

**WALDO COUNTY COMMISSIONERS COURT
SPECIAL SESSION
SEPTEMBER 24, 2013**

PRESENT: Commissioners William D. Shorey – Chairman, Amy R. Fowler, Betty I. Johnson, and Deputy Treasurer Karen J. Trussell. Also present was Deputy County Clerk Linda L. Kinney to take minutes.

Call to Order: Commissioner Shorey called the court session to order at 9:40 a.m.

The Commissioners reviewed and voted on the 2014 budgets during this session.

EMERGENCY MANAGEMENT BUDGET (1010):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$107,395.00. Unanimous.**

DISTRICT ATTORNEY BUDGET (1015):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$237,177.00. Unanimous.**

TREASURER’S BUDGET (1025):

****A. Fowler moved, W. Shorey seconded to accept the proposed budget amount of \$71,290.00. Unanimous.**

FACILITIES MANAGEMENT BUDGET (1030):

****B. Johnson moved, A. Fowler seconded to accept the proposed budget amount of \$270,723.00. Unanimous.**

REGISTRY OF DEEDS BUDGET (1065):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$224,356. Unanimous.**

REGISTRY OF PROBATE BUDGET (1070):

****B. Johnson moved, A. Fowler seconded to accept the proposed budget amount of \$208,647.00. Unanimous.**

SHERIFF BUDGET (1075):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$1,336,636.00. Unanimous.**

COMMUNICATIONS CENTER BUDGET (1076):

****B. Johnson moved, A. Fowler seconded to accept the proposed budget amount of \$867,697.00. Unanimous.**

ADVERTISING & PROMOTION BUDGET (1080):

After brief discussion, the Commissioners decided on the following budget amounts:

- WCAP (1080-4715): Agency requested \$3,500.00 and the Commissioners approved that amount.
- EMDC (1080-4716): Agency requested \$5,000.00. The Commissioners reduced this line to zero.
- Time & Tide RC&D (1080-4718): Agency requested \$3,750.00. The Commissioners reduced that line to zero.
- Waldo County Firefighters Association (1080-4719): Agency requested \$5,000.00. The Commissioners approved that amount.
- Midcoast Economic Development Dist. (1080-4720): Agency requested \$4,055.00. The Commissioners reduced that line to \$2,000.00.
- Belfast Creative Coalition (1080-4721): Agency requested \$5,000.00. The Commissioners reduced that line to \$1,000.00.

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$11,500.00. Unanimous.**

AUDIT BUDGET (1090):

****B. Johnson moved, A. Fowler seconded to accept the proposed budget amount of \$9,500.00. Unanimous.**

TAX ANTICIPATION NOTE INTEREST BUDGET (2000):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$12,000.00. Unanimous.**

WALDO COUNTY COOPERATIVE EXTENSION BUDGET (2005):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$40,825.00. Unanimous.**

EMPLOYEE BENEFITS BUDGET (2025):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$1,236,550. Unanimous.**

WALDO COUNTY SOIL & WATER CONSERVATION BUDGET (2035):

****A. Fowler moved, B. Johnson seconded to accept the proposed budget amount of \$25,000.00. Unanimous.**

RECORDS PRESERVATION BUDGET (2040): No action taken.

RESERVES BUDGET (2045): No action taken.

CORRECTIONS BUDGET (1050): No action taken.

EMPLOYEE HANDBOOK:

Michelle Wadsworth, HR/Payroll Director, was present to review the following additional changes to the previously accepted changes to the Employee Handbook as recommended by a County attorney:

1. Added to “Code of Ethics” (1.0) – *Treat County employees, officers, agents and members of the public with dignity and respect.*
2. Added to “Equal Employment Opportunity Policy (EEOC)” (5.2.8), *Genetic History or Information.*
3. Added to “Definitions and Applicability – Harassment” (6.1.3), the words: *genetic history and information; and or general workplace harassment and misconduct.*
4. Added to “Work Rules and Discipline” (8.0) new section “e”, *Threats, including threats of violence; and words to new section “h” intentionally or recklessly.*
5. Added to “Sheriff’s Office” (5.17.1) *with the following exceptions: Sheriff’s personnel may use County vehicles in accordance with the collective bargaining agreement and/or at other such times at the discretion of the Sheriff or his/her designee.*
6. Wording change to “Technology” (4.1 – Employee Responsibility) currently reads *failure to do so will result in disciplinary action.* The word *will* has been changed to *may*.

****A. Fowler moved, B. Johnson seconded to accept these changes. Unanimous.**

CORRESPONDENCE:

Present to report correspondence was Deputy County Clerk Linda Kinney as follows:

1. Communications Director Owen Smith sent notice that Part-Time Dispatch Trainee Brian Wright, Sr. no longer works at the Communications Center effective September 23, 2013.

****A. Fowler moved, B. Johnson seconded to accept this action. Unanimous.**

2. A tax abatement appeal has been requested by Mike & Heather Ryan in the Town of Palermo. The Commissioners briefly reviewed the application and requested the Deputy County Clerk to contact the petitioner for information not provided on the application.

****A. Fowler moved, B. Johnson seconded to table this matter until the next regular meeting.**

MINUTES APPROVED:

****B. Johnson moved, A. Fowler seconded to approve the minutes from the September 10, 2013 Waldo County Commissioners Court Session with the following corrections:**

After brief discussion about the need to appropriate undesignated funds into reserve accounts, the Commissioners voted as follows:

****B. Johnson moved, A. Fowler seconded to appropriate undesignated funds to the following reserve accounts:**

<i>Employment Security:</i>	<i>\$25,000.00</i>
<i>Equipment Services:</i>	<i>\$3,000.00</i>
<i>Severance:</i>	<i>\$25,000.00</i>
<i>Courthouses:</i>	<i>\$15,000.00</i>

<i>Sheriff Facility:</i>	<i>\$2,000.00</i>
<i>Vehicle Emergency Replacement:</i>	<i>\$2,000.00</i>
<i>County Planning:</i>	<i>\$3,000.00</i>
<i>Facilities All Other:</i>	<i>\$25,000.00</i>

****Unanimous.**

MISCELLANEOUS COMMISSIONERS BUSINESS:

1. HR/Payroll Director Michelle Wadsworth was asked to give an update of her online HR training. She reported that she has been granted an extension on her final exam. The next available testing time is December, 2013 to January, 2014. It is still too early to request a test date for the test. She will update the Commissioners when she has a test date and again when she has test results.
2. After brief discussion of the Commissioners Mileage budget line, the Deputy County Clerk was instructed to code all Commissioners mileage from the Convention of Counties at Sugarloaf to the Professional Services line.

NEXT COURT SESSION:

The next Commissioners Court Session is a regular court session on **October 8, 2013** starting at **9:00 a.m.**

****A. Fowler moved, B. Johnson seconded to adjourn the Commissioners Court Session at 11:30 p.m. Unanimous.**

Respectfully submitted by: *Linda L. Kinney*
Waldo County Deputy Clerk