 categories:

- Temporary Food Licenses - \$15.00 used for one week i.e. for profits at county fair, Christmas market, etc.

- High Risk Establishment: restaurants that offer a range of food where the temperature scale ranges high to low. These are inspected three times per year.
- The third category is medium risk such as a grocery store with a deli.
- Lastly, low risk includes bars and similar establishments.

Tarro stated the fees are \$85.00 a year for high risk, \$65.00 for medium risk and \$50.00 for the low risk; Tarro said he is requesting the county's approval to increase these fees by \$25.00 across the board.

Thomas asked if he has researched the fees of other counties comparable to our county. Tarro stated that Craig Bussman has researched it but he did not have the information with him tonight, but would present that information at the county board meeting.

Chairman Thomas said that before taking any action, the committee would like to have time to review information about fees in comparable counties as well as additional background information on the fees.

**Motion made by Armour and seconded by Lewis to table until the committee has information requested to act. All in favor, motion carried.**

Item # 3 Public Health – Public Transportation Ordinances

Kent Tarro stated that the Public Transportation Program by law has to be run by governmental entity. Every year, resolutions for our on going operation of the program are brought to the Board for approval. Tarro said this resolution allows the Public Health department to operate the program for the county year by year. There appears no change in the funding at this time said Tarro. The second resolution is acceptance of special warranty which says that the health department is not displacing any other locally-run transportation program. Thomas asked if these resolutions have been reviewed by the States Attorney office. Tarro stated no they have looked at previous but not this one. Tarro stated he would run the resolutions by State's Attorney before the Board meeting.

**Motion made by Schwallenstecker and seconded by Lewis to recommend to the full board resolutions for Authorizing Application for Public Transportation Financial Assistance Under Section 5311 and Acceptance of Special Warranty pending review by the State's Attorney. All in favor, motion carried.**

Item # 4 Carl Nail - Request to Vacate Road in Undeveloped Subdivision (Mt. Olive)

Carl Nail was present to represent George Kuchar who is asking for approval of county board to vacate a road in the Carl Mueller's undeveloped subdivision in the county outside of Mt. Olive. Nail showed a map of the property and explained request to the committee.

**Motion made by Armour and seconded by Lewis to recommend to the full board a resolution of declaration to vacate a part of the Carl Mueller Subdivision. All in favor, motion carried.**

Item # 5 - County Farm Lease Revisions

CFO Springer stated that this item relates back to last month. Springer last month talked with the committee about the Rosentreter farm lease that the county has on land north of county highway building. Todd Armour looked over the plat that he had given us and suggested to go to FSA office for a cross reference on the acreage. Springer asked Bill Harding to take Rosentreter's GPS-submitted map to FSA office and compare with their maps. A comparison of the two showed a difference of .04 of an acre. The total acreage represented was 14.35 acres on the property being leased and farmed. Springer said that he had asked Asst. State's Attorney Brent Cain to prepare an amendment to the current lease as it now reads a total of 16 acres. The amendment would need to reduce the acreage to 14.35 acres and also spell out provisions for crediting back Rosentreter for any overpayments he has made to the county (based on 16 acres) thus far.

**Motion made by Armour and seconded by Lewis to direct the CFO to have an amendment to the farm lease drafted by the States Attorney's office representing changes discussed. All in favor, motion carried.**

Item # 6 Board of Review – This item was tabled until next meeting as Assessor Bresnan was unable to be present to answer questions.

**Motion made by Lewis and seconded by Schwallenstecker to table the item of "Board of Review" until the next meeting. Motion carried.**

Item # 7 Revolving Loan Application-Bodner Equipment – Shari Albrecht stated that the committee has been presented an application for a revolving loan from Bodner Equipment in Staunton. Mr. Bodner is present at the meeting as Don Wall with United Community Bank. Albrecht stated that she submitted the application to the county banking review committee which is the county's policy. Albrecht stated that she heard back from two of them and they felt it was a satisfactory application; however, they reminded the county if they choose to go forward with the loan to get collateral that's necessary to secure the loan. CFO Springer stated that in looking at the loan he did not see any collateral for the loan. Don Wall stated that they are looking at using equipment as collateral. Mr. Wall stated that the money from the county would be used to expand the business and operation also in conjunction with the loan from the bank take trade in equipment on purchases. When they take equipment in their inventory and assets with be increasing more than enough to offset the additional funds as well. The banks position will be to secure with different assets so were not going to utilize the inventory and equipment so that will be available for the county to use. CFO Springer asked Bodner and Wall if there was any reason for not securing the \$30,000 requested from the RLF through the bank as they were already doing with an additional \$50,000? Wall said that the collateral that Bodner was planning to use would secure the \$50,000 and the company wasn't willing to go beyond that at this point.

Thomas asked if they were under any time constraints. Thomas said the board chairman has some issues regarding the revolving loan fund in general regarding some clean up of the application process and would like to take some time to deal with that. Vince Bodner stated that they are trying to employ another person or two, with the high technology of the machinery today and computers, we will have to have someone with experience and schooling to handle the diagnosing of problem of equipment. They have a part time worker that has been with the company for the last two years, who will be graduating from high school, and they would like to hire him full time and send him to school for their product line.

Question was asked about the type of products the business handles. Mr. Bodner stated that they are a McCormick Dealer and sell tractor from 20 to 250 HP also sell grasshopper, and Ferris lawnmowers. Mr. Bodner stated that currently he has one full time shop employee and a couple of part time employees in addition to his wife who is the book keeper. CFO Springer asked if he is looking at adding one full time employee or two full time employees as a result of the loan. Mr. Bodner stated that it would depend on if they have a good financial year to hire a full time salesman. CFO Springer stated in the past, the guideline for loaning funds from the County's RLF is to create one job per \$15,000.00 loaned and this request is for a \$30,000.00 loan. Albrecht noted that currently the application shows a request for adding 0.5 employee.

Thomas stated that Chairman Dragovich would like to meet with Shari Albrecht concerning the application process before moving forward with any loans.

**Motion made by Schwallenstecker and seconded by Armour to table the request for RLF funding from Bodner Equipment. All in favor, motion carried.**

#### Item # 8 Non-union Back-pay Request

Russ Alexander, a former employee of the Sheriff's office, was present to discuss a request for back pay that he feels that he is entitled to. Alexander stated that he started with the Sheriff's Dept in 1988 worked in the jail for 23 years. Alexander said when Sheriff Albrecht took over as Sheriff, he promoted him to Jail Superintendent which is a non-union position. During the time period he told the committee that over the last four years the union was negotiating a new contract. Alexander said the Sheriff told him he could not commit to any raise during that timeframe. In 2010, Alexander said he got a job somewhere else and retired from the Sheriff's Dept. The negotiations with the union recently were settled following an arbitrator's decision and the union was awarded back pay. Alexander said he later he found out that that two non-union employees – the Chief Deputy and current Jail Superintendent received back pay following the union receiving it. Alexander said he has spoken with the Sheriff who said he does not have the money to pay his request. This is when Alexander sought to approach Board Chairman Dragovich who suggested he come and talk to this committee. Alexander said he was unaware of the exact amount he would be due but thought it would be around \$8,000. Alexander also stated that he talked to Ollie Schwallenstecker about his concern in addition to Chairman Dragovich.

Schwallenstecker stated that he is certainly sympathetic with Russ doesn't know whether or not the matter would have to go to litigation to get resolved. Committee Chairman Thomas stated that neither the Sheriff nor the States' Attorney is present, and this committee does not have the jurisdiction over the Sheriff Dept or over Collective Bargaining matters. It was noted that Chairman Dragovich also stated to add Mr. Alexander to the draft agenda so he can talk to the full board.

**MOTION: Motion made by Lewis and seconded by Armour to adjourn at 5:55 p.m. All in favor, motion carried.**